



City of Lawton

Lawton Enhancement Trust Authority

Agenda

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Wednesday, November 9, 2022

3:00 PM

City Hall- 3rd Floor Conference Room

1. Call To Order

2. Roll Call

3. Reports

- A. Receive a report from Dennis Totte with Bedrock Nursery regarding current landscaping and irrigation projects and provide direction to Mr. Totte on current projects [22-711](#)
- B. Receive a report from Neighborhood Services regarding monthly updates on departmental activities. [22-712](#)
- C. Consider approving submitted materials for payment. [22-713](#)
- D. Consider approving the monthly Treasurer Report [22-714](#)
- E. Receive a report from the Cultural Preservation Committee regarding monthly updates. [22-715](#)
- F. Receive a report from Children United regarding the accessibility playground in Elmer Thomas Park. [22-716](#)
- G. Receive a report from Parks and Recreation regarding departmental projects and monthly updates. [22-717](#)
- H. 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. [22-718](#)
- I. Receive monthly ward update from Trustees. [22-720](#)
- J. Receive a report from the Planning Department regarding ongoing LETA projects. [22-721](#)

4. Business

- A. Consider approving the minutes of the September 14, 2022 meeting. [22-722](#)

Attachments: [09.14.22](#)

- B. Consider a request to accept funds on behalf of Brenda Ragland for the Gold Star Monument at Lake Elmer Thomas and authorize the Chairman to execute a Letter of Endorsement [22-734](#)

- C. Consider a request from Dr. Krista Ratliff, President of the Lawton- Fort Sill Chamber of Commerce, for a \$13,00.00 grant in order to rent a Ferris Wheel for two days for Holiday in the Park and take action as deemed necessary. [22-739](#)

- D. Discuss the planning of the Eye Candy Gala. [22-730](#)

- E. Discuss the position of Executive Director to the Lawton Enhancement Trust Authority and consider removing Dewayne Burk, Deputy City Manager, as acting Executive Director in order to appoint Charlotte Brown, Interim Planning Director, to be the Executive Director of LETA. [22-744](#)

- F. Consider approving a Limited Services Agreement between LETA and City of Lawton for FY 22-23. [22-723](#)

Attachments: [FY 22-23 Limited Services Agreement LETA](#)

- G. Consider approving a modified budget for FY 22-23 [22-724](#)

- H. Review quotes from Bricks R Us, Gift Bricks, and Polar Engraving, and consider approving a brick vendor for the Veteran Center Sidewalk Project. [22-731](#)

Attachments: [Price Comp Sheet](#)

- I. Receive a request from the Parks and Rec Department in the amount of \$45,000.00 for the beautification of three recreational centers and take action if necessary. [22-735](#)

Attachments: [HC King Irrigation Estimate](#)
[HC King Landscape Estimate](#)
[Owens Center Irrigation Estimate](#)
[Owens Center Landscape Estimate](#)
[Patterson Center Irrigation Estimate](#)
[Patterson Center Landscape Estimate](#)

- J.** 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 [22-745](#)

Attachments: [Arrow Sign Quote](#)
[Shepler Park Site Sign Design](#)

- K.** 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. [22-743](#)

- L.** Accept nominations and select Yard of the Month for October. [22-736](#)

Attachments: [LETA- YOTM October](#)

- M.** Accept nominations and select Holiday Yard of the Month for Halloween. [22-741](#)

Attachments: [LETA Halloween Yard of the Month 2022](#)

- O.** Consider approving an invoice from Bedrock Nursery in the amount of \$1,835.61 for pot replacements on 2nd Street. **22-798**

Attachments: Bedrock Invoice 11450- 2nd Street Pot Replacements

5. Adjournment



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Commentary

File #: 22-711

Agenda Date: 11/9/2022

Agenda No: A.

ITEM TITLE:

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

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Bedrock Nursery

BACKGROUND: Bedrock Nursery is contracted to install and maintain landscaping and irrigation systems as requested by LETA. Dennis Totte, owner of Bedrock Nursery, provides a monthly update on current projects and completed maintenance.

EXHIBIT: N/A

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: Provide direction to Dennis Totte on how to proceed with current projects.



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Commentary

File #: 22-712

Agenda Date: 11/9/2022

Agenda No: B.

ITEM TITLE:

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

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Neighborhood Services

BACKGROUND: Neighborhood Services is the City department charged with responding to reported violations, educating the public on nuisance ordinances, and abating nuisances. Because LETA's fundamental goal is the beautification of Lawton, the Chairman has requested a monthly update for the Neighborhood Services Supervisor to brief the trustees on the City's effort to improve the quality of life throughout the community.

EXHIBIT: N/A

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: No action to be taken.



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Commentary

File #: 22-713

Agenda Date: 11/9/2022

Agenda No: C.

ITEM TITLE:

Consider approving submitted materials for payment.

INITIATOR: Susan Schlecht, Component Unit Accountant

STAFF INFORMATION SOURCE: Financial Services

BACKGROUND: Schlecht will present a list of paid invoices from the previous month for the board's approval.

EXHIBIT: N/A

KEY ISSUES: N/A

FUNDING SOURCE: Various

STAFF RECOMMENDED COUNCIL ACTION: Approve the submitted materials for payment as present.



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Commentary

File #: 22-714

Agenda Date: 11/9/2022

Agenda No: D.

ITEM TITLE:

Consider approving the monthly Treasurer Report

INITIATOR: Susan Schlecht, Component Unit Accountant

STAFF INFORMATION SOURCE: Financial Services

BACKGROUND: Schlecht will present the Balance Sheet, Profit and Loss Statement, Income and Expense Tracker, and LETA Projects Pending for the previous month.

EXHIBIT: Treasurer Report

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: Approve the Treasurer Report as presented.



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Commentary

File #: 22-715

Agenda Date: 11/9/2022

Agenda No: E.

ITEM TITLE:

Receive a report from the Cultural Preservation Committee regarding monthly updates.

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Cultural Preservation Committee

BACKGROUND: The Cultural Preservation Committee will give a monthly update regarding ongoing projects.

EXHIBIT: N/A

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: No action is to be taken on this item.



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Commentary

File #: 22-716

Agenda Date: 11/9/2022

Agenda No: F.

ITEM TITLE:

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

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Children United

BACKGROUND: A representative from Children United will give a monthly update regarding progress on the playground, current fundraising efforts, and financial information.

EXHIBIT: N/A

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: No action is to be taken on this item.



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Commentary

File #: 22-717

Agenda Date: 11/9/2022

Agenda No: G.

ITEM TITLE:

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

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Parks and Recreation Department

BACKGROUND: The Parks and Recreation Director will provide a monthly update on current departmental projects.

EXHIBIT: N/A

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: No action is to be taken on this item.



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Commentary

File #: 22-718

Agenda Date: 11/9/2022

Agenda No: H.

ITEM TITLE:

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.

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Communications and Marketing Department

BACKGROUND: The Communications and Marketing Department Director will provide a monthly update on current Facebook stats and other current publicity projects the department is working on for LETA.

EXHIBIT: N/A

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: Provide direction to staff on how to move forward with current projects.



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Commentary

File #: 22-720

Agenda Date: 11/9/2022

Agenda No: I.

ITEM TITLE:

Receive monthly ward update from Trustees.

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Trustees of LETA

BACKGROUND: The trustees will be given an opportunity to discuss any questions, comments, or concerns in their respective wards.

EXHIBIT: N/A

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: No action is to be taken.



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Commentary

File #: 22-721

Agenda Date: 11/9/2022

Agenda No: J.

ITEM TITLE:

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

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Planning Department

BACKGROUND: Charlotte Brown will provide an update on ongoing Planning Department Projects.

EXHIBIT: N/A

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: No action is to be taken.



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Commentary

File #: 22-722

Agenda Date: 11/9/2022

Agenda No: A.

ITEM TITLE:

Consider approving the minutes of the September 14, 2022 meeting.

INITIATOR: Donalynn Blazek-Scherler, Recording Secretary

STAFF INFORMATION SOURCE: City Clerk's Office

BACKGROUND: Minutes from the September 14, 2022 meeting have been drafted and are awaiting approval.

EXHIBIT: Draft minutes from September 14, 2022

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: Approve the minutes for the September 14, 2022 meeting.

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

Vice-Chairperson Hankins 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 (3:02), Mary Ann Hankins, Lou McConnell, Katie Jackson-Seeley, Addie Smith (left at 3:30), Kerry Sweeney, Ted Symuleski, Dwight Tanner, Annette Wiseman-Vaughan, Jay Burk (3:08)

ABSENT: None

OTHERS PRESENT: Cory Bowen, Neighborhood Services; Charlotte Brown, License & Permits; Jason Poudrier, Arts & Humanities; Caitlin Gatlin, Marketing & Communications; Megan Loftis, Legal; Dewayne Burk, Deputy City Manager; Jeannette Klein, Children United; Christine James, Parks & Rec; Donalynn Blazek-Scherler, City Clerk's Office

BUSINESS ITEMS:

1. Reports

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

Totte stated he has three proposals to present. The first is for tulip, daffodil, and hyacinth bulbs for the annual planting. These will need to be ordered in the next week or two to be planted in December. The cost for a variety of 6,000 bulbs is \$6,000.00 and the labor is \$3,850.00, bringing the total cost to \$9,850.00 to plant at approximately 30 to 35 sites.

Hankins asked if that is in line with what was done in previous years.

Totte stated it's pretty much the same. The quantity went up a little bit because additional sites were added, including the 4 or 5 new beds on Sheridan. He stated his guess is that the price went up by about \$1,500.00 or \$1,600.00 from last year, but that is strictly because the quantity went up due to the additional sites.

Schlecht states the price last year was \$8,000.00.

Totte stated so it's about \$1,800.00 for the additional 1,000 bulbs. It would also be an option to limit the number of sites we plant them. We don't have to do 100% of the

sites; we could just do the highlights. That could help keep the cost down. He stated we do all the pots on 2nd Street, 100 and something containers, all the City sites...

Symuleski stated that doesn't seem very high considering the cost of everything is going up.

Totte stated obviously I want to sell the work and stay reasonable. The cost of materials went up, but I didn't charge anything extra. The cost of labor went up just because of how many we're planting.

Moving on, Totte presented a proposal to repair the drip irrigation on 2nd Street. Totte showed the board members a video of how the drip line should function as opposed to what it is doing now. He stated from 2nd and Gore down to about halfway is all the original 2nd Street project, so that would be about 10 to 12 years old. Totte explained how the drip irrigation works and how the emitter hole wears out causing the water to puddle in the road. Totte stated there are ten beds in total that are becoming problematic as far as repetitive repairs. The beds are located at 2nd and Arlington, 2nd and Bell, and 2nd and Columbia. It's at a point that those need to be updated, and we need to put in a new Netafim drip. He stated he put 10 together in a package with a discount of \$2,000.00 for doing all 10 lines. The total for this is \$10,750.00. Totte stated in the long run, it's a waste of water and the cost of going down to repeatedly fix the line. He stated they get a lot of calls from in front of Viridian and Bricktown Brewery.

Totte stated the final proposal he has is for a section located at the North end of Dick's Sporting Goods on the East side of the road. He stated he's noticed one of the beds there has bushes that are frying and baking up. When he went to check out the problem, he noticed the box was on one side of the street and the valve was on the other. He believes it is broken somewhere under the road. He stated it will cost way more to cut out concrete. The line needs to be bored back under and reconnected from the valve to the flowerbed. Totte stated the main cost would be for the directional bore and then to put it all back together. The total cost would be \$4,916.00.

McConnell asked if there was a project scheduled for City Hall in the Fall.

Totte stated he doesn't know the status of that project. He thought at first that LETA was going to pay for it, and then he was told to City would be funding it after the new fiscal year.

McConnell stated she remembers it needed to wait until the weather was cooler.

Totte stated part of it was a drain, and the other part was the fescue sod in the shaded areas where there is nothing but dirt.

Chairman Burk stated we were waiting on the weather and for the City to come up with what they want to do with the drainage around the building. He stated according to the City Manager, they were coming up with some ideas with the architect that is redoing the third floor of City Hall.

Totte stated on the sod part, Fall is the best. Spring is the second best. It just can't be done in the heat of the summer. It would be best to do it mid-October, like the 10th-15th, to maybe mid-November. Then, they would start cutting sod again in the Springtime, so March, April, May.

Going back to the repairs on 2nd Street, Chairman Burk stated once we got down to a certain point, I started demanding that we put sleeves on all the driveways out there instead of just putting the lines under the roads. We started that after they had done about half of what they were going to do. That's why we have money set aside in the 2nd Street Project Fund. We knew we were going to have some problems; we just didn't know how soon. I think getting that fixed the correct way is the only way to do it.

Chairman Burk stated so we have 3 different things here: the annual tulip bulbs and two repairs. Really, it's up to you guys on the repairs. I think we should do it; I mean, we have the funding set aside for 2nd Street.

Motion by Ezerski, **Second** by Sweeney, to approve the following expenditures: \$10,750.00 from the 2nd Street fund for the replacement of irrigation lines at 10 beds on 2nd Street, \$4,916.00 from the 2nd Street fund for a repair the irrigation line at Euclid and 2nd, and \$9,850.00 from the Beautification fund for the purchase of the annual tulip, daffodil, and hyacinth bulbs. **AYE:** Hankins, McConnell, Jackson-Seeley, Smith, Sweeney, Symuleski, Tanner, Burk, Wiseman-Vaughan, Ezerski. **NAY:** None. **MOTION PASSED**

- B.** Receive a report from Neighborhood Services regarding monthly updates on dilapidation declarations, nuisance abatements, and the annual Trash-Off event.

Bowen stated we are finalist again for the Trash-Off award. We're going to win this year.

Symuleski asked who we are going up against.

Bowen stated Comanche and Broken Arrow.

Chairman Burk stated congratulations, that's a lot of hard work.

Bowen stated it's really a group effort.

Moving on the nuisance abatements, Bowen stated for the month of August, we sent out 1,039 correspondences. We did lose a code enforcement officer, so I'm one short again. We're still trucking along. The grass is growing again because of all the rain we got. It's like Spring again, so that's been a bit of a headache. We're doing what we can. We're back out to bid for contractors. We had issues with a few; we're getting some more so we are back up to 5.

Bowen stated on dilapidations, we had a huge meeting. It took forever. We're back on regular Council meetings, so I've got 10 coming. I have 13 out for bid, and I have a

couple other projects I'm working on. We have some asbestos issues on some of the big projects, but we're making progress.

Ezerski stated the asbestos evaluation was done on Parklane: it can just be wet down.

Wiseman-Vaughan stated she drives by the old Sweeney school frequently, and it is a disaster area.

Hankins stated she stopped and talked to the owner one day. They told her they aren't sure what they plan to do with it; they are just trying to keep up with the grass for now.

Chairman Burk stated maybe someone should reach out to the owner and let them know we are concerned.

C. Consider approving submitted materials for payment.

Schlecht presented the expenses for the time period of late July through August. All expenses were from Freedom Festival and are listed as follows:

St. Mary Chapter #88: \$500.00, Young Professionals: \$500.00. Historical Association of the Lawton Rangers: \$100.00, KMGZ-FM Magic 95: \$500.00, KBZQ 99.5 the Breeze: \$400.00, Lawton Ice: \$480.00, Lawton Community Theatre: \$500.00, Journey Productions: \$640.00 and \$150.00, Oklahoma Tax Commission: \$577.44, HTG- Lawton Management: \$95.25, Gray Media Group Inc: \$624.75 and \$114.75, and Sam's Club: \$267.78 and \$219.84.

Motion by Sweeney, Second by Symuleski, to approve the submitted materials for payment as presented. **AYE:** McConnell, Jackson-Seeley, Sweeney, Symuleski, Tanner, Burk, Ezerski, Wiseman-Vaughan, Hankins. **NAY:** None. **MOTION PASSED.**

D. Consider approving the monthly Treasurer Report.

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

Motion by Hankins, Second by Jackson-Seeley, to accept the Treasurer Report for August 2022 as presented. **AYE:** Jackson-Seeley, Sweeney, Symuleski, Tanner, Burk, Ezerski, Hankins, Wiseman-Vaughan, McConnell. **NAY:** None. **MOTION PASSED.**

E. Receive a report from the Cultural Preservation Committee regarding monthly updates.

Poudrier stated we had one of our meetings at City Hall so we could take pictures of different spaces where we could start putting artwork from the City's art collection back up. After we get artwork put up, we'll know how much we have left to store and

how much space we will need for that. We're also starting to look at rotating more at the auditorium so we can get more out there.

Poudrier stated I have been working with Councilman Hampton to create a trust, and the City is moving forward with the Planning Commission to become a Certified Local Government.

- F. Receive a report from Children United regarding the accessibility playground in Elmer Thomas Park and make recommendations to City Council as appropriate.

Klein stated Sasseen has finished the topography survey and indicated he would be in touch with Stacy Sharp to do a very sophisticated site plan. Klein stated she also met with Christine James to go over the process with Parks & Rec.

Klein stated she is in the process of completing paperwork for a grant from the Christopher Reeve Foundation. The deadline for submission is October 13th, and the application is being processed in LETA's name. She stated she printed out the application because it will need approval, and there are several questions that she has no clue how to answer because they are specific to LETA.

Chairman Burk stated Blazek-Scherler can work with staff to get the needed information.

Ezerski asked if the grant submission needs to be approved.

Chairman Burk stated yes, it needs to be approved before the deadline. He asked when the next LETA meeting is.

Wiseman-Vaughan stated LETA meets on October 12th.

Chairman Burk stated that's cutting it really close.

Poudrier stated you can vote to accept the submission of the application today, and then vote to accept the grant on another date.

Klein stated the application wasn't opened up until September 1st. If she would have received more advance notice, she would have given the board more advanced notice.

Chairman Burk stated Sasseen had called him to get some information today. They have been out there several times working on this. It may not seem like anything is happening, but a lot of stuff is going on in the background. We just want to make sure that this is done exactly right.

Klein stated another issue is identifying the main water lines and sewer lines so we don't encroach on any of that.

Chairman Burk stated I think Sasseen met with Rusty Whisenhunt out there to look at all of that. The good thing about Max is that he has worked out there so many times

that he knows what to do. Max has that connection to work with the City and get it moving forward. The good thing is when it's done, it'll be right; Max doesn't do anything halfway. Everything he has done out there has been great.

Klein stated Sasseen did say that the 20,000 square-foot playground is very feasible. He has a spot for it, and he will be able to work around the water and sewer lines. He said even though it seems like its going slowly, things are getting done. He will provide updates as they are available and asked that Children United remain focused on fundraising. Klein stated coincidently, the grant is for \$25,000.00, assuming the answer to some of the questions will make us eligible to receive that amount. If we aren't eligible for the full \$25,000.00, we will just have to ask for less.

Klein stated as far as other fundraisers, Children United was the recipient of a grant from Classic Chevrolet that she had mentioned before. They also have a walk coming up. The date they originally wanted was already taken, so they are working to get a permit to do it on November 12th.

Motion by Ezerski, Second by Sweeney, to approve the submission of a grant application to the Dana and Christopher Reeve Foundation in the name of Leta on behalf of Children United. **AYE:** Sweeney, Symuleski, Tanner, Burk, Ezerski, Hankins, McConnell, Wiseman-Vaughan, Jackson-Seeley. **NAY:** None. **MOTION PASSED.**

- G.** Receive a report from Parks and Recreation regarding departmental projects and monthly updates.

James stated you are probably all aware of the prairie dog colony announcement. Council did pass that. We are fielding some of the comments on Facebook, and we are just pushing education right now. That'll be something that we work on pending the rain and the grass. We're shooting for mid-October, but the grass needs to be pretty dead before we move on to that next process.

James stated we are still working on gathering quotes for landscaping and irrigation for the three rec centers. We're trying to see if in-house or external sprinkler installation would be the best bang for our buck. We've had two landscape companies come out, so now we are just waiting for their proposals to come back. We're also trying to get one more company to come out to look at it. I would like to spend \$15,000.00 at each location, if I can. I think the three centers should reflect City Hall and the City of Lawton, but there is a drastic appearance downgrade from this building to the other buildings that we own. James stated we want to keep the morale up, and we want to citizens to know we are dedicated to them by providing good activities and places where they can recreate.

Chairman Burk asked if Bedrock gave one of the quotes.

James stated she delegated this task, so she's not sure. She knows 4-D gave a quote, but she doesn't remember who the other company was.

Chairman Burk stated he thought maybe we could do a grant application through the McMahon Foundation to help fund this. They will only entertain this if Bedrock gives a bid. They will tell us how much money they are willing to give us depending on who we pick.

Wiseman-Vaughan stated she thought Bedrock gave a bid, but it was super high.

James stated that was just for mowing. These quotes will be for installing and landscaping.

Chairman Burk stated McMahon may do a matching donation on this. They did one for the landscaping at City Hall, but they wouldn't contribute anything unless Bedrock did the work. They didn't care if they weren't the lowest bid. They wanted Bedrock, so they matched it.

James stated the mowing contract is only waiting on her to draft it and get it going. We did choose Clay's Landscaping; they were the lowest bidder. Their bid included trash pick up once a week, mowing once a week, and tending to the existing flowerbeds.

Chairman Burk asked if we could get the wildflower areas mowed.

James stated we'll get those. We're a little behind right now because of the weather. We are cancelling our contract mowing for the right of ways and medians at the beginning of October. She stated right now, we have several different contracts that are piecemealed together. We have several that expire in May and June, which is not a good time to expire for mowing contracts. We're going to cancel everything and start all over again. We'll group some areas together, so we'll have one contract with multiple groups. Contractors will be able to bid on multiple groups. We have had some contractors ask us about mowing parks. Some of them are from Corey, but they aren't really interested in doing the abatement mowing. We're hoping to spread the wealth and be more responsive if we have multiple contractors. Right now, we divide the whole City up between two contractors.

Chairman Burk explained that part of the problem is the funding. Contractors don't want to bid because they aren't guaranteed a certain number of jobs. There isn't enough money, so the City will go as long as they can between mows. This puts the contractor in a bad position.

James reviewed her budget for mowing. She stated she has enough to do 14 mows a year between both mowing seasons.

James stated the City Manager's Office has approved for Elmer Thomas Park to have 4 dedicated staff members that are there year-round. Currently, Elmer Thomas Park has a Parks Supervisor and a Parks Specialist III. James stated she is now in the process of hiring 2 Park Specialist II's. They should be starting in the next few weeks and will be there in time for Holiday in the Park. James stated she is hoping the four dedicated staff members will be able to handle Holiday in the Park themselves.

Typically, we pull everybody to help with Holiday in the Park, and everything else we need to get done suffers. We will have special days where we ask for volunteers, like Saturdays and Sundays, but that shouldn't affect our daily responsibilities.

Wiseman-Vaughan asked what is going on with the prairie dogs at the park.

James stated the State has recommended that we thin the population because they are overpopulated, their territory is spreading, and they are getting into private property. The state did an inspection and recommended that we cull them to reduce the population to a more manageable size.

The board discussed the pros and cons of culling the prairie dog population at length.

- H.** 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 she has been making sure people stay aware about Yard of the Month. Every time she posts about that, we get a couple of new nominations.

Chairman Burk stated that's awesome. The goal in this is for citizens to do all the nominations, so they can nominate their neighbor or their friend.

Gatlin stated as we grow my department, which will be Monday, and new projects are started, we will get together to discuss and post about those things as well.

Chairman Burk stated I've noticed when we post about Yard of the Month, we get huge numbers of people liking that and sharing it. It's just a good PR thing for Lawton Enhancement.

Gatlin stated we need to figure out what to do during the months that you aren't taking Yard of the Month nominations. I don't know what was posted before my time.

Chairman Burk stated we discussed doing something different. Last year, we talked about doing something for Halloween, Thanksgiving, Christmas...

Symuleski stated we did Christmas last year.

Chairman Burk stated we did do Christmas. I'm just saying, if we can come up with something for each month, that will get us back to March, when we start Yard of the Month again. January and February will be the hardest.

McConnell stated February would be Valentine's Day.

Gatlin stated we could come up with something just to encourage people during those times we don't have Yard of the Month.

Chairman Burk stated we can do it just how we do Yard of the Month. We just have to push it and say this month is going to be this and this month is going to be that.

Gatlin asked if Yard of the Month is done during October.

Blazek-Scherler stated yes, Yard of the Month runs through October.

Chairman Burk stated we don't have to do Yard of the Month during October. We can do Halloween instead.

Ezerski stated people may not have Halloween out by the time we have our October meeting. We would vote on that during the November meeting.

Jackson-Seeley stated that would also help with the January one, because then that one would be Christmas.

Chairman Burk stated yes, we would just push them all off by a month. That's a good idea. So, make October the final Yard of the Month, and then November we will start with the holidays.

Chairman Burk stated Oklahoma Sports Network does a Player of the Week contest that individuals get to vote on. He said that has really create traction. Thousands of people go to vote on these players. Maybe we can do something like that. Have citizens vote on the yards and that counts for half, or something like that. That will also give us the opportunity to see what people in our community thinks is beautiful instead of it just being our decision to make.

Jackson-Seeley stated you could also limit it to the citizens vote for the top three, and then the top three are brought to us.

Chairman Burk stated yes, that's an idea. Just put it out there for citizens to vote and give them a deadline maybe a day or two before our meeting. Then those three are brought back to us. Can we do that?

Gatlin stated yes, I can certainly work on that.

Chairman Burk thanked Gatlin for coming and being part of LETA. He stated you really are our voice out there. All your predecessors really helped us so much and that's why we bought the camera your office uses. If there is anything else you need, just let us know.

James stated she had one more comment to add: the armory dome will be painted today.

Chairman Burk asked if it could also be mowed.

James stated we're working on it. It will be done before the International Festival.

I. Receive Monthly Ward Update from Trustees.

No updates given.

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

No report given.

2. New Business

A. Consider approving the minutes of the August 10, 2022 meeting.

Motion by Symuleski, **Second** by Hankins, to approve the minutes of the August 10, 2022 meeting. **AYE:** Tanner, Burk, Hankins, McConnell, Jackson-Seeley, Wiseman-Vaughan. **NAY:** None. **ABSTAIN:** Sweeney, Symuleski, Ezerski. **MOTION PASSED.**

B. Consider approving a modified budget for FY 22-23.

Schlecht presented two options for a budget amendment. Both options are available in the City Clerk's Office. Schlecht stated the biggest difference between the two options is that option A shows Holiday in the Park and option B does not.

Schlecht stated that Joe Don Dunham is currently reviewing the Limited Services Agreement to decide how Holiday in the Park should be handled. She stated while Richard was still here, he advised that we keep Holiday in the Park going through LETA, like how it has been done in the past. His reasons included that they weren't 501-C, so their donations went through us and also for oversight. One of the things I've discussed with Joe Don is that we have oversight. Not only do we have it through the Council every year because the entities that receive hotel/motel have to report to the Council and provide documentation, but we also have it through the finance administration. Before any of the hotel/motel revenues are given back to an entity, all the documents are gone through and made sure they are purchasing things that are in line with the City's purchasing policy. Schlecht stated they are also, in fact, a 501-C. She believes Krista stated this in one of the first meetings they had with her. To verify this, she went and pulled the latest claim that was sent to the Finance Admin. She stated this was another part of the puzzle because the claim was sent to the City, not Schlecht or LETA. Krista had said she wanted this to go through LETA, but the invoice is made out to the City of Lawton.

Chairman Burk stated they just messed up. Let me explain why I think it's best to keep it with LETA. Number one, they won't get McMahon money. They may be a 501-C, but this organization wants the money funneled through LETA. In the past, they would give money directly to these entities, and the money wouldn't be spent how they thought it needed to be spent. LETA became the funnel to stop that. Chairman Burk stated he will talk to Krista because he thinks they want to stay with LETA. He stated it's not that he cares, but he wants to be able to help them. He doesn't want to write them a check without any oversight.

Schlecht stated maybe I don't exactly understand what you mean by Holiday in the Park going through LETA. We don't have Holiday in the Park funds; the City will reimburse LETA for the hotel/motel funds. For reference, LETA doesn't have oversight for the USS Oklahoma City project, but McMahon gave them the \$32,000.00.

Chairman Burk stated they gave it to LETA, and we then we had to accept it.

Schlecht stated I'm just curious, but can we not do Holiday in the Park that way.

Chairman Burk stated these organization don't have any money left at the end of their fiscal year. They've spent it all, but they need to buy \$50,000.00 worth of materials in the off season. We loan money to these organizations until they give it back to us. We won't loan money unless we know that money is coming back to LETA. I just don't think we are doing our due diligence to loan money to someone unless we absolutely know the money is coming back to us.

Ezerski stated really, it's an advance.

Tanner stated what it boils down to is that it is Holiday in the Park's choice if they want to continue the relationship they've had for years or try to go out and venture on their own.

Wiseman-Vaughan asked where the \$100,000.00 is coming from.

Chairman Burk stated they got \$100,000.00 from hotel/motel this year.

Ezerski stated it's just if the \$100,000.00 goes through LETA or if it goes directly to Holiday in the Park.

Symuleski stated he thinks it should go through LETA for the extra oversight.

Wiseman-Vaughan stated she thinks it should go through LETA as well, but she wants to receive a more timely report.

Chairman Burk stated so we just need to decide if we want to approve amendment "a" or "b".

Schlecht stated you could approve "a" based on the outcome of the limited services agreement.

Chairman Burk stated maybe I need to have a talk with Krista as well. Does she know about this?

Schlecht explained it started with Richard wanting this to go through LETA and that started discussions about how it should be done.

Jackson-Seeley stated it's very simple and agrees with Tanner. It's up to Holiday in the Park to decide how they want to do it.

Wiseman-Vaughan asked if this could be tabled until after the meeting with Holiday in the Park.

Schlecht stated that's what she suggests doing.

Motion by Sweeney, **Second** by Symuleski, to table the modified budget until the next meeting. **AYE:** Symuleski, Tanner, Burk, Ezerski, Hankins, McConnell, Jackson-Seeley, Wiseman-Vaughan, Sweeney **NAY:** None. **MOTION PASSED.**

C. Consider approving a Limited Services Agreement between LETA and City of Lawton for FY 22-23.

Motion by Symuleski, **Second** by Ezerski, to table the Limited Services Agreement between LETA and the City of Lawton until the next meeting. **AYE:** Tanner, Wiseman-Vaughan, Burk, Ezerski, Hankins, McConnell, Jackson-Seeley, Sweeney, Symuleski **NAY:** None. **MOTION PASSED.**

D. Discuss the status of the Veteran's Center Sidewalk Brick Project.

Blazek-Scherler stated she found all the old documentation from when this project was first started. The brick contract is expired, and she has been told competitive bidding has to be done for a new contract.

Chairman Burk stated from what I understand, LETA has a threshold for competitive bidding. We don't have to go out for competitive bid and all of that; we just have to send out a memo to three different companies that do brick. Even if we don't get three estimates back, we are to attempt to get three. If only one company sends an estimate back, we can go ahead and approve that. That's the competitive bidding side for us. Unless we go over the threshold. Is it \$25,000.00?

Schlecht stated it's \$50,000.00.

Chairman Burk stated my suggestion is to change our bylaws to be a little more like FISTA. The way it was stated to me is, for example, we have a contract with Bedrock. If we have a line break, we can't wait to have competitive bidding on a \$10,000.00 job. That's why we have a contract with him. We don't want to have to get a contract with every single provider that we use. I asked Legal this, and all you have to do is send out emails. You don't have to put a notice in the paper or anything. We know there are companies that are out there that do bricks. You just have to email them and get three quotes.

Blazek-Scherler stated okay. I'm on the right track then. I've already reached out to some companies and gotten quotes back.

Chairman Burk stated I think we should set our number at \$25,000.00, even though the state says we can go to \$50,000.00. Municipalities and trusts can go to \$50,000.00, but I think we should set ours at \$25,000.00. That will need to be done through an amendment to our bylaws. It needs to say something like the Executive Director and Chairman can sign off on something, specifically something that is an emergency. That way we don't have to wait. FISTA just did it. We can probably get their notes because they just did it.

E. Discuss the planning of the Eye Candy Gala and receive updates from the Eye Candy Gala committee.

Sweeney stated Mary Ann, Jason, Caitlin, and myself met about two months ago to discuss what direction we want to take the Eye Candy Gala. We went from one extreme to another; one extreme would be to make this more of a public fundraiser. We would be doing something at McMahon that people bought tickets for, and we could have speakers come out and give them some sort of show. That would be a different direction than we've gone in the past with Eye Candy. Or we could keep it a more private event like we've done in the past but tie it more into our mission statement. We talked about doing something at the Farmer's Market. I think that ties into LETA because we helped with the landscaping. That's a good fit. Plus, we've spent money in the past renting tents, where that location could give us an indoor and outdoor space. Maybe on the outdoor we have vendors come in, but have it be by invitation only, not open to the public. That way, we could control cost and food and all of that.

Sweeney stated we never came to a final decision. We had hoped to discuss this last month, but there wasn't time for that discussion. Either option we choose, we really need to start getting a date set and getting commitments to different vendors set. It's a lot of details. I guess today we can just start by saying what direction the board wants to take. It would be a lot to take on, but it might be nice to have a larger event where we sold tickets. It could bump up our recognition in the community. It would be a lot to bite off, and we would certainly need the help of Arts and Humanities and Marketing and Communication.

Chairman Burk asked what type of event are you talking about.

Poudrier stated you would do your usual showcase of Yard of the Months and things like that, but you also bring in some sort of entertainer. They would put on a show that goes on along with the awards.

Sweeney stated that's why they would be buying a ticket.

Poudrier stated exactly. So, it becomes like a fundraiser event. So, people buy tickets for the show, but they are also there to see the recognitions. Then they see that and think "Oh, cool. I want to win Yard of the Month. I didn't even know about that until I came to this show". You could do that type of event at McMahon or at the Farmer's Market. And you could have a reception afterwards that's more of a closed event.

Chairman Burk stated if you are going to do the big program, you'll need some months to get that together. It isn't going to happen overnight.

Sweeney stated you're right.

Chairman Burk stated maybe that's a future thing.

Poudrier talked about some of the other events that he is planning right now.

Chairman Burk stated he loved the International Festival pamphlet that he got that shows all the different events. He stated there is something going on every day and offered kudos to Poudrier for putting all of that together. He joked that Poudrier should just do the Eye Candy Gala himself.

Hankins stated staying in line with our mission is really hard. We've talked about doing a recycling event or something with shops that have antiques.

Chairman Burk stated we are a little bit of everything anymore. My suggestion is to do the Farmer's Market this year and then maybe get Poudrier's help to get a date and start planning the bigger event for next time. I think it's a great idea.

Sweeney stated we need to decide on a month. Also, in the past we've done awards to people in the community. I think that is getting harder to do. It's getting harder to pick people, and it's harder to tie that in with LETA. We may be awarding someone for something they've done in the community, but it doesn't necessarily have anything to do with Lawton Enhancement. That's another area we need to discuss, but we can probably save that for another meeting. I think right now we just need to commit to the month and the location. Our smaller committee could meet again and discuss some of the other things.

Jackson-Seeley stated another thing you could do to tie in the younger community is with the LRC that Lawton Public Schools has. They have that art gallery and since this is beautification, maybe they could display some of their art.

Sweeney stated we talked about doing something where students are invited, but that would lean more towards a public event.

Jackson-Seeley stated it could even be used for something like table decorations.

Sweeney stated that's an excellent idea. We need to meet so we can brainstorm up some more ideas.

Jackson-Seeley stated I must have missed the meeting where the committee was formed, but I would love to be a part of that.

Sweeney stated absolutely.

The trustees discussed dates and landed on doing the event at the Farmer's Market in April.

Sweeney stated we will look at dates and bring that to the next meeting.

- F. Accept nominations and select Yard of the Month for September. (Previous winners in Wards 1, 7, and 2 winners in 6).

The trustees discussed nominations and picked 805 NW 17th Street in Ward 2 and 2313 NE 35th Street in Ward 4 as Yards of the Month for September.

3. Discussion

No discussion

4. Adjournment

There being no further business, the meeting adjourned at 4:41 p.m.



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Commentary

File #: 22-734

Agenda Date: 11/9/2022

Agenda No: B.

ITEM TITLE:

Consider a request to accept funds on behalf of Brenda Ragland for the Gold Star Monument at Lake Elmer Thomas and authorize the Chairman to execute a Letter of Endorsement

INITIATOR: Barry Ezerski

STAFF INFORMATION SOURCE: Brenda Ragland

BACKGROUND: Brenda Ragland has received approval from the City to install the Gold Star Monument in Elmer Thomas Park. The monument will serve as a place for Gold Star Families to gather and will serve as a reminder to the community of the sacrifices made by our soldiers and their families. Through fundraising efforts and personal donations, \$26,000.00 has been raised for the construction and installation of the monument, and Ms. Ragland would like to request a grant from the McMahon Foundation for the additional funds needed. In order for the McMahon Foundation to approve this request, the financials for the monument will need to be handled by LETA, and a Letter of Endorsement must be provided to the McMahon Foundation.

EXHIBIT: None

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: Approve a request to accept funds on behalf of Brenda Ragland for the Gold Star Monument at Lake Elmer Thomas and authorize the Chairman to execute a Letter of Endorsement.



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Commentary

File #: 22-739

Agenda Date: 11/9/2022

Agenda No: C.

ITEM TITLE:

Consider a request from Dr. Krista Ratliff, President of the Lawton- Fort Sill Chamber of Commerce, for a \$13,00.00 grant in order to rent a Ferris Wheel for two days for Holiday in the Park and take action as deemed necessary.

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Dr. Krista Ratliff, Lawton- Fort Sill Chamber of Commerce President

BACKGROUND: For the 2021 Holiday Season, the Holiday in the Park board and the Lawton Fort Sill Chamber of Commerce took control of planning and coordinating the annual Holiday in the Park event. Last year, Holiday in the Park added 47 new displays, purchased a skating rink, added several new events, completed the West side power expansion, and made Lawton the record holder for the longest pedestrian tunnel of lights. With an estimated 100,000 visitors during the last holiday season, Holiday in the Park quadrupled income in every single area. In order to extend that momentum from last season and to continue to grow the Holiday in the Park event, the Chamber of Commerce would like to include a Ferris Wheel at this year's event. The total cost of the Ferris Wheel for two days is \$13,000.00, and Holiday in the Park is requesting grant from LETA for the full \$13,000.00.

EXHIBIT: TBD

KEY ISSUES: N/A

FUNDING SOURCE: Grants

STAFF RECOMMENDED COUNCIL ACTION: Approve a grant in the amount of \$13,000.00 to Holiday in the Park in order to rent a Ferris Wheel for two days for the 2022 Holiday in the Park event.



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Commentary

File #: 22-730

Agenda Date: 11/9/2022

Agenda No: D.

ITEM TITLE:

Discuss the planning of the Eye Candy Gala.

INITIATOR: Mary Ann Hankins, Kerry Sweeney, and Katy Jackson-Seeley

STAFF INFORMATION SOURCE: Eye Candy Gala Committee

BACKGROUND: The Eye Candy Gala Committee has been planning LETA's annual awards event for 2022. They will provide updates to the trustees and seek advice on how to move forward.

EXHIBIT: N/A

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: No action to be taken.



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Commentary

File #: 22-744

Agenda Date: 11/9/2022

Agenda No: E.

ITEM TITLE:

Discuss the position of Executive Director to the Lawton Enhancement Trust Authority and consider removing Dewayne Burk, Deputy City Manager, as acting Executive Director in order to appoint Charlotte Brown, Interim Planning Director, to be the Executive Director of LETA.

INITIATOR: Jay Burk, LETA Chairman

STAFF INFORMATION SOURCE: Jay Burk, LETA Chairman

BACKGROUND: In August 2022, Richard Rogalski retired from the City of Lawton and vacated his position as Executive Director to LETA. In Rogalski's absence, Deputy City Manager Dewayne Burk is currently acting as the interim Executive Director. Because of the much-needed coordination between the City of Lawton Planning Department and LETA, Charlotte Brown, Interim Planning Director, has been nominated to fill the Executive Director position. Charlotte Brown has been actively involved with LETA for approximately 8 years and has a strong knowledge of LETA's history, projects, policies, and procedures.

EXHIBIT: None

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: Approve the removal of Deputy City Manager Dewayne Burk from the position of interim Executive Director for LETA and appoint Charlotte Brown, Interim Planning Director, to the LETA Executive Director position.



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Commentary

File #: 22-723

Agenda Date: 11/9/2022

Agenda No: F.

ITEM TITLE:

Consider approving a Limited Services Agreement between LETA and City of Lawton for FY 22-23.

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Financial Services

BACKGROUND: This Agreement for Limited Services memorializes the amounts of financial support to be provided to LETA by the City of Lawton, sets out the guidelines regarding administrative support between the City and LETA, and sets out the conditions and processes by which this financial and administrative support will be provided. Staff support generally involves the City Clerk's Office, the Legal Department, the Finance Department, Parks and Recreation, Neighborhood Services, and Community Services. Financial support provided by the City is allocated at 5.06% of the annual Hotel/Motel Tax fund, which is estimated to be \$112,460.00

EXHIBIT: Agreement for Limited Services between LETA and City of Lawton.

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: Approve a Limited Services Agreement between LETA and City of Lawton for FY 22-23 as presented.

AGREEMENT FOR LIMITED SERVICES

This Agreement for Limited Services is entered into by and between the City of Lawton, Oklahoma, a municipal corporation (hereinafter referred to as “City”), and the Lawton Enhancement Trust Authority, a public trust (hereinafter referred to as “Authority”)

Whereas, the City, through its governing body, has determined that the City should provide limited support to the Authority for the beautification of the City thereby enhancing the appearance of the City and thus encouraging tourism and economic development in and for the City; and

Whereas, the City desires to provide limited service support to the Authority in addition to financial assistance;

Now, therefore, in consideration of the mutual obligations of the parties, the City and Authority agree as follows:

A. City agrees as follows:

1. To provide the Authority annual financial support for the services to be performed under this agreement pursuant to the fund sources identified below:
 - a. Hotel/Motel Tax – General Fund. Pursuant to City Council Resolution No. 22-97, the City shall allocate to the Authority an amount equal to five percent (5.06%) of the total proceeds from the Hotel/Motel Tax – General Fund collected during the 2022-2023 fiscal year. Said Funds are estimated as specified in the Authority’s approved Budget (attached hereto as “Exhibit A”), to be disbursed pursuant to the claims process outlined herein. Funds not expended during the fiscal year will remain in the Authority’s account.
 - b. LETA Beautification Fund. Pursuant to City Council Resolution No. 19-98 the City shall allocate funds from the LETA Beautification Fund to the Authority the total proceeds from the fund collected during the 2022-2023 fiscal year. Said Funds are estimated as specified in the Authority’s approved Budget (attached hereto as “Exhibit A”), to be disbursed in monthly increments.
 - c. Holiday in the Park Fund. Pursuant to City Council Resolution No. 22-97, the City shall allocate to the Authority an amount equal to \$100,000.00. (LETA will provide administration and oversight for this funding, and the Holiday in the Park improvements will be planned and managed by the Holiday in the Park Committee.) Said Funds are estimated as specified in the Authority’s approved Budget (attached hereto as “Exhibit A”), to be disbursed pursuant to the claims process outlined herein. Any unexpended appropriations from the additional one-time June 2022 allocation of \$100,000.00 to Holiday in the Park will remain in their account perpetually for future use.

- d. Fireworks Display Fund. Pursuant to City Council Resolution No. 22-97, the City shall allocate to the Authority an amount equal to \$100,000.00. (LETA will provide administration and oversight for this funding, and the Freedom Festival improvements will be planned and managed by the Freedom Festival Committee.) Said Funds are estimated as specified in the Authority's approved Budget (attached hereto as "Exhibit A"), to be disbursed pursuant to the claims process outlined herein.
2. To print flyers, bulletins, and other materials for the Authority which are used in the operation, management and administration of the Authority, provided that materials from or for other entities assisting the Authority will not be printed at the City's print shop. This assistance will be made available to the Authority only while the City's print shop is in operation, and this provision is in no way intended to create any property right or interest in the Authority to have its materials printed by the City for an indefinite period of time.
3. To assist the Authority in beautification projects as staff and equipment are available. The City shall not be required to provide staff assistance if it will cause the City to pay overtime without specific City Manager approval. The use of City equipment shall only be permitted if such use does not reduce the City's ability to provide required service to the community. In addition, administrative support may be provided by the office of the City Clerk, general accounting assistance and bookkeeping may be provided by the Finance Department, and the City Manager may also appoint a member of City staff to serve as an Executive Director for the Authority.
4. The City agrees to provide, through the office of the City Attorney, limited legal assistance to the Authority. This legal assistance shall be limited to oral and written advice on subjects and matters for which litigation is not anticipated. This limited legal service includes limited document preparation but does not include responses to federal, state or county government agency inquiries and other matters outside the limitations provided herein. The City Attorney's first and primary duty is to the City of Lawton, and if a conflict should arise between the City and the Authority, the City Attorney shall advise the Authority of his or his staff's inability to assist the Authority. If the area of assistance requested is not within the areas of knowledge of the members of the City Attorney's staff the City Attorney is not required to assist. In addition to the above limitations the City shall not provide legal assistance in the following areas:
 - a. Preparation of documents needed for the prosecution or defense of actual or anticipated litigation.
 - b. Preparation or review of grant application.
 - c. Representation before any board, agency or court.
 - d. Representation of or advice to the Authority on any issue occasioned by and or governed by the Oklahoma Governmental Tort Claim Act.

B. Authority agrees as follows:

1. To periodically submit to the City's accounting office claims for reimbursement for services performed in accordance with the City's contractual claims policies and procedures.
 2. To submit to the Lawton City Council annual narrative reports which will include the projects and activities undertaken by the Authority during the prior twelve (12) month period, and any other information which may be of interest to the Lawton City Council. Reports will be due to the Lawton City Council within sixty (60) days following the end of the fiscal year.
 3. To reimburse the City for the actual cost incurred by the City in printing Authority's materials.
 4. The Authority shall be responsible for all legal matters and if, on the determination of the City Attorney the members of his office cannot or are prohibited from representing the Authority, the Authority shall be responsible for obtaining legal assistance at its own expense.
- C. Claim Processing. As the Authority incurs expenses and funds for the reimbursement of same are available in the Hotel/Motel Tax collections allocated to the Authority, the Authority shall submit a claim for said funds to the City. Any such claims will be processed by the City and paid to the Authority in accordance with the City's policies and procedures for payment of contractual claims.
- D. Term. This agreement will expire on June 30, 2023.

In witness whereof, the parties have hereunto set their hands on this ____ day of _____, 2023.

CITY OF LAWTON, OKLAHOMA
A Municipal Corporation

By: _____
Stanley Booker, Mayor

ATTEST:

Traci L. Hushbeck, City Clerk

LAWTON ENHANCEMENT TRUST
AUTHORITY, a public trust,

By: _____

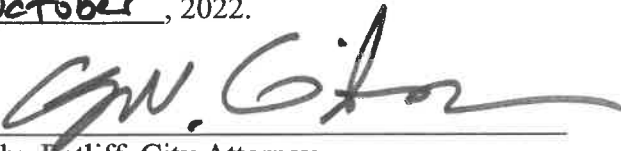
Jay Burk, Chairman

ATTEST:

Kerry Sweeney, Secretary

APPROVED as to form and legality for the City of Lawton, Oklahoma, this 11th day of October, 2022.

for


John Katliff, City Attorney



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Commentary

File #: 22-724

Agenda Date: 11/9/2022

Agenda No: G.

ITEM TITLE:

Consider approving a modified budget for FY 22-23

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Financial Services

BACKGROUND: On June 8, 2022, LETA approved an annual operating budget for FY 22-23. A modification is needed to reduce the Hotel/Motel Tax from 7% to 5.06% per Resolution 22-97, and to include funding for Holiday in the Park and Freedom Festival.

EXHIBIT: LETA Budget Amendment for FY Ending 2023

KEY ISSUES: N/A

FUNDING SOURCE: None

STAFF RECOMMENDED COUNCIL ACTION: Approve the modified budget for FY 22-23 as presented.



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Commentary

File #: 22-731

Agenda Date: 11/9/2022

Agenda No: H.

ITEM TITLE:

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

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Chairman

BACKGROUND: 3 vendors have submitted quotes to provide custom engraved bricks and assistance with fundraising brochures and a fundraising website for the Veteran Center Sidewalk Project.

EXHIBIT: Quotes from Bricks R Us, Gift Bricks, and Polar Engraving.

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: Approve Bricks R Us, Gift Bricks, or Polar Engraving as the brick vendor for the Veteran Center Sidewalk Project.

Brick Engraving Companies

Company Name	Price Per Brick		Additional Fees		Turn Around Time	Symbols Available					Warranty
	4x8	8x8	Shipping	Logos		Army	Navy	Marine	Air Force	Coast Guard	
Gift Bricks	\$19.50	\$39.10	100+ Bricks: Free	Minimum- \$75.00	60+ Days	✓	✓	✓	✓	✓	Lifetime Warranty
Bricks R Us	\$19.00	\$29.50	35+ Bricks: Free	\$50 or Free if Logo is formatted Stock Logos- \$5	1-2 Weeks	8x8	8x8	8x8	8x8	8x8	Lifetime Warranty
Polar Engraving	\$19.50	\$27.50	Free	\$6.00 for any logo or stock image	3-6 Weeks	✓	✓	✓	✓	✓	Lifetime Warranty



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Commentary

File #: 22-735

Agenda Date: 11/9/2022

Agenda No: I.

ITEM TITLE:

Receive a request from the Parks and Rec Department in the amount of \$45,000.00 for the beautification of three recreational centers and take action if necessary.

INITIATOR: Christine James

STAFF INFORMATION SOURCE: Parks & Rec Department

BACKGROUND: City Council has approved a request from the Parks and Rec Department to contract out the mowing and exterior maintenance of the HC King Center, the Patterson Center, and the Owens Multipurpose Center. This request for funding would allow for the installation of an irrigation system and landscaping around each center. The Parks and Rec Department is seeking a grant of \$45,000.00, or approximately \$15,000.00 for each facility.

EXHIBIT: Quotes from Bedrock Nursery for the purchase and installation of an irrigation system and landscaping for the HC King Center, Owens Multipurpose Center, and Patterson Center.

KEY ISSUES: N/A

FUNDING SOURCE: Grants

STAFF RECOMMENDED COUNCIL ACTION: Approve a request from the Parks and Rec Department in the amount of

Bedrock Irrigation
 1802 NW 67th St
 Lawton, OK 73505
 jason@bedrocknursery.com
 www.bedrocknursery.com



Estimate

ADDRESS

City of Lawton
 C/O Water Distribution
 212 sw 9th
 Lawton, OK 73501

ESTIMATE # 1899

DATE 09/15/2022

ACTIVITY	QTY	RATE	AMOUNT
H.C King Center Irrigation			
pvb:1 double check 1 double check	1	349.00	349.00
valves:1 Ball Valve 1 Ball Valve	1	12.00	12.00
valves:1" valve 1" valve	17	29.00	493.00
heads:Rotor Rotor	27	20.00	540.00
heads:4 pop up 4 pop up	68	6.00	408.00
heads:12 pop up 12 pop up	23	22.00	506.00
heads:nozzle nozzle	91	3.00	273.00
controllers:Outdoor controller Outdoor controller	1	299.00	299.00
controllers:Pro C 9 st mod Pro C 9 st mod	1	225.00	225.00
controllers:3 station module 3 station module	1	75.00	75.00
controllers:Hunter wireless rain sensor Hunter wireless rain sensor	1	199.00	199.00
wire:wire 18/13 wire 18/13	500	1.50	750.00
wire:blue wire nut blue wire nut	34	2.00	68.00
pipe:1 class 200 pipe 1 class 200 pipe	2,400	0.80	1,920.00
fittings:1 fitting	368	3.00	1,104.00

*ALL PAYMENTS MADE WITH A CREDIT CARD OR DEBIT CARD WILL BE SUBJECT TO A NON CASH ADJUSTMENT FEE OF 3.5% TO THE TOTAL. ABOVE PRICE REFLECTS CASH PAYMENT. THANK YOU!

ACTIVITY	QTY	RATE	AMOUNT
1 fitting			
heads:flex line	200	0.50	100.00
flex line			
glue:glue and primer	1	45.00	45.00
glue and primer			
valve box 6"	18	12.00	216.00
valve box 6"			
valve box:standard 12 x 18 box	1	45.00	45.00
standard 12 x 18 box			
labor:labor Install	1	6,500.00	6,500.00
Bore Drives and Sidewalks			
labor:labor Install	1	6,000.00	6,000.00
Labor Install			

City to provide water meter for irrigation and electric outlet for controller.

TOTAL	\$20,127.00
-------	--------------------

Accepted By

Accepted Date

*ALL PAYMENTS MADE WITH A CREDIT CARD OR DEBIT CARD WILL BE SUBJECT TO A NON CASH ADJUSTMENT FEE OF 3.5% TO THE TOTAL. ABOVE PRICE REFLECTS CASH PAYMENT. THANK YOU!

Bedrock Nursery Inc.
1802 NW 67th St.
Lawton, OK 73505 US
(580)248-6337
www.bedrocknursery.com



Estimate

ESTIMATE # 2336
DATE 09/16/2022

ADDRESS

City of Lawton-Parks and
Grounds
1405 SW 11th St.
Lawton, OK 73501 USA

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

ACTIVITY	QTY	RATE	AMOUNT
HC KING CENTER (North Side Inside Walk & Bed By Entry)			
Labor Remove All Existing Plant Material & Rotten Timbers to Prep for Installation	1	1,000.00	1,000.00
Haul Off:HO Haul Off / Dispose of Removals - Dump Truck or Dump Trailer	2	200.00	400.00
Labor Lower Grade & Remove All Soil w/ Skid Steer - Soil Level is Too High Causing a Need for Short Retaining Wall Near Sidewalk	1	1,500.00	1,500.00
Haul Off:HO Haul Off / Dispose of All Removed Soil - Dump Truck or Dump Trailer	5	200.00	1,000.00
Soil / Amendments / Mulch:Soil Conditioner 2cu Bag Happy Frog Soil Conditioner	20	24.99	499.80
Bed Prep:Till Till / Cultivate Amendments Into Existing Soil to Create Bedding Mix	1	250.00	250.00
Boulder / Rock:MB-L Large Moss Boulder	2	300.00	600.00
Boulder / Rock:MBI Boulder Install - Labor	2	100.00	200.00
Trees:12-14 BA 12-14' Blue Atlas Cedar	1	999.99	999.99
Tree Labor:45 gal TL Tree Installation / Stake & Strap	1	500.00	500.00
Trees:30 gal OH 30 gal Oakleaf Holly or Yaupon Holly	1	399.99	399.99
Trees:30 gal TP 30 gal Tanyosho Pine	1	399.99	399.99
Trees:25 gal CM 30 gal Grape Myrtle (North & South of Entry - Grass)	2	399.99	799.98
Tree Labor:30 gal TL 30 gal Tree Installation	4	200.00	800.00
Trees:15 gal DFG 15 gal Blue Global Spruce on Standard	1	299.99	299.99
Trees:15 gal WBM	1	399.99	399.99

We appreciate your business!

ACTIVITY	QTY	RATE	AMOUNT
15 gal Weeping Japanese Blood Maple			
Tree Labor:15 gal TL	2	150.00	300.00
15 gal Tree Installation			
Sales	40	39.99	1,599.60
3 gal Assorted Shrubbery			
Shrub Labor:3 gal SL	40	29.99	1,199.60
3 gal Shrub Installation			
Sales	10	14.99	149.90
1 gal Perennials			
Perennial:1 gal VL	35	14.99	524.65
1 gal Variegated Liriope Grass			
Shrub Labor:1 gal SL	45	9.99	449.55
1 gal Installation			
Soil / Amendments / Mulch:Mulch Grade A	68	13.99	951.32
Grade A Cedar Mulch			
Soil / Amendments / Mulch:MI	68	5.00	340.00
Mulch Install - Labor			

*ALL PAYMENTS MADE WITH A CREDIT CARD OR DEBIT CARD WILL BE SUBJECT TO A SERVICE FEE OF 3.5% ADDED TO THE TOTAL DUE. ALL ESTIMATED PRICING ABOVE REFLECTS CASH OR CHECK PAYMENT.

TOTAL

\$15,564.35

Accepted By

Accepted Date

Bedrock Irrigation
 1802 NW 67th St
 Lawton, OK 73505
 jason@bedrocknursery.com
 www.bedrocknursery.com



Estimate

ADDRESS

City of Lawton
 C/O Water Distribution
 212 sw 9th
 Lawton, OK 73501

ESTIMATE # 1901

DATE 09/15/2022

ACTIVITY	QTY	RATE	AMOUNT
Dr. E.A. Owens Multipurpose Center			
pvb:1 double check 1 double check	1	349.00	349.00
valves:1 Ball Valve 1 Ball Valve	1	12.00	12.00
valves:1" valve 1" valve	30	29.00	870.00
heads:Rotor Rotor	66	20.00	1,320.00
heads:4 pop up 4 pop up	87	6.00	522.00
heads:12 pop up 12 pop up	35	22.00	770.00
heads:nozzle nozzle	122	3.00	366.00
controllers:Outdoor controller Outdoor controller	1	949.00	949.00
controllers:Hunter wireless rain sensor Hunter wireless rain sensor	1	199.00	199.00
wire:wire 18/13 wire 18/13	750	1.50	1,125.00
wire:blue wire nut blue wire nut	60	2.00	120.00
pipe:1 class 200 pipe 1 class 200 pipe	4,500	0.80	3,600.00
fittings:1 fitting 1 fitting	486	3.00	1,458.00
heads:flex line flex line	300	0.50	150.00
glue:glue and primer	1	45.00	45.00

*ALL PAYMENTS MADE WITH A CREDIT CARD OR DEBIT CARD WILL BE SUBJECT TO A NON CASH ADJUSTMENT FEE OF 3.5% TO THE TOTAL. ABOVE PRICE REFLECTS CASH PAYMENT. THANK YOU!

ACTIVITY	QTY	RATE	AMOUNT
glue and primer			
valve box 6"	31	12.00	372.00
valve box 6"			
valve box:standard 12 x 18 box	1	45.00	45.00
standard 12 x 18 box			
labor:labor Install	1	6,500.00	6,500.00
Bore Drives and Sidewalks			
labor:labor Install	1	9,500.00	9,500.00
Labor Install			

City to provide water meter for irrigation and electric outlet for controller.

TOTAL \$28,272.00

Accepted By

Accepted Date

*ALL PAYMENTS MADE WITH A CREDIT CARD OR DEBIT CARD WILL BE SUBJECT TO A NON CASH ADJUSTMENT FEE OF 3.5% TO THE TOTAL. ABOVE PRICE REFLECTS CASH PAYMENT. THANK YOU!

Bedrock Nursery Inc.
1802 NW 67th St.
Lawton, OK 73505 US
(580)248-6337
www.bedrocknursery.com



Estimate

ESTIMATE # 2337
DATE 09/16/2022

ADDRESS

City of Lawton-Parks and
Grounds
1405 SW 11th St.
Lawton, OK 73501 USA

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

ACTIVITY	QTY	RATE	AMOUNT
OWENS CENTER			
MAIN ENTRY			
Labor Remove 2 Raised Beds, All Border Block, Excess Soil, & Prep for New Landscape	1	650.00	650.00
Haul Off:HO Haul Off / Dispose of Removals - Dump Truck or Dump Trailer	1	200.00	200.00
Labor Transplant 2 Large Crape Myrtles w/ Mini Excavator to South End Grass	2	300.00	600.00
Dig Out:DO Dig Out Bed Area 12" w/ Mini Excavator to Prep For Flowerbed - Soil Change	1	2,500.00	2,500.00
Haul Off:HO Haul Off / Dispose of Dug Out Soil - Dump Truck or Dump Trailer	3	200.00	600.00
Soil / Amendments / Mulch:Top Soil Load Top Soil / Delivery	3	300.00	900.00
Soil Labor:Top Soil Back-fill Back-fill Top Soil Into New Bedding Area	3	250.00	750.00
Soil / Amendments / Mulch:Soil Conditioner 2cu Bag Happy Frog Soil Conditioner	15	24.99	374.85
Bed Prep:Till Till / Cultivate Amendments Into Existing Soil to Create Bedding Mix	1	200.00	200.00
Edging:ME Metal Edging Border	8	39.99	319.92
Edging:IME Installation of Metal Edging Border - Labor	8	25.00	200.00
misc Dry Creek Bed From Gutter Downspout to Sidewalk	1	500.00	500.00
Boulder / Rock:MB-L Large Moss Boulder	2	300.00	600.00
Boulder / Rock:MBI Boulder Install - Labor	2	100.00	200.00
Trees:12-14 BA 12-14' Blue Atlas Cedar	2	999.99	1,999.98

We appreciate your business!

ACTIVITY	QTY	RATE	AMOUNT
Tree Labor:45 gal TL	2	500.00	1,000.00
Tree Installation / Stake & Strap			
Sales	1	799.99	799.99
45 gal Little Gem Magnolia			
Tree Labor:45 gal TL	1	400.00	400.00
45 gal Tree Installation / Stake & Strap			
Sales	30	39.99	1,199.70
3 gal Assorted Shrubbery			
Shrub Labor:3 gal SL	30	29.99	899.70
3 gal Shrub Installation			
Sales	6	14.99	89.94
1 gal Perennials			
Perennial:1 gal VL	35	14.99	524.65
1 gal Variegated Liriope Grass			
Shrub Labor:1 gal SL	41	9.99	409.59
1 gal Installation			
Soil / Amendments / Mulch:Mulch Grade A	60	13.99	839.40
Grade A Cedar Mulch			
Soil / Amendments / Mulch:MI	60	5.00	300.00
Mulch Install - Labor			
EXISTING BED SOUTH SIDE - REDO			
Labor	1	150.00	150.00
Remove Existing Shrubbery & Mulch & Prep for New Landscape / Haul Off			
Edging:ME	5	39.99	199.95
Metal Edging Border			
Edging:IME	5	25.00	125.00
Installation of Metal Edging Border - Labor			
Boulder / Rock:FL	1	200.00	200.00
Patio Flagstone to Faucet			
Soil / Amendments / Mulch:Soil Conditioner	5	24.99	124.95
2cu Bag Happy Frog Soil Conditioner			
Bed Prep:Till	1	150.00	150.00
Till / Cultivate Amendments Into Existing Soil to Create Bedding Mix			
Trees:25 gal CM	1	349.99	349.99
30 gal Crape Myrtle			
Tree Labor:30 gal TL	1	200.00	200.00
30 gal Tree Installation			
Sales	10	39.99	399.90
3 gal Assorted Shrubbery			
Shrub Labor:3 gal SL	10	29.99	299.90
3 gal Shrub Installation			
Perennial:1 gal VL	10	14.99	149.90
1 gal Variegated Liriope Grass			
Shrub Labor:1 gal SL	10	9.99	99.90
1 gal Installation			
Soil / Amendments / Mulch:Mulch Grade A	20	13.99	279.80
Grade A Cedar Mulch			
Soil / Amendments / Mulch:MI	20	5.00	100.00
Mulch Install - Labor			

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TOTAL

\$19,887.01

We appreciate your business!

Accepted By

Accepted Date

Bedrock Irrigation
 1802 NW 67th St
 Lawton, OK 73505
 jason@bedrocknursery.com
 www.bedrocknursery.com



Estimate

ADDRESS

City of Lawton
 C/O Water Distribution
 212 sw 9th
 Lawton, OK 73501

ESTIMATE # 1900

DATE 09/15/2022

ACTIVITY	QTY	RATE	AMOUNT
Patterson Community Center			
pvb:1 double check 1 double check	1	349.00	349.00
valves:1 Ball Valve 1 Ball Valve	1	12.00	12.00
valves:1" valve 1" valve	21	29.00	609.00
heads:Rotor Rotor	33	20.00	660.00
heads:4 pop up 4 pop up	86	6.00	516.00
heads:12 pop up 12 pop up	26	22.00	572.00
heads:nozzle nozzle	112	3.00	336.00
controllers:Outdoor controller Outdoor controller	1	849.00	849.00
controllers:Hunter wireless rain sensor Hunter wireless rain sensor	1	199.00	199.00
wire:wire 18/13 wire 18/13	500	1.50	750.00
wire:blue wire nut blue wire nut	42	2.00	84.00
pipe:1 class 200 pipe 1 class 200 pipe	3,300	0.80	2,640.00
fittings:1 fitting 1 fitting	412	3.00	1,236.00
heads:flex line flex line	300	0.50	150.00
glue:glue and primer	1	45.00	45.00

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ACTIVITY	QTY	RATE	AMOUNT
glue and primer			
valve box 6"	22	12.00	264.00
valve box 6"			
valve box:standard 12 x 18 box	1	45.00	45.00
standard 12 x 18 box			
labor:labor Install	1	1,000.00	1,000.00
Bore Walk at Entry and Sidewalks			
labor:labor Install	1	7,500.00	7,500.00
Labor Install			

City to provide water meter for irrigation and electric outlet for controller.

TOTAL \$17,816.00

Accepted By

Accepted Date

*ALL PAYMENTS MADE WITH A CREDIT CARD OR DEBIT CARD WILL BE SUBJECT TO A NON CASH ADJUSTMENT FEE OF 3.5% TO THE TOTAL. ABOVE PRICE REFLECTS CASH PAYMENT. THANK YOU!

Bedrock Nursery Inc.
 1802 NW 67th St.
 Lawton, OK 73505 US
 (580)248-6337
 www.bedrocknursery.com



Estimate

ESTIMATE # 2338
 DATE 09/19/2022

ADDRESS

City of Lawton-Parks and
 Grounds
 1405 SW 11th St.
 Lawton, OK 73501 USA

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

ACTIVITY	QTY	RATE	AMOUNT
PATTERSON CENTER			
(Each Side of Main Entry Extending Across South Wall Under Sign & Tie Into Existing Bed on East Side. Bed on West Side (South Wall Will Tie Into Bed Left of Entry)			
Labor Remove 2 Large Dead Hollies, All Undesired Shrubbery, Existing Bed Border, Etc	1	1,850.00	1,850.00
Haul Off:HO Haul Off / Dispose of Removals - Dump Truck or Dump Trailer	2	200.00	400.00
Dig Out:DO Dig Out Bed Area 12" w/ Mini Excavator to Prep For Flowerbed - Soil Change	1	2,500.00	2,500.00
Haul Off:HO Haul Off / Dispose of Dug Out Soil - Dump Truck or Dump Trailer	3	200.00	600.00
Soil / Amendments / Mulch:Top Soil Load Top Soil / Delivery	3	300.00	900.00
Soil Labor:Top Soil Back-fill Back-fill Top Soil Into New Bedding Area	3	250.00	750.00
Edging:ME Metal Edging Border	20	39.99	799.80
Edging:IME Installation of Metal Edging Border - Labor	18	25.00	450.00
Soil / Amendments / Mulch:Soil Conditioner 2cu Bag Happy Frog Soil Conditioner	18	24.99	449.82
Bed Prep:Till Till / Cultivate Amendments Into Existing Soil to Create Bedding Mix	1	250.00	250.00
Boulder / Rock:MB-L Large Moss Boulder	4	300.00	1,200.00
Boulder / Rock:MBI Boulder Install - Labor	4	100.00	400.00
Trees:12-14 BA 12-14' Blue Atlas Cedar	2	999.99	1,999.98
Tree Labor:45 gal TL Tree Installation / Stake & Strap	2	500.00	1,000.00
Trees:15 gal DFG	1	299.99	299.99

We appreciate your business!

ACTIVITY	QTY	RATE	AMOUNT
15 gal Daub's Frosted Juniper on Standard			
Trees:15 gal WBM	2	399.99	799.98
15 gal Weeping Japanese Blood Maple			
Trees:15 gal OH	1	250.00	250.00
15 gal Oakleaf Holly			
Tree Labor:15 gal TL	4	150.00	600.00
15 gal Tree Installation			
Sales	60	39.99	2,399.40
3 gal Assorted Shrubbery			
Shrub Labor:3 gal SL	60	29.99	1,799.40
3 gal Shrub Installation			
Sales	10	14.99	149.90
1 gal Perennials			
Perennial:1 gal VL	40	14.99	599.60
1 gal Variegated Liriope Grass			
Shrub Labor:1 gal SL	50	9.99	499.50
1 gal Installation			
Soil / Amendments / Mulch:Mulch Grade A	85	13.99	1,189.15
Grade A Cedar Mulch			
Soil / Amendments / Mulch:MI	85	5.00	425.00
Mulch Install - Labor			

*ALL PAYMENTS MADE WITH A CREDIT CARD OR DEBIT CARD WILL BE SUBJECT TO A SERVICE FEE OF 3.5% ADDED TO THE TOTAL DUE. ALL ESTIMATED PRICING ABOVE REFLECTS CASH OR CHECK PAYMENT.

TOTAL

\$22,561.52

Accepted By

Accepted Date



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Commentary

File #: 22-745

Agenda Date: 11/9/2022

Agenda No: J.

ITEM TITLE:

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

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Donalynn Blazek-Scherler, Recording Secretary

BACKGROUND: On August 10, 2022, LETA approved the expenditure of \$755.00 for Arrow Sign to design and install a 4' x 8' fundraising sign in Shepler Park. The design of the sign has been completed, and Arrow Sign has advised that a larger sign is needed for the most effective presentation. It is also believed that two single sided signs would be more effective than one double sided sign. This way, one sign can be placed facing South to be visible from the Farmer's Market and one can be placed facing West to be visible from Gore Blvd. The total price for both signs and installation is \$1,748.00.

EXHIBIT: Final Design Concept for Sign and Quote from Arrow Sign for two single-sided signs.

KEY ISSUES: N/A

FUNDING SOURCE: Beautification Fund

STAFF RECOMMENDED COUNCIL ACTION: Approve an additional expenditure of \$993.00 from the Beautification Fund for two fundraising signs in Shepler Park.



ARROW SIGN COMPANY

1344 S.E. First Street • Lawton, OK 73501 • Phone 580-353-2227 • Fax 580-353-2228

www.arrowsign.com

DATE 10/27/2022
PROPOSAL 102722-2J

LOCATION	City of Lawton	INVOICE TO	
STREET	Shepler Park	STREET	
CITY / STATE	Lawton, OK	CITY / STATE	
CONTACT	Donna Lynn	CONTACT	
PHONE / FAX	581-3305	PHONE / FAX	
EMAIL	Donalynn.blazek@lawtonok.gov	EMAIL	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

-2 each 60" x 108" x 3mm sign panels per sketch B220926-1, \$510.00 each	1020.00
-4 each 4" x 4" x 10' posts, \$42.00 each	168.00
-Concrete	60.00
-Set posts. Install signs lone facing Farmers Market and one facing Gore.....	500.00
Sub-Total	1748.00
(9.0% Lawton) Tax	0.00
Total	1748.00

Unless otherwise stated, Arrow Sign Company, Inc. is not responsible for primary electrical service to sign or final hook-up.

UNDERGROUND UTILITIES AND STRUCTURES

State law requires us to call an 800# whenever we excavate. This service only applies to major utility company main line equipment and will not locate many of the things that may be buried on your property. We are only able to make a surface visual check for things that are commonly found on a typical property without charging for the time and services to do so. It can be a very expensive undertaking. We have found a shared responsibility in this area is the reasonable way to proceed. The owner assumes responsibility for informing the contractor of all underground pipes, conduits, cables, wires, tanks, drainage systems and structures, and agrees to hold the contractor harmless in the event of loss or liability incurred, as well as any expense resulting from incorrect or incomplete information provided to the contractor.

Required down payment is one half of total cost, with balance due upon completion of work **One Half**
Balance 1748.00

The above price, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I/We understand and agree that any credit granted shall be paid promptly in accordance with terms and agreements. I/We understand the credit grantor may add one and one half percent (1 ½%) per month to any balance owed, and in the event of default, I/we will be responsible to pay reasonable collection charges and/or attorney fees.

ACCEPTED _____ **DATE** _____

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by workman's compensation insurance. All materials and workmanship guaranteed for 24 months against defects.

Authorized Signature _____
Bryan Jester



Scale: $\frac{3}{4}" = 1'$

sketch number: B220926 - #1

file name: B220926 - LETA Shepler Park Site Sign.CDR

stored under SIGNFILE\MISC subdirectory



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Commentary

File #: 22-743

Agenda Date: 11/9/2022

Agenda No: K.

ITEM TITLE:

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.

INITIATOR: Jay Burk, LETA Chairman

STAFF INFORMATION SOURCE: Jay Burk, LETA Chairman

BACKGROUND: At the September 14, 2022 meeting, the trustees determined there was a need for a community activity similar to Yard of the Month for the Winter months and elected to start LETA's Holiday Yard of the Month for Halloween, Thanksgiving, and Christmas. As customary with Yard of the Month, the trustees determined that the Holiday Yard of the Month winner would receive a yard sign and a \$100.00 gift card as their prize. Yard of the Month winners during the Spring and Summer months receive a gift card from Bedrock Nursery, but, since a plant nursery isn't necessarily relevant to yard decorations during the Winter months, Chairman Burk would like for the trustees to discuss and possibly select a different business to award gift cards from.

EXHIBIT: None.

KEY ISSUES: N/A

FUNDING SOURCE: Yard of the Month Fund

STAFF RECOMMENDED COUNCIL ACTION: Approve 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.



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Commentary

File #: 22-736

Agenda Date: 11/9/2022

Agenda No: L.

ITEM TITLE:

Accept nominations and select Yard of the Month for October.

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Donalynn Blazek-Scherler, Recording Secretary

BACKGROUND: Nominations have been received for LETA's October Yard of the Month and a winner needs to be selected. Previous winners for this year have been selected from Ward 1, Ward 2, Ward 4, 2 winners from Ward 6, and Ward 7.

EXHIBIT: LETA October Yard of the Month Nomination Packet

KEY ISSUES: N/A

FUNDING SOURCE: N/A

STAFF RECOMMENDED COUNCIL ACTION: Select a Yard of the Month winner for October 2022.



LETA

Yard of the Month Nominations- October 2022



6827 NW Crestwood Dr- Ward 6
(Citizen Submission)





7505 SW Delta Ave- Ward 4
(Citizen Submission)





7203 NW Willow Creek Dr-
Ward 6



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Commentary

File #: 22-741

Agenda Date: 11/9/2022

Agenda No: M.

ITEM TITLE:

Accept nominations and select Holiday Yard of the Month for Halloween.

INITIATOR: Jay Burk, Chairman

STAFF INFORMATION SOURCE: Donalynn Blazek-Scherler, Recording Secretary

BACKGROUND: Nominations have been received for LETA's Holiday Yard of the Month for Halloween and a winner needs to be selected.

EXHIBIT: LETA Holiday Yard of the Month for Halloween Nomination Packet

KEY ISSUES: N/A

FUNDING SOURCE: Yard of the Month

STAFF RECOMMENDED COUNCIL ACTION: Select a Holiday Yard of the Month for Halloween winner.

The background of the slide features several pumpkins with white and orange variegated patterns, resting on a bed of dry, brown autumn leaves. The lighting is soft, creating a warm, seasonal atmosphere.

LETA HALLOWEEN YARD OF THE MONTH

909 NW Hilltop Dr- Ward 2



2007 NE 38th Street- Ward 4





2208 SW Sheridan Road- Ward 7



**5309 NW Euclid
Avenue**



Ward 8

5413 NW
King Richard
Avenue-
Ward 1





City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Commentary

File #: 22-798

Agenda Date: 11/9/2022

Agenda No: O.

ITEM TITLE:

Consider approving an invoice from Bedrock Nursery in the amount of \$1,835.61 for pot replacements on 2nd Street.

INITIATOR: Susan Schlecht

STAFF INFORMATION SOURCE: Financial Services

BACKGROUND: Invoice # 11450 has been received from Bedrock Nursery in the amount of \$1,835.61 for pot replacements on 2nd Street.

EXHIBIT: Bedrock Invoice #11450

KEY ISSUES: N/A

FUNDING SOURCE: 2nd Street Fund

STAFF RECOMMENDED COUNCIL ACTION: Approve an invoice from Bedrock Nursery in the amount of \$1,835.61 for pot replacements on 2nd Street.

Bedrock Nursery Inc.
1802 NW 67th St.
Lawton, OK 73505 US
(580)248-6337
www.bedrocknursery.com



INVOICE

RECEIVED

NOV 04 2022

BILL TO

City of Lawton (LETA)
Attn: Susan Schlecht
212 SW 9th St.
Lawton, OK 73501

CITY OF LAWTON
CITY CLERK'S OFFICE

INVOICE # 11450
DATE 11/01/2022
DUE DATE 11/16/2022
TERMS Net 15

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

ACTIVITY	QTY	RATE	AMOUNT
2ND STREET POT REPLACEMENTS			
Labor	1	0.00	0.00
Remove Dead Plants / Haul Off - No Charge			
Shrubbery:10 gal CB	4	149.99	599.96
10 gal Cone Boxwood			
Shrub Labor:7 gal SL	4	50.00	200.00
10 gal Shrub Installation			
Shrubbery:3 gal DKO-R	4	39.99	159.96
3 gal Red Double Knockout Rose			
Shrub Labor:3 gal SL	4	29.99	119.96
3 gal Shrub Installation			
Potting soil lg	27	22.99	620.73
Large Bag Potting Soil			
Labor	27	5.00	135.00
Potting Soil Installation			

Annual Color Included In Maintenance Contract

We offer automatic debit so you don't have to write a check every month.
If you are interested, please let us know and we will set you up.

BALANCE DUE

\$1,835.61

*ALL PAYMENTS MADE WITH A CREDIT CARD OR DEBIT CARD WILL BE SUBJECT TO A SERVICE FEE OF 3.5% ADDED TO THE TOTAL DUE. ALL INVOICED PRICING ABOVE REFLECTS CASH OR CHECK PAYMENT

We appreciate your business!