



**NOTICE OF PUBLIC MEETING
SULPHUR PARKS AND RECREATION (SPAR)
Regular Board of Commissioners Meeting
Held at the SPAR Recreation and Aquatic Center Multipurpose Room
933 W. Parish Road Sulphur, Louisiana 70663
Tuesday, November 21, 2017 5:30 P.M.**

The Board of Commissioners of SPAR met in regular scheduled session Tuesday, November 21, 2017, in the multipurpose room at SPAR Recreation and Aquatic Center in Sulphur, Louisiana. The meeting was called to order and a roll call was taken; Board members present were: Board President, Mitch Bowers; Vice President, Joy Abshire; and Members, Johnny Stanley, Tina Brown and David Couvillion.

The minutes from the October 17, 2017 Regular Board Meeting were presented and approved as written through a motion by Mrs. Abshire, second by Mr. Couvillion, and carried.

The Board, on a motion by Mr. Stanley, second by Mrs. Brown, and carried, approved Financials for October 2017 as presented.

The staff entered into open discussion with the Board requesting to amend the 2017 Financial Budget to reflect a \$7k decrease in Recreation Concession, a \$30k decrease in Waterpark Concession Revenue, a \$60k decrease in Rec. & Aquatic Membership Revenue, and \$35k decrease in Waterpark Daily Fee Revenue, for a Total Revenue decrease of \$132k. The amended 2017 Financial Budget will reflect Revenues of \$8,378,000 and Expenditures of \$9,529,100. The Director commented that the law requires that the Budget must be amended if revenue and/or expenditures exceed the allowed Five percent (5%) variance from the approved Budget. The Director also commented that amendments to revenue reflect less than projected revenue for areas impacted by inclement weather conditions, as well as less than projected revenue for Membership sales for the Recreation and Aquatic Center. Ms. Abshire commented on concession revenue being less than projected and if staff was able to identify anything that may be contributing other than inclement weather conditions? The Director commented that staff has not identified any other reasons as staff reviews menu pricing and products being sold, but feel pricing is very reasonable compared to similar facilities, but review of the trends over the years show fluctuations from year to year. Mrs. Abshire ask that the staff continue to review menu and pricing of items, observe long lines that may be contributing, and also ask that the staff relocate money tray away from window areas. The Director agreed to review all areas for possible causes contributing in reduced revenue. Board President, Mr. Bowers opened the floor to public comment, no comment was received. A call for a motion was made with Mrs. Abshire making the motion, second by Mr. Stanley, and carried followed by a unanimous roll call vote with all five (5) Board Members voting. The Board approved to amend the 2017 Budget to reflect the \$132k decrease in revenue resulting in Total Revenues of \$8,378,000, and Expenditures of \$9,529,100 for the 2017 Budget.

The staff presented the proposed 2018 Financial Budget reflecting revenues of \$8,416,500, and Expenditures of \$10,662,100. The Director commented that the Budget was delivered to the Board members early this year, so allowing additional time for Board to review prior to Board meeting rather than just a few days before as it is a large document. The Director commented that the 2018 Budget continues to reflect a conservative approach for both revenue and expenditures. Mr. Gayfield commented that Waterpark revenue for 2017 was budgeted on the prior year being a really dry season, and 2017 ended up experiencing a very rainy summer season impacting revenue and creating the need to amend the 2017 budget revenue, so a more conservative approach is reflected in the 2018 revenue budget. Expenditures for 2018 reflect an increase as they include Capital Improvements projects, increases in salaries, plans in increase the starting wage for part-time employees to be more in line with other recreation districts and other businesses to assist in attracting and retaining part-time staff. The current starting wage for part-time staff is \$7.25 hour, the goal is to raise to \$7.50 for new employees, and probably \$7.75 for returning employees depending on number of year and the position. Most of the increases in expenditures are in the Capital Improvement areas. Board Member Mr. Couvillion inquired on the Volunteer Training line item, asking how staff utilized these funds. The Director commented that this hasn't been utilized since his tenure started, but plans for some possible Coaches training would be how those funds would be used. Mr. Couvillion ask if any training was offered for part-time umpires in the recreation program. The Director commented that there is training available, but plans to offer some additional training as well as some pay increases for officials are also reflected in the 2018 Budget to attract and retain officials. Mr. Couvillion inquired on the Sports Equipment line item reflecting approximately fifty percent more than the 2017 projected year end Budget. The Director commented that staff took a very thorough inventory which revealed that equipment purchase needs for 2017 was less due to having equipment on hand. Mr. Couvillion commented that he was hoping for the purchase of more pitching machines. The Director commented that is part of the items staff is looking to purchase in 2018. The Director continued to present the proposed 2018 Budget commenting on staffing, with four vacant positions that have not been filled, with some not actively being looked to fill, and some we are looking to groom. A Greenkeeper at the Golf Course that is vacant, we have the Sports Supervisor position that became vacant at the retirement of Mark David and has not yet been filled, the Board approved a third Sports Assistant position that has not been yet been filled, and the Assistant to the Director position not filled, interviews were conducted but did not find a good qualified candidate. Salaries for these vacant positions are reflected in the 2018 Budget. The Director moved to the Capital Project section of the Budget providing the Board with overview of staff recommendations which include the Carlyss Park Improvement Project that was presented to the Board by Architect, EJ Ellender back in September 2017 with preliminary drawings and design. Other Capital Improvement items include remaining items for the Maplewood Commons Park project, Gravity Drainage ditch project to complete and concrete the remaining portions of ditch that run through Frasch Golf Course, this project will greatly benefit SPAR property, and would be a joint venture project between Gravity Drainage and SPAR. McMurry Batting Cages-Phase II, that includes completing the enclosure and roughing in the interior of building. Aquatic Center/Waterpark Improvements which include repairs to the chiller system and potentially some pump and other miscellaneous repairs. Concession and Restroom renovations at various parks, with Carlyss being the first location, followed by Center Circle, and Pattison Park hopefully before the start of Baseball season. Tennis Court Improvements for Frasch, Carlyss, and possible patching at McMurry. Various Parks/Department FFE will be used for various projects that come up during the year, but will be presented to the Board before utilizing these funds. The Board inquired on whether tennis facilities were being utilized by the public. The Director commented that Frasch, Carlyss, and Center Circle have more play than the McMurry complex, which maybe a result of fees

are charged to use the McMurry complex. Board also inquired on the renovations for Concessions and Restrooms at the various parks as far as types of renovations and timelines. The Director commented that staff would make repairs and improvements to include improvements to the esthetics, ventilation improvements, fan replacement/repairs, painting, cleanup, and fixtures changes as needed; timeline for staff to perform these renovations would occur prior to and after the spring and summer seasons as this is when staff is most available to do these types of renovations. Mrs. Abshire commented that the stainless steel fixtures although not very pretty, they have help cut down on the vandalism that had been a major problem in the past. Mr. Stanley inquired to how often Golf Carts are traded in, and whether we ever make money on the rentals. The Director commented that the Golf Course is not a revenue generator for the district; it is more of a service for the residence, although revenue was slightly better than it has been over the last few years, it is a business that is dependent on weather as well as interest. The trade-in of Golf Carts is on a four year cycle, so at end of the warranty period they are traded in so that repairs outside warranty are not an expense incurred. Mr. Couvillion inquired about whether the Proposed Capital Projects were reflected in a priority order. The Director commented that the Alternate Projects would be recommended as needed by the staff, but would be presented to Board for approval prior to movement. The potential projects outlined would be items to consider based on available funding. The Director also added that we have a great park system, but also an ageing park system that impacts the priority of items to take action on. The Director then moved to the Equipment and Vehicle expenditures reflected in Budget. In the recreation department it includes One Pickup Truck with a dump bed, one small SUV Vehicle, one Z-turn Mower, one Turf field Groomer, one Truckster, and Ice Machines at various park locations. The Director commented that plans to surplus Vehicles from the existing fleet, one being a Suburban, and one being a Blazer. The Director also commented that he would probably utilize the new SUV instead of a pickup truck, as the pickup truck would be a better fit for use by the maintenance department. In the Golf Course departments budget includes one Pickup Truck, Fifteen Golf Carts continuing with our annual cycle of new with trade-in, one Greens Mower, one Buffalo Blower which is used to blow off the Greens, and one Ice Machine and Refrigerator for the Grill. In the Recreation and Aquatic Center several Fitness Equipment replacement pieces, with specific units being identified and brought to the Board for approval, and One Ventless Fryer for the Waterpark Concessions, the Board approved in 2017 for the purchase of this type of fryer that has proven to work well providing a safe way for staff to handle the cooking of fries, chicken nuggets and not be directly exposed to grease as well as being ventless. Mr. Couvillion commented that if we had any grease fryers still in place, he would recommend replacing to this type to improve safety hazards that come with grease fryers. The Director commented that the Grill still has one that is used as a backup. Mr. Stanley commented that he had received complaints from Golfers who didn't like when the Grill moved to the precooked hamburger patties instead of the fresh ground meat patties which have been something patrons always have enjoyed and the grill was known for. The Director commented that he had not received any complaints, but prior to moving to the precooked patties, the staff had conducted some samples and taste testing with positive feedback was received. The Director commented that the staff would revisit the issue. Mrs. Abshire complemented the staff on the presentation and work put into putting together the details included for the Boards review. Mrs. Abshire commented that she would like to approve the 2018 Budget as presented, but will continue reviewing and contact the staff with questions and/or recommendations. The Director commented he was always available for questions, and that the Board can amend the Budget at any time, but would need to follow the legal guidelines required when making amendments to the budget. On a motion by Mrs. Abshire, second Mr. Stanley and carried with no public comment being made, and followed by a unanimous roll call vote with all five (5) Board members voting, the 2018 Budget was approved as presented.

The staff presented recommended changes and additions to SPAR's Sports and Facility Manual to be effective for 2018 for the Boards review, discussion, and possible adoption. The Director was recognized to provide the items being proposed as follows:

Changes to Existing:

1. Dixie Youth Baseball-Coach Pitch Division

- a. **In 2018 SPAR will observe the rules for Dixie Youth Pitching Machine League for boys 7-8 years old.** The Director commented that the staff spoke with several coaches as well as a representative of the Dixie organization, and both agreed that for this age pitching machines were beneficial.

2. Tournament Concessions

- a. **Concessions at tournaments/events hosted or rented at SPAR facilities may only be operated by an organization which qualifies under SPAR's joint service agreement, under the direct supervision of a SPAR staff member for the duration of the tournament/event, or be operated by SPAR staff directly.** The Director commented that the Department of Health had notified SPAR that the license to operate was issued to SPAR, and the operations should be under the supervision by a SPAR Staff member. The Director also commented on persons who volunteer to assist SPAR in operating tournament concessions will be required to complete a volunteer application, and will be subject to background checks. Board Member, Mrs. Brown inquired on whether cost to provide could be built into the cost of the rental of fields. The Director replied that yes cost could be built into rental.

3. Room Rental Deposits-

- a. **Eliminate room rentals deposits. Payment for rental in full is still expected at the time of the rental.** The Director commented that currently the rental of SPAR recreation rooms require \$50 cash deposit for Carlyss and Center Circle, and \$75 cash deposit for Frasch. This deposit fee is refundable at the end of the rental if room was cleaned and there was no damage. SPAR has not had to withhold any deposits in several years as clean-up and damage has not been an issue. The Director commented that he has concerns with holding cash, as it has proven to take persons several months and numerous reminders to come pickup their deposit after their rental has passed. Board President, Mr. Bowers inquired to whether SPAR could consider placing a hold on a debit card for deposit? The Director commented that he would not recommend placing keeping debit card information on file. Board members commented that the staff could monitor and if the need to return to requiring deposits became an issue, the staff could revisit the matter.

New Additions:

4. SPAR Sports Facility Use Agreement (Field Rental Fees)

- a. **\$300.00 – use per field, per day for Saturday or Sunday Rental for non-revenue producing organizations. (Previously only rental option for revenue producing organizations.)** The Director commented that the recommendation for this addition is to address the need for non-revenue producing organizations (i.e. Sulphur Christian Coalition (SC3) and others that request to rent one field, on one day only, this would accommodate their request/needs.

5. Soccer Field Rental Fees-

- a. **Adding the soccer complex as a rental facility for 2018 with fees of \$100.00 per field, per day no lights. Additional fees apply for light usage.** The Director commented that the staff had reached out to Ward 3 Recreation as well as BREC Recreation in Baton Rouge to gather information on their rates used for Soccer Field rentals. The rate of \$100 that is being recommended is in between the other recreation organizations. Board Member Couvillion inquired to whether SPAR offered for Basketball Gyms to be rented? The Director commented that due to SPAR Gyms not having air conditioning, and the temperature in those facilities make it not attractive outside of Basketball season. Board Member Mrs. Brown inquired about the Sports Manual general guidelines section stating that Baseball/Softball events are limited to one event per month, and must be two weeks in between events. She ask if this would also apply to Soccer fields? The Director commented that the rule was an addition to the 2017 Sports and Facility Manual to be applied to new events that has not been held annually for numerous years and were grandfathered in. But the rule was put in place to eliminate overuse of fields, extending the season into fall which would cause damage and/or destroy the fields as a large majority of these fields not having any irrigation, hot summers, and then adding nine months of play; all which would cause damage to the fields.

- 6. Apply existing tournament team guidelines for adult tournament teams.** The Director commented that this recommendation would allow the staff to apply the same current Youth Tournament Team guidelines to Adult Tournament Teams. Board Member Mrs. Brown inquired about whether the staff had received any request or was proposing to make any changes to the Tournament Team Guidelines in particular not permitting lights to Tournament Teams during the Recreation League season. Mrs. Brown commented that if the lights were on already for Recreation Teams, why not allow for Tournament Teams. The staff commented that the intent was to give priority to recreation teams with as many time slots as possible with lights during their season, and allow Tournament Teams to be scheduled before lights would needed, and allow use on the Turf fields.

7. McMurry Tennis Complex-

- a. **Discontinuation of tennis memberships and concessions at McMurry tennis complex.**
- b. **Staff to develop hours of operation for use of complex. Complex may be closed at times for events/maintenance.** The Director commented that the McMurry Tennis Complex is a fee based facility offering both daily court rental as well as Memberships. The facility has continued for several years to see low participation daily as well as having no active memberships, and no memberships have been sold this year. The complex currently is staffed to collect fees, reserve courts for patrons, and also sell concessions. Recommendations to develop hours to allow use of complex without charging fees may allow for more people utilizing the complex while also continuing to allow for groups such as Sulphur High Tennis to utilize the facility. Board Vice President, Mrs. Abshire commented that she would request that the Tennis Office/Meeting Rooms that also include showers, as well as the concession areas be maintained and not become storage areas as these areas would be made available to groups that would utilize during select times.

- 8. Removing all rental forms from the Sports and Facilities Manual. (Room Rental pgs. 49-50, Cart Storage Lease pgs. 51-53, Sport Facility Use Agreement pgs. 56-59).** The Director commented that the intent to remove these forms from the Manual would allow the staff to make changes to any of the language to any forms that may be needed. With the forms remaining in the Manual it would require each form to be brought to the Board for approval. The Board would still be approving fee schedules, guidelines. The request is allow staff to make necessary administrative changes without Board approving each form.

Board President ask for public input on the Sports and Facility Manual proposed changes and additions. Judge David Ritchie who resides at 2610 Chiara Drive, Sulphur, Louisiana addressed the Board with comments. Mr. Ritchie commented that he as well as his son who was on Sulphur High Schools Tennis Team during his High School years. He stated that he had recommended in past years that the McMurry Tennis complex be added to the amenities covered under the membership at SPAR's Recreation and Aquatic Center to assist in the use and participation at that facility. He was told that including would affect the revenue of the McMurry Tennis complex; he felt that it would have been an opportunity to increase participation/membership at both facilities, but it would also be nice to open facility at no charge for anyone interested in playing tennis. Mr. Ritchie then inquired to whether their was a public comment opportunity at the end of the meeting to speak about other items, as he was attending meeting to discuss Adult Sports. The Board replied that he could speak now on the item he came to talk about. Mr. Ritchie wanted to express that he did not want anything he said to be taken as criticizing, as that was not his intent. He stated that over the years he had spoke with previous administration and staff concerning a variety of concerns and had commented that he wanted to speak with the Board regarding his concerns, but was always able to resolve matter with the administration and staff, so this is the first SPAR Board meeting he has attended. Mr. Ritchie stated that the purpose of his attendance was to make a request and challenge the Board and Staff to do a better job in communicating to the public about the Adult Sports that SPAR offers. He commented that this is something that he as well as other Adults enjoy and brings a lot to people's quality of life. He mentioned others in the community that had expressed to him that if they would have known that registration was going on they would have got a team together to participate. He recently heard from a Veteran in the community that participates in Coaching, that he had heard that SPAR was cancelling all the Adult Sports. So that prompted Mr. Ritchie to attend tonight's meeting to talk see what was going on. Mr. Ritchie commented that his son put together an Adult Slow Pitch Softball Team that got cancelled because only three Teams signed up, and SPAR said that wasn't enough participation. He felt that even if three teams wanted to participate, SPAR should have found a way to make that happen getting some input from the people who wanted to participate, possible double headers couple times a week for a month. Mr. Ritchie ask the Board and staff to embrace technology like the City, Parish, and School Board has done to communicate better to the public. The Board commented that the staff had requested from the Board for permission to research and evaluate mass notification software solutions available to assist with communication needs of the district, and the Board gave permission to do so. The Board commented on the staff work over recent months in created a social media presence for SPAR and began posting on Facebook, Twitter, and Instagram and has been well received. The Board expressed to Mr. Ritchie that the Board and Staff have recognized the need and are actively researching the technology that best fits SPAR's need. Mr. Ritchie commented that he was glad to hear that, and appreciated the Board listening to his concerns. Board extended appreciation for his participation and comments. Board President called for a motion, with motion being made by Mr. Couvillion, second by Mrs. Abshire and carried, with no further public comment being made, and followed by a unanimous roll call vote with all five (5) Board Members voting, the Board approved and Adopted the recommended changes and additions to SPAR's Sports and Facility Manual to be effective for 2018.

The staff entered into open discussion with the Board concerning the rescheduling of the December 19, 2017 Regular Board Meeting to possibly accommodate holiday schedules. The staff recommended Tuesday, December 12, 2017 for consideration. The Board president opened the floor for public comment, none was given. On a motion by Mrs. Brown, second by Mr. Couvillion,

and followed by a unanimous roll call vote, the Board approved the rescheduling of the December regular meeting as requested.

On a motion by Mrs. Abshire, second by Mrs. Brown, and carried with no public comment being made, the Board approved and granted the staff permission to prepare, place on advertisement, and execute as needed Public Bids for 2018 Budget funded items to be received in 2018 as listed below:

- a) Swimming Pool Chemicals
- b) Sports Equipment for 2018 as needed (*Large quantities of items and amounts to be placed for Public Bid, smaller number of miscellaneous items and amounts to be quoted as needed throughout the seasons*).

The Board on a motion by Mrs. Abshire, second by Mr. Couvillion and carried with no public comment being made, the Board approved and granted the staff permission to prepare and execute as needed the following 2018 Budget funded Items to be Quoted and Ordered in 2018 as needed.

- a) Gasoline and #2 Off-Road Diesel
- b) Dirt, Sand, & Clay
- c) Limestone Materials

On a motion by Mr. Stanley, second by Mrs. Brown and carried with no public comment being made, the Board approved and granted Steven Gayfield, Director of Sulphur Parks and Recreation permission to enter into contract with Ellender Architect Firm for the Carlyss Park enhancement project. Architect Service Fees not to exceed 7.5% of the awarded contract amount plus reimbursable expenses. Estimated cost for the Carlyss Park improvement project is budgeted to be \$1.5M.

The staff entered into open discussion with the Board with the staff recommending the acceptance of the low Quote received from Vonage Business for a Cloud based VoIP Telephone System for SPAR. The system will incorporate all SPAR facilities into one communication system for better efficiency and cost savings. System will include hardware, software, monthly service fees, and support. (*The Board granted the staff permission to evaluate and solicit request for Quotes at the August 15, 2017 Regular Board Meeting*). The staff commented on the significant cost savings of approximately \$17k annually is a result of reducing the number of phone lines needed, combining all four existing telephone service plans into one service plan, and removal of the need to have Call Management services provided by Calcasieu Parish Police Jury that also require a Fiber Optic cable connection to route the Recreation and Aquatic Center's phone traffic. The Board acknowledged the significant cost savings, and cautioned the staff to hold vendor to providing service and support as promised.

On a motion by Mrs. Abshire, second by Mrs. Brown and carried with no public comment being made; the Board accepted and approved the low quote received from Vonage Business for a Cloud based VoIP Telephone System for SPAR as recommended by the staff.

Company	# of Phones	Contract	One Time Upfront Cost	Monthly Cost	Yearly Cost	Per Line Cost per month
Vonage	60	None	[\$930.00]	[\$1,477.29]	[\$17,727.48]	[\$24.62]
ShoreTel	60	12 months	\$ - 0 -	\$1,573.40	\$18,880.80	\$26.22
At&T	60	12 months	\$9,517.80	\$1,782.45	\$21,389.40	\$29.71
Nextiva	60	12 months	\$4,696.78	\$2,004.35	\$24,052.20	\$33.41

Under Notifications to the Board

- a) Notification to the Board of the low Quotes accepted, and placed on order by the staff from Baden Sports for Softballs and Baseballs to be received in the 2017 Budget year as outlined below: *(Board granted the staff permission to purchase Spring, Summer, and Fall Sports Equipment for 2017 with other purchases as needed at the November 15, 2016 Board Meeting).*

Quote Date: 11-6-17 [] = low Quote

BIDDER	AMOUNT
Baden Sports	[\$7,669.70]
BSN Sports	\$11,616.00
Cannon Sports	No Bid
AD Starr	No Bid

- b) The staff is continuing to research and evaluate a mass notification software solution to communicate with SPAR program participants, parents, coaches, officials, members, staff, and the community. *(The Board granted the staff permission to evaluate and solicit request for quotes at the September 19, 2017 Regular Board Meeting).*
- c) Calcasieu Parish Police Jury Meeting Calendar for the year 2018.
- d) Notification to the Board of upcoming events:
- Annual Lions Club/City of Sulphur Thanksgiving Dinner – Thurs. Nov. 23, 2017 (Rec. & Aquatic Center)
 - 12 Days of Christmas in Sulphur – Fri. Nov. 24th – Sat. Dec. 9th, 2017 *(Heritage Square Other City locations)*
 - Holiday House Preview Party – Thurs. Nov. 30, 2017 6:30-9:30 p.m. (Henning Cultural Center)
 - Christmas Under the Oaks Festival – Fri. Dec. 1st - Sat. Dec. 2nd, 2017 (Heritage Square)
 - Mini-Christmas Tree Decorating Contest – Sat. Dec. 9th, 2017 @ 12 noon (Annex Bldg.)
 - Model Train Exhibit – Month of December (Brimstone Museum)

Under comments from the Board

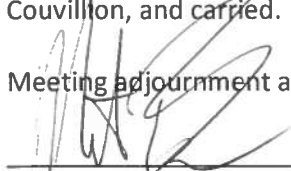
Board Vice President, Joy Abshire extended an apology to the staff for the Board tabling the review, discussion, and possible adoption of recommendations for additions and changes to SPAR’s Sports & Facility Manual prior to presentation at the October 17, 2017 Board Meeting. Mrs. Abshire commented that it would have been more appropriate for the Board to have allowed staff to present the Agenda Item which included the staff’s recommendation to address Mr. Bradley Dupree, who addressed the Board on behalf of Sulphur Soccer Club to request rental of McMurry Park soccer fields. Mrs. Abshire commented that Board members need to remain aware of discussion of SPAR business outside or prior to board meetings as to not cross ethical lines.

Under public comments

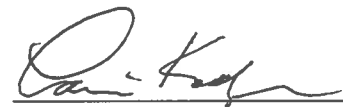
Mr. Darrell Wagstaff addressed the Board expressing gratitude for the “Glow Ball” golf event that was suggested by Mrs. Abshire and held at Frasch Golf Course in October 2017. Mr. Wagstaff also commented that new patrons are playing at Frasch and is nice to see new faces. He expressed that golfers had commented that they hoped this event would occur again along with other special events that help draw new faces and increase rounds of play. The Board thanked Mr. Wagstaff for the kind words, and expressed the Boards wish to have open communication for ideas golfers would like to see at Frasch Golf Course.

All business taken care of, a call for a motion to adjourn was made by Mr. Stanley, second by Mr. Couvillion, and carried.

Meeting adjournment at 6:50 p.m.



 Approved (Board Member)



 Attested