

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
AUGUST 8, 2018

Jay Burk, 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; Coody, Joshua; Ezerski, Barry; Hampton, Allen; Hankins, Mary Ann; Morford, Robert; Peters, Jo; Smith, Addie; Sweeney, Kerry.

ABSENT: Tennis, Michael; Walters, Lynda.

OTHER PRESENT: Richard Rogalski and Charlotte Brown, Planning; Jack Hanna, Parks and Recreation; Brock Greenhill, Neighborhood Services; Diane Branstetter, Finance Director; Onreka Johnson, Ward 7 Councilwomen.

BUSINESS ITEMS:

1. Reports

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

Totte asked what about the proposal for City Hall.

Burk stated they are still working on that.

Totte asked what about 2nd Street.

Burk stated we would like for you to keep the pots and beds under control. We did receive a little relief. The City accepted the project sooner than we should have.

Totte stated I'll keep it but it isn't going to look like the other areas.

Burk stated once we have this finalized I'll let you know. I think we will be fine but it is going to take some time.

Rogalski asked when were you planning on working on the pots.

Totte stated we might get them cleared and refilled but won't plant until fall.

Burk stated Thank you.

B. Receive Treasurer Report and take action if necessary.

Rogalski stated we have the new Finance Director with us today. This is Diane Branstetter.

Burk stated welcome aboard.

Rogalski stated your account balance is \$143,376.28. Our current accounts payable was \$1,000.97 and then you have your assets. On the budget and expense tracker your income is \$24.42 for the year, your expenses are \$537.72 and your committed funds are \$37,209. On the next page you see where those funds are committed. Your interest income was \$24.42, advertising \$155, repairs and maintenance \$350, supplies \$27.95, Freedom Festival income of \$635 and their expenses were \$4,478.56. Every year on hotel/motel there is an overage of what was budgeted for the prior year. In the second line item of your budget we include \$1,605 and the number should have been \$2,814. We need to change that line item to reflect the \$2,814. This reduces your LETA reserve from \$28,695 to \$27,486.

Burk stated we try to project our 5% allocation each year in advance. The amount the city includes in their budget for hotel/motel we estimate our 5% from that number. When we passed our budget we use the figure of \$1605 and what was actually collected was \$2,814 more than projected. We need to amend our budget. Another income is the 10% we receive from the gate fee that is collected at the landfill. At this time we are not certain what that number will be. Diane, we would like to receive our income payments on a regular basis. In the past I have to scream and holler for LETA to be paid. This is not good. This is usually because someone is holding up the reins in Financial Services. I don't care if we receive it quarterly or monthly as long as we receive it on a regular basis.

Rogalski stated there were landfill fees that were collected in the last fiscal year that we still don't have. Once we receive that amount that will be another budget amendment.

Burk stated we would appreciate you figuring this out for us. We would like to get our money in the bank. Are there any questions about the report or the amendment?

Motion by Morford, Second by Sweeney, to accept the treasurer's report and to amend the budget. **Aye:** Coody, Ezerski, Hampton; Hankins; Morford; Peters; Smith; Sweeney; Burk. **Nay:** None. **Motion Passed.**

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

Rogalski stated we have a check to City National Bank for checks in the amount of \$27,95, Wicks for website hosting in the amount of \$155, Bedrock for the playground and butterfly garden for \$550.28 and City of Lawton for postage in the amount of \$1.22; Bedrock Nursery for repairs and maintenance and yard of the months award for \$950.

Burk stated this just baffles me. They can't keep up with the \$4000 that is owed to us monthly but they can bill us for \$1.22. That is the darnedest thing I've ever seen in my life.

Branstetter stated this is just a suggestion but I would approve the expenditures before the report is given.

Burk stated good idea.

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

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

Cheatwood stated I have given you an overview of the proposed policy. The first sheet is just an overview. We were working at implementing a system within our existing system that we have with the City of Lawton. We recommend that Phase I be like a master level policy. I have listed the components we feel should be a part of it. We have a rough draft and we feel we are ready for someone to take a look at it. We need input as far as responsibility of staffing and team approach. We have Parks and Recreation and the entities within there that would be involved. We need the expertise in case there was some type of incident to where there could be a response team should there be damage to a building and for planning purposes. The committee's commission and goals are: history, definitions, grants and funding. Our committee is basically focused on historic buildings and cultural items for the City of Lawton. This is what we have written so far. We have a rough draft and it is ready for other eyes. The Phase II component is referred to as City of Lawton real estate. It is limited to buildings that are on the National Register of Historic Places. We have the administrative portion identified as well as we are looking at the SHIPO standards, definitions, policy and art standards. Those who work in historic buildings are looked at as tenants. This help document that you work in a historic building and here are some things to help educate you about the building and how to preserve it for the next generation. Right now we have 4 specific buildings listed. Another reason for doing it in phases is so it isn't so overwhelming. Phase III would be the personnel property which includes public art and fine art management. I think we can possibly work Phase II and III simultaneously. Phase IV would be the historic treasures, furnishing and other items. An example is the benches that were at Carnegie Library. Those are now in the City Courthouse. Carnegie Library at one time was old town hall and there are photos documenting those pews. I believe they have plans of using some of those in the new Public Safety Building. Phase V would be the historical archives. The City of Lawton has some documents that are of historical importance. We are looking at the Museum of The Great Plains to be our designated historical archive. There is a letter from President Ford to Urban Renewal and a shovel from a facility that was going out by the airport. We have some interesting pieces of history that we don't want the future generations to miss out on.

Burk stated this is wonderful. Thanks for all you are doing. I believe it is a must for our city.

Hankins asked what about the windows at Carnegie Library.

Hanna stated I'll cover that in my report.

Cheatwood stated I need a recommendation on who should take a peek at what we have done.

Hanna stated I think you need to let the City and Assistant City Manager look at it. Ultimately this is going to be a funding source issue. We have to get everyone on board to make this happen and if we don't it will be tough to do it the right way.

Hampton stated more tweaking needs to be done.

Burk stated I don't think we want to get into the situation that the State has gotten themselves into. We don't have millions of dollars to fix it. McMahon has made it very clear they don't provide maintenance. I think once they find out that we have a plan for maintenance they will be a lot more interested in helping. I'm concerned that some of our art work is not being maintained the way I would like to see it maintained.

Morford stated it is just stacked in a closet.

Cheatwood stated this building is under lease with Lawton Public Schools and there is a requirement within the lease that the building remains on the National Register for Historic Places.

Burk stated this is a beautiful place and we want to keep it that way. To make repairs you need a maintenance budget and we haven't done a good job of that.

Cheatwood stated I will forward this to Vrska, the City Manager and the Assistant City Manager for their review. On August 22nd we need to designate within this building where are the public areas and the historic walls. We are looking for some granite slabs from the class of 1937 that was embedded in the dirt. Those are at LPS and we haven't located them yet. We want to find photos so we can see how they will fit in the landscaping here.

Hanna stated I searched for those about 18 months ago and didn't locate them. Page is adamant they are there.

Cheatwood stated it would be advisable for someone to do a presentation of the landscaping plans to the CPC group.

Burk stated from the pictures I have seen there wasn't much landscaping here before. As long as it is not on the building I don't think it will be inappropriate for the building. I don't know how landscaping could be inappropriate.

Cheatwood stated I think in listening to the committee it is just awareness and planning.

Rogalski stated we have some sketches we could bring to you.

Cheatwood stated thank you.

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

Hanna stated we are installing new windows at Carnegie Hall. Sixteen of them are complete. The wood was ordered from Denmark and it has a life expectancy of 50 years. I would like to renovate the inside but it is going to take some funding. It is extremely old. We have received some grants to do some updates. On the Owens Multi-Purpose Center we are remodeling the restrooms. The doorways are very narrow and if you are handicap it is a struggle getting inside. We will be remodeling those bathrooms to make them ADA compliant. We will be making a ramp out front that will be accessible when you pull up instead of walking to the north end and we will be putting in a maple gym floor. This grant is for \$90,000 which will make a huge impact.

Ezerski asked where did you receive the grant from.

Hanna stated Housing and Community Development block grant. The Patterson Center will get new siding and Belmont Splash Pad we are adding a concrete section to the north side, putting up a shade structure, adding 3 picnic tables and redoing the fence. We hope to get all this done within the next 12 to 18 months. We have a PO for the light on the flag pole at Elmer Thomas Park. We are doing a lot of behind the scenes work right now and hopefully within the next 12 to 18 month you will see it. I'm working with a Boy Scout who is looking for a project. This is Max Sasseen's youngest son and I believe he will come to LETA to ask for assistance. We are talking about a gazebo in Elmer Thomas. I have some seed money to help get it started. He is looking at a 50 x 50 gazebo with a roof with an American Flag theme. I have seen a drawing and this will be a nice addition. This will be a place you can use for weddings or family BBQ's.

Burk stated Sasseen does an excellent job when he does a project. This will be a nice addition to the park. I'm excited. Sasseen has found the light that are LED and change color for the Christmas tree in the park. This is the largest tree in the State of Oklahoma.

Hanna stated it will cost about \$8000 to redo the tree.

Burk stated he talked about getting the hookup where the sound can be heard outside your cars. He would like for you to be able to get out and walk the area. They are hoping that LETA will help with this expense.

Hanna stated everything we have will interchange with what he wants to do. Each bulb has a modular with 3 color so you can do different designs. You can have up to 16 colors on 1 bulb. It is very impressive.

Burk stated maybe every year or every other year LETA can purchase a display. Holiday in the Park is huge for the community and has come a long way.

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

Ezerski stated I don't have any updates today.

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

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

Hampton stated we had 11,000 likes and 100 followers last month. The skateboard park was the last thing we promoted.

Vrska stated it has been hard to get the last couple of Yards of the Month on Facebook. I have had to reschedule with one gentleman twice. We will share those stories soon.

Hampton stated you mentioned something that your business was using to do promotions.

Burk stated Main Street Hub.

Hampton stated I thought that might be something we might consider.

Item K was considered next.

K. Receive report from Website Committee and take action if necessary.

Hankins stated I thought the website we had was okay but that was clarified for me.

Hampton stated we had decided to make the website a business card until we could find someone to keep it updated.

Hankins stated the main thing we were concerned about was Bill's presentation of artwork. We didn't care of any of it.

Vrska stated she is referring to the logo's and Rogalski and I met with Bill. I think it is importance we have a contact before we decide to move forward with assigning him work. Rogalski have you had a chance to go through the contract.

Rogalski stated I haven't.

Vrska stated if we go forward there are some additional ideas as far as the redesign of the logo.

Rogalski stated he wants us to give him some direction on the logo. I agree we don't want to give him any directions until we have a contract. We need to meet and decide the directions we want to give him.

Hankins stated we didn't like the ink of the graphics.

Burk stated I agree. We need a contract with a flat number and then tell him what we are looking for.

Vrska asked does the committee want to meet again to go through all the details. There were other details that I was under the impression would be included, incorporated or managed by him, such as design and upkeep, that really isn't the case. For example the GIS Location or LETA projects and maps. He stated basically we would find a company to do it and then provide him the link and he would upload it to the site. Why would we pay another company? Another example is voting for Yard of the Month digitally. He said we could go through Survey Monkey and then send him the link to upload. That is something I could potentially do so why would we pay for something like that. We need to really go through and figure out what is included and what it is going to cost us.

Hankins stated if it is a website static we have that.

Vrska stated exactly.

Burk stated it sounds to me like the committee needs to decide if we want to put this out for others to look at. If he can't provide some of this maybe he isn't the company to go with.

Vrska stated there are several companies out there.

Hampton stated it is import that we ask these companies to give us a list of features they can provide us so we have a pool to choose from.

Burk stated maybe we need to have another meeting and send it out to other companies and get quotes. Thank you.

I. Receive report from Neighborhood Services.

Burk stated I don't know why the old Stripes on Sheridan can't be address. It is the first think you see when you enter Fort Sill. What is the policy on how long a building can be boarded?

Greenhill stated 18 months.

Burk stated this has been boarded for 18 years. It is out of control. Has anything been done to the property on Smith.

Greenhill stated Smith was set to go to Council. It has a new owner due to County resale. I met with the new owner and she wants to put in a restaurant. I ask her to come back in a month so I could see why type of progress she had made. She has made no progress so we will be taking it to Council.

Burk asked how can she own a little sliver of the building.

Greenhill stated I'll go look at the assessors and see what can be done.

Hankins stated are you kidding that a place can be boarded up for 18 months.

Burk stated yes. Everyone needs to send us emails when you find something boarded so we can get the clock ticking.

Greenhill stated since February 1st we have torn down 33 houses. I talked with Marti in Revenue Services about inactive water accounts. We are going to be looking at those who have had an inactive account since January 2015. The Fire Department sends us all their fire issues. Some of these the property owner's care about the property but their heirs don't. We have entered into an Agreed Order with some. This is good for the city. It is a lawsuit between the property owner and the city that states if the owner doesn't fix or tear down the property the city will tear it down. This is signed before a judge so everyone is aware of the situation.

Ezerski stated I have been cutting the front yard of an abandoned house for the last year. The back yard hasn't been cut since June of last year. It is behind a fence and you can't see it. Is there anything you can do about the back yard?

Greenhill stated if you let the front yard get into violation then we have probably cause.

Burk stated wild animals, snakes, rats are all reasons to enter the property.

Ezerski stated we do have snakes in the backyard now.

Greenhill stated where do you live.

Ezerski stated 2808 NE Scottsdale Circle.

Greenhill stated I'll look at it. The Code Enforcement class we attend is very specific on what it means when you have a privacy fence. The words they use is "reasonable expectation of privacy". Until we have reasonable suspension we try to avoid going inside.

Burk stated I know as a neighbor it is aggravating and it hurts your property value. Please don't hesitate to call or email about problems you have in your neighborhood.

Morford asked is there any kind of preventive program.

Greenhill stated it if isn't in violation it is hard to do anything. I would love to find ways to be proactive. I have talked to the guys about doing a PSA about tall weeds and wild animals. Reality is a lot of people plead ignorant that they didn't know it was their responsibility. The more we get out in front letting people know their responsibilities the less they can plead ignorant. I went to 3 Neighborhood Watch meeting last month. People hate to deal with their easements. Usually it is behind their fence and inconvenient to get to. Some generally don't

know they are responsible for that easement. Our top 4 violations are improper storage, junk and debris, junk vehicles and tall weeds and grass.

Vrska stated we can probably do something monthly or weekly whatever you want.

Burk stated I get upset when I see some of our commercial business that are out of compliance but then I see our drainage ditches and I think how can I say anything when we are in violation. If you see city properties in violation please let Rogalski know. I would like to see us start a project called "Clean Up Your Curbs". People need to weed eat their curb lines. Grass is growing in the streets. Maybe we could get volunteers to go from neighborhood to neighborhood to edge the curbs.

Rogalski stated we have a group through the Comanche County Health Department that is working on a program called "The Neighborhood Revitalization Program". The idea comes from the "I Care" program. It was started in Shreveport Louisiana and Shawnee has a version of it. You are identifying yourself as a neighborhood who cares. You put a sign in your yard that says "I Care". The problem with a lot of neighborhoods is you have rentals and renters just don't take part in the neighborhood. They don't feel connected so you have disconnectivity. A program that goes into the neighborhoods to help them clean up might work. This is the stuff that says "I Care". Though our CDBG program they are funding 2 of the Neighborhood Services officers in specific neighborhoods. We are trying to get the community to see there is a need.

Ezerski stated as a property manager half the battle is getting the tenant to call when they have a problem. Sixty-six percent of the homes in Lawton are investment properties and like you said tenants just don't have the same buy in as an owner does. It is frustrating.

Rogalski stated I agree. Can we change that?

Ezerski stated I think if we pointed out stuff to people and if they are renting then tell the landlord. It will help you and everyone around you.

Burk stated it is frustrating. We also have to address the main streets where businesses are. We need a dirty gram to send to businesses telling them to get their properties cleaned up.

Smith stated this is for my Ward. Everything you have addressed is for Ward 7. We have a group that goes around and cleans up property that isn't theirs. There is an abundance of boarded homes in my community.

Burk asked thank you.

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

Rogalski stated we had another skate park design meeting and it was productive. The kids loved the design and made some constructive changes. LETA approved \$2500 to purchase paint to resurface the existing park and instead of hiring someone to put it on we are going to

work with that group of skaters to put it on. We would like to create a PR incident and maybe raise some money for the new park. We have received quotes for the landscaping here at City Hall and we need to get another one. The Farmer's Market group is working with a grant writer, Lori Neal Bowman. LETA may want to look at retaining a grant writer. They are not expensive and it could potentially bring in a good return.

Burk stated Tony Griffith came and talked to me about writing grants for us. He would charge 3% and that is only if we receive the grant. He would help oversee the project and get a percentage of the project cost. I told him to get a contract so we could approve it and we would figure out a way to make it happen.

Hanna stated I think it was just 3%.

2. Old Business

A. Consider allowing a Rock Garden to be placed in Elmer Thomas Park by Emmanuel Alfaro.

Hanna stated he isn't here again today.

Burk stated let's strike this item from the agenda unless we hear from him again.

B. Receive presentation on "Bag It Up" and take action if necessary. (Onreka Johnson)

Burk stated this is Onreka Johnson the Councilwoman for Ward 7.

Johnson stated I want to talk a little about what Rogalski touched on. I went to Shawnee to check out the "I Care" program. It is awesome. There are 3 parts to the concept. They train community leaders within the community instead of bringing someone from the outside in. They train block leaders who are responsible for their block. They will bring different projects to the community to help with the disconnect. This helps you to get to know your neighbors. Bag It Up started with my daughter, grandson and me. We were at a park in the Lawton View area and we saw a lot of trash so we started picking it up. My daughter made the statement we need to pick the trash up all the time. So since May we have been out there every single Tuesday on 11th Street and 17th Street. We have found there is a lot of trash because people aren't "bagging it up". They throw their trash in the cans or dumpsters and when it is dumped the wind blows it all over the place. We have notice it more in certain areas along the fence lines and in tall grass. We have gotten the community involved such as churches and young people doing community service. We have probably bagged 200 bags of trash with over 200 hours per person. The City of Lawton has proved the bags and gloves which has been great. Now I have churches calling wanting their youth groups to volunteer. We are coming to you with a solution for the disconnect of renters versus owners. The "Community Initiative" that Rogalski talked about we are piloting that in Lawton View and Ranch Oak. They will have a sign in their yard that says "I Care". This simple means your care about your neighborhood. We are not asking you to do anything outside of what you are already doing. If you haven't seen your neighbor in a couple of

day and the paper is piling up go knock on the door to make certain everything is okay. This shows you care. In Shawnee they have a map with dots on every area where a sign has been placed. It is amazing. It almost takes over the whole town. We want to do this eventually throughout the whole city. We started with “Bag It Up” and now “I Care. I wanted to come to you to let you know that we have these efforts going on and we are trying to bridge the gap between the citizens. At some time I may come back begging for help. We are need of grapplers and safety vest. We do have Trash Off t-shirts but eventually we will need to purchase t-shirts. Thank you for this opportunity and we will keep you posted.

Burk stated thank you so much.

3. New Business

A. Approve minutes of July 11, 2018.

Motion by Morford, **Second** by Coody, to approve the minutes of July 11, 2018. **Aye:** Hampton; Hankins; Morford; Peters; Smith; Sweeney; Burk; Coody; Ezerski. **Nay:** None. **Motion Passed.**

B. Nominate a yard of the month for July and take action if necessary.

Burk stated the yards available are:

7805 NW Brady Way
7921 Folkstone
802 NW Seaton Place
1711 NW Elm
1912 NW Elm

After the discussion they choose 7921 Folkstone as the yard of the month for July.

4. Announcements

5. Adjournment

There being no further business the meeting adjourned at 5:00 p.m.

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