



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, March 17, 2020 5:30 PM

The Board of Commissioners of Sulphur Parks and Recreation (SPAR) met on Tuesday, March 17, 2020 at 5:30 pm for the regular scheduled session in the multipurpose room of SPAR Recreation and Aquatic Center in Sulphur, Louisiana. The meeting was called to order and a roll call was taken. Board members present were: Mitch Bowers, Doug Como, David Couvillon, and Tina Brown. Johnny Stanley was absent.

On a motion by Mr. Bowers, seconded by Mr. Como, and carried the board approved the minutes from February 18, 2020 regular board meeting as presented.

On a motion by Mr. Bowers, seconded by Mrs. Brown, and carried, the board approved February 2020 financial statements as presented.

Staff was granted permission by the board to pursue an RFQ process for professional services solicitation for development of a master plan for SPAR on a motion by Mrs. Brown, seconded by Mr. Como and carried. *(Board approved staff to move forward with the RFP process for master plan development for SPAR at the February 18, 2020 board meeting).* Comments from the director, Mr. Gayfield, explained that staff was requesting a change from the approved RFP to RFQ to allow staff to gather information from firms on their qualifications to participate in a master plan process for SPAR.

The board, on a motion by Mr. Como, seconded by Mr. Bowers, and carried, approved staff recommendation for acceptance of the low public bid received and opened on February 27, 2020 for one (1) new 2019-2020 model commercial utility vehicle from Jerry Pate Turf & Irrigation at the low bid price of \$20,625.10. The director described the purchase as necessary to replace an aging piece of equipment in the fleet. *(Board granted the staff permission to purchase from Louisiana State Contract or place on advertisement for Public Bid at the January 21, 2020 Board meeting, estimated approximate cost of \$25k).*

Public Bids received as outlined below:

BIDDER	YEAR/MAKE/MODEL	UNIT PRICE
Jerry Pate Turf & Irrigation Pensacola, FL	2019-2020 Toro Workman HD 2WD	[\$20,625.10]
Henderson Implement Lake Charles, LA	No Bid, Cannot meet Spec's	No Bid
Sunshine Equipment Solutions Lafayette, LA	No Bid Submitted	No Bid
Beard Equipment Mobile, AL	2020 John Deere ProGator 2020A	\$21,195.55

Staff recommended acceptance of the low public bid received and opened on February 27, 2020 for one (1) new 2019-2020 model commercial Z-Turn mower from Sunshine Equipment Solutions at the low bid price of \$7,350.00 and was approved on a motion by Mrs. Brown, seconded by Mr. Bowers, and carried. The director described the purchase as necessary to replace an aging piece of equipment in the fleet. *(Board granted the staff permission to purchase from Louisiana State Contract or place on advertisement for Public Bid at the January 21, 2020 Board meeting, estimated approximate cost of \$12k).*

Public Bids received as outlined below:

BIDDER	YEAR/MAKE/MODEL	UNIT PRICE
Louisiana Power Equipment Sulphur, LA	No Bid Submitted	No Bid
Cutters Outdoor Power Equipment Lake Charles, LA	2019 Bad Boy Rebel	\$7,944.00
Moss Bluff Mowers Lake Charles, LA	2020 SCAG Tiger Cat II	\$8,080.00
Sunshine Equipment Solutions Lafayette, LA	2020 John Deer 2915-SE Z-Trac	[\$7,350.00]
Harlow Lawn Mowers Lake Charles, LA	2020 Exmark Laxer ZS	\$9,599.20
Glencoe Equipment Gonzales, LA	2020 Bush Hog HDE-2555 (Did not meet Spec's-Fuel Tank, and Seat)	\$5,953.50

On a motion by Mr. Bowers, seconded by Mr. Como, and carried, the board accepted the low Request for Proposal received and opened on February 27, 2020 for demolition and removal of the old "Field of Dreams" concrete pad and regrading at Pattison Park from D & G Construction at the low proposal price of \$11,200.00. Mr. Gayfield stated that the bids were significantly lower than the budgeted amount of \$25k. *(Board granted the staff permission to utilize Louisiana State Contract or place on advertisement for Public Proposal at the January 21, 2020 Board meeting, estimated approximate cost of \$25k).*

Public Proposals received as outlined below:

VENDOR	PRICE
D & G Construction Sulphur, LA	[\$11,200.00]
Jody Guidry Dirt Works Sulphur, LA	No Bid Submitted
Mark's Tree Service Lake Charles, LA	No Bid Submitted
Willie Lathan	No Bid Submitted
Concrete Busters	No Bid Submitted
Southwest Coastal Services Lake Charles, LA	\$15,400.00

The staff presented and recommended for acceptance the low public line item quotes received and opened on March 12, 2020 for waterpark furniture received from Contract Furnishings. The staff will purchase quantities based on need and not to exceed \$10k. (Board granted the staff permission to Quote, Order, and Purchase at the January 21, 2020 Regular Board meeting, estimated cost \$10k). On a motion by Mrs. Brown, seconded by Mr. Bowers, and carried, the board accepted the quotes based on staff recommendation.

Public quotes received as outlined below:

Quote Date: 3-12-2020 [] = low Quote

	VENDOR	VENDOR	VENDOR	VENDOR
FURNITURE TYPE	Contract Furnishings	Sabine Pools	Pool Furniture Supply	Florida Patio Furniture
Loungers	[\$99.10]	\$135.80	\$94.95 + Freight	\$115.00 + Freight
Sand Lounge Chairs	[\$125.95]	\$297.92	\$119.95 + Freight	\$76.00 + Freight
Dining Chairs	[\$122.95]	\$283.36	\$114.95 + Freight	\$85.00 + Freight
Chaise Loungers	[\$289.60]	\$708.96	\$584.95 + Freight	\$265.00 + Freight
Table	[\$379.50]	\$845.60	\$449.95 + Freight	\$295.00 + Freight
Dining Chair	[\$129.30]	\$392.00	\$104.95 + Freight	\$165.00 + Freight
Low End Table	[\$246.90]	\$439.04	\$184.95 + Freight	\$115.00 + Freight

Per staff recommendation, the board on a motion by Mrs. Brown, seconded by Mr. Como, and carried, rejected all public bids received and opened on March 16, 2020 for waterpark lockers. The public bids received exceeded the budgeted \$50k amount. The staff will place out for public bid at a later date. The director stated that he felt the bids should be rejected as they came in higher than initially expected. Mr. Gayfield explained that it may be due to the fact that locker manufacturers prefer to lease the equipment, service, and set pricing while they take a revenue share from the locker usage. Mr. Gayfield recommended against that option out of concern of setting the locker rental prices too high and unaffordable for area residents. (Board granted the staff permission to place on advertisement for Public Bid at the January 21, 2020 Regular Board meeting, estimated cost \$50k).

Public bids received as outlined below:

Bid Date: 3-16-2020 [] = low Bid

Vendor	Brand	Total Delivered Price	Total Delivered & Installed
Locker Network	Modular Electronic System	\$87,807.50 \$58,400.00 Lease \$24,000.00 Refurbished	No Submitted
Best Lockers	Safemark GoPod Elect. System	\$74,784.00	\$82,704.00
V-Lockers	No Bid Submitted	No Bid Submitted	No Bid Submitted
American Lockers	Customer Elect. Line Asset Locker	\$65,104.00 No Warranty listed, Not powder coated.	\$65,104.00
Tiburon Lockers	No Bid Submitted	No Bid Submitted	No Bid Submitted

On a motion by Mrs. Brown, seconded by Mr. Bowers, and carried, the board accepted low public bids received and opened on March 16, 2020 for waterpark / pool cabanas from Cabanas by Academy for the base bid of \$9,290.00 per unit plus \$2,333.33 per unit for installation. The staff was granted permission to purchase three units to include installation for a total cost of \$34,870.00. (Board granted the staff permission to place on advertisement for Public Bid at the January 21, 2020 Regular Board meeting, estimated cost \$30k).

Public Bids received as outlined below:

Bid Date: 3-16-2020 [] = low Bid

Vendor	Brand	Price per Unit / 3-Units	Price per Unit / 3-Units w/ Installation
Tuuci	No Bid Submitted	No Bid Submitted	No Bid Submitted
Shade Florida	No Bid Submitted	No Bid Submitted	No Bid Submitted
Cabanas by Academy	Trustee 10x10	[\$ 9,290.00] [\$ 27,870.00]	[\$ 11,623.33] [\$ 34,870.00]
Resort Cabanas	No Bid Submitted	No Bid Submitted	No Bid Submitted

The staff was granted permission by the board on a motion by Mr. Bowers, seconded by Mr. Como, and carried, to move forward in having a survey and preliminary environmental study performed on the Swisco road property. The survey and environmental study will provide information to SPAR Board in relation to future development. The board expressed their desire that staff move forward with scheduling the survey and environmental study.

On a motion by Mr. Como, seconded by Mrs. Brown, and carried, the board granted staff permission to place on advertisement for public bid the replacement of the Recreation and Aquatic Center's 50-meter pool heater. This item is a 2020 budget funded item, estimated approximate cost \$65k.

Mr. Gayfield provided an overview of resolution, its need, and its effect on SPAR operations, staffing, and payroll. He explained that this resolution provides for funding options to continue necessary operations, purchases, and that it also activates personnel manual policies concerning pay for salaried, full time, and part time staff. The board confirmed that the length of the resolution was enough to provide staff the ability to extend it without having to reconvene the board. Budget impact was discussed and it was stated that the budget would likely need to be amended due to expenses and / or lost revenue. On March 17, 2020, at a meeting of SULPHUR PARKS AND RECREATION (aka: COMMUNITY PLAYGROUND DISTRICT #2 of WARD 4), the Board of Commissioners did adopt a resolution declaring a public emergency for the outbreak of COVID-19 and the effects of its extreme risk of person-to-person transmission throughout SPAR facilities and properties and provide for all necessary funding with an effective date of declaration beginning March 16, 2020 through April 13, 2020 and by further order may be extended not to exceed a period of 30 days, after it was read by the board secretary through a roll call vote with the following votes recorded:

YEA: Mr. Como, Mr. Bowers, Mr. Couvillon, Mrs. Brown
NAYS: none
ABSTAIN: none
ABSENT: Mr. Stanley

Notifications to the Board -

- a) The director presented for review and discussion, the overview of SPAR operations during the COVID-19 Public Emergency.
- b) Received substantial completion on the Artificial Turf Project. All fields are available for use.
- c) Power washing performed on the Recreation and Aquatic Center building.
- d) Received Certificate of Appreciation from Maplewood-Hollywood Lions Club for SPAR's assistance and accommodations for the Annual Community Thanksgiving event.
- e) Replacement of Recreation and Aquatic Center back-flow preventer to be performed during the current public emergency (COVID-19) closure of facility. The replacement requires water to be shutoff to the building.
- f) Staff is preparing and working on emergency action plans to address the possible impact of the Coronavirus on SPAR's programs, facilities, events.
- g) Wall of Honor will be presenting the 2020 Inductees at the April 21, 2020 regular SPAR Board meeting.
- h) SPAR and Community Events that may be postponed or cancelled due to the Public Emergency for the outbreak of COVID-19.
 - SHS Golden Tor Spot Baseball Classic Tourney – Mar. 19-21, 2020 (McMurry Park)
 - SHS Softball Invitational – Mar. 20-21, 2020 (N. Frasch Softball Complex)
 - Sulphur Tor Invitational Golf Tourney – Sat. Mar. 21, 2020 (Frasch Golf Course)
 - Spring Fling Golf Tournament – Wed. Mar. 25, 2020 (Frasch Golf Course)
 - Talented Arts Program – Mar. 26-Apr. 30, 2020 (Henning Cultural Center)
 - SPAR Sand Volleyball "Can You Dig It" – Sat. Mar. 28, 2020 (Frasch Sand Volleyball Courts)
 - MLB Pitch, Hit, & Run Program (Mon. Mar. 30, 2020 5pm-8pm (McMurry Fid #37 & #38) hosted by Sulphur Kiwanis Club)
 - SPAR's Rec. Baseball Opening Weekend-Apr.2-4, 2020 (McMurry Park)
 - SPAR's Rec. Softball Opening Weekend-Apr.2-4, 2020 (Pattison Park)
 - Maplewood Middle & Elementary School "Art in the Park"– Apr. 3, 2020 (Maplewood Commons)
 - Frasch Men's Golf Association Tournament – Apr. 4-5, 2019 (Frasch Golf Course)
 - SPAR's Recreation Baseball/Softball Season begins – Apr. 6, 2020 (SPAR Baseball/Softball Facilities)
 - Free Junior Golf Clinic – Sat. Apr. 11, 2020 (Frasch Golf Course)
 - USTA 55+ State Tennis Tourney – Apr. 17-19, 2020 (McMurry Tennis Complex)
 - SPAR Adult & Child 9-hole 2-man Scramble - Sat. Apr. 18, 2020 (Frasch Golf Course)
- i) The Board and staff recognized the following retiring employee for their years of service provided to SPAR:
 - Mike Stine, Operations Manager – 37 years (Aug. 1983 – Mar. 2020)

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

Meeting adjourned at 6:28 pm.



Approved (Board Member)



Attested