

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
NEW CITY HALL AUDITORIUM
212 SW 9th STREET
APRIL 11, 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; Godlove, Jane; Harbison, Jean; Hushbeck, Tim; Munkacsy, Debbie; Smith, Addie; Smith, Marilyn; Tennis, Michael.
ABSENT: Carter, Carol; Hushbeck; Tim; Safi, Anika.
OTHER PRESENT: Denise Ezell, City Clerk's Office.

BUSINESS ITEMS

1. Reports

A. Receive report from 4-D Landscaping

Elkouri stated we planted the spring color this morning from the estimates you approved last month. The pots on 2nd Street have no color and we were wondering if you wanted to plant color there also. I can prepare an estimate if you want. Praise God it is raining.

Burk asked does the Authority want color on 2nd Street? They will start construction there soon and I don't know if it is worth our time and money to plant there.

Elkouri stated there are a total of 54 pots and 18 have color. The bends on the corners have perennials and won't need color.

Godlove stated I would suggest we wait.

Burk stated I agree. Let's move to the Salas High School Project next.

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

Shahan stated I met with Tim Bennett and Richard Rogalski of the Planning Department in reference to the ODOT grant. They will do all the paperwork associated to submitting the grant. I recommended this project be brought to this Authority for you to decide where to do the projects. We talked about the eastside of Gore, Rogers Lane and Lee Blvd. Planning will bring this to you at your next meeting. Our department will be the maintenance side after it is implemented. LETA will participate in the actual planning of the grant. In regards to the Liter Control Program we are cleaning up all the arterials within a week. It has taken two months to get it manageable. This is a very successful program. Another item of reference is the playground. We are asking individuals to come out this weekend with wheel barrels and rakes. There is a lot of ground cover to be put into the playground. If you know of groups that can

make something happen let them know we will be working on Saturday and Sunday. They can contact the Board of Realtors for more information.

Burk stated Catlett stated that Wal-Mart would be feeding everyone on the 21st. Have we spoke with Ft. Sill about the military helping?

Shahan stated I don't know because the Board of Realtors are handling this.

Burk stated it would be good to get Ft. Sill involved. Thanks you.

C. Treasurer Report

Burk stated in the past there were accounts opened under LETA's name. Our federal ID was given to individuals so they could use our non-profit status. After talking with legal this Authority should have approved anyone using our status and the money should be under the control of LETA. This became an issue when they started doing our yearly audit. We are closing all accounts and will be placing all monies into the main account. Due to these account we may have to go back to 2006 and amend our financials. If there is an expense for this these other entities will be liable for that expense.

Smith A asked will our insurance cover any of these expenses.

Burk stated we no longer have the insurance. Since this is a Trust we will not be held personally liable, but I'm worried about us collectively. We will be getting the books in order and moving forward from here. The record needs to show the Authority doesn't want any other accounts opened under the name of LETA.

Motion by Godlove, **Second** by Harbison, that all bank accounts opened, whether for LETA or someone else, has to have unanimous approval by the Authority. **Aye:** Godlove; Harbison; Munkacsy; Smith; Tennis; Burk. **Nay:** None. **Motion Carried.**

Burk stated Munkacsy is resigning from the Authority. At this time Ezell is the only person on the account. The City Attorney stated that Ezell needed to be removed and it should be only Trustees. We need to have other Trustees added to the signature card.

Godlove asked does it require two signatures.

Burk stated no. Sometimes it is hard to get two people available at the same time. Maybe we need to set a day certain for signing. I don't mind being a signer. Is there anyone else that will volunteer? Also I would like to ask Godlove to be the Treasurer if she will agree to do so.

Godlove stated I will, but I might not always be available to sign checks. I think we need to add another signature to the account.

Motion by Burk, Second by Munkacsy, to nominate Jane Godlove as the Treasurer. **Aye:** Godlove; Harbison; Hushbeck; Munkacsy; Smith, A.; Tennis; Burk. **Nay:** None. **Motion Carried.**

Motion by Munkacsy, Second by Harbison, to approve Jay Burk, Jane Godlove and Michael Tennis being added to the signature card at City National Bank and all other names that appear on the account be removed. **Aye:** Godlove; Harbison; Munkacsy; Smith, A; Tennis; Burk. **Nay:** None. **Motion Carried.**

Burk stated back to the treasurer's report you see our balance is \$24,076.02, playground balance is \$193,908.65, with a bank balance of \$222,585.56.

Motion by Godlove, Second by Tennis, to accept the treasurer's report. **Aye:** Harbison; Munkacsy; Smith, A; Tennis; Burk; Godlove. **Nay:** None. **Motion Carried.**

2. New Business

A. Residential Eye Candy Awards and take action if necessary.

Burk stated I hope you looked in your older neighborhoods as well as the new ones.

Godlove stated I think we need to have a place on our website that an individual can go to and nominate a yard. Then we can take photos and bring before the Authority. I'm afraid we are going to miss a lot of neat yards.

Burk stated that sounds great. We also need to put it in the paper and have pamphlets made. I got the idea from a city in Arkansas and they have criteria that has to be met such as the home must be a year old and you can only win every five years. I think we need to use the five year criteria for the commercial awards also. Half the battle is maintaining it. We need guidelines on how they are selected.

Munkacsy asked will we be selecting a yard every month.

Burk stated April through September and from those a yard of the year will be presented at the banquet. In these photos we have the home of Councilman Moses. Is that going to be an issue?

Tennis stated I don't believe because he is a Councilperson he should be excluded. He doesn't get to vote on it.

Burks stated he has selected someone to be appointed to the Trust.

Tennis stated it is what it is. Are we being bias because it is Moses?

Burk stated I worry as to what it will look like with a Councilperson winning the first yard of the month. I think it gives a bad impression. His yard is very well deserving I'm just not

certain of the appearance it give. It is my personal preference we not consider Councilman Moses.

Munkacsy stated we need to establish rules before we start.

Burk stated neither an Authority member or their family can be nominated and I believe we shouldn't nominate a Councilperson.

Motion by Burk, Second by Godlove, that Trustees, Trustees family members, Councilpersons, City Administrations or the Mayor may not be nominated for the yard of the month award. **Aye:** Munkacsy; Smith, A.; Tenis; Burk; Godlove; Harbison. **Nay:** None.
Motion Carried.

Burk stated that leaves four yards for your consideration. We will vote by show of hands. How many for 10 NW 35th Street. I see three hands. For the little gray house. I see one hand. The little red house. I see one hand. For the house on my phone. I see one hand. Our first yard of the month goes to Jack and Judy Bryan at 10 NW 35th Street.

Munkacsy asked will the other three be in the running for another month.

Burk stated if you want them to be considered again you need to re-submit them.

Godlove asked how long will the sign stay in a yard.

Burk stated from one meeting to the next. We need to ask the homeowner if we can place the sign in their yard. We also need to have a picture taken.

B. Discuss Date for LETA Retreat and take action if necessary.

Burk stated we need to come up with dates and a location. It is important we see what is on our agenda, where the organization is going, what is our focus and to have a long term plan. At the moment we are winging it from month to month.

Godlove asked if we do a long term plan are we going to have someone to facilitate it.

Burk stated I think we should.

Godlove asked is there someone within the City that does that.

Burk stated not that I know of.

Godlove stated Vo-Tech might have someone. We need someone to help and lead us.

Burk stated why don't we wait on setting a date until next meeting.

Godlove stated I remember reading about Charles Middleton at the Vo-Tech doing long term planning.

Harbison stated we need to ask different organization if they know of someone who does this.

Godlove asked are we looking at an all day seminar.

Burk stated yes, maybe on a Saturday.

Harbison stated Oklahoma City has a non-profit management who do extensive training throughout the state. There would be a cost, but if you like I will get some information.

Burk stated please do and we would be willing to pay.

3. Old Business

A. Update on Playground in the Park and take action if necessary.

Burk stated the Authority approved spending money on the peanut and we need 4-D to go look and help with the design. This area will also need to be placed on the maintenance contract. We would like to have something that will be beautiful year round.

Elkouri stated I drew a plan for Sasseen, but I'll call you tomorrow with a plan.

Burks stated I would like for LETA to have a table at the grand opening on May 5th. We need a high quality flyer with photos and a statement telling the citizens how they can be involved. We need better marketing. The ribbon cutting is at 10:00 a.m. and LETA needs to be there.

B. Update on Salas High School Project and take action if necessary.

Burk stated I met with Barry Beauchamp and Ms. Salas and he is going to be involved to make sure this is done right. His suggestion was to do a pilot area and we decided on MacArthur High School. MacArthur is a highly traveled area and the most institutionalized looking. We think we need to plant forty trees and maybe do a bed. Beauchamp will purchase twenty trees, but we will need a sprinkler for the area. Beauchamp would like for us to line the west side of the parking area and the west side of the new addition with trees. Maybe do some clusters in the front of the building. He believes this will get the other two high schools involved. We don't have enough money to do all three schools and \$500 wasn't going to go far. Lawton High has two beds that were done by 4-D and Bedrock. The sprinkler was broken at Eisenhower so all the plants died. With all that we felt it was better to start with one school and go from there. Schools with construction going on have money set aside for landscaping and as long as we have a plan and Beauchamp approves it we can do what we want.

Elkouri stated the way MacArthur is set up you have 500' from the main entry to the west of the west side parking lot. Boring for the sprinkling system will be costly and there is no way around that with one meter.

Burk stated Beauchamp has people that will help with running the waterlines. They need a plan as to where the heads will go. He also had ideas on how to help with the cost. We are looking at etching the front glass with leave and sell them to alumni's. Salas needs help getting the project done so we need to get started.

Hushbeck stated if we get a buzz off the pilot we need to go into planning for the other schools. If we have a plan then no matter who sits on this Authority the plan is in hand.

Tenis stated we need that plan to pass on to the next administrators of the school also.

Burk stated that is the reason it is so important for Beauchamp to buy in. LETA isn't going to spend any money unless we have 100% buy in from him. He stated he would make it a priority to inform every school and that there were a couple of big donors out east that he felt would be willing to donate to the project.

Godlove stated I believe we need a written agreement about who is responsible for what. I know it isn't binding, but I do believe we need to have an understanding of what is expected.

Burk stated I agree.

Hushbeck stated I sat in a meeting yesterday with this same discussion about the aesthetics of the schools. People moving to Lawton will look at them on the internet and see we need to upgrade all the schools. This fits in perfect with that discussion.

Burk stated the average age of the schools are 45 to 48 years old. MacArthur is the newest and it was built in the sixties. They can't afford to do anything that is labor intensive. There are a lot of dead trees and we discussed removing them and replanting. The meeting was very productive and he is willing to help us get started. I would like for someone else on the Authority to be a part of going to the schools. They would also like to have bigger trees.

Godlove stated I'll go with you.

Elkouri stated we will make a plan.

C. Update on Trash Off and take action if necessary.

Burk stated Catlett got fifty trees donated so we will be saving money on this project. They are all on the approved list and are nice trees. I still believe we need to charge \$10 for them to show their commitment to planting and taking care of them. That would be a donation made to LETA. The t-shirt this year is lime green with "Chunk Your Junk" in orange lettering outlined in black. It is a good looking t-shirt. Since Parks and Recreation has a crew picking up litter on the roadways we will be picking up in the water runoff areas along the roadways. Trash

Off is April 28th starting at 8:00 a.m. We need a volunteer to man the Re-Tree Lawton table. There will be an awards ceremony this year at 1:00 with three different awards. We need to all get involved.

4. Announcements

5. Adjournment