

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
FEBRUARY 11, 2015

Jay Burk, Chairman, called the meeting to order at 3:00 p.m. in the 3rd Floor Conference Room. Notice of meeting and agenda were posted on the City Hall notice board as required by law.

ROLL CALL:

PRESENT: Burk, Jay; Ezerski, Barry (entered late); Godlove, Jane; Hankins, Mary Ann; Morford, Bob; Smith, Addie; Sweeney, Kerry; Tennis, Michael

ABSENT: Dismuke, Bob;

OTHER PRESENT: Denise Ezell, City Clerk's Office; Kristin Huntley, Finance; Debbie Dollarhite and Tim Bennett, Planning; Billie Whipp and Keith Neitzke Park and Recreation; Anthony Griffith, Neighborhood Services.

BUSINESS ITEMS:

1. Reports

A. Receive Treasurer Report and take action if necessary.

Huntley stated we have outstanding bills to Sasseen Reality, Lawton Fort Sill Chamber of Commerce and the City of Lawton. On the first page of the financial you see you have \$109,221.66 in the bank. On the second page you see income of \$490 in gala ticket sales and \$1000 donation for fireworks. Your expenses were \$29 for advertising, \$14.95 credit card fee, Eye Candy gala \$1,454.85, maintenance of flower beds \$2,642, postage \$276.31 and rental expense \$600. Your total expenditures were \$5,017.11. December and January court fees are not reflected on this report and neither is the hotel/motel funds. You have on your agenda today an agreement with the City of Lawton and once that is approved we will do a requisition for half of the hotel/motel since we are already into February. If it is okay with the board we will then do that quarterly. The last page is a report on the gala. Ticket sales are \$770, donations \$500, printing expenses and awards \$1,887.35, and postage for Save the Date cards and invitations was \$618.73. Are there any questions.

Burk stated so LETA's money is around \$82,100 and half the hotel/motel is around \$26,000. Municipal fines for 2 months will be around \$6000 which means LETA will have approximately \$114,000 once everything is deposited. Also there will be around \$4500 in sponsorships for the gala. Are there any questions.

Motion by Godlove, **Second** by Ezerski, to approve the treasurer's report. **Aye:** Ezerski; Godlove; Hankins; Morford; Smith; Sweeney; Burk. **Abstain:** Tennis. **Nay:** None. **Motion Passed.**

Burk stated let's move Item A from the business items next.

A. Consider Approving Invoices, Requisitions, And All Other Submitted Materials For Payment and take action if necessary.

Motion by Ezerski, **Second** by Sweeney, to approve invoices, requisitions, and all other submitted materials for payment. **Aye:** Ezerski; Godlove; Hankins; Morford; Smith; Sweeney; Burk. **Abstain:** Tenis. **Nay:** None. **Motion Passed.**

B. Receive report from Dennis Totte and take action if necessary.

Totte unavailable.

C. Receive report from Parks and Recreation, and take action if necessary

Neitzke stated I met with Grooms Irrigation about 2nd Street. Zone 1 is not working properly. I left them working on it this morning. Totte wasn't able to make the meeting but he told me he was having trouble with Zones 1 and 2. We want to verify it was fixed they way they said they would.

Burk stated thank you.

D. Receive report from Public Relations Committee and take action if necessary.

Burk stated we have nothing new.

E. Receive Monthly Ward Update and take action if necessary.

Burk stated I would like for Griffith to look at a building on 38th Street behind the shopping center near Starbucks. It is full of trash.

Griffith stated I'll take a look at it.

Sweeney stated I had a call from someone in my Ward who had concerns and questions and I sent those concerns to Ezell. She and Whipp immediately answered the questions and the problems were resolved. I was very pleased and wanted to let everyone know.

F. Receive report from Website Committee and take action if necessary

Burk stated I need the information forwarded to jburk@jjburk.com.

Ezell stated I'll contact Safi.

G. Receive report on Eye Candy Awards Banquet and take action if necessary.

Godlove stated I hope everyone saw the article in the newspaper Sunday before last. We will be having live music, appetizers, cash bar and so forth. The committee has worked really

hard on these arrangements so I hope all of you will be there with your spouse or guest. I believe it will be a real lovely evening. Whipp will give us an update on the reservations and auction.

Whipp stated we have 135 confirmed RSVP's, total ticket sales of \$840 and 20 auction items. I have until Friday to give the Hilton a final number.

Sweeney asked how does the auction items compare to previous years.

Whipp stated last year you had 38 and the year before 31.

Burk stated we are down but we are also down members.

Tenis asked what is the breakeven point.

Whipp stated based on a confirmed 175 with a 20% surcharge the Hilton is between \$5200 and \$5500. It is \$24.45 per person plus the cover charge for 2 bars.

Burk stated we are close to covering the expenses with sponsorships. Also I made the decision to give every senior of LETA YA a certificate of participation, a \$100 and a letter of recommendation to recognize them for a job well done. I believe we have 8 seniors. I have also asked Ms. Oates to be their sponsor and I believe she is going to do so.

Ezerski asked what is the format.

Godlove stated the auction will be in the foyer, appetizers and drinks inside the banquet hall with live music. There will be a continuous video of the winners and it will also be announced who those winner area. Max Sasseen has arranged the video and audio presentation.

Hankins stated we need to reinforce the "Celebrate Your City" every chance we get.

Burk stated I agree and did that last night at the Council meeting. You ladies have done a great job and I know it will be a great event.

Whipp stated there definitely has been an increase in outside RSVP's from groups like Fidelity Communication, Wichita Wildlife Photography Society, Southwest Opera and individuals we haven't seen on the list before.

Ezell stated we need to remember to give kudos to Sasseen. He has worked extremely hard on the video presentation.

Burk stated he does a great job and it has been a relief on me.

2. New Business

B. Consider approving the minutes of December 3, 2014 and take action if necessary.

Motion by Ezerski, Second by Morford, to approve the minutes for December 3, 2014. **Aye:** Godlove; Hankins; Morford; Smith; Sweeney; Burk; Ezerski. **Abstain:** Tennis. **Motion Passed.**

C. Consider Approving Limited Services Agreement between the City of Lawton and the Lawton Enhancement Trust Authority and take action if necessary.

Burk stated this agreement allows LETA to receive their hotel/motel money.

Tennis asked has anything changed.

Burk stated not really. We still receive 5% of the hotel/motel income.

Motion by Godlove, Second by Hankins, to approve the Limited Services Agreement between the City of Lawton and the Lawton Enhancement Trust Authority. **Aye:** Godlove; Hankins; Morford; Smith; Sweeney; Burk; Ezerski. **Abstain:** Tennis. **Motion Passed.**

D. Consider and discuss Fresh Paint Days for 2015 and take action if necessary.

Griffith stated Fresh Paint Days is a go again this year. We have 500 volunteers from Fort Sill and I have commitment for \$15,000 towards the funding of the project. I expect to raise between \$25,000 and \$30,000. I will purchase 50 more ladders and 5 power washers to support the project. The cost of painting a home is around \$300 and I would like to get it lower next year. I hope we don't have to ask for any funding from LETA. I'll put the application out next week. It will be in the Lawton Constitution and on the city website. We will close the application process on April 8th. Last year we could not do a lot of home due to lead base paint. I have become certified in testing for lead base paint and now that will not be a problem. There are exemptions and one of those exemptions is if the home is owned and occupied by an elderly or disabled person then they do not fall under the EPA standards. Those who will actually be doing the painting will have minimal exposure. I have a team 14 volunteers that I will train and we will do the remediation to where it is safe to paint. We will be able to paint more homes this year than we did last year. Everything is on track.

Godlove asked did I read that the McMahon Foundation has given money for this.

Griffith stated yes. We asked for \$5000 and that was what we received. I have applied to all 3 Walmart's. I have pending grants in the amount of \$15,000 besides the \$15,000 I have in firm commitments. I believe we will end up with \$28,000.

Ezerski asked what is the date.

Griffith stated Fort Sill picked May 8th.

Burk asked how many homes do you think we will be able to do.

Griffith stated a maximum of 50 and a minimum of 35. The 2 constraints are funding and to get the number of houses we can actually do. I believe we have the funding covered. The home has to be occupied by an elderly or disabled person. If it test positive for lead based paint you can't have anyone 6 year of age or younger living there.

Ezerski asked what do they consider elderly.

Griffith stated 65.

Sweeney stated last year there were people that were apprehensive in the beginning and then they wished they had submitted an application. Do you think we need to do some PR about the project or do you believe you will be inundated with applications?

Griffith stated I believe we will receive sufficient applications.

Burk stated I thought it was very good last year when we went to the homes in our Ward. We had the opportunity to meet the homeowner and thank the soldiers for their work. This has to become one of our big projects every year. Without the help of Griffith and Ft. Sill we would never get this done.

Ezerski asked did we invite them to the Gala.

Burk stated yes. If you need anything from us you let us know.

Griffith stated I would like to talk about Trash Off even though it isn't on the agenda. Trash Off is set for May 23rd. I'll be asking for funding from LETA to help purchase t-shirts. The cost will run between \$4,000 and \$5,000. Goodyear has always funded the hazardous liquid pickup to the tune of about \$25,000. Last year they had a new employee and she wasn't in favor of the funding so I had to talk to the GM to get the funding. I called them again this year and made an offer to share the cost if they couldn't fund the whole thing. The hazardous liquid is one of the most important things we want to keep out of our landfill. It has long term consequences and stays there forever. It could also get into our water supply. If Goodyear can't afford to pay for the whole thing then I'll be back asking for funding to help with hazardous liquid disposal. I have 3 recycle grants pending. It is a shot in the dark for all kinds of money. If it comes through I'll treat the project the same as Fresh Paint Days where it will fund itself.

Burk stated I support Trash Off because I see the amount of trash we take off the city streets. You have our support.

Griffith stated also I have applied for a grant for a lawnmower. We stand a good chance of receiving it and I would like for LETA to take ownership.

Godlove stated is there anywhere in town we can take old medications.

Griffith stated LPD has a drop box and I believe so does the Sheriff's Department.

Burk stated thank you.

E. Discuss a possible amendment to the Trust Indenture and Bylaws to allow an employee of the City of Lawton to serve as the LETA Director in order to better assist with the administration of the Trust.

Burk stated we want to make this amendment so we can appoint Richard Rogalski as our Executive Director. He will be a liaison between the City and LETA.

Motion by Ezerski, **Second** by Sweeney, to approve the amendment to the Trust Indenture and Bylaws to allow an employee of the City of Lawton to serve as the LETA Director. **Aye:** Morford; Smith; Sweeney; Burk; Ezerski; Godlove; Hankins. **Abstain:** Tennis. **Nay:** None. **Motion Passed.**

3. Old Business

A. Considering hiring a Design Engineer for a schematic design for a park located at 2nd & C Avenue and take action if necessary.

Dollarhite state we have received a scope of service From Guernsey & Associates. We want it to be an hourly contract not to exceed \$19,970 and they have agreed.

Burk stated this is for the 2nd & C Park. They will take the recommendations from the different committee meetings we had and put it all together. Then we can go out and raise money for the park. This will be a meeting place for walkers, joggers, and bikers. We would like to have a water feature and an informational kiosk.

Dollarhite stated Guernsey is proposing a site analysis to see if there is anything that stands out that could be a hindrance to developing this site. They will prepare 2 design concepts which will be presented to you and an estimated construction cost. You will then select one of the concepts and they will do a more detailed plan so construction can begin.

Burk stated they will do a bare necessity and a more elaborate concept. They will give us ideas of what we could add or remove. There will be a high and low end.

Morford asked what we want is an information type kiosk.

Dollarhite stated they will do 2 design concepts and then meet with this committee so you can tell them what features you like and what features you don't. Then they will come back with the final plans.

Burk stated it says construction administration. Does that mean they will help us through the process?

Dollarhite stated their scope says they will help with the bidding process and everything.

Burk stated the amount is not to exceed \$19,970.

Motion by Morford, Second by Hankins, to hire a Guernsey, a Design Engineer, for a schematic design for a park located at 2nd & C Avenue. **Aye:** Morford; Smith; Sweeney; Burk; Ezerski; Godlove; Hankins; Tennis. **Nay:** None. **Motion Passed.**

B. Consider entering into a contract with ZIA Corporation to run a gamma ray log and down hole camera inspection on the water well located a 2nd and Ferris and take action if necessary.

Dollarhite stated we have a proposal submitted by ZIA for a total project cost of \$16,145. That is based on an estimated depth of 900'. This includes removing and disposing of the pump, a camera inspection of the well and site supervision and recording.

Morford asked what are we going to know when we get through.

Burk stated if it is a viable well and see what condition the casing is in.

Dollarhite stated you will have a video inspection of the well bore and know exactly what you are dealing with.

Morford asked will they give us the quality of the water.

Dollarhite stated this doesn't say.

Ezerski asked so this is an existing well.

Burk stated yes.

Ezerski stated we don't need it to drink.

Morford stated the city would like to know in case we do need it.

Hankins stated I thought the city was doing some research on some wells in town. Is that separate from this.

Burk stated yes. They are testing small site wells in specific locations throughout the city to see if they are viable and the amount of water they produce. The key is how much water it will produce. There is a machine you can purchase to sit by the well to condition it before putting it into the city supply.

Morford stated the well that runs through Cameron will kill your landscaping and we need to know this stuff.

Burk stated we need to know the quality of the water. I thought that was part of his testing. I would think it would be fairly easy to test a sample.

Dollarhite stated it says ZIA will prepare a report to present the finding of the field activity and make recommendation for further action. Part of the testing will be on whether or not you could use the water for a fountain or landscaping. The last paragraph says that the existing well does not have a permit from Oklahoma Water Resources Board and one will be required in the event the well is placed back into service. The cost of the permit is \$305.

Burk stated make certain they know we want to test the water.

Dollarhite stated okay.

Morford stated and a flow rate.

Burk stated from reading this I believe that is what they are going to do. We hope the well is still viable. They will do a temporary cap to make certain it is preserved until we are ready to use it.

Ezerski asked who determined the 900 feet.

Burk stated in this area wells have run from 500 to 900' so that is their range. The most expensive part is the casing. This sounds like they are in an aquifer that will be able to produce large amount of water. We want to have this information before they finish the north end of 2nd Street. If the water is usable we want to put a sleeve under the road so when we have the money we can tap into it and pipe it to the lake.

Tenis stated because time is obviously of the essence we need to make certain this includes any kind of test and if not get an independent test.

Burk stated correct. We will make certain they are going to test sthe water and if not how much will it cost to do so.

Ezerski stated DEQ will test it. Is there a way to tie this into our sprinkler system and use it for landscaping.

Burk stated you would have to have a separate meter for the sprinkler.

Neitzke stated that means you have to have 2 water mains.

Ezerski stated our building has 2 meters. What about for our medians.

Burk stated it would cost millions to run new distribution lines.

Ezerski stated if the drought continues that might be something we have to look at.

Morford stated it would be nice if we could make it potable.

Motion by Godlove, **Second** by Tennis, to approve a contract with ZIA Corporation to run a gamma ray log and down hole camera inspection on the water well located a 2nd and Ferris. **Aye:** Smith; Sweeney; Burk; Ezerski; Godlove; Hankins; Morford; Tennis. **Nay:** None. **Motion Passed.**

ADDENDUM

BUSINESS ITEMS:

1. Consider approving and preauthorizing the reoccurring and variable monthly payments, to Lime Light Productions/Extreme Pyrotechnics for Pyrotechnic Fireworks Production.

Burk stated this is for the 4th of July celebration that will be held at Elmer Thomas Park.

Morford stated this will be a 29 minute display of fireworks. We will have the Ft. Sill band and other local bands there playing. It will start around 1:00 p.m. and end around 11:00 p.m. This will be done professionally and we will spend around \$85,000. This will be a big deal and we want to include all of southwest Oklahoma.

Burk stated we are excited. They have a subaccount with us and we will pay all their bills. They needed to run the money through a 501C(3).

Mitchell stated what this allows us to do is when the bills come in to go ahead and cut a check and you will approve it retroactively at the next meeting.

Motion by Ezerski, **Second** by Sweeney, to approve and preauthorize the reoccurring and variable monthly payments, to Lime Light Productions/Extreme Pyrotechnics for Pyrotechnic Fireworks Production. **Aye:** Sweeney; Burk; Ezerski; Godlove; Hankins; Morford; Smith; Tennis. **Nay:** None. **Motion Passed.**

4. Announcements

Bennett stated Rogalski and I met with an individual that is installing an artificial grass and he wanted me to share the information with you.

Tennis stated a home down the street from me has done this.

Bennett stated that is Shane Lupe. I have pictures, sample materials and information from the manufacture.

Hankins stated this has been installed at the McMahon Nursing Center.

Bennett stated yes and it looks really good especially when you pair it with live plants.

Burk stated Rogalski stated it has a 10 year warranty. I would like to see some that has been installed in Arizona. How long have they been producing the product?

Godlove stated I have seen this in Santa Fe. I don't know how long it has been there but it looks good.

Bennett stated this company has been in existence since 1990. Their website shows different places where it has been installed and some of them have been there for 10 years. I didn't see any difference.

Burk stated I would like to have some references so we could contact them.

Morford stated I spoke with a guy at the Texas State fair and they were using it at putting greens.

Godlove stated I have noticed they carefully trim around so there isn't any space between the grass and rocks.

Burk stated I'm worried about the viability several years down the road. I know it would save on maintenance and water. If it last it would be a perfect idea.

Ezerski stated \$82.50 for a 1000 square feet that is not cheap.

Morford stated neither is sod.

Sweeney stated I just wonder if it fades.

Bennett stated the pictures I saw that were in Texas you couldn't see a difference but I can research it.

Burk stated I would think it would have to discolor because it has to be some sort of colored material. Is it recommended for commercial or residential.

Bennett stated both.

Ezerski asked is something done to prevent weeds from coming up from underneath.

Bennett stated yes. They put down a base of rock, sand and aggregate mix, a weed blocker and another sand mix, a synthetic wood border around the edge that they screw it to and then finish it with 20 penny nails throughout.

Morford stated artificial turf on football fields will fade.

Bennett stated Lupe installed this at his home located at 1906 Cherry.

Burk stated it feels good but I would like to find out about the fading. I believe Lupe is wanting to get into the business is that correct.

Bennett stated yes. He has a cost comparison between real turf and artificial. The only maintenance to this is keeping it clean. You don't want to leave anything that could take root. If you get enough sediments and organics on top you are taking a chance.

Burk stated we can't keep them from using it.

Bennett stated the landscaping code says they can use it but they don't get points.

Burk stated and they want to know how many points they will receive.

Ezerski asked do we give points for sod.

Burk stated yes.

Bennett stated 1 point for every 4 square yards with a cap of 25%. If they have a 1000 points worth of sod but their 25% is 50 they can only claim the 50 points.

Ezerski stated I would think we would do the same for this.

Morford asked how do you do that if this only last 10 years.

Bennett stated it is given a life expectancy of 20 to 25 years with a 10 year full warranty.

Burk asked how does this hold up in a ditch full of water.

Bennett stated the company claims it is better than sod. It filters the water and is permeable.

Hankins asked what happens if they use a company that doesn't have the same quality.

Burk stated it would have to be approved turf.

Bennett stated this company has put a lot of research into it. They started in 1990 and it was 1995 before they released the product.

Hankins stated I would think the prep work would be expensive from what you described.

Bennett stated that is included in the cost. Installation includes removing the old grass, preparing the base and putting down the product cost anywhere from \$9 to \$10 a square foot.

Burk stated I would like to see some that is at least 10 years old and I would like to ask some more questions.

Ezerski stated I don't see people doing this. If you have a 7500 square foot yard it will cost you \$56,000. It might be good for a small frontage.

Bennett asked the McMahon Nursing Center has used it in their court yard. It was a different supplier but is a similar material. They have it with live shrubs and trees and it looks really nice. I had to do a double take.

Burk stated I think it is a viable product but I don't want to give a lot of points for it.

Ezerski stated I don't see any more points than sod.

Sweeney stated I would rather see this than those who don't keep their lawns up. I don't have a problem as long as in the verbiage it states "approved turf".

Burk asked are there a bunch of different companies.

Bennett stated I'm only familiar with the 2 but I don't know.

Ezerski stated we probably need to approve those 2.

Burk stated I agree. We would need to see a sample and information before another is allowed.

Burk stated thank you.

Godlove asked how many vacancies do we have.

Ezell stated Ward 4 and Ward 5.

Godlove stated and mine at the end of February. I would hope we could get these replaced as quickly as possible.

Burk stated I have asked Bonnie Ledford to fill the Ward 4 position. The replacements must be people willing to attend the meetings. Without a quorum we are unable to do anything. LETA has come so far and has been the leaders in so many things. It is truly exciting. I appreciate all of you for taking time out of your day to be here. Thanks you.

5. Adjournment

There being no further business the meeting adjourned at 4:30 p.m.

Motion by Ezerski, **Second** by Sweeney, to adjourn. **Aye:** Burk; Ezerski; Godlove; Hankins; Morford; Smith; Sweeney; Tennis. **Nay:** None. **Motion Passed.**