

**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
November 17, 2021

Call to Order

A regular meeting of the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) was held at BREC's Administrative Offices on November 17, 2021. The meeting was called to order at 5:04 p.m. by Chairman Kenneth Pointer. Commissioner Donna Collins Lewis offered the invocation. Commissioner Trina Hall led the pledge of allegiance. Roll was taken and a quorum of Commissioners was present including Kenneth Pointer, Chair; Sandra Davis, Vice Chair; William Scheffy, Treasurer; Connie Bernard; Trina Hall; Jason Hughes; Donna Collins Lewis; Collis Temple, Jr.; and Rossie Washington, Jr. Staff members present were Corey K. Wilson, Superintendent; Reed Richard, Assistant Superintendent of System Planning; Brandon Smith, Assistant Superintendent of Recreation; Aneatra Boykin, Chief Administrative Officer; Andrea Roberts, Chief Operating Officer; Phil Frost; Steven Knight; RaHarold Lawson; Cheryl Michelet; Mike Raby; Lester Rainey; Darlene Winfield; and Eileen Bonin. Stephen Whalen, legal counsel, and Carl Stages, Executive Director of BREC Foundation, were also in attendance. The rest of the audience consisted of other BREC staff and the public.

Public Comment

Chairman Pointer opened the floor for public comment on the agenda action items. He asked if there was anyone who would like to speak on any agenda action item. Hearing none, Chairman Pointer closed the floor.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of October 28, 2021 be dispensed with, and that they be approved as written.

Motion to approve by Mr. Washington

Second by Ms. Bernard

Unanimously approved

Consent Calendar

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

Motion to approve by Mr. Temple

Second by Mr. Washington

Unanimously approved

The following item was approved as part of the Consent Calendar:

Acceptance of Recommendations for the Human Resources Advisory Committee

Resolved, That the Commission approve the Routine Personnel Transactions for October 14, 2021 to November 8, 2021.

Presentations

The Commission viewed a brief video spotlighting the recent Mini Carnival held at City-Brooks Community Park. Also highlighted were the events scheduled in December throughout the parish.

Reports of Officers and Standing Committees

Chairman Pointer recognized Mr. Wilson for the Superintendent's Report. The Superintendent stated that there was an administrative matter for consideration. He introduced Freddy Smith, a director with Postlethwaite & Netterville, who gave a report on the results of the 2020 audit. Mr. Smith stated that the Finance Committee had reviewed the audit in detail the previous day and that this presentation would be a summary of the report. After the presentation Mr. Scheffy stated for clarification, and Mr. Smith agreed, that the audit was still considered to be in draft form until it is posted on the Louisiana Legislative Auditor's website. Mr. Temple asked about the difference in revenue numbers for 2019 and 2020. Mr. Smith noted that the pandemic led to a decrease in fee revenue and there had also been some one-time revenues with a land sale and some FEMA grants. Mr. Temple asked for an explanation of the number included for the net position of the Commission. Mr. Smith explained that the number was the total cost of all property, buildings, facilities, and equipment. It is not the appraised value but the cost.

There being no further questions, Mr. Wilson read the following resolution:

Resolved, That the Commission accept the 2020 Audit Report as presented, pending Louisiana Legislative Auditor final review.

Motion to approve by Mr. Scheffy

Second by Ms. Lewis

Unanimously approved

Under Communications, the Superintendent noted that Chris Marchiafava was not in attendance at the meeting because of the unexpected death of her father earlier in the day. He asked the Commission to keep her and her family in their prayers. Mr. Wilson stated that BREC was notified on October 29 that an additional part-time employee tested positive for COVID-19. He told the Commission about a recent meeting with the Baton Rouge Police Department who is interested in bringing back their Police Athletic League (PAL). PAL will be working with BREC to hold camps over the holidays early next year. The Superintendent told the Commission about a recent meeting with East Baton Rouge Parish Schools to discuss a collaboration with them to provide the public with more green space and recreation opportunities. He also told them about attending a ribbon cutting of an art exhibit by Baton Rouge Gallery, a BREC partner, at the airport. Mr. Wilson noted that earlier in the day he had been appointed to the Baton Rouge Law Enforcement Foundation that has representation from the Sheriff, the Constable, Louisiana State Police, Baton Rouge Chamber, etc. The foundation will be involved in a wide range of issues that impact the community.

Chairman Pointer recognized Ms. Bernard for the Communications and Information Technology Advisory Committee report. Ms. Bernard asked Cheryl Michelet, Communications Director, to inform the Commission about the 2022 Marketing Plan. Ms. Michelet gave a summary of the process employed to develop the marketing plan. Ms. Bernard then read the following resolution:

Resolved, That the Commission approve the 2022 Marketing Plan, as presented.

Motion by Ms. Hall

Second by Mr. Temple

Approved without objection

The Chairman recognized Mr. Scheffy for the Finance Advisory Committee report. Mr. Scheffy stated that the Finance Advisory Committee met but did not have a quorum and therefore was not able to discuss the financial statements. He noted that the format of the financial statements had been changed to provide additional information. Lester Rainey, Interim Finance Director, then read the executive summary of the financial statements. Mr. Scheffy then read the following resolution:

Resolved, That the Commission accept the unaudited financial statements for the ten months ending October 31, 2021 (fiscal year-to-date period January 1 – October 31, 2021), as presented.

Motion to approve by Ms. Davis
Second by Mr. Hughes
Unanimously approved

Mr. Scheffy then read the following resolution under Administrative Matters:

Resolved, That the Commission approve accepting all qualified high bidders for the sale of surplus equipment which closed on November 10, 2021, as noted in the bid recap.

Motion by Mr. Washington
Second by Ms. Hall
Unanimously approved

Chairman Pointer recognized Ms. Lewis for the Planning and Park Resources Advisory Committee report. Ms. Lewis asked Reed Richard to review the items recommended for approval. He reviewed the first item regarding the installation of a net at Webb Golf Course. Ms. Lewis noted that there was a discussion about the possibility of making the net higher. Mr. Richard stated that the installation would be required to meet BREC standards. He then read the following the resolution:

Resolved, That the Commission approve a Predial Servitude Agreement with 1100 Foster, LLC, granting a 172 ft. by 6 ft. non-exclusive servitude for the exclusive purpose of constructing, using, and maintaining a protective net upon and across a portion of Webb Park, pending final legal review. Authorize superintendent to execute required documents.

Motion by Mr. Washington
Second by Mr. Scheffy
Approved by unanimous consent

Mr. Richard reviewed the second item, the master plan for the accessible playground at Independence Park. He explained the purpose and the vision for the project. Mr. Richard told the Commission about the advisory committee formed to help develop the master plan. The committee included childcare, physical therapy, and children's play experts as well as parents and caregivers of children with disabilities. Additional input was gathered at public meetings.

Regarding staffing BREC facilities, Mr. Temple asked a question about the current salary for staff and asked the Superintendent how BREC will compete with Amazon for employees anticipating that their starting salary will be around \$15 per hour. Mr. Wilson stated that BREC is scheduled to do another salary survey next year to compare BREC salaries with the market. He also told the Commission that BREC does salary comparisons to the market each year of one-third of the positions. There was an extensive discussion about the anticipated competition for employees.

Mr. Richard then read the following resolution:

Resolved, That the Commission approve the Independence Community Park Universally Accessible Playground Master Plan, as presented.

Motion to approve by Mr. Scheffy
Second by Ms. Bernard
Unanimously approved

Mr. Richard reviewed the purpose of the policies and procedures recommended for approval. He then read the following resolution:

Resolved, That the Commission approve the Planning and Engineering Department Policies and Standard Operating Procedures, as presented.

Motion by Ms. Bernard
Second by Mr. Hughes
Unanimously approved

Mr. Richard gave the construction update.

Chairman Pointer recognized Ms. Hall for the Selection of Professionals Committee report. Ms. Hall recognized Mr. Richard who reviewed the item recommended for approval. He then read the following resolution:

Resolved, That the Commission approve changing the consultant project work tasks for Civil Solutions Consulting Group, Inc. to the Scotlandville Parkway and Disc Golf Bridge Replacement project to provide topographic survey, engineering design, and construction documents for a fee not to exceed \$65,000.

Motion by Mr. Washington
Second by Mr. Scheffy
Approved without objection

The Chairman noted that the last item was New Business and that the Superintendent would like to provide some information on the budget being introduced. Mr. Wilson explained the different components of the budget. He stated that staff is continuing to work on it trying to reduce the overall number before the approval in December. Mr. Wilson stated that the Commission would be informed about any changes in the budget being introduced and the final budget. Mr. Scheffy stated for clarification that BREC collects about ninety million dollars in ad valorem taxes each year which means BREC will be drawing the additional amount included in the budget from fund balances. Mr. Wilson explained the breakdown of the capital fund balance and the general fund balance. He stated that he anticipated that in 2022 the capital projects should be able to be funded using the capital funds only but for 2023 and 2024 it may be necessary to use money from the general fund to provide funding for capital projects.

Mr. Temple asked where BREC Foundation fits into the plan for funding BREC capital projects and how it is determined that BREC Foundation will provide funding for a project. Mr. Wilson explained that BREC Foundation has received funding from BREC of about two million dollars and has returned support to BREC projects and programs of about five and a half million dollars. Mr. Temple asked who the Commission representative was to BREC Foundation and Mr. Washington responded that he served in that capacity. Mr. Wilson noted that the Commission had approved a new cooperative endeavor agreement with Friends of the Zoo earlier in the year and stated that a revised cooperative endeavor with BREC Foundation would be on the agenda in December as well as funding proposals for both to be approved as part of the 2022 BREC budget.

Ms. Bernard asked the Superintendent if Commission approval was required to transfer funds from the general fund to capital expenses. He stated that Commission approval was required for that kind of transfer. Mr. Wilson noted that included in the resolution to approve the

budget for 2022 was authority for the Superintendent to make changes to the budget within a fund but not across funds. Ms. Bernard asked Mr. Wilson if there would be a certain amount that he would be authorized to make changes to or would there be a threshold or limit that he would have to bring back to the Commission. He stated that within the funds a number had not been discussed because he thought the that the Commission would not want to see that. Ms. Bernard noted that if the transfers were for large amounts, it might be appropriate to notify the Commission. Mr. Wilson stated that a threshold amount would be included. Mr. Scheffy said that there were issues related to state statutes and other concerns that had not been resolved yet. Mr. Wilson stated that a budget amendment is required if there is a five percent variance in revenues or expenditures. Mr. Smith, with Postlethwaite and Netterville, stated that it was important to spell out what the Superintendent's authority is to move money within a fund among expenditure line items and that the level of his authority is for the Commission to determine.

Chairman Pointer stated the following:

Introduce the 2022 Budget for Recreation and Park Commission for the Parish of East Baton Rouge; set the date for a public hearing and final adoption of said 2022 Budget at the regular meeting of the BREC Commission at 5:00 p.m. on December 15, 2021 at the BREC Administration Building, 6201 Florida Boulevard, Room 1800, Baton Rouge, Louisiana.

Motion to introduce the budget by Mr. Hughes

Second by Ms. Davis

Unanimously approved

Adjournment

There being no further business, Ms. Davis made a motion to adjourn, Mr. Washington seconded, and Chairman Pointer adjourned the meeting without objection at 6:37 p.m.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Kenneth Pointer, Chairman