

**Recreation District #1
Board of Commissioners Meeting
October 19, 2022**

Board present: Nixon Adams
Majure Savell
Rick Danielson
John Neill
Shearn Lemoine

Board absent: William Matthews
deShea Richardson

Staff present: Margie Lewis – Executive Director
Kia Knight – Assistant Director
Cindy Jackson – Business Manager
Niki Butler – Marketing & PR Supervisor
Steven Knecht – Recreation Superintendent
Ron Johnson – Park Supervisor

Visitors: Rue McNeill - Northlake Nature Center Staff
Jim Blazek- Northlake Nature Center Attorney

Call to Order:

The meeting was called to order by Chairman N. Adams at 6:30pm. Executive Director, Margie Lewis, called the roll. Five out of the seven Board members were present.

Welcome visitors: Chairman N. Adams welcomed the representatives from Northlake Nature Center. Ron Johnson is standing in for Doug McLemore.

Open agenda to proposed new items:

No new items to add to the agenda this month.

Approval of the Previous Month's Minutes:

There are no changes to the previous month's minutes. M. Savell mentioned that they are "pretty perfect." Motioned by M. Savell to accept the minutes with no changes, seconded by J. Neill. Vote 5-0. Motion passes.

Financials:

N. Adams stated that he has reviewed the monthly summary and the District is on target with employee salary expenses, ahead on tax revenue, under on insurance, over on electricity and under on capital replacement. We should have enough money to start our first projects for the Master Plan. December 10th is the election for our Mills and hopefully, it is approved then.

- N. Adams reviewed the bank statements and all of the balances are accurate with no discrepancies.
- M. Savell would like to defer the credit card statements until next month since there are several line items that he would like to discuss with Cindy Jackson, Business Manager.

Motion by J. Neill to accept the financials as presented and defer the credit cards until next month. Second by R. Danielson. Vote 5-0. Motion passes.

Resolutions/Announcements: None**Reports in Brief:****Establish Courtyard Rental Rates**

- Assistant Director Knight gives an explanation of the brand-new courtyard that does not have an established rental rate set. There is 100 people max that can fit in the courtyard and they are rented by itself with access to the hall bathrooms. R. Danielson and S. Lemoine would like to have a package deal and price break with the courtyard and conferences room as one package. **Discussion.** Executive Director Lewis suggested the board allow staff will use these prices as of now, and review and adjust these rates to make packages for the Board to approve for the next meeting.

Motion by R. Danielson to have the staff review rental rate packages and have them by the next Board meeting on November 16th. Second by J. Neill. and a roll call vote was recorded. **Roll call vote:**

- Nixon Adams - For
- Rick Danielson - For
- Shearn Lemoine - For
- John Neill - For
- Majure Savell – For

Vote 5-0. Motion passes.

Updates:**Castine Center Renovations and Office Expansion Job – Executive Director Lewis reported:**

- Front office is almost complete, drop ceiling will be put back up.
- Office restrooms are near completion, as is the break room and copy room.
- Several punch list items still need to be done.
- They will frame design for the stage will be completed on Friday and the concrete will be poured for the stage on Tuesday.
- The translucent kalwall panels will be installed on the porte cochere framework on November 14th.
- The recommended liquidated damages list will be completed by the architect. The Board is looking for this list by next meeting.
- Inside fountain has encountered more shipping issues.
- Grand Re-Opening has been postponed until December 1st from 5pm-7pm

2023 Holiday Schedule

- Each year the staff receives a list of 11 holiday dates that the staff will have for the 2023 year. R. Danielson asked if we could take off Columbus Day and add Juneteenth, June 17th, 2023 instead.

Motion by R. Danielson to exchange the Columbus Day holiday for the Juneteenth date. Second by J. Neill. Vote 5-0 in favor.

Strategic Planning Report- (Printout are included in official minutes).

- R. Danielson presented change orders and fundings that needs to be moved to finish projects.

R. Danielson motions to move \$50,000 from the Strategic Planning line item to the Castine Center Renovations line, to cover the cost of Castine Center change orders. Second by M. Savell. Vote 5-0 in favor.

Strategic Planning Update

During the last strategic planning meeting, the committee reorganized the Master Plan to make it easier for the public to see the main ideas for the future growth to answer the question, “What will Pelican Park look like in 2040?” There are now 4 sections for the Master Plan:

1. Education Expansion
2. Northlake Nature Center
3. Recreation Areas
4. Park Management

The Master Plan priorities are now clearer as well, by giving each projects specific priorities based on a timeline:

- Priority 1 – Immediate (In the first year)
- Priority 2 – To be completed in 1-5 years
- Priority 3 – To be completed in 5 years or more years

The draft of the Master Plan will be completed by Dana Brown and Associates and sent to us soon for review. Once reviewed and cleaned up, it will be approved at a special Board Meeting following the public budget hearing/meeting on November 30, 2022. This approved plan will be used to start budgeting and prioritizing the Master Plan, so it will be great source and marketing tool for the milage vote on December 10th. The marketing plan will also be designed in a small newsletter and marketing flyer that will be dispersed to our Recreation District patrons to promote the December 10th vote.

- The staff will be meeting with Parish President, Michael Cooper next month.

Request for Funding for the Concession Stand POS System.

- The Staff originally budgeted for the equipment and installation of the software for the concession stand POS system to have the ability to accept credit cards. It was not able to be used correctly since the infrastructure of the WIFI that was put in the entire park, did not meet the standards of the project. The staff is asking for an additional \$6,055.02 to pay for the installation of the WIFI for the concession stands.

J. Neill motions to move \$6,100 from the Strategic Planning line item and move into the Concessions POS line, to cover the cost of the final Wifi infrastructure projects. Second by R. Danielson. Vote 5-0 in favor.

Northlake Nature Center Update

- Jim Blasek, attorney for the Board of the Northlake Nature Center, presented the update on the Cooperative Endeavor Agreement (CEA) between the Northlake Nature Center Board and the District's Northlake Committee. Once the Northlake Nature Center Board has given to approval, the Northlake Nature Center Committee will take a look at it and it will be finalized by all parties, the changes will be made and presented at the next Board meeting on November 16th.

Division Reports:

- **Parks**- (Report included in official minutes on green paper)
 - There are still 14 street lights that are not working as well as others throughout the Park. Ron Johnson explains that Doug McLemore has tried constantly to contact the company to fix the issues, bad bulbs,

ballasts and replaced them per the Districts contract with them. Doug and his crew are not able to open or try to fix the lights because it will void the warrantee. The company says that they received a shipment of materials to fix them, but they are the incorrect size. Executive Director Lewis to follow-up at the next board meeting.

- All 48 fire extinguishers and gave us a green-tags for 2023.
- The Districts alarm Company, ADT, performed the fire alarm panel inspection at the Brown and White gyms, all passed.
- R. Danielson was curious if we would be interested in having car charging stations. CLECO has a charging station expert that would be contacting him. Executive Director Lewis explained that a company reached out to us regarding charging stations and we could easily add this item into the Master Plan. **Discussion.**

- **Recreation**- (Report included in official minutes on blue paper)
 - Winter Basketball registration is now over and the team formations will begin next week.
 - A Youth Sports Committee meeting will be scheduled in the next few weeks.
- **Castine Center**- (Report included in official minutes on pink paper)
 - Rentals and Programs are picking up in the Castine Center in the Halls and conference rooms. MSC field rentals for the Midnight Madness tournament are coming up next week and they have rented most of the fields including the baseball fields by adding soccer fields in the outfield and paying out our concessions, so they can have vendors.

Old Business

- **Northlake Nature Center**- Reported earlier under Updates.

Motion to adjourn meeting at 7:22 pm by J. Neill. Second by M. Savell. Vote 5-0 in favor. Meeting Adjourned.