

**COMMUNITY CENTER AND PLAYGROUND  
DISTRICT 4 WARD 1  
MEETING MONDAY, NOVEMBER 18<sup>TH</sup>, 2024**

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

**Board Members in attendance:** Connie Hoffpauir, Bill Willis, Mister Edwards, and Bill Sommers (entered meeting at 6:20pm)

**In attendance:** David Brossett – Brossett Architect, William Wilcox, Mitch Robertson, Krystan Statum, and Toni Wilcox

**Prayer/Pledge:** Prayer was led by Bill Willis; followed by the Pledge of Allegiance by board members.

**Previous Meeting Minutes:** Minutes for October 21<sup>st</sup>, 2024, meetings were presented to the Board.

*Connie made a motion to accept October 21<sup>st</sup>, 2024, minutes. Seconded by Mister. Motion passed unanimously.*

**Treasurers Report:** Toni presented the Board with the Year-to-Date budget reports. Capital Account 773 was \$1,455,207.90. Community Center Maintenance budget 774 was \$4,134,009.66. Senior Center account 775 stood at \$1,005,070.20. The Board was reminded that some of the reports did not indicate the monies that were already allocated in awarded bids.

**Committee Reports:**

**Park:** Toni stated that the Calcasieu Soccer Club finished up the fall season on Saturday, November 2<sup>nd</sup>. The season has gone well, and they appreciate all the support. Toni mentioned that the Moss Bluff Youth Football League season finished the play-offs and Superbowl's last week. Also, the Pickleball Ribbon Cutting Ceremony was held on Wednesday, November 13<sup>th</sup> and was very successful to officially open the courts. Moss Bluff Little League is gearing up for the upcoming season with registration tentatively scheduled to open at the end of November.

**Office:** Toni noted that she will be attending the Louisiana Recreation & Park Conference this week in Lafayette, LA. Following the passing of Ricky Bellon, Darby Quinn, representing Calcasieu Parish Police Jury – District 1, proposed that the Board consider naming something at the Park in his honor. Mr. Quinn suggested the Jones Road Facility as a potential option. Toni noted that Ricky Bellon served as Park Director from July 2006 to February 2012, coached, and contributed as a Board Member. Bill Willis suggested the possibility of naming a pavilion in Ricky Bellon's honor. After some discussion, the Board decided to take additional time to consider the proposal.

**Senior Center:** Toni reported that the Moss Bluff Senior Center is having November's birthday/thanksgiving meal on Friday, November 22<sup>nd</sup>, 2024.

**Capital Planning:** Bill Willis stated Southland Environmental has sent the request to the Corp. of Engineers in reference to the Jones Road Complex Wetlands preliminary wetlands determination request. Bill Willis requested the Board to begin preparations for a discussion on the optimal use of this area (approximately 3 acres). Mister inquired whether there had been any discussions about plans for that area. Bill Willis responded

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that suggestions such as a dog park and additional parking had been discussed as possible options for the space.

**Old Business:**

**Batting Cage Project:** Brossett updated the Board on the Batting Cage Project and presented Change Order #1. The change order covers repairs and relocation of a broken water main, additional excavation and fill, and pad adjustments due to encountering electrical conduit at the North Batting Cage. It also includes the relocation of a water line, removal of a septic tank and tree stump (formerly an old light pole), along with additional fill for the South Batting Cage. The nets and turf have been installed, and fencing is scheduled for installation this week. A tentative walk-through meeting is planned for Tuesday, November 26th, to identify punch list items needed to finalize the project.

*Mister made a motion to accept the Batting Cages Project – Change Order #1 as presented for \$16,834.00. Seconded by Connie. Motion passed unanimously.*

**Senior Center Repairs & Renovations:** Brossett provided the Board with an update on the Senior Center Repairs and Renovations Project and presented Change Order #1. This change order includes replacing Romex-style wiring whips with compliant wiring for new light fixtures in the east half of the building to meet current commercial building codes. It also involves relocating the existing main connection of water from the east half to the west half of the building. The relocation is necessary because the main water supply was located in a kitchen wall slated for removal. The work will extend the new water supply to the existing sink, water heater, water closet, and other fixtures in the west half of the building. Brossett presented the Board with samples of the proposed colors for the metal exterior and roof panels. The Board approved the selections, which included tan walls and a green roof and trim. Brossett reported that the project is progressing on schedule, with an estimated completion date of February 26, 2025.

*Mister made a motion to accept the Senior Center Repairs & Renovations Project – Change Order #1 as presented for \$16,173.00. Seconded by Connie. Motion passed unanimously.*

**FEMA/Hurricane Laura and Delta:** Bill Willis reported the Park currently has 12 unique projects with a total of 21 damage inventory items combined. Seven of the twelve projects are obligated. The remaining 5 projects are in various stages of grant development. Mister suggested that, given the many unanswered questions, consulting a FEMA expert to guide the Park through the process could be highly beneficial. The Sulzer Group had been assisting the Park until the state contract ended a few months ago. After discussion, the Board expressed interest in exploring the option of consulting a FEMA expert.

**New Business:**

**CPPJ: CEA-Intergovernmental Service Charge Update:** For at least 15 years or more, the Calcasieu Parish Police Jury departments and special districts have been charged an intergovernmental service charge of 2.5% to 2.75% of the recurring revenue for the most current completed calendar year. This service charge provides administrative guidance and functions, financial reporting, investments, accounts payable, 1099 reporting, procurement, ethics regarding procurement and disbursements, cash

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management, payroll, audits, budgeting, fixed asset monitoring, human resources services, employee benefits, and other contractually required provisions and protects the interests of the departments and the districts.

*Connie made a motion to accept the CEA-Intergovernmental Service Charge Update for the Administration detailing an increase in the intergovernmental service charge from 2.5% to 2.75%. Seconded by Mister. Motion passed unanimously.*

**CCPD4W1/CCPJ 2024 Budget Amendment:** Toni presented the Board with the proposed 2024 Budget Amendment prepared with the Parish guidance. Connie inquired about the 773-equipment line item. Toni stated that the 773 equipment was for the purchase of two John Deere mowers.

*Connie made a motion to accept the proposed 2024 Budget Amendments as presented. Seconded by Mister. Motion passed unanimously.*

**2025 Budget Review and Adoption:** Toni presented the Board with the proposed 2025 Budget for the Community Center and Playground District 4 of Ward 1. Connie inquired about the 774-Repairs & Maintenance line items. Toni stated last year that the Board requested to divide the repairs & maintenance services and materials. The repairs & maintenance services line is for outsides services such as Able Plumbing and M&M Lawn & Irrigation repairs. The repairs & maintenance materials are for the purchase of materials and supplies to repair and maintain the facilities. Connie asked about the 773-Equipment line item. Toni explained that the Park requires a new tractor with attachments to better meet the needs of the Park, as the current tractor was purchased in 2009.

*Mister made a motion to accept the proposed 2025 Budget as presented. Seconded by Bill Sommers. Motion passed unanimously.*

**CCPD4W1 Employee Review:** Toni presented the Board with the Maintenance Technician job description with level 1-3. Mister suggested creating a Maintenance Technician Foreman position. While the role does not need to be filled immediately, having a prepared job description would be beneficial for future needs. After discussion, the Board would like to discuss the revised job descriptions and the plan on implementing them at the next monthly meeting. The Parish has requested that any status changes be submitted by December 11<sup>th</sup>.

*Connie made a motion to go into executive session to discuss employee reviews. Seconded by Bill Sommers. Motion passed unanimously. 7:00PM*

*Connie made a motion to resume regular session. Seconded by Mister. Motion passed unanimously. 7:34PM*

**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 9<sup>th</sup>, 6:00PM in an open-air conference room. The December meeting has been moved up a week from the regular scheduled meeting due to meeting upcoming Parish deadlines and holiday schedules.

*Mister made a motion to adjourn the meeting. Seconded by Connie. Motion passed unanimously. 7:35PM*

Minutes recorded and reported by Toni Wilcox.