

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
SEPTEMBER 14, 2016

Mary Ann Hankins, Vice-Chair, 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 (entered late); Dismuke, Bob; Ezerski, Barry; Hampton, Allan; Hankins, Mary Ann; Morford, Robert; Sweeney, Kerry.

ABSENT: Duffy, Andrew; Smith, Addie; Tennis, Michael.

OTHER PRESENT: J.I. Johnson and Scott Powers, Finance; Richard Rogalski and Charlotte Brown, Planning; Jack Hanna and Keith Neitzke, Park and Recreation; Joshua Leach, Neighborhood Services; Denise Ezell, City Clerks Office.

BUSINESS ITEMS:

1. Reports

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

Totte stated I found that milkweed is hardy in this area and it is a perennial. It comes in a quart pot and a flat of 12 is \$5.99 a piece. I need a number ahead of planting season so I can order them. We would plant them in the spring and it is an aggressive plant. It will try to take over wherever you plant it. Maybe plant some in the raised flowerbeds, medians or any other large area. I don't believe you want to plant it on 2nd Street.

Morford stated this information needs to be placed on the website and Facebook.

Rogalski stated we have several links that we could place on our website. This was very eye opening for me. Milkweed is the only plant that monarchs will lay their eggs on. We will lose all the monarchs if there is no milkweed. We need to publicize this to encourage other to start planning. Butterfly gardens are important.

Morford stated I believe homeowners will join us.

Hankins stated this fits with LETA and will make an interesting article on Facebook.

Totte stated the trees in front of Eisenhower Junior High will cost somewhere between \$850 and \$1000 to trim and haul off. They have never been trimmed.

Dismuke stated that would make Eisenhower look so much better. I would like to see that done.

Totte stated it would. We should let them defoliate so we don't stress them. Maybe do this in the fall or early winter.

Motion by Dismuke, Second by Sweeney, to approve trimming the trees at Eisenhower Junior High School and hauling off the debris. **Aye:** Dismuke; Ezerski; Hampton; Hankins; Morford; Sweeney. **Nay:** None. **Motion Passed.**

Ezerski asked exactly what will you do.

Totte stated we will elevate the lower limbs. They almost look like a shrub. The limbs are too low and you can't walk under them. We would raise them up and shape them. This is the estimate for the fall color. We will do this planting the first 2 weeks of October. It includes the 50 pots on 2nd Street and the 59 tree rings on Lee Blvd. This includes removing the existing plants, replacing the soil and adding Blood Meal fertilizer. The second estimate is for the tulip and daffodils bulbs that need to be planted in December. I need to order those bulbs now.

Hankins asked how is the budget on this line item.

Rogalski stated this was included in your budget.

Hankins stated we budgeted \$14,000 for both these items.

Hampton asked what is the planting timeline.

Totte stated the fall color will be planted in the first 2 weeks of October and the bulbs will be planted the 1st of December.

Motion by Dismuke, Second by Morford, to approve the estimates for the fall color and the spring bulbs.

Rogalski asked when does Totte's contract end.

Hanna stated November.

Totte stated this price includes installation.

Hankins stated spring flowers are amazing.

Burk asked Hanna what are your thoughts. Should we wait?

Morford asked what are we waiting for.

Burk stated the contract is being reworked and will be much different. Some of this will be included in the contract.

Rogalski stated I don't believe the contract will be in place by the time this needs to be done.

Burk stated we could wait on the bulbs.

Morford stated he has to order them now.

Burk stated your right. Call the roll.

Aye: Ezerski; Hampton; Hankins; Morford; Sweeney; Burk; Dismuke. **Nay:** None.
Motion Passed.

Totte stated that is all I have unless you have questions.

Burk stated thank you.

B. Receive Treasurer Report and take action if necessary.

Powers stated on the Profit & Loss for August you see hotel income of \$9,581.96, interest income of \$9.74, expenses for advertising and promotion \$300, Eye Candy Banquet \$500, for a total net income of \$8,791.70. Fishing for Food had income of \$1000 and Project Graduation had an expense of \$116. The total net income for August was \$9,675.70. On the balance sheet you have committed funds of \$38,876; LETA has \$71,094.11 uncommitted for a total operating fund of \$109,970.00. Under liabilities and equity you have \$300 in accounts payable for advertising. This was a check we held. On the Income & Expense Tracker you see the hotel funds and interest were added. Expenses to date are \$500 for the Eye Candy Banquet, \$225 for Yard of the Month, \$4556.75 for professional fees and \$755 for advertising.

Burk asked have we not received any municipal fines.

Powers stated no. On the Projects Pending you see there hasn't been a lot of activity. The last page is the Estimated Account Balances at Year End. This is where the cash flow ties in. Are there any questions.

Burk stated is the \$14,520 under Playground In The Park what we have spent.

Powers stated yes. On the Expense Tracker we budgeted \$15,000 to spend and \$480 for income. That is the difference and we will be negative by that amount.

Burk stated I want to keep funding Playground In The Park. All the lights around the playground have been broken again. I would like to see us purchase cameras for the park.

Ezerski stated I agree.

Burk stated they have cameras with a voice box and flashing lights. It takes a picture and sends it to the authorities. We have spent a lot of money of those lights and I believe it is time to try something different. Let's make contact with the company and see what they have.

Dismuke stated I would like to see how they work.

Burk stated we would need to purchase the real camera and a couple of dummies. We can move them from the playground to Kids Zone. I believe we can purchase them with the \$14,000.

Rogalski stated they are not attractive but they are effective.

Morford asked does it actually transmit a picture.

Burk stated yes. We will be required to put up signs stating cameras are in operation.

Ezerski asked do all the problems occur after closing.

Hanna stated most of it.

Rogalski stated I'll get the information together and we will bring it back to the next meeting.

Dismuke asked do we have enough money to purchase one.

Burk stated yes and maybe 2.

Motion by Dismuke, to approve up to \$15,000 for cameras for Playground In The Park and Kids Zone.

Rogalski stated I would feel better if we brought information back to you and then approve the purchase.

Dismuke asked why wait.

Rogalski stated it is a matter of what you want to purchase. You will have some options.

Burk stated we can cap it at \$14,000 and if it is more it has to come back to the Authority.

Second by Sweeney. **Aye:** Ezerski; Hampton; Hankins; Morford; Sweeney; Burk; Dismuke. **Nay:** None. **Motioned Passed.**

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

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

Hanna stated we are on track with the splash pad. Waiting on DEQ to decide how the discharge is going to work and are looking at a May opening. We are working on the International Festival and Spirit of Survival.

Burk asked what about the bronze statues.

Hanna stated it is a struggle to get estimates.

Burk asked what about Lupe. I would like to see those set before it gets cold.

Rogalski stated I'll get an estimate from Lupe and Tommy.

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

Ezerski stated I'm working on a press release and it should go out next week.

Burk stated the billboard looks great.

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

Burk asked I have noticed we have used the mowers that pick up the trimmings along the street curbs and the street sweeper cleans the street. They have done Rogers Lane and I'm so thankful. We will be addressing the weeds that are going in the cracks and we hope to make that more presentable. If you see an area that needs attention please let Rogalski or I know.

Ezerski asked who is responsible for the area by Shelter Creek.

Burk stated a contractor mows part of it and then the City mows the rest. We are going to spray so it doesn't grow as fast.

Ezerski stated I walked through it the other day and it is over my knee.

Burk asked will you ask Drainage Maintenance to take a look at this. Maybe we need to add this to the contractor's contract.

Hanna stated yes.

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

- G. Receive report from Facebook Committee and take action if necessary.

Hampton stated the Ron Stephens Stadium project is moving along. We are working with Kyle Smith on the details of how to start making money.

Ezerski asked how much were the estimates.

Hampton stated \$60,000 to \$90,000 depending on what we did. The School Board would like to have more estimates. It will be placed on the Historical Preservation rolls to help with it staying in the community forever. Last month we reached 8 to 9,000 people on Facebook for a non-profit and have a 4.9 out of 5 rating.

Burk stated we need to get pictures of our projects up.

Hampton stated I have slots for those and we can go as deep as we want.

H. Receive report from Neighborhood Services

Dismuke asked what about the lights and tree trimming here at City Hall.

Burk stated we have given them the okay to start. He stated it would be 2 or 3 weeks before they got started. He ordered the lights and he did give us the discount. He will be placing his advertisement out front like he did at the Chamber.

Dismuke stated I'm excited to see it.

Leach stated this is our expenditures for Fresh Paint Days. The weather on Friday is supposed to be terrible so we will probably have to postpone it. We don't have a makeup date at this time. The City's drop dead date is October 31st and if we have to go past that date we will store the materials until spring. The houses have been selected and that is in place.

Rogalski stated we hope to reschedule in October. Fort Sill is committed to doing this project and would love to do it twice a year.

Burk stated this is one of the best things we do to give back to the community. It couldn't be done without Fort Sills commitment. I would ask that each of you try to visit the houses in your Ward to thank these individuals. A lot of the soldiers adopt one of the home and goes back to help with flowerbed, gardens and other projects.

Hankins stated that is really nice.

Burks stated my main concern this year is quality control. I don't want to have to go back 2 or 3 weeks later to clean something up. There was a little disconnect last year.

Rogalski stated we did 30 houses last year and that was too many.

Burk stated we need to help with oversight. If you see something that hasn't been done right we need to correct it. I hope you have your guys in place to help.

Hankins asked when will we receive a list of the homes and what Ward they are in.

Leach stated here is a list of the home. The 2 listed in yellow have applied but I haven't made contact with them to sign their release. The paint is ordered to math their home but if we can't make contact we won't paint it.

Burk asked will you email that list and list what Ward they are in.

Ezell stated yes.

Burk stated there is a total of 20 homes. What is the start time.

Leach stated the solders will arrive at McMahon at 6:00 and depart at 7:00.

Burk stated if you have never been you need to go. The General will come and inform the solders of what he expects from them and how they are representing Lawton/Ft. Sill. He expects them to make certain they care for the homeowner and behave. Then he will praise them and get them pumped up and ready to go.

Leach stated the actual cost is half of what is shown on the invoice. The Regional Manger from Sherwin Williams approved half of everything.

Burk asked did you know that we have ladders and supplies stored in the Parks and Recreations storage area.

Leach stated I'm the only one with a key. There was a leak and everything on the ground was ruined. We have requested shelving in case this happens again.

Sweeney asked when are you going to make a decision on the rain out.

Leach stated tomorrow morning.

Rogalski stated we will be bringing lunch in downstairs as they finish up from 11:00 to 2:00. If you are in the area stop by to say thanks.

Burk stated that is great.

2. New Business

A. Consider approving the minutes of August 10, 2016.

Motion by Hankins, Second by Sweeney, to approve minutes of August 10, 2016. **Aye:** Hankins; Morford; Sweeney; Burk; Dismuke; Hampton. **Abstain:** Ezerski. **Nay:** None. **Motion Passed.**

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

Power stated there are none for approval today.

C. Consider awarding a grant to Connor Sasseen for his Eagle Scout project and take action if necessary.

Burk stated we are going to do item D before item C.

D. To amend the minutes of June 10, 2015 and take appropriate action.

Ezell stated during the audit the auditor find that the \$1500 mentioned in the financials should have been \$1,814.19. The auditor asked that the minutes be amended to reflect the change.

Motion by Ezerski, Second by Dismuke, to amend the minutes of June 10, 2015 to reflect the stated corrections. **Aye:** Morford; Sweeney; Burk; Dismuke; Ezerski; Hampton; Hankins. **Nay:** None. **Motion Passed.**

C. Consider awarding a grant to Connor Sasseen for his Eagle Scout project and take action if necessary.

Sasseen stated I'm Connor Sasseen and I'm a scout for Troop 176. I'm here to propose my Eagle project to you. I see we have some here today that weren't here last month. Here is a packet of my presentation.

Burk stated this is the best packet that has come before the Authority. You did a great job putting this together.

Sasseen stated thank you. The project site is located across the street at Central Baptist Church. I will be rebuilding the retaining wall and building a 20' x 20' Ten Commandment monument. Here is a picture of the existing wall. We are currently in the process of removing that wall. We have taken the dirt back to the asphalt to pour a foundation. This is Versa Lock and it will be used for the new wall. You stack the blocks and they are held together with a pin. It will be like the wall built by Arvest on Cache Road. This will be what the wall looks like once it is complete with landscaping. This is a diagram of the monument. When I was here last I had not raised any money but to date I have raised just over \$18,000.

Burk stated good job.

Ezerski stated nice job.

Hampton stated wow.

Ezerski asked what is the total cost of the project.

Sasseen stated \$37,800 and I'm asking the Authority to help fund the retaining wall. The cost of the wall is \$7700. This is a major part of the project.

Dismuke stated this is a massive project. I'm impressed.

Sasseen stated there will be 4 teams with a team captain, block setters, pin setters and 4 block carriers. Are there any questions?

Sweeney asked do you want to have your funding before starting the project.

Sasseen stated it depends on the demolition and foundation.

Sweeney asked is the church paying for that.

Sasseen stated yes and T & G Construction will help with the curb and sidewalk.

Hampton asked do you have a completion date.

Sasseen stated we would like to have it completed by the end of the year with a dedication ceremony in December.

Burk stated we have \$5000 left in our grant budget.

Sweeney asked when will we replenish that account.

Burk stated July 2017.

Dismuke asked how much are you asking for?

Sasseen stated I would like for you to contribute towards the \$7700.

Burk stated this is a great project and you have done a great job.

Motion by Burk, Second by Morford, to award a \$5000 grant to Connor Sasseen for his Eagle Scott project.

Dismuke stated this leaves us without any funds for 6 months.

Burk stated it does. We have done a lot of project this year and I don't believe we have done anything wrong. We could put a cap on our grants next year to do more if you want.

Sweeney stated we will have to say no to anyone approaching us this year.

Dismuke asked do you think we should save some.

Burk stated I believe we set \$30,000 aside for grants and when it is gone it's gone.

Morford stated they have all been good projects.

Hampton stated I agree.

Dismuke stated I believe we may see more worthwhile projects before July.

Rogalski stated most grants have a timeline of when you apply and when the money is used. Based on this year you have to say be here early.

Sweeney stated moving forward we might decide on a cap. This is a learning process.

Hampton stated we might also want to see seed money.

Burk stated I did ask Sasseen at the last meeting to try and raise some seed money and it is obvious he has done that. I believe this is a deserving project and I wish we had more to give.

Aye: Sweeney; Burk; Dismuke; Ezerski; Hampton; Hankins; Morford. **Nay:** None.
Motion Passed.

Sasseen stated thank you.

Sasseen M stated I would like to say I'm proud of Connor. He has raised \$2400 through a Gofundme account and the rest has been by giving direct presentations to other groups. He will learn more from the presentations than actually building the project.

Sweeney stated that is a wonderful experience.

Sasseen stated thank you for your help.

Burk stated please let us know when you have the dedication. Thank you.

E. Consider approving a Yard of the Month for the month of September.

Burk stated we will choose the Yard of the Month for September and October today. The properties to be considered are:

2310 NW Nottingham
3701 NE Willow Way
7 & Arlington
3702 NE Fieldcrest
2313 NE Turtle Creek Drive
601 Bell
723 NW Heinzwood
1405 NE Independence
3607 Arlington
4832 Williams
908 NE Pheasant

2313 NE Village Drive
2902 NE 9th
2332 NE 9th
2103 50th

Burk stated the winner for September is 2103 50th and 2332 NE 9th for October.

3. Old Business

A. Discuss and consider a Butterfly Sanctuary/Garden at Elmer Thomas Park and/or other appropriate location and take appropriate action.

Rogalski stated you received information about these sanctuaries. It was amazing looking at all this stuff. A butterfly garden has a lot of miscellaneous plants and they are usually native plants. Certain butterfly species will only inhabit on certain plants. If we no longer have those plants we will not longer have the different species of butterflies. While migrating if they can't find their plant they can't lay their eggs. It takes 3 generation for a monarch to come back from the south to the north. That means it has to lay eggs 3 times.

Burk stated what do we need to do.

Rogalski stated we need to publicize this information on our website and Facebook so people will become knowledgeable. We need to look into planting milkweed and other plants in our medians and at Elmer Thomas Park. We could have butterflies all over the park.

Dismuke stated I've never seen milkweed at a nursery.

Morford stated Totte stated he would have to order them.

Rogalski stated we spray our lawns to kill the native vegetation.

Hampton asked is there a certain area within Lawton they go.

Morford stated no. They will be migrating this time of year.

Dismuke asked what is needed from us.

Rogalski stated nothing until spring. Then we want to make sure we plant the plants they need for migration.

Ezerski stated some of these are really pretty.

Sweeney stated I think we should definitely do this.

4. Announcements

None

ADDENDUM

BUSINESS ITEMS:

1. To Review and Approve a Plan and Budget for the Lawton Fresh Paint Days.

Motion by Dismuke, **Second** by Ezerski, to approve up to \$7,000 for the Fresh Paint Days supplies. **Aye:** Sweeney; Burk; Dismuke; Ezerski; Hampton; Morford. **Nay:** None. **Motion Passed.**

5. Adjournment

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

Motion by Ezerski, **Second** by Hampton, to adjourn. **Aye:** Sweeney; Burk; Dismuke; Ezerski; Hampton; Hankins; Morford. **Nay:** None. **Motion Approved.**