

**MEETING OF THE
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
WEDNESDAY NOVEMBER 9, 2022– 3:00 P.M.**

Vice-Chairperson Hankins called the meeting to order at 3:01 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, Mary Ann Hankins*, Lou McConnell, Katie Jackson-Seeley, Ted Symuleski, Annette Wiseman-Vaughan

*Left at 5:00PM

ABSENT: Addie Smith, Kerry Sweeney, Dwight Tanner, Jay Burk

OTHERS PRESENT: Charlotte Brown, LETA Executive Director and Planning Director; Albert Rivas, Citizen; Jeannette Klein, Children United; Greg Gibson, Deputy City Attorney; Caitlin Gatlin, Communications and Marketing Manager; Susan Schlecht, Financial Services; Barbara Ragland, Citizen; Dr. Krista Ratliff, President of the Lawton/ Ft Sill Chamber of Commerce; Dennis Totte, Bedrock Nursery; Stacy Reyna, Lawton/Ft Sill Chamber of Commerce; Dewayne Burk, Deputy City Manager; Mitch Dooley, Parks & Rec; Donalynn Blazek-Scherler, City Clerk's Office

Albert Rivas introduced himself and stated he has been working in conjunction with the Women that Vote organization. He complimented the conceptual design of Shepler Park and requested that part of the park be dedicated and named after Barbara Curry.

Vice-Chair Hankins stated this would need the approval of the Shepler Park Steering Committee.

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.

Totte stated the Fall plantings have been taken care of, and they will be working on regular Winter maintenance. They will begin planting bulbs in early December, and the sprinkler times have been revised for the season.

Symuleski asked for an update on cutting the tree grates on 2nd Street.

Totte stated he will need a metal fabricator to cut the grates, but at this time it is not a pressing issue.

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

Blazek-Scherler reported that Neighborhood Services sent out 763 notices for the month of October, 26 demolitions to date for the fiscal year, and 9 or 10 dilapidations slated for Council.

- C.** Consider approving submitted materials for payment.

Schlecht presented the following invoices for the time period of September and October 2022:

- \$9,348.00 to WHM Granite and \$1,700.00 to Duncan Mannequin for activities in reference to the USS Oklahoma.
- \$279.36 to Herc Rentals for Freedom Fest.

Motion by Ezerski, **Second** by Symuleski, to approve the expenses for September to October 2022 as presented. **AYE:** Hankins, McConnell, Jackson-Seeley, Symuleski, Wiseman-Vaughan, Ezerski. **NAY:** None. ***Motion Passed.***

- D.** Consider approving the monthly Treasurer Report.

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

Motion by Symuleski, **Second** by Ezerski, to approve the Treasurer Report for September 2022 and October 2022 as presented. **AYE:** McConnell, Jackson-Seeley, Symuleski, Ezerski, Wiseman-Vaughan, Hankins. **NAY:** None. ***Motion Passed.***

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

Poudrier stated the Cultural Preservation Committee has been looking at the rec centers and City Hall to display some of the City's Art Collection. They have also been looking into the cost to store the remaining artwork.

Poudrier stated the Certified Local Government process has been passed over to the Planning Director and he will check on that.

Poudrier stated there is a contract for the repair of the arch at Highland Cemetery, and James clarified that there was a hold up with their bond, but it has now been received and they are ready to go.

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

Klein provided a copy of the site plan for the playground to the trustees. This site plan is available in the City Clerk's Office. Klein stated this site plan was unanimously approved by the City Planning Commission and would go before City Council on December 6th, where she also anticipates approval. Once that is complete, they will be able to apply for a permit.

Klein stated there is a walk planned for November 12th and a Poker Run in conjunction with Diamondback Harley Davidson in April.

Klein reviewed additional fundraising that has been completed and some upcoming opportunities she has been made aware of.

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

James stated all mowing contracts have been cancelled for the season. The Parks Maintenance Department is spot mowing as needed.

James reviewed attendance for the Parks Master Plan public meetings and Lakes Master Plan meeting. She stated the attendance for the parks meetings was spotty, but the lakes meeting had a great turn out with a lot of input.

James stated the Christmas light displays are up at Elmer Thomas Park, but they are still working on getting them operational.

James spoke about the Adopt a Park Program and stated it should be ready by Spring.

James provided handouts for the Library Plaza and the Veteran Resource Center. These handouts are available in the City Clerk's Office. She would like for the library plaza to be part of the Shepler Park improvements. For the Veteran Resource Center, she suggested having a tree flank each side of the entrance, fixing the sidewalk, and concreting the pavers. This would be done for the safety of disabled vets visiting the center. James stated the streets department may be able to help with some of the needed repairs.

- 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 reported on Holiday Yard of the month updates and the Shepler Park fundraising campaign. She asked that the trustees help spread the word on Shepler Park by sharing the LETA Facebook post.

- I.** Receive Monthly Ward Update from Trustees.

No reports.

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

No reports.

4. Business

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

Motion by Symuleski, **Second** by McConnell, to approve the minutes of the September 14, 2022 meeting. **AYE:** Jackson-Seeley, Symuleski, Ezerski, Hankins, Wiseman-Vaughan, McConnell. **NAY:** None. ***Motion Passed.***

- 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.

Ragland gave a presentation on the history of the MWR and the Gold Star Monument. She stated that the McMahon Foundation has asked her to find an entity to accept their funds to continue improvements on the site at Lake Elmer Thomas Park. Ragland explained that the monument has been funded, but the installation has not. The grant from McMahon would be used to fund the installation.

Motion by Wiseman-Vaughan, **Second** by Jackson-Seeley, to approve a request to accept funds on behalf of Brenda Ragland for the Gold Star Monument at Lake Elmer Thomas Park and authorize the Chairman to execute a Letter of Endorsement.

- C. Consider a request from Dr. Krista Ratliff, President of the Lawton- Fort Sill Chamber of Commerce, for a \$13,000 grant in order to rent a Ferris Wheel for two days for Holiday in the Park and take action as deemed necessary.

Dr. Ratliff gave a presentation on Holiday in the Park. She provided information on the 5-Year Strategic Plan and explained that part of the plan for this year is to rent a Ferris Wheel and carousel. The operational cost for the Ferris Wheel and carousel for two days is \$13,000.00.

Motion by Ezerski, **Second** by McConnell, to approve a grant in the amount of \$13,000.00 to Holiday in the Park in order to rent a Ferris Wheel and carousel for two days for the 2022 Holiday in the Park event. **AYE:** Symuleski, Ezerski, Hankins, McConnell, Jackson-Seeley **NAY:** None **ABSTAIN:** Wiseman-Vaughan. ***Motion Passed.***

- D. Discuss the planning of the Eye Candy Gala.

Jackson-Seeley stated that Sweeney emailed saying the caterer and florist have both confirmed for the selected date in April.

Gatlin stated the committee has recommended an event at the Farmer's Market on Friday, April 21st. Attire will be business casual. The caterer will be Alexis Rhodes and the florist is Gilbert Creek Gardens.

Jackson-Seeley stated the caterer is \$100.00 less if they do not serve. She has spoken with the MacArthur key club and they have volunteered to serve.

SKIP TO:

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

Schlecht presented a Limited Services Agreement for FY 22-23. This agreement is available in the City Clerk's Office.

Motion by Jackson-Seeley, **Second** by Ezerski, to approve a Limited Services Agreement between LETA and the City of Lawton for FY 22-23 as presented.

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

Schlecht presented a modified budget for FY 22-23. This budget is available in the City Clerk's Office.

Motion by Symuleski, **Second** by McConnell, to approve the modified budget for FY 22-23 as presented. **AYE:** Wiseman-Vaughan, Ezerski, Hankins, McConnell, Jackson-Seeley, Symuleski. **NAY:** None. ***Motion Passed.***

SKIP TO:

- 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.

Burk explained his large workload since the departure of Deputy City Manager Rogalski and stated that Charlotte Brown would better serve as the Executive Director to LETA.

Motion by Ezerski, **Second** by Jackson-Seeley, to 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. **AYE:** Ezerski, Hankins, McConnell, Jackson-Seeley, Symuleski, Wiseman-Vaughan. **NAY:** None. ***Motion Passed.***

SKIP TO:

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

Motion by Ezerski, **Second** by McConnell, to table until LETA's next meeting. **AYE:** Ezerski, Hankins, McConnell, Jackson-Seeley, Symuleski, Wiseman-Vaughan. **NAY:** None. ***Motion Passed***

- 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.

James presented quotes from Bedrock Nursery for the installation of irrigation and landscaping at the Patterson Center, HC King Center, and Owens Multipurpose Center that were requested by LETA. The total for all work is \$124,227.88. James stated the original \$45,000.00 was her estimate to do something at each facility with in-house irrigation installations.

Blazek-Scherler clarified that the board asked James to obtain quotes from Bedrock Nursery in order to seek a matching grant for the McMahon Foundation.

Ezerski stated the motion we could make today would be contingent upon receiving a matching grant from McMahon.

Schlecht stated even with this being approved contingent upon the matching grant, she will still have to book a certain percentage and that will take all of LETA's money.

Wiseman-Vaughan questioned if LETA pays the full \$124,227.88 and then asks McMahon for an addition \$124,000.00.

James stated the \$124,000.00 is the total price for the complete project.

After discussion, the trustees agreed that they needed more information on the McMahon Grant before making a decision.

Motion by Ezerski, Second by Symuleski, to table until LETA's next meeting. **AYE:** Hankins, McConnell, Jackson-Seeley, Symuleski, Wiseman-Vaughan, Ezerski. **NAY:** None. ***Motion Passed.***

SKIP TO:

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

Motion by Wiseman-Vaughan, Second by Jackson-Seeley, to approve an invoice from Bedrock Nursery in the amount of \$1,835.61 for pot replacements on 2nd Street.

SKIP TO:

- 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.

Motion by Ezerski, Second by Symuleski, to table item until LETA's next meeting. **AYE:** Symuleski, Ezerski, Hankins, McConnell, Jackson-Seeley, Wiseman-Vaughan, Sweeney. **NAY:** None. ***Motion Passed.***

- 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.

Motion by Ezerski, **Second** by Symuleski, to table item until LETA's next meeting. **AYE:** Symuleski, Ezerski, Hankins, McConnell, Jackson-Seeley, Wiseman-Vaughan, Sweeney. **NAY:** None. ***Motion Passed.***

SKIP TO:

- L. Accept nominations and select Yard of the Month for October.

The trustees discussed the nominations and selected 7203 NW Willow Creek Drive in Ward 6 as the October Yard of the Month winner.

- M. Accept nominations and select Yard of the Month for Halloween.

The trustees discussed the nominations and selected 909 NW Hilltop Drive in Ward 2 as the Halloween Holiday Yard of the Month winner.

Adjournment

Due to the loss of a quorum, the meeting adjourned at 5:00 PM.