



**SULPHUR PARKS AND RECREATION (SPAR)  
Public Hearing – Amend 2023 Budget & Adopt 2024 Budget  
Regular Board of Commissioners Meeting  
Held at the SPAR Recreation & Aquatic Center Multipurpose Room  
933 W Parish Road Sulphur, Louisiana 70663  
Thursday, November 30, 2023 @ 5:30 pm**

The Board of Commissioners of Sulphur Parks and Recreation (SPAR) met at 5:30 pm in Thursday, November 30, 2023, in the multipurpose room at SPAR Recreation & Aquatic Center in Sulphur, Louisiana for a public hearing to present the amended 2023 budget and the proposed 2024 budget, followed immediately by the regular scheduled board meeting. The hearing was called to order and a roll call was taken. Board members present were Don Martin, Mike Boyette, and Len Lemelle. David Devall and David Couvillon were absent.

The amended 2023 general fund budget was presented, reviewed, and discussed. Executive Director, Ms. Laurie Koelzer, presented the budget and explained that revenues were exceeded, and expenditures were lower than budgeted. Though not required to be amended, it was amended to provide more realistic comparison in future years. Expenses were well below projected due to capital projects that were delayed or postponed due to supply chain and contractor scheduling issues. The natatorium air handler was rescheduled for installation in the first half of 2024 due to manufacturing issues. The amended budget reflects revenues of \$13,276,000 (increase of \$2,235,250 from original budgeted revenue) and expenditures of \$15,914,000 (decrease of \$ 2,228,850 from original budgeted expenditures). Board President, Mike Boyette, called for public comment. There were no public comments.

The proposed 2024 general fund budget was presented, reviewed, and discussed. Ms. Koelzer presented the budget which reflects revenue of \$11,986,050, and expenditures of \$20,917,112.43. The large increase in expenditures, as in 2023, is due to budgeted capital expenses of \$10,097,243. 2024 budgeted capital expenditures include continued investment at Center Circle Park as the redevelopment project moves forward to inclusive playground and pool construction, completion of Kyle Street hurricane repairs, and beginning the design and bid phase for the North Frasch indoor batting cage, locker room and meeting space. Ms. Koelzer discussed the 2024 Org Chart and commented that SPAR continues to move forward with succession planning, developing internal staff, and making sure there are enough support staff to maintain and improve our organization. Ms. Koelzer introduced Ms. Natalie Bowers, Admin Manager, to complete the budget presentation. Ms. Bowers quickly reviewed the changes and improvements introduced to the 2024 budget document. Improvements highlighted were: budget at a glance presented as a simplified view of the financial position of each department; capital presented as a strategic planning document with five years of projects prioritized; publication of the salary scale to increase transparency for employees and the public; and finally, the addition of statistical information to better display who utilizes SPAR programs and facilities. Board President, Mike Boyette, called for public comment. There were no public comments.

On a motion by Mr. Lemelle, seconded by Mr. Martin, and carried, the public hearing adjourned at 5:55 pm.

The regular board meeting began at 5:56 pm. The meeting was called to order and a roll call was taken. Board members present were Don Martin, Mike Boyette, and Len Lemelle. David Devall and David Couvillon were absent.

Minutes from the October 23, 2023 regular board meeting were adopted as presented on a motion by Mr. Lemelle, seconded by Mr. Martin, and carried.

On a motion by Mr. Lemelle, seconded by Mr. Martin, and carried, the board approved the October 2023 financials as presented. Ms. Koelzer commented that all revenues and expenditures were in budget and as expected.

The **amended 2023 general fund budget** was adopted following the call for public comment on a motion by Mr. Lemelle, seconded by Mr. Martin, and carried. The amended budget reflects revenues of \$13,276,000 (increase of \$2,235,250 from original budgeted revenue) and expenditures of \$15,914,000 (decrease of \$ 2,228,850 from original budgeted expenditures).

The **2024 general fund budget** was adopted on a motion by Mr. Martin, seconded by Mr. Lemelle, and carried. Prior to adoption the floor was opened for public comment. The 2024 budget reflects revenues of \$11,986,050, and expenditures of \$20,917,112.43.

On a motion by Mr. Martin, seconded by Mr. Lemelle, and carried, staff was granted permission to prepare and place on advertisement for public bid, quote, and/or purchase from Louisiana State Contract the 2024 budget funded capital equipment acquisitions as needed (FFE, mowers, fitness equipment, food service equipment, etc.). Staff to execute purchases from Louisiana State Contract and notify Board of staff actions. Public bid items will be presented to the board for approval and/or rejection.

On a motion by Mr. Lemelle, seconded by Mr. Martin, and carried, staff was granted permission to prepare, place on advertisement, and execute as needed public bids, quotes, and/or purchase from Louisiana State Contract the 2024 budget funded consumable and material items (pool chemicals, sand, dirt, clay, limestone, gasoline, diesel, sports equipment, etc.). Notification to be provided to Board of staff actions.

#### **Notifications -**

- a) Ms. Koelzer introduced SPAR's new Athletics Manager, Mr. Billy Christian, who is scheduled to begin work in January 2024. Mr. Christian thanked Ms. Koelzer and the board for the opportunity to serve the community and district where he grew up. He spoke briefly about his passion for sports and the impact sports have on developing valuable skills in the children that participate.
- b) Change Order #1 to Contract with Air Plus for the replacement of Air Handler Unit #1 in the Natatorium of the Aquatic Center. Change order for 140 day no cost time extension due to manufacturer and global supply chain shortages. The new completion date is set for April 30, 2024.
- c) Notice to proceed has been issued for the following Contractors for the redevelopment project at Center Circle Park:
  - Trahan Construction—New Pool and Pool House (estimated completion date May 9, 2024)
  - Scott Taylor Construction—New Inclusive Playground (estimated completion date July 9, 2024)
- d) The construction at Center Circle Park is scheduled to begin with multiple contractors staging the area with large equipment where the new pool, pool house, playground portion of the project will be located. For this reason, SPAR will close this area of the park during construction to avoid safety concerns. Closure will begin November 30<sup>th</sup>, 2023. Areas of the park that will remain open will be the outdoor basketball court, tennis courts, Maplewood commons, and the large picnic pavilion on the west side of the park.
- e) The staff accepted the low quote received from Quality Court Industries for the re-surfacing of the Indoor Track located inside of the Recreation & Aquatic Center. The low quote accepted in the amount of \$68,200, with completion expected by the 2023-year end. This work will require that the Indoor Track area be closed for use for approximately 10-15 working days.
- f) Notice of the completion of the sale of SPAR property located along Interstate 10 North Frontage Road at Saunier Street, Sulphur, Louisiana (4.93-acre tract) to Calcasieu Parish Law Enforcement at the appraised value of \$752,000. Sale completed on November 29, 2023.
- g) Receipt of compliments and Attendance recap for the LHSAA State Swimming Championships that was held November 15-18, 2023.
- h) Upcoming Projects:
  - Pavilion at Frasch Park – to begin Dec 2023 and complete early 2024.
  - Golf Course Parking Lot Resurfacing – Contractor behind schedule, completion expected Jan 2024.
  - McMurry Batting Cage Cover – Architect is finalizing drawings and bid docs. Bids received will be presented Jan 2024.
  - Resurfacing of original Waterpark - Architect is finalizing drawings and bid docs. Bids received will be presented Jan 2024.

i) Upcoming events:

- Holiday House Preview Party – Thurs. Nov. 30<sup>th</sup>, 2023, 6:30-9:30 p.m. (*Henning Cultural Center*)
- Christmas Under the Oaks Festival – Fri. Dec. 1<sup>st</sup>- Sat. Dec. 2<sup>nd</sup>, 2023 (*Heritage Square*)
- The Grinch takes over Fideaux Field – Sat. Dec. 2<sup>nd</sup>, 2023 (*Fideaux Field*)
- SPAR Arts & Recreation 14 yr. + – Mon. Dec. 4<sup>th</sup>, 2023, 5:00 pm (*Rec. & Aquatic Center*)
- SPAR Arts & Recreation 6-15 yr. – Tues. Dec. 5<sup>th</sup>, 2023, 5:30-6:30 pm (*Rec. & Aquatic Center*)
- Breakfast with Santa & Friends – Sat. Dec. 16<sup>th</sup>, 2023, 8:00 am – 10 am (*Rec. & Aquatic Center*)
- SPAR’s “Reindeer Games” – Wed. Dec. 20, 2023, 8am-Noon (*Rec. & Aquatic Center*)

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

Meeting adjourned at 6:15 pm.

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Approved (Board Member)

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Attested