

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 December 20, 2024

Board present:

- **Nixon Adams**
- **Shearn Lemoine**
- **Rick Danielson**
- **John Neill**
- **Ed Bee**

- **Board absent: deShea Richardson**
- **Barrett McGuire**

Staff present:

- **Suzanne Reeder – Executive Director**
- **Scott Goodwill – Finance Director**
- **Niki Butler – Marketing & PR Administrator**

1. Call to Order:

The Board of Commissioners Regular Meeting was called to order by Chairman N. Adams at 6:57pm. 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: No Visitors

4. Proclamations/Resolutions: None

5. Board of Commissioner Meeting Minutes:

- **5a. Board of Commissioner Budget Hearing Meeting Minutes – November 20, 2024.**
 - Motion by E. McGuire to approve the previous month's Budget Hearing Minutes as presented with no changes, Seconded by N. Adams. Vote 5-0. Motion passes.

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- **5b. Board of Commissioner Meeting Minutes – November 20, 2024.**

- S. Lemoine requested a sentence adjustment to clarify that no budget adjustment was required to immediately implement a salary adjustment of \$126,000 for the Executive Director, S. Reeder, prior to the 5% increase.
- Motion by S. Lemoine to approve the previous month's Commission Meeting Minutes with the amended correction, Seconded by R. Danielson. Vote 5-0. Motion passes.

6. New Business:

6a. 2025 Board of Commissioner Meeting Dates

- J. Neill and S. Reeder discussed the Board of Commissioner Meeting Schedule, which is typically held on the third Wednesday of each month. Exceptions will occur in December and during other holiday months.
- Motion by R. Danielson to approve the 2025 Board of Commissioner Meeting Schedule as presented, Second, by S. Lemoine. Vote 5-0. Motion passes.

6b. 2025 Holiday Schedule – Pelican Park & Castine Center FT Staff

- S. Reeder presents the same eleven holidays and two floating holidays that were scheduled in 2024.
- Motion by J. Neill to approve the 2025 Staff Holiday Schedule as presented, Second, by S. Lemoine. Vote 5-0. Motion passes.

- **6c. Petty Cash Policy – FP005.6.2**

- S. Goodwill presents the policy and outlines its requirements of petty cash disbursement.
- Motion by S. Lemoine to approve the Petty Cash Policy (FP005.6.2) as presented with an effective date of 12/12/2024. Second, by John Neill Vote 5-0. Motion passes.

- **6d. Purchasing Policy - FP00.5.6.3**

- S. Goodwill presented an update to the Purchasing Policy procedure, highlighting changes to the 2025 bid law thresholds to align with current statutes.
- Motion made by S. Lemoine to approve the updated purchasing policy (FP00.5.6.3), with an effective date of 12/12/2024. Second, by E. Bee. Vote 5-0. Motion passes.

- **6e. Credit Card Policy – FP00.5.6.4**

- J. Neill asked for clarification that all of the policy changes were not prompted by any existing issues. S. Goodwill confirmed that the updates were made to ensure consistency and to allow for annual revisions as needed. For example, the current credit card policy that we are looking at currently, is to update the Sams Club and

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Office Depot accounts will transition from a Purchase Order process to being handled with credit cards to make all accounts consistent. Motion by S. Lemoine to approve the new Credit Card policy (FP00.5.6.4) as presented with an effective date of 12/12/2024. Second, by J. Neill. Vote 5-0. Motion passes.

- **6f. Contract Policy (FB005.1.4)**

- S. Goodwill provided a brief overview, noting that no current contract policy had been found. S. Goodwill researched policies outlined by the Legislative Auditor and used them as a framework, incorporating their recommendations on which items require contracts.
- Motion by E. Bee to approve the Contract Policy (FB005.1.4), with an effective date of 11/21/2024. Second by R. Danielson. Vote 5-0. Motion passes.

- **6g. Receipts Policy – FP005.3.1**

- S. Goodwill provided the new Receipt Policy using the general philosophy and guidelines regarding receipts, specifically for expenses, not revenue. A separate policy or set of policies will be developed to address revenue next year.
- Motion by R. Danielson to approve the Receipts Policy (FP005.3.1) as presented with an effective date of 12/12/2024. Second by J. Neill. Vote 5-0. Motion passes.

- **6h. LWCC Policy Renewal**

- S. Goodwill presented the new Insurance Policy along with a spreadsheet highlighting the differences between the previous policy and the new policy with LWCC, which is considered a renewal. The premium increased modestly compared to the past. He also reviewed a few lingering claims that still need to be addressed. A motion is needed to authorize S. Reeder to sign all documents to accept the renewal.
- Motion by R. Danielson to allow S. Reeder to sign the LWCC Policy as presented. Second by J. Neill. Vote 5-0. Motion passes.

7. Financials

- **7a. Monthly Summaries:**

- The financials were reviewed, and the financials are performing well and S. Goodwill has nearly completed the revenue reporting for December, with only the potential receipt of the St. Tammany Fund pending.

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- **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, noting how well organized and easy to follow.
- Motion be R. Danielson to approve the financials as presented. Second by J. Neill. Vote 5-0. Motion passes.

8. Committee Updates:

- **8a. Personnel Committee – 12/06**

- E. Bee provided an update on the Finance Committee meeting. The committee reviewed several policies as well as finances and the bond issue. Proposals were presented, but there was no consensus on the preferred approach. The committee discussed options, including borrowing a large amount over 20 years or issuing two staggered bonds, which would result in lower principal payments. It was noted that there is a three-year period to spend the funds.

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.
- This Saturday, the Pelican Park Jingle Jam Pajama Party will take place from 4-7 pm, with 235 registered children. On Sunday, there will be a pickleball tournament in the morning and the Jazzy Creole Christmas concert at The Stage at The Groves in the afternoon.
- J. Neill enthusiastically mentioned that his final set of Lil' Dribblers Basketball Clinics will be held this Saturday. Additionally, next Thursday night, his wife will perform in the Covington Concert Band's Christmas concert at The Castine Center.
- The Fins, Feathers, and Furs event is scheduled for tomorrow night at The Castine Center.
- Pelican Park's first Pickleball Social, which included DUPR registrations, matches and ratings, took place last Saturday with 65 participants.
- The public bid document has been issued for the additional pickleball courts, though it is still in the permitting phase. Once official, a "Coming Soon" sign will be posted.
- The four BAF fans have been installed and are significantly improving airflow while remaining very quiet.
- Security issues with the Mardi Gras balls were discussed. The next ball has already sold 1,200 tickets and with last year's issues with teenagers sneaking in and causing fights, the staff has talked to the organizers and Sherrif detail to make sure all entrances are monitored and only patrons with tickets are allowed inside the event.
- Big CONGRATULATIONS to William Reed, Park Foreman at Pelican Park, for achieving his Certified Playground Safety Inspector Certification (CPSI)! This

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prestigious certification from the National Recreation and Park Association (NRPA) showcases his expertise in playground safety, hazard identification, equipment certification, and risk management.

- Staff and Team Holiday Party is next Friday, inside your 2025 Budget book has an invitation to join the team Holiday Party

- **9b. Master Planning/Environmental Education:**

- Larry Berch had a meeting with S. Reeder and discussed the Northlake Nature Center and trails and possibly collaborating on a few projects.

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10. Old Business:

- None

11. Public Comments:

- None

Next Board of Commissioner Meeting, Wednesday, January 15th, 2025

12. Meeting Adjourn:

Motion to adjourn at 6:52pm by E. Bee. Second by J. Neill Vote 5-0 in favor.

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