

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
APRIL 13, 2016

Mary Ann Hankins, Vice Chair, 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: Duffy, Andrew; Hampton, Alan; Hankins, Mary Ann; Morford, Robert; Smith, Addie; Sweeney; Kerry; Tennis, Michael.

ABSENT: Burk, Jay; Dismuke, Bob; Ezerski, Barry.

OTHER PRESENT: Denise Ezell, City Clerk's Office; Scott Powers, Finance; Richard Rogalski and Charlotte Brown, Planning; Jack Hanna and Keith Neitzke, Park and Recreation.

BUSINESS ITEMS:

1. Reports

Hankins stated we are going to do the Gala report first. Whipp has another meeting.

H. Receive report from Gala Committee.

Whipp stated you had an estimated attendance of 204, silent auction proceeds were \$1,930, donations were \$210 and sponsorships were \$7,000.

Hankins stated we spent more than we made.

Rogalski stated you were \$4,400 over your budget.

Hankins stated Sweeney, Whipp, Ezell and I met to discuss the Gala. We talked about changing the venue, the event being too long and the food line was too long. We thought about doing something more in line with our mission. We talked about moving the event to Bedrock and doing it in the late afternoon or evening. We don't have all the details just thoughts. We would also like to do away with selling tickets.

Sweeney stated we are just throwing this out. We want to make it fresh again. To have a successful party you need to keep it fresh and new. We thought we would shake it up. Remember these are just preliminary thoughts we are tossing out there. It would be more casual and not charging to attend. We would mail out invitations and still have sponsors. The reason we thought of Bedrock is because it would be a new place, it will be gorgeous with all the spring flowers, we could have staff available to help educate about the plants, we might have Salas cater with casual food, the presentation to the winners would be different and we wouldn't have

speeches. Nothing is set in stone. We need to make a decision because if we are going to go back to the Hilton we need to reserve the room.

Hankins stated we talked about putting the award winners in the paper.

Morford stated they don't have a big gathering place so we would need tents.

Sweeney stated we might. We could put a tent up in the front and use the patio in the middle. There is a blank lot next door for parking or we could park at the church across the street.

Hankins stated we might use Journey Productions to do the slide show again.

Hampton asked are you wanting to make it smaller.

Hankins stated not necessarily.

Sweeney stated since there would be no cost and by invitation we might need to edit the invitation list.

Smith asked will this be an open invitation or will we select who to invite.

Sweeney stated we would select. We spend a lot on mailing and we need to edit that carefully.

Hankins stated Bedrock is hosting Women's Night Out and we can get a better idea of how this will work after that event.

Totte stated I believe this is a great idea. If you have the same number you had at the Hilton we will need to close the gates and use the parking lot for tables and a tent. We believe we can get the lot next door and the church for parking. Dismuke is a member at the church and he could probably help us.

Hampton asked are you donating this space.

Totte stated yes. I'll have my staff on hand to answer questions. We will not be pushy with sales but if anyone wants to purchase we will be there to help them.

Smith asked do you have an alternate plan. April showers bring May flowers.

Hankins stated April isn't in stone but our thoughts were this was the planting season.

Totte stated we have room in the greenhouse where people would be covered.

Sweeney stated we don't want to wait too late due to the heat. The date isn't etched in stone but we are leaning towards April.

Smith stated if you have a tent the food would be covered and if a shower pops up you have a place for them to go.

Sweeney stated in Oklahoma it is hard to plan around the weather.

Hankins stated Totte's grand open was very nice and he also had a guitar player.

Hampton asked how many came to your opening.

Totte stated 150 came and went. Ours was more casual with finger foods, drinks and we had bistro tables.

Hankins stated we thought we could promote the farmers market.

Hampton asked what was our Gala numbers.

Whipp stated probably 175.

Hankins stated that was due to our nominees. They brought lots of friends and family. By the end of the evening people were getting really frustrated and I don't want that to happen again. Since we won't need an MC we thought we might ask Ed Legako to come and help incorporate the Farmers Market.

Morford stated he did a great job at the Starlight event.

Sweeney stated we also thought about him because he was a past winner. We thought the Mayor could give a short welcome and introduce Legako. He could speak about what LETA means and then maybe a round of applause for the winners. We haven't worked out all the details.

Morford stated even if we introduced each winner it doesn't need to take as long.

Sweeney stated that's what we want to get away from so we thought maybe a casual setting with no seating.

Morford stated some of us will need seating.

Sweeney stated we would also have a start and stop time. It wouldn't be open ended.

Totte stated I know we have all attended some of the same fundraisers. The Family Christian Counseling informs every one of what they are about, a few testimonial speeches and how you can get involved. You could take the same angle and ask everyone to get involved with beautification. I believe you would get lots of donations. People don't know a lot about LETA. I believe there will be a lot that will give a helping hand.

Hankins stated I believe it is important to host the event. This is our awareness piece and awareness is the first thing you need in any organization. We need a Gala but more in lines with what we do. I was pleased to know that the recycling items made a profit. We might want to focus more on recycling. It will open a lot of opportunity for us to do a lot of creative and innovating things that are within our mission.

Morford stated the recycling within the City of Lawton is not doing well. We need to spread the word.

Hankins asked is anyone opposed to the idea of pursuing this new idea.

Rogalski asked does the committee do a formal presentation for approval of a plan. I would present the idea to see if there was any opposition. Since this is different than prior years I think you would want a formal approval.

Duffy stated I would like to table this and think further about other options.

Rogalski asked who is on the committee.

Hankins stated Sweeney, Duffy, Hampton and I.

Hankins asked when do we have to have a date to the Hilton.

Whipp stated Vu stated they were already booking for next year. I can see if she would put a tentative hold on a date.

Hankins stated we will also save money if we don't have to pay for the venue.

Sweeney stated if they will allow you to place a hold go ahead.

Hankins stated we will bring this back next month.

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

Totte stated we will start planning color the beginning of May. For the tree rings on Lee and the pots on 2nd Street the cost will be \$10,156. Spring colors cost a little more than fall colors. This is about a \$1000 more.

Rogalski stated in the maintenance and beautification account you have \$14,758. Is there much more to be done before the end of the fiscal year.

Totte stated not until October.

Hankins asked are there any repair that needs to be done.

Totte stated there were some repairs done recently. Unless you have a major repair I don't believe you will go over budget.

Powers stated I have a check that will reflect on the financial next month in the amount of \$526.

Hankins stated I believe we need to put the color in.

Motion by Sweeney, Second by Tennis, to approve the amount of \$10,156.00 for color on the Lee Blvd. tree rings and 2nd Street pots. **Aye:** Duffy; Hampton; Hankins; Morford; Smith; Sweeney; Tennis. **Nay:** None. **Motion Passed.**

Hankins stated thank you.

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

Hanna stated there is definitely a huge difference in Elmer Thomas Park. Our staff thanks LETA for investing in the lake. Fish and Wildlife has treated it twice and will do it again in May. We have also cleaned around the shoreline of the lake and constructed and installed the arches at the playground. Park Maintenance has 4 vacancies due to retirement and surgery. We are robbing Peter to pay Paul from within the Department to help fill the void. We are behind on a few things. I sent Rogalski a picture of the sign that our fabricator made and we are waiting to see what you want us to do. Our fabricator will also be retiring.

Tennis stated by the pavilion on the south side of the lake there is a tree that is leaning.

Hanna stated I know which one you are talking about and we will stake it up.

Rogalski asked have you seen an upswing in fishing.

Hanna stated there has been a lot of foot traffic with polls. We have a positive momentum and we appreciate LETA's investment on both beautification and recreation.

Hankins stated it was a good feeling Sunday to see all the families and kids.

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

None

G. Receive report from Facebook Committee and take action if necessary.

Hampton stated we are getting some traction on Facebook and I'm still posting.

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

Hankins stated I have some numbers but I'm trying to get a little closer to cost. Did you know that our current website is down due to non-payment?

Ezell stated I'll check it out.

Duffy stated I would like to go back to the Gala and Bedrock. Is there an issue with using Bedrock and their facilities since they are an official contractor for the City of Lawton?

Rogalski stated I'll have to talk with legal.

Hankins stated we talked about that.

Ezell stated LETA does not have a contract with Bedrock. The contract is between the City of Lawton and Bedrock.

Duffy stated further than that is the perception issue. I'm not opposed and I think it would be a good change. There are a lot of places within the City of Lawton that focus on beautification. I know Bedrock does the majority of the work for us but to hold an official party at a commercial business.

Rogalski stated if it is the City's contractor and there is an open bid I don't believe there will be an issue.

Morford stated I don't see any difference than the hotel.

Rogalski stated I don't believe there will be any legalities but I'll check. Perception is a different issue.

Hankins stated we can't change that.

Morford stated when he was talking about Christina Counseling I wondered if he didn't want to host it.

Hankins stated I thought he was saying when you attend an event they expect you to donate.

Duffy stated to me it is kind of confusing and sends mixed signals.

Hankins stated I don't see us hosting an event like the Christian Family Counseling.

Rogalski stated I didn't think we were asking them to host the event. I thought we just wanted to use their facilities. Contractors have talked to me about the Bedrock/LETA association. There is already a perception out there.

Hankins stated 4-D doesn't have a venue.

Rogalski stated I'll check the legality and then it becomes your decision. My perception of the event was it wasn't a fundraiser but more of an awareness and reward. I thought you were trying to make it special by have a high end event.

Sweeney stated your point is valid. We were thinking of getting away from long speeches and to do it differently. We have had it at the Hilton for 3 years and 3 years here.

Rogalski stated changing venues isn't a terrible thing or to keep it fresh. It seemed as if you were going towards a fundraiser and I'm not certain that is what you want.

Hankins stated we didn't mean for it to give that appearance.

Sweeney stated I don't have a problem asking people if they want to contribute at the end of the night. Totte's point is well taken. If people have been invited and are coming free they may feel inspired to leave a check. If we are not selling tickets we need to balance out.

Duffy stated I just want to make certain we are looking at all angles. Perception is very important. I'm not opposed to going to a different location. Having a natural site to host the event is in the best interest.

Rogalski stated I like the idea of a place that is landscaped with beautification. It is a cool idea.

Sweeney stated the committee will meet again before the next meeting and bring back our ideas.

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

None

I Receive report on aerators installed at Lake Helen.

Covered under Parks and Recreation report.

2. New Business

A. Consider approving an MOU between the City of Lawton Community Services Department and LETA and take action if necessary.

Rogalski stated this is a Memorandum of Understanding between the City of Lawton and LETA for Fresh Paint Days.

Griffith stated I'll no longer be in charge of Fresh Paint Days but my department will continue to provide funding. You should receive around \$4,000 in grants and private donations. Housing will provide funding up to \$10,000. This money will have to be used for direct project cost only. I believe we will have enough private donations to purchase a 20' trailer. The Unit at

Fort Sill will contribute 500 volunteers. We had a few problems last year so Burk and Rogalski believe we need to reduce the number of homes. We could get non-profit and other organizations to provide the labor and supervision, LETA to provide the materials and Housing to provide the funding. This money will be released on an as need basis once a project has been approved. There is criteria that has to be met.

Rogalski asked do you have a completed draft of the MOU.

Griffith stated legal is reviewing it.

Rogalski stated LETA cannot approve the MOU until legal is finished. We will have to table this item.

Griffith stated that's fine. I just wanted to let you know there will be conditional funds available.

Hankins stated I believe we are all receptive to receiving the funds.

Griffith stated you will have \$10,000 from the current fiscal year and another \$10,000 in the next fiscal year.

Rogalski asked did we not receive any funds from the last fiscal year.

Griffith stated we are a little behind and still have \$10,000 available.

Rogalski stated so you are saying LETA needs to have a grant program for Fresh Paint Days where they would provide the materials to qualifying residences.

Griffith stated yes. LETA does own ladders and other assets to help with the painting.

Hankins stated so instead of a Fresh Paint Day we will have a grant process to help with painting homes.

Griffith stated yes.

Hampton asked does the group that will be doing the painting have to be a 501(C)3

Griffith stated no.

Morford asked will we be using the soldiers.

Griffith stated we can. We have a tentative date in September.

Morford stated I believe we need to stay connected with Ft. Sill.

Hampton stated what I'm hearing is we have a Fresh Paint Day where we will use soldiers and we also will have money available for grants.

Griffith stated yes. If Ft Sill does 20 to 25 homes it will cost around \$4,000 and that leave around \$6,000 for grants. You will need to use the first \$10,000 by June 2017 and the second by June of 2018.

Hampton stated this is a great project.

Motion by Morford, Second by Hampton, to table this item until the next meeting. **Aye:** Duffy; Hampton; Hankins; Morford; Smith; Sweeney; Tennis. **Nay:** None. **Motion Passed.**

A. Receive Treasurer Report and take action if necessary.

Hankins stated we are going to go back to the Treasurer's Report.

Powell stated starting with the Profit and Loss you see under income you have ticket sales in the amount of \$105, Freedom Festival \$1,050, Fresh Paint Days \$1,000, hotel/motel \$30,742.65 and Project Graduation \$250. Under expenses you had \$500 for Project Graduation and \$8.50 in interest income. I received a check in the amount of \$2,000 for the damages that were done to the 2nd Street pots. This will go back into the maintenance and beautification account. LETA has \$85,729.52 and total funds are \$134,421.28. On the budget sheet I added a column for Amount Remaining. This shows you what is coming in for the rest of the year and at the bottom you see your expenses. We should have another \$53,000 coming in and \$44,000 going out. The only item you have gone over budget on was the gala. Are there any questions.

Hankins stated thank you.

Motion by Hankins, Second by Sweeney, to accept the report. **Aye:** Hampton; Hankins; Morford; Smith; Sweeney; Tennis; Duffy. **Nay:** None. **Motion Passed.**

B. Consider approving the minutes of March 9, 2016.

Motion by Tennis, Second by Smith, to approve the minutes of March 9, 2016. **Aye:** Hampton; Hankins; Morford; Smith; Sweeney; Tennis; Duffy. **Nay:** None. **Motion Passed.**

C. Consider approving invoices, requisitions, and all other submitted materials for payment and take action if necessary.

Powell stated we have 3 for approval. First is Bedrock for repairs in the amount of \$526, Mike Mazzo for Yard of the Month in the amount of \$150 and o Sasseen Reality for \$1,800. I noticed that we had not received an invoice for the billboard and after checking with them we had not paid for November through April.

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

D. Consider awarding a grant to Lawton High School for landscaping.

Jones stated my name is Jerrold Jones and I'm an Assistant Principal at Lawton High School. Here is a proposal I'll pass around. You can see what it looks like now and what I would like to do. This represents the southeast side of Lawton High facing Ferris.

Rogalski asked you will be adding the trees.

Jones stated yes. I have been at Lawton High for 22 years. I often heard students and parents make the statement this school looks institutional or like a prison. Lawton High is the central hub for the Lawton Public School system and we host a lot of events. We are trying to do something to the front of the building but we haven't done anything to this side. We lost the stage and court area due to the new library. We believe this will flow with what the City of Lawton is doing in regards to beautification. Since Lawton High is the center of Lawton it makes sense that we continue with what you are doing. I'm looking for assistance to complete this project. Are there any questions.

Duffy stated this is great and I love it. There is discussion right now with LPS and Dr. Pierce on how they can beautify and enhance the cosmetic appeal of our 3 high schools. This is the way to do it. Education is at the root of this city. It has to get better and by enhancing the places where people work, live and learn is the way to do so. I'm on board with this idea.

Hankins stated and we have helped the other 2 schools.

Rogalski stated it is my understanding you have a rule about irrigation. I saw gator bags but I didn't see irrigation. I'm guessing the area doesn't have irrigation.

Jones stated it doesn't.

Rogalski asked are the gator bags for the trees.

Jones stated yes. The reason for starting here is because it will be easier for the custodial staff to water and maintain. There are some areas closer to the gym that has irrigation.

Morford stated I think irrigation needs to be included.

Hampton asked what did we give to the other 2 schools.

Tennis stated \$3000 to MacArthur and \$10,000 to Eisenhower.

Hankins stated MacArthur's landscaping was closer to the building and didn't require as much.

Rogalski stated you have \$10,000 remaining in your budget for this line item.

Duffy asked through June 30th.

Rogalski stated yes.

Hampton asked are there 3 separate projects in this bid.

Jones stated no. Bedrock just broke it into different categories.

Rogalski stated you might be able to get grants from other sources.

Hankins stated if you used the money for the benches for irrigation maybe you could get someone else to donate the benches.

Tenis stated I would feel better is irrigation was included. You need to get bids for a sprinkler system.

Jones stated that is doable.

Motion by Duffy, Second by Morford, to approve up to \$10,000 for a grant to Lawton High School for live planting materials with the condition that irrigation is included. **Aye:** Morford; Smith; Sweeney; Tennis; Duffy; Hampton; Hankins. **Nay:** None. **Motion Passed.**

Jones stated thank you very much.

E. Consider and discuss Trash Off for 2016 and take action if necessary.

Griffith stated Leach will be taking over Trash Off. We will be using the leftover t-shirts from last year so all the funding we will need is to change the date on the signs. I believe the cost will be around \$400.

Rogalski stated should we go to \$500.

Griffith stated that's fine. Goodyear will not be providing the funds for the hazardous waste this year and Horn will not be there. Trash Off will be April 30th and things should go very smooth.

Morford asked will we be collecting tires and batteries.

Griffith stated yes. We will collect tire, batteries, paint, general trash and the Sheriff's Department will collect old prescriptions. Goodwill will be there and we hope to do a lot of recycling.

Rogalski asked will we be doing any PSA's.

Griffith stated yes.

Morford asked what about oil.

Griffith stated yes.

Motion by Hampton, **Second** by Sweeney, to approve up to \$500 for Trash Off expenditures. **Aye:** Hampton; Hankins; Morford; Smith; Sweeney; Tennis; Duffy. **Nay:** None.
Motion Passed.

F. Consider approving a Yard of the Month for the month of April.

Hankins stated we like to have a yard from each Ward if we can. Here are some pictures for you to look at. Are nominees are:

601 Bell – Ward 5
7th and Arlington – Ward 5
3607 Arlington – Ward 3
1405 NE Independence – Ward 4
3701 NE Willow Way – Ward 4
3702 NE Fieldcrest – Ward 4
3109 NE Kingsbriar – Ward 4
2313 NE Village Drive – Ward 2
2313 NE Turtle Creek Drive – Ward 2
2331 E 9th Street – Ward 2
908 NE Pheasant – Ward 2
2902 NE 9th – Ward 2
115 NW 36th Street – Ward 3
10 NE 35th Street – Ward 3
723 NW Heinzwood – Ward 3
708 NW Blackstone Trail – Ward 6

Sweeney stated 708 NW Blackstone Trail is in Ward 6. I purchased a table from Darby's and the gentleman that assembled it asked about LETA. He wanted to nominate his yard for Yard of the Month. He and his wife are obsessed with their yard. I was excited he had heard about LETA and so I want to nominate his yard.

Sweeney, Morford, Hankins, Smith and Hampton voted for 708 NW Blackstone Trail. Yard of the Month for April 2016 is 708 NW Blackstone Trail.

3. Old Business

Hankins asked what about the letter to Mayor and Council in regards to Dunbar School and Southwestern Hospital.

Rogalski stated we sent the letter a couple of weeks ago.

Morford stated we had discussed using LETA for the donations to Ron Stephens Stadium. To repair the fallen wall will be around \$60,000 and we would like to run our funds through LETA. Are you going to charges us?

Hankins stated it was discussed due to making our audit more expensive.

Rogalski stated I believe your audit goes through the city.

Ezell stated it does. We do pay Hatch and Croke for our taxes. I'll go back and check to see how much our taxes have gone up over the last several years.

Rogalski stated this project is a finite project and others go on forever.

Morford stated we hope to be finished by the end of summer.

Hankins stated this is going to be very popular and well received project. This would help LETA's publicity also.

Hampton stated I agree.

Motion by Morford, **Second** by Hampton, to allow the funds for the Ron Stephens Stadium to be deposited and disbursed through LETA. **Aye:** Sweeney; Tennis; Duffy; Hampton; Hankins; Morford; Smith. **Nay:** None. **Motion Passed.**

Duffy asked since we provided a grant to Eisenhower do we have a status update.

Hampton stated it looks really nice. The last time I drove by they were still working on the front but the landscaping looks fantastic.

Duffy stated could we get Mazzo to go take some pictures.

Hampton asked could he also take photos of Centenary Church and Lawton High.

Rogalski stated we need to post those to Facebook.

Duffy asked have we had any feedback on the letter to Mayor and Council in regards to Dunbar and Southwestern Hospital.

Morford stated now that the election is over it will make things easier.

Hankins stated so hopefully there will be some pressure applied at some point.

Morford stated it is complicated.

4. Announcements

Powers stated since you provide grants it would be nice if there were signs located on the projects you have done. This would help to make others aware of who you are.

Rogalski stated Parks and Recreation made a sign and I'll bring it to the next meeting. It wasn't what I had envisioned.

5. Adjournment

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

Motion by Tennis, **Second** by Hampton, to adjourn. **Aye:** Tennis; Duffy; Hampton; Hankins; Morford; Smith; Tennis. **Nay:** None. **Motion Passed.**