

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
AUGUST 10, 2016

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 were posted on the City Hall notice board as required by law.

ROLL CALL:

PRESENT: Burk, Jay (entered late); Dismuke, Bob; Hampton, Alan; Hankins, Mary Ann; Morford, Robert; Smith, Addie; Sweeney, Kerry.

ABSENT: Duffy, Andrew; Ezerski, Barry; Tennis, Michael.

OTHER PRESENT: J.I. Johnson and Scott Powers, Finance; Richard Rogalski and Charlotte Brown, Planning; Jack Hanna and Keith Neitzke, Park and Recreation; Joshua Leach, Neighborhood Services; Denise Ezell, City Clerks Office.

BUSINESS ITEMS:

1. Reports

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

Totte stated there have been a couple of sprinkler issues and we are looking at those. 2nd Street is about done. Only a couple of minor things left to do. A couple of the pots by Nissan are either not getting watered or not getting enough water and I'm taking care of that. The power box issue has been resolved.

Rogalski asked have you replaced the broken pots.

Totte stated yes. The City had extras and we used those. They are plumbed and ready to go.

Neitzke stated we have used all the extras pots that we had.

Totte stated I emailed you about a stolen box on 11th Street but there was miscommunication on that box. There was a pedestal that was empty and they thought the box had been stolen. It was just an unused pedestal. There is an area on the east side that is not being watered and we are working on that now. We will hand water it until we get it fixed.

Hankins asked when do we change to the fall plantings.

Totte stated October.

Morford asked can we plant milkweed with the flowers to help the butterflies during their migration.

Totte stated I have never done that before but I guess we could.

Sweeney asked is that for the monarchs.

Morford stated yes. We plant flowers in several spots and if we could add milkweed it might help.

Hankins stated that is certainly a good idea.

Sweeney stated I think it would be good thing to look into.

Totte stated I'll do some research to see what I can find out.

Dismuke stated I had asked you look at the trees at Eisenhower Junior High and give us an estimate. They look ragged. Maybe we could shape them or cut them down.

Totte stated the time to do that would be in November.

Hankins stated Eisenhower really looks better.

Dismuke stated it does but we need to do something with the Junior High. They are going to tear it down in a few years but the trees look really ugly. I don't think it will take much to trim them. Look at it and let us know.

Totte stated okay.

B. Receive Treasurer Report and take action if necessary.

Rogalski stated it looks different.

Powell stated I cleaned it up a bit. At the top is LETA's with their regular operating expenses, Playground In The Park, Fresh Paint Day, Skate Park and Eye Candy Banquet. The rest is at the bottom in the custodial accounts. This is so you can see what belongs to LETA. The only income for July was \$10.07 in interest. Under expenses you had \$455 for advertising and promotion, \$4,556.75 for professional fees to Guernsey, \$225 for Yard of the Month to Mazzo Photography for a net income of -\$5,226.68. In the custodial account income for Freedom Festival was \$1,711, expenses of \$17,218.98 for a net income of -\$20,734.66. The next page is the balance sheet and you see there is \$140,550.70 in the bank at the end of July with \$90,435.16 being LETA money. The next page is your budget sheet. The only change was the interest for July at the top. Most of the changes are at the bottom. The first column is the approved budget, the second year to date expenses, third projects that have been approved and last is the remaining budget. The next page details what the large projects are. You have LETA Beautification, Repairs Maintenance and Replanting and Grant Awards and Miscellaneous

Donations. The last page shows you the 3 different funds LETA is responsible for. You see we plan on spending \$44,480 more than we collect and that will leave the cash balance at \$61,470.09. This lets you know where you stand in case you want to spend money on something.

Rogalski stated I thought Fresh Paint days only had \$25.

Brown stated we received \$1000 from Walmart.

Rogalski stated I believe there was a typo in the budget on the hotel/motel tax allocation. After redoing the math I came up with \$56,170 instead of \$56,570. I'll fix that and bring it back.

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

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

Hanna stated not a lot to report. We are still getting quotes on the fence at the playground.

Dismuke asked what did you find out about Wilson Park.

Hanna stated we are uncertain. In one place it shows to belong to the City and in another it shows to belong to an individual.

Dismuke stated the City has mowed it for years. It would be nice not to have to do that.

Hanna stated we have a special meeting on August 17th to go over all the parks with Council. We would like to place some of them on the surplus sale.

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

Burk stated the billboard is running the Yard of the Month and looks nice.

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

Nothing to report.

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

Hampton stated I'll cover the website and Facebook at this time. We are trying to figure out PayPal for the website. The City of Lawton hasn't gone digital and done a PayPal. Tanner and I talked with the City Attorney and the City Manager. Ihler called finance and they are working out the details. There is a question of accountability. I had a PayPal set up and we decided it would be best if the City set those up.

Burk stated LETA has a PayPal account. The way this will be handled is everything will be check through finance and they will see it goes to the right account. I have spoke with legal and the City Manager and we are not going to have multiple PayPal accounts. There should be a place where you can designate where you want your donation to go. We need to inform everyone to specify where they want their donation to go.

Hampton stated there is an account but there are some details that need to be worked out.

Burk stated we should be able to put a link on our website.

Hampton stated I have set up a webpage for Ron Stephens with a PayPal link.

Burk stated we will make certain the money goes where it is suppose to go. The website and Facebook looks great. We may want to look into boosting a post. The cost is around \$20 but it turns a post into 4 or 5,000 seeing the post. It gets the word out 100 times faster.

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

Covered above.

2. New Business

A. Consider approving the minutes of July 13, 2016.

Motion by Morford, Second by Smith, to approve the minutes of July 13, 2016. **Aye:** Hampton; Morford; Smith; Burk; Dismuke. **Abstain:** Hankins; Sweeney. **Nay:** None. **Motion Passed.**

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

Powell stated I have one check for Guensey in the amount of \$4,556.75.

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

C. Discuss the Ron Stephens Stadium and take action if necessary.

Morford stated the wall at the stadium has fallen. There is a group that has gotten together and we are trying to rebuild it. There is historical significance in the stadium and LPS still use the facility. We are asking LETA to help fund the project with \$10,000 to get the project going. Minnette Page is going to try and have the facility placed on the Historical Roll.

Holsinger stated before I start I would like to thank LETA for honoring me as the Volunteer of the Year for 2015. We are trying to plug a hole on the south side of the stadium. It

is an eyesore to the city and to the Lawton Community Theatre. We are asking for \$10,000 to help with this project. This is an LPS facility and we are working with them and an architect. We hope to hire the architect to have plans drawn and then assess the cost. A couple of contractors have looked at it and the price varies from \$60,000 to \$100,000 depending on what we decide to do. That includes a roof for the concession stand where they store equipment. We would like to get a commitment for \$10,000 so we can go to the McMahon Foundation with that in hand. We are also using the media to get donations. We have a Facebook and website, we are gathering names of alumni's, Georgia Williams is going to do a blog, Herb Jacobs at the paper is going to push it and the Chamber of Commerce has agreed to help. There are a few things we need before we can really push the project. We need estimates, to be placed on the Historical Roll, get the School Board's approval and then on to the City.

Motion by Morford, Second by Dismuke, for LETA to donate \$10,000 towards the Ron Stephens Stadium project to rebuild the south wall.

Burk stated I would like to see us keep the stadium. Oklahoma City redid an old stadium and left the original structure.

Morford stated we want to keep it the way it was.

Burk stated it needs some updates and I would love to see those done. This is a great start. I totally support this project.

Page stated Morford and I have always talked about preserving the stadium. A lot of famous football players played on that field and we are contacting them for donations. When Roger Staubach played for New Mexico Military Institute they played Cameron and lost. Of course he doesn't have that on his resume. I saw Darryl Royal play and the Wolverines beat Hollis. There is a lot of history in the stadium. I appreciate what you are doing and it will be wonderful to save it. Thank you.

Rogalski stated you have \$30,000 uncommitted in beautification projects, \$10,000 uncommitted in beautification grants and \$10,000 uncommitted in miscellaneous donations.

Burk asked has Lawton High come with an actual plan.

Rogalski stated yes.

Sweeney stated Paige Michener called me to make certain the funds were still available.

Rogalski stated I would say this was a grant or miscellaneous donation.

Powell stated I thought the beautification projects were for projects LETA was actually doing and paying for directly. Grants and donations are where you give money to individuals.

Burk stated I agree. We have \$15,000 for grants and miscellaneous donations. I suggest we take it from there.

Rogalski asked is it a donation or a grant.

Burk stated a grant. This is seed money. They must raise the rest of the rest of the money before receiving the \$10,000.

Holsinger stated we would like to have part of the money up front to help with expenses.

Hanna stated in 1998 or 1999 LPS did a study and they found there were no footings. This is the reason there are cracks and the wall is falling.

Holsinger stated the wall is sitting on the ground. We will probably take out about 50' on both sides. The wall is slanting and for safety purposes we need to correct it. Taking out the wall to the west creates a problem with the equipment shed so we have to replace the roof. LPS will be paying for the architect but we need some capability of having money to spend on other things. We will do a report as needed.

Burk stated absolutely.

Aye: Hampton; Hankins; Morford (before Morford left the room he requested to vote Aye); Smith; Sweeney; Burk; Dismuke. **Nay:** None. **Motion Passed.**

D. Consider Approving Limited Services Agreement between the City of Lawton and the Lawton Enhancement Trust Authority.

Rogalski stated this is your annual funding agreement. It starts with 2 sources of funding. First is the hotel/motel and second the municipal fines. We have made some corrections to the agreement and updated the Council resolution. The municipal fines will go directly into the account once they are collected. Hotel/motel works like our grants. It is a reimbursement. We have to actually spend the money before we receive it.

Burk asked how much was the last portion that we received.

Powell stated I'm not certain.

Motion by Sweeney, **Second** by Hankins, to approve the Limited Services Agreement between the City of Lawton and the Lawton Enhancement Trust Authority. **Aye:** Hankins; Smith; Sweeney; Burk; Dismuke; Hampton. **Nay:** None. **Motion Passed.**

E. Consider awarding a grant to the Lawton Airport Authority for landscaping at the Lawton Fort Sill Regional Airport.

McNally stated we have talked about how bad the entrance/exit road to the airport looks. We had junipers there but we lost a lot of them. We will be removing those and this leaves a lot of bare space. The 11th Street Project is beautiful. It might be a consideration of bringing some of that down the entrance road. On the right side of the exit road you have the golf course so we

will not need to landscape that side. We might want to do something in the center median. I would love to come back to you with a plan. I don't know how much of this you might be interested in participating in. We will be receiving a grant for the terminal within the next few years and there will be some landscaping include the front of the terminal. If we could tie that into the entrance/exit road I think it would make such a beautiful first impression for those coming into the front door of our city. You may even want to do this in phases.

Burk stated we got a grant from McMahon for the 11th Street Project. Once you have a plan we will need to see what LETA is willing to contribute and then see if McMahon is willing to contribute.

McNally asked would LETA or the airport approach the McMahon Foundation.

Burk stated we would do it together.

Rogalski asked do you have somebody that can do a plan for you.

McNally stated no. I would have to contract something out.

Rogalski stated Wendy Tatrout does a really nice job.

McNally stated the upside to all of this is we do have irrigation. We just need visual appeal.

Burk stated let's see if Tatrout will help us draw a plan. Once you talk with her come back. Maybe this year we can get a plan and start planting next year.

McNally stated that would be wonderful. Thank you for your time.

E. Consider approving a Yard of the Month for the month of August.

Burk stated here are the choices:

3607 Arlington – Ward 3
7th and Arlington – Ward 5
723 NW Heinzwoods – Ward 3
2332 NE 9th Street – Ward 2
4832 Williams – Ward 1
2103 50th – Ward 1
1301 SW G Avenue – Ward 5
1405 NE Independence – Ward 4
2310 NW Nottingham Road – Ward 8
2332 NE 9th – Ward 2
908 NE Pheasant – Ward 2
3701 NE Willow Way – Ward 4
2313 NE Village Drive – Ward 2

3702 NE Fieldcrest – Ward 4
2313 Turtle Creek Drive – Ward 2
601 Bell – Ward 5

All agreed on 1301 SW G Avenue.

3. Old Business

A. Discuss and consider a Butterfly Sanctuary at Elmer Thomas Park and take appropriate action.

Ezell stated Morford placed this on the agenda. He spoke with Totte about planting milkweed among our plantings.

Rogalski stated apparently milkweed gives the monarchs a weight station when they are migrating.

Sweeney stated this is a way for them to feed from Canada to Mexico. I think this is a good idea and a nice thing to encourage.

Rogalski stated Totte will be getting some information for us and I'll do some research also.

B. Consider awarding contracts for landscaping and lighting, irrigation, and walkway and bench installation/construction projects at City Hall.

Burk stated I met with them about lighting here at City Hall. The trees on the south side of the building will need to be trimmed and it will cost \$2600 to do so. The fountain is almost complete. We will have to put in a watering system around the building. They bid this is 3 separate phases. The total was \$26,000 with the first phase being \$12,564. This would be the south east side of the building. Phase II is the south west side with an estimate of \$7,157.

Rogalski stated Phase I has to be done before Phase II or III.

Burk stated Phase III is the west side of the building at a cost of \$9,600. We did receive a discount if we did everything at once.

Rogalski stated to do it all is \$26,000 and to do it in phases is \$29,000.

Burk stated I don't see how we can do it all. There are 11 trees that they would put lights in. The total cost of that project would be \$30,000. These are LED lights and they can change color. If we allow them to install a decorative rock with their advertising on it they will give us a \$5,201 discount. There is a 1 year warranty on the labor and 10 years on the lights. We may want to do the lights in phases also. Phase I would be the south east corner.

Dismuke stated I'm not certain we want to do the lights in phases. If we could afford to trim the trees maybe McMahon would do the rest.

Burks stated we could ask. We would need a landscaping plan and 4-D would love to do one.

Dismuke asked do we have the money to trim the trees.

Burk stated yes.

Rogalski stated you have set aside \$15,000 in the budget for this project.

Burk stated my thoughts are we do Phase I to show McMahon what it will look like.

Dismuke stated I would like to see us go as far as we can and then ask McMahon to finish the project.

Smith asked how much are the lights.

Burk stated the total is \$30,000 and Phase I is \$11,200.

Smith stated we could do some sort of fund raiser where you adopt a tree.

Rogalski stated the benefit to doing it in phases is you have something to show. You can show them what they will be adopting. Phase I for lights, irrigation and tree trimming is \$26,400.

Burk stated I wasn't including irrigation. This is Jason from 4-D and he is going to give us an overview as to how this works.

Jason stated this is my supplier Jay and our representative.

Jay stated I appreciate your consideration on this project. This is a one of a kind system and everybody loves color. We are seeing this more in commercial settings. The controller itself we call a transformer. This is the power supply and where all the programming takes place. This is a 2 way communication. It sends a signal to the lights and they change color based on the RGBW. They are LED lights with low power consumption and long lasting. They are designed to last 40 to 50,000 hours or 15 to 18 years. RGBW allows us to take the primary colors and mix them to create over 30,000 different color options. We allow the user to select a hue which is 359 points of color and then the saturation point of white allows you to add or subtract white light. You also have zoning and dimming. Zoning allows us to bring light switches out to the field. Each tree can have its own group/zone so we can turn them on and off at different times. Dimming allows you to dim to a certain intensity level. This is all Wi-Fi compatible. The controller can sync to Wi-Fi and send the signal to the lights. You can program the lights to turn on every night at sunset. It has a built in astronomical timer so it knows when it will get dark. The Wi-Fi option allows you to override its current settings. Our upgrades are saved on a SD

card and you are capable of upgrading all the firmware onto the controller through the SD. This is iPhone and android compatible with an app. You will be able to turn the lights on and off from this app.

Burk asked how do these mount in the tree and do they hurt the tree.

Jason stated they are mounted with a tree bracket and the bracket will not hurt the tree. It actually allows the tree to grow.

Dismuke asked how many light do you put in a tree.

Jason stated it varies on the size of the tree. For the trees on the south side of the building we are placing 4 or 5 lights.

Representative stated it depends on the size of the canopy. You want to saturate the canopy.

Smith asked what type of wind speed can they handle.

Jason stated as much as the tree can handle.

Representative stated they are really robust. I seen them fall from the tree and we pick them up and remount them. They have a 10 year warranty on the bulb and manufacture.

Hampton asked who will take care of the maintenance.

Jason stated that is up to you. We will train them on everything they need to know. If you need additional help I'll be available.

Burk asked is there any maintenance.

Representative stated you have to clean the lens, move the mounts about every 5 years due to growth and upload the upgrades. We use CLR on the lens. They are pretty low maintenance.

Burk asked is there a cost to the upgrades.

Representative stated no.

Neitzke asked are the bulbs covered in the warranty.

Representative stated there is a 10 year warrant on the bulbs.

Neitzke asked what is the replacement cost of the bulb.

Representative stated 2/3 the cost of the fixture. The list price ranges from \$150 to \$200.

Sweeney asked where do they mount.

Neitzke asked are they mounted out of vandal range.

Representative stated yes. They are mounted 15 to 20' into the canopy. They are definitely out of vandal range unless they climb the tree.

Hampton asked is the controller durable.

Representative stated yes. If you like we can place the controller inside.

Rogalski stated if I understood you we can change the color every 15 minutes.

Representative stated correct. You can also change the intensity.

Burk asked are there any other questions. Thank you for coming and giving the presentation. If we decided to do Phase I how long before we can have it installed.

Jason stated 2 weeks.

Burk stated thank you. The tree trimming has to come first and then the lights. Once we do Phase I then we sell it.

Dismuke asked how much is Phase I.

Burk stated \$11,276 is to do the 4 trees plus \$2600 for the trimming.

Motion by Dismuke, **Second** by Sweeney, to do Phase I of the lights and trim all the trees on the south side of City Hall. **Aye:** Smith; Sweeney; Burk; Dismuke; Hampton; Hankins. **Nay:** None. **Motion Passed.**

4. Announcements

Burks stated Connor Sasseen is here today to talk about his Eagle Scout project.

Sasseen stated my name is Connor Sasseen and I'm a Life Scout with Troup 176. I'm here to expose you to my project idea and ask for your financial support. The project will be located at Central Baptist Church. I will be rebuilding the retainer wall that is leaning at a 45° angle. This is dangerous and very unattractive. The wall will be built with Versa-Lok blocks which were used by Lowes and on 38th Street. There will be a 19' tall and wide Ten Commandments Monument with landscaping. Trees are the reason the retaining wall is falling and we will not go back with them. There will be 6 bollard lights in front of the monument to insure projection. My engineer stated this monument will be so big that if a car ran into it the car would be towed and we would have to fix a few blocks. Sharp Design has drawn a picture of the final product. The tablets are 8'tall and 4'wide and made of granite. The plate underneath is a

reference as to where the Ten Commandments can be found in the bible. There will be EIFS on the top cap and gray behind the commandments. There will be plywood with EIFS over it and the cap sill is a steel frame with EIFS. Stone will be on the outside. You see my leadership team on the third to the last page. Terry Wells is my general contractor and will help me with the overall project, Burl Ragland will help with the monument and Dale Miller with welding and metal work. I have 4 teams to help build the wall. Each team will have a block setter and they will be the team captain. They will set the blocks in the wall and make certain it is level. There assistance will be a pinsetter. After setting the block you have to drop in a pin. The pin locks each block together so there is virtually no grouting or concrete work. There will be 4 block carriers to supply the blocks. The wall will be assembled by volunteers and we will have safety precautions on site at all times. We will use strictly skilled volunteer and professionals for the monument. The last page shows the prices for the overall project. The cost was estimated at \$37,000. I'm focusing on the wall first and that cost will be \$15,000 and the monument is \$22,000. Block for the wall is \$7700 and that doesn't include the pins or the cap locks.

Burk asked are there any questions from the Trust. These are the projects we are interested in. We believe in helping young people who are a part of beautification and keeping our community thriving. This is a great project and probably the best presentation we have received. Congratulations. Since this wasn't on the agenda we can't vote today. We will place this on the agenda for next month to take action and talk more about funding options.

Rogalski stated I believe you are in the right-of-way so we will have to have a revocable permit.

Ezell stated he got his building permit.

Sasseen stated I did that yesterday.

Rogalski stated okay.

Sasseen stated you are welcome to keep the packets and share them.

Sasseen Max stated I would like to add one thing. Central Baptist Church is helping Connor raise money but he will be the primary fund raiser. He will be setting up a GoFundMe account and will be making presentations at Kiowa's and Rotary Clubs. There are scout that have done really great projects but they don't involve the funding or people this project will involve. Connor is available to answer any questions or give presentations if necessary.

Sweeney stated we had another Boy Scout we donated to. It made me proud to say LETA was a part of that project. You did a good job and your project is right on target.

5. Adjournment

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

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