

MINUTES
REGULAR MEETING
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY NOVEMBER 8, 2023– 3:00 P.M.

Chairman Burk called the meeting to order at 3:00 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, *Dwight Tanner, Addie Smith, Barry Ezerski, Ted Symuleski, Charles Owens

ABSENT: Mary Ann Hankins (excused), Katy Jackson-Seeley (excused)

OTHERS PRESENT: Charlotte Brown, LETA Executive Director; DaLynna Wood, Communications and Marketing; Larry Parks, Parks & Recreation; Tammy Branstetter, City Clerk's Office; Jason Poudrier, Arts & Humanities; Susan Schlecht, Finance; Jonathan Jernigan, Neighborhood Services; Joshua White, Neighborhood Services

*entered at 3:02PM

INTRODUCTION OF GUESTS

Chairman Burk welcomed the City's new Parks & Recreation Director, Larry Parks.

Jonathan Jernigan, Neighborhood Services, introduced Joshua White. Jernigan said there is a possibility he will be transitioning to a new department, and he has been training Josh to take over as Neighborhood Services Supervisor.

1. Reports

- A. Receive a report from Dennis Totte with Bedrock Nursery regarding current landscaping and irrigation projects, provide direction to Mr. Totte on current projects and take action as deemed necessary.

Chairman Burk said Dennis could not attend the meeting. He spoke with Dennis prior to the meeting, and there is no update at this time. Dennis said to let him know if there is anything he or his staff needs to address.

- B. Receive a report from Neighborhood Services regarding monthly updates on departmental activities and take action as deemed necessary.

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Jernigan said Neighborhood Services has adopted a new system to aid with sending out letters. They've encountered a few issues, but they're working through them.

During the month of October, Jernigan said his staff send out 906 letters, and 127 of these letters were cost notices sent to citizens. He said there are currently 551 pending work orders.

Jernigan noted that Neighborhood Services has taken on two additional contractors to process abatement work orders. He said their office has received over 1,000 work orders so far for the year 2023, of which approximately 500 have been completed.

Ezerski asked if Neighborhood Services has ever done work at the Lawtonian.

Jernigan said he believes the Lawtonian is under new ownership. Neighborhood Services has been out to abate the property because they've been throwing roof shingles on the ground and not into an approved dumpster.

Brown asked Jernigan that his staff also talk to the owners of the Lawtonian about throwing shingles over the fence into the Plaza parking lot.

Chairman Burk said there is an apartment complex on 38th Street that has a collapsed roof. He asked if staff could at least require a fence be placed around this property for safety.

Jernigan said this property is set to be demoed soon. In the meantime, Jernigan said he will contact the property owner and ask that they place a fence around the property.

Brown asked for an update regarding the old Dunbar school.

Jernigan said the State is working to order an asbestos test. After this has been completed, his staff can proceed with the demolition process.

Jernigan noted that 12 out of the 13 structures taken before Council at the last Council meeting were approved to be demoed.

C. Consider approving submitted materials for payment.

Schlecht presented the following invoices for the time period of July 1 – October 10, 2023:

- Children United Playground Equipment - \$40,418.54.00 to Playcore Group, Inc
- Children United Playground Equipment - \$93,403.49 to Playcore Group, Inc
- Installation of 4 Light Poles - \$17,806.73 to Wells Construction
- Purchase of 8 Yard of the Month Gift Cards - \$800.00 to Bedrock Nursery
- Roll of Artifact Wrap (Cultural Preservation Committee) - \$76.00 to Supply One
- 2nd Street Landscaping - \$497.61 to Bedrock Nursery

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- Hotel/Motel Advance to Holiday in the Park - \$50,000.00 to the Chamber of Commerce
- June 2023 Final Holiday in the Park Payment - \$25,627.00 to the Chamber of Commerce

Motion by Symuleski, Second by Ezerski, to approve the submitted materials for payment as presented. **AYE:** Owens, Symuleski, Burk, Smith, Tanner, Ezerski. **NAY:** None. ***MOTION PASSED.***

D. Consider approving the monthly Treasurer Report.

Schlecht presented the monthly Treasurer Report for September 2023, which includes the following documents: the Balance Sheet for September 2023, the 2022-2023 Income and Expense Tracker through September 31, 2023, and the LETA Projects Pending Report. This Report is available in the City Clerk's Office upon request.

Schlecht noted that the Children United account has increased by about \$6,000. This is from the sponsorships received during the Dancing for Children United event.

Schlecht said she has not received anything back from the McMahon Foundation regarding the \$40,000 that was not needed for the Navy Memorial Eagle Scout project.

Chairman Burk said the Authority decided on using this money to install additional lighting in Elmer Thomas Park.

Motion by Ezerski, Second by Owens, to approve the Treasurer Report as presented. **AYE:** Owens, Symuleski, Burk, Smith, Tanner, Ezerski. **NAY:** None. ***MOTION PASSED.***

E. Receive a report from Children United regarding the accessibility playground in Elmer Thomas Park and take action as deemed necessary.

Ezerski said Dancing for Children United was a very successful event, with net proceeds totaling \$36,800.

Chairman Burk said Children United will need approximately \$450,000 to complete the handicapped-accessible playground. He has been working with Larry Parks to develop a proposal to bring before the City Council regarding this funding. Chairman Burk said they will likely approach the McMahon Foundation to see if they'll provide matching funds to help get this project completed.

Chairman Burk noted that over \$700,000 has been raised by Children United for the playground.

Symuleski asked when the playground might be completed.

Chairman Burk said this is contingent on securing the \$450,000 required for project completion. He hopes to see the playground open by Spring of 2024.

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- F. Receive a report from Parks and Recreation regarding departmental projects and monthly updates and take action as deemed necessary.

Parks said he and his staff have been helping set up for Holiday in the Park.

Parks said Westmoreland Pools (Wichita Falls, TX) recently performed a pressure test on the municipal pool. He said the results should be in either today or tomorrow.

- G. Receive a report from the Planning Department regarding ongoing LETA projects and take action as deemed necessary.

Brown said there is no update at this time.

- H. Receive Monthly Ward Updates from Trustees and take action as deemed necessary.

No updates were given.

- I. Receive a report from the Communications and Marketing Department regarding LETA's social media accounts and publicity projects, provide direction to staff on said projects and take action as deemed necessary.

Wood asked if the Authority wants to put a limit on how many times someone can vote for yard of the month of the website.

Chairman Burk said he doesn't believe they should set a limit.

Wood noted that the September Yard of the Month award went to the citizen who received the most votes on the website.

2. Business

- A. Consider approving the October 16, 2023 meeting minutes.

Motion by Symuleski, Second by Owens, to approve the minutes of the October 16, 2023 meeting. **AYE:** Owens, Symuleski, Burk, Smith, Tanner. **NAY:** None. **ABSTAIN:** Ezerski.
MOTION PASSED.

- B. Discuss the status of the Veteran Sidewalk Project and consider entering into an agreement with Polar Engraving regarding their Free Donor Website services.

Branstetter noted that there is no payment required for Polar Engraving's website services, but there is an obligation to ensure we place at least one order of bricks with them.

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Motion by Tanner, Second by Ezerski, to enter into an agreement with Polar Engraving regarding their Free Donor Website services. **AYE:** Owens, Symuleski, Burk, Smith, Tanner, Ezerski. **NAY:** None. ***MOTION PASSED.***

- C. Consider designating remaining project funds of \$1,432.02 originally restricted for the Downtown Park that are released as of August 25, 2023, by Janice Bell, the sole contributor to this former project.

Chairman Burk noted this is regarding the property at SW 2nd Street and SW C Avenue. He said he believes the Authority wanted to move this funding to the Shepler Park fund.

Motion by Symuleski, Second by Smith, to designate remaining project funds of \$1,432.02 originally restricted for the Downtown Park to the Shepler Park fund. **AYE:** Owens, Symuleski, Burk, Smith, Tanner, Ezerski. **NAY:** None. ***MOTION PASSED.***

- D. Review Yard of the Month nominations for the month of October 2023, and vote on a winner.

Wood said they received two nominations for Halloween Yard of the Month, and one received significantly more votes than the other.

Chairman Burk advised staff to award the Halloween Yard of the Month to the citizen who received the most votes on the website.

3. Adjournment

Motion by Ezerski, Second by Tanner, to adjourn the November 8, 2023 meeting. **AYE:** McConnell, Burk, Smith, Tanner, Ezerski, Symuleski. **NAY:** None. ***MOTION PASSED.***

There being no further business, the meeting adjourned at 3:28 p.m.

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