

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY JUNE 14, 2023– 3:00 P.M.

Chairman Burk called the meeting to order at 3:21 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, Dwight Tanner*, Addie Smith, Barry Ezerski**, Ted Symuleski, Lou McConnell

ABSENT: Mary Ann Hankins (excused), Katy Jackson-Seeley (excused), Charles Owens (excused)

OTHERS PRESENT: Susan Schlecht, Finance***; Charlotte Brown, LETA Executive Director; Jonathan Jernigan, Neighborhood Services; Mary Grace Pewewardy, Communications and Marketing; Tammy Branstetter, City Clerk's Office; Dwayne Burk, City Manager's Office; Sneha Dongre, Engineering; Scott Vaughn, Chisholm Trail Consulting; Reginald Brown, Member of the Community

*entered meeting at 3:21 P.M.

**left meeting at 4:06 P.M.

***entered meeting at 3:37 P.M.

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.

Chairman Burk advised that Dennis Totte could not attend the meeting.

MOVED TO ITEM 2A

2A. Consider approving the minutes of the April 12, 2023 meeting.

Motion by Smith, Second by Symuleski, to approve the minutes of the April 12, 2023 meeting.

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

MOVED TO ITEM 2B

"The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if interpreters for the deaf (signing) is not the necessary accommodation."

- 2B. Discuss the Children United invoice process to include granting authority to Charlotte Brown and Susan Schlecht to authorize and make payment of invoices pertaining to Children United up to a total sum of \$10,000 and take action as deemed necessary.

Chairman Burk said he received a call from Max Sasseen regarding a need to purchase steel for the handicap-accessible playground, and it's likely there will be additional high dollar invoices that will need to be approved quickly as Children United continues making progress to complete the playground. Chairman Burk said the Authority will still be notified by Susan with Finance regarding each of these invoices that get approved administratively.

Motion by Ezerski, Second by Symuleski, to grant authority to Charlotte Brown and Susan Schlecht to authorize and make payment of invoices pertaining to Children United up to a total sum of \$10,000. **AYE:** McConnell, Burk, Smith, Tanner, Ezerski, Symuleski. **NAY:** None. **MOTION PASSED.**

MOVED TO ITEM 2C

- 2C. Review Yard of the Month nominations for the month of May 2023, and vote on a winner.

Chairman Burk said the Communications and Marketing department is doing a great job advertising the Authority's new website – www.beautifullawton.com. He said he's noticed an increase in citizen participation over the past month.

Chairman Burk presented photos of the following yards that were nominated: 1609 NW Taylor (Ward 2), 6432 NW Arrowhead Drive (Ward 6), and 5344 NW Elm Avenue (Ward 8).

Brown asked which yard received the most votes from the public.

Pewewardy said the yard on Arrowhead Drive in Ward 6 received the most votes from the public.

Pewewardy said that 2,723 votes were cast on the website for the month of May.

Motion by Symuleski, Second by McConnell, to select 6432 NW Arrowhead Drive in Ward 6 as the May 2023 Yard of the Month winner. **AYE:** McConnell, Burk, Smith, Tanner, Ezerski, Symuleski. **NAY:** None. **MOTION PASSED.**

MOVED TO ITEM 2F

- 2F. Receive an update on the City Hall lighting project, consider seeking additional bids for this project and take action as deem necessary.

Scott Vaughn with Chisholm Trail Consulting said he is the project manager for the City Hall lighting project, and he has been working with the City's Engineering Department to develop renderings and cost estimates for this project.

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Vaughn displayed a presentation for the Authority regarding this project. A copy of this presentation may be obtained from the City Clerk's office upon request.

Vaughn said MA+ Architects designed this project. He said this is the same firm the City worked with to develop plans for the City Hall Renovations project.

Vaughn said the technical drawings and specifications are complete for the lighting project, with a couple of potential exceptions.

Chairman Burk noted that the only expense the Authority is handling for this project is the dome lighting. This is the only portion of the project that the Authority has received grant money for from the McMahon Foundation. Any other work on this project would have to be funded by another entity or organization.

Vaughn said MA+ designed this project with the ability to change the color of the lights. He said the architect has questions regarding how some of the various colors will look against the copper dome. They think the blue and the white colors would look good, but other colors may clash and not be as vibrant.

Symuleski said the Authority needs to ask the McMahon Foundation what color they would like to use.

Chairman Burk said it's likely the McMahon Foundation will prefer white lighting, but the Authority still wanted to look into the possibility of changing out the colors for different times of the year.

Vaughn said the final decision regarding color can be determined later down the road after the lighting system has been installed.

Vaughn said concerns have been expressed regarding placing lights on the north side of the building. This is because the lights would be ground mounted. Because there is only a sidewalk on the north side of the building and no lawn, the concern is that the lights may get trampled on and/or vandalized. Vaughn said liability concerns regarding tripping hazards should also be considered.

Brown noted that the City will do away with the parallel parking on the north side of the building once construction for the City Hall renovations is completed.

Vaughn asked if the sidewalk would remain on the north side of the building.

Brown said the sidewalk will remain so the City stays ADA compliant.

Chairman Burk said he thinks placing these lights at a higher level would be the only way to go when it comes to the north side of the building.

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Chairman Burk inquired about cost estimates specifically for the dome lighting.

Vaughn said he hasn't prepared estimates for strictly lighting the dome. The cost estimates were totaled for the entire City Hall Lighting project.

Chairman Burk said if the Authority does not act quickly to get the dome lighted, they are at risk of losing their grant money. He said when the dome lighting was first discussed a couple of years ago, a couple of contractors came out to examine the feasibility of the project and provide a cost estimate. He said the cost estimate for the dome lighting was originally quoted at \$80,000. Chairman Burk said the estimate for dome lighting is now up to \$140,000. He said the Authority cannot afford to have the cost of this project continue to increase. Chairman Burk said he's asked several local contractors what they think it would cost to light the dome, and most of them have said no more than \$80,000 - \$100,000 (including installation fees). He said he is wondering if the Authority should go out for bids specifically for the dome lighting - he would love to see a local contractor be hired for the job.

Vaughn said if MA+ Architecture reevaluates this project to solely focus on the dome lighting rather than lighting the entire City Hall, the cost estimate should go down. He also noted that if the cost of dome lighting is in fact less than \$100,000, it would not be a requirement to go through the competitive bidding process (per State Statute).

Chairman Burk said he'd like to see several bids from local contractors that include the cost of the dome lighting by itself, as well as alternate bids that include additional lighting at City Hall. This way the City can review the alternate bids for additional lighting and determine if they wish to fund the additional work. He asked that MA+ seek these bids quickly so that the Authority does not lose their grant money.

Vaughn asked what the City's requirements are for competitive bidding.

Schlecht said the City requires competitive bidding for any project greater than \$75,000.

Brown said the Authority can be the entity that goes out for bids – it doesn't have to be done by the City.

Vaughn said they can pursue going out for bids. However, he believes it would be best to go through the competitive bidding process due to the possibility of the project exceeding \$100,000. Vaughn asked if approval to go out for bids would need to be obtained from both the Authority and the City of Lawton.

Chairman Burk said approval from the Authority should suffice because they are paying the entirety of the dome lighting.

Motion by Ezerski, Second by Symuleski, to send the dome lighting project out for competitive bidding, with additional lighting at City Hall listed as alternate bids. **AYE:** McConnell, Burk, Smith, Tanner, Ezerski, Symuleski. **NAY:** None. ***MOTION PASSED.***

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MOVED TO ITEM 2G

2G. Consider approving the Amended By-Laws of the Lawton Enhancement Trust Authority, allowing for floor amendments.

Brown said adding two ex-officio members to serve on the Authority was discussed at the March 2023 meeting – one member would represent the Chamber of Commerce, and one would represent the Young Professionals of Lawton. She said she has added these members to the By-Laws, and there would now be a total of 13 Authority members.

Brown said she has also added to the By-Laws that trustees may be deemed excused if they notify the Chairman and/or the recording secretary of their absence prior to the start of the meeting.

Motion by Symuleski, Second by McConnell, to approve the Amended By-Laws of the Lawton Enhancement Trust Authority. **AYE:** McConnell, Burk, Smith, Tanner, Ezerski, Symuleski. **NAY:** None. ***MOTION PASSED.***

MOVED TO ITEM 1C

1C. Consider approving submitted materials for payment.

Schlecht presented the following invoices for the time period of May 11 – June 14, 2023:

- Prepare LETA 2021 Income Tax - \$1,500.00 to Hatch, Croke & Associates
- Upgrade to LETA Website - \$49.50 to Word Press Forms
- Fly-A-Flag Program - \$4,200.00 to Great Plains AMBUCS
- Entertainment at Eye Candy Awards - \$1,717.00 to Journey Productions
- Bikes for Bag & Tie Campaign - \$252.00 to Walmart
- Bikes for Bag & Tie Campaign - \$4.00 to Walmart
- Shepler Park Donation Sign Replacement - \$490.00 to Arrow Sign Company
- Refreshments for Freedom Festival Volunteers - \$487.62 to Sam's Club

Brown said she thought the invoice from Hatch, Croke & Associates was for preparation of 2022 income taxes.

Schlecht said that is correct – she must have entered the information in incorrectly. She said she will get this fixed.

Motion by Symuleski, Second by Ezerski, to approve the submitted materials for payment as presented. **AYE:** McConnell, Burk, Smith, Tanner, Ezerski, Symuleski. **NAY:** None. ***MOTION PASSED.***

MOVED TO ITEM 1D

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1D. Consider approving the monthly Treasurer Report.

Schlecht presented the monthly Treasurer Report for May 2023, which includes the following documents: the Balance Sheet for May 2023, the Income and Expense Tracker through May 31st, and the LETA Projects Pending Report. Schlecht also presented a breakdown of the Hotel/Motel Tax as of June 12, 2023. The Report is available in the City Clerk's Office upon request.

Chairman Burk asked for clarification on where the Authority is at with the Hotel/Motel funds.

Schlecht said the Authority has claimed a total of \$61,306.25 for LETA's portion of Hotel/Motel Tax, but she also has some additional expenses to submit.

Schlecht said Holiday in the Park has received a Hotel/Motel check in the amount of \$11,144.00 from LETA.

Schlecht said there have been no Hotel/Motel claims yet for the Freedom Festival.

Chairman Burk requested that a separate line item be added to the budget specifically for the Shepler Park Redesign project. He said he anticipates several fundraising events taking place in the near future to raise money for this project.

Motion by Symuleski, Second by Smith, to approve the Treasurer Report as of May 31, 2023 and the Hotel/Motel Tax break down as of June 12, 2023 as presented. **AYE:** McConnell, Burk, Smith, Tanner, Ezerski, Symuleski. **NAY:** None. ***MOTION PASSED.***

MOVED TO ITEM 1I

1I. Receive Monthly Ward Updates from Trustees and take action as deemed necessary.

Tanner said he's had difficulty locating the original Agreement that was made with Dan Mullins Nissan. He asked for clarification on if this was an actual written Agreement or just an oral agreement.

Brown said she's not sure.

Chairman Burk said the Authority might want to get with the City Attorney's office to draft a newly proposed Agreement to present to Nissan of Lawton.

Brown said she could use the Agreement with the lady who did the painting underneath the bridge on Ft Sill Boulevard as a template to draft a newly proposed Agreement to present to Nissan of Lawton. She would then have the City Attorney's office review the Agreement.

Chairman Burk said that would be great.

B. Receive a report from Neighborhood Services regarding monthly updates on departmental activities and take action as deemed necessary.

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Jernigan said his department sent over 1,100 letters to property owners during the month of May 2023 – 852 of these were general admin letters, and 114 were letters regarding code violations.

Jernigan said his staff has sent out over 11,000 letters from July 2022 – May 2023. He said this the highest amount of letters that's ever been sent in a fiscal year.

Jernigan said his staff has completed 357 requested work orders.

Jernigan said there are currently 7 D & D properties that are currently pending permits to be torn down. He said an additional 32 D & D properties recently went through legal review.

Jernigan said his staff is currently looking for additional contractors for nuisance abatement. He said the boarding and securing contract is also currently open for bids.

Chairman Burk said he's noticed that the chain link fence surrounding some of the properties that have been demolished is still standing. He said these fences are in poor shape and are overgrown with weeds. He asked if there is any way the fence can be torn down when a home is demolished.

Jernigan said his staff will work on this.

C. Consider approving submitted materials for payment.

This item was discussed earlier in the meeting.

D. Consider approving the monthly Treasurer Report.

This item was discussed earlier in the meeting.

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

Jason Poudrier was unable to attend the meeting.

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

Ezerski said the Groundbreaking Ceremony for the playground has taken place. He said the event was very successful, and work is picking up to complete the construction of the playground.

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

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Christine James was unable to attend the meeting, but Brown said James relayed to her that Parks & Rec is almost done with the City Hall drainage project. They will be hydro mulching this Thursday and Friday, and they will be purchasing plants for landscaping.

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

Meeting adjourned before this item was discussed.

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

This item was discussed earlier in the meeting.

- 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.

Meeting adjourned before this item was discussed.

2. Business

- A. Consider approving the minutes of the April 12, 2023 meeting.

This item was discussed earlier in the meeting.

- B. Discuss the Children United invoice process to include granting authority to Charlotte Brown and Susan Schlecht to authorize and make payment of invoices pertaining to Children United up to a total sum of \$10,000 and take action as deemed necessary.

This item was discussed earlier in the meeting.

- C. Review Yard of the Month nominations for the month of May 2023, and vote on a winner.

This item was discussed earlier in the meeting.

- D. Receive an update on the upcoming Freedom Festival event and take action as deemed necessary.

Jason Poudrier was unable to attend the meeting.

- E. Discuss the possibility of purchasing indoor park equipment from the upcoming Comanche Nation Waterpark auction and take action as deemed necessary.

-ITEM STRICKEN-

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- F. Receive an update on the City Hall lighting project, consider seeking additional bids for this project and take action as deem necessary.

This item was discussed earlier in the meeting.

- G. Consider approving the Amended By-Laws of the Lawton Enhancement Trust Authority, allowing for floor amendments.

This item was discussed earlier in the meeting.

3. Adjournment

Motion by Symuleski, **Second** by Tanner, to adjourn the June 14, 2023 meeting. **AYE:** McConnell, Burk, Smith, Tanner, Ezerski, Symuleski. **NAY:** None. ***MOTION PASSED.***

There being no further business, the meeting adjourned at 4:06 p.m.

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