

MINUTES
REGULAR MEETING
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 2nd FLOOR CONFERENCE ROOM
WEDNESDAY MAY 8, 2024– 3:00 P.M.

Chairman Burk called the meeting to order at 3:00 P.M. in the 3rd floor conference room of City Hall.

ROLL CALL

PRESENT: Jay Burk, Ted Symuleski, Addie Smith, Chris Rabon, Barry Ezerski, Charles Owens, Dwight Tanner

ABSENT: Katy Jackson-Seeley (excused), Mary Ann Hankins (excused)

OTHERS PRESENT: Caitlin Gatlin, Communications & Marketing; Tammy Branstetter, City Clerk's Office; Garrett Lam, City Attorney's Office; Mitchell Dooley, Parks & Recreation Deputy Director; Josh White, Neighborhood Services Supervisor; Susan Schlecht, Financial Services; Charlotte Brown, Community Services Director; Jeannette Klein, Children United; Max Sasseen, Children United

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

Notice of meeting and agenda were posted by the City Clerk's Office as required by law.

INTRODUCTION OF GUESTS

None

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.

Chairman Burk advised that Totte could not make the meeting today.

Chairman Burk said he witnessed a car accident on Sheridan Road that caused damage to the landscaping in the median. He noted there is a business item on the agenda to consider approving a quote from Bedrock Nursery in the amount of \$2,829.76 to repair this damaged flowerbed on Sheridan Road. Chairman Burk said it might be possible to be reimbursed for this damage if a police report is obtained and an insurance claim is filed. He said he took pictures of the damaged flowerbed.

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

Joshua White, Neighborhood Services Supervisor, said for the month of April his department sent out 926 violation notices. To date, there are approximately 109 work orders waiting to be fulfilled.

White said they will be bringing on another contractor to help with work orders, pending Council approval on May 28th.

- C. Consider approving submitted materials for payment.

Schlecht presented the following invoices for the period of April 10, 2024 – May 8, 2024:

- Website hosting annual fee (2024) - \$250.00 to Clayton Fulton
- Catering for Eye Candy Gala - \$3,610.00 to Alexsas Rhodes
- Event lighting for Eye Candy Gala - \$250.00 to The Wrights Lights
- Award plates and engraving for Eye Candy Gala - \$120.00 to Kathryn Tipton
- Audiovisual equipment rental & tech support for Eye Candy Gala - \$1,854.00 to Journey Productions
- Gloves for Trash-Off event - \$111.75 to Joshua White
- Payment 2 of 2 for Children United playground swing - \$26,575.50 to ACS Playground
- Advertising for Children United Showcase event - \$1,250.00 to Gray Media Group Inc
- Advertising for Children United Showcase event - \$349.77 to Gray Media Group Inc
- Preparation of Children United playground lighting - \$3,925.00 to Rooney LLC

Motion by Ezerski, **Second** by Symuleski, to approve the submitted materials for payment for the period of April 10, 2024 – May 8, 2024 as presented. **AYE:** Ezerski, Burk, Rabon, Tanner, Symuleski, Owens, Smith. **NAY:** None. **MOTION PASSED.**

- D. Consider approving the monthly Treasurer Report.

Schlecht presented the monthly Treasurer Report for April 2024, which includes the following documents: the Balance Sheet for April 2024, the Profit & Loss Statement for April 2024, the Income and Expense Tracker for April 2024 and the LETA Projects Pending Report for April 2024. Schlecht also presented the Hotel Motel Tax Revenue Report as of May 8, 2024. A copy of the Treasurer Report for April 2024 may be obtained from the City Clerk's Office upon request.

Ezerski asked how far behind the hotel motel tax is. He said the report reflects that only 56% of this funding has been collected.

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Schlecht said she does have additional invoices to submit claims for, and she will do so before the next financial report is presented. However, Schlecht said she is unsure if she'll receive enough invoices to account for 100% of the hotel motel tax funding by the end of this fiscal year.

Ezerski said he sees that \$4,245.00 has been allocated for the downtown lights. He asked for an update on this project.

Chairman Burk said the lights have been purchased, and PSO said they will help ensure the power is working on 5th Street. However, Chairman Burk said he has concerns with how well lit the area would be with the string lights. He said this project was also put on hold until FISTA got moved in.

Ezerski said he does not believe the FISTA plans on making any changes to the existing entrance to the parking lot.

Symuleski asked for an update on the City Hall dome lighting project.

Chairman Burk said he updated a few members of the board at the McMahon Foundation with the status of this project. He explained that the dome had to prove structurally sound before the lights could be installed.

Sasseen said the custom LED light fixtures to replace the white lights have arrived. They are being stored in the mechanical room of the dome. He noted that none of the lighting would be mounted onto the dome itself – they would use the same mounting locations that currently exist on the roof for the white lights.

Brown said she is also concerned the new lights would be damaged if they were to be installed before any needed structural repairs are made to the dome.

Sasseen said that while that is a valid concern, the new LED lights will not take up any more room than the existing white lights do. He said they are ready to install the lights as soon as the weather permits them to do so.

Chairman Burk asked when repairs will be made to the dome.

Brown said she will check with Joe Painter, City Engineer.

Chairman Burk said he would like to move forward with the installation of the lights.

Sasseen said he will get with Pat Rooney about installing these lights once the rain clears out and it's safe to do so.

Chairman Burk said the McMahon Foundation would like to see either white or classic looking lights be used – nothing flashy.

Sasseen said he will ensure the lighting is subtle.

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Motion by Smith, Second by Rabon, to approve the Treasurer Report for April 2024 as presented. **AYE:** Ezerski, Burk, Rabon, Tanner, Symuleski, Owens, Smith. **NAY:** None.
MOTION PASSED.

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

Sasseen said the Grand Opening Ceremony for the playground has been set for Saturday, June 1st at 10:00AM. He said 100% of the playground equipment has been installed. He said extensive work was done to compact the gravel and prepare it for the pour in place surface, and the surface has now been installed.

Sasseen noted there are three large patios with shades and picnic tables located in the new playground.

Tanner asked if fence pickets are still being sold.

Sasseen said they will need 500 pickets to construct the fence.

Klein said they'll need to sell 296 to reach 500 pickets.

Tanner said he would like to purchase five pickets.

Sasseen said they've had difficulty finding the paperwork that goes to the existing sprinkler system in Elmer Thomas Park. Unfortunately, without having the master plans for the sprinkler system, they've been unable to determine which parts the system are working, and which aren't.

Chairman Burk said he has been talking with the Parks & Recreation Department about having the Authority take over maintenance of the flower beds in Elmer Thomas Park. He would like to ensure these flowerbeds have proper sprinkler systems in place and that the flowerbeds are being maintained on a regular basis.

Tanner said he has approached City Council members about trying to recapture some of the landfill gate fees to go back to the Authority to be used for beautification projects. He said the Councilmen have been receptive to this idea.

Ezerski said it is important that sod be laid down where needed in Elmer Thomas Park, especially as we approach summer and the grand opening of the Children United playground.

Klein noted that the Grand Opening Ceremony on Saturday, June 1st will take place at 11:00AM – not 10:00AM. She said they are looking for someone to do facepainting at the event and someone to construct balloon animals for the kids. There will be snow cones, and Arvest bank will be donating hotdogs, hotdog buns and chips. A ribbon cutting will take place during the event.

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Symuleski asked if there have been issues with vandalism at the new park.

Sasseen said they have been having issues with kids trespassing on the playground, but nothing serious has occurred – he thinks they're just anxious for the park to be open. He noted that the park lighting has been installed, but they are waiting to activate the lights. They will do this when the playground opens. Sasseen said they have also placed caution tape around the perimeter of the park.

Sasseen said the McMahon Foundation has asked for naming rights for the playground. He said this request will be presented to City Council at the May 14th meeting.

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

Mitchell Dooley, Parks & Recreation Deputy Director, said his department is moving forward with installation of new playground equipment in various parks throughout the City. The complete list of parks that will be receiving upgrade(s) can be found on Facebook.

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

Brown noted that she is no longer the Planning Director. She said she has nothing to report at this time.

- H. Receive Monthly Ward Updates from Trustees and take action as deemed necessary.

None.

- I. 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.

Caitlin Gatlin, Marketing and Communications Manager, asked that Authority members nominate yards in their ward for the yard of the month competition to provide more traffic on the website.

Gatlin noted she will soon be making a post about the Grand Opening Ceremony for the Children United playground.

Gatlin said her department has been working on public service announcements on social media to increase awareness of the upcoming proposed Propel 2040 CIP Extension.

Ezerski said the Lawton community desperately needs this CIP Extension to pass.

2. Business

"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."

- A. Consider approving a quote from Bedrock Nursery in the amount of \$2,829.76 to repair a damaged flowerbed on Sheridan Road and take action as deemed necessary.

Chairman Burk said this is the flowerbed that was damaged by a vehicle accident. He said the police department responded to the incident. He asked that staff obtain the incident report and look into filing an insurance claim to get reimbursement for the damage.

Chairman Burk said this money will come out of the repairs, maintenance and replanting fund.

Motion by Tanner, Second by Owens, to approve a quote from Bedrock Nursery in the amount of \$2,829.76 to repair a damaged flowerbed on Sheridan Road. **AYE:** Ezerski, Burk, Rabon, Tanner, Symuleski, Owens, Smith. **NAY:** None. ***MOTION PASSED.***

- B. Consider a grant request from Children United in an amount up to \$19,000.00 to assist with the cost of sod installation, pergola installation, and other various installation and maintenance fee(s) for the all-inclusive playground in Elmer Thomas Park and take action as deemed necessary.

Chairman Burk said he believes this money could be taken from the LETA grant award fund.

Sasseen asked if the grant funding could also be used for general construction costs as well.

Motion by Tanner, Second by Ezerski, to approve a grant request from Children United in the amount of \$19,000.00 to assist with the cost of sod installation, pergola installation, and other general construction, installation and/or maintenance fee(s) for the all-inclusive playground in Elmer Thomas Park. **AYE:** Ezerski, Burk, Rabon, Tanner, Symuleski, Owens, Smith. **NAY:** None. ***MOTION PASSED.***

- C. Select a yard of the month winner for the month of April 2024.

Gatlin passed out photos of the April yard of the month nominations.

Tanner said he likes the yard that received the most votes on the website.

Motion by Tanner, Second by Ezerski, to select the house on Arrowhead Drive as the yard of the month winner for the month of April 2024. **AYE:** Ezerski, Burk, Rabon, Tanner, Symuleski, Owens, Smith. **NAY:** None. ***MOTION PASSED.***

3. Adjournment

Motion by Ezerski, Second by Smith, to adjourn the May 8, 2024 meeting. **AYE:** Ezerski, Burk, Rabon, Tanner, Symuleski, Owens, Smith. **NAY:** None. ***MOTION PASSED.***

There being no further business, the meeting adjourned at 4:15 P.M.

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