



City of Lawton

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

Lawton Enhancement Trust Authority

Revised Agenda

Wednesday, April 8, 2026

3:00 PM

Lawton City Hall
3rd Floor Conference Room

Meeting Called to Order and Roll Call

"Official action can be taken only on items which appear on the agenda. The Authority may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Authority may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Authority may refer the matter to City Staff. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

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

Introduction of Guests

Reports

1. Receive a report from Dennis Totte with Bedrock Nursery regarding current landscaping and irrigation projects, provide direction to Mr. Totte on current projects and take action as deemed necessary.
2. Receive a report from Parks and Recreation regarding departmental projects and monthly updates and take action as deemed necessary.
3. Receive a report from the Executive Director regarding ongoing LETA projects and take action as deemed necessary.
4. Receive Monthly Ward Updates from Trustees and take action as deemed necessary.
5. Receive a report on the upcoming Eye Candy Awards Gala and take action as deemed necessary.

Business Items

1. Consider approving the minutes of the March 11, 2026, meeting.
2. Consider approving the list of expenses for the period covering March 7, 2026 – April 6, 2026.
3. Consider approving the Financial Statements for the month of March 2026.

4. Review and discuss the FY 2026–2027 preliminary budget for LETA, and provide feedback to staff as deemed necessary.
5. Consider approving an engagement letter with Hatch, Croke & Associates, P.C., for preparation of the Authority’s Form 990 for fiscal year ending June 30, 2025, for a fee of \$1,500 plus out-of-pocket expenses.
6. Consider approving the use of social media and Google Forms for citizen participation in nominations and voting for LETA’s Yard of the Month contest.
7. Consider voting on the type and amount of prizes for future Yard of the Month contest award recipients.
8. Approve and recommend to Lawton City Council approval of Title Sponsorship Agreement with Fort Sill Moral Welfare and Recreation (MWR) in the amount of \$90,000 in support of Lawton Fort Sill Freedom Festival 2026.
9. Approve purchase of 22 Derby Car Kits for an amount not to exceed \$2,600 to include shipping out of budgeted Freedom Festival Hotel Motel Funds to support 4th Annual Derby Car Races as a hallmark element of Lawton Fort Sill Freedom Festival.
10. Update use of funds for cultural preservation of City of Lawton Historical Artifacts to include authorization to purchase shelving for proper care and storage of Historical City of Lawton artifacts and artwork and increase amount allocated to an amount not to exceed \$1,800.

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."



MEMORANDUM

To: Barry Ezerski, Chairman, Lawton Economic Trust Authority (LETA)
From: Kelvin Ingram, Executive Director LETA
Subject: LETA REPORT: Veterans Walkway Brick Engraving Project (Polar Engraving)
Date: 20 MAR 2026

1. Executive Summary: The Veterans Walkway Brick Engraving Project has been an ongoing initiative since at least 2019, designed to support the development of an accessible sidewalk adjacent to the Veterans Center while honoring donors through engraved bricks.

While funds have been collected and community interest exists, the project has lost momentum due to process gaps, system integration issues, and lack of centralized ownership.

The project is now being re-engaged under the direction of:

- Kelvin Ingram
- Tammy Branstetter

The intent is to:

- Re-establish vendor coordination (Polar Engraving)
- Reconcile and upload legacy purchases
- Re-launch fundraising and ordering
- Move into production and installation phase

Subject: LETA REPORT: Veterans Walkway Brick Engraving Project (Polar Engraving)

2. Historical Context & Status

- **2019:** Project introduced to LETA and supported conceptually (sidewalk + recognition bricks)
- **2022–2023:** Continued discussions and funding efforts, but no full execution
- **Present:**
 - Prepaid brick orders exist (NOT entered into the system)
 - Website and backend system established via Polar Engraving
 - No active transaction flow or production submitted

Key Issue: The project exists in a “partially stood up” state—funds collected, system available, but not operational.

3. Current Operational Gaps

Based on emails, files, and system review:

A. System / Vendor Gaps

- Unable to initiate new transactions
- No understanding of backend workflow
- No Stripe/payment integration activated
- No standard operating procedure (SOP)

B. Data & Accountability Gaps

- Legacy/prepaid brick orders exist but are not entered
- No reconciliation between:
 - Paper forms
 - Spreadsheet records
 - Online system

C. Communication Gaps

- Vendor (Polar Engraving) awaiting direction
- Donors have not been updated

Subject: LETA REPORT: Veterans Walkway Brick Engraving Project (Polar Engraving)

- Internal ownership previously unclear

D. Project Management Gaps

- No timeline or milestones
- No assigned execution phases
- No production submission to vendor

4. Vendor Capability (Polar Engraving)

Polar Engraving provides:

- Hosted donor website
- Order management backend
- Payment processing (Stripe)
- Order export and engraving production workflow

Key System Functions (Confirmed):

- Manual entry of legacy orders
- Edit/verify brick text and layout
- Export orders to Excel
- Submit final batch for engraving and invoicing

Assessment: Vendor is NOT the issue. The system is functional—execution and understanding are the gap.

5. Immediate Actions Required (Critical Path Forward)

PHASE I – Stabilization (0–2 Weeks)

Objective: Gain control of system and data

1. Conduct live VTC training with Polar Engraving (MANDATORY)
2. Establish:
 - Admin SOP (step-by-step)
 - Single point of contact (Kelvin/Tammy)

Subject: LETA REPORT: Veterans Walkway Brick Engraving Project (Polar Engraving)

3. Activate Stripe (if approved by Finance)
4. Test system with 1–2 “dummy” transactions

PHASE II – Data Reconciliation (2–4 Weeks)

Objective: Clean and validate all existing orders

1. Upload prepaid brick orders into system
2. Cross-check:
 - Spreadsheet vs forms vs payments
3. Validate engraving text with donors if needed
4. Tag all legacy orders as “Payment Received”

This is the MOST critical step to rebuild trust.

PHASE III – Donor Re-engagement (3–5 Weeks)

Objective: Restore confidence and transparency

Send official communication:

- Status update
- Project restart notification
- Timeline for production

(Recommend City-branded communication)

PHASE IV – Production Submission (5–6 Weeks)

Objective: Move project from planning → execution

1. Export finalized orders
2. Submit to Polar Engraving
3. Process invoice/payment
4. Begin brick production

PHASE V – Public Relaunch (6–10 Weeks)

Objective: Sustain project momentum

Subject: LETA REPORT: Veterans Walkway Brick Engraving Project (Polar Engraving)

- Reopen public ordering (online + in-person)
- Update form to reflect current contact (Owens Center as noted)
- Promote via:
 - City website
 - Veterans’ organizations
 - Community partners

6. Risk Assessment

Risk	Impact	Mitigation
Data mismatch (legacy orders)	HIGH	Full reconciliation prior to submission
Donor dissatisfaction	HIGH	Immediate communication plan
Payment processing delays	MED	Coordinate with Finance early
Continued stagnation	HIGH	Establish hard deadlines & accountability

7. Key Decision Points for LETA

LETA support is needed for:

1. Formal Re-Activation of Project
2. Authorization to Proceed with Vendor (Polar Engraving)
3. Approval of Payment Processing Setup (Stripe or alternative)
4. Direction on handling legacy funds and donor reconciliation
5. Support for public relaunch and communication

8. Staff Recommendation

It is recommended that LETA:

- Authorize immediate execution of Phases I–IV
- Designate this as an active priority project

Subject: LETA REPORT: Veterans Walkway Brick Engraving Project (Polar Engraving)

- Direct staff to complete first production submission within 60 days
- Support communication outreach to all existing donors

9. Bottom Line (Commander's Intent)

Bottom Line Up Front (BLUF):

This is not a funding problem.

This is not a vendor problem.

This is an execution and coordination problem.

And that's fixable—fast.

Item Title:

Consider approving the minutes of the March 11, 2026, meeting.

Initiator: Tammy Branstetter, Senior Deputy City Clerk

Information Source: Tammy Branstetter, Senior Deputy City Clerk

Background:

Minutes from the March 11, 2026, LETA meeting have been drafted and are awaiting approval.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

March 11, 2026, draft minutes

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Approve the minutes of the March 11, 2026, meeting.

ATTACHMENTS:

1. LETA Draft Minutes 03.11.2026



City of Lawton

Lawton Enhancement Trust Authority

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

Minutes

Wednesday, March 11, 2026

3:00 PM

Lawton City Hall
3rd Floor Conference Room

Meeting Called to Order and Roll Call

"Official action can be taken only on items which appear on the agenda. The Authority may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Authority may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Authority may refer the matter to City Staff. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

Chairman Ezerski called the meeting to order at 3:00PM in the 3rd floor conference room of City Hall.

ROLL CALL:

PRESENT: Charles Owens, Barry Ezerski, ***Lane Hooton, Addie Smith, Johnny Owens, Onreka Johnson, *Dwain Baxter, **Ted Symuleski

ABSENT: Joshua Hale (excused), Chris Rabon (excused), Dwight Tanner (excused)

*Arrived at 3:03PM

**Arrived at 3:05PM

***Left at 3:35PM

OTHERS PRESENT: Caitlin Gatlin, Communications & Marketing; Neal Kirmer, Communications & Marketing; Tammy Branstetter, City Clerk's Office; Garrett Lam, City Attorney's Office; Kelvin Ingram, Community Enrichment and Parks & Recreation Deputy Director / LETA Executive Director; Jason Poudrier, Arts & Humanities Director; Kaitlin Nunley, Financial Services; Dr. Rosemary Bellino, Former City Council Member and former President of Lawton Beautiful, Inc; Max Sasseen, McMahon Auditorium Authority; Jenny Clement, Great Plains AMBUCS

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

Chairman Ezerski verified with Branstetter that the meeting notice and agenda were posted in accordance with the Oklahoma Open Meetings Act.

Introduction of Guests

Guests of the meeting introduced themselves.

Reports

1. Receive a report from Parks and Recreation regarding departmental projects and monthly updates and take action as deemed necessary.

Kelvin Ingram, Deputy Director of Parks and Recreation, gave a report regarding departmental projects and monthly updates.

Ingram said first, our report in reference to Parks and Recreation is the Harkey Park Dunbar School Memorial. This has already been passed through the City Planning Commission agenda as well. We're going to take great strides in getting this project moving. We're waiting on three estimates right now to get the monument settled so we can get this built. The monument is going to be located on the corner of 18th and Douglas. The monument will be erected at that corner of the park to signify and also to keep up our due diligence with that community.

Ingram said our updated park hours have also been posted at various parks, and it's also posted with the updated ordinance, so you'll see those at various parks across the city.

Ingram said we were very successful with our Thunder Court ribbon cutting ceremony on February 28th, in which the Oklahoma City Thunder Foundation came down. Also, the Oklahoma City Thunder basketball team came down and did some events there to do a proper ceremony for that basketball court.

At Lee West Park, Ingram noted that in the gated area, the installation of the Splashpad project is underway. We have already taken great strides to get this project started, in partnership with Play and Park Structures.

Ingram said the Lawton Aquatics Center is scheduled to be open on March 25th. We are actively looking for lifeguards and other employees there, so we ask that you use your sphere of influence to help put the word out for those seasonal positions, mainly lifeguards. Also at the Lawton Aquatics Center, we've taken great strides in using our ARPA funds down there to make improvements. Even as of today, we're going to start building a pathway between the Lawton Aquatic Center down to the playground splash pad area to ease access, and you will start seeing that soon.

Ingram discussed park lighting improvements. Ingram said we're working to get estimates to get this project on the move, and so we'll see improved lighting at various parks.

Ingram said I'm going submit a grant work with Color Oklahoma to help with getting some enhancements done to some of our dormant or underutilized park areas and park systems.

Ingram said Kathy Newcomb Park — I know the sign says something different, but Kathy Newcomb Park is still Kathy Newcomb Park. This park is proceeding into the next phase of park improvements, so you'll see construction going on there as well.

Hooton said are you going to put sod down at Lee West?

Ingram said yes.

Johnny Owens said I may have missed something, but I want to ask you about what's going on in Fields and Dunning.

Chairman Ezerski noted that this is Kathy Newcomb park.

Ingram said we're starting the next phase of park improvements at Kathy Newcomb Park. Play & Park Structures has already started the groundwork in getting the park disassembled. They've already disassembled it — now they're starting to assemble the park. So what you're going to see in the next month or so, that park will be erected.

Symuleski inquired about the baseball fields off 17th Street.

Ingram said this is Ahlschlager Park.

Symuleski said you have Family Promise that sits there on 17th Street. The baseball field backs up to it. That section where they're back up to, somebody needs to get in there and clean that up a little bit. There are high trees and high grass — there's grass as high as me out there. I already cleaned up one section of it, but I didn't want to go step onto the park itself. I got the section where the public school's land butts up against the fence. I went in and weed ate and cleaned all that up about two weeks ago. I was going to go around the fence and do the backside, but there's a bunch of junk in there.

Ingram said I'll talk to you tomorrow about Ahlschlager Park. Some of that park is county area. We do maintain that park in partnership with the county.

2. Receive a report from the Executive Director regarding ongoing LETA projects and departmental updates and take action as deemed necessary.

Kelvin Ingram, LETA Executive Director, gave a report regarding ongoing LETA projects and departmental updates.

Ingram said regarding the ACEZ-WAO project, if you remember, that's the painting murals we're trying to do on the corner of F Street and 2nd Street. We're gaining some momentum. Deacon Maldonado has pushed the project to the April-May timeframe. What he's going to do is come by on Tuesday afternoon, and we're going to complete this packet. It's a more sensible packet for this type of project instead of the robust, intimidating packet that was sent out originally. We've gotten into contact with the correct person up in Omaha, Nebraska, and he's going to help us streamline this

process. He sees no issue other than they need the type of paint, when we're going to begin and liability. There's a portion that we need to put in there for liability to keep this project going.

Ingram discussed the Veterans Memorial Sidewalk Project. Ingram said we're finding some old archived payment records. We're gathering all of this information and figuring out how to get it onto the website so that the payments are linked properly. I plan on linking up with Mr. Rodney (Polar Engraving)— I have a call with him Friday morning to help streamline this process. I've received a few calls on this, and there are others who want to get this underway. I did a recon of the sidewalk area to identify the project area, so it makes a little more sense there as well. The main issue we need to focus on is getting the donations properly posted on the website. Tammy and I have found some archived funds, and now we just need to determine where they are and how to link everything to the website to get the ball rolling. It's easier said than done, but we're behind on doing this, so you can expect to hear some traction soon.

Ingram noted that the Groundbreaking Ceremony for The Plex, or the Lawton Ft. Sill Sports Plex will be held at 4:00 P.M. tomorrow. This will be held in conjunction with the Lawton Youth Sports Trust Authority. Ingram said we expect strong participation. If you're going to be there, please let us know so we can put you on the list as well. This is very significant for Southwest Oklahoma. It's more especially for our city, so please come out and support this event.

Ingram said planning continues for the 9-11 project. We're hitting some snags here with this project. That's the project we're trying to get—the Pentagon and the Two Tower Memorial—over at the Public Safety Building. We're just ironing out some specifics on how to get this project laid out: the amount, height, and specifications. We've got some work, but we're not where we need to be to take this to the McMahon Foundation.

Ingram said I'd like to add to our report that this month, especially from the 13th to the 22nd of March, over at Willow Creek Park, you're going to start seeing an Eagle Scout project. One of our local Eagle Scout troops is doing his project down there, and I'm very excited to see that come together. It helps with the Kids' First Initiative and area beautification, improving the quality of life here in our park. What you can expect to see at one of the baseball diamonds is some revitalization, some repairs, and installation of some park benches in support of his task. I tell you, this young man is very motivated. He seems to have a plan in place, and we are able to support him. So if you have any time, just go by there, shake his hand, and give him some additional support.

Ingram said next, finally, I'd like to bring your attention to maintenance. At the McMahon baseball fields, there's some coordination that needs to be met. I'll talk with John Saville about Teen Challenge addressing the stadium lighting system. An estimate has been prepared for about \$6,300. We look forward to getting this project underway as well, so we can improve our park lighting at McMahon Park.

3. Receive Monthly Ward Updates from Trustees and take action as deemed

necessary.

No updates were given.

Business Items

1. Consider approving the minutes of the February 11, 2026, meeting.

A copy of the minutes of the February 11, 2026, meeting may be obtained from the City Clerk's Office upon request.

Motion by Johnny Owens, **Second** by Charles Owens, to approve the minutes of the February 11, 2026, meeting. **AYE:** Hooton, Johnson, Baxter, Smith, Charles Owens, Symuleski, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

2. Consider approving the list of expenses for the period covering February 7, 2026 – March 6, 2026.

Kaitlin Nunley, Financial Services, presented the list of expenses for the period covering February 7, 2026 – March 6, 2026. A copy of the list of expenses may be obtained from the City Clerk's Office upon request.

Nunley said there's only one expense listed for repair and maintenance from Bedrock Nursery in the amount of \$2,950.

Motion by Johnny Owens, **Second** by Baxter, to approve the list of expenses for the period covering February 7, 2026 – March 6, 2026, as presented. **AYE:** Hooton, Johnson, Baxter, Smith, Charles Owens, Symuleski, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

3. Consider approving the Financial Statements for the month of February 2026.

Kaitlin Nunley, Financial Services, presented the Financial Statements for the month of February 2026. A copy of the Financial Statements may be obtained from the City Clerk's Office upon request.

Nunley said we'll start with the balance sheet. For the balance sheet, our total assets and liabilities for this period are \$345,167.05. We did see a net cash increase of \$2,824.26. John noted that if you notice the top portion of the page, he inserted the Dunbar Elementary Memorial Project just to keep tabs on it, even though we're still in the works on everything. So you'll see that in there— that's just his way of keeping track of it. Under accounts payable, there are two invoices totaling \$407.75. Our net loss for this period is \$32,665.72, which John notes is a slight improvement over the past couple of months.

Nunley said next, we'll look at the profit and loss statement. For our profit and loss statement, total income for this period is \$5,774.22, which comes from court fines and interest income. For expenses, there were the repairs for the \$407.00 — that will clear

in March. There's also the 2nd Street irrigation repairs for \$2,950.00 that we just approved. Total expenses are \$3,357.75, resulting in a net income for February of \$2,416.47.

Nunley said next, we'll look at the income and expense tracker. This shows all year-to-date profit and loss and also tracks pending projects. Again, John inserted the Dunbar project under the expense section for tracking purposes.

Nunley said next, we'll look at the project tracker. This provides more detail on each individual project. The Eye Candy Gala has been added, as well as the Dunbar project, again for tracking purposes.

Nunley said we'll move on and look at the hotel/motel allocations. Our total allocations to date are \$84,451.18. This is still under the total annual amount. It's still tracking low to collect the total annual amount of \$146,000. We have had one draw for \$53,600, and there is currently \$30,838.02 available to draw. We haven't had very many invoices, but we expect that to pick up with spring coming in and the beautification picking back up.

Chairman Ezerski said I will tell you it is looking like they're going to be under on the hotel/motel allocation this year. Normally, it does pick up in April and May, so we're hoping for a couple of good months ahead. But it is tracking to probably be down a little bit. We just had a budget meeting with the City Manager and basically the executive committee of our city, and we're going to probably at best tread water, maybe take a slight haircut next year — not a lot, but just a little bit, as it looks right now.

Motion by Johnny Owens, **Second** by Hooton, to approve the Financial Statements for the month of February 2026 as presented. **AYE:** Hooton, Johnson, Baxter, Smith, Charles Owens, Symuleski, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

4. Consider approving a request from the Great Plains Chapter of AMBUCS in the amount of \$3,000 to support the Fly-A-Flag program along Gore Boulevard.

Chairman Ezerski provided background information on this item. A copy of the request from the Great Plains Chapter of AMBUCS to support the Fly-A-Flag program may be obtained from the City Clerk's Office upon request.

Chairman Ezerski noted that this is something that we have done in the past. He introduced Jenny Clement with the Great Plains AMBUCS.

Ms. Clement said traditionally, we've been putting out 50 flags along Gore Boulevard, starting from Railroad down to about Fort Sill Blvd, and then throughout the community, we put almost 200 flags out, and every year it's starting to grow more and more. We're asking for support to put those flags back up on Gore Blvd. The AMBUCS mission is to help people with disabilities have more mobility. So all the fundraising assets that we see go to either providing the AMTRAK therapeutic bicycles, wheelchair-accessible ramps, or scholarships.

Johnny Owens said I've never seen a club that works any harder than they do for Lawton.

Motion by Johnny Owens, **Second** by Baxter, to approve the request. **AYE:** Hooton, Johnson, Baxter, Smith, Charles Owens, Symuleski, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

5. Considering taking action to grant \$5,000 in LETA funds for trees and landscaping at McMahon Memorial Auditorium, with funds to be paid after completion of services directly to landscaper contracted by auditorium renovation firm CDBL.

Max Sasseen, McMahon Auditorium Authority Chairperson, provided background information on this item.

Mr. Sasseen said I'm working with the McMahon Authority; I'm the chairman, and we're toward the end of this \$8 million renovation of the building. What we're doing now is getting toward the end and trying to restore the auditorium grounds to what they were before it started a couple of years ago. One of the things we had to remove were a lot of really nice trees, and we want to put those back. We're trying to solicit some help with this.

The McMahon Auditorium Authority has a \$10,000 need, and the Authority has found \$5,000 from our savings account that we want to pledge. We were hoping that you might match us. I've worked a lot with LETA on other projects. We've worked together on the Children's United playground and other projects.

Symuleski said do we have the funds for this?

Chairman Ezerski said yes — we haven't actually given any grants this year, so we do have \$30,000 in the grant fund.

Motion by Symuleski, **Second** by Johnny Owens, to approve \$5,000 to the McMahon Auditorium Authority for landscaping. **AYE:** Hooton, Johnson, Baxter, Smith, Charles Owens, Symuleski, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

6. Receive an update on the upcoming Eye Candy Awards Gala and consider voting on award recipients for the following categories: Kids First Champion, Champion Volunteer, Visionary Leader, and the Rosemary Bellino Lifetime Achievement Award.

Caitlin Gatlin, Communications and Marketing Manager, provided an update regarding the upcoming Eye Candy Awards Gala.

Gatlin said planning for the Eye Candy Gala is right on schedule. We're excited to have the event in April. We've selected the flowers, secured our DJ, and it will be held at the

Farmer's Market once again. Miss Addie is working with Alexis Rhodes to get all the catering and other arrangements figured out.

Gatlin said the last big piece for us is figuring out who we are going to give these awards to. Like I mentioned at our last meeting, we put out nomination forms for everyone in our community. We got 18 nominations. Now I will say that there is one individual who received nine of those votes—this woman is Sharmain Cooper-Richardson with the Lady Luxury Lanes 3L Car Club. She's been doing some work. All of the descriptions of what these individuals have been doing are in your packet. So there's a long explanation on what the people nominating these individuals are saying about them. There are also some photos in the back of those packets. Photos were only submitted for Matt Brown with the Fort Sill Golf Club, and then the Comanche County Community Coalition.

Gatlin said you'll notice that we had four people nominated for our Kids First Champion award: Larry Parks with the City of Lawton, Stephanie Mosley with the Lawton Fort Sill Arts Council (LFSAC) who got 2 votes, the Comanche County Community Coalition, and Matt Brown with the Fort Sill Golf Club.

Gatlin said we had two nominated for the Champion Volunteer award: Sharmain Cooper-Richardson, who had 3 votes in this category, and DJ Lady Solo. Then we had three people nominated for the Visionary Leader award. That was also Sharmain Cooper-Richardson, who had six votes. Larry Parks got another nomination in this category, and then Alonna Collins, with an organization called No XQCZ (NO Excuses).

Gatlin said unfortunately, we didn't have any nominees from the public for the Rosemary Bellino Lifetime Achievement Award. I did want to just mention something: last year we had some individuals that we brought forth. Those included Charlotte Oates, Jan Stratton, and we had Rose Lepien, who we suggested a couple years ago. At this point, we're really just looking for who y'all want to award in these categories based on the information we got from the public.

Symuleski asked who got this award last year.

Gatlin said Ronda Norrell got the Rosemary Bellino Lifetime Achievement award last year. Last year our Visionary Leader was Phil Kennedy. Dory Thomas was our Champion Volunteer. Cam Wynn with our Stormwater Division here at the City of Lawton was our Kid's First Champion, and then yard of the year and commercial business of the year.

Chairman Ezerski said let's start first with the Kid's First Champion. I know the LFSAC has done a lot.

Johnson said so we're looking for an individual for this spot?

Chairman Ezerski said preferably, yes.

Gatlin said there is a way that we can recognize the whole group, but really at the end of the day, only one person will get the physical award, so if they have a community meeting place, then they can display it there. And as for the video, I would probably only talk to one or two people, not everybody on the coalition.

Johnson said the Comanche County Youth Coalition does a lot. Erika or Brooke — one of those two would be the one. I know Erica does a lot.

Gatlin said is it Brooke Mahoney?

Johnson said yes.

Gatlin said she submitted the nomination.

Chairman Ezerski said maybe we have both.

Johnson said they have a heart for kids.

Johnny Owens said are you nominating Erika?

Johnson said Erika and Brooke.

Johnny Owens said ok.

Chairman Ezerski discussed the Champion Volunteer. Chairman Ezerski said it sounds like Sharmain is quite a person.

Johnny Owens said I'll vote for her.

Johnson said she's the one that got multiple votes, right?

Chairman Ezerski said yes. She could really be for either one, but considering we don't have a whole lot on Champion Volunteer, maybe that's the word for her.

Chairman Ezerski discussed the Visionary Leader. Chairman Ezerski said we know Larry Parks. He asked Ingram to tell the Authority more about Alonna Collins.

Ingram said she's a former soldier and veteran. When I first met her, she was trying to do a dinner and getting our veterans together. She's also a member of the Mountain Metro AMBUCS. Her heart is in the right spot. She's very genuine. She was very adamant about doing things in this community, and she chose to come back here.

Johnson said sounds like a winner there.

Ingram said she was wanting to use one of our centers to gather the homeless so she

could prepare meals for dinner on a certain day. We did not respond, so she used another facility, but what it showed me was her goal didn't just stop there, she found the right answer.

Symuleski said I would say go with Alonna Collins.

Chairman Ezerski said I think Larry will be here for a while too — we'll have plenty more opportunities. Not that he hasn't done wonders for the city already.

Gatlin said once again, no community feedback for the Rosemary Bellino Lifetime Achievement Award. So I did print out the list of Eye Candy winners since 2009.

Ezerski said these were kind of runner-ups last time. I don't know how many of you remember, but Jan Stratton's been involved in the arts forever. Of course, she was on Channel 7 for a long time and is an icon in this area. Charlotte Oates has actually been before the committee many times for beautification projects at different Lawton Public Schools. She's at the Life Ready Center right now, and I think she is the director over there. She's been a principal at, I think, all three high schools. She has been somebody who has affected the lives of just about everybody, from little ones to older ones in this community.

Gatlin said if I may, just to give something else for you all to chew on — Chief James Smith, of course, everybody knows that he passed away a few months ago. He's been in our community since 2012, serving as our Chief of Police, and I know we've given posthumous awards in the past, which is something to consider as well.

Johnson said I agree with that one.

Johnny Owens said I'd have to vote for James Smith, myself.

Johnson said he went above and beyond.

Chairman Ezerski said I think Chief Smith would be a great award winner. I bet his daughter would be willing to take the award.

Gatlin said I know she's in Kentucky — we'll see if we can get her down here.

Chairman Ezerski said we need to have formal votes on the award winners.

Motion by Baxter, **Second** by Symuleski, to select the Comanche County Community Coalition for the Kid's First Champion Award. **AYE:** Johnson, Baxter, Smith, Charles Owens, Symuleski, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

Garrett Lam, Assistant City Attorney, said if you want to make a motion for all of the rest of them, you can do it all at once. We don't have to vote each time.

Chairman Ezerski said okay, thank you. So we will have Sharmain Cooper-Richardson as the Champion Volunteer, Alonna Collins as the Visionary Leader, and Chief James Smith as the Rosemary Bellino Lifetime Achievement award. Is there a motion for those three winners?

Motion by Symuleski, Second by Baxter, to select Sharmain Cooper-Richardson for the Champion Volunteer Award, Alonna Collins for the Visionary Leader, and Chief James Smith for the Rosemary Bellino Lifetime Achievement award. **AYE:** Johnson, Baxter, Smith, Charles Owens, Symuleski, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

7. Select award recipients for the Yard of the Year and Best Commercial Business of the Year Awards for the upcoming Eye Candy Awards Gala.

Neal Kirmer, Communications and Marketing, provided background information on this item.

Kirmer said at the back of your agenda packet, we have six previous winners from last season to select from.

Motion by Johnny Owens, **Second** by Johnson, to select the yard in Ward 2 with the brick sidewalk as the Yard of the Year winner. **AYE:** Johnson, Baxter, Smith, Charles Owens, Symuleski, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

Chairman Ezerski asked for nominations for Commercial Business of the Year.

Kirmer said normally on the commercial business, we don't have the citizens vote on that throughout the year. I know in the past we've just had you all select the business. Last year we selected Anderson Pharmacy, and previously it was Pat's Car Wash and the Fort Sill Federal Credit Union.

Chairman Ezerski said has Arvest won before?

Kirmer said I don't have that down as a winner.

Chairman Ezerski said I like how nicely they landscape around their ATMs.

Symuleski said they do put effort in to make them look nice.

Motion by Johnny Owens, **Second** by Johnson, to select Arvest Bank as the winner for Best Commercial Business of the year. **AYE:** Johnson, Baxter, Smith, Charles Owens, Symuleski, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

8. Select the recipient of donations raised through the silent auction of flower arrangements at the upcoming Eye Candy Awards Gala.

Neal Kirmer, Communications and Marketing, provided background information on this item.

Kirmer said during the Eye Cand Gala, we auctioned off the centerpieces. Last year, we collected \$925 through this, and we donated that to Children United. We can continue to do so, or if you have another recommendation of a nonprofit or a project you'd like for that to go to.

Symuleski said Children United needs as much help as they can get, because they have to maintain all the stuff they did, right?

Chairman Ezerski said it's on the city now, but the fund is there to help the city maintain it.

Johnson said so it can be any non-profit?

Chairman Ezerski said yes, but preferably one that has to do with beautification or making the city look better. It doesn't necessarily need to be their main focus, but they do projects along those lines, kind of like the AMBUCS.

Motion by Johnson, **Second** by Baxter, to select Children United as the recipient of donations raised through the silent auction. **AYE:** Johnson, Baxter, Smith, Charles Owens, Symuleski, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

9. Receive an update regarding the upcoming Trash Off event and consider voting on the proposed t-shirt design for the event.

Ingram provided background information on this item. A copy of the proposed t-shirt design for the upcoming Trash Off event may be obtained from the City Clerk's Office upon request.

Going back to the Executive Director's report, Ingram shared information regarding work performed by the department of Safe and Clean Neighborhoods for the month of February. There were 1,716 violation notices sent for the month. Our abatement work orders at the end of February are 29. Work orders requested during February were 270.

Regarding the t-shirt design for the Trash-Off event, Chairman Ezerski asked if the "56" that's embedded into the number 6 on the t-shirt can be removed.

Motion by Johnny Owens, **Second** by Charles Owens, to approve the t-shirt design for the Trash Off event, with the removal of the "56" that's embedded into the number 6 of 2026. **AYE:** Johnson, Baxter, Smith, Charles Owens, Symuleski, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

Chairman Ezerski said before we adjourn, Dr. Bellino wanted to pass out something for you all to review at your leisure over the next few weeks. This is a study that finds more beautiful cities are more successful cities in attracting jobs and residents. We've actually talked to a number of people who do these studies in the past. Really, about

seven to ten years ago, we had a group come down from OU that was looking into this as well. For now, we just want to get the information out, have you all look at it, and we may bring something onto the agenda for the next meeting.

A copy of the document passed out by Dr. Bellino may be obtained from the City Clerk's Office upon request.

Adjournment

Motion by Johnny Owens, **Second** by Baxter, to adjourn the March 11, 2026, meeting.

AYE: Baxter, Johnny Ownens, Smith, Symuleski, Ezerski, Charles Owens, Johnson.

NAY: None. **MOTION PASSED.**

The meeting was adjourned at 3:56 PM.

Item Title:

Consider approving the list of expenses for the period covering March 7, 2026 – April 6, 2026.

Initiator: John Saville

Information Source: John Saville

Background:

The list of expenses for the period from March 7, 2026 – April 6, 2026, has been compiled and is now awaiting approval.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

List of Expenses from March 7, 2026 – April 6, 2026

Key Issues:

N/A

Funding Source:

LETA

Recommended Action:

Approve the list of expenses for the period covering March 7, 2026 – April 6, 2026, as presented.

ATTACHMENTS:

1. Expenses 3.07.26 - 04.06.2026

LETA EXPENSES TO APPROVE
PERIOD COVERING 3/07/2026 TO 04/06/2026

VENDOR NAME	ACCOUNT DESCRIPTION	AMOUNT	INVOICE DATE	PAY DATE	INVOICE NO	CHECK NO	DESCRIPTION
Bedrock Nursery	Repairs, Maint. & Replanting	407.75	2/17/2026	3/6/2026	4896 & 4898	3147	2nd Street Maintenance
Lawton Chamber of Commerce	Dues & Memberships	340.00	2/13/2026	3/12/2026	131469	3148	Annual Membership
Stanton's Apparel, Inc	Trash Off	4,231.50	03/12/26	3/19/2026	1688	3149	Trash Off Shirts
Great Plains AMBUCS	LETA Grants	3,000.00	02/13/26	3/26/2026	Flyaflag-50	3150	50 Flags

Item Title:

Consider approving the Financial Statements for the month of March 2026.

Initiator: John Saville

Information Source: John Saville

Background:

The Authority's financial statements for March 2026 have been compiled and are now awaiting approval.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

March 2026 Financial Report

Key Issues:

N/A

Funding Source:

LETA

Recommended Action:

Approve the Financial Statements for the month of March 2026 as presented.

ATTACHMENTS:

1. LETA Balance Sheet March 2026
2. LETA Profit & Loss March 2026
3. Income and Expense Tracker March 2026
4. LETA Beautification HM Analysis at 3-31-2026

Lawton Enhancement Trust Authority

Balance Sheet

As of March 31, 2026

ASSETS

Current Assets

Checking/Savings

CITY NATIONAL BANK

LETA

LETA Beautification Fund	67,525.06
LETA Hotel/Motel Tax	129,966.33
LETA Misc	5,053.56
Total LETA	<u>202,544.95</u>

Committed Funds	3,802.02
Dunbar Elementary Memorial Project	6,100.00
Veterans Cntr Sidewalk Brick Prj (R)	18,707.80

Children United (C)	18,234.54
Freedom Festival (C)	35,535.92
Cultural Preservation (C)	5,835.25

2nd Street Project (R)	7,201.86
Downtown Lights (R)	4,245.00
Grant- Navy Memorial Eagle Sct Prj (R)	8,902.00
Grant - Goldstar Family Memorial (R)	637.50
Playground in the Park (R)	0.00
Skate Park (R)	30,808.88
Shepler Park (R)	1,451.14

Total CITY NATIONAL BANK	<u><u>344,006.86</u></u>
---------------------------------	--------------------------

Other Current Assets

Total Other Current Assets	<u>0.00</u>
-----------------------------------	-------------

Total Current Assets	<u><u>344,006.86</u></u>
-----------------------------	--------------------------

TOTAL ASSETS	<u><u>344,006.86</u></u>
---------------------	---------------------------------

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	<u>0.00</u>
Total Account Payable	<u>0.00</u>

Other Current Liabilities	0.00
Total Other Current Liabilities	<u>0.00</u>

Total Current Liabilities	<u>0.00</u>
----------------------------------	-------------

Total Liabilities	0.00
--------------------------	------

Equity

Net Assets - Restricted	423,102.41
Net Assets - Unrestricted	(45,677.39)
Net Income	(33,418.16)
Total Equity	<u><u>344,006.86</u></u>

TOTAL LIABILITIES & EQUITY	<u><u>344,006.86</u></u>
---------------------------------------	---------------------------------

Lawton Enhancement Trust Authority

Profit & Loss

March 31, 2026

Ordinary Income/Expense

Income

Hotel/Motel Income	0.00
LETA Court Fees Income	6,764.00
Miscellaneous Income	0.00
Interest Income	55.06
Total Income	6,819.06

Expense

Supplies, Tools, and Equipment	0.00
Bank Service Charge	0.00
Beautification Projects	0.00
Dues and Memberships	340.00
Eye Candy Awards	0.00
LETA Grants	3,000.00
Repairs, Maintenance & Replanting	407.75
Rental, Publication, Printing	0.00
Trash Off Expense	4,231.50
Yard of the Month Award	0.00
Total Expense	7,979.25

Net Ordinary Income (1,160.19)

Other Income

Other Income	
Total Other Income	0.00

Other Expense

H/M Holiday in the Park	0.00
H/M Freedom Festival	0.00
Total Other Expense	0.00

Net Other Income 0.00

Net Income (1,160.19)

LAWTON ENHANCEMENT TRUST AUTHORITY
2025-2026 INCOME & EXPENSE TRACKER
through March 31, 2026

Revenue	2025/2026 Budget	Income to Date	% Collected
Hotel/Motel Tax (5% Allocation)	\$147,460.00	\$53,613.16	36.4%
Holiday in the Park Hotel Motel	\$38,540.00	\$0.00	0.0%
Freedom Festival Hotel Motel	\$140,000.00	\$0.00	0.0%
LETA Beautification Fund (Municipal Fines)	\$42,000.00	\$38,215.00	91.0%
Local Grants	\$0.00	\$0.00	0.0%
Other Donations & Miscellaneous Income	\$150.00	\$6,169.80	4113.2%
Earned Interest	\$502.17	\$246.15	49.0%
Trash Off Event Fees & Donations	\$125.00	\$0.00	0.0%
Eye Candy Awards Banquet Sales/Donations	\$250.00	\$0.00	0.0%
Freedom Festival	\$34,500.00	\$0.00	0.0%
Children United	\$3,000.00	\$0.00	0.0%
Project Donations	\$3,000.00	\$0.00	0.0%
Cultural Preservation	\$0.00	\$0.00	0.0%
Gifts in Kind - Services	\$0.00	\$0.00	0.0%
TOTAL REVENUE	\$409,527.17	\$98,244.11	24.0%

Expenses	2025/2026 Budget	Year-to-Date Expenses	Exp/Prj Pending	Budget Remaining
Supplies, Tools & Equipment	\$100.00	\$0.00		\$100.00
Repairs, Maintenance and Replanting	\$108,350.00	\$57,027.07		\$51,322.93
Rental, Publishing, Printing, Miscellaneous	\$500.00	\$0.00		\$500.00
Prof & Technical Services	\$8,500.00	\$0.00		\$8,500.00
Postage and Delivery	\$250.00	\$0.00		\$250.00
Dues, Memberships, and Subscriptions	\$400.00	\$540.00		-\$140.00
Other Expenses (<i>Dunbar Elementary Project</i>)	\$8,935.00	\$0.00	\$6,100.00	\$2,835.00
Bank Service Charge	\$70.00	\$0.00		\$70.00
LETA Grant Awards	\$35,537.02	\$3,000.00		\$32,537.02
Local Grant Expense	\$0.00	\$0.00		\$0.00
Eye Candy Awards Banquet	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Yard of the Month	\$17,000.00	\$482.00		\$16,518.00
LETA Beautification Projects	\$90,570.00	\$64,170.95	\$30,917.92	(\$4,518.87)
Playground in the Park	\$0.00	\$0.00		\$0.00
LETA H/M Holiday In the Park	\$38,540.00	\$0.00		\$38,540.00
Trash Off Event	\$4,600.00	\$4,231.50	\$368.50	\$0.00
Freedom Festival	\$47,317.68	\$1,733.75		\$45,583.93
Children United	\$20,284.54	\$0.00		\$20,284.54
LETA H/M Freedom Festival	\$140,000.00	\$477.00		\$139,523.00
Cultural Preservation	\$1,731.95	\$0.00	\$537.02	\$1,194.93
LETA Veteran Sidewalk Project	\$21,707.80	\$0.00		\$21,707.80
TOTAL EXPENSES	\$554,393.99	\$131,662.27		\$374,808.28
NET INCOME(LOSS) YTD		(33,418.16)		
TOTAL PROJECTS REMAINING			\$47,923.44	

HOTEL MOTEL TAX ALLOCATION
FY 26 (JULY 2025-JUNE 2026)

LETA Schedule							
Approved Budget:		147,460.00		Allocation %:		6.1182%	
Month	Allocation	Current Invoice	+ Prior Upaid	Reimbursement	Invoice Unpaid	Amt Remaining	
July	9,807.05		-		-	9,807.05	
August	12,502.29		-		-	22,309.34	
September	15,962.93		-		-	38,272.26	
October	9,881.24		-		-	48,153.51	
November	11,506.93	53,613.16	53,613.16		53,613.16	59,660.43	
December	9,039.53		53,613.16	53,613.16	-	15,086.80	
January	7,071.83					22,158.63	
February	8,679.39					30,838.02	
March	10,801.50					41,639.52	
April	-					41,639.52	
May	-					41,639.52	
June	-					41,639.52	
FYE26	95,252.68			53,613.16			
Currently Available To Draw						41,639.52	
Contract Amount Remaining :						93,846.84	

Analysis:

	Annual Trend	Annual Allocation	Reduced Dollars Based on Trend
Annual Trend based on 9 months of actual allocations →	127,003.57	147,460.00	(20,456.43)

Allocation	147,460.00	
Draw 1	(53,613.16)	
Amount Remaining	93,846.84	Based on Receiving Full Allocation
	(20,456.43)	Reduced Dollars Rec'd Based on Trend
	73,390.41	Est Amount Remaining Based on Trend
Through 7 Months:		
Actual Amount Allocated	95,252.68	86.13%
Approved Budget	110,595.00	(\$147,460.00 / 12)*9
	(15,342.32)	Dollar Reduction July - January 2026
	(5,114.11)	Est Dollar Reduction February - June 2026
	(20,456.43)	Est Dollar Reduction for FY26

Other Hotel Motel Tax Allocations

	Allocation %	Actual Allocated as of March 2026	FY 26 Annual Trend (9 months)	FY 26 Approved Budget	Percent Received Trend Vs Budget
Holiday in the Park	1.5991%	24,895.15	33,193.53	38,540.00	86.13%
Freedom Festival Fireworks	5.8087%	90,433.85	120,578.47	140,000.00	86.13%

Item Title:

Review and discuss the FY 2026–2027 preliminary budget for LETA, and provide feedback to staff as deemed necessary.

Initiator: John Saville, Financial Services

Information Source: John Saville, Financial Services

Background:

The preliminary FY 2026–2027 budget for LETA has been prepared to outline anticipated revenues and expenditures for the upcoming fiscal year. This item is presented to provide the Authority an opportunity to review the proposed budget, discuss any priorities or concerns, and offer feedback or direction to staff prior to finalization.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

FY 2026–2027 preliminary budget for LETA

Key Issues:

N/A

Funding Source:

Recommended Action:

Provide feedback and direction to staff regarding the FY 2026–2027 preliminary budget.

ATTACHMENTS:

1. LETA FY26-27 Estimated Budget

**LAWTON ENHANCEMENT TRUST AUTHORITY
FY 2026/2027 Preliminary OPERATING BUDGET**

Income	Estimated Beginning Budget	Estimated Income	Projected Total Resources	Estimated Expenses	Ending Budget Balance
LETA Hotel/Motel Tax	\$116,574.32	\$150,000.00	\$266,574.32	\$163,523.37	\$103,050.95
H/M Freedom Festival	\$0.00	\$142,000.00	\$142,000.00	\$142,000.00	\$0.00
H/M Holiday in the Park	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00
Court Fees (Beautification Fund)	\$46,063.39	\$50,400.00	\$96,463.39	\$96,463.39	\$0.00
Earned Interest	\$0.00	\$662.06	\$662.06	\$0.00	\$662.06
Trash Off Event Fees	\$0.00	\$158.33	\$158.33	\$0.00	\$158.33
Eye Candy Awards Banquet Sales/Donations	\$0.00	\$416.67	\$416.67	\$0.00	\$416.67
Other Donations and Income	\$158.61	\$83.33	\$241.94	\$0.00	\$241.94
Project Donations	\$496.46	\$6,333.33	\$6,829.79	\$0.00	\$6,829.79
Freedom Festival	\$21,345.30	\$33,833.33	\$55,178.63	\$45,372.89	\$9,805.74
Children United	\$54,353.05	\$42,666.67	\$97,019.72	\$97,019.71	\$0.01
Cultural Preservation	\$2,522.40	\$0.00	\$2,522.40	\$2,522.40	\$0.00
Committed Funds	\$66,154.67	\$0.00	\$66,154.67	\$66,154.67	\$0.00
Restricted Cash	\$130,896.48	\$56,000.00	\$186,896.48	\$126,032.70	\$60,863.78
TOTAL INCOME	\$438,564.68	\$522,553.72	\$961,118.40	\$779,089.13	\$182,029.27
Expenses					
Supplies, Tools & Equipment					\$66.67
Repairs, Maintenance and Replanting					\$83,846.42
Rental/Publishing/Printing					\$583.33
Professional & Technical Svcs					\$5,916.67
Postage					\$350.00
Dues & Memberships					\$575.00
Other Expenses					\$3,390.00
Bank Service charges					\$70.00
LETA Grant Awards					\$92,958.67
Local Grant Expense					\$107,974.59
Eye Candy Awards					\$10,000.00
Yard of the Month					\$6,800.00
Beautification Projects					\$115,033.67
Playground in the Park					\$744.89
H/M Holiday in the Park					\$79,513.33
Trash Off Event Fees					\$4,600.00
Freedom Festival					\$45,372.89
Children United					\$97,019.71
H/M Freedom Festival					\$114,514.96
Cultural Preservation					\$2,522.40
Sidewalk Project					\$7,235.93
TOTAL EXPENSES					\$779,089.13

NOTE: This *preliminary* FY26/27 budget is based on the past three (3) years of prepared budgets in this format. A review of the YTD Income Statements showing actual results for FY24 & FY25 were reviewed for reasonableness. FY26 YTD through January was also reviewed. This budget does not include any consideration for future strategic plans that may or may not be planned that could be incorporated in a forward-looking budget. The preparer, who is relatively short tenured, lacks the insights into future plans for the organization. There was nothing found at this time regarding the overall plan for the total Hotel/Motel Tax for the coming fiscal year.

Item Title:

Consider approving an engagement letter with Hatch, Croke & Associates, P.C., for preparation of the Authority’s Form 990 for fiscal year ending June 30, 2025, for a fee of \$1,500 plus out-of-pocket expenses.

Initiator: John Saville, Financial Services

Information Source: John Saville, Financial Services

Background:

Hatch, Croke & Associates, P.C., is experienced in preparing Form 990s for similar authorities and is familiar with IRS reporting requirements. The engagement letter covers preparation and review of the Authority’s Form 990 for fiscal year ending June 30, 2025, for a fee of \$1,500 plus out-of-pocket expenses.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

Engagement Letter - FYE June 30, 2025

Key Issues:

N/A

Funding Source:

LETA

Recommended Action:

Authorize execution of the engagement letter with Hatch, Croke & Associates, P.C., for preparation of the Authority’s Form 990 for fiscal year ending June 30, 2025, for a fee of \$1,500 plus out-of-pocket expenses.

ATTACHMENTS:

1. Engagement Letter 063025



ENGAGEMENT LETTER - TAX RETURN

Dear Client:

Hatch, Croke & Associates, P.C. is pleased to provide you with the professional services described below. This letter and any other attachments incorporated herein (collectively, "Agreement"), confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this Agreement.

Engagement Objective and Scope

We will prepare your Form 990 for the year ended June 30, 2025. We will not prepare any tax returns other than those identified above, without your written request, and our written consent to do so. We will rely upon the completeness and accuracy of the information and representations you provide to us to prepare your tax returns. We have not been engaged to and will not prepare financial statements or perform valuations of any kind. We will not audit or otherwise verify the data you submit to us, although we may ask you to clarify certain information.

We will prepare the above-referenced tax returns solely to assist you with your tax filing obligations with the Internal Revenue Service ("IRS") and applicable state and local tax authorities. Our work is not intended to benefit or influence any third party, including any entity or investment which may seek to evaluate your creditworthiness or financial strength. You agree to indemnify and hold us harmless from any and all claims arising from the use of the tax returns for any purpose other than complying with your tax filing obligations regardless of the nature of the claim, excepting claims arising from our gross negligence or intentional wrongful acts.

Our engagement does not include any procedures designed to detect errors, fraud, theft, or other wrongdoing. Therefore, our engagement cannot be relied upon to disclose such matters. In addition, we are not responsible for identifying or communicating deficiencies in your internal controls. You are responsible for developing and implementing internal controls applicable to your operations.

You may request that we perform additional services not contemplated in this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services may necessitate that we amend the agreement or issue a separate agreement to reflect the obligations of all parties. In the absence of any other written communications from us documenting additional services, our services will be limited to and governed by the terms of this agreement.

CPA Firm Responsibilities

It is our duty to prepare your returns based on the same standard of care that a reasonable tax return preparer would exercise in this type of engagement. Unless otherwise noted, the applicable standard of care for a "reasonable tax return preparer" shall be based upon the Statements on Standards for Tax Services ("SSTs") issued by the American Institute of Certified Public Accountants ("AICPA"), U.S. Treasury Department Circular 230 ("Circular 230"), and the Internal Revenue Code, Treasury Regulations, and any applicable state/local corollaries (collectively, "the Code").

As tax return preparers, these pronouncements also prohibit us from signing a tax return unless we have a reasonable belief that there is substantial authority for tax positions taken on the tax return, or we have a reasonable basis for tax return positions taken on the return which are disclosed as required by the Code. If you request that we report a tax position on your return which we feel is contrary to published guidance, frivolous, or a willful attempt to evade tax, we will be unable to proceed. If you are unwilling to disclose a position where required or we conclude that your failure to disclose does not permit us to sign your tax return, we will be unable to proceed.

It is your responsibility to safeguard your assets and maintain accurate records pertaining to transactions. We will not hold your property in trust for you, or otherwise accept fiduciary duties in the performance of the engagement.

Arguable positions

If there are conflicting interpretations of the law, or if tax law is unclear, we will explain the possible positions that may be taken in order for us to sign your return. We will follow the position you request, provided it is consistent with our understanding of tax reference materials and our professional standards. Tax reference materials include, but are not limited to, the Code, Revenue Rulings, Revenue Procedures, court cases, and similar state and local guidance. If the IRS, state or local tax authorities later contest the position you select, additional tax, penalties, and interest may be assessed. You will be responsible for these amounts, as well as any related professional fees you may incur, to respond to the tax authority.

Bookkeeping assistance

We may deem it necessary to provide you with accounting and bookkeeping assistance solely for the purpose of preparing the tax returns. These services will be performed solely in accordance with the AICPA Code of Professional Conduct. In the event we conclude that such services are necessary to prepare your tax returns, we will advise you in writing before services are performed and bill you for the required services. You agree to pay for these services.

Government inquiries

This engagement does not include responding to inquiries by any governmental agency or tax authority. If you are contacted by a tax authority, either for an examination or other inquiry, you may request our assistance in writing.

Tax advice

Any advice we may provide is based upon tax reference materials, facts, assumptions, and representations that are subject to change. We will not update our advice after the conclusion of the engagement for subsequent legislative or administrative changes or future judicial interpretations. To the extent we provide written advice concerning federal tax matters, we will follow the guidance contained in the SSTS.

Client Responsibilities

Communication of authority of others

You hereby authorize the following individuals to communicate directly with us to request services and obtain copies of tax and financial information on your behalf:

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____

You agree that the authority conveyed above shall continue in full force and effect until you inform us of any modifications in writing.

Documentation

You are responsible for maintaining adequate documentation to substantiate the accuracy and completeness of your tax returns. Our records are not a substitute for yours. You should retain all documents that provide evidence and support for reported income, credits, deductions, and other information on your returns, as required under applicable tax laws and regulations. You represent that you have such documentation and can produce it, if necessary, to respond to any examination or inquiry by tax authorities. You will be responsible for any liability including but not limited to, additional tax, penalties, interest and professional fees resulting from the disallowance of tax deductions due to inadequate documentation.

State and local filing obligations

The preparation of any state or local tax return not listed in *Engagement Objective and Scope* above is not within the scope of our engagement. You are responsible for fulfilling your filing obligations with any state or local tax authorities, including but not limited to income, franchise, sales, use and property taxes or abandoned and unclaimed property. However, if upon review of the information you have provided us, including information that comes to our attention, we believe that you may have additional filing obligations, we will notify you.

If you are unsure if you have any other filing obligation with other state or local tax authorities, you are responsible for alerting us and requesting assistance. If you do not alert us or request assistance, we will infer that you do not have other state or local filing obligations. You will be responsible for tax due and penalties associated with the failure to file or untimely filing of any form for which we were not engaged to prepare.

Foreign filing obligations

You are responsible for complying with the tax filing requirements of any other country. You acknowledge and agree that we have no responsibility to raise these issues with you and that foreign filing obligations are not within the scope of this engagement.

Digital Assets/Cryptocurrencies

There are specific tax implications of investing in digital assets (e.g. virtual currencies such as Bitcoin, non-fungible tokens, virtual real estate, and similar assets). The IRS considers these to be property for U.S. federal income tax purposes. As such, any transactions in, or transactions that use, virtual currency are subject to the same general tax principles that apply to other property transactions.

If you transacted in digital assets during the tax year, you may be subject to tax consequences and/or additional reporting obligations associated with such transactions. Depending on the nature or volume of those transactions, a change to the scope of our services may be required. You are responsible for providing us with complete and accurate information, including basis, regarding any transactions in, or transactions that have used, digital assets during the applicable tax year.

Ultimate responsibility

You have final responsibility for the accuracy of your tax returns. We will provide you with a copy of your tax returns and accompanying schedules and statements for review prior to filing with the IRS, state and local tax authorities, as applicable. You agree to review and examine them carefully for accuracy and completeness.

You will be required to verify and sign a completed Form 8879, *IRS e-file Signature Authorization*, and any similar state and local equivalent authorization form before your returns can be filed electronically..

If we are unable to file your return(s) electronically, we will deliver to you a paper copy suitable for mailing to the taxing authorities. Once delivered to you, you bear full responsibility for reviewing the paper returns for accuracy, and wither signing and timely filing them, along with any payments due, or notifying us of any issue which may need to be addressed prior to filing.

Once your return is complete (e-file acceptance or provision of a paper copy to you), we shall have no obligation to update your returns for subsequent legislative or administrative changes or future judicial interpretation under this agreement.

Timing of the Engagement

We expect to begin our services upon receipt of this executed Agreement and all documents requested either in the organizer or by our office.

Our services will conclude upon the earlier of:

- the filing and acceptance of your 2024 tax returns by the appropriate tax authorities and mailing or delivery of non-electronically filed tax returns (if any) to you for your review and your filing with the appropriate tax authorities,
- written notification by either party that the engagement is terminated, or
- one (1) year from the execution date of this Agreement.

Penalties and Interest Charges

Federal, state, and local tax authorities impose various penalties and interest charges for non-compliance with tax laws and regulations, including failure to file or late filing of returns, and underpayment of taxes. You, as the taxpayer, remain responsible for the payment of all tax, penalties, and interest charges imposed by tax authorities.

Professional Fee

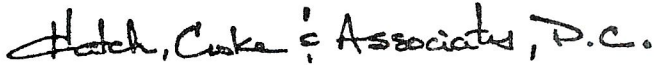
Our fee is based upon the complexity of the work to be performed, and our professional time, as well as out-of-pocket expenses. In addition, this fee depends upon the timely delivery, availability, quality, and completeness of the information you provide to us. You agree that you will deliver all records requested and respond to all inquiries made by our staff to complete this engagement on a timely basis. You agree to pay all fees and expenses incurred whether or not we prepare

the tax returns. A finance (service) charge of 2 percent per month will be assessed on any unpaid balance after deduction of current payments, credits, and allowances made within 30 days of date of billing. This is an Annual Percentage Rate of 24 percent. Our fee for this engagement will be \$1,500 plus out-of-pocket expenses.

We require that all outstanding invoices be paid prior to releasing the completed tax returns. We do not release incomplete tax returns.

Thank you for the opportunity to serve you. Please date and execute this Agreement and return it to us to acknowledge your acceptance. We will not initiate services until we receive the executed Agreement.

Very truly yours,


Hatch, Croke & Associates, P.C.

ACCEPTED:

Client Name

Title

Date

Item Title:

Consider approving the use of social media and Google Forms for citizen participation in nominations and voting for LETA’s Yard of the Month contest.

Initiator:

Information Source:

Background:

For the past few years, voting for LETA’s Yard of the Month contest has been conducted through the website www.beautifullawton.com. However, the current website host, CW Strategies, has indicated they do not wish to continue providing website hosting services. As a result, an alternative method is needed to ensure continued citizen participation in the nomination and voting process. Utilizing social media platforms in conjunction with Google Forms would provide an accessible, cost-effective, and user-friendly solution for residents to submit nominations and participate in voting moving forward.

Correlation to the True North Statement:

Exhibit:

Google Forms - Yard of the Month

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Approve the use of social media platforms and Google Forms as the official methods for citizens to submit nominations and participate in voting for the Yard of the Month contest.

ATTACHMENTS:

1. Google Forms - Yard of the Month



April 2026 Yard of the Month

Nomination Form

Help us recognize beautiful properties across Lawton!

Submit a nomination for the Lawton Enhancement Trust Authority's Yard of the Month by completing the form below. You may nominate your own yard or someone else's.

* Indicates required question

1. Your Name: *

2. Your Email Address: *

3. What is the address of the property you're nominating? *
(Please include street name and number. Exact address will not be publicly shared.)

4. Are you nominating your own yard? *

Mark only one oval.

Yes

No

5. Property Owner Name (If known): *

6. Please submit a clear photo of the yard you are nominating from the street view. *

Files submitted:

7. Why are you nominating this yard? What makes it stand out? *

8. I confirm that I have permission to submit this photo and understand it may be used *
by the City of Lawton and LETA for promotional purposes.

Check all that apply.

- Yes
- No

9. I understand that submission does not guarantee selection as a winner. *

Check all that apply.

- I understand.

This content is neither created nor endorsed by Google.

Google Forms

Item Title:

Consider voting on the type and amount of prizes for future Yard of the Month contest award recipients.

Initiator: Neal Kirmer, Multimedia Specialist

Information Source: Neal Kirmer, Multimedia Specialist

Background:

LETA conducts Yard of the Month contests from April through September, recognizing outstanding efforts by residents and businesses in maintaining attractive properties. Additionally, one Halloween Yard of the Month winner is selected in October, and two Christmas Yard of the Month winners are chosen in December. The Yard of the Month program recognizes outstanding residential properties within the community. In order to maintain and enhance participation, the Authority typically provides prizes to award recipients. This item provides the Board with the opportunity to consider and vote on the type and amount of prizes for future award recipients, ensuring that recognition remains meaningful and consistent with program goals.

Correlation to the True North Statement:

Transparency and Trust
The Citizen — Everything we do is for the citizen.

Exhibit:

None

Key Issues:

N/A

Funding Source:

LETA

Recommended Action:

Select and approve the type and value of prizes for future Yard of the Month contest award recipients.

ATTACHMENTS:

None

Item Title:

Approve and recommend to Lawton City Council approval of Title Sponsorship Agreement with Fort Sill Moral Welfare and Recreation (MWR) in the amount of \$90,000 in support of Lawton Fort Sill Freedom Festival 2026.

Initiator: Jason Poudrier, Arts & Humanities - Administrator

Information Source: Jason Poudrier, Arts & Humanities - Administrator

Background:

As Elmer Thomas Park is scheduled to undergo major renovations affecting the amphitheater and Lake Helen, the decision was made, with support from Fort Sill Leadership, to host Lawton Fort Sill Freedom Festival on Fort Sill for the 2026 Celebration. Fort Sill will provide the venue and the majority of the workforce and logistical support of the festival, and the City will contribute \$90,000 as a title sponsor of the event.

City Council Resolution NO. 25-168 allocates an amount equal to \$140,000 in support of Lawton Fort Sill Freedom Festival.

Correlation to the True North Statement:

In celebration of America's 250th Birthday Celebration, to serve our citizens, we are joining forces with Fort Sill to provide, at no direct cost, to our community, Lawton Fort Sill Freedom Festival, which will include a drone show, firework show, and live entertainment and activities. In-line with transparency, due to the amount of this item, it requires City Council approval. Fort Sill will also offer one of the safest environments to host the festival this year.

Exhibit:

City of Lawton MWR 250th Celebration; LETA FY25-26 FULLY EXECUTED Agreement for Limited Services

Key Issues:

Elmer Thomas will be under construction. This agreement is needed in support of the Drone and Firework show to be hosted on Fort Sill for 2026.

Funding Source:

2026 Hotel Motel Funds

Recommended Action:

Vote to approve and recommend to Lawton City Council approval of Title Sponsorship Agreement with Fort Sill Moral Welfare and Recreation (MWR) in support of Lawton Fort Sill Freedom Festival 2026.

ATTACHMENTS:

1. City of Lawton MWR 250th Celebration
2. LETA FY25-26 FULLY EXECUTED Agreement for Limited Services



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HQ, US ARMY GARRISON FORT SILL
4700 MOW-WAY RD, STE 100
FORT SILL OK 73503

10 March 2026

AMIM-SIW-N

DFMWR | FORT SILL

COMMERCIAL SPONSORSHIP AGREEMENT | #2582

This commercial sponsorship agreement, FY26 – 2582, is made and entered into by and between **Fort Sill Family and Morale, Welfare and Recreation** (collectively Family and MWR), 4700 Mow-Way Road, Fort Sill, Oklahoma 73503 on behalf of the U.S. Army Morale, Welfare, and Recreation Fund (AMWRF), 2455 Reynolds Road, Fort Sam Houston, Texas 78234-1222 and **City of Lawton** (Sponsor), 212 SW 9th Street, Lawton, OK 73501. Point of Contact John Ratliff, John.ratliff@lawtonok.gov, (580) 581-3500. Secondary Contact: Jason Poudrier, jason.poudrier@lawtonok.gov, 580-581-3470.

In consideration of the mutual promises set forth below, the parties, intending to be legally bound hereby agree as follows:

- 1) Family and MWR (The Fund) Responsibilities. Family and MWR will recognize Sponsor by the following list of benefits/recognition:
 - a) America 250th Celebration (27 June 2026) for \$90,000.
 - i) Ensure logo/name is featured on all available event marketing materials as title sponsor.
 - ii) Include Sponsor logo displayed on thank you sponsor banner at event as the title sponsor.
 - iii) Sponsor receives preferred seating, and preferred parking accommodations for up to 24 people.
 - iv) Ensure Sponsor receives a space to operate an information booth at event. MWR will provide a table and chairs.
 - v) Ensure sponsor receives verbal recognition at event as the title sponsor.
 - vi) Allow sponsor personnel to make remarks from the stage at this event.
- 2) Sponsor Responsibilities. In exchange for promotional recognition/advertising, Sponsor agrees to:
 - a) Provide Fort Sill Family and MWR with **\$90,000** in reference to the above listed event.
 - b) Checks shall be made out to:
 - i) **Fort Sill MWR Fund**
ATTN: Commercial Sponsorship
PO Box 33307
Fort Sill, OK 73503
 - c) Provide Family and MWR with all applicable logos or graphic files necessary to execute the above list of sponsor benefits/recognition.

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HQ, US ARMY GARRISON FORT SILL
4700 MOW-WAY RD, STE 100
FORT SILL OK 73503

10 March 2026

Total Sponsorship Value: **\$90,000**

In consideration of the mutual promises set forth below, the parties, intending to be legally bound hereby agree as follows:

3. Term and Termination. The terms of this Agreement shall commence upon execution by both parties and shall terminate upon **27 June 2026**. Any party may terminate this agreement, in writing, upon a material breach by the other party of any term or condition set forth herein. Notice in writing shall be provided to the party in breach of such breach, prior to termination.

4. Use of Funds. Fort Sill Family and MWR retains the right to apply sponsorship funds in accordance with MWR priorities and NAF regulations.

5. Cost of Sponsorship. Sponsor agrees that no amount of its cost of operating the event described in this Agreement will be charged to any entity or subdivision of the Federal Government under any circumstances.

6. Force Majeure. No party shall be responsible for events that are unforeseeable and beyond its reasonable control, such as acts of God, weather delays, disease or pandemics, government restrictions, or unforeseen commercial delays.

7. Assignment. This agreement is not assignable in whole or in part by any party hereto in the absence of the prior written consent of the parties. Such consent will not be unreasonably withheld or delayed. This Agreement will be binding upon the successors, legal representatives and permitted assigns of the parties.

8. Agreement Limited to Advertising and Promotional Rights. Notwithstanding anything to the contrary contained in this Agreement, Family and MWR and SPONSOR understand and acknowledge that this Agreement is solely for the exchange of advertising and promotional rights, and nothing contained herein or the negotiations preceding the execution of this Agreement shall prevent, deter, hinder, or restrict in any way the respective rights of Family and MWR or SPONSOR.

9. Appropriate Disclaimers. Appropriate disclaimers, such as "sponsorship does not imply Army endorsement" are required in any public recognition, printed material, or electronic material developed by the MWR program or commercial sponsor. The Army does not endorse or favor any commercial supplier, product, or service.

10. Independent Contractor. SPONSOR and Family and MWR shall be and act as independent contractors, and under no circumstance shall this agreement be construed as one of agency, partnership or joint venture between Family and MWR, SPONSOR, or any other

**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HQ, US ARMY GARRISON FORT SILL
4700 MOW-WAY RD, STE 100
FORT SILL OK 73503**

10 March 2026

participant. None of the personnel under contract to, employed by or volunteering for Family and MWR shall be deemed in any way to have any contractual relationship with SPONSOR whatsoever. Family and MWR shall be solely responsible for the conduct of its employees, personnel, and agents in connection with their performance hereunder.

11. Entire Agreement. This Agreement contains the entire understanding between the parties hereto relating to the subject matter contained herein and supersedes any and all prior agreements, arrangements, communications or representations, whether oral or written. This Agreement may not be amended, altered, modified or changed except by an addendum signed by all parties hereto. All disputes arising out of this Agreement will be resolved by the Family and MWR Director, whose decision will be final and not appealable.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

(Sponsor)
City of Lawton

(Fund)
Fort Sill Family & MWR

By: _____

By: SARAH J. GERSPER

Signature: _____

Signature: _____

Title: _____

Title: DFMWR FORT SILL

Date: _____

Date: _____

AGREEMENT FOR LIMITED SERVICES

This Agreement for Limited Services is entered into by and between the City of Lawton, Oklahoma, a municipal corporation (hereinafter referred to as "City"), and the Lawton Enhancement Trust Authority, a public trust (hereinafter referred to as "Authority")

Whereas, the City, through its governing body, has determined that the City should provide limited support to the Authority for the beautification of the City thereby enhancing the appearance of the City and thus encouraging tourism and economic development in and for the City; and

Whereas, the City desires to provide limited services support to the Authority in addition to financial assistance; and

Now, therefore, in consideration of the mutual obligations of the parties, the City and Authority agree as follows:

A. City agrees as follows:

1. To provide the Authority annual financial support for the services to be performed under this agreement pursuant to the fund sources identified below:
 - a. Hotel/Motel Tax -General Fund. Pursuant to City Council Resolution No. 25-168, the City shall allocate to the Authority an amount not to exceed \$147,460.00 from the Hotel/Motel Tax – General Fund collected during the 2025-2026 fiscal year. Said Funds are estimated as specified in the Authority's approved Budget (attached hereto as "Exhibit A"), to be disbursed pursuant to the claims process outlined herein. Funds not expended during the fiscal year will remain in the Authority's account.
 - b. LETA Beautification Fund. Pursuant to City Council Resolution No. 19-98 the City shall allocate funds from the LETA Beautification Fund to the Authority the total proceeds from the fund collected during the 2025-2026 fiscal year. Said Funds are estimated as specified in the Authority's approved Budget (attached hereto as "Exhibit A"), to be disbursed in monthly increments.
 - c. Holiday in the Park Fund. Pursuant to City Council Resolution No. 25-168, the City shall allocate to the Authority an amount equal to \$38,540.00. (LETA will provide administration and oversight for this funding, and the Holiday in the Park improvements will be planned and managed by the Holiday in the Park Committee.) Said Funds are estimated as specified in the Authority's approved Budget (attached hereto as "Exhibit A"), to be disbursed pursuant to the claims process outlined herein.
 - d. Fireworks Display Fund. Pursuant to City Council Resolution No. 25-168, the City shall allocate to the Authority an amount equal to \$140,000.00. (LETA will provide administration and oversight for this funding, and the Freedom Festival improvements will be planned and managed by the Freedom Festival Committee.) Said Funds are

estimated as specified in the Authority's approved Budget (attached hereto as "Exhibit A"), to be disbursed pursuant to the claims process outlined herein.

- c. To print flyers, bulletins, and other materials for the Authority which are used in the operation, management and administration of the Authority, provided that materials from or for other entities assisting the Authority will not be printed at the City's print shop. This assistance will be made available to the Authority only while the City's print shop is in operation, and this provision is in no way intended to create any property right or interest in the Authority to have its materials printed by the City for an indefinite period of time.
2. To assist the Authority in beautification projects as staff and equipment are available. The City shall not be required to provide staff assistance if it will cause the City to pay overtime without specific City Manager approval. The use of City equipment shall only be permitted if such use does not reduce the City's ability to provide required service to the community. In addition, administrative support may be provided by the office of the City Clerk, general accounting assistance and bookkeeping may be provided by the Finance Department, and the City Manager may also appoint a member of City staff to serve as an Executive Director for the Authority.
 3. The City agrees to provide, through the office of the City Attorney, limited legal assistance to the Authority. This legal assistance shall be limited to oral and written advice on subjects and matters for which litigation is not anticipated. This limited legal service includes limited document preparation but does not include responses to federal, state or county government agency inquiries and other matters outside the limitations provided herein. The City Attorney's first and primary duty is to the City of Lawton, and if a conflict should arise between the City and the Authority, the City Attorney shall advise the Authority of his or his staff's inability to assist the Authority. If the area of assistance requested is not within the areas of knowledge of the members of the City Attorney's staff the City Attorney is not required to assist. In addition to the above limitations the City shall not provide legal assistance in the following areas:
 - a. Preparation of documents needed for the prosecution or defense of actual or anticipated litigation.
 - b. Preparation or review of grant application.
 - c. Representation before any board, agency or court.
 - d. Representation of or advice to the Authority on any issue occasioned by and or governed by the Oklahoma Governmental Tort Claim Act.

B. Authority agrees as follows:


1. Unless waived by City Council, LETA agrees to follow City's purchasing policies as outlined in Chapter 10 of Lawton City Code and Administrative Policy 4-2.
2. To periodically submit to the City's accounting office claims for reimbursement for services performed in accordance with the City's contractual claims policies and procedures.

3. To submit to the Lawton City Council annual narrative reports which will include the projects and activities undertaken by the Authority during the prior twelve (12) month period, and any other information which may be of interest to the Lawton City Council. Annual audit reports will be due to the Lawton City Council within sixty (60) days following the end of the fiscal year.
 4. To submit any request for funding and budgetary information for the following fiscal year to the Finance Director of the City of Lawton by April 1, 2026.
 5. To reimburse the City for the actual cost incurred by the City in printing Authority's materials.
 6. The Authority shall be responsible for all legal matters and if, on the determination of the City Attorney the members of his office cannot or are prohibited from representing the Authority, the Authority shall be responsible for obtaining legal assistance at its own expense.
- C. Claim Processing. As the Authority incurs expenses and funds for the reimbursement of same are available in the Hotel/Motel Tax collections allocated to the Authority, the Authority shall submit a claim for said funds to the City. Any such claims will be processed by the City and paid to the Authority in accordance with the City's policies and procedures for payment of contractual claims.
- D. Term. This agreement will expire on June 30, 2026.

In witness whereof, the parties have hereunto set their hands on this 26th day of August, 2025.




CITY OF LAWTON, OKLAHOMA,
a municipal corporation


STANLEY BOOKER, MAYOR

ATTEST:


DONALYNN BLAZEK-SCHERLER,
CITY CLERK

LAWTON ENHANCEMENT TRUST
AUTHORITY, a public trust



CHAIRMAN

ATTEST:



SECRETARY

APPROVED as to form and legality

on 8/28/25

Signature: 

Exhibit A
LAWTON ENHANCEMENT TRUST AUTHORITY
FY 2025/2026 Preliminary OPERATING BUDGET

Income	Estimated Beginning Budget	Estimated Income	Projected Total Resources	Estimated Expenses	Ending Budget Balance
LETA Hotel/Motel Tax	\$59,413.29	\$147,460.00	\$206,873.29	\$179,972.85	\$26,900.44
H/M Freedom Festival	\$0.00	\$140,000.00	\$140,000.00	\$140,000.00	\$0.00
H/M Holiday in the Park	\$0.00	\$38,540.00	\$38,540.00	\$38,540.00	\$0.00
Court Fees (Beautification Fund)	\$37,305.29	\$42,000.00	\$79,305.29	\$79,305.29	\$0.00
Earned Interest	\$0.00	\$502.17	\$502.17	\$0.00	\$502.17
Trash Off Event Fees	\$0.00	\$125.00	\$125.00	\$0.00	\$125.00
Eye Candy Awards Banquet Sales/Donations	\$0.00	\$250.00	\$250.00	\$0.00	\$250.00
Other Donations and Income	\$158.61	\$150.00	\$308.61	\$0.00	\$308.61
Project Donations	\$1,451.14	\$3,000.00	\$4,451.14	\$0.00	\$4,451.14
Freedom Festival	\$12,817.68	\$34,500.00	\$47,317.68	\$47,317.68	\$0.00
Children United	\$17,284.54	\$3,000.00	\$20,284.54	\$20,284.54	\$0.00
Cultural Preservation	\$1,731.95	\$0.00	\$1,731.95	\$1,731.95	\$0.00
Committed Funds	\$2,802.02	\$0.00	\$2,802.02	\$2,802.02	\$0.00
Restricted Cash	\$64,979.35	\$68,000.00	\$132,979.35	\$103,979.16	\$29,000.19
TOTAL INCOME	\$197,943.87	\$477,527.17	\$675,471.04	\$613,933.49	\$61,537.55
Expenses					
Supplies, Tools & Equipment					\$100.00
Repairs, Maintenance and Replanting					\$108,350.00
Rental/Publishing/Printing					\$500.00
Professional & Technical Svcs					\$8,500.00
Postage					\$250.00
Dues & Memberships					\$400.00
Other Expenses					\$8,935.00
Bank Service charges					\$70.00
LETA Grant Awards					\$35,537.02
Local Grant Expense					\$59,539.50
Eye Candy Awards					\$10,000.00
Yard of the Month					\$17,000.00
Beautification Projects					\$90,570.00
Playground in the Park					\$0.00
H/M Holiday in the Park					\$38,540.00
Trash Off Event Fees					\$4,600.00
Freedom Festival					\$47,317.68
Children United					\$20,284.54
H/M Freedom Festival					\$140,000.00
Cultural Preservation					\$1,731.95
Sidewalk Project					\$21,707.80
TOTAL EXPENSES					\$613,933.49

Item Title:

Approve purchase of 22 Derby Car Kits for an amount not to exceed \$2,600 to include shipping out of budgeted Freedom Festival Hotel Motel Funds to support 4th Annual Derby Car Races as a hallmark element of Lawton Fort Sill Freedom Festival.

Initiator: Jason Poudrier, Arts & Humanities - Administrator

Information Source: Jason Poudrier, Arts & Humanities - Administrator

Background:

The annual derby car race co-sponsored by Classic Lawton Chevrolet and Comanche Lumber has become a hallmark element of the Lawton Fort Sill Freedom Festival. Derby Cars kits are purchased with funds from LETA, and the wood is provided by Comanche Lumber, and the wood and kits are assembled by students at the Lawton Public School's Life Ready Center. Children ages 5-17 then have the opportunity to enter their name for a chance to win one of the derby cars which they will receive and have the opportunity to decorate and compete in the derby race during the Lawton Fort Sill Freedom Festival.

For FY2026, Resolution NO. 25-168 allocated an amount equal to \$140,000 for funding for Freedom Festival. In previous years, the City Attorney's office has presented the opinion that festival funds could be used in support of all entertainment aspects of Lawton Fort Sill Freedom Festival.

Correlation to the True North Statement:

This event not only provides a direct services to our citizens but aligns with the Mayor's Kids First Initiative.

Exhibit:

LETA FY25-26 FULLY EXECUTED Agreement for Limited Services; Derby Kits

Key Issues:

Funds need to be made available to order kits so they can be added to Derby Cars assembled by students of the Life Ready Center.

Funding Source:

2026 Hotel Motel Funds

Recommended Action:

Approve up to \$2,600 to purchase kits needed to complete 20 Derby Cars in support of Lawton Fort Sill Freedom Festival.

ATTACHMENTS:

1. LETA FY25-26 FULLY EXECUTED Agreement for Limited Services
2. Derby Kits

AGREEMENT FOR LIMITED SERVICES

This Agreement for Limited Services is entered into by and between the City of Lawton, Oklahoma, a municipal corporation (hereinafter referred to as "City"), and the Lawton Enhancement Trust Authority, a public trust (hereinafter referred to as "Authority")

Whereas, the City, through its governing body, has determined that the City should provide limited support to the Authority for the beautification of the City thereby enhancing the appearance of the City and thus encouraging tourism and economic development in and for the City; and

Whereas, the City desires to provide limited services support to the Authority in addition to financial assistance; and

Now, therefore, in consideration of the mutual obligations of the parties, the City and Authority agree as follows:

A. City agrees as follows:

1. To provide the Authority annual financial support for the services to be performed under this agreement pursuant to the fund sources identified below:
 - a. Hotel/Motel Tax -General Fund. Pursuant to City Council Resolution No. 25-168, the City shall allocate to the Authority an amount not to exceed \$147,460.00 from the Hotel/Motel Tax – General Fund collected during the 2025-2026 fiscal year. Said Funds are estimated as specified in the Authority's approved Budget (attached hereto as "Exhibit A"), to be disbursed pursuant to the claims process outlined herein. Funds not expended during the fiscal year will remain in the Authority's account.
 - b. LETA Beautification Fund. Pursuant to City Council Resolution No. 19-98 the City shall allocate funds from the LETA Beautification Fund to the Authority the total proceeds from the fund collected during the 2025-2026 fiscal year. Said Funds are estimated as specified in the Authority's approved Budget (attached hereto as "Exhibit A"), to be disbursed in monthly increments.
 - c. Holiday in the Park Fund. Pursuant to City Council Resolution No. 25-168, the City shall allocate to the Authority an amount equal to \$38,540.00. (LETA will provide administration and oversight for this funding, and the Holiday in the Park improvements will be planned and managed by the Holiday in the Park Committee.) Said Funds are estimated as specified in the Authority's approved Budget (attached hereto as "Exhibit A"), to be disbursed pursuant to the claims process outlined herein.
 - d. Fireworks Display Fund. Pursuant to City Council Resolution No. 25-168, the City shall allocate to the Authority an amount equal to \$140,000.00. (LETA will provide administration and oversight for this funding, and the Freedom Festival improvements will be planned and managed by the Freedom Festival Committee.) Said Funds are

estimated as specified in the Authority's approved Budget (attached hereto as "Exhibit A"), to be disbursed pursuant to the claims process outlined herein.

- c. To print flyers, bulletins, and other materials for the Authority which are used in the operation, management and administration of the Authority, provided that materials from or for other entities assisting the Authority will not be printed at the City's print shop. This assistance will be made available to the Authority only while the City's print shop is in operation, and this provision is in no way intended to create any property right or interest in the Authority to have its materials printed by the City for an indefinite period of time.
2. To assist the Authority in beautification projects as staff and equipment are available. The City shall not be required to provide staff assistance if it will cause the City to pay overtime without specific City Manager approval. The use of City equipment shall only be permitted if such use does not reduce the City's ability to provide required service to the community. In addition, administrative support may be provided by the office of the City Clerk, general accounting assistance and bookkeeping may be provided by the Finance Department, and the City Manager may also appoint a member of City staff to serve as an Executive Director for the Authority.
 3. The City agrees to provide, through the office of the City Attorney, limited legal assistance to the Authority. This legal assistance shall be limited to oral and written advice on subjects and matters for which litigation is not anticipated. This limited legal service includes limited document preparation but does not include responses to federal, state or county government agency inquiries and other matters outside the limitations provided herein. The City Attorney's first and primary duty is to the City of Lawton, and if a conflict should arise between the City and the Authority, the City Attorney shall advise the Authority of his or his staff's inability to assist the Authority. If the area of assistance requested is not within the areas of knowledge of the members of the City Attorney's staff the City Attorney is not required to assist. In addition to the above limitations the City shall not provide legal assistance in the following areas:
 - a. Preparation of documents needed for the prosecution or defense of actual or anticipated litigation.
 - b. Preparation or review of grant application.
 - c. Representation before any board, agency or court.
 - d. Representation of or advice to the Authority on any issue occasioned by and or governed by the Oklahoma Governmental Tort Claim Act.

B. Authority agrees as follows:


1. Unless waived by City Council, LETA agrees to follow City's purchasing policies as outlined in Chapter 10 of Lawton City Code and Administrative Policy 4-2.
2. To periodically submit to the City's accounting office claims for reimbursement for services performed in accordance with the City's contractual claims policies and procedures.

3. To submit to the Lawton City Council annual narrative reports which will include the projects and activities undertaken by the Authority during the prior twelve (12) month period, and any other information which may be of interest to the Lawton City Council. Annual audit reports will be due to the Lawton City Council within sixty (60) days following the end of the fiscal year.
 4. To submit any request for funding and budgetary information for the following fiscal year to the Finance Director of the City of Lawton by April 1, 2026.
 5. To reimburse the City for the actual cost incurred by the City in printing Authority's materials.
 6. The Authority shall be responsible for all legal matters and if, on the determination of the City Attorney the members of his office cannot or are prohibited from representing the Authority, the Authority shall be responsible for obtaining legal assistance at its own expense.
- C. Claim Processing. As the Authority incurs expenses and funds for the reimbursement of same are available in the Hotel/Motel Tax collections allocated to the Authority, the Authority shall submit a claim for said funds to the City. Any such claims will be processed by the City and paid to the Authority in accordance with the City's policies and procedures for payment of contractual claims.
- D. Term. This agreement will expire on June 30, 2026.

In witness whereof, the parties have hereunto set their hands on this 26th day of August, 2025.




CITY OF LAWTON, OKLAHOMA,
a municipal corporation


STANLEY BOOKER, MAYOR

ATTEST:


DONALYNN BLAZEK-SCHERLER,
CITY CLERK

LAWTON ENHANCEMENT TRUST
AUTHORITY, a public trust



CHAIRMAN

ATTEST:



SECRETARY

APPROVED as to form and legality

on 8/28/25

Signature: 

Exhibit A
LAWTON ENHANCEMENT TRUST AUTHORITY
FY 2025/2026 Preliminary OPERATING BUDGET

Income	Estimated Beginning Budget	Estimated Income	Projected Total Resources	Estimated Expenses	Ending Budget Balance
LETA Hotel/Motel Tax	\$59,413.29	\$147,460.00	\$206,873.29	\$179,972.85	\$26,900.44
H/M Freedom Festival	\$0.00	\$140,000.00	\$140,000.00	\$140,000.00	\$0.00
H/M Holiday in the Park	\$0.00	\$38,540.00	\$38,540.00	\$38,540.00	\$0.00
Court Fees (Beautification Fund)	\$37,305.29	\$42,000.00	\$79,305.29	\$79,305.29	\$0.00
Earned Interest	\$0.00	\$502.17	\$502.17	\$0.00	\$502.17
Trash Off Event Fees	\$0.00	\$125.00	\$125.00	\$0.00	\$125.00
Eye Candy Awards Banquet Sales/Donations	\$0.00	\$250.00	\$250.00	\$0.00	\$250.00
Other Donations and Income	\$158.61	\$150.00	\$308.61	\$0.00	\$308.61
Project Donations	\$1,451.14	\$3,000.00	\$4,451.14	\$0.00	\$4,451.14
Freedom Festival	\$12,817.68	\$34,500.00	\$47,317.68	\$47,317.68	\$0.00
Children United	\$17,284.54	\$3,000.00	\$20,284.54	\$20,284.54	\$0.00
Cultural Preservation	\$1,731.95	\$0.00	\$1,731.95	\$1,731.95	\$0.00
Committed Funds	\$2,802.02	\$0.00	\$2,802.02	\$2,802.02	\$0.00
Restricted Cash	\$64,979.35	\$68,000.00	\$132,979.35	\$103,979.16	\$29,000.19
TOTAL INCOME	\$197,943.87	\$477,527.17	\$675,471.04	\$613,933.49	\$61,537.55
Expenses					
Supplies, Tools & Equipment					\$100.00
Repairs, Maintenance and Replanting					\$108,350.00
Rental/Publishing/Printing					\$500.00
Professional & Technical Svcs					\$8,500.00
Postage					\$250.00
Dues & Memberships					\$400.00
Other Expenses					\$8,935.00
Bank Service charges					\$70.00
LETA Grant Awards					\$35,537.02
Local Grant Expense					\$59,539.50
Eye Candy Awards					\$10,000.00
Yard of the Month					\$17,000.00
Beautification Projects					\$90,570.00
Playground in the Park					\$0.00
H/M Holiday in the Park					\$38,540.00
Trash Off Event Fees					\$4,600.00
Freedom Festival					\$47,317.68
Children United					\$20,284.54
H/M Freedom Festival					\$140,000.00
Cultural Preservation					\$1,731.95
Sidewalk Project					\$21,707.80
TOTAL EXPENSES					\$613,933.49

Gokit Pricing and Shipping - Please continue reading to the bottom of the page.

TOTAL PRICES SHOWN INCLUDE SHIPPING (See notes for details). **CANADA Expedited Shipping¹ Carton** (6 Gokits) **\$574.95 CAD** (\$547.57 CAD+5% GST) **Individual** (1 Gokit) **\$119.95 CAD** (\$114.24 CAD+5% GST) **UNITED STATES Expedited Shipping² Carton** (6 Gokits) **\$475.00 USD Individual** (1 Gokit) **\$99.00 USD Xpresspost Shipping³ Carton** (6 Gokits) **\$529.00 USD Individual** (1 Gokit) **\$129.00 USD**

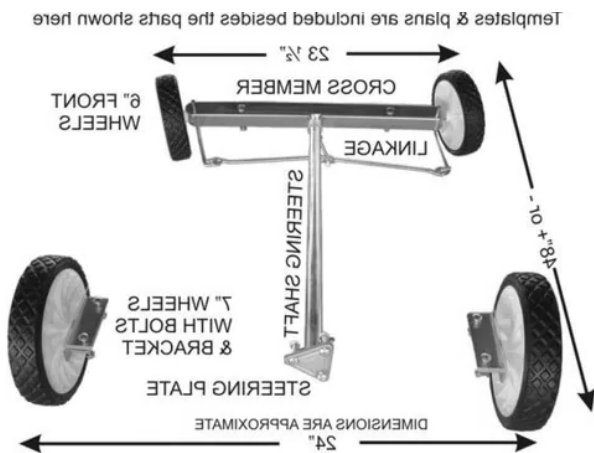
NOTES: 1. TOTAL price includes shipping by surface mail (ie, expedited) to any PROVINCE in Canada. 2. TOTAL price includes shipping by surface mail to any state in the continental USA, Puerto Rico and Hawaii. 3. TOTAL price includes shipping by air mail to your nearest US International Airport that Canada Post lands, with remainder to destination by surface mail. 4. The following table shows estimated transit times following receipt of kit(s) by Canada Post.

5. Single cartons and single kits are mailed within 48 hours of receipt of payment for the correct amount. 6. For those that are thinking of next day shipping by courier services, it is expensive. For example, next day shipping of 1 kit to California is \$90. 7. Minimum orders of 30 kits (or more) at a time can be shipped via Air Canada Cargo to a European international airport (where Air Canada lands) for a TOTAL of \$3,600.00 USD, but the kits must be picked up at the airport. European customers, please enquire by email to verify availability, cost and nearest airport. 8. A booklet describing fundraising and race organization will be included with your first order, on request. 9. Please note that, if you are sending a letter to Canada from the USA, a Global Forever Stamp for first-class mail international from USPS. 10. DERBY*GOKIT® qualifies for the United States-Mexico-Canada Agreement (USMCA). As such, orders to the USA and Mexico are exported tariff-free.

Summary

This section is for those of you that have skipped through the website quickly, or just want a recap of the important bits before purchasing. 1) The DERBY*GOKIT® includes an automotive style steering mechanism, wheels, instructions, templates and all parts needed to build the "BASIC" soapbox racer, ***with the exception of a half sheet of 5/8" plywood, nails, screws, glue and paint.*** If you are looking to build the "BASIC" soapbox racer, ***you will need to purchase these items separately*** from your local hardware store. The "BASIC" soapbox racer and what's included in each DERBY*GOKIT® are shown in the figures below. (*Pillows are also not included*). 2) The kit does not include brakes, but does include illustrations of three brake designs in the instructions that come with the kit. The type of brakes used in downhill races are sometimes specified by race organizers. These brake designs will require additional materials to be purchased from the hardware store;

what you will need will depend on the brake design you require. 3) **The DERBY*GOKIT® does not include a pre-manufactured steering wheel.** There are instructions and templates for a steering wheel that can be made from the half sheet of 5/8" plywood, purchased separately, for the "BASIC" racer and fastened to the kits steering shaft with supplied steering plate and bolts. 4) If you would like to purchase a pre-manufactured steering wheel separately, please go to the following link ['upsell steering wheel'](#). **The 'upsell steering wheel' is not included with the DERBY*GOKIT®, it is an additional cost.** 4) The instructions that come with the kit are shown at the following link www.soapboxes.com/instructions. 5) **Assembly and basic carpentry is required!!!** Building the soapbox is half the fun (and educational); for both you and your child!



Item Title:

Update use of funds for cultural preservation of City of Lawton Historical Artifacts to include authorization to purchase shelving for proper care and storage of Historical City of Lawton artifacts and artwork and increase amount allocated to an amount not to exceed \$1,800.

Initiator: Jason Poudrier, Arts & Humanities - Administrator

Information Source: Jason Poudrier, Arts & Humanities - Administrator

Background:

During the renovation of City Hall, several large artifacts had to be created and moved offsite from City Hall. The items were moved to Carnegie Library Town Hall, and during the McMahon Memorial Auditorium Renovation, the City of Lawton Art Collection was also moved to the Carnegie Library Town Hall. The artwork and cultural artifacts have never had proper storage. LETA received and approved funds to be used for crating of artwork, but the original approval left off using funds for proper storage of the artifacts to include the purchase of appropriate shelving.

Recently a piece of Artwork which was being improperly stored on make-shift racks at McMahon Memorial Auditorium was appraised at \$20,000, and the work is currently on loan to the Fred Jones Museum of Art at the University of Oklahoma.

Correlation to the True North Statement:

The City of Lawton historical artifacts and artwork are in need of proper storage in order to be properly cared for as these artifacts and artwork belong to the citizens of Lawton.

Exhibit:**Key Issues:**

The City of Lawton items removed from City Hall and McMahon Memorial Auditorium require proper storage.

Funding Source:

Funding allocated during City Hall Remodel, LETA General Funds

Recommended Action:

Approval of expanding use of funds for City of Lawton Art Collection storage and increase the amount to not exceed \$1,800

ATTACHMENTS:

None