

MINUTES
REGULAR MEETING
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY MARCH 13, 2024– 3:00 P.M.

Chairman Burk called the meeting to order at 3:06 P.M. in the 3rd floor conference room of City Hall.

ROLL CALL

PRESENT: Jay Burk, Ted Symuleski, Katy Jackson-Seeley*, Dwight Tanner, Mary Ann Hankins, Addie Smith**, Chris Rabon

ABSENT: Charles Owens (excused), Barry Ezerski (excused)

OTHERS PRESENT: Charlotte Brown, LETA Executive Director; Caitlin Gatlin, Communications & Marketing; Tammy Branstetter, City Clerk's Office; Gregory Gibson, City Attorney's Office; Larry Parks, Parks & Recreation Director; Josh White, Neighborhood Services Supervisor; Jason Poudrier, Arts & Humanities; Susan Schlecht, Financial Services; Kameron Good, Planning Division; Ward 2 Councilman Kelly Harris; Tony Terrill, MacArthur High School; Tanna Vu, AMBUCS; Jenny Clements-Smith, AMBUCS; Alan Jolly, AMBUCS

*arrived at 3:06 P.M.

**arrived at 3:11 P.M. & left at 3:45 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

Chairman Burk introduced Chris Rabon, who is the new Ward 2 representative for the Authority.

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 and pruning trees in preparation for the growing season. Once the growing season is here, Totte said his staff will be busy working on routine maintenance.

"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."

Totte noted there's been an ongoing issue with vandalism being done to the landscaping along 2nd Street. He asked that Authority members and staff notify him if they notice something that needs to be addressed.

Chairman Burk said the flowerbed in front of the Children United playground has been completed. He said it's now time to install irrigation and develop a landscaping plan. He would like for this to be completed before the grand opening for the playground.

Chairman Burk asked Totte to provide cost estimates for revamping the flowerbed at 2nd and Gore Boulevard at the next meeting.

Symuleski asked if the Buffalo Soldiers have ever helped maintain this median.

Chairman Burk said no.

Tanner said he will try working with the Buffalo Soldiers to see if they'd be willing to help going forward.

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

White said for the month of February, his staff sent out 909 violation notices and 178 cost notices. He said Neighborhood Services recently hired a new contractor, and they will soon hire another one.

Symuleski said there seems to be an ongoing issue with trash being dumped into the canal near 25th Street and Gore Boulevard. He asked how we can keep this from happening.

White said the person dumping the trash would have to be caught in the act before a citation can be written.

- C. Consider approving submitted materials for payment.

Schlecht presented the following invoices for the time period of January 24 – March 12, 2024:

- Annual Chamber membership dues (Invoice dated 3/27/2024) - \$340.00 to Chamber of Commerce
- Decoration reimbursement for Holiday in the Park (Invoice dated 3/4/2024) - \$36,500.00 to Holiday in the Park
- Children United playground pergola (Invoice dated 2/5/2024) - \$31,013.57 to Lovewell Fencing
- ADA handrail installation at Children United playground (Invoice dated 2/17/2024) - \$6,863.00 to Wells Construction

"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."

Motion by Symuleski, Second by Jackson-Seeley, to approve the submitted materials for payment as presented. **AYE:** Tanner, Burk, Smith, Hankins, Jackson-Seeley, Symuleski, Rabon. **NAY:** None. ***MOTION PASSED.***

D. Consider approving the monthly Treasurer Report.

Schlecht reviewed the following documents: the Balance Sheet for January and February 2024, the Income and Expense Tracker for January and February 2024 and the LETA Projects Pending Report for January and February 2024. Schlecht also presented the Hotel Motel Tax Revenue Report as of February 27, 2024. A copy of the Treasurer Report may be obtained from the City Clerk's Office upon request.

Motion by Smith, Second by Jackson-Seeley, to approve the Treasurer Report as presented. **AYE:** Tanner, Burk, Smith, Hankins, Jackson-Seeley, Symuleski, Rabon. **NAY:** None. ***MOTION PASSED.***

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

Chairman Burk said this project is coming along well and things are looking very nice. The rock columns have been added.

Larry Parks, Parks & Recreation Director, noted that the playground is not yet open to the public – it currently blocked off.

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

Parks said construction for the new aquatics center will soon be underway.

Parks noted that many recent improvements have been made to the City of Lawton recreation centers.

Parks said his staff will begin making park improvements within the City of Lawton on April 10th, and this will include the installation of new playground equipment at various parks.

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

Brown said the dome lights have still not been delivered.

Brown encouraged Authority members to take the survey for the Metropolitan Transportation Plan.

Chairman Burk said the lights for the dome should be delivered soon.

"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."

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

Tanner said Councilman Hampton has approached him regarding adding landscaping along SW C Avenue, primarily near the FISTA. Tanner said he advised Councilman Hampton that the Authority has been a little strapped for money lately. Tanner asked that an item be placed on the agenda to discuss this issue. He would also like to see an item placed on the Council agenda to discuss the possibility of reclaiming the landfill gate fee(s) that the Authority used to receive. Tanner encouraged other Authority members to reach out to Councilmen regarding this matter.

I. 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 her staff will soon begin marketing efforts for Yard of the Month.

2. Business

A. Consider approving the February 14, 2024 meeting minutes.

Motion by Jackson-Seeley, **Second** by Hankins, to approve the February 14, 2024 meeting minutes. **AYE:** Tanner, Burk, Smith, Hankins, Jackson-Seeley, Symuleski. **NAY:** None. **OBSTAIN:** Rabon. **MOTION PASSED.**

B. Consider a funding request from MacArthur High School in the amount of \$27,300.00 for needed improvements to the existing tennis courts at MacArthur High School and take action as deemed necessary.

Tony Terrill, tennis coach for MacArthur high school, said there are no existing tennis courts within the City of Lawton that can be used to host middle school and high school tennis tournaments. Mr. Terrill said many tournaments are hosted in Duncan, OK.

Mr. Terrill said the tennis courts at MacArthur High School have the best infrastructure currently in place out of all the high schools in Lawton. He said the tennis courts at MacArthur need some beautification added to the existing infrastructure. For example, they are hoping to make upgrades to the existing fence on the property, purchase new wind nets and hitting boards, as well as lay concrete slabs to place bleacher seating on. Mr. Terrill said these beautification efforts would add a nice look to the City of Lawton. He said that hosting tournaments will provide additional income for the City of Lawton.

Mr. Terrill noted that the tennis courts could also be marked for pickleball.

Hankins asked if tournaments could be hosted at the tennis courts owned by the City of Lawton.

Mr. Terrill said he's not sure how liability issues would work if the schools were to host tournaments on City property.

"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."

Hankins said when the City of Lawton invested in the tennis courts, the vision was to make it possible for things like tournaments to be hosted there.

Mr. Terrill said he lives behind the tennis courts on 38th Street, and he noted that the courts tend to stay full most of the time.

In the event the Authority is not able to fulfill the entire funding request, Jackson-Seeley asked which parts of the project are the highest priorities.

Mr. Terrill said upgrades to the fencing would be most important.

Tanner asked if the property is owned by Lawton Public Schools.

Mr. Terrill said yes.

Tanner mentioned the idea of approaching LPS about matching funds with the Authority.

Mr. Terrill said he would love to approach LPS with this type of request.

Rabon asked if the courts owned by Lawton Public Schools are open to the public.

Mr. Terrill said he would assume not for liability reasons, but he's not certain.

Councilman Harris noted that the Lawton Youth Sports Trust Authority will likely soon be making an announcement that may affect the Authority's decision regarding this request.

Hankins asked if the Authority could wait to take action on this item.

Motion by Hankins, Second by Jackson-Seeley, to **TABLE this item. **AYE:** Tanner, Burk, Hankins, Jackson-Seeley, Symuleski, Rabon. **NAY:** None. ***MOTION PASSED.*****

- C. Consider a request from the Great Plains AMBUCS to participate in their annual Fly-A-Flag program, to include authorization of an expenditure of up to \$4,200 for the placement of 70 flags to cover Gore Boulevard and Sheridan Road for the following six holidays: Armed Forces Day, Memorial Day, Flag Day, Independence Day, Patriot Day and Veterans Day.

Tanna Vu, Great Plains AMBUCS, thanked the Authority for their contribution last year, and she asked if they would consider participating again this year.

Ms. Vu noted that Flag Day has been added as a holiday, and Patriot Day has replaced Labor Day.

Motion by Tanner, Second by Symuleski, to approve an expenditure of \$4,200 with AMBUCS for the placement of 70 flags to cover Gore Boulevard and Sheridan Road. **AYE: Tanner, Burk, Hankins, Jackson-Seeley, Symuleski, Rabon. **NAY:** None. ***MOTION PASSED.*****

"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."

- D. Consider approving an expenditure of up to \$4,200 with Stanton's Printing for 2024 Trash Off t-shirts and take action as deemed necessary.

Brown said the final quote from Stanton's Printing is \$4,000 – not \$4,200.

Chairman Burk noted that this is an annual expense for the Authority.

Brown said Trash Off will be held on April 6th from 8:00AM – 2:00PM.

Motion by Symuleski, Second by Jackson-Seeley, to approve an expenditure of up to \$4,000 with Stanton's Printing for 2024 Trash Off t-shirts. **AYE:** Tanner, Burk, Hankins, Jackson-Seeley, Symuleski, Rabon. **NAY:** None. **MOTION PASSED.**

- E. Nominate and select 2024 Eye Candy Gala award recipients for the Lifetime Achievement Award, the Rosemary Bellino Award, the Visionary Leader Award, the Champion Volunteer Award, and the Best Commercial Business Award.

Gatlin said the Eye Candy Gala Committee has recommended Keith Jackson for the Lifetime Achievement award.

Motion by Tanner, Second by Rabon, to select Keith Jackson as the Lifetime Achievement Award recipient. **AYE:** Tanner, Burk, Hankins, Jackson-Seeley, Symuleski, Rabon. **NAY:** None. **MOTION PASSED.**

Gatlin said the Eye Candy Gala Committee has recommended Jeannette Klein for the Rosemary Bellino award.

Chairman Burk said Jeannette has stepped up a lot in helping with the Children United playground.

Motion by Tanner, Second by Jackson-Seeley, to select Jeannette Klein as the Rosemary Bellino Award recipient. **AYE:** Tanner, Burk, Hankins, Jackson-Seeley, Symuleski, Rabon. **NAY:** None. **MOTION PASSED.**

Gatlin said the Eye Candy Gala Committee has recommended several people for this award, to include the following: David Madigan, Phil Kennedy, Albert Johnson Jr, Patty Neuwirth and Max Sasseen.

Tanner said these are all great nominees, but Max has been working extremely hard to get the playground done.

Chairman Burk said he is comfortable with Max Sasseen receiving this award.

"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."

Motion by Tanner, Second by Symuleski, to select Max Sasseen as the Visionary Leader Award recipient. **AYE:** Tanner, Burk, Hankins, Jackson-Seeley, Symuleski, Rabon. **NAY:** None. ***MOTION PASSED.***

Gatlin said the Eye Candy Gala Committee has recommended either Kathy Sauders or Dory Thomas for this award.

Jackson-Seeley said Kathy Sauders is the Key Club representative for MacArthur High School, and she nominated her for this award. Jackson-Seeley said Ms. Sauders volunteers much of her personal time to help the community.

Poudrier said Dory Thomas is the new Chairman for the International Festival. She has helped tremendously in recruiting volunteers to work the International Festival.

Tanner said the key club has helped the Authority many times by providing volunteers for the Trash Off and other various events.

Motion by Tanner, Second by Symuleski, to select Kathy Sauders as the Champion Volunteer Award recipient. **AYE:** Tanner, Burk, Hankins, Jackson-Seeley, Symuleski, Rabon. **NAY:** None. ***MOTION PASSED.***

Gatlin said the Eye Candy Gala Committee has recommended Pat's Car Wash for this award.

Jackson-Seeley said the landscaping was awful prior to Pat's Car Wash moving in and cleaning up the area.

Chairman Burk said he thinks Pat's Car Wash has done a great job, and it seems like business is thriving there.

Motion by Symuleski, Second by Rabon, to select Pat's Car Wash, 2502 E Gore Blvd, as the Best Commercial Business Award recipient. **AYE:** Tanner, Burk, Hankins, Jackson-Seeley, Symuleski, Rabon. **NAY:** None. ***MOTION PASSED.***

Gatlin provided Authority members with pictures of all Yard of the Month award recipients for 2023.

Chairman Burk said he likes how the public is now involved with voting for Yard of the Month award recipients.

Motion by Jackson-Seeley, Second by Rabon, to select 2808 NE Shelter Creek Drive as the Yard of the Year Award recipient. **AYE:** Tanner, Burk, Hankins, Jackson-Seeley, Symuleski, Rabon. **NAY:** None. ***MOTION PASSED.***

3. Adjournment

There being no further business, the meeting adjourned at 4:15 p.m.

"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."