

**MINUTES**  
**LAWTON ENHANCEMENT TRUST AUTHORITY**  
**3<sup>rd</sup> FLOOR CONFERENCE ROOM CITY HALL**  
**212 SW 9<sup>th</sup> STREET**  
**NOVEMBER 12, 2014**

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; Ezerski, Barry (enter late); Godlove, Jane; Hankins, Mary Ann; Harbison, Jean; Morford, Bob; Safi, Anika; Smith, Addie; Sweeney, Kerry.

**ABSENT:** Dismuke, Bob; Shahan, Maria.

**OTHER PRESENT:** Denise Ezell, City Clerk's Office; Brooks Mitchell and Kristin Huntley, Financial Services; Debbie Dollarhite, Planning Department; Anthony Griffith, Neighborhood Services; Billie Whipp and Keith Neitzke, Parks & Recreation Department.

---

**BUSINESS ITEMS:**

1. Reports

Burk stated we will be moving the Treasurer Report and consideration of invoices to the top of the agenda.

G. Receive Treasurer Report and take action if necessary.

Mitchell stated at the top of the balance sheet we have cash in various funds totaling \$132,371.20. The second page shows there wasn't a lot of activity for the month of October. Your court collections were \$7,128 and expenses \$448.95. The third page is the year to date for this fiscal year. Total income is \$29,896.94, total expenses \$18,542.44, ordinary income \$11,354.50 and interest income of \$40.83. Net income for the first 4 months was \$11,395.33. The last page is the bank reconciliation. Are there any questions?

Burk asked are we up to date with our court collections?

Huntley stated I made a deposit today for October.

Mitchell stated that means we are caught up. The cutoff for this financial statement was October 31<sup>st</sup>. Any activity that happened subsequently to that will not be reflected in this report.

Burk asked what about the hotel/motel money.

Ezell stated we have to approve a budget before we can receive any hotel/motel. The funds that show on this report is from the previous fiscal year.

**Motion** by Sweeney, **Second** by Godlove, to accept the treasurer report. **Aye:** Ezerski; Godlove; Hankins; Harbison; Morford; Safi; Smith; Sweeney; Burk. **Nay:** None. **Motion Passed.**

### **New Business**

A. Consider Approving Invoices, Requisitions, And All Other Submitted Materials For Payment.

Mitchell stated there are 3 invoices for payment.

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

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

Totte stated I have a proposal for bulbs. Those need to be planted by December 1. Watering bulbs are different than bedding plants. We will water them when we plant them and that will be sufficient. If you over water bulbs they will rot.

Burk asked what do you mean by initially water them.

Totte stated we would turn the sprinkler on when we plant them.

Godlove asked are we going to Stage 4.

Burk stated it looks like we will move into Stage 4 in December or January if it doesn't rain. Planting bulbs is up to the Authority. I love them.

Hankins stated there is nothing more exciting than bulbs coming up in the spring.

Ezerski asked how much will we have to water them once they come up.

Totte stated they need a minimal amount of water because they only last 3 to 4 weeks.

Sweeney asked will the bulbs come back year after year.

Totte stated some of the daffodils will but tulips will not.

Safi stated we want to be a good example and follow the same rules we expect other to follow. We really need to think about it.

Ezerski stated I believe if they don't need much water and can survive on normal rainfall we should go ahead and plant them especially considering the fact we may not be able to plant in the spring.

Sweeney stated that is a good point.

Totte stated I'm going to be honest if we don't get rain in January and February there is no need to plant bedding plants. It would be a waste of money.

**Motion by Godlove, Second by Safi**, to approve the estimate for planting 2500 bulbs.  
**Aye:** Godlove; Hankins; Harbison; Morford; Safi; Smith; Sweeney; Burk; Ezerski. **Nay:** None.  
**Motion Passed.**

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

Neitzke stated I have been checking all the water in the streets from the sprinklers. In front of Walmart was solid black ice. We have shut all the sprinklers down.

Burk asked are there any questions? For the Authority's information Billie Whipp has been named Acting Director of Parks and Recreation. Whipp do you have anything?

Whipp stated not really. I will attend the meetings to fill the role that the Director usually fills. Neitzke will be your go to man. He is the one with the knowledge about the landscaping. We are here to support as always.

Burk stated thank you and we appreciate that.

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

Safi stated at this time we are working on the skate park. I would like to nominate the Fallen Heroes Memorial Garden at MacArthur for an award at the banquet. I'm trying to get support for MacArthur.

Burk stated I was at this event and it was fabulous. There was a Boy Scout who did a memorial to honor 3 MacArthur graduates who were killed in action.

D. Receive Monthly Ward Update and take action if necessary

Burk asked does anyone have anything they need to report from their Ward.

Safi stated I have moved out of Ward 4 so I will be resigning as of Friday.

Burk asked what does this mean for the Authority.

Ezell stated Ward 4 will be vacant.

Godlove stated Safi has agreed to continue to help the Gala Committee and we appreciate it very much.

Burk stated thank you for all you have done.

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

Burk stated I promise to get this done before the next meeting.

Godlove stated we need you to do so because we would like to have it up and running for the Gala. So that is the first thing on your list this week.

Burk stated I apology and I promise I'll look at it.

F. Receive report on Eye Candy Awards Banquet and take action if necessary.

Godlove stated here is our "Save The Date" card for everyone to look at. Those will be mailed the Thursday after Thanksgiving. We have agreed on a design for the invitation and Whipp will be taking it to print with our revisions and additions. We are trying to get the Army Band but if not we need to come up with some other options. We are counting on Burk to be the Master of Ceremonies. We are going to meet with the Hilton Garden Inn to talk about menu, numbers and sound equipment.

Burk stated I love the "Save The Date".

Godlove stated Hankins designed that and the invitation. Are we going to talk about nominees today?

Burk stated I've been thinking about the awards. My thoughts are we don't have to do individual Ward categories but I believe we need to do the top 3 categories. Shahan and Griffith have always come up with a lot of the award winners for the different groups so we will still be looking towards those departments to help. The concept this year is more of a party and I think it is great. Change is good. We will still be holding the silent auction. I believe we could delete some of the awards and come up with a couple city wide. We have our nominees for Yard of the Month and we will pick Yard of the Year from those. With the top 3 awards I believe we could drop back to about 10 awards.

Ezerski stated that is perfect.

Burk stated as a board it is important we get people there.

Ezerski asked how many did we have in attendance last year.

Whipp stated about 170.

Ezerski stated I believe we still need to do the nominees.

Godlove stated do nominees and just announce the winner.

Burk stated Sasseen has agreed to do the production for us.

Godlove stated our theme is “Celebrate Your City”. I believe we need to build and publicize that. KCCU has a public forum every Friday and you can talk about your event. That is the kind of thing that will be helpful in publicizing the event. I hope you can find time for it.

Burk stated I’m willing to do that. You are right we have to get the word out. I will get the corporate sponsors but we need new ones. Sponsors are how the event pays for itself. We discussed not having the event but this is the only time we say thank you to those for helping us. We could never beautify this city by ourselves.

Ezerski stated and we have some challenges ahead. Trying to keep your city looking good in a drought is going to be difficult. Something else from a residential standpoint we are now under 50% owner occupied homes in Lawton and renters don’t take care of their property the way a homeowner does. We have an uphill battle and we need to come up with ideas. It is going to take some outside the box ideas to keep this going with the weather conditions.

Burks stated I tell Council all the time that we have to stay positive. If we are always crying the sky is falling people will begin to believe it.

Ezerski stated maybe next year we incorporate “Rental Yard of the Month”. Maybe this would encourage renters to improve the looks of their home.

Burk stated good idea.

Hankins stated a positive attitude is where we were going with “Celebrate Your City”.

Godlove stated we really need to publicize that. I forgot to mention the auction form. Ezell will be emailing it to everyone and we need to use it for our auction items. This will help Whipp with the auction items.

Burk asked how many items did we have last year.

Whipp stated 40.

Godlove stated we need to have our auction items delivered to Whipp’s office by February 11<sup>th</sup>.

Burk stated this year I would like to have 50 items. This is a great fund raiser for our kids.

Godlove stated something else we talked about was the bead game. We were wondering if they could come up with something different. We are afraid it might interrupt the festive nature of the party. Talk to them and see what they can come up with.

Sweeney stated also because we are trying new things this year.

Burk asked I'll ask them. Thank you for the great work. Email your nominees to Ezell for the different awards and she will bring them to our next meeting. I believe we need to hold a special meeting to choose those award winners. How about December 3?

(All agreed).

Godlove stated I maybe gone in December but I have my nomination ready. I would like to nominate Marilyn Crane. She is the founder of the Lawton Breast Center, Lawton Food Bank, Carter Crane Homeless Shelter and has received numerous awards from groups in Lawton and from the state of Oklahoma. She began all her good works at the age of 40.

Burk stated submit as many nominees as you like and we will meet on the 3<sup>rd</sup> to make our decision. I would like for Griffith and Neitzke to also bring nominations that day.

## 2. New Business

B. Consider Approving minutes of October 8, 2014.

**Motion** by Godlove, **Second** by Sweeney, to approve the minutes of October 8, 2014 as written. **Aye:** Hankins; Harbison; Morford; Safi; Smith; Sweeney; Burk; Ezerski; Godlove. **Nay:** None. **Motion Passed.**

C. Consider Approving Hatch, Croke and Associates to do the annual tax return.

Burk stated we have to hire someone to do our annual tax return. The fee will be \$1000.

**Motion** by Ezerski, **Second** by Sweeney, to approve Hatch, Croke and Associates to do the annual tax return for the amount of \$1000. **Aye:** Harbison; Morford; Safi; Smith; Sweeney; Burk; Ezerski; Godlove; Hankins. **Nay:** None. **Motion Passed.**

D. Consider entering into a contract with ZIA Corporation to run a gamma ray log and down hole camera inspection on the water well located at 2<sup>nd</sup> and Ferris.

Dollarhite stated Rogalski is still working on a contract and has nothing ready for approval.

Burk stated we will table this until our next meeting.

**Motion** by Ezerski, **Second** by Safi, to table until the next meeting. **Aye:** Morford; Safi; Smith; Sweeney; Burk; Ezerski; Godlove; Hankins; Harbison. **Nay:** None. **Motion Passed.**

E. Consider giving Michael Tennis the authority to use the LETA bank card for his purchases for Fishing For Food on November 22, 2014.

Tennis stated I started a food drive for the Lawton Food Bank when I was elected to Council. The city stocks Lake Helen with trout and then you are invited to fish for free. We have a free cookout and if you bring a non-perishable item you will receive a raffle ticket. Last year we had 15 bicycles and other good prizes that we gave away. Since payments are approved only once a month this makes it difficult for me to access the money for “Fishing For Food”. I’m asking you to allow me to use the bankcard for my purchases for this event.

Burk stated money has been designated to this event. I would like to allow him to use the card. He has \$1902 designated and another \$550 will be deposited today.

Ezerski asked are all these funds dedicated to this event.

Tennis stated yes. Once everything is purchased I’ll bring the receipts to Ezell.

**Motion by Ezerski, Second by Safi**, to allow Michael Tennis to use the LETA bankcard for purchases made towards the Fishing For Food event. **Aye:** Morford; Safi; Smith; Sweeney; Burk; Ezerski; Godlove; Hankins; Harbison **Nay:** None. **Motion Passed.**

F. Consider approving a budget for the fiscal year 2014-2015.

Ezell stated this is basically the same as last year. I removed the Lee Boulevard medians and adjusted the tax return/insurance/audit to \$1000. I also adjusted the estimated dollars for the hotel/motel. We have a difference of \$19,000 that needs to be added to our expenses.

Burk stated I would like to place the remainder in the reserve account.

Ezerski stated I agree.

Burk stated we probably need to place the \$3000 back into the tax return/audit/insurance line in case we have to help pay for the audit.

**Motion by Ezerski, Second by Godlove**, to approve the budget for 2015-2014. **Aye:** Safi; Smith; Sweeney; Burk; Ezerski; Godlove; Hankins; Harbison; Morford. **Nay:** None. **Motion Passed.**

G. Consider approving the annual meeting notice for 2015.

Burk stated this is a requirement by the State of Oklahoma. This sets the time and place of all our meetings for the year of 2015.

**Motion by Godlove, Second by Hankins**, to approve the annual meeting notice. **Aye:** Smith; Sweeney; Burk; Ezerski; Godlove; Hankins; Harbison; Morford; Safi. **Nay:** None. **Motion Passed.**

3. Old Business

A. Consider grant proposal request from LETA YA for project at MacArthur High School and take action if necessary.

Burk stated here are before and after pictures of the project at MacArthur High School. The total project was over \$22,000. Ms Oates got donations from the PTSA, the classes of 2012 and 2014 and LETA YA. LETA YA would like to give them \$7500.

**Motion by Ezerski, Second by Safi**, to approve a grant from the LETA YA account in the amount of \$7500 to MacArthur High School. **Aye:** Sweeney; Burk; Ezerski; Godlove; Hankins; Harbison; Morford; Safi. **Nay:** None. **Motion Passed.**

B. Consider grant proposal request from YMCA for project at YMCA and take action if necessary.

Burk stated their total request is \$8250.

Godlove stated does \$5000 sound reasonable.

Ezerski stated they stated they have spent \$8800.

Burk stated they are asking \$8250 for the rest of the landscaping, trees, concrete and sprinkler.

Sweeney stated I do believe the YMCA is an organization that does a lot for Lawton. If we have enough in the budget I would lean towards matching what they have spent.

Ezerski stated that is really an extension of Sheppler Park.

Godlove stated I'm for that if we feel we have the money to do so.

Burk stated we definitely have the money.

Ezerski stated I think we should.

**Motion by Godlove, Second by Harbison**, to approve a grant of \$8250 for the YMCA. **Aye:** Burk; Ezerski; Godlove; Hankins; Harbison; Morford; Safi; Sweeney. **Nay:** None. **Motion Passed.**

C. Considering hiring a Design Engineer for a schematic design for a park located at of 2<sup>nd</sup> & C Avenue and take action if necessary.

Dollarhite stated Rogalski didn't get a good feeling from the group at OU. He doesn't want to use an unlicensed landscape architect without an approved conceptual design. He is going to work on obtaining quotes before the next meeting.

Burk stated they are a good group of kids but they didn't know to what extent they would be involved. I think we need to hire a professional. We need to table this until the next meeting.

**Motion by Ezerski, Second by Safi**, to table until the December meeting. **Aye:** Ezerski; Godlove; Hankins; Harbison; Morford; Safi; Sweeney; Burk. **Nay:** None. **Motion Passed.**

#### 4. Announcements

Sweeney asked can you give me an update on the construction located at 67<sup>th</sup> & Rogers Lane. A sign went up today about rental space. Will that be directly across from the houses?

Burk stated yes.

Sweeney asked will that start immediately.

Burk stated yes. It will be like the one in front of Walmart. He is supposed to plant trees and landscape the area. Another project for next year is strengthening our landscape ordinance. I know we are under water restrictions but in Stage 3 you don't have to plant until 120 days after we have lifted Stage 3. We need to be as strict as Oklahoma City, Edmond and Wichita Falls. Go visit the CVS on the corner of Cache Road and Sheridan and then visit the one on 11<sup>th</sup> and Lee.

Ezerski stated that corner looks so much different.

Burk stated we need to change the point system to where they plant bigger caliber trees and plants. At this time Rogalski has went back to 5 different places telling them they needed to replace the dead plantings. The ordinance is working we just need to strengthen it.

Godlove stated I contacted Rogalski about McAlister's. They quite weeding their beds. I believe we all need to be policemen and report to Rogalski.

Hankins stated I was going to mention that.

Godlove asked are we enforcing the water restriction? There are people that water every night.

Burk stated it is very difficult. We don't have enough police officers to enforce it all.

Ezerski stated I was told that we have computerized meters that can register when you are watering.

Burk stated they are house meters. We will have to do as Wichita Falls does. You have to have 2 meters. One for your home usage and the other for outside watering. I see that coming on new construction. I think we need to focus on commercial properties so if you see someone watering contact Rogalski. Thanks to everyone for being here.

5. Adjournment

There being no further business the meeting adjourned at 4:25 p.m.

**Motion** by Ezerski, **Second** by Safi, to adjourn. **Aye:** Ezerski; Godlove; Hankins; Harbison; Morford; Safi; Sweeney; Burk. **Nay:** None. **Motion Passed.**