

**RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE  
Regular Meeting – 5:00 p.m.  
BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, Louisiana  
Commission Minutes  
October 26, 2023**

**Call to Order**

A regular meeting of the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) was held at BREC's Administrative Offices on October 26, 2023. The meeting was called to order at 5:04 p.m. by Chairman Kenneth Pointer. Commissioner Dwayne Rogers offered the invocation. Commissioner Rossie Washington, Jr. led the pledge of allegiance. Roll was taken and a quorum of Commissioners was present including Kenneth Pointer, Chair; Sandra Davis, Vice Chair; Dwayne Rogers, Treasurer; Trina Hall; Jason Hughes; Nathan Rust; and Rossie Washington, Jr. Commissioner Collis Temple, Jr. arrived at 5:24 p.m. Commissioner Donna Collins Lewis was absent. Staff members present were Corey K. Wilson, Superintendent; Brandon Smith, Assistant Superintendent of Recreation; Aneatra Boykin, Chief Administrative Officer; Andrea Roberts, Chief Operating Officer; Katrina Coots-Ward; Angela Harms; Darlene Jarvis; RaHarold Lawson; Cheryl Michelet; Mike Raby; and Rhonda Williams. Jim Raines, legal counsel; Carl Stages, Executive Director of BREC Foundation; and Dee Blake, Executive Director of Baton Rouge Zoo Foundation; were also in attendance. The rest of the audience consisted of other BREC staff, sign language interpreters, and the public.

**Public Comment**

Public comment was allowed prior to a vote being taken on any agenda action item.

**Adoption of Minutes**

Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of September 28, 2023 be dispensed with, and that they be approved as written.

Motion to approve by Mr. Rogers

Second by Mr. Hughes

Unanimously approved

**Consent Calendar**

Resolved, That the Recreation and Park Commission for the Parish of East Baton Rouge does hereby approve the Consent Calendar items.

The following items were approved as part of the Consent Calendar:

**Acceptance of Recommendations from the Human Resources Advisory Committee**

Resolved, That the Commission approve the Routine Personnel Transactions from September 15, 2023 to October 11, 2023.

Motion by Mr. Washington

Second by Mr. Hughes

Unanimously approved

Resolved, That the Commission approve the 2024 Voluntary Life with Blue Cross Blue Shield of Louisiana and administered by Equitable with an increase based on experience, as presented.

Motion by Mr. Washington

Second by Ms. Davis  
Approved by unanimous consent

Resolved, That the Commission approve the Voluntary Supplemental Insurance benefit offering for 2024 through AFLAC group to include Critical Illness, Accident, Hospital Indemnity and Whole Life, as presented.

Motion by Mr. Rust  
Second by Mr. Rogers  
Unanimously approved

Resolved, That the Commission approve the renewal of the Voluntary Supplemental Insurance administered by Colonial Life to include Short Term Disability, Term Life, Critical Illness, Accident, Hospital Indemnity and Whole Life, as presented.

Motion to approve by Mr. Rust  
Second by Ms. Hall  
Unanimously approved

### **Presentations**

Chairman Pointer recognized Superintendent Wilson who presented employee service awards to the following staff:

5 Years  
Nicole Payne-Jack

10 Years  
Jesse Davis  
Amanda Takacs

20 Years  
Theresa Griffin  
Kesei Kelly

25 Years  
Jack Terry

The Commission viewed a brief video highlighting various upcoming events throughout the parish during the month of November.

### **Reports of Officers and Standing Committees**

Chairman Pointer recognized Superintendent Wilson to provide the Superintendent's Report. The Superintendent expressed his appreciation to Dr. RaHarold Lawson, Park Operations Director, for filling in for him at the September Commission meeting.

The Superintendent reviewed the first item under Administrative Matters regarding a sponsorship for the field numbering signage at Burbank Soccer Complex and read the following resolution:

Resolved, That the Commission approve a cooperative endeavor agreement with Mele Printing, LLC for sponsorship of field numbering signage at BREC's Burbank Soccer Complex for a five-year term, as presented.

Mr. Rogers stated that he had submitted some questions about this item and had not yet received responses. He asked if there was any concern about deferring the item and the Superintendent indicated deferring the item would not be a problem.

Mr. Rogers made a motion to defer the cooperative endeavor agreement with Mele Printing, LLC until the November meeting. Mr. Temple seconded, and the motion was unanimously approved.

The Superintendent reviewed the next item regarding the cooperative endeavor with the East Baton Rouge Parish School Board. Mr. Temple asked for additional information relative to property ownership which the Superintendent provided.

Resolved, That the Commission approve a cooperative endeavor agreement with the East Baton Rouge Parish School Board where BREC will develop, operate, and maintain recreational improvements on property owned by the School Board at 9902 Cal Road, Baton Rouge, Louisiana 70810 for a ten-year term, as presented.

Motion to approve by Mr. Temple

Second by Mr. Washington

Unanimously approved

Superintendent Wilson reviewed the next item regarding the Inspiration Center and read the following resolution:

Resolved, That the Commission approve the transfer of Capital Outlay funds, an amount totaling \$5,000,000 and allocated for use by BREC in ACT 465, HB No. 2 in the 2023-2024 fiscal year for the construction of the Inspiration Center at BREC's Howell Community Park, to the Baton Rouge Law Enforcement Foundation Holdings (BRLEF), a nonprofit 501 (C)(3) entity, for the sole purpose of constructing the Inspiration Center.

Mr. Temple asked about the total project cost. Superintendent Wilson stated that the cost was estimated at \$7,000,000 and provided additional details about the project. Mr. Rogers asked if there would be any problem with deferring the item. Clay Young, with Baton Rouge Law Enforcement Foundation, came to the podium and explained that there was a need to approve the transfer at this meeting because of the multi-step approval process required at the state level.

Mr. Temple made a motion to approve the resolution to transfer Capital Outlay funds.

Mr. Hughes seconded.

Unanimously approved

The Superintendent reviewed final item regarding changing the date of the November meeting to November 30. He stated that it would allow staff more time to work on the proposed budget. He then read the following resolution:

Resolved, That the Commission change the date for the next regular meeting to Thursday, November 30, 2023.

Motion by Mr. Washington

Mr. Rust stated that he would be unable to attend the meeting if it was moved to November 30. He asked about the budget process and the Superintendent stated that the budget would be presented to the Commission in November and would also be made available to the public. The Superintendent noted that the Commission would have the opportunity to review, ask questions, and give input between the November and December meetings.

After discussion, Ms. Davis seconded and the motion was unanimously approved. The next regular Commission meeting was set for November 30, 2023.

Under Communications, Superintendent Wilson gave the September attendance and activity report and informed the Commission about a public forum and fall festival being held at Reames Road Park on November 4 from 9:00 to 11:00 a.m.

Mr. Temple asked the Superintendent about some concerns about golf at City Park. Superintendent Wilson stated that the City Park golf is performing at high level of play with 100% cost recovery. He noted that he does receive email from patrons that want to keep the golf course and others that want to make changes to the park. Mr. Temple mentioned that the golf teams from many of the area high schools use the course regularly.

The Chairman recognized Treasurer Rogers for the Finance Advisory Committee report. Mr. Rogers recognized Interim Director of Finance Rhonda Williams to review the financial statements. Ms. Williams noted that there had been a change to the way capital outlay spending was presented in the financial statements and requested feedback from the Commission. Ms. Williams asked if there were any questions about the financial statements. Ms. Williams then read the following resolution:

Resolved, That the Commission accept the unaudited financial statements for the month ending and fiscal year-to-date period ending July 31, 2023, as presented.

Motion by Mr. Washington

Second by Mr. Rogers

Unanimously approved

Chairman Pointer recognized Ms. Davis for the Human Resources Advisory Committee report. Ms. Davis asked Darlene Jarvis, Director of Human Resources, to review the items. Ms. Jarvis read the following resolution:

Resolved, That the Commission approve the 2024 Stop Loss Agreement schedule presented by Blue Cross Blue Shield of Louisiana (ExcessRe).

Motion by Mr. Washington

Second by Mr. Hughes

Approved by unanimous consent

Ms. Jarvis read the following resolution:

Resolved, That the Commission approve the 2024 Employer Paid Group Term Life Insurance with Blue Cross Blue Shield of Louisiana and administered by Equitable with an increase based on experience, as presented.

Ms. Jarvis explained the process used to obtain quotes for the group life insurance policy provided by the Commission. Ms. Davis stated that the committee recommended exploring different options in the future. Ms. Jarvis was given new information by Jeremy Powers, with Gallagher, that provided the cost for the renewal is \$99,468 which is an increase of \$19,292 (24%) over the previous year. Ms. Jarvis provided the document to the Chairman for inspection by the Commission members.

Ms. Hall made a motion to approve the resolution with the amounts provided in the new documentation.

Mr. Temple seconded.

Unanimously approved

Ms. Jarvis will bring the previous item to the November Commission meeting to clarify the cost of the renewal.

Ms. Jarvis then read the following resolution:

Resolved, That the Commission approve the Administrative Services Proposal with WEX for Flexible Spending Account and COBRA Administrative Services, as presented.

Ms. Jarvis reviewed the item and recognized Mr. Powers to provide additional information about the vendor.

Ms. Hall made a motion to approve the resolution.

Mr. Rust seconded.

Unanimously approved

Ms. Jarvis then read the following resolution:

Resolved, That the Commission approve the Alternative Schedules and Remote Work Policy, as presented.

Chairman Pointer moved to defer the item.

Mr. Washington seconded.

The motion to defer was approved by unanimous consent.

Chairman Pointer recognized Ms. Hall for the Selection of Professionals Committee report. Ms. Hall asked Angela Harms, Director of Project Development, to review the first five items. Ms. Harms read the following resolution:

Resolved, That the Commission approve a contract with All South Consulting Engineers LLC to provide master plan and phasing strategy for the Renovation and Addition to the Tennis Courts at Highland Road Community Park including Phase 1 design, construction documents, bidding, and construction administration services for a fee of approximately \$54,629 based on the BREC fee curve and contract construction costs including change orders; authorize superintendent to execute appropriate documents.

Motion by Mr. Temple

Second by Ms. Hall

Approved by unanimous consent

Ms. Harms then read the following resolution:

Resolved, That the Commission approve a contract with Patch Landscape Architecture LLC to provide design processes and production of a new concept Master Plan, and Phase 1 Schematic Design, Design Development, and Construction Documents, Bidding, Construction Administration and Closeout for Anna T. Jordan Community Park Playground and environs for a fee of \$90,000; authorize superintendent to execute appropriate documents.

Motion by Mr. Temple

Second by Ms. Hall

Approved by unanimous consent

Ms. Harms then read the following resolution:

Resolved, That the Commission approve a contract with SIGMA Consulting Group, Inc. to provide topographic survey, geotechnical services for bridge abutment foundation design, construction drawings, bidding assistance, and construction administration for the demolition, construction, and installation of three Scotlandville Parkway bridges for a fee NTE \$130,000; authorize superintendent to execute appropriate documents.

Motion by Mr. Temple  
Second by Ms. Hall  
Approved by unanimous consent

Ms. Harms then read the following resolution:

Resolved, That the Commission approve Change Order No. 6 to the existing GMP 2A Amendment with Lemoine Company, LLC for the Greenwood & Zoo Phase 1 project for a Not to Exceed total of \$152,373 for the following items: \$58,675 for removal and replacement of unsuitable soils at the new Zoo Loop Road; \$61,288 for removal and replacement of a portion of Existing Asphalt Drive; (\$159,225) Credit for DOTD Intersection improvement scope of work at Entry Driveway; \$129,775 for removal and replacement of unsuitable soils along new Train Track route; (\$27,950) Credit for reduction in Gabion Baskets along new entry drive and parking lot; \$89,810 for additional Train Track Culvert. Original contract amount was \$16,109,864; the new contract amount through Change Order No. 6 is \$16,555,706 for a total contract increase of 2.77%.

Mr. Temple asked about staffing regarding the monitoring of construction projects to reduce the number of change orders. Ms. Harms explained staff review process for change orders. The Superintendent stated that Atlas Consulting was hired to augment staff monitoring construction projects. Mr. Rogers asked about the overall percentage of change orders on the Zoo project and asked about the original contract amount for the Zoo. Ms. Harms noted that the total of the original contracts was about \$52 million and is at about \$55 million after the change orders. Ms. Harms stated that GMP 1 was substantially complete and stated that the other two had January completion dates. Mr. Rust what the contingency for the two remaining projects. Ms. Harms stated that there was \$758,000 in contingency.

Mr. Temple made a motion to approve the resolution for Change Order No. 6.  
Ms. Hall seconded.  
The motion was approved without objection.

Resolved, That the Commission approve Change Order No. 5 to the existing GMP 2B Amendment with Lemoine Company, LLC for the Greenwood & Zoo Phase 1 project for a total of \$40,458 for the following items: \$3,092 for additional storefront window support at south elevation; \$6,513 for train station ticket window changes; \$9,495 for modifications to overhead roll-up doors; \$6,107 for interior life safety and room signage changes; \$15,251 for additional smoke dampers for fire protection. Original contract amount was \$14,797,581; the new contract amount through Change Order No. 5 is \$15,744,572 for a total contract increase of 6.40%.

Mr. Temple stated that the total of one million dollars in change orders for this contract is a large amount. Mr. Rogers and Mr. Rust joined the discussion. Ms. Harms responded to their questions.

Mr. Temple made a motion to approve the resolution for Change Order No. 5.  
Mr. Rust seconded.  
The motion was approved without objection.

The Superintendent reviewed the last item and read the following resolution:

Resolved, That the Commission approve Amendment No. 1 for \$30,000 to contract 2023000026 with Hope Ministries of Baton Rouge to complete the services provided for in the agreement to provide leadership training and coaching to BREC's executive team. The original

contract amount was \$39,000; the new contract amount is \$69,000 with the term ending on December 31, 2023.

Motion by Mr. Rogers

Second by Mr. Rust

Approved by unanimous consent

The Chairman stated that the Zoo Advisory Committee met but the items were information only.

### **Special Orders**

The Recreation and Park Commission for the Parish of East Baton Rouge ("BREC") is calling an Executive Session pursuant to LSA-R.S. 42:17(A)(2), for the purpose of discussing strategy regarding prospective litigation.

The Chairman asked for a motion to go into executive session. Mr. Rogers moved, Mr. Temple seconded, and it was approved by unanimous consent. The Commission retired to executive session at 6:38 p.m.

Mr. Rust made a motion to reconvene the meeting, Ms. Hall seconded, and the motion was approved by unanimous consent. The meeting reconvened at 7:07 p.m.

### **Unfinished Business and General Orders**

There was no Unfinished Business and General Orders.

### **New Business**

There was no New Business.

### **Adjournment**

Ms. Hall made a motion to adjourn, Mr. Rogers seconded, and Chairman Pointer adjourned the meeting at 7:08 p.m. without objection.

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Corey K. Wilson, Superintendent  
and Ex-Officio Secretary

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Kenneth Pointer, Chairman