

MINUTES
SPECIAL MEETING
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY, JANUARY 24, 2024– 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: Jay Burk, Dwight Tanner, Ted Symuleski, Charles Owens, Katy Jackson-Seeley, Barry Ezerski

ABSENT: Addie Smith (excused), Mary Ann Hankins (excused)

OTHERS PRESENT: Charlotte Brown, LETA Executive Director; Susan Schlecht, Finance; Caitlin Gatlin, Communications & Marketing; Tammy Branstetter, City Clerk's Office; Jason Poudrier, Arts & Humanities; Gregory Gibson, City Attorney's Office; Jeannette Klein & Max Sasseen, Children United

INTRODUCTION OF GUESTS

1. Business

- A. Consider approving the minutes of the November 8 and November 30, 2023 meetings.

Motion by Symuleski, Second by Ezerski, to approve the minutes of the November 8 and November 30, 2023 meetings. **AYE:** Ezerski, Jackson-Seeley, Owens, Symuleski, Tanner, Burk. **NAY:** None. ***MOTION PASSED.***

- B. Consider approving submitted materials for payment.

Schlecht presented the following invoices for the time period of December 1, 2023 – January 24, 2024:

- Annual Tulip Bulb Replanting (Invoice dated 12/12/2023) - \$9,850.00 to Bedrock Nursery
- Recovery of Vandalized Pots on 2nd St (Invoice dated 1/1/2024) - \$745.92 to Bedrock Nursery
- Recovery of Vandalized Pots on 2nd St (Invoice dated 1/1/2024) - \$587.94 to Bedrock Nursery

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- Poinsettias at City Hall (Invoice dated 12/1/2023) - \$479.88 to Bed Rock Nursery
- Local Grant Expense for Gold Star Family Memorial (Invoice dated 12/11/2023)- \$22,500.00 to We Dig It!
- Holiday in the Park Dec 2023 Decorations Reimbursement (Invoice dated 12/13/2023) - \$7,795.00 to Holiday in the Park (Chamber of Commerce)
- Porta Potty & Sink Rentals for 2023 Freedom Festival (Invoice dated 7/6/2023) - \$5,603.00 to ARA Equipment
- Concrete Installation for Children United Playground (Invoice dated 8/11/2023) - \$1,753.50 to Dolese Brothers
- Concrete Installation for Children United Playground (Invoice dated 8/18/2023) - \$1,419.50 to Dolese Brothers
- Concrete Installation for Children United Playground (Invoice dated 8/23/2023) - \$951.00 to Dolese Brothers
- Concrete Installation for Children United Playground (Invoice dated 8/28/2023) - \$2,193.75 to Dolese Brothers
- Concrete Installation for Children United Playground (Invoice dated 8/30/2023) - \$2,755.50 to Dolese Brothers
- Concrete Installation for Children United Playground (Invoice dated 9/1/2023) - \$1,056.25 to Dolese Brothers

Motion by Ezerski, **Second** by Jackson-Seeley, to approve the submitted materials for payment as presented. **AYE:** Ezerski, Jackson-Seeley, Owens, Symuleski, Tanner, Burk. **NAY:** None.

MOTION PASSED.

C. Consider approving the monthly Treasurer Report.

Schlecht presented the monthly Treasurer Report for November and December 2023, which includes the following documents: the Balance Sheet for November and December 2023, the Profit & Loss Statement for November and December 2023, the Income and Expense Tracker for November and December 2023 and the LETA Projects Pending Report for November and December 2023. Schlecht also presented the Hotel Motel Tax Revenue Report as of January 24, 2024. The Report is available in the City Clerk's Office upon request.

Motion by Symuleski, **Second** by Ezerski, to approve the Treasurer Report as presented. **AYE:** Ezerski, Jackson-Seeley, Owens, Symuleski, Tanner, Burk. **NAY:** None. ***MOTION PASSED.***

D. Consider approving a quote from Play & Park Structures of Oklahoma in the amount of \$295,025.00 for the purchase of a wheelchair adaptive surface for the Children United playground in Elmer Thomas Park and authorize invoice payment upon completion of contract.

Max Sasseen, Children United, provided additional information regarding this surfacing. He noted that it provides padding for children playing inside the playground.

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Sasseen said it's not quite time to pay for this now, but we can anticipate an invoice once they're ready for the surfacing to be installed.

Motion by Tanner, Second by Ezerski, to approve a quote from Play & Park Structures of Oklahoma in the amount of \$295,025.00 for the purchase of a wheelchair adaptive surface for the Children United playground in Elmer Thomas Park and authorize invoice payment upon completion of contract. **AYE:** Ezerski, Jackson-Seeley, Owens, Symuleski, Tanner, Burk. **NAY:** None. **MOTION PASSED.**

- E. Authorize payment in the amount of \$115,000.00 to Play & Park Structures for the installation of playground equipment at the Children United playground in Elmer Thomas Park.

Jeannette Klein, Children United, noted that the invoice provided is for \$115,500.00.

Ezerski asked if they are ready for the equipment to be installed.

Sasseen said they are not quite ready for the installation of playground equipment, but they are quickly getting there. He said they are asking for approval in advance so there is no hold up when it's time to install the equipment.

Motion by Tanner, Second by Symuleski, to authorize payment in the amount of **\$115,500.00** to Play & Park Structures for the installation of playground equipment at the Children United playground in Elmer Thomas Park. **AYE:** Ezerski, Jackson-Seeley, Owens, Symuleski, Tanner, Burk. **NAY:** None. **MOTION PASSED.**

Sasseen said it's his understanding that the Parks & Recreation Department has been working on the landscaping and irrigation surrounding the park, but he's not certain of their plans.

Sasseen said the approved lighting to be placed in the park was ordered last November, but they've still not been delivered. He said the lights will be installed as soon as they're delivered.

Chairman Burk noted that the McMahon Foundation has asked when the dome at City Hall will be lighted. He advised them the lighting has been ordered, but it's not been delivered yet.

Sasseen said he's been working with Mayor Booker to develop a plan to clean Elmer Thomas Park around the area of the Armory and the Scout Service Center.

Chairman Burk noted weeds grow in the cracks of concrete in the drainage ditch, and it is very difficult to maintain. However, he noted the City has purchased a specific type of mower to handle this area.

Tanner inquired about the plans for the drainage around the park.

Sasseen said he's not quite sure, but the Parks & Recreation Department might have more detail.

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Brown said she will send an email to Larry Parks asking for an update on plans for a drainage system at Elmer Thomas Park.

Tanner noted that Sasseen may want to draft or seek out a proposal for the installation of a drainage system, just to ensure progress is being made.

Symuleski asked how soft the playground surfacing will be – he wants to ensure child safety.

Sasseen said the playground surfacing will have 3 ¾ inches worth of padding built into it.

Sasseen and Klein thanked the Authority for their ongoing support regarding the Children United playground.

Sasseen said they are also looking to install a Pergola to provide some shade for citizens – he will have further information for the Authority at a future meeting.

- F. Consider working with Lawton Animal Welfare (LAW) for the benefit of fundraising for LAW and take action as deemed necessary.

Caitlin Gatlin, Communications and Marketing, said she and her staff have been working on ways to help the Animal Welfare Division. The band Summer Breeze has offered to put on a benefit concert in October for Lawton Animal Welfare (but she will be paid for the performance).

Gatlin said staff is working establish a “Friends of the Lawton Animal Welfare” nonprofit group, but they’ve yet to establish themselves as a 501(c) – she is asking if the Authority is willing to accept donations on their behalf.

Motion by Tanner, **Second** by Jackson-Seeley, to authorize the Authority to work with Lawton Animal Welfare (LAW) for the benefit of fundraising for LAW. **AYE:** Ezerski, Jackson-Seeley, Owens, Symuleski, Tanner, Burk. **NAY:** None. ***MOTION PASSED.***

- G. Discuss planning for the upcoming Eye Candy Gala, to include the nomination process for award recipients, and take action as deemed necessary.

Gatlin said the Eye Candy Gala will take place on April 12th this year. The Farmer’s Market has been secured for the event.

Jason Poudrier, Arts & Humanities, said staff has been reaching out to previous vendors to obtain quotes.

Gatlin asked that the Authority members start thinking about how to handle the awards for this event.

Schlecht noted that the budget for this event is \$12,000.

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No action was taken on this item.

H. Appoint a Chairperson for the Eye Candy Gala event.

Jackson-Seeley asked what all this would entail.

Poudrier said this person would serve as a voice for the Authority when planning for the event.

Jackson-Seeley said she would be willing to assume this responsibility.

Motion by Ezerski, Second by Tanner, to appoint Katy Jackson-Seeley as Chairperson for the 2024 Eye Candy Gala. **AYE:** Ezerski, Jackson-Seeley, Owens, Symuleski, Tanner, Burk. **NAY:** None. ***MOTION PASSED.***

2. Adjournment

There being no further business, the meeting adjourned at 4:03 p.m.

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