

Minutes of the regular meeting of the Community Center & Playground District #3, Calcasieu Parish, Vinton, LA held in the board room of the Recreation Building on January 20, 2022, at 6:00pm. After full compliance with all regulations as to notice otherwise and respect to conveying of said meeting with the following present:

Present: Danny Paladino-----President
 Diane Conner-----Secretary/Treasurer
 Scott Spell-----Commissioner

Absent: Kristal Eastwood-----Vice President
 Johnathan Harbert-----Commissioner

Others: Loren Labby-----Assistant Director

Danny Paladino, President called meeting to order at 6:00pm.

Scott Spell made a motion to approve the minutes from the previous meeting held December 8, 2021, Diane Conner, seconded, unanimous.

Bank Up-Date:

Loren Labby explained to the board that Merchants and Farmers bank needed board's approval to allow them to set up on-line banking for the Community Center & Playground #3. They need names of employees that will have access to the on-line banking to the three Merchant and Farmers General, Savings & Operational accounts. Having this set up will help Cade Henderson, bookkeeper reconcile accounts during the month versus waiting for the bank statement to come in.

Scott Spell made a motion to allow Merchants and Farmers to set up online banking with the three accounts already set up for the Community Center. Employees given permission to access the online banking to the general, savings and operational accounts are Cade Henderson, bookkeeper and Gwen LeJuhn, director, Diane Conner seconded, unanimous.

Memorandum of Understanding:

Approval moved to next meeting for MOU. Scott Spell must abstain from voting. The board asked Loren Labby to edit the MOU from VPD to cover (3) local agencies: Vinton Police Department, Vinton Fire Department and W7 Fire Department. Signature lines needed for Scott Spell, Chris Vice, Tom Berry & Danny Paladino.

Facility Up-Date:

Loren Labby gave an up-date on the membership registration numbers for December 2021.

Loren Labby contacted area exterminating companies to give quotes on new building pest control service. The current exterminating company and three new companies turned in quotes for pest control service on the new building. After reviewing the quotes, J & J Exterminating Company accepted to service the new building. The company presently spraying the old building needs a 60-day notice to satisfy the contract with them. At that time J & J will add the old building to the pest control service.

We are currently #17 on a list of nineteen facilities for installation on the playground project. There is currently a wait time for this project and no start date scheduled.

All paperwork and payment on the land purchase is complete. Mr. Jay Delafield said survey completed on property was a phase I environmental survey. If we want a property survey done, he suggested Pelican Survey. After a discussion on survey, it was a yes to move forward with having Pelican Survey do a property survey. Smith & Sons did a price clearing quote on the new land per Danny Paladino. The board reviewed Smith & Sons quote price of Thirteen Thousand to clear debris and smooth land. Board discussed clearing of land and decided to wait until the land survey is complete before approving a quote on clearing the new land.

Green Machine:

The board is interested in purchasing a green machine to help with maintenance of the ballfields. Loren Labby contacted State Contract Vendor, Jerry Pate out of Florida for prices on Toro Sand Pro 3040 & 5040. Unable to obtain prices prior to meeting. Scott Spell suggested Loren Labby call local companies as well. If we receive three "like" product quotes, we should be able to move forward on the purchase of a green machine.

Drainage at Ballpark:

Danny Paladino contacted Byron at Meyers and Associates. Seems to be a miscommunication on the project. Board was under impression this was a turnkey job. Scott Spell suggests scheduling a meeting with Meyer's and Associates to draw up a contract to move forward. Danny Paladino will contact Byron Racca on this issue.

Old Building:

Scott Spell suggests getting with Meyer and Associates, as well as David Borel and Randy Goodloe, architect firm to draw up contract on the project.

Danny Paladino would like the staff to do a walk through and present a list to board of what they believe we should keep, auction, or donate. i.e., bleachers, a/c units, furnishings, floors, and any other things in building of value not going to the new building.

Holidays:

Scott Spell does not believe that the entire building should shut down for all holidays listed in handbook. Danny Paladino looked up Calcasieu Parish Police Jury's list of holiday closures. Present board members feel like we should be more closely following CPPJ's holiday schedule. Scott Spell said handbook says full time employees are giving the day off. He asked Loren about the part time workers keeping building open on holidays listed in handbook. Loren Labby said even utilizing all part time employees, it would be hard to open the full hours of 6:00am-8:00pm with the few part time workers to cover those hours.

Scott Spell made a motion to close the facilities on New Year's Day, Independence Day, Thanksgiving Day, Christmas Eve and Christmas Day only. Operate with modified hours on the other listed holidays, from 8am-5pm and New Year's Eve from 8am-12pm, allowing part time workers to open building to public on holidays listed in handbook, Diane Conner seconded, unanimous.

Scott Spell made a motion to remove employee's birthday holiday and replace with Juneteenth holiday, Diane Conner seconded, unanimous.

Pay Raises:

Scott Spell made a motion to go into executive session at 6:57pm, Diane Conner seconded, unanimous.

Scott Spell made a motion to re-convene the regular meeting at 7:35pm, Diane Conner seconded, unanimous.

Scott Spell made a motion for all hourly employees who request overtime to submit overtime request sheet, stating reason they are working, or requesting to work. Director or Assistant Director approves all overtime requests, Diane Conner seconded, unanimous.

Scott Spell made a motion to give the following pay raises: Cade Henderson 2%, Loren Labby 4%, Jessica Heard 3%, Ashley Courville \$1.00 per hour, Edmond Southern \$1.00 per hour, Cleve Cazer bring up to \$16.00 per hour, Terry Richard \$2.00 per hour. Diane Conner, seconded, unanimous.

Scott Spell made a motion to approve overtime on Saturdays for all maintenance workers on a rotating schedule, Diane Conner seconded, unanimous.

Cintas Cleaning Proposals:

Loren Labby presented board with two new proposals for service from Cintas.

Pricing for Rental Program on door mats, hand blower mats, foot shield mats (workout room), urinal mats, urinal screens, and disinfectant wiper bucket. Weekly Total \$102.92.

Pricing for Cleaning Floor Program which includes floor cleaner, surface disinfectant, multi surface cleaner, spray bottles, three wet mops with handle, dual chamber mop bucket. Weekly Total \$42.33.

Scott Spell made a motion to approve both prices from Cintas for weekly cleaning service, Diane Conner seconded, unanimous.

Suspension Incident:

Loren Labby gave board a copy of her report from an incident that took place, Saturday, January 15th. After reviewing the report Scott Spell suggested that directors look at current suspension guidelines and change to either have date of expiration or to come before the board, but not both. He feels that leaves room for confusion. Loren Labby will look at what is in place and adjust suspension rules if needed to clear suspension write-ups in handbook.

There being no further business Scott Spell made a motion to adjourn, seconded by Diane Conner, unanimous.

