

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
OCTOBER 10, 2018

Jay Burk, Chairman, 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; Ezerski, Barry; Hampton, Allen; Hankins, Mary Ann; Peters, Jo; Smith, Addie; Sweeney, Kerry; Tennis, Michael.

ABSENT: Coody, Joshua; Morford, Robert.

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.

BUSINESS ITEMS:

1. Reports

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

Burk stated Totte is unavailable today. He believes he will get started on 2nd Street the first of November.

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

Huntley stated I have one to Bedrock Irrigation in the amount of \$274 for sprinkler repair on Sheridan Road by Walmart. Those that need to be retroactively approved are Bedrock Irrigation for \$214 for sprinkler repair at 63rd and Gore and sprinkler repair on Sheridan Road by Hobby Lobby, \$421 for sprinkler repair for 2nd Street, \$204 for sprinkler repair on 11th Street by the airport, Bedrock Nursery in the amount of \$350 for the splash pad and butterfly garden maintenance and CH Guernsey in the amount of \$111.33 for the downtown park.

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

C. Receive Treasurer Report and take action if necessary.

Huntley stated at the end of September you had \$316,458.95 in the bank. The big deposit was the 2nd Street CIP funds. The landfill gate fee isn't on the report but it will be in the amount of \$1,420.64 from January to June of 2018. Branstetter is pushing hard to have those funds by Friday. Your custodial accounts have \$41,977.33 and you see on the balance sheet that the fire

fund, project graduation and LETA YA are no longer there. Turn to the income statement and you see the 2nd Street account is the CIP Funds of \$153,539.89, interest for 2 months of \$28.03, and municipal fines for July. We should receive the funds for August this Friday. Under expenses you have sprinkler repairs, the downtown park, and .41 in postage. I haven't paid the postage because there is another small amount for next month.

Ezell stated those need to be placed in the City Clerk's postage account.

Huntley stated okay. Repairs, maintenance and replanting is various sprinkler repairs and flowerbed maintenance. Total net income for September is \$156,929.68. On the next page you see our income to date does not include the CIP funds. Total net income is \$14,790.95 and expenses are \$5,833.64. I have made a claim for the hotel/motel funds. We can claim up to \$13,000 but only had around \$4400 in eligible expenses. I have asked for the \$4400 and once we have a big project I'll requisition the rest. Are there any questions.

Ezerski stated explain the CIP funds.

Burk stated those funds were leftover in the 2nd Street project. The City gave us those funds for 2nd Street expenses. I want to thank Parks and Recreation for weed eating the entrance at 2nd Street.

Rogalski stated Brown has done a good job keeping track of the vacant lots owned by the developer.

Burk stated thanks to Greenhill for the lots on Fort Sill Boulevard. They have been moved and cleaned up.

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

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

Rogalski stated we had a very productive meeting on Monday. They have found some plaster reliefs they would like to redo. They should be bringing a cost package to LETA before long. They have the reliefs, bust and chandelier they would like to see redone.

Burk stated eventually they are going to need money. I would like to see if we can get some of the hotel/motel funds for them to use and maybe McMahon will help.

Ezerski asked how much are they needing.

Rogalski stated restoration can use any amount. To do all of those pieces will be around \$20,000. I don't believe they need a big stream. With a little stream they can make plans on how to get it all done.

Hampton stated there are people on the committee that can do the restoration. This committee is a maintenance committee and there needs to be funding for maintenance.

Burk stated it is hard to maintain the older buildings. It is so expensive. Their seed money can't come from LETA. I think if we had a plan McMahon might help and we need to go to the Chamber.

Ezerski stated for future grants we need to have some kind of stipulation or caveat they have to maintain it.

Burk stated I agree. When giving grants to the 3 high schools I spoke with the Superintendent and he promised they would maintain them. He has not kept his promise. Playground In The Park is another maintenance issue.

Ezerski stated AMBUCS has \$13,000 set aside for maintenance at Kids Zone. We set up an account with the foundation and use the interest to do maintenance. Maybe we need to go after a grant and start building on that.

Hampton stated maybe we need to get other civic groups to adopt some of these projects.

Rogalski stated you could have a Resolution of Commitment/Support with the School Board. You need those members to back it up.

Burk stated we need that now.

Rogalski stated I would wait until you have another request. Then you have a reason for the request.

Burk stated we have a reason now.

Rogalski stated we will write a resolution and bring it to the next meeting.

Sweeney stated I don't believe it needs to pertain to just the schools. I believe it should pertain to anyone asking for money.

Ezerski stated I agree.

Rogalski stated if they have a governing body we can do a resolution.

Sweeney stated they need to talk with their board before coming before this board.

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

Hanna stated at this time we are still mowing. We have had a lot of events in October that we have had to set up for. I sat down with Max Sasseen and talked about his son's Eagle

Scout Project. Here is a rendering of an arbor they are looking at doing on the east side of the park.

Burk stated the middle is 31' tall with no pole. This is a 50 x 50 pavilion.

Hanna stated it is all open air and quite a bit bigger than the existing one. The project will cost a little over \$100,000 to complete.

Burk stated he has found people to give him discounts on the steel and to help with the labor. The dollar amount I had heard was \$60,000 to \$70,000.

Hanna stated that is what he has to raise. I have committed \$22,500.

Tenis asked will they have to put in new footings.

Hanna stated yes. It will be a concrete base and the poles will have rock around the bottom and cedar capped. This will cut down on the cost and looks great.

Burk stated I told him to raise half the cost and then go to McMahon and see if they would help. When will he come back with a real number.

Hanna stated soon. After Holiday in the Park we plan on demolishing the existing structure. The project will take 3 to 4 months. We have wanted to do this project the last 3 years and now we have a partner. This is a great community project.

Burk stated they got the softball statute installed at the fields on 38th Street and it looks amazing. In early spring I would like to have a grand opening and invite the McMahon Foundation. We have totally revamped the park and it is amazing.

Hanna stated the Patterson Center should be transformed on the outside within the next couple of weeks. The siding is going up. We are remodeling the bathrooms at Owens Center to make them ADA compliant, an ADA ramp and new floor. We have a lot of good things happening.

Ezerski stated I know we have talked about this but the cement areas on Rogers Lane has grass growing about 3' tall. Is there anyway those could be knocked down.

Hanna stated this was not part of the specs for the contractor. I asked for a street sprayer and it was cut from the budget. This equipment would help with that problem.

Burk stated I need to know these things.

Hanna stated streets has the equipment that will take care of these problems.

Burk stated the contractor is not mowing a lot of areas that they are paid to mow. If they are not mowing an area that is in the contract why can't they mow another area. There has to be some cost savings for them.

Hanna stated I'm not trying to push the job off onto someone else but we don't deal with concrete.

Burk stated they could weed eat.

Hanna stated I understand they can on Rogers Lane but at the Courthouse you have concrete medians. We don't do those.

Burk stated and they weed eat the edges the wrong way. They leave the runners to run out into the street. They also don't remove limbs. They just mow around them instead of picking them up. They should pick up limbs they can move and do a complete job. This stuff needs to be added to the contract.

Hanna stated I'll get with the contractors and we do need to review the specs.

Burk stated the City can't expect the citizens to maintain their property correctly if we don't do so. I know we have city employees that are driving those roads daily. Someone should take the time to stop and pick up the debris.

Ezell asked what about the Thunder Court.

Hanna stated legal is still working on the verbiage. It will be located at 67th and Lee at the Lee West Park. I will have 4 parks that will go to Council at the end of the month as surplus.

Burk stated thank you.

F. Receive report from Public Relations Committee and take action if necessary; and
H. Receive report from Website and Facebook Committee and take action if necessary.

Hampton stated Coody has been added as an administrator to Facebook.

Burk stated I hope we have some new projects before long that you can talk about.

Hankins stated the website committee needs to have another meeting. I'll get with everyone to set a date.

Hampton stated Open Streets was posted to our Facebook page.

Burk stated we also need to post about the Ware District.

Vrska stated it has been difficult this year to get the Yard of the Month winners to contact me. As an incentive I was hoping that we might change our policy and not award the gift card until they have contacted me and we have taken photos.

Ezerski stated that is a great idea.

Sweeney stated I agree.

Burk stated let's do that from now on. We need to change the letter to show this change.

Ezell stated Vrska and I also talked about boosting Facebook.

Vrska stated the credit card needs to be connected to the account and it is 1 card per user. It must be connected to your personal Facebook page. We have concerns of having control over the release of funds since neither of us are board members.

Ezell stated I believe this needs to be a board member or Rogalski.

Hampton stated it is connected to your personal page.

Burk stated I'm told that boosting is not always necessary. My people tell me boosting videos is amazing but pictures with verbiage is not.

Rogalski stated first we need a budget.

Ezell stated the board has already approved the spending of \$500 for boosting.

Burk stated I believe we need to allow Rogalski to do that.

Ezell stated Rogalski and I will work this out.

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

Hampton stated the Ware District is in my Ward and it was great.

Burk asked how many people do you believe attended.

Ezerski stated around 300.

Hampton stated it was slow the first hour because it was very hot. Once it started to cool down the crowd grew.

Hankins stated at these types of events we need to learn to be a host. We need to talk with everyone.

Burk stated myself and Rogalski met with PSO in regards to the lighting on C Street between 4th and 6th. They believe they have power that will help us out. We asked them to donate the poles. They were excited for us to take possession because we pay the electric bill. We are close to having an answer on whether they will allow us to place the lights on their poles. I also mentioned the lights that were out on Cache Road and they had to replace a bad cell.

Hampton stated I was told by a City Engineer that part of the sidewalk money was going to be spent downtown. Do you know anything about that?

Burk stated I think they will be using some for repairs.

I. Receive report from Neighborhood Services.

Greenhill stated we are 200 work orders deep at this time. The contractors are having trouble keeping up. Rogalski and I have spoke about making some changes next year. Council has allowed us to have 5 contractors and we have lost 1 and issues with another one. I have had a Code Enforcement Officer give his 2 weeks notice. We are in the process of hiring someone. We are also dealing with random dumping. Jason Mansel, Solid Waste Supervisor, and I have had several conversations in regards to 25th and Gore. There is a drainage ditch that is being used as a dumping site. People are also using alleyways. My division addresses private properties and Streets addresses alleyways. We are trying to figure out the best solution to the problem.

Tenis stated we need to do a PSA stating if caught the fine is \$750.

Hankins asked what do you do when they can't pay the \$750.

Tenis stated Duncan has put out cameras.

Sweeney stated you could also do kind of a shaming in the commercial.

Ezerski stated it needs to be put on Facebook.

Burk stated when we had quarterly pickups the issue weren't this bad. Quarterly was more costly but we didn't have issues. Calling for a pickup is a great idea but it isn't working.

Greenhill stated I've been doing some PSA's. This month will be directed to junk and debris. I'll mention it is an issue and there is a fine if caught.

Hampton stated you might want to show some pictures.

Rogalski stated people don't like going to the dump. This is one reason Trash Off is so successful. What if we had more Trash Off events.

Burk stated with Trash Off you will have to show a Lawton ID and we need to go back to quarterly pickups.

Hankins stated in Alabama they have trucks sitting around town and you put your trash in the trucks and they haul it off.

Burk stated Wichita Falls has a substation you can use Monday through Saturday. You pull in and they unload your trash and you pull out. It is for residential dumping only and you have to show a water account.

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

Rogalski stated Elkouri is going to give us an estimate on finishing the lighting in the trees on the south side of the building. He is also looking for lights for the C Street project. Once we know about power, the poles and lights we can put together a cost estimate.

Burk stated we would like to get some of the labor donated. We will need an ordinance that doesn't allow large truck downtown. These lights would be LED lights and would be up year round.

Rogalski stated we are also looking at different colored lights.

Burk stated it will be according to cost. If white is cheaper we will probably go white.

Sweeney stated I like white.

Burk stated white looks clean and when having a project downtown it will help light the streets. We would like to wrap the poles if it is not a huge expense.

Rogalski stated the Farmers Market is in design with the architect. They are doing very well with fund raising.

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

2. Old Business

None

3. New Business

A. Approve minutes of September 12, 2018.

Motion by Tenis, **Second** by Hankins, to approve the minutes of September 12, 2018.
Aye: Hampton; Hankins; Peters; Smith; Sweeney; Tennis; Burk; Ezerski. **Nay:** None. **Motion Passed.**

B. Nominate a yard of the month for October and take action if necessary.

Burk stated we have 310 NW Morford Drive and 1444 NE Independence Drive. Morford Drive is in Ward 5 and Independence Drive is in Ward 4.

Sweeney stated I believe they should both be winners. Can we have 2 winners.

Ezell stated if you want to do a November winner you can.

Ezerski stated I think we should have a winner for October and November.

Burk stated that is great. Everything is still green and beautiful.

All agreed upon Independence Drive for October's winner and Morford Drive for November's winner.

4. Announcements

5. Adjournment

There being no further business the meeting adjourned at 4:55.

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