

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
MARCH 13, 2019

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; Hampton, Allen; Hankins, Mary Ann (entered late; Morford, Robert; Smith, Addie; Sweeney, Kerry; Symuleski, Ted; Tennis, Michael.

ABSENT: Coody, Joshua; Morford, Robert.

OTHER PRESENT: Richard Rogalski and Charlotte Brown, Planning; Jack Hanna, Parks and Recreation; Brock Greenhill, Neighborhood Services; Kristin Huntley, Finance Department; Denise Ezell, City Clerk's Office.

BUSINESS ITEMS:

1. Reports

Burk stated we are going to move items B and C to the top of the agenda.

B. Consider approving invoices, requisitions, and all other submitted materials for payment.

Huntley states we have 4 to retroactively approve. Two to Bedrock Nursery and 2 to Bedrock Irrigation. One in the amount of \$350 for the splash pad/butterfly garden maintenance, one for \$797.82 for a car accident, one for \$80 for sprinkler repair at Shepler Park and one for \$551 for sprinkler repair on 11th Street. Do we know where the car accident was?

Totte stated 52nd and Lee Blvd.

Huntley stated I'll get that to legal.

Motion by Sweeney, Second by Hampton, to approve all invoices, requisitions, and other submitted materials for payment. **Aye:** Ezerski; Hampton; Smith; Sweeney; Symuleski; Tennis; Burk. **Nay:** None. **Motion Passed.**

C. Receive Treasurer Report and take action if necessary.

Huntley stated at the end of February you had \$277,181.56 in bank with \$113,100.71 in the LETA account. We have \$15,000 in the committed funds for fence removal. Do I need to continue holding it?

Burk stated yes.

Huntley stated on the income statement you see we had interest in the amount of \$24.71, bank fee charge of \$5 for a returned check. The Lawton Pansies Club check did not clear.

Hanna stated I have reached out to them with no response. I'll keep trying.

Burk asked can we send them a letter.

Hanna stated I don't have anything but a phone number.

Huntley stated expenses of \$225 for the Eye Candy Awards Banquet for the rental of the museum, repairs, maintenance and replanting \$7500 for tree removal on I-44 and splash pad/butterfly garden maintenance for \$350. Net income for the LETA account was a negative \$8,055.29. Under the custodial accounts the ADA playground had donations of \$9,500 and Fishing for Food \$260.71. Expenses for 2nd Street maintenance was \$8,055.29 and ADA playground \$1500 to rent the Apache Casino and photo booth for Dancing with the Stars. Total net income for the custodial accounts was negative \$50,707.29 and total net income for February was a negative \$58,762.58. I'll be making a claim for hotel/motel at the end of the month. Municipal fines are through November but I did deposit December and January's on March 8th. We did confirm that the \$1800 was the landfill gate fee. Income at the end of February was \$53,959.17 and expenses year to date are \$37,883.86. In the LETA grant awards you see pending is \$10,800 that was approved last month. This was paid on the 4th.

Burk asked on the hotel/motel tax do we have enough receipts to get everything that is available.

Huntley stated yes.

Motion by Tennis, **Second** by Ezerski, to accept the treasurer's report. **Aye:** Ezerski; Hampton; Hankins; Smith; Sweeney; Symuleski; Tennis; Burk. **Nay:** None. **Motion Passed.**

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

Totte stated I was asked to bring an estimate to finish the lighting on the south side of this building. Here are 2 quotes. At this time the 4 trees on the east side of the walkway are done in color lights. To the west there are 7 trees with no lighting. We were asked to give an estimate to complete the 7 with color lighting and an estimate to change all 11 to clear lighting. The color lights are about double the price of the clear lights. To finish the 7 in color lights will run \$24,409 and remove and redo all 11 in clear is \$15,200. We talked about moving the color lights to one of the projects in Elmer Thomas Park. There is enough color lighting to do something neat at another location.

Sweeney asked do the color lights go to clear.

Totte stated yes.

Burk stated the reason for using clear is the McMahon Foundation didn't like the color. We made the decision to leave them on clear unless it was a holiday or special event. I don't have a problem staying with color or changing to clear.

Totte stated at this time you have well lights in the ground and lights in the trees. You need that many lights with the color to make them more vibrant. The clear is a lot brighter and you only need well lights. Too many lights would be too bright and take away from the elegance. We did the McMahon Foundation and it is all lit and plenty bright.

Burk stated I agree if you are up next to a building. In a tree I believe you need them on the ground and inside the tree.

Jason stated the colored lights are 3 LED and they shoot 100 to 110 lumen. The clear lights are 6 LED and they shoot 250 to 300 lumen. Clear is about 2.5 times brighter and you don't need as many.

Hampton stated we are trying to do something to the outside of the building to make it look nice. I think we need an option to do something for holidays.

Totte stated with all of this being said there is nothing like color lights. We don't sell as many because of the price but they are awesome. We did a job in Anadarko and it is fantastic. I'll get you an app for your phone so you can change the colors from your phone.

Hampton asked the estimate for \$24,000 is just to finish the 7 trees with color lights.

Totte stated yes.

Burk stated I believe we need to stay with colored lights.

Hampton stated we need to do it right.

Sweeney stated to clarify the \$24,000 leaves the 4 existing trees as they are and it would complete the other 7 in color lighting.

Totte stated yes.

Sweeney asked did our grant help pay for these.

Burk stated no.

Sweeney asked do we have the money in our budgets.

Totte stated we did give you a \$1000 discount on both options.

Rogalski stated you still have \$49,000 in your beautification projects with more than half the year gone.

Burk stated we need to complete the project. We will need help from Totte to get rid of the weeds and get the grass thick and plush. I would like to see the lawn in good condition. I want to see the mowing, edging and weed eating done right. I want this building at its best.

Symuleski stated this is the first thing you see when you come to downtown.

Totte stated once you get a sprinkler system we will start spraying, fertilizing and watering. The grass will start to grow.

Hankins stated we have taken care of everyone else's place except this one.

Motion by Sweeney, Second by Hampton, to accept the estimate of \$24.409 to finish the color lights in the 7 trees on the south lawn of City all. **Aye:** Hampton; Hankins; Smith; Sweeney; Symuleski; Tennis; Burk; Ezerski. **Nay:** None. **Motion Passed.**

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

Hanna stated when the wind dies down we will start spraying. Mowing season is about to start so we are trying to wrap up our winter projects. We trimmed a lot of trees this winter. We are getting the ball fields ready for baseball and softball. The disc golf is close to being complete. Basketball will be finishing up Thursday.

Burk asked where are we on the delivery of the new fountain.

Hanna stated we should be able to order within the next couple of days.

Burk asked what kind of timeframe to have it delivered.

Hanna stated 7 to 10 days.

Ezell stated Huntley emailed me today and their invoice was higher than their estimate.

Hanna stated it was. Parks and Recreation will pay the difference. The estimate was for the wrong LED lights. It was about \$4400 difference. Since it was his mistake he upgraded the lights from 8 to 12.

Burk asked how is the Boy Scout project coming along.

Hanna stated the dirt was delivered last week, the rebar will be picked up tomorrow and we are about to move the brown building. It is coming right along. We added an uncovered portion to the south that will be 25 x 45. This gives you more space to have other events.

D. Receive report from Cultural Preservation Committee and take action if necessary.

Cheatwood stated we have done part two of the tour of City Hall. I'm still doing research for the film.

Burk stated it will be nice to have all the city offices in this building. We need to finish the building.

Symuleski asked is there a plan to finishing the building.

Burk stated we hope that one day it is in a CIP. Leadership has to lead this issue.

Cheatwood stated Vrska and I have talked about creating a page on our website about the historic buildings. Once the contractor was finished it was up to the City to do the branding and signage. On the elevator towers you have the opportunity to put art and signage on them.

Burk stated we need to do a virtual tour of this building and put it on our Facebook.

F. Receive report from Public Relations, Website and Facebook Committees, and take action if necessary.

Ezerski stated Children's United needs help selling tickets. They have sold around 130 and would like to sell \$350.

Burk stated we need to be talking with our friends. The cost is \$50 and that includes dinner. Tickets can be purchased on line. We need to post something on both LETA's and the City's Facebook page. Remember our name is on this event.

Hampton stated we haven't done specific postings on our page. There was a write up in the newspaper about the grant. We were pushing really hard with Facebook but we haven't done that lately. I'll be glad to post if someone organizations the information.

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

None

H. Receive report from Neighborhood Services.

Greenhill stated Trash Off is on track. I had hoped the t-shirts would be ready by today but they weren't. I have received the trash bags, gloves and vest. We are getting the word out about the new entrance and that we will be charging for non-residents.

Ezerski stated if we want to do a certain area do we need to contact your office.

Greenhill stated yes. I have 2 groups that have signed up so far. If we know ahead of time we will have your t-shirts and bags ready.

Burk stated we need to make certain these groups take pictures and tags LETA in the pictures. It would be nice to have before and after. Council approved us collecting a fee from non-residents. They did ask that if a military ID is shown we allow them to dump for free. If you show a military ID, water bill or license with a Lawton address you will not be charged. All other will be charged \$25. We will need LETA's help on the day of the event. Someone will need to man the gate and take money. We will be taking cash and cards only.

Ezerski stated if we are going to take cash we need to advertise that you need to have the exact change.

Greenhill stated we took 7 houses to Council last night to be declared dilapidated. We are also gearing up for growing season. I would like to thank you for recognizing Trash Off as one of your award winners. We are looking forward to the event and appreciate you recognizing us.

I. Receive a report from the Planning Division regarding ongoing LETA projects and take action if necessary.

Brown stated we did receive the McMahon Grant. Jack In The Box is going to redo all their landscaping. They are supposed to start tomorrow. Chicken Express, CVS and Patriot are next on my list.

Rogalski stated Jimmy Crow, Dave Dixon and John Childress are meeting next week on the downtown lighting project. PSO stated they will give us the poles but we have to take over maintenance. I tried to get them to keep the lights so we wouldn't have to rewire everything but they said no. They are meeting to see where to put the meter. Once they become city lights it will be metered powered.

Burk stated I'll talk with them. Where are we with purchasing the lights? I would like to have this completed for Ware on C in May.

Rogalski stated we are working on getting a contractor ready to string the lights. The poles have arms to hold flags and PSO has agreed to allow Ware on C to hang flags.

J. Receive a report from the Eye Candy Banquet committee and take action if necessary.

Hankins stated I believe everything is lined out and good for the event.

Sweeney stated you were all emailed our selected winners and now we are down to the fine tuning. We hope to raffle off some pots that will be donated by 4D and Bedrock. We are working on getting people outside under the tent. If there is someone you would like to invite please get us their name and address.

Hankins stated the invitations and programs were done in-house and they are great. She also came up with a logo.

Ezell stated here is what she has designed.

Sweeney stated I believe this idea represent SW Oklahoma more than this idea.

Burk stated while you are looking at the logos let's move to the next item and then we will come back to it.

2. Old Business

None

3. New Business

A. Approve minutes of February 13, 2019.

Motion by Ezerski, **Second** by Sweeney, to approve the minutes of February 13, 2019.
Aye: Hankins; Smith; Sweeney; Symuleski; Tennis; Burk; Ezerski; Hampton. **Nay:** None.
Motion Passed.

B. Discuss and review the 2019-2020 budget and take action if necessary.

Rogalski stated this is exactly the same as last year. I don't have projections for hotel/motel so that stayed the same and so did the municipal fines. I did add \$625 for Trash Off event fees. I believe Fresh Paint Days is down to once a year.

Greenhill stated we will not hold this event until fall. Due to Trash Off and Freedom Festival it has been too time consuming for me to hold Fresh Paint in the spring. My office appreciates Fresh Paint Days but 3 big events in the spring is tough.

Burk asked why are you doing Freedom Festival.

Greenhill stated we can discuss that later.

Hanna stated he is the volunteer coordinator.

Rogalski stated his predecessor volunteered so he inherited the responsibilities.

Burk stated we need to have a conversation about what your duties are. I don't believe Freedom Festival fits your duties. Fresh Paint makes more sense and that is what you need to be doing. We need to work on that.

Greenhill stated I don't disagree. I don't have a date for Fresh Paint but I'll get to work on that.

Rogalski stated Fresh Paint is a difficult task for someone new. There are so many contacts with Fort Sill.

Burk stated Fresh Paint is a great thing but I do believe we need to limit it to once a year. I'm certified in lead base paint so I can help with that. I'll work on getting you back to 2 events so you can focus on those 2. The budget looks good but remember we can make adjustments later if necessary.

Motion by Ezerski, Second by Tennis, to approve the preliminary budget. **Aye:** Smith; Sweeney; Symuleski; Tennis; Burk; Ezerski; Hampton; Hankins. **Nay:** None. **Motion Passed.**

Burk stated let's decide on a logo.

Several members stated they like Idea 8.

Motion by Symuleski, Second by Tennis, to approve Idea 8 as the new LETA logo. **Aye:** Sweeney; Symuleski; Tennis; Burk; Ezerski; Hampton; Hankins; Smith. **Nay:** None. **Motion Passed.**

ADDENDUM

BUSINESS ITEMS:

1. To accept a grant from the McMahon Foundation for sprinklers and landscaping to be placed at Lawton City Hall, 212 SW 9th Street and to award a contract for same.

Burk stated we are excited about this grant. Hankins did an amazing job to make certain it happened. We have estimates from 4D and Bedrock and they are very close. There was a difference of \$300 on the landscaping. One was \$17,600 and the other \$17,900. On the total bid one was \$45,167 and the other \$47,848. This is a difference of about \$2300.

Rogalski stated the irrigation is apples to apples but the landscaping you can see that Bedrock was providing twice as much. You can't compare the difference in the landscaping.

Burk stated in our memorandum to McMahon we stated we wanted to use Bedrock and they awarded the amount of Bedrock's estimate. Both of these guys are friends of mine so this is difficult for me. I do believe when you are dealing with 1 person you can hold their feet to the fire. If you split the project it will be hard to do that. I'm not saying this will happen but you put yourself in a position by doing so. I recommend we use 1 contractor to complete the entire project. I do ask that we get a 1 year maintenance warranty on all plants.

Hampton stated my philosophy is if it isn't broke don't fix it. I've been pleased with Totte and his performance. When the Fire Department meet with us about 2nd Street Totte jumped in and took care of the problem. I'm not saying 4D doesn't do good service but we know the service Totte gives.

Symuleski stated it appears that Bedrock is doing more around town than 4D.

Hankins stated we have a contract with 4D and if I want plants I go to Bedrock.

Symuleski asked will Bedrock be responsible for the maintenance.

Burk stated yes. Our contracts ends in December and we will go back out for bids. This building needs to be included in the contract.

Hampton stated I feel a since of caring from Bedrock and I believe things are going good.

Motion by Hampton, Second by Ezerski, to approve accepting the grant from McMahon Foundation and awarding the project to Bedrock Nursery. **Aye:** Symuleski; Tennis; Burk; Ezerski; Hampton; Hankins; Smith; Sweeney. **Nay:** None. **Motion Passed.**

Burk stated Totte and I talked about the medians on Sheridan. He has decided to include the sprinkler as part of his contribution. That is a \$10,000 donation. He believes he will have it completed in April. With the median and the wildflowers that will help the looks of that area so much.

4. Announcements

Burk stated our next event will be the Gala on the 12th of April. We all need to be in attendance if possible.

Sweeney stated we are the ambassadors. There are a lot of people that will be there to support a guest and we need to be the host and hostess.

5. Adjournment

There being no further business the meeting adjourned at 4:40 p.m.

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