



**City of Lawton**  
**Council Fee Committee**  
**Special Meeting Agenda**

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

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**Friday, April 3, 2026**

**3:00 PM**

**Lawton City Hall  
Council Conference Room**

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**Meeting Called to Order**

"Official action can only be taken on items listed on the agenda. As a recommending body, the Committee may review and discuss agenda items, propose and enact floor amendments, and then choose to make a recommendation to the City Council or provide direction to the City Manager. The Committee may also defer items for further review, refer matters to the City Attorney, or send items to standing committees, boards, commissions, or authorities for additional study. In some cases, items may be postponed to a later date or removed from the agenda entirely."

**Statement of Compliance with Oklahoma Open Meeting Act, 25 O.S. 301-314**

**Roll Call**

**Introduction of Guests**

**Business Items**

1. Consider approving the minutes of the October 23, 2025 and March 16, 2026 meetings.
2. Consider making a recommendation to City Council regarding a ShelterPay credit card processing fee of 3.4% plus \$0.30 per transaction for Animal Welfare.
3. Consider making a recommendation to City Council regarding the daily parking rate for using the day use parking area at the lakes.
4. Consider making a recommendation to City Council regarding an increase in Daily and Season Pass Fees for Lawton Aquatic Center
5. Consider making a recommendation to City Council regarding increasing and adding items in the Lawton Aquatic Center Concession Stand Fees
6. Consider making a recommendation to City Council regarding fees for upcoming aquatic season programming.

**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 the minutes of the October 23, 2025 and March 16, 2026 meetings.

**Initiator:** Donalynn Blazek-Scherler, City Clerk

**Information Source:** Julia Mantzke, Council Relations Liaison

**Background:**

The minutes of October 23, 2025 and March 16, 2026 meetings have been drafted and are awaiting approval.

**Correlation to the True North Statement:**

Transparency and Trust

**Exhibit:**

Minutes

**Key Issues:**

**Funding Source:**

**Recommended Action:**

Approve the minutes of the October 23, 2025 and March 16, 2026 meetings.

**ATTACHMENTS:**

1. 10.23.2025 Fee Committee Minutes
2. 03.16.2026\_Council Fee Committee Minutes



**City of Lawton**  
**Council Fee Committee**

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

**Minutes**

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Thursday, October 23, 2025

1:30 PM

**Lawton City Hall  
Wayne Gilley Auditorium  
Conference Room (Behind  
Auditorium)**

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**Meeting Called to Order**

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Meeting called to order by Chairman Allan Hampton.

**Statement of Compliance with Oklahoma Open Meeting Act, 25 O.S. 301-314**

The notice and agenda were posted in compliance with the Open Meeting Act, 25 O.S. 301-314.

**Roll Call**

**Present:**

Councilman - Ward 4 George Gill  
Councilman - Ward 6 Bob Weger  
Councilman - Ward 5 Allan Hampton

**Introduction of Guests**

**Also Present:**

John Ratliff, City Manager  
Donalynn Blazek-Scherler, City Clerk  
Jessica Carter, Emergency Communications Director  
Ashley Glaze-Lyle, Emergency Communications Administrative Assistant III  
Larry Parks, Community Enrichment Director  
Kelvin Ingram, Community Enrichment Deputy Director- Parks & Recreation  
Charlotte Brown, Community Enrichment Deputy Director  
Jim Bonnarens, Lakes Superintendent  
Matina Davis-Prudhomme, Citizen

**Business Items**

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1. Make a recommendation to City Council regarding a change to City of Lawton Fee Schedule, Article A-7-25 - Wrecker and Towing Services by changing from a "for each call originating from police department" fee of \$5.75 to a one-time annual fee of \$1,000.00 per wrecker.

**Carter:** Provided background on current wrecker rotation procedures and code requirements. The current fee is \$5.75 per call initiated by Police or Fire. Administrative challenges include quarterly billing, reconciliations, reinstatements, and unpaid invoices. Peer city comparisons show that Lawton is the only city in the group charging a per-call fee.

**Gill:** Can you please explain the per call charge?

**Carter:** In the Dispatch Center, we maintain a wrecker rotation log. This should not be confused with the City Wrecker, which is Priest Brothers. The City Wrecker is separate from the rotation system. The rotation list currently includes 11 independent wreckers. When Police or Fire respond to a call where a vehicle needs to be towed, most citizens do not already have a towing company selected—although their insurance often covers it. In those cases, the responding officer or firefighter will request that Dispatch call a wrecker from the rotation. Per code, each wrecker receives one call-out per rotation cycle, but in practice, Dispatch will attempt to contact them two to three times in case they miss the initial call (for example, if their phone is on silent). Regarding the question of how we charge: If we contact a wrecker on the rotation—for example, Priest Brothers—to respond to a vehicle pickup, we currently charge \$5.75 per call-out. This fee is only charged when the wrecker responds, if they do not respond, we do not bill them. As for how the per-call fee originated historically, I do not have information on when or why that system was first implemented.

**Gill:** I understand that we are supposed to follow the rotation, so we call them and charge them \$5.75 to call them. How do we go about collecting the money and does it change what we are doing today?

**Carter:** explained that we currently bill the wrecker companies on a quarterly basis. Ashley takes the wrecker log and verify that each company actually received the calls listed, which requires a significant amount of background work before the invoices are generated in Tyler. Once everything is confirmed, the quarterly invoices are issued for all services provided in accordance with the ordinance, and the companies then submit payment as they would for any standard bill.

**Gill:** And then they send us payment based on that like a regular bill?

**Carter:** Sometimes Councilman, we charge a reinstatement fee of \$57.50, which is not something our peer cities are doing. At times, some businesses do not pay their invoices, and we follow up with them regarding any outstanding amounts—both for call-

related invoices and occasionally for their license fees. I mentioned that we assist the License and Permits division with this as well, since we maintain a working relationship with the wrecker companies.

**Gill:** My last question is that today we're looking at raising it from a \$5.75 one time annual fee? Now what is this?

**Ratliff:** Hold on Councilman, I think it's a \$5.75 per occasion not a one-time fee.

**Carter:** Yes, it's per occasion per call that they come out to tow.

**Gill:** I'm reading off the agenda, and it say that, changing from a for each caller originating from the police department, a fee of \$5.75 to a one-time annual fee of \$1,000.

**Ratliff:** That is what we're trying to change it too, but it's not currently a one-time fee.

**Gill:** Ok, if it says it's the fee we're talking about, the \$5.75 so that we're just going to charge them an annual fee of \$1,000, whether they go once or twice or a 100 times.

**Carter:** Yes, and that way, they wouldn't be capped; they would pay that one-time fee. I kind of already mentioned that sometimes our local businesses don't pay when they receive their bill. There are also some additional administrative steps that need to happen. I will reach out to them before we remove them from the rotation because it's actually a heavy lift on our end to take them off and then put them back on. And sometimes, people don't check their mail, and things can back up—most of you know, as business owners, it gets busy.

**Gill:** So what you're saying, if I read this right on the agenda, you're willing to do away with this, call them and charge them \$5.75. It doesn't matter they will pay an annual fee of \$1,000 for that. This has nothing to do with their license or anything else. That's just for that service alone.

**Carter:** Yes Sir.

**Gill:** Ok, Thank you.

**Hampton:** Are you clear Councilman Gill?

**Gill:** I think so, Finally.

**Weger:** I understand the \$57.50 for the annual license with the city.

**Carter:** Oh, yeah, for annual license.

**Weger:** This is not included in the \$1,000, correct?

**Carter:** No

**Weger:** The \$1,000 is strictly just you going to pick the car up and taking it to whatever said location is.

**Carter:** Yes, sir. The idea behind the \$1,000 fee is that it would apply starting in July. Codes says they come in April, but the \$1,000 would cover our fiscal year—from July 1 to June 30—regardless of how many calls they receive. This way, we don't have to worry about billing quarterly or removing them from the rotation. They would remain on their rotation unless they go out of business.

**Weger:** OK

**Carter:** I do want to point out one thing, though. Our peer cities are not charging per call, so that is another option if we wanted to go that route. I just wanted to make sure that was clear to everyone, as I wasn't sure how we wanted to align with it when I spoke to Dwayne.

**Ratliff:** Ok, Ashley, do we keep annual stats on how much they're paying?

**Glaze-Lyle:** Yes

**Ratliff:** Because \$1,000 seems like a lot. So, like, I would be curious what they pay annually, like, now.

**Glaze-Lyle:** So, for last fiscal year, 2024–2025, the total amount we collected from the record callouts was \$9,665.50. If, during that fiscal year, we had been charging \$1,000 per record—and we had 12 records—we would have collected \$12,000 in revenue.

**Hampton:** Can I interject something here that might clarify things for John? I actually did some research and spoke with a few drivers. I'm going to read a comment from one of the tow drivers, Sydney. She said, as a tow truck owner in Lawton, she believes that the \$1,000 annual fee to be on the city's rotation is fair. She also requested that, if possible, we charge it \$250 quarterly. She believes this would help make the bookkeeping process more efficient and prevent complaints from tow operators who feel they were billed for too many calls. So, and I talked to him about that, and he said that he does two, gets two calls a week approximately. which is about pushing towards the thousand.

**Carter:** Yeah, and we're about to get into the winter months, and so that's going to pick up a little bit with our bad weather and the icy weather that we're, you know, predicted to get.

**Hampton:** So, I would imagine it's pretty laborious to deal with each one of those 575 charges, Somebody got be doing that, and it would streamline the process the whole lot

more if everybody just played a fat flat fee that would give you more time in your department and do other things besides tedious booking and all that., we both agree.. John, did you have was that all you had?

**Carter:** We both agree (her and John)

**Hampton:** John, was that all you had?

**Ratliff:** Well, I was just going to say to the your point about the quarterly collections we already collect quarterly, but we're collecting on the \$5.75 per call. So that's something I think that could be easily implemented, right?

**Glaze-Lyle:** Yeah, an if it's just a one-time fee versus quarterly and we're not having to match up all the call's going through with call.

**Hampton:** He mentioned that he actually addressed that and explained that the reason he suggested quarterly payments is that some operators only have a truck and not a lot of money. Instead of paying \$1,000 all at once, breaking it into quarterly payments would make it easier on their bookkeeping.

**Carter:** Yeah, and if we went that route, then we would still keep some of the other...

**Hampton:** Because that would be exclusion kind of excluding of the smaller difference. Ok, Councilman Gill

**Gill:** I want to make a motion, Mr. Chairman. And if we get a second, we can have more discussion.

**Motion:** by Gill, second by Weger, to refer the matter to the City Manager for development of a formal presentation and placement on the City Council agenda for a vote.

**Hampton:** Did you have anything or anybody else have anything else on that? We don't want to cut it short.

**Carter:** Yes, sir. I just want to make sure we're clear. We want to, we're ok with doing \$1,000 for the whole year.

**Gill:** NO. NO. NO. my motion was to give it to the city manager. He'll make a presentation to the council for a vote. We're not going to provide anything.

**Ratliff:** So, no recommendation from the committee.

VOTE ON MOTION: AYE: Gill, Weger, Hampton. NAY: None MOTION PASSED

2. Make a recommendation to City Council regarding a change to City of Lawton Fee Schedule, Article A-19-1, General Lake and Recreation, by removing the cents from camper/trailer/rv/dry/wet stalls annual lease amounts, removing cents from the boathouse lease amounts, and changing rates for dry storage units to be consistent based on the unit size.

**Hampton:** Make a recommendation to City Council regarding a change to City of Lawton Fee Schedule, Article A-19-1, General Lake and Recreation, by removing the cents from camper/trailer/rv/dry/wet stalls annual lease amounts, removing cents from the boathouse lease amounts, and changing rates for dry storage units to be consistent based on the unit size.

**Gill:** Just one second...I was going to make a motion to approve it.

**Hampton:** Whoa. No, No, No, if you at least let them make the presentation. Who's going to present?

**Parks:** I explained that similar adjustments were approved by Council last year out at the lakes in 2024. Removing the cents does not create any additional charges nor does it increase any existing charges. In fact, the cost goes down because we round down. This change is intended to make the process more efficient, easier for customers to understand, and standardized for staff who manage it. I also noted that this will help reduce some of the tedious bookkeeping involved.

**Hampton:** Tedious to deal with.

**Ratliff:** And while we are taking out the cents, we're adding common sense.

**Gill:** Well, I thought that I speak?

**Hampton:** I don't think we were ready for our motion.

**Gill:** I was going to save time and not have a presentation, cause I think everyone here is in agreement any time that we can cut fees for the citizens of Lawton. We need to do it if it's within reason. This is something that the staff requested, so that's all the more reason for me to make my motion, which I do at this time, that we approve this.

**Hampton:** You're free to make the motion now. The discussion is there, but I want to make sure that the other council members had an opportunity to hear the presentation.

**Motion:** by Gill, second by Weger, to approve recommending the proposed changes to Article A-19-1, General Lake and Recreation Fees in order to remove the cents. AYE: Gill, Weger, Hampton. NAY: None MOTION PASSED

## **Adjournment**

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**Motion:** by Gill, second by Weger, to adjourn. AYE: Gill, Weger, Hampton. NAY: None  
MOTION PASSED

Meeting adjourned at 1:48 PM.



**City of Lawton**  
**Council Fee Committee**

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

**Minutes**

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**Monday, March 16, 2026**

**2:00 PM**

**Lawton City Hall  
Wayne Gilley Auditorium  
Conference Room**

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**Recommending Body**

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**Meeting Called to Order**

Meeting called to order by Chairman Allan Hampton 2:00 PM.

**Statement of Compliance with Oklahoma Open Meeting Act, 25 O.S. 301-314**

The notice and agenda were posted in compliance with the Open Meeting Act, 25 O.S. 301-314.

**Roll Call**

**Present:**

Councilman - Ward 6 Bob Weger  
Councilman - Ward 5 Allan Hampton  
Councilman - Ward 1 Lane Hooton

**Absent: N/A**

**Also Present:**

- Dwayne Burk, Deputy City Manager
- Kristen Huntley, Finance
- Michael Watrous, Public Works
- David Hastings, Public Utilities
- Kelvin Ingram, Parks & Recreation
- Charlotte Brown, CED
- Larry Parks, CED
- Julia Mantzke, City Council Liaison

- George Gill, Citizen
- Tiffiney Dimery, Ward 4 Councilmember
- Mike Ray, Lawton Constitution

## Introduction of Guests

## Business Items

1. Consider the recommendation from the Stormwater Advisory Committee regarding proposed changes to the Stormwater Fee and make a recommendation to City Council.

Motion: by Weger, second by Hooton, Table item 1: Consider the recommendation from the Stormwater Advisory Committee regarding proposed changes to the Stormwater Fee and make a recommendation to City Council. AYE: Hooton, Weger, Hampton. NAY: None MOTION PASSED

2. Consider making a recommendation to Council regarding an increase in the fee for uncovered/improperly covered loads to the landfill for commercial customers.

Motion: by Weger, second by Hooton, Table Item 2. Consider making a recommendation to Council regarding an increase in the fee for uncovered/improperly covered loads to the landfill for commercial customers. AYE: Hooton, Weger, Hampton. NAY: None MOTION PASSED

3. Receive an annual briefing from the Director of Public Works regarding the Solid Waste State Fee.

Motion: by Weger, second by Hooton, Table Item 3, Receive an annual briefing from the Director of Public Works regarding the solid Waste State Fee. AYE: Hooton, Weger, Hampton. NAY: None MOTION PASSED

4. Receive a briefing on a proposal to round fees to the nearest 5 cents and provide feedback and direction to staff.

Motion: by Weger, second by Hooton, Table Item 4, Receive a briefing on a proposal to round fees to the nearest 5 cents and provide feedback and direction to staff. AYE: Hooton, Weger, Hampton. NAY: None MOTION PASSED

5. Consider making a recommendation to City Council regarding an increase in Daily and Season Pass Fees for Lawton Aquatic Center

Motion: by Weger, second by Hooton, Table Item 5, Consider making a recommendation to City Council regarding an increase in Daily and Season Pass Fees

for Lawton Aquatics Center. AYE: Hooton, Weger, Hampton. NAY: None MOTION PASSED

6. Consider making a recommendation to City Council regarding increasing and adding items in the Lawton Aquatic Center Concession Stand Fees

Motion: by Weger, second by Hooton, Table Item 6, Consider making a recommendation to City Council regarding increasing and adding items in the Lawton Aquatics Center Concession Stand Fees. AYE: Hooton, Weger, Hampton. NAY: None MOTION PASSED

7. Consider making a recommendation to City Council regarding fees for upcoming aquatic season programming.

Motion: by Weger, second by Hooton, Table item 7. Consider making a recommendation to the City Council regarding fees for the upcoming aquatic season programming for the next fee committee meeting. AYE: Hooton, Weger, Hampton. NAY: None MOTION PASSED

8. Discuss and consider recommending to the City Council a fifteen percent (15%) increase across the board to the City of Lawton Fee Schedule, excluding fees charged on the water bill, statutory fees established by law, and any exemptions identified by the Fee Committee.

**Chair Hampton** introduced the item for consideration: a proposed 15% across-the-board increase to the City of Lawton Fee Schedule, excluding:

- Fees associated with water bills
- Statutory fees established by law
- Any identified exemptions

**Burk** presented the staff report and provided the following information:

- City code requires annual review and adjustment of fees based on the Consumer Price Index (CPI) for the Southwest Region, per Council Resolution 22-93.
- The last comprehensive fee adjustment occurred in 2022, with no annual CPI-based adjustments implemented since.
- The proposed 15% increase is intended to account for cumulative CPI impacts over the past several years.
- Certain fees will be excluded, including:
  - Statutorily regulated fees
  - Fees previously adjusted by Council action (e.g., lake leases)
- Staff is preparing a resolution identifying all applicable exemptions.
- Adjustments will include rounding to the nearest nickel or dime, resulting in minor variations from the exact 15% increase.

Burk further advised that the proposed increase is necessary to support revenue projections and budget development.

**Hooton and Weger** discussed the following:

- Clarification of the 2022 fee increase and its intended purpose.

- The absence of annual CPI adjustments in 2023 and 2024.
- Concerns regarding the magnitude of a 15% increase and its potential impact on residents and businesses.
- Consideration of alternative approaches, including:
  - o Phased or incremental increases over multiple years
  - o Differentiation between residential and commercial fee impacts
- Discussion regarding City exemptions, including stormwater-related considerations. Staff indicated the City does not currently bill itself for such services and implementation would require administrative changes.
- The importance of benchmarking against peer cities and maintaining operational efficiency.

**Burk** recommended that the Committee:

- Forward the proposal to the City Council for consideration, and
- Allow staff to prepare additional analysis, including:
  - o Identification of exempted fees
  - o Potential categorization of fees (residential vs. commercial)
  - o Alternative rate scenarios

Motion: by Weger, second by Hooton, Direct staff to present the proposed fee increase to the City Council for consideration. AYE: Hooton, Weger. NAY: Hampton MOTION PASSED

## **Adjournment**

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Motion: by Weger, second by Hooton, Meeting adjournment at 3:02 PM. AYE: Hooton, Weger, Hampton. NAY: None MOTION PASSED

**Item Title:**

Consider making a recommendation to City Council regarding a ShelterPay credit card processing fee of 3.4% plus \$0.30 per transaction for Animal Welfare.

**Initiator:** Cliff Blasengame, Director

**Information Source:** Cliff Blasengame, Director

**Background:**

The Lawton Animal Welfare Division utilizes the ShelterLuv shelter management system, including the ShelterPay payment platform, to process adoptions, redemptions, licensing, and other service-related transactions. Payments made by credit or debit card through ShelterPay are subject to merchant processing fees charged by the payment processor.

Currently, Appendix A – Fees and Charges, Chapter A-10 Finance and Taxation Fees of the City of Lawton Code of Ordinances does not include a provision within the Animal Welfare fee schedule addressing credit card processing fees associated with these electronic transactions.

Staff is requesting a recommendation to City Council for approval of the resolution to amend Appendix A – Fees and Charges, Chapter A-10 Finance and Taxation, Article A-10-10 Other Fees and Charges by establishing a ShelterPay credit card processing fee of 3.4% plus \$0.30 per transaction for Animal Welfare.

**Correlation to the True North Statement:**

Supports Efficiency and Transparency and Trust by establishing a clear fee structure that allows the City to recover electronic payment processing costs. The use of ShelterPay also supports World Class Customer Service by providing citizens with convenient electronic payment options while maintaining responsible fiscal stewardship in the delivery of Animal Welfare services.

**Exhibit:**

Exhibit A: ShelterPay Information Sheet

Exhibit B: Resolution

**Key Issues:**

Key Issues

- The Animal Welfare Division utilizes the ShelterPay payment system to process adoptions, redemptions, licensing, and other service-related transactions.
- Credit and debit card transactions processed through ShelterPay are subject to merchant processing fees of 3.4% plus \$0.30 per transaction.
- The City of Lawton Code of Ordinances currently does not include a fee provision within Appendix A – Fees and Charges, Chapter A-10 Finance and Taxation to recover these electronic payment processing costs.
- Establishing this fee allows the City to recover merchant processing costs rather than

subsidizing those expenses through Animal Welfare operational funds.

- The ShelterPay optional donation feature that allows customers to voluntarily absorb credit card processing fees (as shown in the attachment file) must be disabled per guidance from the City Attorney, requiring the City to formally establish the credit card processing fee within the Code of Ordinances.

The fee only applies when customers choose to pay by credit or debit card through the ShelterPay system.

**Funding Source:**

No City funding required.

**Recommended Action:**

Make a recommendation to City Council to approve the additional fee.

**ATTACHMENTS:**

1. Shelterpay Information Sheet
2. Resolution Exhibit

# Things to know about Shelterpay

## 🔗 What is Shelterpay?

Shelterpay is our fully integrated payment processing platform that allows you to accept credit and debit cards directly through Shelterluv. Shelterpay is powered by Stax, one of the most secure financial tech solutions on the market. Payments accepted by 8pm ET each day will be deposited into your connected bank account 2 business days after they were processed.

In order to set your organization and its adopters up for success, we expect Shelterluv customers to process 94% of adoptions through Shelterpay.



## 📄 What is the processing fee?

3.4% + \$0.30 on most transactions. Your customers have the option to cover this for you with a donation.

On recurring monthly donations, the fee is 5% + \$0.30. The processing fees for recurring donation transactions are higher than all other mobile checkout transactions because of the ongoing costs for Shelterluv to support and maintain the Monthly Giving Program over the duration of the recurring donation (many months or years).

Shelterpay is **separate** from your monthly software fee of \$2/adoption, which can be paid with credit card or ACH.

## 📱 What is Shelterpay Mobile Checkout and how does it work?

Mobile checkout enables you to send a link to a customer's phone—or other device—for them to complete a transaction on their own. Mobile checkout can be used for any credit or debit card transaction and is especially useful for adoptions. The adopter can sign their contract and disclaimers digitally, sign up for pet insurance, and even donate. In fact, **71% of adopters donate an average of \$20 or more** through this feature!

### > Do I need to buy any equipment?

Nope! The Shelterpay Mobile Checkout process is fully integrated, so there's no need to buy any equipment like credit card machines. Adopters typically complete the checkout process from their own mobile devices.

However, some shelters like to buy tablets or computers to set up as mobile checkout "kiosks."

## 📄 Do I need to be PCI Compliant in order to take payments?

All organizations using Shelterpay, powered by Stax, are required to become certified PCI compliant. PCI compliance—Payment Card Industry Data Security Standards compliance—is a set of standard requirements to ensure that anyone processing credit card payments maintains a high level of security. Once your organization is connected to Shelterpay, you will receive login instructions to access a PCI toolkit and a guide to help with this step.



## **Why does Stax need my personal information?**

Since Stax is a Financial Institution, they must comply with financial industry regulations and the Patriot Act. This includes verifying your organization's details, the personal information of the signer, and bank account information for your business checking account. For non-profit and municipal accounts, the associated contact is marked as having 0% ownership of the organization. If the associated contact leaves the organization, the contact information can be updated.

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## **Will a soft credit check affect my credit score?**

No, soft inquiries aren't an indicator of greater risk and therefore don't impact your credit score.

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## **How is the donation to cover fees calculated?**

The option to cover fees that your customers see at the end of the Shelterpay checkout is automatically calculated to cover your organization:

- > All merchant processing fees, 3.4% + \$0.30
- > Your software fee per adoption outcome (for adoption transactions only)

In addition to these amounts, there is an additional 2.6% that gets paid directly to Shelterluv. This amount is denoted by the "Software Fees Covered" line item on the customer's receipt. If a customer opts not to cover fees, this fee is not charged to your organization. We use this to help cover our expenses, reinvest in the software, and keep our software affordable to organizations just like yours. This amount will not show up in your Shelterluv accounting reports, since it does not get deposited to you."

## **What are the donation tools available with Shelterpay?**

### > **Donation Boost in Mobile Checkout**

The Donation Boost feature prompts adopters to donate on your behalf during the mobile checkout flow. 71% of adopters donate an average of \$20!

### > **Processing Fee Donations**

Your customers have the option of adding a donation to cover your processing fees.

### > **Donation Boost Widget**

A special link you can place anywhere you think current and new donors might use it: a button on your website, your email signature, social media, a QR code on a sign in the shelter, and any other creative place you have in mind.

### > **Donate Button next to Animals on Website**

If you have an integration set up between Shelterluv and your website through our iframe, you can prompt your website visitors to donate when looking at a specific animal's profile.

### > **Text-to-Donate**

Donors text/SMS your organization's prefix to 89871 and receive a text reply with a link to your organization's secure, mobile-ready Donation Boost Widget where they can then donate.



**RESOLUTION NO. 26-\_\_\_\_\_**

A RESOLUTION AMENDING APPENDIX A – FEES AND CHARGES, CHAPTER A-10 FINANCE AND TAXATION, ARTICLE A-10-10 OTHER FEES AND CHARGES BY ADDING A SHELTERPAY CREDIT CARD PROCESSING FEE FOR ANIMAL WELFARE.

**WHEREAS**, Section 1-2-205, Article 1-2, Chapter 1, Lawton City Code 2025 provides that fees and charges shall be set by resolution;

**WHEREAS**, the City of Lawton utilizes electronic payment systems to process transactions for various City services; and

**WHEREAS**, the Lawton Animal Welfare Division utilizes the ShelterLuv shelter management system, including the ShelterPay payment platform, to process adoptions, redemptions, licensing, and other service-related transactions; and

**WHEREAS**, payments made by credit or debit card through electronic payment systems are subject to merchant processing fees charged by the payment processor; and

**WHEREAS**, Appendix A – Fees and Charges of the City of Lawton Code of Ordinances provides for card processing and online payment fees under Chapter A-10 Finance and Taxation, Article A-10-10 Other Fees and Charges; and

**WHEREAS**, establishing a ShelterLuv ShelterPay credit card processing fee will allow the City to recover merchant processing costs associated with electronic payments rather than subsidizing those costs through operational funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Lawton, Oklahoma, that:

**SECTION 1.** Appendix A – Fees and Charges is amended to read as follows:

Chapter A-10 Finance and Taxation,

Article A-10-10 Other Fees and Charges

\*\*\*

**Card Processing /Online Payment Fees**

<u>10-1002</u>	<u>Per card transaction using the ShelterPay electronic payment system at Animal Welfare.</u>	<u>3.4% plus \$0.30</u>
10-1002	Per card transaction with Visa, Mastercard, Discover and AMEX for non-utility and non-landfill transactions	2.75% \$0.95 minimum

10-1002	Per card transaction with Visa, Mastercard, Discover for utility transactions up to \$300 per transaction	3.75
10-1002	Per card transaction with Visa, Mastercard, Discover and American Express for landfill transactions	2.95% \$2.20 minimum
10-1002	Per eCheck transaction for landfill transactions up to \$50,000.00 per transaction	2.00
10-1002	Per eCheck transaction for landfill transactions \$50,001.01 to \$75,000.00	3.00
10-1002	Per eCheck transaction for landfill transactions \$75,001.01 to \$100,000.00	6.00
10-1002	Per eCheck transaction for landfill transactions \$100,001.01 to \$150,000.00	10.00
10-1002	Per eCheck transaction for landfill transactions \$150,001.01 to \$250,000.00	15.00

**ADOPTED AND APPROVED** by the Mayor and the Council of the City of Lawton, this \_\_\_\_ day of March 2026.

\_\_\_\_\_  
Stanley Booker, Mayor

ATTEST:

\_\_\_\_\_  
DONALYNN BLAZEK-SCHERLER, CITY CLERK

APPROVED as to form and legality this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
JARI ASKINS, INTERIM CITY ATTORNEY

**Item Title:**

Consider making a recommendation to City Council regarding the daily parking rate for using the day use parking area at the lakes.

**Initiator:** Larry Parks, Director

**Information Source:** James Bonnarens, Lakes - Superintendent

**Background:**

The Community Enrichment Department, Lakes Division, is requesting consideration of an adjustment to the Day Use Parking fee from \$5.00 to \$8.00 per vehicle, with a proposed effective date of May 1, 2026. The fee applies as a daily parking rate for use of designated day use areas and is currently authorized under Chapter 19 of the City Code. Staff has indicated that fees have not historically been collected, and that operations and enforcement will be administered through a contractor, with a revenue-sharing arrangement in place. The service is currently subsidized by the general fund, and the proposed increase is intended to support cost recovery and movement toward enterprise fund sustainability. Benchmarking reflects comparable fees, including a \$10.00 rate in Edmond, and the last adjustment to this fee occurred in 2014. The Lakes & Lands division has reviewed the request and recommended approval of the proposed increase.

**Correlation to the True North Statement:**

Community of Choice Where Families Thrive

**Exhibit:**

Municipal Fee Adjustment Request Form- Daily Use Parking at Lakes

**Key Issues:**

N/A

**Funding Source:**

N/A

**Recommended Action:**

Make a recommendation to City Council to increase the day use parking fee from \$5.00 to \$8.00.

**ATTACHMENTS:**

- 1. Municipal Fee Adjustment Request Form Day Use Parking

# City of Lawton – Municipal Fee Adjustment Request Form

## Section 1: Department & Contact Information

- Department Name: \_\_\_\_\_
  - Division/Unit: \_\_\_\_\_
  - Prepared By: \_\_\_\_\_
  - Title: \_\_\_\_\_
  - Email: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Date of Submission: \_\_\_\_\_
- 

## Section 2: Fee Details

- Fee Category (e.g., Fire Marshal Inspection, Police Department Fine):  
\_\_\_\_\_
  - Current Fee Amount: \$ \_\_\_\_\_
  - Proposed Fee Amount: \$ \_\_\_\_\_
  - Effective Date of Proposed Change: \_\_\_\_\_
  - Frequency of Fee Application (e.g., per inspection, per violation):  
\_\_\_\_\_
- 

## Section 3: Justification & Analysis

### A. Cost-of-Service Analysis

- Total Annual Cost to Provide Service: \$ \_\_\_\_\_
  - Current Annual Revenue from Fee: \$ \_\_\_\_\_
  - Projected Annual Revenue with Proposed Fee: \$ \_\_\_\_\_
  - Is the service currently subsidized by the general fund?  Yes  No
  - Brief Explanation:  
\_\_\_\_\_
- 

### B. Legal Authority

- Cite Relevant Statutes or Ordinances Authorizing Fee:  
\_\_\_\_\_
-

- Are there any legal limitations or requirements for this fee?  Yes  No
- If yes, please explain:

---

### C. Benchmarking

- **Comparable Fees in Similar Municipalities:**
  - Municipality: \_\_\_\_\_ Fee: \$ \_\_\_\_\_
  - Municipality: \_\_\_\_\_ Fee: \$ \_\_\_\_\_
- **Date of Last Fee Adjustment:** \_\_\_\_\_

### D. Equity & Affordability Considerations

- Does the fee increase disproportionately affect any group?  Yes  No
- Are there existing or proposed mitigation measures (e.g., waivers, sliding scales)?  Yes  No
- If yes, please describe:

---

## Section 4: Public Engagement & Communication

- Have stakeholders been informed about the proposed fee change?  Yes  No
- **Methods of Engagement** (check all that apply):
  - Public Meetings
  - Surveys
  - Notices
  - Other: \_\_\_\_\_
- **Summary of Feedback Received:**

---

## Section 5: Implementation Plan

- **Proposed Implementation Strategy:**
  - Immediate
  - Phased
  - Other: \_\_\_\_\_
- Are system or process updates required?  Yes  No
- If yes, please describe:

- 
- **Staff Training Requirements:**
- 

## **Section 6: Alignment with City Policies**

- **How does this fee adjustment align with the City’s strategic goals or master plans?**
- 

## **Attachments Checklist**

Please attach the following supporting documents:

- Detailed Cost Analysis
  - Legal References and Statutory Citations
  - Benchmarking Data
  - Public Engagement Summary
  - Equity Impact Assessment
  - Implementation Timeline
- 

## **Approvals**

- **Department Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Finance Department Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **City Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Item Title:**

Consider making a recommendation to City Council regarding an increase in Daily and Season Pass Fees for Lawton Aquatic Center

**Initiator:** Yolanda Allen, Recreation Superintendent

**Information Source:** Yolanda Allen, Recreation Superintendent

**Background:**

The proposed fee adjustment for the Lawton Aquatic Center is recommended to address the increasing operational costs associated with maintaining and operating the facility. Aquatic facilities require substantial resources to ensure safe and high-quality services for the public, including certified lifeguard staffing, utilities, chemicals, equipment maintenance, and routine facility upkeep. Over time, these costs will continue to rise, making periodic fee evaluations necessary.

The adjustment will help the City of Lawton maintain a sustainable funding structure for aquatic operations while continuing to provide quality recreational opportunities for residents and visitors. The proposed changes also align the Lawton Aquatic Center’s fees more closely with those of comparable aquatic facilities in peer municipalities.

This update supports the City’s commitment to providing safe, well-maintained recreational facilities while ensuring responsible stewardship of public resources.

**Correlation to the True North Statement:**

Efficiency, Safe Community, World Class Customer, Open for Business and Our Pursuit of Excellence

**Exhibit:**

Proposed Resolution; Municipal fee adjustment request form- LAC Season Pricing 2026

**Key Issues:**

**Funding Source:**

**Recommended Action:**

Make a recommendation to City Council.

**ATTACHMENTS:**

- 1. MFA Request Form (LAC Season Pricing 2026)
- 2. Res 25-\_\_\_ - Daily Fee (Adults) (2026)



# City of Lawton – Municipal Fee Adjustment Request Form

## Section 1: Department & Contact Information

- Department Name: \_\_\_\_\_
  - Division/Unit: \_\_\_\_\_
  - Prepared By: \_\_\_\_\_
  - Title: \_\_\_\_\_
  - Email: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Date of Submission: \_\_\_\_\_
- 

## Section 2: Fee Details

- Fee Category (e.g., Fire Marshal Inspection, Police Department Fine):  
\_\_\_\_\_
  - Current Fee Amount: \$ \_\_\_\_\_
  - Proposed Fee Amount: \$ \_\_\_\_\_
  - Effective Date of Proposed Change: \_\_\_\_\_
  - Frequency of Fee Application (e.g., per inspection, per violation):  
\_\_\_\_\_
- 

## Section 3: Justification & Analysis

### A. Cost-of-Service Analysis

- Total Annual Cost to Provide Service: \$ \_\_\_\_\_
  - Current Annual Revenue from Fee: \$ \_\_\_\_\_
  - Projected Annual Revenue with Proposed Fee: \$ \_\_\_\_\_
  - Is the service currently subsidized by the general fund?  Yes  No
  - Brief Explanation:  
\_\_\_\_\_
- 

### B. Legal Authority

- Cite Relevant Statutes or Ordinances Authorizing Fee:  
\_\_\_\_\_
-

- Are there any legal limitations or requirements for this fee?  Yes  No
- If yes, please explain:

---

### C. Benchmarking

- **Comparable Fees in Similar Municipalities:**
  - Municipality: \_\_\_\_\_ Fee: \$ \_\_\_\_\_
  - Municipality: \_\_\_\_\_ Fee: \$ \_\_\_\_\_
- **Date of Last Fee Adjustment:** \_\_\_\_\_

### D. Equity & Affordability Considerations

- Does the fee increase disproportionately affect any group?  Yes  No
- Are there existing or proposed mitigation measures (e.g., waivers, sliding scales)?   
Yes  No
- If yes, please describe:

---

## Section 4: Public Engagement & Communication

- Have stakeholders been informed about the proposed fee change?  Yes  No
- **Methods of Engagement** (check all that apply):
  - Public Meetings
  - Surveys
  - Notices
  - Other: \_\_\_\_\_
- **Summary of Feedback Received:**

---

## Section 5: Implementation Plan

- **Proposed Implementation Strategy:**
  - Immediate
  - Phased
  - Other: \_\_\_\_\_
- Are system or process updates required?  Yes  No
- If yes, please describe:



**RESOLUTION NO. 26-\_\_\_\_\_**

**A RESOLUTION AMENDING APPENDIX A, CHAPTER A-19, ARTICLE A-19-8, SCHEDULE OF FEES AND CHARGES, LAWTON CITY CODE, 2025, BY CREATING FEES FOR SEASON AND DAILY PASSES AT LAWTON AQUATIC CENTER.**

**WHEREAS**, Section 1-205, Chapter 1, Lawton City Code, 2025, provides that fees and charges shall be set by resolution.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the City of Lawton, Oklahoma that:

SECTION 1. Appendix A, Schedule of Fees and Charges, Lawton City Code, 2025, as amended, is further amended to read as follows:

**Article A-19-8 – Daily Fee & Season Passes (Adult)**

<b>ITEM:</b>	<b>AC</b>
Adult (2025)	<del>\$6.00</del> \$8.00 (2026)
Family Season Pass	<del>\$150.00</del> \$200.00
Military Family Season Pass	<del>\$125.00</del> \$150.00
Senior 55+ Season Pass	<del>\$50.00</del> \$100.00
Veteran (Military)	<del>\$60.00</del> \$125.00
Individual (18-24)	<del>\$60.00</del> \$125.00
Under 18	<del>\$60.00</del> \$100.00

PASSED and APPROVED by the Mayor and Council of the City of Lawton, Oklahoma, this \_\_\_\_ day of March 2026.

\_\_\_\_\_  
STANLEY BOOKER, MAYOR

ATTEST:

\_\_\_\_\_  
DONALYNN BLAZEK-SCHERLER, CITY CLERK

APPROVED as to form and legality this \_\_\_\_ day of March 2026.

\_\_\_\_\_  
JARI ASKINS, INTERIM CITY ATTORNEY

**Item Title:**

Consider making a recommendation to City Council regarding increasing and adding items in the Lawton Aquatic Center Concession Stand Fees

**Initiator:** Yolanda Allen, Recreation Superintendent

**Information Source:** Yolanda Allen, Recreation Superintendent

**Background:**

The concession fee increase and additional items for the Lawton Aquatic Center are recommended to address the increasing operational costs associated with maintaining and operating the facility. Aquatic facilities require substantial resources to ensure safe and high-quality services for the public, including certified lifeguard staffing, utilities, chemicals, equipment maintenance, and routine facility upkeep. Over time, these costs have continued to rise, making periodic fee evaluations necessary.

The adjustment will help the City of Lawton maintain a sustainable funding structure for aquatic operations while continuing to provide quality recreational opportunities for residents and visitors. The proposed changes also align the Lawton Aquatic Center’s fees more closely with those of comparable aquatic facilities in peer municipalities.

This update supports the City’s commitment to providing safe, well-maintained recreational facilities while ensuring responsible stewardship of public resources.

**Correlation to the True North Statement:**

Efficiency, Safe Community, World Class Customer Service, Open for Business and Our Pursuit of Excellence

**Exhibit:**

Proposed Resolution; Municipal fee adjustment request form- Concessions

**Key Issues:**

**Funding Source:**

**Recommended Action:**

Make a recommendation to City Council.

**ATTACHMENTS:**

1. MFA Request (Concessions 2026)
2. Res 25-\_\_\_ - Concession Stand Fees (2026) DBS Edits



# City of Lawton – Municipal Fee Adjustment Request Form

## Section 1: Department & Contact Information

- Department Name: \_\_\_\_\_
  - Division/Unit: \_\_\_\_\_
  - Prepared By: \_\_\_\_\_
  - Title: \_\_\_\_\_
  - Email: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Date of Submission: \_\_\_\_\_
- 

## Section 2: Fee Details

- Fee Category (e.g., Fire Marshal Inspection, Police Department Fine):  
\_\_\_\_\_
  - Current Fee Amount: \$ \_\_\_\_\_
  - Proposed Fee Amount: \$ \_\_\_\_\_
  - Effective Date of Proposed Change: \_\_\_\_\_
  - Frequency of Fee Application (e.g., per inspection, per violation):  
\_\_\_\_\_
- 

## Section 3: Justification & Analysis

### A. Cost-of-Service Analysis

- Total Annual Cost to Provide Service: \$ \_\_\_\_\_
  - Current Annual Revenue from Fee: \$ \_\_\_\_\_
  - Projected Annual Revenue with Proposed Fee: \$ \_\_\_\_\_
  - Is the service currently subsidized by the general fund?  Yes  No
  - Brief Explanation:  
\_\_\_\_\_
- 

### B. Legal Authority

- Cite Relevant Statutes or Ordinances Authorizing Fee:  
\_\_\_\_\_
-

- Are there any legal limitations or requirements for this fee?  Yes  No
- If yes, please explain:

---

### C. Benchmarking

- **Comparable Fees in Similar Municipalities:**
  - Municipality: \_\_\_\_\_ Fee: \$ \_\_\_\_\_
  - Municipality: \_\_\_\_\_ Fee: \$ \_\_\_\_\_
- **Date of Last Fee Adjustment:** \_\_\_\_\_

### D. Equity & Affordability Considerations

- Does the fee increase disproportionately affect any group?  Yes  No
- Are there existing or proposed mitigation measures (e.g., waivers, sliding scales)?   
Yes  No
- If yes, please describe:

---

## Section 4: Public Engagement & Communication

- Have stakeholders been informed about the proposed fee change?  Yes  No
- **Methods of Engagement** (check all that apply):
  - Public Meetings
  - Surveys
  - Notices
  - Other: \_\_\_\_\_
- **Summary of Feedback Received:**

---

## Section 5: Implementation Plan

- **Proposed Implementation Strategy:**
  - Immediate
  - Phased
  - Other: \_\_\_\_\_
- Are system or process updates required?  Yes  No
- If yes, please describe:



**RESOLUTION NO. 26-\_\_\_\_\_**

**A RESOLUTION AMENDING APPENDIX A, CHAPTER A-19, ARTICLE A-19-8, SCHEDULE OF FEES AND CHARGES, LAWTON CITY CODE, 2025, BY CREATING FEES FOR CONCESSION STAND AT LAWTON AQUATIC CENTER.**

**WHEREAS**, Section 1-205, Chapter 1, Lawton City Code, 2025, provides that fees and charges shall be set by resolution.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the City of Lawton, Oklahoma that:

**SECTION 1.** Appendix A, Schedule of Fees and Charges, Lawton City Code, 2025, as amended, is further amended to read as follows:

**Article A-19-8 – Concession Stand Fees**

\*\*\*

<b>ITEM:</b>	<b>AC</b>
Chips	<del>\$1.25</del> <u>\$2.00</u>
<u>Ice Cream</u>	<u>\$3.00</u>
Gatorade	<del>\$1.50</del> <u>\$2.00</u>
Bottled Soda (Plastic)	<del>\$1.50</del> <u>\$2.00</u>
<u>Candy Bars</u>	<del>\$1.00</del> <u>\$2.00</u>
<u>Nachos</u>	<u>\$4.00</u>
<u>Honey Buns</u>	<u>\$2.00</u>
<u>Slice of Pizza</u>	<u>\$3.00</u>
<u>Donuts (2)</u>	<u>\$3.00</u>
<u>Hot Drinks (Off Season)</u>	<u>\$1.00</u>
<u>Small Towel</u>	<u>\$10.00</u>
<u>Large Towel</u>	<u>\$15.00</u>
<u>Swim Diapers</u>	<u>\$4.00</u>
<u>T-Shirts</u>	<u>\$15.00</u>

PASSED and APPROVED by the Mayor and Council of the City of Lawton, Oklahoma, this \_\_\_\_\_ day of March 2026.

\_\_\_\_\_  
STANLEY BOOKER, MAYOR

ATTEST:

\_\_\_\_\_  
DONALYNN BLAZEK-SCHERLER, CITY CLERK

APPROVED as to form and legality this \_\_\_\_\_ day of March, 2026.

---

JARI ASKINS, INTERIM CITY ATTORNEY

**Item Title:**

Consider making a recommendation to City Council regarding fees for upcoming aquatic season programming.

**Initiator:** Yolanda Allen, Recreation Superintendent

**Information Source:** Yolanda Allen, Recreation Superintendent

**Background:**

The addition of new programming at the Lawton Aquatic Center is intended to expand recreational opportunities, increase community engagement, and maximize the use of the facility throughout the aquatic season. By introducing a wider variety of aquatic activities such as fitness classes, youth programs, and specialty events, the center can better serve residents of all ages and ability levels. Expanding programming also supports the City’s goal of promoting health, wellness, and water safety while increasing participation and overall utilization of the facility. In addition, these programs provide an opportunity to generate additional revenue that can help offset operational costs, support facility maintenance, and contribute to the long-term sustainability of aquatic services for the Lawton community.

**Correlation to the True North Statement:**

Efficiency, Safe Community, World Class Customer Service, Open for Business and Our Pursuit of Excellence

**Exhibit:**

Proposed Resolution

**Key Issues:**

**Funding Source:**

**Recommended Action:**

Make a recommendation to City Council.

**ATTACHMENTS:**

- 1. Res 25-\_\_\_ - Programs Fees (2026)

**RESOLUTION NO. 26-\_\_\_\_\_**

**A RESOLUTION AMENDING APPENDIX A, CHAPTER A-19, ARTICLE A-19-8, SCHEDULE OF FEES AND CHARGES, LAWTON CITY CODE, 2025, BY CREATING FEES FOR PROGRAMS AT LAWTON AQUATIC CENTER.**

**WHEREAS**, Section 1-205, Chapter 1, Lawton City Code, 2025, provides that fees and charges shall be set by resolution.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the City of Lawton, Oklahoma that:

SECTION 1. Appendix A, Schedule of Fees and Charges, Lawton City Code, 2025, as amended, is further amended to read as follows:

**Article A-19-8 – 2026 Programs**

<b>ITEM:</b>	<b>AC</b>
Group Swim Lessons	\$110.00
Aqua Fitness Classes	\$5.00
Birthday Party	\$250.00 per hour
After 6:00pm Entry	\$4.00
Junior Lifeguard Camp	\$250.00

PASSED and APPROVED by the Mayor and Council of the City of Lawton, Oklahoma, this \_\_\_\_ day of March 2026.

\_\_\_\_\_  
STANLEY BOOKER, MAYOR

ATTEST:

\_\_\_\_\_  
DONALYNN BLAZEK-SCHERLER, CITY CLERK

APPROVED as to form and legality this \_\_\_\_\_ day of March 2026.

\_\_\_\_\_  
JARI ASKINS, INTERIM CITY ATTORNEY