



## City of Lawton

### Lawton Enhancement Trust Authority

Lawton City Hall  
212 SW 9th Street  
Lawton, Oklahoma  
73501-3944

### Minutes

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Wednesday, August 13, 2025

3:00 PM

Lawton City Hall  
3rd Floor Conference Room

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#### Meeting Called to Order and Roll Call

"Official action can be taken only on items which appear on the agenda. The Authority may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Authority may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Authority may refer the matter to City Staff. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

Chairman Ezerski called the meeting to order at 3:00PM in the 3rd floor conference room of City Hall.

#### ROLL CALL:

**PRESENT:** Dwight Tanner, Barry Ezerski, Dwain Baxter, Ted Symuleski, Charles Owens, Johnny Owens

**ABSENT:** Chris Rabon (excused), Jeremy Lohman (excused), Addie Smith

**OTHERS PRESENT:** Dewayne Burk, Deputy City Manager; Charlotte Brown, LETA Executive Director; Neal Kirmer, Communications & Marketing; Tammy Branstetter, City Clerk's Office; Garrett Lam, City Attorney's Office; Yolanda Allen, Parks & Recreation; Jason Poudrier, Arts & Humanities; Kristin Huntley, Financial Services; Matina Davis, Citizen of the Community; Robert De Shade, Citizen of the Community

#### Statement of Compliance with Oklahoma Open Meeting Act, 25 O.S. 301-314

Chairman Ezerski verified with Branstetter that the meeting notice and agenda were posted in accordance with the Oklahoma Open Meeting Act.

#### Introduction of Guests

Matina Davis, Citizen of the Community, introduced herself.

Robert De Shade, Citizen of the Community, introduced himself.

Chairman Ezerski thanked guests for coming.

## **Reports**

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

Yolanda Allen, Parks and Recreation, announced that the new Aquatics Center will be open on August 16th. The grand opening is Saturday at 9:00 AM.

2. Receive a report from the LETA Executive Director regarding ongoing LETA projects and departmental updates and take action as deemed necessary.

Charlotte Brown, LETA Executive Director, said Tammy and I sat down this afternoon to look at the brick website, and we were going to try to get some orders placed. We sent a couple of questions over to the brick company because there are some that have multiple clip art options from what they originally requested that need clarifying. We're currently waiting to get some more information back. Once we receive that information, we're probably going to be reaching out to everyone that we've got a record of who has paid so that we can verify which clip art they want, because the clip art that they chose is not the same as what's on the new website. We want to make sure that we're doing the correct thing with honoring their loved ones, so we will be reaching out once we get some verification back from the company.

Chairman Ezerski asked if they said how long it's going to take.

Brown said I don't think so.

Branstetter said we just sent the follow-up email today, and they're usually pretty quick about responding.

Brown said I have the Neighborhood Services totals for the month of July. They sent 1,453 violation notices. They requested 608 work orders, and they've completed, as of July 31st, 202 work orders. At Council last night, they declared 17 of 19 properties dilapidated.

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

No updates were given.

## **Business Items**

Chairman Ezerski said we have Dennis Totte here — I'm going to move number six up and address that first.

The Authority considered Business Item #6 first.

1. Consider approving the minutes of the June 11, 2025, and July 9, 2025, meetings.

Copies of the minutes from the June 11, 2025, and July 9, 2025, meetings may be obtained from the City Clerk's Office upon request.

**Motion** by Johnny Owens, **Second** by Baxter, to approve the minutes from the June 11, 2025, and July 9, 2025, meetings as presented. **AYE:** Baxter, Charles Owens, Symuleski, Tanner, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

2. Consider approving the list of expenses for the period covering July 8 – August 10, 2025.

Kristin Huntley, Financial Services, reviewed the list of expenses for the period covering July 8–August 10, 2025. A copy of the list of expenses for the period covering July 8–August 10, 2025 may be obtained from the City Clerk's Office upon request.

Huntley said we have several. The first one for Stavis Morman is \$800, and this is for Freedom Festival ground crew. Keep Oklahoma Beautiful, \$200 — that was our annual dues for fiscal year '26. Ann Reader was paid \$105. She is one of the shuttle drivers for the Freedom Festival. Melody Tucker-Smith, \$180. She was also a shuttle driver for the Freedom Festival. Friends of the Library, \$44. They made some signs for the Freedom Festival. Triangle Security Services, \$81, and that was for the security at the Eye Candy Gala. Hatch Croke & Associates, \$1,553 — that was for the 2023 federal return for LETA. Local Radio, LLC, \$500 — that was for Freedom Festival advertisement. Gray Media Group, \$1,024.93 — that was also for Freedom Festival advertisement. And then Reginald Jenkins, \$800. That was for the Freedom Festival ground crew.

**Motion** by Tanner, **Second** by Johnny Owens, to approve the list of expenses as presented. **AYE:** Baxter, Charles Owens, Symuleski, Tanner, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

3. Consider approving the Financial Statements for the month of June 2025.

Kristin Huntley, Financial Services, presented the Financial Statements for the month of June 2025. A copy of the Financial Statements for the month of June 2025 may be obtained from the City Clerk's Office upon request.

Huntley said we'll start with the balance sheet. You can see under assets, they have all your cash accounts there, and those are the current balances. So total cash where it says "Total to the National Bank," is \$197,626.70. You do have a Freedom Festival receivable — these are sponsorships that were invoiced but not received as of June 30th, and they totaled \$32,250. So total assets are \$229,876.70. We did have some accounts payable — these are invoices that were invoiced in June but not paid until July. They totaled \$8,985.79. There is an "Other Current Liability" of \$5,000. This was an old invoice from '23 that was entered inadvertently, so it was deleted out of the system, but it hit the general ledger as the other current liability. So I'm going to look into

that before we close the books for '25. So total liabilities are \$15,985.79. Then down at the very bottom, where it says "Total Equity," second to last line, that's your fund balance of \$215,890.28. Huntley asked, are there any questions on the balance sheet?

Tanner inquired about the other current liabilities from 2023.

Huntley said I think it was an old invoice that, when it was originally invoiced, did not hit the general ledger.

Tanner said an invoice for what.

Huntley said it was an invoice for a vendor to pay us that shouldn't have been entered, so then it was adjusted to zero, but I don't think the original invoice hit the general ledger, so then when you reversed it, it had nowhere to go. I'm going to look into it.

Huntley said we'll move on to the profit and loss statement. So under income, we have our court fees — this is for April 2025, \$5,667. Interest income for June was \$27.32. Down under expenses, we have dues and memberships of \$99 — that was for our website. Down under other income, Freedom Festival income was \$10,400 — this was vendors and sponsorships. Other expenses: Holiday in the Park was \$68,995 — that's the Cinderella carriage that was purchased. Freedom Festival expense, \$2,800 — these were the princess performers. Hotel Motel Freedom Festival, \$72,500 — that was the balance of the fireworks display. So total net income for the month of June was negative \$128,299.68. Moving on to the income and expense tracker, you'll see for revenue, we have budgeted \$457,000. Income to date as of June 30th was \$217,000. I will say that we did do our final Hotel Motel request — that is \$136,000. It just didn't hit the bank until July. Then expenses — you'll see you have \$654,277 budgeted for expenses. Year-to-date expenses were \$436,941.55. We do have a few projects pending for \$3,802, and that left a remaining budget of \$213,534.40. Huntley asked are there any questions on this page?

Chairman Ezerski said we put in for \$137,000. He asked is LETA set up like others where we don't get the money until we have an expenditure for it?

Huntley said correct - that's the way it's contracted.

Huntley said on the last page, this is showing your projects pending. Under the beautification projects, you've got \$3,265 worth of projects pending. There are no projects pending under repairs, maintenance, and replanting. Under grants, awards, and miscellaneous donations, there's one project pending for \$537.

**Motion** by Baxter, **Second** by Johnny Owens, to approve the June 2025 Financial Statements as presented. **AYE:** Baxter, Charles Owens, Symuleski, Tanner, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

4. Consider approving an Agreement for Limited Services with the City of

Lawton for Fiscal Year 2025-2026 and take action as deemed necessary.

Brown provided background information on this item. A copy of the Agreement for Limited Services with the City of Lawton for Fiscal Year 2025-2026 may be obtained from the City Clerk's Office upon request.

Brown said this is our normal annual agreement for limited services. And under 1A it does say funds not expended during the fiscal year will remain in the Authority's account, so we do hang on to our hotel motel tax. I believe they did add one new thing — that we have to follow the city's purchasing policy. I think that was the only change to the agreement.

Chairman Ezerski asked what the change is from what we were doing.

Brown said we weren't waiting for requisitions and purchase orders and all that, so it's not really going to change much on our side, but on the back side they'll put the requisition in, and we have to wait for the purchase order number to be issued before we can send them out.

Huntley said you'll also need to obtain quotes for anything over \$12,000.

Brown said part of the Agreement is that we have to do an annual update, so I'm working on putting together something for that. I'll probably have this ready for the first Council meeting in September.

Tanner asked who presents the report?

Brown said either myself, or Mr. Ezerski.

Chairman Ezerski said the other thing you'll notice is that the Holiday in the Park fund was slightly reduced back to \$38,500.

Brown noted that the Freedom Festival fund was increased for the fireworks display.

**Motion** by Tanner, **Second** by Charles Owens, to approve the Agreement for Limited Services with the City of Lawton for Fiscal Year 2025-2026 as presented. **AYE:** Baxter, Charles Owens, Symuleski, Tanner, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

5. Consider approving the FY 2025-2026 budget for LETA and take action as deemed necessary.

Huntley provided background information on this item. A copy of the FY 2025-2026 budget for LETA may be obtained from the City Clerk's Office upon request.

Huntley said the estimated beginning budget, which is the fund's leftover, is

\$197,943.87. We're estimating that we're going to receive \$477,527.17, which will give you a total of \$675,471.04 to spend this current fiscal year. Expenses down below are estimated at \$613,933.49 in the various categories. We can do budget transfers if you decide you're going to need to do that.

Tanner inquired about the Children United funding. He asked if this is leftover funding.

Chairman Ezerski said it is — we still get some donations, which I'm sure is what the estimated income is. What Children United is doing now is trying to still raise money to come up with maintenance.

Tanner inquired about the sidewalk project for \$21,000.

Brown said it's the VA brick sidewalk project where you can buy a memorial brick to be placed on the east Gore Boulevard sidewalk.

**Motion** by Symuleski, **Second** by Baxter, to approve the FY 2025-2026 budget for LETA as presented. **AYE:** Baxter, Charles Owens, Symuleski, Tanner, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

6. Consider approving an estimate from Bedrock Nursery in the amount of \$28,819.99 for the installation of an irrigation system to water 60 newly planted Crape Myrtles and existing Photinia along Rogers Lane and authorize payment of all applicable expenses incurred up to \$28,819.99.

Dennis Totte, Bedrock Nursery, provided background information on this item.

Totte said we ended up planting 40–50 new crepe myrtle down Rogers Lane, extending from 52nd Street right by Casey's, going east down to approximately 40th Street. They wanted to fill in the gaps and holes, so they decided they wanted some crepe myrtles. They explained to me that they had some funding for the irrigation, and we would be doing that, following right up behind it. They said that was already set in place, but I got an email two days ago that said they were going to bring it to LETA. I don't know how all that evolved, but I guess it changed from a city project to proposing it to you guys. Originally, this was bid to the City of Lawton, and we are honoring the same price. I think it was from April when we first quoted it.

Tanner said we haven't needed the sprinklers this year, but next year may be a different story.

Totte said they have been hand watering, I do believe. Larry Parks had been handling that part. They've done a good job keeping them looking good, but at some point it does need to have irrigation.

Chairman Ezerski said the Board of Realtors actually are the ones who planted the first ones out there, and we had a drip system at that time, and it didn't last very long.

Totte said it's a pretty good span. The reason for some of that is there's a bunch of gas and utilities coming up that you've got to hand dig, so it's a pretty good project.

Tanner inquired about the available funding for this project.

Chairman Ezerski said we'll get to that — we do have it. I do think we really shouldn't be going out there planting what we're doing without having some kind of irrigation, but I don't think we really have a lot of choice.

Brown said we could do it under the beautification projects. There's \$90,000 set aside for that.

**Motion** by Tanner, **Second** by Baxter, to approve the estimate from Bedrock, with funds to be taken out of the beautification fund. **AYE:** Baxter, Charles Owens, Symuleski, Tanner, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

7. Receive a report regarding the 2025 Lawton Fort Sill Freedom Festival, consider additional sponsorship and take action as necessary.

Jason Poudrier, Arts and Humanities, provided background information on this item.

Poudrier said the recommendation is actually to table this until next month. I spoke with Kristin earlier, we're still actually receiving some of the sponsorships. The way most of the sponsorships work, it's 60 to 90 days for them to process those after they've pledged them. So, I'd like to wait until all the money has settled to be able to have a defined amount of what needs to be brought up as far as additional sponsorship is concerned. We expect it to be under \$5,000, but we do not have a final quote yet.

**Motion** by Symuleski, **Second** by Baxter, to table this item until the next meeting. **AYE:** Baxter, Charles Owens, Symuleski, Tanner, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

8. Consider approving an expenditure of up to \$3,000 for beautification in the Farmer's Market Parking lot near Shepler Park around electrical boxes for the installation of a six-foot cedar fence capped with cedar 2x4s, pecan stain and sealant, reinforced galvanized metal poles, gate and locking assembly, new concrete installed all the way around the base of the fence, and weed barrier with small gravel pebbles to prevent vegetation growth.

Poudrier provided background information on this item.

Poudrier said you do have pictures of this within your packet. Another thing you'll notice is that the 88 lamps that City Engineering was able to install all look great. The dedication plaque, the Ned Shepler plaque and the podium, has been moved. So they did a new base, and there's a new plaque on top of it, and that looks fantastic. But now

there's this kind of eyesore right in the middle of the parking lot. From my understanding with the Farmer's Market, the building is their jurisdiction, and the city's jurisdiction is the parking lot. This is in the parking lot, and that fence is a wind catch for trash, and vagrants go in there. This would essentially put a new cedar fence, a premium-looking fence, around it with a gate that's lockable, and it will beautify that space.

Chairman Ezerski said as you can see right now, they've just blocked off one side so you can't see the electrical meters from the Farmer's Market, but it's open on the backside. This way, we can close it all the way around.

Poudrier said yes, this will close it all the way around. The other thing is, there is vegetation there, and at times that vegetation will grow almost all over that fence.

Brown asked if the electricians will still have room to get in there.

Poudrier said yes, they will still have room to get in there. They would rip up that fence entirely. They push the fence out, they would re-cement — basically, the fence would be right along with the curb — and then they would put a ground cover down with pebbles on top so no vegetation growth is there.

Brown asked have you picked a contractor?

Poudrier said we have not picked a contractor. We have one contractor that's given me a quote of \$3,400. I believe we can do it for less than that. If it's more than \$3,000, within my building maintenance fund or within Parks and Recreation, I could talk to them about covering the additional \$400. But I think we could find a good fencing contractor that would do a premium job. But that's why this line item is so detailed — we want to make sure everyone's bidding on the same thing. We want a cedar fence, we want it stained, and we want the top rail around it. We do want it with double doors that are lockable.

Poudrier said if LETA approves this now, with Bedrock's estimate on the floral and vegetation installments of the beautification project, we can likely get this done when all of that's done. We can almost have a rededication of Shepler Park — we'll have the new plaque, we'll have the irrigation, we'll have the flowers, and it will all look fantastic.

Tanner inquired about the footage of the fence.

Poudrier said I don't know off the top of my head. I would probably say it's at least 10 by 10. I would say about 14 by 14, maybe a little bit larger than that.

Chairman Ezerski said if we can get it done for \$3,000, that's actually a really good price, because right now it's about \$26 a foot for a privacy fence.

**Motion** by Tanner, **Second** by Johnny Owens, to approve an expenditure of up to \$3,000. **AYE:** Baxter, Charles Owens, Symuleski, Tanner, Johnny Owens, Ezerski.

**NAY:** None. **MOTION PASSED.**

9. Select a Yard of the Month winner for July 2025.

Neal Kirmer, Communications and Marketing, provided background information on this item. A copy of the photos of the Yard of the Month nominees for the month of July 2025 may be obtained from the City Clerk's Office upon request.

Kirmer said we have three yards for your consideration. We have yards from Wards 4, 8 and 2. The home in Ward 2 received the most votes at 343 votes.

**Motion** by Symuleski, **Second** by Tanner, to select the yard from Ward 2 as the Yard of the Month winner for July 2025. **AYE:** Baxter, Charles Owens, Symuleski, Tanner, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

10. Receive a presentation from the Communications and Marketing Team on a proposed plan to highlight LETA's 20th Anniversary and take action as deemed necessary.

Neal Kirmer, Communications and Marketing, provided background information on this item.

Kirmer said we would like to highlight the 20th Anniversary of LETA by doing some social media posts and possible videos. We just kind of want to get your input. If you want to move forward with what we have here, or if you have anything that you'd like to maybe suggest that we do instead. We're kind of leaning towards celebrating two decades of impact. It's kind of the overall theme of what we're going to be doing for the next couple of months, just highlighting projects that LETA has funded and done. We'd really like to do video features with past LETA members. I've reached out to Rosemary Bellino. I haven't received word back as to whether or not she's willing to be on camera yet. If anyone current would like to participate, that'd be fantastic. We'd also like to do a small but mighty feature. Something that maybe not a lot of people get to see all the time, but we think is a pretty neat deal. That could be the plaque at Shepherd Park, or even the upcoming fence in the Farmer's Market parking lot. Anything like that we'd like to highlight.

Chairman Ezerski said I think it's a great idea.

Tanner said I'm just curious how many projects we've been involved with over the last 20 years — I think we've lost track.

Chairman Ezerski said it's usually at least one project a month. If you think about that, that's over 200 projects in the last 20 years.

Dewayne Burk, Deputy City Manager, said we have another project that we're going to be bringing as well. We'll probably be putting it on the next agenda.

No action was taken on this item.

### **Adjournment**

**Motion** by Johnny Owens, **Second** by Charles Owens, to adjourn the August 13, 2025, meeting. **AYE:** Baxter, Charles Owens, Symuleski, Tanner, Johnny Owens, Ezerski. **NAY:** None. **MOTION PASSED.**

There being no further business, the meeting adjourned at 3:40 PM.