



**SPAR**  
*Sulphur Parks & Recreation*



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**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, April 16, 2019 5:30 P.M.**

The Board of Commissioners of Sulphur Parks and Recreation met at 5:30 pm on Tuesday, April 16, 2019 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: Doug Como, Mitch Bowers, Tina Brown, and Johnny Stanley; David Couvillon was absent.

The board recognized and thanked the Wall of Honor recipients for 2019 and opened the floor to Mr. John Hamilton for presentation of inductees. Mr. Hamilton presented a recap of the service provided by Mr. Mike Pousson including 32 years as a basketball referee beginning in 1972. Mr. Pousson also coached and refereed soccer for the district. Mr. Pousson was absent for the presentation. Next, Mr. Hamilton provided a brief overview of the creation of the Wall of Honor and prior inductees. The final recipient recognized was Mr. PorterBill Wyninger. Mr. Hamilton presented Mr. Wyninger with his Wall of Honor plaque in recognition of his years of service as a coach, parent, and board member. Mr. Wyninger was thanked for the support and coaching he provided to the youth of the district. Mr. Wyninger shared his love of coaching and raising his family. He stated his thanks for the recognition and shared how much he wished he could start it all over again. Former board member, Mrs. Joy Abshire, expressed her appreciation to Mr. Wyninger and thanked him on behalf of all board members, past and present.

Mrs. Brown called a short recess and invited the participants to move to the refreshment area provided.

*(Meeting recessed: 5:42 pm)*

*(Meeting resumed: 5:58 pm)*

Mrs. Brown resumed the meeting and called it to order.

The minutes from March 19, 2019 were presented and approved as written on a motion by Mr. Bowers, seconded by Mr. Como, and carried.

The financial statements for March 2019 were presented and approved on a motion by Mr. Como, seconded by Mr. Bowers, and carried.

The staff requested and was granted permission to place on advertisement for public bid and/or purchase from Louisiana state contract One (1) Truckster Utility Cart (2019 budget funded item) estimated cost \$25K, on a motion by Mr. Como, seconded by Mr. Bowers, and carried.

On a motion by Mr. Stanley, seconded by Mr. Bowers, and carried, staff was granted permission to declare the following SPAR assets as surplus equipment. The staff was granted permission for the items to be sold on a public bid basis, traded-in, consumed, used for parts for maintenance purposed, and/or disposed of.

Asset #	Description	Purchase Date/Price	Reason for Surplus
1759	John Deere Truckster Utility Cart	12/07/10 \$16,099.90	Bad Transmission/Repairs Cost in excess of \$8k
1868	Duplo Duplicator	10/16/12 \$ 1,511.00	Consumable Supplies no longer available
	(16) Parking Lot Light Fixtures and (1) Pole	2005 Included in Project of Aquatic Center	Broken, replaced with LED Lighting
	(10) Ballfield Light Fixtures	10+ years old Included in various lighting Projects	Broken, replaced with new fixtures
227	Popcorn Machine (Star G14)	1/1/90 \$1000.00	Age & Condition
242	Popcorn Machine (Star G14)	1/1/90 \$1000.00	Age & Condition
248	Popcorn Machine (Star G14)	1/1/90 \$1000.00	Age & Condition
575	Popcorn Machine (Star G14)	2/1/96 \$1000.00	Age & Condition
701	Popcorn Machine (Star G14)	1/1/97 \$ 895.00	Age & Condition
702	Popcorn Machine (Star G14)	1/1/97 \$ 895.00	Age & Condition
955	Popcorn Machine (Star G14)	10/17/00 \$1130.00	Age & Condition

The director presented the board with an update of full-time employee list and organization chart as requested by Mr. Couvillon. Mr. Gayfield prepared an updated org chart reflecting budgeted positions, recent full-time hires, and existing vacant positions. Mr. Gayfield stated that the current high priority positions are for a mechanic and custodian. The other positions are lower priority. Mr. Stanley inquired about the posting process for open positions and if they are published externally. Mr. Gayfield stated that the process varies depending on the position and if internal candidates have been identified. Mr. Bowers asked for details about the interview process and whether it was a group setting or a single individual. Mr. Gayfield explained that he has generally had the supervisors and staff conduct the first round of interviews and following their recommendations, candidates are invited to a second interview including Mr. Gayfield and the corresponding supervisor. As this item was informational, no board action was required or taken.

The staff requested board participation in review and drafting updates for the SPAR Personnel Manual and for capital project planning. Mr. Couvillon and Mr. Bowers were recommended as participants for the capital project planning group. Mrs. Brown and Mr. Como agreed to participate in the Personnel Manual review. Through board discussion the appointments were assigned and accepted.

**Notifications to the Board –**

- a) Grill renovations – Before and after pictures were presented to demonstrate the changes made.

- b) Notice of Award of Grant Funding from Calcasieu Parish Police Jury Economic Development Allocation of Parish Gaming Funds, for expenses related to the following 2019 events.
- LHSAA State Softball Championships \$35k
  - LHSAA State Baseball Championships \$10k
- c) Notification to the Board of the opening dates for the 2019 Summer Pool Season are as follows:
- Waterpark – Opens Saturday, May 18<sup>th</sup>, 2019 (*Opening day Sulphur residents only, and Fun-Day Monday's offering Sulphur residents half price \$3.00 admission*)
  - Center Circle Pool – Opens Tuesday, May 28, 2019
- d) Notification to the Board of upcoming SPAR and Community Events
- City of Sulphur's Easter Egg Hunt – Sat. Apr. 20, 2019 @ 10:00 a.m. (The Grove/Heritage Square)
  - LHSAA State Softball & Baseball Press Conference–Thurs, Apr. 25, 2019 @ 2:00 p.m. (SWLA Convention & Visitors Bureau)
  - LHSAA State Softball Championships Fri., Apr. 26<sup>th</sup> – Sat., Apr. 27<sup>th</sup>, 2019 (*North Frasch*)
  - 3-C Cowgirls Photography Display – April 18<sup>th</sup> – May 23, 2019 (*Henning Cultural Center*)
  - Mac Burns Memorial/WCCH Golf Tournament – Sat. May 4<sup>th</sup>, 2019 (*Frasch Golf Course*)
  - SHS Band "Jazz in the Park" - Sun. May 5, 2019 2:00-3:00 p.m. (*The Grove*)
  - LHSAA State Baseball Championships – Wed., May 8<sup>th</sup> – Sat. May 11, 2019 (*McMurry Park*)
  - Ladies (LGA) Member Guest Golf Tournament – Tues., May 14, 2019 (*Frasch Golf Course*)

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

Meeting adjourned at 6:12 pm.



Approved (Board Member)



Attested