

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
NEW CITY HALL AUDITORIUM
212 SW 9th STREET
NOVEMBER 14, 2012

Jay Burk, Chairman, called the meeting to order at 3:00 p.m. in the New City Hall Auditorium. Notice of meeting and agenda were posted on the City Hall notice board as required by law.

ROLL CALL:

PRESENT: Burk, Jay; Godlove, Jane; Hankins, Mary Ann; Harbison, Jean; Safi, Anika; Smith, Addie; Smith, Marilyn; Tennis, Michael.
ABSENT: Carter, Carol; Dismuke, Bob; Hushbeck, Tim.
OTHER PRESENT: Denise Ezell, City Clerk's Office.

BUSINESS ITEMS

1. Reports

A. Receive report from 4-D Landscaping

Elkouri stated we have reduced the times on the sprinklers. We will be turning off the automatic watering and will be going to a manual cycle every 10 to 20 days. You still have to water in the winter. I believe the plants and mulch are in good shape. Here are a couple of estimate you had asked for in regards to the Municipal Court building.

Burk stated will you be doing the pots on 2nd Street?

Elkouri stated we have submitted a bid but haven't heard from them.

Burk stated are there any other questions. Thanks for being here.

B. Receive report from Kim Shahan, Parks and Recreation Director

Shahan stated we have 4 trees at the playground that will need to be replaced. Two of them we need to wait until spring to make a decision on. We believe Bald Cypress is the replacement tree we need to use. There are difficult soil conditions in some of the areas of the playground. The 4 need to be replaced as soon as possible.

Burk asked do you have a cost estimate.

Shahan stated once you give me the approval I'll get an estimate.

Burk stated I would ask you do that. After talking with Bedrock and 4-D they believe now is the time to get them in the ground instead of spring. This will allow the root ball time to do what it needs to do and to acclimate to the soil condition. We need to address doing a lime

mixture or some Back to Nature to help with the soil. This needs to be a part of the bid. I know we put Back to Nature in some of them but I don't know if it was enough. The soil there is clay and when we dug up some of the trees they were sitting in water. We thought since it was so hot they needed extra water and we were drowning them. The Bald Cypress seems to do very well there so we think we should replace the dead ones with it. We got these trees through the grant and the ones on the walkway we purchased from Bedrock. Bedrock trees are huge and I believe he will make us a good deal on some more.

Shahan stated we will go to them first.

Burk stated can we get a motion to allow Shahan to get an estimate.

Motion by Godlove, Second by Smith M., to have Shahan get a cost estimate from Bed Rock Nursery for replacing the 4 trees at the Playground In The Park. **Aye:** Godlove; Hankins; Harbison; Safi; Smith A.; Smith M.; Tennis; Burk.

Shahan stated the Mayor has appointed a Dead Tree Committee and Burk is the chairman. They are looking at the dead trees in the right-of-ways, parks and the parking lots for the City of Lawton. Our department is addressing the parks and parking lots and we have been doing that all summer and will go through the winter. We have 20 to 24 that need to be replaced. Neighborhood Services have identified approximately 100. The legal department has defined hazardous tree. When we refer to hazardous we are talking about those associated with the right-of-ways and high use areas such as parking lots and specific parks.

Burk stated as the LETA Chair I'm also Chairing this committee. We believe this will be an expensive project. Some of the trees are huge. One has already fallen onto a car and we haven't had any winter winds yet. The city will be liable for replacing this vehicle. We also had one fall in the library parking lot. We are flirting with disaster. We want to be proactive and get these trees out. We are going to Council next Tuesday asking for permission for Neighborhood Services to go out and mark these trees. Trees with an X will be one they plan on removing. They will address them as quickly as possible and will be removed by a professional. We hope to use funds from the "emergency fund" the city has. There is about \$1.8 million in this account and we believe this is an emergency. This will be used for right-of-ways, parks and parking lots that are owned by the city. We are trying to hurry before the trees lose all their leaves. If all the trees are bald we will not be able to identify the ones that are dead. If anyone calls you or you identify a tree call Griffith at Neighborhood Services. We are having a problem identifying the right-of-way. Some are very short and others are 25 to 30'. Neighborhood Services is helping us to identify what is in the right-of-way. Not only will we ask they remove the tree but also to grind the stump to 12" below the ground. It will be a complete removal. I think we need to be progressive in this. Since we cannot go onto private property we thought maybe if the homeowner removed the tree they could stack it by the street and we could use the grapple truck to haul it off. This would help with their cost. We are trying to help in any way we can. This is a very expensive adventure. We are asking the price be dependent upon the size of the tree.

Smith A asked did you state the City has a fund for emergencies.

Burk stated yes but it can only be used as a city wide emergency and in areas that are considered to be hazardous to health.

Smith A stated would it be possible to start a 50/50 program where the homeowner agreed to pay half and the city would pay half to remove those on their property. Then they could stack it by the curb for it to be picked up.

Burk stated I believe the Committee will talk about this once we have those in the right-of-way removed. We felt cars and pedestrians were our first concern and then we would go back and look at those. I do agree we want to try and help in some way but we have limited funds. We are trying to get this passed by Council on Tuesday so you need to contact your councilperson to let them know how important this is.

Shahan stated this item is just based on language changing for it to be used for this initial purpose. There is not a dollar amount associated to the item.

Burk stated we are trying to get it where the City Manager can sign the individual work orders. If we have to go through a RFP it will be February or March before we see a tree removed. We can't wait that long.

Shahan stated that is because Neighborhood Services has an existing contract. If Council approves the changes the City Manager can initiate the work order because there is a contract in place.

Burk stated it was a great idea by Griffith to use an existing contractor. They will use Neighborhood Services and then put the money in City At Large to pay the invoices. We don't want to keep anyone from doing the work it is just that the timeframe is scaring us.

Smith M stated last Saturday a tree came down in the 1800 block of Arlington. It knocked out the power for 380 people.

Burk stated we really haven't had any wind to speak of. Again contact your councilperson to make certain they understand how important this is for the city.

Shahan stated last item is the Parks and Recreation Department and the City of Lawton will be receiving an award from the Oklahoma Parks and Recreation Society due to Elmer Thomas Park. We have been making improvements to Elmer Thomas Park for the last 10 years. Due to the improvement made over the last 2 years we decided to submit it for an award. We will be receiving the Facility Award of Excellence.

Godlove asked with regards to the landscape ordinance does a building that is being remodeled require landscaping according to the ordinance.

Burk stated not on a remodel. It is just on new construction or expanding an existing building. Congratulations. This is a great honor and thanks for your leadership in getting Elmer Thomas to where it is today.

Smith M stated is there a governing board to determine what goes into Elmer Thomas.

Shahan stated no just my department. It is part of my responsibility to oversee the plans.

Burk stated if you get a chance would you bring us a copy of the master plan. If Tennis had stayed on Council my next plan was to get a splash park for the young families. They are wonderful and the water is reused. A lot of communities are doing them across the nation and we don't have one.

Hankins stated Ft. Sill has one.

Tennis stated we have a small one on the south side.

Burk stated it would be nice to have 2 or 3 throughout the community.

C. Treasurer Report

Burk stated are there any questions about the treasurer's report?

Motion by Tennis, Second by Smith M., to accept the treasurer report. **Aye: Godlove; Hankins; Harbison; Safi; Smith A; Smith M; Tennis; Burk. **Nay:** None. **Motion Passed.****

D. Receive report on LETA YA

Burk stated Schyler is sick today so they are not meeting. They have made a presentation to the Chamber of Commerce and to the Lawton Board of Education about the 505 Tree project. I was very impressed. They did a great job. They are putting together a speaker's drill so they can go out into the community and do some fund raising. They are working on their brochures so people can donate to the project. They have gotten their estimate for Phase I at MacArthur to present to us so they can get started. They would like to start this fall.

E. Receive report on the Keep Oklahoma Beautiful Banquet

Burk stated thanks to all who attended. We had a great time. It was different this year since it wasn't at the Skirvin and they were through by 9:00 p.m. This year they didn't allow anyone to speak so it moved a little faster. I was surprised when we were nominated for the Affiliate of the Year. It was quite an honor to be the first recipient to win this award. This was the biggest award of the evening. So congratulations to everyone that has been working for so long and on so many good things. Next year I believe the kids can submit their tree projects for an award. Again thank you to everyone for being there and for working so hard. I would like to present this to the City of Lawton/Mayor at our banquet if it is alright with everyone.

Godlove asked do we have copies of the photos that were taken for our program.

Burk stated I will get us one. KOB has asked to attend our banquet. They love what we are doing.

2. New Business

A. Approve Minutes of June 13, 2012.

Motion by Tenis, Second by Smith A.; to approve the minutes of June 13, 2012 as written. **Aye:** Godlove; Hankins; Harbison; Safi; Smith A; Smith M; Tennis; Burk. **Nay:** None.
Motion Passed

B. Discuss painting and landscaping the Municipal Court Building and take action if necessary.

Burk stated we have been receiving municipal fine money for about 3 years. I made an agreement with the Judge without asking for your consent. In order for us to get \$4.50 and for the Judge to get .50¢ I made an agreement we would do something to the front of the municipal building. If you don't know the Judge, Nathan Johnson, you need to meet him. He is a really neat individual. Last year we discussed him giving us the other .50¢ and again he reminded me I was going to do something to the front of the building. There are a couple of things I would like to do. I have asked Catlett to get an estimate and what it would take for us to paint the building. Also the mortar has cracks and they would need to be filled. He thought painting it was a great idea but it needed to be pressure washed first. Landscaping it would be great but I believe we need to do a total makeover. It would be the side that faces north and the side that faces west. There is an old light fixture that will need to be replaced also. The Judge is trying to make the courtroom look more professional. He is working on new benches. I would like to make the building look more modern. Do something with a different color so that it would stand out. I do have the estimates on the landscaping but Parks and Recreation has to bring the water for the sprinkler underneath the driveway. Who makes the decision as to what color we can paint the building.

Ezell stated the Downtown Architectural Review Commission.

Burk asked who do we need to talk to.

Ezell stated Rogalski of the Planning department.

Burk stated I usually get what I want but I want to make sure we do this really nice. I want it to be something that stands out and looks good. Do we need to grout some of those cracks before we paint? Shahan have you looked at it.

Shahan stated I wasn't aware of any of this.

Burk stated I have a landscape drawing using about 20 Crape Myrtles that go around the outside and using yearly color as we want. In the bed in front they would use bigger focal points like an evergreen tree with grasses. Something low maintenance with a real splash of color year

round. There would be 3 beds with one on the north side, the west side and at the end of the building on the west side. I think we should pressure wash it first, then paint and then do the beds. We would need to hire a contractor to do the painting and sealing. This will make the Judge the happiest guy in America. Shahan I need your help as where to go from here. I guess we need to start with Rogalski.

Shahan stated I can get you the information on the building maintenance side is you will take care of the approval process.

Burk stated 4-D cost for the landscaping and the sprinkler was around \$15,000. We have set aside in our budget a project for around \$30,000. I felt as if we could do this as our big project this year but I need your buy in. I don't want to start the process unless we all agree. I will bring this back in December for your approval with the dollar amounts. Do you have any thoughts?

Tenis stated since you have already committed I think we need to go ahead with it.

Smith M stated I agree.

Safi stated I'm in.

Burk stated so everybody is okay. Thank you very much. I will get some more information and bring it back in December for your approval.

C. Discuss hiring a new website designer and take action if necessary.

Burk stated I hate our website and I believe it is an embarrassment. I will take responsibility for it. We have an individual that has never been able to keep it up and we cannot update it ourselves. It needs to be updated on a monthly basis if not sooner. Radium 3 is the company that the KOB uses. If you haven't been to their website you need to check it out. The cost of what is called the "signature design page" which is 10 pages is \$4,685 plus a monthly fee of either \$49 or \$69 a month. They do a site build of up to 10 pages and then a final revision. They also do a store setup where people can purchase their banquet tickets from the website and they have a mobile app for all your smart phones. The monthly fee of \$49 is for 2 gigabytes and 6 gigabytes for \$69 a month. We would have no contract so at anytime we want to discontinue their services we can. It gives us up to 5 users that could update our site all we need is a login. We have \$3000 in the budget for a website. This was set aside to add LETA YA to our website and the \$4685 gives them a page or 2. So we would be spending an extra \$1600. Since we are going to Keep Lawton Beautiful do we want it to be Lawton Enhancement Trust Authority with Keep Lawton Beautiful under it or what.

Smith M stated I think we need to keep LETA. I thought we had to keep something about the authority in the title.

Burk stated I agree and we do. I didn't know if we wanted KeepLawtonBeautiful.com or LawtonEnhancement.com. I would rather be a .com than a .org. I will ask if there is something

available for us to be a .com. We need to decide if we want Keep Lawton Beautiful or Lawton Enhancement Trust Authority. LETA YA is waiting to purchase their t-shirts to see what name we are going to go by.

Godlove asked if we changed our title to Keep Lawton Beautiful could we then underneath say Lawton Enhancement Trust Authority. If you do a search wouldn't it come up if both are listed?

Burk stated I would think it would.

Safi stated I think LETA needs to stay somehow. That is how people know us.

Burk stated there isn't that many that know us by LETA. Maybe Keep Lawton Beautiful would be something they could remember. I will talk to Radium 3 to make certain when it is googled it will come up with either title. I want the other website to disappear.

Godlove asked what do we do about terminating our contract. We don't want to pay him anything.

Burk stated I don't know.

Ezell stated we just paid his renewal.

Burk stated it was only a hundred or so and it is worth that to get rid of him. I need a motion to okay the spending of money to get Radium 3 started. He said it would take about 4 weeks. I believe by mid-December the site will be up and running.

Motion by Godlove, **Second** by Safi, that we contract with Radium 3 for a new website. **Aye:** Safi; Smith A; Smith M; Tennis; Burk; Godlove; Harbison; Hankins. **Nay:** None. **Motion Passed.**

Burk stated I'll get that underway. I would like for some of you to help me with the design criteria. Safi would you help.

Safi stated sure.

Burk stated Godlove how about you.

Godlove stated sure.

Burk asked would you like to help.

Hankins stated I could do that.

Burk stated okay that is I, Safi, Godlove and Hankins. I'll make sure he knows.

Smith M stated will there be the capability to make memorial donation on the site.

Burk stated absolutely. Once LETA YA has their t-shirts we could put photos of those there also for sale. There are so many things we can do that we are not doing.

3. Old Business

A. Discuss Eye Candy Awards Banquet and take action if necessary.

Burk stated everything is starting to come together beautifully. I met Dr. Graybill on Monday and if you thought Dr. Ross was a showstopper wait until December 6th. He gave the best audio that was truly from his heart and mind. You will be knocked off your feet. He starts in 1919 and goes through everything from memory. We couldn't have told the story any better. We have raffle tickets for every one for the pheasant hunt for 2. They are \$5 a ticket and I hope you will all try to sell them. I believe we will sell several the night of the banquet. 100% of the proceeds from the auction items and raffle tickets go to LETA YA. This is a great way to help our kids. Please take some tickets with you.

Hankins stated the winner can purchase for 2 additional hunters if they would like to do so.

Godlove asked does the winner have to be present.

Burk stated no. We do have some rules for the raffle and if you need a copy Ezell has that. If you need additional tickets Ezell will have them in her office. They will be checked in and out through her. We are changing a little from last year. You will enter in the front to register and then move upstairs where the auction items, the bar, and light hors-d'oeuvre will be served. If you feel it gets crowded you can move back down to the atrium but we hope to have plenty of room. There have been people calling to make their reservations and those will be done through Billie Whipp at Arts and Humanities.

Smith M. asked is Silver Spoon doing the catering.

Burk stated yes.

Smith M asked what are they doing.

Burk stated I don't remember but it is some kind of beef.

Smith M asked will there be wine on the table

Burk stated yes. A bottle of red and white on each table. We will need help with decorating the tables. We have the items to decorate with but will need help putting it together. We have had \$13,500 given in corporate sponsors so we have enough money to cover all the expenses. If you know of someone that wants to attend they need to call and make their reservation.

Smith M asked will we have valet parking this year.

Burk stated yes and this year it will be free.

Godlove asked what about the auction items. I understand we haven't collected many.

Burk stated we need to start bring those in. Last year's goal was to have at least 30 auction items. I think we have around 15 or 20 at this time. We need to get to work on gathering a few more items.

Godlove asked was each member to get 3 items.

Burk stated yes.

Tenis stated I think we need to have a minimum bid.

Burk stated I agree. Anything you pay above retail value is considered a taxable donation and we will give them a receipt that indicates what the donation is. We do need to beat the bushes and try and collect some more items.

Godlove stated we need that list by the 27th of November with descriptions for the program.

Burk stated we have 14 days to get it pulled together. We did talk about purchasing some items. That may be something we want to consider. If we lose our hinny we will know not to do it again.

Godlove asked do we have anything from Sam's or Wal-Mart.

Burk stated Hushbeck has something from Sam's. Who is a great shopper that could find 5 or 6 items to put in the auction?

Smith M asked did anyone contact Dillard's.

Burk stated not that I know of. We also need items that are not as expensive. I hate silent auctions where everything is \$500. We need to have big signs that state all the proceeds will go to LETA YA and the 505 tree program. We need to let people know this will benefit the school system. I think the LETA YA kids need to be working on this. One of them can sell the raffle tickets the night of the banquet.

Tenis stated well I would think they would be selling some of those tickets.

Burk stated if they sell all 500 tickets they will raise \$2500. I think we can do this. I bet I can sell 50 of them. I don't care about making money off this event but I do want to make sure we pay our way and for LETA YA to have a fund raiser. This is more of a community

involvement and to let people know what we are about. I believe we will receive some donations due to the card in the invitation. We may need to make some phone calls and Ezell may need help with that. That will help fill the room. We don't want a room that is not full.

Smith M stated someone needs to give us a list.

Burk stated Ezell if you will split up the names and send everyone a list. We need to state we are running out of room and we wanted to make sure they had a seat. They can pay the night of the event, credit card or check. The printing is done except for the program and we will have it either the 26th or 27th. Godlove is working on it. The band and Nelda with the lighting have been confirmed. The rentals from Journey Productions have been ordered and will be delivered the week of the banquet. Tennis has ordered all the awards. So all we need to do is come down the day before and the day of the event to help finalize everything. We will all be gone the week before the banquet so we really need everyone's help.

4. Adjournment

Motion by Tennis, **Second** by Godlove, to adjourn. **Aye:** Smith A; Smith M; Tennis; Burk; Godlove; Harbison; Hankins; Safi. **Nay:** None. **Motion Passed.**