



**MINUTES
LAWTON YOUTH SPORTS TRUST AUTHORITY
REGULAR MEETING**

**LAWTON CITY HALL- 212 SW 9TH STREET, LAWTON, OKLAHOMA
3rd FLOOR CONFERENCE ROOM**

THURSDAY, APRIL 13, 2023 2:00 P.M.

Chairman Henry called the meeting to order at 2:00 p.m. in the Third Floor Conference Room of City Hall. Notice of meeting and agenda were posted on the City Hall notice board as required by law.

I. ROLL CALL

PRESENT: Brian Henry, Steve Coleman, Randy Warren, Hossein Moini, Carey Monroe, Albert Johnson, Jr., Krista Ratliff

ABSENT: Sean Fortenbaugh

ALSO PRESENT: Mitchell Dooley, COL Parks & Rec Deputy Director; Timothy Wilson, COL Acting City Attorney; Tammy Branstetter, COL Sr Deputy City Clerk; John Wack & Matt Elliott, Eastern Sports Management (ESM); Dani Blackburn, CPA with Hatch, Croke & Associates, P.C.

II. REPORTS:

A. Programs Committee- Receive a report from Moini regarding the activities of the Program Committee.

Moini said there is nothing new to report at this time.

B. Facilities Committee- Receive a report from Chairman Henry regarding the activities of the Facilities Committee.

Chairman Henry said he has yet to receive an estimate from the Commissioners of the Land Office regarding the required land appraisal.

Chairman Henry said the KCAILUC has acknowledged receipt of the Authority's Letter of Intent. He said he recently met with the Chairman of the Comanche Tribe, Mark Woommavovah. Chairman Henry said Woommavovah has been appointed the action officer on behalf of the KCAILUC. Woommavovah has been designated as the lead negotiator for the KCAILUC regarding business done with the Authority. Woommavovah said there still needs to be discussion amongst each of the tribes, but

he indicated that the KCAILUC intends to sign the Authority's LOI and get it sent back before the deadline.

C. Parks & Recreation- Receive a report from the City of Lawton Parks & Rec Division.

Dooley said there is nothing new to report at this time.

D. Eastern Sports Management- Receive a report from Eastern Sports Management.

Elliott said enrollment numbers are looking good for the spring season. He said 648 youth enrolled in spring sports last year, and 852 youth have enrolled in spring sports this year. Elliott said 21 youth enrollment in spring sports this year may go up even further, as Eastern Sports Management has been contacted by several parents asking if their kid(s) can still play. Elliott said he and his staff are actively working with these parents to find a spot for their kid(s). Elliott said 234 adults participated in spring sports last year, and 325 adults have enrolled in spring sports this year. Overall, spring enrollment is up by 33% from last year. He said there has been a 26% increase in enrollment since Eastern Sports Management and the Authority took over the sports programming.

Chairman Henry noted that the 26% increase in enrollment since Eastern Sports Management and the Authority took over the sports programming includes the fall season. If only the winter and spring sports were considered, the enrollment increase would be closer to 38-39%.

Elliott said he's been in contact recently with the Miracle League Organization, which is an organization that seeks to provide social and sporting opportunities for individuals with special needs or disabilities. This organization plans to bring their programming to our community. Elliott said both youth and adults are welcome to participate, and he is currently working with the Organization to identify designated fields for future games. Elliott said there is currently a Miracle League field located in Elmer Thomas Park, and it's in good condition because it's been minimally utilized. However, the Miracle League did have safety concerns regarding the terrain of the field due to when it was built. Elliott said he will continue to work with the Organization regarding sanctioning. Elliott said the intent is for this program to be heavily volunteer based, and the goal is to provide this program at zero cost to the participant(s).

Moini noted that there are four active AMBUCS organizations within our community that would likely be interested in participating in the Miracle League program. He suggested Elliott reach out to these groups. Moini said there is a regional AMBUCS

meeting coming up – this could be a good opportunity to present the Miracle League program.

Monroe asked when the Miracle League program would be up and running.

Elliott said they hope to have this program established and ready for summer enrollment by May 1, 2023. He said he believes we have enough volunteers within the community to make this happen. Elliott said he's spoken to several churches in the area, and they are willing to volunteer.

Monroe mentioned reaching out to the Special Olympics to see if they'd be interested in volunteering.

Johnson noted that the military will often volunteer to help with the Special Olympics – this would be another entity to contact.

Chairman Henry asked if there are lights on the Miracle Field in Elmer Thomas Park.

Elliott said he does not believe there are.

Wack said Eastern Sports Management is currently looking to hire two more employees to assist Elliott with his workload. He said ESM has advertised for a new position titled "Program Coordinator", and Elliott has at least one great candidate lined up for this position. He said these new employees will work anywhere from part-time to full-time depending on their background and experience. Wack said they plan to have a total of 4-8 full time positions filled by the time the new facility is under construction.

Wack said he has provided both a design development budget and a construction consulting budget to Chairman Henry. He said he worked diligently to make these budgets as accurate as possible.

Coleman asked if the candidate for the new position created by ESM is local.

Elliott said yes.

Coleman asked where this new employee will work from.

Elliott said the new employee would work on the field(s) during game days as well as do some work from the City of Lawton Parks & Rec office and/or other location(s) in which he has access to ESM's software.

Chairman Henry said the City of Lawton Parks & Rec Director, Christine James, offered to let ESM utilize some of their office space after ESM took over the sports programming.

Wack said this is where Elliott works when he has things to accomplish within an office environment. He said there should be room for 2-3 additional employees within the Parks & Rec office.

E. Finance Report – Consider approving the Treasurer Report from Hatch, Croke, and Associates.

Chairman Henry said he has been working with the Treasurer's office to merge how ESM does their accounting with how Hatch, Croke, and Associates does their accounting. He said the final consensus was to merge these financial reports yearly rather than attempt to do it monthly. Authority members were provided with financial statements/reports from both Hatch, Croke, and Associates and Eastern Sports Management. A copy of these report may be obtained from the City Clerk's office upon request.

Blackburn presented the following financial statements to the Authority: the statement of net position as of March 31, 2023, the related statement of revenue and expenses for the 3 month and 9 month periods ending March 31, 2023, and the related statement of revenue and expenses for the 3 month and 9 month periods ending March 31, 2023. A Profit and Loss Statement for the period of July 2022 – March 2023 was provided by Eastern Sports Management.

Motion by Warren, **Second** by Moini, to approve the Treasurer Report from Hatch, Croke, and Associates. **AYE:** Moini, Monroe, Henry, Coleman, Warren, Johnson, Ratliff. **NAY:** None. ***Motion Passed.***

III. BUSINESS ITEMS:

A. Consider approving the minutes of the March 9, 2023 and March 27, 2023 meetings.

Motion by Ratliff, **Second** by Warren, to approve the minutes of the March 9 and March 27, 2023 meetings. **AYE:** Moini, Monroe, Henry, Coleman, Warren, Johnson, Ratliff. **NAY:** None. ***Motion Passed.***

B. Consider recommending to the City Council the appointments of Steve Coleman and Mike Cowan to serve as Trustees of the Lawton Youth Sports Trust Authority.

Chairman Henry said the Trust Indenture requires Authority members to have staggered terms of office to avoid multiple members terming out at the same time. He noted that two Authority members are to be City Council representatives appointed by the Mayor. He said Steve Coleman, Clint Powell and Randy Warren ended their last term in February of this year. Randy Warren is a City Council appointee, and he was recently reappointed by the Mayor to serve another term through February of 2026. With the resignation of Sean Fortenbaugh, the Mayor has selected another candidate to fill his unexpired term. His selection will be presented to the City Council for approval at the April 25th Council meeting. Chairman Henry said Steve Coleman has agreed to serve another term if appointed, but Clint Powell has declined. Chairman Henry said Mike Cowan has been nominated to fill Clint Powell's former position. He said Cowan retired from Ft. Sill as a Lieutenant Colonel. Chairman Henry said Cowan helped start the Booster Club at MacArthur, and he was a vital part of the Booster Club committee.

Motion by Moini, Second by Johnson, to recommend to the City Council the appointments of Steve Coleman and Mike Cowan to serve as Trustees of the Lawton Youth Sports Trust Authority. **AYE:** Moini, Monroe, Henry, Warren, Johnson, Ratliff. **NAY:** None. **ABSTAIN:** Coleman. ***Motion Passed.***

C. Consider approving a submission for a limited funding request with the City of Lawton for outdoor field repair and weed control up to \$100,000.

Chairman Henry said Elliott has thoroughly examined the fields to determine what all would need to be done to make them both functional and safe.

Chairman Henry said contact has been made with some of the local landscaping companies, but most of the companies said they do not do this type of work. However, they did ask to be notified if the Authority seeks bids for future maintenance of the fields. Chairman Henry said they were able to contact two companies that do field repair, and this helped them formulate a scope of work. He said the Authority would still need to officially go out for bids to award a contract for the scope of work. He said most of the work that needs to be done to the fields can be done during the sports season. However, spraying for weed control may require individuals to stay off the field for a given period of time.

Moini noted that spraying for weeds would be an ongoing cost. He asked how much weed control would be included in the \$100,000 funding request.

Chairman Henry said the \$100,000 would cover the cost of weed control for one year.

Monroe asked if the Authority could consider spraying for bugs.

Chairman Henry said yes, but spraying for bugs can be costly.

Johnson noted that only 9 fields are listed in the scope of work. He asked if there are plans to address the remaining fields at a later date.

Elliott said the 9 fields that were selected within this scope of work would be able to sustain the sports programs currently being offered. He said there is room for some growth as well. Elliott said it's likely they will address other fields in the future as the program grows and more fields are needed, but it's hard to pinpoint when this will occur.

Coleman asked if the bulk of the expense is going towards purchasing and installing athletic turf. If so, Coleman asked how long the turf is projected to last.

Elliott said the turf is a large portion of the expense. He said the labor is also costly. Elliott said how long the turf lasts really depends on how well it is maintained.

Chairman Henry said his guess is that the turf would last approximately two years.

Moini asked if there is an update on potential water sources for the fields.

Chairman Henry said some of the fields have sprinklers, but it's still unclear as to whether or not they're in working condition. He noted that the Ahlschlager field does not have a sprinkler system.

Moini asked if the Authority should be spending this kind of money on field work if a water source has yet to be identified.

Chairman Henry said most of this work involves fixing the topography of the infield, which is much needed for safety. He noted that weed control measures would not need water so much as fertilizer would.

Dooley said he has had experience with field repair in some of his former positions, and the pricing seems to be on par.

Wack said he understands this funding request must be presented to the City Council for approval before work can begin. He asked if the Authority currently has any excess funding that could be used towards field repair.

Chairman Henry said there is no line item in the current budget for field repair. An amendment would have to be made to the current budget to allot for any funding to be allocated towards this work. Chairman Henry said this process would take some time.

Moini asked if the Authority will be granted permission to use the water source at the ball fields if it's determined that the sprinklers currently in place are in operating condition.

Chairman Henry said the lease agreements for the fields do grant access to the concession areas and current water sources. The City of Lawton Parks and Recreation Division currently holds the key to turn on the water sources, and this request can be made at any time. He said these leases expire in June of this year, but the water sources can also be addressed in the newly drafted lease(s).

Coleman asked if the City plans to provide water in the future.

Chairman Henry said that would be the goal, though any formal agreement would have to be passed by the City Council.

Motion by Johnson, **Second** by Moini, to approve a submission for a limited funding request with the City of Lawton for outdoor field repair and weed control up to \$100,000. **AYE:** Moini, Monroe, Henry, Coleman, Warren, Johnson, Ratliff. **NAY:** None. ***Motion Passed.***

D. Consider approving the proposed LYSA budget for fiscal year 2024.

Chairman Henry noted that the legal & professional services expense will cover the cost of the required yearly audit. This expense also covers charges for the Authority's Treasurer - Hatch, Croke, and Associates. He said the Treasurer's office has agreed to bill the Authority at an hourly rate as opposed to a monthly flat rate, which is saving money.

Chairman Henry said this budget is conservative on the revenue side and as accurate as possible on the expense side.

Chairman Henry said the maintenance and equipment expense will be a new expense for the Authority – this was not included in the FY 2022-2023 budget. Chairman Henry said the proposed 2024 budget has \$137,000 more in expenses than what was allotted for in last year's budget, but he believes the growth that's occurred within the program should be able to offset these additional expenses. Chairman Henry noted that the fees for sports participation is now determined by ESM and the Authority, whereas it used to be controlled by City code.

Moini asked if youth programming revenue includes things like summer sports clinics. He also asked if ESM has scheduled summer activities for this year.

Elliott said ESM is actively working to coordinate their summer programming and activities. He said youth programming would include things such as clinics, camps, or any other skill-developing programs.

Moini emphasized that parents are already making summer plans for their children – it's important for this year's summer programming to be finalized soon.

Wack said things will get done much more quickly when Elliott has the assistance of a new employee.

Monroe asked if there has been discussion for the Authority to receive a larger portion of the revenue generated through their partnership with the Lawton Soccer Club.

Elliott said ESM has been working with the Lawton Soccer Club to increase their partnership. The topic of revenue disbursement has been addressed, but not finalized at this time.

Chairman Henry noted that ESM and the Authority have no control over the Lawton Soccer Club's fields.

With regards to the concession leases that are currently held with the City's Parks & Recreation Department, Ratliff asked if there is anything stopping the City from going back out for bids as opposed to simply letting these leases expire.

Dooley said there has not been talk within his department of going back out for bids for the concession leases. He said the intent is for ESM and the Authority to take over these leases.

Chairman Henry said he will continue working with legal to ensure this gets handled in the appropriate fashion once the current leases expire.

Motion by Ratliff, Second by Warren, to approve the proposed LSA budget for fiscal year 2024.
AYE: Moini, Monroe, Henry, Coleman, Warren, Johnson, Ratliff. **NAY:** None. ***Motion Passed***

IV. ADJOURNMENT

There be no further business, the meeting adjourned at 2:57 PM.