

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT #4 WARD #1
MEETING Monday, August 15th, 2022**

Meeting was called to order by Bill Willis at 6:00pm.

Board Members in attendance: Bill Willis, Connie Hoffpauir, David Nixon and Bobby Boom

In attendance: Ashton Richard – Police Jury, David Brossett-Brossett Architects; Alex Shows- VSG Architects, Bob Suydam, Jeremy Oliver – Star Services, Amanda Hollier - MBL, Cody White – MBL, Toni Wilcox, and Richard Dow

Prayer/Pledge: Prayer was led by Connie Hoffpauir; followed by the Pledge of Allegiance by board members.

Visiting Guest Agenda Items: Board recognized David Brossett with Brossett Architects, he stated the property was walked on August 2nd and a punch list was made for the remaining items that need to be addressed for the Fencing Project. Bill asked what open items are on the punch list. Brossett stated one of the open items is the completion of Change Order #3, which is the new drainage area and property line fencing. Bill reiterated and thanked Gravity Drainage for agreeing to pay half to fence the new drainage area. Brossett stated there were a few other things on the punch list such as missed tie-in on the yellow topper and fence.

Brossett then discussed the Lighting Project, is on track to be completed. The pole bases have been installed. Most of the racks have been installed. Brossett stated the completion date is October 9th. Brossett explained there is an issue with the location of the light pole at field 11. Richard explained the property line behind field 11 is very squrely. It was determined after the Surveyor; the pole was installed on the neighbor's property by approximately 2 feet. Richard and Toni spoke with Amanda Fontenot, the Landowner; she was not happy about the pole being on her property. Richard explained to Ms. Fontenot there could be a few options, grant right of way to the park for access to the pole, move the pole on the Parks property or the Park could purchase land from her. Richard stated Ms. Fontenot expressed concerns about the right of way and would like the Park to look at the other options. Richard also spoke with Bob Kleinschmidt, the Parish Attorney; he suggested getting right of way but said purchasing the land is an option. Connie asked Brossett, did the contraction install the pole in the wrong spot or were the drawings incorrect. Brossett replied neither, the contraction placed the pole where the Musco indicated the pole needed to be installed. Brossett also explained that the drawing in fact state, if there is a concern about the property line, Contractor should have property surveyed to confirm property does fall on the Parks property. David asked when will Musco train staff on the new lighting. Brossett stated the training will take place once everything is completely installed.

David asked Brossett the status of Phase 3. Brossett stated they are developing a plan for the remaining of the park such as dug outs. David asked about the estimated time until Phase 3 is ready to bid. Brossett stated the plan should be ready in September or October time frame. David stated his concerns about Phase 3 being complete in the January/ February time frame. Brossett explained the scope of work presented for Phase 3 should not have lengthy completion times.

Brossett stated the Moss Bluff Recreation Demo Work Project was bided out to demo the three old concession building. Brossett recommends we award the bid to the lowest eligible bid, which was from Gunter Construction at \$49,000. There were 5 bids

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turned in, one envelope did not have a name on it therefore it was not opened. The lowest bid was missing some documentation, so it was not considered responsive and could not be accepted.

Board then recognized, Alex Shows with VSG Architects; he stated the proposal was presented to the board in the previous meeting. He would like an update on the status of the proposed so we can move forward with advertising. Bill stated due to Bobby being President of the Moss Bluff Soccer League; he will not be eligible to discuss or vote on this matter. David wanted to make sure this proposal did include a new power supply coming from Bozo Rd. Shows stated yes, it does include a new power supply from Bozo Rd. Bill asked if he could explain the change from 240 volts to 480 volts. Shows explained the change of volts is the new requirement needed for the project.

Previous Meeting Minutes: Minutes for the July 18th meeting were presented to the Board.

Connie made a motion to accept the July 18th, 2022, minutes. Seconded by Bobby. Motion passed unanimously.

Police Jurors Comments: Ashton Richard thanked the Board for accepting the nomination for the re-election of the Park Board seats. The Board thanked Mr. Richard for giving them the opportunity to service the community on the Park Board.

Treasurers Report: Richard presented the board with the Year-to-Date budget reports. Capital Account 773 was at \$2,707,308.11. Community Center maintenance budget item 774 was \$2,459,677.76. Senior Center account 775 stood at \$865,067.68. Richard reminded the Board that some of reports did not indicate the monies that were already allocated in awarded bids.

Committee Reports:

Park: Richard reported Brother Keeper Athletics has signed the field usage agreement and turned in all required paperwork. Brother Keepers will be using the field on Saturday afternoons. Moss Bluff Youth Football has signed the field usage agreement, but the Park is awaiting other required paperwork. Moss Bluff Soccer League will receive the field usage agreement tonight. Richard state the Park purchased sand to begin to fill holes to repair fields. Field four has required a lot of attention to attempt to get the field repaired. Richard stated he's looking into getting some rock for the parking lot on Jones Rd. He stated the 610 limestone is no longer available, so we are getting the #57 grey rock. Richard stated we have painted the support frames of the basketball goals in the Open-Air Basketball Gym. The Backboards are ready to be installed, as well. We are evaluating the lighting issues in the Open-Air Gym. Richard state Brossett has already discussed the field 11 pole issue. Bill stated he noticed the park has a lot of weeds. Richard stated he has spoken with Robby Miller with M & M Lawn Services about changing mowing days to during the week instead of Saturdays. They haven't been taking care of the parking lot because of the L15 project and construction materials but we asked them to stray and take care of the weeds in the parking areas. Richard added the Maintenance staff was able to make cabinet doors in the soccer concession stand.

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Office: Richard stated Toni is now a member of the Louisiana Recreation & Park Association. The Louisiana Recreation & Park Association Annual Conference will be held November in Monroe, LA. Richard has had trouble getting in touch with the IT guy about the laptop. He stated he will reach out the Richard once he is back in the office. The new router has been installed. Richard stated with getting the new router, the Park was able to reset the concession Wi-Fi and update the Nest thermostat. Richard reported he has spoken with Sherry, the new FEMA Program Manager, as of late last week. She is eager to get up to date with the case. Connie asked about the status of the drone footage. Richard stated they were having issues getting someone to come out, but David has reached out to someone that could do drone footage for the Park several different time and could possibly come out this week pending the weather. Connie asked the progress of the mobile concession stand. Richard stated the Parish has put together an advertisement for the mobile concession stand.

David made a motion to proceed with advertising for a mobile concession stand to use in our park district. Seconded by Connie. Motion passed unanimously.

Senior Center: Richard reported the air condition unit has been throwing breakers. The Senior Center has had a few leaks in the ceiling. The Maintenance employees have temporary fixed the issues. Richard stated there will be mitigation funds to replace the Senior Center roof. Sign World should have the flagpole installed before the end of the month. Richard has spoken with DOTD about the guidelines for signage. Per DOTD anything behind the utility pole on our property is good. Richard is working with the Parish to get information about signage requirements. Richard stated he would like guidance from the board as to what kind of signage they would like. Bill asked Richard to reach out to local vendor for different sign options and present his findings to the Board. Bill expressed his concerns about the leaking roof.

Capital Planning: Bill presented the Board with a list of possible capital projects. He would like everyone's feedback on ideas to add to the list. Richard stated Brossett has a potential list that we can add to the project list.

Old Business:

Main Complex Fencing Project:

West Property Fence: David stated if the wordage was stated in the bid package that if property line was questioned then the Contractor should have the property surveyed then the Contractor is a fault for the field 11 light pole. Richard explained that the lights poles must be so far back due to the under-lighting fixtures sticking out from the pole. The Board would like to have a conversation with Brossett, Trahan Construction, Musco, and Willis Electric to discuss the options to resolve the field 11 light pole issue.

Soccer Feilding Lighting Project: The Board was presented with 3 options. David asked if this project could be completed for this season. Bill stated no, this project will not be completed for the soccer/football season. Bill stated Option 1 is for lighting the football fields at Jones Rd Facility. Option 2 is to relight existing soccer fields at Jones Rd. Facility. Option 3 is for new football field lighting and re-lighting of existing soccer fields at Jones Rd. Facility. On Option 2 and 3 there is an optional conversion of

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electrical service at the existing lighting from 240v to 480v. Connie asked the Board to keep in mind the funds that have not been calculated yet for Phase 3. David agrees this is a good project, but it is a lower priority compared to the Phase 3 projects. Bill discussed his thoughts about possibly doing option 1 at this time to get more fields lighted for practices and games. After discussion, the Board has decided at this time they would consider Option 1 for lighting of football fields on Jones Rd Facility with total estimated project cost at \$743,755.67.

David made a motion to proceed with advertising for Option 1- Lighting for Football fields at Jones Rd Facility. Seconded by Connie. Motion passed unanimously. The record reflects Bobby did not vote on this motion due to a conflict of interest.

A/C Services: Richard reached out to several different places, giving them a deadline to respond of today at 2pm. At this time, Richard reported he has not received respond from any other company. Bobby asked Jeremy Oliver from Star Service, Inc of Lake Charles if the proposals cover parts if something breaks. Oliver explained the proposals cover everything. Once the A/C units are inspected at the beginning of the start of service, everything after will be covered by the service agreement. The only additional cost would be during inspection if a A/C unit needs repairs, those repairs will be an additional cost but after the repairs are made, everything will be covered per the service agreement. Connie asked about the term of the contract. Oliver explained it's an any given time term, you can submit a thirty-day notice to cancel the agreement. They ask to sign a one-year agreement after the year its month to month. Bill asked if there could be a possible rate increase next year. Oliver stated he doesn't see a price increase happening if by chance it would be approx. 3% over the next 5 years.

Connie made a motion to accept the service agreements from Star Services for the 3 facilities: Don Manuel Sports Complex \$5,268.00/year, Moss Bluff Soccer Complex \$3,060.00/year and Moss Bluff Senior Center \$6,156.00/year. Seconded by Bobby. Motion passed unanimously. The record reflects David did not vote on this motion due to a conflict of interest.

Website Update: After switching to a different server, Richard and Toni believe the website is working faster now. Richard updated photos and changed the site up to highlight the progress of the park. Once we can get the drone footage, that will also be added to the site. Bill agrees the website is faster.

New Business:

Demolition Bid Acceptance: Richard reported the bid meeting was Thursday, August 11th. Per Brossett recommendation earlier in the meeting, Gunter Construction was the lowest eligible bid at \$49,000.00. Bill asked how long the project would take. Richard stated he believes it is 75 days once we have the letter to proceed.

Bobby made a motion to accept Gunter Construction bid for the Demolition Project. Seconded by David. Motion passed unanimously.

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Commissioner's Comments: The next regular meeting for the Board of Commissioners for the Community Center and Playground District 4 of Ward 1 is scheduled to be held Monday, September 19th, 6:00PM in open-air conference room.

Bobby made motion to adjourn the meeting. Seconded by Connie. Motion passed unanimously. 7:11PM

Minutes recorded and reported by Toni Wilcox.