

MINUTES
REGULAR MEETING
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY AUGUST 14, 2024– 3:00 P.M.

Chairman Burk called the meeting to order at 3:00 P.M. in the 3rd floor conference room of City Hall.

ROLL CALL

PRESENT: Jay Burk, Ted Symuleski, Barry Ezerski, Dwight Tanner, Charles Owens, Mary Ann Hankins

ABSENT: Katy Jackson-Seeley (excused), Chris Rabon (excused), Addie Smith (excused)

OTHERS PRESENT: Caitlin Gatlin, Communications & Marketing; DaLynna Wood, Communications & Marketing; Tammy Branstetter, City Clerk's Office; Melissa Whaley, City Attorney's Office; Joshua White, Neighborhood Services Supervisor; Susan Schlecht, Financial Services; Charlotte Brown, LETA Executive Director; Jason Poudrier, Arts & Humanities; Mitchell Dooley, Parks & Recreation; Max Sasseen

STATEMENT OF COMPLIANCE WITH OKLAHOMA OPEN MEETING ACT, 25 O.S. 301-314

Notice of meeting and agenda were posted by the City Clerk's Office as required by law.

INTRODUCTION OF GUESTS

None

1. Reports

- A. Receive a report from Dennis Totte with Bedrock Nursery regarding current landscaping and irrigation projects, provide direction to Mr. Totte on current projects and take action as deemed necessary.

Chairman Burk said Totte was unable to attend the meeting.

Charlotte Brown, LETA Executive Director, said Branstetter is in the process of notifying Totte about a damaged pot on 2nd Street and a couple of leaking sprinklers at City Hall.

Chairman Burk said the Bedrock Irrigation staff is on site now – they might be fixing the sprinklers.

Brown said some of the flowers on 2nd Street look dead.

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- B. Receive a report from Neighborhood Services regarding monthly updates on departmental activities and take action as deemed necessary.

Joshua White, Neighborhood Services Supervisor, said his department sent out 1,623 notice of violation letters for the month of July. He said there are currently approximately 800 pending work orders.

Ezerski asked if the City of Lawton has any type of sign ordinance in place. He said there is a sign on Cache Road that is barely hanging.

Brown said staff can send a dilapidated sign notice to the property owner.

- C. Consider approving submitted materials for payment. - **STRICKEN**

Schlecht said she does not have any expenditures or financial reports to present – she focused all her time on the budget.

Chairman Burk said there are a few vendors that are needing to be paid as soon as possible. He said he will get with Schlecht about this after the meeting.

- D. Consider approving the monthly Treasurer Report. - **STRICKEN**

- E. Receive a report from Parks and Recreation regarding departmental projects and monthly updates and take action as deemed necessary.

Mitchell Dooley, Parks and Recreation Deputy Director, said staff is wrapping up installation of new play units. He said Gray Warr Park and Fred Bentley Park are nearing completion. Dooley said that McArthur Park, McMahon Park and Mattie Beal Park will also soon receive updates. He said new signage is being installed at the parks with these updates.

Chairman Burk said he thinks the Parks and Recreation Department is doing great. He said the new shade sails at Elmer Thomas Park look nice.

- F. Receive a report from the Community Services Director regarding ongoing LETA projects and take action as deemed necessary.

Brown said the dome lights are up and running. She said Max Sasseen is also present to answer questions regarding the color of the lighting.

Sasseen said the dome lighting that was installed is LED color-changing lighting. Sasseen said he has not received any direction regarding the desired programming for these lights. He said as of now, the lights are white for 15 minutes of the hour, blue and red for the next 15 minutes, white for the next 15 minutes and then back to blue and red for the next 15 minutes. Sasseen said this programming can be changed, but he will need direction on exactly what to do. He said his recommendation is that the lights stay white most of the time and change to blue periodically.

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Hankins said she does not particularly care for the current dome lighting display.

Chairman Burk suggested the lighting be white for 30 minutes of the hour and blue for the second 30 minutes of the hour.

Sasseen said he can make this adjustment. He noted that the fade from white to blue will be a slow fade and smooth transition.

With regards to the lights on C Avenue, Brown said she recently spoke with contractor Bryan Jones, but she could not recall which blocks the Authority wishes to have the lights installed.

Chairman Burk said it's from the Courthouse and then two blocks back to the east. He said the lights are currently being held at Hunzicker Brothers electrical supply store.

Tanner asked why we aren't taking the lights all the way to 2nd Street.

Chairman Burk said the Authority didn't have enough money at the time. They also wanted to see what the lights look like after they're installed before they order more lights.

Tanner said it's his understanding that PSO will give us the poles we need for the lights.

Chairman Burk said that is correct.

G. Receive Monthly Ward Updates from Trustees and take action as deemed necessary.

None.

H. Receive a report from the Communications and Marketing Department regarding LETA's social media accounts and publicity projects, provide direction to staff on said projects and take action as deemed necessary.

DaLynna Wood, Communications and Marketing, said traffic on LETA's facebook page has been about the same as usual.

2. Business

A. Select a Yard of the Month winner for July 2024.

Wood said the yard that got first place on the website was one of the yards from last month's competition.

Caitlin Gatlin, Communications and Marketing, asked the Authority if they wish to always choose the yard that received the most votes on the website as the winner.

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Chairman Burk said at first the Authority wanted to go with the majority vote on the website, but there have been issues with people voting multiple times for the same yard. There have also been issues with yards being submitted that weren't landscaped. He said we might need to add some sort of guidelines or qualifications for entry.

Gaitlin asked if the Authority would like DaLynna to automatically remove entries with yards that aren't landscaped before bringing the entries before the Authority for a vote.

Chairman Burk said yes.

Brown said one of the entries is her Administrative Assistant's mother's house. She said she took the time to plant additional flowers before DaLynna arrived at her house to take photos.

Ezerski asked for the address.

Brown said the address is 721 NW 46th Street.

Hankins said this yard looks nice.

Motion by Tanner, Second by Owens, to select 721 NW 46th Street as Yard of the Month winner for the month of August 2024. **AYE:** Ezerski, Hankins, Owens, Symuleski, Tanner, Burk. **NAY:** None. ***MOTION PASSED.***

B. Consider approving the minutes of the June 12 and July 10, 2024 meetings.

Motion by Symuleski, Second by Ezerski, to approve the minutes of the June 12 and July 10, 2024 meetings. **AYE:** Ezerski, Hankins, Owens, Symuleski, Tanner, Burk. **NAY:** None. ***MOTION PASSED.***

C. Discuss the proposed budget for FY 2024-2025 and take action as deemed necessary.

Schlecht provided Authority members with a copy of the proposed budget for FY 2024-2025. A copy of the budget may be obtained from the City Clerk's Office upon request.

Schlecht said the hotel motel freedom festival funding did not get the additional \$40,000 from the City of Lawton for the drone show, so this fund is back to the \$100,000 amount.

With regards to the local grant revenues, Schlecht said she added \$50,000 just in case the Authority ends up with a grant this fiscal year.

Schlecht said the Freedom Festival cash account is currently a negative number. This is because there wasn't enough revenue generated from the 2024 Freedom Festival to cover all the expenses. Schlecht asked for input from the Authority regarding how to handle this if it happens again going forward.

Jason Poudrier, Arts & Humanities, said they are hoping to get more sponsors next year.

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Ezerski said in previous years he had gotten a notice to sponsor for the Freedom Festival in the December time frame. This year, Ezerski said he did not receive this notification until May. He said it might be better to send the sponsorship notices out earlier.

Tanner noted that Holiday in the Park solicits donations from citizens as they exit the park. He asked Poudrier if staff has considered soliciting donations from citizens as they leave the Freedom Festival.

Poudrier said he has spoken to the City Attorney's Office about how to build up the subcommittee for Freedom Festival. The hope is for the subcommittee to take on much of the sponsorship solicitation for the Freedom Festival.

Tanner suggested that some of the Authority members help by volunteering to serve on the Freedom Festival subcommittee. He asked how much in the negative the Freedom Festival cash account is.

Schlecht said she still has a few outstanding invoices, but she believes the account will be close to \$5,000 - \$6,000 in the negative.

Tanner asked Schlecht what she recommends the Authority do to fix this issue.

Schlecht said she could increase the revenue, but there's a risk we won't receive that much revenue. She noted that the Authority did not receive all of the revenue that was estimated for fiscal year 2024.

Tanner asked how the Freedom Festival overages from last year will be covered.

Brown said the Authority will have to move money around.

Schlecht suggested the overage be pulled from the hotel motel tax fund – she said this fund is currently in good condition.

Chairman Burk said he agrees.

Poudrier noted that staff will likely increase the vendor fee(s) for Freedom Festival next year.

Ezerski asked if the revenue listed for Children United has already been accumulated for this year.

Schlecht said no – she estimated this number. She said it's her understanding that Children United will still be doing fundraising.

Ezerski said Children United is still selling fence pickets, and they will likely do another fundraiser of some sort in the spring.

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Schlecht said it was also her understanding that the Authority will manage an account for Children United, and the funding is to be used towards ongoing park maintenance at the Children United playground.

Chairman Burk said that is correct.

Motion by Ezerski, Second by Symuleski, to approve the proposed budget for FY 2024-2025, and to direct staff to move the deficit amount from last year's Freedom Festival from the hotel motel fund to the Freedom Festival fund to balance the account. **AYE:** Ezerski, Hankins, Owens, Symuleski, Tanner, Burk. **NAY:** None. ***MOTION PASSED.***

D. Consider approving a Limited Services Agreement between LETA and the City of Lawton for FY 2024-2025.

Brown provided background information on this item and provided Authority members with a copy of the Limited Services Agreement between LETA and the City of Lawton for FY 2024-2025. A copy of the Limited Services Agreement between LETA and the City of Lawton for FY 2024-2025 may be obtained from the City Clerk's Office upon request.

Brown said this is the same agreement that legal signed off on last year – the only things that have changed are the dates and the amount of hotel motel funding that will be provided to the Authority. She said last year the Authority received \$112,000 in hotel motel funding, and this year the Authority will receive \$132,460 in hotel motel funding.

Motion by Symuleski, Second by Ezerski, to approve the Limited Services Agreement between LETA and the City of Lawton for FY 2024-2025. **AYE:** Ezerski, Hankins, Owens, Symuleski, Tanner, Burk. **NAY:** None. ***MOTION PASSED.***

E. Review and discuss letters received from the McMahon Foundation regarding grant funding and take action as necessary.

Brown provided background information on this item. A copy of the letters received from the McMahon Foundation regarding grant funding may be obtained from the City Clerk's Office upon request.

Chairman Burk said he takes full responsibility for the fact that the dome lighting project took two years to complete. He said at the beginning of the project, Richard Rogalski was helping. Rogalski wanted the Authority to bring on the engineers that were doing the remodel of City Hall. Joe Painter, Engineering Department, then attended a LETA meeting and said their department would help take on the dome lighting project. Shortly thereafter, Covid happened. Chairman Burk said eventually the Authority had to take the project back from the Engineering Department due to their lack of response.

Chairman Burk noted that the Authority has responded to all of the McMahon Foundation's inquiries, but this project has taken a long time. He said he doesn't want to ruin the Authority's

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relationship with the McMahon Foundation – it has always been a great relationship, and the Authority will need their support for future projects.

Motion by Hankins, Second by Burk, to pay back the McMahon Foundation the \$40,000 grant funding provided to the Authority for the City Hall dome lighting project. **AYE:** Ezerski, Hankins, Owens, Symuleski, Tanner, Burk. **NAY:** None. ***MOTION PASSED.***

Chairman Burk noted that there are vendors for the dome lighting project that have yet to be paid. He asked that staff get this done soon.

Chairman Burk asked staff to draft a letter of apology to the McMahon Foundation. He said he will deliver both the letter and the \$40,000 check to the McMahon Foundation once they are ready.

Tanner asked where the Authority will pull the \$40,000 from to pay back the McMahon Foundation.

Schlecht said it will come out of the local grant expenses.

F. Receive the FY 2023-2024 Annual Report to be presented to City Council on August 27, 2024.

Brown provided background information on this item. A copy of the Authority's FY 2023-2024 Annual Report may be obtained from the City Clerk's Office upon request.

Brown said she will be adding pictures of the dome lighting and pictures from the 2024 Freedom Festival to the PowerPoint presentation. She noted that she has already included the following projects in the presentation:

- 2nd Street beautification
- Trash-Off 2024
- All winners from the Eye Candy Awards Banquet
- All Yard of the Month winners
- Holiday in the Park – purchase of vendor booths for the Christmas Market
- Children United Playground
- Storing and crating of City of Lawton historical artifacts (Cultural Preservation)
- Restoration of Miss Lawton photos (Cultural Preservation)
- AMBUCS Fly-A-Flag Program
- Gold Star Family Memorial
- Restoration of flowerbeds at 2nd/Gore Boulevard

Tanner said he would like to have a list of all the medians and flowerbeds within the City of Lawton that LETA is maintaining.

Brown said Totte should have a list.

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Chairman Burk said the Authority should keep a running list of all the projects LETA has participated in.

Motion by Tanner, **Second** by Ezerski, to approve the FY 2023-2024 Annual Report. **AYE:** Ezerski, Hankins, Owens, Symuleski, Tanner, Burk. **NAY:** None. ***MOTION PASSED.***

3. Adjournment

Motion by Hankins, **Second** by Owens, to adjourn the August 14, 2024 meeting. **AYE:** Ezerski, Hankins, Owens, Symuleski, Tanner, Burk. **NAY:** None. ***MOTION PASSED.***

There being no further business, the meeting adjourned at 4:05 P.M.

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