

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
JUNE 12, 2019

Mary Ann Hankins, Vice Chair, called the meeting to order at 3:00 p.m. in the 3rd Floor Conference Room. Notice of meeting and agenda was posted on the City Hall notice board as required by law.

ROLL CALL:

PRESENT: Burk Jay (entered late); Ezerski, Barry (entered late); Hampton, Allen; Hankins, Mary Ann; McConnell, Lou; Morford, Robert; Smith, Addie (entered late); Symuleski, Ted; Tennis, Michael.

ABSENT: Coody, Josh; Sweeney, Kerry.

OTHER PRESENT: Richard Rogalski and Charlotte Brown, Planning; Jack Hanna, Parks and Recreation; Brock Greenhill, Neighborhood Services; Kristin Huntley, Finance Department; Denise Ezell, City Clerk's Office.

BUSINESS ITEMS:

1. Reports

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

Unavailable

B. Receive a report from Children United and take action if necessary.

Unavailable

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

Huntley stated I have four invoices that need to be retroactively approved. One to Bedrock Irrigation for \$87.50 for sprinkler repairs at 63rd and Gore, one to Bedrock Nursery for \$350 for flowerbed maintenance, one to Lawn Wizards for \$3350 for tree removal. It is my understanding that part of this invoiced was approved by the Board and part of it was not.

Burk stated that is correct. I approved part of the invoice at the job site. On the north side of Cache Road across from the Amory there was debris in the ditch. They had to rent a bobcat to clean out the ditch. Since they were there working on the trees I ask them to clean out the ditch. Now we will be able to maintain it. I hope everyone is okay with my decision.

Huntley stated the fourth check is to the City of Lawton for \$17.97 for print shop services.

Motion by Hampton, **Second** by Tennis, to approve invoices, requisitions, and all other submitted materials for payment. **Aye:** Hampton; Hankins; McConnell; Morford; Symuleski; Tennis; Burk. **Nay:** None.

D. Receive Treasurer Report and take action if necessary.

Huntley stated at the end of June you had \$346,563.25 in the bank and \$231,284.79 was in your custodial accounts. Under Other Current Asset, you will notice we had some receivables. Those are checks that were written in June or should have been paid in June. We did not receive them until July. Children United has one for \$300, hotel/motel receivable for \$3,160.63, and municipal fines receivable for \$5,000. The \$5,000 is for May and I do not have an amount for June. We do not have an amount for the landfill either. I hope to get those next week. Under liabilities and equities, we have one account payable of \$17.97 for the print shop chargebacks. On the next page is the Income Statement. Hotel/motel income was \$24,992.19, interest income was \$60.94 for May and June and municipal fines income was \$10,089 for April and May. Under expenses you see LETA beautification projects of \$24,409 for the City Hall lights on the west side of the building, \$17.97 for printing and reproduction, and \$18,355.50 for repairs, maintenance and replanting, \$350 for flowerbed maintenance, \$17,918 City Hall landscaping, and \$87.50 sprinkler repair at 67th and Gore. Total net income for LETA for June was negative \$7,640.34. Total net income for the custodial account was \$11,686.84. There were a few expenditures for 2nd Street and Freedom Festival. The next page is the Income and Expense Tracker. For the year we have received \$169,769.16 and expenses paid was \$167,512.32. On the next page, you see we have one project pending. This is the Ware on C lighting project for \$46,160. On the last page, you see the actual account balances at year-end. LETA operating fund started with \$97,935.36 and cash flow was \$14,093.45. This leaves an ending cash balance of \$112,028.81. There was no activity for Fresh Paint Days and due to closing the sub accounts and transferring money into the Playground In The Park there is a cash flow of \$1,226.36. Are there any questions.

Burk stated I am happy with the fact that the operating fund is more than it was last fiscal year. I think we push the C Avenue Ware Lighting to next fiscal year. Under "Other Donations and Income" is that the money we got from McMahon.

Huntley stated yes.

Burk stated the only other issue is the landfill gate fee. We have to get that fixed. Did the municipal fines run through June 30?

Huntley stated no. That is through May.

Burk stated so we will go over on those. Is the hotel/motel through June?

Huntley stated except for the \$3000. I just found out about that.

Burk stated the hotel/motel funding for Holiday In The Park will need to go into our account. Would you let Branstetter know. Are we doing Fresh Paint Days this year?

Greenhill stated there is talk about doing one in the fall. We are trying to revamp it. Twenty-five home are too many.

Burk stated I agree. We need to go back to 10 or 15.

Greenhill stated lots of communities do commercial buildings. Have we tried doing one?

Burk stated we have done a couple. We wanted to do something different so we started doing homes. Maybe we need to do one commercial and the rest residential.

Greenhill stated I have spoke with several church groups so that we are not so dependent on Fort Sill.

Burk stated we have also done parks. We need to focus on some of those. We use to do Fresh Paint Days and Trash Off on the same day.

Rogalski stated one of the difficulties with Fresh Paint Days is the weather. We had multiply delays because of the weather. We will look a little closer at parks and community centers.

Burk stated I know the fence around the playground needs re-stained and the Holiday House needs to be painted.

Ezerski stated it gets slippery dealing with commercial buildings. If you are doing it for free, they will not paint it until you can get to it. Some of the older owners have more money than the city does. They would love to have it painted for free.

Burk stated let us revamp it a little. I know Enid paints all their fire hydrants.

Hankins stated we could do the inside of the park bathrooms.

Burk stated back to the Treasurers Report. I believe the numbers looks good. Are there any questions.

Motion by Ezerski, **Second** by Tennis, to accept the Treasurers Report. **Aye:** Ezerski; Hampton; Hankins; McConnell; Morford; Smith; Symuleski; Tennis; Burk. **Nay:** None. **Motion Passed.**

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

She was not available.

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

Hanna stated we are heavy into mowing season. I know that at the last Council meeting there were several upset because City Hall had not been mowed. We have been behind due to equipment being broke and working on Freedom Festival.

Burk stated I had four McMahon member attending a meeting here and I had promised them we would keep this yard.

Hanna stated usually we are here every Tuesday around 6:30 or 7:00 a.m. We are still working on the fountain at Lake Helen. We are having electrical problems. I met with a new electrician.

Burk stated we need to make certain we use a commercial electrician when doing commercial work.

Hanna stated he is. He is looking for a transformer. We did not have the appropriate one.

Rogalski asked is he looking at a different transformer or a stepdown.

Hanna stated a different one. He does not believe it will cost anymore.

Morford asked didn't the seller of the fountain know what we needed. Why was this a problem?

Hanna stated it is a German engineered pump and it is a little different.

Morford asked will it not run on 220.

Hanna stated no.

Rogalski stated you need a different voltage for the pump, the controls and the lights.

Burk stated I do not believe it is sitting where it needs to be. The other one was further out. The workers stated they put it there because they only had 200 foot of wire.

Hanna stated it did float in a bit. We may have to try a different rig.

Burk stated if the lake goes down it will be sitting on land. When we put the aerators in, we found the deepest part of the lake. I do not believe we are at that spot. Is there a way to fix it now and get it where we want it?

Hanna stated we will probably have to order another supply line.

Burk asked what will it cost and can we splice the wire.

Hanna stated I will find out.

Burk stated I am sure LETA will help if necessary.

Morford asked when are we going to put the flags back up.

Hanna stated that is part of the transformer problem.

Burk stated I want to congratulate everyone on the Freedom Festival. It was amazing and a huge success.

Hankins stated this was the best firework show. They did an amazing job.

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

Vrska stated since the last meeting we have made 11 post, reached 188%, our engagements and insides are up, and our highest reaching post was the before, during and after photos of city hall. That post reached 2.5 thousand people. We have pushed some of the Lawton Proud stuff, the skate park project, yard of the month, a press release on the downtown lighting project, the new logo, Freedom Festival and spraying of the medians.

Burk asked do we have an estimate of the attendance at Freedom Festival.

Hanna stated around 35,000.

Ezerski stated that number does not include those who were in the Kohl's parking lot. It was so full you could not move.

Hankins stated the people next to us just left their trash. I also thought the presence of the Fort Sill soldiers was great.

Hanna stated trash was better this year than in the past. When we got there on Monday, it was not bad.

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

Burk stated remember the iHelp. Go to the city website and input your information.

Symuleski stated there are still some issues.

McConnell stated I issued an abandoned home with tall grass and it was done by the next week.

Smith asked who is responsible if there is a realtor sign.

Burk stated the homeowner if the realtor is not being paid to do so.

Ezerski stated if the homeowner does not give us money we remove our sign and cancel the contract.

Burk stated remember to use iHelp and you can track what is happening.

Greenhill stated so that you are aware iHelp is still a work in progress. Judy Franco built this program from scratch and has done a fantastic job. At this time, there are only two divisions on iHelp. We hope to add more within the next several weeks. Please be patient. Information dealing with addresses is still a little hanky. If we do not get the actual address, we have to do a little legwork. Overall, it has helped us.

I. Receive report from Neighborhood Services.

Greenhill stated we are trying to keep up with the mowing. I had to talk with a couple of the contractors because they were not keeping up. This puts us behind so we are trying to get them motivated. We have done more work order request this year than we have since 2011. We have requested 110 work order in July. If there is a property that needs attention either use iHelp or call us. If someone is upset tell him or her to call me and I will try to help them.

Rogalski stated it would be helpful if all complaints were on iHelp. This way you could see if there was already a complaint against the property.

Vrska stated our office submits them through iHelp so there is a record of it.

Burk stated I agree that would be helpful.

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

Rogalski stated Burk told you about the cleanup project on Cache Road. The problem is when you start cleaning things up then the bad starts to stand out. When you take Cache Road to get onto I-44 there are four trees that need attention. One is down and three need to be trimmed.

Brown stated the cost of that area is \$1150. He has not been able to find equipment to clean it out the ditch.

Rogalski stated there is a channel in front of the armory. It does not drain so it holds water. That is why it is so difficult to clean. You need something that will come out from the side to be able to mow it.

Burk stated I thought we should put rock in there. I will talk with Bedrock about rock. We need a backhoe to come, dig it out, and then bring in the rock. We have trees growing up the side of the hill and it really looks bad. Do you have an estimate?

Brown stated not for the ditch. For the trees on the bank by the armory is \$2750. This includes nine trees and one is dead.

Burk stated there are also some dead trees in Elmer Thomas Park.

Hanna stated there are two. We have cut one of them up and we need to haul it off.

Burk stated a few years back we trimmed all the trees in the park. I think we are probably at a point where we need to do it again. If we cut the dead ones down you need to stump grind them so we can replant. Having those in the park makes LETA look bad. That is our signature park. I did asked the City Manager to have a crew go along the street curb and clean them up. Did we get another litter employee?

Hanna stated yes.

Burk stated when do they start.

Hanna stated we put the paperwork in this week.

Burk stated now we have two employees to pick up litter. I want them to weed eat the curb lines and someone using a shovel to scoop up the cigarette butts and trash.

Ezerski stated when we cleaned up along 38th Street we filled two bags with nothing but cigarette butts. It is sad and ridiculous.

Burk stated it causes a lot of drainage problems. Will you see that the litter guys are doing this?

Hanna stated yes.

Burk stated another issue are the sidewalks. The new sidewalks on 45th have grass a foot into them. How do we make people mow the grass to the fence line? Is that not the homeowner's easement and their responsibility.

Rogalski stated it is a little different on an arterial. Some are city maintained and some are not.

Hanna stated we do not mow and maintain fence line to fence line.

Greenhill stated a lot of 45th Street is two mower strips wide.

Burk stated when we hire the contractor we need to have them weed eat and take care of it as we did on Rogers Lane. That needs to be in every contract along every arterial. I am not certain how the property owners are supposed to do that on 45th because they have no gates. We have to fix it. Another complaint I have received is backyards. Can we do anything about backyards?

Greenhill stated we have to be able to see it from the right-of-way.

Rogalski stated people have a reasonable expectation of privacy. If the front yard is unreasonable then it is no longer private.

Ezerski asked what if the grass is growing through the fence.

Greenhill stated typically we try to find another violation that would allow us to send an Administrative Order. This gives us access to the property.

Burk stated I had a lady call me today because rats and snakes are coming from a neighbor's backyard.

Morford asked do we have a swimming pool ordinance on vacant homes.

Burk stated yes.

Brown stated there has to be at least a 4' fence around it.

Morford asked does the pool have to be covered.

Greenhill stated we drain them.

Morford stated there are a couple on 32nd Street that are vacant and bad.

Rogalski asked do you want to take any action on these estimates.

Burk stated as long as Hanna will get someone to clean the ditch. Then we will bring some rock in and make it look nice.

Rogalski stated there needs to be an engineering solution. If we can re-grate it where it drains and stays dry we might have solved the problem.

Ezerski asked do we need to put a drain in there.

Rogalski stated that is not a bad idea.

Burk stated the estimates are \$1150 and \$2750

Morford asked what about the trees in the park.

Burk stated we need to get a price on removal and stump grinding.

Hampton asked what did it cost to do the whole park.

Burk stated I believe \$15,000. The city needs to be responsible for that.

Motion by Ezerski, **Second** by Hampton, to approve the estimates for the tree trimming on Cache Road. **Aye:** Hampton; Hankins; McConnell; Morford; Smith; Symuleski; Tennis; Burk; Ezerski. **Nay:** None. **Motion Passed.**

2. Old Business

None

3. New Business

A. Approve minutes of June 12, 2019.

Motion by Hankins, **Second** by Morford, to approve the minutes of June 12, 2019. **Aye:** Hankins; McConnell; Morford; Smith; Symuleski; Tennis; Burk; Ezerski; Hampton. **Nay:** None. **Motion Passed.**

B. Consider approving a Memorandum of Understanding between the City of Lawton, Cameron University, and the Lawton Enhancement Trust Authority for the Cameron Community Mural Project, to include the purchase of an anti-graffiti coating to be applied by the artists following completion of the mural.

Rogalski stated we are asking you to enter into an MOU with Cameron for a project to enhance the community. They talked about doing artistic crosswalks but the traffic engineer had problems with this. They decided to do a mural at the underpass on 2nd Street located south of the mall. At this time, they are talking about doing one abutment. This MOU will cover any mural project between Cameron, the City of Lawton, and LETA. The concern was long-term maintenance. LETA is being asked to do two things. First is to pay for the graffiti coating. With this coating, you can power wash graffiti right off. Second is if at any time the mural becomes dilapidated LETA would be responsible for painting over the mural. With the protective coating, it will last a long time. Cameron has agreed to apply the coating. This is a significant beautification project for the community.

Burk stated this is a wonderful idea.

Ezerski asked do we know the cost.

Rogalski stated I do not.

Burk stated I believe the west side cost us around \$5000.

Rogalski stated today I am asking you to approve the MOU and not the cost.

Burk stated I would like to relook at the crosswalks. Bricktown has them so I do not understand why we cannot.

Morford asked what is the objection.

Rogalski stated the Association of American Transportation Highway Official have said they felt the painted crosswalks decrease the safety of the crosswalk. Your city engineer and attorney should rightly say they are concerned about painting the crosswalks. You are opening yourself up to liability because you have had prior notice.

Burk asked why would the City of Oklahoma City allow it.

Rogalski stated it is called taking risk. If you add signage highlighting the fact that there is a crosswalk you are mitigating the issue.

Symuleski asked do we have crosswalks that are visible now.

Burk stated probably not.

Rogalski stated at a stop-controlled intersection I cannot see how you are decreasing safety. Everybody has to stop.

Burk stated they look neat. I want to bring this back to council. Help me with an item.

Motion by Ezerski, Second by Hampton, to approve the Memorandum of Understanding. **Aye:** McConnell; Morford; Smith; Symuleski; Tennis; Burk; Ezerski; Hampton; Hankins. **Nay:** None. **Motion Passed.**

C. Consider allowing Lawton Proud to come under the umbrella of LETA and take action if necessary.

Burk stated we need to do this. The Chamber has been overseeing Lawton Proud and they have cut their funding. There are three or four people that run Lawton Proud and they are about to bale. I met with Vrska and Rivas and they asked to be placed under LETA's umbrella. I spoke with Albert Johnson, Jr. and he agreed it should go under LETA. When they met with the Chamber and broke the news to the CEO, she stated it would have to go before the board to get board approval. If they all quit it will not matter.

Symuleski asked why don't they just quit and then move over here.

Burk stated I do not want it to happen that way. If we approve this today then I am going to meet with Ragland. They raise their own money and they are not asking us for anything. They will still ask the Chamber for funding. They want to help us with some projects and get more involved doing what we do.

Motion by Morford, to allow Lawton Proud move under the umbrella of LETA.

Hampton stated I do not want our Facebook to become Lawton Proud. I agree we need to do this I just think we need to figure out how to keep it separate.

Ezerski stated I do not have a problem with putting their financials here but they need to stay their own entity.

Burk stated they want to be like Holiday In The Park and Children United. They will have their own line item and funding. We will not be telling them what to do.

Morford asked are they a 501(c)3.

Burk stated no. Lawton Proud, LETA and the Chamber all molded together. I want us all to broadcast each other and to work together.

Hampton stated there needs to be a bridge. In the structure in putting out information it is getting somewhat muddy on our page.

Burk asked have the rest of you seen it.

Tenis stated no.

Burk stated personally, I like it. Them telling of the things that are happening is enhancement and get people involved in our community. Our viewership has gone up.

Hampton stated I am not saying they should not put anything on our page.

Rogalski stated we need to keep our identities separate.

Hampton stated yes. The identities have to be somehow separate.

Burk stated I think that we have to understand they are their own entity. Coming under our umbrella as a 501(c)3 is a perfect idea because now they can do fund raisers. It is very hard to get donations through the Chamber because a lot of people don't like the Chamber. That is a sad thing for Lawton and we need to fix that. You do not fix it by forcing them to be under the Chamber.

Ezerski stated it is getting better.

Morford asked what is the danger even if they merge in. What is bad about it?

Hampton stated I do not think there is anything bad. We just need to separate our entities.

Morford stated I do not understand. We are not going to run them or anything like that.

Burk stated they would come under us for the purpose of our 501(c)3. We will have to approve all their funding raising efforts.

Ezerski stated Ragland is being a little reluctant due to the deal with LEDC. All of a sudden, stuff that the Chamber oversees is being taken away. Before long, what will we have left?

It is a perception that the Chamber is now losing its focus. There are many things the Chamber does that is more important than running Lawton Proud. This is kind of the mindset you will see when you talk to her.

Burk stated I understand. I do believe those involved are going to bale unless someone does something and I do not know of another person that can put on that kind of production.

Second by Hampton. **Aye:** Morford; Smith; Symuleski; Tennis; Burk; Ezerski; Hankins; McConnell. **Nay:** None. **Motion Passed.**

D. Choose Yard Of The Month for July.

Burk stated our choices today are:

2303 NW Dunstan Lane
8009 Cheswick
7609 Lancet Lane
7633 Andrews
1806 SW 48th
1701 Keystone Drive
1721 SW 47th
5565 Eisenhower Drive
4617 SE Mieling

All agreed on 2303 NW Dunstan Lane.

4. Announcements
5. Adjournment

There being no further business the meeting adjourned at 4:45 p.m.

Motion by Hankins, **Second** by Hampton, to adjourn. **Aye:** Smith; Symuleski; Tennis; Burk; Ezerski; Hankins; McConnell; Morford. **Nay:** None. **Motion Passed.**