



**SULPHUR PARKS AND RECREATION (SPAR)  
Regular Board of Commissioners Meetings  
Held at the SPAR Recreation and Aquatic Center Multipurpose Room  
933 W. Parish Road, Sulphur, Louisiana 70663  
Tuesday, October 18, 2022, 5:30 PM**

The Board of Commissioners of Sulphur Parks and Recreation (SPAR) met at 5:30 pm on Tuesday, October 18, 2022, in the multipurpose room at SPAR Recreation and Aquatic Center in Sulphur, Louisiana for a regular scheduled board meeting. The meeting was called to order and a roll call was taken. Board members present were Doug Como, David Devall, Mike Boyette, and Len Lemelle; David Couvillon was absent.

The minutes from the September 20, 2022 board meeting were approved as presented on a motion by Mr. Como, seconded by Mr. Devall, and carried.

Financial statements for September 2022 were presented by the director, Ms. Koelzer with a comment that staff would be presenting an amended budget at the November meeting to account for payroll, maintenance, utilities, and insurance expenditures being higher than anticipated due to a combination of factors including an organizational wage increase, Hurricane Laura's impact on insurance premiums, and ongoing inflation. Financials were approved as presented on a motion by Como, seconded by Mr. Devall, and carried.

Ms. Koelzer introduced the athletics manager, Hannah Veazey, to present proposed changes to the Sports and Facilities Manual effective January 2023. Ms. Veazey provided a recap of changes and additions to the board for approval. Changes included cutoff dates for sports registration to more align with school cutoff dates, time limits for youth baseball/softball, the addition of kickoff/punt options in contact football, instructional league rules for volleyball, out-of-district participation clause for adult leagues, addition of volleyball to adult league offerings, addition of public inquiry/concern/complaint process, facility usage and rental rules for the Rec & Aquatic Center. Following discussion, proposed changes were adopted by the board on a motion by Mr. Deval, seconded by Mr. Lemelle, and carried.

On a motion by Mr. Como, seconded by Mr. Devall, and carried, staff was granted permission to complete the interior space of the golf teaching building. Work is to be completed using a combination of contractor change order, in-house labor, and direct equipment purchases, not to exceed \$75k.

Staff was granted permission to enter into a professional service agreement with Duplantis Design Group (DDG) to provide architectural services for the Center Circle Park re-design project. *(Board approved master plan presented at the September 20, 2022, regular board meeting).*

On a motion by Mr. Devall, seconded by Mr. Lemelle, and carried, the board elected to defer action on consideration to adopt a resolution to waive the prohibition against jury trials in litigation against Sulphur Park and Recreation (formerly known as Community Center and Playground District Number Two of Ward Four of Calcasieu Parish) in accordance with La. R.S. 13:5105. The board requested Ms. Koelzer seek a formal legal opinion from outside counsel for presentation and review at the November 2022 board meeting.

The director, on a motion by Mr. Como, seconded by Mr. Devall, and carried, was granted permission to negotiate with the Calcasieu Parish Sheriff's office for the sale of a parcel of SPAR property located on the southeast side of land running along the north side of I-10 frontage road and parallel to the Rec & Aquatic Center property. Parcel is approximately 4.85 acres and was purchased by SPAR in 2009. The sheriff's office is requesting consideration to purchase property to allow for the building of a FEMA Emergency Responders Headquarters in the next 18-24 months.

Notifications -

- a) Change Order to Contract with D & G Construction for the Demolition of Center Circle Pool as follows:
  - Change Order #1 - \$17,750.00 – Removal of unsuitable soil and dispose offsite. Long term leaks between kiddie pool, large pool as well as deep section of pool caused more width and depth of ground to be removed and refilled.
- b) Entering a Memorandum of Understanding with Calcasieu Parish Sheriff's Office for use of a section/area of McMurry Park grounds, specifically, the west and northwest parking lots of the park, for staging and operation of CPSO law enforcement/emergency responder personnel in the event of and response to a natural disaster.
- c) Update on status of Hurricane and Improvement Projects. Ms. Koelzer presented a slide show demonstrating the recovery efforts with before and after images of hurricane damages and repairs. Summary of items presented include the demolition of the Center Circle Pool and Pool house, resurfacing of the McMurry tennis courts, improvements to the restrooms at McMurry and Pattison, a new maintenance building at McMurry, Carlyss lighting repair and removal of fixtures that impeded foot traffic. Ms. Koelzer highlighted the aesthetic improvements that are being included as part of recovery efforts to return SPAR to the level it belongs.
- d) Staffing updates provided by Director. Ms. Koelzer presented the board with an update on managers and the responsibilities assigned to them; recapping that the management team has been increased from 3 to 5 members to better distribute tasks and focus on specific departments. She introduced new full-time staff in various departments including Admin, Aquatics, Athletics, and Golf. Vacant full-time positions were presented with status updates on the recruitment and hiring stages. Ms. Koelzer notified the board that the org chart was under review and an updated chart would be presented for adoption with the budget at the November 2022 regular board meeting.
- e) Staff has completed the first phase of setup of CivicRec Parks and Recreation management software. Phase I consists of online sports registration and league management which is live now for Basketball registration. We refer to this new method of registration as "SPARC". Next phase will include Facility Reservations and Tournament Team registration. Staff provided demonstration of registering.
- f) Next regular SPAR Board meeting scheduled for Tuesday, November 15, 2022 @ 5:30 p.m. to include presentation, discussion, and consideration to amend the 2022 Financial Budget and presentation, discussion, and consideration to adopt the 2023 Financial Budget. Public Hearing will be conducted at 5:30 p.m.; followed by regular board meeting.

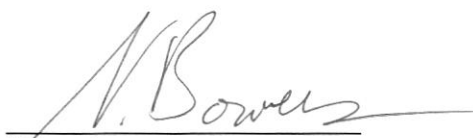
Upcoming events:

- Sulphur High Calcasieu Champs Swim Meet- 5:00pm Thurs., Oct. 20, 2022 (Rec & Aquatic Center)
- Spartans Swim Team time trial- 4:00pm Fri., Oct. 21, 2022 (Rec. & Aquatic Center)
- Stars & Stripes Car Show- Sat., Oct. 22, 2022 (The Grove at Heritage Square)
- Yoga at the Henning House – 4:30pm Tues., Oct. 25, 2022 (Henning Cultural Center)
- St. Theresa Edge Camp Golf Tournament- 1:00 p.m. Shotgun Sat., Oct. 29, 2022 (Frasch Golf Course)
- Sulphur High Last Chance Swim Meet- 9:00am-1:00pm Sat., Oct. 29, 2022 (Rec. & Aquatic Center)
- Maplewood Middle School's Art in the Park- 9:30am-12:00pm Sat., Oct. 29, 2022 (Maplewood Commons)
- SPAR Boo Bash- 3:00pm-6:00pm Sat., Oct. 29, 2022 (Recreation & Aquatic Center)
- SPAR Volleyball End of Season All Star Games- 9am-12pm Sat., Nov. 5, 2022 (Benglis Gym)
- SC3 Golf Tournament – 8:00 a.m. shotgun, Sat. Nov. 5, 2022 (Frasch Golf Course)
- USSSA Fall Baseball League Games- Sun., Nov. 6, 2022 (Pattison Complex)
- SPAR Rec Football Superbowl- 5:30pm-8:30pm Mon., Nov. 7, 2022 (SHS Matt Walker Stadium)
- SPAR Rec Basketball Showcase- 5:30pm-7:30pm Tues., Nov 8, 2022 (Rec. & Aquatic Center)
- SPAR Rec Basketball Draft- 5:30pm Thur., Nov 10, 2022 (Frasch Rec Room)
- Veteran's Day program- 11:00am Sat., Nov 12, 2022 (Rec. & Aquatic Center)
- Second Saturday Free Junior Golf Clinic- 2:00pm-3:00pm Sat., Nov. 12, 2022 (Frasch Golf Course)
- USSSA Fall Baseball Tournament 8u-10u- Sat., Nov. 12 – Sun., Nov. 13, 2022 (North Frasch Complex)

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

Meeting adjourned at 6:29 pm.

  
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Approved (Board Member)

  
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Attested