



# City of Lawton

Lawton City Hall  
212 SW 9th Street  
Lawton, Oklahoma  
73501-3944

## Pension Trust Commission

### Agenda

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Thursday, October 23, 2025

9:00 AM

Lawton City Hall  
3rd Floor Conference Room

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#### Roll Call

#### Introduction of Guests

#### Consent Agenda

For the benefit of the audience, all matters listed under the consent agenda are considered to be routine by the pension commission and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda prior to roll call and will be considered separately.

1. Consider approving an application for Normal Retirement from Ramon Ortega.
2. Consider approving an application for Normal Retirement from David Campbell.
3. Consider approving an application for Early Retirement from Karl Veldhuizen.
4. Consider approving an application for Early Retirement from Susan Schlecht.
5. Consider approving an application for Normal Retirement from Jerry Thorne.
6. Consider accepting a Memo of Information regarding the death of surviving spouse, Donna Barnett Sellers.
7. Consider accepting a Memo of Information regarding the death of retiree David Michael Snider.
8. Consider approving the paid-in-full judgments to be released from the record.

#### New Business

1. Consider approving the minutes of the April 24, 2025, and July 11, 2025, meetings.
2. Receive the quarterly report on pension investments from Morgan Stanley.
3. Consider approving refunds of employee contributions and quarterly

statements of receipts and disbursements.

4. Consider authorizing payment of an invoice from Pension Benefit Information, LLC (PBI) in the amount of \$3,500 for the annual fee associated with their services in conducting periodic death audits and locator services for the City of Lawton.
5. Consider authorizing an extension of contract RFPCL23-006 – Annual Pension Fund with Finley and Cook, PLLC for the purpose of conducting the Annual Pension Fund Audit and take action as deemed necessary.
6. Consider approving the 2026 Annual Meeting Notice for the Pension Trust Commission.

### **Adjournment**

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) is not the necessary accommodation."

**Item Title:**

Consider approving an application for Normal Retirement from Ramon Ortega.

**Initiator:** Craig Akard, Director

**Information Source:** Craig Akard, Director

**Background:**

City employee Ramon Ortega was 65 years of age and had 31 years of service as of his requested retirement date of June 26, 2025. Therefore, he has met the requirement for normal retirement.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

Memorandum to Payroll Coordinator  
Retirement Application  
Benefit Option Selection Form  
Designation of Beneficiary

**Key Issues:**

N/A

**Funding Source:**

Pension Retirement System

**Recommended Action:**

Approve the retirement application for Ramon Ortega in the amount of \$3,279.92 minus applicable taxes.

**ATTACHMENTS:**

1. Ortega Memo



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## Human Resources Department

212 SW 9<sup>th</sup> Street  
Lawton, OK 73501  
580-581-3392

# Memo

**TO:** Shari Rodrick, Payroll Coordinator

**CC:** Tammy Branstetter, Deputy City Clerk  
Ramon Ortega

**FROM:** Taressa Macias, Compensation Administrator

**DATE:** 7-15-2025

**RE:** Retirement – Ramon Ortega

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City of Lawton employee Ramon Ortega retired on June 26, 2025. Mr. Ortega has selected the Lifetime Only Option (\$3,279.92).

Mr. Ortega has declined to continue insurance coverage.

Mr. Ortega will receive an initial payment of:

\$3,717.24 (\$3,279.92/30 days in June = \$109.33 per day; 30-26 = 4 days retired x \$109.33 = \$437.32 for June and \$3,279.92 for July 2025).

Mr. Ortega's retirement check beginning August 2025 and every month thereafter will be \$3,279.92 minus applicable taxes.

Thank you!

**Attachments:**

Retirement Application  
Benefit Option Selection  
Designation of Beneficiary

**RETIREMENT APPLICATION**

Employee Name: Reimon T. Ortega Employee Birth Date: \_\_\_\_\_

Employee Hire Date: 05/16/1994

Name of Spouse: \_\_\_\_\_ Spouse Birth Date: \_\_\_\_\_

**I AM APPLYING FOR THE FOLLOWING TYPE OF RETIREMENT:**

Normal Retirement based on age and/or years of service. RO (Employee Initials)

Early retirement based on age and/or years of service. (NOTE: Early retirement benefits reduce 5/12ths of one percent for every month retired early.)  
\_\_\_\_\_ (Employee initials)

Disability retirement of the following type: \*\*

Job related. Date of Injury: \_\_\_\_\_

Non Job Related.

My retirement options were explained and I am electing to take a lump sum payment option in lieu of a monthly benefit.

**\*\*NOTE:** On disability retirements there are no payment options and benefits are payable for the life of the retiree only with no survivor benefits. All disabilities will require medical documentation from physicians selected by the retirement commission.

EMPLOYEE'S SIGNATURE: Reimon Ortega DATE: 06/25/2025

SPOUSE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Employee Retirement System of the City of Lawton  
**BENEFIT OPTION SELECTION**

for

**Ramon Ortega**

I have been advised of the benefit payment options available to me and have selected the option below which I consider most appropriate for my needs.

<input type="checkbox"/> <b>LUMP SUM PAYMENT</b> _____ <b>Initials</b>	<b>\$ 209,781.80</b>
Refund of the employee contribution plus accrued interest and city contribution with 10 years or more. 20% FEDERAL TAXES will be deducted. No further benefit.	

<input checked="" type="checkbox"/> <b>LIFETIME ONLY</b> <u>RO</u> <b>Initials</b>	<b>\$ 3,279.92</b>
Payable for retiree's lifetime. Benefit stops at retiree's death.	

<input type="checkbox"/> <b>TEN-YEAR CERTAIN</b> _____ <b>Initials</b>	<b>\$ 3,128.06</b>
Payable for the retiree's lifetime. If retiree's death occurs during the ten-year period following the retirement date, the monthly payment will be continued to the retiree's beneficiary for the remainder of the ten-year period.	

<input type="checkbox"/> <b>JOINT AND 2/3 SURVIVOR</b> _____ <b>Initials</b>	<b>\$ n/a</b>
Payable for the retiree's lifetime. Following the retiree's death, payments continue to the retiree's spouse in an amount reduced to 2/3 of the retiree's monthly benefit. The reduced amount is payable for the spouse's lifetime and ceases on the spouse's death.	

<input type="checkbox"/> <b>JOINT AND 100% SURVIVOR</b> _____ <b>Initials</b>	<b>\$ n/a</b>
Payable for the retiree's lifetime. Following the retiree's death, payments continue in the same amount to the retiree's spouse during the spouse's lifetime. Benefits cease on spouse's death.	

I have been advised by the Human Resources Department to complete a revised beneficiary designation form. The form is attached.

I have selected the benefit payment option which I consider most beneficial to my needs. I understand that once benefit payments are approved by the Board of Pension Commissioners, the option selection cannot be changed. I understand that I will not receive my first retirement check until the last Friday of the month following my retirement date.

\_\_\_\_\_  
*Ramon Ortega*  
 (Employee Signature) 7/9/2025  
(Date)

\_\_\_\_\_  
 (Spouse Signature) (Date)  
 \_\_\_\_\_  
*Jarese Nacías*  
 (Witness Signature) 7/9/2025  
(Date)

FOR OFFICE USE ONLY

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DATE OF EMPLOYMENT

**DESIGNATION OF BENEFICIARY**

For the City of Lawton, Oklahoma Retirement Pension Plan

MEMBER'S NAME Ramon I. Ortega

ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

In the event of your death, any benefits shall be payable only to surviving spouse and/or children. If spouse is not alive and no children survive, then remaining benefits shall be payable to the member's father and/or mother; if living; otherwise to the legal representative of member's estate, unless designated otherwise.

**IMPORTANT:** List one or more Beneficiaries in sequence to receive member's benefits or payment benefits or payment will be made as listed in above paragraph.

Spouse \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dependent Children \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

Date 06/26/2025 Member Signature Ramon Ortega  
Witness Larissa Macias

In the event of your death, please list below the name of the person(s) you would like us to notify.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Item Title:**

Consider approving an application for Normal Retirement from David Campbell.

**Initiator:** Craig Akard, Director

**Information Source:** Craig Akard, Director

**Background:**

City employee David Campbell was 65 years of age and had 8 years of service as of his requested retirement date of July 1, 2025. Therefore, he has met the requirements for normal retirement.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

Memorandum to Payroll Coordinator  
Retirement Application  
Benefit Option Selection Form  
Designation of Beneficiary

**Key Issues:**

N/A

**Funding Source:**

Pension Retirement System

**Recommended Action:**

Approve the retirement application for David Campbell in the amount of \$445.46 minus applicable taxes.

**ATTACHMENTS:**

1. Campbell Memo



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## Human Resources Department

212 SW 9<sup>th</sup> Street  
Lawton, OK 73501  
580-581-3392

# Memo

**TO:** Shari Rodrick, Payroll Coordinator

**CC:** Tammy Branstetter, Deputy City Clerk  
David Campbell

**FROM:** Taressa Macias, Compensation Administrator

**DATE:** 8-4-2025

**RE:** Retirement – David Campbell

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City of Lawton employee David Campbell retired on July 1, 2025. Mr. Campbell has selected the Lifetime Only Option (\$445.46).

Mr. Campbell has declined to continue insurance.

\$876.56 ( $\$445.46/31$  days in July = \$14.37 per day;  $31-1 = 30$  days retired x \$14.37 = \$431.10 for July plus \$445.46 for August 2025).

Mr. Campbell's retirement check beginning September 2025 and every month thereafter will be \$445.46 minus applicable taxes.

Thank you!

**Attachments:**

Retirement Application  
Benefit Option Selection  
Designation of Beneficiary

**RETIREMENT APPLICATION**

Employee Name: David Campbell Employee Birth Date: \_\_\_\_\_

Employee Hire Date: ~~3-16-08~~ 1-3-2017

Name of Spouse: \_\_\_\_\_ Spouse Birth Date: \_\_\_\_\_

**I AM APPLYING FOR THE FOLLOWING TYPE OF RETIREMENT:**

Normal Retirement based on age and/or years of service. DC (Employee Initials)

Early retirement based on age and/or years of service. (NOTE: Early retirement benefits reduce 5/12ths of one percent for every month retired early.)  
\_\_\_\_\_ (Employee initials)

Disability retirement of the following type: \*\*

Job related. Date of Injury: \_\_\_\_\_

Non Job Related.

My retirement options were explained and I am electing to take a lump sum payment option in lieu of a monthly benefit.

**\*\*NOTE:** On disability retirements there are no payment options and benefits are payable for the life of the retiree only with no survivor benefits. All disabilities will require medical documentation from physicians selected by the retirement commission.

EMPLOYEE'S SIGNATURE: David Campbell DATE: 16 July 25

SPOUSE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Employee Retirement System of the City of Lawton  
**BENEFIT OPTION SELECTION**

for

**David Campbell**

I have been advised of the benefit payment options available to me and have selected the option below which I consider most appropriate for my needs.

<b>LUMP SUM PAYMENT</b> _____ <b>Initials</b>	<b>\$ 17,736.74</b>
Refund of the employee contribution plus accrued interest and city contribution with 10 years or more. 20% FEDERAL TAXES will be deducted. No further benefit.	

<b>LIFETIME ONLY</b> <u>DCS</u> _____ <b>Initials</b>	<b>\$ 445.46</b>
Payable for retiree's lifetime. Benefit stops at retiree's death.	

<b>TEN-YEAR CERTAIN</b> _____ <b>Initials</b>	<b>\$ 424.84</b>
Payable for the retiree's lifetime. If retiree's death occurs during the ten-year period following the retirement date, the monthly payment will be continued to the retiree's beneficiary for the remainder of the ten-year period.	

<b>JOINT AND 2/3 SURVIVOR</b> _____ <b>Initials</b>	<b>\$ n/a</b>
Payable for the retiree's lifetime. Following the retiree's death, payments continue to the retiree's spouse in an amount reduced to 2/3 of the retiree's monthly benefit. The reduced amount is payable for the spouse's lifetime and ceases on the spouse's death.	

<b>JOINT AND 100% SURVIVOR</b> _____ <b>Initials</b>	<b>\$ n/a</b>
Payable for the retiree's lifetime. Following the retiree's death, payments continue in the same amount to the retiree's spouse during the spouse's lifetime. Benefits cease on spouse's death.	

I have been advised by the Human Resources Department to complete a revised beneficiary designation form. The form is attached.

I have selected the benefit payment option which I consider most beneficial to my needs. I understand that once benefit payments are approved by the Board of Pension Commissioners, the option selection cannot be changed. I understand that I will not receive my first retirement check until the last Friday of the month following my retirement date.

David Campbell  
 (Employee Signature)

16 July 2025  
 (Date)

\_\_\_\_\_  
 (Spouse Signature)  
Jessica Macias  
 (Witness Signature)

\_\_\_\_\_  
 (Date)  
7-16-2025  
 (Date)

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DATE OF EMPLOYMENT

**DESIGNATION OF BENEFICIARY**

For the City of Lawton, Oklahoma Retirement Pension Plan

MEMBER'S NAME David Campbell Sr

ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

In the event of your death, any benefits shall be payable only to surviving spouse and/or children. If spouse is not alive and no children survive, then remaining benefits shall be payable to the member's father and/or mother; if living; otherwise to the legal representative of member's estate, unless designated otherwise.

**IMPORTANT:** List one or more Beneficiaries in sequence to receive member's benefits or payment benefits or payment will be made as listed in above paragraph.

Spouse David Campbell Jr Date of Birth \_\_\_\_\_

Dependent Children \_\_\_\_\_

Other Kimberly R Smith

Date 30 July 2025 Member Signature David Campbell Sr  
Witness Janessa Macias

In the event of your death, please list below the name of the person(s) you would like us to notify.

✓ Name \_\_\_\_\_ Phone \_\_\_\_\_

✓ Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Item Title:**

Consider approving an application for Early Retirement from Karl Veldhuizen.

**Initiator:** Craig Akard, Director

**Information Source:** Craig Akard, Director

**Background:**

City employee Karl Veldhuizen was 56 years of age and had 25 years of service as of his requested retirement date of July 24, 2025. Therefore, he has met the requirements for early retirement.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

Memorandum to Payroll Coordinator  
Retirement Application  
Benefit Option Selection Form  
Designation of Beneficiary

**Key Issues:**

N/A

**Funding Source:**

Pension Retirement System

**Recommended Action:**

Approve the application for Early Retirement from Karl Veldhuizen in the amount of \$2,180.75 minus applicable taxes and insurance premiums.

**ATTACHMENTS:**

1. Veldhuizen Memo



# Human Resources Department

212 SW 9<sup>th</sup> Street  
Lawton, OK 73501  
580-581-3392

## Memo

**TO:** Shari Rodrick, Payroll Coordinator

**CC:** Tammy Branstetter, Senior Deputy City Clerk  
Karl Veldhuizen

**FROM:** Taressa Macias, Compensation Administrator

**DATE:** 8/21/2025

**RE:** Retirement – Karl Veldhuizen

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City of Lawton employee Karl Veldhuizen retired on July 24, 2025. Mr. Veldhuizen has selected the Lifetime Only Option (\$2,180.75).

Mr. Veldhuizen has chosen to continue medical/dental/vision insurance for retiree only.

Medical - \$578.31  
Dental - \$34.92  
Vision - \$9.26

Mr. Veldhuizen will receive an initial payment of:

\$2,673.20 (\$2,180.75/31 days in July = \$70.35 per day; 31-24 = 7 days retired x \$70.35 = \$492.45 for July plus \$2,180.75 for August 2025).

Mr. Veldhuizen's retirement check beginning September 2025 and every month thereafter will be \$2,180.75 minus applicable taxes and insurance premiums.

Thank you!

Attachments:  
Retirement Application  
Benefit Option Selection  
Designation of Beneficiary

**RETIREMENT APPLICATION**

Employee Name: Karl M Veldhuizen Employee Birth Date: \_\_\_\_\_

Employee Hire Date: 5/1/2000

Name of Spouse: \_\_\_\_\_ Spouse Birth Date: \_\_\_\_\_

**I AM APPLYING FOR THE FOLLOWING TYPE OF RETIREMENT:**

Normal Retirement based on age and/or years of service. \_\_\_\_\_ (Employee Initials)

Early retirement based on age and/or years of service. (NOTE: Early retirement benefits reduce 5/12ths of one percent for every month retired early.)  
KMV (Employee initials)

Disability retirement of the following type: \*\*

Job related. Date of Injury: \_\_\_\_\_

Non Job Related.

My retirement options were explained and I am electing to take a lump sum payment option in lieu of a monthly benefit.

**\*\*NOTE:** On disability retirements there are no payment options and benefits are payable for the life of the retiree only with no survivor benefits. All disabilities will require medical documentation from physicians selected by the retirement commission.

EMPLOYEE'S SIGNATURE: Karl M Veldhuizen DATE: 7/16/2025

SPOUSE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Employee Retirement System of the City of Lawton  
BENEFIT OPTION SELECTION**

for

**Karl Veldhuizen**

I have been advised of the benefit payment options available to me and have selected the option below which I consider most appropriate for my needs.

<b>LUMP SUM PAYMENT</b> _____ <b>Initials</b>	<b>\$ 180,905.52</b>
Refund of the employee contribution plus accrued interest and city contribution with 10 years or more. 20% FEDERAL TAXES will be deducted. No further benefit.	

<b>LIFETIME ONLY</b> <u>KMV</u> _____ <b>Initials</b>	<b>\$ 2,180.75</b>
Payable for retiree's lifetime. Benefit stops at retiree's death.	

<b>TEN-YEAR CERTAIN</b> _____ <b>Initials</b>	<b>\$ 2,143.76</b>
Payable for the retiree's lifetime. If retiree's death occurs during the ten-year period following the retirement date, the monthly payment will be continued to the retiree's beneficiary for the remainder of the ten-year period.	

<b>JOINT AND 2/3 SURVIVOR</b> _____ <b>Initials</b>	<b>\$ n/a</b>
Payable for the retiree's lifetime. Following the retiree's death, payments continue to the retiree's spouse in an amount reduced to 2/3 of the retiree's monthly benefit. The reduced amount is payable for the spouse's lifetime and ceases on the spouse's death.	

<b>JOINT AND 100% SURVIVOR</b> _____ <b>Initials</b>	<b>\$ n/a</b>
Payable for the retiree's lifetime. Following the retiree's death, payments continue in the same amount to the retiree's spouse during the spouse's lifetime. Benefits cease on spouse's death.	

I have been advised by the Human Resources Department to complete a revised beneficiary designation form. The form is attached.

I have selected the benefit payment option which I consider most beneficial to my needs. I understand that once benefit payments are approved by the Board of Pension Commissioners, the option selection cannot be changed. I understand that I will not receive my first retirement check until the last Friday of the month following my retirement date.

Karl M Veldhuizen \_\_\_\_\_ 8-21-25  
(Employee Signature) (Date)

\_\_\_\_\_  
(Spouse Signature) (Date)

Jessica Macias \_\_\_\_\_ 8-21-2025  
(Witness Signature) (Date)

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DATE OF EMPLOYMENT

**DESIGNATION OF BENEFICIARY**

For the City of Lawton, Oklahoma Retirement Pension Plan

MEMBER'S NAME Karl M Veldhuizen

ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

In the event of your death, any benefits shall be payable only to surviving spouse and/or children. If spouse is not alive and no children survive, then remaining benefits shall be payable to the member's father and/or mother; if living; otherwise to the legal representative of member's estate, unless designated otherwise.

**IMPORTANT:** List one or more Beneficiaries in sequence to receive member's benefits or payment benefits or payment will be made as listed in above paragraph.

Spouse \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dependent Children \_\_\_\_\_

Other Dawn Bolt

Date 7/16/2025 Member Signature Karl M Veldhuizen

Witness [Signature]

In the event of your death, please list below the name of the person(s) you would like us to notify.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Item Title:**

Consider approving an application for Early Retirement from Susan Schlecht.

**Initiator:** Craig Akard, Director

**Information Source:** Craig Akard, Director

**Background:**

City employee Susan Schlecht was 55 years of age and had 20 years of service as of her requested retirement date of September 4, 2025. Therefore, she has met the requirement for early retirement.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

Memorandum to Payroll Coordinator  
Retirement Application  
Benefit Option Selection Form  
Designation of Beneficiary

**Key Issues:**

N/A

**Funding Source:**

Pension Retirement System

**Recommended Action:**

Approve the retirement application for Susan Schlecht in the amount of \$1,512.44 minus applicable taxes.

**ATTACHMENTS:**

1. Schlecht Memo



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## Human Resources Department

212 SW 9<sup>th</sup> Street  
Lawton, OK 73501  
580-581-3392

# Memo

**TO:** Shari Rodrick, Payroll Coordinator

**CC:** Tammy Branstetter, Deputy City Clerk  
Susan Schlecht

**FROM:** Taressa Macias, Compensation Administrator

**DATE:** 9-19-2025

**RE:** Retirement – Susan Schlecht

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City of Lawton employee Susan Schlecht qualifies for early retirement. Mrs. Schlecht retired on September 4, 2025, and has selected the Lifetime Only Option (\$1,512.44).

Mrs. Schlecht has declined insurance.

Mrs. Schlecht will receive an initial payment of:

\$2,823.10 (\$1,512.44/30 days in September = \$50.41 per day; 30-4 = 26 days retired x \$50.41 = \$1,310.66 for September plus \$1,512.44 for October 2025).

Mrs. Schlecht's retirement check beginning November 2025 and every month thereafter will be \$1,512.44 minus applicable taxes.

Thank you!

**Attachments:**

Retirement Application  
Benefit Option Selection  
Designation of Beneficiary



Employee Retirement System of the City of Lawton  
**BENEFIT OPTION SELECTION**

for

**Susan Schlecht**

I have been advised of the benefit payment options available to me and have selected the option below which I consider most appropriate for my needs.

<input type="checkbox"/> <b>LUMP SUM PAYMENT</b> _____ <b>Initials</b>	<b>\$ 147,430.35</b>
Refund of the employee contribution plus accrued interest and city contribution with 10 years or more. 20% FEDERAL TAXES will be deducted. No further benefit.	

<input type="checkbox"/> <b>LIFETIME ONLY</b> <u>SS</u> <b>Initials</b>	<b>\$ 1,512.44</b>
Payable for retiree's lifetime. Benefit stops at retiree's death.	

<input type="checkbox"/> <b>TEN-YEAR CERTAIN</b> _____ <b>Initials</b>	<b>\$ 1,489.22</b>
Payable for the retiree's lifetime. If retiree's death occurs during the ten-year period following the retirement date, the monthly payment will be continued to the retiree's beneficiary for the remainder of the ten-year period.	

<input type="checkbox"/> <b>JOINT AND 2/3 SURVIVOR</b> _____ <b>Initials</b>	<b>\$ 1,431.19/954.13</b>
Payable for the retiree's lifetime. Following the retiree's death, payments continue to the retiree's spouse in an amount reduced to 2/3 of the retiree's monthly benefit. The reduced amount is payable for the spouse's lifetime and ceases on the spouse's death.	

<input type="checkbox"/> <b>JOINT AND 100% SURVIVOR</b> _____ <b>Initials</b>	<b>\$ 1,393.76</b>
Payable for the retiree's lifetime. Following the retiree's death, payments continue in the same amount to the retiree's spouse during the spouse's lifetime. Benefits cease on spouse's death.	

I have been advised by the Human Resources Department to complete a revised beneficiary designation form. The form is attached.

I have selected the benefit payment option which I consider most beneficial to my needs. I understand that once benefit payments are approved by the Board of Pension Commissioners, the option selection cannot be changed. I understand that I will not receive my first retirement check until the last Friday of the month following my retirement date.

Susan Schlecht  
 (Employee Signature)

9/15/25  
 (Date)

[Signature]  
 (Spouse Signature)

9/15/25  
 (Date)

[Signature]  
 (Witness Signature)

9/15/25  
 (Date)

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DATE OF EMPLOYMENT

**DESIGNATION OF BENEFICIARY**

For the City of Lawton, Oklahoma Retirement Pension Plan

MEMBER'S NAME Susan Schlecht

ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

In the event of your death, any benefits shall be payable only to surviving spouse and/or children. If spouse is not alive and no children survive, then remaining benefits shall be payable to the member's father and/or mother; if living; otherwise to the legal representative of member's estate, unless designated otherwise.

**IMPORTANT:** List one or more Beneficiaries in sequence to receive member's benefits or payment benefits or payment will be made as listed in above paragraph.

Spouse William Schlecht Date of Birth 06/19/66

Dependent Children \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

Date 8/26/2025 Member Signature [Signature] 9/3/25  
Witness [Signature]

In the event of your death, please list below the name of the person(s) you would like us to notify.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Item Title:**

Consider approving an application for Normal Retirement from Jerry Thorne.

**Initiator:** Craig Akard, Director

**Information Source:** Craig Akard, Director

**Background:**

City employee Jerry Thorne was 65 years of age and had 10 years of service as of his requested retirement date of August 29, 2025. Therefore, he has met the requirements for normal retirement.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

Memorandum to Payroll Coordinator  
Retirement Application  
Benefit Option Selection Form  
Designation of Beneficiary

**Key Issues:**

N/A

**Funding Source:**

N/A

**Recommended Action:**

Approve the retirement application for Jerry Thorne in the amount of \$827.91 minus insurance premiums and applicable taxes.

**ATTACHMENTS:**

1. Thorne Memo



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## Human Resources Department

212 SW 9<sup>th</sup> Street  
Lawton, OK 73501  
580-581-3392

# Memo

**TO:** Shari Rodrick, Payroll Coordinator

**CC:** Tammy Branstetter, Deputy City Clerk  
Jerry Thorne

**FROM:** Taressa Macias, Compensation Administrator

**DATE:** 9-23-2025

**RE:** Retirement – Jerry Thorne

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City of Lawton employee Jerry Thorne qualifies for a normal retirement. Mr. Thorne retired on August 29, 2025, and has selected the Lifetime Only Option (\$827.91).

Mr. Thorne has chosen to continue dental and vision insurance.

Dental – Retiree = \$45.10  
Vision – Retiree = \$9.26

Mr. Thorne will receive an initial payment of:

\$881.33 (\$827.91/31 days in August = \$26.71 per day; 31-29 = 2 days retired x \$26.71 = \$53.42 for August plus \$827.91 for September 2025).

Mr. Thorne's retirement check beginning October 2025 and every month thereafter will be \$827.91 minus insurance premiums and applicable taxes.

Thank you!

**Attachments:**  
Retirement Application  
Benefit Option Selection  
Designation of Beneficiary

**RETIREMENT APPLICATION**

Employee Name: Jerry Thorne Employee Birth Date: \_\_\_\_\_  
Employee Hire Date: Aug 26, 2015  
Name of Spouse: N/A Spouse Birth Date: \_\_\_\_\_

**I AM APPLYING FOR THE FOLLOWING TYPE OF RETIREMENT:**

Normal Retirement based on age and/or years of service. JT (Employee Initials)

Early retirement based on age and/or years of service. (NOTE: Early retirement benefits reduce 5/12ths of one percent for every month retired early.)  
\_\_\_\_\_ (Employee initials)

Disability retirement of the following type: \*\*

Job related. Date of Injury: \_\_\_\_\_

Non Job Related.

My retirement options were explained and I am electing to take a lump sum payment option in lieu of a monthly benefit.

**\*\*NOTE:** On disability retirements there are no payment options and benefits are payable for the life of the retiree only with no survivor benefits. All disabilities will require medical documentation from physicians selected by the retirement commission.

EMPLOYEE'S SIGNATURE: Jerry Thorne DATE: 9-17-25  
SPOUSE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Employee Retirement System of the City of Lawton  
**BENEFIT OPTION SELECTION**

for

**Jerry Thorne**

I have been advised of the benefit payment options available to me and have selected the option below which I consider most appropriate for my needs.

<b>LUMP SUM PAYMENT</b> _____ <b>Initials</b>	<b>\$ 77,876.28</b>
Refund of the employee contribution plus accrued interest and city contribution with 10 years or more. 20% FEDERAL TAXES will be deducted. No further benefit.	

<b>LIFETIME ONLY</b> <u>  JIT  </u> <b>Initials</b>	<b>\$ 827.91</b>
Payable for retiree's lifetime. Benefit stops at retiree's death.	

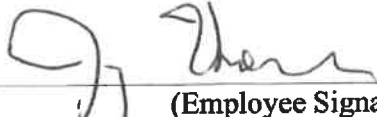
<b>TEN-YEAR CERTAIN</b> _____ <b>Initials</b>	<b>\$ 789.54</b>
Payable for the retiree's lifetime. If retiree's death occurs during the ten-year period following the retirement date, the monthly payment will be continued to the retiree's beneficiary for the remainder of the ten-year period.	

<b>JOINT AND 2/3 SURVIVOR</b> _____ <b>Initials</b>	<b>\$ n/a</b>
Payable for the retiree's lifetime. Following the retiree's death, payments continue to the retiree's spouse in an amount reduced to 2/3 of the retiree's monthly benefit. The reduced amount is payable for the spouse's lifetime and ceases on the spouse's death.	

<b>JOINT AND 100% SURVIVOR</b> _____ <b>Initials</b>	<b>\$ n/a</b>
Payable for the retiree's lifetime. Following the retiree's death, payments continue in the same amount to the retiree's spouse during the spouse's lifetime. Benefits cease on spouse's death.	

I have been advised by the Human Resources Department to complete a revised beneficiary designation form. The form is attached.

I have selected the benefit payment option which I consider most beneficial to my needs. I understand that once benefit payments are approved by the Board of Pension Commissioners, the option selection cannot be changed. I understand that I will not receive my first retirement check until the last Friday of the month following my retirement date.

 \_\_\_\_\_ **(Employee Signature)**

9-17-25  
**(Date)**

\_\_\_\_\_ **(Spouse Signature)** **(Date)**

 \_\_\_\_\_ **(Witness Signature)**

9-17-2025  
**(Date)**

FOR OFFICE USE ONLY

[Empty box for office use]

DATE OF EMPLOYMENT

**DESIGNATION OF BENEFICIARY**

For the City of Lawton, Oklahoma Retirement Pension Plan

MEMBER'S NAME Jerry Thorne

ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

In the event of your death, any benefits shall be payable only to surviving spouse and/or children. If spouse is not alive and no children survive, then remaining benefits shall be payable to the member's father and/or mother; if living; otherwise to the legal representative of member's estate, unless designated otherwise.

**IMPORTANT:** List one or more Beneficiaries in sequence to receive member's benefits or payment benefits or payment will be made as listed in above paragraph.

Spouse \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dependent Children \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_

Date 9-11-25 Member Signature [Signature]  
Witness [Signature]

In the event of your death, please list below the name of the person(s) you would like us to notify.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Item Title:**

Consider accepting a Memo of Information regarding the death of surviving spouse, Donna Barnett Sellers.

**Initiator:** Craig Akard, Director

**Information Source:** Craig Akard, Director

**Background:**

Surviving spouse Donna Barnett Sellers passed away July 5th, 2025. Mrs. Sellers received a monthly pension after the death of her late husband, James E. Sellers. Final pension check is July 25th, 2025.

Confirmation of date of death was received by newspaper article and Comanche Nation Funeral Home. There is no death certificate at this time.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

Memo to Payroll Coordinator RE: Donna Barnett Sellers

Memo to Payroll Coordinator RE: James Sellers

Memo to Fiscal Technician RE: James Sellers

Benefit Option Selection Form

**Key Issues:**

N/A

**Funding Source:**

Pension Retirement System

**Recommended Action:**

Accept the Memo of Information regarding the death of surviving spouse, Donna Barnett Sellers.

**ATTACHMENTS:**

1. Sellers Memo



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## Human Resources Department

212 SW 9<sup>th</sup> Street  
Lawton, OK 73501  
580-581-3392

### MEMORANDUM

**TO:** Shari Rodrick, Payroll Coordinator  
**FROM:** Rosalinda Torries, Administrative Assistant II  
**RE:** Death of Surviving Spouse, Donna Barnett Sellers  
**DATE:** 7/16/2025

Surviving spouse Donna Barnett Sellers passed away July 5<sup>th</sup>, 2025. Mrs. Sellers received a monthly pension after the death of her late husband, James E. Sellers. Final pension check is July 25<sup>th</sup>, 2025.

Confirmation of date of death was received by newspaper article and Comanche Nation Funeral Home. There is no death certificate at this time.

Thank you.

Attachments  
Newspaper article  
Memo

*Cc: City Clerk's Office*



## Human Resources Department

212 SW 9<sup>th</sup> Street  
Lawton, OK 73501  
580-581-3392

### MEMORANDUM

**TO:** Shari Rodrick, Payroll Coordinator  
**FROM:** Cindy Cornish, Administrative Assistant III  
**RE:** Death of Retiree James Sellers  
**DATE:** November 01, 2023

City of Lawton retiree James E. Sellers passed away October 22, 2023. Mr. Sellers had chosen the "Joint and 2/3 Survivor" at the time of his retirement. Donna Sellers is his designation of beneficiary. All pertinent information is attached for your information.

If you have any questions, please call me at (580) 581-3392

Thank you.

Attachments  
Benefits Options Selection  
Memo  
Obituary

*Cc: City Clerk's Office*

service.

cooperation.

# Memo

**To:** Fiscal Technician Kris Raper  
**From:** Personnel Technician Cathy Hipp *CH*  
**Date:** February 27, 2010  
**Re:** Retirement – James E. Sellers

---

City of Lawton employee James E. Sellers retired effective February 19, 2010. Mr. Sellers has selected the Joint & 2/3 Survivor Option and will receive \$1,357.91 per month beginning April 1, 2010. *KAC 4/26/10*

Mr. Sellers will receive a check in the amount of \$1,794.41 for the month of March 2010. (9 days x \$48.50 + \$1,357.91) *KAC 3/16/10*

Please find attached a W-4P and Direct Deposit Request.

Thanks!

Employee Retirement System of the City of Lawton  
**BENEFIT OPTION SELECTION**

**RECEIVED**

FEB 25 2010

HUMAN RESOURCES

for

**SELLERS, JAMES E**

I have been advised of the benefit payment options available to me and have selected the option below which I consider most appropriate for my needs.

<input type="checkbox"/> <b>LUMP SUM PAYMENT</b> _____ <b>Initials</b>	<b>\$ 80,372.29</b>
Refund of the employee contribution plus accrued interest and city contribution with 10 years or more. No further benefit.	
<input type="checkbox"/> <b>LIFETIME ONLY</b> _____ <b>Initials</b>	<b>\$ 1,545.33</b>
Payable for retirees lifetime. Benefit stops at retirees death.	
<input type="checkbox"/> <b>TEN YEAR CERTAIN</b> _____ <b>Initials</b>	<b>\$ 1,432.37</b>
Payable for the retirees lifetime. If retiree death occurs during the ten year period following the retirement date, the monthly payment will be continued to the retiree beneficiary for the remainder of the ten year period.	
<input checked="" type="checkbox"/> <b>JOINT AND 2/3 SURVIVOR</b> <u>J.E.</u> <b>Initials</b>	<b>\$1357.91/\$905.32</b>
Payable for the retirees lifetime. Following the retirees death, payments continue to the retirees spouse in an amount reduced to 2/3 of the retiree monthly benefit. The reduced amount is payable for the spouses lifetime and ceases on the spouses death.	
<input type="checkbox"/> <b>JOINT AND 100% SURVIVOR</b> _____ <b>Initials</b>	<b>\$ 1,280.28</b>
Payable for the retirees lifetime. Following the retirees death, payments continue in the same amount to the retiree spouse during the spouses lifetime. Benefits cease on spouses death.	

I have been advised by the Human Resources Department to complete a revised beneficiary designation form. The form is attached.

I have selected the benefit payment option which I consider most beneficial to my needs. I understand that once benefit payments are approved by the Board of Pension Commissioners, the option selection cannot be changed. I understand that I will not receive my first retirement check until the last Friday of the month following my retirement date.

James E. Sellers (Employee Signature) 2/25/10 (Date)  
Debra Sellers (Spouse Signature) 2/25/10 (Date)  
David Kash (Witness Signature) 2-25-10 (Date)

**Item Title:**

Consider accepting a Memo of Information regarding the death of retiree David Michael Snider.

**Initiator:** Craig Akard, Director

**Information Source:** Craig Akard, Director

**Background:**

City of Lawton retiree David Michael Snider passed away on August 13, 2025. At the time of his retirement, Mr. Snider selected the “Joint and 2/3 Survivor” option. His designated beneficiary is Beverly Snider.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

Memorandum to Payroll Coordinator  
Memorandum to Fiscal Technician  
Benefit Option Selection Form  
Retirement Application

**Key Issues:**

N/A

**Funding Source:**

Pension Retirement System

**Recommended Action:**

Accept the Memo of Information regarding the death of retiree David Michael Snider.

**ATTACHMENTS:**

1. Snider Memo



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## Human Resources Department

212 SW 9<sup>th</sup> Street  
Lawton, OK 73501  
580-581-3392

### MEMORANDUM

**TO: Shari Rodrick, Payroll Coordinator**  
**FROM: Rosalinda Torries, Administrative Assistant II**  
**RE: Death of Retiree David Michael Snider**  
**DATE: August 18, 2025**

The City of Lawton retiree **David Michael Snider** passed away on **August 13, 2025**. At the time of his retirement, Mr. Snider selected the “**Joint and 2/3 Survivor**” option. His designated beneficiary is **Beverly Snider**.

All pertinent information has been attached for your reference and records.

If you have any questions, please call me at (580) 581-3392

Thank you.

Attachments  
Obituary  
Memo  
Retirement Application  
Benefit Option

*Cc: City Clerk's Office*

# Memo

**To:** Fiscal Technician Krystal Urbanski  
**From:** Personnel Technician Tanya Riley TR  
**Date:** July 3, 2012  
**Re:** Retirement – David Snider

City of Lawton employee David Snider retired effective June 22, 2012. Mr. Snider has selected the Joint & 2/3 Survivor Option (\$3909.80 / 2606.66).

Mr. Snider has chosen to continue health and dental insurance for himself and spouse (\$767.56).

July Mr. Snider will receive a payment of \$4184.88 (\$3909.80 / 30 days in June = \$130.33 per day; 30-22= 8 days retired; 8 x \$130.33 = 1042.64 amount for June + (3909.80 - 767.56 (insurance)) = 4184.88 for July 2012.

3909.80
+ 1042.64
4952.44

Aug Mr. Snider's retirement check for August 2012 and every month thereafter will be \$3142.24 (3909.80-767.56).

Please find attached retirement paperwork.  
 Thanks!

7-18-12  
 8-24-12

Employee Retirement System of the City of Lawton  
**BENEFIT OPTION SELECTION**

for

David Snider

I have been advised of the benefit payment options available to me and have selected the option below which I consider most appropriate for my needs.

<input type="checkbox"/> <b>LUMP SUM PAYMENT</b> _____ <b>Initials</b>	<b>\$ 14,354.80</b>
Refund of the employee contribution plus accrued interest and city contribution with 10 years or more. No further benefit.	

<input type="checkbox"/> <b>LIFETIME ONLY</b> _____ <b>Initials</b>	<b>\$4442.45 per mth</b>
Payable for retirees lifetime. Benefit stops at retirees death.	

<input type="checkbox"/> <b>TEN YEAR CERTAIN</b> _____ <b>Initials</b>	<b>\$4236.76 per mth</b>
Payable for the retirees lifetime. If retiree death occurs during the ten year period following the retirement date, the monthly payment will be continued to the retiree beneficiary for the remainder of the ten year period.	

<input checked="" type="checkbox"/> <b>JOINT AND 2/3 SURVIVOR</b> <u>DS</u> <b>Initials</b>	<b>\$3909.80 / 2606.66 per mth</b>
Payable for the retirees lifetime. Following the retirees death, payments continue to the retirees spouse in an amount reduced to 2/3 of the retiree monthly benefit. The reduced amount is payable for the spouses lifetime and ceases on the spouses death.	

<input type="checkbox"/> <b>JOINT AND 100% SURVIVOR</b> _____ <b>Initials</b>	<b>\$3688.97 per mth</b>
Payable for the retirees lifetime. Following the retirees death, payments continue in the same amount to the retiree spouse during the spouses lifetime. Benefits cease on spouses death.	

I have been advised by the Human Resources Department to complete a revised beneficiary designation form. The form is attached.

I have selected the benefit payment option which I consider most beneficial to my needs. I understand that once benefit payments are approved by the Board of Pension Commissioners, the option selection cannot be changed. I understand that I will not receive my first retirement check until the last Friday of the month following my retirement date.

<u>David Snider</u> (Employee Signature)	<u>6/28/12</u> (Date)
<u>Bonnie Snider</u> (Spouse Signature)	<u>6/28/12</u> (Date)
<u>David Snider</u> (Witness Signature)	<u>6-28-12</u> (Date)

## RETIREMENT APPLICATION

Employee Name: David S. Side Employee date of birth \_\_\_\_\_

Employee Date of Hire 5/2/1983

Name of Spouse Beverly Side Spouse's date of birth \_\_\_\_\_

### I AM APPLYING FOR THE FOLLOWING TYPE OF RETIREMENT:

- Normal Retirement based on age and/or years of service DS (employee initials)
- Early Retirement based on age and/or years of service. (NOTE: Early retirement benefits reduce 5/12ths of one percent for very month retired early.) \_\_\_\_\_ (Employee Initials)
- Disability retirement of the following type\*\*
- Job related. Date of injury \_\_\_\_\_
  - Non job related
- My retirement options were explained and I am electing to take a lump sum payment option in Lieu of a monthly benefit.

**\*\*NOTE:** On disability retirements there are no payment options and benefits are payable for the life of the retiree only with no survivor benefits. All disabilities will require medical documentation from physicians selected by the retirement commission.

EMPLOYEE'S SIGNATURE: David S. Side DATE 6/28/12

SPOUSE SIGNATURE Beverly Side DATE 6/28/12

**Item Title:**

Consider approving the paid-in-full judgments to be released from the record.

**Initiator:** Rebecca Johnson, Director

**Information Source:** Kaitlin Nunley, Accountant

**Background:**

Because of the Pension Trust Commissions concerns with the management and disposition of City of Lawton employee pension funds, the Trust is provided notification of final judgment payments. It in turn provides the Finance Director the authority to request a release for said judgments from the record.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

List of judgments paid and pending release.

**Key Issues:**

N/A

**Funding Source:**

City Employee Retirement System

**Recommended Action:**

Authorize the release of the attached paid-in-full judgments.

**ATTACHMENTS:**

1. 07.2025-09.2025 QUARTERLY RELEASE - 1ST QUARTER

**City of Lawton Judgments Paid-In-Full and Prepared to be Released  
Fiscal Year 2025-2026 First Quarter**

**July 2025**

<i>Case</i>	<i>Name</i>	<i>Release Date</i>	<i>Interest Rate</i>	<i>Amount</i>	<i>Judge</i>	<i>Payment Years</i>	<i>Type</i>
CV-2022-179	MARK MURPHY	1	5.25%	\$ 28,980.00	TAYLOE	23/24/25	WRKS COMP
CS-2022-464	STEVE COLEMAN	15	5.25%	\$ 1,500.00	SHEPERD	23/24/25	PROPERTY

**August 2025**

<i>Case</i>	<i>Name</i>	<i>Release Date</i>	<i>Interest Rate</i>	<i>Amount</i>	<i>Judge</i>	<i>Payment Years</i>	<i>Type</i>
CV-2022-1211	BOBBY COOPER	3	5.25%	\$ 15,120.00	MEADERS	23/24/25	WRKS COMP
CJ-2022-408	KYLE & BRANDI CHRISTENSEN	17	5.25%	\$ 14,232.13	MEADERS	23/24/25	PROPERTY
CV-2022-231	MATTHEW MCKINNEY	18	5.25%	\$ 18,900.00	MEADERS	23/24/25	WRKS COMP
CV-2022-230	KYLE & BRANDI CHRISTENSEN	18	5.25%	\$ 5,652.50	MEADERS	23/24/25	WRKS COMP
CV-2022-243	STEPHANIE CRAWFORD	26	5.25%	\$ 10,000.00	NEWBURN	23/24/25	WRKS COMP
CV-2022-242	STEPHANIE CRAWFORD	26	5.25%	\$ 20,000.00	MEADERS	23/24/25	WRKS COMP

**September 2025**

<i>Case</i>	<i>Name</i>	<i>Release Date</i>	<i>Interest Rate</i>	<i>Amount</i>	<i>Judge</i>	<i>Payment Years</i>	<i>Type</i>
CS-2022-640	JAMES & D'LISA FLLOYD	20	5.25%	\$ 6,393.38	SHEPERD	23/24/25	PROPERTY

**Item Title:**

Consider approving the minutes of the April 24, 2025, and July 11, 2025, meetings.

**Initiator:** Tammy Branstetter, Senior Deputy City Clerk

**Information Source:** Tammy Branstetter, Senior Deputy City Clerk

**Background:**

Minutes from the April 24, 2025, and July 11, 2025, meetings have been drafted and are awaiting approval.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

Draft Minutes from the April 24, 2025, and July 11, 2025, meetings

**Key Issues:**

N/A

**Funding Source:**

N/A

**Recommended Action:**

Approve the minutes of the April 24, 2025, and July 11, 2025, meetings.

**ATTACHMENTS:**

1. Pension Trust Draft Minutes 04.24.2025
2. Pension Trust Draft Minutes 07.11.2025



# City of Lawton

Lawton City Hall  
212 SW 9th Street  
Lawton, Oklahoma  
73501-3944

## Pension Trust Commission

### Minutes

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Thursday, April 24, 2025

9:00 AM

Lawton City Hall  
3rd Floor Conference Room

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#### Roll Call

Chairman Bayones called the meeting to order at 9:00 A.M. in the third-floor conference room of City Hall.

#### ROLL CALL

**PRESENT:** Jace Zacharias, Richard Rogalski, James Apple, Teri Bayones, Christine James, Ed Petersen, Paul Ellwanger

**ABSENT:** None

**ALSO PRESENT:** Tammy Branstetter, City Clerk's Office; Craig Akard, Human Resources; Kaitlin Nunley, Financial Services; Tim Wilson, City Attorney's Office; Perry Warren, Morgan Stanley Financial Advisors; Chad Rother, Morgan Stanley Financial Advisors

#### Introduction of Guests

No guests were introduced.

#### Consent Agenda

For the benefit of the audience, all matters listed under the consent agenda are considered to be routine by the pension commission and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda prior to roll call and will be considered separately.

**Motion** by Petersen, **Second** by Ellwanger, to approve the consent agenda. **AYE:** Zacharias, Petersen, Ellwanger, James, Rogalski, Bayones, Apple. **NAY:** None. **MOTION PASSED.**

1. Consider accepting a Memo of Information regarding the death of surviving spouse, Jewel M. Stine.
2. Consider accepting a Memo of Information regarding the death of retiree Andrew Dewey Hargraves.

3. Consider accepting a Memo of Information regarding the death of retiree Monty Brooking.
4. Consider approving an application for Normal Retirement from Tammy Grube.
5. Consider approving an application for Early Retirement from Larry Wolcott.
6. Consider approving the paid-in-full judgments to be released from the record.

### **New Business**

1. Receive the quarterly report on pension investments from Morgan Stanley.

Perry Warren, Morgan Stanley, presented the quarterly financial report on pension investments. A copy of the report may be obtained from the City Clerk's Office upon request.

Warren said let's get started on page 4. Page 4 is the calendar year returns net of fees. For the quarter, we began with \$60,694,569.84. We had no withdrawals this quarter and have had an investment decline of \$917,530.89, leaving a balance of \$59,777,038.95 and a -1.51% return for the quarter. Please, notice the calendar year returns to the far right. For calendar year 2024, the return was 14.99%. For 2023, the return was 17.14%, 2022 was a -16.28%, and we had positive calendar year returns of 13.37% in 2021, 15.48% in 2020 and 20.38% in 2019. Please see the remaining calendar year returns below.

Warren said please turn to page 6. Page 6 is the Dollar-Weighted Return net of fees page. Please notice the last 12 months column. We began the period with \$62,204,907, had net withdrawals of \$5,849,959, which is the largest amount we have taken in a 12-month period, and investment earnings of \$3,422,091, with a 5.86% return net of fees. Please notice the custom period 6/30/2016 to 03/31/25, which reflects the change in our allocation from 35% in equities to 50%, with a variance of 20%. We began the period with \$46,450,836, had net withdrawals of \$26,315,790 and had investment earnings of \$39,641,993, leaving us a balance of \$59,777,039 and a return net of fees of 8.58%, which is currently outpacing the actuarial assumption close to 2%.

Warren said please turn to Page 7. Page 7 is the Time Weighted returns net of fees report. Please notice the performance inception column where we began with \$34,679,131, had net withdrawals of \$30,011,807, had investment earnings of \$55,109,715, leaving a balance of \$59,777,039 and a 6.31% return. Notice the Total Value vs Net Invested Capital graph to the right, where the pale blue line represents the \$59,777,039 account value and the black line represents the remaining net invested capital of \$4,667,324. We have taken out roughly 86.5% of our 11/15/07 beginning balance. Another note is our Investment Earnings are now \$20,430,584 more than our beginning balance.

Warren said please now turn to page 8. Page 8 is the return net of fees vs benchmarks. You can notice the portfolio is outperforming the benchmark for all these time periods; last 12 months 5.67% vs. 5.6%, last 3 years 5.55% vs 4.26%, last 5 years 11.49% vs 8.74%, custom period of June 2016 to March 2025 that reflects the change in allocation 8.4% vs 6.99% and last 10 years 7.08% vs 6.31%. We are outpacing the actuarial assumption of 6.75% in the long-term, as seen in the 5-year, the custom period, and the last 10-year returns. With the recent uncertainty, it has caused a significant decline since the close of the quarter. In early February, I raised funds from equities for the expected \$1,750,000 withdrawal planned for later this spring. While doing so, I also brought our equity allocation down enough that if we received a decline in equity values, we would have additional room to add to equities and not be outside our 70% max weight.

Warren said please turn to the next page, the Portfolio X-Ray. Please notice the asset allocation pie chart: Cash 7.7%, US Stocks 57.69%, Non-US Stocks 5.3% and Bonds 28.41%. Notice the stock sectors triangle to the right. We remain neutral in our stance toward sectors. Notice the Equity Style Box below. We are currently allocated with 25% in Large Value, 35% in Large Blend, 19% in Large Growth, 3% in Mid-Value, 7% in Mid-Blend, 4% in Mid Growth, and 2% in Small Value and Small Blend, and 3% in Small Growth. Notice the Fixed Income Style Box, where we have 59% in moderate duration at this moment. We plan to maintain this percentage or higher in moderate duration moving forward with rates at these levels. We are allocated higher in Limited duration until we extend out the \$1,750,000 withdrawal. Please, notice the Top 10 holdings below and the percentage and dollar amount they make up of the portfolio.

Warren said please, turn to page 18. Page 18 is the Positions Summary. As a reminder, the Portfolio X-Ray drills into the holdings of each position. This summary shows the holdings without drilling into each position: Cash \$513,311.77 or .88%, Equities \$37,006,640.35 or 63.71% with \$34,756,521.34 in US Equities and \$2,250,119.01 in International Equities. Fixed Income and Alternatives make up the remainder. Notice the Estimated Annual Income of \$1,432,197.08, which is up from the \$737,596.66 from this quarter in 2022. When I mentioned in the past meetings that we expected higher returns from fixed income, it was this increase in yields that I was referring to. We continue to do our best within the target allocations to be prepared in advance for withdrawals since we have been so dependent on the equity portion of the portfolio for returns. The goal is to not need to sell equities when they are in a correction to fund distributions. As I mentioned earlier, we are prepared for another withdrawal of \$1,750,000 later this spring.

Warren said please turn to page 21. Page 21 we call the red-dot chart, and we like to end the meeting with this chart. Our goal is to make the actuarial assumption, if possible, within our allowed allocation. We believe it is important to understand what volatility we must endure to gain the long-term performance of the market. Since 1980, the median return has been 13.1%, with a median intra-year decline of -10.4%. I appreciate the board for their understanding of volatility and for allowing us to stay on

course for the plan. For 2025 so far, the decline has been -19%. In 2024, we had a negative -8%, and in 2023, a negative -10%. The negative 19% is above the average, and I look forward to adding to our equities soon.

Warren said thank you again for the opportunity to provide the update, and I will be glad to answer any questions.

Rogalski asked why does something that's called fixed income have the highest yield? Fixed income sounds like it wouldn't have a high yield. He noted that Warren had said the fixed-income stuff is performing, really, the best.

Warren said no - when I made those comments in the past, the 10-year Treasury was at 2%. Then, in late 2022, the 10-year Treasury reached 5%. Then, it dropped back down in the summer of 2023. Then in October or November of 2023, it climbed back to 5%. Now, it's at 4.3%. If you look at page 8, look at the Bloomberg US Aggregate. Under the 10 years, you'll see 1.46%. Under the custom period, it's 1.2%. Then, the last five years, it's negative 0.4%. Now, for the last 12 months, we've made 4.86%. He said good question, but when I'm bragging on fixed income, about it making more, it's four times what it was making.

Rogalski said so, it really is fixed. It's just that it's fixed whenever you buy it.

Warren said when you buy a bond, they have a coupon. So, let's say it was 4.5%, and it was issued, and it was \$1,000. So, if whoever issued the bond is around when it matures, you're going to get your thousand, and along the way you're going to get four and a half. If rates fall, and it was a 10-year bond, and rates fall to three and a half, you could sell that bond for more money before it matured. So, you could have appreciation in the bond. But if rates went up, and now it's paying 5.5%, then the value of your bond drops. So, what I was doing during those periods of time—and the further you go out in time (one year, 10 years, 30 years)—you can see how that really affects things. So, when we were at our max weight in equities and had very little potential to make money in bonds, I was always keeping us at our max weight because it was the only hope of making money, and we were going to have a period of time when rates went from 2% on the 10-year Treasury to 4%. I think we were down minimum amounts compared to the end dates on that when rates went up. The average bond fund was down 17% on their safe money during that time, but we were real short.

No action was taken on this item.

2. Consider approving refunds of employee contributions and quarterly statements of receipts and disbursements.

Kaitlin Nunley, Financial Services, provided the quarterly financial report regarding refunds of employee contributions and statements of receipts and disbursements for the second and third quarters of FY 2024-2025. A copy of the report may be obtained from the City Clerk's Office upon request.

Chairman Bayones said we have two different quarterly reports because I failed to get a vote to approve the report ending 12-31-2024. This report was presented and discussed at the January 23, 2025, Pension Trust Commission meeting.

**Motion** by Petersen, **Second** by Apple, to approve the 2nd quarter financial report as presented. **AYE:** Zacharias, Petersen, Ellwanger, James, Rogalski, Bayones, Apple. **NAY:** None. **MOTION PASSED.**

Nunley discussed the third quarter financial report. Nunley said the report begins on page 38, which is the Balance Sheet ending 03/31/2025. Our total assets and fund equity equal \$60,454,000.02. On the next page, we have our income statement with our 3rd quarter annual to-date amount. For the 3rd quarter, we're down \$81,824.34 in revenue. Our total expenditures were \$2,102,426.79. For the year, our total revenues have been \$4,917,470.74. Total expenditures year-to-date are \$5,673,982.32. Our fund balance as of March 31st, 2025, is \$59,522,195.90. And on the final page, our refunds for the quarter totaled out to be \$361,542.78.

**Motion** by Apple, **Second** by Ellwanger, to approve the 3rd quarter financial report as presented. **AYE:** Zacharias, Petersen, Ellwanger, James, Rogalski, Bayones, Apple. **NAY:** None. **MOTION PASSED.**

### **Adjournment**

**Motion** by James, **Second** by Rogalski, to adjourn the April 24, 2025, meeting. **AYE:** Zacharias, Petersen, Ellwanger, James, Rogalski, Bayones, Apple. **NAY:** None. **MOTION PASSED.**

There being no further business, the meeting adjourned at 9:16 AM.



# City of Lawton

Lawton City Hall  
212 SW 9th Street  
Lawton, Oklahoma  
73501-3944

## Pension Trust Commission

### Minutes

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Friday, July 11, 2025

9:00 AM

Lawton City Hall  
3rd Floor Conference Room

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#### Roll Call

Chairman Bayones called the meeting to order at 9:00 A.M. in the third-floor conference room of City Hall.

#### ROLL CALL

**PRESENT:** Jace Zacharias, Richard Rogalski, James Apple, Teri Bayones, Christine James

**ABSENT:** Ed Petersen, Paul Ellwanger

**ALSO PRESENT:** Tammy Branstetter, City Clerk's Office; Craig Akard, Human Resources; Tim Wilson, City Attorney's Office; Perry Warren, Morgan Stanley Financial Advisors; Matina Davis, Citizen of the Community

#### Introduction of Guests

No guests were introduced.

#### Consent Agenda

For the benefit of the audience, all matters listed under the consent agenda are considered to be routine by the pension commission and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda prior to roll call and will be considered separately.

**Motion** by Zacharias, **Second** by James, to approve the consent agenda. **AYE:** Zacharias, James, Rogalski, Bayones, Apple. **NAY:** None. **MOTION PASSED.**

1. Consider accepting a Memo of Information regarding the death of retiree Chris Rayburn Alford.
2. Consider accepting a Memo of Information regarding the death of retiree Gilbert H. Schumpert Jr.
3. Consider approving the paid-in-full judgments to be released from the record.

## **New Business**

1. Consider approving the minutes of the April 8, 2025, meeting.

A copy of the minutes of the April 8, 2025, meeting may be obtained from the City Clerk's Office upon request.

**Motion** by James, **Second** by Zacharias, to approve the minutes of the April 8, 2025, meeting. **AYE:** Zacharias, James, Rogalski, Bayones. **NAY:** None. **ABSTAIN:** Apple.  
**MOTION PASSED.**

2. Authorize the temporary deviation from the retirement plan's investment allocation guidelines pending repayment of a \$4 million judgment and authorize the chair of the pension board to execute any documentation that may be required to verify the temporary deviation.

Tim Wilson, Interim City Attorney, provided background information on this item.

Wilson said we're bringing this item because it is a large amount. Ever since I've been with the city — and really before I've been with the city — how our process works is when we have a judgment, whether it's a sewer backup, a fire truck hitting a mailbox, or something like this wrongful death case, basically the judgment is assigned to the pension board. It goes on the sinking fund, and over three years, the pension board gets its money back plus interest, as the taxpayers paid before the judgment. So, this is really no different from what we've done for probably 40 plus years, but because of the amount, it needed to come to the pension board, because we really need some action on this.

James asked if this is always paid back in three years, no matter what the amount is.

Wilson said yes.

Wilson said I've attached the settlement agreement. Unfortunately, we have a situation where someone got arrested on a warrant, they went to municipal jail, and they were diabetic. Then they disclosed that they were diabetic, and the person, unfortunately, after two days or a day and a half or so, became unresponsive in the jail. At that point, paramedics were called, but they died, unfortunately. There was a wrongful death case brought. We went to mediation in the spring and worked out a \$4 million settlement for this case, which is attached. It's a very unfortunate situation. I know Chief Apple knows about jails and the difficulty you can have with jails.

Wilson said with what we're doing here, I did reach out to Perry at Morgan Stanley earlier this year because I knew this was a possibility — not necessarily the exact amount, but that we could have something coming along. Perry recommended — and we also recently spoke with a higher-up at Morgan Stanley — that this is doable. But what we need to do is temporarily suspend the allocation amount, and I may not be

saying that exactly right.

Perry Warren, Morgan Stanley, noted that Wilson is referring to the monitoring.

Wilson said it would be the monitoring part, so that we don't go out of compliance. Perry told me that if this had happened around April of this year, he would've had to have pulled money from equities prematurely to stay within the allocation guidelines, and that would not be good for the plan. By temporarily suspending the monitoring, it allows him not to have to pull money from equities if that became necessary. Essentially, what we're doing is treating this judgment as a fixed-income type of asset for the plan. Morgan Stanley doesn't track judgments, though. They track bonds, which are also kind of a fixed income type thing, if I'm saying that right.

Warren said everything that's in the account, they can track. If it's not in the account, they can't track it.

Wilson said, so the judgment is not going to be per se in the account, but it's an asset of the plan - it will be a revenue that we're guaranteed for three years. One thing, too, in looking at current interest rates on judgments, Oklahoma's interest rate on judgments right now, post-judgment interest, is 9.5%, which is a good interest rate. For bonds, we're not getting that much for bonds. So I anticipate what Perry's going to do is he'll kind of count this toward bonds or something, and we'll get a more favorable rate than we are with bonds right now. And so it's not a bad investment for the plan. It's actually, in that regard, it's a good investment, as long as we didn't have to count it toward equity or stock.

Warren said stocks go up and down. If we pull out \$4 million, just figure that our max equity allocation is 70%, so that's \$2.8 million that wouldn't be allocated to equities if we pulled it out and didn't do anything. That's not problematic today because the market is up. But when Tim approached me, we had been in a downturn, and the last thing I wanted to do to raise money was to pull money out of equities. I'll go into this more in my report, but the one-year return when I was here a quarter ago was 5.5%. I think now we're around 11% for the twelve-month. So there's a big variance, and all of that came from equities. Now, what we plan to do is not change our overall allocation. But if you take that \$4 million—and again, it's not in here—if we were at 70% equity allocation right now and pulled that \$4 million out and counted it as bonds (which we would), it would put us at 74%, which is 4% above our guideline. But we're truly not when you encompass judgments. And right now, I'm already prepared that, if you didn't agree to the guidelines, then pulling it out would technically put us at 70.25%. But, there could be situations, and we want to maintain the flexibility to add (when things are bad) and to pull from equities (when things are good)—which is what we've been doing. I'm just trying to provide some color here: we're not changing the guidelines, but because those funds are not in here, we could be in a situation where, when you include everything, we're still at our max equity allocation. But the monitoring is going to show we're 4% above the 70%.

Rogalski said so, what we're saying is, we have a long-standing practice of basically borrowing the judgments from the pension trust, which is what we're doing, right? Well, the city is paying it back.

Wilson said the taxpayers are paying it back as they pay their property taxes over three years, and then the retirement fund gets the benefit of the interest.

Rogalski said so we're really more or less kind of borrowing from ourselves - extremely secure. But, it still gives nine and a half percent, so it's a good deal.

Zacharais asked if this is fixed at 9.5%.

Wilson said yes, that's my understanding.

Rogalski said what we're saying is, when I take that money out of the plan, then it disrupts your balance, because our guidelines say 70% is the max in terms of equity. But if I take that money out, then all of a sudden, technically, if you were exactly at 70%, you'd have to pull most of it out of equity. But this is really fixed. So if we take this out of fixed and put it into fixed, then we actually have our balance, but it won't look like it on Warren's books.

Warren said correct, and then I'll get flags—because you all have an investment policy statement that we adhere to—and it's going to show that if we needed to be at 70%, then we couldn't get to 70 because it would be showing we were 4%.

Wilson said I did verify that we are getting interest over three years, and I believe it is fixed. There's another exhibit where the pension board is releasing judgments that had been fulfilled, and I was looking at that before it came to the meeting, and that was back judgments for 2022. I think you all might have just voted on it, or it's coming up, but it showed 5.22%, I think, for all three years, so it looks like it is best.

Wilson said the agenda item doesn't say wave monitoring, but I wrote it based on how the higher-up guy at Morgan Stanley recommended or suggested for a temporary deviation, and once we get the money back, we will undo it. Like Perry said, we're not really deviating. He's going to keep this judgment within the fixed part, but again he didn't want to have to unnecessarily pull from equities.

James said what we see on the agenda normally, are just little amounts, such as worker's comp. This is the same deal, just on a bigger scale.

**Motion** by Apple, **Second** by Rogalski, to approve this item. **AYE:** Zacharias, James, Rogalski, Bayones, Apple. **NAY:** None. **MOTION PASSED.**

3. Receive the quarterly report on pension investments from Morgan Stanley.

Perry Warren, Morgan Stanley, presented the quarterly financial report on pension investments. A copy of the report may be obtained from the City Clerk's Office upon

request.

Warren said we'll start on page four. Page four is the calendar year returns net of fees. For the quarter, we began with a balance of \$59,777,038.95. There were no withdrawals during this quarter, and we saw investment earnings of \$4,258,025.83. That brought the balance to \$64,035,064.78, representing a 7.12% return for the quarter. Please take note of the calendar year returns listed to the far right. For the calendar year 2024, the return was 14.99%. In 2023, it was 17.14%. In 2022, we had a negative return of -16.28%. Prior to that, we had positive calendar year returns of 13.37% in 2021, 15.48% in 2020, and 20.38% in 2019. Please see the remaining annual returns listed below.

Warren said please turn to page six. Page six covers the dollar-weighted returns net of fees. Please notice the last twelve-month column, which is the plan year. We began the period with \$59,148,230. During this time, we had withdrawals totaling \$1,750,000, and investment earnings amounted to \$6,636,834, with a return of 11.43%, net of fees. Please notice the custom period from June 30, 2016, to June 30, 2025, which reflects the change in allocation from 35% in equities to the current 50%, with a variance of 20%. We began the period with \$46,450,836, had net withdrawals of \$26,315,790, and investment earnings of \$43,900,019, leaving us a balance of \$64,035,065, and a return net of fees of 9.02%, which is currently outpacing the actuarial assumption by 2.27%.

Warren said page seven is the time-weighted returns net of fees report. Please notice the performance inception column. We began with \$34,679,131. We had net withdrawals of \$30,011,807. Investment earnings total \$59,367,740, leaving a balance of \$64,035,065 and a 6.63% return. Notice the "Total Value vs. Net Invested Capital" graph to the right. The pale blue line represents the account value of \$64,035,065, while the black line shows the remaining net invested capital of \$4,667,324. We've taken out roughly 86.5% of our 11/15/2007 beginning balance. Another note is our investment earnings are now \$24,688,609 more than our beginning balance.

Warren said page eight is the returns net of fees versus benchmarks. You can notice the portfolio is outperforming the benchmarks for all these time periods. Over the last twelve months, 11.34% versus 11.27%. Over the last three years, 13.00% versus 10.41%. Over five years, 9.48% versus 7.55%. For the custom period from June 2016 to June 2025, which reflects the change in allocation, 8.98% versus 7.51%. Over the past ten years, 7.85% versus 7.02%. We are outpacing the actual assumption of 6.75% percent in all these time periods. At our last quarterly meeting, the twelve-month return was 5.67%, and the three-year return was 5.5%. Enduring fluctuations in return from quarter to quarter has allowed us to make returns higher than our actuarial assumption.

Warren said please turn to the next page, which is the Portfolio X-ray. Please notice the asset allocation pie chart. Currently, we hold 7.23% in cash, 59.99% in U.S. stocks, 5.63% in non-U.S. stocks, and 26.05% in bonds. Notice the stock sector triangle to the right. We remain neutral in our stance toward all sectors. Notice the equity style box below, which shows our allocation as follows: 24% in large value, 36% in large blend,

19% in large growth, 3% in mid-value, 7% in mid-blend, 4% in mid-growth, and 2% each in small value, small blend, and small growth. To the left, the fixed income style box shows we currently have 59% in moderate duration. We plan to maintain this percentage, or higher, in moderate duration moving forward with rates at these levels. We are allocated higher in limited duration, but that's until the \$1,750,000 withdrawal is taken and the \$4 million for judgments. Please notice the top ten holdings below, and the percentages and dollar amount they make up of the portfolio.

Warren said please turn to page 18. Page 18 is the position summary. As a reminder, the Portfolio X-ray takes each position and drills through to see what's holding, whereas this page serves as a summary without drilling into the positions. So, cash totals \$295,074.41, or 0.46% of the portfolio. Equities total \$42,513,623.72, or 66.38%, with \$39,987,037.93 in U.S. equities and \$2,526,585.79 in international equities. Fixed income and preferred make up the remainder. Notice the estimated annual income of \$1,457,937.60. If you all remember back when bonds were paying less, that number was about half of what it is now. Warren said we're getting nearly a good chunk of our distributions from income now - I just wanted to point that out.

Warren said page 21 is what we call the red dot chart. Our goal is to make the actuarial assumption, if possible, within our allowed guideline allocations. We believe it's important to understand the volatility we must endure to gain the long-term performance of the market. Since 1980, the median return has been 13.1%, with a median intra-year decline of 10.4%. I always appreciate the board's understanding of the volatility involved and your willingness to allow us to stay on course for the plan. For 2025, the entry-year decline has been negative 19%, as indicated by the red dot. In 2024, we saw a negative 8% decline, and in 2023, it was negative 10%. The negative 19% is above the average. That's one of the reasons I wanted to make sure that we could handle that. Because we were prepared for that red dot, but knowing that this may come, we weren't able to necessarily take advantage of it because even though we felt like it was going to come back, if we were going to pull money, we didn't want to necessarily put that money in and then take it out, and it go lower. So again, I want to thank everybody for the opportunity to be here and provide this update, and I'll be glad to answer any questions you have at this time.

No action was taken on this item.

4. Consider approving refunds of employee contributions and quarterly statements of receipts and disbursements.

Chairman Bayones said Kaitlin Nunley could not be here today. She asked for a motion to table this item until the next meeting.

**Motion** by James, **Second** by Rogalski, to table this item until the next meeting. **AYE:** Zacharias, James, Rogalski, Bayones, Apple. **NAY:** None. **MOTION PASSED.**

5. Consider accepting an engagement letter from Finley & Cook CPAs for

auditing services of the Employee Retirement System for the fiscal year 2024-2025 and take action as deemed necessary.

A copy of the engagement letter from Finley & Cook CPAs for auditing services of the Employee Retirement System for the fiscal year 2024-2025 may be obtained from the City Clerk's Office upon request.

James asked if this is the same company we've been using.

Chairman Bayones said this is the same company. There is one difference. Last year it cost \$22,500, and it's increased \$1,000 to \$23,500 for this audit. So it's a little bit more, but it'll have the same process that we just went through with the previous one, and it will keep our audits current. This will give us the most current view of where we're at in funding liability.

**Motion** by Apple, **Second** by James, to approve the engagement letter from Finley & Cook CPAs. **AYE:** Zacharias, James, Rogalski, Bayones, Apple. **NAY:** None. **MOTION PASSED.**

### **Adjournment**

**Motion** by Apple, **Second** by James, to adjourn the July 11, 2025, meeting. **AYE:** Zacharias, James, Rogalski, Bayones, Apple. **NAY:** None. **MOTION PASSED.**

There being no further business, the meeting adjourned at 9:27 AM.

**Item Title:**

Receive the quarterly report on pension investments from Morgan Stanley.

**Initiator:** Teri Bayones, Chairperson

**Information Source:** Perry Warren, Morgan Stanley

**Background:**

Morgan Stanley has prepared the quarterly pension investment report, and it is ready to be presented to the Pension Trust Commission.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

Quarterly Pension Investment Report – (to be distributed at the meeting, and placed on file in the City Clerk’s Office)

**Key Issues:**

N/A

**Funding Source:**

Employee Retirement System

**Recommended Action:**

No action is needed on this item.

**ATTACHMENTS:**

None

**Item Title:**

Consider approving refunds of employee contributions and quarterly statements of receipts and disbursements.

**Initiator:** Kaitlin Nunley, Accountant

**Information Source:** Kaitlin Nunley, Accountant

**Background:**

Employee contribution refunds and quarterly receipts and disbursements statements for the 4th quarter of FY 2024-2025 and the first quarter of FY 2025-2026 have been finalized by Finance and are currently awaiting approval.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

Quarterly Statements of Receipts and Disbursement — 4th Quarter of FY 2024-2025 and 1st Quarter of FY 2025-2026

**Key Issues:**

N/A

**Funding Source:**

Pension Retirement System

**Recommended Action:**

Approve the refunds of employee contributions and quarterly statements of receipts and disbursements.

**ATTACHMENTS:**

1. 4th Quarterly Retirement Report\_06.30.25
2. 1st Quarterly Retirement Report\_9.30.25

**City of Lawton**  
**City Employees' Retirement System**  
**Balance Sheet**  
**Ending 06/30/2025**

**ASSETS**

Cash in Bank and Money Market Funds	\$(2,056,023.82)	
Investments U.S. Govt Obligations (At Book)	750,723.82	
Net Appreciation Fair Value		
Mutual Funds	53,937,153.09	
Stocks	10,324,187.41	
Judgments	896,810.10	
Interest & Accounts Receivable	76,204.46	
Total Assets		\$ 63,929,055.06

**LIABILITIES AND FUND EQUITY**

Liabilities		
Accounts Payable -		
Employee Refunds/Tax Payable 06/30/25	\$ 921,604.12	
Total Liabilities		\$ 921,604.12
Fund Equity		\$ 63,007,450.94
Total Liabilities and Fund Equity		\$ 63,929,055.06

**City of Lawton**  
**City Employees' Retirement System**  
**Statement of Revenue and Expense**  
**Ending 06/30/2025**

	<b>4TH QUARTER</b>	<b>YEAR TO DATE</b>
<b>REVENUE</b>		
Contributions - City	\$ 607,357.14	\$ 2,251,594.53
Contributions - Employees	\$ 220,692.58	\$ 801,864.56
Miscellaneous Revenue	\$ -	\$ -
Realized Gain/Loss on Morgan Stanley	\$ 65.27	\$ 1,339,314.96
Dividends on Morgan Stanley	\$ 669,719.83	\$ 3,330,925.45
Unrealized Gain/Loss on Morgan Stanley	\$ 3,684,648.40	\$ 2,304,483.81
Interest	\$ 40,722.03	\$ 112,492.68
	<b>Total Revenue</b>	<b>\$5,223,205.25 \$10,140,675.99</b>
 <b>EXPENDITURES</b>		
Benefits of Participants	\$1,645,368.81	\$ 6,527,759.11
Refunds	\$ 2,367.86	\$ 472,662.92
Other	\$ -	\$ -
Investment Fees	\$ 89,962.52	\$ 364,884.46
Audit fees	\$ -	\$ 42,200.00
Actuary fees	\$ -	\$ -
Safekeeping Fees	\$ -	\$ -
Insurance	\$ -	\$ -
Filing fee for Audit	\$ -	\$ -
Bank Charges	\$ 251.02	\$ 926.04
Death Audit System	\$ -	\$ 3,500.00
	<b>Total Expenditures</b>	<b>\$1,737,950.21 \$ 7,411,932.53</b>
	<b>Net Increase (Decrease)</b>	<b>\$3,485,255.04 \$ 2,728,743.46</b>
 <b>Fund Balance at Beginning of Year</b>		<b>\$60,278,707.48</b>
 <b>Fund Balance at June 30, 2025</b>		<b>\$63,007,450.94</b>

**City of Lawton**  
**City Employees' Retirement System**  
**Employee Refunds Made from Retirement System**  
**Ending 06/30/25**

<b>Date:</b>	<b>To Whom Paid:</b>	<b>Amount:</b>	<b>Tax Withheld:</b>
06/17/25	Dominic Gudger	\$ 236.85	\$ (47.37)
06/17/25	James Julian	\$ 220.57	\$ (44.11)
06/17/25	Kristie Kimmel	\$ 407.97	\$ (81.59)
06/17/25	Kirk Scott	\$ 592.48	\$ (118.50)
06/17/25	Richard Taylor	\$ 485.92	\$ (97.18)
06/17/25	Gary Ward	\$ 424.07	\$ (84.81)
	<b>TOTAL</b>	<b>\$ 2,367.86</b>	

**City of Lawton**  
**City Employees' Retirement System**  
**Balance Sheet**  
**Ending 09/30/2025**

**ASSETS**

Cash in Bank and Money Market Funds	\$	(3,003,393.44)
Investments U.S. Govt Obligations (At Book)		756,413.67
Net Appreciation Fair Value		-
Mutual Funds		52,519,859.95
Stocks		11,071,964.54
Judgments		4,828,500.30
Interest & Accounts Receivable		<u>91,711.75</u>
Total Assets		<u>\$ 66,265,056.77</u>

**LIABILITIES AND FUND EQUITY**

Liabilities		
Accounts Payable -		
Employee Refunds/Tax Payable 09/30/25		<u>976,981.16</u>
Total Liabilities		<u>\$ 976,981.16</u>
Fund Equity		<u>\$ 65,288,075.61</u>
Total Liabilities and Fund Equity		<u>\$ 66,265,056.77</u>

**City of Lawton**  
**City Employees' Retirement System**  
**Statement of Revenue and Expense**  
**Ending 09/30/2025**

	<b>1ST QUARTER</b>	<b>YEAR TO DATE</b>
<b>REVENUE</b>		
Contributions - City	\$ 518,590.59	\$ 518,590.59
Contributions - Employees	\$ 187,508.86	\$ 187,508.86
Miscellaneous Revenue	\$ -	\$ -
Realized Gain/Loss on Morgan Stanley	\$ (39,113.54)	\$ (39,113.54)
Dividends on Morgan Stanley	\$ 347,004.52	\$ 347,004.52
Unrealized Gain/Loss on Morgan Stanley	\$ 3,301,615.29	\$ 3,301,615.29
Interest	\$ 35,689.71	\$ 35,689.71
<b>Total Revenue</b>	<b>\$ 4,351,295.43</b>	<b>\$ 4,351,295.43</b>
 <b>EXPENDITURES</b>		
Benefits of Participants	\$ 1,653,295.74	\$ 1,653,295.74
Refunds	\$ 281,252.27	\$ 281,252.27
Other	\$ -	\$ -
Investment Fees	\$ 95,865.16	\$ 95,865.16
Audit fees	\$ -	\$ -
Actuary fees	\$ -	\$ -
Safekeeping Fees	\$ -	\$ -
Insurance	\$ -	\$ -
Filing fee for Audit	\$ -	\$ -
Bank Charges	\$ 387.84	\$ 387.84
Death Audit System	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 2,030,801.01</b>	<b>\$ 2,030,801.01</b>
<b>Net Increase (Decrease)</b>	<b>\$ 2,320,494.42</b>	<b>\$ 2,320,494.42</b>
<b>Fund Balance at Beginning of Year</b>		<b>\$ 62,967,581.19</b>
<b>Fund Balance at September 30, 2025</b>		<b>\$ 65,288,075.61</b>

**City of Lawton  
City Employees' Retirement System  
Employee Refunds Made from Retirement System  
Ending 09/30/25**

<b>Date:</b>	<b>To Whom Paid:</b>	<b>Amount:</b>	<b>Tax Withheld:</b>
07/16/25	James Lovinger	\$ 113,169.08	\$ -
08/15/25	Gary Brooks	\$ 87,540.79	\$ (17,508.16)
08/29/25	Melissa Whaley	\$ 80,542.40	\$ -

**TOTAL**    \$ 281,252.27

**Item Title:**

Consider authorizing payment of an invoice from Pension Benefit Information, LLC (PBI) in the amount of \$3,500 for the annual fee associated with their services in conducting periodic death audits and locator services for the City of Lawton.

**Initiator:** Craig Akard, Director

**Information Source:** Craig Akard, Director

**Background:**

Currently, staff uses PBI Research Services to conduct death audits for the City of Lawton. The cost of the annual Agreement with PBI Research Services is \$3,500.00 for a maximum of up to 500 records.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

PBI Invoice  
PBI Contract

**Key Issues:**

N/A

**Funding Source:**

Pension Trust

**Recommended Action:**

Authorize payment of the invoice from Pension Benefit Information, LLC (PBI) in the amount of \$3,500.

**ATTACHMENTS:**

- 1. Invoice INV100078 - Death Audit Annual Invoice



# INVOICE

INVOICE #: INV100078  
DATE: 07/31/2025  
ACCOUNT #: PBI14497

**\*\*NOTE NEW LOCKBOX REMIT TO ADDRESS EFFECTIVE 9/1/24\*\***

**Pension Benefit Information, LLC**  
333 South Seventh Street, Suite 2400  
Minneapolis, MN 55402  
inquiry@pbinfo.com

**\*\*PLEASE SEND SALES TAX EXEMPTION CERTIFICATES TO  
TAXEXEMPT@PBINFO.COM\*\***

**BILL TO:** City of Lawton OK-20760  
212 SW 9th St  
Lawton, OK 73501

REFERENCE #	PAYMENT TERMS	DUE DATE
	Net 30	08/30/2025

ITEM	MEMO	QUANTITY	AMOUNT
Death Audit - CertiDeath CM	City of Lawton OK - CD CM (20760) - CertiDeath Continuous Monitoring - 323 records - Annually (07/27/2025 to 07/26/2026)	1	\$3,500.00
		<b>Total Amount</b>	<b>\$3,500.00</b>
		<b>Total Due</b>	<b>\$3,500.00</b>

Legal Notice of Update: The services and data provided under this invoice are subject to Pension Benefit Information, LLC (PBI)'s online terms and conditions (available at [www.pbinfo.com/terms-conditions/](http://www.pbinfo.com/terms-conditions/), as last updated 11/14/2024), terms required by providers of DMF data (available at [www.pbinfo.com/dmf-data-terms/](http://www.pbinfo.com/dmf-data-terms/), as last updated 11/5/2024), terms required by providers of data on individuals (available at [www.pbinfo.com/third-party-data-terms/](http://www.pbinfo.com/third-party-data-terms/), as last updated 11/5/2024), and terms related to data processing under data privacy laws (available at [www.pbinfo.com/data-privacy-terms/](http://www.pbinfo.com/data-privacy-terms/), as last updated 9/18/2024). It is your responsibility to maintain the accuracy of your account. This includes updating any changes to your basic company information as well as only allowing appropriate individuals within your organization access to your account. Please monitor the users on your account on a regular basis to make sure it is up-to-date. PBI's privacy policy is available at [www.pbinfo.com/privacy-policy/](http://www.pbinfo.com/privacy-policy/). PBI's standard security features and best practices are available by request or on PBI's Whistic profile.

City of Lawton OK-20760  
212 SW 9th St  
Lawton, OK 73501

INVOICE #: INV100078  
Date: 07/31/2025  
Total Due: \$3,500.00

Amount Enclosed: \_\_\_\_\_  
Check Number: \_\_\_\_\_  
Date of Payment: \_\_\_\_\_

REMIT CHECKS TO: **\*\*NOTE NEW REMIT TO ADDRESS (NOTE THIS IS NOT A CHANGE IN LEGAL ADDRESS)\*\***  
PENSION BENEFIT INFORMATION, LLC  
c/o LONGEVITY HOLDINGS INC.  
PO BOX 98388  
WASHINGTON, DC 20090-8300

The above address is for First Class Mail only. All Overnight Mail by special couriers should be sent to the actual site address listed below and should reflect the Box Number and Names.

PENSION BENEFIT INFORMATION, LLC  
c/o LONGEVITY HOLDINGS INC.  
BOX 98388  
400 WHITE CLAY CENTER DRIVE  
NEWARK, DE 19711

ACH/WIRE INSTRUCTIONS: (PREFERRED PAYMENT METHOD)  
PENSION BENEFIT INFORMATION, LLC  
CAPITAL ONE BANK  
ACCOUNT: 7528885129  
ROUTING: 065000090

Please reference FULL INVOICE NUMBER (including any leading letters) on payment and send remittance information to [accounting@pbinfo.com](mailto:accounting@pbinfo.com)

**Item Title:**

Consider authorizing an extension of contract RFPCL23-006 – Annual Pension Fund with Finley and Cook, PLLC for the purpose of conducting the Annual Pension Fund Audit and take action as deemed necessary.

**Initiator:** Kristin Huntley, Interim Director

**Information Source:** Jose Cardenas, Contract Administrator

**Background:**

Contract RFPCL23-006 – Annual Pension Fund with Finley and Cook, PLLC can be extended for an additional year. This contract will expire on January 31, 2026. You are asked to review the contract and make a recommendation on what action should be taken.

If approved, this would be the 4th extension of a five-year contract, with a proposed fee of \$23,500, as outlined in the original contract.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

Contract Extension Notification  
RFPCL23-006 Annual Pension Fund Audit

**Key Issues:**

N/A

**Funding Source:**

Employee Retirement System

**Recommended Action:**

Approve the extension of contract RFPCL23-006 – Annual Pension Fund with Finley and Cook, PLLC for the purpose of conducting the Annual Pension Fund Audit.

**ATTACHMENTS:**

1. RFPCL23-006 Annual Pension Audit Contract Extension
2. RFPCL23-006 Annual Pension Fund Audit Contract Yr 3



# CITY OF LAWTON

FINANCE DEPARTMENT

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**TO:** Kristin Huntley, Finance Deputy Director

**FROM:** Jose Cardenas, Contract Administrator

**SUBJECT:** Contract Extension Notification

**DATE:** August 27, 2025

Contract Name: **Annual Pension Fund Audit**

Contract Number: **RFPCCL23-006**

The above contract can be extended for an additional year. This contract will expire on **January 31, 2026**. You are asked to review the contract and make a recommendation on what action should be taken. Please, provide your response as soon as possible, or before **September 5, 2025**

**Current vendors: Finley & Cook**

If you decide that the contract is still a valid contract, action must be taken to extend this contract. If you determine that the contract is no longer necessary, we must notify the vendor of your decision.

Please, provide detailed written response to this letter.

The point of contact for this item is [jose.cardeanas@lawtonok.gov](mailto:jose.cardeanas@lawtonok.gov).

Jose Cardenas

Contract Administrator, Financial Services



# CITY OF LAWTON

FINANCE DEPARTMENT

## AWARD LETTER

December 20, 2024

**Finley & Cook**

Attn: Dan Bledsoe  
1421 East 45<sup>th</sup> Street  
Shawnee, OK 74804

Dear Mr. Bledsoe,

Transmitted herewith is your award letter regarding contract **RFPC23-006 Annual Pension Fund Audit**. The Pension Trust voted to award this contract to **Finley & Cook** on November 14, 2024. This is the third year of the contract.

This contract will be in effect from February 1, 2025, through January 31, 2026

**Billing Instructions:**

City of Lawton  
Attn: Financial Services  
212 SW 9<sup>th</sup> Street  
Lawton, OK 73501

**Contact Person:**

Colbie Garrett, Buyer  
[colbie.garrett@lawtonok.gov](mailto:colbie.garrett@lawtonok.gov)

This letter is for informational purposes only; it does not constitute an order.

Sincerely,

*Colbie Garrett*

Colbie Garrett  
Buyer, Financial Services



# CITY OF LAWTON

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FINANCE DEPARTMENT

TO: Tammy Branstetter, Senior Deputy City Clerk  
Teri Bayones, Chairman of the Pension Trust Committee  
City Attorney

FROM: Colbie Garrett, Buyer- Financial Services

RE: RFPCL23-006 Annual Pension Fund Audit Contract Extension

DATE: December 6, 2024

Dear Team,

Please find the attached contract extension form, your signatures are required to proceed with the execution of the extension. It's important to note that this matter has bypassed the City Council and has been forwarded to the Pension Trust Committee for approval.

By signing the contract extension form, you are confirming that the committee has approved it, allowing us to progress further. Please be aware that the full execution of the contract is contingent upon the receipt of the minutes from the November 14th meeting.

Thank you for your prompt attention to this matter.

**CONTRACT EXTENSION FORM**

**CONTRACT TITLE:** Annual Pension Fund Audit  
**CONTRACT NUMBER:** RFPCL23-006

In accordance with the Agreement between the parties, the above-described contract is hereby modified in the following respects:

1. The contract period is extended to January 31, 2026, by mutual agreement between the undersigned vendor and the City of Lawton, Oklahoma subject to funding availability beyond this fiscal year.
2. All other terms and conditions of the contract or any written modifications thereto remain unchanged.
3. The laws of the State of Oklahoma shall govern this contract.

WITNESS the hands of the parties hereto this 2nd day of December, 2024.

**AFFIDAVIT:**

STATE OF Oklahoma COUNTY OF Pottawatomie  
I, Dan Usledsce (name of affiant), of lawful age, being first duly sworn, on oath says that:

1. Affiant is the duly authorized agent of the vendor executing the extension to the above referenced agreement, and that as such agent Affiant has the authority to bind the vendor, whether an individual, partnership, or corporation, for the purpose of negotiating and entering into any extension to or modification of said agreement, and for certifying the facts pertaining to the existence of collusion among vendors and City officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting or extension of any contract entered; 2. Affiant is fully aware of the facts and circumstances surrounding the procurement of the contract to which this statement refers and has been personally and directly involved in the proceedings leading to the submission of such extension; 3. Neither the vendor nor anyone subject to the vendor's direction or control has been a party: a. to any collusion among vendors in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding, b. to any collusion with any municipal official or employee as to quantity, quality or price in the contract, or as to any other terms of such contract, c. in any discussions between vendors and any municipal official concerning exchange of money or other thing of value for special consideration in the letting or extension of a contract, nor d. to paying, giving or donating or agreeing to pay, give or donate to any officer or employee of the City of Lawton, any money or other thing of value, either directly or indirectly, in procuring the extension of the contract described above. 4. Affiant further agrees to be held personally liable in the event that Affiant has misrepresented the scope or extent of Affiant's authority to bind the vendor herein, and to indemnify and hold harmless the City of Lawton, its departments, boards, commissions, agencies, institutions, and all employees of the aforementioned from all damages based upon such misrepresentation, including but not limited to all costs and attorney fees incurred, in addition to any other remedies available by law.

Firm: Fintoy & Cook, PLLC SIGNATURE OF AUTHORIZED AGENT [Signature]  
Address: 1421 E. 45th St PRINT/TYPE NAME/TITLE Dan Usledsce, Partner  
Shawnee, OK 74801 (City, State, Zip) Subscribed & sworn before me this 2 day of December, 2024.  
Phone: 405-878-7320 [Signature]  
Notary Public

My Commission expires: 11/7/27

**PAMELA MICHELLE PRICE**  
**NOTARY PUBLIC - STATE OF OKLAHOMA**  
**MY COMMISSION EXPIRES NOV. 07, 2027**  
**COMMISSION # 19011275**

City of Lawton, Oklahoma  
A Municipal Corporation

[Signature]  
TERI BAYONES, CHAIRMAN OF THE PENSION TRUST COMMITTEE

ATTEST: [Signature]  
SENIOR DEPUTY CITY CLERK

APPROVED as to form and legality on behalf of the City of Lawton on the 10th day of December, 2024

[Signature]  
CITY ATTORNEY



**ABSTRACT OF BIDS**

I CERTIFY that I have opened, read, and recorded herein all bids received and listed below.

Signature: *Justine Guevara*

IFB/RFP Number RFPCL23-006		Page <u>1</u> of <u>1</u>		Bidder Number <u>1</u>	
IFB/RFP Title Annual Pension Fund Audit		Date Opened: Tuesday, January 10, 2023		Finley & Cook, LLC. Dan Bledsoe 1421 East 45th Street Shawnee, OK 74804 (405) 878-7320 <a href="mailto:dbledsoe@finley-cook.com">dbledsoe@finley-cook.com</a>	
Number of ADDENDA issued NONE		Buyer Justine Guevara		N/A N/A	
DELIVERY: CORPORATE SEAL OR NOTARY: AFFIDAVIT OF PAYMENTS....\$25,000: CERTIFICATE OF INSURANCE ENCLOSED:				As required Yes Yes N/A	
Item No.	Description of Bid Item	Est. Qty	Unit	Unit Price	Amount / Remarks
1	Annual Audit	1	YR	2023 - \$22,000	*Estimated hours per
				2024 - \$22,500	year - 250 hours
				2025 - \$23,000	
				2026 - \$23,500	
				2027 - \$24,000	

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**Employee Retirement System of  
the City of Lawton—**

*Proposal for Audit Services*

January 6, 2023

**EMPLOYEE RETIREMENT SYSTEM OF  
THE CITY OF LAWTON**

**PROPOSAL FOR AUDIT SERVICES**

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**PROPOSAL FOR AUDIT SERVICES**

**SECTION I**

**SUMMARY OF PROPOSAL AND RELEVANT EXPERIENCE**

January 6, 2023

To the Board of Pension Commissioners  
of the Employee Retirement System of  
the City of Lawton, Oklahoma

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Dear Commissioners:

Finley & Cook, PLLC, Certified Public Accountants (“Finley & Cook”) is very pleased to submit this proposal to perform audit services to the Employee Retirement System of the City of Lawton, Oklahoma (the “System”).

We appreciate this opportunity to present our qualifications, capabilities, and the approach we would take to serve your needs. We believe the quality of the personnel involved, our approach, and the organization of our efforts are all of vital importance in providing you with outstanding professional services.

We believe Finley & Cook should be selected as auditors for the System for the following reasons:

**EXPERIENCE**

Finley & Cook presently provides services to the following Oklahoma retirement systems:

- Oklahoma Police Pension and Retirement System, Deric Berousek 405-840-3555
- Oklahoma Law Enforcement Retirement System, Duane Michael 405-522-4932
- Oklahoma Firefighters Pension and Retirement System, Chase Rankin 405-522-4600
- Oklahoma Municipal Retirement System, Jodi Cox 405-606-7880
- Oklahoma Public Employees Retirement System (outsourced internal audit services) Brian Wolf 405-858-6725
- Oklahoma Department of Wildlife Conservation (including their pension plan), Amanda Storck 405-521-6685

To the Board of Pension Commissioners  
of the Employee Retirement System of  
the City of Lawton, Oklahoma  
January 6, 2023  
Page -2-

**EXPERIENCE, CONTINUED**

We presently provide services for the following Oklahoma state agencies:

- Oklahoma Auditor and Inspector
- Oklahoma Department of Commerce
- Oklahoma Tobacco Settlement Endowment Trust Fund
- Oklahoma Center for the Advancement of Science and Technology

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The above demonstrates our ability to meet required reporting time lines, as well as our familiarity with governmental auditing, and in particular our experience with securities and pension plans. We also provide auditing services to:

- City of Ada
- City of Guymon
- City of Nichols Hills
- City of Checotah
- Oklahoma House of Representatives
- Central Oklahoma Master Conservatory District

Again, our experience covers a range of governmental entities and operations.

**COMMITMENT TO QUALITY**

Finley & Cook is committed to providing quality services. We undergo Peer Review every 3 years. Our most recent Peer Review report for the year ended March 31, 2022, is included, and we received a Pass rating. In addition, we are members of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants (AICPA).

**ABILITY TO MEET TIME REQUIREMENTS**

Because of our involvement with other pension systems we are used to planning to insure the reports are completed on time. We would expect to begin fieldwork during October 2023, and complete the engagement by the January 2024 deadline.

To the Board of Pension Commissioners  
of the Employee Retirement System of  
the City of Lawton, Oklahoma  
January 6, 2023  
Page -3-

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**PERSONNEL**

The partners, manager, and in-charge assigned to the System's audit engagement will all have experience in auditing Oklahoma state agencies and pension systems. This will provide less of a learning curve to perform the audit.

**COSTS**

We provide quality service at reasonable costs. Our proposed fees are based on receiving the information needed by us to perform the audit in a timely manner. Our summary of proposed fees, which are inclusive of all travel and out-of-pocket expenses, for 2023 and the next 4 years is as follows:

Year	Estimated Hours	Proposed Fee
2023	250	\$ 22,000
2024	250	22,500
2025	250	23,000
2026	250	23,500
2027	250	24,000

We are committed to meeting the reporting time requirements and have the staff to meet these requirements. We will work closely with the staff of the City of Lawton to ensure that the time frames are met and that any information needed by the actuary from us is provided on a timely basis.

Finley & Cook is a member firm of the AICPA and a member in good standing of the Oklahoma Accountancy Board.

We will be happy to discuss any questions you may have regarding our proposal or any other matters related to this engagement.

Sincerely,

FINLEY & COOK, PLLC  
CERTIFIED PUBLIC ACCOUNTANTS



Dan Bledsoe  
Partner

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**PROPOSAL FOR AUDIT SERVICES**

**SECTION II**

**SERVICES REQUESTED**

**SERVICES REQUESTED**

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We have been asked to propose on the following area:

Full-scope audit for the period beginning July 1, 2022, and ending June 30, 2023, to be conducted in accordance with *Government Auditing Standards*.

We also affirm:

1. We shall, as part of the written audit report, submit to the System's governing body a report containing an expression of an opinion that the financial statements are fairly presented, or an opinion qualified as to certain accounts or items in the financial statements, a disclaimer of opinion and the reasons therefore, or an adverse opinion, and shall explain any unusual items or circumstances under which the auditor was unable to reach a conclusion. This report shall state that Generally Accepted Government Auditing Standards have been followed in performing the audit.
2. The auditors' opinion shall be expressed on the opinion units identified in the AICPA Audit and Accounting Guide: *State and Local Governments*.
3. We shall submit to the System's governing body a report on internal control over financial reporting and on compliance and other matters based on audit of the financial statements performed in accordance with *Government Auditing Standards*.
4. We shall submit the audit report no later than their regular meeting on the third Thursday in January and submit a draft at least 10 days before the retirement board meeting to the Board Chairman and Financial Services Division.
5. If a management letter or any other reports or correspondence relating to findings or recommendations are issued in connection with this audit, a copy shall be provided to the System's governing body. Such management letters, reports, or correspondence shall be consistent with the findings published in the audit report (i.e., they shall disclose no material matters not also disclosed in the findings found in the published audit report).
6. Audit documentation shall be available for a period of 5 years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records is started before the end of the 5-year period, the records are required to be maintained for 3 years from the date that all issues arising out of the actions are resolved or until the end of the 5-year retention period, whichever is later.

We will be available to answer your questions throughout the year and strongly encourage a frequent dialog so the communication link is as strong as possible between the System and our Firm.

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**PROPOSAL FOR AUDIT SERVICES**

**SECTION III**

**OUR APPROACH**

**OUR APPROACH**

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The following represents an outline of our approach:

**Planning the Engagement**

The overall success of any engagement is contingent on an effective engagement plan. Since planning is a continuous process, it requires continuous and effective coordination and communication between Finley & Cook, and the City of Lawton personnel. Our basic approach in planning the engagement will be to establish engagement objectives, which will include any special areas or concerns that you or other officers or members of the Commission might have. This will be accomplished by having a strategic planning meeting with personnel from the City of Lawton prior to performing the 2023 audit. After the objectives have been identified, we will develop a detailed work plan which is responsive to the objectives.

**Consultation During the Year**

We realize that questions frequently arise regarding accounting applications, standard implementation, etc. This is very common with our clients, and we always make ourselves available to research and answer questions promptly. In fact, we encourage this to build a relationship with our clients.

There is no additional charge for such service. Additional charges would be incurred only if projects required significant additional time (2 hours or more), and you would always be informed in advance.

**Supervision of the Engagement**

Supervision will involve directing the efforts of our engagement to assure completion of the overall objectives. The following outlines the engagement team of Finley & Cook and the responsibilities of key personnel who will be involved in meeting the needs of the engagement.

**Engagement Partners**

Mr. Dan Bledsoe will serve as the overall Engagement Partner. In this capacity, he will be directly responsible for staffing the engagement with the appropriate qualified personnel, executing the plan, developing and reviewing programs, monitoring the progress of the engagement, and reviewing and signing the independent auditors' report. As the Engagement Partner, Mr. Bledsoe will ensure continuity on the engagement.

Mr. Timothy Barnes will serve as the Pre-Issuance Review Partner. In this capacity, he will be responsible for reviewing the audit report prior to issuance.

Resumés of the significant engagement team members are included in this proposal.

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**PROPOSAL FOR AUDIT SERVICES**

**SECTION IV**

**RESUMÉS OF KEY ENGAGEMENT TEAM PERSONNEL**

**RESUMÉS OF KEY ENGAGEMENT TEAM PERSONNEL**

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**DAN BLEDSOE**

**ENGAGEMENT PARTNER**

**Firm Position:** Partner and Certified Public Accountant. Mr. Bledsoe joined the Firm as a partner in November 2016. Mr. Bledsoe has approximately 27 years of auditing experience.

**Professional Activities:** Member of the American Institute of Certified Public Accountants and the Oklahoma Society of Certified Public Accountants.

**Education:** Bachelor of Science degree in Accounting from East Central University in Ada, Oklahoma.

**CPA Certificate:**

<b>Date of Certification:</b>	April 1, 1999
<b>State Certified:</b>	Oklahoma
<b>Certificate No.:</b>	14330

**Continuing Education:** Mr. Bledsoe is in compliance with the continuing education requirements of Finley & Cook, *Government Auditing Standards*, and the Oklahoma Accountancy Board.

**Client Experience:** Mr. Bledsoe serves as Finley & Cook's Partner for numerous state agencies and other governmental audit clients, some of which are:

- Oklahoma Police Pension and Retirement System
- Oklahoma Firefighters Pension and Retirement System
- Oklahoma Law Enforcement Retirement System
- Oklahoma Public Employees Retirement System
- Oklahoma Municipal Retirement Fund
- Oklahoma Tobacco Settlement Endowment Trust Fund
- Oklahoma Department of Wildlife Conservation

**RESUMÉS OF KEY ENGAGEMENT TEAM PERSONNEL, CONTINUED**

**TIMOTHY BARNES**

**REVIEWING PARTNER**

**Firm Position:** Partner and Certified Public Accountant. Mr. Barnes joined the Firm in August 2008. Prior to joining the Firm, he served in executive management financial positions for over 8 years for companies in manufacturing, distribution, and energy industries and was an audit senior manager with a national CPA firm (KPMG, LLP) for over 9 years. Mr. Barnes would serve as the Pre-Issuance Review Partner.

**Professional Activities:** Member of the American Institute of Certified Public Accountants, the Oklahoma Society of Certified Public Accountants, and the Oklahoma Independent Petroleum Association.

**Education:** Bachelor of Science degree in Accounting from the University of Central Oklahoma, Edmond, Oklahoma.

**CPA Certificate:** Date of Certification: July 1991  
State Certified: Oklahoma  
Certificate No.: 11278

**Continuing Education:** Is in compliance with the continuing education requirements of the Firm, *Government Auditing Standards*, and the Oklahoma Accountancy Board.

**Client Experience:** Mr. Barnes has served as Partner for several state agencies and other governmental audit clients, some of which are:

- Oklahoma Industrial Finance Authority
- Native American Cultural and Education Authority
- Central Oklahoma Master Conservatory District

**RESUMÉS OF KEY ENGAGEMENT TEAM PERSONNEL, CONTINUED**

**TRACI KEEL**

**AUDIT MANAGER**

**Firm Position:** Manager and Certified Public Accountant. Has been with the Firm since 2000.

**Professional Activities:** Member of the American Institute of Certified Public Accountants and the Oklahoma Society of Certified Public Accountants.

**Education:** Bachelor of Science degree in accounting from the University of Central Oklahoma, Edmond, Oklahoma.

**CPA Certificate:** Date of Certification: July 2001  
State Certified: Oklahoma  
Certificate No.: 15133

**Continuing Education:** Ms. Keel is in compliance with the continuing education requirements of both the Firm and the Oklahoma Accountancy Board.

**Team Position:** Ms. Keel will serve as manager. In this capacity, she would be responsible for supervising the fieldwork and engagement status, reviewing the audit workpapers, and reviewing and signing the final audit papers.

**Client Experience:** Ms. Keel has over 23 years of experience in auditing state agencies and other governmental audit clients, some of which are:

- Oklahoma Police Pension and Retirement System
- Oklahoma Law Enforcement Retirement System
- Oklahoma Public Employees Retirement System
- Oklahoma Department of Wildlife Conservation

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**PROPOSAL FOR AUDIT SERVICES**

**SECTION V**

**COPIES OF PERMITS TO PRACTICE**

**COPIES OF PERMITS TO PRACTICE**

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Enclosed are copies of the permits to practice for the Firm, Dan Bledsoe, Engagement Partner; Timothy Barnes, Pre-Issuance Review Partner; and Traci Keel, Manager.

# FINLEY & COOK, P.L.L.C.

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**FEI Number:**  
**Type of Firm:** CPA  
**Type of Entity:** Professional Limited Liability Company  
**License #:** 11833  
**License Status:** Active  
**Registrant Date:** Jun-30-2023  
**License Effective Date:** Jul-01-2022  
**License Expiry Date:** Jun-30-2023  
**Public Permit Accounting No:** 91480  
**Permit Since:** Active  
**Permit Status:** Jul-01-2021  
**Permit Effective Date:** Jul-01-2022  
**Permit Expiry Date:** Jun-30-2023  
**Government Audit:** No  
**Main Business Address:** 601 Broadway AVE  
**City:** Shawnee  
**State:** Oklahoma  
**ZIP Code:** 74802-1447  
**Business Telephone Number:** 4053955000  
**Business Fax:**  
**Business Email:** dbledsoe@finley-cook.com

## Conditions and Limitations

Individual registrants and public accounting firms, holding a valid permit to practice public accounting, shall be authorized to perform accounting related work for the general public. Registrants who do not hold a valid permit to practice public accounting are prohibited from engaging in the practice of public accounting. Accounting related work may include, but not be limited to the following: tax return and financial statement preparation, management advisory services, investment advisory services, and attestation and compilation services. Only individual registrants and public accounting firms holding a valid permit to practice public accounting may perform attest engagements. A person is not deemed to be practicing public accounting solely by displaying an Oklahoma CPA certificate or a PA License in an office, identifying himself or herself as a CPA or PA on letterhead or business cards, or identifying himself or herself as a CPA or PA. However, the designation of CPA or PA on such letterheads, business cards, public signs, advertisements, publications directed to clients or potential clients, or financial or tax documents of a client constitutes the practice of public accounting and requires a permit, practice privileges under Section 15.12A of this title, or an exemption from the permit and registration requirements under Section 15.15C of this title.

## Office Locations

Street Address	City	State	Telephone No.	Govt Audit	Designated Manager
601 N Broadway Ave	Shawnee	Oklahoma		No	Scott Huebert
1421 East 45th Street	Shawnee	Oklahoma	Powered by Thentia Cloud ( <a href="https://www.thentia.com">https://www.thentia.com</a> )	No	Danny Bledsoe

# Danny Bledsoe

ORIGINAL

**License #:** 14330  
**License Type:** Certified Public Accountant (CPA)  
**License Status:** Active  
**License Expiry Date:** Mar-31-2023  
**Public Accounting Permit No.** 906958  
**Permit Status:** Active  
**Permit Effective Date:** Apr-01-2022  
**Permit Expiry Date:** Mar-31-2023  
**Government Audit:** No  
**City:** Edmond  
**State:** Oklahoma  
**Initial Licensure Date:** Feb-01-1999

## Conditions and Limitations

Individual registrants and public accounting firms, holding a valid permit to practice public accounting, shall be authorized to perform accounting related work for the general public. Registrants who do not hold a valid permit to practice public accounting are prohibited from engaging in the practice of public accounting. Accounting related work may include, but not be limited to the following: tax return and financial statement preparation, management advisory services, investment advisory services, and attestation and compilation services. Only individual registrants and public accounting firms holding a valid permit to practice public accounting may perform attest engagements. A person is not deemed to be practicing public accounting solely by displaying an Oklahoma CPA certificate or a PA License in an office, identifying himself or herself as a CPA or PA on letterhead or business cards, or identifying himself or herself as a CPA or PA. However, the designation of CPA or PA on such letterheads, business cards, public signs, advertisements, publications directed to clients or potential clients, or financial or tax documents of a client constitutes the practice of public accounting and requires a permit, practice privileges under Section 15.12A of this title, or an exemption from the permit and registration requirements under Section 15.15C of this title.

## Disciplinary Actions

Type	Summary	Effective Date	Completion Date	Attachments
None.				

# Timothy Barnes

ORIGINAL

**License #:** 11278  
**License Type:** Certified Public Accountant (CPA)  
**License Status:** Active  
**License Expiry Date:** Dec-31-2023  
**Public Accounting Permit No.** 420  
**Permit Status:** Active  
**Permit Effective Date:** Jan-01-2023  
**Permit Expiry Date:** Dec-31-2023  
**Government Audit:** No  
**City:** Chociaw  
**State:** Oklahoma  
**Initial Licensure Date:** Jul-25-1991

## Conditions and Limitations

Individual registrants and public accounting firms, holding a valid permit to practice public accounting, shall be authorized to perform accounting related work for the general public. Registrants who do not hold a valid permit to practice public accounting are prohibited from engaging in the practice of public accounting. Accounting related work may include, but not be limited to the following: tax return and financial statement preparation, management advisory services, investment advisory services, and attestation and compilation services. Only individual registrants and public accounting firms holding a valid permit to practice public accounting may perform attest engagements. A person is not deemed to be practicing public accounting solely by displaying an Oklahoma CPA certificate or a PA License in an office, identifying himself or herself as a CPA or PA on letterhead or business cards, or identifying himself or herself as a CPA or PA. However, the designation of CPA or PA on such letterheads, business cards, public signs, advertisements, publications directed to clients or potential clients, or financial or tax documents of a client constitutes the practice of public accounting and requires a permit, practice privileges under Section 15.12A of this title, or an exemption from the permit and registration requirements under Section 15.15C of this title.

## Disciplinary Actions

Type	Summary	Effective Date	Completion Date	Attachments
None.				

ORIGINAL

# Traci Keel

**License #:** 15133  
**License Type:** Certified Public Accountant (CPA)  
**License Status:** Active  
**License Expiry Date:** May-31-2023  
**Public Accounting Permit No.** 432  
**Permit Status:** Active  
**Permit Effective Date:** Jun-01-2022  
**Permit Expiry Date:** May-31-2023  
**Government Audit:** No  
**City:** Newalla  
**State:** Oklahoma  
**Initial Licensure Date:** Jul-30-2001

## Conditions and Limitations

Individual registrants and public accounting firms, holding a valid permit to practice public accounting, shall be authorized to perform accounting related work for the general public. Registrants who do not hold a valid permit to practice public accounting are prohibited from engaging in the practice of public accounting. Accounting related work may include, but not be limited to the following: tax return and financial statement preparation, management advisory services, investment advisory services, and attestation and compilation services. Only individual registrants and public accounting firms holding a valid permit to practice public accounting may perform attest engagements. A person is not deemed to be practicing public accounting solely by displaying an Oklahoma CPA certificate or a PA License in an office, identifying himself or herself as a CPA or PA on letterhead or business cards, or identifying himself or herself as a CPA or PA. However, the designation of CPA or PA on such letterheads, business cards, public signs, advertisements, publications directed to clients or potential clients, or financial or tax documents of a client constitutes the practice of public accounting and requires a permit, practice privileges under Section 15.12A of this title, or an exemption from the permit and registration requirements under Section 15.15C of this title.

## Disciplinary Actions

Type	Summary	Effective Date	Completion Date	Attachments
None				

ORIGINAL

**PROPOSAL FOR AUDIT SERVICES**

**SECTION VI**

**PEER REVIEW REPORT**

**PEER REVIEW REPORT**

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**Report on the Firm's System of Quality Control**

September 29, 2022

To the Partners of  
Finley & Cook, PLLC  
and the Peer Review Committee of the OSCP

We have reviewed the system of quality control for the accounting and auditing practice of Finley & Cook, PLLC (the firm) in effect for the year ended March 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/orsummary](http://www.aicpa.org/orsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

**Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**PEER REVIEW REPORT, CONTINUED**

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To the Partners of  
Finley & Cook, PLLC  
and the Peer Review Committee of the OSCPA  
Page 2

**Opinion**

In our opinion the system of quality control for the accounting and auditing practice Finley & Cook, PLLC in effect for the year ended March 31, 2022 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Finley & Cook, PLLC has received a peer review rating of pass.

*HBC CPAs & Advisors*

HBC CPAs & Advisors  
Oklahoma City, Oklahoma

Raymond J. Smith, CPA  
797 E. W. ... S.C.

**PROPOSAL FOR AUDIT SERVICES**

**SECTION VII**

**AUDIT COSTS AND RELATED BENEFITS**

**AUDIT COSTS AND RELATED BENEFITS**

Our fees for professional services are based on the time spent on the engagement at hourly rates related to the levels of experience, training, and responsibilities of the individuals assigned. Our fees also include all travel and out-of-pocket expenses incurred in conducting our services. We believe that our rates are competitive and, therefore, a key factor is the efficiency with which work is performed and how time is spent. We believe the reasons set forth in the introduction of this proposal will result in maximum audit efficiency.

Based on the hours and the personnel anticipated to be assigned to this engagement and the estimated travel and out-of-pocket expenses, our proposed fees are as follows:

<b>Year</b>	<b>Estimated Hours</b>	<b>Proposed Fees</b>
2023	250	\$ 22,000
2024	250	22,500
2025	250	23,000
2026	250	23,500
2027	250	24,000

The costs are based on the City of Lawton providing the information requested for the audit in a timely manner.

A breakdown of the hourly billing rates of team members is as follows:

<b>Name</b>	<b>Rate</b>
Dan Bledsoe	\$ 275
Traci Keel	175
Senior and assistant (blended)	125

Negotiations should be made with Mr. Dan Bledsoe, Partner, at (405) 878-7320 or [dbledsoe@finley-cook.com](mailto:dbledsoe@finley-cook.com).

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**PROPOSAL FOR AUDIT SERVICES**

**SECTION VIII**

**REQUEST FOR PROPOSALS, W-9, SIGNATURE PAGE FROM  
AGREEMENT WITH THE CITY OF LAWTON, AND AFFIDAVIT**

**City of Lawton  
REQUEST FOR PROPOSALS**

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MAIL SEALED PROPOSALS TO: City Clerk City of Lawton 212 SW 9 <sup>th</sup> Street Lawton, OK 73501		DIRECT INQUIRIES REGARDING FORMS: <u>maegan.bishop@lawtonok.gov</u> <u>justine.guevara@lawtonok.gov</u> QUESTIONS REGARDING BID: <u>www.bidsync.com/bidsync-cas/</u>	
Date Proposal Typed: <b>December 5, 2022</b>	Date(s) Advertised: <b>December 8, 2022</b>	No Proposals Received After: <b>January 10, 2023</b>	
Proposal Number and Title: <b>RFPCL23-006 Annual Pension Fund Audit</b>		Proposal valid until: <b>2:00 P.M.</b>	
Requirements-type Proposal: <input checked="" type="checkbox"/> yes <input type="checkbox"/> no			
Bid Openings are held at Lawton City Hall 2 <sup>nd</sup> Floor Conference Room 212 SW 9 <sup>th</sup> Street Lawton, OK 73501 @ 2:00 pm			
Vendor Name and Point of Contact: <b>Finley &amp; Cook, PLLC; Dan Bledscoe, Partner</b>		Reason for No Proposal: <b>N/A</b>	
Mailing Address: <b>1421 East 45th Street</b>			
City: <b>Shawnee, OK</b>	State: <b>OK</b>	Zip: <b>74804</b>	Delivery: <b>1421 East 45th Street</b>
Area Code and Phone Number: <b>(405) 878-7320</b>		Email Address: <b>dbledscoe@finley-cook.com</b>	
Federal Employer Identification Number or Social Security Number: <b>73-1049855</b>			

**THIS PROPOSAL INVALID IF NOT SIGNED AND NOTARIZED**

**AFFIDAVIT:**

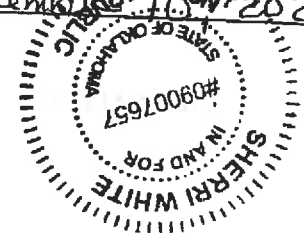
STATE OF Oklahoma COUNTY OF Pottawatomie, of lawful age, being first duly sworn, on oath says that:

1. Affiant is the duly authorized agent of the bidder/vendor and/or contractor submitting the competitive bid and executing the contract which is attached to this statement, and that as such agent Affiant has the authority to bind the bidder/vendor, whether an individual, partnership, or corporation, for the purpose of negotiating and entering into said agreement, and for certifying the facts pertaining to the existence of collusion among bidders and between bidders and City officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached; 2. Affiant is fully aware of the facts and circumstances surrounding the making of the bid and/or the procurement of the contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bids; 3. Neither the bidder/vendor nor anyone subject to the bidder/vendor's direction or control has been a party: a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding, b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor d. to paying, giving or donating or agreeing to pay, give or donate to any officer or employee of the City of Lawton, any money or other thing of value, either directly or indirectly, in procuring the contract to which his statement is attached. 4. Affiant further agrees to be held personally liable in the event that Affiant has misrepresented the scope or extent of Affiant's authority to bind the bidder herein, and to indemnify and hold harmless the City of Lawton its departments, boards, commissions, agencies, institutions, and all employees of the aforementioned from all damages based upon such misrepresentation, including but not limited to all costs and attorney fees incurred, in addition to any other remedies available by law.

Firm: Finley & Cook, PLLC  
Address: 1421 East 45th Street  
Shawnee, OK 74804  
(City, State, Zip)  
Phone: (405) 878-7320

Dan Bledscoe  
SIGNATURE OF AUTHORIZED AGENT  
Dan Bledscoe, Partner  
PRINT/TYPE NAME/TITLE

Subscribed & sworn before me this 6 day of January, 2023  
Sherril White  
Notary Public  
My Commission expires: September 10, 2025



CONDITIONS FOR SUBMITTING PROPOSALS  
PAGE 1 OF 11

FORM REVISED 2/14/22

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SIGNATURE PAGE

CITY OF LAWTON, OKLAHOMA  
A Municipal Corporation

\_\_\_\_\_  
STAN BOOKER, MAYOR

ATTEST:

\_\_\_\_\_  
TRACI HUSHBECK, CITY CLERK

APPROVED as to form and legality on behalf of the CITY of Lawton, Oklahoma,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
JOHN RATLIFF, CITY ATTORNEY

*John Ratliff*  
VENDOR: Fisley & Cook, PLLC

*Dan Oleson*  
Printed Name

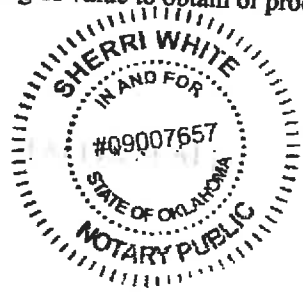
*Partner*  
Title

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AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$25,000.00  
CITY OF LAWTON, STATE OF OKLAHOMA

STATE OF Oklahoma  
COUNTY OF Pottawatomie SS

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this contract is true and correct. Affiant further states that the (work, services or materials) will be (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the affiant. Affiant further states that (s) he has made no payment directly or indirectly to any elected official, officer or employee of the City of Lawton, any county or local subdivision of the state, of money or any other thing of value to obtain or procure the contract or purchase order.



Finley & Cook, PLLC  
Business Name / Contractor Name

Dan Bledsoe  
Signed  
Print: Dan Bledsoe, Partner

Attested to before me this 6 day of January, 2023

Sherri White  
Notary Public

My Commission Expires September 10 2025

**NOTE:** Copy of this Affidavit must be attached to any invoice submitted by an architect, contractor, or engineer or supplier for work, services, or materials completed or supplied under the terms of the contract or contracts in excess of \$25,000.00.

**Item Title:**

Consider approving the 2026 Annual Meeting Notice for the Pension Trust Commission.

**Initiator:** Tammy Branstetter, Senior Deputy City Clerk

**Information Source:** Tammy Branstetter, Senior Deputy City Clerk

**Background:**

The 2026 Annual Meeting Notice is due to be submitted to the City Clerk's Office no later than December 15, 2025. The proposed notice for the Pension Trust Commission reflects the Commission's regular meeting schedule of the fourth Thursday of each quarter at 9:00 AM.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

Proposed 2026 Annual Meeting Notice

**Key Issues:**

N/A

**Funding Source:**

N/A

**Recommended Action:**

Approve the 2026 Annual Meeting Notice for the Pension Trust Commission.

**ATTACHMENTS:**

1. Pension Trust- AnnualNotice 2026

ANNUAL NOTICE OF MEETING - 2026

PENSION TRUST COMMISSION

TYPE OF MEETING

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

DATE	TIME	PLACE OF MEETING
January 22, 2026	9:00 a.m.	City Hall – 212 SW 9 <sup>th</sup> Street, Lawton, OK
April 23, 2026	9:00 a.m.	City Hall – 212 SW 9 <sup>th</sup> Street, Lawton, OK
July 23, 2026	9:00 a.m.	City Hall – 212 SW 9 <sup>th</sup> Street, Lawton, OK
October 22, 2026	9:00 a.m.	City Hall – 212 SW 9 <sup>th</sup> Street, Lawton, OK

To be completed by person filing notice:

Name: Teri Bayones  
 Title: Chairman  
 Address: 212 SW 9<sup>th</sup> Street  
 Phone: 581-3305

Filed in the office of the municipal clerk at \_\_\_\_\_ AM/PM on \_\_\_\_\_, 2025.

Signed: \_\_\_\_\_  
Sr 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. (§ 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. (§ 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. (§ 311, #8, Title 25, Okla. Statutes)