MEETING OF THE
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM
CITY HALL
212 SW 9th STREET
AUGUST 11, 2021

Vice Chair Hankins called the meeting to order at 3:04 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 (arrived at 3:08pm), Barry Ezerski (arrived at 3:05pm), Mary Ann Hankins, Lou McConnell, Kerry Sweeney, Ted Symuleski, Annette Wiseman-Vaughan

ABSENT: Katy Jackson-Seeley, Addie Smith

OTHER PRESENT: Richard Rogalski, City Manager's Office; Dennis Totte, Bedrock Nursery; Daniel Lynch, Neighborhood Services; Tiffany Vrska, Community Relations; Jeanette Klein, Children's United; Jeff Temple, Parks and Grounds; Charlotte Brown, License and Permits; Joseph Painter, Engineering; John Shiver, Stantec (by phone); Hunter Bradshaw, Stantec (By Phone); Donalynn Blazek-Scherler, City Clerk's Office.

BUSINESS ITEMS:

1. Reports

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

Totte stated in addition to regular maintenance, they have replaced 58 crepe myrtles on 2nd Street. The tree work on the Gore median between 11th and Railroad should be done next week. There is a shade tree with lighting and a crepe myrtle on the back side of City Hall that needs to be cut down and stump grinded. The estimated price is $1,800.00. Totte stated he can save the lights to be used as replacement lights somewhere else.

Motion by Ezerski, **Second** by Wiseman-Vaughan, to approve the expenditure of $1,800.00 for tree removal and stump grinding for the shade tree and crepe myrtle outside of City Hall. **AYE:** Ezerski, Hankins, McConnell, Sweeney, Symuleski, Wiseman-Vaughan. **NAY:** None. ***Motion Passed.***

Rogalski stated that he had spoken with Susan Schlecht about some invoices for landscape on Sheridan Road. They found in the minutes where the irrigation was approved, but there are two $10,000.00 invoices for landscaping that they couldn't find approval on.

Chairman Burk stated he thought those were already paid.

Totte stated one was paid by donation, but the outstanding invoice was the median to the South. Bedrock donated the first two medians, Chairman Burk's donation paid for one, and LETA was supposed to pay for one.

Blazek-Scherler stated there is a separate agenda item to discuss the invoices in question.

B. Receive report from Neighborhood Services and take action if necessary.

Lynch stated for the month of July, 1,326 correspondences were sent out, there were 241 new work orders bringing the total work orders for the year to 1,180, and 19 D&D's waiting for the bid process.

Lynch requested that someone speak with Finance about payment for their vests that were approved at the last meeting. He hasn't been able to contact anyone.

Rogalski stated that Finance has been extremely overwhelmed with the conversion to their new system and are very busy.

Blazek-Scherler stated she would speak with Schlecht to find out more about this payment.

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

No report given.

D. Receive Treasurer Report and take action if necessary.

No report given.

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

Vrska stated the Kaley was not available for today's meeting, but the only significant report for CPC is that Councilman Hampton desires some sort of plan to utilize and restore the Carnegie Library building. Nothing is concrete yet, but they have been working with Arts and Humanities to come up with something.

F. Receive report from Children's United and take action if necessary.

Ezerski stated the dance has been moved back to April. The sponsors were given the option to either move their sponsorship to an upcoming walking event or to carry it forward to the dance next year. They have found a choreographer and have filled in some of the dancers as well.

Children's United has a walk scheduled on October 23rd. The charge for the walk is $5.00 per person, and they have had approximately 200 people sign up already.

G. Receive report from Parks and Recreation and take action if necessary.

Temple stated they are just about caught up with mowing. He had an issue arise today regarding a memorial for 9/11 that he hadn't heard anything about. He was able to speak with the organizer of the event and it is meant to be a fundraiser in Elmer Thomas Park. They were under the impression that everything was ready to go. He stated there hasn't been any siting done and no surveyors have looked at it. He wanted to bring this before LETA because the organizer had brought this to the board before.

Chairman Burk said he doesn't have any recollection of this.

Symuleski stated it was requested that the organizer bring their request back with more details, but they never came back.

Chairman Burk directed Temple to advise the organizer that they must bring their request back before LETA before anything is done.

Temple stated they wanted to do a dedication on September 11th, but he doesn't think they have enough time to complete this. He will advise her that she must come back before LETA.

Rogalski asked if it would be a better idea to put this memorial in the Gore median because the park is becoming overcrowded with other things.

Chairman Burk stated he doesn't believe the median is a good place for these types of displays because they aren't really seen.

Rogalski stated they need to take approvals for displays in the park very slowly to work around pre-existing monuments and the new sports complex.

Temple asked if there was any information available on the skatepark.

Chairman Burk stated yes, the design and location have been approved. The CIP money is available now so it can be started.

Rogalski stated he will get the approved plans to Temple.

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

Vrska stated that Chairman Burk's birthday post went over very well. The Yard-of-the-Month winners seem to all be calling at the same time, so they end up doing several at once. She would like to see those be a little more spread out. She stated they will go out and take pictures of the color changes on 2nd Street to post.

Chairman Burk stated the fence staining on Rogers Lane is done and it looks really good.

Vrska stated they will go out and get pictures of that to post. She said that they are also receiving a lot more Yard-of-the-Month submissions compared to previous years.

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

Chairman Burk stated he continues to use the iHelp portal to report high grass and junk in yards. Neighborhood Services is severely understaffed right now, but they are working very hard to stay on top of these issues.

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

Brown handed out a revised copy of the budget to be discussed later in the meeting. She stated the fence staining on Rogers Lane is done and looks great. The SEP did not get approved for the medians through DEQ. She stated Rusty Whisenhunt said he would still be able to do some of the big trees.

Rogalski stated they need to start working on a sidewalk around the lake.

Brown stated she believes Whisenhunt has the calculations for a sidewalk at least to the supply coil, but he may have it all the way around. She will get those for the next meeting.

Rogalski stated they are working on a real lighting design for the dome at City Hall. They have an estimate just to install lights, but he also wants a cost for a full design. He will have that ready for the next meeting.

K. Receive a report on sidewalk and accessibility projects and take action if necessary.

Painter stated that he would like to apologize that Engineering has been focused on streets and roadways and not much has been done with sidewalks. Sidewalks will now have a much stronger focus. He stated Mike Jones had gotten some quotes for Ridgecrest, but they were outrageous. The plan is to change this sidewalk over to a contractor on an existing ad valorem project.

The sidewalk on Sheridan will have design plans out soon, so it will be ready for advertisement and bidding.

Painter stated the plan going forward is to get a contractor on board to spec out all kinds of unit prices to build sidewalks. There is very little engineering involved in designing sidewalks, and Mike Jones knows where the sidewalks need to be in order to comply with ADA. With this plan, a contract will just go out and work within a million-dollar budget, then it will go back to bid once that dollar mark is hit. All the sidewalks that need to be done can be completed through this project, LETA will just need to determine the order in which to do them.

Painter asked if there was additional funding for sidewalks other than the medical marijuana fund that LETA has.

Rogalski stated that there is some money in the access fund and the 2019 CIP fund.

Chairman Burk stated he believes there is at least a million dollars in the 2019 CIP fund and some money in the ADA fund for sidewalks.

2. New Business

A. Receive presentation from Holiday-in-the-Park and Chamber of Commerce and take action as necessary.

Krista Ratliff from the Chamber of Commerce gave a presentation on Holiday in the Park. She stated the Holiday in the Park Committee came to the Chamber and asked for their assistance in running the event. Ratliff provided a packet to the board that is available in the City Clerk's Office.

Ratliff stated she has a few requests today. She said she would like to start with the ice-skating rink. The Chamber has received the following donations: McMahon Foundation for $50,000, Liberty National Bank for $6,000, Goodyear for $1,000, and Arvest for $6,000. The total estimate for the rink, operational costs, necessary equipment for installation and upkeep, and decorations is $97,225.00.

The cost to operate the rink is $75.00 an hour for 5 hours a day. That would require 5 to 6 skaters per hour at $5.00 to $10.00 a-piece. It is not a concern whether or not the skating rink could be a money maker. In addition, the quoted event insurance would cover the entire park, not just the ice-skating rink.

Chairman Burk stated he would like to see LETA commit to paying for the remaining balance of the ice-skating rink. He stated since we've just started a new fiscal year, there is money available in the LETA Beautification Projects Fund. There's also $40,000 in Grant Funds.

Rogalski stated there is $150,000 in the Beautification Projects fund, which is $50,000 more than the prior year.

Chairman Burk stated his suggestion is to take it from the Beautification Projects and leave the Grant Fund for smaller projects. He said he wants it to be known that LETA was a large donor for this.

Ratliff stated the rink itself will be names after the McMahon Foundation since they are the major donor, but LETA could be put on the inner banner or the face off in the center of the rink.

Motion by Ezerski, **Second** by Hankins to approve the donation of up to $34,225.00 to the Chamber of Commerce for the purchase, installation, and other costs of a skating rink for

Holiday in the Park. **AYE:** Hankins, McConnell, Sweeney, Symuleski, Wiseman-Vaughan, Ezerski. **NAY:** None. ***Motion Passed.***

Ratliff stated she also provided a sponsorship packet for a light display. Included in the packet are ideas of some of the most popular light display features in this area, such as a cherry picker, water features, and a light tunnel.

Chairman Burk stated he would like to see LETA contribute to a large display.

Ratliff stated she has been in contact with the woman who does the light displays for Chickasha, Yukon, and Wichita Falls, and she is on board to help Lawton.

Chairman Burk asked for the pricing on some of the displays.

Ratliff stated there is a lot of dated material already in Holiday in the Park, so there is a stipulation that all new displays the next year or two must be a minimum of 12 feet tall. For example, Goodyear's blimp is going to be 40 feet, and the 12 Days of December are 12 feet each. She would like to see a tunnel put in.

Ezerski asked the price on a light tunnel.

Ratliff stated the tunnel would be around $10,000 or $11,000.

Chairman Burk said he really likes the bridge idea.

Hankins stated she likes the tunnel or the water feature.

Ratliff said part of the price for this year is also installation.

Symuleski stated he is concerned about overspending right now and then not having funds for later in the year.

Chairman Burk stated the budget for this year is actually more than they received last year, despite the 2% cut, because the hotel/motel funds are higher this fiscal year.

Sweeney clarified that between the skating rink and this light display, it would be about $45,000 coming out of the Beautification Fund.

Chairman Burk stated that is correct. He said that still leaves $100,000 in that fund and he is not concerned about that at all.

<u>**Motion** by Sweeney, **Second** by Hankins</u>, to approve a donation of up to $11,000.00 to the Chamber of Commerce to fund a tunnel light display at the Holiday of Lights. **AYE:** McConnell, Sweeney, Symuleski, Burk, Ezerski, Wiseman-Vaughan, Hankins. **NAY:** None. ***Motion Passed.***

Rogalski stated he would also like to add that the $65,000.00 Holiday in the Park fund goes through LETA to be disbursed to Holiday in the Park. Rogalski stated an action is needed on this.

Ratliff stated the final thing she has is an invoice for lights that have been ordered through the hotel/motel money that was already approved. The invoice is for $70,000.00, but CBD is going to pay for their own logo.

Chairman Burk stated they need to give them $65,000 of the funds from the hotel/motel tax and approve that invoice.

Ratliff stated they have an independent non-profit 501-C3 with a bank account setup so the check can be made payable to Holiday in the Park, and the Chamber will pay it out of that account. They will have audited financials next year.

Chairman Burk stated something else that needs to be discussed is something like McMahon, who are giving $50,000.00. They will write their check to LETA, and then LETA will fund it through because it has to come through a Trust. He stated that David Madigan from Arvest has allowed their employee Earl to be the treasurer for Holiday in the Park. They will also have to file an annual tax return. LETA's tax return is included with the City, so that is something that needs to be discussed. That may be an unnecessary expense.

Ezerski asked if the approval of this $65,000 is included with the budget approval or if it is a separate motion.

Rogalski stated everything that is approved today is contingent on the budget approval, but the Trust still needs to say, yes, we approve spending that money on this specific item. Then, when Holiday in the Park buys stuff, we simply reimburse them. Holiday in the Park doesn't have a separate agreement with the City of Lawton. All of this is being running through LETA's agreement.

Ratliff said correct. This is the invoice that we are requesting reimbursement for.

Motion by Ezerski, **Second** by Symuleski, to approve the expenditure of $65,000.00 to pay the provided invoice from the Holiday in the Park fund. **AYE:** Sweeney, Symuleski, Ezerski, Hankins, Wiseman-Vaughan, McConnell. **NAY:** None. ***Motion Passed.***

Rogalski stated he would like to clarify that the Trust is only approving the expenditure of Holiday in the Parks' hotel/motel money.

Chairman Burk stated this is not coming out of our fund.

Sweeney asked if they were giving the $65,000.00 in addition to the $45,000.00 that was also approved.

Chairman Burk stated that is correct.

B. Receive presentation on progress of conceptual design of the youth sports complex and provide direction as necessary.

Rogalski stated this item is exactly what it sounds like: a presentation on the progress of the sports complex. It will eventually be partially funded by the 2019 CIP. LETA is being asked to be involved very early on for their input and ideas on the design. They are not very far along in the project, but now they will have an of where the project is headed.

John Shiver and Hunter Bradshaw from Stantec gave PowerPoint presentation by phone.

Shiver stated they have done site analyses on four sites. The first one is by the high school. This site has existing utilities, it is close to the school, Museum of the Great Plains, and the Performing Arts Hall. On the downside, it is less visible from the highway and less accessible from the park. It would look more like it's part of the school.

The second option is the central location of the park. It is closer to a lot of the park amenities, it capitalizes on existing parking, and the utilities could probably come off the road from the residential area. It is further from the highway but is still visible because of the topography of that area. It is also accessible from secondary roads.

The third option is located behind Days Inn. Utilities are available at this site, it has a good location relative to the highway, and it would serve as a gateway to the community. The downside is its accessibility to the park.

The final site is across the street in the TIF district. It has great visibility from the highway and access from Ferris Avenue. This also makes it more of a destination location with shopping and food nearby. It is completely separated from the park and would cut into the TIF district.

Shiver stated they are leaning towards site 2, in the central area of the park. He has met with the Steering Committee to discuss the building design. The building will include an indoor soccer arena and three basketball courts. The entrance to the facility will be on the second level because the topography of the selected site allows for that. This will allow for visibility of all the courts upon entrance. There will also be an elevated track at this level. There is the possibility of a large porch on the second level that faces towards the library. Down the grand staircase, there will be a reception area and controls for all the courts. The selected site is the only site that allows for this setup.

Chairman Burk stated that his biggest issue is an 85,000 square foot facility that will be taking up a space for outdoor activities, such as picnics, playing, Freedom Festival, and an upcoming outdoor theatre. The concept is beautiful, but it takes away from a jewel of a park.

Sweeney asked if anyone had any idea how much it would cost to buy the hotel and use that space.

Chairman Burk stated that was also a thought that he had. He had talked to Rogalski about maybe putting it at the North end of the TIF district, but now there's some interest in that property. He just doesn't see this building fitting in that park.

Ezerski asked if there was a dedicated effort to put it in the park.

Rogalski stated no, the original discussion was to put it in the downtown area. They had also discussed buying the hotel. There wasn't a specific site that was jumping out as the obvious choice.

Chairman Burk said he wants this building to be visible as a gateway to the City but putting this building in the park takes away from the outside experience.

Shiver stated he understands the concern and he is not emotionally attached to any of the sites. This building would have to lend itself to allowing the back of the building to be as useful as the front to support outdoor activities as well.

Sweeney stated she likes the idea of the building in this location. What is being gained also has to be considered: a beautiful building, the option for parents to have one kid at the park and another at the sports complex, etc. She said it really fits what the park is there for: to bring families together.

Chairman Burk said there are so many events that take place in the park that will be displaced by this building.

Rogalski stated you are not going to find a prettier place to put this complex.

Chairman Burk said a lot of citizens will be upset by taking away this outdoor space.

Wiseman-Vaughan stated the people across the street may also be upset because this blocks their view as well. She asked about the vacant lot right off of Cache Road.

Rogalski stated this land belongs to KCA and it would be extremely difficult to obtain.

Chairman Burk asked what the required parking is for this facility.

Shivers stated he doesn't remember off the top of his head, but he does know the intent was to minimize the parking to what is already available at the park and then add drop off loops to the front of the building.

C. Consider approving the minutes of the July 14, 2021 meeting.

<u>**Motion** by Symuleski, **Second** by Wiseman-Vaughan</u>, to approve the minutes of the July 14, 2021 meeting. **AYE:** Sweeney, Symuleski, Burk, Ezerski, Hankins, McConnell, Wiseman-Vaughan. **NAY:** None. ***Motion Passed.***

D. Consider approving payment of $20,000.00 to Bedrock Nursery for landscaping on North Sheridan Road medians, including $10,000.00 that was previously paid.

Chairman Burk said he doesn't understand what this mean. From what he understood, Bedrock had already been paid for this landscaping.

Rogalski stated that there were two invoices for $10,000 each. One of those was paid through Chairman Burk's donation, but this expenditure still has to be approved by the board. The second invoice for $10,000.00 has not been paid.

Chairman Burk stated he believed that LETA was going to pay for the irrigation, his donation would pay for landscaping of one bed, and Bedrock was going to pay for the other bed.

Blazek-Scherler stated the minutes show Chairman Burk donating a bed, Bedrock donating a bed, and then there were two additional beds in the middle that were landscaped, but the spending of those funds has not been approved yet.

Chairman Burk said he understands.

Rogalski stated that we just need approval for the first $10,000.00 that was already paid, and approval to pay the additional $10,000.00 for the remaining beds.

Motion by Sweeney, **Second** by Symuleski, to approve the spending of $10,000.00 for the two middle beds on Sheridan Road that are unpaid, and to ratify to actions of the Executive Director in using Chairman Burk's $10,000.00 donation to pay the second invoice for landscaping of the first bed on Sheridan Road, all to be paid to Bedrock Nursery. **AYE:** Sweeney, Symuleski, Burk, Ezerski, Hankins, McConnell, Wiseman-Vaughan. **NAY** None. ***Motion Passed.***

E. Review revised budget for FY 2021-2022 and take action as necessary.

Ezerski asked why the Landfill Gate Fee was removed.

Chairman Burk stated that LETA had voted to give this fee back to the City because it falls outside of the scope of LETA to clean up the road going to the landfill. City Council approved this yesterday, so that's why it is no longer included in LETA's budget.

Rogalski stated that the agreement is basically the same as last year: dates, amount, and percentages have been updated and the Landfill Gate Fee was removed.

Motion by Ezerski, **Second** by Hankins, to approve the Proposed Budget and Agreement for Fiscal Year 2021-2022. **AYE:** Symuleski, Burk, Ezerski, Hankins, McConnell, Wiseman-Vaughan, Sweeney. **NAY:** None. ***Motion Passed.***

F. Discuss LETA sponsorship for graffiti abatement program. Provide direction to staff and/or take action as necessary.

Rogalski stated that Michael Cleghorn, City Manager, saw where Keep Oklahoma Beautiful was involved in some graffiti abatement programs, and he was interested. The question is whether or not LETA would be interested in being involved with that.

Chairman Burk stated that he is interested in this but would like for Rogalski to come back with more information on the sponsorship from Keep Oklahoma Beautiful.

G. Accept nominations and choose winners for LETA Yard-of-the-Month for August [Previous winners selected from Ward 4, 5, 6, and 2 winners from Ward 8].

Nominations were discussed.

Motion by Wiseman-Vaughan, **Second** by McConnell, to accept both 2204 SW 54th Street (Ward 8) and 8008 NW Norwick Avenue (Ward 6) as August Yard-of-the-Month winners. **AYE:** Wiseman-Vaughan, Burk, Ezerski, Hankins, McConnell, Sweeney, Symuleski. **NAY:** None. ***Motion Passed.***

3. Discussion

4. Adjournment

There being no further business, the meeting adjourned at 5:10 p.m.