

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 January 15, 2025

Board present:

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

Board absent:

- John Neill

Staff present:

- Suzanne Reeder – Executive Director
- Doug McLemore – Assistant Director
- Scott Goodwill – Chief Financial Officer
- LyKinda Thibodeaux – People Operations Director
- Niki Butler – Marketing & PR Director
- Jesse Williams – Turf Supervisor
- Alex Landry – Naturalist & Environmental Ed Coordinator

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 out of seven of the current appointed Board Members were present, which represents a quorum.

2. Open agenda to propose new items: None

3. Welcome Visitors: Shawn Ledig

Shawn and L. Scott gave a Sand Volleyball presentation of the court designs for the board to discuss the best options. The pair presented 3 options with the Board discussing the need for a bathroom, spray off areas, parking, walkway access, dimensions of the walkways to assure they are ADA compliant and the logistics of all factors. **Discussion.**

4. Proclamations/Resolutions: None

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

5. Board of Commissioner Meeting Minutes:

- **5a. Board of Commissioner Previous Month's Meeting Minutes – December 11, 2025.**
 - Motion by B. McGuire to approve the previous month's Budget Hearing Minutes as presented with no changes, Seconded by E. Bee. Vote 6-0. Motion passes.

6. New Business:

6a. Request to Lease: Turf Tank Lease for a Term of 3-Years

- Jesse Williams – Pelican Park's Turf Supervisor, gave a presentation how the Turf Tank will be beneficial for Recreation District #1 for the next 3-years. The Turf Tank is a GPS based robotic field painter that will paint the fields automatically, saving countless hours of employees' time, where they can focus on other maintenance projects. The Turf Tank will also save on paint by using the low-pressure paint pump that delivers consistent markings and reduces the amount of paint used. The lease also replaces all parts during the 3-year term and will travel to us for the implementation, configuration and training on the Turf Tank robot.
- Motion by B. McGuire to approve the Executive Director to sign and approve the expenditure of \$16,000/yr for a 3-year term (cumulative expenditure of \$48,000) for the lease of a Turf Tank, GPS field paint robot, Second, by S. Lemoine. Vote 6-0. Motion passes.

6b. CEA – Children's Museum of St. Tammany – 2025 Co-Sponsored Events

- S. Reeder presents the proposed Cooperative Endeavor Agreement with the Children's Museum of St. Tammany (CMST). The staff is asking for approval to co-host the following events at the Park with CMST:
 - Kids Krewe Parade: March 3, 2025 from 9am-1pm at The Groves
 - Back to School Bash: July 26, 2025 at the Groves
 - STEM Quest: November 24-25 from 8am-1pm at the Brown Gym

Note: CMST has invited the District staff and Board Members to their Grand Opening of their new location at 813 Florida St. on January 21st from 10am-2pm

- Motion by S. Lemoine to and endorse the CEA with The Children's Museum of St. Tammany to co-sponsor and host the 2025 events as discussed. Second, by R. Danielson Vote 6-0. Motion passes.
- **6c. Closure of Construction Fund Jobs**
 - S. Goodwill explains that there are several jobs in the Construction Fund that have been outstanding and have had no activity for an extended amount of time, well over a year. The Staff would like to close these following jobs and release the related funds for other usage. Full job details are in the:
 - Accounting Software

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

- Concessions Point of Sale
- The Groves Pond Structures
- Master Plan
- Memorials

The Staff recommends moving these funds into Strategic Planning.

- Motion by d. Richardson to approve closing the following Construction Fund Jobs: Accounting Software, Concessions Point of Sale, The Groves Pond Structures, Master Plan and Memorials. These funds will be transferred into Strategic Planning. Second, by B. McGuire Vote 6-0. Motion passes.

7. Financials

• 7a. Monthly Summaries:

- For the year ended December 31, 2024, the District reported a lower operating surplus from recent years, primarily driven by lower-than-budgeted personnel costs due to vacancies and higher-than-expected revenue from the St. Tammany Fund and ad valorem taxes. In accordance with the Financial Reserve policy adopted by the Board of Commissioners, the surplus was transferred to the Reserve account on January 10, 2025, bringing the account balance to represent 20.5% of the 2025 operating budget. Additionally, the District received its first ad valorem tax payments for the current fiscal year, which appear to be in line with budget expectations, with further clarity expected by March.

• 7b. Bank and Credit Card Statements:

- The necessary credit card statements for the accounts have been reviewed by S. Lemoine, and everything appears in order with no questions. Nixon mentions that scheduling a financial Committee Meeting, the Friday before the regularly scheduled Board Meeting definitely helps to answer any questions needed.
- Motion by R. Danielson to approve the financials as presented. Second by d. Richardson. Vote 6-0. Motion passes.

8. Committee Updates:

• 8a. Finance Committee – 1/10 – Meeting with staff and N. Adams – No Quorum

- As of 12/31/24, the Reserve account had a balance of \$802,202.34, with the transfer of the operating surplus to the Reserve. Note: S. Goodwill talked on the phone with Grant Schlueter, the Districts Bond Attorney, the day before the Board Meeting. Grant was able to answer questions about the Debt Service, to find out more about whether the District could arrange a 10 year option for a new debt issue. Grant mentioned,

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

that once we have updates for him, he would meet with the staff to explain the options. Nixon wanted to make sure no matter what, 85% of the budget would need to be spent by the allotted time.

9.Division Monthly Reports

- **9a. Administration (Presented by Suzanne Reeder):**
 - S. Reeder provided an administrative update on the staff, past events, and upcoming activities at Pelican Park.
 - **Administration & Finance**
 - Budget books printed and distributed to staff and Board
 - CEA drafted for CMST for 2025
 - Reviewing personnel manual
 - **Insurance/Risk Management**
 - Worker's Comp policy renewed for 1/1/2025 – 12/31/2025
 - LWCC order of dismissal received for Claim No. 216711 (related to 5/16/2023 accident)
 - Meeting with Eric DeWitt held on 1/3/17
 - **Personnel/Human Resources**
 - New hire: PT Facility Staff – offer extended 1/13/25
 - New hire: PT Recreation Assistant – offer extended 1/13/25
 - Assistant Director 1st Round Interviews held 1/14, 1/16, & 1/17 – 10 candidates selected and 10 interviews this week.
 - Grant Writer position available at this time.
 - Personnel performance evaluations completed for all staff, except for one on leave
- **9b. Master Planning/Environmental Education:**
 - **Groves Events Stage:**
 - The project is nearly complete; Sieverding Construction is awaiting favorable weather to finish the new ramp access, expected by the week of January 13th.
 - **Skate Park/Pump Track:**
 - *Phase 1 (Site Work):* Sieverding Construction mobilized on December 2nd; dirt work is nearly complete, with one week of work remaining, though weather delays won't affect the overall timeline.
 - *Phase 2 (Specialty Work):* Bids for skatepark construction are being finalized; pre-bid meeting held on 1/9/2025, with bid opening on 1/30/2025.
 - **Pickleball Project:**
 - Design drawings have been finalized by NSI and submitted to the Parish for permitting; public bid advertisement is expected to begin in early February.

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

- **Water Well Project:**
 - Bidding for the project will open in January, with bid opening expected in early to mid-February.
- **Science Center & Planetarium:**
 - Staff is finalizing operational cost details for the planetarium, to be reviewed with Stephanie before distribution to the Board.
- **Sand Volleyball:**
 - Batture is working on the design schedule, including bid and construction timelines.
- **Environmental Education:**
 - **Naturalist & Environmental Coordinator:** Alex Landry completed orientation on December 31st and is developing a programming calendar.
 - **Lake Pontchartrain Basin Restoration Program Grant:** The park's grant application has been recommended for \$350,000 funding, awaiting EPA approval.
 - **Louisiana Iris Conservation Initiative:** Gary and his volunteers with LICI planted over 1,600 irises planted in new areas, expanding the iris habitat. These efforts will enhance conservation and bloom this Spring. Alex Landry, the Districts New, Naturalist & Environmental Education Coordinator, commented that we would like to organize a Bloom Festival Event this year during the Iris display that should be amazing this year.
 - **Wild Ones:**
 - January 12th meeting featured a workshop on invasive plant management.
 - An upcoming event with the Boy Scouts will focus on planting native plants, helping Scouts connect with the environment and fostering pride in their contributions.
- **9c. Parks**
 - D. McLemore reported on the monthly updates for Park Crew
 - Lacrosse and Soccer goals are currently being repaired and painted for the new season.
 - Replaced player bench legs on 66 outdoor sets and 6 gym benches.
 - New solar night lighting form Brown Gym and Castine Center flag poles have been purchased and installed.
 - Discussed all of the SEEP grant issues. The Board Members would like the staff to research and see if there are other parks, schools, hospitals etc. that were issued these SEEP grants and are having the same issues with the products and installations.
 - The staff have moved 3 disc golf baskets and concrete T-boxes in preparation for the New Skate Park Expansion. New signage will need to be ordered.

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

-
- **9d. Recreation:** S. Reeder Reported
 - Sports
 - Winter Playoffs begin on January 11th
 - Early Spring Registration has ended for volleyball and older basketball
 - Team Formation are on January 15th and 16th
 - Rentals
 - YBOA Tournaments
 - Pylon 7v7
 - College Soccer Coaches Skills Camp
 - LaMark International League
 - Silver Quarterly Rentals
 - Programs
 - Pickleball Clinic
 - Crochet Class
- **9e. Castine Center** S. Reeder Reported
 - There are numerous big events in the next few months and several contracts coming in for the year.
- **9f. Concessions:** S. Reeder Reported
 - Full report posted in official minutes

10. Old Business:

- Travelers Bill. Policy expired in April. Was the policy extended. Do we need to pay for it? It is listed as a Boiler and Machinery Policy. S. Goodwill questioned this policy with Erik Dewitt, and he mentioned that it was an extended policy

11. Public Comments:

- The St. Tammany Parish Humaine Society- we are going to collaborate with them to have a few Dog Adoption days here at the Park, in the next few months.
- Snow plan for next Tuesday is in effect to prepare the Park for a possible snowstorm that is headed this way in the next week.
- LyKinda is working hard to fill all of the positions that are available and the staff is in desperate need of at this time.
- Look at the temporary design on the wall in the Castine Center that N. Butler is putting together to display all the Board members, staff and volunteers that have "Made a Difference at Pelican Park since 1989". Once all materials and photos are delivered, it will hopefully be completed by the next Board Meeting.

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

Next Board of Commissioner Meeting, Wednesday, February 19th, 2025

12. Meeting Adjourn:

Motion to adjourn at 7:45pm by B. McGuire. Second by d. Richardson Vote 6-0 in favor.

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