



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

LAWTON CITY HALL- 212 SW 9TH STREET, LAWTON, OKLAHOMA

3rd FLOOR CONFERENCE ROOM

THURSDAY, MAY 11, 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. CALL TO ORDER/ROLL CALL

PRESENT: Brian Henry, Steve Coleman, Hossein Moini, Carey Monroe, Krista Ratliff

ABSENT: Albert Johnson Jr., Randy Warren

ALSO PRESENT: Timothy Wilson, COL Acting City Attorney; Tammy Branstetter, COL Deputy City Clerk; Matt Elliott, Eastern Sports Management (ESM); Kim McConnell, Lawton Constitution; Eric Swanson, Southwest Ledger; Kelly Harris, City Council Ward 2 Representative & Appointed LYSA Trustee; Mike Cowan, Appointed LYSA Trustee

II. REPORTS:

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

Moini said he has no updates at this time.

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

Chairman Henry said although the Authority asked for a response by May 1st in their Letter of Intent (LOI) sent to the KCAILUC, the KCAILUC did not place the LOI on an agenda for approval before May 1st. However, he said the KCAILUC held a meeting yesterday and approved the LOI unanimously.

Chairman Henry said he received a phone call from the KCAILUC's attorney, Mike McBride with Crowe and Dunlevy. He said the KCAILUC has appointed a subcommittee to lead negotiations with the Authority. Chairman Henry said this subcommittee will hold a meeting next week to create terms for an initial lease agreement.

Chairman Henry said he recently met with Chairman Cooper (Chairman of the Apache Tribe and the KCAILUC) and the Superintendent and Deputy Superintendent of the BIA. While the BIA has no problem with concept, they really couldn't provide guidelines for the lease agreement. However, Chairman Henry said he just received an existing lease agreement from the BIA that could be used as a formatting example when drafting a lease agreement between the Authority and the KCAILUC. Chairman Henry said the KCAILUC has asked to meet with the Authority once they have drafted their initial terms for a lease agreement.

Chairman Henry said he recently spoke with Acting City Manager John Ratliff, and he advised that any meeting involving City staff would have to occur in June. City staff is currently working to finalize their FY 2023-2024 budget, which will require multiple meetings.

Chairman Henry said he's had difficulty getting information from the Commissioners of the Land Office. He said they were supposed to send him a cost estimate regarding the required appraisal for the land behind the Eisenhower complex, but he's yet to receive one. Chairman Henry said he has left a message with their office and is waiting for a callback.

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

Chairman Henry said he recently met with Christine James and several other Parks & Rec staff members last Friday to discuss what role the Authority will have regarding facility maintenance and what role Parks & Rec will have going forward.

Chairman Henry said he also recently met with Timothy Wilson and his staff regarding the Eastside lease between the City and the Authority. He said this lease is due to expire on June 30, 2023. Chairman Henry said this expiration date was done initially as to coincide with the end of the fiscal year. Any new maintenance costs taken on by the Authority will start with the new fiscal year. He said Wilson and his staff are currently working to edit the terms of the current lease agreement so that the newly drafted lease agreement for fiscal year 2023-2024 is up to date. Chairman Henry said a new agreement will also be drafted for McMahon Park, and there has been discussion of a sublease for Ahlschlager Park. He said the City of Lawton currently leases the space at Ahlschlager Park from the County.

Cowan asked if the Authority's current focus is primarily on pursuing a lease agreement with the KCAILUC and keeping a potential lease agreement with the Commissioners of the Land Office as a secondary option.

Chairman Henry said that is correct at this time.

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

Elliott said ESM is well into their spring season. Elliott said the season has been running smoothly, despite all the recent inclement weather. Elliott said while it's not a guarantee that every game canceled due to inclement weather will be rescheduled, he and his staff do their best to ensure as many games are played as possible.

Elliott said registration for summer leagues open on Monday. He said this will be the first year that summer sports have been incorporated into ESM's programming. Elliott said there will be a summer adult league for softball and volleyball. He said there will be youth leagues for baseball, softball and volleyball.

Elliott said ESM is in the early stages of working with D-BAT to plan a few camps and clinics for softball and baseball. He said ESM has also been working with the Lawton Soccer Club to plan for early developmental stage soccer camps and classes.

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

III. BUSINESS ITEMS:

A. Consider approving the minutes of the April 13, 2023 and April 20, 2023 meetings.

Motion by Moini, Second by Ratliff, to approve the minutes of the April 13, 2023 and April 20, 2023 meetings. **AYE:** Moini, Monroe, Henry, Coleman, Ratliff. **NAY:** None. ***Motion Passed.***

B. Consider approving the 2023 Slate of Officers for the Lawton Youth Sports Authority.

Chairman Henry said the Authority's Trust Indenture does not specify when or how often officers are elected, but the By-Laws state that officers are elected annually.

Chairman Henry said two new Trustees, Mike Cowan and Kelly Harris, were appointed last month. However, they have yet to take their oath of office - an item will be placed on next month's agenda for them to do so.

Motion by Monroe, Second by Moini, to approve the 2023 Slate of Officers for the Lawton Youth Sports Authority. **AYE:** Moini, Monroe, Henry, Coleman, Ratliff. **NAY:** None. ***Motion Passed.***

C. Consider accepting a grant from the McMahon Foundation in the amount of \$3,000,000, made payable over a period of six years at \$500,000 per year, to be

used for construction costs and equipment purchases for the indoor sports facility.

Chairman Henry said he reported at previous meetings that he submitted an application for this grant on behalf of the Authority in the form of a letter stating what the Authority wishes to do with the grant money. Chairman Henry said the Authority has received overwhelming support from the McMahon Foundation.

Chairman Henry noted that the McMahon Foundation's fiscal year ends March 31st each year. The Authority will receive annual installments of \$500,000.00 per year for six years, beginning March 31, 2024.

Chairman Henry noted that the McMahon Foundation has requested periodic reports on the project from the Authority.

Chairman Henry said he asked in the application letter if any of the grant funds could be used for design work, and the answer was no. The McMahon Foundation has requested that all funding be used solely for construction and equipment purchases.

Motion by Ratliff, Second by Monroe, to accept a grant from the McMahon Foundation in the amount of \$3,000,000, made payable over a period of six years at \$500,000 per year, to be used for construction costs and equipment purchases for the indoor sports facility. **AYE:** Moini, Monroe, Henry, Coleman, Ratliff. **NAY:** None. ***Motion Passed.***

D. Consider approving an Amended Fiscal Year 2023-2024 LYSA Budget and authorize the Chairman to present the Amended Budget to the Lawton City Council for funding support approval.

Chairman Henry said three additions have been made to the budget – two on the revenue side and one on the expense side. He said the McMahon Foundation grant has been added as revenue, as well as \$1.4 million from the allotted \$8 million of City of Lawton CIP funding for design work.

Chairman Henry noted that the design work may not be completed by the end of FY 2023-2024, but dedicating funding for design work will allow the Authority to at least move forward. He said the Authority must get to a shovel-ready design to partake in some of the grant opportunities. Chairman Henry said the \$1.4 million received from the CIP for design work is now also listed as an expense in the budget. Chairman Henry said the \$500,000 received from the McMahon Foundation will be listed as restricted funds until the project becomes shovel ready.

Motion by Moini, Second by Monroe, to approve an Amended Fiscal Year 2023-2024 LYSA Budget and authorize the Chairman to present the Amended Budget to the Lawton City Council for funding support approval. **AYE:** Moini, Monroe, Henry, Coleman, Ratliff. **NAY:** None. ***Motion Passed.***

E. Consider approving the Second Amended Fiscal Year 2022-2023 LYSA Budget.

Chairman Henry said he spoke with Acting City Manager John Ratliff, and Ratliff advised that the Authority can amended their budget without approval from the City Council if the Authority is not seeking additional funding support.

Chairman Henry said in the original budget the Authority had allocated \$10,000 for financial contracted services. Part of this was for accounting services with Hatch, Croke and Associates, to include the audit. However, Chairman Henry said the audit will not occur until after this fiscal year is over. Expenses for the audit have now been moved to the FY 2023-2024 budget.

Chairman Henry said the amended FY 2022-2023 budget takes \$6,500 in excess funds from financial contracted services and moves it under professional services. This money can now be used, if needed, for legal counsel with Fellers-Snider Law Firm regarding negotiations with the KCAILUC.

Motion by Moini, **Second** by Ratliff, to approve the Second Amended Fiscal Year 2022-2023 LYSA Budget. **AYE:** Moini, Monroe, Henry, Coleman, Ratliff. **NAY:** None. ***Motion Passed.***

F. Consider awarding the Scope of Work Bid for Field Maintenance to the lowest bidder – United Turf and Track.

Chairman Henry said the City Council has approved funding support up to \$100,000 for field maintenance as well as weed spray and fertilizer.

Chairman Henry noted that Bedrock submitted a no bid because they do not have the necessary equipment to carry out the required work. Bedrock has stated they would be interested in bidding on other jobs in which they do have the necessary equipment for.

Monroe asked if there are rules regarding how many bids must be received.

Chairman Henry said three bids must be received, but one of those can be a no bid. He said the Authority has met this minimum requirement. Chairman Henry noted that many companies simply do not have the equipment capable of taking on a job of this nature – this is probably why so few bids were received.

Monroe asked if the work will be done before the summer season starts.

Elliott said the work will certainly be done before the summer season begins, and he's hoping it will be done before the spring season ends.

Motion by Ratliff, Second by Monroe, to award the Scope of Work Bid for Field Maintenance to the lowest bidder – United Turf and Track. **AYE:** Moini, Monroe, Henry, Coleman, Ratliff. **NAY:** None. ***Motion Passed.***

G. Consider awarding the Scope of Work Bid for Field Weed Spraying and Fertilizing to the lowest bidder – Lawton Termite & Pest Control.

Monroe asked if Bedrock was interested in submitting a bid for this contract.

Chairman Henry said not that he is aware of. He noted that Bedrock does not do weed spraying. He believes what Bedrock will be interested in will be a forthcoming field maintenance contract for mowing once the Authority takes on this responsibility after the new fiscal year begins.

Coleman asked what the term of the contract will be.

Chairman Henry said it will be a one-year term. He said he will be abstaining from the vote because he has a relative who works for one of the bidders.

Motion by Moini, Second by Ratliff, to award the Scope of Work Bid for Field Weed Spraying and Fertilizing to the lowest bidder – Lawton Termite & Pest Control. **AYE:** Moini, Monroe, Coleman, Ratliff. **ABSTAIN:** Henry. **NAY:** None. ***Motion Passed.***

H. Discuss the possibility of creating a Not-for-Profit Foundation and take action as deemed necessary.

Chairman Henry said this item was placed on the agenda by Councilman Warren. The desire is to be able to provide children whose families are going through financial hardships with an opportunity to participate in sports programming.

Chairman Henry noted that ESM has a foundation within its structure called “Play On 365” that serves this purpose. However, this entity is not strictly for the Lawton community. Because of this, Chairman Henry said the question was raised as to whether Lawton should have their own not-for-profit foundation to receive donations and award grants.

Moini asked Elliott if ESM could simply advertise their current “Play On 365” foundation on the website and attach Lawton’s name to it, so long as any money donated to this organization specifically for Lawton would stay within our community. He said taking on another foundation will require more work, and the Authority would likely have to pay the treasurer’s office more money to track this account. Moini said the Authority could create their own not-for-profit foundation later down the road, but this might be a good starting point. It would also give the Authority more time to finesse the details as to how their own not-for-profit foundation will operate.

Chairman Henry said he agrees with Moini.

Councilman Harris noted that if the “Play On 365” program were to be advertised more intently for the Lawton community, the Authority may receive increased feedback and participation.

Moini said he thinks the Authority should focus on identifying where donation money can be obtained from and how to distribute it once it’s received.

Councilman Harris said the Authority should also determine who’s eligible to receive these funds.

Monroe asked if the grant money would cover both registration fees and specialized equipment.

Chairman Henry said it would likely only cover registration fees, as the cost of specialized equipment is not covered by ESM or the Authority.

Ratliff asked if creating a new not-for-profit foundation would allow the Authority to seek additional grants in which it currently does not have access to.

Chairman Henry said he’s not ran into any issues applying for grants at the municipal level thus far, but there could be additional grants that require a 501(c). However, he said he believes “Play On 365” is a 501(c). Chairman Henry noted that the McMahon Foundation’s requirements state that entities applying for grants must be a 501(c), but they’ve also donated to educational institutions and municipalities.

Moini noted that he recently took part in a meeting with a group from Tulsa that specializes in grant writing. He said it might be wise to reach out to this company and get their thoughts regarding grant opportunities and requirements.

Moini asked Elliot how easily he could advertise “Play On 365 (Lawton)” on the website.

Elliot said this is not difficult to do.

Moini emphasized how crucial of a role advertising and marketing will be when it comes to raising money for “Play On 365 (Lawton)”.

NO ACTION TAKEN ON THIS ITEM

IV. ADJOURNMENT

Motion by Ratliff, **Second** by Monroe, to adjourn the May 11, 2023 meeting. **AYE:** Moini, Monroe, Henry, Coleman, Ratliff. **NAY:** None. ***Motion Passed.***

There be no further business, the meeting adjourned at 2:47 PM.