

**THE RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**

**Regular Meeting – 5:00 p.m.
BREC'S Administration Building
6201 Florida Boulevard
Baton Rouge, Louisiana**

Commission Minutes
January 22, 2009

Call to Order

A regular meeting of the Recreation and Park Commission for the Parish of East Baton Rouge was held at BREC's Administration Building on January 22, 2009. The meeting was called to order at 5:00 p.m. by Collis Temple, Jr., Chairman. Roll Call was taken and a quorum of Commissioners was present including Bill Benedetto, Vice-Chairman; Bettsie Miller, Treasurer; Verge Ausberry, Jr.; David Guillory; Audrey Nabors-Jackson; Bert Neal; and Kenith Woodall. Mr. Temple introduced new Commission member, Bert Neal, and welcomed him to the Commission. Commissioner Darryl Robertson arrived at 5:08 p.m. Staff members present were William Palmer, Superintendent; Dale Auzenne; Ken Caldwell; Jack Dirks; Bob Epperson; Phil Frost; Tommy Green; Ted Jack; Donna Mitchell; Mike Proctor; Debbie Spica; Stephanie Trim; Kristi Williams; and Chris Marchiafava. Carl Stages, Executive Director of BREC Foundation, and Murphy Foster, legal counsel, were also in attendance. The audience consisted of BREC staff, the media, and the general public.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Parks Commission Meeting of December 17, 2008 be dispensed with, and that they be approved as written.

Motion by Ms. Nabors-Jackson

Seconded by Mr. Guillory

Approved by unanimous consent

Consent Calendar

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

Motion by Mr. Neal

Seconded by Ms. Nabors-Jackson

Approved by unanimous consent

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

Acceptance of Recommendations of the Finance Advisory Committee

Resolved, That the Commission approve the purchase of five (5) vehicles on state contract for the Capital Improvements Division and Golf Department, as follows:

For the Capital Improvements Division:

<u>Qty</u>	<u>Description</u>	<u>Dealer</u>	<u>Total</u>
2 ea	2009 Chevrolet Kodiak C4500	Service Chevrolet	\$46,703.24
1 ea	2009 Int'l 7400 Dump Truck	Scott Truck LLC	\$67,311.03
1 ea	2009 Dodge ¾ ton Pickup Tr.	Orleans Dodge	\$18,370.00

For the Golf Department:

<u>Qty</u>	<u>Description</u>	<u>Dealer</u>	<u>Total</u>
1 ea	2009 Chevrolet Impala Sedan	Gerry Lane Chevrolet	\$16,474.00

Resolved, That the Commission accept a check for \$10,000.00 from the insurer of Wayne Tassone for damage to BREC property, truck #23.

Resolved, That the Commission approve the sixteen revised documents that will become the "Finance Department Administrative Manual" as follows:

<u>HEADING</u>	<u>Subheading</u>	<u>Manual #</u>
<u>ACCOUNTS PAYABLE</u>	Accounts Payable Procedures	1
	Employee Travel & Reimbursement Procedures	2
<u>CASH POLICIES</u>	Revenue Collection and Banking Procedures	3
	Investment Policy	4
	Petty Cash Procedures	5
<u>CAPITAL ASSETS</u>	Procedures for Fixed Assets	6
	Asset Capitalization Procedures	7
	Surplus Sale Procedures	8
<u>GENERAL ACCOUNTING</u>	General Accounting Policies	9
	Office Service Policies	10
<u>INVENTORY</u>	Inventory Policies	11
	Warehouse Regulations	12
<u>PAYROLL</u>	Payroll and Time Keeping Procedures	13
	Comp Time Policies	14
<u>PURCHASING</u>	Purchasing Procedures	15
	Cell Phone Policies	16

Acceptance of Recommendations of the Human Resources Advisory Committee

Resolved, That the Commission approve the Routine Personnel Transactions for the month of January 2009.

Presentations

The Commission viewed a brief informational video.

Reports of Officers and Standing Committees

Mr. Palmer was recognized to give the Superintendent's report and he recommended the approval of the following item on Administrative Matters:

Resolved, That the Commission authorize the Superintendent to execute the amendment to the Cooperative Endeavor agreement with the BREC Foundation. BREC shall pay to the Foundation a one-time stipend equal to \$130,000.00, payable in equal monthly installments.

Motion by Mr. Benedetto
 Seconded by Mr. Ausberry
 Approved by unanimous consent

Mr. Palmer informed the Commission that a meeting about future trail development will be held on Monday, January 26, 2009 in the ballroom in the Administration Building. The BREC Foundation arranged for Gil Penalosa, Executive Director of Walk & Bike for Life, to speak at

the event. Ted Jack, Director of Planning and Engineering will give an update on the Dawson Creek Trail.

Mr. Palmer told the Commission about the "Quilt the Swamp" exhibit on display at Bluebonnet Swamp through February 8th. He also mentioned the Zoo and Me Program for three to six year-olds on the second Tuesday of the month.

Mr. Palmer notified the Commission that the accreditation visiting team is scheduled to be in Baton Rouge the first week in March. Mr. Robert Hall is the team leader. He also reminded them that the deadline for nominations for Champions of BREC is February 6th.

Mr. Temple asked Kristi Williams to explain the purpose of the Champions of BREC program. A brief discussion followed.

Ms. Miller was recognized to give the Finance Advisory Committee report. Mike Proctor provided summary of each of the items that required approval.

Resolved, That the Commission approve financial statements for month ended December 31, 2008.

Motion by Ms. Miller

Seconded by Ms. Nabors-Jackson

Approved by unanimous consent

Resolved, That the Commission approve bids for Athletic Department and Recreation Department equipment and supplies as follows:

<u>Supplier</u>	<u>Contract Total</u>
Active Sports	\$ 14,633.06
BSN Sports Group	28,832.28
Cannon Sports	7,748.44
Covers Unlimited	5,925.00
Flaghouse	12,646.72
Gopher Sports	1,194.84
J P Sports	279.80
Nasco	5,108.88
S&S Worldwide	20,969.94
Sam's Club	11,017.60
Welch Sports	353.80
Wilson Sports	<u>5,360.00</u>
TOTAL:	\$114,070.36

Resolved, That the Commission award a contract to American Tennis Courts, Inc. for \$76,688.00 to resurface six (6) tennis courts at Highland Road Park. Work includes crack repair, resurfacing with acrylic material, and relining as per USTA guidelines.

Resolved, That the Commission award a contract to Rad-Ton, Inc. for \$144,500.00 for installation of a wastewater collection system at Perkins Road Community Park.

Resolved, That the Commission approve bids for two new trash trucks as follows from Timmons Truck Company as follows:

2009 International, Durastar 4300	\$58,993.34
Dump Bed for above:	<u>18,999.00</u>
TOTAL:	\$77,992.34

Resolved, That the Commission approve a budget amendment for the General Fund, reducing labor expenditures \$534,000; from \$18,688,000 to \$18,154,000.

Motion by Ms. Miller

Seconded by Mr. Benedetto

Approved by unanimous consent

Mr. Temple recognized Ken Caldwell, Golf Director, to give an explanation of the golf rounds report.

Mr. Guillory was recognized and gave the Planning and Park Resources report. He asked Ted Jack to give additional details regarding the lot donation at City Park and the Elvin Drive property exchange.

Ms. Nabors-Jackson made a motion to approve the following:

Resolved, that the Commission approve accepting the donation of Lot 51 and naming the City Park drive at Picnic Hill the Robert A. Hart Memorial Parkway.

Resolved, that the Commission approve the Central Sports Park Master Plan.

Resolved, that the Commission approve changing the name of Ben Burge Park to Gardere Lane Park and naming the ball fields the Hartley/Vey Ball Fields for their generous donation of the land.

Resolved, that the Commission approve changing the name of Elvin Drive Park to Ben Burge Park in honor of Mr. Burge's years of dedication and support for BREC programs and due to the above renaming of Gardere Lane Park.

Resolved, that the Commission approve naming the ballpark facility at Oak Villa Park the Hartley/Vey Sports Complex for their generous donation of the land.

Resolved, that the Commission approve an exchange with The Resource Foundation, Inc. of ~1.3 acre portions of Elvin Drive Park for Lots 128 – 132 of Hidden Cove Subdivision contingent upon due diligence.

Seconded by Mr. Guillory

Approved by unanimous consent

Ms. Nabors-Jackson was recognized to give the Selection of Professionals Committee report. Ms. Nabors-Jackson made a motion to approve the following and authorize the Superintendent to execute the contracts and necessary documents:

Resolved, That the Commission approve a contract with Natural Resource Professionals, LLC, to prepare and submit required Section 404 Permit Application documents to the US Army Corps of Engineers (USACE) regarding the 57 acre Central Sports Park tract of land for a fee not to exceed \$17,302.00.

Resolved, That the Commission approve a contract with CSRS to prepare construction documents, assist in bidding and conduct construction administration for a 53 acre sports/neighborhood park in Central for a fee based on BREC fee curve of approximately \$195,000.

Resolved, That the Commission approve a contract with Crump Wilson Architects to prepare construction documents for installing donated metal roofed structure over existing

basketball court in Rollins Road Park, assist in bidding and conduct construction administration for a fee based on BREC fee curve with 1.1 renovation factor of approximately \$14,000.

Resolved, That the Commission approve a contract with Evans Graves Engineers to prepare construction documents for modification to existing Theatre lot and construction of new lot east of the Garden Center including assisting in bidding and conducting construction administration for a fee based on BREC fee curve with .9 factor of approximately \$70,500.

Resolved, That the Commission approve a contract with Ferris Engineering to prepare construction documents for new and renovated parking lots at Highland Road Community Park to include a small amount of sewer work, and including assisting in bidding and conducting construction administration for a fee based on BREC fee curve with .9 factor of approximately \$70,500.

Resolved, That the Commission approve a contract with Domain Design to prepare construction documents to reroof multiple Recreation Centers for a fee based on BREC fee curve of approximately \$35,000 for three centers.

Resolved, That the Commission place on retainer each of the following professionals for possible capital improvement projects for negotiated fees based on the BREC fee curve:

Sapp & Sapp
GWS Engineering, Inc.
Eduardo Jenkins
Benchmark Group

Seconded by Mr. Ausberry
Approved by unanimous consent

Mr. Temple asked Ted Jack to tell the Commission about the Central Sports Park Master Plan. Mr. Temple made additional comments regarding the issues in the Central area. Mr. Benedetto and Ms. Miller commended the staff for their work on the project. Mr. Temple thanked Ms. Nabors-Jackson for work on behalf of the northern part of the parish.

Special Orders

Mr. Temple asked Mr. Palmer to conduct the election of the chairman. Ms. Miller nominated Mr. Temple for chairman, Ms. Nabors-Jackson seconded. Ms. Nabors-Jackson moved to close the nominations, Mr. Guillory seconded and the motion was approved without objection. Mr. Temple was declared chairman.

Mr. Temple opened nominations for vice-chairman. Ms. Nabors-Jackson nominated Mr. Benedetto for vice-chairman, seconded by Mr. Woodall and Mr. Benedetto was declared vice-chairman by unanimous consent.

Mr. Temple opened nominations for treasurer. Ms. Nabors-Jackson nominated Ms. Miller, seconded by Mr. Neal and Ms. Miller was declared treasurer by unanimous consent.

The following appointments were made:
BREC's Magnolia Mound Plantation
BREC's Baton Rouge Gallery
BREC Foundation

David Guillory
Verge Ausberry, Jr.
Audrey Nabors-Jackson (pending her reappointment to the Planning Commission)

Motion to accept the following appointments of a citizen representative to BREC Advisory Committees:

Verge Ausberry, Jr.

Brad Edwards	Communications & I. T.
Lillian Grossley	Finance
Hal Butt	Golf
Carroll Breeden	Human Resources
James LeBlanc	Planning & Park Resources
Tena Roemer	Recreation Program & Community Resources
Trey Boudreaux	Special Facilities, Athletics, Therapeutics
Blaine Grimes	Zoo

Bill Benedetto

David Harden	Communications & I. T.
Les Gatz	Finance
John Taylor	Golf
Diana Harris	Human Resources
Bill Cocreham	Planning & Park Resources
Paulette Senior	Recreation Program & Community Resources
Dr. Joseph Blanchard	Special Facilities, Athletics, Therapeutics
Steve Stein	Zoo

Bettsie Miller

Susan Hunt	Communications & I. T.
Alex Tucker	Finance
Josh Norton	Golf
Bill O'Quin	Planning & Park Resources
Betsy Williams	Recreation Program & Community Resources
Hien Vinh Nguyen	Special Facilities, Athletics, Therapeutics
Babs Stapleton	Zoo

Bert Neal

Bob Johannesson	Communications & I. T.
Raymond May	Finance
Danny Spencer	Golf
Melvin Robinson	Human Resources
Kurt Felton	Zoo

Kenith Woodall

Charles A. Stokes	Communications & I. T.
John E. Seago	Finance
Clarence Von Aspern	Golf
Leslie Nickels	Human Resources
Joe Wills	Planning & Park Resources
Robert Meador	Recreation Program & Community Resources
Bob Frazier	Special Facilities, Athletics, Therapeutics
Bill Cocreham	Zoo

Mayor Henry Martinez

Traci Bryant Lang	Finance
Mayor Henry Martinez	Golf
John Olin Brown	Human Resources

Ira Gene Causey
Panithia Johnson
Sharon Lea

Recreation Program & Community Resources
Special Facilities, Athletics, Therapeutics
Zoo

Mayor Harold Rideau

Danny Edwards
Mike Knaps
Dennis E. Allen
Ginger Vann
Silas Gerald
Della Guerra
Elvin Stewart
Melissa Morvant

Communications & I. T.
Finance
Golf
Human Resources
Planning & Park Resources
Recreation Program & Community Resources
Special Facilities, Athletics, Therapeutics
Zoo

Motion by Ms. Miller
Seconded by Mr. Neal
Approved by unanimous consent

Resolved, That the Commission approve the execution of the "Louisiana Compliance Questionnaire" by the Chairman, Treasurer, and Superintendent and authorize it to be delivered to Hawthorn Waymouth and Carroll, as required by the Louisiana Legislative Auditor for audit engagements of government entities.

Motion by Mr. Woodall
Seconded by Mr. Benedetto
Approved by unanimous consent

Mr. Temple asked if any commission member had a question or comment. Mr. Neal asked when the Chair would assign Commissioners to their respective advisory committees. Mr. Temple stated the assignments would be done by the next Commission meeting. Ms. Nabors-Jackson was recognized and stated that she may not be present at the next Commission meeting. She expressed her happiness about the many years spent serving on the Commission, her appreciation for the staff, and her hope to be back. Mr. Palmer conveyed his appreciation for her work on the Commission. Mr. Temple thanked Ms. Nabors-Jackson for her volunteer effort on the Commission and the work she has done in other organizations in the community for many years. Mr. Neal then stated that he believes BREC is one of the top agencies in the country, that it was an honor to serve as member of the staff, and it is a bigger honor to serve on the Commission. Ms. Miller thanked Sherry Sisemore for the behind the scenes work she does with the bid process.

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 5:52 p.m.

William G. Palmer, Superintendent
and Ex-Officio Secretary

Collis Temple, Jr., Chairman