



COMMUNITY CENTER & PLAYGROUND DIST. NO. 3
 Ward 7 Calcasieu Parish 1615 Horridge Street, Vinton, La 70668
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 ADMIN. DIRECTOR: Loren Labby
 BOOKKEEPER: Cade Henderson

WARD 7 RECREATION COMMUNITY CENTER
Board of Commissioners Meeting
Held at Ward 7 Community Center Meeting Room
1615 Horridge Street, Vinton, LA 70668
Wednesday, April 17, 2024, 5:30 PM

Minutes of the meeting of the Community Center & Playground District #3, Calcasieu Parish, Vinton, LA held in the meeting room of the Community Center on April 17, 2024, at 5:30 PM. After full compliance with all regulations as to notice otherwise and respect to conveying of said meeting with the following present:

Present: Diane Conner, Secretary
 Derek Durio, Commissioner
 Kristal Eastwood, Vice President
 Scott Spell, President

Absent: Johnathan Harbert, Commissioner

Others: Loren Labby, Director
 Edmond Southern, Maintenance Supervisor
 Ashley Courville, Sports Director
 Clair Renfrow Tyler Bruno

On a motion by Ms. Eastwood, seconded by Mrs. Conner, and carried unanimously, the Board approved the minutes as presented for the March 13, 2024, regular board meeting. No public comment.

Ms. Eastwood made a motion to move Item I. Financials to Item V, seconded by Mrs. Conner, and carried unanimously. No public comment.

Next item on the agenda, was to present operation updates and reports. Mr. Spell gave the floor to Mrs. Labby. Mrs. Labby informed the board members that all reports have been uploaded into Teams to allow access to review. Mrs. Labby will work on uploading reports from previous months, so that they will all be accessible.

On March 13, 2024, there was a break in at Ted Lyons Ballpark. An email was sent to inform the board members of the break-in and give a statement of the items taken. A report was filed with the Vinton Police Department. Mrs. Labby contacted our insurance agent, who started a claim for us. Glatfelter sent out an adjuster and this week we received two checks from the company. The first

check was for *REAL PROPERTY COVERAGE DAMAGE* in the amount of \$2,353.84, this will be used to repair the damage to the door and frame. The second check was for *BLANKET TOOLS & EQUIPMENT COVERAGE* in the amount of \$2,725.93. This will be used to replace the items taken.

We were notified by two patrons of a bubble on one of the pickleball courts. By the next day, there was another bubble present. We shut down the courts and Mrs. Labby contacted Meyer & Associates and Scott Taylor Construction. Scott Taylor Construction reached out to Quality Courts, who provided suggestions for moving forward. Mrs. Labby forwarded that email response to the board members. Quality Courts encouraged the District to continue using the courts and they were going to send someone out to inspect and repair the bubbles. A Quality Court representative arrived at the Community Center on April 16th to make repairs to the two bubbles. He informed Mrs. Labby & Mr. Southern to shut the courts for 24 hours to allow the repairs to set before reopening for normal operations.

Mrs. Labby asked to discuss pool employee rates for the 2024 season. When pay rates for 2024 were discussed, the term part-time was used without clarification on whether that included seasonal employees. Mrs. Roycenda, the pool manager, hasn't received a raise in the last few years. Lifeguards currently start at \$7.50 per hour and receive an increase each year that they return. Ms. Eastwood asked what the current pay rate for part-time employees was set at. Mrs. Labby answered, \$10 per hour. Mrs. Conner suggested that the concession/ticket window not get the same rate as the lifeguards. Mr. Spell suggested that seasonal employees not start with the same payrate as part-time employees. Ms. Eastwood made a motion to raise the starting payrate for lifeguards to \$9.00 per hour with returners receiving a \$.25 increase per year. Pool Director is to receive \$2.25 increase to \$17.25 per hour, seconded by Mr. Durio, unanimous. No public comment.

The floor was given to Mrs. Courville to give the sports report. Mrs. Courville informed the board of the delay to the season schedules. She is currently waiting for Westlake to confirm game times for the remaining weeks of play. Singer, Dequincy, & Starks are all in Pony League now. Westlake has moved to Little League. Since we are still Dixie franchised, their priority lies with scheduling their own league games, which has caused a lot of issues. Ms. Eastwood suggested putting out what we do have. Mrs. Courville explained that if Westlake can't play on the suggested days, other games may need to be rearranged to accommodate when they can play. She also informed the board of plans to change to Pony league next year. Mrs. Courville wanted to inform the board of complaints received over asking for volunteers for the season. During a coach meeting, it was told to the ones present that volunteers were needed from each team for the scorebook, scoreboard, and to help in the concession stand. When the coaches passed that information on some parents called to complain. They do not want to volunteer when they've already paid registration fees. Ms. Eastwood asked if it is still in the league rules that the home team keeps the official scorebook. When Mrs. Courville responded yes, Ms. Eastwood replied that if the scorebook isn't kept according to those rules then games won't count and there won't be all-stars. Public comment from Mrs. Renfrow; Mrs. Renfrow suggested that an actual sign-up sheet be put out rather than word of mouth. She said that when she asks for volunteers at school events, she gets better results that way. Mrs. Renfrow also wanted to know how this is communicated to the parents. Is it sent to the coaches or everyone? Mrs. Courville responded that she sends messages to the coaches who have the responsibility of passing it on to their teams. There have been issues with the system, so she always requests confirmation from the coaches that they are receiving her messages. Mrs. Labby offered that the District is in the process of implementing a new

software system that will allow better communication. Coaches and staff will be able to communicate within the system with each other and with their players.

Mr. Southern informed the board members that the fields are prepared and the department is staying on top of keeping them ready. They have started cleaning the pool and will be ready to open for swim team tryouts. Mr. Southern plans to play this soccer season on the 5-acre property. He will start mapping out those layouts. Mr. Southern would like to hire a part-time worker. He discussed with the board members the policy on filling vacant positions. Mr. Spell replied that the handbook states that all vacant positions be advertised in the adopted journal or on the official website. The handbook does not mention how long applications stay on file. No public comment.

Mr. Spell would like to be mindful of the public present for the committee nominations and will entertain a motion to move the nominations. Ms. Eastwood made a motion to move agenda item IV. Committee Nominations to Item III, seconded by Mrs. Conner, and carried unanimously. No public comment.

Mrs. Labby provided the board members with copies of the submissions for the committee. Mr. Spell thanked Mr. Bruno and Mrs. Renfrow for showing up to the meeting. After a discussion between the board and the public present, the board presented its nominations. Mrs. Conner made a motion to nominate Mr. Mike Pickett to the committee, seconded by Mr. Durio, and carried unanimously. Mrs. Conner made a motion to nominate Mrs. Clair Renfrow, seconded by Ms. Eastwood, and carried unanimously. Mrs. Conner made a motion to nominate Mr. Tyler Bruno, seconded by Mr. Durio, and carried unanimously. Mrs. Conner made a motion to nominate Mrs. Lexie Gilbert Ollier, seconded by Ms. Eastwood, and carried unanimously. Mrs. Conner made a motion to nominate Mrs. Katelyn Habetz, seconded by Mr. Durio, and carried unanimously. Mrs. Renfrow asked when they can hold their first meeting. Mrs. Labby informed Mrs. Renfrow and Mr. Bruno that she would meet with the committee on Wednesday, April 24th, to discuss their responsibilities. No further public comment.

Mrs. Labby was given the floor for Item IV. Facility Improvements. She presented the board with an estimate from Sabine Pools for repairs to the community pool. The estimate is for cosmetic repairs only and does not include necessary mechanical issues that may need to be addressed. The estimate is totaled at \$148,600. By the time mechanical repairs are added, this number could be much higher. Mrs. Labby suggested offering a community survey similar to what was done for the new building. The survey/questionnaire would give an opportunity for the community to voice what they would like to see changed or added. No action taken.

Mrs. Labby also presented the board with a quote for matting. The matting would cover 9 feet of decking all around the pool and provide a cooler surface for the patrons to walk on.

9 ft Wide Matting	
Pool Web	\$24,675.00
Uline	\$20,400.00
Rec Supply	\$16,380.00

The Board is in agreement that now is not the time to spend this kind of money before possibly starting a big project on the pool.

Quotes were received for installing new fences at both the Community Center playground area and Ted Lyons Ballpark. The new outdoor courts area has a privacy fence to the corner behind the playground. There is damage to the old fence in that corner. The quotes received for this area were to install a 6' privacy fence from the northwest corner behind the playground area to the area directly behind the restroom building, approximately 250 feet. Then the fence installed would be chain-link from that point along the property line to the new fence behind the Community Center, approximately 400 ft of 6' chain-link.

Community Center Fence	
M5 Construction	\$21,750.00
Rockin' C	\$19,120.00
BNL & Co.	\$26,687.06

The Board discussed whether this fencing project can wait to ensure that any work done in the future on the pool won't damage the new fence. Mrs. Labby answered that the chain-link portion can wait. The corner behind the playground needs to be corrected as soon as possible. The Board reviewed the quotes received. Rockin' C had the lowest quote and estimated \$6,000.00 for the privacy fence portion. The board asked Mrs. Labby to retrieve updated prices from the companies that submitted quotes removing the chain-link portion. Ms. Eastwood made a motion to approve up to a \$6,000.00 limit to install a 6' privacy fence behind the playground area, seconded by Mrs. Conner, and carried unanimously. No public comment.

Quotes were received to install a fence on the 5-acre property at Ted Lyons Ballpark. With the goal of relocating soccer to this area this season, a fence will need to be installed. The companies were asked to quote both chain-link and privacy fencing.

Ted Lyons Fence	
M5 Construction	\$50,364.00 Noted: Chain-link at \$34/ft, Privacy at \$28/ft
Rockin' C	\$39,788.00
BNL & Co.	\$41,182.94

After discussing what fence material would be the most appropriate, the Board would like to see the statement of work updated to request 6' privacy fence on the north end of the property and 6' chain-link on the remaining two sides. New quotes should be requested from the companies to reflect these changes. Ms. Eastwood made a motion to approve no more than \$40,000 to install the fence at Ted Lyons Ballpark, seconded by Mrs. Conner, and carried unanimously. No public comment.

Mrs. Labby informed the Board that multiple companies were contacted to come look at the Community Center roof. Although the maintenance department did patch the hole, it needs to be completely repaired. There are other small leaks that have been found over the course of time in the building that also need to be fixed. Two quotes were received for repairing the hole in the roof. Neither quote includes the cost of remediation for any further damage that might be present and unseen. A third company did not give a price as they feel remediation efforts needs to be made for the insulation that got wet and they can't price that until they see how far the damage extends.

Roof Repairs	
M5 Construction	\$2,200.00
Morcore	\$1,865.00
BNL & Co.	No price given as remediation work cannot be quoted until the extent of damage is reviewed.

The Board feels that all the damage needs to be repaired, not just the roof panels. The Board asked Mrs. Labby to contact BNL & Co. and have them start the work, including remediation efforts.

Quotes were received to purchase facility amenities for the new courts area. Items that were quoted include (10) 6' recycled plastic benches, (8) 32 gallon recycled plastic trashcans, and (10) 6' hexagon recycled plastic picnic tables.

Facility Amenities	
Belson Outdoors	\$23,254.00
Global Industrial	\$24,536.02
Kay Park Recreation	\$24,720.50
Uline	\$24,845.49

Ms. Eastwood made a motion to approve the purchase from Belson Outdoors for facility amenities, seconded by Mrs. Conner, and carried unanimously. No public comment.

Mrs. Labby collected quotes for monument signs with two design concepts. Quotes were presented as follows:

Monument Signs		
Company	Concept A: 6 x 8 Masonry Base	Concept B: 8 x 6 Aluminum Cabinet
Humble Sign Co.	Drawings received; Quote not ready.	Drawings received; Quote not ready.
Stewart Signs*	\$46,692.00	\$33,489.00
TV Liquidators	-----	\$34,985.00
Comet Signs*	\$56,836.00	\$52,499.00

*includes installation.

The Board discussed the quotes received and whether this is a good investment. Mrs. Conner made a motion to table the purchase of a monument sign until all quotes were received, seconded by Ms. Eastwood, and carried unanimously. No public comment.

Mrs. Labby presented the Board with a quote from National Networks for Microsoft Surface Pro plus management fees for (5) stations, as was discussed at the previous meeting. The quote totaled \$577.50 per month. The Board does not wish to proceed. No further quotes to present. No public comment.

Mrs. Conner was given the floor to discuss agenda item V. Community Center Closure Policy. Mrs. Conner stated that she has received complaints that the Recreation Center closes due to weather when the schools close. The issue was that by 8:30 in the morning, the bad weather had passed but the Community Center stayed closed. Mrs. Conner was inquiring about the actual policy in place.

Mrs. Labby explained that the Community Center did not close during the last inclement weather closure. The last closure was in January when the Community Center closed at 11:30 am and reopened the next day. Mrs. Labby explained that policy doesn't state that the Recreation Center must close with the schools. Policy just states that the Director can make the decision to close. In the past, we have closed with the schools so that the students don't come to the Recreation Center in the potentially dangerous weather. The decision is made in an effort to avoid a bad situation. Mrs. Conner would like to implement a policy where we can delay opening or close early; depending on weather predictions. The adults that visit the Community Center do not like missing their workouts. Ms. Eastwood clarified that based on policy, we could modify operating hours at the Director's discretion.

Mrs. Labby presented the bills for approval. Ms. Eastwood made a motion to approve the bills as presented, seconded by Mrs. Conner, and carried unanimously. No public comment.

There being no further business, Ms. Eastwood made a motion to adjourn, seconded by Mr. Durio and carried unanimously.