

**MINUTES
LAWTON URBAN RENEWAL AUTHORITY**

Minutes of the Lawton Urban Renewal Authority meeting held September 20, 2022, in the 2nd Floor Conference Room, City Hall, 212 SW 9th Street, Lawton, Oklahoma.

The meeting was called to order at 1:30 p.m. by Chairman Ernest Sheppard.

Notice of the meeting and agenda were posted on the City Hall bulletin board on September 19, 2022 at 12:00 P.M. by Tammy Anderson, as required by State law.

ROLL CALL

MEMBERS PRESENT: Joe Abshire
Jacob Brox
John Purcell, Jr.
Ernest Sheppard

MEMBERS ABSENT: Jesse Cross

OTHERS PRESENT: Janet Smith, Planning Director
Greg Gibson, Assistant City Attorney
Cindy Augustine, Real Property Admin
Charlotte Brown, Code Plans Supervisor
Kameron Good, Planner I
Denise Ezell, Recording Secretary

2. Verify posting of meeting according to The Open Meeting Act (Title 25, Okla. Statutes 301-314).

Recommended Action: Verify the posting of the meeting.

Meeting posted on September 19, 2022 at 12:00 p.m. by Tammy Anderson.

3. Establish Quorum.

Recommended Action: Establish that a quorum is present.

There are four (4) of the five (5) members present.

4. Approval of Minutes.

Recommended Action: Motion to approve minutes from the July 19, 2022, meeting.

Motion by Purcell, Second by Brox, to approve the minutes of July 19, 2022 as written.
Aye: Brox, Purcell, Sheppard. **Abstain:** Abshire. **Nay:** None. **Motion Passed.**

5. Receive the Financial Report-Susan Schlecht, Finance Department-City of Lawton.

Recommended Action: Accept the Financial Report for April, May, June, July, and August 2022.

Schlecht stated the agenda shows that we will be receiving the financials for April and after doing further research I found that April was approved in May. I do have a copy in case someone wants to look at it. Starting with May we had \$7,326.78 in the checking/savings account. That is down from the month of April by a negative \$1.03. That is the interest minus the regulatory fees. The only other change is at the bottom of the page on your equity. Your beginning balance was \$730,493.90. The net income is where you will see the change. For May we had a negative \$6,665.63 on our net income. On the profit and loss, you see the earned money of \$6,000 as revenue, bank charges of \$1.12 and interest income of \$1.09. This brings our total net income to \$5,998.97 for the month of May. Are there any questions.

Purcell asked why is the net income negative \$6,000 for May and the net income on the profit and loss show a net income of \$5,998.97.

Schlecht stated revenues in the month of May are strictly for that month. We got the \$6,000 which put us with a positive net income. When you add the positive income to the yearly, this is the yearly income as of May, we are in the negative.

Purcell stated okay, the negative was higher the month before.

Schlecht stated yes sir. Moving to June. At the top you see I separated out the earned money so we could keep an eye on it to make sure everything went well with the contract. When the contract comes through, I'll put them together. Our total checking/savings is \$13,325.58. That change is the interest minus the regulatory fee. It is a change of \$1.20 in that line item. The rest is the same. At the bottom the equity net income for final 2022 is negative \$6,666.83. On the profit and loss, you see the interest and bank fees giving us a net income of negative \$1.20. Any questions on June. Seeing none we will move to July. The line item for the bank is a negative \$1.25 and the total checking/savings is \$13,324.33. You see the net income changed due to the fiscal year end. That money rolled up into your equity. Your equity line item decreased by \$6,666.83 compared to June. The net income for this month was negative \$1.25. Any questions. Last is August and it is the same. Our total is \$13,323.08 and a net income of negative \$2.50.

Motion by Abshire, **Second** by Purcell, to accept the financials of May, June, July, and August, 2022.

Sheppard asked what is the status on the sale of the lots.

Smiths stated we have received the closing document and as soon as we have a closing date, I'll let you know. You will need to sign the documents. I'll update you when I give my report.

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Sheppard stated okay, in relation to that, I noticed on the lots that we will be discussing that there were two (2) remaining lots. One was a partial lot, and one was a twenty-five (25) foot lot. Did they not take those?

Smith stated I think we did find some that were not in the contract. We will put those in another contract. We just haven't done it yet.

Sheppard stated okay. We have a motion and a second is there any other discussion. Roll call please.

Aye: Purcell, Sheppard, Abshire, Brox. **Nay:** None. **Motion Passed.**

6. Consider approving the expenditures for the months of May, June, July, and August, 2022.

Recommended Action: Approve the expenditures for April, May, June, July, and August, 2022.

Schlecht stated we don't have any expenditures for the month of May, June, July, and August.

Sheppard stated let the minutes reflect that there were no expenditures for the months of May, June, July, and August of 2022.

BUSINESS

7. Consider authorizing the chairman to sign the engagement letter with Robert Turner for an audit of the financial statements of the Lawton Urban Renewal Authority for fiscal year ending June 30, 2022, prepared by Robert D. Turner, CPA.

Recommended Action: Authorize the chairman to sign the engagement letter with Robert Turner for an audit of the financial statements of the Lawton Urban Renewal Authority for fiscal year ending June 30, 2022, prepared by Robert D. Turner, CPA.

Smith stated this is our annual audit. This is a formality that we need to approve the engagement letter.

Sheppard asked is this bid for multiple years.

Smith stated yes.

Brown stated his last year for renewal is 2023.

Smith stated we will be bringing another letter for next year.

Sheppard stated okay.

Brox asked was \$3,800 what he charged last year.

Ezell stated yes.

Motion by Brox, **Second** by Abshire, to approve authorizing the chairman to sign the engagement letter with Robert Turner for an audit of the financial statements of the Lawton Urban Renewal Authority for fiscal year ending June 30, 2022, prepared by Robert D. Turner, CPA. **Aye:** Sheppard, Abshire, Brox, Purcell. **Nay:** None. **Motion Passed.**

8. Consider authorizing an extension of the Mowing and Debris Removal Contract for LURA owned properties within Lawton View Addition and Original Townsite with The Lawn Wizards.

Recommended Action: Award an extension of the Mowing and Debris Removal Contract for LURA owned properties within Lawton View Addition and Original Townsite with The Lawn Wizards.

Smith stated this contract was sent to us by finance stating we needed your approval to extend the contract.

Purcell asked do we still have properties that they mow after the sell.

Smith stated yes, the commercial properties. Most of the residential lots are gone.

Brown stated 2nd and C and then across the street from the public safety facility.

Abshire stated the only thing that I don't see to approve in the contract is a price.

Brox asked is this a continuation.

Brown stated yes.

Purcell asked do they do the area on Gore between 2nd and 1st. Is that part of this or is that the city?

Brown stated that is the city.

Purcell stated the issue I see with the city contractor is the grass clippings are going into the street.

Brown stated right.

Ezell stated the cost in Lawton View is by lot size. Lots 31.5 x 88 is \$25, 25 x 140 is \$25, and 50 x 88 is \$30. Debris removal is \$70.00 an hour.

Smith stated we shouldn't be mowing in Lawton View. The buyer has been mowing those lots.

Abshire asked do those need to be removed from the contract.

Ezell stated they were.

Sheppard stated they did except for the two (2) lots.

Ezell stated the cost around Lawton Downtown Center is \$70 an hour for mowing and debris removal and in Lawton Original Townsite the 25' lot is \$30, 29.4' lot is \$32, 35' lot is \$34, and 50' is \$36. This is all the same as last year.

Abshire stated I was just curious of the price.

Motion by Brox, Second by Purcell, to approve authorizing an extension of the Mowing and Debris Removal Contract for LURA owned properties within Lawton View Addition and Original Townsite with The Lawn Wizards. **Aye:** Abshire, Brox, Purcell, Sheppard. **Nay:** None. **Motion Passed.**

EXECUTIVE SESSION

9. Pursuant to Section 307(B)(3), Title 25, Oklahoma Statutes, consider convening in executive session to discuss the proposed sale or transfer of LURA owned lots in located downtown and take appropriate action in open session.

Recommended Action: Convene in executive session to discuss the proposed sale or transfer of LURA owned lots in the downtown area and take appropriate action in open session.

Motion by Abshire, Second by Purcell, to convene into Executive Session. **Aye:** Brox, Purcell, Sheppard, Abshire. **Nay:** None. **Motion Passed.**

The Authority convened into Executive Session at 1:45 p.m. and reconvened into open session at 2:12 p.m.

ROLL CALL

MEMBERS PRESENT: Joe Abshire
Jacob Brox
John Purcell, Jr.
Ernest Sheppard

MEMBERS ABSENT: Jesse Cross

Motion by Abshire, Second by Purcell, authorizing the Executive Director, Janet Smith, to negotiate for the sale of properties located at 2nd Street and C Avenue with Builders Investment Group. **Aye:** Purcell, Sheppard, Abshire, Brox. **Nay:** None. **Motion Passed.**

10. Commissioner's Reports or Comments.

Sheppard stated the two (2) lots in the Lawton View area, did you say they were going to purchase those under a separate contract.

Smith stated yes, they are interested if you are willing.

Sheppard stated it would be 1307 SW Georgia and 1327 SW Oklahoma.

Smith stated yes.

Abshire asked are they interested at the \$1,000 or are those different sizes.

Sheppard stated one is 31.5 x 88 and the other is 25'.

Smith stated one is very small.

Sheppard stated I would ask \$1,000 for each lot.

Abshire stated I think it is important to go ahead and get rid of those.

Sheppard asked are those the only two (2) we discovered were left out of the contract.

Augustine stated as far as I know. They were on the map but didn't get in the contract. I thought the one that was the east 31.5 feet was in the contract.

Smith stated it says Lots 2, 3, 4 and 5 of Block 75.

Augustine stated right.

Brown stated they should have all of Lot 5.

Smith stated Lot 5 was included but we need to revise this list. Seventeen (17) was left out.

11. Secretary's Report.

None

12. Comments from the Public.

None

13. Adjournment.

There being no further business the meeting closed at 2:20 p.m.

Motion by Brox, Second by Abshire, to adjourn. **Aye:** Sheppard, Abshire, Brox, Purcell.
Nay: None. **Motion Passed.**