

AGENDA
REGULAR MEETING
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY NOVEMBER 8, 2023– 3:00 P.M.

MEETING CALLED TO ORDER

ROLL CALL

STATEMENT OF COMPLIANCE WITH OKLAHOMA OPEN MEETING ACT, 25 O.S. 301-314

INTRODUCTION OF GUESTS

1. Reports

- A. 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.
- B. Receive a report from Neighborhood Services regarding monthly updates on departmental activities and take action as deemed necessary.
- C. Consider approving submitted materials for payment.
- D. Consider approving the monthly Treasurer Report.
- E. Receive a report from Children United regarding the accessibility playground in Elmer Thomas Park and take action as deemed necessary.
- F. Receive a report from Parks and Recreation regarding departmental projects and monthly updates and take action as deemed necessary.
- G. Receive a report from the Planning Department regarding ongoing LETA projects and take action as deemed necessary.
- H. Receive Monthly Ward Updates from Trustees and take action as deemed necessary.
- I. Receive a report from the Communications and Marketing Department regarding LETA's social media accounts and publicity projects, provide direction to staff on said projects and take action as deemed necessary.

2. Business

- A. Consider approving the October 16, 2023 meeting minutes.
- B. Discuss the status of the Veteran Sidewalk Project and consider entering into an agreement with Polar Engraving regarding their Free Donor Website services.
- C. Consider designating remaining project funds of \$1,432.02 originally restricted for the Downtown Park that are released as of August 25, 2023, by Janice Bell, the sole contributor to this former project.
- D. Review Yard of the Month nominations for the month of October 2023, and vote on a winner.

3. 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."

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
MONDAY OCTOBER 16, 2023– 3:00 P.M.
SPECIAL MEETING

Chairman Burk called the meeting to order at 3:00 P.M. in the 3rd floor conference room of City Hall. Notice of meeting and agenda were posted on the City Hall Notice Board as required by law.

ROLL CALL

PRESENT: Jay Burk, Dwight Tanner, Addie Smith, Ted Symuleski, Mary Ann Hankins, Charles Owens

ABSENT: Katy Jackson-Seeley (excused), Barry Ezerski (excused)

OTHERS PRESENT: Charlotte Brown, LETA Executive Director; Gregory Gibson, City Attorney's Office; Jonathan Jernigan, Neighborhood Services; Susan Schlecht, Finance; Tammy Branstetter, City Clerk's Office; Dennis Tote, Bedrock Nursery; Nathan Rusche, Celebration Lighting; John Michael Montgomery, Chamber of Commerce; Max Sasseen, Children United; Jeanette Klein, Children United

INTRODUCTION OF GUESTS

None

BUSINESS ITEMS:

1. Reports

- A. Receive a report from Dennis Tote with Bedrock Nursery regarding current landscaping and irrigation projects, provide direction to Mr. Tote on current projects and take action as deemed necessary.

Totte said they've begun doing their fall color change. They will be completely done with this in about a week. Tote said over the weekend his staff worked on two medians on Gore Boulevard and two medians on Sheridan Road. He said 2nd Street was completed last week, and 11th and Gore will be completed tomorrow.

Totte presented a quote regarding the tulip bulbs and daffodils that get planted annually on December 1st. Tote said the price is the same as it was last year. He asked if the Authority would like to do this again this year.

Chairman Burk and Hankins said they'd like to proceed with planting the bulbs this year.

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Motion by Symuleski, Second by Hankins, to approve an expenditure of \$9,850.00 to Bedrock Nursey for planting tulip and daffodil bulbs. **AYE:** Burk, Smith, Tanner, Symuleski, Hankins, Owens. **NAY:** None. ***MOTION PASSED.***

- B. Receive a report from Neighborhood Services regarding monthly updates on departmental activities and take action as deemed necessary.

Jernigan said his staff sent over 939 administrative letters and general violation letters for the month of September. He said 754 of these letters were administrative letters, and 300 of these administrative letters turned into work orders.

Jernigan said there are currently 511 work orders pending completion.

Jernigan said four houses on the D & D list were demolished in September, bringing the total year to date number of D & D houses that have been demolished to 33. Jernigan said his staff will be presenting additional potential D & D properties to City Council for consideration on November 7th.

Burk noted that he saw a tree limb on the south side of Gore Boulevard near the Chamber of Commerce. He asked that staff have this removed.

Jernigan said he will send his staff to have this picked up.

No action was taken on this item.

- C. Consider approving submitted materials for payment.

This item was considered later in the meeting.

- D. Consider approving the monthly Treasurer Report.

Schlecht presented the monthly Treasurer Report, which includes the following documents: the Balance Sheet for July and August 2023, the Income and Expense Tracker through September 31, 2023, and the LETA Projects Pending Report. This Report is available in the City Clerk's office upon request.

Schlecht noted that she has received a release of the restricted funds by Janice Bell for the playground in the park in the amount of \$1,432.00. Ms. Bell expressed that she would like these funds to towards another park project. Schlecht said the Authority would have to vote on what project to divert these funds towards.

Chairman Burk said he'd like to see these funds go towards the advancement of Shepler Park.

Schlecht said she will place an item on the agenda for the next meeting to have the Authority select a project to assign these funds towards.

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Motion by Tanner, Second by Symuleski, to approve the monthly Treasurer's Report as presented by Schlecht. **AYE:** Burk, Smith, Tanner, Symuleski, Hankins, Owens. **NAY:** None. **MOTION PASSED.**

Agenda item 2B was considered next.

B. Discuss the proposed budget for FY 2023-2024 and take action as deemed necessary.

Slecht provided additional information regarding the proposed budget for FY 2023-2024. A copy of the budget was provided at the meeting, and a copy can be obtained from the City Clerk's office upon request.

Motion by Tanner, Second by Hankins, to approve the proposed budget for FY 2023-2024. **AYE:** Burk, Smith, Tanner, Symuleski, Hankins, Owens. **NAY:** None. **MOTION PASSED.**

E. Receive a report from the Cultural Preservation Committee and take action as deemed necessary.

No report was given at this time.

F. Receive a report from Children United regarding the accessibility playground in Elmer Thomas Park and take action as deemed necessary.

Klein said the Dancing for Children United event will be held this Saturday. So far, they have received \$31,500 in sponsorship, and a total of 17 tables have been reserved for this event. Klein noted that there will be both live and silent auctions held during the event. They will also set up a booth in the lobby for the fence picket fundraiser. Approximately \$11,000 has been raised from the fence picket fundraiser thus far.

Sasseen said the largest playground expense has been for site and infrastructure preparation. He noted that other than a 35-foot opening on the west end of the playground, all the concrete has been poured and is in place.

Sasseen thanked City staff for their collaboration in designing and building the sidewalk and parking lot area by the playground.

Sasseen said all the playground equipment has been delivered and is currently being stored in the armory building next to Elmer Thomas Park.

Sasseen noted that the poured-in-place rubber installation will be pricey. He said it's likely Children United will be requesting further financial assistance from both the City of Lawton and the McMahon Foundation soon. Sasseen expressed that he would like to secure funding for the rubber flooring installation before installing the playground equipment. He noted that a foot of rock will be laid down underneath the rubber flooring.

Chairman Burk thanked Sasseen for all his hard work with the playground construction process.

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Klein said \$650,000 have been raised for the playground since 2019.

Symuleski inquired about the maintenance of the rubber flooring.

Sasseen said it will come with a warranty, but it is his recommendation the City's Park and Recreation Department establish some sort of sinking fund to cover the cost of necessary ongoing future park maintenance. He noted that the rubber flooring will be sealed, but it's likely it will need to be resealed in the future.

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

Brown said the City has recently hired a new Parks & Recreation Director – Larry Parks.

No report was given at this time.

Tanner noted that there is a large oak tree by the McMahon Auditorium that has overgrown branches that appear to be scratching the roof of the building.

Sasseen said it's likely this tree will be removed once renovations begin. He also noted that the McMahon Auditorium Authority has secured a McMahon Foundation grant to replace the marquee in front of the Auditorium with a newer electronic message center.

- C. Consider approving submitted materials for payment.

Schlecht presented the following invoices for the time period of July 1 – October 11, 2023:

{SEE NEXT PAGE}

VENDOR NAME	ACCOUNT DESC	YE	PL	ST	AMOUN	CHECK NO	INVOICE	FULL DESC	INVOICE DA
BEDROCK NURSERY	Repair, Maintnce & Replanti	2024	1	P	197.00	2969	3276	2ND STREET GENERAL MAINTENAN	6/27/2023
SUPPLYONE	LETA Grants	2024	1	P	380.00	2974	1484759	CULTRURAL PRESERVATION	6/27/2023
DANNY COX	LETA FREEDOM FESTIVAL	2024	1	P	600.00	2976	2	(9TH ANNUAL) PERFORMER	7/17/2023
KAT PRATT BAND LLC	LETA FREEDOM FESTIVAL	2024	1	P	1,500.00	2977	1	(9TH ANNUAL) PERFORMER	7/17/2023
COMANCHE LUMBER C	LETA FREEDOM FESTIVAL	2024	1	P	218.25	2975	2144555856365666469	(9TH ANNUAL) SOAP BOX DERBY SU	6/16/2023
COMANCHE LUMBER C	LETA FREEDOM FESTIVAL	2024	1	P	6.60	2970	K22059	9th Annual, Buckets for Tent stakes	6/26/2023
COMANCHE LUMBER C	LETA FREEDOM FESTIVAL	2024	1	P	62.98	2970	K22230	9th Annual, Buckets for Tent stakes	6/28/2023
COMANCHE LUMBER C	LETA FREEDOM FESTIVAL	2024	1	P	81.18	2970	K22440	9th Annual, Buckets for Tent stakes	6/30/2023
FRIENDS OF THE UBRA	LETA FREEDOM FESTIVAL	2024	1	P	75.00	2971	202316	9the Annual, Laminated & Printed :	6/29/2023
JOURNEY PRODUCTIOI	LETA FREEDOM FESTIVAL	2024	1	P	1,925.25	2973	23-134	9th Annual, Rental Tent/Air Unit	7/5/2023
JOURNEY PRODUCTIOI	LETA FREEDOM FESTIVAL	2024	1	P	1,838.00	2973	23-155	9th Annual, Rental Tent/Air Unit	7/5/2023
JOURNEY PRODUCTIOI	LETA FREEDOM FESTIVAL	2024	1	P	1,417.00	2973	23-156	9th Annual, Rental Tent/Air Unit	7/5/2023
HERC RENTALS INC	LETA FREEDOM FESTIVAL	2024	1	P	2,590.32	2972	33840198-001	9th Annual, Equip/Light Rental	7/3/2023
HERC RENTALS INC	LETA FREEDOM FESTIVAL	2024	1	P	389.43	2972	33844136-001	9th Annual, Equip/Light Rental	7/3/2023
MIKAYLA C HANKINS	LETA FREEDOM FESTIVAL	2024	1	P	675.00	2966	041223FF23PP-2	9th Annual 070123 Performance	4/12/2023
LATIMER CONSTRUCTI	CHILDREN UNITED	2024	1	P	1,200.00	2982	18410	Playground Dirtwork	7/27/2023
WELLS CONSTRUCTION	CHILDREN UNITED	2024	1	P	19,500.00	2978	070123	(CU) RETENTION WALL/GALVANIZEI	7/12/2023
WELLS CONSTRUCTION	CHILDREN UNITED	2024	1	P	7,250.00	2983	070223	Install hydrant, spread dirt	7/24/2023
WELLS CONSTRUCTION	CHILDREN UNITED	2024	1	P	17,600.00	2967	10366	(CU) Dirt/French Drain/Demo Sidev	6/19/2023
ARTHUR PAMPLIN	LETA Grants	2024	2	P	843.98	2985	10	(CP) Crate & Crate Materials	8/13/2023
ARTHUR PAMPLIN	LETA Grants	2024	2	P	2,163.00	2979	5	Cultural Preservation	7/26/2023
WOODY WILLIAMS	Local Grant Expense	2024	2	P	26,312.50	2984	LETA/7-10-23	ETP - Goldstar Family Memorial	7/10/2023
HOLIDAY IN THE PARK	H/M HOLIDAY IN THE PARK	2024	2	P	11,863.00	2990	2021 HIP/Final	HIP June23 Final Pymt	8/21/2023
ROBERT WEST	LETA FREEDOM FESTIVAL	2024	2	P	120.00	2992	5	9th Annual Clean-up Crew	7/27/2023
BRODERICK JACKSON	LETA FREEDOM FESTIVAL	2024	2	P	960.00	2986	3	9th Annual Clean-up Crew	7/27/2023
GAVIN TAYLOR	LETA FREEDOM FESTIVAL	2024	2	P	600.00	2989	7	9th Annual Entertainment	7/27/2023
LENNON BILLINGS	LETA FREEDOM FESTIVAL	2024	2	P	600.00	2991	6	9the Annual Entertainment	7/27/2023
SHALYN BOWLES	LETA FREEDOM FESTIVAL	2024	2	P	330.00	2994	4	9th Annual Tech Support	8/23/2023
STAVIS MORMAN	LETA FREEDOM FESTIVAL	2024	2	P	320.00	2995	8	9th Annual Grounds/Stage Set-up	7/27/2023
KALVIN COOK	LETA FREEDOM FESTIVAL	2024	2	P	500.00	2981	KOWBOY KAL/7-4-23	9th Annual, Freedom Festival, Cow	7/3/2023
COMANCHE LUMBER C	LETA FREEDOM FESTIVAL	2024	2	P	23.10	2987	K22630	9th Annual Bucket Lids	7/5/2023
GRAY MEDIA GROUP II	LETA FREEDOM FESTIVAL	2024	2	P	1,556.44	2980	3048682-1	9th Annual, Advertising Festival	6/30/2023
ROONEY LLC	LETA FREEDOM FESTIVAL	2024	2	P	1,200.00	2993	14541	9th Annual Electric Services	7/1/2023
FORT SILL MWR FUND	LETA FREEDOM FESTIVAL	2024	2	P	2,500.00	2988	001	9th Annual Bounce Houses	7/3/2023
KEEP OKLAHOMA BEA	Dues and Memberships	2024	3	P	200.00	2997	2158	FY24 Annual Dues	7/2/2023
WELLS CONSTRUCTION	LETA Grants	2024	3	P	11,728.46	2996	090123	(CU) Poured & Prepared 4 light basi	9/1/2023
WELLS CONSTRUCTION	LETA Grants	2024	3	P	13,453.00	2996	090223	(CU) Trenched, Installed 4 pedestal	9/2/2023
SAMS'S EAST INC	LETA Grants	2024	3	P	386.92	100106083	3088823983	COL BIRTHDAY FOOD FOR GUESTS	8/2/2023
SAMS'S EAST INC	LETA Grants	2024	3	P	429.23	100106084	461767	COL BIRTHDAY FOOD FOR GUESTS	8/2/2023
WELLS CONSTRUCTION	Local Grant Expense	2024	3	P	17,503.75	2996	080223	(CU) Poured & Prepared 4 light basi	8/17/2023
WELLS CONSTRUCTION	Local Grant Expense	2024	3	P	11,838.72	2996	080323	(CU) Poured & Prepared 4 light basi	8/18/2023
WELLS CONSTRUCTION	Local Grant Expense	2024	3	P	12,791.00	2996	080423	(CU) Poured & Prepared 4 light basi	8/30/2023
WELLS CONSTRUCTION	Local Grant Expense	2024	3	P	7,959.54	2996	090123	(CU) Poured & Prepared 4 light basi	9/1/2023
WELLS CONSTRUCTION	CHILDREN UNITED	2024	3	P	9,682.00	2998	070323	Poured Landing Area	7/25/2023
					193,370.65				

Motion by Symuleski, Second by Hankins, to approve the submitted materials for payment as presented. AYE: Hankins, Burk, Smith, Tanner, Owens, Symuleski. NAY: None. MOTION PASSED.

H. Receive a report from the Planning Department regarding ongoing LETA projects and take action as deemed necessary.

Brown said unfortunately, the City did not make it as a Keep Oklahoma Beautiful finalist this year. However, Brown asked if the Authority would still like to send a LETA representative to the banquet.

Chairman Burk said he would like the Authority to be represented if someone is willing to go.

Brown said she would like to attend.

Chairman Burk said he is fine with Brown attending the event.

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- I. Receive Monthly Ward Updates from Trustees and take action as deemed necessary.

Hankins said the owners of 3301 NW Atlanta Avenue do a wonderful job with their yard. She said she's considered approaching the homeowner about serving on the Authority, but she recently had surgery and may not be ready for the commitment.

Brown said staff will go by and take pictures of this yard.

- J. Receive a report from the Communications and Marketing Department regarding LETA's social media accounts and publicity projects, provide direction to staff on said projects and take action as deemed necessary.

No report was given at this time.

2. Business

- A. Consider approving the July 12, 2023 meeting minutes.

Motion by Smith, Second by Symuleski, to approve the minutes of the July 12, 2023 meeting.

AYE: Hankins, Burk, Smith, Tanner, Owens, Symuleski. **NAY:** None. **MOTION PASSED.**

- B. Discuss the proposed budget for FY 2023-2024 and take action as deemed necessary.

This item was discussed earlier in the meeting.

- C. Receive a presentation from Celebration Lighting regarding lighting to be placed at City Hall and consider approving a quote in the amount of \$33,260.50.

Nathan Rusche, Celebration Lighting, gave a presentation regarding lighting to be placed at City Hall. A copy of this presentation is available in the City Clerk's office upon request.

Tanner inquired about the life expectancy of the lights.

Rusche said the lights have a life expectancy of 50,000 hours.

Chairman Burk said this design is completely different from what the Authority has previously discussed regarding dome lighting at City Hall. He said he's not sure that this is the product the Authority is looking for. While this product may look good on buildings downtown, it would not be appropriate for lighting the dome at City Hall.

No action was taken on this item.

- D. Consider approving a funding request from the Chamber of Commerce in the amount of \$92,395.00 to purchase additional displays for Holiday in the Park.

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John Michael Montgomery, Chamber of Commerce, gave a presentation regarding a Chamber of Commerce funding request in the amount of \$92,395.00 to purchase additional displays for Holiday in the Park. A copy of this presentation is available in the City Clerk's office upon request.

Montgomery said Holiday in the Park will be offering train rides this season. An electric train with the capacity to carry approximately 20 people has been donated to Holiday in the Park by the McMahon Foundation. He said the train will be delivered soon.

Montgomery noted that they're trying to incorporate 3 dimensional displays to encourage more foot traffic.

Chairman Burk said the Authority could probably afford to front half of this request now. He asked that receipts be submitted to claim reimbursement from hotel motel funds for the remaining half.

Motion by Tanner, Second by Hankins, to approve the funding request by loaning \$50,000 to Holiday in the Park now, and reimbursing the remaining \$42,395.00 with hotel motel funds as they become available. **AYE:** Hankins, Burk, Smith, Tanner, Owens, Symuleski. **NAY:** None. **MOTION PASSED.**

- E. Consider approving a Limited Services Agreement between LETA and the City of Lawton for FY 2023-2024.

A copy of this Agreement was emailed to Authority members, and a copy of the Agreement may be obtained from the City Clerk's Office upon request.

Chairman Burk asked if the Agreement is the same as it was last fiscal year.

Brown said the only thing that's been added to the Agreement is language surrounding the \$75,000 in funding approved by the City Council for improvements at Elmer Thomas Park.

Motion by Smith, Second by Symuleski, to approve the Limited Services Agreement between LETA and the City of Lawton for FY 2023-2024. **AYE:** Hankins, Burk, Smith, Tanner, Owens, Symuleski. **NAY:** None. **MOTION PASSED.**

- F. Consider approving a Children United invoice from Play & Park Structures in the amount of \$250,822.03 for various playground equipment to be installed at the playground in Elmer Thomas Park.

Sasseen said the \$115,000 installation fee need not be paid now. This portion can be paid once they are ready to install the equipment.

Motion by Symuleski, Second by Hankins, to approve an immediate payment of \$135,822.03 to Play & Park Structures for equipment to be installed at the park, and approve a future payment in

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the amount of \$115,000 once the playground equipment is ready to be installed. **AYE:** Hankins, Burk, Smith, Tanner, Owens, Symuleski. **NAY:** None. **MOTION PASSED.**

- G. Consider a proposal from Sounds Impossible and Pat Rooney Electric in the amount of \$59,670.00 for dome lighting replacement at City Hall and take action as deemed necessary.

Chairman Burk said he worked with Max Sasseen in securing this quote.

Sasseen provided additional information regarding the proposed lighting system.

Hankins said this seems to be what the Authority was envisioning for the dome.

Chairman Burk noted that the Authority currently has \$120,000 set aside in their budget for the dome lighting project. If the Authority were to accept this proposal, the remaining funds could be used towards other projects.

Motion by Owens, Second by Tanner, to approve an expenditure of \$59,670.00 to Sounds Impossible and Pat Rooney Electric for dome lighting replacement at City Hall. **AYE:** Hankins, Burk, Smith, Tanner, Owens, Symuleski. **NAY:** None. **MOTION PASSED.**

Chairman Burk said a lighting ceremony will likely be arranged once this work is completed.

- H. Consider a proposal from Sounds Impossible and Wells Construction in the amount of \$42,201.73 for new lighting to be installed at the Children United playground in Elmer Thomas Park and take action as deemed necessary.

Chairman Burk said this lighting would match the lighting at the existing playground in Elmer Thomas Park. He said this would be paid for with funds left over from the dome lighting project.

Hankins noted that several of the existing solar lighting bollards are either damaged or not working. She asked that staff look into getting these repaired. This creates a safety hazard for those who may wish to walk the track at night.

Brown said she will get with the Parks and Recreation Department about this.

Chairman Burk said he would also like to see the bollard lighting be extended along the pathway leading to the anchor.

Chairman Burk noted that the landscaping at Elmer Thomas Park has been looking poor lately, and the fountain light is still not lighting up at night. He asked that the Parks and Recreation Department dedicate more time towards maintenance for this park.

Hankins asked which ward Elmer Thomas Park is in.

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Tanner said the park is in Ward 2, represented by Councilman Harris. He recommended the Authority consider having the fountain light examined by an electrician.

Brown said she believes the City has a contract with an electrician, but she's not sure who the electrician is.

Motion by Symuleski, Second by Hankins, to approve an expenditure of \$42,201.73 to Sounds Impossible and Wells Construction for new lighting to be installed at the Children United playground in Elmer Thomas Park. **AYE:** Hankins, Burk, Smith, Tanner, Owens, Symuleski. **NAY:** None. **MOTION PASSED.**

- I. Review Yard of the Month nominations for the month of September 2023, and vote on a winner.

Caitlin Gatlin, Marketing and Communications, was unable to attend the meeting.

Chairman Burk suggested the Authority deem the yard that received the most votes on the website as the September Yard of the Month winner.

Motion by Tanner, Second by Hankins, to deem the yard that received the most votes on the website as the September Yard of the Month winner. **AYE:** Hankins, Burk, Smith, Tanner, Owens, Symuleski. **NAY:** None. **MOTION PASSED.**

- J. Discuss the categories and prizes for Holiday Yard of the Month and take action as deemed necessary.

Branstetter said Caitlin Gatlin has asked how the Authority would like to handle the upcoming Holiday Yard of the Month contests. Last year, the winners were awarded a \$100 gift card to Ace Hardware in lieu of a Bedrock gift card.

Brown noted that three Holiday Yard of the Month awards were given last year – one for Halloween and two for Christmas.

Chairman Burk said he is comfortable with what the Authority did last year.

Motion by Tanner, Second by Hankins, to approve an expenditure of \$300 with Ace Hardware for gift cards to be awarded to the Holiday Yard of the Month winners. **AYE:** Hankins, Burk, Smith, Tanner, Owens, Symuleski. **NAY:** None. **MOTION PASSED.**

- K. Accept nominations for Secretary and take action as deemed necessary.

Brown noted that Kerry Sweeney was previously serving as Secretary before stepping down from her service as an Authority member.

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Motion by Tanner, **Second** by Owens, to nominate Ted Symuleski to serve as Secretary for the Lawton Enhancement Trust Authority. **AYE:** Hankins, Burk, Smith, Tanner, Owens, Symuleski. **NAY:** None. ***MOTION PASSED.***

L. Consider approving the Annual Meeting Notice for 2024.

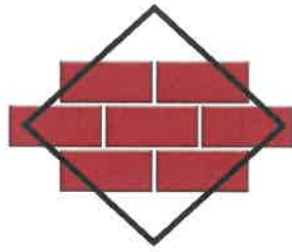
Authority members were provided a copy of the proposed Annual Meeting Notice for 2024, and a copy of this notice may be obtained from the City Clerk's office upon request.

Motion by Tanner, **Second** by Owens, to approve the Annual Meeting Notice for 2024. **AYE:** Hankins, Burk, Smith, Tanner, Owens, Symuleski. **NAY:** None. ***MOTION PASSED.***

3. Adjournment

There being no further business, the meeting adjourned at 4:32 p.m.

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POLAR ENGRAVING BRICK AND TILE ENGRAVERS

Site Terms and Conditions of Use

1. USER'S ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS

Polar Engraving ("Us" or "We") provides the <https://polarengraving.com> site and various related services (collectively, the "site") to you, the user, subject to your compliance with all the terms, conditions, and notices contained or referenced herein (the "Terms of Use"), as well as any other written agreement between us and you. In addition, when using particular services or materials on this site, users shall be subject to any posted rules applicable to such services or materials that may contain terms and conditions in addition to those in these Terms of Use. All such guidelines or rules are hereby incorporated by reference into these Terms of Use.

BY USING THIS SITE, YOU AGREE TO BE BOUND BY THESE TERMS OF USE. IF YOU DO NOT WISH TO BE BOUND BY THE THESE TERMS OF USE, YOUR REMEDY FOR DISSATISFACTION WITH THIS SITE, OR ANY PRODUCTS, SERVICES, CONTENT, OR OTHER INFORMATION AVAILABLE ON OR THROUGH THIS SITE, IS TO STOP USING THE SITE AND/OR THOSE PARTICULAR PRODUCTS OR SERVICES. YOUR AGREEMENT WITH US REGARDING COMPLIANCE WITH THESE TERMS OF USE BECOMES EFFECTIVE IMMEDIATELY UPON COMMENCEMENT OF YOUR USE OF THIS SITE.

We expressly reserve the right to change these Terms of Use to comply with all applicable laws and technical requirements. You acknowledge and agree that it is your responsibility to review this site and these Terms of Use from time to time and to familiarize yourself with any modifications. Your continued use of this site after such modifications will constitute acknowledgement of the modified Terms of Use and agreement to abide and be bound by the modified Terms of Use.

2. REGISTRATION DATA AND PRIVACY

In order to access some of the services on this site, you will be required to use an account and password that can be obtained by completing our online registration form, which requests certain information and data ("Registration Data") and maintaining and updating your Registration Data as required. By registering, you agree that all information provided in the Registration Data is true and accurate and that you will maintain and update this information as required in order to keep it current, complete, and accurate.

3. DESCRIPTION OF SERVICES

Polar Engraving offers Laser Engraved Bricks and Tiles for any occasion.
Polar Engraving includes, at no additional charge:

- Unlimited support of our marketing specialists available to our clients by phone, chat, and email Monday through Friday from 9 AM to 5 PM EST.
- Free personalized engraved sample.
- Creating of personalized donor website with access to our online ordering system.
- Access to personalized website on all platforms; PC, Mac, iPhone, Android, tablets, etc.
- Creating personalized paper order forms in PDF (brochure).
- Access to all our sales tools and blogs.
- Polar Engraving PowerPoint Presentation.
- Polar Engraving Fundraising Guide.
- Continuous monitoring and maintenance of personalized donor website.

We, at Polar Engraving, are committed to invest at our own risk in your success before your organization collects its first donation.

Therefore, all ongoing online orders placed are considered a sale which must be placed to Polar Engraving within 60 days from each exported excel file, independently of the status of your campaign.

Extensions for invoice payments are possible but must be submitted in writing to info@polarengraving.com. All extensions are at the sole discretion of Polar Engraving.

We reserve the right to either modify or discontinue the site, including any of the site's features, at any time for failure to comply with terms of this agreement.

4. CONDUCT ON SITE

Your use of the site is subject to all applicable laws and regulations, and you are solely responsible for the substance of your communications through the site. By posting information you agree that you will not upload, share, post, or otherwise distribute or facilitate distribution of any content -- including text, communications, images, data, or other information -- that:

- a. is unlawful, threatening, abusive, harassing, defamatory, libelous, deceptive, fraudulent, invasive of another's privacy, tortuous, contains explicit or graphic descriptions or accounts of sexual acts (including but not limited to sexual language of a violent or threatening nature directed at another individual or group of individuals), or violates the terms of this agreement or applicable law.
- b. victimizes, harasses, degrades, or intimidates an individual or group of individuals based on religion, gender, sexual orientation, race, ethnicity, age, or disability.
- c. infringes on any patent, trademark, trade secret, copyright, right of publicity, or other proprietary right of any party.
- d. constitutes unauthorized or unsolicited advertising, junk, or bulk email (also known as "spamming"), chain letters, any other form of unauthorized solicitation, or any form of lottery or gambling.
- e. contains software viruses or any other computer code, files, or programs that are designed or intended to disrupt, damage, or limit the functioning of any software, hardware, or telecommunications

equipment or to damage or obtain unauthorized access to any data or other information of any third party; or

f. impersonates any person or entity, including any of our employees or representatives.

In addition, you may not use your account to breach security of another account or attempt to gain unauthorized access to another network or server. Not all areas of the site may be available to you or other authorized users of the site. You shall not interfere with anyone else's use and enjoyment of the site or other similar services. Users who violate systems or network security may incur criminal or civil liability.

You agree that we may at any time terminate account or other affiliation with our site to you for violating any of the above provisions. In addition, you acknowledge that we will cooperate fully with investigations of violations of systems or network security at other sites, including cooperating with law enforcement authorities in investigating suspected criminal violations.

5. CONFIDENTIALITY

Neither party shall use, copy, adapt, alter or part with possession of any information of the other which is disclosed or otherwise comes into its possession in relation to or while fulfilling the obligations of this Agreement and which is of a confidential nature. Such confidential information includes but is not limited to: Donor information, terms of this Agreement, business records and plans, marketing strategies, financial reports, and other proprietary information. The obligations of this paragraph shall remain in effect until such time all Confidential Information is no longer confidential, as defined above, through no act, breach, or omission of us. Any violation of this provision shall be grounds for immediate termination of this Agreement and shall be subject to all indemnification obligations of us. We shall provide you with information regarding such security measures upon reasonable request and promptly provide you with information regarding any failure of such security measures or any security breach related to Donor information.

6. INTELLECTUAL PROPERTY INFORMATION

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By accepting these Terms of Use, you acknowledge and agree that all content presented to you on this site is protected by copyrights, trademarks, service marks, patents or other proprietary rights and laws, and is the sole property of Polar Engraving and/or its Affiliates. You are only permitted to use the content as expressly authorized by us or the specific content provider. You may not copy, reproduce, modify, republish, upload, post, transmit, or distribute any documents or information from this site in any form or by any means without prior written permission from us or the specific content provider, and you are solely responsible for obtaining permission before reusing any copyrighted material that is available on this site.

YOU MAY NOT USE THIS SITE AND ITS FUNCTIONALITIES (LIKE THE EXCEL SPREADSHEET) TO PLACE ENGRAVED BRICK ORDERS WITH ANY OTHER PARTY THAN POLAR ENGRAVING.

All custom graphics, icons, logos, and service names are registered trademarks, trademarks or service marks of Polar Engraving or its Affiliates. All other trademarks or service marks are property of their respective owners. Nothing in these Terms of Use grants you any right to use any trademark, service mark, logo, and/or the name of Polar Engraving or its Affiliates

Designated Agent for Claimed Infringement:

Contact: **Polar Engraving**

Address: **6166 Taylor Rd. #105 Naples FL 34109**

Phone: **239-597-8005**

You acknowledge and agree that upon receipt of a notice of a claim of copyright infringement, we may immediately remove the identified materials from our site without liability to you or any other party and that the claims of the complaining party and the party that originally posted the materials will be referred to the United States Copyright Office for adjudication as provided in the Digital Millennium Copyright Act.

7. DISCLAIMER OF WARRANTIES

WE MAKE NO WARRANTY REGARDING ANY TRANSACTIONS EXECUTED THROUGH, OR IN CONNECTION WITH YOUR WEBSITE, AND YOU UNDERSTAND AND AGREE THAT SUCH TRANSACTIONS ARE CONDUCTED ENTIRELY AT YOUR OWN RISK. ANY WARRANTY THAT IS PROVIDED IN CONNECTION WITH ANY PRODUCTS, SERVICES, MATERIALS, OR INFORMATION AVAILABLE ON OR THROUGH THIS SITE FROM A THIRD PARTY (PAYPAL) IS PROVIDED SOLELY BY SUCH THIRD PARTY, AND NOT BY US OR ANY OTHER OF OUR AFFILIATES.

You understand and agree that temporary technical interruptions of the services available through this site may occur as normal events. You further understand and agree that we have no control over third party networks you may access in the course of the use of this site, and therefore, delays and disruption of other network transmissions are completely beyond our control.

You understand and agree that the services available on this site are provided and that we assume no responsibility for the timeliness, deletion, miss-delivery, or failure to store any user communications or personalization settings by your use.

8. LIMITATION OF LIABILITY

1. In no event shall we or our affiliates be liable to you or any third party for any special, punitive, incidental, indirect, or consequential damages of any kind, or any Damages whatsoever, including, without limitation, those resulting from loss of use, Data or profits, whether or not we have been advised of the possibility of such damages, and on any theory of liability, arising out of or in connection with the use of this site or of any web site referenced or linked to from this site.

Further, we shall not be liable in any way for third party services offered through this site or for assistance in conducting commercial transactions through this site, including without limitation the processing of orders.

Some jurisdictions prohibit the exclusion or limitation of liability for consequential or incidental damages, so the above limitations may not apply to you.

2. Customer expressly agrees that use of your Polar Engraving website is at Customer's risk. Neither Polar Engraving, its employees, affiliates, agents, third party information providers warrant that Polar Engraving service will not be interrupted or error free; nor do they make any warranty as to the results that may be obtained from the use of the Server service or as to the accuracy, reliability or content of any information contained in or provided through the Polar Engraving service, unless otherwise expressly stated in this contract.
3. Polar Engraving, its offices, agents, or anyone else involved in creating, producing or distributing Polar Engraving Service are not liable for any direct, indirect, incidental, special or consequential damages that result from the use of or inability to use the Polar Engraving services, whether or not limited to acts of God, including service disruption, communication failure, theft, destruction or unauthorized access to Polar Engraving records, programs or services. Customer hereby acknowledges that this paragraph shall apply to all content of Polar Engraving services.

9. INDEMNIFICATION

Upon a request by us, you agree to defend, indemnify, and hold us and our Affiliates harmless from all liabilities, claims, and expenses, including attorney's fees that arise from your use or misuse of this site. We reserve the right, at our own expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by you, in which event you will cooperate with us in asserting any available defenses.

10. SECURITY AND PASSWORD

You are solely responsible for maintaining the confidentiality of your password and account and for any statements made and acts or omissions that occur through the use of your password and account. Therefore, you must take steps to ensure that others do not gain access to your password and account. Our personnel will never ask you for your password. You may not transfer or share your account with anyone, and we reserve the right to terminate your account if you do transfer or share your account.

We will not inspect or disclose the contents of private Communications except with the consent of the sender or the recipient, or in the narrowly defined situations provided under the Electronic Communications Privacy Act, or as other required by law or by court or governmental order. Further information is available in our Privacy Policy.

11. INTERNATIONAL USE

Although this site may be accessible worldwide, we make no representation that materials on this site are appropriate or available for use in locations outside the United States and accessing them from territories where their contents are illegal is prohibited. Those who choose to access this site from other locations do

so, on their own initiative and are responsible for compliance with local laws. Any offer for any product, service, and/or information made in connection with this site is void where prohibited.

12. TERMINATION OF USE

We may terminate or suspend your access to all or part of the site with or without notice and for any abuse, including, without limitation, breach of these Terms of Use. Any suspected fraudulent, abusive, or illegal activity may be grounds for terminating your relationship and may be referred to appropriate law enforcement authorities.

Upon termination or suspension, regardless of the reasons therefore, your right to use the services available on this site immediately ceases, and you acknowledge and agree that we may immediately deactivate or delete your account and all related information and files in your account and/or bar any further access to such files or this site. We shall not be liable to you or any third party for any claims or damages arising out of any termination or suspension, or any other actions taken by us in connection with such termination or suspension.

13. GOVERNING LAW

This site (excluding any linked sites) is controlled by us from our offices within the Florida, United States of America. It can be accessed from all 50 states, as well as from other countries around the world. As each of these places has laws that may differ from those of Florida, by accessing this site both of us agree that the statutes and laws of the State of Florida, without regard to the conflicts of laws principles thereof and the United Nations Convention on the International Sales of Goods, will apply to all matters relating to the use of this site and the purchase of products and services available through this site. Each of us agrees and hereby submits to the exclusive personal jurisdiction and venue in the 20th Judicial Circuit in and for Collier County, with respect to Federal matters, the Middle District Court of Florida.

14. NOTICES

All notices to a party shall be in writing and shall be made either via email or conventional mail. Notices to us must be sent to the attention of Customer Service at info@polarengraving.com, if by email, or at Polar Engraving 6166 Taylor Rd. #105 Naples FL 34109 if by conventional mail. Notices to you may be sent to the address supplied by you as part of your Registration Data.

15. ENTIRE AGREEMENT

These terms and conditions constitute the entire agreement and understanding between us concerning the subject matter of this agreement and supersede all prior agreements and understandings of the parties with respect to that subject matter. These Terms of Use may not be altered, supplemented, or amended unless agreed to in a written agreement signed by you and us. Any attempt to alter, supplement or amend this document or to enter an order for products or services which are subject to additional or altered terms and conditions shall be null and void, otherwise. To the extent that anything in or associated with this site is in conflict or inconsistent with these Terms of Use, these Terms of Use shall take precedence.

16. MISCELLANEOUS

In any action to enforce these Terms of Use, the prevailing party will be entitled to costs and attorneys' fees. Any cause of action brought by you against us or our Affiliates must be instituted with one year after the cause of action arises or be deemed forever waived and barred.

You may not assign your rights and obligations under these Terms of Use to any party, and any purported attempt to do so will be null and void. We may free assign our rights and obligations under these Terms of Use.

Each party warrant and represents that they fully authorized to execute and legally bind their respective entities.

You agree not to sell, resell, reproduce duplicate, copy, or use for any commercial purposes any portion of this site, or use of or access to this site.

Any failure by us to enforce or exercise any provision of these Terms of Use or related rights shall not constitute a waiver of that right or provision.

17. PAYMENT CONDITIONS AND PRODUCTION TIME

By acknowledging and accepting the Terms of Use, you agree that you will pay by check or with credit card before receiving your goods, and or items. Once we receive your payment, our turnaround time is usually between 3-6 weeks, and we ship right after.

18. CONTACT INFORMATION

Except as explicitly noted on this site, the services available through this site are offered by Polar Engraving located at 6166 Taylor Rd. #105 Naples FL 34109. Our telephone number is 239-597-8005 if you notice that any user is violating these Terms of Use, please contact us at info@polarengraving.com.

Important Company Policies

Payment, Ordering and Production Time:

Your order must be submitted using our order forms and emailed to us.

We do not accept paper order forms or faxes. The order forms are available online at <http://polarengraving.com/order-forms/> or we can email you the form.

We do not start engraving your order until we receive **full payment of your invoice**.

You can mail us a check or pay by Visa or MasterCard over the phone.

If you want to pay with a Visa, MasterCard or American Express we charge a 2.5% processing fee (min. \$5).

To mail us a check use the address below.

Polar Engraving

6166 Taylor Road Unit 105

Naples, FL 34109

Our regular production time is 3-6 weeks for the engraving, and we ship right after. If you need your order sooner, we can accommodate you with a rush order. We accept rush orders on a case-by-case basis depending on current production load, please call us if you think your order may require rush order service.

The rush order guarantees we start working on your order the next business day after we receive payment. Your order will ship as soon as it is ready. This **does not** include rush shipping.

The rush order fee is \$50 for orders under \$500 or 10% of your invoice if it is above \$500.

Donor Website and Brochure Order Form:

Once we have all the required information we need, we will set up your donor website.

The donor website can take up to 7-14 business days to be completed.

When your donor website is complete, you will receive an email with your URL for review and approval.

After you review your website, we will allow for one more round of revisions submitted as **one email** within the first 30 days. If you require further revisions, we will charge you a \$100 administrative fee. Depending on additional changes, it may result in extra fees.

Once you approve your donor website, we can create your brochure order form.

We will use the same information as your donor website.

The turnaround time for the brochure can take up to 7-10 business days.

Once it is completed, we will email you the brochure as a Word and PDF file.

Should you need to make any changes, you can always modify the Word document.

We **do not** print your brochure order form; we only provide the electronic file. Your organization would be responsible for printing.

☐

By checking off this box, your organization confirms that you have read and accepted Polar Engraving's important company policies.

PLEASE NOTE: IT'S NOT POSSIBLE TO START WORKING ON YOUR DONOR WEBSITE UNTIL WE RECEIVE ALL REQUIRED INFORMATION, IF YOU HAVE QUESTIONS, PLEASE CONTACT US AT 239-597-8005

Donor Website Order Form

Organization Name:	
Contact Person's Name:	
Organization Website:	
Telephone Number:	
Email Address:	
Shipping Information:	
Address:	
City:	
State:	
Zip Code:	

Would you like us to design your brochure?	YES ☐	NO ☐	
Online Payment Method STRIPE			
Stripe (You will receive an encrypted email to submit your Stripe information):	YES ☐	NO ☐	
Check Payable To:			
Mailing Address: If same as Shipping Information ☐			
Mailing Address:			
City:			
State:			
Zip:			
Which font do you want? (See below for choices):			
Do you want your font As Typed or UPPERCASE?			

Please provide us with the following information for your website.

- A written description of your project or fundraiser.
- 2 or 3 images you would like on your site
- (Optional) banner image; size should be 960px x 200px
- Please email all your information and any additional clip art or logos for your site to MySite@polarengraving.com

Choose your font style (can also be a different one)

Abadi Condensed	Arial	Baskerville	Blue Highway
Book Antiqua	Calibri	Cambria	Century Gothic
CHELTENHEIM UPPER	Classico URW	Dinot	Franklin Gothic
Goudy Old Style	Helvetica	Impact	NEUTRAFACE UPPER
Quicktype Condensed	Rockwell	TRAJAN PRO	WASABI

PLEASE NOTE: IT'S NOT POSSIBLE TO START WORKING ON YOUR DONOR WEBSITE UNTIL WE RECEIVE ALL REQUIRED INFORMATION, IF YOU HAVE QUESTIONS, PLEASE CONTACT US AT 239-597-8005

Concrete Bricks:

You can pick up to two colors per size or a random selection of all 4 colors.

Sizes available: 4" x 8", 8" x 8" & 12" x 12"

Colors available: Color # 10 Red, Color # 5 Brown (Tan), Color # 7 Gray, Color # 9 Beige

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Clay Bricks:

Sizes Available: 4" x 8" & 8" x 8"

Color Available: #12 Belden Red Clay

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Black Sugar Ceramic Tiles:

Sizes Available: 4" x 8" and 8" x 8"

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

PLEASE NOTE: IT'S NOT POSSIBLE TO START WORKING ON YOUR DONOR WEBSITE UNTIL WE RECEIVE ALL REQUIRED INFORMATION, IF YOU HAVE QUESTIONS, PLEASE CONTACT US AT 239-597-8005

Black Granite Tiles:

Sizes Available: 12" x 12" ONLY

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Quarry Tiles:

Sizes Available: 4" x 8", 8" x 8" & (12" x 12" only available in Red)

Colors Available: Beige, Gray & Red

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Donor Keepsakes:

We offer optional 4" x 4" Replica Tiles as an additional revenue stream for your project. Please indicate below how much you would like to sell them for. Your cost is \$10.00 per tile.

Replica Tile Price	\$
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Clip Art, Logos or Artwork:

Please indicate ID# for clip art from our library. Refer to our clip art library online:

<http://polarengraving.com/clip-art-gallery/>

Would you like ALL clip art from following categories:

Animals	YES ☐ NO ☐	Graphics	YES ☐ NO ☐	Greek Life	YES ☐ NO ☐
Holidays	YES ☐ NO ☐	Life	YES ☐ NO ☐	Mascots	YES ☐ NO ☐
Military	YES ☐ NO ☐	Monograms	YES ☐ NO ☐	Nature	YES ☐ NO ☐
Professional Org.	YES ☐ NO ☐	Religious	YES ☐ NO ☐	Sport	YES ☐ NO ☐
The Arts	YES ☐ NO ☐				

IF YOU ONLY WANT CERTAIN CLIP ART FROM CATEGORIES, PLEASE LIST BELOW:

Ex. A01, E05, etc.

Do you want to offer your own clip art and logos?

If yes, please email us your clip art and logos to MySite@polarengraving.com

YES ☐ NO ☐

Would you like your donors to be able to upload their own custom clip art and logos?

YES ☐ NO ☐

(Name of Organization)

(Print Name of Authorized Representative)

X _____
(Signature) (Date)

Polar Engraving Offers the Free Donor Website as a free service to our clients to help with their fundraising efforts. By signing this agreement, you agree that you have read and accepted Polar Engraving's Site Terms and Conditions of Use.

Please complete, sign and email to: MySite@polarengraving.com

Or Mail To:

**Polar Engraving
6166 Taylor Road Unit 105
Naples, FL 34109**



USING THE ORDER MANAGEMENT SYSTEM

Please click here for a step-by-step tutorial: <https://youtu.be/PyjYwucWJjE>

Thank you for choosing Polar Engraving to be part of your project.

If you are unsure how to do something, do not hesitate to email us at info@polarengraving.com or call us at 239-597-8005. We will be more than happy to assist you!

From where can I access my online ordering system or donor website?

You can access your online ordering system or donor website from any computer, tablet or phone that has internet connection 24/7.

There is no need to download special software or programs. For your safety, we are using a secure server that will protect your data.

When can I order? Is there a deadline?

The online ordering system gives you the flexibility to place your order whenever you are ready to do so. There is no deadline. You will have access to the online ordering system and your donor website for as long as you are part of the Polar Engraving Family.

How can I make changes to my donor website?

If you would like to update your text, pricing, or pictures on your donor website, please contact us and we can do that for you. Email us the changes at info@polarengraving.com and we will take care of it right away.

How do I know when a donor places an order?

Every time a donor places an order, you will receive a notification via email. You can also login to the backend of your website at any time and view the orders placed. Please visit: <https://polarengraving.com/my-site-login/>



How do I receive my donations?

There are two ways to receive payment with your new donor website. You can accept checks, or you can use STRIPE. Your donors write a check out to your organization, or they can use a credit card to send money to your STRIPE account. You collect all the funds on your end FIRST! Polar Engraving never collects any funds on your behalf.

What if someone pays using STRIPE?

If STRIPE is your payment method, the amount will go directly into your STRIPE account.

What if someone pays using a check?

When donors place an order on your website and pays using a check, they will have to specify which check number is used. This order will show into your back end. Once you have received their check, you can click "Click if, Payment Received" and a check box will appear on the left side next to the name of the donor. This will allow you to select the order when you are ready to export all orders.

What if I have both online donations and paper donations?

When you consolidate all payments online and you are ready to place your order, select the checkboxes to the left of each order and click on "EXPORT TO EXCEL". Next, you will be redirected to a new window where you will be able to edit your orders. You can manually add paper orders on this online form and don't forget to save it before sending your order.

What if I am ready to place an order but have less than 5 bricks (or tiles) of the same size?

Keep in mind that there are additional fees when ordering less than 5 bricks or tiles of the same size at a time. For our full pricing, visit <https://polarengraving.com/engraved-brick-tile-pricing/>



I am ready to place an order. How do I do this?

1. Log in to the backend of your website at <https://polarengraving.com/my-site-login/>
If you do not remember your login and/or password, contact us and we can reset it for you.
2. Go to “Manage Orders” to consolidate your check payments and make sure all your STRIPE donations are ready to be exported.
3. Select the checkboxes to the left of each order and click on “EXPORT TO EXCEL”. Next, you will be redirected to a new window where you will be able to edit your orders
4. Click on “Edit Order” to edit your order. You will see different tabs at the top starting with “Shipping” and your brick or tile sizes. You can click on each tab and go through them to change the information as needed. You can also manually add your paper orders. After making all changes, click on “Save Order”. To view or print your order in PDF, click “View & Print Order”.
5. When you are ready to place your order, click the green tab “Submit to Polar Engraving” and your status will go from “Incomplete” to “Complete”. We will then receive an email with your order, and we will send you an invoice for payment shortly after.

Why can I not find the check box next to the donor’s name?

There are two possibilities:

1. When your donor pays by check and the payment has been received, you can change the status to “Payment Received” by clicking on “Click if, Payment Received”. Only once you have done that, a check box will appear on the left side next to the name of the donor.
2. The order has already been placed. The excel spreadsheet can only be generated once for these bricks. This is to avoid the possibility of duplicate orders. In the case you exported by mistake, we can reset it.



How do I pay for my order?

1. If you are paying by check, please make your check payable to "Polar Engraving" and write your invoice number on the check.

Please send your check to:
Polar Engraving
6166 Taylor Road Ste 105
Naples, FL 34109

2. If you are paying by credit card, please give us a call and pay over the phone. Keep in mind that there is a processing fee of \$5 for orders under \$200, 2.5% fee on orders over \$200.

Once we receive your order and your invoice has been paid, production time is between 4-6 weeks depending on the time of the year. Please ask us.

If you need your order sooner than our regular production time, we can accommodate Rush Orders.

While we are unable to guarantee shipping times, we rely on our shipping partners to deliver on time service.

Rush orders will be fulfilled within 14 days of receiving full payment and ship right after. Rush orders are an additional \$50.00 for orders under \$500 or 10% of the invoice total for orders over \$500.

Your order will be sent with ground shipping unless you request expedited shipping, which can be added to your order and invoiced separately from your rush fee. Rush orders do not include rush shipping. Regular ground shipping is always free within the Continental US.

If you have any questions, do not hesitate to contact us!

Tammy L. Branstetter

From: Susan Schlecht
Sent: Monday, August 28, 2023 10:02 AM
To: 'Janice Bell'
Subject: RE: {**EXTERNAL**}--RE: Donation

Thank you!

~Susan

From: Janice Bell <janiceparkerbell@gmail.com>
Sent: Friday, August 25, 2023 9:30 AM
To: Susan Schlecht <susan.schlecht@lawtonok.gov>
Subject: {**EXTERNAL**}--RE: Donation

WARNING: This email is from outside of the City of Lawton network.
****DO NOT CLICK**** on links or open attachments unless you know the content is safe.

Please allow the remaining funds to apply to another park project.
Thank you
Janice Bell

From: Susan Schlecht <susan.schlecht@lawtonok.gov>
Sent: Wednesday, August 23, 2023 8:03 AM
To: 'janiceparkerbell@gmail.com' <janiceparkerbell@gmail.com>
Cc: 'Jburk@jjburkair.com' <Jburk@jjburkair.com>; Charlotte Brown <charlotte.brown@lawtonok.gov>
Subject: Donation

August 23, 2023

Good morning, Janice. It was so nice to visit with you the other day. As promised, I am sending you an email regarding the donation you gave to the Lawton Enhancement Trust Authority (LETA) several years ago. The original donation was for a project to create a "green space" park on C Avenue in downtown Lawton. There is \$1,432.02 remaining from the original donation. In our recent conversation you stated that you would like LETA to apply the \$1,432.02 to another park project. Please respond to this email to release the funds dedicated to the "Downtown Park." This will allow LETA to apply the funds to another park project. Thank you for your generosity and investment in our city.

Best Regards,

*Susan N. Schlecht, CGFM
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