

ST. TAMMANY PARISH TOURIST & CONVENTION COMMISSION
REGULAR BOARD OF COMMISSIONERS MEETING MINUTES
JUNE 27, 2023

The **Regular Board Meeting** was held on Tuesday, June 27, 2023 at the Hilton Garden Inn, Covington, LA.

Chair Marlaine Peachey called the Regular meeting to order and opened with the Pledge of Allegiance and Invocation.

New Commissioner, Barry Bagert and new alternate Commissioner , Lacey Osborne, were welcomed to the Board.

COMMISSIONERS PRESENT

Alex Carollo
Katherine Domingue
Marlaine Peachey
Barry Bagert
Lacey Osborne

COMMISSIONERS EXCUSED

Patti Elish
Mark Myers
Melissa Ruddick

COMMISSIONERS ABSENT

A quorum was present

APPROVAL OF AGENDA

Marlaine Peachey asked if Board members had looked over the Agenda and approved of it. Alex Carollo made **A MOTION** to approve the agenda and Barry Bagert seconded. **The Motion** carried.

OLD BUSINESS

APPROVAL OF MINUTES

A MOTION to Approve the February 28, 2023 Regular Board Meeting minutes (Tabled 4/25/2023) and the April 25, 2023 Board Meeting Minutes was made by Alex Carollo. Barry Bagert seconded, and **The Motion** carried.

FINANCIAL REPORT

Devan Richoux presented the Treasurer's Report for April, 2023 and May, 2023. Barry Bagert made **A MOTION** to file the Treasurer's Report for audit as presented. Alex Carollo seconded, and **The Motion** carried.

STAFF REPORT

•Donna O'Daniels, President and CEO, Katie Guasco, Chief Marketing Officer, and Tanya Leader gave a report for their respective departments.

BUILDING PROJECT UPDATE

Devan Richoux, who is spearheading the project reported that after speaking with Mike Piazza, he recommended requests for estimates go out to four contractors he has worked with. She heard from one that gave a price of \$295,000. Another one responded and said he did not feel it could be accomplished for less than \$250,000. They thought about cutting some things, but we have considerable work to be done and it probably will not be possible for under \$300,000. Tom Huval created a **Resolution** to approve the compilation of a final bid package so the project can move forward. We will also need to have a Special Meeting to amend the budget to allow for the \$300,000 expense. Marlaine Peachey read **the Resolution**. Lacey Osborne made **A MOTION** to adopt the **Resolution** and Katie Domingue seconded, and **The Motion** carried after a roll call vote. The Special Meeting to amend the budget was set for Monday, July 24, 2023 and it will be held at the Tourist Commission office at 2:00 pm.

NEW BUSINESS

RESOLUTION TO CONFIRM ST. TAMMANY FARMER AS THE OFFICIAL JOURNAL OF THE TOURIST COMMISSION

A Resolution to confirm the St. Tammany Farmer as the official journal of the Tourist Commission was presented. Barry Bagert made **A MOTION** to adopt the Resolution and Alex Carollo seconded. **The Motion** passed with a roll call vote.

RESOLUTION TO AUTHORIZE CONTRACT SIGNATURE

This Resolution is required yearly by Louisiana Office of Tourism and authorizes Donna O’Daniels to sign and enter into agreements and obligations with LOT to receive grant money. Barry Bagert made **A MOTION** to adopt **The Resolution** and Alex Caarollo seconded. With a roll call vote, **The Motion** carried.

DISCUSSION OF PAID HOLIDAYS

Donna O’Daniels told the Commission that the Tourist Commission looks to the Parish and State Governments as guides to follow when it comes to closing the office for storms, holidays, etc. She said that she considers the Tourist Commission team to be our greatest asset and wants to keep the staff happy. These guidelines have not been looked at or changed in the last 20 years. She asked the board for permission to add four more holidays to the list already in place to keep us more in line with that of the parish and state. They are: Presidents’ Day in February, Juneteenth, Columbus Day in October, and Veterans’ Day in November. Following a brief discussion, Alex Carollo made **A MOTION** to approve. Lacey Osborne seconded, and **The Motion** carried.

COMMISSIONER COMMENTS

- Lacey Osborne said the Chamber of Commerce will be holding Expo at the Harbor Center on September 21. They have an annual fundraiser on July 21 at the Greystone, with eight restaurants participating. They also have a Candidates Forum on August 16.
- Alex Carollo said the City of Slidell is having its Heritage Fest on Saturday, July 1 from 4 pm to 11 pm at Heritage Park, with music and fireworks. The Olde Towne Slidell 4th of July Summer Concert and Fireworks Show and festivities begin at 12 p.m., with food and drinks, live entertainment, and fireworks at 8 p.m. The annual White Linen event will be held on August 7th.
- Barry Bagert said he was impressed by the amount of work accomplished by the Tourist Commission and that he looks forward to learning more and more about the tourism industry.

GUEST COMMENTS

- Valerie Waeltz, of the Harbor Center, said Mark Myers came to see them and the contract is signed and construction should begin soon. They are glad to have that done and to be able to move on. Dance season is now complete, and it was eight weeks of “glitter and fun.” Weekends are booked in 2024, except for Easter weekend. The food trucks will be back October 6th. Mardi Gras season will be busy for the Harbor Center, with several krewes coming from the south shore.
- Marvin Steinback, of Fairview Riverside State Park, said that they hope to reopen Otis House in the next few weeks. They have a few more inspections coming up, but they are hopeful all goes as planned. They have had quite a few inquiries coming in about Otis House. There will be staffing issues, probably in the beginning, but he said he will make certain to keep Tanya and Tourist Commission staff informed about when they will be doing tours, etc.

NEXT MEETING

- The next regular meeting is scheduled to be held on Tuesday, August 29, 2023 at 2:00 PM at the Harbor Center in Slidell.

ADJOURN

- Alex Carollo made **A MOTION** to adjourn, and Barry Bagert seconded. **The Motion** carried and the meeting adjourned at 3:17 pm.

Minutes Respectfully Submitted,

S / Rae Shipley
 Rae Shipley
 Recording Secretary

S / Marlaine Peachey
 Marlaine Peachey
 Chairman

St. Tammany Parish Tourist and Convention Commission
Resolution Authorizing Contract Signature

A meeting of the Board of Commissioners of the St. Tammany Parish Tourist and Convention Commission was held on June 27th, 2023.

Whereby a resolution was passed authorizing Donna O'Daniels, President and CEO, to sign contracts on behalf of the St. Tammany Parish Tourist and Convention Commission, and by her signature, enter into any and all contractual obligations on behalf of the St. Tammany Parish Tourist and Convention Commission with the Louisiana Office of Tourism.

A motion to approve was made by Barry Bagert and seconded by Alex Carollo and passed

Yea 5

Nay 0

Absent 3

S / Alex Carollo

Alex Carollo, Secretary/Treasurer
St. Tammany Parish Tourist and Convention Commission

S / Marlaine Peachey

Marlaine Peachey, Chairman
St. Tammany Parish Tourist and Convention Commission



RESOLUTION 0627-2023-001 TO APPROVE COMPILATION OF FINAL BID PACKAGE FOR REPAIR, IMPROVEMENTS, RENOVATIONS AND REPAIR OF HEADQUARTERS OF TOURIST COMMISSION, TO SCHEDULE SPECIAL MEETING TO CONSIDER AMENDMENT TO BUDGET AND THE SEEKING OF PUBLIC BIDS TO PERFORM THE WORK AFTER COMPILATION OF BID PACKAGE AND AMENDMENT OF BUDGET

Whereas the mission and purpose of the St. Tammany Parish Tourist and Convention Commission (the “Tourist Commission”) is to promote tourism in St. Tammany Parish by promoting, advertising and publicizing information relating to tourist attractions in St. Tammany Parish, including the Parish’s unique communities, accommodations, attractions and restaurants; and

Whereas, The Tourist Commission is the owner of the building and improvements located at 68099 Hwy 59, Mandeville, Louisiana, 70471, in which the Tourist Commission’s headquarters are located; and

Whereas, the Tourist Commission’s building in which the Tourist Commission’s headquarters is located and out of which the Tourist Commission operates was constructed in 1997 and has been occupied by the Tourist Commission and used as its headquarters for 26 years; and

Whereas, the Tourist Commission’s operations have grown considerably since 1997 and there is a need for the Tourist Commission to have additional space within which to operate; and

Whereas, there is also a need for significant repairs, improvements, renovations and updates to the Tourist Commission’s headquarters to ensure its continued functionality; and

Whereas, in recognition of the need for additional space and repairs, improvements and updates to the Tourist Commission headquarters, the Tourist Commission committed One Million and no/100 (\$1,000,000) Dollars for a Capital Improvement Fund pursuant to resolution adopted on December 13, 2022 (Resolution No: 12-13-03); and

Whereas, subsequent to the establishment of the Capital Improvement fund the Tourist Commission retained PIAZZA ARCHITECTURE PLANNING to prepare design drawings, specifications and all other necessary construction documents for the repair, improvement, renovations and updates to the Tourist Commission building; and

Whereas, the Tourist Commission estimates that it will cost Three Hundred Thousand and no/100 (\$300,000) Dollars to perform the repairs, improvements, renovations and updates as designed by PIAZZA ARCHITECTURE PLANNING; and

Whereas, the Tourist Commission believes it is prudent and appropriate to compile a complete bid package and, upon completion of the bid package, to advertise for public bids to perform the work;

Whereas, the Tourist Commission intends to amend its budget to budget Three Hundred Thousand and no/100 (\$300,000) Dollars to perform the repairs, improvements, renovations and updates as designed by PIAZZA ARCHITECTURE PLANNING;

NOW, THEREFORE BE IT RESOLVED BY THE ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION (THE “TOURIST COMMISSION”) THAT THE TOURIST COMMISSION, WITH THE GUIDANCE OF ITS DESIGN PROFESSIONAL, COMPILE A COMPLETE BID PACKAGE REGARDING THE REPAIRS, IMPROVEMENTS, RENOVATIONS AND UPDATES TO ITS HEADQUARTER’S BUILDING.

BE IT FURETHER RESOLVED THAT THE TOURIST COMMISSION SCHEDULE A SPECIAL MEETING TO CONSIDER THE AMENDMENT OF ITS BUDGET TO INCLUDE THE AMOUNT WHICH THE TOURIST COMMISISON ESTIMATES IT WILL TAKE TO PERFORM REPAIRS, IMPROVEMENTS, RENOVATIONS AND UPDATES TO ITS HEADQUARTER’S BUILDING.

BE IT FURTHER RESOLVED THAT UPON COMPLETION OF THE BID PACKAGE AND THE AMENDMENT OF ITS BUDGET TO INCLUDE FUNDS THAT THE TOURIST COMMISSION ESTIMATES IT WILL TAKE TO PERFORM REPAIRS, IMPROVEMENTS, RENOVATIONS AND UPDATES TO ITS HEADQUARTER’S BUILDING, THE TOURIST COMMISSION ADVERTISE FOR PUBLIC BIDS FROM QUALIFIED BIDDERS TO PERFORM THE REPAIRS, IMPROVEMENTS, RENOVATIONS AND UPDATES TO ITS HEADQUARTER’S BUILDING.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON AS FOLLOWS:

MOVED FOR ADOPTION BY L. Osborne , SECONDED BY K. Domingue

YEAS: 5

NAYS: 0

ABSTAIN: 0

ABSENT: 3

THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THE 27TH OF JUNE 2023, AT A REGULAR MEETING OF THE ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION, A QUORUM OF THE MEMBERS BEING PRESENT.

S / Marlane Peachey
MARLAINE PEACHEY, CHAIRMAN

S / Donna F. O'Daniels

**DONNA F. O'DANIELS,
PRESIDENT & CEO**

**RESOLUTION
TO NAME ST. TAMMANY FARMER
OFFICIAL JOURNAL**

BE IT RESOLVED that the St. Tammany Parish Tourist and Convention Commission adopts the *St. Tammany Farmer* as the official journal of the St. Tammany Parish Tourist and Convention Commission for the calendar year 2023.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON AS FOLLOWS:

MOVED FOR ADOPTION BY B. Bagert, SECONDED BY A. Carollo.

YEAS: 5

NAYS: 0

ABSENT: 3

ABSTAIN: 0

THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THE 27th DAY OF JUNE 2023, AT A REGULAR MEETING OF THE ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION, A QUORUM OF THE MEMBERS BEING PRESENT.

S / Marlaine Peachey

Marlaine Peachey
Chair

S / Alex Carollo

Alex Carollo
Secretary/Treasurer