

**MEETING OF THE
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM
CITY HALL
212 SW 9th STREET
OCTOBER 13, 2021**

Chairman Jay Burk called the meeting to order at 3:08 p.m. in the 3rd Floor Conference Room of City Hall. Notice of meeting and agenda were posted on the City Hall notice board as required by law.

ROLL CALL

PRESENT: Jay Burk, Lou McConnell, Katy Jackson-Seeley, Addie Smith, Ted Symuleski, Annette Wiseman-Vaughan

ABSENT: Barry Ezerski, Mary Ann Hankins, Kerry Sweeney

OTHER PRESENT: Richard Rogalski, City Manager's Office; Dennis Totte, Bedrock Nursery; Kaley Patterson, Community Relations; Jeanette Klein, Children's United; Charlotte Brown, License and Permits; Rusty Whisenhunt, Public Utilities; Joseph Painter, Engineering; Cameron Good, Planning; Greg Gibson, City Attorney's Office; Donalynn Blazek-Scherler, City Clerk's Office.

BUSINESS ITEMS:

1. Reports

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

Totte stated they are in the middle of color changing right now. They have all the main areas done (11th and Gore, City Hall, 2nd Street pots), but still have some medians left. It should be done in about a week or week and a half.

Totte stated he brought an invoice for the tulip bulbs for the December 1st plant. The bulbs have already been ordered since LETA does this almost every year, but they would need to cancel quickly if the bulbs aren't wanted. He stated they ordered tulips, daffodils, and hyacinth for all the main plant sites in a variety of colors. There is a total of 5,000 bulbs. The total with installation is \$8,000.00; that is \$5,000.00 for materials and \$3,000.00 for labor. Totte stated that even though prices have gone up, he is charging the same amount as last year.

Symuleski asked if these are re-ordered every year.

Totte stated the daffodils will be perennials if they are planted strategically, but the tulips have to be pulled up and preserved to be reused. That process is more time consuming and labor intensive than what the bulb is worth.

McConnell asked if Totte uses anything else when he plants the bulbs.

Totte stated he uses bone meal for the tulips and blood meal for the pansies.

Chairman Burk stated the tulips get a really great response every year and he believes that this color change is already part of LETA's budget. He stated he would like to quickly talk about the Farmer's Market. He and Rogalski had met with Dr. Legako at the site, and it is absolutely stunning. He would like to take the trustees out there to see it one day. It has a large indoor and outdoor area to do a variety of activities.

Motion by Symuleski, **Second** by McConnell, to approve the expenditure of \$8,000.00 to Bedrock Nursery for the purchase and installation of tulip bulbs, daffodils, and hyacinth for the annual color change. **AYE:** McConnell, Jackson-Seeley, Smith, Symuleski, Burk, Wiseman-Vaughan. **NAY:** None. ***Motion Passed.***

B. Receive report from Neighborhood Services and take action if necessary.

Brown stated that Bowen would not be at the meeting today. Rogalski stated that Neighborhood Services has over 130 properties on the D&D list and that Corey has been doing a really great job.

Rogalski stated that the Trash-off Event has been nominated for an award from Keep Oklahoma Beautiful.

Chairman Burk said it is the 31st Annual Environmental Excellence Celebration to be held in Oklahoma City at the National Cowboy and Heritage Museum.

Rogalski stated that Bowen and his wife would like to attend the banquet, and they would be using LETA's tickets to go. Chairman Burk stated other members of LETA are also welcome to attend if they would like.

Rogalski stated that this year's Trash Off Event was outstanding. Chairman Burk stated he thinks they have a really great chance of winning the award this year.

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

Schlecht gave report over invoices, requisitions, and all other submitted materials for payment. Report is available in the City Clerk's Office.

Motion by Symuleski, **Second** by McConnell, to approve all expenditures. **AYE:** McConnell, Jackson-Seeley, Smith, Symuleski, Burk, Wiseman-Vaughn. **NAY:** None. ***Motion Passed.***

D. Receive Treasurer Report and take action if necessary.

Schlecht stated that she provided the report from June, even though it was already reviewed at the previous meeting, just so the trust could see the adjustments that occur after the end of the fiscal year.

Schlecht gave Treasurer Report for July, August, and September. She stated this report looks a little different because of the switch to a new system in Finance.

Rogalski stated the 2nd Street fund is blank on the September report.

Chairman Burk said the Medical Marijuana Fund doesn't seem to be going up like it should. He expects to see that increase by about \$30,000.00 each month.

Schlecht stated the change in systems has been very difficult and that is why some of the information may seem off.

Chairman Burk stated he looks at the financial reports from City Council each month. Medical Marijuana is about \$30,000.00 each month. The municipal fines are also showing the same exact number in September.

Rogalski stated what they see on this report is what is in the bank right now. The reason the amounts are staying the same is because LETA hasn't received those funds yet.

Schlecht said that is correct. She has not received the municipal funds yet, but that check should be cut on Friday. That would cover up through June, so she doesn't have anything for July, August, or September yet.

Rogalski stated they don't even have the math done yet for Medical Marijuana, so it doesn't even show as an IOU. These funds will all get caught up and nothing will be missed. It's just that they are having issues with the new system.

Chairman Burk stated the money is correct, it is simply a bookkeeping issue.

Motion by Smith, **Second** by Jackson-Seeley to approve the Treasurer Report for July, August, and September. **AYE:** Jackson-Seeley, Smith, Symuleski, Burk, Wiseman-Vaughan. **NAY:** None. ***Motion Passed.***

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

Patterson stated they have been cataloging some of the items from Carnegie Library. They found the first ever minutes from Lawton City Council, and they also found the piano bench for the piano that was recently moved to the new City Hall. Cultural Preservation has also started cataloging some of the items from the 4th floor of City Hall. This includes some sculptures and a chandelier.

Rogalski stated that Kristin Herr from the library has a kiosk that was upstairs. It has a lot of information on people from the new City Hall building and the school. She will be bringing it to Cultural Preservation to see where it needs to go.

- F. Receive report from Children's United and take action if necessary.

Klein stated Children's United had a fundraiser on September 4th and raised \$5,500.00. They still have some great auction items that they will bring back later, probably to the dance. The walk is scheduled for October 23rd. They have raised \$17,000.00 already through sponsors and are ready to start taking in funds on ticket sales. The fee will be \$5.00 per person to walk, children five and under walk free, and they have t-shirts for sale as well. She expects a really great article in the Lawton Constitution challenging businesses to donate \$2,500.00. They would need 94 more businesses to be on target to start breaking ground. Once that is done, she has some contacts to start bringing in playground equipment.

- G. Receive report from Parks and Recreation and take action if necessary.

James stated the pump for the Lake Helen fountain will be arriving either Monday or Tuesday. All the cabling was ordered last week and Turn Pros will be installing everything once the pump arrives. James stated they did order some extra cable to put in long runs and get rid of some of the splices.

James stated the Park Master Plan is almost wrapped up. They have finished Chapters 5 and 6, and Chapter 7 is coming. The plan will go through Chapter 9 plus appendices, and then they will have the contract for the Lakes Master Plan.

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

Patterson stated over the last 28 days, the LETA page has increased by 8-page likes, 8 new followers, and 54 page visits. She stated these numbers always go up after Yard-of-the-Month is announced.

- I. Receive Monthly Ward Update and take action if necessary.

No updates.

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

Whisenhunt stated that DEQ has not accepted the SEPs for the pedestrian pathway at Elmer Thomas or the tree planting on Gore Boulevard, but he does have some extra trees and concrete from the wellhouses that he will bring in. There will be enough concrete to go from the bridge and then up and around the flagpole. He has already completed most of the plans.

Rogalski asked if the plans can be finished all the way so they can find additional funding and do this all as one project.

Whisenhunt said he can finalize the plans, but it gets more difficult once you get right up next to the road and back up to the South. A retaining wall will have to be built.

Whisenhunt stated the contract and work order are done for the electrical at the park.

Whisenhunt stated they also have a water line project on Cache Road that will go from Olive Garden to the Armed Forces Y on the southside. They will be incorporating a six-foot sidewalk in that design.

Rogalski stated the section from Sheridan to Homestead is already part of the Sidewalks Master Plan.

Whisenhunt stated the plans for the water line and sidewalks is set to go to Council on November 9th.

Chairman Burk stated the sprinkler system down Cache Road from Fort Sill Boulevard past Sheridan is basically nonfunctional and everything is dying. That is something that really needs to be looked at.

Rogalski stated that the Southwest Regional Coalition is putting together a state ARPA funding request. Part of that request will be a \$59.4 million for the City of Lawton, to include the sports complex, an amphitheater, dredging Lake Helen, a memorial area, road and path improvements, playground improvements, infrastructure, improvements to McMahon Auditorium, windows and parking lot resurfacing for the museum, and entry arches for Elmer Thomas Park.

K. Receive a report on sidewalk and accessibility projects and take action if necessary.

Painter stated the first Council meeting in November will have the sidewalk contract on it. There have been some issues with the current contractor, and they have been pulled away to work on streets, so there is no way to get sidewalks done until a new contractor is found.

Chairman Burk stated they really need to start looking from 52nd to 67th. That should be the next phase.

Painter stated that Sheridan Road will be first and the plans for that are complete.

2. Old Business

A. Consider approving the minutes of the August 11, 2021 meeting.

Motion by Jackson-Seeley, **Second** by Symuleski, to approve the minutes of August 11, 2021. **AYE:** Smith, Symuleski, Burk, Wiseman-Vaughan, Jackson-Seeley. **NAY:** None. ***Motion Passed.***

B. Approve Limited Services Agreement and modified budget for FY 2021-2022.

Rogalski stated the service agreement is the same as every year, but between the time LETA approved the budget and it going to Council, there were some parts that were a little confusing. The budget was adjusted a little bit to provide clarification, but the basic numbers are the same. In prior years, there was a "Reserve Deposit" that accounted for money in the bank. This year, it is called "Cash Available". By adding together the "Projecting Income" and "Cash Available" you can see how much is available to send for the entire year. This is the budget that was approved by Council, so LETA either needs to approve this budget, or send the budget back to Council to be modified.

Chairman Burk stated he believes this is correct. He doesn't see anything wrong with it.

Motion by Symuleski, **Second** by Wiseman-Vaughan, to approve the Limited Services Agreement and modified budget for FY 2021-2022. **AYE:** Symuleski, Burk, McConnell, Jackson-Seeley, Wiseman-Vaughan, Smith **NAY:** None. ***Motion Passed.***

C. Ratify the actions of the Executive Director regarding payment to An Affordable Fence for fence staining on Rogers Lane.

Rogalski stated the overage on this was \$43.20.

Motion by Symuleski, **Second** by Jackson-Seeley, to ratify the actions of the Executive Director regarding payment to An Affordable Fence for fence staining on Rogers Lane. **AYE:** Symuleski, Burk, McConnell, Jackson-Seeley, Smith, Wiseman-Vaughan. **NAY:** None. ***Motion Passed.***

D. Discuss a master plan for sidewalks and provide direction to staff and/or take action as necessary.

Rogalski stated that most of the first phase is either set to design or is already done and ready to be built. The next step is figuring out where to go from here. What kind of process do you want to follow? Do you want to do school projects or arterial projects or something else?

Chairman Burk said the goal in this is to find projects along major thoroughfares. The purpose is to keep people out of the streets and safe. He wants someone to look at these areas and find where accessibility and connectivity need to be addressed. He believes Mike Jones has a big map showing these areas and he would like to work off of that.

Rogalski asked if LETA wants a subcommittee to work on this.

Chairman Burk stated no, they can work on this as a body.

E. Discuss an existing request to place a 9/11 Memorial in Elmer Thomas Park and take action if necessary.

Rogalski stated that Max Sasseen is working with this group to make this memorial a little more maintainable. Christi James is also working on a policy to take to Council to create a process for installing memorials. Right now, these groups come to LETA for funding, but we recently found out that state statute says that Planning must provide study and recommendation. The plan right now is to set aside an area of Elmer Thomas Park and memorials will have to fit within a certain size.

Chairman Burk stated it is slightly premature to take any action on this item until some clarification is provided.

Rogalski stated right now the three pending projects are the Gold Star Families, the 9/11 Memorial, and the USS Oklahoma.

- F. Discuss the goals of the Shepler Park design project and appoint a body to oversee the process.

Rogalski stated he believes it would be beneficial to have some sort of steering committee to keep this redesign rolling along a little faster between LETA meetings.

Chairman Burk stated he would like to see himself, Katy Jackson-Seeley, and Ted Symuleski on this steering committee.

Motion by Symuleski, Second by McConnell, to create a Shepler Park Redesign Steering Committee that includes Katy Jackson-Seeley, Jay Burk, and Ted Symuleski in order to provide direction but take no action. **AYE:** Wiseman-Vaughan, Burk, McConnell, Jackson-Seeley, Smith, Symuleski **NAY:** None. ***Motion Passed.***

- G. Consider two new median projects on East Gore Blvd and take action if necessary.

Chairman Burk stated this needs to be skipped for this meeting. He wants to see where we can get water to and work out some designs with Bedrock.

Jackson-Seeley stated we really need to work on East Lee, where you circle around on the highway to go back East.

Rogalski stated LETA has already spent money trimming the trees, and he will try to get another estimate to do that again. He has spoken to Jay Erp twice about getting this mowed.

Chairman Burk stated they are out mowing it now.

Jackson-Seeley stated this area would be really nice to do some sort of project since it has the Lawton sign, and it is on the way to the casino.

Chairman Burk said that is an ODOT area and even though they don't maintain this to the same standard, there isn't much that can be done right now. He will take a look at it and bring it back.

- H. Discuss costs associated with the Farmer's Market Project and take action if necessary.

Chairman Burk and Rogalski had met with Dr. Legako at the site, and it is absolutely stunning. He would like to take the trustees there to see it one day.

Schlecht stated the project has been approved, but a dollar amount has not been approved.

Chairman Burk stated the amounts were more than he originally thought. With Dr. Legako's approval, they have cut back the number of pots from 10 to 6.

Currently, the plan is to replace half of the road in front of the Farmer's Market, but they are working on getting the full road replaced through the City to tie in the new sidewalks at Shepler Park.

Chairman Burk received the exact quotes from Bedrock: The irrigation is \$14,000.00; the landscaping is \$49,956.81 for a total of \$63,956.81. The bid came in at well over \$100,000.00. Chairman Burk went back and had Bedrock do the special City of Lawton pricing.

Motion by Symuleski, **Second** by Jackson-Seeley, to allow an expenditure of \$63,956.81 out of the Beautification Fund for landscaping and irrigation at the Farmer's Market. **AYE:** McConnell, Jackson-Seeley, Smith, Symuleski, Wiseman-Vaughan, Burk. **NAY:** None. ***Motion Passed.***

3. New Business

- A. Approve FY 2021-2022 Annual Meeting Notice.

Motion by Symuleski, **Second** by Wiseman-Vaughan, to approve the FY 2021-2022 Annual Meeting Notice. **AYE:** Burk, McConnell, Jackson-Seeley, Smith, Symuleski, Wiseman-Vaughan. **NAY:** None. ***Motion Passed.***

- B. Accept nominations and choose winners for LETA Yard-of-the-Month for September and October. Can choose 3 winners. [No winners have been selected from Wards 1 or 3].

All nominations were discussed.

Motion by Symuleski, **Second** by Jackson-Seeley, to accept 2410 NW Atlanta Avenue, 2303 NW Ivanhoe Place, and 2301 NE Kingsbriar as the September and October Yard-of-the-Month winners. **AYE:** McConnell, Jackson-Seeley, Smith, Symuleski, Burk, Wiseman-Vaughan. **NAY:** None. ***Motion Passed.***

4. Discussion

No discussion took place.

5. Adjournment

There being no further business, the meeting adjourned at 5:10 p.m.