

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
NEW CITY HALL AUDITORIUM
212 SW 9th STREET
MARCH 14, 2012

Jay Burk, Chairman, called the meeting to order at 3:00 p.m. in the New City Hall Auditorium. Notice of meeting and agenda were posted on the City Hall notice board as required by law.

ROLL CALL:

PRESENT: Burk, Jay; Carter, Carol; Dismuke, Bob; Godlove, Jane; Hushbeck, Tim; Safi, Anika; Smith, Marilyn.
ABSENT: Harbison, Jean; Munkacsy, Debbie; Smith, Addie; Tennis, Michael.
OTHER PRESENT: Denise Ezell, City Clerk's Office.

BUSINESS ITEMS

1. Approve minutes of October 19, 2011, November 16, 2011, and January 11, 2012.

Motion by Dismuke, **Second** by Godlove, to approve the minutes of October 19, 2011, November 16, 2011 and January 11, 2012 as written. **Aye:** Carter; Dismuke; Godlove; Hushbeck; Safi; Smith, M.; Burk. **Nay:** None. **Motion Carried**

2. Reports

- A. Receive report from 4-D Landscaping

Elkouri stated over the last three (3) weeks we have cleaned all the beds and fertilized all the trees and shrubs. In your packet there are ten (10) estimates for color in five (5) beds. These are the same beds we did in the fall. There is a high and a low estimate for each bed. Color needs to be planted by April 10th to look good for summer. For Liberty National Bank the high estimate is \$618.34 and the low is \$405.56. Cameron University the high estimate is \$1,023.90 and the low is \$682.60. Atlanta Bread the high is \$375.43 and the low is \$273.04. T & S the high is \$682.60 and the low is \$477.82. Wal-Mart the high is \$682.60 and the low is \$477.82. The total for the high end is \$3,382.87 and for the low end is \$2,316.84.

Burk stated there is a dead crape myrtle in the bed at Liberty. How much do we want to spend?

Elkouri stated our estimate in October included the replace of that crape myrtle.

Dismuke asked do we have money to do this.

Burk stated we will need to look at the treasurer report.

Ezell stated the balance is \$49,761.88 and it does not include the February hotel/motel money.

Burk stated it also doesn't include the February money for Court collections.

Hushbeck asked is there any urgency on money for any of the items on the agenda?

Burk stated we will need to set aside roughly \$4,000 for the local high schools.

Motion by Dismuke, Second by Carter, to approve \$3,382.87 for color to be placed in the beds located at Liberty Bank, Cameron, Atlanta Bread, T & S Printing, and Wal-Mart and also to replace the crape myrtle in the Liberty Bank median. **Aye:** Dismuke; Godlove; Hushbeck; Safi; Smith, M.; Burk; Carter. **Nay:** None. **Motion Carried**

B. Receive report from Kim Shahan, Parks and Recreation Director

Shahan stated most of the items on your agenda relates to my report. I'll make my comments at that time. Reference to the STOP Program, Shade Trees On Playgrounds, the forty-eight (48) trees did arrive and are in the yard. Twenty (20) of them are questionable. We have notified Tom Hennessee to make him aware of the situation. He has told us what to do and to keep track of those that are questionable.

C. Treasurer Report

Burk stated after spending the \$3300 for color and once we receive our hotel/motel money we have roughly \$47,000. Playground In The Park has \$193,000 with another \$150,000 coming from the McMahon Foundation. We have paid \$90,000 to Play and Pac for the equipment.

Motion by Godlove, Second by Smith M., to accept the Treasurers Report. **Aye:** Godlove; Hushbeck; Safi; Smith, M.; Burk; Carter; Dismuke. **Nay:** None. **Motion Carried**

3. New Business

Burk stated before moving on to new business Lea Salas, Ms. Teen Lawton, is here to speak to us.

Salas stated my name is Lea and I'm Ms. Lawton Outstanding Teen. With me today is my mother Julia, Sharon Stephens and Michal Richey who are members of the Ms. Lawton board. My platform is called "Planet Power" and is about recycling and beautification. I would like to do a beautification project involving the three (3) high schools. They would raise money to put towards a beautification project at their school. I would like to know if LETA would be interested in matching the funds raised. Lawton High and MacArthur are both willing to participate in the project. If you are willing to participate I would like to know what kind of role you would like to play and if you would have a long term plan.

Hushbeck asked once you have raised the money do you have a specific project in mind.

Salas stated that would be left up to the individual schools

Hushbeck asked do you have a dollar amount you are trying to achieve.

Salas stated not at this time. We are still in the planning stage.

Godlove asked how will it be maintained once it is planted.

Salas stated we would like to get a letter of intent from the students and administrators of the school stating they will maintain the project.

Burk stated last year at the middle school we required it have sprinklers. They told us they would maintain it, but that hasn't been the case. I think having something in writing from the administrators all the way down to the principal is important. I hate to keep spending money on school projects and then they don't do their part. We had raised roughly \$4000 at our banquet for these types of projects. What are the Boards thoughts?

Dismuke stated we need to be consistent and do the same thing for the Jr. High Schools.

Carter stated I think there needs to be some kind of guidance on this.

Salas stated on the last project the administrators wanted the individual schools to be responsible. I believe with a written commitment they will be more likely to maintain the project.

Burk stated one of the biggest challenges we had last year was to get the middle schools to buy in.

Hushbeck stated that is a good point. We need to remember the most crucial time for watering is when the schools are out for summer. We have to have a link where the schools buy in. This is a great idea and we would like to see more projects of this kind, but we have to be realistic about how we can make it happen. We need to work through these logistics to make sure things don't die. The key is buy in from the school administration.

Dismuke stated the schools have custodians that should be able to water.

Burk stated we need Barry Beauchamp to buy in on these projects. A school principal isn't enough. Those positions change too often. What is the priority of this principal might not be the next ones. The principals run the individual schools. We all agree we would love to do the project. If you would like I will go with you to visit Beauchamp to discuss this kind of program. Then we will see where we are at. We need to come up with a dollar amount.

Hushbeck stated we could set a limit on each high school at this point and if the middle schools want to do a project they could appear before the board.

Motion by Godlove, **Second** by Dismuke, to approve a matching grant of \$500 per high school. **Aye:** Hushbeck; Safi; Smith, M.; Burk; Carter; Dismuke; Godlove. **Nay:** None.
Motion Carried

Burk stated thank you for coming. If you will get with me I'll go with you to visit with Beauchamp. We will need to take before and after photos of the project.

Salas stated thank you.

A. Discuss Eastside Dog Park and take action if necessary.

Burk stated this is a new project we will be involved with. We have realized that we need another park on the east side of town. Lee Baxter, Keegan Ledford and I have had some good discussion on the park. In the Eastside Park there is an area just up from the pond we believe would be a beautiful location. We can utilize the existing parking. We made a \$5000 matching grant for the 38th Street Park and I would hope we would do the same for the east side. There is a commitment for \$5000 at this time.

Hushbeck ask do we have an estimated cost.

Burk stated I don't know the exact cost, but most of it will be donated. We want to do some planting and Kevin Williams has been gracious enough to get a supplier out of Dallas to give us the plants at cost. He is also going to do the dirt work.

Shahan stated for those who are not familiar with the Eastside Park it doesn't have the tree line that exist in the 38th Street Park. The location is perfect for the actual run area, but the area doesn't have the aesthetics elements that are associated to the 38th Street Park and I believe that is what is so appealing to people. It has shaded areas and the creek is close. In terms to size that is the only location we have. It will be nice once we do some planting and create the aesthetics we want. It will not have the immediate appeal that the other location has. Those interested in dog parks believe it is the proper location because it is a community based park. This means it serves a regional portion of the community and it has multiple activity levels and venues. We are focused on getting the Playground In The Park built and then we will move into mowing season. Our participation won't happen until the fall. We need to get it planned so we will be able to start installation in the fall.

Dismuke stated I don't see the west side park utilized that much. Is there a need for one on the east side?

Burk stated there are a lot of apartment complexes near and they are dog friendly. They would love to have an area on that side of town. I have been at the 38th Street Park on a Saturday and have seen fifteen (15) to twenty (20) animals. In the evenings and on the weekends it is very busy.

Carter stated shade is the key so we have to budget for shade.

Burk stated I have plans to go back to STOP next year to help with the playground at the Eastside Park. If we can get ten (10) to fifteen (15) trees for this project it would be a great help. I do believe this will be a fall project, but I wanted us to start thinking about doing a matching grant so they will know we are committed to helping.

Hushbeck stated I'm a dog lover and over the years of reading meters it is a bad deal to see dogs chained or locked up and never having the opportunity to get out. I think this is a good deal. I would like to see one in every quadrant of the town. I believe this is a quality of life issue and hope to see more in the future.

Motion by Carter, Second by Hushbeck, to approve a matching grant of \$5000 to go towards the eastside dog park. **Aye:** Hushbeck; Safi; Smith, M.; Burk; Carter; Dismuke; Godlove. **Nay:** None. **Motion Carried**

B. Discuss Trash off 2012 and take action if necessary.

Griffith stated I'm the Neighborhood Services Supervisor and the Trash Off Coordinator. This is the twenty-third (23rd) event and it is a statewide event. We have approximately 2000 volunteers that do an excellent job of cleaning up the city and recycling. Last year we did over fifty (50) tons that included tires and batteries and it is growing. I'm asking for you to help with a sponsorship. Last year you purchased ten (10) sign at a cost of \$70 a sign. This year it will cost \$3.00 per sign for re-dating. I would like your help with an additional ten (10) signs at a cost of \$700 and 500 t-shirts at a cost of \$3,200 for a total donation of \$4000.

Burk stated this project has been supported by Lawton Beautiful in the past. We have always done the Re-Tree Lawton. We need to decide if we want to do Re-Tree Lawton along with the cost associated with the t-shirts and signs. We can drop the cost of the t-shirts by getting sponsors.

Griffith stated for a business it is \$250 and for an individual it is \$100.

Burk stated last year we spent \$2500 on Re-Tree Lawton.

Smith M stated I would suggest dropping Re-Tree Lawton. It didn't do well last year.

Griffith stated I agree if the trees are like last years. We have learned from our mistake. We did not supervise the tree pickup and some of the trees were almost dead. We will not pay for trees until we look at them.

Burk stated we used the same company, but they stated due to the heat they had a bad year. We purchased them for \$20 a tree and sold them for \$10. I think we can demand to see photos before purchasing them.

Griffith stated I will volunteer to go up and look at the trees. Last year we had one of the biggest droughts in decades and I believe Re-Tree Lawton will go over well this year.

Dismuke stated last year I worked for about three (3) plus hours and we sold lots of trees.

Griffith stated my office has received calls asking if Re-Tree Lawton will happen again this year. It is a good program.

Burk stated last year it was difficult to purchase a tree for \$20. I believe if we are going to do this again this year we need to up the purchase price to \$30 and maybe cut down on the number we purchase.

Smith M asked will these trees be on our approval list.

Burk stated absolutely.

Hushbeck asked could the Parks Department put out an RFP.

Burk stated that would be something to discuss for next year.

Hushbeck stated \$30 a tree seems high from the standpoint of the volume we are buying.

Burk stated if we can get them for \$20 we will. I would like to see us do \$1500 for Re-Tree Lawton. That would be \$5500 for signs, t-shirts and trees. We can sell sponsorships for the t-shirts to help offset the purchase price of the t-shirts. Trash Off is set for April 28th. I would like for each of you to come and be a part of this event. You do not have to go out and pick up trash, but it would be nice if you could help.

Shahan stated if my new employee is doing his job you shouldn't have much to pickup.

Griffith stated Trash Off has grown over the years and I believe the way to get the community involved is to make it festive and positive. Less trash is a success story. I believe we will exceed fifty (50) tons of trash. We have private companies come in and provide services towards recycling. This helps to save the landfill. People are less likely to throw trash out if they are out picking it up. That is the mindset we are trying to encourage.

Hushbeck stated lets cap it up to \$5500 with the caveat of negotiating a better deal for the trees.

Godlove asked will a sponsor have their names on the t-shirt.

Burk stated yes. The businesses are list first and then the individuals.

Hushbeck asked when the design is determined can you email that to us?

Griffith stated yes.

Hushbeck asked if someone needs an invoice who do they need to speak with.

Burk stated get the info to Ezell and she will invoice them. Donations are tax deductible.

Motion by Dismuke, Second by Carter, to approve \$5500 for Trash Off with \$700 going towards purchasing ten (10) signs, \$1500 to purchase trees for Re-Tree Lawton and \$3200 to purchase t-shirts. **Aye:** Safi; Smith, M.; Burk; Carter; Dismuke; Godlove; Hushbeck. **Nay:** None. **Motion Carried**

4. Old Business

A. Discuss affiliation with Keep America Beautiful and take action if necessary.

Godlove stated I have spoken with Norma Pascal the Executive Director of Ardmore Beautification Committee and Gail Evers the Executive Director of Keep Oklahoma Beautiful. In order to apply for affiliation with Keep America Beautiful we have to have a paid Director. We don't have to pay them much, but it must be a paid position. Both women feel the director is an essential. A paid person is in a much better position to organize volunteers and so forth. I see the reasoning behind that. Gail told me KAB is working on developing a "migration policy" for groups who are already organized and working with city government to make certain they have improvements in beautification, recycling and waste reduction. That policy has not been finished and she doesn't know the details at this point. She is going to keep me posted. There will be several regional workshops in June with a trainer from the national office of KAB. Those will be in Guymon, Clinton, Tulsa, Wilburton and Norman. We are welcome to send a representative. Both these women stressed the importance of a commitment from each and every board member. There will be a four (4) hour training workshop we all have to participate in and then assignment of tasks at the end of the training.. These task must be accomplished within four (4) to six (6) months to meet the deadline for certification. This is all covered by the \$4000 precertification fee and an annual membership fee of \$300. Both women said the advantages of membership are well worth the money. They stated there are many things we can take advantage of as members. I was wondering if you had the opportunity to read the information that was in your packet in regards to the affiliation. Do you have any unanswered questions you would like for me to find out about?

Burk asked did they say how much was not much to pay a Director.

Godlove stated she did not say. I would assume it could be a part-time position. We would probably need office space also.

Burk stated the City has committed to office space in this building. If this Authority is going to grow and to make it a real success I agree we need a Director. Someone needs to be attending some of these events. This is something we are going to have to discuss. I think we need to have a board retreat where we could do some training. We need to review our mission statement to make certain we are going in the right direction. Without a retreat I'm not certain we are ready to make a decision on the KAB.

Hushbeck stated I agree. Burk has done a fabulous job on finding a money stream to fund the Trust. but if we are taking steps towards an Executive Director we need a constant money stream. We need to develop a foundation or something of the nature. This needs to be a future project before we are ready to make that step.

Dismuke stated I agree.

Burk stated I have asked the City Manager to incorporate into Shahan's budget the money for the maintenance contract. We are not a maintenance crew. That is Shahan's and his departments responsibility. They need to take on the 4-D contract. Our money needs to be freed up so we can be doing more projects. Basically 80% of our budget is being spent on maintenance. Godlove has done a great job in figuring out this application. I think we need to have a retreat where we have a session in the morning, eat lunch and then a session in the afternoon. Maybe we could do this on a Saturday. Our role has really picked up over the last couples of years. I hope that we will have buy in from every trustee.

Smith M. asked how much time will an executive director need to spend on this.

Godlove stated they didn't say. I think that would be for us to decide.

Burk stated that is something we could discuss at the retreat. Let's table this item until we have made some other decision. I do believe becoming a member of the KAB is where we want to be, but I don't want to go there until we are ready. I don't want it to fail. I want to make certain we have the funding source and office space for an Executive Director. If we could do the retreat in May that gives us time to figure everything out before our budget is due.

B. Discuss Applying for an ODOT tree grant and take action if necessary.

Rogalski stated our office has come across an ODOT tree grant with a maximum amount of \$25,000. There is a grant workshop on April 6th that Bennett will attend to get all the ends and outs of the grant. There is a 25% match and it does allow us to use maintenance of the trees as part of the matching. I'm not certain as to how much funding we will have to provide and it might be nothing. The trees must be planted on public property with an extra credit being given if it is planted along a highway. This is a project specific so we do have to state the project.

Burk stated I think we need to finish Rogers Lane. When it says tree grant do the mean they will provide the trees or will they give us the money?

Rogalski stated they will give us money. The grant would go to the City of Lawton and can be used for trees, irrigation or planting. The next step is attending the workshop and then we will come back to talk about the project.

Burk stated I wish we could also do something on Flower Mound. We have these new roads with sidewalk and no shade.

Rogalski stated 82nd Street has the same thing.

Bennett stated with this grant you can pick multiple sites.

Rogalski stated you could do five (5) projects at \$5000 a project. The maximum number per recipient is \$25,000. They prefer you put it all in one grant package.

Burk stated let's do it.

Rogalski stated okay. We will give you an update in April so you will know where we are. The submittal date is July 6th and it will have to go to Council before we can submit it. We will work with Parks and Recreation to determine the maintenance cost so we can build a package to minimize the upfront cost.

Burk stated this could make a huge impact. I think it is great. What about the trees through the CMAQ?

Rogalski stated we have a new ODOT Coordinator who has been forthright to point out some ODOT secrets. We should have quite a bit of money to put forth. We are working on the total package. We have a certain amount of CMAQ funding for the bike routes and trees. We also have past funding we are waiting to spend on the bike routes and we have the preliminary submittal walkthrough next week. The plans are at ODOT and have been reviewed for the first time. It is moving forward and I expect the project to bid this summer. I'm hoping the federal government will put for the second grant funding so we can build all twenty-six (26) miles in one project.

Burk asked what timeframe are we talking about being able to purchase trees.

Rogalski stated we have money in our current budget to use during this year's planting season.

Burk stated in doing the project on Lee with Lawton Beautiful I have roughly \$50,000. I don't have enough to finish purchasing the big crape myrtles. Can I purchase crape myrtles with this grant? If I can I will go ahead and put the sprinkler in.

Rogalski stated you will need to get three (3) quotes and then purchase the trees.

Burk asked will you help me with that.

Rogalski stated sure. I'll need to check with ODOT to see if they consider a crape myrtle a tree. Let me know how many trees you are looking for and we will work with ODOT.

Burk stated I'll be in contact. It would be nice to do some projects on east Gore. Does it have to have a sprinkler or can we use the tree gators until we get the sprinkler in?

Rogalski stated I don't think there are a lot of rules on CMAQ funding. We have lost our transportation planners and we probably haven't communicated enough on this end with Parks

and Recreation. I'll talk with the new coordinator to make sure it is all squared away. All we can do is purchase them.

Burk stated I'll be in touch. Thank you.

C. Update on Playground In The Park

Burk stated one of our commitments is funding the entryway to the playground. We have never set a dollar amount. There is a pad being poured that will have a peanut layout in the pad. Shahan, Catlett and I feel we need to do something to that area.

Smith M asked is this where you want the sculpture?

Burk stated yes. There may be enough money through the playground money to purchase one. I have told them to go ahead and do the peanut and to put in the sprinkler and wiring for the lights. I thought 4-D or Bedrock could give us ideas on what we could do with that area. There will also be a plaque listing all the donors. The pickets on the fence will be engraved with each donor's name. The fence will have rock columns every 25' and there will be lighting on the top of the column. We will also be planting forty-eight (48) trees. I need to know what the dollar amount is you would like to spend on the entry way. The park will be opening on May 1 so we need to make a decision today.

Godlove asked do we have an idea as to what might be a realistic figure. We have just seen some figures on color.

Motion by Carter, **Second** by Safi, to approve \$3000 to be used for landscaping in the peanut area of Playground In The Park. **Aye:** Smith, M.; Burk; Carter; Dismuke; Godlove; Hushbeck; Safi. **Nay:** None. **Motion Carried**

5. Announcements

Burk stated the Fire Pac is also doing a project in the park located at the corner of 3rd and Ferris. They have raised all the funds to do this project. They wanted to use a buffalo at this location, but Shahan and I didn't believe it was the right thing to use.

Shahan stated Lake Helen doesn't have any sidewalks on the north side. The goal is to completely surround the lake with sidewalk. There will be a bridge at the spillway and one at the north corner of the lake. The objective is to create highlight lighting and walking trail lighting all the way around the lake that will connect to the big flag. Standing at the flag looking in to the park is one of the most beautiful places we have in town. This is where the concept was to place the herd of buffalo. The park is being used in so many different venues and these kinds of aesthetics elements are just going to enhance the park.

Burk stated I need approval for the Fire Pace to place the bed at 3rd and Ferris. They will deposit their money into our account and we will pay the vendors. They will maintain the bed year round.

Motion by Dismuke, **Second** by Godlove, to approve allowing the Fire Pac to place a bed at 3rd & Ferris in Elmer Thomas Park. **Aye:** Burk; Carter; Dismuke; Godlove; Hushbeck; Safi; Smith M. **Nay:** None. **Motion Carried.**

Godlove asked did everyone receive your invitation to the dinner. We and the Harbison's purchased the Arvest dinner at the LETA banquet. We thought it would be fun to have a party for all the trustees. I hope everyone can attend and if you didn't receive an invitation I have more. I do need a head count by the 20th.

Ezell stated Munkacsy will re resigning from the Authority to move to California. She has spoke with Mary Ann Hankins and she is interested in becoming a part of the board.

Burk stated thanks for attending.

6. Adjournment