



**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 19, 2024, 5:30 pm**

The Board of Commissioners of Sulphur Parks and Recreation (SPAR) met at 5:30 pm on Tuesday, March 19, 2024, in the multipurpose room at SPAR Recreation and Aquatic Center in Sulphur, Louisiana for the regular scheduled board meeting. The meeting was called to order and a roll call was taken. Board members present were Don Martin, Len Lemelle, David Devall, and David Couvillon. Mike Boyette was absent.

The minutes of the February 20, 2024, regular board meeting were approved as presented on a motion by Mr. Couvillon, seconded by Mr. Lemelle, and carried.

The Director, Ms. Laurie Koelzer presented the January and February 2024 Financials. She described the new layout and software adopted January 1, and stated all expenses and revenues were as expected. Financials were approved as presented on a motion by Mr. Couvillon, seconded by Mr. Lemelle, and carried.

The director was granted permission, on a motion by Mr. Couvillon, seconded by Mr. Lemelle, and carried, to research and pursue available property that could be considered to purchase to expand SPAR facilities. Such properties would be presented to the board for approval before taking any action.

On a motion by Mr. Couvillon, seconded by Mr. Lemelle, and carried, the board granted permission for staff to solicit for Requests for Proposals for the conceptual design and development of a flat field/multi-use sports complex on SPAR's I-10 frontage property. The 2024 budget allocated funds to begin the design and development phase.

The director was granted permission to enter into a partnership agreement with Sulphur Christian Community Coalition (SC3) to provide SPAR with rebranding and strategic marketing plan, staff development, policies, and procedures for the Grill operations on a motion by Mr. Couvillon, seconded by Mr. Lemelle, and carried. This partnership offers both SPAR and SC3 the opportunity to provide a ready-to-work staffing pool for both agencies.

**Notifications:**

- a) Notice of Change Order #1 – Add \$16,030 to contract with Sabine Pools, LLC for the waterpark repairs, re-tiling, and resurfacing project. (Board approved for change order authority up to 10% (\$37,500) of the award bid of \$375,000 at the Feb. 20, 2024, regular board meeting).
- b) Notice of the Director and Assistant Director attended training held in Baton Rouge March 13th-14<sup>th</sup> by the Louisiana Legislative Auditor. Material covered in session included Local Budget Act, Cybersecurity, Statewide Agreed-Upon Procedures, State and Federal Human Resource Laws and Mandatory State Training, Segregation of Duties, and Rules of Procurement.
- c) Quarterly Sports Tourism Meeting to be held at Recreation and Aquatic Center on Friday, April 5, 2024 @ 8:30 am. Donald Brinkman with CSRS along with Visit Lake Charles to lead open discussion with various community stakeholders.
- d) Aerate Greens at Frasch Park Golf Course-Monday, April 8th, 2024, Course will be closed all day.
- e) Notification of the staff submitting Proposals to host the following LHSAA Championships for 2025 & 2026. Proposal deadline is May 1<sup>st</sup>, 2024.
  - Softball
  - Baseball
  - Swimming

f) Notification of the Recreation Sports spring events:

- Softball & Baseball Showcase Tryouts (Coach Pitch)- Mon. & Tues., March 18-19, 2024 (Pattison Park)
- Softball & Baseball Draft (Wee ball, Tee ball, Coach Pitch) - Thurs., March 21, 2024 (Frasch Rec Room)
- Opening Weekend of SPAR Rec Baseball and softball (ages 9+) - Thurs., Apr. 11- Sat., April 13, 2024 (North Frasch Complex, Pattison Park, & McMurry Fld. 37)

g) Upcoming events scheduled at various locations:

- After School Mini Camp- Tues., March 19<sup>st</sup> (Frasch Park) & Thurs., March 21<sup>st</sup> (Carlyss Park) 3:30pm-5:00pm
- Umpire Clinics – Wed. March 20<sup>th</sup> @ 5:30pm (Frasch Rec Room & Benglis Gym)
- SPAR Adult Art Class – Thurs. March 21<sup>st</sup> @ 5:30pm-7:30 pm (Rec. & Aquatic Center)
- City of Sulphur & SPAR Annual Easter Egg Hunt – Sat. March 23<sup>rd</sup> @ 8:30am (*Heritage Square*)
- Junior Lifeguard Training (11-14 yr. olds – Sat. March 23<sup>rd</sup> @ 8:30am-12:30pm
- Youth Tennis Clinic-(12-15 yr. olds) -Sat. March 23<sup>rd</sup> – May 4<sup>th</sup> (McMurry Tennis Complex)
- SBA Spring Fling Golf Tournament - Sat. March 23<sup>rd</sup> (Frasch Golf Course)
- PING Demo Day – Mon. March 25<sup>th</sup> @ 2pm (Frasch Golf Course)
- Ladies Golf Clinic – Tues. March 26<sup>th</sup> @ 5:00pm (Frasch Golf Course)
- SPAR Youth Art Class (6-12 yr. olds) – Tues. March 26<sup>th</sup> @ 5:30pm-7:30pm (Rec. & Aquatic Center)
- Invest in Healthy Nutrition (Cooking Demo) –Tues. March 26<sup>th</sup> @ 5pm, (Rec & Aquatic Center)
- American Red Cross Lifeguard Training Course- Various Class dates thru July 11<sup>th</sup> (Rec & Aquatic Center)
- Water Safety Instructor & Lifeguard Instructor Training–Tues. Apr. 2<sup>nd</sup>-Thurs. Apr.4<sup>th</sup> (Rec.&Aquatic Center)
- Thomas Tillery Easter Baseball Camp – Wed. Apr. 3<sup>rd</sup> – Thurs. Apr. 4<sup>th</sup> @ 9am-Noon (McMurry Fld. #41)
- Calcasieu Parish Schools Art Show – Apr. 4<sup>th</sup> – May 16<sup>th</sup> (Henning Cultural Center)
- “Spring Games” Swim & Sport Camp (1<sup>st</sup>-6<sup>th</sup> graders)–Thurs. Apr. 4<sup>th</sup> @ 8am-Noon (Rec. & Aquatic Center)
- Mac Burns Memorial Tournament – Fri. Apr. 5<sup>th</sup> – 8am shotgun (Frasch Golf Course)
- Lifeguard Re-certification Course – Apr. 9<sup>th</sup>-11<sup>th</sup> @ 5:00pm (Rec. & Aquatic Center)
- Youth Tennis Clinic-(8-11 yr. olds) – Tues. & Thurs. Apr. 9<sup>th</sup> – May 4<sup>th</sup> (McMurry Tennis Complex)
- Cameron LNG Golf Tournament – Fri. Apr. 12<sup>th</sup> – 10am t-times (Frasch Golf Course)
- Adult/Child Golf Scramble – Sat. Apr. 13<sup>th</sup> – 2pm t-times (Frasch Golf Course)
- Recreation Sensory Swim – Sat. April 13<sup>th</sup> @ 2pm-4pm (Rec. & Aquatic Center)
- Mizuno Fitting Day – Tues. Apr. 16<sup>th</sup> @ 12pm-4pm (Frasch Golf Course)
- Vinton Football Golf Tournament – Fri. Apr.19<sup>th</sup> (Frasch Golf Course)
- Free Junior Golf Clinic – Sat. Apr. 20<sup>th</sup> 10am-11am (Frasch Golf Course)

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

Meeting adjourned at 6:05 pm.

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Approved (Board Member)

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Attested