

**MEETING OF THE
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY DECEMBER 7, 2022– 3:00 P.M.**

Executive Director Charlotte Brown 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: Kerry Sweeney, Ted Symuleski, Dwight Tanner, Barry Ezerski, Lou McConnell, Katy Jackson-Seeley, Jay Burk

ABSENT: Mary Ann Hankins, Annette Wiseman-Vaughan, Addie Smith

OTHERS PRESENT: Charlotte Brown, LETA Executive Director and Planning Director; Susan Schlecht, Financial Services; Caitlin Gatlin, Communication and Marketing Manager; DaLynna Wood, Communications and Marketing; Christine James, Parks & Rec Director; Megan Loftis, City Attorney's Office

Business

1. Consider approving a proposed Annual Meeting Notice for Calendar Year 2023.

LETA's Annual Meeting Notice for Calendar Year 2023 is available in the City Clerk's Office.

Motion by Ezerski, **Second** by Symuleski, to approve the Annual Meeting Notice for Calendar Year 2023. **AYE:** Symuleski, Tanner, Burk, Ezerski, McConnell, Jackson-Seeley, Sweeney. **NAY:** None. **Motion Passed.**

2. Review quotes from Bricks R Us, Gift Bricks, and Polar Engraving and consider selecting a brick vendor for the Veteran Center Sidewalk Project.

Chairman Burk reviewed the pricing for each of the three possible vendors. He noted that Bricks R Us only provides logos on 8x8 bricks, and Polar Engraving has a 3-6 week lead time.

Blazek-Scherler noted that sample bricks from Polar Engraving and Bricks R Us were available for the trustees to view.

Motion by Tanner, **Second** by Sweeney, to select Polar Engraving as the brick vendor for the Veteran Center Sidewalk Project. **AYE:** Tanner, Burk, Ezerski, McConnell, Jackson-Seeley, Sweeney, Symuleski. **NAY:** None. **Motion Passed.**

3. Receive a request from the Parks and Rec Department in the amount of \$124,227.88 for the beautification of three recreational centers and take action if necessary.

James presented quotes from Bedrock Nursery for the installation of irrigation and landscaping for the HC King Center, Patterson Center, and the Owens Multipurpose Center. Quotes are available in the City Clerk's Office.

Chairman Burk stated he wished there were drawings available on the design. He spoke about the low maintenance design of the Farmer's Market and how that design saves the City money.

James stated the current Bedrock contract expires in January, and the City will allow that expiration in order to add some of the beds that are not currently under contract. She is reviewing to see what can be done in house. This will also allow her to add the beds at the recreational centers to that contract before it is rebid.

Chairman Burk stated he questions whether or not the City has the equipment and manpower to maintain the landscaping how it should be.

James stated most of the areas won't change. She will remove Elmer Thomas Park from the contract because she now has a dedicated crew out there and a supervisor with a background in irrigation. She will also make modifications to the median beds so multiple contractors aren't visiting the same areas.

Chairman Burk stated that sounds great as long as a close eye is kept on it. He doesn't want to see dead grass and weeds. He advised James to keep in mind that Bedrock also does the planting and color changes.

James stated that will stay in the contractor and the standards will stay the same or be higher. She is adding some of the standards from City Code into the contract as well. For example, instead of scheduling a certain number of mows per season, the contractor will be expected to keep the grass at the height required by Code.

Chairman Burk stated LETA does not have enough money to cover the full \$124,000.00.

James stated a grant from the McMahon Foundation was previously discussed.

Chairman Burk stated maybe we can do a match with them. We need to write them a request for maybe half, but we need to ask early on. We can commit to our half now and ask them to do the other half in early Spring since that would be the next available time to plant.

Chairman Burk asked James to get some renderings of the design to give to McMahon and to get LETA pricing for the projects.

Sweeney asked if Bedrock should be directed to give renderings of something low maintenance, like the Farmer's Market.

James stated there are currently beds at HC King and Patterson Center. For those two, they wouldn't need any new perimeters created, just a fill in of what already exists.

Owens, which houses two different City divisions, has very little right now and would be the most dramatic change. All three Centers are open 5 days a week and get a little more traffic than the Farmer's Market.

Chairman Burk stated he thinks this should be tabled until January so Bedrock has time to do renderings of something similar to the design at the Farmer's Market.

Motion by Sweeney, **Second** by Ezerski, to table item until the January meeting. **AYE:** Burk, Ezerski, McConnell, Jackson-Seeley, Sweeney, Symuleski, Tanner. **NAY:** None. ***Motion Passed.***

4. Consider approving an additional expenditure from the Beautification Fund in the amount of \$993.00 for two temporary signs to be placed in Shepler Park in order to assist with fundraising efforts for the redesign of Shepler Park.

Burk stated the renderings look great. The idea is to have a scannable QR code to go to the donation site. There would be one sign facing Gore Blvd and one sign facing the Farmer's Market.

Motion by Tanner, **Second** by Jackson-Seeley, to approve an additional expenditure of \$993.00 from the Beautification Fund for two fundraising signs in Shepler Park. **AYE:** Ezerski, McConnell, Jackson-Seeley, Sweeney, Symuleski, Tanner, Burk. **AYE:** None. ***Motion Passed.***

5. Discuss the purchase of gift cards for the Holiday Yard of the Month winners for Halloween, Thanksgiving, and Christmas, and consider approving the expenditure of \$300.00 from the Yard of the Month fund to purchase three \$100.00 gift cards from a business of the trustees' choice to be given to the winner for each holiday.

Blazek-Scherler stated that the Halloween Yard of the Month was already given a gift card from Bedrock Nursery, so the new amount requested would be \$200.00 for two gift cards.

Chairman Burk stated he would really like to see a push for the community to vote on Yard of the Month.

Gatlin asked if Chairman Burk wants this done just for holiday yards or if he wants a community poll done all year long.

Chairman Burk stated all year, so the people stay involved. He would love to see the community have 100 percent of the vote, but until Yard of the Month picks up more traction, it is probably best to give the community 2/3 of the vote and LETA to have the other 1/3.

Motion by Tanner, to approve an expenditure of \$200.00 from the Yard of the Month Fund to purchase gift cards for the Thanksgiving and Christmas Yard of the Month winner.

Blazek-Scherler and Gatlin discussed the lack of submissions for a Thanksgiving Yard of the Month. The trustees agreed to do two Yard of the Month winners for Christmas and adjust the Holiday Yard of the Month for next year to Fall and Christmas.

Chairman Burk asked where the cards should be purchased from.

Sweeney stated it should be a local business. The trustees agreed on Ace Hardware.

Amended Motion by Tanner, **Second** by Jackson-Seeley, to approve the expenditure of \$200.00 from the Yard of the Month Fund to purchase two \$100.00 gift cards from Ace Hardware for the Christmas Yard of the Month winners. **AYE:** McConnell, Jackson-Seeley, Sweeney, Symuleski, Tanner, Burk, Ezerski. **NAY:** None. ***Motion Passed.***

6. Consider approving a request from the Communications & Marketing Department for up to \$450.00 to purchase 3 bicycles for the winners of the coloring contest for the Bag and Tie Campaign.

Gatlin explained the Bag and Tie Campaign and the coloring contest that will take place to help get kids involved. Gatlin stated the initiators of the campaign, Councilwoman Chapman, Councilwoman Hankins, and Mayor Booker, will judge submissions from 1st, 2nd, and 3rd graders from Lawton. The winner from each grade division will receive a bicycle.

Chairman Burk stated in the future, Gatlin should consider going directly to Walmart for the bike donation. They do charitable donations every year and LETA has taken advantage of that program before.

Gatlin stated she is excited to list LETA as a sponsor and would like for a LETA member to go bicycle shopping with her and the winners when the campaign is over.

Motion by Symuleski, **Second** by Tanner, to approve a request from the Communications & Marketing Department for up to \$450.00 to purchase 3 bicycles for the winners of the coloring contest for the Bag and Tie Campaign. **AYE:** Sweeney, Symuleski, Tanner, Burk, Ezerski, McConnell, Jackson-Seeley.

Chairman Burk addressed the lack of quorum that LETA is struggling with and the length of the meetings. He stated he will be sending out a nice letter to all members regarding attendance and will limit the number of agenda items to 10 in the future. He also wants to refocus on what LETA's mission is and how they handle business.

Adjournment

There being no further business, the meeting adjourned at 3:44PM.