

Recreation District #1 of St. Tammany Parish

Chairman: Nixon Adams
Vice-Chairman: Shearn Lemoine
Commissioner: Rick Danielson

Commissioner: John Neill
Commissioner: deShea Richardson
Commissioner: Barrett McGuire

Commissioner: Ed Bee
Executive Director: Suzanne Reeder



Recreation District #1/Pelican Park Board of Commissioners Monthly Meeting July 16, 2025

Board present:

- **Nixon Adams**
- **Shearn Lemoine**
- **Rick Danielson**
- **John Neill**
- **deShea Richardson**
- **Barrett McGuire**
- **Ed Bee**

Staff present:

- **Suzanne Reeder – Executive Director**
- **Scott Goodwill – Chief Financial Officer**
- **Niki Butler – Marketing Director/Board Secretary**
- **Louisette Scott – Dept. Planning & Environmental Ed.**
- **LyKinda Thibodeaux – People Operations Director**
- **Alex Landry – Naturalist & Environ. Ed. Coordinator**
- **Borato Broughton – Assistant Director of Recreation**
- **Carly Arthur – Recreation Supervisor**
- **Chad Groover – Recreation Supervisor**

1. Call to Order:

- The Board of Commissioners Regular Meeting was called to order by Chairman N. Adams at 6:30pm. N. Butler, Board Secretary, called the roll. Six of the Seven Board Members were present at roll call, with E. Bee joining the meeting at 6:45pm, which represents a quorum.

2. Open agenda to propose new items:

- No New Items

3. Welcome Visitors:

- **Carla Gamble – Miller Photo**
- **Joe Impastato – St Tammany Parish Councilman - District 7**

4. Proclamations

- None

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5. Board of Commissioner Meeting Minutes:

- **5a. Board of Commissioner Regular Monthly Meeting Minutes – June 18, 2025.**
 - Motion by B. McGuire to approve the previous month's Meeting Minutes as presented with no changes, Second by d. Richardson Vote 7-0. Motion passes.

6. New Business:

- **6a. Resolution 2025-003 – In Support of a Tunnel Connecting the Tammany Trace between Pelican Park and Fontainebleau State Park**
 - J. Neill reads Resolution 2025-003 out loud exploring a potential tunnel under U.S. Highway 190/Florida Street to connect Pelican Park and Fontainebleau State Park via the Tammany Trace.
 - Motion by B. McGuire to adopt Resolution #2025-003, affirming the District's support of St. Tammany Parish's efforts to evaluate the feasibility and pursue funding for the project.
 - Second by R. Danielson, Second by d. Richardson Vote 7-0. Motion passes.
 - Mr. Joe Impastato stood up and commented on Resolution 2025-003, stating that he did not believe the resolution could have been written any better and described it as perfect for our community. He explained that the intent was to ensure the Council, the Parish President, and others understood that the resolution was supported by each and happy that the District's Board was in favor as well. He emphasized the importance of aligning the Lieutenant Governor's plans and broader initiatives with the Board's efforts for the benefit of the area. He noted that this was the reason he had requested the resolution and expressed his appreciation to the Board.
- **6b. Award of Sports Photography Contract**
 - B. Broughton reported that seven proposals were issued for photography services, with two responses received. Based on the established grading rubric, Miller Photo was awarded the contract. Under the new agreement, the Park will receive a 22.5% return (an increase from 15%) and will acquire an in-house ID machine for producing IDs when needed. Miller Photo will provide the initial IDs, while Park staff will be able to print additional ones on-site as required.
 - Carla Gamble from Miller Photo was present and introduced herself, thanking the staff and Board for the opportunity to once again photograph the youth and coaches at Pelican Park over the next few years. She expressed excitement for upcoming projects, including coach badges and team photos, and noted she attended the meeting to personally connect with members who may have only communicated with her via email or phone. She emphasized her commitment to maintaining an open line of communication and assured staff she is always available if needed.
 - Motion by R. Danielson to approve the awarding contract to Miller Photo. Second, by B. McGuire. Vote 7-0. Motion passes.

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- **6c. Park Master Plan/Long-Range Siting**

- S. Reeder provided information about the Park Master Plan / Long-Range Siting Direction Proposal by Perkins & Will. S. Reeder reported that Item 6C resulted from the Board's recent planning session, during which B. McGuire requested an evaluation of siting for various areas and amenities within the park. S. Reeder reached out to Perkins & Will, a firm she has previously worked with and was impressed by.
- The proposal will build on the existing Master Plan, focusing on site circulation to address traffic and pedestrian flow, program elements, building placement, and standards for amenities such as overflow parking, maintenance access, and shade structures. Discussion with the firm has already included potential relocation of maintenance facilities in relation to the planned new road. The study will also evaluate possible reuse of the existing U.S. 190 entrance road.
- The proposal cost is \$46,800 plus \$2,000 for two site visits, which L. Scott noted is significantly lower than similar projects she has seen. The anticipated timeline is 10–11 weeks. The existing Master Plan, completed three years ago, will be updated as part of the process.
- S. Reeder emphasized the importance of strategic siting to maximize reuse of existing parking and utilities, which could result in substantial cost savings for future construction. If approved, Perkins & Will's first step will be an in-person meeting with staff and Board members to gather input and ensure collaboration throughout the process
- Motion by J. Neill to accept the proposal from Perkins & Will. A roll call vote was conducted by the Board Secretary, N. Butler:
 - Nixon Adams – For
 - Shearn Lemoine – For
 - Rick Danielson – For
 - John Neill - For
 - deShea Richardson – For
 - Barrett McGuire – For
 - Ed Bee – For
- Second, by R. Danielson. Vote 7-0. Motion passes.

- **6d. Closure of Construction Fund**

- S. Goodwill reported that the District currently maintains two capital project funds: the Construction Fund and the Development Fund. The Construction Fund has historically been used for strategic planning and funding construction projects, while the Development Fund contains the current bond issue being spent. He stated that there is no longer a practical need to maintain two separate capital project funds. He proposed transferring funded construction projects and strategic planning activities from the Construction Fund into the Development Fund, effectively merging the two.

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- Two separate checking accounts will be maintained to ensure the bond issue funds remain segregated, as required. The Construction Fund has had minimal activity in recent years, typically only one or two checks per month, making it redundant.
- Originally, the plan was to close the Construction Fund at year-end; however, in order to meet Government Finance Officers Association (GFOA) budget submission requirements, which include a map of the fund structure, he recommended closing the fund now so the change can be reflected in the current budget submission.
- Motion by S. Lemoine to move the Funded Construction Projects checking account into the Development Fund, and close the Construction Fund, as described above, with an effective date of July 31, 2025. Second by B. McGuire. Vote 7-0. Motion passes.

7. Financials

• 7a. Monthly Summaries:

- The financials were reviewed by S. Goodwill and N. Adams. The financials continue to look strong as we approach year-end.

• 7b. Bank and Credit Card Statements:

- N. Adams reported that revenues and expenses are tracking as expected, with a positive surplus projected at year-end. S. Lemoine reviewed the credit card activity, all appeared in order. Motion by J. Neill to approve the financials as presented. Second by S. Lemoine. Vote 7-0. Motion passes.

8. Committee Updates:

• 8a. Finance Committee– 07/11

- During the meeting they mainly discussed all of Item 6d Closure of the Construction Fund and Capitol Replacement Projects that were all discussed above.

9. Division Monthly Reports

• 9a. Administration

- S. Reeder highlighted the upcoming Game Changer Conference on October 10–11, part of the NRPA 1,000,000 Coaches Challenge Grant. The conference will feature NRA, the Center for Healing and Justice, a keynote speaker, breakout sessions, and roundtables. Coaches from the District will attend free of charge; outside participants will be charged. Board members are invited.
- The draft Personnel Manual has been updated and is under review by the HR attorney. It will be ready for the Personnel Committee and Board review at the August 20 meeting.
- Power DMS implementation by M. Garcia is complete, allowing the District to begin uploading policies and prepare for CAPRA accreditation. Accreditation standards will be displayed in the conference room to track progress.
- Visitation: The highest day was June 24 (All-Star Game) with 4,043 visitors. Total monthly main gate attendance was 4,043.

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- Social Media: Engagement continues to grow, with a 65% increase in views and reach. Fontainebleau published 4 items on Social media, Mandeville Trailhead none, and Pelican Park 197 posts, highlighting strong content output and community engagement.
- The Pelican Park Newsletter has been mailed to the community and is available digitally as a PDF and flipbook on the website, with the conference featured on the back page.

• **9b Planning:**

- Project Updates at Pelican Park:
- Skate Park: Moving along on schedule; concrete pouring begins next week. Expected completion: early October.
- Pickleball Courts: Still awaiting permits; hoping for progress soon.
- Sand Volleyball Facility: After follow-up review, modifications were requested and accommodated:
 - Team spaces are now flexible with movable/divisible walls.
 - Showers relocated behind bathrooms for better convenience.
 - Open common space preserved and updated.
 - Clearstory adjustments addressed with options for decorative panels.
- Bypass Road / Maintenance Access: The meeting with Parish and contractors was productive; rock was added for stability, cones for visibility, and access restricted from Highway 190 where possible. Biweekly construction meetings scheduled; Park events calendar shared to avoid conflicts.

• **Environmental Education Programs:**

- Astronomy Program: Originally scheduled for this Saturday, postponed to Saturday, August 26 due to weather. The program will be held at the Yellow Complex, which now has a climate-controlled storage area for equipment. Staff completed building preparation and equipment setup in advance.
- Nature Programs: Recent bird walks continue to draw strong participation, including 30 attendees at the end of June there were 140 patrons at the LSU Raptor Rehab event. Upcoming events include:
 - Turtle Cove trip (rescheduled due to construction)
 - Bird walk and night hike at North Lake Nature Center on Saturday, August 26, followed by the astronomy program.
- Educational Initiatives: Planning improvements at North Lake Nature Center and preparing to tag migrating butterflies for research, with certified staff leading the activity.
- All program details are available on the Pelican Park Nature Club page, Visit the Northshore calendar, and social media platforms.

• **9c. Parks:**

- D. McLemore reported that he has been in communication with John Kelly of Eco Light, including a phone conversation last week. Out of 30 LED lights currently out in the park, each pole has an individual driver for each light. Rather than replacing only the faulty

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drivers (e.g., 3 out of 8 on a pole), Eco Light is sending a complete replacement box with all new drivers for each pole to prevent further outages.

- The replacements have been ordered, since the products are manufactured in China, delivery time is uncertain. Mr. Kelly agreed to furnish all materials at no cost, with the park handling installation. He recommended replacing all drivers on a pole while work is being done. D. McLemore is hopeful that the parts will arrive within the next couple of weeks and plans to provide a further update at the next board meeting.

- **9d. Recreation:**

- C. Arthur reported that there was not much new to share. The spring season had just ended, and summer activities were wrapping up. Fall registration had closed, evaluations were underway, and team formation was scheduled for next week. Practices would begin immediately after, with games anticipated to start on September 1. This schedule would provide teams a full month for preseason practices, which many participants were expected to appreciate.
- Fall 2024–2025 registration numbers were reviewed. Overall, most age groups showed similar participation to prior seasons, with a few increases and decreases likely due to the natural variation in age group composition.
- A question was raised about the lower participation in the 9/10 baseball age group, which was down by approximately 50 players. It was noted that the age group structure had been changed, splitting into 7/8 and 9/10 divisions, which likely accounted for the drop.
- Staff reported that the summer had been busy with a variety of camps and clinics, all of which had been well-received. It was noted that the programs had made for a great summer overall.
- J. Neill complimented the work being done to promote these programs through the District's Newsletter and social media, noting that the stories and posts showcased the growth of activities, camps and clinics and it has definitely left a strong impression on readers who may not be aware of all the offerings.

- **9e. Castine Center:**

- S. Reeder reported that the Castine Center is hosting the Card Con event this weekend, featuring LSU baseball players available for meet-and-greets between 12-4pm and 4-6pm. The Castine Center has been busy and continues to book new events. Catherine has taken the lead in securing several car dealer rentals, ranging from sales events to staff training sessions and family picnics, while Tracy has also been working to fill open dates.
- Rental revenue has seen an increase over last year, despite not having changes in rental rates, indicating improved booking volume and success in attracting new clients. with events filling the calendar.

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- **9f. Concessions:**

- S. Reeder reported on behalf of Ray, who prepared the food for the meeting. She noted that his top-selling PJ's items so far is the lemonade and sweet tea, followed by cold brew, with hot brew coffee being the least popular, but likely due to the July heat reaching 108°F. There have not yet been any major tournaments, such as basketball, during his operations.
- Ray opted to avoid selling pre-made cold brew with creamer, as taste tests (including staff feedback) found it less appealing. Instead, he offers plain cold brew with flavored creamers available upon request.

10. Old Business:

- S. Reeder provided updates under Old Business. She recognized staff members who have recently celebrated 10, 15 and 25 years of service.
 - Ron Johnson 25yrs
 - Ricky Forster 15yrs
 - William Reed 15yrs
 - Charles Rosevally 10yrs
 - Catherine Barbier 10yrs
- Regarding the disc golf course, she reported that the UDisc system continues to provide valuable analytics. In the past month, 363 rounds were recorded. Of those players, 22 traveled from more than 30 miles away, 9 from over 150 miles, and 7 from more than 300 miles. This data allows for month-over-month comparisons to monitor course usage.
- She also introduced Dominic Palisi, the new IT Specialist who has been with the district for about two months. Dominic works closely with Scott and his team, supports nearly every department, and has quickly proven to be a well-qualified, personable, and valuable addition to the staff.

11. Public Comments:

- **None**

Next Board of Commissioner Meeting, Wednesday August 20, 2025

12. Meeting Adjourn:

- **Motion to adjourn at 7:08pm by B. McGuire. Second by John Neill. Vote 7-0 in favor.**

****All attachments, item lists and Reports in Brief documents are included in the official minutes.**