

**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  
December 17, 2008

**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 17, 2008. 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; John Allphin; Verge Ausberry, Jr.; David Guillory; Audrey Nabors-Jackson and Kenith Woodall. Commissioner Darryl Robertson was absent. 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; 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 November 19, 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. Ausberry

Seconded by Ms. Miller

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 2009 BREC Communications Plan.

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

*Resolved,* That the Commission approve the Routine Personnel Transactions for the month of December 2008.

**Acceptance of Recommendations of the Special Facilities, Athletics, Therapeutics Advisory Committee**

*Resolved,* That the Commission approve, in concept, a Cooperative Endeavor between BREC and YMCA/American Legion to provide youth baseball to the community.

## **Presentations**

Mr. Palmer presented the following employee service awards:

### 30 Years

Karen Toney

### 5 Years

Gerald Lee

David Mack

Bobby Raiford

Kevin Wilson

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 two items on Administrative Matters:

*Resolved*, That the Commission approve the Commission Policy Manual.

Motion by Ms. Nabors-Jackson

Seconded by Mr. Benedetto

Approved by unanimous consent

*Resolved*, That the Commission set the Commission meeting dates for 2009 as follows:

January 22, 2009

February 26, 2009

March 26, 2009

April 23, 2009

May 28, 2009

June 25, 2009

July 23, 2009

August 27, 2009

September 24, 2009

October 22, 2009

November 18, 2009

December 16, 2009

Motion by Mr. Ausberry

Seconded by Ms. Miller

Approved by unanimous consent

Mr. Palmer noted that he had included for information purposes examples of work from the inclusive computer classes and letters with parent's comments regarding the program. He also informed the Commission that the BREC United Way Cook-off and Olympics had taken place earlier in the day and thanked the staff involved for their hard work putting the event together.

Mr. Benedetto was recognized to comment on the Communications and Information Technology Advisory Committee report. He pointed out the 2009 Communications Plan that had been approved under the consent calendar. He thanked Kristi Williams, the Communications

Department, and the other staff involved in creating the plan. Ms. Miller added her congratulations for the comprehensive plan.

Ms. Miller was recognized to give the Finance Advisory Committee report. She asked Mike Proctor to give a summary of each of the items that required approval. He noted that there was an expenditure of three million dollars for recovery from Hurricane Gustav.

*Resolved*, That the Commission approve financial statements for month ended November 30, 2008.

Motion by Ms. Miller

Seconded by Mr. Allphin

Approved by unanimous consent

*Resolved*, That the Commission approve the budget amendments for the General Fund, Capital Improvement Fund, Enhancement Operating Fund, and Enhancement Construction Fund.

Motion by Ms. Miller

Seconded by Mr. Guillory

Approved by unanimous consent

*Resolved*, That the Commission approve amending purchasing procedures to provide for the receipt of bids by electronic means as required by state law as follows:

#### **1.22 ELECTRONIC BIDDING**

BREC will abide by the conditions of a 2008 amendment to the Public Bid Law (**R.S.38:2211**, et seq) requiring that public agencies with high speed internet service provide electronic bidding arrangements to contractors and suppliers when agencies are accepting bids on public works or materials and supplies applicable to the public bid law. Ref: Act 590, 2008 Louisiana Legislature.

Per the requirements of Act 590, BREC will provide electronic bidding as an alternative to the existing methods of receiving bids for those contracts and purchases that meet the state minimum requirement for sealed bidding. Since BREC procedures require sealed bidding at lower limits it is anticipated many requests for bids will not offer electronic bidding as an alternative.

The Purchasing Manager is authorized to contract with a firm that meets the compliance requirements of the Division of Administration for on-line bidding services. Included in those compliance requirements: On-line bidding will be offered as an alternative to other methods and not an exclusive method of bidding; internet access; availability 7 day per week and 24 hours per day; two-way service; automatic receipting of documents submitted; accurate document retrieval; confidentiality of bid documents until bid opening; ability for contractors to retract bids before bid opening; ability for contractors to change bid documents until bid opening; secure digital signature; and other provisions. Ref: Office of the Governor, Division of Administration, Office of Information Technology. Title 4: Administration. Part XV, Chapter 7, Para 701: Submitting and Receiving Electronic Bids.

Motion by Ms. Miller

Seconded by Ms. Nabors-Jackson

Approved by unanimous consent

The Chair recognized Ms. Miller to comment on the Special Facilities, Athletics, Therapeutics Advisory Committee report. Ms. Miller expressed her hope that this future cooperative endeavor with YMCA/BREC/American Legion will provide access to baseball for all children. Mr. Palmer stated that this is an efficient way to provide a quality program for the citizens of the parish. Mr. Temple expressed his appreciation for Mr. Palmer's work to put together a partnership that includes BREC's Athletics Department.

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 contract and necessary documents:

*Resolved*, That the Commission approve a contract with The Rodman Production Shoppe to film and edit the regular BREC Commission meetings for television for a fee not to exceed \$40,800. The term of the contract will be from January 1, 2009 through December 31, 2009.

*Resolved*, That the Commission approve a contract with Dr. Gordon J. Pirie, Baker Animal Hospital, to provide veterinary services for the entire animal collection owed and maintained by BREC's Baton Rouge Zoo for a fee not to exceed \$4,000 per month plus approved expenses and laboratory fees. The term of the contract will be from January 1, 2009 through December 31, 2013.

Seconded by Mr. Allphin  
Approved by unanimous consent

### **Special Orders**

Motion to accept the following appointment of a citizen representative to a BREC Advisory Committee:

Mayor Shelton Watts  
Golf H. Paul Lambert

Motion by Mr. Benedetto  
Seconded by Ms. Nabors-Jackson  
Approved by unanimous consent

Mr. Temple expressed the Commission's appreciation to the staff and Mr. Palmer for a job well done in 2008.

### **Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 5:28 p.m.

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William G. Palmer, Superintendent  
and Ex-Officio Secretary

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Collis Temple, Jr., Chairman