MINUTES
SPECIAL MEETING
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- BANQUET ROOM
212 SW 9TH STREET
LAWTON, OK 73501
WEDNESDAY FEBRUARY 19, 2025– 3:00 P.M.

Vice-Chairman Ezerski called the meeting to order at 3:00 P.M. in the banquet room of City Hall.

ROLL CALL

PRESENT: *Mary Ann Hankins, Ted Symuleski, Barry Ezerski, Dwight Tanner, Dwain Baxter, Addie Smith, Chris Rabon

ABSENT: Charles Owens (excused), Johnny Owens (excused)

OTHERS PRESENT: Caitlin Gatlin, Communications & Marketing; Neal Kirmer, Communications & Marketing; DaLynna Wood, Communications & Marketing; Tammy Branstetter, City Clerk's Office; Jonathan Jernigan, Neighborhood Services Supervisor; Joshua White, Neighborhood Services; Susan Schlecht, Financial Services; Charlotte Brown, Community Services Division Director; Jonathan Jernigan, Community Services; Jason Poudrier, Arts & Humanities; Marcia Frazier & Lauri Porter, Teen Court

*Arrived at 3:06 P.M. and left at 3:38 P.M.

STATEMENT OF COMPLIANCE WITH OKLAHOMA OPEN MEETING ACT, 25 O.S. 301-314

Notice of meeting and agenda were posted by the City Clerk's Office as required by law.

INTRODUCTION OF GUESTS

Marcia Frazier, Director of Teen Court, introduced both herself and Lauri Porter.

1. **Reports**

   A. Receive a report from Dennis Totte with Bedrock Nursery regarding current landscaping and irrigation projects, provide direction to Mr. Totte on current projects and take action as deemed necessary.

This item was stricken – Dennis Totte could not attend the meeting.

   B. Receive a report from Neighborhood Services regarding monthly updates on departmental activities and take action as deemed necessary.

Jonathan Jernigan, Neighborhood Services Supervisor, gave a report regarding ongoing departmental activities with the Neighborhood Services Division.

Jernigan said for the month of January, we sent out over 829 notices for various violations. He said 118 work orders were requested for the month of January, which brings the grand total of work orders completed for fiscal year 2024-2025 to over 1,100.

With regards to securing work orders, Jernigan said 16 work orders were put in for the month of January, and four of these are still pending completion. He noted that brings the grand total of securing work orders to 109 for the current fiscal year.

Jernigan said we had a bid opening today to receive bids from abatement contractors. He noted that three bids were turned in.

Jernigan said the annual Trash Off event is scheduled for April 5th.

C. Consider approving submitted materials for payment.

Schlecht presented a summary of the paid invoices for the period of November 13, 2024 – February 19, 2025. The list of paid invoices are as follows:

- $9,509.44 to Bedrock Nursery for rehabilitation of the buffalo flowerbeds
- $21,590.98 to Bedrock Nursery for landscape lighting repair at City Hall Part 1
- $10,750.00 to Bedrock Nursery for annual tulip bulb planting
- $5,443.50 to Bedrock Nursery for landscape lighting repair at City Hall Part 2
- $479.88 to Bedrock Nursery for poinsettias at City Hall

Symuleski asked for the date on the tulip bulb planting.

Schlecht said the invoice date was 12/06/2024.

Symuleski said this used to cost less.

Schlecht said it does cost a little more now.

Symuleski asked for details on the invoices for lighting at City Hall.

Schlecht said this is for repair of the tree lights at City Hall.

Symuleski asked for a report regarding all paid invoices from Bedrock Nursey from this year and last year.

Schlecht said she can do that.

Vice-Chairman Ezerski asked Schlecht if a list of invoices to be considered for approval at the meeting can be included in the agenda packet for the meeting.

Schlecht said yes.

Rabon asked how close we are to being done with the lighting repair at City Hall.

Schlecht said this project should be completed now.

Vice-Chairman Ezerski said the Authority has previously approved the expenditure, but now we're just approving the invoices.

Motion by Tanner, **Second** by Smith, to approve the submitted materials for payment for the period of November 13, 2024 – February 19, 2025, as presented. **AYE:** Ezerski, Symuleski, Tanner, Baxter, Smith, Hankins, Rabon. **NAY:** None. ***MOTION PASSED.***

D. Consider approving the monthly Treasurer Report.

Schlecht apologized for getting behind on the financial reports. She said that we are now caught up, however she didn't want to bring five- or six-months' worth of reports to the meeting at once, so she's kind of spread it out. Schlecht said she has three months' worth of financials to present to the Authority today.

Schlecht presented the monthly Treasurer Report for the months of August 2024 – October 2024, which includes the following documents: the Balance Sheet for the months of August 2024 – October 2024, the Profit & Loss Statement for the months of August 2024 – October 2024, the Income and Expense Tracker for the months of August 2024 – October 2024 and the LETA Projects Pending Report for the months of August 2024 – October 2024. Schlecht also presented the LETA Projects Pending Report as of August 31, 2024, and the Hotel Motel Tax Revenue Report as of February 19, 2025. A copy of the Treasurer Report for the months of August 2024 – October 2024 may be obtained from the City Clerk's Office upon request.

Symuleski said he thought we were going to use the funding that's not being used for the Navy Memorial Eagle Scout project for something else.

Schlecht said her understanding is that this funding is for any type of repairs that might need to be made.

With regards to the hotel motel tax report, Vice-Chairman Ezerski asked if this money has been received yet.

Schlecht said no - because of the lag in getting the information, she couldn't claim any of the money. She said it has been caught up now, but she hasn't had the opportunity to submit a claim yet.

Motion by Symuleski, **Second** by Rabon, to approve the Treasurer Report for the months of August 2024 – October 2024 as presented. **AYE:** Ezerski, Symuleski, Tanner, Baxter, Smith, Hankins, Rabon. **NAY:** None. ***MOTION PASSED.***

Schlecht provided Authority members will a balance sheet for January 2025. She said this is not to be approved today – it's informational only so that Authority members have up to date information regarding cash in the accounts.

Vice-Chairman Ezerski asked if the balance sheet for January 2025 includes the money that has yet to be received in hotel motel tax.

Schlecht said no, it doesn’t.

E. Receive a report from Parks and Recreation regarding departmental projects and monthly updates and take action as deemed necessary.

Larry Parks, Parks and Recreation Director, said the Parks and Recreation Department is very busy with all the projects that are going on throughout the city, and we continue to touch every park in every ward. Parks said his staff has busy been with cleaning the parks, trimming the trees, adding new concreting, and adding new benches and new play units to the parks.

Parks said the construction for the new aquatics center is on track to be completed this summer.

Parks said as part of our park improvements, Union Park and Skyline East are completed now. He said there’s a little clean up that needs to be done at Skyline East, but staff will get this done soon.

Parks said Hunter Hills and Willowcreek will be the next parks to receive improvements. Hunter Hills is currently going in. Parks said staff has done the deconstruction at Willowcreek, but they are waiting to do the surfacing.

Parks said Kid Zone and Lee West will also receive park improvements. He said staff would also love to do some improvements to Shepler Park. Parks said he will likely soon be compiling a report on Shepler Park to present to Council, per request of the City Manager.

Parks said staff began a beautification project on Rogers Lane. Crepe myrtles and other landscaping materials will be installed. Parks said he is working with Dennis Totte on this project. Installation will start at the end of next month.

Vice-Chairman Ezerski said the changes within the last few months in the Parks and Recreation Department have been noticeable and all for the better. He thanked Parks and his staff for everything they are doing.

Vice-Chairman Ezerski asked Parks to expanded more on the plans for Elmer Thomas Park, to include the new Amphitheater and what it will entail. He said he’s received many questions about this.

Parks said a lot of the information regarding the changes to come in Elmer Thomas Park is available on the website. He said this is a $30 million project that includes dredging the lake, placing a bridge across the lake, and the addition of many new recreational activities.

Hankins said there is a video available on the city’s website regarding Elmer Thomas Park.

F. Receive a report from the Community Services Director regarding ongoing LETA projects and take action as deemed necessary.

Charlotte Brown, Community Services Division Director, advised she has nothing to report today.

G. Receive Monthly Ward Updates from Trustees and take action as deemed necessary.

Vice-Chairman Ezerski introduced the newest Trustee of the Authority, Dwain Baxter. He thanked Baxter for attending the meeting.

No Ward updates were given.

H. Receive a report from the Communications and Marketing Department regarding LETA's social media accounts and publicity projects, provide direction to staff on said projects and take action as deemed necessary.

Caitlin Gatlin, Communications and Marketing, said we finished out the year by doing two awards for Christmas Yard of the Month.

Gatlin said we worked with Jeannette Klein in December in doing a Facebook live in effort to raise money for the Children United playground by selling fence pickets.

Gatlin said we will start seeking nominations for the April Yard of the Month in March.

2. Business

A. Consider approving the minutes of the November 13, 2024, meeting.

A copy of the minutes from the November 13, 2024, meeting may be obtained from the City Clerk's Office upon request.

Motion by Symuleski, **Second** by Baxter, to approve the minutes of the November 13, 2024, meeting. **AYE:** Ezerski, Symuleski, Tanner, Baxter, Smith, Hankins. **NAY:** None. **ABSTAIN:** Rabon. ***MOTION PASSED.***

B. Elect a Chairperson for the Lawton Enhancement Trust Authority.

Vice-Chairman Ezerski said the previous Chairman is no longer a member of the Authority. He said we will be electing a new slate of officers for the Authority.

Motion by Tanner, **Second** by Hankins, to elect Barry Ezerski to serve as Chairperson for the Lawton Enhancement Trust Authority. **AYE:** Rabon, Symuleski, Tanner, Baxter, Smith, Hankins. **NAY:** None. **ABSTAIN:** Ezerski. ***MOTION PASSED.***

C. Elect a Vice-Chairperson for the Lawton Enhancement Trust Authority.

Motion by Tanner, **Second** by Symuleski, to elect Chris Rabon to serve as Vice-Chairperson for the Lawton Enhancement Trust Authority. **AYE:** Ezerski, Symuleski, Tanner, Baxter, Smith, Hankins. **NAY:** None. **ABSTAIN:** Rabon. ***MOTION PASSED.***

D. Elect a Secretary for the Lawton Enhancement Trust Authority.

<u>Motion</u> <u>by Tanner,</u> **<u>Second</u>** <u>by Smith</u>, to elect Ted Symuleski to serve as Secretary for the Lawton Enhancement Trust Authority. **AYE:** Ezerski, Tanner, Baxter, Smith, Rabon. **NAY:** None. **ABSTAIN:** Symuleski. ***MOTION PASSED.***

E. Elect a Treasurer for the Lawton Enhancement Trust Authority.

Tanner asked if Schlecht is our current Treasurer.

Chairman Ezerski said no - we have to have a Trustee of the Authority in this position. He noted that this position was formally held by Kerry Sweeney.

<u>Motion</u> <u>by Tanner,</u> **<u>Second</u>** <u>by Smith</u>, to elect Dwain Baxter to serve as Treasurer for the Lawton Enhancement Trust Authority. **AYE:** Ezerski, Tanner, Smith, Rabon, Symuleski. **NAY:** None. **ABSTAIN:** Baxter. ***MOTION PASSED.***

F. Consider approving a request for funding from Teen Court, Inc in the amount of $23,500.00 for proposed renovations and beautification of the new Teen Court building and take action as deemed necessary. .

Marcia Frazier, Teen Court Director, presented the request for funding from Teen Court, Inc, in the amount of $23,500.00 for proposed renovations and beautification of the new Teen Court building. A copy of the request for funding may be obtained from the City Clerk's Office upon request.

Ms. Frazier noted that the windows of their building are currently in terrible condition.

Chairman Ezerski asked Ms. Frazier if they've moved into the facility yet.

Lauri Porter, Teen Court, said we just used the facility for the first time this past weekend – we held a class there with some of the juveniles.

Ms. Frazier noted that the courtroom is completed, so they will start running traffic cases in there now.

Chairman Ezerski asked what the $23,500 will be used for. He also asked for the total cost of the project, and he asked what percent of the total project the funding request is.

Porter said the $23,500 would be used for the following:

EXTERIOR EXPENSES

LIGHTING	3000
Landscaping	8500
Upstairs Windows	7000

Irrigation	5000
TOTAL	**23500**

Porter said the overall cost of the budget for the outside of the facility comes closer to $125,000, so the funding request is roughly 20% of this budget.

Chairman Ezerski asked how the rest of the money is being raised.

Porter said we're actively seeking grant money.

Tanner said he thinks the Authority should help out, but he's not sure how much we can afford to help.

Chairman Ezerski said we want to find a way to help, but there are also parameters the Authority must follow as well. Over the years, the Authority's history is that it will donate to landscaping and things of that nature, but the windows would be a structural issue that doesn't fall under what the Authority does.

Tanner proposed that the Authority fund everything except the cost of the windows.

Chairman Ezerski said the money is there if we want to do that.

<u>**Motion** by Tanner, **Second** by Baxter</u>, to approve the funding request from Teen Court, Inc in the amount of $16,500.00 for landscaping, lighting and irrigation at the new Teen Court building. **AYE:** Ezerski, Tanner, Smith, Rabon, Symuleski, Baxter. **NAY:** None. ***MOTION PASSED.***

Chairman Ezerski thanked Ms. Frazier and Ms. Porter for all they do.

G. Consider approving the t-shirt design for the upcoming Trash-Off event and take action as deemed necessary.

DaLynna Wood, Communications and Marketing, presented two t-shirt designs for the Authority to choose from. She noted that each t-shirt design has a front and back.

Chairman Ezerski asked what time the Trash-Off event is scheduled for on April 5th.

Gatlin said it will be from 8:00AM – 2:00PM, and they'll soon be pushing out press releases regarding the event.

<u>**Motion** by Tanner, **Second** by Rabon</u>, to select the t-shirt with the magazine design. **AYE:** Ezerski, Tanner, Smith, Rabon, Symuleski, Baxter. **NAY:** None. ***MOTION PASSED.***

H. Discuss planning for the 2025 Eye Candy Gala and take action as deemed necessary.

Gatlin provided background information on this item. She said there are several items on the agenda pertaining to the Eye Candy Gala.

Gatlin asked Authority members if April 11th is a good date for them to hold the Eye Candy Gala.

Tanner asked Gatlin if she checked for other events that might be going on at the same time.

Chairman Ezerski asked if things can get done in time to hold the Gala on April 11th.

Gatlin said yes. She said the Gala will be held from 6:00PM – 8:00PM on April 11th at the Lawton Farmer's Market.

Schlecht noted that the approved budget for the Eye Candy Gala is $10,000. She said we were well under budget last year.

I. Consider adding another award category for the 2025 Eye Candy Gala to reinforce the City of Lawton's Kids First Initiative and take action as deemed necessary.

Gatlin provided background information on this item. She said we're trying to get every neighborhood involved in keeping their streets clean. This award could go towards either an individual or a group. The award would be for individuals or groups that you see actively picking up their streets.

Motion by Tanner, **Second** by Symuleski, to add the category of Kid's First Champion Award to the list of awards to be presented at the Eye Candy Gala. **AYE:** Ezerski, Tanner, Smith, Rabon, Symuleski, Baxter. **NAY:** None. ***MOTION PASSED.***

J. Nominate and select award recipients for the 2025 Eye Candy Gala and take action as deemed necessary.

Gatlin provided background information on this item. She provided Authority members with a list of potential award recipients.

Tanner asked where the list of names came from.

Gatlin said this was a list put together by staff to serve as a jumping off point for the Authority.

Motion by Tanner, **Second** by Symuleski, to select Phil Kennedy as the recipient of the Visionary Leader award. **AYE:** Ezerski, Tanner, Smith, Rabon, Symuleski, Baxter. **NAY:** None. ***MOTION PASSED.***

Tanner asked for background information on Charlotte Oates.

Gatlin said she knows Charlotte through all the work she's doing with LPS at Douglas. She noted that Oates received this award in 2016.
Tanner asked for background information on Rhonda Norell.

Poudrier said she is a volunteer who works with Arts for All and she is helping with Black History Month. She's also involved in several other non-profit organizations.

Motion by Symuleski, **Second** by Tanner, to select Rhonda Norrell as the recipient of the Rosemary Bellino Lifetime Achievement award. **AYE:** Ezerski, Tanner, Smith, Rabon, Symuleski, Baxter. **NAY:** None. ***MOTION PASSED.***

Gatlin said Dory Thomas was a listed as a nominee to receive the Champion Volunteer award last year, but we ended up giving this award to a teacher at LPS.

Poudrier said Ms. Thomas is heavily involved in her church with their soup kitchen. She's also been the Chairperson for the International Festival Committee for the past two years, and she's doubled the size of the Committee. She also took on the role of helping kickstart the Friends of the Museum because she heard that museum needed some help.

Motion by Tanner, **Second** by Smith, to select Dory Thomas as the recipient of the Champion Volunteer award. **AYE:** Ezerski, Tanner, Smith, Rabon, Symuleski, Baxter. **NAY:** None. ***MOTION PASSED.***

Chairman Ezerski asked if we have any nominations for the Kid's First Champion Award.

Gatlin said the couple that was recognized at Council for picking up trash every Saturday would be a great highlight to do. However, she does not remember their names now.

Gatlin said they will ask community members to submit nominations for this award. She will bring the nominations back to the Authority for final approval.

Chairman Ezerski asked for nominations for the Commercial Business of the Year award.

Motion by Tanner, **Second** by Symuleski, to select Anderson's Pharmacy as the recipient of the Commercial Business Yard of the Year award. **AYE:** Ezerski, Tanner, Smith, Rabon, Symuleski, Baxter. **NAY:** None. ***MOTION PASSED.***

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

Poudrier and Gatlin noted that staff will work with the Chairperson of the Eye Candy Gala on the menu for the event as well as the gifts for the award recipients.

Motion by Tanner, **Second** by Baxter, to elect Addie Smith to serve as the Chairperson for the Eye Candy Gala event. **AYE:** Ezerski, Tanner, Rabon, Symuleski, Baxter. **ABSTAIN:** Smith. **NAY:** None. ***MOTION PASSED.***

L. Consider permitting city staff to apply for funding from the Classic Lawton Chevrolet Golf Tournament on behalf of LETA for the 2025 Lawton Fort-Sill Freedom Festival and take action as deemed necessary.

Poudrier provided background information on this item. He said staff will be asking Classic Lawton Chevrolet for the Freedom Festival to be considered as one of the beneficiaries of their golf tournament.

Motion by Tanner, **Second** by Baxter, to permit city staff to apply for funding from the Classic Lawton Chevrolet Golf Tournament on behalf of LETA for the 2025 Lawton Fort-Sill Freedom

Festival. **AYE:** Ezerski, Tanner, Rabon, Symuleski, Baxter, Smith. **NAY:** None. ***MOTION PASSED.***

3. **Adjournment**

Motion by Symuleski, **Second** by Baxter, to adjourn the February 19, 2025, meeting. **AYE:** Ezerski, Symuleski, Tanner, Rabon, Baxter, Smith. **NAY:** None. ***MOTION PASSED.***

There being no further business, the meeting adjourned at 4:33 P.M.