



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

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

3rd FLOOR CONFERENCE ROOM

THURSDAY, JUNE 8, 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*, Albert Johnson Jr., Randy Warren, Kelly Harris

ABSENT: Krista Ratliff

ALSO PRESENT: Greg Gibson, COL Acting City Attorney; Tammy Branstetter, COL Sr. Deputy City Clerk; Kobe Humble, Deputy City Clerk; Matt Elliott, Eastern Sports Management (ESM); Kim McConnell, Lawton Constitution; Christine James, Parks & Recreation Director

*Arrived at 2:05 p.m.

**II. ADMINISTRATION OF CONSTITUTIONAL AND STATUTORY OATH(S) OF
OFFICE FOR KELLY HARRIS AND MIKE COWAN**

Branstetter administered the Constitutional and Statutory Oath of Office for Kelly Harris. Mike Cowan was unable to attend the meeting.

III. REPORTS:

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

Moini stated that he has no updates at this time.

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

Chairman Henry stated that there are several items on the agenda that will cover facilities.

Chairman Henry said the KCAILUC was supposed to have a meeting two weeks ago with the city manager, the finance department and other city staff to begin laying out some of their initial talking points for future discussions regarding a potential lease agreement. City staff is currently busy finalizing the fiscal year 2024 budget and once this is done, there will be more time dedicated to this. Chairman Henry said that he does expect some of these meetings to happen towards the end of this month.

Chairman Henry also stated that he has reached out to the Commissioners of the Land Office. He was told that they are extremely busy, but they would attempt to get the estimate for appraisal of the property behind Eisenhower High School in the near future.

Chairman Henry said that there are pictures in the Lawton Constitution showing that work is underway at the three high schools, to include installing astroturf on the baseball, softball, and football fields. The plan relayed by LPS Superintendent Kevin Hime and Jason James is that the softball and football fields will be ready by the start of the school year if not earlier for practices to be held before the school year begins. They will concentrate on the baseball fields and hope to have them finished by January 2024. Chairman Henry stated that he has spoken with LPS leadership, and they have agreed to let the Authority use the astroturf fields.

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

Christine James had no updates other than the list of equipment that will need to be approved to be loaned to the Authority for maintenance of the fields.

Chairman Henry stated that the Authority would be filled in more on that during an upcoming agenda item.

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

Elliott stated that ESM has been busy in the best way possible which is good news. He said that they are finishing up the spring season this week and that there are championship games being held tonight and tomorrow night at Eastside Park and Ahlschlager Park.

Elliott stated that ESM is working around United Turf & Track who just started their work on the fields. They are currently working on the field at 17th & G right now. The plan has changed a little to fit their personnel, but the plan is for them to be done in the middle of next week. They will then move to Eastside Park and then finish up at 38th street by the time the summer season starts. Elliott said this was great news since they initially thought there would be a delay due to issues with personnel and equipment. Elliott recently visited the field at 17th and G to check the progress.

Elliott said material has been moved onto the fields, and this has created a buzz within the community. He noted that before the fields were started on, the community was already excited about the changes being made.

Chairman Henry asked Elliott if he was able to get some pictures of the construction process posted to social media.

Elliott said that he has plans to go back out to the field after the meeting to take pictures to be posted.

Elliott stated that most discussions regarding the summer league have been communicated through Facebook. He has been answering questions and getting people involved.

Elliott said that there are several teams that were in spring leagues and now there are additional teams who are reaching out about being involved in the summer league. He said that he has spoke with a few teams from Elgin and some other surrounding communities.

Elliott stated that there has been positive and constructive feedback from coaches during the spring season which will help in making any necessary adjustments.

Elliott said that he doesn't have numbers for the summer season just yet due to it being right in the middle of the registration process. Elliott said that once a season ends, teams start gearing up and preparing for the next season. He said that ESM is expecting to see a huge influx from the spring teams as well.

Elliott stated that ESM is working on finalizing details for the fall sports. The plan is for it to be more robust than last fall. ESM will still include flag football, tackle football, volleyball, adult softball as well as another season of adult volleyball, baseball, and softball. There are a plethora of sports that are being planned for leagues as well as planning two tournaments, one being flag football and the other being adult softball. Elliott said that there will be more details to come on those. They will be scheduled for the transition from summer to fall time frame.

Elliott said that ESM is in full swing on their hiring process. They have recently hired a program coordinator, Jessie. Elliott will be working on introducing her to the Authority. He said that Jessie has been with ESM for about a week and is in full swing with getting involved, asking questions, and integrating herself with what they are doing. Elliot said that they are also working on hiring other positions.

Chairman Henry asked if the program coordinator is a parent of a kid within the program.

Elliott said that she is not. She was previously a youth programs director with the YMCA for several years until she left in the middle of 2022. Elliott stated that she has a lot of experience working with youth programs.

Warren asked about obtaining flyers for the LPD Junior Citizens Police Academy for the youth in July. He wanted to know if there was a place that those could be distributed.

Elliott said yes, he could get those flyers distributed.

Moini asked if there was an update on the hospital.

Elliott said that he has reached out and is just waiting on a response, but he did speak with someone else at the hospital regarding a volleyball tournament.

Monroe asked if Elliott has any sponsorships yet.

Elliott said that he has no other sponsorships besides the one with Dick's.

Harris asked what tournament Dick's is sponsoring.

Elliott stated that Dick's is a program wide sponsorship. Some of it is a credit to be spent with them on items in the store, and some of it is just sponsorship dollars provided to ESM.

Chairman Henry mentioned that Dick's has an in-depth program that pushes for distributing coupons and they base their donation on redemption numbers of those coupons. They start the process mildly in the beginning and then as they get more into it, it becomes a bigger factor in determining how much is donated to the program.

Elliott said that the coupons are typically 20% off store wide.

Elliott stated that they have all the details finalized for getting the Miracle League started. These details have been sent off to the marketing department. The plan is to get it marketed very soon. Elliott said that they already have connections from doing the "Buddies at the Ballfield" event.

Warren asked if the Authority is satisfied with the lighting at Miracle Field.

Elliott said yes, the ball field lights are good.

Elliott said that they are in communication with their connections on getting volunteers to help get the Miracle League up and running. He said that this will be a great opportunity for groups or demographics that Play Lawton has yet to reach.

Harris mentioned that the civic clubs would be a great place to find volunteers.

Elliott stated that they have previously worked with AMBUCS during the "Buddies at the Ballfield" event, so he certainly will be in touch with them again for the Miracle League.

Moini asked where the new Children United playground is being built.

Harris said that it is being built next to the current playground at Elmer Thomas Park, which is right across from the splashpad.

Elliott said ESM has had preliminary discussions regarding how their current programming will be integrated with Play On Lawton, which is ESM's non-profit organization that provides financial assistance to underprivileged children in the community so that they may participate in the sports program.

Monroe asked how many kids are projected to participate in the Miracle League program.

Elliott said this program used to be ran by the YMCA, and they do not have concrete numbers regarding past participation, so it is hard to say.

Monroe asked if there is a framework in mind as to how the teams will be divided up for the Miracle League.

Elliott said that it is hard to determine how to break up the teams while registration is still open. There is potential to divide adult and youth teams, but some Miracle Leagues combine them. It is also possible that the teams will be divided based upon the level of assistance needed.

Chairman Henry said this is a new program and a lot of factors have yet to be determined.

Harris emphasized the importance of reaching out to Fort Sill to make them aware of this program.

E. Finance Report – Consider approving the Treasurer Report from Hatch, Croke, and Associates as well as corresponding financial statement(s) from Eastern Sports Management.

The following financial statements were provided to the Authority from Hatch, Croke, and Associates: The Statement of Net Position as of April 30, 2023, the related Statement of Revenue and Expenses for the period ending April 30, 2023, and The Statement of Cash Flow for the period ending April 30, 2023.

The following financial statements were provided to the Authority from ESM: The Profit and Loss Report for April of 2023, The Profit and Loss Report for the period of July 2022 - April 2023, and The Balance Sheet as of April 30, 2023.

Hatch, Croke, and Associates was unable to attend the meeting. Chairman Henry reviewed these financial statements, and copies of them can be obtained from the City Clerk's Office upon request.

Chairman Henry stated that the Authority has gone back and forth several times on how to improve the financials. Chairman Henry believes that the financials will be better integrated once the new fiscal year begins. He stated that the Authority did the proposed budget for FY 2024 in the same format as ESM.

Chairman Henry said that the Treasurer's Office can provide an annual financial report that coincides with ESM's formatting because it would be very costly for the Authority to have the Treasurer's Office do this monthly.

Chairman Henry noted that ESM's financial statements are based on accrual accounting principles. He also noted that when the sports programming becomes profitable, ESM will not be pocketing any of this profit. ESM is paid management fees, and any other profit will remain within the Lawton program.

Motion by Warren, **Second** by Harris, to approve the Treasurer Report from Hatch, Croke, and Associates as well as corresponding financial statement(s) from Eastern Sports Management. **AYE:** Moini, Warren, Harris Monroe, Henry, Coleman, Johnson **NAY:** None. ***Motion Passed.***

IV. BUSINESS ITEMS:

A. Consider approving the minutes of the May 11, 2023, meeting.

Motion by Moini, **Second** by Monroe, to approve the minutes of the May 11, 2023 meeting. **AYE:** Johnson, Moini, Monroe, Warren, Henry, Coleman, Harris. **NAY:** None. ***Motion Passed.***

B. Consider approving a Lease Agreement between the City of Lawton and the Lawton Youth Sports Trust Authority for the use of facilities at Eastside Park, McMahon Park, and Miracle Field, and recommend to the City Council approval of said Lease.

With Play Lawton taking on the adult programming, the Authority thought it would be better for the lease to include McMahon Park and Miracle Field.

Chairman Henry said that the biggest change to the lease is the non-exclusive piece because the Authority is taking on the maintenance which becomes an exclusive use during the lease term. Chairman Henry said that the lease is a yearly term that is renewable each year.

Chairman Henry stated that any concession contracts formerly in place with the City of Lawton have expired. The concessions at the parks now fall into Play Lawton.

Coleman asked if the Authority would have capability to control the water systems at the ball fields as needed.

Chairman Henry said that the Parks & Rec Department will turn the water on at the beginning of each season and ESM will control the water system.

Christine James stated that the City pays for the water, but the Authority will have authorization to control it during the season.

Monroe asked if the Authority would have to pay the City for water.

Christine James said no, the water will be provided by the City at no cost to the Authority.

Monroe asked about a plan for cleaning, taking trash out, etc.

Chairman Henry stated that there are large containers out at the ball fields. He also said that Christine and her team have been very helpful.

Monroe asked if Play Lawton will run the concessions separately.

Chairman Henry stated that there are positions that have been advertised for concessions staff.

Motion by Moini, **Second** by Johnson, to approve a Lease Agreement between the City of Lawton and the Lawton Youth Sports Trust Authority for the use of facilities at Eastside Park, McMahon Park and Miracle Field, and recommend to the City Council approval of said Lease. **AYE:** Warren, Monroe, Henry, Coleman, Moini, Johnson, Harris. **NAY:** None. ***Motion Passed.***

C. Consider approving a Sublease Agreement between the City of Lawton and the Lawton Youth Sports Trust Authority for the use of facilities at Ahlschlager Park and recommend to the City Council approval of said Lease.

Chairman Henry stated that this is a separate agenda item because the City of Lawton leases Ahlschlager Park from the County. He said that the legal department has reviewed that lease and determined that there is no restriction on subleasing.

Chairman Henry said that the County has reached out regarding pulling field one off the lease due to them looking to expand. Chairman Henry said that this would not affect the Authority since there will not be programs ran on that field. All programs will be run on fields four, five, six, and seven which are the four fields that are being approved.

Johnson asked if there was any implication as to why the parking lots were not included in the lease.

Chairman Henry said that the Authority has access to use the parking lots, but they will not be subleasing them from the City. In doing so, the Authority would not be required to maintain the parking lots.

Chairman Henry stated that he spoke with County Commissioner Johnny Owens about the conditions of the parking lots and the possibility of having the County make improvements.

Christine James stated that the term of this lease mirrors the City's lease and will not expire until 2026.

Monroe asked what the process would be to utilize fields two and three if needed.

Christine James said that fields two and three are not operational at this time.

Motion by Johnson, Second by Monroe, to approving a Sublease Agreement between the City of Lawton and the Lawton Youth Sports Trust Authority for the use of facilities at Ahlschlager Park and recommend to the City Council approval of said Lease. **AYE:** Moini, Warren, Henry, Coleman, Johnson, Monroe, Harris. **NAY:** None. ***Motion Passed.***

D. Consider approving the Scope of Work and Qualifications requirements to solicit bids for mowing and weed eating at Eastside Park, McMahon Park, and Ahlschlager Park, allowing for amendments, and authorize the Chairman to release the bid qualification request.

Chairman Henry said that the idea is to release the bids tomorrow, assuming approval. He said there are nine companies that have requested a bid packet. Chairman Henry stated that he would be happy to send the bid packet to other interested companies.

Chairman Henry said that the submission deadline for bids would be June 23, 2023, at 5:00 pm, which is a two week turn around.

Chairman Henry requested a special meeting called for June 25, 2023, to approve the bid winner. After speaking with the legal department, Chairman Henry confirmed that even with it being a qualified lowest bid recipient, it still must be formally approved by the Authority.

Chairman Henry said that notification to the bid winner will be Tuesday, June 26, 2023, and the contract will start on July 1, 2023.

Monroe mentioned that the June 25, 2023, falls on a Sunday.

Chairman Henry stated that the Special Meeting would need to take place on June 26, 2023, and the notification to bid winner will be June 27, 2023.

Harris asked who was maintaining the mowing currently.

Chairman Henry said that Christine James and her crew is currently taking care of the mowing at this time, and they will continue to service them until the Authority is prepared to take it over.

Warren asked if the bids are all or none.

Chairman Henry answered yes, the bids are all or none.

Chairman Henry noted that the Authority already has a fertilizing and weed control plan in place.

Chairman Henry stated that the Authority's mowing contractor will mow Ahlschlager within the area that is being leased, within the fences of McMahon Field, and within the fences of Eastside Park. Christine's team will maintain all other areas outside of the fields.

Harris asked how long the contractor would be mowing.

Chairman Henry said the proposal is to begin July 1st and end November 11th which is when the fall season ends. Chairman Henry stated that the contractor would start again the following March and mow up until the contract ends on June 30th. There would then be a contract extension.

Christine James asked what would happen if the grass needed to be mowed after the fall season ends.

Chairman Henry said that he would seek advice from the legal department to negotiate a mowing agreement with the contractor.

Coleman asked if the lowest bidder would obtain the contract.

Chairman Henry stated that it is a low qualified bid. The only qualifications are that they bidders must have the equipment, they have been in business for at least two years, and that they have other commercial contracts.

Monroe asked if the Authority would be looking into finding someone to spray for insects.

Chairman Henry stated that if needed, the Authority could do so. The City of Lawton does spray for mosquitoes.

Motion by Moini, **Second** by Warren, to approve the Scope of Work and Qualifications requirements to solicit bids for mowing and weed eating at Eastside Park, McMahon Park, and Ahlschlager Park, allowing for amendments, and authorize the Chairman to release the bid qualification request. **AYE:** Johnson, Monroe, Moini, Warren, Henry, Coleman, Harris. **NAY:** None. ***Motion Passed.***

E. Consider approving the proposed Play Lawton Field Rental Rates to become effective July 1, 2023.

Chairman Henry explained that the reason why the effective date is July 1, 2023, is because the field rental rates are currently in the City Code. Christine James is working on an agenda item for the last council meeting in June that will pull those rates out of City Code. This would take effect assuming council approval.

Elliott stated that they are keeping the rental rates the same as what is in the City of Lawton Code, which is fifty dollars per hour. Elliott said that there is a prime-time rental rate when there is a lot of programming going on which can cause a high demand. The price to rent the space would be higher during that prime time.

Monroe asked if the rental rates apply to the Play Lawton teams.

Elliott said that he will discuss that in further detail momentarily.

Elliott said that ESM will make sure that the fields are ready for renting the field for tournaments or games. If it is a practice rental, the field will come as is meaning no additional work lining the field, etc. Elliott stated that there is no additional fee for lighting.

Elliott said the requirement for a minimum of a two-hour rental that City of Lawton held will no longer exist.

Harris asked if there will be signs put out with information on how to rent the fields.

Elliott said that information will be available on the Play Lawton website under the rental landing page.

Monroe asked if the City of Lawton permits consuming alcohol on the properties where the fields are located.

Chairman Henry stated no, the City of Lawton does not permit alcohol consumption on the properties.

Elliott said that there is no delineation in the City Code that says there is a reduced rate or no rate for practices for Play Lawton teams. Elliott said that ESM is working to provide teams a one-hour practice once a week which would be included in their league fees. Elliott said that the rate for extra practice time is twenty dollars for an hour of practice and twenty-five dollars during prime time.

Monroe expressed her concerns about the teams within the league being charged to practice on the fields.

Elliott said that currently there is no real rental market of people wanting to rent the fields. As the leagues continue to grow, the overall demand for practice spaces will continue to increase. Elliott said that for teams already paying to participate in the program, there is a reduced rate for practice spaces. With that, the time for practices still has a value to it.

Chairman Henry stated that the Authority will have to increase their expectations of the assets and programs. As the assets improve, the master plan is to construct new fields and a facility and use the current assets as practice fields. The new fields would only be played on for games and tournaments and the current fields would be used for practices only.

Chairman Henry said that charging these rates for practices generates revenue to make the programs better.

Christine James stated that there will always be wear and tear and maintenance on the fields. There are expenses for things like emptying the trash, cleaning, etc. She said in current City Code there is no distinction between a practice or a game. When the field is rented, an employee still must be paid to go out after hours to maintain the field.

Warren said that the Authority will do the best that they can to ensure they're charging a reasonable fee. He noted that if there are issues with individuals being unable to pay, then there are programs in place for that.

Elliott stated that the current plan is to keep the field at 17th Street and G at no cost for practice. If someone wants to rent the facility for a tournament than there is the rental structure in place for them to do so.

Monroe is concerned with who will be responsible for paying for those practice fees and who will pay the fee on game day.

Chairman Henry said that the game day is included in the registration fees as well as one practice a week.

Christine James mentioned that during basketball season, different leagues rent out the rec centers for practices.

Monroe said that her concern is the leagues that pay to play with Play Lawton are being over charged. She asked why not just raising registration fees.

Warren stated that this way, the teams still have the opportunity to practice elsewhere. If the teams are charged up front, they would be paying more.

Elliott said that it would be like charging everyone for others to practice more. He said that it is important for the Authority to make that delineation. Elliott said that the current rates for the City of Lawton are at market value. Fifty dollars is about what ESM charges at all their facilities, and they have no issues.

Motion by Harris, **Second** by Warren, to approve the proposed Play Lawton Field Rental Rates to become effective July 1, 2023. **AYE:** Moini, Monroe, Harris, Warren, Henry, Coleman, Johnson. **NAY:** None. ***Motion Passed.***

V. ADJOURNMENT

Motion by Johnson, **Second** by Warren, to adjourn the June 8, 2023, meeting. **AYE:** Moini, Monroe, Henry, Johnson, Warren, Coleman, Harris. **NAY:** None. ***Motion Passed.***

There will be no further business, the meeting adjourned at 3:05 PM.