

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, NOVEMBER 27TH, 2023**

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

Board Members in attendance: Connie Hoffpauir, Bill Sommers, David Nixon, Theo Chantlin and Bill Willis

In attendance: David Brossett- Brossett Architect, Daniel Myers- Moss Bluff Youth Football, Mitch Robertson, John Todd, and Richard Dow

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

Previous Meeting Minutes: Minutes for the October 16th, 2023, meetings were presented to the Board.

Connie made a motion to accept the October 16th, 2023, minutes. Seconded by David. Motion passed unanimously.

Police Jurors Comments: No Police Jurors in attendance.

Treasurers Report: Richard presented the board with the Year-to-Date budget reports. Capital Account 773 was at \$944,004.72. Community Center maintenance budget item 774 was \$4,638,470.91 (the insurance funds were deposited in this account). Senior Center account 775 stood at \$961,270.53. The Board was reminded that some of the reports did not indicate the monies that were already allocated in awarded bids. Bill Willis asked about BSN Sports. Richard replied to BSN Sports was the purchase of (3) 4x6 soccer goals.

Committee Reports:

Park: Richard stated recreational soccer & football has completed their season. After the Board Member changes at the beginning of the Moss Bluff Recreational Football season, the league ran very smoothly. Brother Keepers has a game scheduled for December 1st at the Jones Road complex. Southwest Louisiana Home School Athletics' – Knights Soccer is practicing and having games at the Jones Road Complex. Moss Bluff Little League opened registration for the upcoming season. Richard stated the gate that was approved at the last meeting was installed by field 11 to give access to the light pole. We were able to bring several items to the Parish Auction this month. Richard stated with the Turf Irrigation & Reconditioning Project wrapping up; we will need to look at mower options for the upkeep of the fields. In the early stages of the turf reconditioning, it was discussed that the fields will have special mowing needs. David asked if the special needs will be done by maintenance staff or outside services? Richard stated if the right equipment is purchased the maintenance staff will be able to handle the upkeep of the fields. The fields will need attention more than once a week. David asked what does the current M&M Lawn contract cover? Richard stated the M&M Lawn contract covers mowing all 3 of the Moss Bluff Recreation facilities up to 36 times a year per facility, herbicide application to the parking lot per facility, and irrigation inspections. M&M Lawn has not mowed the main complex while the construction was going on with the reconditioning of the field.

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, NOVEMBER 27TH,2023**

Office: Richard stated Toni attended the Louisiana Recreation and Park Association Conference on November 14th – 16th in New Orleans, Louisiana. She was able to make some contacts with playground companies. Richard stated he would like to attend the National Recreation and Park Association Conference in Atlanta, Georgia on October 8th- 10th, 2024. Richard presented the Board with a revised A-1 American Fence quote for the fencing (flagged off area) at the Jones Road Complex as requested. Connie asked if signage and flags have helped deter people from parking in that area. Richard stated the signs and flags have helped to deter people from parking in this area. David stated with the new wetlands ruling, there could possibly be other ways to utilize this area in the future. Bill W. stated we can table the fencing at the Jones Road Complex. Richard stated the field 10 leftfield corner material was removed to allow construction equipment access to the field for the reconditioning; by installing a gate in this area it would allow access to the field for future repairs and maintenance. The location of the current gate does not allow room for equipment to access the field. A-1 American Fence quoted \$2,600.00 to install an 8' tall by 12' opening double swing gate and reattach fence. Bill W. asked for the Maintenance Staff to relocate the existing gate and reattach the fencing material. Maintenance Staff expressed concerns about reinstalling/relocating the fence and gate. Richard stated the area behind field 7 fence and gate was damaged by hurricanes and needs to be replaced due to safety issues. Bill W. asked to post signage and flag off like the Jones Road Complex no parking area. Richard stated installing a gate and fence would help secure the facility removing safety concerns/issues. A temporary fence was installed during last year's Little League season, it was broken and taken down several times allowing people to drive and park behind fields 8 and 10. Bill W. suggested the Maintenance Staff install the gate and fence. Connie asked Maintenance Staff to evaluate the fencing scope of work and report back to the Board.

Senior Center: Richard stated the Senior Center had minor things to be taken care of this month. They had a great turn out for the Thanksgiving/Birthday meal this month.

Old Business:

Maintenance Shop Repairs Project: The Board recognizes David Brossett with Brossett Architect. Brossett stated they have begun working on the Maintenance Shop Repairs. They are still awaiting the metal panels to be shipped/delivered. The project completion date is March 20th,2024.

Turf Irrigation & Reconditioning Project: Brossett stated Bayou Irrigation has completed the reconditioning fields and installing the irrigation system. Brossett and Richard did a walk-thru to create a punch list. Once the punch is submitted Bayou Irrigation has 45 days to complete the punch list. Richard stated Bayou Irrigation will be returning in January to evaluate the fields. Bayou Irrigation has suggested to stay off the fields, the sand is still soft and to allow the grass to grow. Staff noticed activity on a few of the fields. The baseball/softball fields are closed, and signage has been posted on each of the fields stating "even if the grass is greener on the other side of the fence, please keep off the field. Due to the recent construction and seeding, the fields will be closed until further notice."

Soccer/Football Field Lighting Project: Richard stated Beauregard Electric installed the pole and Wills Electric was able to connect the remaining items. We have been

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, NOVEMBER 27TH, 2023**

granted access to turn the new Musco Lights for fields 3 and 5. Currently, VSG is working on creating the final punch list.

Upcoming Projects Update: Pickleball, Bleacher Canopies, Batting Cages & Senior Center Repairs: Brossett stated he sent a revised scope of work for the Senior Center Repairs requested at the list meeting. Richard stated he forwarded the scope of work to the Sulzer Group to review for FEMA. David asked if there will be two scopes of work for the bid process? Brossett replied yes, the scope of work will divide into repair/replace and additional items.

Bill W. stated back in March the Board asked Richard to develop a master plan with things such as batting cages replacement, canopy replacement, pickleball courts, pavilions, sand volleyball courts, playground replacements, and a community center with two basketball courts. In May, Brossett presented drawing concepts for the request as the Board planned to expand the activities for the people that the Board services. At the first of the year, the Board approved funds for the additional lighting for fields as football had been relocated to play at the Jones Road Complex. Recently, the Board has awarded funds to repair the Maintenance Shop as it was damaged by the hurricanes. Over the past months, the Board has authorized capital funds to repair/replace and improve the baseball/softball facilities that were damaged from the 2020 hurricanes. As discussed in previous meetings, there is an urgent need for the District to expand physical activities and elevate other services that can be offered to the public, especially adults and senior citizens. David asked what would the area difference be if we wanted versatility to have dual purpose for pickleball and tennis courts? Brossett stated the standard is 2 pickleball courts to 1 tennis court. David reiterated we will have the ability to rework the pickleball courts into tennis courts if the sport loses interest. Bill W. stated Brossett sent an opinion of probability cause dated April 25th, pickleball courts (6 courts) for \$178,000.00. David stated since the last meeting he has spoken to several people about their thoughts on pickleball. Some play at the SHHS tennis courts marked with pickleball lines, some would love to have courts dedicated to pickleball, and some have never heard of pickleball. David explained if the bids come in within the \$250,000.00 for the base bid of 4 courts with an additional \$20,000.00 for the alternative scope of work for 2 additional courts; the Board would have the option to accept/decline the alternative scope of work. Connie stated she feels this is a small investment to diversify the people our facilities can reach out too. Pickleball is for all ages, from young people, teenagers, adults, and senior citizens.

Bill Willis made a motion to move forward with the bidding for 4 pickleball courts as designed as a base bid. Also, with an alternative scope of work for an additional 2 pickleball courts. The initial Capital Funding available for this project is not to exceed \$250,000.00. Seconded by David. Motion passed. 4 yays (Bill Willis, Connie, David, & Theo) – 1 nay (Bill Sommers).

David stated there were concerns about the Bleacher Canopy project timeline with construction during the baseball/softball season. At the last Broad meeting, this project was tabled due to the construction timeframe and the upcoming Little League season. David asked if during the bid process can the Board determine when construction time can begin. Brossett stated you can bid on something and manage where and when work is done. A big help to contractors is to give them time to order materials early. Brossett stated January timeframe would work best to start advertising, then accept/award bid around February, contractor orders materials in March, and

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, NOVEMBER 27TH,2023**

begins work in June. Bill W. stated he does not support \$800,000.00 for bleacher canopies. David stated bleacher canopies were damaged by hurricanes and this project is reimbursable. Connie asked last meeting and Brossett stated the original approximate cost was roughly \$275,000.00. Richard stated the original estimate was for bleacher canopies behind the backstops only. The current estimate has bleacher canopies from dugout to dugout. Richard asked the Boards thoughts on where to locate the bleacher. David stated per discussion at previous meetings, each field will have a bleacher behind the backstop. Richard stated a 4 or 5 row bleacher is approximately \$3,000.00 to \$5,000.00 each. Bill W. asked to measure each field's backstop area to see what size bleacher will work best then get a quote to present to the Board at the next meeting.

Bill W. stated the Board received Brossett drawing concept for 4 bay batting cages. Bill W. asked how many batting cages did we have prior? Richard replied prior to the hurricane, the complex had 2 bay batting cage by field 9, 1 bay batting cage by field 7, and 2 bay batting cage by field 4. Bill W. stated the number of baseball/softball participants have decreased over the years and doesn't see a need to increase the number of batting cages. David suggested due to the repair/replace that we rebuild what we had before: 3 bay batting cage on the westside and 2 bay batting cage on the eastside. Relocating the westside batting cages to the east side of field 9 would make it more centrally located. Also, relocating the eastside batting cages to south of the old field 6 location would make that batting cage more centrally located. Brossett stated when they researched batting cages there is a variety of sizes and lengths. David asked to research batting cages at other local parks such as Power Center and Huber Park.

FEMA/Hurricane Laura and Delta: Richard stated we were assigned a new FEMA program manager this month. The last FEMA meeting was working through projects, getting the new FEMA program manager caught up on projects.

New Business:

CCPD4W1/CPPJ 2023 Budget Amendment: Richard stated he has been working with the Parish about the needed budget amendments. He is currently waiting for the Parish to send the exact line items that need to be amended. Some of the amendments will be transferring the insurance payment, contract services, and repairs/maintenance. The parish is waiting for the November financials to close before releasing the amendments. David asked if any of the District's mileages will be up for renewal in 2024. Richard stated the Districts next mileage renewal will be in 2025.

2024 Budget Review and Adoption: Bill W. asked what is the proposed 773 equipment? Richard started to purchase at least one lawn mower for the fields, tractor, and side-by-side. Bill W. asked for a cost analysis for what we pay M&M Lawn for services vs. the cost of the purchase of a lawn mower, plus man hours mowing, fuel, and repairs/maintenance for equipment. David stated based upon the proposed budget it appears that the mowing services are budgeted under contract services, pending the cost analysis numbers could change. Connie asked about the proposed 773 capital improvements. Richard stated the amount includes batting cages and bleacher canopies. Bill W. stated he feels the 773- capital improvement number may be low. Connie asked about the 773 – Interest number. Richard stated the Parish calculates that number. Richard stated he increased a few items in the 774 account such as utilities and insurance. Bill W. asked what has increased the 774 Repairs and

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, NOVEMBER 27TH, 2023**

Maintenance- building? Richard stated with the hurricanes, freezes, and age of the facilities; we have found leaks, things broken and other items that needed to be repaired. Bill S. stated in the future can a narrative for the accounts be done when budgeting. The Board asked Richard to review the highlighted items about the proposed budget.

District Adoption of Parish Cafeteria Insurance Plan (Section 125 Flexible Benefits Plan):

**COMMUNITY CENTER AND PLAYGROUND DISTRICT NO. 4 OF WARD 1
ADOPTION AGREEMENT FOR CALCASIEU PARISH POLICE JURY SECTION 125
FLEXIBLE BENEFITS PLAN**

The undersigned, Community Center, and Playground District No. 4 of Ward 1, ("Adopting Employer"), by executing this Adoption Agreement, hereby adopts the Calcasieu Parish Police Jury Section 125 Flexible Benefits Plan (the "Plan"). Calcasieu Parish Police Jury, by executing this Adoption Agreement, hereby consents to the adoption of the Plan by the Adopting Employer.

Effective Date: The "Effective Date" of the adoption of the Amended and Restated Plan is January 1, 2024.

Benefit Option: A Participant may elect the following benefit:

- (X) Qualifying Insurance Premium Conversion to pretax status
- (X) Health Flexible Spending Account (FSA)
- (X) Dependent Care Assistance Plan Flexible Spending Account

The Adopting Employer agrees that it is adopting the Plan for the benefit of its Employees (as such term is defined in the Calcasieu Parish Police Jury Section 125 Flexible Benefits Plan). The Adopting Employer recognizes that it is in the best interest to have the Plan reviewed by legal counsel to ensure that the Plan as adopted by the Adopting Employer is suitable and appropriate for adoption by the Adopting Employer. By executing this Adoption Agreement, the Adopting Employer agrees to the provisions of the Plan and the obligations, responsibilities and duties imposed with respect to the Plan.

David made a motion to accept the Adoption of the Parish Cafeteria Insurance Plan – Section 125 flexible benefits plan. Seconded by Bill Sommers. Motion passed unanimously.

Bill Willis made a motion to go into executive session to discuss employee reviews. Seconded by David. Motion passed unanimously. 8:01PM

David made a motion to resume the regular session. Seconded by Theo. Motion passed unanimously. 8:54PM

CCPD4W1 Employee Review:

David made a motion for a payroll status change increase for each Community Center & Playground District 4 of Ward 1 employee as discussed in the executive session, effective January 1st, 2024. The Board would like to make the recommendation to CCOA that the Moss Bluff Senior Center Employees receive a 3.5% cost-of-living raise. Motion seconded by Theo. Motion passed unanimously.

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, NOVEMBER 27TH,2023**

Guest Business: The Board recognizes Daniel Myers- President of Moss Bluff Youth Football League. Myers stated they are looking forward to playing on the newly lit fields next season. The League has a need for a new scoreboard. Bill W. stated there has been discussion about the need for a football concession and storage building. Myers explained a major concern is a climate control storage building for the equipment. The Moss Bluff Youth Football League is currently using the conex to storage equipment. Myers stated Gil Broussard is conducting an audit on the league's financials with the resignation of the past president. The Moss Bluff Youth Football League currently has approximately \$11,000.00 in the bank account, with an outstanding balance to Outfitter Ink for \$5,200.00 for 2021 season uniforms. Connie asked if the 2022 and 2023 season uniforms were paid. Myers stated yes, everything has been paid currently except for the 2021 Outfitters Ink invoice. In 2021 there was a shortage on jerseys and the past president ordered more expensive jerseys. There was a payment of approximately \$2,000.00 to \$3,000.00 made towards the outstanding Outfitters Ink invoice. Myers stated this year's jerseys had issues with the numbers falling off, but the total cost was \$5,300.00. The current board members are Brian Batchelor (Vice President) and Brittany Phillips (Secretary). Myers stated he wants to do what he can to build the program back up. Myers has been on the Moss Bluff Youth Football League Board for about 5 years, but he was not part of the financial side of the league.

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, December 18th, 6:00PM in an open-air conference room.

Bill Sommers made a motion to adjourn the meeting. Seconded by Connie. Motion passed unanimously. 9:00PM

Minutes recorded by Richard Dow and reported by Toni Wilcox.