

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
3rd FLOOR CONFERENCE ROOM CITY HALL
212 SW 9th STREET
NOVEMBER 15, 2017

Jay Burk, Chairman, called the meeting to order at 3:00 p.m. in the 3rd 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; Dismuke, Bob (entered late); Hampton, Allan; Hankins, Mary Ann; Morford, Robert; Smith, Addie (entered late); Sweeney, Kerry; Tennis, Michael.

ABSENT: Ezerski, Barry.

OTHER PRESENT: Richard Rogalski and Charlotte Brown, Planning; Jack Hanna and Billie Whipp, Parks and Recreation; Kristin Huntley, Finance.

BUSINESS ITEMS:

1. Reports

A. Receive report from Eye Candy Banquet committee and take action if necessary.

Hankins stated everything is going really well. We have decided to change the venue to the Great Plains Museum. The museum will be open and they have waived the fee for all to visit. The date is Friday April 20th. We still have a lot of details to work out and we would like to stay within the vision of what LETA is about. We would like to have master gardeners set up so they could give advice on planting. We would like to invite those who are about our mission.

Sweeney stated the main thing the committee wanted to do was change the venue and date. That was our first big step. We all are excited and feel good about the change.

Tennis stated we believe the cost will be less. Visiting the museum is good for us and the museum.

Hankins stated it will give people a great appreciation for the museum. We will be doing a postcard invitation and hopefully we can get a budget put together shortly.

Burk stated I like that idea. LETA has done a lot of project around the museum.

Morford stated everything in the museum is brand new.

Hankins stated they have updated everything. If you have any good ideas let us know.

Whipp stated the museum is excited about hosting the event. They have waived the rental fee and museum admission. The only charge is a \$75 setup fee. Since the committee wants to use part of the outdoors if weather doesn't permit you have a contingency plan.

Burk stated once you set another meeting date please let us all know. Thanks for your hard work.

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

Burk stated since Hanna needs to leave we will move this item up.

Hanna stated we are putting together our winter project list. We will be trimming trees, clearing vegetation in the right-of-ways/easements, using the sterilizer on Rogers Lane; repairing benches and bleachers and working on the jogging trails. We will also be working on the splash pad at 6th & Belmont. There is a water leak we need to repair. Next August I have plans on tapping into about \$60,000 to completely renovate this splash pad. We will add shade structures, upgrade the features and hopefully upgrade the workhouse where the components are at. The company who will be putting up the shade structure in the playground will be on site November 27th. It will take approximately 2 or 3 week to complete.

Burk asked what about the trees

Hanna stated at this time the trees don't touches. We will have to maintain them.

Burk asked what about the entry way and the vine that is going into the trees.

Hanna stated most of that has been taken care of. I believe this shade structure will make a huge difference at the park and McMahon will be extremely happy. This project was awarded 3 ½ years ago.

Burk stated the field just north of the old Ramada Inn needs to be a priority. It looks horrible. We need to start maintaining it. I want to start a Clean Up Your Curb Program. People have grass that is growing into the streets and so do we. It looks like we don't care. We also need to maintain the buffalo on the bridges. There are stains on them and that needs to be removed. That is a focal point coming into town. There are cities that own curb machine that keep the curbs looking nice.

Neitzke stated I have been told the City of Lawton owns one.

Dismuke stated it is my understanding it tears up the curbs so they quit using it.

Burk stated Duncan and Altus use theirs every day. If there are broken curbs we need to fix them. Neitzke, will you check into that. The on and off ramps at Gore has piles of salt and rock built up on both sides. It looks terrible. We need to make these things a priority. We ask people to keep their yards and we don't take care of our responsibilities.

Hanna stated dirt has been dumped north of the Ramada and it makes a big obstacle for mowing. I believe it needs to be sprayed and sterilized.

Burk stated another complaint is on the north side of MacArthur Middle School. On both sides of the street are trees and the kids have to get off into the ditch so they don't get ran over. There are 2 different areas. Those need to come down.

Morford asked some of the yards that backup to Rogers Lane are terrible. Can they do anything about backyards?

Burk stated yes. We need to let Griffith know.

B. Receive report from Dennis Totte, discuss maintenance on Elmer Thomas Splash Pad, discuss maintenance on the Butterfly Garden and take action if necessary.

Totte stated I have replaced the tree rings on Lee Boulevard. Originally we decided to replace the Hawthorne's. I couldn't find the same kind and I didn't want to replace them with something that didn't match. I decided to use a dwarf yaupon holly and it is a little hardier. I wanted them all to match so at no charge I replaced the other tree rings. In trying to establish the sod at the splash pad we over watered and killed the blue atlas. We will be replacing that tomorrow at no charge. You had extra pansies so I'm going to use them at the splash pad. Tulip bulbs need to be planted the first of December. For somewhere between 3600 and 3800 bulbs the cost would be \$4750. These will be daffodils and tulips. I need to know if you want these planted again this year.

Burk stated I believe the bulbs tell the story of LETA.

Hankins asked how long do they last.

Totte stated about 6 weeks.

Sweeney asked do the bulbs come back.

Totte stated the tulips do not.

Motion by Sweeney, **Second** by Morford, to approve the purchase of the bulbs for \$4750. **Aye:** Dismuke; Hampton; Hankins; Morford; Smith; Sweeney; Burk. **Nay:** None. **Motion Passed.**

Totte stated on the north end of 2nd Street there has been either cuts or breaks in the irrigation. Soil is washing away from the concrete and dirt and mud is in the street. The north end is looking really bad.

Rogalski stated Totte called me about this last week and I made contact with engineering. They were supposed to take care of it. I think it is going to take some additional focus in order to get this resolved.

Burk asked how long is the maintenance bond.

Rogalski stated at least 2 years. This is a mess and I don't know how to resolve it.

Burk stated I'll talk to Ihler.

Rogalski stated it would be better if T & G would hire someone to maintain it.

Totte stated we will be doing a lot of tree trimming in January and March we will go back in with mulch.

Burk stated thank you.

2. New Business

Rogalski stated before Totte leaves we need to consider item D in new business.

D. Discuss giving a grant for landscaping improvements to the Friends of the Library for the main Library and taking action if necessary.

Herr stated I'm Kristin Herr and I'm the director for the Lawton Public Library. I have been the director for the past 5 ½ years and it has been wonderful and exciting. There have been interesting challenges to overcome. If you walked into the library today you would be amazed. I have put this proposal together because we need help at the library. We really hope to improve the looks of the library. It is one of the most visited places within the city with a quarter of a million visitors yearly. They visit us for internet, movies, to print flight documents or book hotels. For landscaping we would like zero-scaping and drought resistant plant. We want sustainability. Landscaping can shape customers expectations and encourages better behavior. We are trying to promote better behavior at the library. People say the library is a homeless shelter. We are open to everyone but we do have a code and expectations/behavior is really important so we enforce it. We are trying to turn around our image and establish a safe environment for everyone. We received a grant from the McMahon Foundation for some repairs and we received some of the benefits from the Optara contract. All the ivy and dead crickets along the north side of the building have been removed. It took 6 guys, 2 ½ dumpsters and 2 days to rip it out. We have placed river rock there and it has helped so much. We got new soffits and outside lights so if you drive by the library it is all lit up. These things will encourage more acceptable behavior. Totte came and gave me a proposal but the library doesn't have the funds in their budget. I'm here today on behalf of the Friends of the Library to see if you will help with this proposal.

Dismuke asked is there any way you could raise some of this money.

Herr stated the Friends of the Library just gave a grant to the library to purchase new chairs and McMahon helped with some of the repairs. We have the passion but not the funds.

Burk stated I would suggest we do this in 2 phases. We don't have \$20,000 but our new fiscal year will begin in July. I have asked Totte to break it up into 2 phases. I don't have a

problem supporting this project as long as it will be maintained. LETA doesn't want to be responsible for the maintenance.

Morford stated she stated it didn't have water and we have never done a project that didn't have water.

Burk asked is there water at the locations that will need it.

Herr stated no. There is a facet in front of the building.

Burk stated that won't work.

Totte stated I don't know if there is a way to get water to the locations. I used the most drought tolerant landscape plan. We could hand water it once a week when we are there. There are 2 brick planters and to the north are bushes. There is a retaining wall that blocks have fallen and some are broken so we are going to replace some of that. There are a couple of beds boarding the road with trees and I have included landscaping there. The other half will be river rock between the building and on the south side.

Burk stated if we find we will have an extra \$3 or \$4000 towards the end of the fiscal year we might do more. I believe the library is very deserving and it has been in terrible shape for a long time.

Motion by Burk, Second Dismuke, to give \$10,000 to Friends of the Library for landscaping at the library. **Aye:** Hampton; Hankins; Morford; Smith; Sweeney; Burk; Dismuke. **Nay:** None. **Motion Passed.**

Burk stated you two get together and decide what you want. Come back in July and we might be able to help finish the project. Try to raise part of the funding. Normally we do matching grants because we like to see the entity has a buy in.

Hankins stated you are an excellent spokes person for what we are about. You can do that because you are in the middle of the battleground. You are very good at speaking for our cause.

Totte stated we will start this project after the first of the year.

C. Receive Treasurer Report and take action if necessary.

Huntley stated we had little activity this month. At the end of October you had \$110,791.51 in the bank.

Burk asked why is there no hotel/motel money or municipal fines.

Huntley stated since the system shut down something has happened to the revenue posting. I can't ask for money if it isn't on the books.

Burk asked so when will it be on the books.

Huntley stated that would be a question for Cindy Price in IT. The service fees you saw last month have been refunded. Interest income for October was \$16.28, repairs and maintenance was \$441 for a total net income for October is a negative \$420.72. On the income and expense tracker there wasn't any change. We did catch up on the billboard payments and there are no changes on the last 2 pages.

Burk asked what month is the municipal fine through.

Huntley stated July or August.

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

Burk asked have we done anything about the maintenance of the butterfly garden.

Rogalski stated we approved that last month along with the splash pad.

D. Consider approving invoices, requisitions, and all other submitted materials for payment.

Huntley stated I have Bedrock Nursery for \$4,907.35 and 2 retroactively for Sasseen Reality and Bedrock Irrigation.

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

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

Vrska stated the Lawton Living Magazine has asked if I had any ideas for a feature story. I submitted a couple of ideas and LETA was one of those.

Burk stated that is great. This is a great magazine that talks about Lawton and the people in it. You have done some great stuff. Thank you.

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

Dismuke stated the old Southwestern Hospital looks great.

Burk stated it does. They also tore down the Mansell building on Sheridan. We are not going to allow commercial businesses to board themselves up and walk away.

Rogalski stated they are allowed to be secured.

Morford asked but isn't it only for a certain amount of time.

Rogalski stated I'm not sure about that.

Morford stated there is a broken window at Carnegie Library.

Hanna stated we got that window in today.

Smith stated there are all kinds of boarded homes where I live and the grass is so high you can't see the home.

Burk stated make a list of those and I'll get with Griffith to see if they will take care of them. We need to report these.

Dismuke asked the fence that runs along I-44 and down Cache Road has been knocked down and Johnson grass is at least 6 to 7 feet tall. I would like to see the fence changed to the post with 2 cables so you can mow under it.

Burk stated that is to be maintained by the state and we have spoken to them about it.

Rogalski stated in their defense ODOT took a major cut to their budget. It was a bad year for a budget cut.

Hampton stated in the school bond election the Ron Stephens stadium was included. We hope to see something happen.

Hankins stated the Asian buffets need to weed eat.

Burk stated I think LETA needs to start sending a letter stating you're a bad business owner. New businesses have a landscaping requirement but existing buildings do not.

Morford stated Bella Roma is the same way.

Burk stated I don't know what you do except send a generic letter. Let's draft something asking them to help with beautification.

Rogalski stated you can also post something on Facebook.

Burk stated beautification isn't just flowers and landscaping. It is also how you keep your building. Over the last few years we have done really well in making Lawton look better. We still have a lot of bad areas but if we keep pushing forward it will make a huge difference to the community. Please drive around your ward and make of list of the areas that have issues.

H. Receive report from Website and Facebook Committee and take action if necessary.

Hampton stated at the last meeting we discussed making the webpage a static business card and point them to our Facebook page. I have done that. We now have a 3 page website. There is the homepage with pictures, a page that gives the mission/vision statement, and a page that list the trustees and their contact information. There is a Facebook icon that you can click on that takes you to our Facebook page.

Burk stated that is awesome.

Hankins stated I believe that is the way to go.

Burk stated Instagram is the new Facebook.

Sweeney stated Instagram is about kids getting tired of their parents being on Facebook.

Burk stated it maybe something we want to look into. I hired a young lady for \$100 a month that maintains my Facebook and Instagram accounts. Keeping our message in front of people is the key. This is something we might want to look into later down the road.

I. Receive report from Neighborhood Services

Burk stated Griffith isn't here today.

2. New Business

A. Discuss the skate park project at Elmer Thomas Park and a proposal from Spohn Ranch to facilitate a community workshop and prepare a conceptual design, to include renderings and cost estimate, and take action as necessary.

Burk stated 4 years ago we came up with a plan and have raised a little money for this project. This is a rendering we saw at National League of Cities.

Rogalski stated there are 2 kinds of themes. One is streetscape and the other bold. This is streetscape and this is bold. Streetscape is for your armatures and bold is for advance skaters. Bold is very expensive and they are going away from this version.

Burk stated bold is like a swimming pool without the water. It is about a \$30,000 project. We discussed putting this in Elmer Thomas Park just west of the playground.

Rogalski stated this agreement is to go through the conceptual design process to come up with a final conceptual design. We would also hold a community meeting to get them involved.

Burk stated we had great response from McMahon and private donors.

Rogalski stated Theresa Moses was inquiring about this a month or so ago.

Sweeney asked is the city liable if someone gets hurt.

Rogalski stated it is the same as any swimming pool or playground.

Burk stated we would have to put up signs stating skate at your own risk.

Rogalski stated the city has a skate park that is located on 38th Street but the skaters feel it is too hard to access.

Burk stated I have an employee who is head of the skaters group. They would like to go somewhere other than 38th Street. They think Elmer Thomas is a great location. They were part of the first concept meeting. Once we get a conceptual design we can go to McMahon and other entities asking for donations. I think we can make this happen.

Sweeney stated this is a good project. They are getting exercise and they are outside.

Rogalski stated the contract is \$5,000. If we could do a couple of the meetings by Skype we might get it a little cheaper. You could approve up to \$5,000 and hopefully we can get it for less. You have funds in the LETA YA account that could be used.

Burk stated that is a perfect idea. I would suggest that any money that isn't used from that account be placed into the skate park account.

Morford asked are these the actual plans.

Rogalski stated no. This is just a conceptual design but the company is a design/build like the splash pad.

Motion by Morford, Second by Hankins, to approve up to \$5000 for a conceptual design by Spohn Ranch Skateparks. **Aye:** Smith; Sweeney; Burk; Hampton; Hankins; Morford. **Nay:** None. **Motion Passed.**

Burk stated will you inform Moses we have approved the conceptual design.

Rogalski stated yes.

B. Discuss and consider approving the location of the informational sign for the Butterfly Garden along with a plan and cost estimate for the construction of the associated walkway improvements to facilitate viewing.

Burk stated the butterfly garden looks amazing.

Rogalski stated we are looking at a 9 ½ square foot viewing area right in front of the boulder. This allows you to stand out of the way of joggers. The cost of the concrete is \$500.

Hankins asked do we have encumbered funds for this project.

Rogalski stated not for concrete.

Burk stated this should come from the beautification account.

Motion by Hampton, **Second** by Sweeney, to approve \$500 for the concrete work for the butterfly garden sign. **Aye:** Morford; Smith; Sweeney; Burk; Hampton; Hankins. **Nay:** None.
Motion Passed.

C. Discuss the Cultural Preservation Committee and take action if necessary.

Vrska stated we are interested in having a subcommittee called the Cultural Preservation Committee. We also work to enhance as LETA does.

Cheatwood stated I'm Sharon Cheatwood. This committee came about because there were citizens worried about this building. This building was built in 1910 and the city took it over in 2007. Citizens saw things going up on walls and was concerned for the integrity and historical significant of the building. This could be a detriment to how people view the building and the city. We don't want to reinvent the wheel if there is already a committee or board in existence. I have done research on what other cities and organizations are doing as far as procedures go. At this time the city has 4 buildings on the historical register and we would like to tackle this building first.

Burk stated for clarification you have a committee that is concerned with the preservation of historical sites.

Cheatwood stated yes. We are concerned about the internal to the building.

Burk stated this entity would like to be a subcommittee to LETA and if there is an issue they would report to us.

Cheatwood stated yes.

Vrska stated LETA has a longstanding reputation in the community as far as people trusting the name. At this time we have no expenditures but since you are a 501(C)3 that would help with fund raising. We thought this might be a good fit. Looking at your vision statement that is something this committee is aiming to do.

Burk stated I think it is a great idea.

Morford asked do we have several committees like this.

Cheatwood stated no.

Vrska stated there used to be a committee that oversaw Carnegie Hall.

Morford asked how does this go with the historical preservation sites we have in town.

Rogalski stated it is unrelated. The Historic Preservation Commission is a separate body. They decide if something is to become a historic district and what is suitable to happen to the building after that. It is external to the City of Lawton.

Morford stated we need to keep them separate.

Rogalski stated this is a committee the city is assigning the duties to make certain the buildings don't get messed up.

Cheatwood stated some stewardship.

Burk stated I would love to have them as a subcommittee and they could report to us every 6 months.

Morford asked are they members of this committee.

Burk stated no.

Motion by Morford, **Second** by Hampton, to approve a subcommittee of the Lawton Enhancement Trust Authority for a Cultural Preservation Committee. **Aye:** Smith; Sweeney; Burk; Hampton; Hankins. **Nay:** None. **Motion Passed.**

3. Old Business

A. Discuss several proposals for purchasing wildflower seeds to be planted by the Oklahoma Department of Transportation in the open areas within several interchanges along I-44, and take action as necessary.

Burk stated the amount for the seed is \$8,573.68 for a total of 22.4 acres.

Rogalski stated this will do the interchanges at 11th and I-44, Lee and I-44, Gore and I-44 and the tri-level.

Morford asked when will they bloom.

Burk stated early spring. Vrska needs to take photos while they are planting and in the spring once they have bloomed. We need to add this as a line item to our budget.

Motion by Morford, **Second** by Hankins, to approve \$8,573.68 for purchasing wildflower seeds to be planted by the Oklahoma Department of Transportation in the open areas within several interchanges along I-44. **Aye:** Sweeney; Burk; Hampton; Hankins; Morford; Smith. **Nay:** None. **Motion Passed**

4. Announcements

There being no further business the meeting adjourned at 5:00 p.m.

Motion by Sweeney, **Second** by Hankins, to adjourn. **Aye:** Burk; Hampton; Hankins; Morford; Smith; Sweeney.

5. Adjournment