LAWTON YOUTH SPORTS TRUST AUTHORITY
REGULAR MEETING

THURSDAY, SEPTEMBER 12, 2024 – 2:00PM
LAWTON CITY HALL – 3RD FLOOR CONFERENCE ROOM
212 SW 9TH STREET, LAWTON, OK 73501

"Official action can be taken only on items which appear on the agenda. The Authority may approve, ratify, deny, defer, recommend, or continue any agenda item. The Authority may also propose and enact floor amendments to any matter presented before them. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

AGENDA

CALL TO ORDER/ROLL CALL

REPORTS:

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

2. **Parks & Recreation – Receive a report from the City of Lawton Parks & Recreation Division.**

3. **Eastern Sports Management – Receive a report from Eastern Sports Management.**

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

BUSINESS ITEMS:

5. **Consider approving the minutes of the July 8, 2024 special meeting and the August 8, 2024 regular meeting.**

6. **Consider approving the fourth Amendment to the Real Estate Purchase Agreement with Donna Richards Cooper and the Frank L. Richards 1992 Revocable Living Trust and take action as deemed necessary.**

ADJOURNMENT.

"The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if interpreters for the deaf (signing) is not the necessary accommodation."

Financial Statements

of
LAWTON YOUTH SPORTS TRUST AUTHORITY
For the Periods Ended June 30, 2024 and 2023

See Accountant's Compilation Report

Hatch, Croke & Associates, P.C.

417 SW C Avenue
Lawton, OK 73501

Certified Public Accountants
(580) 353-2122
Fax: (580) 353-2178

To Board of Directors
LAWTON YOUTH SPORTS TRUST AUTHORITY
Lawton, Oklahoma

Management is responsible for the accompanying financial statements of LAWTON YOUTH SPORTS TRUST AUTHORITY (an Oklahoma Public Trust), component unit of the City of Lawton, Oklahoma, which comprise the statement of net position as of June 30, 2024, and the related statement of revenue and expenses for the 3 months and 12 months ended June 30, 2024 and June 30, 2023, and the related statement of cash flows for the 3 months and 12 months ended June 30, 2024 in accordance with accounting principles generally accepted in the United States of America. We have performed compilation engagements in accordance with the Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Accounting pricnipals generally accepted in the United States of America require that fixed assets with a useful life of more than a year be capitalized and depreciated over their estimated useful life. Management has elected to expense current year asset acquisitions which is not consistent with generally accepted accounting principles. Management has not determined the effect of this departure on the financial statements.

Management has elected to omit substantially all the disclosures, management discussion and analysis (MD&A), statement of changes in net assets, and required supplementary information required by accounting principles generally accepted in the United States of America. If the omitted disclosures and statements were included in the financial statements, they might influence the user's conclusions about the Organization's net position, changes in net assets, and cash flows. Accordingly, the financials statements are not designed for those who are not informed about such matters.

Other Matters

While the financial statements are compiled in accordance with accounting principles generally accepted in the United States of America, their presentation is not.

We are not independent with respect to LAWTON YOUTH SPORTS TRUST AUTHORITY.

Hatch, Croke & Associates, P.C.

Hatch, Croke & Associates, P.C.
Lawton, Oklahoma
July 16, 2024

LAWTON YOUTH SPORTS TRUST AUTHORITY
Statement of Net Position
June 30, 2024

ASSETS

Current Assets				
Cash - Arvest Operating	$	351,800.00		
A/R - City of Lawton		62,326.39		
Escrow - Land Purchase		50,000.00		
Total Current Assets			$	464,126.39
Fixed Assets				
Equipment		11,688.27		
Accumulated Depreciation		(2,337.66)		
Total Fixed Assets				9,350.61
Total Assets			$	473,477.00

LIABILITIES AND NET POSITION

Current Liabilities				
Accounts Payable	$	62,326.39		
Total Current Liabilities			$	62,326.39
Long Term Liabilities				
Net Position				
Investment in Capital Assets		11,688.27		
Net Position - Unrestricted		1,735.00		
Change in Net Position		397,727.34		
Total Net Position				411,150.61
Total Liabilities & Net Position			$	473,477.00

LAWTON YOUTH SPORTS TRUST AUTHORITY
Statement of Revenues & Expenses - Operations
For the Periods Ended June 30, 2024 and 2023

	3 Months Ended Jun. 30, 2024	Prior Year Period	Variance	Pct	12 Months Ended Jun. 30, 2024	Prior Year Period	Variance	Pct
Revenue								
Grant Revenue - ARPA	$ 0.00	$ 40,000.00	$ (40,000.00)	(100)	$ 0.00	$ 40,000.00	$ (40,000.00)	(100)
Grant Revenue-McMah	0.00	0.00	0.00	0	350,000.00	0.00	350,000.00	0
Total Revenue	0.00	40,000.00	(40,000.00)	(100)	350,000.00	40,000.00	310,000.00	775
Cost of Sales								
Gross Profit	0.00	40,000.00	(40,000.00)	(100)	350,000.00	40,000.00	310,000.00	775
Operating Expenses								
Capital Expenses	28,347.69	11,688.27	16,659.42	143	28,347.69	11,688.27	16,659.42	143
Depreciation	584.40	0.00	584.40	0	2,337.66	0.00	2,337.66	0
Repairs & Maintenance	9,680.00	58,475.00	(48,795.00)	(83)	25,170.00	58,475.00	(33,305.00)	(57)
Office Expense	0.00	0.00	0.00	0	0.00	155.33	(155.33)	(100)
Bank Service Charges	0.00	65.00	(65.00)	(100)	0.00	65.00	(65.00)	(100)
Accounting Fees	750.00	1,500.00	(750.00)	(50)	10,175.00	3,225.00	6,950.00	216
Prof. Services - ARPA	0.00	40,000.00	(40,000.00)	(100)	0.00	40,000.00	(40,000.00)	(100)
Management Fees	22,500.00	22,500.00	0.00	0	90,000.00	115,000.00	(25,000.00)	(22)
ESM Operations	52,762.05	40,349.27	12,412.78	31	196,835.51	114,211.08	82,624.43	72
Total Operating	114,624.14	174,577.54	(59,953.40)	(34)	352,865.86	342,819.68	10,046.18	3
Operating Inc	(114,624.14)	(134,577.54)	19,953.40	(15)	(2,865.86)	(302,819.68)	299,953.82	(99)
Transfers From COL	114,039.74	150,369.55	(36,329.81)	(24)	400,528.20	302,754.68	97,773.52	32
Other Income	0.00	0.00	0.00	0	65.00	0.00	65.00	0
Total Other Inco	114,039.74	150,369.55	(36,329.81)	(24)	400,593.20	302,754.68	97,838.52	32
Change in Net	$ (584.40)	$ 15,792.01	$ (16,376.41)	(104)	$ 397,727.34	$ (65.00)	$ 397,792.34	(999)

LAWTON YOUTH SPORTS TRUST AUTHORITY
Statement of Cash Flows
For the Period Ended June 30, 2024
INCREASE (DECREASE) IN CASH OR CASH EQUIVALENTS

	3 Months Ended Jun. 30, 2024	12 Months Ended Jun. 30, 2024
Cash Flow from Operating Activities		
Change in Net Position	$ (584.40)	$ 397,727.34
Adjustments to Reconcile Cash Flow		
Depreciation	584.40	2,337.66
Decrease (Increase) in Current Assets		
A/R - City of Lawton	(13,845.34)	24,909.38
Escrow - Land Purchase	0.00	(50,000.00)
Increase (Decrease) in Current Liabilities		
Accounts Payable	13,845.34	(3,394.34)
Due to ESM Lawton, LLC	0.00	(21,515.04)
Total Adjustments	584.40	(47,662.34)
Cash Provided (Used) by Operations	0.00	350,065.00
Cash Flow From Investing Activities		
Sales (Purchases) of Assets		
Cash Flow From Financing Activities		
Cash (Used) or provided by:		
Net Increase (Decrease) in Cash	0.00	350,065.00
Cash at Beginning of Period	351,800.00	1,735.00
Cash at End of Period	$ 351,800.00	$ 351,800.00

PLAY LAWTON

Monthly Financial Reports

Aug 2024

Prepared by

Eastern Sports Management
Amy Cinalli

ESM
EASTERN SPORTS MANAGEMENT

PLAY Lawton
Monthly Financial Report
August 31 2024
Table of Contents

ESM Lawton LLC

Profit and Loss

August 2024

	TOTAL
Income	
41000 Leagues	0.00
43000 Youth Programming	0.00
Total Income	**$0.00**
Cost of Goods Sold	
50000 Cost of Goods	669.00
Total Cost of Goods Sold	**$669.00**
GROSS PROFIT	**$ -669.00**
Expenses	
60000 Administrative Expenses	3,776.99
61000 Facility Expenses	4,480.42
62000 Insurance Expense	600.81
64000 Marketing & Advertising	1,821.94
65000 Salaries and Wages	10,581.57
69000 Eastern Sports Management Fee	7,500.00
Total Expenses	**$28,761.73**
NET OPERATING INCOME	**$ -29,430.73**
Other Income	
90000 LYSA Operations Funding	29,430.73
Total Other Income	**$29,430.73**
NET OTHER INCOME	**$29,430.73**
NET INCOME	**$0.00**

ESM Lawton LLC

Profit and Loss

August 2024

	TOTAL
Income	
41000 Leagues	
41100 Tackle Football	0.00
41200 Flag Football	0.00
41300 Volleyball	0.00
41400 Adult Softball	0.00
41650 Adult Kickball	0.00
41900 Youth Baseball	0.00
41950 Youth Softball	0.00
Total 41000 Leagues	**0.00**
43000 Youth Programming	
43100 Youth Programming Classes	
43150 Lil Ballers	0.00
Total 43100 Youth Programming Classes	**0.00**
Total 43000 Youth Programming	**0.00**
Total Income	**$0.00**
Cost of Goods Sold	
50000 Cost of Goods	
51000 Leagues CGS	
51200 Referee CGS	
51240 Referee Youth Baseball CGS	195.00
51245 Referee Adult Softball CGS	0.00
51250 Referee Youth Softball CGS	474.00
Total 51200 Referee CGS	**669.00**
Total 51000 Leagues CGS	**669.00**
Total 50000 Cost of Goods	**669.00**
Total Cost of Goods Sold	**$669.00**
GROSS PROFIT	**$ -669.00**
Expenses	
60000 Administrative Expenses	
60100 Dues & Subscriptions	784.40
60250 Credit Card Merchant Fees	113.52
60350 Office Supplies	173.68
60400 Travel Expense	851.63
60600 Computer Expenses	
60630 Registration Software	657.24
60650 HR/Finance Software	256.24
Total 60600 Computer Expenses	**913.48**

ESM Lawton LLC

Profit and Loss

August 2024

	TOTAL
60700 Telephone, Internet & Audio Visual Expense	
60710 Telephone & Internet	641.73
Total 60700 Telephone, Internet & Audio Visual Expense	**641.73**
60760 Background Screening	148.55
60900 Legal Fees	150.00
Total 60000 Administrative Expenses	**3,776.99**
61000 Facility Expenses	
61100 Repairs and Maintenance	
61120 Fields & Grounds Maintenance	2,331.82
61125 Building Maintenance	2,148.60
Total 61100 Repairs and Maintenance	**4,480.42**
Total 61000 Facility Expenses	**4,480.42**
62000 Insurance Expense	
62250 Commercial Package Policy & Umbrella	574.76
62300 Workers Compensation	26.05
Total 62000 Insurance Expense	**600.81**
64000 Marketing & Advertising	1,821.94
65000 Salaries and Wages	
65020 Admin Wages	4,615.38
65030 Facilities Wages	705.00
65040 Food & Beverage Wages	1,592.50
65050 Operations Wages	1,746.00
65060 Programs Management Wages	3,764.69
65250 Payroll Taxes	1,087.42
65400 Benefits	
65415 Dental/Vision Insurance Benefits	14.99
65420 Phone Stipend	50.00
Total 65400 Benefits	**64.99**
65900 Accrued Salaries and Wages	-2,551.84
65950 Accrued Payroll Taxes	-442.57
Total 65000 Salaries and Wages	**10,581.57**
69000 Eastern Sports Management Fee	7,500.00
Total Expenses	**$28,761.73**
NET OPERATING INCOME	**$ -29,430.73**
Other Income	
90000 LYSA Operations Funding	29,430.73
Total Other Income	**$29,430.73**
NET OTHER INCOME	**$29,430.73**
NET INCOME	**$0.00**

ESM Lawton LLC

Profit and Loss

July - August, 2024

	JUL 2024	AUG 2024	TOTAL
Income			
41000 Leagues			$0.00
41100 Tackle Football	-40.00	0.00	$ -40.00
41200 Flag Football	-35.00	0.00	$ -35.00
41300 Volleyball	0.00	0.00	$0.00
41400 Adult Softball	731.01	0.00	$731.01
41650 Adult Kickball		0.00	$0.00
41900 Youth Baseball	1,526.00	0.00	$1,526.00
41950 Youth Softball	3,083.63	0.00	$3,083.63
Total 41000 Leagues	**5,265.64**	**0.00**	**$5,265.64**
42000 Concessions			$0.00
42100 Food	2,273.94		$2,273.94
42200 Drinks	1,235.38		$1,235.38
Total 42000 Concessions	**3,509.32**		**$3,509.32**
43000 Youth Programming			$0.00
43100 Youth Programming Classes			$0.00
43150 Lil Ballers		0.00	$0.00
Total 43100 Youth Programming Classes		**0.00**	**$0.00**
Total 43000 Youth Programming		**0.00**	**$0.00**
49000 Other Income	-0.01		$ -0.01
49800 Ramp Visa Cashback	33.82		$33.82
Total 49000 Other Income	**33.81**		**$33.81**
Total Income	**$8,808.77**	**$0.00**	**$8,808.77**
Cost of Goods Sold			
50000 Cost of Goods			$0.00
51000 Leagues CGS			$0.00
51200 Referee CGS			$0.00
51240 Referee Youth Baseball CGS	1,245.00	195.00	$1,440.00
51245 Referee Adult Softball CGS	1,296.00	0.00	$1,296.00
51250 Referee Youth Softball CGS	2,436.00	474.00	$2,910.00
Total 51200 Referee CGS	**4,977.00**	**669.00**	**$5,646.00**
Total 51000 Leagues CGS	**4,977.00**	**669.00**	**$5,646.00**
52000 Concessions CGS			$0.00
52100 Food CGS	1,655.06		$1,655.06
52400 Concessions Supplies	-93.68		$ -93.68
52500 Concessions Cash Over/Under	25.00		$25.00
Total 52000 Concessions CGS	**1,586.38**		**$1,586.38**
Total 50000 Cost of Goods	**6,563.38**	**669.00**	**$7,232.38**
Total Cost of Goods Sold	**$6,563.38**	**$669.00**	**$7,232.38**
GROSS PROFIT	**$2,245.39**	**$ -669.00**	**$1,576.39**

ESM Lawton LLC

Profit and Loss

July - August, 2024

	JUL 2024	AUG 2024	TOTAL
Expenses			
60000 Administrative Expenses			$0.00
60100 Dues & Subscriptions	377.12	784.40	$1,161.52
60250 Credit Card Merchant Fees	148.45	113.52	$261.97
60350 Office Supplies	313.11	173.68	$486.79
60375 Postage	34.67		$34.67
60400 Travel Expense	746.17	851.63	$1,597.80
60450 Business Meetings and Meals	93.87		$93.87
60600 Computer Expenses			$0.00
60630 Registration Software	672.50	657.24	$1,329.74
60650 HR/Finance Software	266.68	256.24	$522.92
Total 60600 Computer Expenses	**939.18**	**913.48**	**$1,852.66**
60700 Telephone, Internet & Audio Visual Expense			$0.00
60710 Telephone & Internet	321.02	641.73	$962.75
Total 60700 Telephone, Internet & Audio Visual Expense	**321.02**	**641.73**	**$962.75**
60760 Background Screening		148.55	$148.55
60825 Uniforms	204.00		$204.00
60900 Legal Fees		150.00	$150.00
Total 60000 Administrative Expenses	**3,177.59**	**3,776.99**	**$6,954.58**
61000 Facility Expenses			$0.00
61100 Repairs and Maintenance			$0.00
61120 Fields & Grounds Maintenance	4,389.47	2,331.82	$6,721.29
61125 Building Maintenance		2,148.60	$2,148.60
61180 Facility Supplies & Maintenance	162.76		$162.76
61190 Pest Control Services	10,775.00		$10,775.00
Total 61100 Repairs and Maintenance	**15,327.23**	**4,480.42**	**$19,807.65**
Total 61000 Facility Expenses	**15,327.23**	**4,480.42**	**$19,807.65**
62000 Insurance Expense			$0.00
62250 Commercial Package Policy & Umbrella	574.76	574.76	$1,149.52
62300 Workers Compensation	26.05	26.05	$52.10
Total 62000 Insurance Expense	**600.81**	**600.81**	**$1,201.62**
64000 Marketing & Advertising	1,794.03	1,821.94	$3,615.97
65000 Salaries and Wages			$0.00
65020 Admin Wages	4,615.38	4,615.38	$9,230.76
65030 Facilities Wages	1,893.00	705.00	$2,598.00
65040 Food & Beverage Wages	3,673.00	1,592.50	$5,265.50
65050 Operations Wages	2,527.00	1,746.00	$4,273.00
65060 Programs Management Wages	6,492.62	3,764.69	$10,257.31
65250 Payroll Taxes	1,838.63	1,087.42	$2,926.05

ESM Lawton LLC

Profit and Loss

July - August, 2024

	JUL 2024	AUG 2024	TOTAL
65400 Benefits			$0.00
65410 Health Insurance Benefits	585.44		$585.44
65415 Dental/Vision Insurance Benefits	14.99	14.99	$29.98
65420 Phone Stipend	50.00	50.00	$100.00
Total 65400 Benefits	**650.43**	**64.99**	**$715.42**
65900 Accrued Salaries and Wages	1,793.56	-2,551.84	$ -758.28
65950 Accrued Payroll Taxes	215.64	-442.57	$ -226.93
Total 65000 Salaries and Wages	**23,699.26**	**10,581.57**	**$34,280.83**
68000 Program Expenses			$0.00
68100 Awards and Tshirts	531.70		$531.70
Total 68000 Program Expenses	**531.70**		**$531.70**
69000 Eastern Sports Management Fee	7,500.00	7,500.00	$15,000.00
Total Expenses	**$52,630.62**	**$28,761.73**	**$81,392.35**
NET OPERATING INCOME	**$ -50,385.23**	**$ -29,430.73**	**$ -79,815.96**
Other Income			
90000 LYSA Operations Funding	50,385.23	29,430.73	$79,815.96
Total Other Income	**$50,385.23**	**$29,430.73**	**$79,815.96**
NET OTHER INCOME	**$50,385.23**	**$29,430.73**	**$79,815.96**
NET INCOME	**$0.00**	**$0.00**	**$0.00**

ESM Lawton LLC

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Atlantic Union - Operating	9,121.62
10010 Liberty Bank	1,987.11
10040 Cash Drawers / Safe	450.00
Total Bank Accounts	**$11,558.73**
Accounts Receivable	
11000 Accounts Receivable	29,430.73
11500 Accounts Receivable - Daysmart	34,132.25
Total Accounts Receivable	**$63,562.98**
Other Current Assets	
12000 Prepaid Assets	
12100 Prepaid Insurance	104.19
Total 12000 Prepaid Assets	**104.19**
13000 Concessions Inventory	857.32
Total Other Current Assets	**$961.51**
Total Current Assets	**$76,083.22**
TOTAL ASSETS	**$76,083.22**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable (A/P)	33,950.79
Total Accounts Payable	**$33,950.79**
Credit Cards	
25000 Credit Card	0.00
25500 Ramp Visa	3,637.94
Total Credit Cards	**$3,637.94**
Other Current Liabilities	
21000 Payroll Liabilities	
21020 Employee Paid Health Insurance	0.00
Total 21000 Payroll Liabilities	**0.00**
22000 Sales Tax Payable	0.00
23000 Unearned Revenue	
23100 Unearned Revenue - Leagues	10,698.00
23200 Unearned Revenue - Class	360.00

ESM Lawton LLC

Balance Sheet

As of August 31, 2024

	TOTAL
Total 23000 Unearned Revenue	**11,058.00**
24000 Accrued Expenses	
24100 Accrued Payroll	4,497.94
24200 Accrued Payroll Taxes	438.55
Total 24000 Accrued Expenses	**4,936.49**
26000 ESM Operating Fund Liability	22,500.00
Total Other Current Liabilities	**$38,494.49**
Total Current Liabilities	**$76,083.22**
Total Liabilities	**$76,083.22**
Equity	
Retained Earnings	0.00
Net Income	0.00
Total Equity	**$0.00**
TOTAL LIABILITIES AND EQUITY	**$76,083.22**

LAWTON YOUTH SPORTS TRUST AUTHORITY
SPECIAL MEETING MINUTES

MONDAY, JULY 8, 2024 – 2:00PM
LAWTON CITY HALL – 3RD FLOOR CONFERENCE ROOM
212 SW 9TH STREET, LAWTON, OK 73501

"Official action can be taken only on items which appear on the agenda. The Authority may approve, ratify, deny, defer, recommend, or continue any agenda item. The Authority may also propose and enact floor amendments to any matter presented before them. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

AGENDA

CALL TO ORDER/ROLL CALL

Chairman Henry called the meeting to order at 2:00 PM in the 3rd floor conference room of Lawton City Hall. Notice of meeting and agenda were posted on the City of Lawton website as required by law.

PRESENT:	**Brian Henry, Kelly Harris, Hossein Moini, Albert Johnson, Mike Cowan**
ABSENT:	**Carey Monroe, Steve Coleman, Krista Ratliff, Randy Warren**
ALSO PRESENT:	**Kobe Humble, City Clerk's Office; Eris Swanson, SW Ledger; William Miller, ESM; John Wack, ESM; Matt Elliott, ESM; Kim McConnell, Lawton Constitution; John Andrew, City Attorney; Melissa Whaley, Legal**

BUSINESS ITEMS:

1. **Consider approving the minutes of the June 13, 2024 meeting.**

Motion by Johnson, ***Second*** by Cowan, to approve the minutes of the June 13, 2024 meeting. **AYE:** Henry, Johnson, Moini, Cowan, Harris. **NAY:** None. Motion Passed unanimously.

2. **Consider approving the amended FY 2024-2025 LYSA Budget and take action as deemed necessary.**

   Chairman Henry stated that the various elements discussed will intersect with both the current budget amendment and Item C, the Support

"The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if interpreters for the deaf (signing) is not the necessary accommodation."

Agreement. Initially, the amended budget was intended to reallocate unspent CIP funds from FY24. However, there appears to have been a miscommunication or misunderstanding on my part regarding the rollover funds. To address this, we need to revise our approach: specifically, we must allocate $700,000 for the land purchase within this fiscal year. This amount pertains to the support agreement. Regarding the McMahon Grant funds, we have received $350,000 from the previous year and are promised an additional $150,000 upon the commencement of construction, which will complete their $500,000 commitment for the first fiscal year. Construction starts by the end of March; we will also receive $500,000 for this fiscal year. Please note that McMahon's fiscal year runs from April 1 to March 31.

Harris sought clarification on whether Chairman Henry was referring to Eastern Sports Management or McMahon.

Chairman Henry confirmed that he was referring to McMahon. He explained that the combined total of $350,000 and $150,000 amounts to $500,000. He also noted that the $150,000 is specifically allocated for construction or equipment, which is why it appears as operating income on the bottom line of the $150,000. Chairman Henry also mentioned that if the CIP is approved, we will need to revisit and restructure the entire plan, as it will be time to proceed with construction. At that point, the funds will be allocated towards construction and/or equipment. Additionally, we will amend the budget to incorporate another $500,000 from McMahon. Their total commitment spans six years, amounting to $3,000,000.

Chairman Henry stated the figures for the City of Lawton support programs differ from those approved in May. Once again, this discrepancy will be categorized under miscommunication or misunderstanding. The number in question was the one submitted with the budget approval to the City Council. We had approved a request for $347,000. I have asked Matt and Miller to review the budget and make necessary adjustments. The positive news is that, due to ongoing high enrollment in the program, the numbers do not appear inflated. Specifically, revenue from the league, concessions, tickets, and youth programming have all increased. This aligns with the recent end of summer baseball registration, contributing to continued growth in these figures. We believe this scenario is feasible. However, if necessary, we can revisit this issue and make further adjustments during the upcoming budget amendments. Originally, we had planned for $347,000, so I wanted to highlight that the current number has changed.

Chairman Henry noted that the total purchase price for the indoor facility, including all parcels, is $1,000,000. The $50,000 allocated for closing costs is considered quite high and will come from the McMahon $350,000 grant. McMahon has permitted the use of these funds for both the purchase and associated costs. Any remaining funds not used for these purposes will be redirected towards construction or equipment.

Motion by Moini, ***Second*** by Harris, to approve the amended FY 2024-2025 LYSA Budget. **AYE:** Johnson, Moini, Cowan, Harris, Henry. **NAY:** None. Motion Passed unanimously.

3. **Consider approving a Limited Support Agreement between the Lawton Youth Sports Trust Authority and the City of Lawton for FY 2024-2025 and take action as deemed necessary.**

   Chairman Henry stated that we have reviewed these figures four times over the past two years through various amendments. The most significant changes include the $300,000 which represents our monthly draw over the year, and the $700,000 in CIP funds designated specifically for the design, purchase, or lease of real property. The lease option was added as a contingency in case we needed to pivot due to issues at or before closing. He mentioned that he will provide updates on our progress with the next item on the agenda. Other than these updates, all figures remain consistent with the previous four reviews.

Motion by Moini, ***Second*** by Johnson, to approve the Limited Support Agreement between the Lawton Youth Sports Trust Authority and the City of Lawton for FY 2024-2025. **AYE:** Moini, Cowan, Harris, Henry, Johnson. **NAY:** None. Motion Passed unanimously.

4. **Consider approving an extension on the sales contract for land purchase and take action as deemed necessary.**

   Chairman Henry stated that he had a conference call with Donna's attorney last Monday or Tuesday. The attorney reviewed the title work and identified several documents that likely need to be addressed to ensure a smooth transaction. The complexity of the transaction necessitates a thorough cleanup. The attorney noted that there were multiple transfers involving individuals and trusts, which could benefit from clarification. He suggested that executing some declarations, often referred to as "lis pendens" in legal terms, would help streamline the process. Additionally, there was a pending lawsuit related to this matter, but it has since been settled.

Chairman Henry reported that the attorney is in contact with Donna's daughter-in-law and her side of the family. According to their attorney, everyone is in agreement, and the necessary documents will be signed but, our contracts expire on the 12th. The attorney's optimism is evident, as he has only suggested extending the deadline to the end of the month. We will likely close closer to the end of the month than initially anticipated because our support agreement, budget, and amended budget cannot be presented to the City Council until the 23rd. The plan is to close sometime before the 31st. All terms of the contract remain unchanged; the only modification is an extension of the deadline to July 31st.

Whaley asked Chairman Henry for the exact amount of the check to inform the finance department in advance. This is crucial due to the three-day turnaround for check processing, and there is uncertainty about whether a check has ever been issued on such a tight schedule.

Chairman Henry mentioned that he receives checks every month, submits them on Tuesdays, and picks them up on Friday afternoons. The check in question will be for $700,000.

Moini inquired whether the McMahon funds are currently with the City.

Chairman Henry stated that the funds are not with the City; they are already in the Authority's account.

Chairman Henry provided an update that the tenant has moved out of the house. Donna mentioned that, unbeknownst to her, the tenants had pets. She gave the option to either steam clean the carpet or remove it at their own expense and leave the concrete floors exposed. As a result, the house now has concrete floors instead of the soiled carpet.

Harris mentioned that it will become an office anyways.

Chairman Henry confirmed that the plan is to use the house as a temporary office and staging area for construction. Afterward, a decision will be made regarding its future use.

Motion by Harris, ***Second*** by Johnson, to approve the extension on the sales contract for land purchase. **AYE:** Cowan, Harris, Henry, Johnson, Moini. **NAY:** None. Motion Passed unanimously.

ADJOURNMENT

Motion by Harris, ***Second*** by Cowan, to adjourn the July 8, 2024 special meeting. **AYE:** Cowan, Harris, Henry, Johnson, Moini. **NAY:** None. Motion Passed unanimously.

There will be no further business, the meeting adjourned at 2:14 PM.

LAWTON YOUTH SPORTS TRUST AUTHORITY
REGULAR MEETING MINUTES

THURSDAY, AUGUST 8, 2024 – 2:00PM
LAWTON CITY HALL – 3RD FLOOR CONFERENCE ROOM
212 SW 9TH STREET, LAWTON, OK 73501

"Official action can be taken only on items which appear on the agenda. The Authority may approve, ratify, deny, defer, recommend, or continue any agenda item. The Authority may also propose and enact floor amendments to any matter presented before them. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

AGENDA

CALL TO ORDER/ROLL CALL

Chairman Henry called the meeting to order at 2:00 PM in the 3rd floor conference room of Lawton City Hall. Notice of meeting and agenda were posted on the City of Lawton website as required by law.

PRESENT: **Brian Henry, Albert Johnson, Steve Coleman, Hossein Moini, Carey Monroe, Randy Warren**

ABSENT: **Kelly Harris, Krista Ratliff, Mike Cowan**

ALSO PRESENT: **Kobe Humble, City Clerk's Office; Eric Swanson, SW Ledger; William Miller, ESM; Kim McConnell, Lawton Constitution; Mitchell Dooley, Parks & Rec; Melissa Whaley, Legal**

REPORTS:

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

   Chairman Henry stated that he will reserve the major item for the agenda, but wanted to address the discussion had last month. The Programs Committee has largely fulfilled its initial responsibilities. With the recent presentations from Miller and Matt regarding the other facilities, it has become clear that we need to reassess our committee assignments. We currently have the Sports Complex Building Committee and the Outdoor Facility Committee. We might consider renaming them to better reflect their focus, such as Indoor and Outdoor Facilities. These committees are established by appointment, so if you have a preference or expertise to offer, please let me know within the next week. He stated that he doesn't want the valuable work done by ESM on other facilities to be overlooked, as these fields are crucial for our activities. If you prefer to stay with your current committee or would like to switch to the Outdoor Facility Committee, please inform me. Otherwise, I will contact everyone to gauge preferences and determine how best to divide the work, as it is a significant task.

2. **Parks & Recreation – Receive a report from the City of Lawton Parks & Recreation Division.**

   No report at this time.

3. **Eastern Sports Management – Receive a report from Eastern Sports Management.**

   Miller announced that, as we transition into the fall season, registration will close on September 1st. We anticipate most registrations will come in over the next three weeks with the return to school.

   Miller stated this fall, we are introducing new offerings, including adult kickball. Additionally, as of today, we have launched the "Little Ballers" classroom sessions that we discussed last month. This program is designed for children ages 4 to 12 and focuses on developmental courses. It provides small-group sessions with coaches, rather than one-on-one instruction, to enhance their skills and experience. We are very excited about the launch of this program. These sessions will run through October and November.

   Miller highlighted that, based on discussions with Elliott, marketing is an area where we need to significantly increase our investment. To address this, I have partnered with Lynn Cordes and Ashley Henry at LPS. They will be launching a campaign on the new Peach Jar platform. In addition, we have ordered 40 yard signs, which will be placed around public parks and playground areas. We have allocated approximately $200 for this initiative. These signs will advertise that registration is open for fall sports and youth sports, helping to boost awareness and participation. Additionally, we will be deploying double-sided vinyl banners around town to promote youth sports. These banners will help increase visibility and awareness of our programs.

   Miller also stated that at the end of this month, he will be attending a booster sanctioning meeting with LPS. During this meeting, he plans to present alongside LPS to all the booster clubs seeking sanctioning. This will provide an opportunity to explain our programs, outline how we can support them, and discuss any necessary steps to assist them effectively.

Coleman inquired about the number of schools that have booster clubs.

Miller stated that he is unsure of the number of schools with booster clubs at this time.

Chairman Henry stated that, for the past couple of years, there have only been two schools with booster clubs: Flower Mound and Woodland Hills.

Monroe mentioned that she has been asked to join the booster club for Eisenhower Elementary, as they are in the process of starting one.

Chairman Henry noted that he knew there were booster clubs, but LPS had halted the sanctioning process several years ago.

Miller mentioned that he previously served as the booster president for Sullivan Village and is familiar with the process. He believes his experience will be beneficial in easing concerns. Regarding LPS, we have encountered some red tape with facility usage, but we are actively working through these issues. I have involved Dr. James in the process. I have submitted requests for four different facilities—LHS, EHS, CMS, and EMS—covering football, volleyball, and the new "Little Ballers" program. Two of the schools have already declined our requests, and I have not yet received responses from the other two yet. It has been a 2-3 week process. Dr. James has intervened after speaking with Central Middle School, and he will assist with the process moving forward.

Monroe asked if Miller could create and post an announcement on social media about the "Little Ballers" program, as she was planning to share a post but found that none currently exists.

Miller confirmed that he will handle the social media post. He mentioned that he just received confirmation that the program has been added to the website today, which will significantly boost its visibility moving forward.

Chairman Henry inquired about the fall football schedule. Where will these games be held.

Miller explained that the initial discussion with Gary Dees indicated that both Lawton High School (LHS) and Eisenhower High School (EHS) would be available for use. However, after submitting the forms, Lawton High School has not confirmed availability, and Eisenhower High School has now declined. Dr. James is now involved to address these issues, as we had previously been informed that we would be permitted to use the facilities, but the high school itself has since declined.

Johnson raised a couple of observations based on feedback from a parent at a session he attended yesterday. The first concern was about cancellations and whether there is a 24/7 phone number that parents or coaches can call to report issues or confirm changes. This issue arose when weather-related changes affected program dates, and parents needed to contact someone outside regular hours to address scheduling conflicts.

Miller responded that there is a phone number listed on the website that he has access to 24/7. Additionally, he has launched a new communication app that will be integrated into PlayLawton. The entire PlayLawton staff is already using this app, and it will be rolled out for fall sports. The app will facilitate communication by allowing all coaches and interested parents to log in and access a chat platform. This will complement existing communication methods, such as Facebook posts and emails, and will function similarly to other communication apps like GroupMe.

Johnson asked if coaches and parents would need to download the app to use it.

Miller stated correct, it will be an app that coaches and parents will need to download to use. However, it can also link to their email if preferred. One of the major concerns with youth sports communication is that people often don't check their email regularly during work hours to find out about cancellations. The new app aims to address this issue by providing timely updates directly. Once a cancellation is confirmed, such as due to storms, the app will send notifications promptly. The app is free for users.

Johnson stated that the second point raised was about scheduling. The parent, whose daughters are involved in dance, noted that their dance season begins around July or August, and they can choose their preferred class days at that time. However, our sports schedules are often released later, which can create conflicts for families trying to balance both activities. The parent's broad request is whether it would be possible to establish a consistent schedule, such as allowing 6U girls' softball games to be held on Tuesdays every year. This would help families plan their activities more effectively.

Miller stated absolutely. While it's too late to make a significant impact on fall registrations, I plan to address this for winter registrations. To improve the process, I will start the registration period about a month earlier than before. Currently, registrations end only two weeks before the first games, which doesn't provide sufficient time for families to meet their coaches, gather necessary information, and prepare adequately. For example, winter sports registration will now be open from September through November. This change will allow us the entire month of December to plan the schedule, provide coach contact information to parents, and ensure everything is in place before the season begins.

Chairman Henry mentioned that this is an interesting point. While it's true that trying to accommodate every request can be challenging, standardizing league schedules on certain nights could address many issues.

Monroe also mentioned that it would be a great idea.

Miller mentioned that the difficulties with facility use often stem from not having full control over the properties, unlike with our baseball facilities. When setting up the fall seasons, Elliott's approach was to maintain consistency by repeating the previous season's schedule—playing on Mondays, Tuesdays, and Thursdays. Moving forward, we aim to establish more predictable schedules to streamline planning and reduce conflicts.

BUSINESS ITEMS:

4. **Consider approving the minutes of the July 8, 2024 and the July 18, 2024 meetings.**

Chairman Henry noted that, as you may have seen in Kobe's email, which was sent out late due to internet issues, we have received the minutes from the July 18th meeting. However, the minutes from the July 8th meeting are still unavailable.

The July 8, 2024 meeting minutes were STRICKEN from this agenda item.

Motion by Moini, ***Second*** by Warren, to approve the July 18th meeting minutes. **AYE:** Henry, Johnson, Moini, Monroe, Warren, Coleman. **NAY:** None. Motion Passed unanimously.

5. Consider approving the third Amendment to the Real Estate Purchase Agreement with Donna Richards Cooper and the Frank L. Richards 1992 Revocable Living Trust and take action as deemed necessary.

Chairman Henry stated that this update ties into the Facilities Committee. All structures required to be demolished per the contract have been removed. The survey is now complete and features an extensive legal description, which may be the longest he has seen in a considerable time. The survey is complete, and all relevant details, including easements, curb cuts, and fire hydrants, are included, making it very useful for future proceedings. Regarding the title commitments, we have those in hand. Chairman Henry recalled mentioning at the last meeting that the title attorney had identified two requirements: a quitclaim deed to be signed by the heirs of Nick Richards' family and the release of a notice of pendency. The heirs' attorney has informed Donna's attorney that they are agreeable to signing these documents. They requested to review the survey before signing, which they have now received.

Chairman Henry stated that he has not received any indication that the heirs are unwilling to sign the necessary documents, so everything appears to be proceeding as planned. He has requested Donna to discuss a 30-day extension with her attorney as a precautionary measure in case there are delays. The finance team is prepared and has the forms ready to issue the remaining $650,000, so we are set to move forward.

Coleman inquired if there were any easements running across the middle of the property that might have caused issues.

Chairman Henry confirmed that, while there were many easements, none of them ran across the middle of the property.

Motion by Warren, ***Second*** by Monroe, to approve the third Amendment to the Real Estate Purchase Agreement with Donna Richards Cooper and the Frank L. Richards 1992 Revocable Living Trust. **AYE:** Johnson, Moini, Monroe, Warren, Coleman, Henry. **NAY:** None. Motion Passed unanimously.

ADJOURNMENT

Motion by Warren, ***Second*** by Johnson, to adjourn the August 8, 2024 meeting. **AYE:** Moini, Monroe, Warren, Coleman, Henry, Johnson. **NAY:** None. Motion Passed unanimously.

There will be no further business, the meeting adjourned at 2:18 PM.

<u>FOURTH AMENDMENT TO</u>
<u>REAL ESTATE PURCHASE AGREEMENT</u>

THIS FOURTH AMENDMENT TO THE REAL ESTATE PURCHASE AGREEMENT (the "**Fourth Amendment**") dated September ___, 2024, is entered into by and between Donna G. Richards and George I. Bridges, Jr., Trustees of the Frank L. Richards 1992 Revocable Living Trust (collectively, the "**Seller**") and Lawton Youth Sports Trust Authority, an Oklahoma public trust (the "**Buyer**").

A. Upon and subject to the terms and conditions set forth in the Real Estate Purchase Agreement between Seller and Buyer with an effective date of March 14, 2024 (the "**Agreement**"), as amended by the First Amendment to the Real Estate Purchase Agreement dated May 13, 2024, the Second Amendment to the Real Estate Purchase Agreement dated July 8, 2024, and the Third Amendment to the Real Estate Purchase Agreement dated July 31, 2024, Seller has agreed to sell, transfer, and convey to Buyer certain real property located in the City of Lawton, Comanche County, as more particularly defined and described in the Agreement (the "**Property**"), and Buyer has agreed to purchase and acquire the Property from Seller.

B. Buyer and Seller desire to extend the Closing Deadline to September 30, 2024.

In consideration of the mutual covenants contained in this Fourth Amendment and other good and valuable consideration, the receipt and adequacy of which are acknowledged, Seller and Buyer agree as follows:

1. <u>Closing Deadline</u>. The Closing Deadline as defined in Section 5 of the Agreement is hereby amended to provide that the Closing Deadline shall be extended to September 30, 2024, and shall occur on a day within such period that is acceptable to Buyer and Seller.

2. <u>No Other Amendments</u>. Except as amended by this Fourth Amendment, the Agreement remains in full force and effect in accordance with its terms.

3. <u>Capitalized Terms</u>. Capitalized terms used but not otherwise defined herein shall have the meanings set forth in the Agreement.

4. <u>Counterparts</u>. This Fourth Amendment may be executed in as many counterparts as may be deemed necessary and convenient, and by the different parties hereto on separate counterparts, each of which, when so executed, shall be deemed an original, but all such counterparts shall constitute one and the same instrument. A scanned or photocopy signature on this Fourth Amendment will have the same legal effect as an original signature.

Signatures on following pages

EXECUTED as of the date first written above.

SELLER:

FRANK L. RICHARDS 1992 REVOCABLE LIVING TRUST

By: ______________________________

Donna G. Richards, Trustee

Address: 322 SE Camelot Drive, Lawton, OK 73501
Email: okieflame@aol.com

By: ______________________________

George I. Bridges, Jr., Trustee

Address: 6222 NW Stonebridge Ct., Lawton, OK 73505
Email: georgebridges@sbcglobal.net

and a copy to:
Isai Molina
McAfee & Taft A Professional Corporation
Eighth Floor, Two Leadership Square
211 N. Robinson Avenue
Oklahoma City, Oklahoma 73102-7103
Email: isai.molina@mcafeetaft.com

BUYER:

LAWTON YOUTH SPORTS TRUST AUTHORITY

____

Brian Henry, Chairman of the Trust Authority

Address: ______________________________
Email: ______________________________

FOURTH AMENDMENT TO REAL ESTATE PURCHASE AGREEMENT

THIS FOURTH AMENDMENT TO THE REAL ESTATE PURCHASE AGREEMENT (the "**Fourth Amendment**") dated September ___, 2024, is entered into by and between Donna Richards Cooper and James M. Cooper, wife and husband (collectively, the "**Seller**") and Lawton Youth Sports Trust Authority, an Oklahoma public trust (the "**Buyer**").

A. Upon and subject to the terms and conditions set forth in the Real Estate Purchase Agreement between Seller and Buyer with an effective date of March 14, 2024 (the "**Agreement**"), as amended by the First Amendment to the Real Estate Purchase Agreement dated May 13, 2024, the Second Amendment to the Real Estate Purchase Agreement dated July 8, 2024, and the Third Amendment to the Real Estate Purchase Agreement dated July 31, 2024, Seller has agreed to sell, transfer, and convey to Buyer certain real property located in the City of Lawton, Comanche County, as more particularly defined and described in the Agreement (the "**Property**"), and Buyer has agreed to purchase and acquire the Property from Seller.

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4. Counterparts. This Fourth Amendment may be executed in as many counterparts as may be deemed necessary and convenient, and by the different parties hereto on separate counterparts, each of which, when so executed, shall be deemed an original, but all such counterparts shall constitute one and the same instrument. A scanned or photocopy signature on this Fourth Amendment will have the same legal effect as an original signature.

Signatures on following pages

EXECUTED as of the date first written above.

SELLER:

____

Donna Richards Cooper, a married woman

____

James M. Cooper, husband to Donna Richards Cooper

Address: 235 NW Cooper Rd, Cache, OK 73527
Email: okieflame@aol.com

and a copy to:
Isai Molina
McAfee & Taft A Professional Corporation
Eighth Floor, Two Leadership Square
211 N. Robinson Avenue
Oklahoma City, Oklahoma 73102-7103
Email: isai.molina@mcafeetaft.com

BUYER:

LAWTON YOUTH SPORTS TRUST AUTHORITY

____

Brian Henry, Chairman of the Trust Authority

Address: ___________________________________
Email: ____________________________________