



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, December 20, 2022, 5:30 P.M.

The Board of Commissioners of Sulphur Parks and Recreation (SPAR) met at 5:51 pm on Tuesday, December 20, 2022 in the multipurpose room at SPAR Recreation & 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 David Devall, Mike Boyette, and David Couvillon; Members Doug Como and Len Lemelle were absent.

The minutes from the November 15, 2022, regular board meeting were approved as presented on a motion by Mr. Couvillon, seconded by Mr. Devall, and carried.

Financials statements for November 2022, on a motion by Mr. Couvillon, seconded by Mr. Devall, and carried, were approved as presented by the director, Laurie Koelzer. Ms. Koelzer stated that financial statements presented reflected the amended budget and all revenues and expenses were as expected and within budget.

The board, on a motion by Mr. Couvillon, seconded by Mr. Devall, and carried, adopted the 2023 Board of Commissioner's Regular Monthly Meeting dates, following staff recommendation to continue with the third (3rd) Tuesday @ 5:30 pm of each month.

Mr. Boyette and Mr. Devall were nominated and agreed to serve as Board President and Vice President, respectively, on a motion by Mr. Couvillon, seconded by Mr. Devall, and carried.

On a motion by Mr. Couvillon, seconded by Mr. Devall, following a unanimous roll call vote, the board adopted Gragson, Casiday, & Guillory, Certified Public Accountant Firm as auditor for SPAR's financial statements for year ending December 31, 2022.

The Lake Charles American Press was adopted as the official journal of SPAR for 2023 on a motion by Mr. Couvillon, seconded by Mr. Devall, and carried, following a unanimous roll call vote.

Staff presented rate changes for the Recreation & Aquatic Center to become effective February 1, 2023. Rate increases were approved as presented on a motion by Mr. Devall, seconded by Mr. Couvillon, and carried.

Staff presented rate changes for the Frasch Golf Course to become effective February 1, 2023. Rate increases were approved as presented on a motion by Mr. Devall, seconded by Mr. Couvillon, and carried.

The board, on a motion by Mr. Devall, seconded by Mr. Couvillon, and carried, granted staff permission to declare as surplus broken, obsolete, or outdated equipment during 2023 operations and granted permission for the items to be sold on a public bid basis utilizing the service of GovDeals, traded-in, consumed, used for parts, and/or disposed of. Staff to notify board when items are removed from service and disposed of.

On a motion by Mr. Devall, seconded by Mr. Couvillon, and carried, accepted the staff and architect, Mr. Curtis Vincent, recommendation to accept the low public base bid and alternate #1 received and opened on December 14, 2022, to replace air handler unit #1 and exhaust fan for the Recreation & Aquatic Center Natatorium. The low bid received and recommended is \$510,000.00 for the base bid and alternate #1 for 18,000.00 for a total contract award of \$528,000.00. (Board granted staff permission to advertise and place for public bid at the August 16, 2022, regular board meeting, est. cost \$500k). Public bids received as outlined below:

Bid Date: 12-14-2022

☐ = low bid

BIDDER	LICENSE NO.	BASE BID	ALT. #1	TOTAL
Air Plus LLC	52488	[\$510,000]	[\$18,000]	[\$528,000]
Trahan Construction, LLC	42520	\$653,000	\$18,000	\$671,000
Carrier Corporation	477	\$875,590	\$33,600	\$909,190
Hackley Enterprises, LLC	71691	No Bid	No Bid	No Bid
Bernhard MCC, LLC	62805	No Bid	No Bid	No Bid

The board, on a motion by Mr. Couvillon, seconded by Mr. Devall, and carried, granted the staff request for permission for the Director or designee to issue and execute Change Orders as necessary not to exceed 15% greater (\$79,200) than the Public Bid of \$528,000 received and awarded to Air Plus LLC by the Board at this meeting for the replacement of air handler unit #1 and exhaust fan for the Recreation & Aquatic Center Natatorium.

The director was granted an increase in Change Order authority to not exceed 25% greater (\$402,715.50) than public bid of \$1,610,862.00 to allow for additional funding for improvements for the Carlyss Park Hurricane Repair Project awarded to Scott Taylor Construction on a motion by Mr. Couvillon, seconded by Mr. Devall, and carried. Previous change order authority level of 15% (\$241,629.30) of contract was granted by the board at the May 17, 2022, regular board meeting.

On a motion by Mr. Couvillon, seconded by Mr. Devall, and carried, the board elected Mr. Como and Mr. Lemelle to participate with staff to review the updated personnel manual to be presented for consideration and adoption at the January 2023 regular board meeting. (Mrs. Brown and Mr. Como were originally nominated as participants at the April 16, 2019, regular board meeting).

Ms. Koelzer shared updates on continuing beautification / improvement projects district wide. A recap of ongoing hurricane repairs was provided including costs incurred and progress. It was noted that Kyle Street Park project was awarded and awaiting the notice to proceed and the project is the last facility needing hurricane repairs. Ms. Koelzer stated that pressure was being applied to DDG for the Center Circle Park phase I including the splash pad, restroom, and inclusive playground with staff requesting a June 1st deadline. She shared that lighting improvements, office reconfiguration, Proshop flooring, sand volleyball drainage, and installation of turf in golf building were all completed or near completion.

Notifications -

- a) Change order to Contract with Gunter Construction for the Golf Teaching Building.
 - Change order #1 - \$8,884.94 – Install underground power / electrical service to the building.
- b) LHSAA State Swim Meet Attendance for 2022 - 7254
- c) 2022/2023 Christmas & New Year Holiday Hours:

	RAQC	Admin	Golf
Fri. Dec 23rd	5am – 8pm	CLOSED	6:30am – Dusk
Sat. Dec 24th	8am – 2pm	CLOSED	6:30am – 2pm
Sun. Dec 25th	CLOSED	CLOSED	CLOSED
Mon. Dec 26th	5am – 8pm	CLOSED	10am – 5:30pm
Sat. Dec 31st	8am – 2pm	CLOSED	6:30am – 2pm
Sun. Jan 1st	CLOSED	CLOSED	6:30am – 5:30pm
Mon. Jan 2nd	5am – 8pm	CLOSED	10am – 5:30pm

- d) Upcoming events scheduled at various locations:
 - Fitness Mambo 2023 – December 27th – February 7th (Rec. & Aquatic Center)
 - SPAR Recreation Softball/Baseball registration – begins January 3rd (Online)
 - Local Middle School Softball season – Jan – Feb (North Frasch)
 - SHS Softball Clinic – Jan 14th (North Frasch)
 - 2nd Saturday Free Jr. Golf Clinic – Jan 14th (Frasch Golf Course)

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

Meeting adjourned at 6:18 pm.


 Approved (Board Member)


 Attested



SPAR
Sulphur Parks & Recreation



933 W. Parish Road • Sulphur, Louisiana 70663 • Tel: (337) 527-2500 • Fax: (337) 528-4934 • www.sulphurparks.com

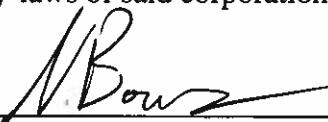
RESOLUTION BY SULPHUR PARKS AND RECREATION

Sulphur Parks and Recreation, on a motion by Mr. Couvillon, second by Mr. Devall, and unanimously carried, did adopt the following Resolution.

BE IT RESOLVED that Gragson, Casiday, & Guillory Certified Public Accountants has been adopted as the Auditors of Sulphur Parks and Recreation's Financial Statements for the year ending December 31, 2022.

I, Natalie Bowers, Secretary of The Board of Commissioners of Sulphur Parks and Recreation hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of Sulphur Parks and Recreation at a meeting duly held on the 20th day of December, 2022, at which a quorum was present and voting throughout, and that same has not been repealed or amended, and remains in full force and effect and does not conflict with the by-laws of said corporation.

Date 12/20/2022



Secretary



Board Member



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RESOLUTION BY SULPHUR PARKS AND RECREATION

Sulphur Parks and Recreation, on motion by Mr. Couvillon, second by Mr. Devall, and unanimously carried, did adopt the following Resolution.

BE IT RESOLVED that The American Press has been Adopted as the Official Journal of Sulphur Parks and Recreation for 2023.

I, Natalie Bowers, Secretary of The Board of Commissioners of Sulphur Parks and Recreation hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of Sulphur Parks and Recreation at a meeting duly held on the 20th day of December, 2022, at which a quorum was present and voting throughout, and that same has not been repealed or amended, and remains in full force and effect and does not conflict with the by-laws of said corporation.

Date 12/20/2022



Secretary



Board Member