

**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
January 27, 2011**

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 27, 2011. 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; Kenneth Riché, Jr., Treasurer; Craig Freeman; David Guillory; Audrey Nabors-Jackson; Bert Neal; Carlos Sam; and Larry Selders. Staff members present were William Palmer, Superintendent; Ted Jack, Assistant Superintendent; Dale Auzenne, Interim Assistant Superintendent; Ken Caldwell; Jack Dirks; Phil Frost; Greg Grandy; Tommy Green; Donna Mitchell; Mike Proctor; Sheila Savoy; Justin Smith; Debbie Spica; Kristi Williams; Darlene Winfield; and Chris Marchiafava. Carl Stages, Executive Director of BREC Foundation, and Hal Butt, President of BREC Foundation, were also in attendance. The audience consisted of BREC staff, the media, and the general public.

Mr. Benedetto introduced new BREC Commission members Craig Freeman and Larry Selders and welcomed them to the Commission.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of December 15, 2010 be dispensed with, and that they be approved as written.

Motion by Mr. Ausberry

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. Sam

Seconded by Ms. Nabors-Jackson

Approved by unanimous consent

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

Acceptance of Recommendation of the Superintendent for Administrative Matters

Resolved, That the Commission approve amendments to BREC Rules and Regulations Chapter 9 - Hours of Work: Annual, Sick and Other Forms of Leave; 28. Comp Time Policy for Exempt Personnel.

Acceptance of Recommendations of the Finance Advisory Committee

Resolved, That the Commission reject a claim Mayola Ray for damage to her car struck by a golf ball at Webb Park Golf Course. Damages from golf balls are the responsibility of individual golfers.

Resolved, That the Commission accept a payment of \$4,763.82 from the insurer of Silver L. Levier for damage to BREC's maintenance truck and trailer involved in an accident May 14, 2010.

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 pointed out that each of the Commissioners had been given a copy of Green Scapes and Friends of BREC's Baton Rouge Zoo Wild Times Magazine.

Mr. Palmer announced that Dale Auzenne, Assistant Superintendent, had passed the exam to become a Certified Park and Recreation Professional (CPRP). Mr. Auzenne is also certified in therapeutic recreation.

Mr. Palmer recognized Kristi Williams, Director of Communication, who had recently been presented with the First Circle Award by the Public Relations Association of Louisiana (PRAL). The First Circle Award is the most prestigious honor PRAL can bestow upon one of its members. Kristi recognized and thanked the staff of the Communication Department for their hard work.

Mr. Palmer noted that Tennis Pro Magazine had recognized Yvette Marshall, Ojo Thompson, Natalie Johnson and Lennie Reason, BREC, and Louisiana Council on Obesity Prevention for holding a free QuikStart Carnival in which 300 kids participated.

Mr. Palmer recognized Ted Jack to tell the Commission about the Burbank Park Tree Planting Volunteer Event scheduled for Saturday, January 29th at 9:00 a.m. The project was proposed to BREC by Zach Kopplin, a student at Baton Rouge Magnet High. He coordinated the effort and secured the participation of Baton Rouge Soccer Association, Baton Rouge Green, and a \$10,000 grant from the Pennington Foundation, coordinated with BREC Foundation, to plant 60 trees at Burbank Soccer Complex.

Mr. Palmer introduced Patricia Smith who reported the results of a recent survey conducted for BREC by The Public Policy Research Lab, LSU Manship School of Mass Communication.

Mr. Palmer recognized Hal Butt, President of BREC Foundation.

The Chairman recognized Mike Proctor to give the Finance Advisory Committee report. He provided a summary of the items recommended by the Finance Advisory Committee.

Ms. Nabors-Jackson made a motion to approve the following item under Financial Statements:

Resolved, That the Commission approve the financial statements for the month ending December 31, 2010.

Seconded by Mr. Freeman

Approved by unanimous consent

Mr. Guillory made a motion to approve the following items under Contracts and Bids:

Resolved, That the Commission approve low bids for assorted equipment for summer programs from the following vendors.

Active Sports	\$ 3,555.00
Anaconda Sports	1,138.50
BSN Sports	23,135.86
Cannon Sports	10,257.80
Century Sports	326.08
Flaghouse	3,935.89
GL Sports	1,837.49
Gopher Sports	27,852.36
Grainger	3,085.00
Hahn Enterprises	4,850.00
J P Sports	521.15
NRSM, Inc	3,840.00
Nasco	1,951.99
S&S Worldwide	4,739.61
Sam's Club	<u>7,235.84</u>
Total:	\$ 98,262.57

Resolved, That the Commission approve the low bid of \$178,876.00 from Plus One Construction, LLC for Goodwood Park site improvements.

Resolved, That the Commission approve low bids totaling \$83,918.85 from Images Silkscreen & Promotion for a 1-year T-Shirt contract in youth and adult sizes.

Seconded by Mr. Freeman

Approved by unanimous consent

Mr. Freeman made a motion to approve the following item under Claims and Settlements:

Resolved, That the Commission accept a payment of \$1,180.83 from the insurer of Catherine Moore to settle a claim for damages to BREC's fence on Webb Park Golf Course near the intersection of South Foster Drive and College Drive.

Seconded by Mr. Ausberry

Approved by unanimous consent

The Chairman recognized Ms. Nabors-Jackson to give the Human Resources report. Ms. Nabors-Jackson made a motion to approve the following:

Resolved, That the Commission approve the Routine Personnel Transactions for the month of January 2011.

Seconded by Mr. Riché

Approved by unanimous consent

The Chairman recognized Ms. Nabors-Jackson to give the Selection of Professionals Committee report. Ms. Nabors-Jackson asked Phil Frost to explain the first item on the agenda. Ms. Nabors-Jackson made a motion to approve the following:

Resolved, That the Commission approve hiring Michael T. Gill, Visitor Services Consultant, LLC for 2011 and 2012 to assist in the planning and execution of the recommendations that were made in the Guest Services Operations Review and Recommendations Report submitted August 2010; to provide oversight of operations to maximize gross revenues and net profits, as stated in submitted proposal, for a fee not to exceed \$34,200 plus \$7,000 in prior approved reimbursable expenses.

Seconded by Mr. Sam
Approved by unanimous consent

Ms. Nabors-Jackson asked Jack Dirks to explain the second item on the agenda. Ms. Nabors-Jackson moved to approve the following:

Resolved, That the Commission approve selecting PAETEC as its Wide Area Network Service Provider and enter into a 36-month contract for services at a cost of \$251,495 per year.

Seconded by Mr. Guillory
Approved by unanimous consent

Ms. Nabors-Jackson asked Ted Jack to explain the third agenda item. Ms. Nabors-Jackson made a motion to approve the following:

Resolved, That the Commission approve continuing work with Ferris Engineering to prepare construction documents for Highland Road Community Park parking lots – Phase II, including assisting in bidding and conducting construction administration for an estimated fee of \$60,000 based on the BREC fee curve with .85 factor.

Seconded by Mr. Neal
Approved by unanimous consent

Ms. Nabors-Jackson asked Darlene Winfield to explain the fourth agenda item. Ms. Nabors-Jackson made a motion to approve the following:

Resolved, That the Commission approve continuing the contract agreement with Education, Research and Information Service, Inc. (ERA), SSA Consultants, and Success Labs to provide leadership assessment and training to the managerial staff, as outlined in Phase One of the Training and Development Plan, for a total fee not to exceed \$48,000.

Seconded by Mr. Guillory
Approved by unanimous consent

Special Orders

Mr. Benedetto asked Mr. Palmer to conduct the election of the chairman. Ms. Nabors-Jackson nominated Mr. Benedetto for Chairman and Mr. Ausberry seconded. There were no other nominations. Mr. Benedetto was declared chairman by unanimous consent.

Mr. Benedetto opened the floor for nominations for vice chairman. Mr. Guillory nominated Mr. Ausberry and Mr. Riché seconded. There were no other nominations and Mr. Ausberry was declared vice chairman by unanimous consent.

Mr. Benedetto opened the floor for nominations for treasurer. Mr. Ausberry nominated Mr. Riché and Mr. Guillory seconded. There were no other nominations and Mr. Riché was declared treasurer by unanimous consent.

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

William Benedetto

David Harden	Communications & I. T.
Les Gatz	Finance
John Taylor	Golf
Melvin Robinson	Human Resources
Bill Cocreham	Planning & Park Resources
Toni Hayes	Recreation Program & Community Resources
Joseph Blanchard	Special Facilities, Athletics, Therapeutics

Steve Stein Zoo

Bert Neal
Raymond May Human Resources

Mayor Watts, City of Central
Wayne Messina Finance
H. Paul Lambert Golf
Lucky Ross Planning & Park Resources
Donald Lovett Special Facilities, Athletics, Therapeutics

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

Mr. Benedetto made the following appointments:
BREC's Magnolia Mound Plantation Board of Directors David Guillory
Baton Rouge Gallery Board of Directors Verge Ausberry, Jr.
BREC Foundation Board of Directors Audrey Nabors-Jackson
Motion to approve by Mr. Riché
Seconded by Mr. Freeman
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 by Ms. Nabors-Jackson
Seconded by Mr. Riché
Approved by unanimous consent

Adjournment

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

William G. Palmer, Superintendent
and Ex-Officio Secretary

William L. Benedetto, Chairman

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