

AGENDA
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY APRIL 12, 2023– 3:00 P.M.

MEETING CALLED TO ORDER

ROLL CALL

STATEMENT OF COMPLIANCE WITH OKLAHOMA OPEN MEETING ACT, 25 O.S. 301-314

INTRODUCTION OF GUESTS

BUSINESS ITEMS:

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.
- B. Receive a report from Neighborhood Services regarding monthly updates on departmental activities and take action as deemed necessary.
- C. Consider approving submitted materials for payment.
- D. Consider approving the monthly Treasurer Report.
- E. Receive a report from the Cultural Preservation Committee and take action as deemed necessary.
- F. Receive a report from Children United regarding the accessibility playground in Elmer Thomas Park and take action as deemed necessary.
- G. Receive a report from Parks and Recreation regarding departmental projects and monthly updates and take action as deemed necessary.
- H. Receive a report from the Planning Department regarding ongoing LETA projects and take action as deemed necessary.
- I. Receive Monthly Ward Updates from Trustees and take action as deemed necessary.
- J. 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.

2. Business

- A. Consider approving the minutes of the March 8, 2023 meeting.
- B. Consider approving a request from the Communications and Marketing Department for up to \$150.00 per month for upgrades to the Lawton Enhancement Trust Authority website.
- C. Consider a request from the Theta Upsilon Omega Chapter of Alpha Kappa Alpha Sorority to plant a tree at Greer Park 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."

- D. Consider approving the budget for the Lawton Fort Sill Freedom Festival, to include entering a contract with Denise Castelli of Limelight Entertainment for coordination of fireworks, stage, and headline performer.
- E. Consider approving a recommendation made by the Cultural Preservation Committee to purchase six-months of storage for up to \$900 at U-Haul Moving & Storage of Lawton for storage in a temperature and humidity controlled facility of City of Lawton historical artifacts, spending up to \$3,000 in professional Art Crating, and purchase shelving and storage containers for an amount up to \$1,000 to properly care for and store City of Lawton Historical Artifacts until a suitable, designated City owned space is prepared to accept the artifacts.
- F. Discuss the proposal from Arrow Signs for signage for Wayne Gilley Auditorium and take action as necessary.
- G. Discuss the planning of the Eye Candy Gala and take action as deemed necessary.
- H. Discuss the upcoming Trash Off event and take action as deemed necessary.

3. Discussion

4. Adjournment

"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."

**MEETING OF THE
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY MARCH 8, 2023– 3:00 P.M.**

Vice-chairman Hankins called the meeting to order at 3:00 p.m. in the Banquet Hall of City Hall. Notice of meeting and agenda were posted on the City Hall Notice Board as required by law.

ROLL CALL

PRESENT: Jay Burk (entered meeting at 3:13 P.M.), Lou McConnell, Katy Jackson-Seeley, Addie Smith; Kerry Sweeney, Ted Symuleski, Barry Ezerski, Mary Ann Hankins

ABSENT: Dwight Tanner

OTHERS PRESENT: Charlotte Brown, Planning Director and LETA Executive Director; J'Lyn Jorgenson, Legal; Susan Schlecht, Finance; Jason Poudrier, Arts and Humanities; Mitchell Dooley, Parks & Rec; Jon Jernigan, Neighborhood Services; DaLynna Wood, Communications & Marketing; Caitlin Gatlin, Communications and Marketing; Tammy Branstetter, City Clerk's Office; Matina Davis, member of the community; Aquarion Yarbrough, member of the community.

INTRODUCTION OF GUESTS

No guests present.

1. Reports

- A. Receive a report from Dennis Totte with Bedrock Nursery regarding current landscaping and irrigation projects and provide direction to Mr. Totte on current projects.

Mr. Totte was unable to attend the meeting – no report at this time.

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

Jernigan said for the month of February the Neighborhood Services Division sent out over 739 administrative orders, received 390 general complaints and sent out 24 D&D notices of hearing. At the end of February, there were 64 work orders pending completion, 81 abatement work orders requested, and nine D&D properties were torn down.

Jernigan said a pre-bid meeting is scheduled for March 14th regarding the boarding and securing contract. He said Neighborhood Services will also be seeking bids for an additional nuisance abatement contract to help with bulk pickups and the upcoming growing season. Jernigan said they are looking to have a total of seven contractors.

Jernigan said staff is in the process of examining city code with regards to dilapidated signs. He said these signs are considered a structure, and a code change may be necessary to allow for these signs to be taken down. Any proposed code change will go before the City Council for approval. With the way the code currently reads, Jernigan said he's only allowed to write citations for these signs 30 days after sending a written notice to the property owner. He said staff is working closely with Greg Gibson in the City Attorney's office to establish the desired changes. Currently, there is no state statute regarding signs – they're handled by municipalities.

Ezerski said approximately four years ago there was a sign committee that drafted an Ordinance regarding signs, but this Ordinance never made it to Council for approval. He asked if staff is aware of what happened to this Ordinance.

Jernigan said he's not been made aware of such Ordinance.

Ezerski suggested staff contact Richard Rogalski, as he was familiar with the Ordinance.

Symuleski asked for an update on the upcoming Trash-Off event.

Jernigan said Trash-Off is scheduled for April 29th. Staff has completed the flyer for this event, and it's been shared on social media. He said Lawton High and MacArthur Key Clubs as well as the MacArthur JROTC have signed up to volunteer. Jernigan said staff is actively seeking additional volunteers to help with the event.

Gatlin said her office has also sent out notifications regarding this event to various media partners. She said Jernigan will likely do a segment with KSWO in the coming weeks. Several of the local radio stations may also invite staff to share more about this event.

NOTE: The Authority skipped to agenda item 2-D

2D. Discuss the upcoming Trash Off event and take action as deemed necessary.

Jernigan said staff is working to obtain additional youth t-shirts. The desire is to get more elementary schools involved with Trash-Off. Jernigan said there are 411 t-shirts left over from last year's event, and 81 t-shirts left over from the 2021 event.

Jernigan said the Keep Oklahoma Beautiful supplies arrived two days ago. Staff now has over 300 gloves, and Lowes has donated an additional 200 gloves for the event. Jernigan said 3,000 trash bags have been donated to the Oklahoma Beautiful Project.

Jernigan said staff is actively seeking donations to purchase the additional t-shirts that are needed.

Vice-chairman Hankins asked Jernigan how much money staff would need for this.

Jernigan said staff asked LETA to donate \$4,000 last year to purchase t-shirts. He said the front of the t-shirt will have the Trash-Off logo, and the back of the t-shirt will list the various sponsors who have contributed to the event.

NOTE: Chairman Burk entered the meeting at 3:13 P.M. and took over chairing the meeting.

Chairman Burk said yearly donations for the Trash-Off event are worked into LETA's budget.

Motion by Sweeney, Second by Jackson-Seeley, to approve up to \$4,360 in expenditures for t-shirts for the upcoming Trash-Off event. **AYE:** Hankins, McConnell, Smith, Burk, Ezerski, Jackson-Seeley, Sweeney, Symuleski. **NAY:** None. **MOTION PASSED.**

C. Consider approving submitted materials for payment.

Schlecht presented the following invoices for the time period of February 2023:

- Downpayment on flowers for the Eye Candy Awards Banquet - \$237.50

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

D. Consider approving the monthly Treasurer Report.

Schlecht presented the Balance Sheet, Profit and Loss Statement, Income and Expense Tracker, and LETA Projects Pending as of February 28, 2023. The Report is available in the City Clerk's Office.

Schlecht noted that the Freedom Festival expenditures are \$500 less than they were on last month's report – there were some adjustments that had to be made.

Chairman Burk inquired about the LETA sidewalk projects.

Hankins said she saw on the news that Children United recently received a large donation. She asked if these donations go to Children United directly, or if the donations are received by LETA.

Ezerski said there was a fundraising event at Gateway Mortgage Company around Christmas time, and half the proceeds were donated to Children United.

Schlecht said LETA receives all donation funding on behalf of Children United. She said she believes that particular donation may have been reflected on last month's Report.

Schlecht said the Limited Services Agreement that was passed at the most recent City Council meeting will be executed today. After this Agreement is signed, she will be able to disperse hotel/motel tax funding accordingly.

Motion by Ezerski, Second by Sweeney, to approve the Treasurer Report as of February 28, 2023 as presented. **AYE:** Hankins, McConnell, Smith, Burk, Ezerski, Jackson-Seeley, Sweeney, Symuleski. **NAY:** None. **MOTION PASSED.**

- E. Receive a report from the Cultural Preservation Committee and take action as deemed necessary.

Poudrier said staff is working to move artifacts and artwork from the 3rd floor of City Hall to the Carnegie Library Town Hall for display. Poudrier said the Carnegie Library is climate controlled. He said he's been working with Chris Gill to obtain a quote for moving these artifacts. Poudrier said this cost would come out of the Arts and Humanities budget.

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

Ezerski said Children United is hoping to have a groundbreaking towards the end of next month for the new handicapped accessible playground. Work is currently underway to make this happen – the sewer line is in the process of being moved. Max Sasseen has suggested ordering some of the accessories now, so that more than just the playground main frame can be installed.

Ezerski said Children United has been seeking donations for a wheelchair swing. He said these swings have tripled in cost since this project was started four years ago. Ezerski said these swings now cost \$53,151. Even with this price hike, it's still been recommended to proceed with ordering the first swing before another price increase occurs in May. Ezerski said 50% of the total invoice must be paid when the swing is ordered, and it takes approximately 20 weeks for the swing to arrive. Ezerski asked that the Authority allow for a check to be written from Children United funding in the amount of \$26,575.50 to cover the down payment of the swing. This check would need to be made payable to ACS Playground Adventures. Ezerski said the remaining balance has to be paid within 15 days of arrival and installation of the swing.

Chairman Burk noted that Max Sasseen has worked diligently to save as much money as possible on this project. He asked if a sign has been selected to display at the playground.

Ezerski said yes – Arrow Sign Company is working on this, and the sign will hopefully be completed by the end of the month.

Ezerski said Children United is still actively working on fundraising. He said the Dancing for Children United event will take place this October. The event had to be moved from the spring season due to scheduling conflicts with other events. Ezerski said there are currently six dance teams lined up for the event, but they are still looking for two more. Children United will also be doing a Poker Run fundraiser on May 20th. Ezerski said Children United is hoping to raise another \$75,000 - \$100,000 by the end of this year.

Motion by Symuleski, Second by Sweeney, to approve a payment in the amount of \$26,575.50 to ACS Playground Adventures from Children United funding for a downpayment on a

wheelchair swing. **AYE:** Hankins, McConnell, Smith, Burk, Ezerski, Jackson-Seeley, Sweeney, Symuleski. **NAY:** None. **MOTION PASSED.**

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

Dooley said City Parks and Grounds staff have been preparing for spring. He said staff has officially opened bidding for the new mowing contracts. Dooley said there have been several inquiries from mowing companies about the bidding process.

Dooley said staff is still working on the Lakes Master Plan, the Aquatics Master Plan, and the Elmer Thomas Master Plan. He said these Plans are nearing completion, and they will likely be presented to the City Council during the first meeting in April. Before the Council meeting, Dooley said the Parks and Recreation Commission and the Lakes and Land Commission will hold special meetings to review and approve the conceptual plans from Halff & Associates before the City Council meeting in April.

Dooley said staff is gearing up for the aquatics season. Dooley said he recently went to Kansas City to receive training and obtain his aquatics facility operator certification. Dooley said staff will be taking an item to City Council next week to discuss the status of the municipal pools and splash pads and receive direction from City Council on how to operate these facilities this summer. Dooley said the Parks and Recreation Commission recently held a special meeting to discuss this situation, and the Commission's recommendation will be taken to Council.

Dooley said staff is also working to get their HVAC contracts under control so that these systems can operate smoothly at the City's recreational centers.

- H. 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 the first day of spring is March 20th, and her staff is preparing for Yard of the Month. Gatlin said staff typically takes applications for Yard of the Month from April 1st through October 1st. She said staff has created flyers advertising for Yard of the Month, and they are working to get the word out through social media. Gatlin said the website is up and running, and it can be viewed at "www.beautifullawton.com". She said staff will be making some changes to the website to get looking more aesthetically pleasing. Through this website, citizens of Lawton can submit nominations and vote for Yard of the Month.

Chairman Burk said the creation of this website is a great way to get citizens more involved with Yard of the Month.

Gatlin said the Authority needs to determine the time frame in which nominations can be submitted before voting takes place.

Chairman Burk said nominations can be received the 1st through the 15th of each month, and voting will take place the 16th through the end of the month.

Gatlin asked for clarification on how the winners will be determined. She asked if the winner is chosen solely from citizens' votes.

Chairman Burk said citizens will have 2/3's input towards the vote, and Authority members will have 1/3 input. Authority members can still make nominations and take pictures to be posted on the website.

Gatlin asked if the Authority wants the address listed with the photos that are placed online.

Sweeney said citizens may not want their address posted for the public to see, so simply listing the ward in which they live should be fine.

NOTE: The Authority skipped to agenda item 2-C

2C. Discuss the planning of the Eye Candy Gala and take action as deemed necessary.

Sweeney said invitations for the Gala have been completed.

Poudrier asked that members RSVP to the event because they need to keep track of the number of attendees.

Poudrier said Journey Productions will have a projector at the event to display videos and slideshows. He said the MacArthur orchestra will be performing at the event.

Gatlin said she is still working to finalize the agenda for the event, but a timeline has been established. She said the cocktail hour will begin at 6:00 P.M., they will begin serving dinner at 6:45 P.M., and the program will start at 7:00 P.M.

Gatlin said she will be the emcee for the program. All the Yard of the Month winners will be announced during the program. Gatlin said she's interviewed Natalie Fitch and Juli Chesko, and the video of these interviews will be played during the program before these ladies receive their award.

Chairman Burk asked if anyone has reached out to Dr. Bellino regarding this event. He said one of the awards is named after Dr. Bellino, and she typically attends the event to present the award to the winner.

Gatlin said she will reach out to Dr. Bellino to make arrangements for her attendance.

I. Receive Monthly Ward Update from Trustees and take action as deemed necessary.

No ward updates were given at this time.

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

Chairman Burk asked for an update on the lighting project. He said he understands the projected estimates were almost triple the amount of the \$40,000 LETA has budgeted for this project, but a decision must be made as to how to move forward. Chairman Burk said this project has currently been placed on hold by the engineering department.

Brown said the engineering department got the estimate for the lighting project from MA + Architecture, and their estimate was nearly \$90,000. This estimate includes both design and installation of the lights. LETA currently has \$40,000 from the McMahon Foundation set aside for this project.

Chairman Burk suggested LETA find the money to make this project happen. He said Dr. Moford, the McMahon Foundation, and many others believed in this project, and it's important to see it through to completion.

Ezerski asked how short we are of fully funding this project.

Chairman Burk said he thinks we're short approximately \$50,000.

Chairman Burk said he understands LETA had intentions to beautify the landscaping in front of the City's rec centers. However, this might be something to do one at a time. He said LETA could do the landscaping at one rec center per year so that the funding for this project is spread out.

Ezerski noted that the Downtown Committee is also working on beautification of the downtown area, and the Authority may want to see what all this Committee accomplishes before committing more funding to landscaping in the downtown area. This way, more funding can be allocated to the lighting project.

Brown said she found an email from Joe Painter regarding the estimate from MA + for the lighting project. The cost of materials alone would be \$60,000, and they did not provide a construction estimate. Brown said a high altitude estimate for construction cost would be approximately \$120,000.

Chairman Burk asked Schlecht to discuss how much money LETA currently has.

Schlecht said there is currently \$75,000 in the beautification fund, and \$34,000 in the hotel motel fund.

Chairman Burk noted that LETA has \$86,600 in their grant awards fund.

Brown said that doesn't include the \$40,000 that was given to LETA by the McMahon Foundation.

Chairman Burk asked for clarification on what local grant expenses are.

Schlecht said when LETA spends money from various grants they've received (e.g., the \$40,000 McMahon Foundation grant), this would be listed as a local grant expense.

Chairman Burk said he believes LETA has enough money to help provide additional funding for the lighting project.

Schlecht said there is \$57,000 in the hotel motel fund that has not been claimed yet. This is in addition to the \$34,000 left in the hotel motel fund from previous years.

Chairman Burk recommended that the Authority take \$40,000 from LETA grant awards funding and \$40,000 from beautification funding and put that \$80,000 towards the lighting project. This \$80,000 plus the \$40,000 from the McMahon Foundation would be enough to fully fund the \$120,000 lighting project.

Brown said she will notify Joe Painter that LETA has identified funding sources to cover the remaining costs of the lighting project.

Motion by Ezerski, Second by Symuleski, to take \$40,000 from LETA grant award funding and \$40,000 from LETA beautification funding and couple that with the \$40,000 grant from the McMahon Foundation to proceed with the lighting project not to exceed \$120,000. **AYE:** Hankins, McConnell, Smith, Burk, Ezerski, Jackson-Seeley, Sweeney, Symuleski. **NAY:** None. ***MOTION PASSED.***

2. Business

- A. Discuss the landscaping of the three centers and the landscaping of the flower beds in front of Nissan of Lawton at 201 W Gore Boulevard and take action as deemed necessary.

Chairman Burk said this has already been discussed.

Dooley asked that if the medians in front of the City of Lawton rec centers will be funded individually with one median done per fiscal year, he asks that the Authority focus on the HC King Center first. He said new ADA-compliant sidewalks have recently been placed in this area. Dooley said staff is also working to improve the inside of the facility. The kitchen will soon be remodeled. Dooley said they will also be installing new doors at the Center. Repairs have been made to the surface of the parking lot of the King Center, and improvements have been made to the lighting in the parking lot. Dooley said the King Center would be an excellent place to start when it comes to beautification of the rec centers.

- B. Review and discuss By-Laws of the Lawton Enhancement Trust Authority and take action as deemed necessary.

Brown said if the Authority has changes they wish to make to the By-Laws, staff will draft these changes and bring the By-Laws back to the Authority for approval.

Chairman Burk mentioned the possibility of doing a retreat for Authority members. He said this has been done in the past, and it really helps the group identify where they're currently at versus where they want to be with regards to the way they carry out goals.

Chairman Burk said he's reviewed the By-Laws, and didn't see much of anything that needed to be changed. However, there's been discussion about adding two ex-officio members to the Authority. These would be non-voting trustees. Chairman Burk said the Chamber of Commerce and Young Professionals have shown interest in these positions.

Chairman Burk encouraged Authority members to notify the Clerk's office if they will be unable to attend a meeting, as there's been an issue recently with unexcused absences. Chairman Burk said three unexcused absences can result in losing your position as a member of the Authority.

If it's the desire of the Authority to add ex-officio members, Chairman Burk suggested they begin their term July 1st to correspond with the start of the fiscal year.

Aquarion Yarbrough asked if LETA meetings are published.

Chairman Burk said notice of all meetings are posted on the bulletin board outside of City Hall, and they're also posted on the City's website.

Motion by Symuleski, Second by Jackson-Seeley, to amend the By-Laws to add an ex-officio member from the Chamber of Commerce and an ex-officio member from the Young Professionals of Lawton. **AYE:** Hankins, McConnell, Smith, Burk, Ezerski, Jackson-Seeley, Sweeney, Symuleski. **NAY:** None. **MOTION PASSED.**

- C. Discuss the planning of the Eye Candy Gala and take action as deemed necessary.

This item was discussed earlier in the meeting.

- D. Discuss the upcoming Trash Off event and take action as deemed necessary.

This item was discussed earlier in the meeting.

- E. Discuss payment(s) of up to \$100,000 to Holiday in the Park for invoice # 2021 and take action as deemed necessary.

Motion by Sweeney, Second by Symuleski, to pay up to \$100,000 to Holiday in the Park. **AYE:** Hankins, McConnell, Smith, Burk, Ezerski, Jackson-Seeley, Sweeney, Symuleski. **NAY:** None. **MOTION PASSED.**

- F. Consider accepting a donation in the amount of \$49.50 from Dwight Tanner to cover the cost of LETA nametags.

Motion by Jackson-Seeley, **Second** by Symuleski, to accept a donation in the amount of \$49.50 from Dwight Tanner to cover the cost of LETA nametags. **AYE:** Hankins, McConnell, Smith, Burk, Ezerski, Jackson-Seeley, Sweeney, Symuleski. **NAY:** None. **MOTION PASSED.**

3. Discussion

Matina Davis asked for clarification on what LETA's responsibilities are versus what responsibilities are handled by the Parks & Recreation Commission. She also asked if the Eye Candy Gala will be open to the public.

Chairman Burk said LETA's mission surrounds the beautification of Lawton, whereas the Parks & Recreation Commission helps oversee the functioning and effectiveness of the City of Lawton Parks and Recreation department.

Sweeney said invitations for the Eye Candy Gala are sent out strictly to those who have won Yard of the Month or who will be receiving an award during the program. These people typically bring a significant other and/or members of their families. She said unfortunately LETA would not be able to fully fund the event if it were open to the public.

Aquarion Yarbrough said he appreciates the beautification efforts that have taken place outside of the HC King Center. However, he is asking that more attention and funding be dedicated to the inside of the Center. Mr. Yarbrough said the AC is not working in the building, and we need to do a better job of caring for children in the Lawton Community.

Chairman Burk said he understands where Mr. Yarbrough is coming from, but unfortunately this isn't something that would be addressed by LETA. He suggested Mr. Yarbrough attend the Parks and Recreation Commission meetings as well as City Council meetings.

Mr. Yarbrough said he will certainly do that, but he said it's his understanding that several Authority members sit on multiple boards and commissions. He asked that these members start better advocating for the HC King Center.

4. Adjournment

There being no further business, the meeting adjourned at 4:18 p.m.

Expenses	Actual 2022	Proposed 2023	Actual
Fireworks / Stage Production/Headline Performer			
Fireworks	\$ 57,000	\$ 75,000	
Stage & Sound Contract	\$ 18,000	\$ 18,000	
Headline Performer	\$ 5,000	\$ 4,000	
Princess Openers	\$ -	\$ 3,000	
77th Army Band			
Total Stage Costs	\$ 80,000	\$ 100,000	
Contracted Services:			
Lodging for 5 doubles x 2 nights (80x10)	\$ -	\$ 500	
Electrician @ \$80/hour (Fri = 10am – 3pm / Sat = 10am – 5pm)	\$ 1,000	\$ 1,200	
Overnight Security	\$ 880	\$ 880	
LATS Shuttle Service 12noon – 11pm (riders = 522 x \$.25)	\$ 200	\$ 200	
LPS Bus Service	\$ 308	\$ 310	
Clean up/Additional Help	\$ 390	\$ 700	
Total Contracted Technical Services	\$ 2,778	\$ 3,790	
Additional Entertainment:			
Street Performers: 3 hours Friday Night, 3 Hours Saturday (\$500 x6, \$3,000)/Princesses (\$750x3, \$2,250)	\$ 5,811	\$ 5,250	
Trophies for Car Show			
Bounce Houses	\$ 2,500	\$ 2,500	
Zipline Vender	\$ -	\$ -	
Princesses (expense moved to Street Performers for 2023)	\$ 990	\$ -	
Total Extra Entertainment Costs	\$ 9,301	\$ 7,750	
Equipment / Supplies:			
Herc Rentals (Skid Steer)	\$ 1,904	\$ 500	
ARA (Port-a-Potties / 2 grey water tanks)	\$ 4,005	\$ 4,005	
Tent and Portable AC Rental	\$ 400	\$ 1,000	
Lawton Ice Company	\$ 400	\$ 400	
Hertz – (Light Towers x 14 = \$1,428) CenterPoint sponsor	\$ 2,040	\$ 2,400	
Supplies ---	\$ 51	\$ 250	
Food & Water (pallet of water from Lowe's / Bar-S donated & cooked hotdogs (No donations)	\$ 599	\$ 600	
Supplies from WM	\$ -	\$ -	
Equipment and Supplies Total	\$ 7,744	\$ 9,155	
Publicity / Marketing:			
TV / Radio / On-line thru KSWO / Print Advertising	\$ 1,986	\$ 1,986	
COL Print Shop - Posters (A&H Div.)	\$ 100	\$ 100	
Printing/Postage – Invitations/Thank You Cards (A&H Div.)	\$ 50	\$ 50	
Publicity / Marketing Total	\$ 2,160	\$ 2,136	
Banners / Misc.:			
OTC – sales tax for water booth	\$ 551	\$ 551	
Friends of the Library – lamination of signage	\$ 12	\$ 12	
Sign Dynamic (2-Sponsor Banners) – Shawn w/Coors will print 5 large sponsorship banners this year so will not purchase any.	\$ -	\$ -	
Light Up Toys Bulk Purchase	\$ 883	\$ 883	

Total Banners /Misc.	\$ 1,446	\$ 1,446	
Total Expenses	\$ 103,429	\$ 124,277	
Starting Funds Freedom Festival 2022	Actual	Proposed/Estimated	
Totals: Hotel Motel	\$ 90,512	\$ 100,000	
LETA		\$ 16,000	
Sponsorship	\$ 15,500	\$ 9,000	
Vendor Fees	\$ 3,030	\$ 2,000	
Arts and Humanities	\$ 2,500		
	\$ 111,542	\$ 127,000	
Projected In-Kind Donations			
TV / Radio / On-line thru KSWO / Print Advertising		\$ 1,000	
Food & Water (pallet of water from Lowe's / Bar-S donated & cooked hotdogs		\$ 300	
Supplies from WM		\$ 248	
COL Print Shop - Posters (A&H Div.)		\$ 100	
Printing/Postage – Invitations/Thank You Cards (A&H Div.)		\$ 50	
		\$ 1,698	
Projected Additional Revenue			
Bounce House Wrist Band (\$5x1000)	\$ 6,127	\$ 5,000	
Zip Line (12 per hour x 13 hours x \$10)	\$ -	\$ -	
VIP Package (ZIPLINEx4, Bounce Housex4)(Premium Seating)(Meal Vouchers/Meal Runners) (optional acknowledgement of sponsorship, Cooling Tent)=\$1,000 (10 Packages)	\$ -	\$ 2,000	
On-Site Donations	\$ -		
Additional Sponsorships/Light Up Toy Sales	\$ 6,500	\$ 1,500	
	\$ 12,627	\$ 8,500	
Total Freedom Festival Income	\$ 124,169	\$ 137,198	
Remaining	\$ 20,740	\$ 12,921	
Proposed Paid Community Support In-Kind Sponsors & Volunteers	Actual	Adjusted	
Parade Winners			
First Place	500	500	
Second Place	250	250	
Third Place	100	100	
Volunteer organizations			
Young Professionals	\$ 500	\$ 500	
Mac key Club	\$ 500	\$ 500	
Lawton Community Theatre	\$ 500	\$ 500	
Third District OES	\$ 500	\$ 500	
Total Paid to Community Support Organizations	\$ 2,850	\$ 2,850	
Remaining/Carryover Funds	\$ 17,890	\$ 10,071	

OPERATING AND PROFESSIONAL SERVICES AGREEMENT
Lawton's 4th of July Lawton-Fort Sill Freedom Festival

THIS AGREEMENT made and entered into this the ____ day of _____ 2023 by and between the City of Lawton, an Oklahoma municipal corporation (the "City") and LimeLight Productions, LLC (the "Provider"),

WHEREAS, the City requires expert assistance with sound, stage, lighting and PyroMusical choreography to effectuate the delivery of a community pyrotechnic fireworks display on July 1, 2023 at Elmer Thomas Park in conjunction with its "Lawton-Fort Sill Freedom Festival"; and

WHEREAS, the City requires expert assistance with booking and coordinating a headline performer to perform on July 1, 2023 at Elmer Thomas Park in conjunction with its "Lawton-Fort Sill Freedom Festival"; and

WHEREAS, LimeLight Productions, LLC, is an organization experienced in and well qualified to provide such expert services;

NOW, THEREFORE, for and in consideration of the promises, covenants, commitments and undertakings herein set forth, the City and the Provider agree as follows:

Services of the Provider:

1. On Saturday, July 1, 2023, using the very best pyrotechnic devices and aerial shells available, and supplying as necessary all licensed professionals, technicians, crews, equipment, materials and services at its sole expense, the Provider shall organize, administer and promote a pyrotechnic fireworks display event at Elmer Thomas Park, located at SW 6th Street and Ferris Avenue, City of Lawton, Oklahoma. The launch time is scheduled to begin at 9:30 p.m., contingent on the weather, and launch time will proceed within the explicit discretion of the City Manager. If the fireworks are unable to be launched due to weather or safety concerns on July 1, 2023, the fireworks will be launched on the 15th of July, 2022. If for any reason fireworks are unable to be to be launched on the 15th of July, 2022, the City and Provider will negotiate a contract amendment with additional alternate firework launch dates and times agreeable to both parties. The display event must accommodate an anticipated attendance of approximately thirty to forty thousand people. The pyrotechnic display components should launch to a minimum height of 100 feet to maximize audience view in the park. The parties will designate a specific launching area for the pyrotechnic display as provided below. The fireworks display shall continue for 25-30 minutes in length. The choreographed display shall utilize a wide variety and color of pyrotechnic devices. The production should progress to a dramatic "Grand Finale" pyrotechnic display at the conclusion of the display event.
2. As integral to providing the pyrotechnic fireworks display event, the Provider shall choreograph the firework shots and other display components to patriotic music readily audible by all spectators present. In connection therewith, the Provider shall further supply and operate the following: the sound and lighting systems and equipment; the roof top system for the stage; the FM transmitter; such other components and equipment necessary for the operation and execution of the foregoing; the selection of patriotic music to be utilized; and sufficient and trained personnel to operate the equipment

3. The Provider and the City will cooperate and coordinate in the planning and execution of the fireworks display event. Prior to the event, the Provider will arrange to meet with officials from the City to effect such cooperation and coordination. These should include the City's Police Department, Fire Marshall, and Parks and Recreation Department as necessary. The Provider and the City will designate a safe location at Elmer Thomas Park for launching the pyrotechnic ordinance and other display components. Except for the purposes of such meeting, the Provider will not have access to the designated location for setting up launching equipment and preparing the pyrotechnic ordinance for firing prior to June 26th, 2023. At or prior to this meeting, the Provider will supply the City with a written progression of events for planning and coordination purposes, a spreadsheet or similar listing of the sizes and number of shells to be used in the display, the identity and qualifications all Provider personnel assigned to the display event, the name and contact information of the individual who will supervise the fireworks display event and act as a contact person for the Provider, such other information as the City may reasonably require.
4. Once the parties identify the location for launching the fireworks display, the Provider will inform City officials of the minimum area needed to exclude spectators and others for public safety, hereinafter referred to as the "Exclusion Zone". The City will provide sufficient law enforcement and other public safety personnel to keep spectators and automobiles outside the Exclusion Zone and to otherwise maintain public order and restrict vehicular traffic immediately before, during and immediately after the fireworks display event. The City will not be responsible for the protection and safekeeping of the Provider's property. The Provider shall supervise, keep safe and supply security for its personnel and property within the Exclusion Zone at all times, to include 24-hour security as needed.
5. The Provider shall undertake all responsible measures necessary to protect persons and property against hazards associated with the storage, handling and discharge of pyrotechnic ordinance and other display components before, during and after the fireworks display event. Without limitation, this shall include: utilizing licensed pyrotechnic operators and trained, experienced technicians and other assistants; combing the grounds both inside and outside the Exclusion Zone for any live or hazardous pyrotechnic materials immediately preceding and after the fireworks display; and providing sufficient personnel at the fireworks discharge location to provide security and public safety as herein stated.
6. On Saturday July 1, 2022 in connection with the delivery of a community pyrotechnic fireworks display at Elmer Thomas Park in conjunction with the City's "Lawton-Fort Sill Freedom Festival", Provider agrees to supply and operate the stage, light and sound system and other necessary equipment along with professional consulting services to the City to choreograph the fireworks display and professional consulting services to the City to coordinate the performance of the selected reputable headline performer.

Provider agrees to provide appropriate Audio, Lighting, and Labor to the technical needs of the selected headline performer and the choreographed firework display, to explicitly include:

Trucks/Shipping

Production 1 Audio Shipping

Production 120 Audio Shipping
Production 120 Lighting Shipping

Roof Top

Approximately 40X24 foot Roof Top, Full truss roof system and water-shedding skin. Trussing will accommodate customers personalized blow through banner up to 38' wide and 4 feet deep/long.

Generator

Provider will provide one working generator for the duration of need to power all equipment provided by provider.

Techs/Labor

Provider will use only highly skilled and experienced sound technicians and stage setup and tear down crews. All costs associated with labor and technicians are included in the total cost of the agreement. Provider's crews will be accustomed to working sound for the choreography involved in the fireworks show. Sound technicians will coordinate with radio for live feed.

Provider further agrees to begin setup of the above-listed stage, light and sound system, and other necessary equipment on or before July 2, 2022.

Provider will have a company representative available upon request to attend committee meetings regarding the "Lawton-Fort Sill Freedom Festival" that pertain to execution of the event. City will provide company representative at least two-weeks' notice prior to committee meeting in which the representative is to attend. Provider will provide the City with a digitally rendered preview of the firework show at least thirty days prior to the event.

Provider will provide 1 Stage Manager/PyroMusical Production Manager for coordination of live performers, stage, sound, lights, and fireworks choreography and projection of sound to general park areas. All costs associated with said Stage Manager/PyroMusical Production Manager are included in the total cost of the agreement.

Provider will ensure that all equipment is professional in appearance and well maintained. Provider will setup and tear down any staging and equipment supplied by Provider.

Headline Performer

Provider shall recommend a headline performer to the City, and upon the city's acceptance of a recommended performer, the Provider shall negotiate the contract in the best interest of the City. All costs associated with said headline performer are included in the total cost of the agreement, and Provider is to provide detailed invoices of performance fees and expenses.

Insurance

The Provider shall coordinate and produce proof of insurance for all vendors working on City property. City of Lawton and McMahon Auditorium and any other parties added by Provider or City of Lawton will be listed as an additionally insured on all Insurance Policies in effect for performances. LimeLight Productions to provide proof of one million dollars (\$1,000,000.00)

event planning and contract insurance policy. Fireworks Display company to maintain general liability coverage in the amount of four million dollars (\$4,000,000.00) and Sound Company to maintain not less than three million dollars (\$3,000,000.00) per occurrence with standard "Broad Form, Contractual, Bodily Injury and Property Damage" provisions; and, Oklahoma Worker Compensation Coverage on all employees. The Provider will demonstrate proof of the above requirements by delivering all pertinent certificates on insurance to the City not less than five (5) working days prior to the display event.

City agrees as follows:

Payment –

Upon receipt from the Provider of a duly-executed claim form, which must have attached thereto a copy of this contract, the City will pay the Provider as follows:

- a. The Eighteen Thousand and No/100 Dollars (\$18,000) made payable to Limelight Productions, LLC, and tendered upon the completion of the event and no later than August 1st, 2022.
- b. The sum of Fifty-Five Thousand and No/100 Dollars (\$75,000) to be made payable to LimeLight Productions, LLC to be used exclusively for costs associated with pyrotechnic fireworks show, and tendered upon the completion of the event and no later than 15th of July, 2022.
- c. The sum of Five Thousand and No/100 Dollars (\$4,000) to be made payable to Limelight productions, LLC to be used exclusively for performer associated with a headline performer selected by the City, and tendered upon the completion of the event and no later than August 1st, 2022.

The City further agrees to provide up-to seven (5) double hotel rooms for one (1) night for use by Provider for dates between June, 24 and July, 4, 2023. The City will not be responsible for any damage howsoever caused (whether by the deliberate, negligent, or reckless act) to the room(s), hotel's premises or property caused by Provider or Provider's contractors/employees or any incidental and room service charges above and beyond the cost of the rooms.

Term and Extensions

This agreement shall continue for one (1) year from the date first shown above. Further, during this contract term, as part and parcel of this agreement and of the consideration given by and between the Provider and the City, the City hereby retains the Provider to supply the same services described hereinabove on an on-call, as-needed basis at the discretion of the City. The Provider shall render these services at such time and date, and at such location, as the City, upon advance notice to the Provider, may reasonably designate within its corporate limits. The City shall pay the Provider the same amount as herein stated and in the same manner for each such subsequent event requested by the City. By written agreement endorsed by both parties, this agreement may be extended for one additional one-year extension.

(signature

page

follows)

IN WITNESS WHEREOF, the parties set their respective signatures:

LIMELIGHT PRODUCTIONS, LLC

BY: _____
Denise Castelli, President

and

THE CITY OF LAWTON, OKLAHOMA,
a municipal corporation

BY: _____
Stan Book, City Mayor

ATTEST:

Traci L. Hushbeck, City Clerk

APPROVED as to form and legality on behalf of the City of Lawton this ____ day of _____, 2022.

City Attorney

Wednesday - 3/29/2023 - 12:37:15 PM
U-HAUL MOVING & STORAGE OF
LAWTON, 738062
1102 CACHE RD
LAWTON, OK 73507
(580) 248-8472

Manage Your Account Online Sign-in or create an account at: [uhaul.com/signin/](https://www.uhaul.com/signin/)

ROOM	DESCRIPTION	THRU	PAID	AMOUNT
A160	(1) - LOCK,DISC,2-3/4", UHAUL		✓	\$9.95
A160	(1) - RENT	4/28/2023	✓	\$134.95
A160	(1) - INSURANCE \$1,000	4/28/2023	✓	\$7.95

Sub Total: \$152.85

Customer's Signature

Employee's Signature (Heather Laton)

\$15 pre-lien fee charged 15 days after the due date.
\$50 lien processing fee. Assessment of a lien and sales of stored goods.

CONTRACT DETAIL:

Room Size :10x15x8 Monthly Due Date : 4/29/2023 Total due Monthly :\$142.90

Account Summary - Room #: A160

	<u>Item</u>	<u>Amount</u>
Monthly Rent : \$134.95	Rent	\$134.95
Date of Last Payment : Mar 29 2023	Discounts	\$0.00
Amount of Last Payment : \$0.00	Fees	\$0.00
Payment Due Date : Apr 29 2023	Insurance	\$7.95
Rent Paid-Thru Date : Apr 28 2023	Services	\$0.00
	Taxes	\$0.00
	Current Balance	\$0.00

X

Customer Signature: _____ Date:3/29/2023.

INSURANCE REQUIREMENT

Protecting your property in storage is your responsibility

Option One
(The recommended choice)

I acknowledge that while U-Haul and this facility take certain precautions to provide clean, dry and secure storage rooms, I acknowledge and agree that U-Haul and this facility do not insure my property, nor do they have the responsibility to provide insurance for my property. Furthermore I agree that U-Haul and this facility are not responsible for any damage or loss that may occur to my property while in storage. I understand that it is a requirement of U-Haul and this facility to maintain insurance covering my goods for as long as they are in storage at this facility. I have elected to meet this requirement in the following manner:

X Purchase Low Cost Insurance NOW in the amount of \$7.95 Per Month

Option Two

_____ I have contacted my insurance agent and I have confirmed that I have insurance coverage for my property while in storage at this facility through either my homeowner's policy or renter's policy, and am aware of my policy's deductible. I have attached a copy of my insurance company's declarations page as proof of coverage. U-Haul makes no representations concerning whether a homeowner's or renter's policy covers goods while in storage. I agree that for the duration of my property in storage at this storage facility, I will maintain my homeowner's or renter's policy in full force and effect. Furthermore, if at anytime my homeowner's or renter's policy is terminated or modified so that my property does not have insurance coverage, I, therefore agree to notify the storage facility immediately, hold harmless for, and release from them, any loss or damage that occurs to my goods while in storage.

YOUR INSURANCE COMPANY NAME:.

Agent's Name: _____

Agent's Phone Number# _____

I understand that it is a requirement of this storage facility that I maintain insurance covering my goods for as long as they are in storage. I have elected to meet this requirement via the manner indicated above.

YOU AGREE YOU WILL NOT STORE GOODS WITH A TOTAL VALUE EXCEEDING \$15,000 IN ANY SINGLE UNIT. YOU AGREE THAT STORAGE OF GOODS IN ANY SINGLE UNIT WITH A VALUE IN EXCESS OF \$15,000 IS PROHIBITED. YOU FURTHER AGREE THAT ANY CLAIMS FOR THE RECOVERY OF GOODS, FOR ANY REASON, UNDER THIS AGREEMENT IS LIMITED TO A RECOVERY NOT TO EXCEED \$15,000 PER ANY SINGLE UNIT.

APPROXIMATE CASH VALUE OF GOODS

(Customer's estimate)\$0.00

Type of goods stored: _____

Art Crating and Moving

Estimate

BILL TO:

City of Lawton

Make all checks payable to Arty Pampin
If you have any questions concerning this invoice, please call 580-704-2791
THANK YOU FOR YOUR BUSINESS!

Sample Storage Options and Approximate Costs



Global Industrial Adjustable Floor Sheet Rack, Steel w/Plywood Deck, 48"L x 24"W x 36"H \$439.23



Art Storage Rack - 36" Long x 11" Wide with 24" Tall Dowels - for Art Canvas Storage, Frames, Framed Art, Paintings

Brand: Generic

No reviews

\$135.00

36" long by 11" wide with 24" tall dowels

Has fourteen (14) 2" wide storage slots

Intended safely store art canvas up to 24" tall



FLEXIMOUNTS 2-Pieces Garage Shelving Units w/ 3 Adjustable Shelf Steel Wire Decks, 2 x 4 ft, 4650 lbs Weight Capacity Storage Racks, Heavy Duty Industrial Metal Shelves
Visit the FLEXIMOUNTS Store \$399.98



ARROW SIGN COMPANY

1344 S.E. First Street • Lawton, OK 73501 • Phone 580-353-2227 • Fax 580-353-2228

www.arrowsign.com

DATE 4/7/2023
PROPOSAL 020923-4J

LOCATION	<u>City of Lawton</u>	INVOICE TO	<u></u>
STREET	<u>212 SW 9th Street</u>	STREET	<u></u>
CITY / STATE	<u>Lawton, OK</u>	CITY / STATE	<u></u>
CONTACT	<u>Jason</u>	CONTACT	<u></u>
PHONE / FAX	<u>581-3470</u>	PHONE / FAX	<u></u>
EMAIL	<u></u>	EMAIL	<u></u>

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

-1 each 24" x 15" x 1/2" cast bronze plaque with bas relief per sketch B230110	3520.00
-3 each 6 1/2" x 46" x 5/16" cast bronze plaque per sketch B230110-2, \$1535.00 each	4605.00
-Installation (mounting method TBD)	500.00
Sub-Total	8625.00
(9.0% Lawton) Tax	0.00
Total	8625.00

! Unless otherwise stated Arrow Sign Company, Inc. is not responsible for primary electrical service to sign or final hook-up

UNDERGROUND UTILITIES AND STRUCTURES

State law requires us to call an 800# whenever we excavate. This service only applies to major utility company main line equipment and will not locate many of the things that may be buried on your property. We are only able to make a surface visual check for things that are commonly found on a typical property without charging for the time and services to do so. It can be a very expensive undertaking. We have found a shared responsibility in this area is the reasonable way to proceed. The owner assumes responsibility for informing the contractor of all underground pipes, conduits, cables, wires, tanks, drainage systems and structures, and agrees to hold the contractor harmless in the event of loss or liability incurred, as well as any expense resulting from incorrect or incomplete information provided to the contractor.

Required down payment is one half of total cost, with balance due upon completion of work..... One Half 4312.50
Balance 4312.50

The above price, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I/We understand and agree that any credit granted shall be paid promptly in accordance with terms and agreements. I/We understand the credit grantor may add one and one half percent (1 1/2%) per month to any balance owed, and in the event of default, I/we will be responsible to pay reasonable collection charges and/or attorney fees.

ACCEPTED _____ **DATE** _____

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by workman's compensation insurance. All materials and workmanship guaranteed for 24 months against defects.

Authorized Signature _____
Bryan Jester

This is a design of a cast bronze plaque to install above the main entrance to Wayne Gilley Auditorium in Lawton City Hall.

DETAIL VIEW OF PLAQUE • SCALE: $1\frac{1}{2}" = 1'$



VIEW OF PLAQUE IN VISIBLE AREA ABOVE ENTRANCE • SCALE: $\frac{3}{8}" = 1'$



MATERIALS

Plaque color and other specs TBD

sketch number: B230110 - #1

file name: B230110 - Wayne Gilley Auditorium #1.CDR
stored under SIGNFILE\MISC subdirectory

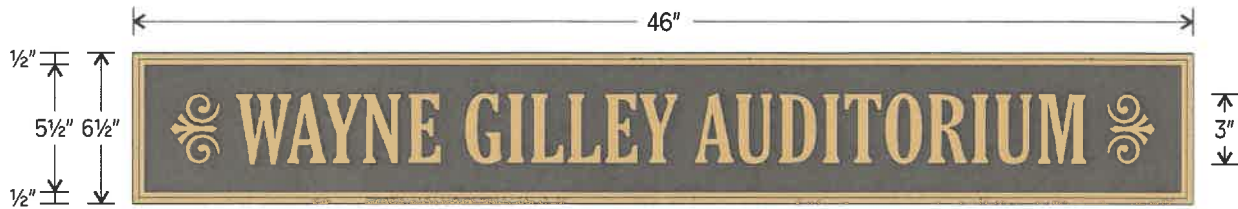
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1344 S.E. First Street, Lawton, OK 73501; Tel (580) 353-2227 / Fax (580) 353-2228
WEB: [HTTP://WWW.ARROWSIGN.COM](http://www.arrowsign.com) • E-MAIL: ARROW@ARROWSIGN.COM

This is a design of two each cast bronze plaques to install above two secondary entrances to Wayne Gilley Auditorium in Lawton City Hall.

DETAIL VIEW OF PLAQUE • SCALE: $1\frac{1}{2}" = 1'$



VIEW OF PLAQUE IN VISIBLE AREA • SCALE: $\frac{1}{2}" = 1'$



MATERIALS

Plaque color and other specs TBD



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sketch number: B230110 - #2

file name: B230110 - Wayne Gilley Auditorium #2.CDR
stored under SIGNFILE\MISC subdirectory

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