



City of Lawton

Council Fee Committee

Special Meeting Agenda

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

Monday, August 17, 2026

2:00 PM

**Lawton City Hall
Council Conference Room**

Recommending Body

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

Meeting Called to Order

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

Roll Call

Introduction of Guests

Business Items

1. Discuss a proposed fee of \$1,260.00 annually for dry stall rentals at Robinson's Landing and make a recommendation to City Council.
2. Discuss proposed additions to the Fee Schedule for rabies vaccinations (\$20), microchipping (\$20), and spay /neuter services (\$50), and make a recommendation to the City Council.
3. Discuss proposed usage and rental fees for the Carnegie Library Town Hall and make a recommendation to City Council.

Adjournment

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

Item Title:

Discuss a proposed fee of \$1,260.00 annually for dry stall rentals at Robinson's Landing and make a recommendation to City Council.

Initiator: Larry Parks, Director

Information Source: Larry Parks, Director

Background:

Renovations to the dry stalls at Robinson's Landing at Lake Lawtonka are nearing completion. With the stalls expected to become available for use, an annual rental fee must be established and added to the City's Schedule of Fees and Charges. The proposed fee is \$1,260.00 annually for each of the 16 dry stalls at Robinson's Landing.

Section 1-2-205 of the Lawton City Code provides that City fees and charges may be established by resolution. Staff is proposing the \$1,260.00 annual rate for consideration by the Fee Committee. Following review, the Committee may make a recommendation to City Council regarding establishment of the proposed fee.

Correlation to the True North Statement:**Exhibit:**

Resolution 26-X

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Make a recommendation for Council to approve a proposed fee of \$1,260.00 annually for dry stall rentals at Robinson's Landing.

ATTACHMENTS:

1. Resolution with exhibit for RL dry stall rates (1)

RESOLUTION NO. 26-__

A RESOLUTION AMENDING APPENDIX A, CHAPTER A-19, ARTICLE A-19-1, GENERAL LAKE AND RECREATION RULES, AND APPENDIX A, CHAPTER A-19, ARTICLE A-19-1, GENERAL LAKE AND RECREATION RULES, SCHEDULE OF FEES AND CHARGES, LAWTON CITY CODE, 2025, BY ADOPTING ANNUAL LEASE RATES FOR ROBINSON'S LANDING DRY STALLS.

WHEREAS, Section 1-2-205, Lawton City Code, 2025, authorizes that fees and charges be set by resolution.

WHEREAS, the City of Lawton Community Enrichment Department has determined that the schedule of fees and charges for Appendix A of the Lawton City Code needs to add the current rates for annual leasing of new dry storage units at Robinson's Landing, Lake Lawtonka.

WHEREAS, the City of Lawton Fee Committee supports the change.

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

Section 1. APPENDIX A Schedule of Fees and Charges, Lawton City Code, 2025, be as amended as set out in the attached Exhibit A.

Section 2. EFFECTIVE DATE. The provisions of this resolution shall be in full force and effective on the ____ day of _____, 2026.

PASSED and **APPROVED** by the Mayor and Council of the City of Lawton, Oklahoma, this ____ day of _____, 2026.

STANLEY BOOKER, MAYOR

ATTEST:

DONALYNN BLAZEK-SCHERLER, CITY CLERK

APPROVED as to form and legality this ____ day of _____, 2026.

JARI ASKINS, INTERIM CITY ATTORNEY

EXHIBIT “A”

Article A-19-1 General lake and recreation rules.

LAKE LOAWTONKA RECREATIONAL AREAS

19-111	Dry stall, Schoolhouse Slough, annually (January 1—December 31) (D1-1 thru D1-80) 12'x30' units	1,162.50 2024 1,453.00 **2025
	Dry stall, Schoolhouse Slough, annually (D1-81 thru D1-95 12'x40' units	1,287.50 2024 1,609.00 **2025
	Dry stall, Robinson's Landing, annually (Units 1-16)	<u>1,260.00 2026</u>
	Wet slip, Schoolhouse Slough, annually (January 1—December 31) WET1, WET2, WET5 AND WET6	1,162.50 2024 1,453.00 2025 1,816.00 *2026
19-111	Wet slip, Schoolhouse Slough, annually (WET7-7 thru WET7-11)	1,287.50 2024 1,609.00 2025 2,011.00 *2026
	Wet slip, Schoolhouse Slough, annually (WET4-1 thru WET4-13)	1,331.25 2024 1,664.00 2025 2,080.00 *2026
	Day-Use Area-picnicking fee in fee area, per vehicle, per day	5.00
19-111	Group picnicking reservation, per day	40.00
*2026 amount represents the "Full Rate." The "Full Rate" shall be applied to any spaces that become available prior to January 1, 2026. ** 2025 amounts for Schoolhouse Slough dry stalls represent the "Full Rate."		

(Amended by Res. No. 98-45, 03/24/1998; Res. No. 98-75, 05/12/1998; Res. No. 00-25, 02/08/2000; Res. No. 00-83, 08/08/00; Res. 01-25, 02/27/2001; Res. 2008-087, Amended, 06/24/2008; Res. 2008-010, Amended, 01/22/2008; Res. 09-56, Amended, 05/26/2009; Res. No. 14-142, § 1(Exh. A), 10-28-2014; Res. No. 15-45, § 1(Exh. A), 5-26-2015, eff. 6-26-2015; Res. No. 16-14, § 1(Exh. A), 2-23-2016; Res. No. 21-121, § 1(Exh. A), 6-8-2021; Res. No. 22-93, § 1(Exh. A), 6-14-2022; Res. No. 23-177, § 1, 11-21-2023; Res. No. 2025-279, § 1(Exh. A), 12-2-2025)

Item Title:

Discuss proposed additions to the Fee Schedule for rabies vaccinations (\$20), microchipping (\$20), and spay /neuter services (\$50), and make a recommendation to the City Council.

Initiator: Cliff Blasengame, Director

Information Source: Cliff Blasengame, Director

Background:

The Lawton Animal Welfare Department receives approximately 400–500 animals each month. Many arrive without current rabies vaccinations, microchips, or spay/neuter procedures, contributing to public health concerns and the continued overpopulation of unwanted and stray animals.

Currently, animals may be released to owners based on a deposit and a promise to obtain these services after release. However, cost frequently prevents owners from following through, leaving animals unvaccinated and unaltered. Appendix A – Fees and Charges, Chapter A-5, Article A-5 – Redemption of Impounded Animals currently does not establish fees for these services when an animal is claimed from the shelter. Staff requests that the Fee Committee recommend that the City Council amend the fee schedule, Appendix A – Fees and Charges, Chapter A-5, Article A-5 – Redemption of Impounded Animals, to establish the following fees for applicable animals claimed from the Lawton Animal Shelter:

Rabies vaccination – \$20

Microchip – \$20

Spay/Neuter – \$50 Establishing these fees will allow the services to be provided through the shelter at the time of redemption, reduce reliance on voluntary follow-through, improve rabies compliance and animal identification, and help prevent unwanted litters and further animal overpopulation.

Correlation to the True North Statement:

Supports the City of Lawton’s True North commitment through exemplary performance by streamlining the animal redemption process and improves services for citizens and their animals. Provides innovation and initiative by addressing a recurring community problem by changing the process rather than relying on a system that has shown limited compliance, and demonstrates leadership through a proactive approach to animal population management, public health, and boosting responsible pet ownership throughout the community.

Exhibit:**Key Issues:****Funding Source:**

Recommended Action:

Staff requests that the Fee Committee recommend that the City Council amend the fee schedule, Appendix A – Fees and Charges, Chapter A-5, Article A-5 – Redemption of Impounded Animals, to establish the following fees for applicable animals claimed from the Lawton Animal Shelter: Rabies Vaccination (\$20), Microchipping (\$20), and Spay/Neuter Services (\$50).

ATTACHMENTS:

1. New Fee proposal
2. Fee Schedule Change Aug 26

Article A-5-1 General provisions.

5-103	Trap Deposit	
	All traps	\$26.45
	BREEDING/ADVERTISING/TRANSFER (BAT) PERMIT	
5-106	Dog or cat, each	\$330.65
	COMMERCIAL/ADVERTISING/TRANSFER PERMIT	
5-106.1	Dog or cat, limit of fifty (50) per year	\$661.25

	ADOPTION FEES/HANDLING	
5-117	Administrative Processing	\$6.60
5-117	Cat	\$26.45
5-117	Dog	\$66.15
5-117	Livestock	\$66.15
5-117	Other	\$6.60
5-117	Neuter/spay deposit for each unaltered dog or cat being adopted from Animal Shelter (Refunded upon completion)	\$46.30
5-117	Rabies vaccination deposit for each dog or cat being adopted from Animal Shelter (Refunded upon completion)	\$19.85

	REDEMPTION OF IMPOUNDED ANIMALS	
5-118	Each small animal, fowl or domestic bird	\$6.60
5-118	Altered or Unaltered dog or cat, each	
	First impoundment	\$11.50
	Second impoundment (mandatory spay/neuter if unaltered)	\$26.45
	Third or subsequent impoundment	\$105.80
5-118	Livestock or other large animals, actual cost for each animal, with a minimum charge of	\$66.15
5-118	Boarding fees per day will include day of arrival and day of departure of impounded animal and is in addition to any other fees or deposits. (Does not apply to dogs or cats being adopted.) Cat or dog, each	\$13.25
5-118	Neuter/spay deposit for each dog or cat released from impoundment (Refunded upon completion)	\$46.30
5-118	Vaccination deposit for each animal released from impoundment (Refunded upon completion)	\$19.85
5-121	Fee for each deceased animal picked up from residence	\$52.90
5-121	Fee for each deceased animal picked up from residence for residents who are sixty-two (62) years of age or older	\$0.00
5-121	Fee for dead animals picked up from animal hospital/clinic (per load)	\$72.75
5-121	Resident owner release of adoptable animal(s) to Animal Shelter (proof of Lawton residency required by show of utility bill or government issued ID.)	\$23.00 for single animal or \$46.00 per litter

5-121	Non-resident owner release of adoptable animal to Animal Shelter	\$46.00 for single animal or \$92.00 per litter
5-121	Euthanization (Resident and Non-Resident)	\$132.25
5-121	Municipal Re-homing Contract	\$52.90

(Resolution 97-89, Amended, 07/22/1997) (04-125, Amended, 10/12/2004; 02-117, Amended, 07/23/2002; 01-24, Amended, 02/27/2001; Res. 2007-108, Amended, 08/15/2007; Res. 2007-015, Amended, 03/15/2007; Res. No. 11-81, 9-13-2011; Res. No. 13-78, § 1, 12-10-2013; Res. No. 16-25, § 1(Exh. A), 3-22-2016; Res. No. 22-93, § 1(Exh. A), 6-14-2022; Res. No. 24-27, § 1, 2-13-2024)

Article A-5-3 Rabies quarantine.

5-302	Animal shelter quarantine fees, daily	\$34.50
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(Res. No. 11-81, 9-13-2011; Res. No. 22-93, § 1(Exh. A), 6-14-2022)

Article A-5-4 Licenses and permits for kennels, keeping large/small animals.

5-401	Kennel license, annual, each	\$115.00
5-407	Permit for keeping small animals	17.25
5-407	Permit for keeping large animals	17.25
5-415	Bee keeping license, annual	5.75

(Resolution 97-89, Amended, 07/22/1997; Res. No. 22-93, § 1(Exh. A), 6-14-2022)

Article A-5-5 Licensing of dogs and cats.

5-501	Class A License for each dog or cat, lifetime, or change in ownership	\$11.50
	Class A License annual validation and renewal fee (with proof of current rabies vaccination)	5.75
	Class B License for each dog or cat, annual, or change in ownership	57.50
5-501	Special Handler's license (Altered or Unaltered animals) for each dog or cat over three or under eight, each dog or cat, annual, in addition to each dog or cat license issued for lifetime or change of ownership	28.75 per animal
5-501	Reissue of Lost/Destroyed Tag	2.30
5-502	Class A License for each dog or cat, lifetime, or change in ownership for residents who are sixty-two (62) years of age or older	0.00

(Resolution 97-89, Amended, 07/22/1997) (02-117, Amended, 07/23/2002; 01-24, Amended, 02/27/2001; Res. 2007-015, Amended, 03/15/2007; Res. No. 16-25, § 1(Exh. A), 3-22-2016; Res. No. 22-93, § 1(Exh. A), 6-14-2022)

The Lawton Animal Welfare Department receives approximately 400–500 animals each month. Many arrive without current rabies vaccinations, microchips, or spay/neuter procedures, contributing to public health concerns and the continued overpopulation of unwanted and stray animals.

Currently, animals may be released to owners based on a deposit and a promise to obtain these services after release. However, cost frequently prevents owners from following through, leaving animals unvaccinated and unaltered.

Appendix A – Fees and Charges, Chapter A-5, Article A-5 – Redemption of Impounded Animals currently does not establish fees for these services when an animal is claimed from the shelter.

Staff requests that the Fee Committee recommend that the City Council amend the fee schedule, Appendix A – Fees and Charges, Chapter A-5, Article A-5 – Redemption of Impounded Animals, to establish the following fees for applicable animals claimed from the Lawton Animal Shelter:

- Rabies vaccination – \$20
- Microchip – \$20
- Spay/Neuter – \$50

Establishing these fees will allow the services to be provided through the shelter at the time of redemption, reduce reliance on voluntary follow-through, improve rabies compliance and animal identification, and help prevent unwanted litters and further animal overpopulation.

Item Title:

Discuss proposed usage and rental fees for the Carnegie Library Town Hall and make a recommendation to City Council.

Initiator: Jason Poudrier, Arts & Humanities - Administrator

Information Source: Jason Poudrier, Arts & Humanities - Administrator

Background:

Proposed rental rates and associated usage fees have been developed for the Carnegie Library Town Hall. The proposed fee structure establishes three rental classifications based on the type of organization or event and includes rates for daily and hourly rentals, events with no admission or donations, concessions, and certain extended-use rentals. Additional charges are also proposed for services such as maintenance staff, technical support, security, and other event-related needs.

The proposed fees are intended to establish a consistent rate structure for use of the facility while accounting for the different types of organizations and activities that may utilize the Carnegie Library Town Hall. The Council Fee Committee is being asked to review the proposed rates and associated fees and make a recommendation to City Council.

Correlation to the True North Statement:

Community of Choice Where Families Thrive

Exhibit:

Proposed Rental Rates for Carnegie Library Town Hall

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Recommend approval of the proposed fees for Carnegie Library Town Hall to the City Council.

ATTACHMENTS:

1. PROPOSED CLTH Usage Fees

Carnegie Library Town Hall

PO Box 522, Lawton, OK 73502

801 NW Ferris Ave., Lawton, OK 73507

Phone: 580-581-3472

swokarts.com

Rental Rates & Information

All lessees are required to pay the following rental fees and additional support fees to include a \$20 hour maintenance staff fee.

Rental Class 1

Event, engagement, gathering brought in by an out of town promoter, individual, firm, corporation or similar sponsor when the event is for the direct benefit of the sponsor.

Day* 1 Rental (Main Floor- 3 rooms)	\$275.00
Day* 2 Rental (Main Floor- 3 rooms)	\$175.00
Hourly***	\$75.00
No admission or donations	\$200.00
Concession fee	\$100.00

Rental Class 2

Event, engagement, gathering brought in by an in by a local (within Comanche County) promoter, individual, firm, corporation or similar sponsor and the event is for the direct benefit of the sponsor. Event for private profit.

Day* 1 Rental (Main Floor- 3 rooms)	\$200.00
Day* 2 Rental (Main Floor- 3 rooms)	\$100.00
Hourly***	\$50.00
No admission or donations	\$75.00
Concession fee	\$100.00

Rental Class 3

- A. Event, engagement, gathering brought in by local (within Comanche County) civic clubs, service organizations, churches, local non-profits or educational units where all proceeds are to be donated to charitable or welfare work, or to be used for the general betterment of the community.
- B. Event, engagement, gathering produced by and with local (within Comanche County)
- C. B. Event, engagement, gathering produced or presented by a local (within Comanche County) certified non-profit organization that exists for the sole purpose of enhancing the cultural essence of the community

Day* 1 Rental (Main Floor- 3 rooms)	\$75.00
Day* 2 Rental (Main Floor- 3 rooms)	\$50.00
Hourly***	\$10.00
No admission or donations	\$25.00
Full Week** Day Rate(MainFloor - 1 Rm)	\$20.00
Full Week**1/2Day Rate(MainFloor-1 Rm)	\$10.00
Concession fee	\$50.00

*A Day Rental is defined as usage of Town Hall from 8:00AM-10:00PM

**Full Week rental rates are defined as Monday-Friday, during the hours of 8:00AM-10:00PM. Room Selection is subject to availability, and full exclusivity of room cannot be guaranteed for duration of event.

***Hourly rate will be charged in increments of full hours for any hours outside of defined hours.

Maintenance Staff: Maintenance Staff, to be provided by the AUTHORITY, must be on duty any time the auditorium is in use. The LESSEE shall pay \$20.00 per hour (minimum of two hours) for this service. Maintenance Staff is required to be on duty one hour prior to any scheduled in-time and to remain on duty until the building is empty and secured.

Tech Support: There are three levels of tech support: \$50 per hour per man for high-level tech support; \$35 per hour per man for medium-level tech support; and \$25 per hour per man for low-level tech support. The level of required tech support will be determined based on the information provided on the Technical Requirement Sheet and Master Schedule.

Installation Material: Production may incur charge for consumable items used for their performance

Payment: Lessee agrees to pay for the balance of rental and services rendered before vacating the premises on the date of the event. A 3.5% surcharge will be added to the invoice for credit card payment.

Security: Security guards are recommended, and the AUTHORITY will provide them at the rate that the security company charges (currently \$27/hour per guard). Auditorium staff will determine the number of security guards hired within its sole discretion. At times the Homeland Security alert status will create the need for additional security.

Food and Beverages: No outside food or beverages can be sold without prior written approval from Auditorium staff. No alcoholic beverages or low point beer shall be allowed on the premises without all required licenses and permits as well as the prior approval of the AUTHORITY and the appropriate City and State Officials.

Lessee Concessions: LESSEE may operate other concessions after receiving written permission from the Auditorium Coordinator and paying a concession fee of \$100 or \$50 per concession (see rental rate sheet page 1).

Smoking: Smoking is not permitted anywhere in the auditorium or within twenty-five (25) feet of any exit or entrance to the facility.

Copyright Laws: LESSEE agrees to abide by all copyright laws. Cameras, audio, or video recording devices will not be permitted in the auditorium unless the LESSEE has authorized their use in writing during the rental period.

Compliance with Laws: LESSEE shall comply with all statutes, ordinances, rules, and regulations applicable to its use of the auditorium facility.

Fire Exits: LESSEE shall keep all fire exits unlocked and open during the time that public is permitted in the building.

Damages: LESSEE shall be responsible for all damages to the lease premises except usual wear and tear occasioned by careful use of the facilities. The Auditorium Administrator will notify Lessee of the amount of damages and the Lessee agrees to make full restitution within 15 days.

Insurance: LESSEE shall obtain a policy of public liability insurance with limits as set forth in the Oklahoma Governmental Torts Claims Act (Title 51, Okla. Stat., Section 154) as follows:

- (a) Twenty-five Thousand Dollars (\$25,000) for any claim or to any claimant who has more than one claim for loss of property arising out of a single act, accident, or occurrence.
- (b) One Hundred Twenty-five Thousand Dollars (\$125,000) to any claimant for a claim for any other loss arising out of a single act, accident, or occurrence; and
- (c) One Million Dollars (\$1,000,000) for any number of claims arising out of a single occurrence or accident.

The policy shall list the City of Lawton and the McMahon Auditorium Authority as co-insured. The LESSEE shall maintain such insurance throughout the term of this agreement. A copy of the certificate of insurance shall be submitted to the auditorium staff at least two weeks prior to the event and kept on file until said event is concluded.

Termination: Notwithstanding anything contained in the contract the AUTHORITY (or their duly appointed representative) shall have the right to terminate, at any time, any lease agreement for the rental of the auditorium or any portion thereof with or without cause. LESSEE agrees that the McMahon Auditorium Authority, the City of Lawton, Oklahoma, or their officials, employees, agents, and servants shall not be liable for any loss or damages of any kind or nature on account of such termination.

Reschedule: The LESSEE agrees that the determination of whether an event requires or is eligible to be rescheduled is within the sole discretion of the AUTHORITY (or their duly appointed representative). Rescheduled events must be scheduled at a date and time agreed upon by the AUTHORITY (or their duly appointed representative). Events that cannot be rescheduled shall entitle the LESSEE to a refund of the deposit as provided below. LESSEE agrees that the McMahon Auditorium Authority, the City of Lawton, Oklahoma, or their officials, employees, agents and servants shall not be liable for any loss or damages of any kind or nature on account of rescheduling an event or the inability to do so.

Refunds: Refunds of the deposit of Lessee will be permitted only under the following circumstances:

(a) Where the lease agreement is terminated by the Lessor without cause and the event is not rescheduled.

(b) Where the use and/or occupancy is prevented by damage to the auditorium; or

(c) Where Homeland Security alert status or other circumstances beyond the control of the AUTHORITY requires an event to be cancelled.

Taxes: LESSEE shall be solely responsible for the payment of all taxes, assessments, excises, levies, license and permit fees and other government charges due or to become due by reason of the LESSEE's rental of the auditorium and/or the event or activities to be held therein. All such payments shall be made directly to the taxing or governmental authority on or before the date(s) they are due.