



**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, April 19, 2022, 5:30 pm**

The Board of Commissioners of Sulphur Parks and Recreation (SPAR) met at 5:30 pm on Tuesday, April 19, 2022, in the multipurpose room at SPAR Recreation and Aquatic Center in Sulphur, Louisiana for the regularly scheduled board meeting. The meeting was called to order and a roll call vote was taken. Board members present were Doug Como, Mitch Bowers, Mike Boyette, and David Couvillon; David Devall was absent.

On a motion by Mr. Couvillon, seconded by Mr. Como, and carried, the board approved the minutes as presented for the March 15, 2022, regular board meeting.

On a motion by Mr. Couvillon, seconded by Mr. Boyette, and carried, the board approved the minutes as presented for the March 17, 2022, special board meeting.

Financial statements for March 2022 were presented to the board, and approved, following a motion by Mr. Como, and seconded by Mr. Boyette, and carried.

Interim Director Laurie Koelzer opened the floor for Duplantis Design Group (DDG) and Mr. EJ Ellender of Ellender Architects to present their proposal for professional consulting services to facilitate a public process, compile pertinent data, and prepare a conceptual design, cost estimate and park plan for the existing Center Circle Park property that was damaged by Hurricane Laura in 2020. Mr. Ellender spoke of his experience and appreciation of the years he has worked together with SPAR to improve facilities. He has recently partnered with DDG as a multi-disciplinary agency to provide more extensive services including landscape architecture and project management. Ashley Webre and Chad Danos with DDG spoke to their experience in working with other park districts and departments across Louisiana. They presented design examples of successful projects such as Port Fourchon Recreational & Coastal Wetlands Park, North Tangipahoa Parish Recreation Park, and Moncus Park in Lafayette. Ms. Webre and Mr. Danos spoke to the need of creating a park space that will appeal to the daily users and the process by which they will ensure the community voice is heard. The board asked about master planning services and if that was part of this proposal. The current proposal covers only the confines of Center Circle Park and will address the demolished recreation building and the damaged pool house. DDG & Ellender Architects will complete the data collection, orchestrate community engagement, and prepare draft plans for board review prior to adoption. Their services can be contracted to handle the bid process and project management once a finalized plan is selected and approved.

Staff presented the results of the RFP (request for proposal) for professional consulting services for the Center Circle Park redesign project. The board, on a motion by Mr. Couvillon, seconded by Mr. Boyette, and carried, awarded the project to Duplantis Design Group, PC (DDG) in the amount of \$59,150.

FIRM	Professional Services Fees
Duplantis Design Group, PC (DDG) Thibodeaux, LA	\$46,900 + 12,250 for Boundary & Topographic survey (\$59,150)
CSRS, Inc. Lake Charles, LA	No submittal, unable to produce a proposal that meets their quality standards in time available.
C.H. Fenstermaker & Associates, L.L.C. Lake Charles, LA	No submittal, unable to be responsive to scope and schedule of this project at this time.

Mr. Ronnie Daigle addressed the board regarding an incident that occurred at the Recreation & Aquatic Center on December 4, 2019. Mr. Daigle has requested administration to reimburse the court costs incurred from the incident. Mr. Daigle thanked the board for the opportunity to speak on the matter and stated that it was the first official opportunity to have a discussion. Mr. Daigle shared that he had been a member of SPAR since it opened and that his grandchildren had been members their entire life. He described his grandchildren's proficiency in swimming and that his priority has been to balance safety with fun. He stated that in the fall of 2019 he would bring his grandchildren to swim several times a week for a couple of hours each evening and was not made aware of an age requirement until Thanksgiving break when he left the children unattended in the pool while he walked on the track. He stated an employee informed him that children under 10 could not be left unsupervised to which he replied, "good luck enforcing that". Two days later he was sought out while exercising and was instructed to collect the children from the pool or to remain in the pool area to supervise them. On December 4, 2019, Mr. Daigle was approached by a staff member instructing him he needed to collect the children. He refused to comply with the request and informed the staff member that he would collect them when he was done with his workout. Ten minutes later he was asked again to supervise the kids or remove them from the pool, he again refused at which time he was instructed to vacate the premises. When he refused to comply, staff contacted police for assistance in enforcing their vacate order. The police arrived, provided staff with instruction, and ordered Mr. Daigle to leave the facility. Mr. Daigle did not comply with police instruction and was cited for his refusal and escorted from the facility. He stated that he felt mistreated, and that SPAR failed to clearly define rules. The board thanked Mr. Daigle for sharing and stated that his account matched the staff's notes on the incident. Mr. Bowers and Mr. Como stated that Mr. Daigle may not have been aware of the rules initially, but from his own admission, he had been made aware of the regulations on two separate occasions prior to the events of December 4, 2019, and for that reason felt that staff had done what was necessary to enforce policy. Mr. Couvillon explained that regardless of a child's proficiency in swimming, SPAR has policies that are relied upon by insurance to determine risk and that SPAR could be liable for an accident if insurance discovered that policies were not enforced. The board, on a motion by Mr. Couvillon, seconded by Mr. Como, and carried, rejected Mr. Daigle's request for reimbursement for court costs incurred.

Notifications –

- a) Staff provided update on status of Hurricane Repair Projects. Completed or nearly completed projects include North Frasch, McMurry Park Phase I, Rec & Aquatic Center / Waterpark, Frasch Gym/Rec Room/Office, Henning House/Annex/Mines House. Carlyss Park public bid opens on Thursday, April 21. McMurry Phase II & Pattison Park project is preparing to begin. The Grove is waiting for light poles on which to install the replacement fixtures. Center Circle Park RFP was awarded in this meeting and Kyle Street Park bid documents are nearly ready for advertisement. Cumulatively SPAR has issued and paid out contracts in excess of 8 million dollars. Insurance proceeds received to date are roughly 5.6 million, with SPAR having spent approximately 2.4 million out of pocket. Some of the out-of-pocket expenses will be recovered through supplemental insurance claims and FEMA reimbursements. Additional expenses will accumulate as the unrepaired facilities are let for bid.
- b) Notification of a Notice to proceed has been issued to Gunter Construction for the Hurricane Repairs for McMurry Park-Phase II and Pattison Park Project began April 1, 2022, with contract time of 300 consecutive calendar days, anticipated completion date is January 2023. *(Board approved and awarded contract to Gunter Construction at the March 15, 2022, regular board meeting).* The staff has discussed with the Architect and Contractor to gather cost estimates for a possible Change Order to allow two of the eight tennis courts to be converted into Six Pickleball courts. The awarded Contract included all eight Tennis Courts to be resurfaced, conversion from Tennis to Pickleball will require different netting, poles, and court markings, but would allow SPAR to offer a new recreation option while using existing facilities.

- c) Notification to the Board of the following additions of Full-Time personnel to fill vacancies, and staffing agency assistance to provide groundskeeper and general laborers for 90-day trial period with option to offer permanent positions based on skills, performance, attendance.
- Mr. Deacon Caesar – Sports Supervisor
 - Mr. Derrick Romero – Maintenance Supervisor
 - Ms. Hannah Veazey – Administration Supervisor
 - Coastal Staffing – Groundskeepers, General Laborers
- d) Status update of Executive Director job posting. Deadline to submit is Friday, May 6, 2022.
- e) Notice of the 2022 Waterpark Season calendar, admission fees and rental options.
- f) Notification of Frasch Golf Course closure scheduled for Monday, April 25th, 2022, to allow for Aeration of the Greens.
- g) Notification of the staff submitting Proposals for the following LHSAA Championships for 2023 & 2024. Proposals deadline is May 15, 2022.
- Softball
 - Baseball
 - Swimming
- h) Scheduled SPAR and Community Events -
- Sulphur Kiwanis "Born Learning Trail" Ribbon Cutting – Wed. Apr. 20, 2022 (*McMurry Park*)
 - LHSAA State Softball Championships – Fri. Apr. 29 – Sat. Apr. 30, 2022 (*North Frasch Softball Complex*)
 - Arts & History of the Bible Exhibit – Sat. May 7th, 2022 @ 9 a.m. (*Henning Cultural Center*)
 - LHSAA State Baseball Championships – Wed. May 11-14, 2022 (*McMurry Park, Fld. 37,40,41*)
 - Spoonbill 2-man Scramble Golf Tournament – Sat. May 14, 2022 (*Frasch Golf Course*)
 - USSSA AA & AAA Governor's Games – Sat.& Sun May 21-22, 2022 (*Pattison & N. Frasch Complex*)

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

Meeting adjourned at 6:42 pm.


Approved (Board Member)


Attested