



**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, July 19, 2022, 5:30 pm**

The Board of Commissioners of Sulphur Parks and Recreation (SPAR) met at 5:30 pm on Tuesday, July 19, 2022, in the multipurpose room at SPAR Recreation and 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 Doug Como, Mitch Bowers, Mike Boyette, and David Couvillon. Board member David Devall was absent.

On a motion by Mr. Couvillon, seconded by Mr. Boyette, and carried, the board approved the minutes as presented for the June 21, 2022, regular board meeting.

On a motion by Mr. Couvillon, seconded by Mr. Boyette, and carried, the board approved the minutes as presented for the June 30, 2022, special board meeting.

Ms. Koelzer presented the financial statements for June 2022 with all revenues and expenses within budget as expected. She explained that utility and payroll expenses were higher than usual due to the increase in utility costs and the increase in base wages adopted by board in March 2022. The financials were accepted as presented on a motion by Mr. Como, seconded by Mr. Boyette, and carried.

In an open public meeting conducted in accordance with the open meetings law as required to adopt property tax millage rates, the director, Ms. Koelzer, provided an overview and recommended to the board 9.99 property tax millage rate for 2022 to be collected in 2023. The recommended rate allows collections to remain at roughly the same level and be less than the voter approved 10.25 mills. The floor was opened for public input and discussion with no public comments made. On a motion by Mr. Como, seconded by Mr. Couvillon, the resolution being read to levy the adopted rate of 9.99 on the 2022 tax roll, a roll call vote was taken and adoption passed with the following results:

<b>Yeas</b>	<b>(4)</b>	Doug Como, Mitch Bowers, Mike Boyette, David Couvillon
<b>Nays</b>	<b>(0)</b>	
<b>Abstain</b>	<b>(0)</b>	
<b>Absent</b>	<b>(1)</b>	David Devall

**Notifications –**

- a) Staff entered into agreement with CivicRec, a Parks and Recreation Management Software, to facilitate online sports registration and league management for recreational programming.
- b) Change Order(s)/Recommendation of Acceptance on the following Hurricane repair/improvement projects.
  - McMurry-Phase II & Pattison Park
    - Change Order #3 - \$45,062.02 – Labor & Material to add additional fencing, stripping, and netting for 6 Pickleball courts converted from 2 of the eight existing tennis courts.
  - Aquatic Center and Waterpark
    - Change Order #4 - \$0.00 – Add additional 133 days to contract
    - Recommendation of Acceptance – Punch list = \$700.00
- c) Update on status of Golf Teaching building. All materials are on site, contractor to begin work this week. Estimated time to complete, late fall 2022. Material supplies have delayed this project. (Board approved and awarded project to Gunter Construction at the February 1, 2022)
- d) The staff provided recap of the Center Circle Park re-design Charrette held on July 12, 2022. The charrette was well attended by roughly 40 citizens. They shared their opinions and wishes for the redesigned space. Mr. Bowers commented on his appreciation for the community engagement and that he was pleased to see SPAR allowing stakeholder input.

e) Notice of the upcoming 2022 Waterpark season closing date as follows:

- SPAR Waterpark – Sunday, August 7th, 2022

f) The Administrative liaison group comprised of Mr. Bowers and Mr. Boyette provided results of negotiations on terms and conditions of employment with Ms. Koelzer, who was selected to fill the director position at the June 30<sup>th</sup> special board meeting. Salary was set at \$120,000/year, first evaluation will be at 90 days (late September 2022) continued annually thereafter. Evaluation will be based on performance in the following areas: administration and staff management; problem solving and decision making; leadership quality; risk management; relationships with board, community, and public agencies; planning and budgeting. Mr. Couvillon requested that check-ins be scheduled more frequently than annually. Ms. Koelzer elected to waive the vehicle allowance or take-home vehicle assignment, instead choosing to commute in personal vehicle and use a SPAR vehicle for business purposes. Other benefits including retirement, vacation, sick leave, insurance, etc. remain in effect and apply to the director in accordance with current personal manual.

**Upcoming Events:**

- New Balance Future Stars Class of 2025 – Tues. July 19-Sun. 24, 2022 (McMurry Park)
- SPAR Arts & Recreation – Sat. July 23rd, 30th, 2022 (Rec & Aquatic Center)
- Brimstone Kids Art Camp – Sat. July 23rd, 2022, 9am-11:45am (Henning Cultural Center)
- Calcasieu Serialfest – Sat. July 30th, 2022, 10:30am-4pm (Henning Cultural Center)
- SPAR Youth Volleyball Clinic, Girls 8-18 - Tues., Aug. 2, 2022 (Rec. & Aquatic Gym)
- Frasch Summer Golf Camps, Ages 8-15 – Tues. Aug. 2nd – Thurs. Aug. 4th, 2022 (Frasch Golf Course)
- Frasch Free Junior Clinic, Ages 8-15 – Sat. Aug. 13, 2022 (Frasch Golf Course)

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

Meeting adjourned at 6:05 pm.



Approved (Board Member)



Attested