

THE MIAMI COMMUNITY FACILITIES AUTHORITY (MCFA) MET IN REGULAR SESSION JUNE 14, 2023, AT THE MIAMI CIVIC CENTER COUNCIL CHAMBERS AT 5:15PM WITH THE FOLLOWING MEMBERS PRESENT:

Kyle Stafford, Chairman  
Nick Highsmith, Trustee (Absent)  
Bless Parker, Trustee  
Mark Folks, Trustee/Vice Chairman (Absent)  
Dustin Grover, Trustee  
Bill Osborn, Trustee /Secretary/Treasurer (Absent)  
Shannon Duhon, Trustee

Bo Reese, City Manager  
Ben Loring, Trust Attorney  
Melissa Moore, City Clerk

The agenda for the meeting was displayed in the main lobby of the Miami Civic Center and by posting on [www.miamiokla.net](http://www.miamiokla.net) starting at 3:40PM on June 13, 2023, pursuant to 25 O.S §311(9) (a) and (b).

**THE TRUST MAY DISCUSS, CONSIDER, VOTE ON, AND/OR MAKE RECOMMENDATION TO THE CITY COUNCIL ON ANY ITEM LISTED IN THIS AGENDA:**

**1. Call to Order**

Chairman Stafford called the meeting to order at 5:23PM.

**2. Invocation**

Trustee Duhon gave the invocation.

**3. Pledge of Allegiance**

Chairman Stafford led the pledge of allegiance.

**4. Public Input and Unscheduled Personal Appearances**

None.

**5. \*Action Item\* Consent Agenda**

Trustee Duhon moved to transfer agenda Item #6 (*Ratify and Approve Claims*) through Item #7 (*Approve Minutes: March 22, 2023 (Regular)*) to the consent agenda and approve. Trustee Grover made the second. The Trust was polled with the following results:

Duhon, Aye Grover, Aye Parker, Aye Stafford, Aye Highsmith, Absent Osborn, Absent Folks, Absent

Chairman Stafford declared the motion approved.

**6. \*Action Item\* Ratify and Approve Claims**

Moved to Consent

**7. \*Action Item\* Minutes: March 22, 2023 (Regular)**

Moved to Consent

**8. Monthly Financial Report**

Jennifer Swanson explained that the financial statement provided is updated through May. Total cash available is three hundred seventy-four thousand three hundred seventy-two dollars and forty-four cents (\$374,372.44). Of that amount three hundred ten thousand dollars (\$310,000.00) is allocated for the replacement of the field turf.

No action taken.

**9. \*Discussion and Possible Action\* Regarding the Scoreboard and Scoreboard Equipment**

Trustee Grover brought three (3) quotes that are included in the packet that range from three hundred fifty-eight thousand four hundred forty-five dollars (\$358,445.00) to two hundred forty-nine thousand eight hundred ninety-one dollars (\$249,891.00). The lifespan of a scoreboard is approximately ten (10) years. Trustee Grover recommended having Daktronics present at a future meeting. Trustee Grover stated that there isn't a significant difference between the lowest quote and the middle quote. In the mock-ups the Trust would lose the six (6) side panels which are revenue generating. Of the six (6) side panels, three (3) are leased and their contract ends at the end of the 2024 season. Jill Fitzgibbon explained that losing those six (6) panels would potentially be a thirty-three thousand dollars (\$33,000.00) loss in revenue. If the Trust does not want to lose this potential revenue, then quotes need to be obtained for a smaller board. Trustee Grover explained that the shell of the board and a speaker will be the only items to stay. City Attorney Ben Loring recommends with only those items remaining that the Trust go out for bid.

Trustee Parker made a motion to begin the scope of work, begin the RFP process, and bring back the top three responses to the Trust. Trustee Duhon made the second. The Trust was polled with the following results:

Parker, Aye Duhon, Aye Grover, Aye Stafford, Aye Highsmith, Absent Folks, Absent Osborn, Absent

Chairman Stafford declared the motion approved.

**10. \*Action Item\* Service Agreement With Daktronics, Inc for Scoreboard Maintenance**

Trustee Grover presented a one year service agreement with Daktronics for the scoreboard maintenance. The cost is ten thousand seven hundred fifty-five dollars (\$10,755.00). Trustee Grover stated that if the same service vendor is awarded the bid for scoreboard replacement, then the service agreement could be retrofitted to the new board. It was noted that if a different vendor is awarded the bid, then the Trust would want the new board to go up after the service agreement has ended.

Trustee Grover made a motion to approve the service agreement with Daktronics, Inc for scoreboard maintenance. Trustee Duhon made the second. The Trust was polled with the following results:

Grover, Aye Duhon, Aye Parker, Aye Stafford, Aye Highsmith, Absent Folks, Absent Osborn, Absent

Chairman Stafford declared the motion approved.

**11. \*Discussion and Possible Action\* Regarding the Field Turf at the Stadium**

Chairman Stafford explained that Trust Manager Bo Reese informed him that in the street & stadium fund there are funds available to assist with turf replacement, but it is possible that the funds would not be available in later fiscal years. Trustee Grover explained that based on the G-MAX score the turf should last two (2) more seasons. The funds for the turf would need to be spent by June 30<sup>th</sup>. The field turf would need to be replaced after this current football season or between the end of school and the beginning of the 2024-2025 football season.

Chairman Stafford made a motion to proceed with the scope of work and the RFP process for replacing existing turf. Trustee Parker made the second. The Trust was polled with the following results:

Stafford, Aye Parker, Aye Grover, Aye Duhon, Aye Highsmith, Absent Folks, Absent Osborn, Absent

Chairman Stafford declared the motion approved.

**12. \*Discussion and Possible Action\* on Incorporating Access Control to the Stadium Elevator And Suites**

Chairman Stafford explained that he has spoken with suiteholders and there is an interest in the suiteholders having more value with their suite lease. Chairman Stafford stated that one way this could be accomplished is by providing access control to the suiteholders which would allow them to utilize their suite more than just during the football games. Access control would allow specific hours to be set that would allow the people with the access control pass to enter the suites during the specific times. Trustee Duhon confirmed that on non-football nights the suiteholder would be responsible for any food or drinks and to clean up their trash. Sodexo would not be catering, and the Trust would not be

paying for any food or drinks for any non-football night. Bo Reese explained that there would need to be individualized card key access, the ability to control time available and not available, and cameras. There would need to be cameras in the hallways. Chairman Stafford clarified that each suiteholder would receive one (1) or two (2) access passes and that damages would be the responsibility of the suiteholder. The agreement would also need to include no unattended minors. Chairman Stafford also explained that the suiteholders have expressed an interest in having the suites redesigned. Chairman Stafford explained options for redesigning the suites including removing some seats and put some high-top tables and seats that can be moved. The suites are designed for ten (10) people. Suites will not be redesigned until the suiteholder renews the ten (10) year contract and the redesign would be optional. Chairman Stafford explained that the Mr. Jurgensmeyer is willing to use the suite he leases for the redesign project. The agreement will need to have a box that the suiteholder marks to say if they want to have the redesign or not. The RFP needs to include the option for access to the second floor or without it. The hope is to have the access control done before the football season begins.

Chairman Stafford made a motion to proceed with the scope and RFP process for access control for the stadium, elevator, suite and security cameras for the hallways of both floors. Trustee Grover made the second. The Trust was polled with the following results:

Stafford, Aye Grover, Aye Duhon, Aye Parker, Aye Highsmith, Absent Folks, Absent Osborn, Absent

Chairman Stafford declared the motion approved.

**13. \*Action Item\* Fiscal Year 2023-2024 Budget**

Jill Fitzgibbon presented the budget for fiscal year 2023-2034 and a five-year projection. The budget includes money for the field turf replacement, the city budget includes funding from the street & stadium fund to assist with replacement of the field turf.

Trustee Duhon made a motion to approve the fiscal year 2023-2024 budget. Trustee Grover made the second. The Trust was polled with the following results:

Duhon, Aye Grover, Aye Parker, Aye Stafford, Aye Highsmith, Absent Folks, Absent Osborn, Absent

Chairman Stafford declared the motion approved.

**14. \*Action Item\* Facility Use Agreements Between MCFA and Miami Public Schools, MCFA and NEO A&M College, and MCFA and City of Miami; Authorize Trust Manager to Sign**

Trustee Duhon made a motion to approve the facility use agreements between MCFA and Miami Public Schools, MCFA and NEO A&M College, and MCFA and the City of Miami, authorize Trust Manager to sign. Trustee Grover made the second. The Trust was polled with the following results:

Parker, Aye Grover, Aye Duhon, Aye Stafford, Aye Highsmith, Absent Folks, Absent Osborn, Absent

Chairman Stafford declared the motion approved.

**15. \*Action Item\* Memorandum of Understanding With Miami Youth Football League for Fiscal Year 2023-2024**

Trustee Parker made a motion to approve the memorandum of understanding with Miami Youth Football League for fiscal year 2023-2024. Trustee Grover made the second. The Trust was polled with the following results:

Parker, Aye Grover, Aye Duhon, Aye Stafford, Aye Highsmith, Absent Folks, Absent Osborn, Absent

Chairman Stafford declared the motion approved.

**16. \*Action Item\* Memorandum of Understanding With Northeast Oklahoma Soccer Association For Fiscal Year 2023-2024**

Trustee Parker made a motion to approve the memorandum of understanding with Northeast Oklahoma Soccer Association for fiscal year 2023-2024. Trustee Grover made the second. The Trust was polled with the following results:

Parker, Aye Grover, Aye Duhon, Aye Stafford, Aye Highsmith, Absent Folks, Absent Osborn, Absent

Chairman Stafford declared the motion approved.

**17. \*Action Item\* Updated Stadium Rental Application and Agreement**

The Trustees discussed the revised agreement which included changes to make the agreement not naming a specific media group or concession group so that the agreement does not need to be changed each time there is a new agreement for either the media group or concession group. There was a discussion regarding the management of the renting out the stadium and the funds/responsibilities that go with renting out the facility. Further discussion is needed.

Chairman Stafford made a motion to table this agenda item until the next meeting. Trustee Duhon made the second. The Trust was polled with the following results:

Stafford, Aye Duhon, Aye Grover, Aye Parker, Aye Highsmith, Absent Folks, Absent Osborn, Absent

Chairman Stafford declared the motion approved.

**18. Discussion on Upcoming Football Season**

Chairman Stafford announced that J-K Media will not be running the videoboard this football season. Trey Dawson has agreed to run the videoboard for the 8-man football game.

No action taken.

**19. Chairman and Trustee Community Announcements**

Chairman Stafford announced that the suiteholder luncheon will tentatively be either August 23<sup>rd</sup> or August 24<sup>th</sup>.

No action taken.

**20. \*Potential Action Item\* Other New Business, if any, Which has Arisen Since the Posting of the Agenda and Could not Have Been Anticipated Prior to the Time of Posting (25 O.S. § 311(9))**

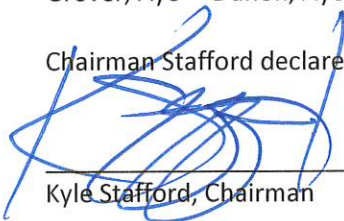
None.

**21. Adjournment**

Trustee Grover moved to adjourn. Trustee Duhon made the second. The Trust was polled with the following results:

Grover, Aye Duhon, Aye Parker, Aye Stafford, Aye Highsmith, Absent Folks, Absent Osborn, Absent

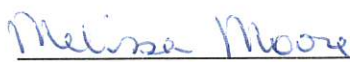
Chairman Stafford declared the meeting adjourned at 6:43PM.


  
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Kyle Stafford, Chairman

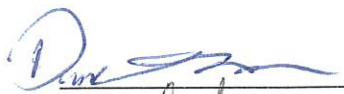
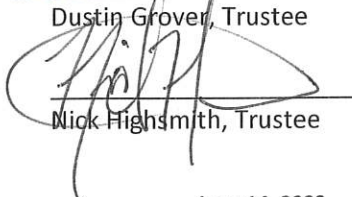
Absent  
\_\_\_\_\_  
Bill Osborn, Treasurer/Secretary

Absent  
\_\_\_\_\_  
Bless Parker, Trustee

ATTEST:

  
\_\_\_\_\_  
Melissa Moore, City Clerk

Absent  
\_\_\_\_\_  
Mark Folks, Vice Chairman  
  
\_\_\_\_\_  
Shannon Duhon, Trustee

  
\_\_\_\_\_  
Dustin Grover, Trustee  
  
\_\_\_\_\_  
Nick Highsmith, Trustee

**MCFA  
PURCHASE ORDERS PRESENTED  
6/14/2023**



<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>
OFF-CYCLE CHECKS - MAY 2023 FIELDTURF	FIELD MAINTENANCE # 2 OF 2	\$ 2,135.50
		\$ 2,135.50
	<b>TOTAL</b>	<b>\$ 2,135.50</b>