

LETA MINUTES

April 14, 2021

**MEETING OF THE
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM
CITY HALL
212 SW 9th STREET
APRIL 14, 2021**

Jay Burk called the meeting to order at 3:02 p.m. in the 3rd Floor Conference Room 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; Lou McConnell; Katy Jackson-Seeley; Addie Smith; Kerry Sweeney; Ted Symuleski.

ABSENT: Barry Ezerski; Mary Ann Hankins; Annette Wiseman-Vaughan.

OTHER PRESENT: Richard Rogalski, City Manager's Office; Tiffany Vrska, City Manager's Office; Dennis Totte, Bedrock Nursery; Corey Bowen, Neighborhood Services; Susan Schlecht, Finance; Charlotte Brown, License and Permits; Donalynn Blazek-Scherler, City Clerk's Office.

BUSINESS ITEMS:

1. Reports

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

Totte stated that his crew was working to clean out all the tulip bulbs now that blooming is done. He said that he had crews out today cleaning out and mulching beds at McMahon Auditorium and Shepler Park, and the medians were all already done. That should be completed over the next week or two.

Totte stated there isn't anything new other than assessing damages. He said the main thing would be Indian Hawthorns. He stated he would provide estimates for replacements on those as he finds them.

Symuleski asked if those are the ones that are green all year round.

Totte stated yes, and they bloom in the Spring.

Sweeney asked if the crepe myrtles were also affected.

Totte stated he read an article that said crepe myrtles always bloom later than everything else, and because of the storm, they will probably bloom later than normal.

Totte stated some of the ornamental grasses may be affected. He stated ornamental grasses shouldn't be cut until after May 1st because if you get a hard freeze, the crown is exposed and freezes.

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Totte stated they are getting the irrigations reset from winter waters back to the morning time.

Burk asked if Totte could talk about the median on Sheridan.

Totte stated he had been asked about doing a mass planting of ground cover. He will be getting a few quotes on that.

Burk stated that he would like to get that finished up. He said he received a message from Fort Sill that the area right outside of Fort Sill looks good.

Burk said if anyone knows any businesses that would be interested in doing weeds/trash in a median, it would be a great opportunity to do a sign in the median for that business.

Burk stated the butterfly garden is looking sparce.

Totte stated he has been worried about that area. He has been in touch with Keith and there was an issue with the water main there. He said the main was tied in with the drinking fountains and the restrooms that they had been working on.

Burk stated they need to get that fixed because it looked pretty bad over there. Everything looked dead.

Burk asked Totte to get with Dr. Legako about a landscape plan for the farmer's market.

Brown stated she would e-mail the plans to Totte.

Burk asked if there were any other questions.

Burk stated there's also a bed over on Second Street that needs to be cleaned up.

Jackson-Seeley stated the high school looks really good.

B. Receive report from Neighborhood Services.

Bowen stated that Trash Off is going well and that Tiffany Vrska has gotten most of the volunteer groups. There are currently 25 volunteer groups that are slated to help, and that is still growing. Some of the groups are 20+ members.

Symuleski stated he would get with the youth pastor at his church and requested that Vrska email him a letter to take with him.

Vrska stated that Bowen would make sure there were enough shirts.

Jackson-Seeley asked if they had decided on a color for the shirts.

Bowen stated the shirts will be bright yellow. He stated the shirts are ordered and in.

Burk asked if there would be enough shirts.

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Bowen stated he hopes so.

Burk stated he wants to make sure that every group has enough shirts.

Bowen said some groups, like the Eagle Scouts, will be wearing their uniforms. He thinks the shirts will be ok. He stated he changed the sizes a little because there are always extra smalls and mediums left over, so he moved those up to bigger sizes.

Rogalski asked if the year is on the shirt.

Bowen stated the year is not on the shirt this time so that they can be used again.

Jackson-Seeley stated she may have a couple more groups.

Bowen stated that some areas are already designated to groups, but there are some areas that are not. Any group that doesn't already have an area can go to the command center to have an area assigned and pick up supplies. He also stated that he will have someone from code enforcement with an i-pad on site to check for water accounts.

Burk said he and some other council members will be there to work the gate.

Bowen stated they have some vendors: Arvest will be cooking hot dogs; Gills, Goodwill, and Comanche County Sheriffs' Department will all be there. The Electronic Synergy Foundation will also be there. He stated that they recycle old, broken electronics. They don't want anything that works: they prefer those things are taken to Goodwill.

Burk said that's really good because electronics are really tough to recycle.

Brown stated she saw on their Facebook page that there is a charge for certain electronics to be dropped off. She stated a television is \$20.00.

Bowen stated if that is the case, those items can be taken to our guys, so we aren't charging extra on site. He said he explained that to the Electronic Synergy Foundation already and they are okay with that.

Burk asked if we are doing the painting of the playground or staining the fence.

Bowen said he and Rogalski had talked about doing a "Fresh Park Day".

Burk said we have 25 groups put together now, why not just stain the fence.

Bowen said he will talk with one of the Eagle Scouts groups.

Jackson-Seeley said Keith does that kind of stuff all the time. They actually just painted one of the parks last week.

Burk said Keith has the stain and brushes, we just need people to do it.

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Burk said he went and looked at the Holiday House and it looks good. He didn't see anything else in the park that looked too bad. He said they do usually paint the cannon inside of the playground. He said painting would be a good opportunity for any groups that don't want to pick up trash.

Rogalski said they had talked about transitioning "Fresh Paint Day" to "Fresh Park Day", where they could go out and paint the parks.

Burk said there are some locations that specifically need to be addressed. He said there needs to be a group that does behind Wal-Mart because the creek and the field back there are full of trash.

Bowen stated the American Heritage Troop wants to do that spot. They have a group of about 20.

Burk said there is a biker group that usually takes care of Elmer Thomas Park and Lake Helen.

Burk stated there is also a field on East Rogers Lane across from Dollar General that is really bad. It is Native American Land and he's not sure if we can go in there.

Rogalski said he was at the K.C.A. meeting earlier in the day, and he believes they had discussed that area as well and the tribes plan to clean that up.

Burk said we could go to the tribes and volunteer to do that for them if they will let us in the fence. He stated he gets a lot of complaints about that area.

Burk stated that Neighborhood Services is doing a really great job with trash off and they are further along with it than they have ever been. He said he shares all the new groups on Facebook and there are a lot. He believes people really want to get out to help.

Vrksa said Krista's son's Boy Scout group has been a really big help as well. They provided bags of chips and recruited other troops in the area to come help out.

Burk asked about the burnt-out Long John Silver's building. He stated someone has now knocked the windows out of it.

Bowen said he was by there yesterday. He said they are looking to take that to Council soon to be declared dilapidated. He said there was a little bit of talk about someone buying it, but that never went through.

Burk asked if we know who owns that land.

Brown said she has looked at it recently. She said there was some talk about a Mexican restaurant going in, but they never actually did anything.

Rogalski asked the cost of demoing that building. He stated the building isn't that big.

Bowen stated he would have to get an e-chap on it because it is zoned commercial and that will drive up the cost on it. He said they don't have anyone certified right now, so it would have to be contracted out.

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Rogalski stated it is an option to take them to court and force them to demo their own building, but that is always based on cost. He said a lot of the times, we don't get the money back.

Burk stated he would also like to discuss Park Lane. He said he was hoping that Hines was going to take care of getting that taken down since it's their property.

Bowen stated that property actually doesn't belong to the school because they sold it in October. The gentleman that owns it now lives in Las Vegas and he has spoken to him. The owner doesn't have the money to demo it.

Rogalski said that is one that we would want to start the process early to push it to court.

Bowen said that property has already been labelled and that process has been started with legal.

Burk asked if the building has already been secured.

Bowen said they had, but the kids have already gone back in and they are pulling stuff out now. He took pictures today. They will be putting another rush work order on it to get it re-secured.

Rogalski asked if that one would need an e-chap as well.

Bowen said that it would.

Rogalski stated that Bowen needs to get an estimate on how much it would cost to demo it so it can be taken to Council.

Bowen said they are staying on top of that one because it is a safety issue.

Bowen stated there are 50 dilapidated homes slated to go in May. He said they may lose one or two because he has contacted homeowners already. He stated for this fiscal year, 101 homes have already been to Council. He stated the goal for the year was 120, so they will have exceeded it with the 151 homes they have.

Bowen stated for the month of March, Neighborhood Services sent out 1,356 correspondences. Last week alone there were 518 notices sent. As of today, this month is at 955 notices.

Sweeney stated that the grass at the old Aaron's Building at 67th and Cache has gotten really tall.

Bowen stated he had code enforcement out there last week to get that process started.

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

Schlecht stated the only expense for the month of March was \$21,000.00 to Bedrock Nursery for irrigation.

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Motion by Sweeney, **Second** by Symuleski, to approve all invoices, requisitions, and all other submitted materials for payment. **Aye:** McConnell, Jackson-Seeley, Smith, Sweeney, Symuleski, Burk. **Nay:** None. **Motion Passed.**

D. Receive Treasurer Report and take action as necessary.

Schlecht reviewed the financial statements that were provided to Committee members.

Burk asked if we were over budget on the hotel/motel for the year and if there needs to be a budget amendment.

Rogalski said yes, but he doesn't know how much.

Schlecht said they are about 18% over.

Burk asked if LETA gets 7%.

Schlecht stated that was correct.

Burk said they just need to make sure they do a budget amendment before the end of the year.

Rogalski stated that 20% would be \$720,000.00 for the year.

Burk stated that the hotels are full right now, and that's without graduations at Fort Sill. Those should be starting back up in May.

Jackson-Seeley stated that high school graduations will be coming up soon too.

Schlecht stated that she had thoroughly reviewed the medical marijuana sales tax since there were questions about it last time. She stated that her assistant had made an error when making a deposit and the money was simply put in the wrong LETA account and that has been corrected now. She asked if that sounded correct.

Burk and Rogalski agreed that half a million dollars is about the same amount they had come up with.

Symuleski asked if Children United had been resolved.

Schlecht stated she spent a great deal of time on that. She said there was a report that was very confusing because it wasn't prepared properly. That has been clarified and the expenses are correct. She stated her additional concern was the cash amount: there was \$5,000.00 that was in the wrong fund. Schlecht said she got everything correct and Children United was happy with her corrections. She said she thought Children United would be at the meeting today, but she hasn't seen them.

Burk stated their chairman has COVID and is in the hospital on a ventilator. As of yesterday, his conditions were minute to minute. Children United was going to have a meeting to see how to move forward.

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Burk asked if there were any questions.

Schlecht asked if they need to wait for ADA playground in the park to say go ahead and pay on that or should she go ahead and do it.

Rogalski told her to wait. Burk agreed.

Schlecht stated the next page is the Profit and Loss.

Rogalski commented on the landfill fees.

Schlecht stated these are from July to December of 2020.

Symuleski said last year they went a year without showing anything.

Schlecht said yes, it was at the end of the fiscal year.

Burk clarified that the \$10,000.00 miscellaneous donation was the money he donated.

Schlecht stated that is correct: the \$10,000.00 is a donation from Burk.

Schlecht said she would be moving on to the Income and Expense Tracker. She stated that there was \$6,995.00 not showing on the paper for fines in October and December.

Schlecht stated the medical marijuana is for July through January and those are being paid pretty consistently.

Schlecht pointed out the percentages on the collection side: hotel/motel is showing at 100%. The donations are showing a 683.3% thanks to the donation from Councilman Burk, which is well above budget.

Schlecht moved on to the expenses. She stated there were no big changes, just a slight increase on the dues and subscriptions.

Brown asked about the invoice for the trash off t-shirts. She had sent the invoice to Schlecht to get approval because of the cost.

Schlecht asked if she remembered how much it was. Brown did not.

Burk said it's okay, they have it in their budget.

Schlecht said it has not been approved to be paid. Schlecht stated she just needs an approval to pay.

Brown stated the invoice was for \$2,990.00.

Sweeny motioned to approve the invoice for t-shirts for \$2,990.00

Burk stated they have \$4,000.00 available for shirt.

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Rogalski asked if they should approve up to \$4,000.00.

Sweeny amended her motion to approve shirts for up to \$4,000.00.

Motion by Sweeney, **Second** by Symuleski, to approve the invoice for Trash Off T-shirts for the amount of up to \$4,000.00. **Aye:** McConnell, Jackson-Seeley, Smith, Symuleski, Burk. **Nay:** None. **Motion Passed.**

Rogalski stated they also have prior year shirts available to give out if they run out.

Schlecht finished the Income and Expense Tracker page. She stated they are at 87.8% of the budget revenue, which is good.

Schlecht moved on to the LETA Projects Pending page. She stated the only pending project right now is the 5th and 6th street lighting project.

Burk asked if we could put the C Avenue lighting on the next agenda. He has received a lot of questions about it.

Schlecht asked Rogalski if he also wanted to discuss the bricks.

Rogalski said that would have to be discussed at the next meeting. He said he needs to do a little bit of research on it. He stated they had talked about getting with the VA to get the occupant's names on brick. He said if legal wanted to fund some of the bricks, he could get names from the VA.

Burk stated that was the goal from the beginning. He wants to donate a brick for anyone that can't afford a brick.

Rogalski said he will go and get some names and bring that back with an amount to be approved.

Burk stated they need to find a connection with the VA and get with legal to check on getting releases signed.

Symuleski asked where the bricks were going to be.

Burk stated they have places built in around Gore.

Rogalski said the existing bricks are just placeholders and need to be replaced with bricks that have names..

Burk said there are also bricks along Flowermound that need to be replaced.

Burk stated they just need to get a release from legal to get permission to use their names. He said this may need to go to an heir because some of the residents can't sign their name. He doesn't want to leave any of the residents out.

Schlecht stated she was finished with the report and asked if there were any questions.

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Burk said he was looking at the US flags in the medians. He would like to do flags from the Public Safety Facility down to 5th or 6th depending on how much it would cost. He requested prices for this.

Brown said when they did flags last year, the price was \$50.00 a flag.

Burk said both sides of Gore need to be done until 11th Street. He offered to get prices so flags can be ordered before flag day.

Burk stated the flag holders on Gore needed to be replaced, and those would be a few dollars apiece.

Jackson-Seeley asked if the flags would be put up for other holidays, like the 4th of July.

Burk said it's done year-round, for every flag holiday.

Brown said there are 8 or 9 flag holidays.

Burk stated the company will put the flags up, take them down for inclement weather, and put them back up the next morning to keep the flags from being damaged. He said the first year they buy the flags, and then the following years they just pay a fee for maintenance. If they flag gets weathered or torn up in anyway, they replace the flag. He wants to do the flags on Gore first.

Brown said they could get donations to do the flags around the public safety facility.

Burk said they can get donations from other people to put them up. He said Cache Road will be a little tough because of trees in the median. He thinks the flags should be crisscrossed back and forth.

Symuleski said he agrees that Gore should be done first.

Jackson-Seeley said maybe on Gore closer to Flowermound by the Veteran's Center would be a good place to start.

Burk said it's his goal to do a landscaping project in that area soon. He said there has never been a landscaping project done on the Eastside.

Rogalski said the Eastside Park would be a good place because they are putting in the splash pad over there.

Burk asked if there were any questions on the balance sheet.

Rogalski said the flags need to be ordered before the next meeting and they may need to ratify the actions of the chairman to get that done. He said it can't be approved now since it's not on the agenda.

Motion by Sweeney, Second by Jackson-Seeley, to approve the treasurer's report. **Aye:** McConnell, Jackson-Seeley, Smith, Sweeney, Symuleski, Burk. **Nay:** None. **Motion Passed.**

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E. Receive report from Cultural Preservation Committee and take action if necessary.

Burk stated no one was here for that.

F. Receive report from Children's United and take action if necessary.

Burk stated to pray for Joe, and they will get with them at the next meeting.

G. Receive report from Parks and Recreation and take action if necessary.

Burk stated he didn't see anyone from Parks and Rec present.

H. Receive report from Public Relations, Website and Facebook Committees, and take action if necessary.

Vrska stated that everything is going well. She stated that Corey covered a lot of what they are working on right now. They are advertising for trash off and recognizing the sponsors, and they are getting really good traction on that.

She said they sent out a remind about yard of the month. She said they did deliver flyers to some of the partner locations and she provided a list a places they had physically gone to with flyers.

Burk stated they will start accepting Yard of the Month nominations next month.

Burk asked everyone to ask people to follow the LETA page on Facebook.

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

Smith stated in Ward 7, South of Lee Boulevard between 11th Street and Sheridan Road, there are trailers sitting there. She stated they are dilapidated, and squatters are going in.

Burk asked Smith to go to iHelp Lawton and reports this issue. There is a mandate that says issues reported on iHelp Lawton are taken care of within 10 days.

Burk stated he has used the iHelp Lawton portal himself to report a mattress on the side of the road. He said when he drove by the next day, the mattress was gone, and his report showed "completed".

J. Receive a report from the Planning Division regarding ongoing LETA projects and take action if necessary.

Rogalski stated that Charlotte has moved to License and Permits. Landscaping inspections will go through license and permits now.

Burk stated the new, more stringent, landscaping code was passed through Council unanimously.

Rogalski stated he has another potential project. He said he was out at Shepler Park looking at the landscaping and took note of the recently dedicated bench there. He said it is a mess and a tripping hazard. He said because Arts for All has been cancelled, there is a window of

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opportunity to fix things. He asked Darren Scott, the landscape architect who did the conceptual of the park, to get a quote to be presented to LETA. One quote will be to just fix the concrete and bring it up to ADA standard. The second quote would be to add some things to the park.

Burk asked if the ADA should be paying for the repairs.

Rogalski said he can give the quote to Mike Jones. He also said that ADA could pay to just fix the concrete, but there is also the option to improve the parkscape there.

Burk said he agrees that the park needs more. He said maybe they could make a deal where some of the repairs are paid for by ADA, and LETA covers some of the landscaping.

Rogalski and Burk discussed some of the damage that needs to be fixed. Burk stated the concrete has been torn up and it's buckling, making the sidewalk lean sideways. Rogalski stated there used to be an inch and half expansion joints that are now gone, and this has left gaping holes.

Rogalski said the question is do you spend money fixing what is already there or should everything be scraped and put something there for the future.

Burk said he doesn't know how to fix it.

Rogalski said he does know how to fix it to make it look good, but he can fix it enough to make it safe.

Burk said it would be nice to put new sidewalks in and some new landscaping. He wants the landscaping to be maintained by Bedrock Nursery. He said lighting similar to what's on 2nd Street should also be added.

Rogalski said he thinks the fountain and the sculptures should be kept and everything else needs to go.

Burk said he agrees.

Burk said we need to get some ideas from an architect to see what can be done. Right now, that area is a mess, especially when it rains.

Burk stated that Arts for All will be using the Farmer's Market as their main location next year instead of the park.

Sweeney stated she received a text from her niece who is at College Station and they have all kinds of sidewalk art around that area. She said that would be nice to have something like that around Shepler Park.

Burk said the Freestyle Art people were talking about things like the sidewalk art Sweeney showed.

Jackson-Seeley said they could also tie this in with the school system and the new Ready Center they are moving to. She said they will be hosting specific art classes there and some of those students could possibly work on sidewalk art as a project.

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Rogalski said he will get numbers together to present at the next meeting.

Brown stated she got a quote from Affordable Fence for the staining of the fence, and the estimated is \$8,800.00 for both sides.

Symuleski asked if that was the fence going all the way down Roger's Lane.

Burk said there was a new piece added.

Brown said the estimate includes everything from Fort Sill Boulevard to around 18th Street. She said the timeframe to complete this is 3 or 4 days.

Burk said this is an ongoing project that can be approved now.

Motion by Sweeney, **Second** by Symuleski, to approve the cost of \$8,800.00 to stain the front and back of the fence on Roger's Lane from Fort Sill Boulevard to 18th Street. **AYE:** Jackson-Seeley, Smith, Sweeney, Symuleski, Burk, McConnell. **NAY:** None. **Motion Passed.**

K. Receive a report on sidewalk and accessibility projects and take action if necessary.

Burke said he has been working with Joe Painter to get the medical marijuana sidewalks going. He stated there is over half a million dollars in that account now and that should start rolling soon.

Rogalski stated that Sheridan Road is moving along well. He said he is going to bring a change order. Originally it was approved for Sheridan and Cache for \$25,000.00 for the design. He stated the change order takes it up to \$30,000.00. Rogalski said this will change it to an on-call type bid. Instead of bidding one job at a time, there will be one bid for all the sidewalks, and they will be done on an as-needed basis.

2. New Business

A. Discuss landscaping at Lawton Downtown Farmer's Market and take action if necessary.

Burk stated he met with Dr. Legako. He stated LETA has already put in \$10,000.00 towards that project that has already been set aside. He stated their estimates right now are around \$45,000.00. He stated they don't have the funding for landscaping at all because they rerouted the powerlines to Shepler Park and updated the transformers. Dr. Legako has requested that LETA fund the additional \$35,000.00 for the landscaping and use Dennis Totte as the contractor. He said this would be a way down the road.

Burk said he will get with Dennis to get pricing and plans from him for the next meeting.

Sweeney stated that LETA needs to help them if they can. It is the center of Lawton.

Burk said they've already scheduled dog training classes planned and a few weddings book. He believes the facility will be used year-round.

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Rogalski said they have tried really hard to not cut back and skimp even though they are tight on money. He stated they have asked LETA to help fund the landscaping because they don't want it to be done badly.

B. Accept Grant from the McMahon Foundation for the City Hall Lighting Project.

Rogalski stated LETA had asked McMahon for assistance with lighting City Hall. This includes up-lighting the dome and all around the building.

Burk stated we would go out and get bids on doing the up-lighting and the dome. He stated he wished Dr. Morford was here to see it.

Motion by Sweeney, **Second** by Symuleski, to approve a \$40,000.00 grant from the McMahon Foundation to assist with the lighting of City Hall. **Aye:** Smith, Sweeney, Symuleski, Burk, Jackson-Seeley. **Nay:** None. **Motion Passed.**

C. Discuss a proposed Eagle Scout project for Matthew Aguilar and take action if necessary.

Denise Aguilar stated that her son Matthew was at a soccer game in Duncan that had to be rescheduled so she came in his place. Ms. Aguilar read letter written by Matthew Aguilar detailing his project. Matthew's letter is available in the City Clerk's Office.

Ms. Aguilar stated that Matthew sent his letter to a Mr. Bowden who is over the salvation of Naval ships. She stated that Mr. Bowden sent another person, and they just received a letter back from Curtis Brown, who is the Naval Sea Systems Command Lead Point of Contact for Navy Submarine Artifact Requests.

Ms. Aguilar stated that Matthew got his idea from an Eagle Scout magazine article that talked about an Eagle Scout that had done a similar project with an artifact for 9/11. She stated Matthew really likes history and planes. She said that's when he got the idea to get a piece of the U.S.S. Oklahoma. Ms. Aguilar stated they have been trying to locate a piece of the ship, but it is in the Pacific Ocean.

Ms. Aguilar stated that Matthew just found out that the U.S.S. Oklahoma City submarine is being decommissioned and that they would be happy to assist him for a piece of that. She stated that they came to LETA because they have to do a specific request and it has to come from the Mayor. She said they need permission to do something at the park.

Ms. Aguilar stated the intent was for Matthew to present his idea so they can get permission to go into the park before they move on to the Mayor because it has to be signed by the person that controls the park.

Burk told Ms. Aguilar that she came to the right place because LETA controls all of the parks and they have the authority to grant her all of the permissions that Matthew needs. He stated it's a great idea and the next step is to find out how big the piece will be so they can pick a location in the park. He stated Matthew can meet with Rogalski and Parks and Rec. Parks and Rec can help design. Burk stated they would want sidewalks and for the area to look good.

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Ms. Aguilar said that Matthew does have ideas on how it will look.

Symuleski asked if Matthew had a drawing of what he wants it to look like.

Ms. Aguilar stated that Matthew doesn't know the specific piece. She stated Mr. Brown said he can request a specific piece of equipment initially, but it may not be available. She stated Matthew intends to ask for the sail. Ms. Aguilar said Matthew's intent is to make a monument with benches around it.

Burk said Matthew just needs to provide a rough sketch showing any kind landscaping or anything else he might want around it. He explained that LETA does grants and that they have done a ton of things like this.

Jackson-Seeley said she would bring his drawing once it's done if he wanted to drop it off with her.

Burk said the board would like to meet with Matthew. He said this will be put back on the agenda for the next meeting.

Vrska asked if it would there would be any issues if she continued to assist Matthew and Ms. Aguilar through the Manager's Office to get the required letter to request the piece of the submarine that he wants.

Burk said there is no issue as long as LETA knows what and where it is.

Rogalski said they can send any letter as long as it doesn't commit us.

Ms. Aguilar said there is no commitment necessary; the letter is just an initial letter to get the process started.

Burk asked Rogalski if he could send something.

Rogalski said yes, he just needs to know what it has to say.

Vrska said they have a meeting setup already and they will include Rogalski.

Motion by Sweeney, Second by Jackson-Seeley, to approve the project to move forward and to authorize the City to send any necessary correspondence. **Aye:** Sweeney, Symuleski, Burk, McConnell, Jackson-Seeley, Smith. **Nay:** None. **Motion Passed.**

D. Announcements

Burk asked if anyone had any announcements.

Smith stated that Hungry Hearts will be using the land behind Walmart to help feed the community. She stated there's also a butterfly garden that will be going in there.

E. Adjournment

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There being no further business, the meeting adjourned at 4:55 p.m.