

**2024 MINUTES  
SPECIAL CALLED MEETING  
HIGHLAND CEMETERY BOARD  
THURSDAY, APRIL 11, 2023, 2:00 PM  
OWENS MULTIPURPOSE CENTER  
1405 SW 11<sup>th</sup> STREET, LAWTON, OK, 73501  
CONFERENCE ROOM**

The Meeting of the Highland Cemetery Board was held Thursday, April 11, 2024, at the Owens Multipurpose Center, 1405 SW 11<sup>th</sup> Street, Lawton, Oklahoma, and called to order by Deputy Director Mitchell Dooley, at 2:00 p.m.

**ROLL CALL:**

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

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Donald Kousman, Sexton; Jessica Musselman, Admin. III recording secretary

**OTHERS PRESENT:** None

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**II. REPORTS**

Donald reported he has received permission to inurn remains within the columbarium. He will be handing out brochures to local funeral homes listing the costs and contact information.

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**III. AUDIENCE PARTICIPATION**

None

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**IV. UNFINISHED BUSINESS**

None

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**V. NEW BUSINESS**

- A.** Consider approving the minutes of the February 7, 2024, Regular Meeting.

MOTION by Robert Williams; SECOND by Gerald “Deuce” Gragg  
AYES: Barry, Beauchamp, Robert Williams, Gerald “Deuce” Gragg,  
NAYS: None

- B.** Consider approving the minutes of the April 3, 2024, Regular Meeting.

MOTION by Robert Williams; SECOND by Gerald “Deuce” Gragg  
AYES: Barry, Beauchamp, Robert Williams, Gerald “Deuce” Gragg,  
NAYS: None

- C.** Receive report from semi-annual audit of Highland Cemetery perpetual care fund. Balance of account as of December 31, 2023 is \$90,478.29. Copy of account statement provided by CPA Stephen Newcombe attached to agenda packet.

NO MOTION NEEDED

- D.** Receive a report on the installation of the columbarium, 12 colored photos provided. Each columbarium has 12 inurnment vaults, each site could possibly hold two remains if the urn isn’t too large. No restoration to the chapel has been completed.

NO MOTION NEEDED

- E. Consider discussion on security lighting improvements on cemetery grounds. Two light poles around chapel area to have lights and cameras installed during FY 24-25. Funding has not yet been identified. Request for proposals have not yet been sent out. There are two “dummy” cameras currently in place at Highland at the southeast corner on a power pole and mounted to a tree on the main drive. The working camera that was mounted to the stone arch entrance was removed by an unknown department. Authorization to remove the camera was not provided Cemetery sexton at the time of removal.
  
- F. Consider discussion on cemetery office and chapel restoration. Quotes provided by Owens Construction (\$83,332.61), Color Splash (\$57,450.25) and J&I Home Improvement (\$94,135.58). Commission instructed staff to review quotes for specificity i.e., type of flooring to be utilized and ensure companies are quoting the same materials. The roof maybe removed from quotes pending the insurance adjusters claim status.

MOTION: Accept 3 quotes provided for further review and direct staff/commission to return to the next meeting with a preference in which company to approach with a service agreement.

MOTION by Robert Williams; SECOND by Gerald “Deuce” Gragg  
AYES: Barry, Beauchamp, Robert Williams, Gerald “Deuce” Gragg,  
NAYS: None  
**MOTION CARRIES**

- G. Consider discussion on cemetery fence repair. Quotes provided by Best Built fences (\$56,576.00), L&A Services (\$40,446.40), Salt & Pepper Fence (\$38,500.00). Staff recommends at least two gates/gaps/overlaps to allow ease of access from the eastside and prevent future vandalism. Quotes include addition of screens or slates to provide privacy during funeral services. Donald reported several residents share a portion of fence with the current standing structure and will need to be notified of renovations. Larry Parks recommends collaborating with Neighborhood Services and Drainage divisions in contacting residents to provide information and options moving forward.

**MOTION:** TABLE the fence repair and direct staff to collaborate with Neighborhood Services and Drainage divisions regarding a solution to move forward with the fence repair.

MOTION by Robert Williams; SECOND by Gerald “Deuce” Gragg  
AYES: Barry, Beauchamp, Robert Williams, Gerald “Deuce” Gragg,  
NAYS: None  
**MOTION TABLED**

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**VI. ADJOURN**

MOTION by Gerald “Deuce” Gragg; SECOND by Robert Williams

AYES: Barry Beauchamp, Robert Williams, Gerald “Deuce” Gragg,  
NAYS: None  
MOTION CARRIES

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