



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, June 20, 2023, 5:30 pm

The Board of Commissioners of Sulphur Parks and Recreation (SPAR) met at 5:30 pm on Tuesday, June 20, 2023, in the multipurpose room at SPAR Recreation & Aquatic Center in Sulphur, Louisiana for the regularly scheduled board meeting. The meeting was called to order and roll call was taken. Board members present were Doug Como, David Devall, Mike Boyette, and David Couvillon; Len Lemelle was absent.

On a motion by Mr. Couvillon, seconded by Mr. Como, and carried, the board approved the minutes as presented for the May 16, 2023, regular board meeting.

Mr. Coy Vincent of Gragson, Casiday, & Guillory was recognized by the board and presented the results of the 2022 SPAR Financial Audit and Agreed Upon Procedures conducted by his firm as required by Louisiana Legislative Auditor. Mr. Vincent stated that SPAR’s audit had once again generated a clean, unmodified report with no findings. He commended staff on their management of the financials and adherence to accounting standards. Mr. Vincent shared that as hurricane repairs are completed and FEMA reimbursements are received, SPAR’s financial position continues to improve. 2022 ended with a net revenue of 2.7 million and a fund balance of 24 million. The board, on a motion by Mr. Como, seconded by Mr. Couvillon, and carried, accepted the 2022 financial audit, and agreed upon procedures as presented.

On a motion by Mr. Couvillon, seconded by Mr. Devall, and carried, the board approved the financials as presented for May 2023. Ms. Koelzer stated that all revenues and expenditures were within budget. She highlighted the growth visible in revenue and increased services through the Golf Course and stated that the staff is doing an excellent job improving the course and program offerings.

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 10.25 property tax millage rate for 2023 to be collected in 2024. The recommended rate allows a slight increase in collections, roughly 200k, and in line with the voter approved 10.25 mills that was passed in the last renewal election. The floor was opened for public input and discussion with no public comments made. On a motion by Mr. Devall, seconded by Mr. Couvillon, the resolution being read to levy the adopted rate of 10.25 on the 2023 tax roll, a roll call vote was taken, and adoption passed with the following results:

- Yeas (4)** Doug Como, David Devall, Mike Boyette, David Couvillon
- Nays (0)**
- Abstain (0)**
- Absent (1)** Len Lemelle

Permission was granted, on a motion by Mr. Como, seconded by Mr. Devall, and carried, to enclose, configure, and furnish office space on the second floor of the Rec & Aquatic Center to accommodate SPAR’s IT department. Cost not to exceed \$50k.

On a motion by Mr. Couvillon, seconded by Mr. Como, and carried, the board accepted staff and architect, Duplantis Design Group, recommendation of the low public base bid received and opened on June 6, 2023, for the Restroom Building and Open Pavilion as part of Phase I of the Center Circle Park Redesign project. The low public bid received and recommended is from Trahan Construction in the amount of \$632,400. Anticipated completion date is 120 calendar days from issuance of notice to proceed.

Public bids received as outlined below:

Bid Date: 6-6-2023

[] = low bid

BIDDER	LICENSE NO.	BASE BID
Alfred Palma, LLC	21546	\$679,000
Angelico Constr.	44472	No Bid
RPM, LLC	65984	No Bid
Russell J. Stutes Constr.	13484	\$674,900
Scott Taylor Constr.	27110	\$709,000
Shannon Smith Constr.	40596	No Bid
Trahan Constr.	42520	[\$632,400]
3I Construction, LLC	65825	No Bid

On a motion by Mr. Couvillon, seconded by Mr. Devall, and carried, the director or designee was granted permission to issue and execute change orders as necessary not to exceed 10% greater (\$63,240) than the public bid of \$632,400 received and awarded to Trahan Construction by the board on the prior agenda item for the Restroom Building and Open Pavilion as part of Phase I of the Center Circle Park Redesign project.

Notifications-

- a) Update of Center Circle Park redesign Project
 - The Splash Pad at Center Circle Park is estimated to be complete in early July 2023. Spray features and remaining materials to be delivered June 21st, 2023.
 - Playground, Pool, & Pool House public bids advertisement estimated to go out July 2023.

- b) Update of Kyle Street Park Hurricane repair/improvement project.
 - City of Sulphur – Pre and Post runoff drainage study requirement
 - Pre and Post Runoff Drainage Study – Duhon & Pleasant Engineers - \$12,500
 - Change Order #1 – Scott Taylor Const. - \$70,477.75

Related Floodway requirements as approved by the City of Sulphur. Site work and removal of 1,000 cubic yards of soil 6 inches deep. Work must be done prior to exterior work already under contract. Estimate 2-3 weeks pending weather.

- c) Aerate Greens at Frasch Golf Course – Monday, July 20, 2023 (Course will be closed).

- d) SPAR Recreation Fall sports registration deadline dates:
 - Soccer - August 14, 2023
 - Football – August 23, 2023
 - Volleyball – September 4, 2023

Upcoming Events:

- Am. Red Cross Lifeguard Training Session XI – June 6th - 8th (Rec. & Aquatic Center)
- SWLA Big League Baseball Development Series – June 27th, June 29th, July 3rd (Fid 37-McMurry)
- Ladies Intro to Golf Clinic – June 13th & June 27th 5:30 pm-6:30 pm (Frasch Golf Course)
- SPAR Swim Lessons – June, July, August various times (Aquatic Center)
- Holes for Hattie & Ellie “Tee off for Two” 4-man Scramble – June 24th (Frasch Golf Course)
- SPAR Summer Sports Adventure Camp – June 26th – 30th (Carlyss Park)
- Little League Allstars Baseball Tournament – June 26th – July 2nd (Pattison Park)
- 2nd Saturday “Free” Junior Golf Clinic – July 8th (Frasch Golf Course)
- SPAR Summer Sports Adventure Camp – July 10th – 14th (Carlyss Park)
- Junior Golf Camps – June 6th, July 11th, Aug. 8th 9:00am – 11:00 am (Frasch Golf Course)

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

Meeting adjourned at 5:59 pm.

Approved (Board Member)

Attested