

**MEETING OF THE
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM
CITY HALL
212 SW 9th STREET
JUNE 8, 2022**

Chairman Burk called the meeting to order at 3:07 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; Katie Jackson-Seeley; Addie Smith; Ted Symuleski; Annette Wiseman-Vaughan

ABSENT: Lou McConnell; Kerry Sweeney; Dwight Tanner

OTHER PRESENT: Richard Rogalski, Deputy City Manager; Dennis Totte, Bedrock Nursery, Xavier McClure, Interim Communications Director, Jason Poudrier, Arts & Humanities; Greg Gibson, Deputy City Attorney; Charlotte Brown, License & Permits; Susan Schlecht, Financial Services; Jeannette Klein, Children United; Christine James, Parks & Rec; Corey Bowen, Neighborhood Services; Dewayne Burk, Deputy City Manager; Donalynn Blazek-Scherler, City Clerk's Office.

BUSINESS ITEMS:

1. Reports

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

Totte stated the annual flower planting was completed on Saturday by finishing the last 5 medians on Sheridan, and now they can move on to only regular maintenance.

Chairman Burk stated there is a tree on Second Street just past Viridian that is alive but split almost all the way down.

Rogalski stated there is also an empty pot on the opposite side of the street in the same area.

Symuleski stated there is a crepe myrtle on Cache Road just West of Fort Sill Boulevard that looks like someone tried to cut it down.

Totte stated that is a red bud. He believes the City cut it and never picked up the pile of limbs.

Totte stated there is some growth coming up between the pavers, but he has called Keplinger to spray that.

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

Bowen stated Neighborhood Services sent out 1,213 notices last month. They are down one code enforcement officer and will be losing another one soon. There are 46 structures on the next D&D Council meeting already, and he will be adding another 10 or 12. Bowen said demos had paused for a little while and some of the contractors were no longer bidding, but they are back now. He stated Charlotte has issued some demo permits.

Brown stated she has also issued so CO's.

Chairman Burk stated we are having issues with vagrants tearing things up and getting into vacant commercial properties. The shelters in town are full so they can't go stay there. He stated we have to come up with a plan.

Ezerski stated another issue is that the rent on smaller rentals they used to occupy has gone up astronomically. A lot of rentals have also been sold.

Bowen stated with so many dilapidated structures being taken down, they are running out of places to hide.

Wiseman-Vaughan stated she has seen an issue with homeless people in Pioneer Park.

Hankins stated she has advised people to lock their sheds.

Chairman Burk stated Oklahoma City has opened a no-questions-asked shelter. That has helped up there a lot. He stated he's not sure how they funded it, but it's working for them.

Rogalski stated a study is being conducted to see if ARPA funding can be used. The City is working on this.

Brown stated that Janet has Planning and Public Housing trying to find a way to help where public service organization can't.

The board asked for statuses on Park Lane, the old nursing home, and Long John Silvers.

Bowen stated the City is going to demo Park Lane, the nursing home just sold.

Brown stated the nursing home has not applied for a demo permit, and she approved the building permit for Long John Silver's to remodel, but she wasn't sure if it had been issued yet.

Chairman Burk stated the shed has been torn down.

Brown stated they are supposed to remodel and reopen. They submitted building plans already.

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

Schlecht presented expenses for the end of April, all of May, and the beginning of June. The invoices are as follows: \$123.00 from Bedrock Nursery for repairs on 2nd Street, \$6,699.00 from Phillips Music for music stand light charging cases to be paid out of grants, \$29,279.24 from MTZ for a partial payment on the Sheridan Road sidewalk project, and \$1,160.00 from Kimley-Horn for work on Shepler Park.

Motion by Symuleski, **Second** by Hankins, to approve the submitted invoices. **AYE:** Ezerski, Hankins, Jackson-Seeley, Smith, Symuleski, Burk **NAY:** None. ***Motion Passed.***

- D. Receive Treasurer Report and take action if necessary

Schlecht presented the Balance Sheet as of May 31, 2022. Pointing out the \$1,432.02 for the “Downtown Park”, Schlecht stated this project is complete, but the funds are still restricted.

Rogalski stated they are still working on the redesign for Shepler Park, so the money for “Downtown Park” should be used for the design.

Chairman Burk asked that the money be held until the design for Shepler Park is complete because it may be adjusted again.

Rogalski stated we are already going to get a bill for more than that amount.

Schlecht stated that was not her understanding of what the “Downtown Park” was. She stated she though this account was for the park at 2nd and C Avenue.

Rogalski stated there was a design for a pocket park there, but he didn’t think it was ever referred to as the “Downtown Park”.

Schlecht stated a large sum of the money was donated by Janice Bell through the Bell Trust. Someone would need to reach out to her for permission to use these funds for Shepler Park.

Chairman Burk stated he would contact her.

Moving on the Accounts Receivable, Schlecht stated there is \$6,000.00 that is owed to LETA be the Chamber of Commerce. She stated she has tried to reach out but hasn’t received a check yet.

Chairman Burk stated he will contact Krista Ratliff regarding this. He also requested that LETA receive a financial report for Holiday in the Park at next month’s meeting.

Schlecht moved on to review the Profit and Loss Sheet and the Income, the Expense Tracker, and the LETA Projects Pending Page. Schlecht stated she will be updating these sheets to reflect all of LETA's expenses, including Freedom Fest, Holiday in the Park, and other similar expenses.

Motion by Hankins, Second by Ezerski, to approve the Treasurer Report for May 2022. **AYE:** Hankins, Jackson-Seeley, Smith, Symuleski, Burk, Wiseman-Vaughan, Ezerski **NAY:** None. ***Motion Passed.***

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

Poudrier stated Cultural Preservation is looking at forming a trust to take over custodial duties on historical artifacts owned by the City. He stated the trust would also be able to contract a curator for a few months to help get the artifacts organized.

Poudrier stated he is continuing to look into the Certified Local Government program that requires the existence of a historical commission. He stated we do already have a historical commission, but their mission is slightly different than what is required.

Rogalski explained that the idea is to have a trust that is a certified local government, and the trust would be able to own cultural resources and property. For example, if a historical house came up for sale, the trust could buy it. Then, as a certified local government, the trust could apply for grants to restore the property. Basically, it will provide a path to saving some of Lawton's historical properties.

Poudrier stated there are only three local certified governments in the state. Currently, all the money is going to those three cities. Lawton would be the fourth. He stated once Lawton becomes one, they would have access through the state agency to the federal funds to preserve buildings and projects like Carnegie Town Hall and the Armory.

Rogalski stated it would also be the trust's responsibility to maintain the historical properties.

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

Klein stated Children United has been selected as the recipient of funds from the Classic Chevrolet Golf Tournament. She stated, from her understanding, this could potentially be a very sizeable donation.

Klein stated she met with Max Sasseen, and they walked the area that the park is supposed to be constructed in. Sasseen pointed out several issues with regard to the slope of the land and suggested that an engineer be involved for plans and to look at the topography. Sasseen will be contacting Lester Seiger from Landmark Engineering to get a quote on his services.

Klein stated Children United was not selected as a grant recipient from the Sarkeys Foundation. Children United will meet again next week to discuss other fundraisers.

Chairman Burk stated the park is going in a huge area, and it will be a huge expense. He stated we will probably need a buy in from the City of Lawton. When the first park was built, the City did a lot of the dirt work. Chairman Burk also suggested asking Stacy Sharp to do a drawing to be placed in the park in order to gain some attention and excitement.

Hankins stated it should be advertised that this park would be the only one in the state.

Klein stated they have received offers to help, but she needs to be able to give these donors and volunteers some figures to work with. She stated she and Sasseen have agreed that the starting point is getting a site plan worked out.

Rogalski stated the City has a Parks Master Plan for Elmer Thomas Park already in the works with Halff Associates. He stated maybe we should look into the possibility of them also looking at this playground. Rogalski stated they may have to look at extending the park into the parking lot because you can't fill in 12 feet of dirt.

Chairman Burk stated it is also not a possibility to make the park any smaller because there has to be enough room for wheelchair accessibility.

Klein stated she received a message from Heather with Park and Play stating the prices on the equipment will be going up 20% due to the cost of fuel. Klein stated Children United is not able to purchase the equipment now to lock in the lower prices.

Chairman Burk stated going into the parking lot may be the best solution. It is a good flat piece of land and pocket parking can be placed in other areas of the park.

James asked if someone could get an approximate size for Halff and Associates to have some idea of what they are working with.

Chairman Burk stated just measure the existing park and multiple that times two. The plan was for the parks to be the exact same and for the new park to go just to the West of the older one.

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

James asked if the board wants the wildflower areas to be mowed, or if they want them to be left alone to see if they start to grow.

Chairman Burk stated they are starting to grow, so just leave them alone for now.

James stated the Lake Helen lights are up and running with no more problems. They have cut holes in the box to help aerate it, so it shouldn't overheat any more.

James stated they have a contractor to paint the armory dome. The cost is going to be \$35,500.00, and now they are just waiting for the contractor to be available.

Chairman Burk said that area on top of the hill is full of junk and the fencing looks bad. He wants that fixed. He also stated the tree limbs that the Boy Scouts cut down still need to be picked up as well, and he wants the contractor that mows in that area to go ahead and mow around the Boy Scout Hut.

James stated a dog was electrocuted in the lake, but the dog is okay. After investigation, they found that a bollard light had been taken and there were exposed wires left. She stated the situation is being addressed but wanted to make sure the board was aware that this occurred. They will most likely be installing solar lights and will just skip over that one.

James asked if there was a plan in place yet for the pots on 2nd Street.

Chairman Burk stated he needs to sit down with Dennis Totte and look at some of the options.

James stated it has been decided that the 9/11 Memorial will be placed in front of the new Public Safety Facility. She presented a picture of the proposed memorial, and stated the two granite twin towers will be between 8 and 10 feet tall and they will be set on a pentagon shaped base. There will be seven trees planted and seven benches placed to represent the seven Oklahomans who lost their lives that day. There will also be some lighting and some additional landscaping added.

Rogalski stated the old plan for this was a little small, so they will be coming back with a much bigger and grander plan.

James stated they will also be putting in a sidewalk to accommodate the Honor Guard during the annual ceremony that will take place at the memorial. The conceptual design will go to CPC next week for their approval, and then it will go on to Council. She stated once the plan is approved and they have a price list, it will probably be brought back before LETA for a funding request. They have about \$9,000.00 raised as of now.

Rogalski stated we may look at doing something similar to how we handled the anchor. We can put in a request with the McMahon Foundation to try to partner with them on this project.

James stated the anchor is currently in Duncan to be sandblasted and powder coated. CDBL is working on finished up the plans and the concrete right now. The granite and the benches have both been order, and James stated this project is coming along quite well.

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

Blazek-Scherler introduced Xavier McClure, the interim Communications Director.

Chairman Burk explained to McClure that Kaley used to give a report on LETA's website statistics. He asked that McClure help to push Yard of the Month. He should be posting pictures of the flowers on 2nd Street, things around the Lawton bush, and any of the other Bedrock projects.

Wiseman-Vaughan stated pictures of the sidewalks LETA has done would also be great.

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

No updates.

J. Receive a report from staff regarding ongoing LETA projects and take action if necessary.

Rogalski handed out a conceptual design for Shepler Park that will be going before the steering committee and discussed some of the features of the park.

Chairman Burk stated the drama committee had looked at doing a project in Elmer Thomas Park, but there were too many issues to actually get it done. He stated that idea has evolved into having a stage built where the old city hall used to be. It would be mounded and viewable from Shepler Park. Kimley-Horn is putting together a design to do this.

Rogalski stated the total price for the park is around \$4 million dollars. Fundraising will be needed to pay for this.

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

Rogalski stated the Sheridan Road project is going very well, and the contractor is doing great. The Gore Boulevard design is now underway. He stated now that the contractor is on board, things will move much quicker. There won't be a need for detailed plans any longer since the contractor is getting paid per job.

The board discussed the City of Lawton taking control of the medical marijuana money and sidewalk projects at length. Chairman Burk advised the board members to attend the next Council meeting because an ordinance regarding this money is to be discussed.

2. New Business

A. Consider approving the minutes of the May 11, 2022 meeting.

Motion by Ezerski, Second by Jackson-Seeley, to approve the minutes of May 11, 2022. **AYE: Jackson-Seeley, Smith, Symuleski, Burk, Ezerski, Wiseman-Vaughan, Hankins **NAY:** None. ***Motion Passed.*****

- B.** Consider developing and funding a graffiti abatement program within the City of Lawton and take action as necessary

Chairman Burk stated this is something that the City Manager wants done, but since our funding has been cut in so many different ways, I would say we need a motion to vote no on this.

Rogalski asked if they would consider just tabling this until they see what their funding looks like for next year.

Chairman Burk stated the Manager needs to come and talk to us about this if he wants it done.

Motion by Chairman Burk, to disapprove the funding of a graffiti abatement program within the City of Lawton.

Symuleski asked what this program is.

Rogalski stated more or less, LETA's funding would be used to paint over graffiti. Most of the time, this graffiti can't be washed over, so it has to be painted over.

Chairman Burk stated he doesn't understand what it means to develop an abatement program, and he doesn't know where the funding is supposed to come from. The City Manager needs to come explain this if he wants it done. My motion still stands to deny this request.

Motion by Chairman Burk, **Second** by Wiseman-Vaughan, to disapprove the developing and funding of a graffiti abatement program within the City of Lawton. **AYE:** Jackson-Seeley, Smith, Symuleski, Burk, Ezerski, Hankins, Wiseman-Vaughan. **NAY:** None. **Motion Passed.**

- C.** Consider a rental agreement between LETA and Adventure Zip KC for the use of a mobile zip line at the 2022 Freedom Festival event in the amount of \$9,555.00 and take action as necessary.

Poudrier stated this is about three stories high, and they will setup a tower and a truck about 200 feet down with an arm that it hooks up to. You would zip down that line for about 200 feet. It would be \$10.00 a zip.

Rogalski asked where you would zip from and to.

Poudrier stated the plan right now is to go off of the edge of the festival pad, through the trees and over to the grassy area.

Symuleski asked if LETA is funding this.

Chairman Burk so no, Freedom Festival has their own account.

Poudrier stated they already have over \$9,000.00 in sponsorships already.

Motion by Jackson-Seeley, Second by Ezerski, to approve a rental agreement between LETA and Adventure Zip KC for the use of a mobile zip line at the 2022 Freedom Festival event in the amount of \$9,555.00. **AYE:** Smith, Symuleski, Burk, Ezerski, Hankins, Wiseman-Vaughan, Jackson-Seeley **NAY:** None. ***Motion Passed.***

- D.** Consider approving the payment of an invoice from Inspiral Circus in the amount of \$5,811.00 for 3 stilt-walkers to perform for 2 nights at Freedom Festival 2022 and take action as necessary.

Poudrier stated it is actually stilt-walkers/ street performers. If you google Inspiral Circus, you will be blown away. These guys are fantastic. He stated if they see a vendor not getting enough love, they will pop up over there to help draw attention, and they can split up and do three different shows all at once.

Motion by Ezerski, Second by Symuleski, to approve the payment of an invoice from Inspiral Circus in the amount of \$5,811.00 for 3 stilt-walkers/ street performers for 2 nights at Freedom Festival 2022. **AYE:** Symuleski, Burk, Ezerski, Hankins, Jackson-Seeley, Wiseman-Vaughan, Smith **NAY:** None. ***Motion Passed.***

- E.** Consider approving the payment of \$598.98 to Bedrock Nursery for the Shady 580 Tree Planting event and take action as necessary.

Burk stated this was for the tree that was planted on Arbor Day.

Motion by Wiseman-Vaughan, Second by Ezerski, to approve a payment of \$598.98 to Bedrock Nursery for the Shady 580 Tree Planting Event. **AYE:** Symuleski, Burk, Ezerski, Hankins, Jackson-Seeley, Smith, Wiseman-Vaughan **NAY:** None. ***Motion Passed.***

- F.** Consider approving the payment of \$988.80 to Bedrock Nursery for damage repairs at the Lawton Farmers' Market and take action as necessary.

Chairman Burk stated this was damage that was done right before the grand opening at the Farmer's Market. Someone drove through the area that LETA had paid for, and the Farmer's Market didn't have the funds to pay for the repairs before they opened. Chairman Burk stated he didn't want the whole front to be messed up, so he asked Bedrock to fix it, and he would take it before LETA to see if they could pay for it.

Motion by Ezerski, Second by Symuleski, to approve the payment of \$988.80 to Bedrock Nursery for damage repairs at the Lawton Farmer's Market. **AYE:** Wiseman-Vaughan, Burk, Ezerski, Hankins, Jackson-Seeley, Smith, Symuleski **NAY:** None. ***Motion Passed.***

Rogalski asked who is supposed to be paying for the maintenance of the landscaping at the Farmer's Market. The Farmer's Market doesn't actually lease the parking lot,

just the space where the building is. Rogalski said he suggested to the Farmer's Market to get their contract amount and then put it into their request for funds from the City.

Chairman Burk stated that's exactly what they should do.

Ezerski agreed.

- G.** Review a fee proposal for the design of the exterior lighting project at City Hall and take action as necessary.

Rogalski stated this is for around the building and the dome. It will be coordinated with the renovations on the rest of the building with the same contractor. They have quoted \$5,000.00, and he stated he thought this was a reasonable price.

Chairman Burk stated this is being done at the request of Dr. Morford.

Motion by Smith, Second by Symuleski, to approve the fee proposal for the design of the exterior lighting project at City Hall. **AYE:** Burk, Ezerski, Hankins, Jackson-Seeley, Smith, Symuleski, Wiseman-Vaughan **NAY:** None. ***Motion Passed.***

- H.** Consider the de-obligation of \$29,367.00 currently obligated for the planting of fescue grass at City Hall and the beautification of a dry creek bed at City Hall and take action as necessary.

Motion by Ezerski, Second by Jackson-Seeley, to approve the de-obligation of \$29,367.00 currently obligated for the planting of fescue grass at City Hall and the beautification of a dry creek bed at City Hall. **AYE:** Ezerski, Hankins, Jackson-Seeley, Smith, Symuleski, Wiseman-Vaughan, Burk **NAY:** None. ***Motion Passed.***

- I.** Consider approving a budget amendment for revenues and expenses for FY21-22 and take action as necessary.

Rogalski stated for the most part this is just that you spent more money out of some categories than others, so we are shifting it around.

This information is available in the City Clerk's Office.

Rogalski stated this is for the current fiscal year.

Motion by Ezerski, Second by Jackson-Seeley, to approve a budget amendment for revenues and expenses for FY21-22. **AYE:** Hankins, Jackson-Seeley, Smith, Symuleski, Burk, Wiseman-Vaughan, Ezerski **NAY:** None. ***Motion Passed.***

- J.** Discuss the proposed budget for FY22-23 and take action as necessary.

Schlecht reviewed the proposed budget for FY 2022/2023. This budget is available in the City Clerk's Office.

Hankins asked if the sales tax has gone up.

Rogalski stated yes, but the numbers in this budget are just estimated. The City hasn't allocated amounts for sales tax or hotel/motel money yet.

Chairman Burk stated the hotel/motel tax has been going up, and he doesn't see any reason why LETA can't be reinstated back to their original 7% after being cut to 5% last year. He stated they really need to ask for this or else they won't be able to fund all their projects next year.

Hankins stated that Airbnb should be going up as well.

Symuleski asked if that has been figured out yet.

Rogalski stated it is going before Council on Tuesday. The plan is to hire a company that uses AI to scour all 74 websites that these rentals are posted on. It will determine who is posting and what their address is. It will then send them a letter stating that the City of Lawton requires them to be licensed, so they need to cease and desist or pay a fine.

Symuleski stated that Mr. Tanner said they are collecting this fee from him and wants to know where that money is going.

Rogalski stated he has verified that they are only collecting the state fee, and nothing is collected for the City.

Motion by Ezerski, **Second** by Symuleski, to approve the proposed budget with a change in the Hotel/Motel Tax from 5% to 7%. **AYE:** Burk, Ezerski, Hankins, Jackson-Seeley, Smith, Symuleski, Wiseman-Vaughan **NAY:** None. ***Motion Passed.***

Schlecht stated if the 7% is not approved by City Council, then the board will have to go back and approve that change to the budget.

Rogalski stated that is okay, because LETA's budget doesn't get approved until the City decides on Hotel/Motel. Then, we come back and get our annual agreement approved.

K. Accept nominations and select Yard of the Month for June.

The board discussed two nominations for yard of the month: 510 NW 9th Street and 5522 NW Alan A Dale Lane.

Motion by Hankins, **Second** by Ezerski, to select 5522 NW Alan A Dale Lane as Yard of the Month for June. **AYE:** Ezerski, Hankins, Jackson-Seeley, Smith, Symuleski, Wiseman-Vaughan, Burk **NAY:** None. ***Motion Passed.***

3. Discussion

No discussion

4. Adjournment

With no further business, the meeting adjourned.