

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
AUGUST 14, 2019

Richard Rogalski, Executive Director, 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); Coody, Joshua; Ezerski, Barry; Hampton, Allen; McConnell, Lou; Morford, Robert (entered late); Smith, Addie; Sweeney, Kerry; Symuleski, Ted.

ABSENT: Hankins, Mary Ann; Tennis, Michael

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.

Rogalski stated the first order of business is to elect an acting Chair in the absence of the Chair and Vice-Chair.

Motion by Hampton, Second by Sweeney, to appoint Barry Ezerski as the Acting Chair to preside over the meeting. **Aye:** Coody; Ezerski; Hampton; McConnell; Smith; Sweeney; Symuleski. **Aye:** None. **Motion Passed.**

BUSINESS ITEMS:

1. Reports

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

Totte stated here are 2 estimates for the maintenance of City Hall. One is just for the flowerbeds and the other is mowing and maintenance of flowerbed. Just the bed would be \$300 a month and mowing and beds is \$2,000. I have another estimate for planting of the bulbs. The reason for bringing this now is I need to order the bulbs. This includes all the locations from the previous years and to add City Hall. I was short a few last year so I've included extra bulbs. This estimate is \$7400.

Rogalski stated let's discuss the items separately. We will start with the bulbs.

Totte stated this price includes installation and you would not be billed until January 2020.

Rogalski asked do you know the cost of last year.

Totte stated it was around \$6,000.

Ezerski asked did we budget for this.

Rogalski stated yes.

Morford asked does that include 11th Street.

Totte stated yes. It includes all the medians, 11th and Gore, Splash Pad, City Hall, some of Shepler Park, and all the 2nd Street pots.

Morford stated that does not sound like a bad price.

Totte stated we are planting 4000 bulbs and it takes us about 2 weeks to do so. This is a big task.

Motion by Coody, **Second** by Sweeney, to approve the estimate of \$7400 for the planting of bulbs. **Aye:** Ezerski; Hampton; McConnell; Morford; Smith; Sweeney; Symuleski; Coody. **Nay:** None. **Motion Passed.**

Ezerski stated next is the maintenance for City Hall. City Hall is not included in our contract.

Rogalski stated if you choose to do nothing then the City would be responsible for maintaining the grounds. You can choose to do just the beds, beds and mowing or neither. Burk feels the beds are something we definitely want to do and the grounds are an option.

Totte stated in years past the areas that LETA has been maintaining will be included in the new contract. I believe my contract is up in December.

Ezerski stated so LETA would maintain it until the City placed it within the contract.

Sweeney asked so we would be responsible until December.

Burk stated I thought we would pay for the maintenance of the beds and the City would continue to mow.

Totte stated there would be 1 color change for the fall if you desire.

Morford stated if we plant something, we should be responsible for it.

Burk stated I believe we are responsible for the interim.

Coody stated the question is are we going to do the mowing until December.

Morford stated the grass needs cultivated.

Totte stated that is a separate issue. You are talking about fertilizer and weed control. I'm talking about mowing, weed eating and edging.

Morford asked once you plant the bulbs do you maintain them.

Totte stated that is totally different.

Motion by Sweeney, to hire Bedrock to do the maintenance of the flowerbeds located at City Hall for \$300 per month.

Burk stated when we re-bid the contract we need to include fertilizer and weed control. We need to start that next spring.

Morford asked are the lights coming on at night.

Burk stated they haven't been working but they are working on them. There were some issues with the sprinklers not reaching all the plants.

Totte stated I changed 8 heads last week. On the turf, you need to use pre-emergent in the fall and spring.

Burk asked do you do that.

Totte stated we contract it out with either Rid-A-Weed or Lawton Termite and Pest. You can do fertilization now and start the weed control in the fall.

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

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

Rogalski stated we received a contract from Fort Sill Apache for the Dancing With The Stars in 2020. It has Joe Chesko's name on it but Ezell thought Burk signed the contract this year. I need to know who you want to sign the contract.

Burk stated Chesko can do so.

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

Huntley stated these need to be retroactively approved. City of Lawton \$17.97 for print shop charges, Keep Oklahoma Beautiful \$200 for yearly dues, Sasseen Reality \$1800 for 6 months of billboard charges, Bedrock Irrigation \$156.57 and \$133 for sprinkler repair and Bedrock Nursery \$350 for flower bed maintenance.

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

D. Receive Treasurer Report and take action if necessary.

Huntley stated at the end of July you had \$346,411.49 in the bank and \$226,722.65 of that was in the custodial accounts. There was an accounts payable of \$289.57 for sprinkler repair. On the next page, you see interest for the month of July was \$29.75 and we received \$309.97 for restitution from the DA's Office for property damage. Under expenses, advertising and promotion \$155 was for website hosting fees, dues and subscriptions is the Keep Oklahoma fees, and repairs, maintenance and replanting \$3,989.57 for tree removal in the amount of \$3050 and the remaining amount was for flowerbed maintenance and sprinkler repairs. Total net income was negative \$4,004.85, for the custodial accounts negative \$3,376.14 and for the month of July negative \$7,380.99. On the next page, you see we haven't collected much income to date and the year to date expenses is \$4,344.57. Are there any questions.

Burk asked have we collected all our hotel/motel for last year.

Huntley stated yes. We have not collected the municipal fines for June and we do not have the landfill receivables.

Symuleski asked have they resolved the issues with the landfill.

Burk stated no, I have to work on that.

Motion by Ezerski, Second by Morford, to accept the financials. **Aye:** McConnell; Morford; Smith; Sweeney; Symuleski; Burk; Coody; Ezerski; Hampton. **Nay:** None. **Motion Passed.**

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

Cheatwood stated we did not meet in the months of June and July. In August, we spoke with Dewayne Burk about expanding the HR Department. He wanted to expand into the archive room. He stated they would not be doing this project. We did discuss the possibilities of using one of our other buildings. The class stones are still at Lawton Public Schools. We would like to see those stones back at City Hall. It might be beneficial for the landscapers to look at the stones and make suggestions on placement. The stones are from the classes of 1929, 1930 and 2 other years.

Morford asked do they need to be displayed vertically or on the ground.

Cheatwood stated there are 2 different types of stones. One is the size of an old fashion television set and the other is long and narrow. We believe the long and narrow may have been set in a pillar.

Morford stated so the granite stones were standalone.

Cheatwood stated we considered setting them into a berm. The pillars here have some issues with mortar aging. We may have an opportunity for a grant from the Oklahoma Humanities Council or The National Endowment for the Humanities since the building is a historic building. Level I of the policy is the umbrella for the different facets we would like to see. It is in legal waiting to be reviewed. We are still working on the video project. There is an interest of doing tours of City Hall and we will discuss that at our next meeting. I'll be retiring August 23rd and will move into an advisory position. Brown will help my replacement until they are comfortable.

Burk stated thanks for all you have done and good luck.

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

Hanna stated the light for the flag and the aerator should be on tomorrow. Monday we will be splicing the cable to extend the fountain deeper. We will test the fountain Tuesday.

Burk stated let us know so that we can be there during the testing. We need to schedule an event for the lighting. We will invite others to join us in the lighting. How deep will the cable be?

Hanna stated 12 to 14 feet in depth.

Burk asked could we meet Tuesday night at 8:30 p.m. for testing.

Hanna stated I'll let everyone know before we turn it on.

Burk asked what about the trees laying out by the street.

Hanna stated I thought those had been picked up. I will go by and check.

Burk asked what about Lawn Wizards. Are they going to trim the trees?

Brown stated we are waiting on the permit from ODOT.

Burk asked will you call ODOT and get the permit signed.

Rogalski stated yes.

Hanna stated we will be resurfacing the tennis courts and cutting down the cedars in front of the courts on 38th Street. We are getting quotes for 16 courts. This winter we will be re-asphalting the some of the roads at the lakes. We ask our commissioners to look at the amenities in their Wards because we have some money for repairs. The number one priority was walking trails. I will be replacing 4 playground pieces. There is a lot of good things happening at Parks and Rec.

Hampton stated you guys are doing a good job at the ballparks.

Hanna stated they do a great job. There is 1 worker at each complex. They take pride in what they do and get better and better. Parks and Rec is now a part of iHelp and we have had 4 concerns/complaints at this time. One complaint was to a slide that we had just recently repaired.

Morford stated our parks are used.

Burk asked are the cameras turned on.

Rogalski stated yes. We haven't had any vandalism in the park or the cemetery.

Hanna stated they have been great. There are 3 live ones and 3 dummies.

Burk stated maybe we need to move them to a different park.

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

Hampton stated when we get our most hits is when we post the Yard of the Month and the landscaping that was done here. This is where we get the most shares and likes.

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

Nothing.

I. Receive report from Neighborhood Services.

Greenhill stated we are finally catching up on work orders since it hasn't rained. We did hire 2 emergency contracts to help. We are starting to tear down some houses. The Mayor, City Manager and a couple of Councilmembers are pushing to streamline the dilapidated process. This will probably become a priority in the next few months.

Morford asked is a 35' sail boat allowable in a driveway.

Rogalski stated yes, as long as it is not blocking the sidewalk.

Morford asked what about a food truck/trailer on 26th and Atlanta. Sometimes it is in the street and sometimes in side yard.

Rogalski stated as long as it is off the street it is allowable.

Greenhill stated it is parked legally.

Symuleski stated my neighbor parks his work truck in the grass. Is that allowable.

Greenhill stated you cannot park in the grass. We will check it out.

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

Rogalski stated we need to make some decisions on the lights for C Avenue. Once the City takes possession of the PSO poles the lights will be shut off. We had initially wanted to do 2 blocks but the fund raising is not going as well as we had hoped. Fifth to 6th is on a single circuit and we have the money to do 1 block.

Burk stated I think if we do 1 block we will get people energized to help with funding. If we approve to do 5th to 6th, we will then take it to Council to get them to take possession of the poles.

Symuleski asked will the block be dark before we get the lights hung.

Burk stated maybe for a couple of days. At some point, we need to look into painting the poles.

Motion by Ezerski, Second by Hampton, to do the lighting from 5th to 6th on C Avenue. **Aye:** Burk; Coody; Ezerski; Hampton; McConnell; Morford; Smith; Sweeney; Symuleski. **Nay:** None. **Motion Passed.**

Ezerski stated the pickets from the new fence on 45th are already starting to fall.

Burk stated I know. This was an ODOT project and they have control of the project. The fence was sub-standard. We have talked about the contractor mowing from fence to fence because the homeowners have no access to the easement. The contractor left 2 telephone poles, trash, and the fence is sub-standard. We have asked for a meeting with ODOT.

Ezerski asked is there a maintenance bond.

Burk stated yes.

Ezerski stated I counted 11 pickets that are already off.

Burk stated I was upset with our engineers for not staying on top of the project. I understand they are stretched thin but this is unacceptable.

Rogalski stated in an ODOT project we hand them the plans and don't hear from them until the project is complete. They don't want our input.

Burk stated they didn't do a good job on this project.

Rogalski stated in ODOT's defense they are short engineers and this was a very sophisticated contractor. Contractors focus on the big stuff, which is the road.

2. Old Business

None

3. New Business

A. Approve minutes of July 10, 2019.

Motion by Sweeney, **Second** by Hampton, to approve the minutes of July 10, 2019. **Aye:** Ezerski; Hampton; McConnell; Morford; Smith; Sweeney; Symuleski; Burk. **Abstain:** Coody. **Nay:** None. **Motion Passed.**

B. Receive a presentation from Kristin Herr in regards to the library's StoryWalk and take action if necessary.

Herr stated here is a handout in regards to StoryWalk. We have failed to take advantage of a grant from the Oklahoma Department of Library's and we are trying to rectify that. We applied for the StoryWalk grant and was notified verbally we would be receiving \$4000. StoryWalk is where you take a page of a story and place it at different points. This allows you to read and exercise at the same time. You purchase a book, cut the pages out, laminate them and post them. We want to invest in a permanent post. We have found a display case with Plexiglas holder. I have found a company out of Wisconsin that makes the StoryWalk displays. My goal is to implement this by December. I'm here today to ask for your support as a partner and to help with ideas. I do know that we will need a little more money but at this time, I'm just asking for your support.

Hanna stated we talked about Elmer Thomas Park, Greer Park and I just thought about Liberty Lake. It has a walking trail.

Herr stated I love that idea.

Ezerski stated so do I.

Coody asked would Parks and Rec be able to dig the holes.

Hanna stated we are going to help where we can. I'm 100% behind this.

Burk stated this is wonderful.

Herr stated we are going to maintain it also.

Burk stated we might do multiple locations.

Herr stated this is a reproducible idea.

Hanna stated we talked about starting a book in one park and continuing it in another. This would allow you to experience more parks and exercising.

Herr stated I like that idea.

Burk asked how often can you get this grant.

Herr stated once a year.

Burk stated we could do a park every years. Members are we all behind this idea.

All committee member agreed.

C. Choose Yard Of The Month for August.

All agreed on 1721 SW 47th Street

4. Announcements

Burk stated Dr. Bellino is here with us today and we are so glad to see you.

Rogalski stated Bellino came to my office and stated she has a desire to close the books on Lawton Beautiful. She would like to donate what she has left to LETA for the skate park.

Burk stated that is awesome. Those kids are so excited about the new park. Thanks you.

5. Adjournment

There being no further business the meeting adjourned at 4:40 p.m.