



**AGENDA**  
**HIGHLAND CEMETERY BOARD**  
**SPECIAL MEETING**  
**OWEN'S MULTIPURPOSE CENTER**  
**1405 SW 11<sup>TH</sup> STREET, LAWTON, OKLAHOMA**  
**SOUTH CONFERENCE ROOM/BREAK ROOM**  
**THURSDAY, OCTOBER 5, 2023, 3:00 PM**

**AGENDA**

**I. CALL TO ORDER/ ROLL CALL**

**II. REPORTS**

- A. Parks & Recreation Staff
- B. Commission Members

**III. AUDIENCE PARTICIPATION**

Anyone having an item of business to present to the commission that does not appear on the agenda please come forward.

**IV. UNFINISHED BUSINESS:**

- A. Consider discussion with Misty Tilghman and Marsha Pendley about a stolen grave marker from their mother's/sister's lot and take appropriate action as needed.

**V. BUSINESS:**

- A. Consider approving minutes from the Special Meeting held on May 3, 2023.  
**Attachment:** Drafted minutes from the Special Meeting held on May 3, 2023.
- B. Consider discussing setting fees for monuments on Cemetery grounds.
- C. Consider discussing the matter of establishing a cancellation fee for funerals (Exemptions: weather, emergency)
- D. Consider and take appropriate action, if necessary, in regard to the flooding in the Highland Cemetery front office.  
**Attachment:** Photos of chapel front office.
- E. Consider and take appropriate action, if necessary, in regard to constructing a handicap ramp at the chapel.  
**Attachment:** Photos of chapel entry from parking.
- F. Consider and take appropriate action, if necessary, in regard to restoration work at the chapel.  
**Attachment:** Photos of chapel areas of consideration
- G. Consider approving proposed Annual Meeting Notice for calendar year 2024.  
**Attachment:** Annual Meeting Notice 2024

**VI. ADJOURN**

"The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if interpreters for the deaf (signing) are not the necessary accommodation."

ITEM NO. 5A

MTG. DATE 10.05.2023

**HIGHLAND CEMETERY BOARD**  
**AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider approving minutes from Special Meeting held on May 3, 2023.

**INITIATOR:** Jessica Musselman, Recording Secretary

**INFORMATION SOURCE:** Parks & Recreation Office

**BACKGROUND:** Minutes from the Special Meeting held on May 3, 2023, have been drafted and are awaiting approval.

**EXHIBITS:** Draft minutes from May 3, 2023, Special Meeting

**KEY ISSUES:** N/A

**FUNDING SOURCE:** N/A

**RECOMMENDED ACTION:** Approve minutes from May 3, 2023, Special Meeting

**2023 MINUTES  
SPECIAL MEETING  
HIGHLAND CEMETERY BOARD  
WEDNESDAY, MAY 03, 2023, 2:00 PM  
OWENS MULTIPURPOSE CENTER  
1405 SW 11<sup>th</sup> STREET, LAWTON, OK, 73501  
CONFERENCE/BREAK ROOM**

The Meeting of the Highland Cemetery Board was held Wednesday, May 03, 2023, at the Owens Multipurpose Center, 1405 SW 11<sup>th</sup> Street, Lawton, Oklahoma, and called to order by Commission Chairman Barry Beauchamp, at 1:58 p.m.

**ROLL CALL:**

**MEMBERS PRESENT:** Barry Beauchamp Robert Williams, Gerald "Deuce" Gragg

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Donald Kousman, Sexton; Kyla Christoff, Recording Secretary; Mitchell Dooley Deputy Director Parks & Recreations

**OTHERS PRESENT:** None

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**II. REPORTS**

A. None

B. None

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**III. AUDIENCE PARTICIPATION**

None

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**IV. UNFINISHED BUSINESS**

A. Consider moving to table the discussion with Misty Tilghman and Marsha Pendley about a stolen grave marker from their mother's/sister's lot.

**Recommendation to staff to reach out to Misty Tilghman and Marsha Pendley.**

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**V. NEW BUSINESS**

A. Consider approving the minutes of the April 5th, 2023, Regular called Meeting.

**MOTION by Robert Williams; SECOND by Gerald "Deuce" Gragg**

**AYES: Barry Beauchamp, Robert Williams, Gerald "Deuce" Gragg,**

**NAYS: None**

**MOTION CARRIES**

**B. Consider recommendation to the City Council about Changes to Cemetery Fees and Hours recommended by Highland Cemetery Staffs**

**MOTION by Robert Williams; SECOND by Gerald "Deuce" Gragg**

**AYES: Barry Beauchamp, Robert Williams, Gerald "Deuce" Gragg,**

**NAYS: None**

**MOTION CARRIES**

**A. Consider recommendation to staff on putting in two gates on the Cemetery Fence to solve the issue of East Fence being cut open.**

**MOTION by Robert Williams; SECOND by Gerald "Deuce" Gragg**

**AYES: Barry Beauchamp, Robert Williams, Gerald "Deuce" Gragg,**

**NAYS: None**

**MOTION CARRIES**

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**B. ADJOURN**

**MOTION by Robert Williams; SECOND by Gerald "Deuce" Gragg**

**AYES: Barry Beauchamp, Robert Williams, Gerald "Deuce" Gragg,**

**NAYS: None**

**MOTION CARRIES**

**Meeting adjourned @ 2:30 p.m.**

ITEM NO. 5B

MTG. DATE 10.05.2023

**HIGHLAND CEMETERY BOARD**  
**AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider discussing setting fees for monuments on Cemetery grounds.

**INITIATOR:** Jessica Musselman, Recording Secretary

**INFORMATION SOURCE:** Parks & Recreation Office

**BACKGROUND:** Setting fees for monuments are in place in 3 of 6 of Lawton's mirroring Cities, those of which have city owned cemeteries. This fee will increase revenue for the beautification and maintenance of the cemetery through the cemetery care fund.

**EXHIBITS:** N/A

**KEY ISSUES:** N/A

**FUNDING SOURCE:** N/A

**RECOMMENDED ACTION:** Cemetery Board to place a setting fee for monuments as a recommendation to City Council.

ITEM NO. 5C

MTG. DATE 10.05.2023

**HIGHLAND CEMETERY BOARD**  
**AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider discussing the matter of establishing a cancellation fee for funerals.  
(Exemptions: weather, emergency, etc.).

**INITIATOR:** Jessica Musselman, Recording Secretary

**INFORMATION SOURCE:** Parks & Recreation Office

**BACKGROUND:** This fee would decrease the chances of unnecessary duplicated man-hours  
and the deterioration of equipment due to last minute cancellations.

**EXHIBITS:** N/A

**KEY ISSUES:** N/A

**FUNDING SOURCE:** N/A

**RECOMMENDED ACTION:** Cemetery Board to place a cancellation fee as recommendation to  
City Council.

ITEM NO. 5D

MTG. DATE 10.05.2023

**HIGHLAND CEMETERY BOARD**  
**AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider and take appropriate action, if necessary, in regard to the flooding in the Highland Cemetery front office.

**INITIATOR:** Jessica Musselman, Recording Secretary

**INFORMATION SOURCE:** Parks & Recreation Office

**BACKGROUND:** Ground water level surrounding the Cemetery office is sloped toward the building and causes significant flooding after storms producing continuous water issues and building structural concerns. This has been ongoing since the previous caretaker (2015).

**EXHIBITS:** Presentation and Photos from Donald Kousman

**KEY ISSUES:** N/A

**FUNDING SOURCE:** N/A

**RECOMMENDED ACTION:** Approve flood remediation by hiring a contractor to survey the cause and provide a scope of work with quote to stop the flooding after any future storms.



**Office photo 1 of 3**



**Office Photo 2 of 3**



**Office Photo 3 of 3**

ITEM NO. 5E

MTG. DATE 10.05.2023

**HIGHLAND CEMETERY BOARD**  
**AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider and take appropriate action, if necessary, in regard to constructing a handicap ramp at the chapel

**INITIATOR:** Jessica Musselman, Recording Secretary

**INFORMATION SOURCE:** Parks & Recreation Office

**BACKGROUND:** Current status of the chapel does not include a handicap ramp. Once the columbarium's are in place the chapel will be utilized for viewing interment services and should be equally accessible to the public.

**EXHIBITS:** Photos of current status of the entry to the Chapel

**KEY ISSUES:** N/A

**FUNDING SOURCE:** N/A

**RECOMMENDED ACTION:** Approve the construction of adding a handicap ramp to the chapel.



**Chapel Entry Photo 1 of 1**

ITEM NO. 5F

MTG. DATE 10.05.2023

**HIGHLAND CEMETERY BOARD**  
**AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider and take appropriate action, if necessary, in regard to restoration work at the chapel

**INITIATOR:** Jessica Musselman, Recording Secretary

**INFORMATION SOURCE:** Parks & Recreation Office

**BACKGROUND:** Current state of the chapel is in need of repair to the chipped stucco and broken concrete, the floor needs power washed, benches need to be removed and replaced.

**EXHIBITS:** Photos of the Chapel in need of restoration.

**KEY ISSUES:** N/A

**FUNDING SOURCE:** N/A

**RECOMMENDED ACTION:** Approve the restoration the chapel via contractor with a provided scope of work and quotes.



**Chapel Photo 1 of 2**



**Chapel Photo 2 of 2**

ITEM NO. 5G

MTG. DATE 10.04.2023

**HIGHLAND CEMETERY BOARD**  
**AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider approving proposed Annual Meeting Notice for calendar year 2024.

**INITIATOR:** Jessica Musselman, Recording Secretary

**INFORMATION SOURCE:** Parks & Recreation Office

**BACKGROUND:** Annual Meeting Notice has been drafted awaiting approval.

**EXHIBITS:** Annual Meeting Notice 2024

**KEY ISSUES:** N/A

**FUNDING SOURCE:** N/A

**RECOMMENDED ACTION:** Approve the Annual Meeting Notice for calendar year 2024.

2024 ANNUAL MEETINGS  
NOTICE OF MEETING

**HIGHLAND CEMETERY BOARD**

TYPE OF MEETING

Regular Meeting \*                    ( )                    Rescheduled Regular Meeting\*\*\* ( )  
Special Meeting \*\*                    ( )                    Continued or Reconvened Meeting ( )  
Emergency Meeting                    ( )

First Wednesday of Every Quarter, 2023

DATE	TIME	PLACE OF MEETING
Wednesday, January 3, 2024	2:00 PM	Owens Multi-purpose Center
Wednesday, April 3, 2024	2:00 PM	1405 SW 11 <sup>th</sup> St
Wednesday, August 7, 2024	2:00 PM	Lawton, OK 73501
Wednesday, November 6, 2024	2:00 PM	South Conference Room/Break Room

To be completed by person filing notice:

Name:                    Jessica Musselman  
Title:                    Administrative Assistant III, Parks and Recreation  
Address:                    Owens Center, 1405 SW 11th St, Lawton, OK 73501  
Phone:                    580-581-3400 ext. 1838

Filed in the office of the municipal clerk at \_\_\_\_\_ a.m./p.m. on  
\_\_\_\_\_.

Signed: \_\_\_\_\_  
Clerk/Deputy Clerk

\*                    The notice and the agenda of the meeting are to be posted at the principal office of the public body (City Hall) or, if there is no principal office, at the location of the meeting at least 24 hours in advance of the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma. (ə 311, #9, Title 25, Okla. Statutes)

\*\*                    The notice of the special meeting shall be given in writing, in person or by telephone at least 48 hours before the meeting. The notice and the agenda of the special meeting are to be posted at the principal office of the public body (City Hall) or, if there is no principal office, at the location of the meeting at least 48 hours in advance of the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma. (ə 311, #11, Title 25, Okla. Statutes)

\*\*\*                    Notice of any change in the date, time or place of a regularly scheduled meeting shall be given not less than 10 days prior to the implementation of such change. (ə 311, #8, Title 25, Okla. Statutes)