

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
APRIL 12, 2017

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

ROLL CALL:

PRESENT: Burk, Jay; Dismuke, Bob; Ezerski, Barry; Hampton, Allan; Morford, Bob (entered late); Smith, Addie; Sweeney, Kerry; Tennis, Michael.

ABSENT: Duffy, Andrew; Hankins, Mary Ann.

OTHER PRESENT: Kristin Huntley, Finance; Richard Rogalski, Planning; Jack Hanna, Park and Recreation; Joshua Leach, Neighborhood Services; Denise Ezell, City Clerk's Office.

BUSINESS ITEMS:

1. Reports

A. Receive report from Dennis Totte and take action if necessary.

Totte stated here is an estimate for the Elmer Thomas milkweed bed. We needed a minimum of 1000 square feet to make it effective. This is for an 80 x 12' kidney shape bed. We grew 40 flats of milkweed so we have enough to do 2 beds. This estimate includes dig out, excavating a foot deep, back fill with 2 loads of top soil, tilling in compost and peat moss to make it a bedding mix, edging boarder and for looks I have incorporated 3 large boulders. The butterfly bushes are in the back and middle, 3 Mexican feather grasses around the outside boulders and the rest will have 20 flats of milkweed. This gives a good look along with attracting the butterflies. We can make any changes you would like. To be less expensive we could do nothing but milkweed. This estimate is for 1 bed.

Tennis stated I don't believe our focus is the aesthetic part. The boulders look good but that is \$1500. Butterflies are not coming here just because we have boulders.

Dismuke stated I kind of like the boulders.

Tennis stated I'm not saying they are not attractive. I'm just referring to the money.

Hamilton stated if this is an area the public will see then aesthetics would matter.

Ezerski asked where is the location.

Hanna stated it will be down by the playground in Elmer Thomas Park.

Tenis stated the big field by the playground and the Miracle Field.

Dismuke asked will both beds be there or just 1 bed.

Burk asked is there 2 beds.

Rogalski stated the estimate is for 1 bed.

Hampton asked do you have enough milkweed for 2 beds.

Totte stated yes.

Rogalski asked when does this have to be planted.

Totte stated ideally in the spring when it is cooler and we have rain. It doesn't need a lot of water once it is established.

Dismuke asked do we have the funds.

Rogalski stated you have \$26,000 under LETA Beautification.

Huntley stated I have requested the remainder of the hotel/motel tax and that is almost \$30,000.

Burk stated I don't want to plant this and then we mow it down.

Totte stated this will be a raised bed with edging.

Hanna stated we could use some of the boulder we have out there.

Burk stated we also have some out by the lake we could go get.

Hampton asked does the milkweed have to mature before butterflies are attracted.

Totte stated I believe so and that is the reason for the square footage.

Burk stated I think we need to keep everything but the boulders.

Dismuke stated I agree. Are we going to do 2 beds or 1?

Burk stated at this point I only see enough money for 1.

Motion by Dismuke, Second by Sweeney, to approve doing 1 butterfly sanction in Elmer Thomas Park in the amount of \$7490. **Aye:** Dismuke; Ezerski; Hampton; Smith; Sweeney; Tennis; Burk. **Nay:** None. **Motion Passed.**

Burk stated I need you to look at some of the trees that are overhanging on 1st Street. They are hanging low on the sidewalk and we need to get the canopy cut up.

Totte stated the new pots on the north end of 2nd Street have been filled with topsoil. That needs to be removed and replaced with potting soil mix.

Dismuke stated Johnson grass and trees are growing at least 2 foot over the fence at Mission Village. This is a real distraction.

Burk stated I agree it looks bad but I believe that is an ODOT fence.

Totte asked do you want me to get with Hanna on an exact location for this bed.

Burk stated let me know and we will meet you out there.

B. Receive Treasurer Report and take action if necessary.

Huntley stated starting with the balance sheet. Your committed funds are down due to paying for some of the projects and the LETA account is down due to the Gala. At the end of the month you had \$106,542.43 in the bank. The next page is for February and March. Ticket sales for the Gala were \$560, interest income was \$10.61 and Municipal fines through January were \$4,099.50. Under expenses Advertising and promotion is for the billboard, dues and subscriptions for the yearly Chamber dues, Gala was the rental of the Hilton, Journey Productions, and Mike Mazzo, grants and awards was the cameras at the cemetery, LETA beautification was the Rogers Lane cleanup, postage and delivery was the gala, printing and reproduction was the Gala, professional fees for the 2nd & C park, and repairs was for Bedrock. In the custodial accounts Freedom Festival had sponsorships from BancFirst and Pam & Barry, Inc., sidewalk project was a pass through and the \$25 deposit for the gift brick deposit. On the next page the municipal fines are through January, interest income is through February, Yard of the Month was for gift certificates, professional fees are down due to the 2nd & C Park, advertising and promotion for the billboard is through February, dues and subscriptions to the Chamber, printing for the Gala and everything else is unchanged. On the projects pending we have completed Rogers Lane and the cemetery cameras. There are no changes on the last page.

Burk stated I love the fact that this is broke down to where I can understand it.

Rogalski stated Huntley is doing a great job. Before I had to review the report before it came before the Trust and now I don't see it until we get to the meeting. I really appreciate it. We will need to create another custodial account for the gift bricks.

Ezerski asked how much are we getting from hotel/motel.

Huntley stated it is a little under \$30,000.

Motion by Dismuke, **Second** by Hampton, to accept the financial report. **Aye:** Ezerski; Hampton; Smith; Sweeney; Tennis; Burk; Dismuke. **Nay:** None. **Motion Passed.**

C. Receive report from Parks and Recreation, and take action if necessary

Hanna stated we are working on installing the cemetery cameras. We have had some obstacles. Once the cemetery is complete we will move to the playground. Channel 7 came to the cemetery and ran a news story about the installation.

Sweeney stated the story was very well done.

Hanna stated the bollard lighting is complete. Someone keeps knocking them down and we are taking parts from the extras we ordered to fix them. Our mowing schedule is up and running as of today.

Burk stated there are a couple of dead trees located on west Gore just west of Memorial that look bad. Hanna got an estimate from Sullivan Tree Service and the homeowner has given us permission to remove them. The cost is \$1000 to cut down and stump grind the trees. They are in the right-of-way and I believe fit the criteria for us to pay to have them removed.

Bellino stated once those are removed the whole area will really look nice.

Motion by Ezerski, Second by Tennis, to allow Sullivan's Tree Service remove the 2 trees in the right-of-way located at Gore Boulevard and 35th Street in the amount of \$1000. **Aye:** Ezerski; Hampton; Smith; Sweeney; Tennis; Burk; Dismuke. **Nay:** none. **Motion Passed.**

Bellino stated I appreciate this.

D. Receive report from Public Relations Committee and take action if necessary.

Ezerski stated there was a story last night and now I'll do one on the milkweed.

Burk stated great.

Sweeney asked could we have a sign so people know why we have a milkweed garden.

Hanna stated we can have that done if you know what you want.

Bennett stated I'll put something together that tells why the milkweed is important.

Rogalski stated you need to decide if you want just a sign that says butterfly garden or an informational sign.

Sweeney stated I like the informational sign.

Burk stated I agree.

Rogalski stated we will put something together and bring it back next month.

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

Burk stated I want everyone to be on the watch for junk vehicles and tall weeds and grass. If you notice any of these problems please call me, Rogalski or Ezell. We also offer twice a year special pickup. You can sit your stuff at the curb and call and schedule a pickup. This is done through solid waste.

F. Receive report from Website and Facebook Committee and take action if necessary.

Hampton stated we appreciate you holding the money for Ron Stephens Stadium. We are negotiating with the school board. Our bid was \$50,000 to \$90,000 and theirs was \$350,000. One of the board members is now a member of the Historical Preservation Commission so hopefully we can place it on the historical rolls.

Rogalski stated I would say they will not be spending the \$10,000 this year.

Hampton stated we are working at putting the landscaping ordinance on the website. Open Streets is April 22nd and we have 73 venders at this time.

Rogalski stated it is on Earth Day this year and one of the child's activities is planting a tomato plant or beans in a Wayne's cup.

Burk stated we also need to put the sidewalk form on the website and Facebook.

Rogalski stated we now have PayPal working and it can be linked to anything we want.

G. Receive report from Neighborhood Services.

Leach stated Trash Off went well. We had a record number of hazardous waste and liquids and 380 pounds of pharmaceuticals. Fresh Paint days is scheduled for June 2nd so HUD will be repaying LETA's account for all expenditures in a couple of weeks.

Burk stated we need to help clean up our neighborhoods by getting in touch with Neighborhood Services and getting them involved. Leach has put 43 structures on the dilapidated list in the last 6 months and we hope to tear those down. Some of them don't need to be torn down they just need an owner.

Dismuke asked what is the latest on the old Southwestern Hospital.

Rogalski stated they are working on it again. The tribe is amenable to someone tearing it down and the city was amenable in tearing it down. The problem is the federal lien against the property. They are working with Congressman Cole's office to get the note forgiven. Once the note is forgiven the property will have value and they might be able to sell the land. That is what they are trying to do.

Leach stated the note is held by the IRS. They have agreed to withdraw half the lien balance if the tribe will pay in full. The KCA is 3 tribes and the Kiowa's do not have a functioning government.

Rogalski stated they do but they have no money.

Leach stated they did submit a spend plan and the account is frozen.

Burk stated we have been working on this for over 9 years and we have never let up. We hope we are getting closer.

Dismuke stated we need to keep on them.

2. New Business

A. Consider approving invoices, requisitions, and all other submitted materials for payment.

Huntley stated I have nothing new today but I have several that need retroactively approved. Carvestone Inc., \$1,382.04 for the gala awards, Bedrock Nursery \$245 for 2nd Street irrigation repair, Sasseeen Reality Group \$300 for the February billboard, Mike Mazzo Photography \$300 for the gala pictures, Hilton Garden Inn \$5,595 to host the gala, Journey Productions \$2,075 for the gala videos, Chamber of Commerce \$325 for the yearly membership, Creative Brick and Concrete \$25 for the deposit for contract, C.H. Guernsey \$1,301.07 for Design Fees, City of Lawton \$8.50 for gala program, C.H. Guernsey \$1,189.94 for design fees, and Bedrock Nursery \$700 for yard of the months.

Burk stated these have all been paid and in your treasury report.

Motion by Tennis, Second by Ezerski, to retroactively approve all invoices, requisitions, and all other submitted materials for payment. **Aye:** Hampton; Morford; Smith; Sweeney; Tennis; Burk; Dismuke; Ezerski. **Nay:** None. **Motion Passed.**

B. Approve the minutes of January 11, 2017 and February 8, 2017

Motion by Sweeney, Second by Tennis, to approve the minutes of January 11, 2017 and February 8, 2017. **Aye:** Morford; Smith; Sweeney; Tennis; Burk; Dismuke; Ezerski; Hampton. **Nay:** None. **Motion Passed.**

C. Consider ratifying the actions of the Neighborhood Service Supervisor for Trash Off 2017 and take action if necessary.

Leach stated this is for Trash Off expenditures.

Burk stated these expenses are in the budget.

Ezell asked they haven't been paid because we haven't seen any invoices.

Leach stated I have them.

Rogalski asked do you know the total amount.

Leach stated no.

Burk asked will you go get them and bring them back.

Leach stated yes.

Burk stated we will take action on this item when he returns.

D. Consider a change to the approved estimate for ground lighting at City Hall to provide a concrete mow strip around the lights.

Rogalski stated this is the cost to put mow strips around the ground lights. The cost is \$150.

Motion by Burk, Second by Ezerski, to approve \$150 for concrete mow strip around the lights at City Hall. **Aye:** Smith; Sweeney; Tennis; Burk; Dismuke; Ezerski; Hampton; Morford. **Nay:** None. **Motion Passed.**

E. Consider approving the purchase of gift bricks in recognition of donations for the VA Center sidewalk project from funds generated from same, and also approve purchasing blank bricks to fill in the spaces set aside for future “gift brick” donations until such time as those bricks have been delivered and installed, and take any additional action as necessary.

Burk stated they have started on the sidewalk and it looks amazing. I think we need to add some benches. The VA Center has set up a suggestion box and would like to name it for us. A 4x8 brick is \$100, an 8x8 brick is \$200, an 8x8 a brick with a custom logo is \$400 and there is a resident sponsor for \$1000. We are asking businesses to help with the resident sponsor. This would be 8 4x8 bricks with a residents name that is living in the center today. I was told that 2/3 of residents never have a visitor. There are 200 residents and we would ask them to sign a release giving us permission to use their name. We need to sell 600 bricks to pay back the ADA fund.

Ezerski asked what was the total cost of the sidewalk.

Burk stated I believe \$130,000. This goes from Flower Mound all the way to the shopping center. From the shopping center to 15th Street it is nothing but field. I have had calls asking that we complete the strip so that a biker/pedestrian will never have to get onto Gore Blvd. We need to purchase the blank bricks to go into the current sidewalk. Those bricks will be replaced with the gift bricks.

Rogalski stated once the blanks bricks are replaced we could us them on Flower Mound to repair some areas. We need your approval for 2 things. Once the donations come in we will

need to use LETA as a pass through to purchase the gift bricks and an approval to purchase the blank bricks.

Burk stated the cost of the blank bricks is \$1,200. We also need to recognize the Apache Tribe for their \$58,000 donation.

Motion by Tennis, Second by Ezerski, to approve the purchase of the blank brick and to approve the purchase of the gift bricks. **Aye:** Morford; Smith; Sweeney; Tennis; Burk; Dismuke; Ezerski; Hampton. **Nay:** None. **Motion Passed.**

Burk stated we are ready to move back to Trash Off.

Leach stated I have invoices to ARA Equipment Rentals for \$155, Monkey Business for \$200 for signs, Affinitee Graphics for \$130 for a banner, and Stanton's \$2,312 for t-shirts.

Motion by Ezerski, Second by Sweeney, to approve the total of \$2866 for the Trash Off expenses. **Aye:** Smith; Sweeney; Tennis; Burk; Ezerski; Hampton; Morford. **Nay:** None. **Motion Passed.**

F. Consider directing staff to make application for assistant from the University of Oklahoma Institute for Quality Communities and further direct the nature of the assistance to be requested.

Rogalski stated the Institute for Quality Communities has been here before and did a walkthrough of our downtown area. They have programs where people will come and give you advice. If you are interested in doing something like this we need to place it in the budget for next year. We would need to budget \$3000 to \$5000 for a project. I thought they could help design something for C Avenue. You might look at doing something along 5th and C Avenue to the fence. The mall is open to doing something along the edge.

Ezerski asked to rip out the wall.

Rogalski stated take down the metal fence and put in landscaping. You could even create space for outdoor seating.

Burk stated low maintenance stuff. The company that was going to send us the pots for C Street sent them to a Lawton in another stated. They have resent them and we should receive them shortly.

Ezerski stated the mall is also talking about putting a standalone store in the parking lot.

Sweeney stated that would be good. Is it a pop up or an actual brick and mortar.

Ezerski stated that is still being discussed.

Rogalski stated Retail Coach is working with the mall to put something in the Sears building.

Burk stated the mall has 13 years remaining on the Sears lease so they will receive their rent for the next 13 years with or without another tenant.

Sweeney stated the letters have been removed but you can still read the name on the building. They also have sandbags in front of the doors to keep it from flooding. It looks really bad.

Burk stated we need to contact Randy Ray. We don't want it to look abandoned.

Rogalski stated the OU group has something to offer. We might want to consider doing something with them next year.

Burk stated we have to focus on things we have started such as the park at old city hall and the park at 2nd and C. We need to focus on funding. The city is getting irrigation to the beds on Sheridan Road so we will be able to focus on that project. We need to have a policy about grass growing out of the cracks all over town. It appears we don't care about our city. LETA needs to lead the charge.

Bellino stated I did 38th Street south on Gore to about halfway down to Taliaferro's. That took me about an hour using Durozone. We need to get volunteers to help with this.

Burk stated we need to do a better job with cleanup and focus on projects that we have started by setting funds aside for them.

Ezerski asked what was the total for the 2nd and C Park.

Burk stated \$300,000. I believe if we came up with half McMahon would help. We need to add this to our budget.

Ezerski asked what will it cost to have this group come talk to us.

Rogalski stated somewhere around \$5000. If you are interested I can get an actual cost.

Burk stated I think it is a good idea.

Ezerski stated I believe we need to look into this. Would you nail down some prices and let us know.

Rogalski stated sure.

G. Consider directing staff to make application for Innovations Award given by OML.

Rogalski stated this is where we could nominate one of your projects for an award through OML.

Burk stated I think it would be great.

Rogalski stated if you are interested we will throw some ideas out for you to discuss. The deadline is July 14 so we need to get started.

Burk stated bring your ideas to the next meeting.

3. Old Business

A. Discuss and consider where to plant milkweed for the butterflies.

This was discussed at the beginning of the meeting.

4. Announcements

Burk stated we have two yards for the Yard of the Month. First is 408 Ferris and 901 Arlington. These are both in Ward 5.

All agreed on 408 Ferris.

5. Adjournment

There being no further business the meeting adjourned at 4:40 p.m.

Motion by Ezerski, **Second** by Tennis, to adjourn. **Aye:** Tennis; Burk; Ezerski; Hampton; Morford; Smith; Sweeney. **Nay:** None. **Motion Passed.**