MINUTES
LAWTON URBAN RENEWAL AUTHORITY

Minutes of the Lawton Urban Renewal Authority meeting held May 24, 2022, in the 2nd Floor Conference Room, City Hall, 212 SW 9th Street, Lawton, Oklahoma.

The meeting was called to order at 1:00 p.m. by Chairman Ernest Sheppard.

Notice of the meeting and agenda were posted on the City Hall bulletin board on May 15, 2022 at 9:58 A.M. by Tammy Anderson, as required by State law.

ROLL CALL

MEMBERS PRESENT: Jacob Brox
Jesse Cross
Ernest Sheppard

MEMBERS ABSENT: Joe Abshere
John Purcell, Jr.

OTHERS PRESENT: Janet Smith, Planning Director
Cindy Augustine, Real Property Admin
Charlotte Brown, Code Plans Supervisor
Kameron Good, Planner I
Denise Ezell, Recording Secretary

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2. Verify posting of meeting.
Recommended Action: Verification of posting time and date.

Posted May 15, 2022 at 9:58 A.M.

3. Establish Quorum.
Recommended Action: Establish that a quorum is present.

Three (3) of the five (5) members present.

4. Approval of Minutes.
Recommended Action: Motion to approve minutes from the April 19, 2022, meeting.

Motion by Cross, **Second by Brox**, to approve the minutes of April 19, 2022 as written. **Aye**: Brox, Cross, Sheppard. **Nay**: None. **Motion Passed**.

BUSINESS

5. Consider approving the expenditures and accepting the financial status report for the month of April 2022.

Recommendation Action: A motion to approve the expenditures and to accept the financials.

Smith stated Susan isn't going to be here today. The report shows your income was .85¢.

Sheppard asked when will we receive the $61,000.

Smith stated we have the $6,000 earnest money and it was deposited last week. We will get the remaining balance within sixty (60) days of signing the contract. They came last week and signed the contract and have taken it to their abstract company for closing.

Sheppard stated okay. Are there any questions on the financials?

Brox stated we won't have to mow.

Smith stated I told them the lots needed mowed and asked if they would mow them. They agreed to do so even though they don't officially own them for sixty (60) days. They have other property in town that they mow, so they agreed to take care of all of them.

Cross asked will they mow once a month.

Sheppard stated we don't know how often they will mow.

Smith stated you shouldn't see a mowing bill unless you have other lots.

Augustine stated we have the commercial lots.

Smith stated okay, we will have to mow those but not the sixty-one (61).

Motion by Brox, **Second** by Cross, to accept the financials. **Aye**: Cross, Sheppard, Brox. **Nay**: None. **Motion Passed**.

6. Consideration and discussion regarding changes to the By-Laws.

Recommended Action from City Planning Staff: Approve the proposed changes to the By-Laws and any other revisions as discussed by the members.

Smith stated we asked at the last meeting if you would consider moving your meeting time to 1:30. We made that change and then also made a couple more we would like for you to consider. On the first page under Chairman and Vice-Chairman it says the Mayor will designate the Chair and Vice-Chairman. This hasn't been done in a very long time. I proposed you strike through the Mayor designating your Chairman and Vice-Chairman and allow the members to make that designation. The Mayor and Council designate you as members. The members would designate a Chair and Vice-Chair in August each year.

Sheppard stated we also have a secretary position.

Smith stated yes, and the members will make that decision. I left that language the same. Section 5 is about the Secretary and Assistant Secretary, and it will remain the same. In Article II under employees, Section 1, I looked back at your by-laws from the 80's and it said the City Manager would appoint a staff person to fulfill the executive director position. I'm recommending we go back to that language. You don't pay an executive director and it is a staff person at this time. I talked with the City Manager, and he would like to be able to designate that person. Richard is your executive director, and he is staff. So, the change says the City Manager would appoint a qualified member of city staff to serve at no additional compensation. That just cleans up that language. Then I just cleaned up some language that said he and made it he/she or executive director. Under meetings where it says notice of two (2) days the statute says forty-eight (48) hours, so I added that. We did change the meeting time from 1:00 to 1:30 and I marked out the offices of the authority since you don't have offices and I put city hall. Those are the changes I recommend.

Motion by Cross, **Second** by Brox, to approve the changes to the by-laws as stated. **Aye**: Sheppard, Brox, Cross. **Nay**: None. **Motion Passed.**

7. Reports or Comments.

Smith stated the lots have sold and as soon as they close we will get the remainder of the $61,000. Here is a picture of what they are proposing. This is a thirty (30) foot across the front house. They will take three (3) of the lots and divide it down the middle, which would be thirty-seven and half (37 ½), for this thirty (30) foot across home. It will require they go through a PUD or Board of Adjustment which is a standard process. We were before our time. Norman is doing the same thing. Here is an article about Norman developing more than one hundred (100) elongated thirty (30) foot wide lots. It is the first of its kind in Norman if Council approves the smaller lots. We will have the same kind of article as soon as this goes through. I just wanted to say isn't that great. We were right there when we needed to be.

Cross asked what effect will the empty lots that do not belong to the city have when we start building.

Smith stated they could ask to build on a smaller lot. If it is a twenty-five (25) foot lot, they would have to find a fifteen (15) foot lot. They would go through the same process. It is available for anyone that wants to use it. It will be the first time it has been done in Lawton.

Sheppard stated as you know LURA owes the city about $100,000 for deposal of the demolitions on 2nd Street. The city wants to acquire the lots to the west of city hall for a parking lot. Those are owned by LEDA. There has been a three (3) way negotiation between the city, LEDA and LURA where the city will acquire those lots and they will forgive the LURA debt of $100,000 and LURA will forgive the LEDA debt of $100,000. I believe this is a good deal for everyone.

Smith stated it is. I believe there is one (1) additional lot available to sell. Cindy found it when she was going through some things. You may have another thousand (1,000) dollars. I'm sure they will want it.

Sheppard asked will that be a separate contract.

Smith stated yes, I'm not amending this one.

Brox asked is the parking lot already in motion.

Sheppard stated I haven't heard from the city side. I assume it is a solid plan.

Brown stated yes, it is part of the city hall remodel.

Good stated I believe they intend to do the parking lot soon. They are going to use the back parking lot for storage. Employees will need a place to park.

Sheppard asked is there anything else.

Smith stated we will be bringing the URP back to the next meeting. When we got ready to publish, we realized it needed to be stated a little clearer. We will bring that change to you at the next meeting. This is different than what I emailed you.

Sheppard stated okay.

8. Adjournment.

There being no further business the meeting was adjourned at 1:13 p.m.

Motion by Brox, **Second** by Cross, to adjourn. **Aye**: Sheppard, Brox, Cross. **Nay**: None. **Motion Passed**.

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Ernest Sheppard, Chairman

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Jacob Brox, Secretary