

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
JULY 12, 2017

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

ROLL CALL:

PRESENT: Burk, Jay (entered late); Dismuke, Bob; Ezerski, Barry; Hampton, Allan; Hankins, Mary Ann; Morford, Bob; Sweeney, Kerry; Tennis, Michael.

ABSENT: Smith, Addie.

OTHER PRESENT: Kristin Huntley, Finance; Richard Rogalski, Planning; Jack Hanna, Park and Recreation; Denise Ezell, City Clerk's Office.

BUSINESS ITEMS:

1. Reports

A. Receive Treasurer Report and take action if necessary.

Huntley stated starting with the balance sheet you see the committed funds are down. The only thing left is the Milkweed Project. The Downtown Park is down because when I went to balance at the end of the year I realized some of those bills were paid from the wrong account. That has been corrected. Fresh Paint Days is in the negative but we have received a check from Housing to correct this. The majority of the \$18,000 in the Sidewalk Project was donations for the VA Center residents. The total in the bank was \$136,821.08. Under other current assets we have hotel/motel receivable in the amount of \$12,815.16. On the next page under income you have the hotel/motel and municipal fines for April and May. Under expenses for Fresh Paint Days is Sherwin Williams, miscellaneous donation is the camera you purchased for the Public Relations Director, beautification for the solar lights and sprinkler system for the splash pad, Playground in the Park you have the second half for the trash cans, repairs and maintenance is for 2nd Street and the splash pad. In your custodial accounts Freedom Festival has a sponsorship from City National Bank, the sidewalk project was bricks ordered and sponsorship for the VA Center. We had expenses for Fishing for Food, Freedom Festival and the Sidewalk Project. Our total net income of June was \$2,108.47. On the next page under revenue you have the hotel/motel tax, municipal fines through May. For municipal fines we collected \$63,189 and that was a little more than projected. Out total percentage collected was 88.1%. I thought this was very good. Under expenses LETA beautification went up because of the splash pad, professional fees went down because I had put the engineering expense for the Downtown Playground here and I shouldn't have. I took \$155 out of advertising and promotions because it was a Project Graduation expense, Playground In The Park is up due to the trash cans and Fresh Paint Days is up due to paint. On the next page the only thing pending is under beautification and that is the milkweed project. The last page has been projections all year and these are the

actual expenses and operating fund. LETA operating fund beginning cash was \$105,950.09, projected cash flow of \$44,881 and it was only \$21,870.03. Fresh Paint Days beginning cash flow was \$1,022.80, projected cash flow -\$1,000. It was higher because we didn't receive the check from Housing. Playground in the Park cash flow was \$18,217.78 and projected cash flow was -\$14,520. Are there any questions.

Motion by Dismuke, **Second** by Ezerski, to accept the treasurer's report. **Aye:** Dismuke; Ezerski; Hampton; Hankins; Morford; Sweeney; Tennis. **Nay:** None. **Motion Passed.**

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

Totte stated we have been performing our regular maintenance and the splash pad is complete. We do need to talk about the continued maintenance for the splash pad. We want to make certain grass doesn't grow in the front flowerbed and tree rings. I have a couple of estimates. One for the tree rings on Lee Blvd. to replace the Indian Hawthorns and one for the new pots on 2nd Street. There are 72 new pots for a total of 147 pots. Each grouping has 2 small pots and 1 large pot. In the large pot we alternated knock out roses and cone boxwoods. All the field soil will have to be removed and it will take 192 bags. I figured 192 bags of potting soil, 12 knockout roses, 12 cone boxwood, rocks for drainage and 48 flats of color.

Dismuke asked do you give us a discount. Some of this seems expensive.

Totte stated yes. For example at the garden center a flat is \$48 and \$25 to install for a total charge of \$72. You see we charged \$50 on this estimate. Also at the end of the estimate I reduced it by another \$1000. We have a contract with the city and LETA falls under this contract.

Hankins stated it seems every year we have weather issues.

Totte stated I have never seen the Hawthorns freeze like they did this year. Another option is an evergreen shrub or a dwarf yaupon.

Ezerski asked do you remember the last time we had a situation with the Hawthorns.

Totte stated I never remember one. Another problem is the irrigation. They make us turn the irrigation off at a certain point. Being really cold and dry isn't a good combination.

Ezerski asked do we have money set aside for the maintenance at the splash pad.

Rogalski stated you have just started a new fiscal year and all you have spent is the \$5000 on the splash pad landscaping. Before you approve the 2nd Street project I want to check on the maintenance bond. I did report the potting soil issue to Engineering and they were going to make certain it was changed. I would like to coordinate with Engineering and if they say do not replant we need to wait. There is probably a 2 year maintenance bond and if we remove them then we can't enforce the bond.

Totte stated did they not have to follow specs.

Rogalski stated yes but it was a part of the original plan. I don't believe the spec was followed. That is why I don't want to let them off the hook.

Totte stated I believe they planted dwarf crape myrtles on the corners.

Ezerski stated I think we need to hold off on 2nd Street.

Totte stated you need to check all the plantings. There is a difference in cost in a dwarf and a 5' tree.

Rogalski stated we need to make certain every single item is according to spec. If it wasn't it should be replaced or get a cost back. We need to wait on 2nd Street.

Motion by Ezerski, Second by Dismuke, to replace the Indian Hawthorns in the tree rings on Lee Blvd for an amount of \$4250. **Aye:** Ezerski; Hampton; Hankins; Morford; Sweeney; Tennis; Dismuke. **Nay:** None. **Motion Passed.**

Hankins asked will the splash pad need maintenance before the next meeting.

Totte stated I will take care of it this month and bring an estimate next month.

Ezerski stated we will hold off on any action on 2nd Street until next month.

Totte stated if the soil was changed that is news to me. Let me know if it was.

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

Huntley stated I have several that are retroactive. Fishing For Food to Walmart for \$51.08, Sam's Club, \$49.01 and \$91.43 and UPS Store for \$12.48. Freedom Festival to Academy for \$179.89, Lowes \$26.91 and \$161.84, Sherman Williams \$27.16, Billie Whipp \$87.51 and \$136, Journey Productions \$150.00, LATS \$99.50, Lawton Ice Company \$243.75, ARA Equipment Rentals \$2934, Star Fire Electric \$550, and Magic 95 \$495. Splash pad to Elliott's Concrete \$828, Bedrock Nursery \$17,217.50, Bedrock Irrigation \$9,533.40 and regular sprinkler maintenance to Bedrock for \$1,494.42.

Hankins asked have we previously approved all these.

Rogalski stated yes. Most of these are coming from the custodial accounts.

Motion by Ezerski, Second by Tennis, to approve all invoices, requisitions, and all other submitted materials for payment. **Aye:** Ezerski; Hampton; Hankins; Morford; Sweeney; Tennis; Dismuke. **Nay:** None. **Motion Passed.**

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

Hankins stated Hanna isn't with us today.

E. Receive report from Public Relations Committee and take action if necessary.

Ezerski stated a press release was done for the Splash Pad and it was covered well by the TV, newspaper and radio. I don't know of a lot that we have for the next several months. I'll look around and see what I can do.

Hankins stated we appreciate it. You always do a great job.

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

Hankins stated a few of our businesses are looking really bad. Most of them don't fall under the landscape ordinance. China Wok on Cache Road is terrible.

Rogalski stated with all the rain the grass has grown so fast. Once a complaint is made an inspector has to inspect it. Then a letter is sent giving them 10 days to correct the situation. After 10 days the inspector goes back and if the situation hasn't been corrected he goes back and does a work order for the contractor to go mow. The process takes a little more than 2 weeks and by then it is totally out of control.

Hankins stated I know it is hard to keep up.

G. Receive report from Website and Facebook Committee and take action if necessary.

Hampton stated we have had a lot of post about the splash park.

Burk stated there is no doubt that the splash pad was a hit.

Ezerski stated Ihler stated there were 1,300 that visited on Saturday and 1,700 on Sunday.

Burk stated it looked great. It is open from noon to 6:00 Tuesday through Sunday. There is always a staff person on site. It was designed so we could add another 2,500 square feet. All we need is to pour the concrete and add the water feature. We need to install the 2 speed tables so it forces you to slow down through the area. It was great and thanks to everyone.

H. Receive report from Neighborhood Services.

Burk stated they are very busy. Due to the rain they are really behind. It has been a nightmare.

2. New Business

A. Discuss medians on Sheridan Road and take action if necessary.

Burk stated I would like to strike this until next month. I would like for Totte to be here when we discuss this.

B. Discuss Elmer Thomas Park Splash Pad and take action if necessary.

Burk stated I don't believe there is anything financially at this time we need to worry about.

Ezerski stated Totte will be bringing an estimate next month for maintenance. He agreed to take care of it this month.

Burk stated I don't want this mowed with a brush hog. Everything he did was top notch and I want to keep it that way.

C. Discuss the pots located on 2nd Street and take action if necessary.

Hankins stated Totte brought us an estimate.

Ezerski stated we tabled this item due to the maintenance bond.

Rogalski stated we need to wait until we know for certain that we are not letting the contractor off the hook.

Burk stated I don't want this to go forever without the proper landscaping. I personally stopped and pulled weeds from the pots and there are several dead plants.

Rogalski stated that all should be in the maintenance bond. I want to get all the details.

Burk stated great.

D. Consider approving the Yard of the Month for July.

Burk stated the following addresses are for Yard of the Month:

3607 NW Arlington
3615 NW 35th Street
704 NW Heinzwood
115 NW 36th Street
901 Arlington
1607 NW 36th

All agreed on 1607 NW 36th Street.

3. Old Business

None

4. Announcements

Burk asked can we get a site triangle done for the medians on north Sheridan. There are 2 or 3 that I would like to landscape before you go onto Fort Sill. This is the main entrance for Fort Sill. I would also like to start working on the old Stripes store. It has been boarded for a long time. I believe it belongs to Mansel. Neighborhood Services needs to inspect Walgreens on 67th Street and the new theatre. They look horrible.

Bennett stated I spoke to the theatre in November and the regional manager is working on it. They have a quote and plan to start replanting on the 15th.

Burk stated it is horrible. I appreciate the fact we send letter but we shouldn't have to inspect that property every 2 or 3 months. There needs to be a point where enough is enough. I believe we need to start issuing citations. Whoever is mowing the CVS located at Sheridan and Cache Road allows the grass and debris to go into the drainage and when it rains it floods several of those parking lots.

Rogalski stated CVS is responsible for the drain if it is in their parking lot.

Burk stated we need to write a citation for this also. I hate to be this way but we are going to have to do something.

Rogalski stated we will change the warning letter to state if they are out of compliance within the next 60 days a citation will be issued. Neighborhood Services can also issue citations but the court manager isn't in favor of it. A citation is a better idea for commercial businesses.

Hankins asked would it be effective for the community to call these businesses.

Ezerski stated if you are one of their regular customers then definitely.

Rogalski stated some of the businesses do monitor Facebook.

Ezerski stated to receive bad reviews on the internet is a kiss of death.

Morford asked do they write citations for littering.

Burk stated not that I'm aware of. This isn't a priority.

Hankins stated maybe the sentinels could.

Burk stated they don't have the authority to issue citations.

Rogalski stated you might think about giving an award to the officer that writes the most littering citations. I applied for a grant from the Oklahoma Strategic Military Planning Commission for sidewalks at Elmer Thomas Park. The project was approved so we will be placing sidewalks from the dam at Lake Helen around to the flag pole.

Burk stated I think we have enough bollard lighting left to go around it.

5. Adjournment

There being no further business the meeting adjourned at 4:10 p.m.

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