

**MINUTES**  
**LAWTON ENHANCEMENT TRUST AUTHORITY**  
**3<sup>rd</sup> FLOOR CONFERENCE ROOM CITY HALL**  
**212 SW 9<sup>th</sup> STREET**  
**OCTOBER 14, 2015**

Jay Burk, Chairman, called the meeting to order at 3:00 p.m. in the 3<sup>rd</sup> 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; Duffy, Andrew; Ezerski, Barry; Hampton, Allan; Hankins, Mary Ann; Morford, Bob; Smith, Addie; Sweeney, Kerry.

**ABSENT:** Dismuke, Bob; Rogers, Kyle; Tennis, Michael.

**OTHER PRESENT:** Denise Ezell, City Clerk's Office; Scott Powers, Finance; Richard Rogalski, Planning; Jack Hanna and Keith Neitzke, Park and Recreation.

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**BUSINESS ITEMS:**

1. Reports

A. Receive Treasurer Report and take action if necessary.

Powers stated starting with the Profit and Loss for September your income from court collections for February through July was \$21,357. We had the advertising and promotion which is the website for \$29, bank service charges of \$14.95, Freedom Festival for an ad that ran in July, Fresh Paint Days to Comanche Home Center, repairs to Bedrock for the sprinklers of \$1,375, trash and debris removal for the trees on Gore for \$1,600 and interest for \$11.40. We were reimbursed \$600 for the tree removal. Looking at the balance sheet you see available funds are \$184,750.19. Are there any questions.

Burk asked would it be possible to add an encumbered column to help keep track of our outstanding expenses.

Powers stated sure.

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

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

Burk stated Totte was unable to be here today but he has started planting the color on 2<sup>nd</sup> Street and Lee Blvd. They will be doing the 11<sup>th</sup> Street project in late November.

Rogalski stated the irrigation repairs to 2<sup>nd</sup> Street have been made. You approved Totte to replace the dead plants once the repairs were made so he should be doing that shortly.

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

Hanna stated I would like to place Ryan Ryswyk on the agenda next month. He has several ideas for treating Lake Helen for the algae. LETA might like to help with the expense of treating the lake.

Burk stated we have had several complaints in regards to the algae.

Morford stated I was told due to administrative changes we had not been treating the lake.

Hanna stated we have been treating the lake. Due to the rain and high temperatures there has been a lot of growth. As the temperature decreases it will naturally start to die.

Burk stated Elmer Thomas Park is our premier park within the city and I'm not happy with a lot of things going on inside the park. There are dead trees, sprinklers not working, good trees with dead growth, lights around the exterior of the playground are busted off, those that are not busted are full of bugs, the rose bushes are not being maintained, there are areas that need dirt and areas that need mulch, equipment that needs repaired, the picket fence has not been treated in over 2 years and the post at the Holiday House are splitting. We cannot allow this to happen within that park. We have \$19,000 to help keep the playground maintained. This was a community project and McMahon help to finish it. Part of the problem is those trying to do landscaping do not have the knowledge to do so. I think we need to have Bedrock do the landscaping. We need to add a line item to our budget to include money to help with the park. I would like to see us landscape the Holiday House and the new splash park that will be built.

Ezerski asked where did the Playground In The Park money in our financials come from.

Burk stated it was left over from when it was built. There are also unfinished projects at the playground. We purchased a bronze plaque and statue that have not been placed. I hate the bathrooms. Are they ready to be used?

Hanna stated no. We still need to pour some concrete.

Burk stated I want to landscape that also. We need to finish so we can get rid of the port-a-potties. It looks like a prefab building.

Hanna stated it is.

Burk stated that is not what was planned and it wasn't suppose to be placed there.

Hanna stated the original site is a floodplain.

Burk stated it was to be placed there so we could build sidewalks going to it.

Hanna stated with the runoff it would flood.

Burk stated we need to talk about these things before we do them. There were people who invested money in these bathrooms. We are putting the cart before the horse and it is going to cause people to be mad at us. I spoke with Ihler last night and I want to have a meeting about keeping up that park and we all have to be on the same page. I got a call from a member of the McMahon Foundation stating how horrible the park looked.

Hanna stated I agree but if they would call or email us we can place their concerns on a list so we can address them.

Ezerski stated there were a couple thousand people running through there for SOS and that is our show case.

Neitzke stated McMahon funded the restrooms and the shade for the playground. They were fully aware of what we were going to install.

Duffy asked could we come up with a list of things we want to see happen? I agree we should be spending money to keep the park maintained.

Rogalski stated my staff will put together a map of the park and where everything is located. We can use that to build a master plan.

Neitzke stated in my 3 years I have not seen a master plan.

Burk stated Shahan had one printed.

Rogalski asked do we have a copy of that.

Hanna stated the one we had has been destroyed and I haven't seen an original. Shahan's master plan is not the same ideas that I have. Staff maintenance wise his master plan had issues.

Rogalski stated we will start over.

Burk stated understand that plan comes from Council.

Hanna stated I agree.

Burk stated McMahon has done a lot in that park. There was also suppose to be a concession stand. I'm happy to see bathrooms but we need to finish them. We need to meet out there before our next LETA meeting.

Ezerski stated we also need to get a bid from Bedrock.

Burk stated does this sound feasible?

Hanna stated yes. People don't realize we have 29 co-sponsored activities. We spent 868 man hours sitting up and taking down the International Festival with a staff of 16. Taking 868 man hours away from our daily task is where we are stretched really thin. A lot of things get overlooked and not maintained like they should. There isn't enough manpower in a day to do what we need to do.

Burk stated our goal is to communicate and being able to help each other. I think if we get a map and we agree on where we think things should be will help.

Hanna stated it will. Also we are going to be giving our mowing contractors a 30 day notice for lack of performance. We will go out for another bid.

Burk stated thanks.

Duffy stated going back to the algae. I think first and foremost it is important we put some dollars towards this. Everyone has taken notice and to me this is a highlighted area that visitors and residence see. I think this would be one of the most important things we could put money towards.

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

Ezerski stated we sent a press release telling about what we did at the last meeting to head into our fall and winter campaigns. It also talked about what we were doing at the airport and to the medians. Channel 7, the paper and the radio stations all received it and we did get coverage.

Burk stated I'm going out with Channel 7 in November when we are doing the planting on 11<sup>th</sup> Street. I did receive calls about not taking this out for competitive bid. The policy limit was changed from \$25,000 to \$50,000 and they did not realize this. Also they were bid as individual projects. Thanks for doing the press release.

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

Burk stated I have a problem with individual homeowners allowing their grass to grow over the curb and into the street. I would like to change code to where it is a requirement that growth must be trimmed and not allowed to go into the street.

Rogalski stated I will look to see if there are any regulations regarding this issue. This is an area that we could use the See-Click-Fix program.

Burk stated I agree. When I go to NLC I'm going to bring back information on this.

Morford asked how expensive is it.

Burk stated I believe it runs around \$20,000.

Morford stated and it takes care of street lights, grass, pot holes or any other issue within the city limits.

Burk stated the app pinpoints your location and you choose what you want to report. It will notify the proper department of the issue and where it is located.

Sweeney asked in the \$20,000 does it allow for education. You will have to educate the public.

Rogalski stated that is just the cost of the program. The neat thing with this program is once the work is complete it will email the individual who reported the problem that it has been fixed.

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

Hampton stated I went to the Methodist church and took some before pictures and once it is completed I'll take after pictures to place on the website.

Hankins asked did that project go through.

Rogalski stated it goes to Council on the 10<sup>th</sup>. If approved we will contact our contractor and have them go and do the work.

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

Nothing to report.

H. Receive report from Gala Committee.

Sweeney stated we will be picking a date today for the committee to meet.

Ezell stated we need to take pictures now of the commercial Eye Candy awards. Send me your nominees and I will have Mazzo go and take pictures.

Burk stated we also need to start thinking about who we want to nominate for the Visionary Leaker, Champion Volunteer and the Dr. Bellino Award. We also have an auction and we need to start gathering our items. All proceeds go to LETA YA. The committee is Hankins, Sweeney, Duffy, Hampton and Rogers. This event is a way to recognize people within the community. If we don't tell our own story nobody else will.

## 2. New Business

A. Consider approving invoices, requisitions, and other submitted materials for payment and take action if necessary.

Powers stated we have 3 checks for payment. One to Mike Mazzo for \$286.13, Bedrock Nursery for \$10,247 and Sasseen for \$900.

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

B. Consider approving the minutes of September 9, 2015.

**Motion by Hankins, Second by Sweeney**, to approve the minutes for September 9, 2015. **Aye:** Hampton; Hankins; Morford; Smith; Sweeney; Burk; Duffy. **Nay:** None. **Motion Passed.**

C. Discuss the 2015-2016 fiscal year budget and take action if necessary.

Rogalski stated I went through the Profit and Loss from last year to create this budget.

Hankins asked will this be called a working budget.

Rogalski stated yes. Once you decide on your number we will add those and then track it throughout the year. You have your 2 funding sources and donations. Last year in donations you had \$10,000 for the gala.

Burk stated we didn't do a big project last year. I would like to see us keep Art In Public Places as a line item. This is a project I would like to see us finish and not forget. What are the beautification grant awards?

Rogalski stated for any project you award monies to such as Eisenhower.

Burk asked landscape maintenance?

Rogalski stated monies you spent with Bedrock.

Burk asked other awards and contributions?

Rogalski stated projects you donated to such as Project Graduation. You spent several thousand last year and I reduced it to \$4000. Your reserve fund is down to \$7700. You can move that number up or down. It sounds like you will spend more than \$40,000 on beautification but I don't know how much of that will come from your carryover.

Burk stated I want us to focus on a couple of things this year. First is keeping up the Playground In The Park. I want to make certain we have money for this project every year. I would also like to see 2 medians on Sheridan when you first come off Fort Sill. We haven't done anything there and it looks really bad.

Hampton stated I agree.

Burk stated it will cost \$20,000 for those 2 medians. At this time we have \$137,500 in the bank. We expect \$56,000 from hotel/motel and \$48,000 from court funds. So at the end of 2016 we will have \$241,500. We have spent \$60,000 which leaves us with \$180,000. We need to make a realistic budget and if there are no funds available for projects/grants then we will have to wait until the next fiscal year.

Rogalski stated I will take this input and bring something back at the next meeting.

Burk stated we need to get estimates from Bedrock for the maintenance and the 2 medians so they can be placed in the budget. We need to see if we can get sponsors for the median. If you sponsor a median we would place a sign there stating who the sponsor is.

Rogalski asked what about sponsoring the maintenance.

Burk stated I can get maintenance done through the city I would rather sponsor the project.

Duffy asked why don't we take one of these medians on as our project. Then we have something we can show.

Burk stated we could do that.

Rogalski stated we need to write a policy for the sponsorship. Then they can follow the policy and make a donation.

Morford stated we also need to have a design.

Burk stated or if they have a design it has to be approved by LETA. We need different levels of sponsorship and it must have a sprinkling system. Oklahoma City has medians that are just ground cover and I think that would be fairly inexpensive.

Hankins stated I believe that is vinca minor.

Duffy stated if we have some dollars to spend and the momentum I think we put some effort into Fort Sill Blvd. Take those projects and go talk to donors for sponsorships.

Rogalski stated we will also need to put a sign there that says "Sponsored by LETA".

Burk stated I will sponsor 100% of the one we use ground cover in.

Hampton stated I agree with Duffy.

Hankins asked do you anticipate bringing a monthly budget report to us.

Rogalski stated yes.

**Motion** by Sweeney, **Second** by Duffy, to table this item until the meeting in November.  
**Aye:** Hampton; Hankins; Morford; Smith; Sweeney; Burk; Duffy. **Nay:** None. **Motion Passed.**

D. Approve Notice of Meeting for 2016.

**Motion** by Smith, **Second** by Hampton, to approve the yearly meeting notice for 2016.  
**Aye:** Hankins; Morford; Smith; Sweeney; Burk; Duffy; Hampton. **Nay:** None. **Motion Passed.**

E. Consider approving an MOU between the Internal Services Department, Housing and Community Development and Lawton Enhancement Trust Authority.

Rogalski stated this is for the assistance Housing gives to Fresh Paint Days. They provide \$10,000 for the project and this is a MOU stating they will provide those funds.

**Motion** by Smith, **Second** by Sweeney, to table this item until the meeting in November.  
**Aye:** Morford; Smith; Sweeney; Burk; Duffy; Hampton; Hankins. **Nay:** None. **Motion Passed.**

F. Consider approving a letter of engagement with Hatch, Croke & Associates, P.C. to prepare the yearly Form 990.

Burk stated this is for our taxes and the cost is \$1000.

**Motion** by Sweeney, **Second** by Hankins, approve a letter of engagement with Hatch, Croke & associates, P.C. **Aye:** Smith; Sweeney; Burk; Duffy; Hampton; Hankins; Morford. **Nay:** None. **Motion Passed.**

3. Old Business

None

4. Announcements

5. Adjournment

There being no further business the meeting adjourned at 4:50 p.m.

**Motion** by Hankins, **Second** by Sweeney, to adjourn. **Aye:** Smith; Sweeney; Burk; Duffy; Hampton; Hankins; Morford. **Nay:** None. **Motion Passed.**