

MINUTES
REGULAR MEETING
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY JUNE 12, 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, Mary Ann Hankins, Barry Ezerski, Dwight Tanner

ABSENT: Katy Jackson-Seeley (excused), Chris Rabon (excused), Charles Owens (excused)

OTHERS PRESENT: DaLynna Wood, Communications & Marketing; Tammy Branstetter, City Clerk's Office; Greg Gibson, City Attorney's Office; Larry Parks, Parks & Recreation Director; Josh White, Neighborhood Services Supervisor; Susan Schlecht, Financial Services; Charlotte Brown, LETA Executive Director; Jason Poudrier, Arts & Humanities; Dennis Totte, Bedrock Nursery; John Michael Montgomery, Chamber of Commerce

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.

Totte said his staff has been working on the rehabilitation of the rectangular flower bed at the entry of Elmer Thomas Park. His staff has discovered that the existing irrigation system was completely wiped out with the installation of the new playground. Totte said his staff could do a desertscape for this flower bed in lieu of traditional landscaping that requires irrigation. He said this could be done with the same amount of money, and the Authority would no longer need to pay for the estimate previously provided to the Authority for the installation of a sprinkler modification system at this location.

Chairman Burk and Tanner said a desertscape sounds fine for this location.

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Totte said his staff has began rehabilitating the flowerbed at 2nd Street and Gore Boulevard. He noted that the irrigation system has been vandalized and is now in need of repair and/or replacement. Totte said he has provided an estimate for installation of a functioning irrigation system. He noted that the power supply is functioning at this location.

Chairman Burk asked if Bedrock plans to maintain this flowerbed going forward.

Totte said yes.

The Authority skipped to Business Item B.

- B. Consider approving a revised quote from Bedrock Nursery in the amount of \$4,936.89 for installation of an irrigation system for the flowerbeds at 2nd Street & Gore Boulevard and 3rd Street & Gore Boulevard and authorize payment of all applicable expenses incurred up to \$4,936.89.

Totte noted that the estimate provided includes sales tax. He said this will be removed, and the actual price will be \$4,828.98.

Motion by Tanner, Second by Ezerski, to approve a revised quote from Bedrock Nursery in the amount of \$4,828.98 for installation of an irrigation system for the flowerbeds at 2nd Street & Gore Boulevard and 3rd Street & Gore Boulevard and authorize payment of all applicable expenses incurred up to \$4,828.98. **AYE:** Symuleski, Tanner, Burk, Hankins, Smith, Ezerski. **NAY:** None. **MOTION PASSED.**

- 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 May, his department sent out 1,564 violation notices and received 476 work order requests. His department is still trying to catch up from the month of May.

Charlotte Brown, Community Services Supervisor, said staff is currently looking to hire an additional contractor to help get caught up.

- C. Consider approving submitted materials for payment.

Schlecht presented the following invoices for the period of May 9, 2024 – June 12, 2024:

- replacement name tags for board members - \$40.50 to Cameron University
- recovery of vandalized pots on 2nd Street - \$1,384.45 to Bedrock Nursery
- preparation of LETA 2022 tax return - \$1,500.00 to Hatch, Croke & Associates
- annual subscription fee for word press forms - \$99.00 to WPForms
- offloading and installation of 3 pergolas - \$9,500.00 to Wells Construction

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- flowers for Eye Candy Gala - \$1,010.95 to Florist, Inc
- playground lighting - \$14,951.25 to Sounds Impossible
- removal and reinstallation of sign during Arts for All Festival - \$420.00 to Arrow Sign Company
- playground light installation fees - \$4,750.00 to Wells Construction
- cedar fence frame for playground - \$5,150.00 to Home Lumber & Supply

Motion by Ezerski, Second by Hankins, to approve the submitted materials for payment for the period of May 9, 2024 – June 12, 2024 as presented. **AYE:** Symuleski, Tanner, Burk, Hankins, Smith, Ezerski. **NAY:** None. **MOTION PASSED.**

D. Consider approving the monthly Treasurer Report.

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

Schlecht noted that \$19,000 was budgeted for "Children United playground construction final expenses", however the actual expenses came to \$20,129.19, which is an overage of \$1,129.19.

Tanner asked where funds can be draw from to make up for this overage.

Schlecht said taking it from the hotel motel tax fund would make the most sense.

Chairman Burk said that would be fine.

Chairman Burk said the \$1,900 set aside for the installation of a raised flowerbed irrigation system in Elmer Thomas Park listed under "LETA Beautification Projects" can be removed – this is no longer needed.

Symuleski asked if staff has looked into filing an insurance claim for the flowerbed on Sheridan Road that was damaged due to a vehicle accident.

Brown said staff will follow up with legal to see if they are working on this.

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

E. Receive a report from the Cultural Preservation Committee and take action as deemed necessary.

Jason Poudrier, Arts & Humanities, said the Miss Lawton photos have been restored and they hope to have them unveiled and installed before an upcoming Council meeting.

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Poudrier said he and his staff have been working on the restoration and crating of City of Lawton artifacts, to include memorabilia from Lawton High.

Poudrier said Ruth Bader Ginsburg began her career here in Lawton. Poudrier said staff has put in a request with the State Historic Preservation Office to obtain a historical marker honoring Ruth Bader Ginsburg. If approved, they will spend approximately \$2,000 for the purchase of a historical marker to be installed in front of City Hall.

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

Ezerski said there was a great turn out at the grand opening of the Children United playground. He thanked members of the Authority for their hard work and support. He said Children United is still fundraising, and they still have fence pickets available for purchase. Ezerski noted that fund raising efforts are being continued to help fund future park maintenance.

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

Larry Parks, Parks and Recreation Director, said the past month has been very busy for his department. His staff has been working to maintain and upgrade all City parks. He noted that his department is still scheduled to have upgrades installed to eight City of Lawton parks, but this project was slightly delayed due to the weather (the project is currently running 10 days behind).

Parks said the construction projects for improvements made to the City's recreation centers are nearing completion. He noted that construction at the Patterson Center will be completed in time for the upcoming Juneteenth Prayer Breakfast.

Tanner said 35th Division Park is looking great, and the wading pool is used often.

Parks said six security cameras have been installed at Miracle Field. He noted that Kid Zone and several other City of Lawton parks will also soon be equipped with surveillance cameras.

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

Brown said she hasn't gotten a chance yet to ask Max Sasseen for an update regarding the installation of the dome lighting.

Brown said she received a letter from the McMahon Foundation requesting additional information regarding the 911 Girl Scout sculpture, but it's not information the Authority would have. She said there has been some confusion with the applicant.

Chairman Burk said they've had to hold off several times on the installation of the dome lighting due to the rain.

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

Tanner said he's been working with several City Council members about the possibility of adding an additional fee to the landfill gate fee that would go to the Authority for beautification projects, even if it's a small amount (e.g. five or ten cents).

Hankins noted that the Authority might want to get more selective on which projects they choose to take on.

Tanner asked when the Authority last gave an annual report to the City Council.

Brown said she did the last one, and it was done about three or four years ago. She said there is an item on the agenda to discuss this topic.

- J. 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.

The Authority skipped to Business Item H.

- H. Select a yard of the month winner for the month of May 2024.

DaLynna Wood, Communications & Marketing, said there were no nominations for the month of May 2024. The yards being considered are the yards that did not win for the month of April 2024. Wood said the yard in Ward 7 received 66% of the votes on the website.

Motion by Tanner, Second by Hankins, to select 1810 SE Skyline Drive (Ward 7) as the Yard of the Month winner for May 2024. **AYE:** Symuleski, Tanner, Burk, Hankins, Smith, Ezerski. **NAY:** None. ***MOTION PASSED.***

2. Business

- A. Consider approving the minutes of the April 10, 2024 meeting.

Motion by Symuleski, Second by Tanner, to approve the minutes of the April 10, 2024 meeting. **AYE:** Symuleski, Tanner, Burk, Hankins, Smith, Ezerski. **NAY:** None. ***MOTION PASSED.***

- B. Consider approving a revised quote from Bedrock Nursery in the amount of \$4,936.89 for installation of an irrigation system for the flowerbeds at 2nd Street & Gore Boulevard and 3rd Street & Gore Boulevard and authorize payment of all applicable expenses incurred up to \$4,936.89.

This item was considered earlier in the meeting.

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- C. Consider approving a grant request from Holiday in the Park in the amount of \$115,602.00 for the purchase of four Market/Vendor Houses and a 3D Walk-Thru Santa Hat and take action as deemed necessary.

John Michael Montgomery, Chamber of Commerce, provided background information on this item. He said the Chamber has been working to increase vendor and food truck presence at Holiday in the Park.

Tanner asked where the vendor houses would be set up.

Montgomery said they would likely be set up near the skating rink – they'd like to keep the parking lot open for food truck vendors.

Montgomery said the Chamber would charge rent for the vendors, and the houses would be deconstructed and placed in storage during the off season.

Chairman Burk said he's not sure the Authority can come with that amount of funding. He asked how soon the product would need to be ordered.

Montgomery said ideally within the next few weeks.

Ezerski asked which is more important – the vendor houses or the hat display.

Montgomery said the vendor houses would be the higher priority.

Tanner and Ezerski suggested the Authority fund only the vendor houses.

Brown noted that it would cost \$34,000 to purchase four vendor houses.

Chairman Burk said the \$34,000 could be taken out of LETA grant awards.

Motion by Ezerski, Second by Tanner, to approve a grant for Holiday in the Park in the amount of \$34,000.00 for the purchase of four Market/Vendor Houses. **AYE:** Symuleski, Tanner, Burk, Hankins, Smith, Ezerski. **NAY:** None. **MOTION PASSED.**

- D. Consider approving an invoice from Ft Sill Outdoor Adventure for rental of 20 bounce houses for the 2024 Freedom Festival and authorize payment in the amount of up to \$2,500.00.

Poudrier said this purchase has already been allocated within approved Freedom Festival funds. Because the amount of the invoice is greater than what can be approved administratively, payment of this invoice requires approval from the Authority.

Motion by Ezerski, Second by Hankins, to authorize payment of the Ft Sill Outdoor Adventure invoice in the amount of up to \$2,500.00. **AYE:** Symuleski, Tanner, Burk, Hankins, Smith, Ezerski. **NAY:** None. **MOTION PASSED.**

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- E. Discuss a streamlined invoice approval process to include granting authority to the Executive Director to authorize payment of invoices up to \$20,000.00 and take action as deemed necessary.

Brown provided background information on this item. She explained that there are a high number of invoices that come in for events such as the Freedom Festival, and this would get the invoices approved more efficiently.

Tanner asked what the amount is currently set at.

Brown said she's uncertain, but she knows it's a very small amount.

Tanner and Hankins said \$20,000 is too high.

Chairman Burk recommended lowering the amount to \$5,000.00. He said the Authority can always reconsider this amount in the future if it's deemed necessary.

Motion by Tanner, **Second** by Hankins, to grant authority to the Executive Director to authorize payment of invoices up to \$5,000.00. **AYE:** Symuleski, Tanner, Burk, Hankins, Smith, Ezerski. **NAY:** None. ***MOTION PASSED.***

- F. Review and discuss letters received from the McMahon Foundation regarding grant funding and take action as necessary.

Chairman Burk said he's unsure why the Foundation is asking for their money back for the dome lighting project – he's been in contact regularly with David Madigan regarding the status of this project. He explained to Madigan why there was a delay and that staff had plans to move forward with installation of the lights. Chairman Burk said he will reach out to Max Sasseen and explain that they need to set a date for installation.

Ezerski said Phil Kennedy asked Mayor Booker about this project. Kennedy explained to Mayor Booker that the Foundation was concerned that this project had not been completed yet. The Foundation then voted on the request to have the funds returned.

Tanner asked that the Executive Director send a letter back to the McMahon Foundation explaining that we've already spent the money.

Ezerski said to include an installation date in the letter to the McMahon Foundation.

Brown said the McMahon Foundation has also sent a denial letter for the 2024 Freedom Festival.

Chairman Burk asked how much money was applied for.

Poudrier said \$5,500.

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Tanner asked how the money was to be spent.

Poudrier said this would have been for sponsorship during the drone show.

Chairman Burk said he will be reaching out to a few of the board members for the McMahon Foundation.

Brown said she will begin drafting a letter to the McMahon Foundation.

No action was taken on this item.

- G. Consider approving a Freedom Festival grant request in the amount of up to \$25,000.00 to help cover additional expenses in support of Lawton Fort Sill Freedom Festival and take action as deemed necessary.

Poudrier gave background information on this item, and he provided Authority members with a copy of the 2024 Freedom Festival budget. A copy of the budget may be obtained from the City Clerk's Office upon request.

Poudrier said this year is the 10th Anniversary for the Lawton Fort Sill Freedom Festival. He said staff is running a little short on funding, but the City and the Authority are committed by contract to the fireworks and drone show. He said this grant would help cover expenses for the drone show.

Ezerski asked which account this would come out of.

Chairman Burk said the only place it could come out of is the LETA grant awards account.

Poudrier said his staff is also actively fundraising to raise additional money for the Freedom Festival.

Tanner asked how much money is left for LETA grant awards.

Chairman Burk said \$44,000.

Brown said if this grant is approved, there would be \$19,000 remaining for LETA grant awards. However, she also noted that we are approaching the end of the fiscal year.

Ezerski said he doesn't see why the Authority shouldn't approve this grant since we're nearing the end of the fiscal year and we have the funding available.

Motion by Symuleski, Second by Tanner, to approve a Freedom Festival grant in the amount of \$25,000 to help cover additional expenses in support of Lawton Fort Sill Freedom Festival.

AYE: Symuleski, Tanner, Burk, Hankins, Smith, Ezerski. **NAY:** None. ***MOTION PASSED.***

- H. Select a yard of the month winner for the month of May 2024.

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This item was considered earlier in the meeting.

- I. Discuss the downtown lighting project on SW C Avenue and take action as deemed necessary.

Brown said Richard Rogalski reached out to her asking for an update on this project. She said he seemed to think we were going to leave the existing streetlights intact. Brown said she advised Rogalski that staff will need to hire a contractor to get the lights installed.

Chairman Burk said we have the lights and wiring; they just need to be installed. He noted that it was decided to leave the streetlights intact because they were concerned the string lighting would not put off enough light on their own.

Brown said poles still need to be purchased to hang the lights from. The lights will be strung from pole to pole across the street.

Chairman Burk suggested staff reach out to the contractor, SBJones Inc, to get an estimate on how much it would cost to install the lights. He said this is who the Authority was initially working with.

No action was taken on this item.

- J. Discuss the annual report required by City Council and take action as deemed necessary.

Brown said the annual report is due to Council within 60 days of the start of the fiscal year. She said she will put together a PowerPoint presentation for this report.

Chairman Burk said he is willing to give the report to Council if needed.

No action was taken on this item.

- K. Elect a Chairman for the Authority and take action as deemed necessary.

Chairman Burk said the Authority is to elect a Chairman and Vice-Chairman annually.

Motion by Tanner, Second by Ezerski, to reelect Jay Burk for Chairman. **AYE:** Symuleski, Tanner, Burk, Hankins, Smith, Ezerski. **NAY:** None. ***MOTION PASSED.***

- L. Elect a Vice-Chairman for the Authority and take action as deemed necessary.

Tanner asked Ezerski if he'd be willing to serve as Vice-Chairman.

Ezerski said yes.

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Motion by Tanner, **Second** by Symuleski, to elect Barry Ezerski for Vice-Chairman. **AYE:** Symuleski, Tanner, Burk, Hankins, Smith. **NAY:** None. **ABSTAIN:** Ezerski. ***MOTION PASSED.***

3. Adjournment

Motion by Hankins, **Second** by Symuleski, to adjourn the June 12, 2024 meeting. **AYE:** Symuleski, Tanner, Burk, Ezerski, Hankins, Smith. **NAY:** None. ***MOTION PASSED.***

There being no further business, the meeting adjourned at 4:22 P.M.

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