MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
JUNE 8, 2016

Jay Burk, 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:	Burk, Jay; Duffy, Andrew; Ezerski, Barry; Hampton, Hankins, Mary Ann; Alan; Smith, Addie; Sweeney; Kerry Tenis, Michael.
ABSENT:	Dismuke, Bob; Morford, Robert.
OTHER PRESENT:	JI. Johnson and Scott Powers, Finance; Richard Rogalski and Charlotte Brown, Planning; Jack Hanna and Keith Neitzke, Park and Recreation; Joshua Leach, Neighborhood Services.

BUSINESS ITEMS:

1. Reports

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

Burk stated Totte had said he would be here today. Let's move on until he gets here.

B. Receive Treasurer Report and take action if necessary.

Powers stated looking at the front page for the month of May. We collected 22,113.00 in court collections for the months of January through April, Freedom Festival $1,600.00, hotel/motel income $11,514.00, project graduation $300 for a total income of $35,527.00. On your expenses project graduation had $1,738.37, yard of the month awards of $600.00 for total expenses of $2,338.37. We had $9.04 in interest income for a net income of $33,197.67. On the balance sheet you see your committed funds are $10,000.00. The LETA operating account is $108,198.81 bringing the total assets to $170,252.20. On the budget you will notice I removed the Fishing for Food. It seemed to confuse for everyone. Are there any questions.

Burk stated we have done a lot this year spending a little over $90,000 for beautification and maintenance. That is exceptional.

Duffy asked do the committed funds represent the $10,000 that we gave to Lawton High School.

Rogalski stated yes. They haven't spent their funds so it will probably roll over to the next fiscal year.

Burk asked when will we be hosting fresh paint days.

Leach stated I have heard October.

Burk stated we need to get a firm date.

Motion by Tenis, **Second** by Ezerski, to accept the treasurer's report. **Aye**: Duffy; Ezerski; Hampton; Hankins; Smith; Sweeney; Tenis; Burk. **Nay**: None. **Motion Passed**.

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

Ezerski stated I'm going to do a press release on everything we have done in the past year.

Burk stated fantastic.

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

Burk stated I know the grass is high everywhere. Everyone is trying to keep it under control but with standing water it is hard. We have mosquitoes and the city is spraying. We need to be patient.

Leach stated they spray on Friday mornings. Due to the rain it has been 3 weeks since they have been able to spray.

Burk stated they also do spot treatments with pellets.

Leach stated they will only do that on city property.

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

Rogalski stated Hampton has done a great job on recreating the website.

Sweeney stated this looks good.

Hampton asked has anyone contacted us from the old company.

Rogalski stated no.

Hampton stated the new site is $90 a month with the domain we bought.

Burk asked is it under Keep Lawton Beautiful.

Hampton stated yes. I have a contact page and an about page. There are a few things still under construction and I'm going to add more pictures.

Rogalski stated he has built the website on their free page. In order to connect to KeepLawtonBeautiful.org we have to pay the $90 a year.

Motion by Sweeney, **Second** by Hankins, to approve paying $90 a year to have the website activated. **Aye:** Duffy; Ezerski; Hampton; Hankins; Smith; Sweeney; Tenis; Burk. **Nay**: None. **Motion Passed**.

Burk stated Carolyn Rogers sent me some information and they have a really cool logo. I want to contact her to see who designed it. Great job!

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

Burk stated we are still posting. If anyone needs something posted contact us.

H. Receive report from Gala Committee and take action if necessary.

Hankins stated I don't want to spend a lot of time committee issues but the committee feels we need to change the venue. We have been fortunate to have the Hilton for the last 2 years. We feel we need to do something different. We threw out several different ideas and are considering Bedrock where it is a real green thing. Maybe we need to be more in line with what we actually do and what we are about. We also talked about the Country Club.

Sweeney stated the Country Club would waive the room fee and we have to spend $2000 in food. It might be a little tight but I believe we could fit everyone in. Parking wouldn't be an issue and it would be a new venue.

Hankins stated we feel the momentum might come down if we try to do the same thing again. There is no doubt it lasted way to long. People were leaving and complaining. We must make it shorter so we thought if we did something new and exciting people would say "this might be fun". I'm open for suggestions to present to the committee.

Burk stated I have concerns about having it at one of our venders. I believe that is a conflict of interest because we have a contract with them. I appreciate Totte and all he does. My fear is he may not be our contractor next year. 4D has donated every year and he donated $1000 this year. I think we get into a slippery slope when we start using private property rather than an event center. I understand where the committee is headed.

Ezerski asked isn't it in February.

Sweeney stated we were going to move it to April.

Burk asked what if the winds blow 50 miles per hour and where are you going to park. I don't see how this will work. It he didn't have the contract it would be different.

Hankins stated if he doesn't have the contract people will say he is trying to get it. There will always be something. Like Morford said having it at the Hilton promotes the Hilton. We can always get technical and find a promotion issue.

Burk stated we don't have contract with the Hilton or Country Club. At the Hilton we didn't have to clean up or hire a caterer. If we go to Bedrock we have to hire a caterer.

Hankins stated this is a beautiful building but I don't think anyone on the committee wants to do that again. It is more work and the food isn't great.

Sweeney stated Bedrock may put more work on the committee. These are just thoughts. We are trying to come up with something new and that is the reason for asking the Board to see what ideas you have. We are on a time constraint to let the Hilton know.

Burk asked is the Country Club going to hold 250 people.

Sweeney stated only 180 attended this year and that number will be okay.

Burk stated that was the problem with this building. It couldn't hold us all.

Sweeney stated this would not be sit down.

Ezerski stated we had a luncheon there and it seated 200 but it was packed.

Rogalski stated the Fort Sill Casino is building an event center that will be done next year.

Burk stated I don't believe it will be through in time for this event. The Country Club sounds good but you are limited on the number of people. You are going to need seating for the older crowd.

Sweeney stated there would be seating but not a sit down dinner.

Burk stated I don't believe we want a sit down dinner again.

Hampton asked is there a cancellation policy.

Burk stated we would lose our deposit.

Rogalski asked are we paying for the Hilton.

Hankins stated no but we have to spend a certain amount of food.

Burk stated every year we try to think outside the box and ways to do things different. This year didn't go well and it didn't go well for me. We had a lot of award winners and time in between. I just felt it was different.

Hankins stated lots of things need to be corrected. The food line was inexcusable. I felt bad because people couldn't even get a cup of coffee while waiting. Are there any suggestions from the Board?

Duffy asked what is the main opposition to having a pre-plated meal.

Burk stated we were there till 10:00 and people were tired. We gave some special awards this year and normally we don't do that.

Hankins stated we have cut back on awards. At a hotel in Dallas they served 750 quickly and that didn't happen here.

Duffy stated the Lawton Public School Foundation had a dinner there served by the Hilton Staff. They were on a set schedule and it worked well. There were probably 500 people there. This way you eliminate the food line and the awkward lag time.

Burk stated it was really awkward this year. I've never seen anything like it.

Hankins stated I think we all agree it has to be different. Unless somebody has an idea we will hash it out in the committee.

Tenis stated my concern is the venue. If we are on a timeline with the Hilton we need to make a decision.

Smith stated Cameron does a very good job.

Hankins stated Cameron is another option.

Burk stated it is too late to get a date at Cameron. People have stopped using them and started using the Hilton or Apache Casino.

Hankins asked do we want to tell the Hilton yes or no.

Burk stated at this point we don't have a choice.

Duffy asked is this the third time at Hilton.

Burk stated yes.

Duffy stated third time is a charm so I think we can hit a homerun this time.

Hankins stated I said that about getting married the third time also. That's not necessarily true.

Motion by Tenis, **Second** by Duffy, to hold the annual Eye Candy Awards event at the Hilton Garden Inn. **Aye**: Ezerski; Hampton; Hankins; Smith: Sweeney; Tenis; Burk; Duffy. **Nay**: None. **Motion Passed**.

Ezerski stated maybe we need to look into the Apace Casino for next year.

Hampton stated the lady that runs our Neighborhood Watch runs the casino banquets.

Hankins stated I'm not certain I want to go there. That's another endorsement in a way.

I. Receive report on Trash Off and take action if necessary.

Burk asked is there anything new from last month.

Leach stated no.

2. New Business

A. Consider approving the minutes of May 11, 2016.

Tenis stated I haven't seen the minutes.

Sweeney stated they were emailed.

Burk stated we will table this until the next meeting.

Motion by Ezerski, **Second** by Tenis, to table this item until the July meeting. **Aye**: Hampton; Smith; Sweeney; Tenis; Burk; Duffy; Ezerski. **Abstain**: Hankins. **Nay**: None. **Motion Passed**.

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

Powers stated first is to Bedrock Nursery for $11,509.00.

Motion by Sweeney, **Second** by Tenis, to approved invoices, requisitions, and all other submitted materials for payment. **Aye**: Hankins; Smith; Sweeney; Tenis; Burk; Duffy; Ezerski; Hampton. **Nay**: None. **Motion Passed**.

Burk stated next is to Oklahoma Beautiful for $150 for annual dues.

Motion by Sweeney, **Second** by Hankins, to approved invoices, requisitions, and all other submitted materials for payment. **Aye**: Smith; Sweeney; Tenis; Burk; Duffy; Ezerski; Hampton; Hankins. **Nay**: None. **Motion Passed**.

C. Discuss the 2016-2017 preliminary budget and take action if necessary.

Burk stated the budget isn't complete so we will bring it back to the next meeting. If you have a project to consider let us know so we can look at it. We are budgeting $116,000 in revenue. Our goal is to do 3 medians with help from some of the businesses to offset the expenditures. We allocated $10,000 for the schools but we need to talk to Dr. Deighan about the maintenance.

Rogalski stated the budget will probably show $20,000 because we don't believe Lawton High will have their project completed this fiscal year.

Burk stated we talked about some things for the Playground In The Park but other than that there won't be any big changes. We want to keep some money in the operating account in case we need something. We hope to have the signage worked out so we can have those done.

Hampton stated Leadership Lawton is refurbishing the fountain on the south side of the building. We have estimated needing $30,000 and we have raised $15,000. Ten years ago McMahon Foundation decided not to give to Leadership Lawton and we were hoping they would. We will start the project within the week. We wanted to do lighting so we have put together a couple more fund raisers. I bring this up because originally we talked about doing some beautification there. The Board likes for us to have all our money in hand before starting a project.

Burk stated you have done a great job in trying to raise the money. I want to see us finish that project. It is a shame McMahon has made that decision. Do you have an estimate on the tree lighting and other enhancements? What kind of funding are we talking about?

Hampton stated no. The Mayor suggested we set aside money for maintenance and we included $3000 or $4000 in the $30,000. The rest is for the project.

Burk asked the overall budget is $30,000.

Hampton stated yes and we have $15,000. We still have a couple of small fund raiser left. We graduate on the 22nd and we wanted the city to decide what they wanted the lighting to look like.

Burk stated I hope the Board agrees to finish the project. I'm going to make a motion to use some our reserve funds to finish the project. I need some estimates so will you get those together for me.

Hampton stated I'll have the chairman email you.

Rogalski stated I can add a line item to the budget with a dollar amount that you can vote on when you vote on the budget.

Burk stated that's fine but we need some numbers.

Rogalski stated I'll put $15,000 at this time and you can amend if necessary.

Burk stated we need to get some estimates from 4D.

Hankins asked do you think you will need $15,000. You are continuing to raise funds.

Hampton stated yes.

Rogalski stated LETA could do their own fund raising to help with expenses.

Burk stated we are having issues with getting LETA YA started back up so maybe we use that money. How much do they have at this time?

Rogalski stated around $6000.

Burk stated bring all the information to us and we will see if we can help. We will bring the budget back to the next meeting.

D. Discuss retaining Michael Harris to design a new logo and take action if necessary.

Rogalski stated I spoke with Carolyn Rogers about their logo and she put me in contact with Michael Harris. He has sent some ideas for us to look at.

Burk stated these really look good.

Rogalski stated I don't know how you get it on a logo but I think the Lawton sign would be interesting.

Sweeney stated I like that idea.

Burk asked how much is his retainer.

Rogalski stated less than a $1000. It depends on how detail we get and how many times we send it back for revisions.

Burk stated I just did one and for 6 different designs it was $300.

Rogalski stated at this time it is less than $300. It will be according to the number of revisions.

Motion by Duffy, **Second** by Tenis, to retain Michael Harris to design a new logo for the Lawton Enhancement Trust Authority. **Aye**: Sweeney; Tenis; Burk; Duffy; Ezerski; Hampton; Hankins. **Nay**: None. **Motion Passed**.

E. Consider approving a Yard of the Month for the month of June.

Sweeney stated the person at the newspaper is doing an excellent job. This is the article from last month and it is extremely good.

Burk stated here are the choices:

3607 Arlington – Ward 3
10 NW 35th – Ward 3
723 NW Highland – Ward 3
2332 NE 9th Street – Ward 2
908 NE Pheasant – Ward 2
2902 NE 9th – Ward 2
2313 Turtle Creek Drive – Ward 2
2313 NE Village Drive – Ward 2
3109 NE Kingsbriar – Ward 4
3701 NE Willow Way – Ward 4
3702 NE Fieldcrest – Ward 4
1405 NE Independence – Ward 4
601 Bell – Ward 5
2310 NW Nottingham Road – Ward 8
1301 SW G Avenue – Ward 5
7th and Arlington – Ward 5
3607 Arlington – Ward 3

All agreed on 3109 NE Kingsbriar.

3. Old Business

A. Discuss sponsor recognition signage and take appropriate action.

Rogalski stated what drove us to the logo was signage. It appears everyone uses their logo on their signs instead of their name.

Brown stated this is what Oklahoma City uses. They sent me their specification and I got with Arrow Sign.

Rogalski stated just a reminder this sign is wood.

Brown stated I ask Arrow to do a rectangle and leave the head off the top. This is an example of what they did. It is small and low to the ground. He stated he could do a metal face so when you had to replace it you would just unscrew the metal face. Before starting a design you need to decide on a logo.

Burk stated I love the looks of this sign but I don't like the wood. I love the beautification at the top.

Rogalski stated the little bump/head is where you put your logo.

Burk stated I want some other material than wood.

Hanna stated here is a magazine with different materials and the pricing.

Burk stated I like the idea of the bigger post.

Sweeney stated that is pretty.

Hampton stated that is nice.

Brown stated this is high density polyethylene.

Rogalski stated it is plastic.

Hanna stated and it is UV protected.

Burk stated that is amazing.

Rogalski stated they will cut it like a 3D printer.

Burk asked will you check into this and bring some ideas to the next meeting.

Rogalski stated they can cut anything you want. I don't know about the color but you can get any design. This is extremely durable. You will want your logo, beautification and the sponsor.

Burk stated show them Oklahoma City's with this material.

Brown stated a 4 x 3 is $337 plus shipping.

Burk stated that's perfect.

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

Burk stated let's go back to this item since I missed it.

Hanna stated we are in the process of shuffling money around so our crews can start working overtime to get on top of the tall grass. We did 5 extra parks on Monday, 4 yesterday and we are scheduled do to 4 more today. I've been working with John Beemer at Fort Sill to help get volunteers to stain and replace the wood planks at the playground. The bollard lighting should be here by the end of the month and then we will start setting the forms to place those in the park.

Burk stated we would like for you to help us find someone to set the bronze statues.

Hanna stated okay. We have two pavilions that Teen Challenge will be putting up.

Burk stated get a price from them on the wood planks around the playground.

Hanna stated we have asked the contractors to quite blowing grass into the street.

Tenis stated Lee Boulevard is terrible.

Hanna stated they did that Saturday and I called them to let them know that was unacceptable. Their crews change from month to month but the leadership needs to step up.

Burk stated that needs to be cleaned or it will go into our drainage system and stop it up. Their weed eating isn't the best either.

Hanna stated it is questionable at times.

Duffy asked on Gore from 11th to 2nd Street there were big clumps of grass.

Hanna stated the contract specification doesn't say they have to bag or disburse. Hopefully in the next 2 mowing everything is back to normal. We are trying to work with the contractors within the parameters we have.

Ezerski asked how many parks do you mow.

Hanna stated we have 105 pieces of property we mow or supervise. Eighty four of those are parks. We have 23 parks we are going to donate back or sell.

Burk stated we are not allowing any new parks within the city.

Hanna stated my goal is to reduce the number of parks and enhance the larger ones to make regional parks. The motor on the fountain at Liberty Lake has been installed.

Burk stated there is a large spot of moss at Elmer Thomas.

Hanna stated that is due to all the rain. We hope to get back out there this week.

Hampton stated the wall repair at Ron Stephens is making progress. We got a positive response from the school board. We are now starting the process of fund raising. We are making headway in getting it repaired.

4. Announcements

5. Adjournment

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

Motion by Tenis, **Second** by Duffy, to adjourn. **Aye**: Sweeney; Tenis; Burk; Duffy; Ezerski; Hampton; Hankins. **Nay**: None. **Motion Passed**.