

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 May 21, 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**
- **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. All seven of the current appointed Board Members were present, which represents a quorum.

2. Open agenda to propose new items:

- S. Reeder asks for a change order to add items 2A and 2B for the Skate Park budget allocations to have them respond together.
- Motion by R. Danielson to approve the change order to add 2A and 2b, Second by J. Neill
Vote 7-0. Motion passes.

2a. Skate Park Erosion Remediation:

- The board reviewed a proposed change order from Sieverding Construction to address erosion issues at the skate park site, which occurred between the initial dirt work completion and the mobilization of Grindline, the skate park specialty contractor. Significant rainfall caused erosion and displacement of materials, particularly in the bowl areas, making it impossible for Grindline to proceed with steel installation. Three options were submitted: Option 1 (adds an additional \$90,143) restores the site to its original condition; Option 2

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(adds an additional \$34,150) for on-site coordination with Grindline representative to ensure proper shaping and alignment of features; and Option 3 (adds additional \$18,400) for a potential overbuild-and-carve method, though this is unlikely to be used. Staff recommended moving forward with Option 2 for better risk mitigation and coordination. The total budget allocation is not to exceed \$125,000, which includes a buffer for Grindline's labor costs not yet finalized. The board was asked to authorize the Executive Director to sign the change order accordingly.

- Motion by d. Richardson to accept the base option, plus option 2, to authorize the Executive Director to execute the change order submitted by Sieverding Construction to address the significant erosion impacting the skatepark. Second by J. Neill. Vote 7-0. Motion passes.

2b. Budget Reallocation for Skate Park

- S. Goodwill addressed a straightforward budget reallocation of \$125,000 from unallocated funds to the Skate Park project. This transfer supports the approved change order and brings the total project allocation to just under \$3 million. A motion was made and approved to reallocate the \$125,000 into the skate and pump track fund.
- Motion by R. Danielson to bring the reallocation of the skatepark budget to 125,000 into the skatepark fund. Second by S. Lemoine. Vote 7-0. Motion passes.

3. Welcome Visitors:

- Tim Negueloua – PJ's Coffee – New Orleans Roast - Ballard Brand
- **Chad and Lauren Almquist** – Canoe and Trail

4. Proclamations/Resolutions:

- None

5. Board of Commissioner Meeting Minutes:

- **5a. Board of Commissioner Special Called Meeting Minutes – April 2, 2025.**
 - Motion by S. Lemoine to approve the Special Meeting Minutes as presented with no changes, Second by E. Bee, Vote 7-0. Motion passes.
- **Board of Commissioner Regular Monthly Meeting Minutes – April 16, 2025.**
 - Motion by R. Danielson to approve the previous month's Meeting Minutes as presented with no changes, Second by S. Lemoine Vote 7-0. Motion passes.

6. New Business:

- **6a. PJ's Coffee/Ballard Brands – Concessions**
 - Tim Negueloua, representing PJ's Coffee and Ballard Brands, attended the meeting to present a proposal for offering hot coffee, iced coffee, tea, and lemonade at select Pelican Park concession stands. The initial stands identified for this opportunity include the White

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Gym, Red field, Brown Gym, Orange and Gold fields. This partnership includes a \$3,500 sponsorship from PJ's. The company will provide all necessary brewing equipment, training, signage, and ongoing support, including supplying cups and servicing equipment. No construction costs are expected, as water access is already available at the selected sites. Products will be brewed on-site and include easy-to-mix iced coffee and refrigerated beverages. This setup will not conflict with existing vendor agreements, as the items offered differ from current concessions. The board expressed strong support for the partnership, citing PJ's longstanding involvement in the district and the community.

- Motion by B. McGuire to approve the proposed partnership with PJ's Coffee / Ballard Brands for the sale of non-carbonated beverages (coffee, tea, and lemonade) at Pelican Park concession stands and acceptance of the associated \$3,500 sponsorship. Second by R. Danielson. Vote 7-0. Motion passes.

- **6b. Canoe and Trail Adventures (CTA) Bike Rental Program Revenue Share Agreement**

- L. Scott as well as Chad Almquist with Canoe and Trail presented a proposed revenue-sharing agreement with Canoe & Trail Adventures for a new bike rental program at Pelican Park, modeled after one launching at Fontainebleau State Park. The program would feature an app-based, self-serve bike rental system using GPS-enabled, Bluetooth locks and include adult bikes, youth bikes, and balance bikes. Canoe & Trail will handle all operations, maintenance, and insurance, with Pelican Park providing space and allowing a small event-style tent for shelter. The park will receive a tiered percentage of revenue (starting at 3% and increasing up to 10%) based on usage. All liability, insurance coverage, and indemnification of the park are included in the agreement. The bikes can be used within or outside of the park, and the amenity enhances park offerings with no cost or operational burden to the district. **Discussion.**
- Motion by d. Richardson to approve authorizing the Executive Director to sign the revenue sharing agreement with Canoe and Trail Adventures (CTA) for the implementation of the bike rental program contingent on review with insurance specialist, Eric Dewitt and include the additional indemnified language with no issues or increase in rate. Second, by R. Danielson. Vote 7-0. Motion passes.

- **6c. Cleco Emergency Use Agreement**

- S. Reeder provided an update on the CLECO agreement, which expires this month. CLECO proposed a renewal offering \$20,000 in the first year and \$10,000 per year for years two through five. However, this does not align with the District's proposal of \$20,000 in year one and \$10,000 annually plus a \$10,000 sponsorship each year to support concerts at the park. At this time, CLECO is without a contract, and staff will continue negotiations to seek agreement on the original proposal terms.

- **6d. Burglar Alarms & Fire Panel Updates**

- D. McLemore provided a provided an update on the park's outdated alarm system, originally installed in 1989. The current panels, including the one at the Brown Gym, are

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capped at 38 user codes and cannot be expanded. All facilities are at capacity, and manual code updates are time-consuming. The proposed system upgrade will allow internet-based code management and modernize the infrastructure. With the upgrade comes a necessary increase in the annual monitoring fee—approximately \$3,500 more per year—ending a long-standing rate from the original 1989 agreement. Additionally, staff advised that an aging Red Hawk fire panel installed in 2012 will likely need to be replaced next year at an estimated cost of \$8,000–\$9,000, as parts are becoming obsolete. The requested upgrade cost will fall under the existing communications and security budget (5286). Presentation on burglar alarms approval the funding of \$8,000.00 to replace the current Security panels/keypads at all buildings. Funding available in Acct# 5286.

- Motion by E. Bee to approve the funding of \$8,000 to replace current security panels and keypads in all of the current buildings. Second by B. McGuire. Vote 7-0. Motion passes.

- **6e. Policy Update – REC008.2.1 – Inclement Weather Policy**

- S. Reeder presented a policy update to the weather safety procedures originally approved on August 21. The revision adds the use of a third-party lightning detection system, Perri Weather, which provides real-time monitoring. When lightning is detected within 10 miles of the park, an audible alarm and visual strobe automatically activate, signaling immediate suspension of all outdoor activities. The system was recently triggered during a REC sports meeting, confirming its functionality. S. Reeder also noted the option for board members to receive mobile alerts if desired.
- Motion by B. McGuire to approve the updated Policy REC008.2.1 with an effective date of 05/21/2025. Second by J. Neill. Vote 7-0. Motion passes.

- **6f. L7 Pictures – American Dream Proposal**

- S. Reeder noted that she received a proposal for a 6-minute filmed segment on Bloomberg. While no action or recommendation is being made at this time, the item was brought forward to inform the board that Pelican Park is beginning to receive media and marketing inquiries. Staff noted that this particular proposal appears more suited for venues like airports and does not align with the Park's current marketing strategy or visibility goals. It was also noted that the proposal did not originate through the Tourist Commission.

- **6g. Security Deposits Policy – FP005.3.2**

- S. Goodwill presented updates to the security deposit policy to improve clarity and consistency. Key changes include: (1) waiving security deposit requirements for government agencies, due to challenges with pre-payment; (2) issuing automatic refunds of security deposits unless a future contract is on file; and (3) setting a \$200 minimum rental threshold to require a deposit, eliminating the administrative burden for minor rentals. These revisions were reviewed and supported by the Finance Committee at their recent meeting on 5/16/25.

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- Motion by E. Bee to approve the updated policy and approve and adopt the Security Deposit Policy FP005.3.2 with an effective date of 5/21/2025. Second by B. McGuire. Vote 7-0. Motion passes.

- **6h. Millage Renewal Resolution #2025-02**

- S. Goodwill read Resolution 2025-02 in full, noting it is identical to last year's resolution with updated dates. It was reviewed and approved by the grants attorney prior to being placed on the agenda. The resolution sets the millages for the 2025 tax roll: 10.69148 mills for acquisitions and maintenance (expiring 2043), and 0.700 mills for bond repayment (expiring 2042). While the current rates are acceptable for this year, it was noted that due to nearing the cap, the bond millage will likely need to be reduced in next year's resolution.
- Motion by B. McGuire to adopt Resolution #2025-002, levying the following millages on the 2025 tax roll on all property subject to taxation by Recreation District #1 of St. Tammany Parish as follows:
 - 6.050 mills for Acquisitions & Maintenance (Millage Key 1069 148), expiring in 2043; and 0.700 mills for Bond (Millage Key 1069 147), expiring in 2042..
 - Second by R. Danielson and 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

With a unanimous vote of 7-0 in favor, the motion passes.

- **6i. Grants Policy – FO005.4.1**

- S. Goodwill presented a new grant policy, developed in collaboration with the District's Grants and Contracts Manager. This is the first formal policy outlining a framework for pursuing grants, ensuring they align with the District's mission and priorities. It establishes an internal review process and sets approval thresholds consistent with existing purchasing policies: grants under \$25,000 can be signed by the Executive Director, those between \$25,000 and \$100,000 by the Board Chair, and anything over \$100,000 requires full board approval. The policy was reviewed and vetted by legal counsel.
- Motion by. B. McGuire to approve and adopt Policy FO005.4.1 with an effective date of 05/21/2025 Second by E. Bee. Vote 7-0. Motion passes.

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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. We are currently under budget and projecting a surplus, which will be addressed in the context of long-term financial planning and potential debt considerations. A selection of checks and all supporting financial documents were reviewed and appeared accurate. Credit card statements were also reviewed and found to be in good order. The financials were accepted as presented.

• 7b. Bank and Credit Card Statements:

- S. Lemoine reviewed the Credit Card Statements, they were all in order. The financials were accepted as presented by S. Lemoine and he commented on how clean and organized they were.
- Motion by J. Neill to approve the financials as presented. Second by S. Lemoine. Vote 7-0. Motion passes.

8. Committee Updates:

• 8a. Sports Committee– 05/06

- C. Arthur gave an update on the Sports Committee that met on June 6th and discussed several updates. Age cutoff dates were adjusted for volleyball and youth softball to better align with national standards and regional practices. A proposal was introduced to create two skill levels within each age group, particularly in basketball, but further research is needed before making a final decision. Two public members/coaches attended the meeting suggested more clinics, such as volleyball clinics that have already been scheduled as a result of the meeting. The committee also began exploring adaptive and therapeutic recreation programs, with Special Olympics that is set to host a parent meeting on June 6th to begin coordination of the future seasons. Staff is working to ensure scheduling for these programs complements existing park use, with future opportunities for inclusive volunteer involvement.

• 8b. Finance Committee– 05/16

- The Finance Committee reviewed the two resolutions previously discussed during their meeting on May 16th, so no further actions were needed. A key highlight from this month's financial report was a significant increase in ad valorem revenue, it was up approximately 22% from last year, largely due to reassessment and the consolidation of debt service funds. This additional revenue provides a cushion as the board begins evaluating future debt service and long-term planning. The budget process will begin earlier this year, with personnel and salary considerations already on the radar for upcoming planning discussions.

9. Division Monthly Reports

• 9a. Administration S. Reeder gave an overview for Admin updates:

- Park visitation has significantly increased, with over 70,000 vehicles recorded in the past month alone through the Flock camera system. The data has helped identify high-traffic

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days, with last Saturday being a peak due to overlapping events—three dance recitals at the Castine Center letting out at the same time as multiple baseball and softball games. This caused major congestion, prompting sheriff's deputies to assist with traffic control. Staff are coordinating with Fire District #4 to explore long-term traffic flow improvements. Additionally, the team has been actively promoting the park at events like NAMI and through local tourism partnerships. Public complaints about congestion continue, but efforts are underway to manage and improve the situation. The upcoming bypass road remains a key long-term solution.

- **9b Planning:**

- The skate park is moving forward following approval of the change order, and staff will work to get the project back on track. The pickleball facility remains in the parish permitting stage.
- For sand volleyball, a site meeting was held with the architectural team working on revisions to the initial plan, including bathroom and team building elevations, updates will be shared soon.
- The Lake Pontchartrain Basin grant is progressing, with the award agreement now signed. A stakeholder meeting for the habitat conservation component is being scheduled for mid-June following a kickoff meeting with Neal Shaffer on May 15.
- The recent Star Party with the Pontchartrain Astronomy Society drew around 50 attendees and was a successful event.
- As a reminder, a special meeting will be held next Wednesday at 6:00 PM to prioritize new projects. The session will use an interactive web-based tool, allowing board members to participate and vote remotely if needed. A presentation of all proposed projects will run concurrently to guide the prioritization process. A finalized list of projects will be sent in advance.

- **Environmental Education Programs:**

- Over the past two weeks, several successful outdoor programs were held. The Bird Watching Basics course at Fontainebleau drew about 15 participants for both the Friday evening and Saturday morning sessions.
- A sunset paddle on Cane Bayou, in partnership with Canoe Trail Adventures, also had a strong turnout.
- The Northshore Naturalist Overnight Introduction course was canceled due to being one participant short, but it will be rescheduled for fall when weather is cooler.

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- A phenology training at Northlake Nature Center, led by naturalist Jim Grice, had 12–15 attendees and was well received.
- Following the success of the birding event, monthly bird walks at Fontainebleau will begin on the second Saturday of each month, starting in July.
- Upcoming programs include:
 - A butterfly event on June 7 at Northlake Nature Center
 - A native Louisiana mushroom walk on June 14 at Fontainebleau
 - A live raptor presentation with LSU's Raptor Rehabilitation Program on July 12 at White Gym 3.
- All program details are available on the Pelican Park Nature Club page, Visit the Northshore calendar, and social media platforms.
- **9c. Parks:**
 - Three new hires have recently started, along with two temporary summer staff who joined last week. This brings the team to full capacity for the time being. The staffing additions are expected to be reflected in next month's report, aligning well with increased summer demands.
 - Enterprise is scheduled to begin installing new basketball goals and retractors on June 27. DinaPlay will begin demolition of the Orange Playground surfacing and start installing the new poured surface on June 28.
 - EcoLite has been monitoring the field lighting systems since June 12 with rented diagnostic equipment. They've indicated the lights will be removed and repaired at no cost to the Park, pending final confirmation. All systems are being tested nightly to ensure no electrical spikes are causing the current issues.
- **9d. Recreation:**
 - Baseball and softball seasons are wrapping up at the end of May, with playoffs set to begin soon and expected to conclude by June 14, weather permitting. Staff is currently reviewing and updating the MOU for MSC, with plans to meet in June or July to finalize details.
 - Summer league registration opened this week and is off to a strong start. The upcoming YBOA basketball tournament will be the final one of the season, wrapping up tournament play and marking the end of rugby events, which were very well-received.

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- The recent floor hockey clinic on Sunday was a success, drawing strong participation and interest from walk-up players during the session. Flyers and registration info for all programs are currently available.

- **9e. Castine Center:**

- Catherine and Tracy reported strong facility usage, with events filling the calendar.

- **9f. Concessions:**

- Ray reported his numbers for each facility and he has been doing well with the Castine Center Events, Basketball Tournaments and Games.

10. Old Business:

- Hotel rooms have been reserved for staff attending the NRPA Conference.
- Due to a scheduling conflict with NRPA, the staff would like to ask the Board to move the September Commission Meeting to the week after on September 24th.
- Motion by J. Neill to approve to move the September Board Meeting date to September 24, 2025 due to the NRPA Conference. Second by B. McGuire. Vote 7-0. Motion passes.
- Pelican Park is participating in Visit the Northshore's Every Wave Welcome campaign, with signage now displayed at park facilities to reinforce our commitment to inclusivity and hospitality.
- New Equipment: Niki has designed a new Pelican Park On-The-Go trailer to be used for our Pelican Park special events. It says Pelican Park on the Geaux, so keep an eye out for it around the Park and the community and hopefully Alex can use it as well for all of his upcoming educational events.

11. Public Comments:

Next Board of Commissioner Meeting, Wednesday June 25, 2025

12. Meeting Adjourn:

- **Motion to adjourn at 7:45pm 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.**