

**MEETING OF THE
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM
CITY HALL
212 SW 9th STREET
MAY 11, 2022**

Chairman Burk called the meeting to order at 3:06 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; Barry Ezerski; Mary Ann Hankins; Lou McConnell; Addie Smith; Kerry Sweeney; Ted Symuleski; Dwight Tanner*; Annette Wiseman-Vaughan**
*Arrived at 3:20 **Arrived at 3:07

ABSENT: Katy Jackson-Seeley

OTHER PRESENT: Susan Schlecht, Finance Department; Jason Poudrier, Arts & Humanities; Corey Bowen, Neighborhood Services; Greg Gibson, City Attorney's Office; Christine James, Parks & Rec; Jeanette Klein, Children United; Michael Cleghorn, City Manager; Richard Rogalski, Deputy City Manager; Donalynn Blazek-Scherler, City Clerk's Office

BUSINESS ITEMS:

1. Reports

SKIP TO: B. Receive report from Neighborhood Services and take action if necessary.

Bowen stated they sent out 1102 notices for the month of April and 472 of those notices were sent in the last week. There are 22 pending demo permits and 20 more have been sent. Super 9 has hired a contractor for demo.

Bowen stated Trash Off had 267 volunteers. The current count is 50 tons of trash compared to 32 tons of trash from last year. Bowen already received an e-mail from Keep Oklahoma Beautiful stating they saw the news story about the event and reminded him to send in his After-Action Report. Bowen stated he still has some shirts left that can be used again. He also stated he wants to look at ordering some youth sizes for next year because this is really becoming a family event.

Chairman Burk asked if the fence was stained during Trash Off.

Bowen stated they had the stuff ready to do it, but the Boy Scouts didn't show up.

Chairman Burk stated he will get in touch with Max Sasseen to get it done.

Symuleski stated next year they need better signage, so people know where to go in and out. He also stated they need to better enforce the requirement of producing a water bill in order to dump.

Rogalski stated PSO cut down a lot of trees over by the Boy Scouts' building. The City has agreed to pick up the limbs, and this will count towards the tonnage for Trash Off as well.

Bowen stated he will also be including the "Shady 580" tree planting in the After-Action Report as well.

Rogalski stated they got a late start and missed the timeframe to order trees by about two weeks. The plan for next year is to plant more trees and also have trees available for sale for citizens to plant.

Rogalski stated he worked on cleaning up around the lake, and it was really bad. He said there was a lot of trash in that area, and he was upset to see the lake in that state.

Chairman Burk discussed the possibility of Council cleaning up the lake more often. He stated it is something they used to do.

Wiseman-Vaughan asked if the limbs from the Boy Scouts' building could be mulched and sold.

Chairman Burk stated wood is already mulched at the landfill and given out for free.

SKIP BACK TO: A. Receive Report from Dennis Totte and take action if necessary.

Chairman Burk clarified that the City is handling the drainage parts of the City Hall project and LETA is covering the beautification. LETA cannot do their part until the City's part is done, and that hasn't been started yet. He also stated there were some discrepancies between the amount LETA approved and the amount that is needed to complete the project. It is now too late to plant the fescue grass for this year, so he stated he would just like to de-obligate the funds that were approved at the last meeting.

Cleghorn stated the City will start looking at the drainage side again in June, but it will be the new fiscal year before work is started.

Rogalski stated the delay in the City's portion was because he wants the drains to go underground instead of having the "splash pads" that were originally planned. This is how it is done on the North side of the building and how it was originally done on the South side as well. It is going to cost a little more, but it is the correct way to do the drainage.

Chairman Burk asked if they need to put decommitting the funds on the next meeting or make a change in the approval of the minutes.

Gibson stated it will be much cleaner to just de-obligate the funds at the next meeting.

Totte provided corrected estimates for the City Hall project.

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

Schlecht provided a list of invoices for the month of April. This list is available in the City Clerk's Office. Invoices included \$1,000.00 from Bedrock Nursery for the purchase of 10 \$100.00 gift cards for Yard of the Month and \$4,320.00 from Stanton's Apparel for the purchase of t-shirts for Trash Off.

Motion by Ezerski, **Second** by Sweeney, to approve the invoices, requisitions, and all other submitted materials for payment for the month of April. **AYE:** Ezerski, Hankins, McConnell, Smith, Sweeney, Symuleski, Tanner, Wiseman-Vaughan, Burk **NAY:** None. **Motion Passed.**

- D. Receive Treasurer Report and take action if necessary

Schlecht stated the hotel/motel collections as of April is \$1,486,138.00, which is 92% of the budgeted amount. The outstanding collections is \$133,862.00.

Schlecht stated Holiday in the Park has been reimbursed \$50,984.00, leaving \$11,016.00 left on their contract amount. LETA has collected \$60,627.00, which leaves a remaining balance of \$20,373.00

Ezerski asked if hotel/motel is projected to go over.

Schlecht stated yes; the March payments were received in April, so we still have April, May, and June to collect.

Tanner asked if anyone has worked out the issues of not receiving Airbnb taxes.

Schlecht stated she hasn't seen anything come through.

Rogalski stated he hasn't been able to reach anyone at Airbnb to find out what's going on.

Schlecht gave report on the Balance Sheet, Profit & Loss Statement, Income & Expense Tracker, and Projects Pending. This report is available in the City Clerk's Office.

On the Balance Sheet, Schlecht stated the Beautification fund is up \$7,203.00 from last month. The Hotel/Motel fund is up \$61,360.00, which includes Holiday in the Park and Hotel/Motel funds. The committed funds are down from \$73,000.00 last month to \$33,000.00 this month. This is because the City Hall Lighting Project was moved to its own restricted funds line item. The Children United fund is up \$20,275.00 do to profits from the dance. The Landfill account is now zeroed out because that was money

transferred back to the City. The Medical Marijuana fund is up \$144,034.61 due to collections for December, January, and February.

Chairman Burk stated LETA has already spent \$1 million on the sidewalks on Sheridan and 38th Street to Gore, so the account really only has about \$200,000.00 left.

Schlecht stated she does not have any documentation for that yet, so she is unable to incur those funds.

Rogalski stated we will get the invoices from Engineering.

Chairman Burk stated TMZ is doing a great job. Sidewalks are more work than they look like. The next project proposed to Council should be Gore Boulevard, from Eisenhower to 67th Street.

Wiseman-Vaughan asked when they will address Gore Boulevard, in front of the hospital.

Chairman Burk stated that still needs to be approved by Council.

Wiseman-Vaughan asked if ADA funds can be used for that.

Chairman Burk stated there will be a discussion at the next Council meeting because there is an item to discuss medical marijuana money.

Symuleski stated he has noticed a lot of lights out around town.

Chairman Burk stated PSO will be changing all their lights to LED.

Rogalski stated PSO will be paying for the lights, but there will be a rate increase for the City.

Going back to the Balance Sheet, Schlecht stated there is a \$1,000.00 check from Bedrock that has not cleared yet.

On the Income & Expense Tracker, Schlecht stated the Beautification fund has gone up \$9,523.00 because court fees from February through March have been received. Holiday in the Park is up \$31,882.00, and Medical Marijuana fund is up to 82.8%. LETA is currently 4% below where they should be on collections for the year, but that is not a big deal. Most of this is just money has not been claimed yet. She stated the total budgeted amount without the medical marijuana fund is \$65,476.08.

Motion by Symuleski, **Second** by Sweeney, to accept the Treasurer's Report for the month of April. **AYE:** Hankins, McConnell, Smith, Sweeney, Symuleski, Tanner, Burk, Wiseman-Vaughan, Ezerski **NAY:** None. ***Motion Passed.***

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

Poudrier stated there are some storage issues for the City of Lawton art collection. He requested that some space be reserved at City Hall.

Cleghorn stated there will be no air conditioning on the 4th floor, and an analysis would need to be done to determine if that space could bear any load. He stated everything else in the building will be converted into office spaces.

Poudrier stated most of the art is currently stored in a conditioned HVAC closet at McMahon Auditorium. Some of it is on loan to the museum, and they are looking at gifting others. For anything that the City of Lawton maintains ownership of, a plan needs to be formulated to keep it preserved.

Rogalski asked about displaying the art in City Hall.

Poudrier stated that for the art to be on display, museum tempered glass would need to be purchased. He said this could be cheaper than buying storage space.

Chairman Burk stated Poudrier would need everyone's blessing to hang the art in City Hall. This was an issue in the past.

Poudrier stated the Cultural Preservation Committee will discuss this at their next meeting, and he will bring back proposals on storage costs.

Sweeney asked if there was space available in Carnegie Library.

Poudrier stated there is some heating and air issues in that building.

Poudrier stated he is working on a SHPO (state historical preservation organization) certification. This would give the City of Lawton a voice in what buildings are put on the historical registry, and it gives the City a chance to receive federal money. He stated there are a few steps to go through, the first being the creation of a historical commission. Once all the steps are done, the City could start receiving money to help preserve buildings, like the Armory, and could also receive partial funding for repairs.

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

Klein stated she has some updated numbers. She has two checks totaling \$25,800.00 to give to Schlecht. She stated from 2018 to date, \$281,991.00 has been raised. After expenses, there is \$106,510.73 in the LETA account. There is an addition \$4,200.00 in the Arvest account used for GoFundMe and Square transactions. That leaves \$75,282.00 that is needed for McMahon to release their \$125,000.00 pledge.

Klein stated that Ezerski, Chuck, and she met with a man about concrete work to get some general ideas. He told them they need to find out if a geo report has been done.

Cleghorn explained what a geo report is and stated he will see if one has already been done in that area.

Chairman Burk stated they need to meet with Max Sasseen about some of his ideas on the dirt work.

Chairman Burk stated LETA has enough money to give the \$75,282.00 that is needed.

Ezerski asked where the money is coming from.

Rogalski stated a budget transfer will be needed, but LETA has \$119,402.60 in unallocated money in the Beautification account.

Schlecht stated that is as of April 30th. She will need to look at the books.

Chairman Burk stated they haven't funded anything else, and they are moving some expenses to the next fiscal year. There should only be some small bills that need to be paid.

Tanner asked if LETA would be voting on this today.

Chairman Burk stated yes. We will need a budget amendment on the back end.

Schlecht stated she still needs to move the hotel/motel tax from last year as well.

Rogalski stated we will have that as an item on the next agenda.

Motion by Chairman Burk, **Second** by Symuleski, to grant \$75,282.00 to Children United. **AYE:** McConnell, Smith, Sweeney, Symuleski, Tanner, Burk, Ezerski, Wiseman-Vaughan, Hankins. **NAY:** None. ***Motion Passed.***

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

James stated she needs some guidance on what to do with the 2nd Street pots.

Chairman Burk stated use the 2nd Street fund to buy better pots.

Rogalski stated we need LETA's guidance on what type of pots to buy.

Chairman Burk stated we want color. We'll sit down together and get some ideas on exactly what we want.

Sweeney asked to look at what other cities have done.

Chairman Burk stated he hasn't gotten some requests for pots on C Avenue because of the new LETA benches. He stated he has received about 10 phone calls requested those

benches in other areas as well. Going back to the pots, he stated Denton has a huge blue pot, with red and gray pots, and smaller pots around that. It looks very beautiful.

Sweeney stated we need to be careful about colors. She stated Legako does a great job, and she would like to get her opinion on what colors to use.

Poudrier stated he knows about some grants for art in public places. We could go out with an RFP for artists' renditions of pots.

Chairman Burk stated that's a good idea. We just have to make sure they are commercial grade pots.

James stated the tree for Arbor Day/ Shady 50 was planted.

Chairman Burk stated this will become an annual event. He would like to see 10 trees planted each year. Trees can be obtained through the STOP program. In the past, the City received 30-gallon, 8-foot-tall trees from STOP. The only requirement is that there is a sprinkler to water them.

James stated there are location already picked out on 38th Street, and the conceptual design plan for Elmer Thomas Park will be going through Council, so we will have a better idea of where to plant there as well.

James stated the Liberty Lake fountain pump has been taken to Altus to see if it needs to be cleaned or replaced. The Lake Helen lights are ready and waiting for installation. That should be done in the next 2 to 3 weeks.

James stated the City mowing contracts are underway. Some money had to be moved around, and there was only enough to do 5 mows between now and the end of the fiscal year.

Chairman Burk stated the wildflowers weren't staked out right, so someone accidentally mowed over them. The wildflowers planted by the state also aren't growing. He stated he doesn't know what the problem is exactly, but he suggests no more seeding is done until that gets figured out.

James stated both memorials were passed by Council. The anchor is on its way to Lawton to be sandblasted and painted.

Rogalski stated that Mark Glenn volunteered to take a trailer located by Dewayne Burk and Chairman Burk to pick up the anchor to save on shipping costs.

James stated a consultant did an evaluation on the Highland Cemetery arch at the beginning of April. He has provided his report, an RFP, and his proposal, which was just shy of \$115,000.00. This will be going out for bids. The requirements include 10 years of experience working with historical projects, a listing with the historical preservation society, and references. The proposals should be back by mid-June.

Poudrier stated he is looking at some additions to Freedom Festival, including a zipline and street performers. The zipline would be done through a mobile zipline company. They are insured and do all the setup. It's a 200-foot line, and the cost would be \$10.00 a zip for all ages. He is looking for one local sponsor to pay half of that cost. The street performers would be done through Inspiral Circus. They offer fire performers, light up rings, and stilt walkers. The cost for 3 performers for 2 nights is \$5,800.00. Poudrier stated he intends to spend the funds from the Freedom Fest account to lock in contracts and then start working on sponsorships to reimburse those funds.

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

Blazek-Scherler stated Patterson is out today, but the Facebook numbers are as follows: 162 page views, 21 page likes, 9,199 post reach, and 2,145 post engagement.

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

Wiseman-Vaughan stated she has had an issue with some pit bulls in her neighborhood. The police were called, and they were told the police can't do anything. She asked for clarification on what the policy is.

Cleghorn stated that is an animal control issue, and the police can't do anything unless the dogs are aggressive.

Wiseman-Vaughan stated they are aggressive.

Symuleski stated he has called animal welfare himself and was told they didn't have time and asked that he hold the animal until they could come get it.

Chairman Burk stated he will speak with Chief Smith about this.

Cleghorn stated Wiseman-Vaughan has a very valid concern and thanked her for bringing it up. He stated the police department is down 18 officers at the moment and it is a very difficult time to recruit new officers. Additionally, the animal shelter takes in approximately 6,000 animals a year. For perspective, the next closes shelter does 900 a year. He stated Wiseman-Vaughan's concern is very valid, but he wanted to give some context to the response. He requested that Wiseman-Vaughan speak to the neighbors about the dog. If the issue isn't resolved, he asked that she call either Rogalski or himself.

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

No report at this time.

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

Chairman Burk stated the Sheridan Road sidewalk is halfway completed, and they would like to move straight to Gore Boulevard at Eisenhower once Sheridan is complete. He also stated there will be discussion about medical marijuana funds at the May 24th Council meeting.

L. New Business

- A.** Consider approving the minutes of the March 9, 2022 and April 13, 2022 meetings.

Motion by Symuleski, Second by Sweeney, to approve the minutes of the March 9, 2022 and April 13, 2022 meetings. **AYE:** Smith, Sweeney, Symuleski, Burk, Ezerski, Hankins, Wiseman-Vaughan, McConnell. **NAY:** None. ***Motion Passed.***

- B.** Consider approving an Engagement Letter between LETA and Hatch, Croke, & Associates, P.C. for the preparation of LETA tax form 990 at the cost of \$1,00.00.

Poudrier noted that the agenda item says “1,00.00” as opposed to “\$1,000.00”.

It is noted that this is a scrivener’s error, and the board agreed to correct the scrivener’s error and move forward with a motion.

Motion by Smith, Second by Ezerski, to approve an Engagement Letter between LETA and Hatch, Croke, & Associates, P.C. for the preparation of LETA tax form 990 at the cost of \$1,000.00. **AYE:** Smith, Sweeney, Symuleski, Burk, Ezerski, Hankins, McConnell, Wiseman-Vaughan. **NAY:** None. ***Motion Passed.***

- C.** Consider the de-obligation of the following funds: \$2,991.96 currently obligated for the purchase of safety vests, \$10,000.00 currently obligated for landscaping at the Lawton Farmer’s Market, \$59.69 currently obligated for Bicycle Repair Stations, and \$10,000.00 currently obligated for landscaping at Central Plaza.

Rogalski stated this is money that was approved but was never spent.

Motion by Symuleski, Second by Sweeney, to de-obligate the following funds: \$2,991.96 for the purchase of safety vests, \$10,000.00 for landscaping at the Lawton Farmer’s Market, \$59.69 for bicycle repair stations, and \$10,000.00 for landscaping at Central Plaza. **AYE:** Sweeney, Symuleski, Tanner, Burk, Ezerski, Hankins, McConnell, Jackson-Seeley, Wiseman-Vaughan, Smith. **NAY:** None. ***Motion Passed.***

- D.** Accept nominations and select Yard of the Month for May.

Motion by Wiseman-Vaughan, Second by Sweeney, to select 2203 SW 54th Street in Ward 7 as Yard of the Month for May. **AYE:** Symuleski, Burk, Ezerski, Hankins, McConnell, Smith, Wiseman-Vaughan, Sweeney. **NAY:** None. ***Motion Passed.***

E. Discussion

F. Adjournment

With no further business, the meeting adjourned.