

HAMMOND AREA RECREATION DISTRICT #1

RECREATION DISTRICT BOARD

Jeff Cooper, Chairman
Guy Recotta, Vice Chair
Robert Williams
Jessica Bennett
Duane Shafer

DIRECTOR
Ryan Barker

DEPUTY DIRECTOR
Amber Andrews



MINUTES
REGULAR PUBLIC MEETING
CHAPPAPEELA SPORTS PARK
19325 HIPARK BOULEVARD
Thursday, September 25, 2025
5:00 p.m.

- I. **Call to Order:** Vice- Chairman Guy Recotta called the meeting to order at 5pm.
- II. **Board of Directors Roll Call:**
Jeffrey Cooper (A), Guy Recotta (P), Robert Williams Jr. (P), Jessica Bennett (P), Duane Shafer (P)
- III. **Approval of Minutes:** August 28, 2025 :

There was a motion by Duane Shafer and seconded by Robert Williams Jr., approving August 28, 2025, minutes.

Votes: Guy Recotta (Y), Robert Williams Jr. (Y), Jessica Bennett (Y), Duane Shafer (Y)
Approved 4-0

- IV. **Reports:**
 - A. Director's Report (Ryan Barker) Mr. Barker informed the board that the funds from the State are ready! \$75,000 from Act 461 Dr. Bill Wheat appropriated towards recreation. Also approved for \$50,000 for landscaping & drainage improvements from Kim Coates.

Fall Sports:

Competitive Baseball Chappapeela Chiefs played in their first tournament.

Football in its 4th week. Chappapeela hosted with 4000 hits at the new entrance and about 6200 at the main entrance.

Tots of Terror event will take place Friday, October 24, 2025, from 4pm to 6pm.

- B. Operating Account Budget Status (Ed Burns) Balance Sheet: Operating Account \$1,559,205.46 compared to last year an increase of \$44,871.67. Capital Outlay \$10,482,287.86, Accounts Receivable \$22, 250.00, & Tax Revenue Receivables \$ \$64,536.87 favorable.

Profit & Loss August: Total income \$160,030.03 favorable compared to last year, The total expenses \$634,529.65.

Mr. Burns informed the board if there are any questions, please reach out to him form more information.

- C. Financial Committee Report (Guy Recotta) **NONE**
 - D. Executive Committee Report (Guy Recotta) **NONE**

V. Old Business: NONE

VI. New Business:

- A. Budget Timeline.** Vice-Chairman Guy Recotta requested Budget timeline be entered into the minutes. All members reviewed the attached timeline. The November 19th meeting date was changed to November 20th, 2025, all members were in favor of the change.

September 25, 2025

Jeff Cooper Chairman Hammond Area Recreation District #1

RE: Budget Timeline

Dear Jeff:

Below you will find a timeline of events the District needs to fulfill. Please review the District's expected Budget Policy and Procedures and let's discuss at your earliest convenience. These dates reference the meeting dates in November and December. The dates may likely change as the board dictates based on holidays etc.

1. November 20, 2025 Assuming this will be the date of the November meeting. The district will introduce a **Draft Proposed Consolidated Budget for 2026.**

2. December 2, 2025. (Minimum 10 Days before the December meeting) Amber/ Melinda should Advertise in the Daily Star a Special Public Meeting to Adopt the 2026 Budget during the December meeting on December 18, 2025 and where the budget can be viewed. They will need to obtain a notarized statement of publication from the Daily Star as required by law. The 2026 Budget needs to be ready on this date of December 1, 2025.

3. December 18, 2025.

A. Public Meeting - There will be a public meeting prior to the board meeting to present the 2025 Budget, Budget Message: and receive public comment before the resolution to adopt.

B. Regular Meeting - The district will adopt the amended 2025 budget.

C. Regular Meeting - The district will adopt the 2026 budget.

4. December 19, 2025 or shortly after

A. Amber/ Melinda should advertise in the Daily Star that the Budget public meeting was held and the District adopted its 2026 Budget. They will need to obtain a notarized statement of publication from the Daily Star as required by law.

Notes on formulating the Amended 2025 Budget and the 2026 Budget

1. 2025 Amended Budget Prepared by December 16, 2025

A. The 2025 Budget will need to include the tax proceeds assessed in 2025 and collected in 2026. Technically these proceeds are 2025 revenues and should be budgeted in 2025 although the receipt of the funds will occur in 2026. We will need to obtain a Grand Recapitulation from the Assessor that will state the total of the assessment to use for the District's budget.

B. We will need to have a 'best estimate' of any outstanding costs, including costs of any construction work performed (whether paid or not before December 31, 2025). This will need to be accrued in 2025 if not paid.

2. 2026 Budget Prepared by December 1, 2025

A. The 2026 Budget will include tax proceeds expected be assessed in 2026 and collected in late 2026 and during 2027.

- B. The 2026 Budget should include any remaining capital project revenues and expenses if there are any planned or ongoing.
- C. This budget will include the District's expected expenses associated with operating expenses, including payroll.
- D. Note that this budget can and likely will be amended in late 2026 if necessary.
- E. The Budget will need to include a Budget Message from the Chairman. Amber/Melinda will prepare this.
- Once you review and approve the above District's expected Budget Policy and Procedures, we will proceed with the budget timeline as proposed.

There was a motion by Jessica Bennett and seconded by Robert Williams Jr., approving the budget timeline Draft Proposed Budget for 2026 date to November 20th, 2025

Votes: Guy Recotta (Y), Robert Williams Jr. (A), Jessica Bennett (A), Duane Shafer (A)
Approved 4-0

- B.** Approval of Requisition #27 - \$9,413.00 to Will Hammack & Associates for "Baseball – 40x100 Metal Pavillion".

There was a motion by Robert Williams Jr., and seconded by Duane Shafer approving Requisition #27 - \$9,413.00 to Will Hammack & Associates for "Baseball – 40x100 Metal Pavillion".

Votes: Guy Recotta (Y), Robert Williams Jr. (Y), Jessica Bennett (Y), Duane Shafer (Y)
Approved 4-0

- C.** Approval of Requisition #28 - \$142,352.70 to Jim-Toy-5 Contracting for "Contract A – NE Parking & Site Preparation".

There was a motion by Jessica Bennett and seconded by Robert Williams Jr., approving Requisition #28 - \$142,352.70 to Jim-Toy-5 Contracting for "Contract A – NE Parking & Site Preparation".

Votes: Guy Recotta (Y), Robert Williams Jr. (Y), Jessica Bennett (Y), Duane Shafer (Y)
Approved 4-0

- D.** Approval of Requisition #29- \$227,132.29 to Brunt Construction for "Contract B—Gymnasium Annex".

There was a motion by Robert Williams Jr., and seconded by Duane Shafer approving Requisition #29- \$227,132.29 to Brunt Construction for "Contract B—Gymnasium Annex".

Votes: Guy Recotta (Y), Robert Williams Jr. (Y), Jessica Bennett (Y), Duane Shafer (Y)
Approved 4-0

- E.** Approval of Requisition #30- \$1,893.00 to Stratum Engineering, LLC for Lab Testing Gym Annex.

There was a motion by Duane Shafer and seconded by Robert Williams Jr., approving Requisition#30- \$1,893.00 to Stratum Engineering, LLC for Lab Testing Gym Annex.

Votes: Guy Recotta (Y), Robert Williams Jr. (Y), Jessica Bennett (Y), Duane Shafer (Y)
Approved 4-0

- F.** Approval of Requisition #31-\$15,830.94 to Spangler Engineering for Engineering Design fees, Contract A and C.

There was a motion by Duane Shafer and seconded by Robert Williams approving Requisition #31-\$15,830.94 to Spangler Engineering for Engineering Design fees, Contract A and C.

Votes: Guy Recotta (Y), Robert Williams Jr. (Y), Jessica Bennett (Y), Duane Shafer (Y)
Approved 4-0

- G.** Authorization and Approval to enter contract with Chappapeela Park Services for 3 years of grounds and facilities services.

There was a motion by Guy Recotta and seconded by Jessica Bennett authorizing and approving contract with Chappapeela Park Services for 3 years of grounds and facilities services.

Votes: Guy Recotta (Y), Robert Williams Jr. (Y), Jessica Bennett (Y), Duane Shafer (Y)
Approved 4-0

- H.** Approval of payment to M & R Resources in the amount of \$11,300.00 for electrical and fans in new baseball pavilion.

There was a motion by Jessica Bennett and seconded by Robert Williams Jr., approving payment to M & R Resources in the amount of \$11,300.00 for electrical and fans in new baseball pavilion.

Votes: Guy Recotta (Y), Robert Williams Jr. (Y), Jessica Bennett (Y), Duane Shafer (Y)
Approved 4-0

- I.** Authorization and Approval to accept quote from Supreme Fencing in the amount of \$19,131.00 for fencing around Olive Branch field.

There was a motion by Guy Recotta and seconded by Robert Williams Jr., authorizing and approving quote from Supreme Fencing in the amount of \$19,131.00 for fencing around Olive Branch field.

Votes: Guy Recotta (Y), Robert Williams Jr. (Y), Jessica Bennett (Y), Duane Shafer (Y)
Approved 4-0

- J.** Approval to pay Chappapeela Park Services in the amount of \$5,905.00 for AWR 25.44 Verticutt baseball fields.

There was a motion by Duane Shafer and seconded by Robert Williams Jr., approving payment to Chappapeela Park Services in the amount of \$5,905.00 for AWR 25.44 Verticutt baseball fields.

Votes: Guy Recotta (Y), Robert Williams Jr. (Y), Jessica Bennett (Y), Duane Shafer (Y)
Approved 4-0

- K.** Approval to pay Chappapeela Park Services in the amount of \$3,418.00 for AWR 25.46 field 34 final grade and sodding.

There was a motion by Jessica Bennett and seconded by Robert Williams Jr., approving payment to Chappapeela Park Services in the amount of \$3,418.00 for AWR 25.46 field 34 final grade and sodding

Votes: Guy Recotta (Y), Robert Williams Jr. (Y), Jessica Bennett (Y), Duane Shafer (Y)
Approved 4-0

- L.** Approval to pay Chappapeela Park Services in the amount of \$4,937.84 for AWR 25.49 baseball entrance concrete/drainage work.

There was a motion by Robert Williams Jr and seconded by Duane Shafer approving payment to Chappapeela Park Services in the amount of \$4,937.84 for AWR 25.49 baseball entrance concrete/drainage work.

Votes: Guy Recotta (Y), Robert Williams Jr. (Y), Jessica Bennett (Y), Duane Shafer (Y)
Approved 4-0

- M.** Approval of "Accounts Payable – Operating Account, August 2025.

There was a motion by Duane Shafer and seconded by Robert Williams Jr., approving "Accounts Payable – Operating Account, August 2025.

Votes: Guy Recotta (Y), Robert Williams Jr. (Y), Jessica Bennett (Y), Duane Shafer (Y)
Approved 4-0

N. Other business brought before the Board.

Scheduled board meeting for October 23, 2025 @ 5pm.

VII. Public Comments: NONE

VIII. Adjournment: There was a motion by Jessica Bennett and seconded by Guy Recotta adjourning the meeting. All members were in favor of adjourning the meeting.

In accordance with the Americans with Disabilities Act, if you need special Assistance, please contact Melinda Edwards at (985)-543-6767 describing the assistance that is necessary.

Jeff Cooper, CHAIRMAN

(Name and Position of Authorized Person)

HAMMOND AREA RECREATION DISTRICT #1

(Name of Taxing District)

(985) 543-6767

(Telephone #)