

MINUTES
LAWTON URBAN RENEWAL AUTHORITY
City Hall
212 SW 9th Street
3rd Floor Conference Room
July 16, 2024

Minutes of the Lawton Urban Renewal Authority meeting held July 16, 2024 in the 3rd Floor Conference Room, 212 SW 9th Street, Lawton, Oklahoma.

The agenda for the meeting was posted on the bulletin board in City Hall in compliance with the Oklahoma Open Meeting Act.

The meeting was called to order at 1:52 p.m. by Dr. Ernest Sheppard.

Roll Call

MEMBERS PRESENT: Darren Medders
 John Purcell, Jr
 Dr. Ernest Sheppard

MEMBERS ABSENT: Jesse Cross (excused)
 Evan Watson (excused)

ALSO PRESENT: Christina Ryans-Huffer, Recording Secretary
 Christine James, Planning Director
 Dewayne Burk, Deputy City Manager
 John Andrews, City Attorney
 Kameron Good Senior Planner

The meeting has established a quorum and was posted according to the Oklahoma Open Meeting Act, 25 O.S. 301-314.

NEW BUSINESS

2. **Consider approving the minutes from March 19, 2024, regular scheduled meeting.**

Motion by Medders, Second by Purcell to approve the minutes from the March 19, 2024 regular scheduled meeting as written **Aye:** Medders, Purcell, Sheppard **Nay:** None
Motion Passed 3-0

3. Consider ratifying the actions of the Chairman and approving the mowing contract with Lawn Wizards.

James stated bid packets were sent out on May 2, 2024, to twelve lawn companies. No bids were received and therefore we reached out to additional contractors via phone and email. A bid was received from Lawn Wizards on June 3, 2024. Due to the lack of bids, the overall contract amount being under the three written quote required in accordance to the purchasing policy, and the height of the grass on the LURA owned lot, staff was advised to obtain permission from the Chairman to go ahead and issue a work order to get the lot mowed. Today we are bringing the contract to the authority to ratify the actions of the Chairman and for approval of the contract. The new contract amount is \$80 per hour.

Sheppard asked this used to be a 3 (three) year deal. Is this a 3 year contract?

James responded it is a 1 (one) year contract with two 1 (one) year extensions.

Medders asked so do they make the call when they think it needs to be mowed?

James stated no we do. We make the call and issue the work order.

Purcell asked we only have the 1 (one) lot?

James responded it is actually 4 lots but looks like one lot on the corner of 2nd and C Avenue.

Motion by Medders, Second by Purcell to ratify the actions of the Chairman and approving the mowing contract with Lawn Wizards **Aye:** Purcell, Sheppard, Medders
Nay: None **Motion Passed 3-0**

4. Receive Financial reports for March 2024, April 2024, May 2024, and June 2024 and take action as necessary.

Susan Schlecht presented the Financial Reports for the months of March 2024, April 2024, May 2024, and June 2024. All financial reports given for this item will be filed with the minutes.

Reports provided for this item are part of these minutes and on file in the City Clerk's Office.

Motion by Medders. Second by Purcell to approve the financial reports for the months of March 2024, April 2024, May 2024, and June 2024 **Aye:** Sheppard, Medders, Purcell **Nay:** None **Motion Passed 3-0**

5. Consider approving the expenditures for March 2024, April 2024, May 2024, June 2024, and July 2024.

Susan Schlecht presented the report with the expenditures for the months of March 2024, April 2024, May 2024, June 2024 and July 2024. All expense reports given for this item will be filed with the minutes

Expense reports provided for this item are part of these minutes and filed in the City Clerk's office.

Motion by Purcell. Second by Medders to approve the expenditures for the months of March 2024, April 2024, May 2024, June 2024, and July 2024 **Aye:** Medders, Purcell, Sheppard **Nay:** None **Motion Passed 3-0**

6. Reports or Comments from the Board.

7. Secretary's Report.

James stated next meeting's agenda will look a little different. We are going to try to get all of our agendas to be more consistent to what the City Council's looks like so the only numbered items will be the items that has to be considered. The roll call and the Reports won't be numbered. Also, an update on the LURA Code Changes, if you remember LURA recommended a changing of an Ordinance and 3 Resolutions for the Downtown Plans to get rid of the Retail Sales and Services and for LURA to decide the Like-Uses. It made it through this Board, it was approved by CPC and it did go to Council and Council tabled it. So, we have worked with John and to try to make sure we are compliant with State Statute as far as amending Plans and the powers of what LURA can and cannot do. We are in the process of working on that. The Mayor did question the authority to make those changes.

Purcell asked is that why they didn't take any action on it? Getting more information on it?

James responded that is pretty much my understanding.

Sheppard asked where are they seeking their information?

James stated they have requested it from John for some interpretation of State Statute.

Andrews stated just to make sure we got everything proper.

Sheppard responded that we abide by all the State Statutes.

James stated yes because the Urban Renewal Plan and this Authority is per State Statute. The Mayor had some questions and directed Staff to work with the Attorney's Office to make sure we were all compliant.

Sheppard asked about 2nd and C Avenue, where do we stand on that property?

Good stated everything I have heard from them they are still interested.

Purcell asked any information about the property at 2nd and Gore?

Good responded no, there has been nothing on the car wash.

A discussion was had on the 2050 Land Use Plan study. Staff gave updates and clarifications on all the upcoming meetings and events.

8. Audience Participation.

9. Adjournment.

Motion by Medders, **Second** by Purcell to adjourn the meeting **Aye:** Medders, Purcell, Sheppard **Nay:** None **Motion Passed 3-0**

With no further business the meeting was adjourned at 2:24 pm.

A handwritten signature in dark ink, appearing to read "Ernest Sheppard", written in a cursive style.

Dr. Ernest Sheppard

Chairman

9:26 AM
4/5/2024
Accrual Basis

Lawton Urban Renewal Authority
Balance Sheet
As of March 31, 2024

	<u>MAR24</u>
ASSETS	
Current Assets	
Checking/Savings	
Lawton Urban Renewal Authority	999.91
LURA Sweep Account	<u>59,807.33</u>
Total Checking/Savings	<u>60,807.24</u>
 Total Current Assets	 60,807.24
 Fixed Assets	
Land	<u>90,000.00</u>
Total Fixed Assets	<u>90,000.00</u>
 Other Assets	
Receivable from LEDA	<u>466,392.25</u>
Total Other Assets	<u>466,392.25</u>
 TOTAL ASSETS	 <u><u>617,199.49</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>0.00</u>
Total Accounts Payable	<u>0.00</u>
 Total Current Liabilities	 0.00
 Long Term Liabilities	 0.00
Payable to the City of Lawton	<u>0.00</u>
Total Long Term Liabilities	<u>0.00</u>
 Total Liabilities	 0.00
 Equity	
Beginning Equity	640,532.70
Net Income	<u>-23,333.21</u>
Total Equity	<u>617,199.49</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>617,199.49</u></u>

9:26 AM
4/5/2024
Accrual Basis

Lawton Urban Renewal Authority
Profit & Loss
As of March 31, 2024

	MAR24
Ordinary Income/Expense	
Income	
Interest Income	248.73
Total Income	<u>248.73</u>
Gross Profit	248.73
Expense	
Bank Service Charges	25.10
Insurance	
Mowing/Debris Removal Expense	0.00
Professional & Technical Services	0.00
Total Expense	<u>25.10</u>
Net Ordinary Income	223.63
Other Income/Expense	
Other Income	
Total Other Income	<u>0.00</u>
Other Expense	
Loss on Sale of Land	0.00
Total Other Expense	<u>0.00</u>
Net Other Income	<u>0.00</u>
Net Income	<u>223.63</u>

8:42 AM
5/13/2024
Accrual Basis

Lawton Urban Renewal Authority
Balance Sheet
As of April 30, 2024

	<u>APR24</u>
ASSETS	
Current Assets	
Checking/Savings	
Lawton Urban Renewal Authority	999.91
LURA Sweep Account	<u>60,023.36</u>
Total Checking/Savings	<u>61,023.27</u>
 Total Current Assets	 61,023.27
 Fixed Assets	
Land	<u>45,000.00</u>
Total Fixed Assets	<u>45,000.00</u>
 Other Assets	
Receivable from LEDA	<u>466,392.25</u>
Total Other Assets	<u>466,392.25</u>
 TOTAL ASSETS	 <u><u>572,415.52</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>0.00</u>
Total Accounts Payable	<u>0.00</u>
 Total Current Liabilities	 0.00
 Long Term Liabilities	 0.00
Payable to the City of Lawton	<u>0.00</u>
Total Long Term Liabilities	<u>0.00</u>
 Total Liabilities	 0.00
 Equity	
Beginning Equity	640,532.70
Net Income	<u>-68,117.18</u>
Total Equity	<u>572,415.52</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>572,415.52</u></u>

8:42 AM
5/13/2024
Accrual Basis

Lawton Urban Renewal Authority
Profit & Loss
As of April 30, 2024

	APR24
Ordinary Income/Expense	
Income	
Interest Income	241.13
Total Income	241.13
Gross Profit	241.13
Expense	
Bank Service Charges	25.10
Insurance	
Mowing/Debris Removal Expense	0.00
Professional & Technical Services	0.00
Total Expense	25.10
Net Ordinary Income	216.03
Other Income/Expense	
Other Income	
Total Other Income	0.00
Other Expense	
Loss on Sale of Land	45,000.00
Total Other Expense	45,000.00
Net Other Income	-45,000.00
Net Income	-44,783.97

2:12 PM
6/17/2024
Accrual Basis

Lawton Urban Renewal Authority
Balance Sheet
As of May 31, 2024

	<u>MAY24</u>
ASSETS	
Current Assets	
Checking/Savings	
Lawton Urban Renewal Authority	999.91
LURA Sweep Account	60,248.43
Total Checking/Savings	<u>61,248.34</u>
 Total Current Assets	 61,248.34
 Fixed Assets	
Land	45,000.00
Total Fixed Assets	<u>45,000.00</u>
 Other Assets	
Receivable from LEDA	466,392.25
Total Other Assets	<u>466,392.25</u>
 TOTAL ASSETS	 <u><u>572,640.59</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	<u>0.00</u>
 Total Current Liabilities	 0.00
 Long Term Liabilities	 0.00
Payable to the City of Lawton	0.00
Total Long Term Liabilities	<u>0.00</u>
 Total Liabilities	 0.00
 Equity	
Beginning Equity	640,532.70
Net Income	-67,892.11
Total Equity	<u>572,640.59</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>572,640.59</u></u>

2:12 PM
6/17/2024
Accrual Basis

Lawton Urban Renewal Authority
Profit & Loss
As of May 31, 2024

	MAY24
Ordinary Income/Expense	
Income	
Interest Income	250.17
Total Income	<u>250.17</u>
Gross Profit	250.17
Expense	
Bank Service Charges	25.10
Insurance	
Mowing/Debris Removal Expense	0.00
Professional & Technical Services	0.00
Total Expense	<u>25.10</u>
Net Ordinary Income	225.07
Other Income/Expense	
Other Income	
Total Other Income	<u>0.00</u>
Other Expense	
Loss on Sale of Land	0.00
Total Other Expense	<u>0.00</u>
Net Other Income	<u>0.00</u>
Net Income	<u>225.07</u>

3:24 PM
7/10/2024
Accrual Basis

Lawton Urban Renewal Authority
Balance Sheet
As of June 30, 2024

	<u>JUNE 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Lawton Urban Renewal Authority	999.91
LURA Sweep Account	60,466.36
Total Checking/Savings	<u>61,466.27</u>
 Total Current Assets	 61,466.27
 Fixed Assets	
Land	45,000.00
Total Fixed Assets	<u>45,000.00</u>
 Other Assets	
Receivable from LEDA	466,392.25
Total Other Assets	<u>466,392.25</u>
 TOTAL ASSETS	 <u><u>572,858.52</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	160.00
Accounts Payable	0.00
Total Accounts Payable	<u>160.00</u>
 Total Current Liabilities	 160.00
 Long Term Liabilities	 0.00
Payable to the City of Lawton	0.00
Total Long Term Liabilities	<u>0.00</u>
 Total Liabilities	 160.00
 Equity	
Beginning Equity	640,532.70
Net Income	-67,834.18
Total Equity	<u>572,698.52</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>572,858.52</u></u>

3:24 PM
7/10/2024
Accrual Basis

Lawton Urban Renewal Authority
Profit & Loss
As of June 30, 2024

	<u>JUN24</u>
Ordinary Income/Expense	
Income	
Interest Income	243.03
Total Income	<u>243.03</u>
Gross Profit	243.03
Expense	
Bank Service Charges	25.10
Insurance	
Mowing/Debris Removal Expense	160.00
Professional & Technical Services	0.00
Total Expense	<u>185.10</u>
Net Ordinary Income	57.93
Other Income/Expense	
Other Income	
Total Other Income	<u>0.00</u>
Other Expense	
Loss on Sale of Land	0.00
Total Other Expense	<u>0.00</u>
Net Other Income	<u>0.00</u>
Net Income	<u>57.93</u>