

**MINUTES**  
**LAWTON ENHANCEMENT TRUST AUTHORITY**  
**3<sup>rd</sup> FLOOR CONFERENCE ROOM CITY HALL**  
**212 SW 9<sup>th</sup> STREET**  
**JANUARY 13, 2016**

Kerry Sweeney, Secretary, called the meeting to order at 3:00 p.m. in the 3<sup>rd</sup> Floor Conference Room. Notice of meeting and agenda were posted on the City Hall notice board as required by law.

**ROLL CALL:**

**PRESENT:** Hampton, Allan; Morford, Bob; Sweeney, Kerry; Tennis, Michael

**ABSENT:** Burk, Jay; Dismuke, Bob; Duffy, Andrew; Hankins, Mary Ann; Rogers, Kyle; Smith, Addie.

**OTHER PRESENT:** Denise Ezell, City Clerk's Office; Scott Powers, Finance; Richard Rogalski, Planning; Jack Hanna and Keith Neitzke, Park and Recreation; Whipp, Billie, Arts and Humanities.

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**When the meeting was called to order there wasn't a quorum. The Authority chooses to receive reports and not take any action.**

**BUSINESS ITEMS:**

1. Reports

H. Receive report from Gala Committee.

Whipp stated we are on track with the Hilton. The menu is all lined out. The invitations have been mailed and we have 40 RSVP's at this time. For those of you on the Authority that has not RSVP please do so. I have 2 confirmations on auction items. Please be certain to include a value and description of the item.

Sweeney stated okay we need to get our auction items in and RSVP.

**Ezerski entered the room. Still no quorum.**

A. Receive Treasurer Report and take action if necessary.

Powers stated looking at the profit and loss statement for December you see there wasn't any income but several expenses. We had expenses for the 11<sup>th</sup> Street Project in the amount of \$4,500, advertising and promotion in the amount of \$29.00, bank service charge in the amount of \$14.95, Eisenhower grant in the amount of \$7,025.00, Gala in the amount of \$11.99, maintenance of flower beds in the amount of \$149.94, and repairs in the amount of \$11,589.34. Total expenses for the month of December were \$63,320.22. We had interest income of \$11.63 for a net income of -\$63,308.59. On the balance sheet you see committed funds of \$4,750.00, Fire Pac \$15.35, Fishing for Food \$3,275.82, Freedom Festival \$14,880.61, Fresh Paint Days

\$22.80, LETA \$61,527.18, LETA YA \$4,094.04, Playground in the Park \$18,271.78, Project Graduation \$829.76, Skate Park \$3,077.24 for a total of \$110,744.58. Are there any questions.

Rogalski stated I forgot to include the expense for the well at the Coke site so we have made an adjustment to the budget for \$8000.

Powers stated on the last page you see a list of projects you have approved.

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

Totte stated I brought a couple of estimates that I will hold until next month. One is for the tree rings on Lee Boulevard. Somebody ran through the median and damaged 4 of the rings. We need to cleanup, replace edging, plants and add soil to level the ruts. That estimate is \$1500. On 2<sup>nd</sup> Street there was a car accident at 2<sup>nd</sup> & Gore and it wiped out a big pot and a smaller pot. There was another accident a little further down that cracked a large pot and water is starting to filter out. For the 3 pots, potting soil and plantings the estimate is \$2,000.

Morford asked are we trying to recover our expense.

Rogalski stated the City Attorney's Office is in the process of filing a claim.

Totte stated this estimate includes irrigation on the pots.

Sweeney stated thank you.

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

Hanna stated Christy James and I met last week to look at different designs for your signs. Park Maintenance believes they will be able to make something similar to what Oklahoma City uses. We need to know which logo to use so we can make a template. We have the opportunity to take advance of their craftsmanship.

James stated these are from the Oklahoma City area. This is a picture of an existing sign here in Lawton. Here are some mockups for you to look through. The plan is for them to be wood with the background carved out. The names and letters would be embossed. We haven't discussed size because we would like to find the design first. Oklahoma City started with this sign and scaled it down because it was too large. They moved to this sign and dressed it up a little. A retired board member makes their signs and I made contact with him for a quote.

Hanna stated Park Maintenance is confident they can get a design you will like. Their idea is to have a metal frame with wood inserts. This way if the wood is damaged they can replace just that section.

Tenis stated I think it would be nice to use the outlines of mountains.

Rogalski stated we copied a little of Oklahoma City's sign and used our logo. We want to make certain the community knows that LETA is doing something. This will help to protect your funding and gets people excited about being involved. The idea is that the sign doesn't detract from the landscaping. Mountains are a great idea because you are trying to create something aesthetically pleasing.

Morford stated it would be nice to transition that into the bike path sign and tied it all together.

Rogalski stated this is the bike path sign.

Tenis stated I like that.

Sweeney asked do you think we need help from someone in graphics.

James stated it doesn't matter. This was drawn in AutoCAD and is an idea for you to look at.

Sweeney stated I believe we are off to a great start.

Rogalski stated let us keep working and once we have something we will bring it back to the Authority.

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

Ezerski stated we have done a press release on the Gala and Channel 7 spoke with Burk about the 11<sup>th</sup> Street project. I would like to get the release on the website.

Hampton stated okay.

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

Nothing to report at this time.

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

Hampton stated I've been posting to Facebook and I'm going to put together a package of things that are being offered in the community. I also posted the Gala invitation. Our website needs some work. Our site is not the standard site. I'm going to put together some number to see what it will take to make some necessary changes to make the site easier to use.

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

Covered under Website report.

2. New Business

Sweeney stated we will be moving Item D to the next item.

D. Discuss and review the Elmer Thomas Park Master Plan and take action if necessary.

James stated at the last meeting Hanna brought Shahan's Master Plan.

**Bob Dismuke entered the room and now there is a quorum.**

James stated this is a digital map of Elmer Thomas Park. Some of the original ideas have fallen to the wayside. We now have a new Parks and Recreation Director and he has a different vision. We talked about removing some of the old plans. Here was the site for a Cultural Facility. There was to be a U shaped road and this area was reserved for this facility. We are uncertain of the plans for this site so we removed it from the plan. This was labeled Central Common Area. Again we are not certain what this area was to be used for.

Rogalski stated if you remember what these sites were to be used for please inform us. If no one remembers we will probably remove it from the Master Plan.

James stated the plan had a fire lane between the museum and the auditorium. Now there is a sidewalk there. We would have to redesign this area for a fire lane. Prairie Dog Town was to be here and here. Hanna doesn't feel it is necessary to have a denoted town. Here was a prairie dog education facility and walking trail. Our trails are in a different area so we removed both of these. A fishing dock and non-motorized boating facility was to be here. Lake Helen has never been a boating facility. Since we are looking at improvements to Lake Helen we felt now was not the time to place boats into the Lake. At some point you may want to have a concession with paddle boats and we can always place that back into the plan. Here and here was to be a landscape buffer with trees. We didn't feel it was wise to spend money to purchase trees to block this. Hanna has a plan to improve the overall plantings in the park.

Rogalski stated we did plant about 100 trees not long ago.

James stated here are some projects that weren't on the original plan. The yellow star means it is a completed project and the purple stars are future projects. The permanent Farmer's Market is proposed to go here and this would have a community garden. Parking would be here on the side. We have the east side, west side, garden and Holiday In The Park pavilions, and the ice skating pad site. These are new and most of them completed. We have added 2 more fountains to the lake, the Miracle Field, the splash pad, natural play skate, new parking lots and expand some existing ones. These were park service roads and now are being used for everyday traffic. They need some improvement. All this leads to a new Master Plan.

Dismuke asked we had an ice skating rink.

James stated several winters ago we attempted an ice skating rink. Due to our weather we were unable to do so. Hanna has proposed to cover that and add a restroom and another pavilion.

Ezerski asked what are these purple stars.

James stated the bike trail ways. This one is the connector to Fort Sill and this connects to Elmer Thomas Park. The green one is another loop back to Cherry Avenue and the red a loop that goes around Elmer Thomas. This is a proposed walking trail and is on the front burner.

Rogalski stated a 10' wide trail is a multi use trail. This would be a great addition to the park for our 5K events.

James stated the veterans are willing to pay for a handicap ramp to get to the veterans memorial. We would take it from here and go around. Approving the new plan gives us a road map to the future.

Rogalski asked where is the skate park.

Hanna stated it was supposed to be north of the museum.

James stated one limitation at this point is utilities. We need more electricity.

Dismuke asked what about our plans for buffalos in the park.

Ezell stated those were to be located by the flag pole and there wasn't enough money raised to do the project.

Rogalski stated now we have a couple of opportunities for buffalo. LETA in the past had directed me to try for a grant to landscape the tri-level. We were not awarded that grant due to the ODOT project on that area. Since the project is finished we have the opportunity to landscape the tri-level. Wichita Wildlife would like a spot in the park to advertise the refuge. They would like to place an actual buffalo in the park. We have talked about lower maintenance in the medians and they would be willing to help us with planting mixed prairie grass. The thought was to recreate a prairie.

Dismuke stated the parks needs some landscaping and more trees but the trees that are there need a lot of maintenance.

Rogalski stated the end result would be to have a Master Plan you would bless. That doesn't mean it can't be changed. We would ask that Council bless the plan also. Is there any comments or directions.

Sweeney asked do we need to vote to accept the Master Plan.

Rogalski stated if you like the plan the way it is and want to forward to Council then you need to accept the plan. Why don't we do a little more work and bring it back to you.

Sweeney stated you definitely have a good start. I believe the Farmer's Market is a good fit.

Morford asked what kind of power does this have.

Rogalski stated a Master Plan is only as strong as those who have approved it. If somebody wants to do something in the park they would need to have LETA and Council's blessings. There is no official status other than it is a plan. This is only as binding as your next meeting.

A. Consider approving the minutes of November 11, 2015.

**Motion** by Tenis, **Second** by Morford, to approve the minutes of November 11, 2015. **Aye:** Dismuke; Ezerski; Hampton; Morford; Sweeney; Tennis. **Nay:** None. **Motion Passed.**

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

**Motion** by Morford, **Second** by Tenis, to approve the Limited Services Agreement between the City of Lawton and the Lawton Enhancement Trust Authority. **Aye:** Ezerski; Hampton; Morford; Sweeney; Tennis; Dismuke. **Nay:** None. **Motion Passed.**

C. Consider amending the 2015-2016 budget and take action if necessary.

Rogalski stated due to the bill for the well site I have added \$8000 to repairs.

**Motion** by Tenis, **Second** by Hampton, to approve amending the 2015-2016 budget. **Aye:** Ezerski; Hampton; Morford; Sweeney; Tennis; Dismuke. **Nay:** None. **Motion Passed.**

Sweeney stated we need to accept the treasurer's report.

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

Ezerski asked do we need to approve Totte's estimate for the tree rings.

Rogalski stated that quote was \$1500. I would ask you wait to approve 2<sup>nd</sup> Street until we see if we will be allowed to file a claim.

**Motion** by Ezerski, **Second** by Dismuke, to approve the tree rings on Lee Boulevard in the amount of \$1500. **Aye:** Morford; Sweeney; Tennis; Dismuke; Ezerski; Hampton. **Nay:** None. **Motion Passed.**

3. Old Business

A. Update on how other cities are handling mobile sales and food trucks.

Rogalski stated Charlotte Brown from License and Permit has looked into how other cities handle mobile sales and food trucks. Currently the City of Lawton has no rules on mobile food. It is licensed by the Health Department and you are required to move every 24 hours.

Brown stated it is hard to pinpoint exactly what they do on outdoor sales. A week ago the Health Department shut down a mobile food truck because they were not following state statutes. Most cities require you go back to a home base at the end of the day. Some cities have a timeframe at one location and you have to turn in an itinerary every day. I'm looking at writing a code that states you have to return to a home base everyday and you are allowed only a certain number of days at one location.

Rogalski stated we don't want to be too heavy but we should have limited locations and duration of the stop. We need to regulate whether they are in a public right-of-way and how long they will block a parking lot. They also need to have permission from the property owner.

Ezerski stated Yukon has a maximum of 15 minutes in one location. That is crazy.

Rogalski stated one reason for having regulations is like Bailey's Catfish. He sits in one location and has subverted all our codes. Down the street there is a restaurant that opened a building, put in landscaping and has met all our codes. He is in direct competition and has had to do nothing. They need to move at the end of the day and we need to decide how long you can stay in one area over the course of a year.

Hampton asked do most of the other cities have a designated area and have to have a permit.

Brown stated some do have designated areas and yes they have to have a permit.

Dismuke asked do we really have a problem.

Rogalski stated we are on the edge of a problem.

Sweeney stated Norman is about our size and they are not too restrictive.

Rogalski stated I agree.

Morford asked how does the Health Department do inspections.

Brown stated they do an annual inspection on the trailer.

Morford asked don't they need to check more often than that.

Brown stated they could if they receive complaints. They have tried for 6 months to get Bailey's Catfish to follow the rules. They inspect restaurants on a regular basis.

Morford stated these ought to be checked as often as a restaurant.

Ezerski stated I understand from a business perspective you want to be in the same area but you run the fine line between being an established business that should have to follow the same rules as brick and mortar.

Morford asked do we want to keep mobile food trucks or do we want to discourage them.

Rogalski stated you could put limitations that say not within a certain number of feet of a fixed restaurant.

**Motion by Dismuke, Second by Hampton**, to recommend to City Council that they use the same rules and regulations as the City of Norman uses when it come to mobile food trucks. **Aye:** Sweeney; Tennis; Dismuke; Ezerski; Hampton. **Nay:** Morford. **Motion Passed.**

B. Update on the possible partnership with ODFW and the cost of fountains and/or an aeration system to improve the aquatic health of Lake Helen and take action if necessary.

Rogalski stated as you remember Ryswyk spoke to us about the treatment and aeration of Lake Helen. The cost of the treatment is about \$6,000 and Fish and Wildlife are willing to provide those chemicals as long as we help with the treatment. They also want the city/LETA to commit to either aeration or fountains. The cost of aeration is almost \$17,000 and for 4 fountains around \$20,000.

Dismuke asked will the fountains do the job.

Rogalski stated no.

Morford asked did we say the maintenance on the aeration would be a lot less.

Rogalski stated absolutely.

Morford asked do we have the money to do the aeration.

Rogalski stated it would come from your repairs, maintenance and beautification account and you have \$103,000 in the budget.

Morford stated this needs to be done in February or March.

**Motion by Morford, Second by Dismuke**, to approve up to \$17,000 for an aeration system for Lake Helen. **Aye:** Sweeney; Tennis; Dismuke; Ezerski; Hampton; Morford. **Nay:** None. **Motion Passed.**

C. Update on the ramp in front of the Leslie Powell Foundation.

Rogalski stated the ramp is not horrible but the curb is so high it does collect debris. The sidewalk in front of the building is not the best.

Tenis stated I don't believe this is a LETA issue.

Rogalski stated the city has a sidewalk fund that LETA oversee and this is where the money would come from. Rather than adjusting the ramp we need to look at the whole picture.

Morford stated we really need to look at this and it needs to be engineered. The whole street has a problem.

Rogalski stated you are correct. I'll look at the bigger picture to see what can be done.

4. Announcements

None

5. Adjournment

There being no further business the meeting adjourned at 4:35 p.m.

**Motion** by Dismuke, **Second** by Tennis, to adjourn. **Aye:** Tennis; Dismuke; Ezerski; Hampton; Morford; Sweeney. **Nay:** None. **Motion Passed.**