



**MINUTES**  
**LAWTON YOUTH SPORTS TRUST AUTHORITY**  
**SPECIAL MEETING**  
**LAWTON CITY HALL- 212 SW 9<sup>th</sup> Street, Lawton, Oklahoma**  
**3<sup>rd</sup> FLOOR CONFERENCE ROOM**  
**THURSDAY, APRIL 14, 2022– 2:00PM**

Brian Henry called the meeting to order at 2:03 p.m. in the 3<sup>rd</sup> Floor Conference Room of City Hall. Notice of meeting and agenda were posted on the City Hall notice board as required by law.

**I. ROLL CALL**

**PRESENT:**

Sean Fortenbaugh  
Brian Henry  
Hossein Moini  
Carey Monroe  
Randy Warren

**ABSENT:**

Albert Johnson, Jr.  
Clint Powell  
Krista Ratliff  
Steve Coleman

**ALSO PRESENT:**

Kelly Harris, City Councilman Ward 2  
Eric Swanson, Southwest Ledger  
Kim McConnell, Lawton Constitution  
Dewayne Burk, Assistant City Manager  
Michael Cleghorn, City Manager  
Richard Rogalski, Assistant City Manager  
Tim Wilson, Deputy City Attorney  
Christine James, Parks & Rec Director  
Donalynn Blazek-Scherler, Sr. Deputy City Clerk.

**II. INTRODUCTION OF GUESTS**

No guests were present.

**III. REPORTS**

**A. Programs Committee- Receive a report from Moini and take action as necessary.**

Moini stated the Programs Committee has been meeting over the past month. The committee is made up of Albert Johnson, Jr., Krista Ratliff, Carey Monroe, and me. We also have three community members that wanted to be involved: Frank Meyers, Makenzie Burk, and Mike Cowan. We have put the RFI together, and the information was sent out. We have been receiving questions. It was not a proposal, but we are seeking information about the people that are interested. The RFI closes on April 18<sup>th</sup>. After that, the committee will start putting together the Request for Proposal. That is due to go out

on April 25<sup>th</sup> and will have a deadline of May 16<sup>th</sup>. We will be interviewing May 23<sup>rd</sup> through June 6<sup>th</sup> and then starting the project with the new guy on July 1<sup>st</sup>.

**B. Facilities Committee- Receive report from Chairman Henry and take action as necessary.**

Chairman Henry stated Lawton Public Schools has reached out; they want to sit down and see what synergies and how the change is going to affect the process going forward. Chairman Henry stated I know there's been several reach outs by LPS leadership. Remember, we use their gyms for volleyball and basketball. We'll see if there's any other components we can use or share in with them.

**C. Parks & Recreation- Receive report from the City of Lawton Parks & Rec Division and take action as necessary.**

Chairman Henry stated he has asked James to provide numbers for baseball and softball since we are right in the middle of it.

James stated team signups stopped yesterday. Player registrations were closed Saturday, so they are in the late fee section now. They have until May 27<sup>th</sup> to add players to existing teams. That's halfway through the baseball/softball season. Baseball/softball season is planned to start on May 2<sup>nd</sup> and run through the end of June; of course, weather delays may push it a few days or a week off, but we try to be done by July 4<sup>th</sup>.

James stated right now for baseball, we have 8 12U baseball teams, 8 10U rec teams, 2 8U competitive teams, 9 8U rec, 3 6U competitive, and 9 6U rec. It does take 4 teams to make a league, so the 8U competitive and 6U competitive will probably be combined with the rec clubs. We did talk about 8U competitive moving up to 10U, but 8U is coach pitch and 10U is kid pitch. That may be too big of a jump, especially since we haven't had baseball/softball season with the City of Lawton for two years now. That probably also explains why the 10U gap is so sparse. Those kids would have been in 8U a couple of years ago, and they haven't played in a couple of years. We don't have any competitive teams; they are all playing rec. That, to me, explains what that gap is.

James stated for softball we have 5 12U teams, 5 10U rec teams, and 5 8U teams.

James stated there is no maximum number of players or any kind of cap for each team, but we do recommend around 14 or 15 per team just so there's not a bunch of kids not playing. It was a \$25.00 registration fee per player, but we are now in the late fee timeframe, so it would be \$30.00. Overall, for baseball, we have 501 kids signed up, and for softball we have 163, so the total is 664. Again, they can add kids until May 27<sup>th</sup>, so those numbers will probably fluctuate. Usually at the end of school we'll get some more kids there.

James asked if there were any questions.

Chairman Henry asked how the numbers are compared to 2019.

James stated they are a little low, but we anticipated that with the two-year gap. Any kids that were kind of on the fence are long gone by now. I think 664 is fairly reasonable. Going off my memory, I believe we were looking at 800 to 900 overall. Baseball/softball was one of our largest participating groups.

Moini ask how we get the word out to parents.

James stated it's on the City of Lawton's Facebook page. We did use to go through the schools, but since most of the schools don't have booster clubs anymore, that chain has kind of been broken. It's been harder to reach out to those elementary school kids. James stated we also have people constantly asking us when sign ups are, so there is a lot of word-of-mouth, and if they've played before, they're looking forward to it.

Chairman Henry told James he found her email. It was 708 in 2019. So, it's not too bad.

James stated yes, about 120 off with a two-year layoff.

Chairman Henry stated it may be a little late now, but we have gotten some really good support from leadership at LPS on getting stuff out through their mechanisms.

Monroe stated she sent summer camp stuff for Cameron, and she was told it would be put on the billboards and on the schools' Facebook pages. She stated that was done through Lynn Cordes.

James stated that's very good. We can still add a kid until May 27<sup>th</sup>. She's not sure when practices will start since sign ups just ended yesterday.

Chairman Henry asked if there were any other questions for James.

#### **IV. BUSINESS ITEMS:**

##### **A. Consider approving the minutes of the March 4, 2022 meeting.**

Chairman Henry stated the correct spelling for Mike Cowan's name is "Cowan".

**Motion by Moini, Second by Warren**, to approve the minutes of the March 4, 2022 meeting with a correction to the spelling of "Cowan". **AYE:** Moini, Monroe, Warren, Fortenbaugh, Henry  
**NAY:** None. ***Motion Passed.***

##### **B. Consider approving a Limited Services Agreement between City of Lawton and Lawton Youth Sports Trust Authority for the remainder of fiscal year 2021-2022.**

Chairman Henry stated John Ratliff had generated the limited support agreement. What I'm providing now is "Exhibit A".

Chairman Henry stated the short order of this is that it is a mechanism that if there are available funds, the Sports Authority can be funded up to \$5,000.00 based on the budget that goes along with this. I think in particular the budget will be centered around "paid pushes" on social media for the RFQ in particular. We don't know exact figures on that. I did include that under "Marketing". If it needs to be more specific than that, we can take

care of that now. That's \$2,000.00. I also added printing on there in case there was any print material that needed to go out. This agreement does allow for the Print Shop to be used and the City of Lawton to be reimbursed. That could save us some money.

Chairman Henry asked if there were any questions on the Limited Support Agreement and/or the proposed budget.

Cleghorn stated this is only to bridge the gap between now and the end of the fiscal year. James and Burk have been working through a Youth Sports category of funded items through Parks and Rec. This is just a little pocket money to get started.

Chairman Henry stated that J. Ratliff advised him that City Council will also have to approve this agreement.

Cleghorn stated that's correct. Either the Manager's Office or Legal will get it put on the next agenda.

**Motion** by Warren, **Second** by Monroe, to approve the Limited Services Agreement between COL and Lawton Youth Sports Trust Authority for FY21-22. **AYE:** Moini, Monroe, Warren, Fortenbaugh, Henry **NAY:** None. ***Motion Passed.***

**C. Consider authorizing the Chairman to submit a grant application with Dick's Sporting Goods for the amount of \$1,000.00**

Chairman Henry stated this is born from conversations with other communities as we were prepping for this. Kari Sumpter is the regional director for Dick's Sporting Goods. This is a long shot because of timing. Baseball is about to start, and they typically ask for a 90-day notice, but I just shoved myself through the door here. It could be a no, but she is aware of what we're doing, and she wants Dick's to be a part of that. She would prefer that this be run through by the operator as opposed to the Authority. We don't have an operator right now, so I pushed myself through the door again.

Chairman Henry stated the way this works is if we agree to this and sign the agreement, they will write us a check for \$1,000.00. It can be used for equipment and/or kid participation. They have separate programs that can help fund kid participation. They have equipment grants that go directly to the individuals. They also have a \$25,000.00 maximum grant for equipment or capital improvements. Capital Improvements would be things like portable pitching mounds. Instead of having multiple rubbers on the field, it's one mound that you just have to move back and stake it. Sumpter said that's a very common scenario.

Chairman Henry stated this will get us into the door until we get an operator in place. From there, their request back is what they call "Coupon Days". With our agreement, they pick out 3 days (Friday, Saturday, and Sunday) to be the "City of Lawton Baseball/Softball" weekend. They count the coupons that are collected in the store, and they use that to determine future funding requests. It's been very successful in Edmond. They only participate in communities that have a Dick's. It's a long shot, it's \$1,000.00, but it's a start. It's all online so I didn't have anything to print out to give to you. They do ask for a lot of demographic information, so I just got the information from LPS and used that.

Chairman Henry asked for questions.

Monroe asked if the money has to be used in this fiscal year or next fiscal year or if it matters.

Chairman Henry stated it wouldn't matter. We would want to spend it to show them we spent it on something in the realm of what we said. Ideally, we would be asking them to do this again for football and volleyball signups.

Monroe asked if they do this multiple times a year.

Chairman Henry stated they do it 3 or 4 times a year max.

Monroe asked if Dick's picks the weekend. We would like to be able to say let's do it the week after baseball signups is over, since that's when parents will be out buying equipment.

Chairman Henry stated that's what Sumpter said. They try to line it up with either signups or the start of the season. She said they typical do it closer to the start of the season because, for example, baseball signups started in March. They are flexible when it comes to the dates. They want a bang for the buck as well. I spoke with Terri in Edmond, and she has a very good relationship with the manager at Dick's up there. She said the coupon days are by far the busiest days of each quarter.

Monroe stated that's a good find.

Chairman Henry asked for any other questions.

**Motion by Warren, Second by Moini**, to approve the submission of a grant application to Dick's Sporting Goods for the amount of \$1,000.00. **AYE:** Monroe, Warren, Fortenbaugh, Henry, Moini. **NAY:** None. ***Motion Passed.***

Chairman Henry asked Wilson if City Council will need to approve the submission of the application as well, or if they only need to approve it once the funding is received.

Wilson stated he would have to see the document to know what the requirements are.

Cleghorn stated he can tackle part of that. He stated if it is funds received, the Council will more than likely have to accept those funds. I don't see why they wouldn't, but any time we get donations, Council has to approve that. I would think that would be the case here, but maybe not.

Chairman Henry asked if they needed to approve the application.

Cleghorn stated no.

**D. Consider opening a bank account for the Lawton Youth Sports Trust Authority and take action as necessary.**

Chairman Henry stated since we are starting to talk about money, we need a bank account. We talked about this from the beginning. The Authority will have its own bank account, and we will fall under the same audit requirements as the City. As the process begins to flow, any money that comes in from the City will go through us, and we will distribute it to the operator.

Moini asked if we need a motion to open the account.

Chairman Henry stated yes and probably some direction on which bank. We can use the City's bank or another one if someone prefers.

Cleghorn stated he would like to caution the board, since Chairman Henry works for Liberty, they may want to avoid any conflict of interest in that regard.

Chairman Henry stated he fully agrees.

Monroe asked which bank the City uses.

Cleghorn stated Liberty. We were using IBC, but we are with Liberty now for our Utility Billing.

Moini asked if we need a separate bank account, or if the money can just be put where the City's money is.

Cleghorn stated you need your own bank account as an Authority, so you can be audited for the expenditures that you authorize. At a certain point, you will become more independent and more self-sustaining in that nature, so you will have to have all that stuff in place. You'll have to establish account, signatories, countersignatures, and all that good stuff that goes along with it.

Monroe stated she thinks the Museum might use Arvest.

Cleghorn stated it doesn't really matter; I just said it can't be Liberty because Mr. Henry is the Chairman.

Rogalski stated you might go out with an RFP or something like that.

Warren stated that might be a good idea.

Rogalski stated it would be a good competition to see who would give you the best rates.

James stated that could take away the favoritism aspect, or the appearance of it.

Monroe stated that will be the Finance Committee that has to write that RFP.

Rogalski stated while you are at it, you will probably want your own accountant as well. Most of the City trusts have their own accountant that they maintain. There are a couple of them that use our Finance Department, but the ones that are more independent have their own accountant.

Chairman Henry said so this should probably be amended.

Monroe stated we can have a motion to approve opening a bank account.

Chairman Henry stated with an RFP.

Moini asked if the fact that this will be going through the Finance Committee is included.

Chairman Henry stated correct. That is the natural place for it to be.

Chairman Henry asked if the correct wording would be a motion to generate an RFP to determine a financial institution to open an account.

Cleghorn stated it would be to solicit proposals to determine Trust Authority's banking institution, or something along those lines.

Warren asked if it's the same wording for a CPA.

Cleghorn stated yes.

Chairman Henry stated we can't do that here, though.

Warren stated no, we can't.

Cleghorn stated once the Authority is established, it depends on how big this gets. I assume this will get big at one point, even though it's small now. It is a component unit of our financials, and we have to have all our component units done before we can close out our audit and our budget. The longer these things take, the longer it takes us to close our end-of-year out. It's important that whoever you choose is a good one. I know a lot of people use Scott Hatch.

Warren stated it might be a good idea to not use whoever McMahon uses and the Airport uses because they'll get hammered at the same time.

Chairman Henry stated we will have to tackle the CPA on the next agenda. They don't have much to work on right now anyway.

Chairman Henry asked if everyone was clear on the amended motion. He asked if he is still allowed to vote on that.

Cleghorn stated yes. If the recommendation was for Liberty Bank, then you would need to recuse yourself from the vote, but since it's not and you are just talking about an RFP, you're good.

**Motion by Moini, Second by Warren**, to solicit proposals to determine the Lawton Youth Sports Trust Authority's banking institution. **AYE:** Warren, Fortenbaugh, Henry, Moini, Monroe **NAY:** None. ***Motion Passed.***

Burk stated we have been visiting with LPS about some potential land swaps on park land. It will have to go before Council, but I think it's important for this Authority to know, that one of the potential swaps would be Grandview Ballpark. LPS has requested to acquire the limited interest the City still has in that facility. We have a ten-acre strip that would encompass one of the eight ballfields and a piece of one of the others. The way it's laid out, it just makes sense that they assume the ownership of that. They also have some funding they want to use to make updates to some of those facilities. They're talking about putting turf down on some of the infields as one of the improvements, but they can't do that until they own the whole site. Burk stated it is important for this group to know that this will be a recommendation from staff to Council at a later date. There are also some facilities that they own that it makes more sense for the City to take on. They've also inquired about Eastside Ballpark because they don't really have any facilities for their middle school, and that would be something that would suffice for them. Eastside Park is about 23 acres as I understand it. We considered making that more of a regional park on the East side, so I'm not sure where that's going to end up.

Burk stated if the City of Lawton gets out of youth sports, and the Youth Sports Authority takes over, you will be seeking lease agreements with LPS to use those facilities, which I don't think is going to be a problem. You would have a partner to help maintain and improve those facilities.

Burk stated he has a meeting coming up with Mr. Hanna and he thinks Mr. Henry was invited to that as well. The meeting has to do with the Sports Facility. He stated if you remember, the concept of that facility had a full-sized soccer field in it. We don't really do soccer, although the Authority might choose to take that on. There is a new game in town called futsal. It's like micro-soccer; the field is about the size of a basketball court. Rather than doing a full-sized soccer field inside the facility, one of the things we thought might be a better idea would be to do three futsal courts. Burk stated they already have the meeting scheduled with LPS because Oklahoma City has already started retrofitting all of their schools with these futsal facilities. It's really getting popular because it's a 5 on 5 game played on a much smaller field, and it can be combined with grade school basketball courts.

Warren stated you just have to paint the courts.

Burk stated it's phenomenal. They are going to set the tone up there, and we have the opportunity to get in on the front side because I think this thing is really going to take off. For you guys, I think that's going to be important and it may be something you want to consider at some point.

Chairman Henry stated he remembers talking to someone in a futsal shirt at one point, but they were talking more like it was an adult league.

Burk stated it has really caught on in OKC. They have fitted their grade schools and school facilities to do this. For instance, what we're looking at with our sports facility, you could have six basketball courts with three futsal courts. You could be doing three games at once as opposed to one game. Plus, if this is coordinated right, and the Authority takes this on along with the schools, the two organizations would be supporting each other.

Moini asked if this is only played inside.

Burk stated no. They can come in and set up these courts in a parking lot in a matter of hours to have a full facility with lights. It's played 5 on 5 with a goalie on each end and it's a weighted ball. That makes it easier to play inside because you don't have to worry about it being kicked up and breaking a light out.

James stated it's a mat that gets rolled out.

Burk stated it is going to be huge.

Monroe stated she has a friend that drives her daughter to Oklahoma City to play. She's 10.

Cleghorn stated since we are in the middle of the budget process, we had a few thoughts. Next year, you're going to have a budget, whatever that number is going to be. Have you guys thought about putting a committee together to determine what your preliminary budget expenditures are going to be? When I'm thinking about a budget for you, I'm thinking where your person is going to be located, what's your preliminary budget for office supplies, and what's your budget for software. These are the things that are often forgotten.

Moini stated I think all those things need to be "the guy". I don't think it needs to be us. I don't think we need to be writing the budget. I'm not saying it won't end up with us doing it, but again, we have looked at this as the person who is going to start this is starting a brand-new business, like any other brand-new business. That person needs to own a computer, they need to own software, they need to figure out how many employees they're going to have.

Cleghorn stated that makes sense to a degree.

Chairman Henry stated from what he has seen, that's how Edmond does it. That's also how Stillwater does it. None of them have an Authority. Both of those communities had a space within a city-owned facility where a sport was being placed. Edmond gave theirs up because she found out she wasn't in it enough, so now she just works out of her home. Stillwater has one office space in a city-owned facility where they play volleyball. Now, they do have their own budget and computers and cell phones.

Cleghorn stated this is just him asking questions.

Moini stated we are asking these questions too. It's just that we are trying very hard not to micro-manage this thing. We will learn all kinds of things out of this process.

Warren stated this brings up one concern for him. He stated we hire "Company B", and they do all the work successfully for three years, but then they decide they don't want to do it anymore. If we aren't going to own the software, we need to have the ability to have the data because we don't want to the new person coming in to have to start all over.

Moini stated I think that can be taken care of with the contract that the City is going to write.

Rogalski stated that is not dissimilar to how we handle the Transit Trust. We have a company that runs the whole system and hires all the employees. We recently switched over, so there is a way you can do that. There are certain assets you will own and certain assets they will own.

Cleghorn stated people are used to going to Parks and Rec to sign up for sports. Just to start, he is going to direct staff to set aside a space for a person. It may morph into what Chairman Henry talked about and they can work from home, but for now, people are creatures of habit, and we need a space with a sign that says "Lawton Sports Authority". We can at least start from there. That means they will need a phone and a computer, which we can provide. From there, you can give them a laptop and a cell phone and do it however you want, but I think to start, we need to be a little prepared.

Moini stated he likes that idea to start with.

Moini asked if James or Burk had received a call from someone with the Oklahoma City Dodgers wanting to do a youth baseball camp in Lawton.

James stated not a camp, but she thinks she got an email about a day, and she forwarded that email.

Moini asked if someone was going to work on this.

James stated she will have to ask her coordinators.

Moini stated Carol Herrick runs a foundation up there and since she is from Lawton, she always tries to make sure Lawton is included in the same things as Oklahoma City and Tulsa.

James asked if it was a camp.

Moini stated James was correct the first time; it was a day.

James stated she thinks she remembers getting something from OU about doing a day, and that should have been forwarded to all the coaches. She stated they just reach out to the coaches to get the number of tickets that would be needed for each team.

Chairman Henry stated so when you say a day, you mean a day up there.

Moini stated no. Whatever event or camp they wanted to do was going to be here.

James stated she doesn't remember that at all. She was thinking about an email about discounted tickets to go to one of their games.

Moini stated he will see about doing a follow up. He'll ask that information be sent to James so she can send it to the right person.

James stated she will ask her guys to see if they remember anything.

Monroe stated if the City doesn't want to do it, then maybe the Cameron Baseball team would do it.

James stated the City's biggest issue is staff. She only has two people that do sports, and as of July 1, she will be down to one. We just don't have the manpower.

Chairman Henry stated Cameron may be a better answer.

**Motion** by Moini, **Second** by Monroe, to adjourn the meeting. **AYE:** Warren, Fortenbaugh, Henry, Moini, Monroe **NAY:** None. ***Motion Passed.***

With no further business, the meeting adjourned at 2:47pm.