



**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, LA 70663  
Tuesday, August 15, 2023, 5:30 pm**

The Board of Commissioners of Sulphur Parks and Recreation (SPAR) met at 5:30pm on Tuesday, August 15, 2023, in the multipurpose room at SPAR Recreation & Aquatic Center in Sulphur, Louisiana for the regularly scheduled board meeting. The meeting was called to order and roll call was taken. Board members present were Don Martin, David Devall, Mike Boyette, David Couvillon, and Len Lemelle.

The Board and Director, Laurie Koelzer, welcomed newly appointed Board Member, Mr. Don Martin.

On a motion by Mr. Couvillon, seconded by Mr. Lemelle, and carried, the board approved the minutes as presented for the July 18, 2023, regular board meeting.

On a motion by Mr. Couvillon, seconded by Mr. Lemelle, and carried, the board approved the financials as presented for July 2023. Ms. Koelzer stated that budgeted revenues had been exceeded and that all expenses were trending lower across most departments.

Staff was granted permission, on a motion by Mr. Devall, seconded by Mr. Couvillon, and carried, to place for public bid or quote the repair and resurfacing of Frasch Golf Course parking lot. Permission was granted to staff to move forward with work if quotes received are below \$250k; if quotes exceed that threshold, staff is to place out for sealed public bid and present results to Board to award.

The board was provided with an updated SPAR Organizational Chart.

Mr. Lemelle and Mr. Martin were nominated, accepted, and appointed to participate with staff in Capital Project planning for 2024 Budget, on a motion by Mr. Couvillon, seconded by Mr. Devall, and carried.

On a motion by Mr. Couvillon, seconded by Mr. Devall, and carried, the board accepted staff recommendation to conduct the groundbreaking for the Center Circle Park redesign project for the morning of Friday, August 25, 2023, at 8:00 am.

**Notifications -**

- a) Notice to Proceed issued to Trahan Construction for the new restroom and pavilion at Center Circle Park. Substantial completion is established for 120 calendar days (Dec. 5, 2023).
- b) Change Order #1 – Deduct <\$43,350> Credit for Value Engineering changes to the contract with Trahan Construction for Center Circle new restroom and pavilion.
- c) Notice of receipt of Grant Funding from Calcasieu Parish Police Jury Economic Development Allocation of Parish Gaming Funds, for expenses related to the following 2023 events:
  - LHSAA State Softball Championships \$20k
  - LHSAA State Baseball Championships \$25k
- d) Notice of the closing date has been rescheduled from July 27<sup>th</sup>, 2023, to Oct./Nov. 2023 (after election) on the sale of SPAR property located along Interstate 10 North Frontage Road at Saunier Street, Sulphur Louisiana (4.93-acre tract). The property is being sold to Calcasieu Parish Law Enforcement at the appraised value of \$752,000. *(The board authorized Director to negotiate, enter into agreement, and sign as necessary to complete transaction at the January 17<sup>th</sup>, 2023, regular board meeting).*

- e) Frasch Golf Course will be closed on Tuesday, September 5, 2023, for Aeration of Greens.
- f) SPAR is hosting three (3) Swim Teams this fall: Sulphur High School, Saint Louis Catholic High School, and Spartan Swim Team.
- g) SPAR Recreation Fall sports registration deadline dates:
  - Football – August 23, 2023
  - Volleyball – September 4, 2023
- h) SPAR Staff Family Fun Day at the Waterpark – Saturday, August 19, 2023 (2pm – 5pm).
- i) Celebration of SPAR’s 75<sup>th</sup> Anniversary – Saturday, September 16, 2023 @ Frasch Park.
- j) Upcoming Events:
  - SHS Royals Incrediball – Sat., Aug. 19, 2023, 8am-6pm (*Pattison Park Flds 5-8*)
  - SHS Blue/Gold Intersquad Swim Meet – Friday, Sept. 1, 2023, 4pm-8pm (*Aquatic Center*)
  - Mega Dogfight Golf Tournament – Mon., Sept. 4, 2023 (*Frasch Golf Course*)
  - SPAR’s After School Mini Camp–Tues. Sept. 5<sup>th</sup> (*Frasch Park*) & Tues. Sept. 12<sup>th</sup> (*Carlyss Park*)
  - Waterpark Workouts – Sept. 5, 2023 (*SPAR Waterpark*)
  - Jr. Golf Clinic – Sat., Sept. 9, 2023, 10am-11am (*Frasch Golf Course*)
  - SPAR Fall Swim Lessons – Sept.-Oct. various dates, times (*Aquatic Center*)
  - SPAR’s 75<sup>th</sup> Anniversary Golf Tournament – Sat. Sept. 16, 2023, 1pm (*Frasch Golf Course*)

On a motion by Mr. Couvillon, seconded by Mr. Devall, and carried, following a unanimous roll call vote, the board entered executive session for the purpose of reviewing the Executive Directors’ performance. All attendees and staff were asked to exit the meeting room. The board, HR Supervisor Kristin Frey, and Executive Director, Laurie Koelzer entered executive session at 5:57 pm. The roll call vote was as follows:

Yeas (5) Don Martin, David Devall, Mike Boyette, David Couvillon, Len Lemelle  
 Nays (0)  
 Abstain (0)  
 Absent (0)

Regular session was resumed at 7:03 pm following a motion by Mr. Devall, seconded by Mr. Lemelle, and carried.

On a motion by Mr. Devall, seconded by Mr. Lemelle, and carried, the board established the following goals/performance expectations for the Executive Director. The board shared that Ms. Koelzer’s performance has been above average; that moving forward the board would like more frequent check-ins schedule on a semi-annual basis.

Requested that Ms. Koelzer: Prepare and present a 2024 Goals Document  
 Establish Performance Review Protocol and Schedule  
 Evaluate Contractor Resources to reduce reliance on specialized staff

On a motion by Mr. Couvillon, seconded by Mr. Devall, and carried, the board voted to increase the director’s compensation to \$135,000/year effective immediately.

All business taken care of, motion to adjourn was made by Mr. Couvillon, seconded by Mr. Lemelle, and carried.

Meeting adjourned at 7:09 pm.

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Approved (Board Member)

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Attested