

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
OCTOBER 11, 2017

Mary Ann Hankins, Vice 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: Dismuke, Bob (entered late); Ezerski, Barry; Hampton, Allan; Hankins, Mary Ann; Morford, Robert; Sweeney, Kerry; Tennis, Michael.

ABSENT: Burk, Jay; Smith, Addie.

OTHER PRESENT: Richard Rogalski and Tammy Huffman, Planning.

BUSINESS ITEMS:

1. Reports

A. Receive report from Dennis Totte, discuss maintenance on Elmer Thomas Splash Pad, discuss maintenance on the Butterfly Garden and take action if necessary.

Totte stated we are in the process of planting the fall annuals. Do we still want to wait on redoing the pots on the north end of 2nd Street?

Rogalski stated yes.

Totte stated you approved replanting the tree rings on Lee Boulevard in the fall. Are you ready for us to start planting?

Rogalski stated yes.

Totte stated you had asked that I bring an estimate for maintenance for the splash pad and the butterfly garden. I have given you 2 options for the splash pad. One is with color and the other is without. These estimates follow the rate of the contract.

Hankins asked do we know what the other projects break down to monthly.

Rogalski stated I don't believe those are on a monthly basis. If you figure these on a yearly basis the butterfly garden would be \$900 a year, the splash pad with color would be \$3300 and without would be \$1500.

Morford asked where would we get the money.

Rogalski stated under repairs, maintenance and replanting you have budgeted \$22,000. I believe this is the line item you would use.

Totte stated the maintenance would be done on a weekly basis. It includes pulling weeds, trimming shrubs, pruning and picking up trash. It doesn't include mowing.

Motion by Morford, **Second** by Sweeney, to approve maintenance for the butterfly garden in the amount of \$75 monthly and splash pad in the amount of \$275 monthly. **Aye:** Ezerski; Hampton; Hankins; Morford; Sweeney; Tennis. **Nay:** None. **Motion Passed.**

Hampton asked is this paid on a monthly or yearly basis.

Totte stated we bill on a monthly basis.

Morford asked when will the sign for the butterfly garden be put in.

Rogalski stated due to the computers we have been unable to design the location. The sign has been fabricated and they are waiting on us to pour the cement slab. Maybe we should go ahead and pour the slab. We know where we want to place it.

Morford stated if the sign is ready I believe we need to have it installed.

Totte stated we plant bulbs in December. Do you want an estimate on bulbs?

Hankins stated yes.

Ezell stated Bedrock is still owed \$7000 for the splash pad. We are having troubles getting this invoice paid.

Hanna stated we are working on this.

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

Hankins stated we are going to move item C up.

Huntley stated there are 2 checks to approve today. One for \$7,990 to Bedrock Nursery and the other for \$3,657 to Bedrock Irrigation. Both are for the butterfly garden. We need to retroactively approve Sullivan Tree Services for \$1000, Keep Oklahoma Beautiful for \$150 and Bedrock Irrigation for \$1,385.91.

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

B. Receive Treasurer Report and take action if necessary.

Huntley stated at the end of September your balance was \$125,384.43. The custodial account had \$41,587.33 and the rest is LETA's. On the next page for August and September you had interest income of \$8.41 and municipal fines for July \$5,165.41. Under expenses you see a bank fee that will be credited back in October. There was a misunderstanding between us and the bank. They have agreed to remove the charges. You have your dues to Keep Oklahoma Beautiful, the butterfly garden under beautification, repair, maintenance and replanting is the tree removal and sprinkler repairs. Under the custodial accounts Freedom Festival had a couple of donations and the sidewalk project had a brick order. Under expenses you had the design fees for the downtown park. Your total net income for August and September was a negative \$10,835.41. On the next page your income to date for this fiscal year is \$16,431.66 and year to date expenses of \$36,050.32. On the next page you see we have no pending projects and the last page there were no changes. Are there any questions.

Rogalski stated we need to add another line item for the additional hotel/motel tax.

Huntley stated I will add that.

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

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

Hanna stated we are winding down with the mowing and starting our winter project list. We will be redoing several of the walking trails in several of the parks and tree cleanup/removal. We hope to start in mid November. The splash pad was open for approximately 50 days and there were over 40,000 that came through the gates. This was a very positive impact and we have received lots of positive feedback from the community. I want to thank LETA for putting the final touch on the project by adding landscaping.

Morford asked who is responsible for this west parking lot. One of the lights is like a strobe.

Hanna stated since Optara was here 2 of the lights either hasn't worked or work incorrectly. I'll give AJ a call.

Morford stated thank you.

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

Ezerski stated I'm in the process of doing a fall press release and hope to have that out by next week.

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

Hampton stated we are still trying to work on the Ron Stephens Stadium. We have some different ideas we are looking at. We do hope LETA has still budgeted the \$10,000.

G. Receive report from Website and Facebook Committee and take action if necessary.

Hampton stated Facebook and the webpage are 2 different entities. Facebook is like a flowing river and the webpage is a solid structure that requires constant updating and maintenance. We have a large Facebook that gets lots of hits.

Hankins stated it seems like you have to have a webpage but Facebook is where it is at.

Hampton stated we talked about adding the landscaping ordinances to the webpage. Someone within the city should probably be responsible for the maintenance and updating.

Morford asked is the city getting a new webpage.

Vrska stated yes. They have looked into cloud hosting sites. We hope the website will be back up in 2 or 3 weeks.

Morford asked will that solve LETA's problem.

Hampton stated no. That is for the city website and not LETA's.

Hampton stated usually you have someone maintain your site. LETA will need to constantly feed them information. Burk is concerned about things not being updates.

Hankins stated I believe more go to the Facebook page instead of the website.

H. Receive report from Neighborhood Services.

Rogalski stated Leach isn't with us today.

Morford stated they are way behind. I receive several calls a week.

Rogalski stated Neighborhood Services can't start the process until the grass is 12" tall and then they have to give a 10 day notice. It is re-inspected after 10 days and if there is still an issued they do a work order for the contractor to mow the property. By this time the property is totally out of control.

2. New Business

A. Consider plans from Stan Booker for wildflowers on city entrances and take action if necessary.

Hankins stated Stan Booker is here to talk about a wildflower project.

Book stated people like beautiful things and that is why I'm here. I appreciate what LETA has done around town. Those are the kind of things that make you feel good. What you are doing is very important. I want to talk about wildflowers. If you have ever driven a road where wildflowers are growing? It makes you feel good about that place and you will always remember it. Wouldn't it be neat if when you were driving along I-44 you had that feeling. I'm talking about planting wildflowers from city limits to city limits on all sides. Blooms would start in April and end in October. Wouldn't it be neat if they just spread and if we could get the tribes to join us on some of their adjacent land and started planting wildflowers. There are many strengths and a few weaknesses to this project. It is a low cost per acre depending on what you choose. It ranges from \$750 to \$1000 per acre. The neat thing about wildflowers they are a 1 time investment and low maintenance. Twenty years ago when I lived in Marlow we planted them on Highway 81 in the median from Marlow to the Y. Then the Duncan Garden Club planted them from the Y to Duncan. The flowers are still blooming like crazy today. I'm not certain what happen to them during the drought but they are there today. The only weakness I know of is the drought and that is not that weak. While there may be a decrease in what you see during the drought there is no long term impact. I believe we have the opportunity to change the image of our city and of ourselves. Cache Road interchanges is the largest interchange we have with 28,000 cars a day that flow through there. When you see all those wildflower you start to change the image of yourself. I think it will also impact the litter we have around town. One threat is untimely mowing. Mowing at the wrong time will set you back. The I-44 mowers are contractors so we will need to educate them of the value. I recommend you start on I-44. I did not include the Rogers Lane interchange because it will be under construction before long. For \$20,000 we could do 4 interchanges starting at the airport, Lee, Gore and Cache Road. Wouldn't it be neat if this spread from Cache Road to the lake. There is an approximate total of 27 acres in those interchanges.

Ezerski asked is ODOT responsible for the interchange.

Booker stated yes.

Ezerski stated so we would need permission from them to do this project.

Booker stated ODOT does the planting for us. We have to purchase the seed and ODOT does the planting. They have a wildflower drill and it is a no till drill. They love the wildflowers because they don't have to mow.

Tenis asked have you spoken to ODOT about the prairie dogs.

Rogalski stated they try to keep them off the interchange. They have a program for this issue.

Hampton stated I really like the idea and we have areas that the prairie dogs won't be an issue.

Dismuke stated I love it.

Sweeney stated this has LETA written all over it. The prairie dogs do concern me.

Hampton stated there are other areas. Lee Boulevard would be a good place to start.

Rogalski stated we will do some research on this issue. We won't plant until the spring.

Booker stated you plant after the first of the year. You would need to make a decision by the November meeting.

Motion by Dismuke, to move forward with this project and to speak with ODOT on their maintenance of controlling the prairie dogs.

Hampton asked when do we need to purchase the seed.

Booker stated if you don't make a decision by the November meeting you will need to wait until next year.

Rogalski stated I'll talk with ODOT about their management program. I agree that we don't want to start on the Rogers Lane interchange until the construction is complete. The success of wildflowers is twofold. You don't have to mow and they are supplant. We have talked about low maintenance medians and wildflowers and ground cover are low maintenance.

Morford asked is ODOT responsible from Rogers Lane to the Medicine Park exit.

Rogalski stated yes.

Morford stated we could plant all the way to that exit.

Booker stated that is a wonderful idea. I didn't include those number.

Hampton stated it would be nice to have something at your city gates that was impressive.

Hankins asked should we table this until next month so Rogalski can bring us more information.

Ezerski stated I think we need some more information.

Rogalski stated we will put together a couple of different options.

Booker stated I appreciate your time and all you do. I believe you are changing the way people feel about Lawton. Thank you

I. Receive report from Eye Candy Banquet committee and take action if necessary.

Hankins stated sorry I skipped this item. We have reserved the date of February 16th. As you know we would like to see a change in the venue to somewhere that is more related to our mission. We will have a more detailed report in November.

Hampton stated Councilman Tanner would like to see the YMCA nominated for an award.

Hanna asked Mike Sports Grill has done a lot of landscaping and remodeling.

B. Consider hiring a website consultant to maintain the website.

Rogalski stated before Facebook we had a webpage. We need to think about what the purpose of the website is. All events and current happenings is driven by Facebook. I believe the purpose of the webpage is to get people interested in your Facebook and to provide donations. You will not have a lot of traffic on your webpage but I do believe it has a value. Hampton believes we need to hire someone to maintain the website.

Hampton stated we have 3 year terms so I could be replaced in 3 years. The webpage is a solid designed. It tells who we are, shows some pictures, you can make donation or purchase a brick, we have our Yard of the Month there, our mission statement is there, and who the trustees are. I think we need to pick information that is static to be placed on the webpage with a drop box that takes you to our Facebook page. I believe maintenance needs to be done by someone who will be here more than 3 years.

Hankins stated we are all in agreement about what purpose it serves and we are all tentative. Everything you said I have found to be true.

Hampton stated the church has a static webpage and I maintain it. I believe Lawton Marketing will maintain it for \$99 a month. You will still have to feed them the information.

Ezerski stated by the time you send them all the information you could have done it yourself. At the office we do all the maintenance and have Lawton Marketing to make certain we have done it properly. There is so much that goes into all of that.

Hampton stated that is my point about keeping it lean. It is ready to post pictures and is easy to do.

Hankins stated one of Burk's complaints was the outdated material. I don't know where to go with this item.

Rogalski stated Planning will try to help. It won't take a lot of time it just takes somebody that is dedicated.

Sweeney asked does this fall under Vrska. This is a city webpage. We don't want to be responsible for posting wrong information and then be sued.

Vrska stated it is more of a time constraint for me and I don't want to over commit.

Hampton stated I think you make the page static just as an informational thing where you are not updating and putting pictures. If you want them to see photos we can put those on Facebook or put a link that is easy for them to go do. You need a page that is basically a business card.

Hankins stated I would be for doing that.

Sweeney asked are you allowed to ask questions on the website.

Hampton stated yes.

Rogalski stated generally speaking it will send an email to someone. Staff will work with Hampton to make these changes.

Hankins asked does everyone agree with this.

All agreed.

Hankins stated great.

C. Review and discuss the concepts of the Downtown Park and take action if necessary.

Rogalski stated the 2 primary users will be Arts for All and the farmers market. They met with the consultant and discussed their needs. Here are 2 concepts the consultant put together. This is just conceptual except for the farmers market building.

Ezerski asked is this concept after we have torn down Municipal Court.

Rogalski stated yes. When talking to the consultant they decided that Arts for All would like to use the farmers market building so they moved it more towards the north end. We don't know when the municipal court building we be torn down. We will have to find a place to house those who are in the building. This will probably be done in phases. Everything on the north end could be done separately from the south. The group looked at both concepts and all agreed they like Concept B. The farmers market has agreed to allow Arts for All to use their building. The idea is to donate the building to the City of Lawton to be maintained by the city. They believe they have the funding for the building. It is not inconceivable that this could be built by this time next year. The consultant likes Concept A better because of the more open feel. The ground falls more dramatically from north to south so you have a natural amphitheater effect and it is further away from North Addition. You could have an event and let them pound out their music. The building would help as a sound stop. Concept B is more functional for both groups. It works for their economic engine, how people set up and do their business. Some of the individuals behind the funding doesn't want to see the YMCA lose any parking. In Concept B they are maximizing some of the on street parking and a circle drive to slow down traffic.

Hampton asked is there a position for food trucks in these concepts.

Rogalski stated yes. Our next step is to take a proposed concept back to the public meeting.

Hankins stated Concept B seems to be simpler.

Sweeney stated I like B and have no problem with it. We talked about the noise level from the amphitheatre and this would solve that problem. They are the ones who will be using this so if they like it I like it.

Rogalski stated that is my feeling. The users are usually right.

Motion by Dismuke, **Second** by Ezerski, to approve Concept B for the Downtown Park. **Aye:** Hampton; Hankins; Morford; Sweeney; Tennis; Dismuke; Ezerski. **Nay:** None. **Motion Passed.**

3. Old Business

None

4. Announcements

Rogalski stated we presented the Open Streets to Council last night. At the last Open Streets we did a survey of some of the patrons. Forty-five percent said they heard of Open Streets from social media. Ninety percent felt it is important for the community to provide low cost family activities and events. Seventy-five percent said it was an excellent family activity. Eighty percent said it was important for Lawton/Fort Sill to develop a downtown venue for events. Ninety-six percent learned ways to be healthier and activity due to Open Streets. Seventy-nine percent said they plan on visiting a restaurant or retail while downtown. Eleven percent came from out of town. Ninety-seven percent plan on attending the next Open Streets. We will probably do this survey again on the 28th.

Hankins stated we want to encourage events of this type.

Hampton stated a lady from my church said her children asked if they could come back tomorrow.

Ezerski stated hearing the comments from this and the splash park tell you we need to have more things of this nature.

Sweeney stated that is a good thing.

5. Adjournment

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

Motion by Dismuke, **Second** by Sweeney, to adjourn. **Aye:** Hankins; Morford; Sweeney; Tennis; Dismuke; Ezerski; Hampton. **Nay:** None.