

**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
September 25, 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 September 25, 2008. The meeting was called to order at 5:00 p.m. by Bettsie Miller, Treasurer. Ms. Miller introduced new Commission member, Kenith Woodall, and welcomed him to the Commission. Collis Temple, Jr. took over and chaired the rest of meeting. Roll Call was taken and a quorum of Commissioners was present including Collis Temple, Jr., Chairman; Bettsie Miller, Treasurer; John Allphin; David Guillory; Audrey Nabors-Jackson, and Kenith Woodall. Commissioner Darryl Robertson arrived at 5:05 p.m. and Commissioner Verge Ausberry, Jr. arrived at 5:07 p.m. Commissioner Bill Benedetto was absent. Staff members present were William Palmer, Superintendent; Dale Auzenne; Ken Caldwell; Jack Dirks; Bob Epperson; Tommy Green; Phil Frost; 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 August 28, 2008 and September 10, 2008 be dispensed with, and that they be approved as written.

Motion by Ms. Nabors-Jackson

Seconded by Mr. Allphin

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 Ms. Miller

Seconded by Mr. Guillory

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 change order # 9 for \$ 25,922.00 on the Zoo Amenities Project contract with D. Honoré Construction, new contact amount is \$2,928,947.00. Add 3 days to the completion date.

Summary below:

RFC#32: Add \$3,114.00 for 350 sq. ft additional stamped concrete for Conservation Plaza for additional space in front of the flag poles and fountain, per applicable unit prices. Work was requested by BREC.

RFC#33: Add \$13,752.00 for 1,030 sq. ft additional stamped concrete added to the front Entry Plaza and removal of 20' of concrete barrier wall to create a larger

main entry plaza from the parking lot, per applicable unit prices. Work was requested by BREC.

RFC#36: Add \$9,196.00 for additional work at the train pavilion to install firewall partitions in the attic space as mandated by the State Fire Marshall. Add 3 days to the completion date for this work. Work was recommended by G&H Architects.

RFC#39: Deduct \$140.00 for elimination of heat trace elements on four back flow preventers specified. Back flow units are enclosed in an insulated box to prevent freezing.

Acceptance of Recommendations of the Human Resources Advisory Committee

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

Motion by Ms. Miller

Seconded by Mr. Guillory

Approved by unanimous consent

Presentations

Mr. Palmer presented the following employee service awards:

10 years

Jack Terry

Megan Andrews

5 years

Darryl Hughes

Mary Sue Jackson

Edward Robinson

The Commission viewed a brief informational video.

Reports of Officers and Standing Committees

Mr. Palmer recommended that the Commission change the date for the regular October meeting to Thursday, October 30, 2008.

Motion to approve by Ms. Nabors-Jackson

Seconded by Mr. Allphin

Approved by unanimous consent

Mr. Palmer recommended Commission approval of an Emergency Pay Policy effective September 2, 2008 as follows:

EMERGENCY PAY

As a condition of employment, Essential Personnel are expected to report to work in the event of a hurricane, or any other type of emergency as directed by the employee's supervisor. Essential Personnel are needed to address public safety, protection of property, and to support the recovery of the organization. Essential Personnel may be excused from their work by permission of their supervisor; personal emergency; annual leave.

Part-time Essential Personnel, who do not report to work, do not receive compensation and the same conditions for being excused apply.

Failure to comply with the Emergency Essential Personnel directives may be regarded as insubordination and may result in the termination of employment.

Existing policy allows full-time exempt essential personnel who work during a declared emergency to receive equal time off within 90 days.

Essential Part-Time employees receive pay for regular hours worked and 1.5 times their regular rate for any hours worked over 40 hours per week. Non-essential part-time personnel do not receive emergency leave pay.

For any hours worked in excess of 40 hours per week, all Essential Full-Time Personnel will be compensated as follows:

- *Executive Employees (Department Directors, Assistant Department Directors) will receive overtime straight pay for hours worked over 40 hours per week; with approval of Superintendent.*
- *Administrative Exempt Employees will receive overtime straight pay for hours worked over 40 hours per week.*
- *Non-Administrative, Exempt Employees (Field Foreman) who work in the field will be paid overtime at the rate of 1.5 times for hours worked over 40 hours per week.*
- *Non-Exempt Employees will be paid overtime pay at 1.5 times their regular rate for any hours worked over 40 hours per week.*

The Superintendent or Department Director shall authorize all emergency overtime pay (over 40 hours per week) for each employee prior to working over 40 hours.

Essential Personnel: Department Directors shall designate essential personnel. Essential personnel are required to report to work during times of parish or regional emergency; i.e. events threatening life, public safety and welfare, or the property of the agency.

Emergency: Declared by BREC Commission or Superintendent.

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

Mr. Palmer introduced Tommy Green, Athletics Director, give a report on the K-Y Track Club from the Sports Academy and their accomplishments this year. In regional completion this year, the team won 63 medals overall this included 40 gold medals. They also won 26 medals overall including six gold medals in the national completion in Detroit. Coach Malen Brooks was asked to introduce the team members in attendance – Reginald Johnson, Tyrone Johnson, Malik Kelly, Christopher Harris, Dwayne Williams, and Meri Hebert.

Mr. Palmer introduced Bob Epperson, Park Operations Director, who gave a report and answered questions on the park system damage and debris removal efforts in the aftermath of Hurricane Gustav.

Mr. Robertson asked for a report on the conditions at the zoo. Phil Frost, Zoo Director, announced that the zoo was open and gave a brief report on the damage sustained in the hurricane.

Mr. Palmer recognized Dale Auzenne, Therapeutics Recreation Director, who gave a report on Camp Breakaway, the day camp BREC offered free of charge after the hurricane for children whose schools had not reopened. Ms. Miller suggested that in the future we work with the school system to make camp information available in the same press release with the school closure information.

Mr. Palmer expressed his appreciation to the staff for their efforts after the hurricane, working under adverse conditions, to assess the damage and help formulate a plan of action. Mr. Temple also commended the staff for a job well done. Mr. Temple suggested working with the other agencies to do advance planning and make resources available more quickly.

Mr. Temple recognized Ms. Miller to give the Finance Advisory Committee report. Ms. Miller asked Mike Proctor, Finance Director, to give a summary of the financial statements.

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

Motion by Ms. Miller

Ms. Nabors-Jackson seconded

Approved by unanimous consent

Ms. Miller asked Mr. Proctor to review the contracts and bids items recommended by the Finance Committee for approval. Ms. Miller moved to approve the following contracts and bids:

Resolved, That the Commission award a contract to the Advocate for official journal of record. The price of publications is \$0.33 per agate line.

Resolved, That the Commission award a 1 year supply contract for ready mix concrete to Dolese Concrete Company at these prices:

Concrete, 3,000 psi	\$ 94.50 per cubic yd
Concrete, 3,800 psi	98.00 per cubic yd
Concrete, 4,000 psi	100.50 per cubic yd
Add for Poly Fibers	6.00 per cubic yd
Add for Small Loads	40.00 per load (Applies to loads under 6 yards)
Stand-by Charge	60.00 per hour (Applies after one hour)

Resolved, That the Commission award a contract to Ben Nelson Golf & Utility Company for 30 E-Z Go "TXT" Golf Carts at \$3,300.00 each for a total of \$99,000.00 with an option to buy 75 additional golf carts before April 30, 2009 for \$3,300.00 each, those carts costing \$247,500.00. The total for 105 carts will be \$346,500.00.

Seconded by Mr. Ausberry

Approved by unanimous consent

The Chairman recognized Ms. Nabors-Jackson to give the Selection of Professionals report and Ted Jack to provide information on the agenda items.

Resolved, That the Commission approve a revision to Contract # 08-328C with Source Environmental Services, Inc. to include an additional \$12,000 to remove and properly handle affected pipe per LADEQ regulations from Stanford Avenue, Farr, Independence, and Forty-Eighth Street Parks; prior contract amount \$35,000, total fee not to exceed \$47,000; authorize the Superintendent to execute the necessary documents.

Motion by Ms. Nabors-Jackson

Seconded by Ms. Miller

Approved by unanimous consent

Resolved, That the Commission approve the contract with George T. Fore & Associates to perform an assessment of the floor system at Magnolia Mound and develop a plan for its repair, for a fee not to exceed \$7,236.85; authorize the Superintendent to execute the necessary documents.

Motion by Ms. Nabors-Jackson

Seconded by Mr. Allphin

Approved by unanimous consent

Reports of Special Committees

The Chairman recognized Mr. Palmer to give the Land for Parks Ad Hoc Committee report. Mr. Palmer reviewed the information items. He presented the following committee recommendations for Commission approval:

Resolved, That the Commission approve the purchase of 55± acres off Hooper Road in the Central area for up to \$750,000 with an adjustment to sale price for final acreage.

Resolved, That the Commission approve the purchase of 490± acres of the Goodman property at confluence of Amite and Comite Rivers for \$1,475,000, with shared mineral rights (20% - BREC).

Motion by Ms. Nabors-Jackson

Seconded by Mr. Allphin

Approved by unanimous consent

Mr. Temple recognized Ms. Miller to give the Superintendent's Contract Ad Hoc Committee report. Ms. Miller made a motion to approve the following recommendation:

Resolved, That the Commission approve an amendment to the existing Superintendent's Employment Contract of 19 December 2006, Section IV., Paragraph C., amending the amount of annual leave to be paid to the Superintendent from not to exceed 960 hours to not to exceed 1392 hours.

Mr. Temple deleted the item under Unfinished Business at Ms. Miller's request.

Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 6:02 p.m.

William G. Palmer, Superintendent
and Ex-Officio Secretary

Collis Temple, Jr., Chairman