

**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 16, 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 December 16, 2009. The meeting was called to order at 5:00 p.m. by William Benedetto, Chairman. Roll was taken and a quorum of Commissioners was present including Verge Ausberry, Jr., Vice Chairman; Bettsie Miller, Treasurer; David Guillory; Audrey Nabors-Jackson; Bert Neal; Kenneth Riché, Jr.; Darryl Robertson; and Kenith Woodall. Staff members present were William Palmer, Superintendent; Ted Jack, Assistant Superintendent; Dale Auzenne, Interim Assistant Superintendent; Ken Caldwell; Jack Dirks; Bob Epperson; Phil Frost; Greg Grandy; Tommy Green; 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 Park Commission Meeting of November 18, 2009 be dispensed with, and that they be approved as written.

Motion by Ms. Nabors-Jackson

Seconded by Mr. Ausberry

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. Woodall

Seconded by Mr. Robertson

Approved by unanimous consent

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

**Acceptance of Recommendations of the Communications and Information Technology Advisory Committee**

*Resolved*, That the Commission approve the 2010 Communications Plan.

**Acceptance of Recommendations of the Finance Advisory Committee**

*Resolved*, That the Commission approve paying State Farm Insurance Company \$323.03 for damage to Jennie Andrews vehicle.

*Resolved*, That the Commission approve writing off \$1,254.25 petty cash that was stolen during a robbery for 2 Golf employees.

Greta Myles	Webb Golf	\$1,000.00
Richard Ory	Clark Golf	\$ 254.25

*Resolved*, That the Commission approve adjusting the mileage reimbursement rate for business use of employee's personal vehicles from \$0.52 to \$0.50 per mile effective January 1, 2010. (The 2010 IRS rate has been set at \$0.50 per mile.)

**Acceptance of Recommendations of the Golf Advisory Committee**

*Resolved*, That the Commission approve the new annual golf pass structure.

2010 proposed 5-course, 7 day senior pass	\$450
2010 proposed 5-course, 4 day (weekday Mon-Thurs) senior pass	\$350
2010 proposed 5-course, 7 day senior couples pass	\$600
2010 proposed 5-course, 4 day (weekday Mon-Thurs) senior couples pass	\$500
2010 proposed 5-course, 7 day individual pass	\$550
2010 proposed 5-course, 4 day (weekday Mon-Thurs) individual pass	\$450
2010 proposed 5-course, 7 day family pass	\$750
2010 proposed 5-course, 4 day (weekday Mon-Thurs) family pass	\$650
2010 proposed 7-course, 7 day senior pass	\$1350
2010 proposed 7-course, 4 day (weekday Mon-Thurs) senior pass	\$1000
2010 proposed 7-course, 7 day senior couples pass	\$2025
2010 proposed 7-course, 4 day (weekday Mon-Thurs) senior couples pass	\$1500
2010 proposed 7-course, 7 day individual pass	\$1700
2010 proposed 7-course, 4 day (weekday Mon-Thurs) individual pass	\$1450
2010 proposed 7-course, 7 day family pass	\$2550
2010 proposed 7-course, 4 day (weekday Mon-Thurs) family pass	\$2175
New 10-play, one course, punch card program (price varies by course chosen)	10% discount
New golf cart pass plan	\$625

*All annual pass and punch card play will be tracked using the Golf Trac point of sale system in place at all seven BREC golf courses.*

*All annual passes and punch cards will be subject to BREC Golf Rules and Regulations as noted in the BREC Golf Policy and Procedure Manual, Chapter 4 – Financial Procedures, Section H and to any subsequent restrictions deemed necessary by the Golf Director.*

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

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

**Acceptance of Recommendations of the Special Facilities, Athletics, Therapeutics, Aquatics, and Special Populations**

*Resolved*, That the Commission approve the BREC Highland Road Fitness Center Closure Proposal.

*Resolved*, That the Commission approve the dissolving of a “Co-Operative” position at Magnolia Mound Plantation.

*Resolved*, That the Commission approve the consultant for concession programs.

### **Presentations**

The Commission viewed a brief informational video.

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

The Chairman recognized Mr. Palmer to give the Superintendent’s Report. Mr. Palmer recommended Commission approval of the following Administrative Matters:

*Resolved*, That the Commission authorize William G. Palmer, Superintendent, to execute the amendment to the Cooperative Endeavor Agreement with the BREC Foundation. (The Commission approved the amended amount of \$150,000 as part of the 2010 budget.)

*Resolved*, That the Commission authorize William G. Palmer, Superintendent, to execute all necessary documents for the purchase of approximately 486 acres bordered by the Amite and Comite Rivers and ICC Railroad for a conservation park for \$1,475,000. (Purchase was approved by the Commission on September 25, 2008.)

*Resolved*, That the Commission approve a Cooperative Endeavor Agreement between BREC and the YMCA of the Capital Area to construct a gymnasium as part of the proposed new Howell Place YMCA on 72nd Avenue. BREC and the YMCA will jointly operate the gymnasium program.

*Resolved*, That the Commission authorize William G. Palmer, Superintendent, to execute all necessary documents for the purchase of land adjacent to Highland Road Park having dimensions of 96’ by 192’ on the corner of Amiss Road and North Amiss Road for \$52,500. (Purchase was approved by the Commission on March 26, 2009.)

*Resolved*, That the regular Commission meetings are held on the dates as listed below at 6201 Florida Boulevard at 5:00 p.m. unless otherwise changed.

- January 28, 2010
- February 25, 2010
- March 25, 2010
- April 22, 2010
- May 27, 2010
- June 24, 2010
- July 22, 2010
- August 26, 2010
- September 23, 2010
- October 20, 2010
- November 17, 2010
- December 15, 2010

Motion to approve by Ms. Nabors-Jackson  
Seconded by Mr. Robertson  
Approved by unanimous consent

Ms. Miller was recognized to give the Finance Advisory Committee report. She asked Mike Proctor to provide a summary of the action items recommended by the Finance Advisory Committee.

*Resolved*, That the Commission approve the financial statements for the month ending November 30, 2009.

Motion by Ms. Miller  
Seconded by Ms. Nabors-Jackson  
Approved by unanimous consent

*Resolved*, That the Commission approve budget adjustments to the General Fund and Capital Improvement Fund.

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

Ms. Miller made a motion to approve items 1 – 4 under Contracts and Bids as follows:

*Resolved*, That the Commission approve a bid from D. Honore Construction, Inc. for \$3,105,200.00 for Greenwood Community Park site improvements.

*Resolved*, That the Commission approve a bid and change order #1 from Block Construction Company for a total of \$738,249.00 for construction of a gymnasium at Howell Place.

*Resolved*, That the Commission approve change order #4 to a contract with Charles Carter Construction Company for the Perkins Road Community Park project. Change order #4 is for \$83,831.17; and the total contract sum is raised from \$4,546,169.94 to \$4,630,001.11.

*Resolved*, That the Commission approve granting the Superintendent the authority to approve change orders to the Perkins Road Community Park project with Charles Carter Construction up to a total construction cost of \$4,730,001.11 (allowing change orders not to exceed a sum total of \$100,000.00). The current contract total including all prior change orders is \$4,630,001.11.

Seconded by Mr. Riché  
Approved by unanimous consent

Ms. Miller moved to approve items 2 and 5 under Administrative Matters as follows:

*Resolved*, That the Commission approve the write-off \$130.00 of petty cash from two terminated Tennis Department employees as follows:

James Fruge	Forest Park	\$ 100.00
Antoinette Selvage	Greenwood Park	30.00

*Resolved*, That the Commission approve a proposal for renewal of property insurance from the current carrier, Arthur J. Gallagher Risk Management Services, Inc. The one-year policy period begins January 1, 2010. The annual premium for covered property is \$121,290.00 including an endorsement for coverage of “building to code” expenses. The aggregate deductible will be \$250,000.00.

Seconded by Mr. Robertson

Approved by unanimous consent

Mr. Benedetto recognized Mr. Riché who commended the staff on the excellent presentation they gave at the Recreation Program and Community Resources Advisory Committee meeting.

The Chairman recognized Mr. Robertson who commented on the information provided at the Zoo Advisory Committee regarding the naming of Zuri, the baby rhino born in September. He also noted the success of Boo at the Zoo in October with a record attendance of 30,500 visitors.

The Chairman recognized Ms. Nabors-Jackson for the Selection of Professionals report and she asked Ted Jack to review the items for the Commission. 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 payment of \$18,956.15 to “The Library Design Collaborative” for schematic design and design development services rendered as it relates to shared use portions of the “Library in the Park” project.

*Resolved*, That the Commission approve payment of \$5,175.25 to “The Library Design Collaborative” for schematic design services rendered as it relates to the Café and Teaching Garden Building of the “Library in the Park” project.

*Resolved*, That the Commission approve a two year contract with The Rodman Production Shoppe to film and edit the regular BREC Commission meetings for television for a fee not to exceed \$81,600.00.

Seconded by Mr. Woodall

Approved by unanimous consent

### **New Business**

The Chairman stated that the next item of business was approval of the following:

*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 to approve by Ms. Miller

Seconded by Mr. Robertson

Approved by unanimous consent

Mr. Benedetto recognized Mr. Neal who made a motion for a consent to consider advisory committee appointments.

Seconded by Mr. Riché

Approved by unanimous consent

Mr. Neal made a motion to accept his appointments to the BREC Advisory Committees as follows:

John Hough                      Finance

Raymond May                    Special Facilities, Athletics, Therapeutics, Aquatics, and Special Populations

Seconded by Mr. Ausberry

Approved by unanimous consent

**Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 5:36 p.m.

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William G. Palmer, Superintendent  
and Ex-Officio Secretary

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William L. Benedetto, Chairman