

MINUTES
REGULAR MEETING
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY APRIL 10, 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, Addie Smith, Chris Rabon, Barry Ezerski, Charles Owens

ABSENT: Dwight Tanner (excused), Mary Ann Hankins (excused)

OTHERS PRESENT: DaLynna Wood, Communications & Marketing; Tammy Branstetter, City Clerk's Office; Gregory Gibson, City Attorney's Office; Mitchell Dooley, Parks & Recreation Deputy Director; Josh White, Neighborhood Services Supervisor; Jason Poudrier, Arts & Humanities; Susan Schlecht, Financial Services; Jonathan Jernigan, Community Services Deputy Director; Jeannette Klein, Children United; Dennis Totte, Bedrock Nursery

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

None

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 he has four proposals to present to the Authority.

Chairman Burk noted these proposals are business items B-E.

The Authority skipped to business items B-E.

- B. Consider approving a quote from Bedrock Nursery in the amount of \$14,747.20 for the restoration of landscaping islands located at 2nd and Gore and 3rd and Gore 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."

Totte reviewed details of the quote. Totte noted that this flowerbed would need to be completely dug up – new soil and mulch would be installed.

Chairman Burk asked how soon Bedrock could address this issue.

Totte said it would likely be towards the end of May or early June 2024. He said he still needs to check the irrigation system at this location to ensure it's working properly. If it's not working properly, Totte said he will bring back a quote that includes the necessary repairs or replacements.

Chairman Burk noted that there used to be flowerpots at these intersections. He asked Totte to replace the flowerpots at this location.

Motion by Owens, Second by Ezerski, to approve a quote from Bedrock Nursery in the amount of \$14,747.20 for the restoration of landscaping islands located at 2nd and Gore and 3rd and Gore. **AYE:** Smith, Jackson-Seeley, Owens, Symuleski, Rabon, Burk, Ezerski. **NAY:** None. **MOTION PASSED.**

- C. Consider approving a quote from Bedrock Nursery in the amount of \$1,900.00 for installation of a raised flowerbed irrigation system at Elmer Thomas Park and take action as deemed necessary.

Totte reviewed details of the quote.

Motion by Symuleski, Second by Owens, to approve a quote from Bedrock Nursery in the amount of \$1,900.00 for installation of a raised flowerbed irrigation system at Elmer Thomas Park. **AYE:** Smith, Jackson-Seeley, Owens, Symuleski, Rabon, Burk, Ezerski. **NAY:** None. **MOTION PASSED.**

- D. Consider approving a quote from Bedrock Nursery in the amount of \$2,960.89 for landscaping of a raised flowerbed at Elmer Thomas Park and take action as deemed necessary.

Totte reviewed details of the quote.

Motion by Rabon, Second by Ezerski, to approve a quote from Bedrock Nursery in the amount of \$2,960.89 for landscaping of a raised flowerbed at Elmer Thomas Park. **AYE:** Smith, Jackson-Seeley, Owens, Symuleski, Rabon, Burk, Ezerski. **NAY:** None. **MOTION PASSED.**

- E. Consider approving a quote from Bedrock Nursery in the amount of \$4,962.50 for lighting repair at City Hall and take action as deemed necessary.

Totte reviewed details of the quote. He said this estimate is to repair the tree lighting at City Hall. The lights and underground wiring were damaged when the City installed the irrigation canal on the south lawn.

"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 Ezerski, Second by Rabon, to approve a quote from Bedrock Nursery in the amount of \$4,962.50 for lighting repair at City Hall. **AYE:** Smith, Jackson-Seeley, Owens, Symuleski, Rabon, Burk, Ezerski. **NAY:** None. **MOTION PASSED.**

- 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 March, Neighborhood Services sent out 983 violation notices. White noted the Trash Off event took place last weekend and was a success.

- C. Consider approving submitted materials for payment.

Schlecht presented the following invoices for the time period of March 13, 2024 – April 10, 2024:

- Recovery of Vandalized Pots on 2nd St - \$745.92 to Bedrock Nursery
- Recovery of Vandalized Pots on 2nd St - \$587.94 to Bedrock Nursery
- Sink/Porta Potty Rentals for Freedom Festival - \$5,603.00 to ARA Rentals
- 2nd Street Maintenance - \$5.00 to Bedrock Nursery
- Recovery of Vandalized Pots on 2nd St - \$95.00 to Bedrock Nursery
- Fly-A-Flag Program - \$4,200.00 to Great Plains AMBUCS
- T-shirts for Trash-Off Event - \$4,000.00 to Stanton Apparel
- Bronze Plaques - \$7,957.00 to International Bronze (Children United)
- Stone Columns w/Precast Tops - \$17,650.00 to Wells Construction (Children United)
- Light Display for Eye Candy Awards Banquet - \$250.00 to The Wright Lights
- Payment 2 of 2 for Playground Swing - \$26,575.50 to ACS Playground Adventures (Children United)
- Prepared Wiring for Playground Lights - \$3,925.00 to Pat Rooney Electric (Children United)

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

- D. Consider approving the monthly Treasurer Report.

Schlecht presented the monthly Treasurer Report for March 2024, which includes the following documents: the Balance Sheet for March 2024, the Profit & Loss Statement for March 2024, the Income and Expense Tracker for March 2024 and the LETA Projects Pending Report for March 2024. Schlecht also presented the Hotel Motel Tax Revenue Report as of April 9, 2024. The Report is available in the City Clerk's Office upon request.

"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 Treasurer Report as presented. **AYE:** Smith, Jackson-Seeley, Owens, Symuleski, Rabon, Burk, Ezerski. **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.

Klien said the pour in place adaptive surface is scheduled to be installed around April 20th. Klien said they are waiting until the park is 30 days from completion before scheduling the Grand Opening Ceremony.

Klien said she has been contacting several organizations that deal with special needs children to help get the word out about the upcoming Grand Opening Ceremony.

Jackson-Seeley said there is an ESY group with special needs children that attend a summer program at MacArthur. She said it could probably be arranged for these children to be bused to the Grand Opening Ceremony.

Klein said they are still selling fence pickets for \$100 each. These pickets will be used to build the fence surrounding the park.

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

Dooley said Parks and Recreation staff are working on the aquatics plan, and they are also working on the shade sails for the playground at Elmer Thomas Park.

Chairman Burk said he would like to see beautification projects done at the various recreation centers. He asked that Parks and Recreation get with Dennis Totte to develop a plan for landscaping at the recreation centers.

Dooley said he will pass this information on to Larry Parks, Parks and Recreation Director.

Chairman Burk asked that staff do a better job at weed eating along Rogers Lane. He also noted there is debris just west of 11th Street and Rogers Lane that needs to be picked up.

Dooley said he will make sure these issues are addressed.

Owens said the trees in the median on Cache Road in front of the Olive Garden need to be trimmed.

Dooley said he will make sure this gets taken care of.

Chairman Burk said there is a dead evergreen tree at the first entrance to Elmer Thomas Park. He said this was put in by the Fire Department. The Fire Department is willing to replace the tree, but they need some direction on how to proceed.

"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."

Dooley said he will make sure this is addressed.

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

Jernigan advised that Charlotte Brown could not attend the meeting. He said currently, there are no reports.

Chairman Burk said Brown has advised him there are possible structural issues going on with the dome. He said this will need to be investigated before the dome lights can be installed.

Ezerski asked that staff revisit the sign ordinance. He said this is a major issue in Lawton that needs to be addressed.

Chairman Burk recommended contacting City Councilmen regarding sign complaints.

Chairman Burk said when D & D commercial structures are torn down, contractors often leave old signs intact. He asked if staff could require these contractors to remove an existing sign(s) from the property while demoing the structure.

Jernigan said staff will look into this.

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

Rabon said the City installed a sidewalk in the area of Cathy Newcome park, and the sidewalk stops at the intersection of Parkview and Ferris. It appears they have left the job unfinished – the ground has been dug up, and concrete is piled up at this location.

Dooley said he believes sidewalk installation is being handled by a different department, but he will check on this.

- 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.

Wood said staff has yet to receive any yard of the month nominations.

Chairman Burk asked that Authority members nominate yards from their Wards.

Poudrier said all necessary preparations have been made for the Eye Candy Gala this Friday. He asked that RSVPs be submitted as soon as possible either to him or to Caitlin Gatlin.

2. Business

- A. Consider approving the minutes of the March 13, 2024 meeting.

"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 Rabon, Second by Owens, to approve the minutes of the March 13, 2024 meeting. **AYE:** Smith, Jackson-Seeley, Owens, Symuleski, Rabon, Burk. **ABSTAIN:** Ezerski. **NAY:** None. **MOTION PASSED.**

Business items B-E were considered earlier in the meeting.

- F. Consider approving the 2024 Freedom Festival Budget and take action as deemed necessary.

Poudrier reviewed the 2024 Freedom Festival Budget. A copy of the 2024 Freedom Festival Budget may be obtained from the City Clerk's Office upon request.

Poudrier noted that they've increased their vendor fees to fund a drone show. The drone show will occur on Friday night and will be 14 minutes long. The Fort Sill Army band will perform live music during the drone show. Fireworks will follow the drone show on Friday night, and there will be another fireworks display on Saturday night.

Poudrier noted that the contracts for the fireworks show and drone show have been approved by the City Council.

Motion by Jackson-Seeley, Second by Ezerski, to approve the 2024 Freedom Festival Budget as present. **AYE:** Smith, Jackson-Seeley, Owens, Symuleski, Rabon, Burk, Ezerski. **NAY:** None. **MOTION PASSED.**

- G. Consider ratifying the action of the City Council by approving a contract with Lime Light Productions to provide entertainment and a fireworks display at the 2024 Freedom Festival and by authorizing payment of Lime Light invoices in the total amount of \$108,750.00.

Motion by Rabon, Second by Jackson-Seeley, to ratify the action of the City Council by approving a contract with Lime Light Productions to provide entertainment and a fireworks display at the 2024 Freedom Festival and by authorizing payment of Lime Light invoices in the total amount of \$108,750.00. **AYE:** Smith, Jackson-Seeley, Owens, Symuleski, Rabon, Burk, Ezerski. **NAY:** None. **MOTION PASSED.**

- H. Consider ratifying the action of the City Council by approving a contract with Sky Elements Drone Shows to provide a drone show at the 2024 Freedom Festival and by authoring payment of Sky Elements invoice(s) in the total amount of \$40,000.00.

Motion by Ezerski, Second by Jackson-Seeley, to ratify the action of the City Council by approving a contract with Sky Elements Drone Shows to provide a drone show at the 2024 Freedom Festival and by authoring payment of Sky Elements invoice(s) in the total amount of \$40,000.00. **AYE:** Smith, Jackson-Seeley, Owens, Symuleski, Rabon, Burk, Ezerski. **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."

- I. Consider approving an invoice from Journey Productions in the amount of \$1,854.00 for equipment rental and event technician services during the 2024 Eye Candy Gala and take action as deemed necessary.

Motion by Symuleski, Second by Jackson-Seeley, to approve an invoice from Journey Productions in the amount of \$1,854.00 for equipment rental and event technician services during the 2024 Eye Candy Gala. **AYE:** Smith, Jackson-Seeley, Owens, Symuleski, Rabon, Burk, Ezerski. **NAY:** None. **MOTION PASSED.**

- J. Consider approving an invoice from Designs by Lex in the amount of \$3,610.00 for catering services during the 2024 Eye Candy Gala and take action as deemed necessary.

Motion by Jackson-Seeley, Second by Ezerski, to approve an invoice from Designs by Lex in the amount of \$3,610.00 for catering services during the 2024 Eye Candy Gala. **AYE:** Smith, Jackson-Seeley, Owens, Symuleski, Rabon, Burk, Ezerski. **NAY:** None. **MOTION PASSED.**

- K. Consider approving an invoice from Gill's Framing in the amount of \$4,164.75 for the professional restoration, framing, matting, and installation of Miss Lawton photos at City Hall and take action as deemed necessary.

Chairman Burk said these used to line the wall at the old City Hall building. He said it will be nice to see these photos restored and displayed at City Hall.

Poudrier said they will be installing 14 framed photos, and they will also be displaying a QR Code that provides a link to an online database to view all the previous Ms. Lawton winners.

Motion by Smith, Second by Ezerski, to approve an invoice from Gill's Framing in the amount of \$4,164.75 for the professional restoration, framing, matting, and installation of Miss Lawton photos at City Hall. **AYE:** Smith, Jackson-Seeley, Owens, Symuleski, Rabon, Burk, Ezerski. **NAY:** None. **MOTION PASSED.**

- L. Consider approving a Professional Services Agreement with CW Strategies for website hosting services and take action as deemed necessary.

Chairman Burk said the website had temporarily went down, but it's now back up and running. However, it's time to renew the contract with the website host.

Motion by Symuleski, Second by Ezerski, to approve a Professional Services Agreement with CW Strategies for website hosting services. **AYE:** Smith, Jackson-Seeley, Owens, Symuleski, Rabon, Burk, Ezerski. **NAY:** None. **MOTION PASSED.**

3. Adjournment

There being no further business, the meeting adjourned at 4:22 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."