MEETING OF THE
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY DECEMBER 14, 2022– 3:00 P.M.

Chairman Burk 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: Barry Ezerski, Lou McConnell, Katy Jackson-Seeley (Left at 4:18PM), Addie Smith (Arrived at 3:02PM; Left at 3:45PM); Kerry Sweeney, Ted Symuleski, Dwight Tanner (Left at 4:00PM), Jay Burk

ABSENT: Mary Ann Hankins, Annette Wiseman-Vaughan

OTHERS PRESENT: Charlotte Brown, LETA Executive Director and Planning Director; Dennis Totte, Bedrock Nursery; Jason Poudrier, Arts and Humanities; Dewayne Burk, Deputy City Manager; Michael Cleghorn, City Manager; Greg Gibson, Deputy City Attorney; Susan Schlecht, Financial Services; Caitlin Gatlin, Communication and Marketing Manager; Donalynn Blazek-Scherler, Deputy City Clerk

INTRODUCTION OF GUESTS

No guests present.

REPORTS

SKIP TO BUSINESS ITEMS:

11. Consider approving an invoice from Bedrock Nursery in the amount of $1,835.61 for the replacement of pots on 2nd Street.

    Totte stated this was work done during the color change. There were some plantings that were dead and needed to be cleaned out and replaced.

<u>**Motion** by Ezerski, **Second** by Jackson-Seeley</u>, to approve an invoice from Bedrock Nursery in the amount of $1,835.61 for the replacement of pot on 2nd Street. **AYE:** McConnell, Jackson-Seeley, Sweeney, Symuleski, Tanner, Burk, Ezerski. **NAY:** None. ***Motion Passed.***

12. Consider approving the expenditure of $1,659.00 to Bedrock Nursery for the purchase and installation of solar timers at 11th and Bishop.

    Totte stated he noticed some of the solar timers missing while he was doing routine irrigation maintenance. He believes they may have been vandalized since they can’t be sold for reuse.

Motion by Symuleski, **Second** by Ezerski, to approve the expenditure of $1,659.00 to Bedrock Nursery for the purchase and installation of solar timers at 11th and Bishop. **AYE:** McConnell, Jackson-Seeley, Smith, Sweeney, Symuleski, Tanner, Burk, Ezerski. **NAY:** None. ***Motion Passed.***

BACK TO REPORTS:

1. Receive a report from Dennis Totte with Bedrock Nursery regarding current landscaping and irrigation projects and provide direction to Mr. Totte on current projects.

   Chairman Burk requested that Totte provide a rendering for the 3 recreation centers. He specifically asked for something similar to the Farmer's Market with hardy plants, minimal watering requirements, and some boulders.

   Chairman Burk also asked Totte to look into irrigating the beds and medians on both sides of 2nd Street and Gore.

2. Receive a report from Neighborhood Services regarding monthly updates on departmental activities.

   Brown stated the new Neighborhood Services Supervisor is John Jernigan, and he will attend the next LETA meeting.

   Brown stated Neighborhood Services sent of over 1,500 notices over the past month, declared 7 properties dilapidated through Council, and between 75 and 100 properties that are waiting on legal research to be sent to bid for demolition. There are currently 8 or 9 properties ready for declaration at the January Council meeting.

   Chairman Burk stated Council approved the use of emergency funds to remove the old nursing home.

SKIP TO:

5. Receive a report from Children United regarding the accessibility playground in Elmer Thomas Park.

   Ezerski stated they have received $4,615.00 from the Lawton Board of Realtors for the charity golf tournament. He also reported that Max Sasseen is working on getting the required permits to get the dirt work started.

SKIP TO:

7. Receive a report from the Communications and Marketing Department regarding LETA's social media accounts and publicity projects and provide direction to staff on said projects.

   Gatlin stated that the Shepler Park Redesign has not gotten much traction, and that is something she wants to work on from a PR angle.

   Blazek-Scherler stated there is a Shepler Park Fundraising Committee that can get together to talk about ideas.

Chairman Burk stated Gatlin should be included in that meeting. He also wants to submit an application to the McMahon Foundation for a matching grant.

Gatlin stated she is still looking into the voting portal for Yard of the Month. She has not found a workable solution yet, but it is on her to do list. She has not received any nominations for the Christmas Yard of the Month yet.

Chairman Burk asked that Gatlin reach out to Kim McConnell to see if she could do an article on Yard of the Month.

Jackson-Seeley asked if Gatlin could just post all the nominations on Facebook and the votes could be taken by "likes" on each picture.

Chairman Burk asked Gatlin to reach out to Eric Sharum to find out how Oklahoma Sports Network does their voting system.

Chairman Burk stated Gatlin did a wonderful presentation to Council about the Bag and Tie Campaign. She was able to get $30,000.00 to get that program together.

BACK TO:

4. Consider approving the monthly Treasurer Report.

Schlecht presented the Balance Sheet, Profit and Loss, Income and Expense Tracker, and LETA Projects Pending for November 2022. This report is available in the City Clerk's Office.

Chairman Burk asked if the $13,000.00 check had been sent to Holiday in the Park yet. They need funding to fix displays that have been destroyed by the prairie dogs.

Schlecht stated that check has been written and mailed.

Chairman Burk asked for clarification on the funds in the Children United account. He stated it was reported to Council that Children United has $400,000 or $500,000 in the bank.

Ezerski stated that is not what is in the bank; that is how much money has been raised. That includes the $144,000.00 that is tied up in the mainframe and the grant from McMahon that funds have not been released yet.

Chairman Burk asked about the additional funding still left in the Eagle Scout Project Fund.

Schlecht stated there is still one outstanding invoice to be paid. There will be approximately $8,000.00 left in that account, and Ms. Aguilar has asked if that money can be used for the unveiling ceremony.

James stated this ceremony has already taken place.

Chairman Burk stated LETA is not in the business of hosting events and that funds must be used on a beautification project. He would like to see if there is another project around the monument that needs to be done that the McMahon Foundation would be agreeable to using the additional funding for. The board discussed the possibility of adding sod or making repairs to a nearby bridge. Schlecht requested to receive any approval for additional projects from the McMahon Foundation in writing.

Symuleski stated he noticed some rust on the anchor and asked who will be responsible for maintaining the monument now that it is up.

James stated the project is not complete. They will return in the Spring to prime and seal some places on the chain that were welded and to clean a few other things.

Chairman Burk stated we no longer need line items for Downtown Lights, Downtown Park, and Fresh Paint Days. The Downtown Lights project has been scratched, the City is trying to sell the park for the Downtown Park fund, and LETA will no longer be doing Fresh Paint Days. We will need an agenda item to transfer those funds somewhere else.

Schlecht stated those are all restricted funds so the donors will have to provide permission to move the funds.

Chairman Burk asked that Schlecht provide a list of the donors for those three accounts. He stated Janice Bell would be okay to move her donation for the Downtown Park to Shepler Park, but she needs something in writing.

Schlecht stated the Fresh Paint Day funds are federal funds from CDBG.

James stated that is no longer in the budget, and it is not in the current Annual Action Plan. There may have been old funds there, but they have probably been reallocated by now.

Chairman Burk, James, and Schlecht discussed how the federal funds were originally allocated to LETA. James stated there is never any HUD money just sitting in an account somewhere. Schlecht stated she will look into that.

Chairman Burk expressed concerns about how long the lighting project is taking to get started. He stated McMahon granted that money in April 2021.

James stated she believes it was bid as part of phase one of the renovations, so it would be done with the parking lot and HVAC.

Chairman Burk stated with changes being discussed on the Shepler Park design, he expects more expenses from Kimley-Horne.

Motion by Tanner, **Second** by McConnell, to approve the Treasurer Report for the month of November 2022 as presented. **AYE:** Jackson-Seeley, Sweeney, Symuleski, Tanner, Burk, Ezerski, McConnell. **NAY:** None. ***Motion Passed.***

3. Consider approving submitted materials for payment.

   Schlecht stated she does not have any invoices prepared at this time.

Motion by Symuleski, **Second** by Jackson-Seeley, to strike item 3 from the agenda. **AYE:** Sweeney, Symuleski, Tanner, Burk, Ezerski, McConnell, Jackson-Seeley. **NAY:** None. ***Motion Passed.***

6. Receive a report from Parks and Recreation regarding departmental projects and monthly updates.

   James stated she has spoken to Totte about getting some concept designs done for the 3 rec centers, and the planters in front of the Veteran Resource Center should be done anytime now. She also provided an update on the prairie dogs and stated she has stayed busy with Holiday in the Park.

8. Receive monthly ward updates from Trustees.

   Chairman Burk asked that the trustees turn in issues with bulk trash and limbs being left out to the City.

9. Receive a report from the Planning Department regarding ongoing LETA projects.

   Brown stated there are no projects.

BUSINESS ITEMS:

SKIP TO:

13. Receive updates on the planning of the Eye Candy Gala, discuss, and take action as necessary.

    Sweeney stated the event has been scheduled for April 24th at the Farmer's Market, and it will be business casual. She has contacted a caterer but needs approval to be able to confirm.

    Chairman Burk stated we will need to put the cost on the next agenda.

    Ezerski stated the 24th is on a Monday.

    Sweeney stated she will double check that, but the event is on a Friday. She believes it is the 21st but will confirm at the next meeting.

Sweeney stated she has also been in contact with Gilbert Creek Gardens to do floral arrangements. A down payment will be required to secure those services, and Sweeney confirmed Brown will be the contact for payments.

The trustees discussed award nominees and obtaining information from the gala that was cancelled in 2020. Sweeney stated she plans to co-chair the subcommittee with Poudrier and will call a meeting prior to the next LETA meeting.

10. Receive a presentation from the City Attorney’s Office regarding the Oklahoma Open Meeting Act.

    Gibson presented. At 4:18PM, a quorum was lost and the meeting adjourned.

DISCUSSION ITEMS

ADJOURNMENT

Do to lack of quorum, the meeting adjourned at 4:18PM.

Motion by Sweeney, **Second** by Symuleski, to adjourn the meeting of December 14, 2022. **AYE:** Sweeney, Symuleski, Tanner, Burk, Ezerski, McConnell. **NAY:** None.