

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

Chairman Burk called the meeting to order at 3:05 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, Lou McConnell, Addie Smith, Kerry Sweeney, Annette Wiseman-Vaughan

ABSENT: Mary Ann Hankins, Katy Jackson-Seeley, Ted Symuleski

OTHER PRESENT: Richard Rogalski, City Manager's Office; Dennis Totte, Bedrock Nursery; Corey Bowen, Neighborhood Services; Krista Ratliff, Chamber of Commerce; Darran Scott, Kimley-Horn; Susan Schlecht, Finance; Keith Neitzke, Parks and Grounds; Michael Jones, Engineering; 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 they have been working on recovering from the winter storm. Second Street is up to par. The Safety Facility is now being started. A few plants have been stolen from some pots, but they have been replaced.

Chairman Burk said he saw an issue with one of the sprinklers by Bricktown Brewery, and some of the pots there have turned brown. He requested Neitzke get pots to Totte.

Totte stated some of the crepe myrtles came out at the time, but others are dead. He stated they could be cut down to the root and then be allowed to regrow.

Chairman Burk stated it would take a long time for them to grow back, so they need to be changed out completely. There is money for that in the 2nd Street project fund.

Ezerski asked what the price is on crepe myrtles.

Totte stated the 30 gallons that were originally put in are \$350 plus plant. The 15-gallon are \$199 plus plant. In his opinion, he would go with the 15-gallon because of the quantity that will be needed.

Chairman Burk asked how many would be needed.

Totte stated there are 3 per intersection, so every block should have 12. He will work on getting an exact count as soon as possible. There has been a shortage on everything, so he would need some time to locate them, but stated they need to be planted very soon with the heat coming.

Motion by Ezerski, **Second** by Smith, to spend up to \$20,000.00 on the purchase and planting of 15-gallon crepe myrtles. **Aye:** Ezerski, McConnell, Smith, Sweeney, Wiseman-Vaughn, Burk. **Nay:** None. **Motion Passed.**

Chairman Burk stated he would like to do the median from I-44 to Lucky Lane on the East side only and the median on Sheridan. He believes they could get some sponsorships from the casinos, Los Tres, and Comanche Nation to help fund this.

Chairman Burk provided plans for the Farmer's Market to Totte so he can begin working on that. Rogalski advised Totte that he needs to tell the point of contact with the contractor, Ryan, that he is quoting under LETA's prices.

Chairman Burk stated that we would be skipping around in the agenda a little bit so that Krista Ratliff could present quickly because she needed to leave.

SKIP TO: New Business

- B. Receive presentation from Chamber President, Krista Ratliff, regarding signage ideas on downtown streetlights and take action if necessary.

Ratliff stated she would be presenting a program in partnership with CGI Communications that could be maintained by LETA or LETA and the Chamber of Commerce. Authority members were provided with a presentation package. This package is available in the City Clerk's Office.

Ratliff stated this program costs no money, and all funding is done through business sponsorships. It is a 3-year commitment that includes CGI changing all the banners once a year, maintenance on banners that fall or are damaged, and parts and installation. Locations such as the fire station, police station, and City Hall are done free of charge, and an additional 25 banners are done for free without any sponsorships. 4 different designs can be selected throughout the entire city.

Burk stated LETA would need to say they are willing to back this project, the decision on sign placement would come through LETA, and LETA would contact PSO to get clearance on certain sign placement.

Motion by Sweeny, **Second** by Ezerski, to agree for LETA to move forward with overseeing the partnership with CGI and the Chamber of Commerce for banner installation and maintenance. **Aye:** McConnell, Smith, Sweeney, Burk, Wiseman-Vaughan. **Nay:** None.

SKIP BACK TO: Reports

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

Bowen stated there were 1,235 notices sent out and 229 work orders for the month of May. Several properties, including Parklane Elementary were sent to Council to be declared dilapidated. There are a lot of voluntary demos and remodels being done. Another code enforcement officer has been hired.

Wiseman-Vaughn asked how the iHelp portal is working out.

Bowen said there are a few hiccups here and there, but overall, it does work. The portal doesn't always update on the backside, but he is working with IT to get that fixed. He stated there have been less reports coming in from the portal, but Neighborhood Services still receives a lot of reports via e-mail and phone.

Chairman Burk stated the City Manager has made it top priority for the iHelp portal reports to be addressed quickly. When a pothole is reported, streets has 24 hours to get it repaired. He stated he has turned in a lot through the portal and he likes that you can watch the progress of the report. He also said you don't have to put in an address, you just have to stop and report it on the portal.

Bowen stated that it is very helpful to use the location service because then he knows the area to send a code enforcement officer.

Bowen noted that the portal will sometimes just show "in progress" and it may seem like the issue is not being addressed. This is because citations are being issued, but those don't show in the iHelp portal. Citations can be issued every 24 hours until the issue is fixed.

SKIP TO: New Business

- E. Consider approving an agreement with Kimley Horn for providing professional engineering and landscape architectural services for the redesign of Shepler Square Park, located at Gore Boulevard and SW 4th Street.

Rogalski stated he has provided the conceptual design for the entire park that had been previously accepted. Design is available to view in the City Clerk's office. The Farmer's Market is the only thing that has moved forward so far.

Chairman Burk said they want to get input from the Arts for All coordinators to make sure the design coordinates with their needs. He stated that the goal today is to get a contract signed so work can begin. He would like to see brick similar to what's being used at the

Farmer's Market instead of normal sidewalks and some other similar things to make sure it's all done right.

Darran Scott with Kimley Horn presented. He stated what they have outlined in their proposal are issues that were previously discussed: the ADA issues, repairs, and coordinating with the Farmer's Market. He stated the first step would be a kick-off meeting with everyone involved (Arts for All, the Farmer's Market, LETA, etc.). Then, they will use aerial and topographic maps to develop concepts. Once a final design is selected and cost estimates are produced, they will look at how much funding is available. When this is complete, Kimley Horn will produce construction mock-ups. He stated this process will take a couple of months.

Chairman Burk stated he would like to see this happen quickly to keep up with the progress of the Farmer's Market. If Shepler Park is not completed when the Farmer's Market opens, that area would have to be blocked off for safety reasons. The action needed today is to approve the amount of \$23,200.00 to be taken from the FY 2021-2022 Beautification Project Fund and to sign a contract with Kimley Horn for professional engineering and landscape architectural services for the redesign of Shepler Park.

Motion by McConnell, Second by Sweeney, to approve the amount of \$23,200.00 to be taken from the FY 2021-2022 Beautification Project Fund, and to sign a contract with Kimley Horn for professional engineering and landscape architectural services for the redesign of Shepler Park. **Aye:** McConnell, Smith, Sweeney, Burk, Ezerski, Wiseman-Vaughan **Nay:** None. **Motion Passed.**

SKIP BACK TO: Reports

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

Schlecht presented expenses from May 12, 2021 through June 9, 2021. The expense report is available in the City Clerk's Office. Expenses included payments to Bedrock Nursery for various landscaping and irrigation projects and Yard-of-the-Month gift cards, a payment to Lawton Rotary for flags in the median, a reimbursement to Comanche Lumber for taxes paid, and a professional fee to Hatch, Crock, and Associates for tax preparation.

Schlecht stated she will be making some major changes to the financial reports in the near future so they are easier to understand.

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

- D. Receive Treasurer Report and take action as necessary.

Schlecht presented financial reports as of May 31, 2021. Reports are available in the City Clerk's Office.

Ezerski asked what the “Landfill Fees” were reserved for.

Chairman Burk stated the fund is intended for cleaning up along the road leading up to the landfill. He is in the works of getting this changed so the funds can be used to clean up other roadways.

Schlecht noted that the “Medical Marijuana Tax Rev. Receivable” is money received for February and March. April, May, and June will still be collectable for the 2020-2021 FY, and that should be about \$120,000.00.

Motion by Sweeney, **Second** by McConnell, to approve the Treasurer Report. **Aye:** Smith, Sweeney, Burk, Ezerski, McConnell, Wiseman-Vaughan. **Nay:** None. **Motion Passed.**

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

Blazek-Scherler stated that Kaley Patterson was unable to attend this meeting, but the only update she had was that CPC would be meeting on June 14, 2021.

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

Ezerski stated they have a meeting tomorrow with Classic Chevrolet about the golf tournaments. They have met with a few groups who intend to give them some pretty sizeable donations. Children’s United is still working on the dinner/dance that is to take place on September 16, 2021. They are hoping to raise an additional \$60,000.00 through that event.

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

Neitzke stated they have two litter patrol officers and during COVID they were not allotted the trustees that they usually have. He has asked the contractors to make sure they are de-littering properly, and he drives around to try to help his two officers. He stated they are also trying to keep up with mowing as well but have fallen behind due to the heavy rains.

Chairman Burk said he understands that the City is trying, but the Sheridan Road median needs to be mowed more often than the City is capable of doing. It may need to be taken care of by a contractor since LETA has spent the money to put in flowerbeds there that can’t be seen because of the grass.

Neitzke said the group that does miscellaneous medians also takes care of the ballfields, and those are top priority right now.

Chairman Burk stated we will get with Bedrock to see what they need to take care of that.

Brown stated the new fence along Rogers Lane needs to be weed-eated because the fence is being stained.

Neitzke stated that he saw that. He will have this weed-eated and sprayed.

Chairman Burk asked that the wild trees at Ft Sill Boulevard and Rogers Lane be removed. He also asked that Rogalski contact ODOT about bringing their brush truck to clean up around the on-ramp to I-44.

Brown stated there is a tree at Sheridan Road and Rogers Lane right past the bridge that needs to come down.

Neitzke said he will get with Brown to purchase the flowerpots that were previously approved.

Burk stated he doesn't like the color of the current pots and would like for the middle pot of each set of three to be a different color. The current pots are not a good quality and will all eventually have to be replaced. He would also like to keep this in mind when pots are purchased for other areas of town, like the Farmer's Market. He asked Neitzke to get some samples to show what's available.

SKIP TO: New Business

- A. Consider approving the minutes of the May 12, 2021 meeting.

Motion by Ezerski, Second by Sweeney, to approve the minutes of May 12, 2021. **Aye:** Sweeney, Burk, Ezerski, McConnell, Wiseman-Vaughan, Smith. **Nay:** None. **Motion Passed.**

- C. Accept nominations and choose winners for LETA Yard-of-the-Month for June.

Pictures of the following addresses were submitted and reviewed as nominations for June Yard-of-the-Month:

5323 NW Glenn Avenue
7102 NW Ash Avenue
7228 NW Cherry Circle

The winners selected were 7102 NW Ash Avenue from Ward 6 and 5323 NW Glenn Avenue from Ward 8.

- D. Consider removing or replacing the wooden benches on C Avenue near the intersection with SW 5th Street and take action if necessary.

Chairman Burk stated the benches obviously just need to be replaced. He would like to see benches similar to what is installed in Elmer Thomas Park, with a plaque that says, "Lawton Enhancement Trust Authority". He stated parks and rec has pricing on those style benches, and they can install them as well.

Motion by Sweeney, **Second** by Ezerski, to approve the purchase of two new benches to be installed on C Avenue near the intersection with SW 5th Street. **Aye:** Burk, Ezerski, McConnell, Smith, Wiseman-Vaughan, Sweeney. **Nay:** None. **Motion Passed.**

- F. Accept a donation from Rosemary Coles in the amount of \$400.00 to be used towards the Children's United Playground in honor of Joe Chesko.

Motion by Smith, **Second** by Ezerski, to accept a donation from Rosemary Coles in the amount of \$400.00 to be used towards the Children's United Playground in honor of Joe Chesko. **Aye:** Wiseman-Vaughan, Burk, Ezerski, McConnell, Smith, Sweeney **Nay:** None. **Motion Passed.**

- G. Discuss the proposed budget for FY 2021-2022 and take action if necessary.

Brown and Rogalski presented proposed budget. Proposal is available to view in the City Clerk's Office.

Rogalski explained that the revenue is divided into three columns: "Projected Income" shows the projections for the next fiscal year, "Cash Available" shows what is currently in the account, and "Combined Revenue" shows the projected total amount at the end of the next fiscal year.

Brown stated the "Trash Off Event Fees" and "Interest Income" were both increased since they are showing over budget for this year.

Chairman Burk stated there should be \$65,000.00 for "Holiday in the Park" so that needs to be changed.

Motion by Smith, **Second** by Ezerski, to approve the proposed budget for FY 2021-2022. **Aye:** Burk, Ezerski, McConnell, Smith, Wiseman-Vaughan, Sweeney. **Nay:** None. **Motion Passed.**

SKIP BACK TO: Reports

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

Rogalski stated the only topic here would be the pictures posted on Facebook of the wildflowers.

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

Wiseman-Vaughan said people in her ward have asked about the monthly bulk pickup being behind.

Chairman Burk said there is more bulk being put out than what should be. It is still being picked up, but it is taking longer than expected. Also, the trucks that were ordered for this

were delayed due to COVID. They are expecting them to arrive in July so that should help. He also stated a second polycart can be purchased for \$5.20 a month for citizens who are interested in that.

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

No report given.

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

Jones stated that CDC has been working on the sidewalk project for Cache and Sheridan. A preliminary plan should be available by the end of the month. He has also been in the works with EST for design plans for Lee Boulevard.

Rogalski noted that the original contract with CDC was only for Cache and Sheridan, but they are able to roll in more sidewalk projects along with this. The next area that has been discussed would be from Cameron to 67th Street.

There being no further business, the meeting adjourned at 4:59 p.m.

Motion by Wiseman-Vaughan, **Second** by Smith, to adjourn the meeting of June 19, 2021. **Aye:** Ezerski, McConnell, Smith, Sweeney, Wiseman-Vaughan, Burk. **Nay:** None. **Motion Passed.**