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
December 18, 2019

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 December 18, 2019. The meeting was called to order at 5:05 p.m. by Lloyd H. Benson Jr., Chairman. Commissioner Shelton C. Dixon offered the invocation. Commissioner Jerry Jones, Jr. led the pledge of allegiance. Roll was taken, and a quorum of Commissioners was present including Shelton C. Dixon, Vice Chairman; Larry Selders, Treasurer; Sandra Davis; Jerry Jones, Jr.; Kenneth Pointer, Davis Rhorer; and Rossie Washington, Jr. Commissioner David Tatman was absent. Staff members present were Corey K. Wilson, Superintendent; Reed Richard, Assistant Superintendent Planning and Construction; Andrea Roberts, Chief Operating Officer; Phil Frost; Steven Knight; Cheryl Michelet; Mike Raby; Justin Smith; Michael Smith; Stephanie Trim; and Chris Marchiafava. Murphy Foster, legal counsel, was also in attendance. The rest of the audience consisted of other BREC staff, BREC consultants, media, and the general public.

Public Comment
Mr. Benson opened the floor for public comment on the agenda action items. He asked if there was anyone who would like to speak on any agenda action item. Hearing none, Mr. Benson closed the floor.

Adoption of Minutes
Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of November 20, 2019 be dispensed with, and that they be approved as written.
Motion to approve by Mr. Dixon
Second by Mr. Rhorer
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.
Motion to approve by Mr. Jones
Second by Mr. Dixon
Unanimously approved

The following item was approved as part of the Consent Calendar:
Acceptance of Recommendations for the Human Resources Advisory Committee
Resolved, That the Commission approve the Routine Personnel Transactions for the month of December 2019.

Presentations
The Chairman recognized Mr. Wilson who presented employee service awards to the following staff:
WHEREAS, LARRY SELDERS served on the Recreation and Park Commission for the Parish of East Baton Rouge from January 2011 through December 2019; and

WHEREAS, LARRY SELDERS served as Treasurer of the Commission from June 2015 to December 2019; and

WHEREAS, during his tenure on the Recreation and Park Commission, LARRY SELDERS also served as the Chair of the Finance Advisory Committee and the Zoo Advisory Committee; and served as BREC’s representative on the Baton Rouge Basketball and Volleyball Association Board; and

WHEREAS, during his term on the Commission, BREC completed the 2015-2024 Strategic Plan to guide the agency’s efforts for the next ten years; completed the Greenwood and Baton Rouge Zoo Master Plan; and ensured the necessary funding to accomplish many objectives by passing a tax election; and

WHEREAS, during his term on the Commission completed several major capital projects to benefit the public as follows: Greenwood Community Park to include Golf Pro Shop, Boat House, Playground and Spray Pad, Waterfront Café and Theater, and Raising Cane’s Dog Park; Forest Community Park Renovations to include the Playground and Splash Pad, Multi-use Trails, Tennis Courts, and Raising Cane’s Dog Park; Team Automotive Group Sportsplex at Perkins Road Community Park; Independence Community Park to include Liberty Lagoon, the Teaching Garden Building and the Botanic Garden; Highland Road Community Park to include the Recreation Center Renovations, Grand Pavilion, and Spray Pad; Zachary Community Park to include the Playground and Splash Pad, Fishing Lake, Walking Trails, and Raising Cane’s Dog Park; Central Community Sports Park Phases I, II and III; Bluebonnet Swamp Education Building; Magnolia Mound Visitors Center and Hart House Renovation; and Frenchtown Road Conservation Area; Anna T. Jordan Community Park Recreation Center; Knock Knock Children’s Museum; Howell Golf Course Repurposing; North Sherwood Forest Community Park; and
BE IT RESOLVED BY THE RECREATION AND PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE ON DECEMBER 18, 2019:

SECTION 1. That LARRY SELDERS is sincerely appreciated for his advocacy and leadership which benefitted the Recreation and Park Commission for the Parish of East Baton Rouge.

SECTION 2. That the Members of the Recreation and Park Commission for the Parish of East Baton Rouge express our sincere appreciation to LARRY SELDERS for his commitment to parks and recreation for the enjoyment of citizens and visitors of the parish.

LLOYD H. BENSON JR., CHAIRMAN  COREY K. WILSON, SUPERINTENDENT
Recreation and Park Commission for the Parish of East Baton Rouge Recreation and Park Commission for the Parish of East Baton Rouge

Mr. Benson and Mr. Dixon then presented Mr. Selders with a plaque recognizing his nine years of service to the residents of East Baton Rouge Parish as a BREC Commissioner. Mr. Selders stated that it has been an honor to serve on the Commission and he expressed his appreciation to the other members.

Mr. Wilson expressed his appreciation for Mr. Selders for his support and years of service on the Commission.

The Superintendent invited Leroy Hollins, with Louisiana Youth Sports Network, to inform the Commission about his organization. Darryl Hughes, Assistant Director of Recreation, introduced Mr. Hollins. Mr. Hollins told the Commission about their program which includes structured athletics as well as academics. He stated that they have had a cooperative endeavor with BREC over the last 15 years that has provided the opportunity to have leagues throughout the community not only in football, but in volleyball and baseball as well. Of the 2,000 participants over the last year 15% made the All State Academic Team with a grade point average of 3.0 or higher. Mr. Hollins said the main focus of the program is to help make the kids who participate better citizens and that athletics is the way to get them involved. He also stated that all the work with the leagues is done by volunteers.

After Mr. Hollins spoke the Superintendent invited Tyrone Pierre, Coach of the Baton Rouge Bulldawgs, to tell the Commission about his program. Coach Pierre brought some of the coaches, team moms, and student athletes involved with the program. He stated that his organization is faith-based and academics is stressed with the participants. He stated that “an uncoachable kid is an unemployed man”. Coach Pierre expressed his appreciation for BREC providing the fields and lights (when available). Both programs are striving to provide positive structured activity during the critical afterschool hours.

Mr. Benson stated that the information provided was timely and that it was important to raise awareness about these programs. Mr. Wilson stated that he thought it was important to recognize the contributions made by BREC staff to facilitate these programs. Mr. Wilson expressed his appreciation to the contributions made by the organizations’ coaches and other volunteers. Mr. Selders expressed his support for the programs. Mr. Dixon asked the Superintendent to try to address the organizations’ concerns about lights.
Reed Richard gave the construction update. Mr. Rhorer asked if the funding from FEMA was secured for recreation center next to Memorial Stadium. Mr. Richard said it that it was. There was a short discussion about the project and tying it into trails to downtown. Mr. Benson then asked about the funding for the renovations to Raising Cane’s Dog Park at City-Brooks Park. Mr. Richard said that BREC Foundation was still negotiating to determine what level of support that Raising Cane’s would provide. Mr. Wilson stated that the renovations would cost $550,000 and that Raising Cane’s would need to contribute half of that amount to maintain naming rights. Their was a brief discussion.

Mr. Rhorer asked Mr. Richard to contact him about the public meeting with the community for the Expressway Park project.

The Commission viewed a brief video highlighting the Hearts and Hooves program at Farr Park and the upcoming events in December and January.

**Reports of Officers and Standing Committees**

Mr. Benson recognized Mr. Wilson for the Superintendent’s Report. Mr. Wilson stated that there were some items under administrative matters.

Mr. Wilson read the resolution setting the Commission meeting dates for 2020 as follows:

Resolved, That the Commission approve the 2020 Commission meeting dates.

**2020 Commission Meeting Dates**

- Fourth Thursday of the Month (or as noted below)
  - January 23, 2020
  - February 27, 2020
  - March 26, 2020
  - April 23, 2020
  - May 28, 2020
  - June 25, 2020
  - July 23, 2020
  - August 27, 2020
  - September 24, 2020
  - October 22, 2020
  - November 18, 2020 (third Wednesday)
  - December 16, 2020 (third Wednesday)

Motion to approve by Mr. Rhorer
Second by Mr. Jones
Approved by unanimous consent

Mr. Wilson stated that the Commission viewed the Disparity Study presentation in November and read the following resolution:

Resolved, That the Commission accept the BREC Disparity Study Report and Executive Summary, as presented.

Motion by Mr. Jones
Second by Mr. Dixon
Unanimously approved

Mr. Wilson stated that the following resolution was required to complete the sale of the Woodstock property. He then read the following resolution:

Resolved, That Corey K. Wilson, Superintendent and Ex-Officio Secretary for the Recreation and Park Commission for the Parish of East Baton Rouge, is authorized to execute
all documents and acts necessary to sell 52.87± acres of vacant land described as Tract 1-B of Woodstock Plantation fronting Nicholson Drive in Baton Rouge (including affidavits required by a title company regarding title matters), to receive and receipt for the proceeds thereof, and to do any and all things that the above-named officer, in the sole discretion of the above-named officer, deems necessary and proper in connection therewith.

Motion by Mr. Selders
Second by Mr. Washington
Approved by unanimous consent

Mr. Wilson stated the next item was a bid for pool chemicals that opened too late to present to the Finance Committee. He then read the following resolution:

Resolved, That the Commission approve the award of Bid #1571 – Annual Contract for Swimming Pool Chemicals for Items 7 and 8 to Poolsure for one year (12 months) from January 1, 2020 to December 31, 2020 with the option to renew for two additional 12-month periods at the same prices, terms and conditions, upon mutual agreement between contractor and BREC, not to exceed 36 months at the prices listed below:

- Liquid Chlorine Sodium Hypochlorite for Swimming Pools (1,000 Gallon Container Onsite)
  - Total Over Six Months up to 24,000 Gallons
  - Additional amounts will be needed for delivery year-round.
  - 2,000 Gallons at $1.69 per Gallon per Month Minimum
  - 4,000 Gallons per Month Maximum

- Muriatic Acid, Bulk for 55 Gallon Drums
  - 150 Gallons at $3.50 per Gallon per Month Minimum
  - 400 Gallons per Month Maximum
  - Motion to approve by Mr. Washington
  - Second by Mr. Jones
  - Approved by unanimous consent

Under communications, Mr. Wilson announced that Andrea Roberts had been promoted to Chief Operating Officer. He stated that an offer had been made and accepted for the position of Chief Legal Officer and that would be announced at next month's meeting. He also stated he would be making a decision about the new Park Operations Director very soon. He reminded the Commission that the BREC ponds had recently been stocked with fish.

Mr. Benson congratulated Ms. Roberts.

Mr. Benson recognized Mr. Selders for the Finance Advisory Committee report. Mr. Selders introduced Michael Smith, Director of Finance who read the following resolution:

Resolved, That the Commission accept the unaudited financial statements for the eleven months ending November 30, 2019 (fiscal year-to-date period January 1 – November 30, 2019), as presented.

Mr. Smith then reviewed the Executive Summary.

Motion to approve the resolution by Mr. Rhorer
Second by Mr. Selders
Approved by unanimous consent

Mr. Smith moved to the Contracts and Bids items and then read the following resolution:
Resolved, That the Commission award SB 1773 – Annual Contract for Engineered Wood Fibers for Playgrounds – (BREC-wide contract) to the lowest responsive bidder, Phillips Bark Processing Co., Inc. at an not to exceed annual amount of $150,000 to begin January 1, 2020 thru December 31, 2020 with the option to renew for two additional twelve month periods under the same terms, conditions, and pricing, if mutually agreed by all parties.

Motion by Mr. Washington
Second by Mr. Dixon
Unanimously approved

Mr. Smith then read the following resolution:
Resolved, That the Commission approve accepting all qualified high bidders for the sale of surplus equipment which closed on December 12, 2019, as noted in the bid recap.

Motion by Mr. Dixon
Second by Mr. Rhorer
Unanimously approved

The Chairman recognized Ms. Davis for the Human Resources Advisory Committee report. Ms. Davis asked Stephanie Trim, Human Resources Director, to review the items. Ms. Trim then read the following resolution:
Resolved, That the Commission approve BREC’s 2020 Retiree Supplemental Pay.

Motion to approve by Ms. Davis
Second by Mr. Rhorer
Approved unanimously

Ms. Trim reviewed the item and read the following resolution:
Resolved, That the Commission approve offering the Ochsner Health System Virtual Wellness Clinic (Urgent Care) for a one-time fee of $2,500 to include the equipment, install and employee enrollment.

Motion by Mr. Jones
Second by Mr. Pointer
Approved by majority vote with Mr. Selders abstaining

Ms. Trim reviewed the item and clarified that the Assistant Director of Urban Trails and the Director of Project Development reported to Mr. Richard. She read the following resolution:
Resolved, That the Commission approve adding the following new job titles, job descriptions, and salary ranges to the Pay Plan effective January 1, 2020.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Salary Grade</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Resources Trails Specialist</td>
<td>1009</td>
<td>$31,377.08 - $50,203.33</td>
</tr>
<tr>
<td>Fleet Coordinator</td>
<td>2001</td>
<td>$38,139.03 - $61,022.46</td>
</tr>
<tr>
<td>Social Media Coordinator</td>
<td>2001</td>
<td>$38,139.03 - $61,022.46</td>
</tr>
<tr>
<td>Automotive Shop Foreman</td>
<td>2004</td>
<td>$44,150.70 - $70,641.12</td>
</tr>
<tr>
<td>Asst. Director of Urban Trails</td>
<td>2014</td>
<td>$72,349.10 - $115,758.55</td>
</tr>
<tr>
<td>Director of Project Development</td>
<td>2015</td>
<td>$75,966.55 - $121,546.48</td>
</tr>
</tbody>
</table>

Motion by Mr. Dixon
Second by Mr. Rhorer
Unanimously approved

Mr. Benson recognized Mr. Pointer for the Selection of Professionals Committee report. Mr. Pointer had Geoff Sanders review the first two items. Mr. Sanders read the following resolution:
Resolved, That the Commission approve awarding a contract for RFP No. 189 – Annual Contract for Uniform Services to UniFirst Corporation to provide uniform service for 333 BREC staff for a fee of up to $100,000 per year for a term of two years (24 months), from January 1, 2020 through December 31, 2021, with the option to renew for three (3) additional 12-month periods at the same prices, terms and conditions, upon mutual agreement between contractor and BREC, not to exceed 60 months; approve fees for additional employees and replacement uniforms as listed in the proposal.

Motion by Mr. Dixon
Second by Mr. Rhorer
Unanimously approved

Mr. Sanders read the following resolution:
Resolved, That the Commission approve extending the contract on 2014 - RFP #150 with Cintas to provide uniform service for BREC employees at the same prices, terms, and conditions for three months through March 31, 2020.

Motion by Mr. Jones
Second by Mr. Selders
Unanimously approved

Mr. Richard reviewed the information for RFP 193 – Professional Prime Design Consulting Services for Phase 1. Mr. Rhorer expressed his support for the consultant chosen. Mr. Benson stated that he would like to see more participation by DBEs in the next phase. Mr. Richard stated that there would be more opportunities for participation in that phase. He then read the following resolution:
Resolved, That the Commission approve awarding a contract for RFP No. 193 – Professional Prime Design Consulting Services for Phase 1 of the Greenwood Park and BR Zoo Design and Construction Project to Sasaki Associates for a total lump sum fee of $5,625,392 with reimbursable expenses not to exceed $374,300.

Motion by Mr. Washington
Second by Mr. Jones
Approved by unanimous consent

Mr. Smith reviewed the next item and read the following resolution:
Resolved, That the Commission approve awarding a contract for RFP No. 196 – Audit Services to Postlethwaite & Netterville, APAC for one year, calendar year January 1, 2020 to December 31, 2020 or fiscal year 2019 for a fee of $62,500 with the option to renew for four additional years at the following fees; for 2020 a fee of $66,000; for 2021 a fee of $67,500; 2022 a fee of $69,000, 2023 a fee of $71,000.

Motion by Mr. Dixon
Second by Mr. Selders
Unanimously approved

Mr. Dixon asked why the cost increased each year. Mr. Smith said that the increase was a cost of living type increase.

Mr. Benson asked Mr. Smith if he had read the revised resolution and then asked him to reread it for clarification. Mr. Smith read the revised resolution as follows:
Resolved, That the Commission approve awarding a contract for RFP No. 196 – Audit Services to Postlethwaite & Netterville, APAC for one year January 1, 2020 to December 31, 2020, audit year 2019, for a fee of $62,500 with the option to renew for four additional years at
the following fees; for audit year 2020 a fee of $66,000; audit year 2021 a fee of $67,500; audit 
year 2022 a fee of $69,000, audit year 2023 a fee of $71,000.

Motion by Mr. Dixon
Second by Mr. Selders
Unanimously approved

**Unfinished Business and General Orders**

Chairman Benson stated that the next item was to hold a public hearing and adopt the 
2020 Budget for Recreation and Park Commission for the Parish of East Baton Rouge

Mr. Benson opened the public hearing for comments. Hearing none, he closed the public 
hearing.

Mr. Benson asked for a motion to adopt the budget. Mr. Jones asked if the Commission 
was adopting the budget for review or if they were adopting the budget as is. Mr. Benson stated 
that the budget was being adopted as is.

Mr. Jones made a motion to adopt the 2020 Budget for Recreation and Park Commission 
for the Parish of East Baton Rouge.

Mr. Selders seconded

A roll call vote was taken with the following results:

**Yeas:** 8  Mr. Benson, Mr. Dixon, Ms. Davis, Mr. Jones, Mr. Pointer, Mr. Rhorer, Mr. 
Selders, Mr. Washington

**Nays:** 0

**Abstain:** 0

**Absent:** 1 Mr. Tatman

Mr. Benson stated that the Recreation and Park Commission for the Parish of East Baton 
Rouge ("BREC") anticipates calling an Executive Session pursuant to LSA-R.S. 42:17(A)(1), for 
the purpose of discussion of the performance and professional competence of the Superintendent 
and possible contract amendments and salary adjustment.

Mr. Washington made a motion to go into executive session.

Mr. Jones seconded

Approved unanimously

Mr. Benson recessed the meeting to go into executive session.

Mr. Benson asked for a motion to reconvene the meeting. Mr. Dixon made a motion to 
reconvene, Mr. Rhorer seconded, and it was unanimously approved.

Mr. Benson reconvened the meeting.

Mr. Benson stated that the Commission had decided to bring Superintendent Wilson..., 
Mr. Foster called for a point of order. He stated that “there must be formal motion, there was 
nothing decided in executive session and there cannot be anything decided in executive session. 
There must be a formal motion. If there is a motion to be made pertaining to the executive session 
that’s fine but there must be a formal motion, a second and a vote.”

Mr. Jones made a motion to adjust the Superintendent’s salary from his current salary to 
the minimum recommended in the salary survey by SSA Consulting of $175,855.15 and then he 
will receive a three percent raise on his anniversary date in January.

Second by Mr. Dixon
Mr. Benson recognized Mr. Washington who stated that this adjustment was based on the study done for the agency and all other staff except the Superintendent have had their salary adjusted.

When Mr. Benson asked if there were any objections, a discussion then started between Chairman Benson, Vice Chairman Dixon, and Treasurer Selders. The discussion was joined by Mr. Foster, Mr. Wilson, and Ms. Marchiafava. The discussion was to clarify whether the intent of the Commission was properly stated in the previous motion. Mr. Dixon then made a substitute motion to adjust the Superintendent’s salary from his current salary to $175,855.15 and that the adjustment be made retroactive to August 10, 2019; the Superintendent will also receive a three percent increase on his anniversary date of January 31, 2020. Mr. Pointer seconded the substitute motion and the motion was unanimously approved.

**New Business**

Chairman Benson read the following resolution:
Resolved, That the Commission approve the Cooperative Endeavor Agreement for Project Advisor Funding for the Lakes Project, pending final legal review.
Motion to approve by Mr. Dixon
Second by Mr. Rhorer
Unanimously approved

**Adjournment**

Mr. Dixon made a motion to adjourn and Mr. Benson adjourned the meeting without objection at 7:18 p.m.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Lloyd H. Benson Jr., Chairman