AGENDA
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY MARCH 9, 2022– 3:00 P.M.

MEETING CALLED TO ORDER

ROLL CALL

BUSINESS ITEMS:

1. Reports
   A. Receive report from Dennis Totte and take action if necessary.
   B. Receive report from Neighborhood Services and take action if necessary.
   C. Consider approving invoices, requisitions, and all other submitted materials for payment.
   D. Receive Treasurer Report and take action if necessary
   E. Receive report from Cultural Preservation Committee and take action if necessary.
   F. Receive report from Children's United and take action if necessary.
   G. Receive report from Parks and Recreation, and take action if necessary
   H. Receive report from Public Relations, Website and Facebook Committees, and take action if necessary
   I. Receive Monthly Ward Update and take action if necessary.
   J. Receive a report from the Planning Division regarding ongoing LETA projects and take action if necessary.
   K. Receive a report on sidewalk and accessibility projects and take action if necessary.

2. New Business
   A. Consider approving the minutes of the February 9, 2022 meeting.

3. Discussion

4. Adjournment

"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."

**MEETING OF THE
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM
CITY HALL
212 SW 9th STREET
FEBRUARY 9, 2022**

Chairman Burk called the meeting to order at 3:00 p.m. in the 3rd Floor Conference Room of City Hall. Notice of meeting and agenda were posted on the City Hall notice board as required by law.

ROLL CALL

PRESENT: Jay Burk; Barry Ezerski*; Lou McConnell; Katy Jackson-Seeley**; Kerry Sweeney; Ted Symuleski; Annette Wiseman-Vaughan

ABSENT: Mary Ann Hankins; Addie Smith; Dwight Tanner

*Left at 4:20 **Arrived at 3:06

OTHER PRESENT: Kaley Patterson, Communications and Marketing; Charlotte Brown, License & Permits; Jason Poudrier, Arts & Humanities; Greg Gibson, City Attorney's Office; Mike Jones, ADA Coordinator; Christine James, Parks & Rec; Michael Cleghorn, City Manager; Dewayne Burk, Deputy City Manager; Richard Rogalski, Deputy City Manager; Kelly Harris, Ward 2 Council Member; Jeannette Klein, Children's United; Matthew Aguilar Jr., Eagle Scouts, and Denise Aguilar; Donalynn Blazek-Scherler, City Clerk's Office.

BUSINESS ITEMS:

SKIP TO NEW BUSINESS:

2. New Business

A. **Consider approving the minutes of the November 10, 2021 and January 12, 2022 meetings.**

<u>**Motion** by Symuleski, **Second** by Wiseman-Vaughan</u>, to approve the minutes of November 10, 2021 and January 12, 2022. **AYE:** Ezerski, McConnell, Sweeney, Symuleski, Wiseman-Vaughan, Burk **NAY:** None. ***Motion Passed.***

B. **Discuss forming a subcommittee for Trash Off Event and take action if necessary.** Chairman Burk stated that Neighborhood Services will need assistance for this year's Trash Off Event. The event will be held on April 30, 2022. Wiseman-Vaughan, Symuleski, and McConnell volunteered to be part of the Trash Off Subcommittee.

C. **Receive a proposal from Matthew Aguilar Jr. and Denise Aguilar regarding an Eagle Scout Project in Elmer Thomas Park and take action if necessary.**

Aguilar stated he will be receiving the anchor from the USS Oklahoma City for his planned memorial in Elmer Thomas Park. The memorial will feature the anchor on a concrete slab with three benches and an engraved granite wall. Aguilar stated he is seeking financial assistance from LETA and permission to place the monument in Elmer Thomas Park.

James stated the planned placement is along the zig zag path with the other memorials.

Burk stated the placement of the memorial must also go through the City Planning Commission for approval.

Rogalski stated LETA could potentially pay for the shipping cost of the anchor.

Ezerski asked if the picture provided shows the anchor to scale.

Aguilar stated no. The anchor is tall and skinny.

James stated the anchor is 11 ¼” x 63” by 41 ½” and weighs about 7500 lbs.

Chairman Burk stated they will have to use a special company for shipping. The anchor will have to be placed on a truck by itself.

James stated one of the issues is that the anchor is located on a Naval base, and they will not package the anchor for shipping. We would need a company to pick up the anchor at the base and bring it here, where we could unload and store it.

Rogalski asked what Aguilar’s plans are for restoring the anchor.

Aguilar stated it will be power washed.

Chairman Burk asked Aguilar to find out the cost of shipping the anchor. He also asked Aguilar to bring back detailed plans for the monument, including dimensions and costs. He suggested Aguilar might want to add lighting as well so the monument can be seen at night. Chairman Burk stated Aguilar should consider meeting with Max Sasseen to help with the design.

D. Receive a request for funding in the amount of $6,699.00 for the purchase of a charging case for rechargeable music stand lights for use at McMahon Memorial Auditorium and take action if necessary.

Poudrier stated McMahon Auditorium recently purchased new music stand lights for use at events. The lights are great, but they have to be individually charged. There is a custom-made charging case for these lights that can charge them all at once using one outlet. The cost of the case is $6,699.00.

Rogalski stated that even though financials were not provided at this meeting, LETA does still have some money.

Chairman Burk stated they have received payment from Children's United and are expecting payment from the Chamber of Commerce for Holiday in the Park.

Motion by Ezerski, **Second** by Wiseman-Vaughan, to approve the expenditure of $6,699.00 for the purchase of a charging case for use at McMahon Memorial Auditorium.

SKIP BACK TO REPORTS:

1. Reports

A. Receive report from Dennis Totte and take action if necessary.
Totte was not present to give report. Chairman Burk stated the City did renew the contract with Bedrock and Totte should be back for the next meeting.

Chairman Burk stated there are several lights out around town that need to be fixed. Some of the lights belong to PSO and some belong to the City. He would like to see these broken lights replaced with LED lights that last longer.

Chairman Burk asked trustees to report broken lights they see in their wards.

Cleghorn stated that the PSO lights have pole numbers on them and can be reported on the PSO website.

B. Receive report from Neighborhood Services and take action if necessary.
Patterson stated that Bowen was not able to attend the meeting today, but he advised her that 700 correspondences were sent out for the month of January.

Cleghorn stated he would like to say that Bowen has really done a great job. He has initiated the U Beautification project, worked on dilapidated commercial properties, and has maintained a high level of code enforcement. The level of voluntary compliance has gone up, and Corey's work has not gone unnoticed.

Chairman Burk stated that within the last year, Neighborhood Services sent out more correspondences than Oklahoma City has done in previous years. Bowen has done a very impressive job.

Patterson stated that Neighborhood Services is working on an educational event scheduled for March 25th at the Owens Multipurpose Center.

C. Consider approving invoices, requisitions, and all other submitted materials for payment.
Schlecht was not able to attend this meeting. No financials given.

D. Receive Treasurer Report and take action if necessary.
Schlecht was not able to attend this meeting. No financials given.

E. Receive report from Cultural Preservation Committee and take action if necessary.

Poudrier stated Cultural Preservation is currently working on finding out their origins. He knows that Cultural Preservation is a subcommittee of LETA, but they were not voted on to become an official committee. The bylaws are somewhat lacking; they do not tell how members are appointed. He stated he would like LETA's permission to work on re-writing the bi-laws and to make Cultural Preservation an official committee. He would also like to appoint a sitting Council member to the committee and would like some guidance on what other types of appointments should be made.

Chairman Burk stated that Brown could assist with the writing of the bylaws. It is something she has worked on in the past. He also stated that Councilman Hampton may be a good fit for the Cultural Preservation Committee.

Rogalski stated that Cultural Preservation currently falls under LETA's umbrella and is an ad hawk committee. If LETA takes action for Cultural Preservation to officially become a committee, they would be required to establish a quorum at every meeting and would be bound by all the rules of the Open Meetings Act. This would require them to post agendas, minutes, etc. He stated he is not for or against becoming an official committee but advised that Cultural Preservation should really take a look at what their intentions are. He may be better to stay an ad hawk committee if establishing a quorum or posting agendas could be an issue.

Poudrier stated he will take this back to Cultural Preservation to tell them about LETA's advice.

F. Receive report from Children's United and take action if necessary.

Klein stated that Children's United is still working on their fundraising dance. It is going well.

Klein stated she has been working on applying for grants and is running into some issues of applying under Children's United. She asked for LETA's permission to apply for these grants under LETA's name to make things easier.

Chairman Burk stated that Children's United falls under LETA's umbrella, and that she is allowed to apply for grants under LETA's name.

Klein stated she was trying to apply for a grant through TSET but was told LETA already received a grant and was not eligible for another. She asked who does the grant writing for LETA so she can coordinate which grants Children's United can apply for.

Chairman Burk stated that LETA has not received a grant from TSET, and they must be confusing Lawton Enhancement Trust Authority with City of Lawton.

Klein stated it is a requirement to be a municipality to receive a TSET grant.

Chairman Burk stated the City of Lawton received the largest TSET grant in the state, and that must be what they are referring to. LETA is not a municipality, and therefore would not qualify for a grant.

Klein thanked Chairman Burk for the clarification and stated she will now apply for grants under LETA.

G. Receive report from Parks and Recreation and take action if necessary.

James stated they are continuing to work on the lighting feature at Lake Helen. Davis Supply is the only company available for the instillation, but there are several companies available to buy the equipment from. She must obtain 3 quotes for the purchase of the equipment and is having a hard time with that.

Cleghorn stated state law does allow for a little bit of leeway if James is not able to get three quotes. She can get two quotes and state she was unable to obtain a third quote. She does have to show that she went through the process of trying to obtain three quotes for auditing purposes.

James stated they are also working on improvements at the community centers. She is also having trouble finding contractors for that work as well. It is just difficult to find people to work right now.

James stated they have signage going up at the HC King Center and they have been working on their regular winter maintenance in the parks.

Cleghorn stated the James is being modest. Parks and Rec has done a lot of work.

Chairman Burk said that is very obvious.

Cleghorn stated they have done a lot of work at the HC King Center; Mike Jones has been contacted about the sidewalks, the signpost has been painted, flags have been put up, and there have been many conversations about doors, windows, and exit signs. There is a lot of work and attention to detail in that building.

Cleghorn stated she is also modest about tree trimming. There are a lot of trees to trim and James is making sure it is being done as efficiently as possible. D. Burk is working on some initiatives to get the proper equipment for mowing.

D Burk stated there are now 16 mowers. 4 of these are brand new commercial grade mowers, and 4 more are being ordered. An additional 4 mowers will be purchased with next year’s budget. One of the big problems right now is that we are working short-staffed, with no contractors, and antiquated equipment. We are working to get diesel powered, commercial grade mowers because residential mowers just can’t handle the jobs that we have.

Ezerski asked if the City is able to obtain these mowers.

D. Burk stated they are working with the Kubota Dealer out of Duncan right now because they are on state contract. They tested out John Deere mowers and Kubotas, and the Kubotas won hands down.

Cleghorn said they are also working on repurposing some acreage. There are approximately 700 acres for the City to mow several times a year. They are also hoping to use some CIP money to outsource some of the mowing temporarily. It's really a goal to make the City look as good as possible. LETA has been a big component in that.

D. Burk stated that Parks & Rec also helps with abatements for Neighborhood Services and mows City owned lots.

James stated there are 30 plus City owned lots that Parks & Rec mows.

Wiseman-Vaughan asked if other City departments are available to help with the mowing.

Cleghorn stated there are many cities that have this same problem. Parks and Rec mows about 700 acres, but there are other departments that mow as well. We currently have a $1 million contract for mowing and hope to add more to that contract. It will have to be budgeted, though. There are departments, like Public Utilities, that also do mowing for drainage maintenance. The City has to use the department that makes the most sense, and that is something they are working on.

Rogalski stated different departments have different types of equipment to complete different jobs. At the end of the day, it is still a City employee doing the mowing, no matter what department they work for.

James stated they usually have about 10 temporary workers for mowing during the summertime. This year, they struggled to keep 1.

Chairman Burk stated he receives a lot of calls for mowing and tall weeds in flowerbeds.

D. Burk stated they are looking at using herbicides to deal with weeds. It is not something that has ever been done in the past because you have to have someone trained to do it and it is expensive. He believes it would drastically cut down on the mowing because grass doesn't grow as fast as weeds.

Chairman Burk stated the City of Altus has a machine that sprays on the sides of the roads, and it has cut down their mowing time to about 1/3 of what it was before spraying.

H. Receive report from Public Relations, Website and Facebook Committees, and take action if necessary.

Patterson stated the LETA Facebook page has 9 new likes. She noticed the benches that LETA purchased were installed at 5th and C Avenue, so she will take pictures of those and get them posted. She asked when she should put out flyers for Yard of the Month.

Chairman Burk stated March would probably be a good time.

Patterson stated she will bring a flyer to the March LETA meeting for review. She then asked if Bedrock has a schedule for when they do their spring planting. She would like to post pictures as that is being done.

Chairman Burk told Patterson to get in touch with Dennis so he can call when they start.

Patterson stated she will also post pictures when the wildflowers start to bloom.

Chairman Burk stated he would also like to really push that LETA pays for the flags on Gore and Sheridan.

Sweeney asked if Patterson could also do something on the landscaping at the Farmer's Market, since that was also paid for by LETA.

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

Sweeney stated there has been horrible traffic blocks on 52nd Street because of the road work. In the morning, it can get up to a 30-minute wait and it backs up to 67th Street. She asked if the light can be made longer.

Chairman Burk stated that may be difficult because Rogers Lane is a state highway. He stated the concrete has been poured and it may be done in the next few days, though.

Wiseman-Vaughan stated there are a few water leaks on Pioneer Boulevard. The leaks have been marked, but not fixed.

Chairman Burk stated that Public Utilities does these as quickly as they can, but they have to prioritize the larger leaks over residential leaks.

Rogalski stated these leaks are put on a list and are worked through as they have time.

J. Receive a report from the Planning Division regarding ongoing LETA projects and take action if necessary.

Rogalski said he is refocusing on the City Hall lighting project. He will bring the cost for the design and electrical work to the next meeting.

Chairman Burk stated he noticed some of the lights in the trees were out and need to be fixed.

K. Receive a report on sidewalk and accessibility projects and take action if necessary.

Jones stated he has been to the HC King Center twice with the concrete contractor and he believes they will be able to start by the end of the month. He also stated he thinks he will be able to cover this project with sidewalk repair funds and ADA funds.

Jones stated Council has approved the sidewalk on call contract with MTZ Construction. They should be able to get started in about 60 days.

Symuleski asked what area they will start in.

Jones stated they will start with the project at Sheridan and Cache Road. On Sheridan going North to Smith. On Cache it will be going from Sheridan to Homestead Drive. Jones stated he wanted to talk to LETA about this because there is a water line project about to start on the South side of Cache Road.

Rogalski stated the sidewalk plan specifically says the sidewalk project will be on the South side of Cache Road as well. It would be better for LETA to do the North side of Cache Road and let Public Utilities take care of the South side when they do their waterline. This would require the sidewalk plan to go back to Council, so LETA is authorized to do the South side of Cache Road.

Chairman Burk stated he has received a request to work on the South side of Sheridan and Gore, and we have $700,000 in ADA funds that need to be used. There are people in the neighborhood on the South side of the road that need to be able to access the hospital. They currently have to go out into Gore because there is no accessibility. Someone was actually hit trying to get to the hospital not very long ago. He believes the ADA funds should be used to help fix this problem. Council has an obligation to replenish the ADA funds once they are used.

Chairman Burk stated he thinks the sidewalk plan needs to go back to Council to make some changes. We should still do Sheridan as planned. Public Utilities will do the South side of Cache Road when they do their water line repair. That money can be used for the Gore project, which was next on the list. The is from Gore the 38th Street. We can get that changed to go all the way out to 52nd Street. That way, people can get from Eisenhower to Cameron on the South side.

Rogalski stated the area by the hospital has a foot trail on the North side.

Chairman Burk stated this trail is not handicap accessible.

Brown stated she lives off 26th Street and there are constantly people cutting down that street in wheelchairs and on scooters trying to get to the hospital.

Chairman Burk stated maybe we can have ADA pay for the South side and LETA can do the North side.

Chairman Burk stated his suggestion is to go back to Council to take off the Cache Road project and move that to Gore, between 38th and 52nd.

Rogalski stated that between 38th and 52nd is already a part of the sidewalk plan.

Chairman Burk stated that Councilman Warren spoke with him about the bridge on 52nd Street with the trail that leads to nowhere.

Rogalski stated they are still working on some abutment issues that they are still working on with this bridge.

Chairman Burk stated this will become an issue if it isn't fixed soon. Councilman Warren has expressed his concerns about the safety of the children in this area. He also stated he has noticed that vehicles are parking on the existing sidewalks around 52nd or 53rd, and that forces the school kids to continue walking in the road. He knows this is a code violation and wants neighborhood services to see what they can do with it.

Rogalski stated he thinks it would probably be the police department that needs to handle this. We could also do some sort of public education campaign because people may not know that parking on the sidewalk is a code violation.

Chairman Burk stated he sees this same problem over in MacArthur Park, but the homeowner's association in that area will send out a letter. He wishes every neighborhood had something likes this.

Chairman Burk asked Jones if he had anything else for sidewalks or if anyone else had thoughts on the sidewalk plan.

Motion by Symuleski, **Second** by Jackson-Seeley, to direct staff to take the Sidewalk Master Plan back to City Council for the following changes: Remove Cache Road project on the South side and add: from Cache Road to Rogers Lane on the West side of Sheridan, Gore Boulevard from 38th Street to 52nd Street, Gore Boulevard from Sheridan to Cameron University across from Memorial Hospital on the South side of the Road, Gore Boulevard from Sheridan to Memorial Hospital on the North side of the Road. **AYE:** Jackson-Seeley, Sweeney, Symuleski, Burk, Wiseman-Vaughan, McConnell. **NAY:** None. ***Motion Passed.***

3. Discussion

Chairman Burk stated he has been out taking care of some personal issues and wanted to apologize to LETA for the mistakes that he made. He does not want to be an embarrassment to his family, friends, or colleagues and is paying the price for the mistakes that he made. He stated he will step down as the chairman of LETA if that is what the group wants, but he still has the best interest of Lawton and Lawton Enhancement at heart. He hopes that LETA still trusts him and trusts that he wants to make Lawton a better place to live. Chairman Burk invited the trustees to email or text him if they feel like he should remove himself as chairman. He stated he apologizes for this and that he really appreciates this group for everything they do.

Chairman Burk stated that the ward boundary changes have affected some of the members, but they do not have to change anything until their term is over.

Jackson-Seeley stated that this situation was unfortunate, but everyone makes mistakes. She stated it broke her heart to see how the media handled this. She told Chairman Burk his apology is appreciated and accepted by her and that he does a wonderful job for LETA.

McConnell stated it was very difficult to not say anything negative to people talking badly of Chairman Burk on Facebook.

Symuleski asked Chairman Burk when his Council term ends.

Chairman Burk stated it will end in January.

Symuleski asked when his spot will be up for election.

Jackson-Seeley stated the filing will be in April.

Chairman Burk stated they will file in April and take over the position in January.

Wiseman-Vaughan stated that Chairman Burk has done a great job and she believes in everything that he says and does. She stated she cares very much about what happens to him.

Symuleski stated that Chairman Burk has done a lot for the entire City of Lawton, not just LETA. Symuleski stated that Burk has a good heart, and it shows.

Wiseman-Vaughan stated she can still remember when he was a football coach, and those things will never be forgotten.

Chairman Burk thanked everyone for their kind words and support, and he thanked staff for their hard work.

4. Adjournment

There being no further business, the meeting adjourned.