MINUTES
LAWTON YOUTH SPORTS TRUST AUTHORITY
REGULAR MEETING
LAWTON CITY HALL- 212 SW 9TH STREET, LAWTON, OKLAHOMA
2ND FLOOR CONFERENCE ROOM
THURSDAY, SEPTEMBER 14, 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, Hossein Moini, Kelly Harris*, Mike Cowan, Krista Ratliff, Randy Warren, Albert Johnson Jr.**, Steve Coleman

ABSENT: Carey Monroe

ALSO PRESENT: Kobe Humble, Deputy City Clerk; Kim McConnell, Lawton Constitution; Mitchell Dooley, Parks & Recreation; Joe Don Dunham, Finance; Tim Wilson, City Attorney; Representative from KSWO

*Left the meeting at 2:40 PM
**Left the meeting at 2:25 PM

II. REPORTS:

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

Moini had no reports at this time.

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

Chairman Henry stated that there was a hybrid group put together for facilities predominantly. Moini attended and represented the executive committee as well as the programs committee.

Chairman Henry mentioned that at the recent city council meetings, there has been discussions of aquatics programs and how would those tie into youth sports. There was a meeting held with the City Manager, Deputy City Manager and Mitchell Dooley to begin the discussion of what that might look like and how it would play into youth sports.

Chairman Henry said that Dooley and his staff are working with some groups on facilities and repair updates which are still pending. It was also decided to engage ESM in this discussion as well. ESM is interested in running that sort of program as it does fit into their model in other communities that they work with.

Chairman Henry mentioned that he had a meeting with President McArthur to see about a competitive swimming pool facility. Chairman Henry said that McArthur seemed to be interested in that for community participation, youth programs, and some benefit for the university as well. McArthur has his team gathering some information on the facility, layout, equipment, potential repairs, etc. This information is due in September, so it is expected to be brought up in the October meeting.

For other facilities, Chairman Henry mentioned that there were some before and after pictures of a field at the Mayor's Address. This work was approved by the Authority in May and was completed in June and July. Compared to what they looked like before, they are looking fantastic.

Chairman Henry stated that he thought that some of the high school softball teams were going to playing on the fields. Lawton High is the only school that does not have the turf installed yet. The other two schools have opened their seasons on the turf fields, so they ended up not using the fields. This was a good because there was no schedule overlapping.

Chairman Henry mentioned a meeting that was held between Superintendent Hime, Deputy Superintendent James and Deputy Superintendent Johnson to discuss their want of Play Lawton's programs in their facilities. There will be volleyball held in their facilities in the fall.

The scheduling for football has been a bit of a challenge so they have invited Play Lawton to host the league play on the new astroturf football fields. Chairman Henry mentioned that there are multiple grades playing on these fields and registration was opened for weekend play, so ESM has decided to not shift to Saturday and Sunday after the signups were completed. Therefore, Elliott is working through scheduling on the fields that were used last year, primarily. When there is availability to get on the turf fields, Elliott will look into that. There are no lights on the fields that were used last year and games that are played on a weekday are in the evenings which is something that will be factored in scheduling as well. LPS has plans on these facilities in the future that would make them better suited for play. Chairman Henry stated that the partnership with LPS has been great.

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

Interim Director, Mitchell Dooley, had no reports/updates at this time.

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

Matt Elliott with Eastern Sports Management was not able to attend. Chairman Henry spoke on his behalf.
Chairman Henry stated that there have been several meetings about program updates between him and Elliott.

Chairman Henry said he does not have exact numbers at this time but, enrollment and participation numbers are continuing to increase. Chairman Henry mentioned that during the last time him and Elliott spoke, there were still 10 days to register for fall sports and the program has already surpassed last years numbers. Chairman Henry said that the numbers are continuing to look positive for participation.

Chairman Henry mentioned that the mayor asked for an update for the city address. The total number of participants before football for the annual cycle had surpassed 2,500 which is large number compared to 2019 which was pre-covid and when the indoor sports complex process was started. In 2019, the participation numbers were 2,355.

Chairman Henry stated that him and Elliott have spoken to some of the civic groups to tell the story of the program and give updates. There were more questions being asked about the programs rather than the facilities. Chairman Henry mentioned that they really pushed AMBUCS because of previous feedback about the Miracle League. Being short of some volunteers was mentioned by Eliott who is currently working to find more people to volunteer.

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 June 30, 2023, the related Statement of Revenue and Expenses for the period ending June 30, 2023, and 2022, and The Statement of Cash Flow for the period ending June 30, 2023.

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

Hatch, Croke, and Associates as well as Matt Elliott with ESM were 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.

Motion by Moini, **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, Henry, Harris, Cowan, Ratliff, Warren, Coleman, Johnson. **NAY:** None. ***Motion Passed.***

III. BUSINESS ITEMS:

A. Consider approving the minutes of the July 14, 2023, meeting.

Motion by Warren, **Second** by Ratliff, to approve the minutes of the July 14, 2023, meeting. **AYE:**, Moini, Henry, Harris, Cowan, Ratliff, Warren, Coleman, Johnson. **NAY:** None. ***Motion Passed.***

B. Consider approving a Limited Support Agreement in the amount of $365,000.00 between Lawton Youth Sports Trust Authority and City of Lawton for FY 23-24 and take action as necessary.

Chairman Henry stated that this is not new, the Authority and Council has already approved the budget. The Limited Support Agreement has not been done yet. Chairman Henry mentioned that he made a mistake on the amount for the agreement. The $356,000.00 is correct for the programs request but the Authority has also pulled forward $1,400,00.00 from the CIP to start the design process in this fiscal year. Therefore, the amount should have read $1,765,000.00.

Tim Wilson stated that the legal department has been working on the Limited Support Agreement and noticed that the amount was wrong. Wilson recommended that the Authority have a special meeting before the September 26th council meeting to approve the agreement. Once this agreement is approved by the Authority, then council can approve it and payments can start being issued.

Moini asked if the issue is the agreement itself or the amount being $365,000.00 instead of $1,765,000.00.

Chairman Henry stated that the issue is more the agreement. Without the Limited Support Agreement, the invoices that have been submitted for reimbursement cannot be paid. Chairman Henry mentioned that there are invoices for July and August that are sitting in the Finance Department, ready to be paid once the agreement is approved.

Wilson mentioned that those invoices cannot be paid until this agreement has been approved by council which is why he recommended having a special meeting.

Chairman Henry asked the Authority what day would be better for a special meeting. He mentioned that the agreement can still be talked about today at the meeting, just no vote for approval. The special meeting would consist of calling the role and voting. Therefore, it would be a quick meeting.

Harris asked if the agreement could be talked about since the amount is not correct.

Wilson said it could be talked about, just not approved by the Authority.
Chairman Henry confirmed that a special meeting will take place on September 22, 2023, at 2:00pm in the 3rd floor conference room of Lawton City Hall.

A copy of the Limited Support Agreement was provided to the Authority by Wilson and a copy can be obtained from the City Clerk's Office upon request.

Wilson provided background information on the agreement to the Authority.

Wilson mentioned that Joe Don Dunham preferred that when there is a request for an expenditure of the CIP money, the Finance Department pays the vendor directly instead of going through the Authority.

Dunham gave some insight into the process of this. When the Authority receives an invoice, it needs to be signed off and sent to the Finance Department to be paid.

Wilson stated that Dunham would be the one to make sure what is being submitted for payment does apply to the resolution that was approved by council on the expenditure of the CIP funds.

Chairman Henry mentioned that this process is similar to what is being done monthly between the Authority and ESM.

Wilson gave more detail on the agreement.

Coleman asked what the colored font on the agreement represented.

Wilson said that it was new language or language that was moved.

Coleman asked if all the new language was because of the CIP funds.

Wilson answered yes, the new language that has been added to the agreement is primarily because of the CIP funds. He spoke more about the new language that was added in detail.

Chairman Henry asked about a specific item on the agreement.

Wilson mentioned that he moved around some of the language and added a new paragraph.

Coleman asked what an example of YSA facility that would be owned by the City or the Authority.

Wilson stated that he wanted to make sure there was flexibility that supports whether the property is owned by the Authority or the City.
Wilson's assumption is that the sports complex that will be built for $20 million, $8 million being from CIP funds will be owned by the City.

Warren's assumption is that the building would be provided to the Authority, meaning that it doesn't belong to the Authority, but should be taken care of by the Authority.

Chairman Henry mentioned that is similar to what the Authority does with the McMahon and Eastside Park ball fields.

Coleman asked if that creates any obligation on the Authority to maintain City facilities.

Chairman Henry mentioned that the Lease Agreement states that those responsibilities are split upon agreement. For example, the city takes care of trash pickup and water expenses. The leases are more specific.

Wilson stated that his thought process behind this is so that the city would be providing support that can go to city owned or Authority owned facilities.

Warren stated that if the Authority builds their own fields, there will still be that flexibility for the city to provide the water.

Chairman Henry mentioned that because this agreement is being talked about now, the special meeting will be very short.

Wilson mentioned if anyone has any questions about the agreement between now and the special meeting to have those questions ready.

Coleman asked about the language that talks about the money that is not spent by then end of the fiscal year, then it reverts to the CIP fund.

Wilson stated that is just to ensure that whatever money is not spent will remain in the CIP fund. The Authority could then reapply for the money next year if needed.

Ratliff mentioned that this is a reimbursement basis. If there are no invoices submitted than the Authority does not get the money.

Chairman Henry stated that the likely hood of the full $1.4 million being needed in this fiscal year is low. The Authority can get shovel ready documents with half of this money. The other half would be for full construction design. The shovel ready documents become important if the Authority is applying for any grants or raising money in any way.

Warren asked if the Authority could bank CIP money like the city can.

Ratliff said the Authority cannot bank CIP money.

Chairman Henry asked if the Authority is completed with the shovel ready design and is ready to move forward before April 2024, the Authority can then start the next step. Chairman Henry asked for clarification on if the Authority is $200,000.00 into the second batch of money, the leftover money would still need to be included into FY 2025 budget

Dunham stated yes, that would be requested. Any money that is not spent in the FY 2023-2024 needs to be included in the budget for FY 2025.

Moini mentioned that because it is CIP money, there can also be a request for more.

Chairman Henry stated that item was up to $8 million so yes, that can be done.

*There was **NO ACTION TAKEN** on this item.

IV. ADJOURNMENT

Motion by Ratliff, **Second** by Warren, to adjourn the September 14, 2023, meeting. **AYE:** Moini, Cowan, Ratliff, Henry, Warren, Coleman. **NAY:** None. ***Motion Passed.***

There will be no further business, the meeting adjourned at 2:44 PM.