MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
OCTOBER 08, 2014

Jay Burk, Chairman, called the meeting to order at 3:20 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; Godlove, Jane; Hankins, Mary Ann (entered late); Harbison, Jean; Safi, Anika; Sweeney, Kerry.
ABSENT:	Dismuke, Bob; Ezerski, Barry; Morford, Bob; Shahan, Maria; Smith, Addie.
OTHER PRESENT:	Denise Ezell, City Clerk's Office; Brooks Mitchell, Financial Services; Richard Rogalski, Planning Department; Anthony Griffith, Neighborhood Services; Keith Neitzke, Parks & Recreation Department.

BUSINESS ITEMS:

There wasn't a quorum after calling roll.

1. Reports

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

Burk stated Totte was unable to attend. He stated he would be planting color this week or the first of next week.

B. Receive report from Richard Rogalski on median at 36th and Gore sight triangle.

Hankins entered the room and now there is a quorum.

Rogalski stated here is a copy of the site triangle. If a vehicle is traveling eastbound on Gore and turning left on 36th Street you need to be able to see down the street to see if a vehicle is approaching. Medians are problematic because site triangles are problematic. You need 8 second to look down the street to see a vehicle coming and to determine whether it is clear. That takes the whole median. The issue is how can we do plantings in medians without affecting the site triangle. I did some research on how other cities address this issue. Nobody in the state of Oklahoma addresses it. Here is what the cities of Austin and Houston have in their code. These are rules for planting. They state shrubs have to be 2' tall above the curb. The Tree canopy is to be 7' and have to be placed a certain distance apart. Tree trunks don't obscure your view. We need to look at how we plant and what we plant. I believe the answer is to have some basic rules and then move forward with your plans.

Burk stated I don't believe that will be hard to follow. What about crape myrtles.

Rogalski stated yes if their canopy is 7' tall.

Burk stated who can afford a 20' crape myrtle. How do we fix this median?

Godlove asked how many accidents have happened at this median.

Rogalski stated I don't believe any. Who has stated it has to be fixed?

Burk stated we had a citizen complain.

Rogalski stated my recommendation is to keep the crape myrtles trimmed as high as you can and to cut the rest back to 2'.

Godlove stated the crape myrtles that are a problem is at Liberty Bank. They are all short and bushy.

Rogalski stated site triangles are a constant issue. Every street downtown has issues because we allow parking in the site triangle. I believe if you trim this median you will be okay but we do need to get a good policy. I'll work with engineering and we will draft the code change.

Burk stated thank you.

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

Neitzke stated Shahan wanted me to mention the recycling bins. On Monday I got a lot of calls about picking up trash due to these bins. The trucks are tearing up the parking lot at Grandview Park. The Street Department is going to look to see what can be done to fix it.

Burk stated we are working on a recycle facility and hopefully the bins will be removed. We would have curbside recycling city wide. Everything goes into the same can.

Neitzke stated I'm familiar with those and I would love to see that happen.

Sweeney stated that would be great.

Burk stated it would be an 80,000 square foot building that would be located at the landfill and it will be owned by a private company. They will employee 40 to 50 people and we hope it will be at no extra cost to the citizens.

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

Nothing to discuss.

E. Receive Monthly Ward Update and take action if necessary

Nothing to discuss.

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

Burk stated Safi has given me the information and I will go look at it so we can get the website up and running.

G. Receive report on Eye Candy Awards Banquet and take action if necessary.

Burk stated we are going to move this item to the end of the agenda.

H. Receive a report from Fit Kids Coalition Kyle Rogers

Rogers stated I'm with Fit Kids Coalition and we are all about quality of life improvements. Today I'm here on more of a personal assignment. What you have in front of you is a synopsis/overview of the Loving Lawton project. It is ready to go but it needs a non-profit organization. On the back you see a snapshot of the website and how this will work. A lot of residents and organizations are passionate about doing something they just don't know what to do. I thought it would be cool to have a mechanism for whomever to come together with a unified effort to make a difference. This would be one place they could find all the different information about local projects or opportunities to get involved. This is based off of Donorsuse.org. This is a site for teachers who have classroom projects. They can go to the website and submit their project with the needed materials and then anyone can go in and donate to the project. The company that runs the website keeps track of everything. They do everything from collecting the money to making certain the materials are purchased. They don't allow you to blow the money. Basically I recreated that on a community basis for Lawton. This website would feature projects that are chosen and funded by the community. This also gives individuals to say how their community is being developed. This could be a great opportunity to give people a voice. The reason for wanting LETA involved is because it I would be an enhancement type project. I have worked with Kelly Edwards of Lawton Marketing and she has developed the website. We will call it "Loving Lawton". The thought was to put up 6 projects at a time and they would stay up for 6 months. I need a non-profit to accept the funds so that people will get the non-profit tax deduction. We hope that one day it will sustain itself.

Burk stated I love the idea. Who decides what projects will be listed.

Rogers stated we have 3 projects at this time. First is "Day at the Park" which is this Saturday at Cameron. We were going to solicit volunteers, materials and/or money. Since we didn't have it up and running in time this project will not be done. Another is signage for the downtown walking trail and the third one is rocks or mulch at the Eastside Park. All projects would be in partnership with the City of Lawton where we could bring resources and funds to get the project done. We wanted to start small and have some success so people could see we are

spending money where we said we would. I thought the Lawton Young Professionals could oversee this and push it forward but they haven't taken off like I thought they would.

Burk stated how do they disburse the funds.

Rogers stated if LETA is the nonprofit we would set up a PayPal account so you could donate directly from the website. Then it would all come to LETA.

Burk stated another project is the 2nd & C Park and the bollard lighting in Elmer Thomas Park.

Rogers stated I would like to revamp the Adopt A Park program.

Motion by Safi, **Second** by Godlove, to allow Loving Lawton to use the umbrella of LETA for donated monies. **Aye**: Godlove; Hankins; Harbison; Safi; Sweeney; Burk. **Nay**: None. **Motion Passed**.

I. Receive Treasurer Report and take action if necessary

Mitchell stated the income for the month of September was $2040 for the Skate Park and Fishing for Food. Expenditures for the month were $3,533.90. You had $10.20 in interest income and total cash in the bank is $127,036.34. On page 1 you see how much each individual fund has.

Motion by Sweeney, **Second** by Godlove, to accept the treasurer's report. **Aye**: Godlove; Hankins; Harbison; Safi; Sweeney; Burk. **Nay**: None. **Motion Passed**.

2. New Business

A. Consider Approving Invoices, Requisitions, And All Other Submitted Materials For Payment.

Mitchell stated we have an invoice from Bedrock Nursery for $105, one for Sasseen Reality Group for $300, one from Safi for $144.19 and one from Hatch Croke & Associates for $1200. This was for work they had done before Financial Services took over the books.

Motion by Godlove, **Second** by Safi, to approve all invoices, requisitions, and all other submitted materials for payment. **Aye**: Godlove; Hankins; Harbison; Safi; Sweeney; Burk. **Nay**: None. **Motion Passed**.

B. Consider Approving minutes of September 10, 2014.

Motion by Sweeney, **Second** by Hankins, to approve minutes of September 10, 2014 as written. **Aye**: Hankins; Harbison; Safi; Sweeney; Burk; Godlove. **Nay**: None. **Motion Passed**.

C. Considering hiring a Design Engineer for a schematic design for a park located at of 2nd & C Avenue.

Rogalski stated we have a local designer, Wendy Tatroult, who has done some very good work. The only problem is she isn't licensed and we do not have a licensed landscape architect in town. We could hire someone and have them work under a licensed engineer such as myself. She would work under my supervision. The architectural group from OU will be coming to town on the 29th of October to talk about projects in town and this is one of those projects. I suggest we wait until after we have spoke with them.

Burk stated the only help they were to us was with a conceptual design.

Rogalski stated if we could get a conceptual design that everyone likes then I would feel comfortable allowing someone to work under my license.

Burk stated we worked with this group before and I'm not certain as to how organized they are. We don't want to wait for a long period of time.

Rogers stated they have a new director and a lot of new staff. They are looking for projects to do. I told them we wanted a conceptual design for some downtown projects.

Burk stated if we should know something by the November meeting we can bring it back then. Let's go ahead and get some quotes so we can make a decision.

Rogalski stated also we talked about the well at the old coke building before. It will cost $15,381 for them to remove the old motor, pump the water out and put clean water in, see how deep the casing is and when he is finished we will know what the well can do. He will then cap it off so it becomes safe. This doesn't include a new pump. If the city plans to use this for potable water you may not want to spend the money.

Burk stated I believe $15,000 is a good price to see if it is usable or not.

Rogalski stated it is believed the well will pump 300 to 500 gallons a minute. That is a lot of water.

Burk stated obviously we don't want to use the water if it is potable water but I don't want the city to sell the water rights on that piece of property.

Godlove asked when will they be able to determine the quality of the water.

Rogalski stated that is why he would do all the testing.

Hankins stated I think this is a huge contribution to the City of Lawton for LETA to do this.

Rogalski stated there is a large probability the water is good for irrigation and the amount should be suitable.

Burks stated the main thing is to make certain the water rights are not sold.

Rogalski stated that property is owned by the Lawton Economic Development Authority.

Burks stated I'll fix that. How long will it take to get the information?

Rogalski stated just a matter of weeks.

Burk stated thank you.

3. Old Business

A. Consider grant proposal request from LETA YA for project at MacArthur High School and take action if necessary.

Burk stated let's re-agenda this item for next month.

B. Consider grant proposal request from YMCA for project at YMCA and take action if necessary.

White stated thank you. I appreciate the opportunity to come back and follow up to my visit in August. You had asked me to put some details together and bring them back to you and that is what I have done. Looking at your handout the first picture you see some landscaping and early development that has happened over the past couple of years. Next is a picture if you were looking north on 5th Street. This was the minimum we had to do to get our Certificate of Occupancy. The next picture shows you what is left. The quote for some Buford Hollies in that area is roughly $1200 and another $250 for trees. Next is a picture of another Y in the State of Oklahoma and then a picture of our recently added playground. The next picture is the entrance into the Y and that is the ugly picture. This is the area we want to improve. We would like to add a cement walkway and landscaping. The last page is an itemized request for 40 bushes and a tree or 2 on 5th street for $1,450, total cost for sprinkler is $8100, concrete $500 and additional landscaping in the front is $3,800 for a total project cost of $13,850.

Burk asked does anyone have any questions. Just so you understand we will not be making a decision today. What we usually do is 50/50 up to a certain dollar amount. Normally we don't spend money on sprinklers. Would you be able to do a 50% match?

White asked would you consider the landscaping we did to get our Certificate of Occupancy?

Burk asked can you get us those numbers.

White stated sure.

Burk stated great.

White stated thank you all very much. I appreciate your support.

G. Receive report on Eye Candy Awards Banquet and take action if necessary.

Godlove stated I believe we need to discuss what we have done, what lies ahead and then make some decisions. We have created a Save The Date card and Cameron will print them. They will need to be mailed the first Thursday after Thanksgiving. We expanded the invitation list and it is huge. We have eliminated lots of names but there are still about 1500 on the list. We are a bit overwhelmed by that number. Postage and printing for that amount will run a little over a $1000. The invitation will cost more than that. We have changed the format to food, drink and live music. There will be no seated dinner. The winners will be announced throughout the evening with no printed program. We decided to give only a free ticket to the winner of the award and everyone else would pay. We have to guarantee $5,000 to the Hilton for the evening. It will cost roughly $26 per person for 175 to 200 people. The invitation would be the same theme as the Save The Date card. We have not talked about whether we want to continue the auction or not. We spent around $15,000 last year and about $9,000 of that was for food and we took in less than $500 for tickets. Given all the expenses what exactly is our purpose in holding this event and do we feel this expense versus spending the money on something like the well or the park is a more worthy project.

Sweeney stated we just want to make sure that we get $15,000 in return or is there a better way to spend the money. That is a big amount of money. Our committee wants to make certain we can justify the effort and cost.

Godlove stated everyone that attends is either someone who wins an award or someone who has a strong connection to the winner of an award. Otherwise it is not an attraction for somebody to want to purchase a ticket. We are also concerned about spending that kind of money and having it questioned publically.

Burk stated the banquet doesn't cost LETA anything. We have donors who produce enough to cover every dollar spent. I believe last year LETA spent $2,300. We had almost $9,000 in corporate donors. This event began recognizing winners in the Council Chamber. My goal with this event was to become a player and I believe we have become one in city government. I believe this is more of a thank you back to the people who are doing good things. I hate to see this go away. The reason for the auction is for LETA YA. This gives them money to do projects with.

Sweeney stated I'm concerned about getting people to come.

Burk stated to me if this goes away then our voice goes away. There is no other avenue for these people to be recognized for what they do in our community. People like to be told they are doing a good job.

Hankins stated I believe we need to approach this as a public awareness event.

Sweeney asked do you see us sending out 1500 invitations.

Burk stated we have never sent 1500 before.

Sweeney stated no we haven't and that is what Godlove is saying. We changed the old list and have gone to a new one but it needs tweaking.

Godlove stated our committee feels a bit overwhelmed because we don't know how it is going to turn out. We have to have your full commitment and we need the full commitment of the Authority.

Burk stated you have my commitment. I will go get the corporate donors to help cover the expenses.

Sweeney stated that is big.

Godlove stated we have not dealt with Sasseen.

Burk stated we will just give him the information and he will produce the video.

Sweeney stated it will be a loop that will run continuously.

Godlove stated we will need the nominations before Christmas.

Burk stated we need to do that now. I believe we need to keep the major award winners. I love the new idea. We will save money by not having a sit down meal and with the sponsor money I believe we can raise $10 to 12,000.

Godlove stated we also need to put a thank you in the newspaper. The cost for a 3 x 6 for a non-profit is $216.

Burk stated we will need to find a band.

Safi stated Fort Sill has an army band and they are fantastic.

Burk stated also they don't charge anything. We need to be thinking about our award winners.

Ezell stated Whipp needs direction on what tickets to comp.

Burk stated comp council and their spouses and all state elected officials.

Sweeney stated you need to find a corporate donor to cover those tickets.

Burk stated even if we have to spend LETA money I believe we need to comp those tickets.

Godlove stated we want to make certain we put "donations accepted" on the invitation.

Burk stated it also needs to state this event is to sponsor the LETA Youth Advisory Council.

Hankins stated after we see who attends this year then we can begin to develop a better invitation list.

Sweeney asked so are we going to do the list with 1500 names.

Burk stated yes and we need to send the award category list to all the members.

Godlove stated I developed a form last year that needs to accompany their nominations.

Burk stated someone to consider is Donna Watson, Albert Johnson, Sr., and Rex Givens.

Godlove stated another one would be Marilyn Crane.

Safi asked will there be any talking.

Burk stated yes. We will won't to welcome everyone and introduce some of the guest.

Godlove stated we need to decide what tickets to comp. I don't have an answer but I hate to see us give away more tickets than necessary.

Burk stated I believe the hotel/motel money is about the community and we are giving back to the community with this event. I don't know how many you give but if they are out there doing what we want them to do then they should be rewarded.

Hankins stated let's make a note of all those we feel we should comp so we can look at a number.

Burk stated we will comp a lot of tickets but the whole goal is the community support and recognizing people.

Hankins stated next year instead of giving the $100 Bedrock certificate give a $50 certificate and 2 tickets to the banquet.

Godlove stated I agree.

Burk stated I believe we need to sell the tickets for at least $35.

Godlove stated we also need to get with the Hilton on what we are going to serve.

Burk stated I'm in. I'll find my sponsor letter so we can get it mailed out. Thanks to everyone for being here today.

4. Announcements

None

5. Adjournment

There being no further business the meeting adjourned at 5:30 p.m.

Motion by Godlove, **Second** by Safi, to adjourn. **Nay**: Burk; Godlove; Hankins; Harbison; Safi; Sweeney. **Nay**: None. **Motion Passed**.