

MINUTES
REGULAR MEETING
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY FEBRUARY 14, 2024– 3:00 P.M.

Chairman Burk called the meeting to order at 3:00 P.M. in the 3rd floor conference room of City Hall.

ROLL CALL

PRESENT: Jay Burk, Ted Symuleski, Katy Jackson-Seeley, Barry Ezerski, Mary Ann Hankins, Addie Smith

ABSENT: Charles Owens (excused), Dwight Tanner (excused)

OTHERS PRESENT: Charlotte Brown, LETA Executive Director; Caitlin Gatlin, Communications & Marketing; Tammy Branstetter, City Clerk's Office; Gregory Gibson, City Attorney's Office; Mitchell Dooley, Parks & Recreation Deputy Director; Larry Parks, Parks & Recreation Director*

*arrived at 3:14 P.M.

STATEMENT OF COMPLIANCE WITH OKLAHOMA OPEN MEETING ACT, 25 O.S. 301-314

Notice of meeting and agenda were posted by the City Clerk's Office as required by law.

INTRODUCTION OF GUESTS

1. Reports

- A. Receive a report from Dennis Totte with Bedrock Nursery regarding current landscaping and irrigation projects, provide direction to Mr. Totte on current projects and take action as deemed necessary.

Totte said his staff has been trimming trees and freshening up the mulch in flower beds at City Hall, at the Public Safety Facility, and along 2nd Street.

- B. Receive a report from Neighborhood Services regarding monthly updates on departmental activities and take action as deemed necessary.

White said his staff sent 458 administrative letters/general violation letters and 57 cost notices for the month of December 2023.

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White said his staff sent 869 administrative letters/general violation letters and 133 cost notices for the month of January 2024.

White passed around renderings of what the Trash-Off t-shirts will look like.

Brown said White will obtain a cost estimate from Stanton's Printing for the Trash-Off t-shirts and bring it back to the Authority at the meeting in March.

Chairman Burk said he believes the Authority has a line item in their approved budget for Trash-Off funding.

Brown said that is correct – the Authority has budgeted \$4,360.00 this fiscal year for the upcoming Trash-Off event. Brown advised the City has received an invoice from ARA Equipment Rentals in the amount of \$355.00 for portable restroom and sink rentals during the event.

Ezerski asked when Trash-Off will take place.

Brown said Trash-Off is scheduled for April 6, 2024.

Motion by Ezerski, Second by Hankins, to authorize payment in the amount of \$355.00 to ARA Equipment Rentals for portable restroom and sink rentals during the upcoming Trash-Off event. **AYE:** Ezerski, Jackson-Seeley, Smith, Symuleski, Hankins, Burk. **NAY:** None. ***MOTION PASSED.***

- C. Receive a report from Children United regarding the accessibility playground in Elmer Thomas Park and take action as deemed necessary.

Ezerski said the rubber surfacing for the accessibility playground in Elmer Thomas Park has been ordered. However, the temperature must remain at or above 50 degrees for at least three days straight before the surfacing may be installed.

Ezerski said Children United has been working to set a date for the playground's grand opening. They would like to do this in May, but there are many other community events also taking place on the weekends in May. However, Children United has reached out to Lawton Public Schools and several other surrounding schools to see if they'd be interested in bringing their special needs students to a grand opening ceremony. Ezerski said they have received positive feedback from the schools, and many of them would be willing to bring their students if this were to take place on a weekday, preferably during the 1st or 2nd week in May around lunchtime.

Ezerski said Max Sasseen plans to make an announcement when the playground is 30 days out from completion.

Ezerski said Children United will have a sponsorship board displayed at the playground, and they will also be giving out donor plaques.

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Katy Jackson-Seeley left the meeting at 2:09PM and returned at 2:12PM.

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

Mitchell Dooley, Parks and Recreation Deputy Director, said there are a number of departmental projects currently in the works, to include the addition of new playground equipment in various City of Lawton parks – the equipment has been ordered, and they anticipate the delivery to be made within 12 weeks. Dooley said new flooring was recently installed at the HC King Center, and new flooring will soon be installed at the Patterson Center. These improvements were made possible through CIP funding.

Chairman Burk asked for an update regarding the shade sails at Elmer Thomas Park.

Dooley said staff was lacking the equipment to adequately raise the shade sails so they can be removed. They have since ordered this equipment. Dooley said that once staff is able to remove the shade sails, they will be sending them back to the manufacturer for refurbishing, which will cost approximately \$600 per sail.

Larry Parks, Parks & Recreation Director, entered the meeting at 3:14P.M.

Parks said he has included potential funding for a boardwalk and amphitheater in the preliminary FY 24-25 budget for Parks & Recreation.

- E. Receive a report from the Planning Department regarding ongoing LETA projects and take action as deemed necessary.

Brown said Christine James is temporarily helping oversee the Planning Department.

Brown said she has moved her office back to the Building Division for the time being.

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

Hankins noted that the tree lights at City Hall do not appear to be working – City Council adjourned after dark last night, and the tree lights were not on.

Branstetter said she will get in touch with Dennis Totte regarding this issue.

- G. Receive a report from the Communications and Marketing Department regarding LETA's social media accounts and publicity projects, provide direction to staff on said projects and take action as deemed necessary.

Gatlin said the Christmas Yard of the Month competition had the highest amount of active participants on the website since the website to date. She said two citizens were selected as winners for Christmas Yard of the Month 2023.

2. Business

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A. Consider approving the January 24, 2024 meeting minutes.

Motion by Symuleski, **Second** by Hankins, to approve the January 24, 2024 meeting minutes.

AYE: Ezerski, Jackson-Seeley, Smith, Symuleski, Hankins, Burk. **NAY:** None. ***MOTION PASSED.***

B. Consider approving an invoice from Heartland Pergolas in the amount of \$31,013.57 for the purchase of a Pergola to be installed at the Children United playground in Elmer Thomas Park and take action as deemed necessary.

Chairman Burk said Max Sasseen approached him about this purchase. He has seen renderings of the Pergola, and it looks very nice.

Ezerski noted that Children United has money available in their account to make this purchase.

Motion by Symuleski, **Second** by Ezerski, to approve an expenditure of \$31,013.57 with Heartland Pergolas for the purchase of a Pergola to be installed at the Children United playground in Elmer Thomas Park. **AYE:** Ezerski, Jackson-Seeley, Smith, Symuleski, Hankins, Burk. **NAY:** None. ***MOTION PASSED.***

3. Adjournment

Motion by Ezerski, **Second** by Hankins, to adjourn the February 14, 2024 meeting. **AYE:** Ezerski, Jackson-Seeley, Smith, Symuleski, Hankins, Burk. **NAY:** None. ***MOTION PASSED.***

There being no further business, the meeting adjourned at 2:28 p.m.

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