

AGENDA
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY MARCH 8, 2023– 3:00 P.M.

MEETING CALLED TO ORDER

ROLL CALL

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

INTRODUCTION OF GUESTS

BUSINESS ITEMS:

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.
- B. Receive a report from Neighborhood Services regarding monthly updates on departmental activities and take action as deemed necessary.
- C. Consider approving submitted materials for payment.
- D. Consider approving the monthly Treasurer Report.
- E. Receive a report from the Cultural Preservation Committee and take action as deemed necessary.
- F. Receive a report from Children United regarding the accessibility playground in Elmer Thomas Park and take action as deemed necessary.
- G. Receive a report from Parks and Recreation regarding departmental projects and monthly updates and take action as deemed necessary.
- H. 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.
- I. Receive Monthly Ward Updates from Trustees and take action as deemed necessary.
- J. Receive a report from the Planning Department regarding ongoing LETA projects and take action as deemed necessary.

2. Business

- A. Discuss the landscaping of the three centers and the landscaping of the flower beds in front of Nissan of Lawton at 201 W Gore Boulevard and take action as deemed necessary.
- B. Review and discuss By-Laws of the Lawton Enhancement Trust Authority and take action as deemed necessary.
- C. Discuss the planning of the Eye Candy Gala and take action as deemed necessary.
- D. Discuss the upcoming Trash Off event and take action as deemed necessary.

"The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if interpreters for the deaf (signing) is not the necessary accommodation."

- E. Discuss payment(s) of up to \$100,000 to Holiday in the Park for invoice # 2021 and take action as deemed necessary.
- F. Consider accepting a donation in the amount of \$49.50 from Dwight Tanner to cover the cost of LETA nametags.

3. Discussion

4. Adjournment

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BY-LAWS

LAWTON ENHANCEMENT TRUST AUTHORITY

Article 1. Name

Pursuant to the Trust Indenture dated July 13, 2005, the name of the organization shall be the **Lawton Enhancement Trust Authority**, a public trust authority, hereinafter called the "Enhancement Trust."

Article 2. Purpose

The Lawton Enhancement Trust Authority is dedicated to beautifying and aesthetically enhancing the appearance of the City of Lawton.

Article 3. Membership

- A) The membership of the trust authority shall consist of the Board of Trustees as defined in the Trust indenture; and they shall continue to be members of the governing body as long as they are trustees.
- B) There shall be eleven (11) trustees.
 - 1) Qualifications:
Trustees will be appointed in the following manner: One (1) shall be a sitting Council Member appointed by the governing body of the Beneficiary of the Trust; one (1) shall be appointed by the Board of the Commissioners of Comanche County; one (1) shall be appointed by the Lawton Chamber of Commerce and Industry; and the remaining eight (8) shall be nominated by each of their respective Council Members and appointed by the governing body of the Beneficiary.
 - 2) Terms of Office:
 - A. Following the initial term of each trustee, all appointments as trustees shall be for a three-year term.
 - B. The term of office for those members appointed to fill an unexpired term shall run concurrently with the vacancy they are filling.
 - 3) Compensation:
Trustees shall serve without compensation, but may be allowed their reasonable actual expenses incurred while on the business of the trust, provided authorization therefore has been obtained from the Board of Trustees.

Article 4. Officers

- A) Officers shall serve for a term of one year, and may be reelected for additional terms. Officers of the trust shall be:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer

- B) Chair. The chair shall preside at all meetings of the Trust. The chair, when authorized to do so by the Board of Trustees, shall execute all instruments on behalf of the Trust. The chair shall perform such other duties prescribed by the Board of Trustees and as usually pertain to the office of Chair.
- C) Vice Chair. The vice chair shall perform the duties of the chair in the event of the absence or incapacity of the chair, and in the case of the resignation of the chair, the vice chair shall perform such duties as are imposed on the chair until such time as a new chair shall have been elected. The vice chair shall also perform any other duties designated by the Chair.
- D) Secretary. The Secretary shall supervise the keeping of the records of the Trust, shall act as Secretary of the meeting of the Board of Trustees, shall cause to be recorded all votes and shall see that a record is kept of the proceedings of the Trust and shall perform all duties incident to such office.
- E) Treasurer. The Treasurer shall be responsible for the financial affairs of the Trust and shall keep an accurate record of all receipts and expenditures.
- F) Additional Officers. The Trust may elect such other officers as may from time to time be deemed necessary whose duties shall be prescribed by the trustees.

Article 5. Meeting

- A) Regular meetings. The Trust shall designate the time and place of all regular meetings as provided by the Trust Indenture and in full compliance with the Open Meeting Law of the State of Oklahoma.
- B) Special meetings. Special meetings shall be at the call of the Chair or by any six (6) members of the Trust. All special meetings shall be called in compliance with the Open Meeting Law of the State of Oklahoma.
- C) Quorum and Official Action. All activities and meetings of the Board of Trustees of the Lawton Enhancement Trust Authority shall be held and conducted in full compliance with the Open Meeting Law, or as provided by the statutes of the State of Oklahoma. A quorum for the conduct of business requires the attendance of at least six (6) trustees at a properly convened meeting of the Trust Authority. All action by the Trust pursuant to the provisions of the Trust indenture shall be by the majority vote of those present for the meeting.
- D) Excused Absences. Trustees are expected to attend trust meetings regularly in order to carry out the business of the trust effectively. If a trustee misses three (3) consecutive regular meetings without being excused, his or her position shall be deemed vacant and the unexpired term filled with a replacement by the entity that originally appointed the vacating trustee.

Article 6. Committees

- A) Standing Committees. Standing Committees of the Trust, together with their prescribed duties, shall be established by the adoption of a written policy of the Board of Trustees of the Enhancement Trust, which may be amended from time to time. At the regular

meeting of the Board of Trustees following the annual election of officers, the Chair shall appoint from the Board of Trustees the members of the various standing committees. Membership on standing committees shall be for the period of one year.

By-Law Committee
Finance Committee
Nominating Committee
Planning Committee
Event Committee

- B) Special and Advisory Committees. The Trust may appoint other committees as necessary.
- C) Executive Committee. The Executive Committee shall be composed of the Chair, Vice Chair, Secretary and Treasurer, and it shall perform duties as the Trust shall, from time to time, direct.

Article 7. Additional Rules

The Board of Trustees of the Enhancement Trust shall have the authority to adopt such additional resolutions, motions, orders, rules and regulations for its own organization, operation and procedures as the Trustees of the Enhancement Trust shall deem necessary, so long as such policies are not in conflict with these By-Laws or the provisions of the Trust Indenture.

Article 8. Rules of Order

Robert's Rule of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the By-Laws.

Article 9. Fiscal Year and Audit

- A) Fiscal Year. The fiscal year of the Trust and the budgetary operations thereof shall commence on July 1 of each calendar year and shall end on June 30 of the following year.
- B) Annual Audit. The Trust shall make provisions for an annual audit as set forth in the Trust Indenture.

Article 10. Amendments

The By-Laws may be amended by a 2/3 affirmative vote of the trustees present, provided that due notice of such proposed amendment(s) is provided by the By-Laws Committee to the trustees in writing at least thirty (30) days in advance of the meeting in which the proposed changes are to be considered.

Holiday in the Park
302 W Gore Blvd
Lawton, OK 73501

RECEIVED
DEC 3, 2022

BY: *Schlecht*

*Holiday
in the
Park*

Invoice

Attn: Susan Schlecht
Bill to: LETA
212 SW 9th Street
Lawton, OK 73501

Invoice #	Date	Total Due	Due Date
2021	12/8/2022	\$100,000	11/11/2022

Description	Date	Invoice	Amount
FunLight Creations	8/30/22		\$14,720
FunLight Creations	9/27/22		\$28,725
Mosca Design	11/25/22	35161	\$61,500



Balance Due: \$100,000

Please make all payments out to Holiday in the Park
Holiday in the Park is a 501C3 Organization.