

MINUTES
REGULAR MEETING
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 2nd FLOOR CONFERENCE ROOM
WEDNESDAY NOVEMBER 13, 2024– 3:00 P.M.

Vice-Chairman Ezerski called the meeting to order at 3:00 P.M. in the 2nd floor conference room of City Hall.

ROLL CALL

PRESENT: Mary Ann Hankins, Ted Symuleski, Barry Ezerski, Dwight Tanner, Charles Owens, Addie Smith

ABSENT: Jay Burk (excused), Chris Rabon (excused)

OTHERS PRESENT: Neal Kirmer, Communications & Marketing; DaLynna Wood, Communications & Marketing; Tammy Branstetter, City Clerk's Office; Joshua White, Neighborhood Services; Susan Schlecht, Financial Services; John Andrew, City Attorney; Charlotte Brown, Community Services Director; Jonathan Jernigan, Community Services Deputy Director; Jason Poudrier, Arts & Humanities

STATEMENT OF COMPLIANCE WITH OKLAHOMA OPEN MEETING ACT, 25 O.S. 301-314

Notice of meeting and agenda were posted by the City Clerk's Office as required by law.

INTRODUCTION OF GUESTS

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.

Totte advised that he has four quotes he was asked to bring with him to present to the Authority.

Vice-Chairman Ezerski said these are business items B-E, and we'll be moving these up on the agenda.

- E. Consider approving an estimate from Bedrock Nursery in the amount of \$9,250.00 for cutting tree grates on 2nd Street from Ferris Avenue to C Avenue and authorize payment of all applicable expenses incurred up to \$9,250.00.

Totte provided background information on this item. A copy of the estimate from Bedrock Nursery may be obtained from the City Clerk's Office upon request.

Totte said the trees on 2nd Street are outgrowing their decorative grates – his staff will cut larger holes in the grates to allow room for the trees to grow. There are a total of 74 tree grates that need to be cut.

Motion by Hankins, Second by Owens, to approve an estimate from Bedrock Nursery in the amount of \$9,250.00 for cutting tree grates on 2nd Street from Ferris Avenue to C Avenue and authorize payment of all applicable expenses incurred up to \$9,250.00. **AYE:** Ezerski, Smith, Hankins, Symuleski, Tanner, Owens. **NAY:** None. **MOTION PASSED.**

D. Consider approving an estimate from Bedrock Nursery in the amount of \$14,611.61 for rehabilitation of the entryway flowerbeds at Elmer Thomas Park and authorize payment of all applicable expenses incurred up to \$14,611.61.

Totte provided background information on this item. A copy of the estimate from Bedrock Nursery may be obtained from the City Clerk's Office upon request.

Totte said he understands that the Lawton Firefighters Association had been taking care of the maintenance on one of these flowerbeds for several years, but it has a bunch of dead trees and shrubbery in it now. Totte said they will be rehabilitating both flowerbed islands on either side of the entrance to Elmer Thomas Park. He said this is the entrance to the Christmas lights.

Motion by Symuleski, Second by Owens, to approve an estimate from Bedrock Nursery in the amount of \$14,611.61 for rehabilitation of the entryway flowerbeds at Elmer Thomas Park and authorize payment of all applicable expenses incurred up to \$14,611.61. **AYE:** Ezerski, Smith, Hankins, Symuleski, Tanner, Owens. **NAY:** None. **MOTION PASSED.**

C. Consider approving an estimate from Bedrock Nursery in the amount of \$9,509.44 for soil and sod installation at City Hall and authorize payment of all applicable expenses incurred up to \$9,509.44.

Totte provided background information on this item. A copy of the estimate from Bedrock Nursery may be obtained from the City Clerk's Office upon request.

Totte said the soil and sod will be placed on the corner of the lawn where the City of Lawton recently did their drainage project. He said they will also be rehabilitating the flowerbeds by the drainage canal.

Ezerski asked if the drainage issue has been addressed.

Totte said the drain is in, but an extension must be done. He said the last time it rained heavily, no water got down to the basement, so the drain did work.

Motion by Hankins, Second by Owens, to approve an estimate from Bedrock Nursery in the amount of \$9,509.44 for soil and sod installation at City Hall and authorize payment of all applicable expenses incurred up to \$9,509.44. **AYE:** Ezerski, Smith, Hankins, Symuleski, Tanner, Owens. **NAY:** None. **MOTION PASSED.**

B. Consider approving an estimate from Bedrock Nursery in the amount of \$21,590.98 for lighting repair at City Hall and authorize payment of all applicable expenses incurred up to

\$21,590.98.

Totte provided background information on this item. A copy of the estimate from Bedrock Nursery may be obtained from the City Clerk's Office upon request.

Totte said this is the completion of the tree lighting on the south side of City Hall.

Ezkerski asked if the tree lights are working right now.

Totte said they will be after this work is done. Currently, only about half of the lights are working.

Totte said the lights being installed will have the capacity to change colors – this is what was installed originally.

Motion by Symuleski, Second by Owens, to approve an estimate from Bedrock Nursery in the amount of \$21,590.98 for lighting repair at City Hall and authorize payment of all applicable expenses incurred up to \$21,590.98. **AYE:** Ezerski, Smith, Hankins, Symuleski, Tanner, Owens. **NAY:** None. **MOTION PASSED.**

Susan Schlecht, Financial Services, noted that we might have a difficult time recovering the funds quickly if we do all the Bedrock projects at the same time.

Vice-Chairman Ezerski noted that the work being done on 2nd Street will come from a separate account.

Schlecht advised that there will be approximately \$12,000 left in the beautification fund after subtracting the Bedrock estimates. She said it might be beneficial to spread the projects out a little.

Hankins noted that we won't need much as the winter approaches.

Vice-Chairman Ezerski asked what the difference is between LETA hotel motel tax and the LETA beautification fund.

Schlecht said the beautification fund comes from Court fees, and the hotel motel fund comes from hotel motel tax and interest.

Vice-Chairman Ezerski noted that we can move money around if we need to. He asked Totte if he's aware of any other upcoming projects.

Totte said no – they will be installing tulip bulbs in December, but this expenditure has already been approved.

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

Joshua White, Neighborhood Services Supervisor, said for the month of September, his department sent out 531 violation notices. For the month of October, 1,155 violation notices were sent out.

White said they have a new contractor that will be starting orientation tomorrow.

Vice-Chairman Ezerski asked if Neighborhood Services cites people for parking their car on the lawn.

White said yes.

Symuleski asked for details regarding the process of citing someone for this.

White said we cite them for having a car parked on the lawn, and they go through the Court process.

Symuleski asked what the average ticket price is for these citations.

Charlotte Brown, Community Services Director and LETA Executive Director, said there is a maximum of \$750 for the citations.

Vice-Chairman Ezerski said there is someone in his neighborhood that parks halfway on the lawn and halfway in the driveway. He asked if this is legal.

Brown said this is illegal. She said staff started a code change several years ago to allow for the City of Lawton to be able to tow jacked vehicles. Brown said she will work to revive this code change.

Vice-Chairman Ezerski said he would like to see work be done with the sign ordinance first.

C. Consider approving submitted materials for payment.

Schlecht presented a summary of the paid invoices for the period of June 13, 2024 – November 13, 2024. The list of paid invoices is attached as “Exhibit A”.

Motion by Smith, **Second** by Symuleski, to approve the submitted materials for payment for the period of June 13, 2024 – November 13, 2024, as presented. **AYE:** Ezerski, Smith, Hankins, Symuleski, Tanner, Owens. **NAY:** None. ***MOTION PASSED.***

D. Consider approving the monthly Treasurer Report.

Schlecht presented the monthly Treasurer Report for June 2024 and July 2024, which includes the following documents: the Balance Sheet for June 2024 and July 2024, the Profit & Loss Statement for June 2024 and July 2024, the Income and Expense Tracker for June 2024 and July 2024 and the LETA Projects Pending Report for June 2024 and July 2024. Schlecht also presented the Hotel Motel Tax Revenue Report as of May 8, 2024. A copy of the Treasurer Report for June 2024 and July 2024 may be obtained from the City Clerk’s Office upon request.

Motion by Symuleski, Second by Smith, to approve the Treasurer Report for June 2024 and July 2024 as presented. **AYE:** Ezerski, Smith, Hankins, Symuleski, Tanner, Owens. **NAY:** None.
MOTION PASSED.

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

Jason Poudrier, Arts & Humanities Director, said Larry Parks could not attend the meeting today and asked him to fill in.

Poudrier said the Parks and Recreation Department is moving ahead with the new aquatics center, and they are also moving forward with the prairie dog removal. He said the prairie dog removal will be done in a very humane way.

Vice-Chairman Ezerski asked how many prairie dogs will be moved.

DaLynna Wood, Communications & Marketing, said about 60.

Poudrier said the Holiday in the Park Parade will take place this weekend. Roads close down at 3:00PM, and the parade will begin at 6:00 P.M.

- F. Receive a report from the Community Services Director regarding ongoing LETA projects and take action as deemed necessary.

Brown said the City Hall dome is now lit.

Hankins asked if this is a multi-colored light.

Poudrier said it's programable to different colors.

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

No updates were given.

- H. 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.

Neal Kirmer, Communications & Marketing, said there were four homes nominated for the Halloween Yard of the Month contest.

2. Business

- A. Select a Yard of the Month winner for October 2024.

Kirmer said two of the homes nominated for the Halloween Yard of the Month contest are in Ward 7, one is in Ward 5 and one is in Ward 6. He said the house in Ward 5 received the most votes online at 256 votes. Kirmer passed around photos of the homes that were nominated.

Motion by Tanner, Second by Symuleski, to select the home in Ward 5 as the Yard of the Month winner for October 2024. **AYE:** Ezerski, Smith, Hankins, Symuleski, Tanner, Owens. **NAY:** None. **MOTION PASSED.**

- B. Consider approving an estimate from Bedrock Nursery in the amount of \$21,590.98 for lighting repair at City Hall and authorize payment of all applicable expenses incurred up to \$21,590.98.

This item was addressed earlier in the meeting.

- C. Consider approving an estimate from Bedrock Nursery in the amount of \$9,509.44 for soil and sod installation at City Hall and authorize payment of all applicable expenses incurred up to \$9,509.44.

This item was addressed earlier in the meeting.

- D. Consider approving an estimate from Bedrock Nursery in the amount of \$14,611.61 for rehabilitation of the entryway flowerbeds at Elmer Thomas Park and authorize payment of all applicable expenses incurred up to \$14,611.61.

This item was addressed earlier in the meeting.

- E. Consider approving an estimate from Bedrock Nursery in the amount of \$9,250.00 for cutting tree grates on 2nd Street from Ferris Avenue to C Avenue and authorize payment of all applicable expenses incurred up to \$9,250.00.

This item was addressed earlier in the meeting.

- F. Consider approving the minutes of the September 11, 2024 meeting.

A copy of the minutes of the September 11, 2024 meeting may be obtained from the City Clerk's Office upon request.

Motion by Tanner, Second by Smith, to approve the minutes of the September 11, 2024, meeting. **AYE:** Ezerski, Smith, Hankins, Symuleski, Tanner, Owens. **NAY:** None. **MOTION PASSED.**

- G. Consider approving the 2025 Annual Meeting Notice and take action as deemed necessary.

A copy of the 2025 Annual Meeting Notice may be obtained from the City Clerk's Office upon request.

Motion by Tanner, Second by Symuleski, to approve the 2025 Annual Meeting Notice as presented. **AYE:** Ezerski, Smith, Hankins, Symuleski, Tanner, Owens. **NAY:** None. **MOTION PASSED.**

- H. Discuss Lawton Fort Sill Freedom Festival sponsorship levels and options proposal and take action as necessary.

Poudrier provided background information on this item. He provided Authority members with a flyer outlining the proposed sponsorship levels for the Lawton Fort Sill Freedom Festival. A copy of the flyer may be obtained from the City Clerk's Office upon request.

Poudrier said there will be three different sponsorship levels, and they are as follows:

1. **Platinum Sponsorship:** \$3,000 - \$5,000
2. **Gold Sponsorship** - \$1,500 - \$2,999.99
3. **Silver Sponsorship** - \$750 - \$1,499.99

Poudrier said this year we will be charging \$400 to sign up for a Gurney Race Team of up to 5 members. There will be a \$1,000 grand prize for the winning team/organization. Poudrier noted that if 25 teams sign up at \$400 each, this would be an additional \$10,000 in income for the Freedom Festival.

Poudrier said they will also be charging \$250 to sponsor a car in the Derby Race. The first-place winner will receive \$1,000, the second-place winner will receive \$500 and the third-place winner will receive \$250.

Ezerski asked how much money the Freedom Festival received last year in sponsorships.

Poudrier said it was less than \$20,000.

Ezerski said he thinks it's smart to push this information out now because organizations are probably starting to look at their budgets for next year.

Poudrier said they will also be selling VIP Access Packages. They'll be selling 10 VIP Packages as add-ons to any sponsorship for \$500 and 10 VIP Individual Packages at \$1,000 each.

Hankins said she thinks the VIP passes will be very appealing.

No action was taken on this item.

3. Adjournment

Motion by Hankins, **Second** by Smith, to adjourn the November 13, 2024 meeting. **AYE:** Ezerski, Smith, Hankins, Symuleski, Tanner, Owens. **NAY:** None. ***MOTION PASSED.***

There being no further business, the meeting adjourned at 3:55 P.M.