

**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
February 25, 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 and via Zoom Webinar ID: 822 4029 9897 / Passcode 771889 on February 25, 2021. The meeting was called to order at 5:02 p.m. by Chairman Kenneth Pointer. Commissioner Sandra Davis offered the invocation. Commissioner Rossie Washington, Jr. led the pledge of allegiance. Roll was taken, and a quorum of Commissioners was present including Kenneth Pointer, Chairman; William Scheffy, Treasurer (via Zoom); Connie Bernard; Sandra Davis; Donna Collins Lewis; and Rossie Washington, Jr. Commissioners Davis Rhorer and Collis Temple, Jr. were absent. Staff members present were Corey K. Wilson, Superintendent; Reed Richard, Assistant Superintendent of System Planning; Brandon Smith; Assistant Superintendent of Recreation; Aneatra Boykin, Chief Legal Officer; Andrea Roberts, Chief Operating Officer; Phil Frost; Steven Knight (via Zoom) RaHarold Lawson; Cheryl Michelet (via Zoom); Michael Raby; Lester Rainey; Stephanie Trim; and Chris Marchiafava. Murphy Foster, legal counsel, was also in attendance via Zoom. The rest of the audience consisted of other BREC staff and the public.

Public Comment

Mr. 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, Mr. Pointer closed the floor.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of January 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. Washington

Second by Ms. Davis

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 from January 14, 2021 to February 11, 2021.

Presentations

The Commission viewed a brief video highlighting the BREC on the Geaux “Teen Pop Up & Unplug!” event that was recently held at Anna T. Jordan Community Park and upcoming activities throughout the parish in the month of March.

Chairman Pointer welcomed new Commissioner Donna Collins Lewis.

Reports of Officers and Standing Committees

Mr. Pointer recognized Mr. Wilson for the Superintendent’s Report. Superintendent Wilson stated that there was one administrative matter and read the following resolution:

Resolved, That the Commission approve the Electronic Signature Policy, as presented.

Motion to approve by Mr. Washington

Second by Ms. Lewis

Unanimously approved

Under communications, the Superintendent updated the Commission about the recent winter ice storm. BREC facilities were closed for two days due to the weather event but there was no significant damage or power loss at any BREC facilities. Mr. Wilson commended the staff involved in facility design, construction, and maintenance for constructing and maintaining BREC facilities in accordance with best practices. Superintendent Wilson reported that BREC had an additional five Covid-19 cases since the January Commission meeting bringing the total number of cases at BREC to 70. BREC has been sharing information with staff about how and where to obtain a vaccination. BREC is assisting Louisiana Department of Health (LDH) and other agencies by providing golf carts to be used at the North Baton Rouge Covid-19 Vaccination Clinic being held at Living Faith Christian Center for the public on February 26 and 27. Mr. Wilson also informed LDH that BREC is willing to provide parks and facilities across the parish to assist with future efforts. The Superintendent stated that summer camp registration would begin on March 20. BREC will be able to adjust the number of camps based on the Covid-19 restrictions in place and public demand. Zippity Zoo Fest will be held on March 27. Superintendent Wilson also welcomed new Commissioner Lewis.

Chairman Pointer recognized Mr. Scheffy for the Finance Advisory Committee report. Mr. Scheffy spoke briefly about the varying revenue numbers in the different departments in 2020. Mr. Scheffy then recognized Lester Rainey, Interim Finance Director, who reviewed the executive summary for the financial statements.

Mr. Scheffy asked if there were any questions, hearing none, he then read the following resolution:

Resolved, That the Commission accept the unaudited financial statements for the twelve months ending December 31, 2020 (fiscal year-to-date period January 1 – December 31, 2020), as presented.

Motion to approve by Mr. Washington

Second by Ms. Bernard

Approved by unanimous consent

Mr. Scheffy asked Mr. Rainey to review the two Contracts and Bids items. Mr. Rainey read the following resolution:

Resolved, That the Commission award Sealed Bid #1802 – Annual Contract for Ready Mix Concrete for the prices quoted in the bid documents in the following manner:

Item 1 to Cajun Ready Mix Concrete, Inc.;

Item 2 to Quality Concrete;

Item 3 to Cajun Ready Mix Concrete, Inc. and Quality Concrete;*
Item 4 to Cajun Ready Mix Concrete, Inc. and Quality Concrete;*
Items 5, 6, 7 to Quality Concrete.

The contract will be for the period from March 7, 2021 to December 31, 2021, with the option to renew for two additional 12-month terms, at same prices, terms, and conditions, not to exceed 36 months. The estimated annual cost is \$55,000.

In the event that the low bidder is unable to provide the product in a timely manner as outlined in the contract, BREC may utilize the second lowest bidder for any item. (*A written process must be documented for distributing products between the dually awarded line items which is fair and equitable to both vendors.)

Motion to approve by Mr. Washington
Second by Ms. Davis
Approved by unanimous consent

Mr. Rainey then read the following resolution:

Resolved, That the Commission award Sealed Bid #1808 – Annual Contract for Concrete Finishing for the prices quoted in the bid documents in the following manner:

Item 1 – Concrete Slab (401 S.F. and over): The Luster Group, LLC;
Item 2 – Exposed Aggregate: Stubbs NK Contractors, LLC;
Item 3 – Curb: The Luster Group, LLC;
Item 4 – Daily Wage for Foreman (under 400 S.F.): Joseph Construction, LLC;
Item 5 – Daily Wage for Finisher (under 400 S.F.): Joseph Construction, LLC.

The contract will be for the period from March 27, 2021 to December 31, 2021, with the option to renew for two additional 12-month terms, at same prices, terms, and conditions, not to exceed 36 months. The estimated annual cost is \$75,000.

Mr. Rainey answered a question from Mr. Washington regarding one of the items on the bid recap.

Mr. Washington then made a motion to approve the resolution.
Ms. Davis seconded.
The motion was approved without objection.

Mr. Scheffy asked Mr. Rainey to give an overview of the changes to the Purchasing Policy and Procedures Manual. Mr. Rainey stated that there were some changes related to the conversion to the Munis software and the other changes were to bring the policy up to date. Mr. Scheffy then read the following resolution:

Resolved, That the Commission approve the revisions to the Purchasing Policy and Procedures Manual, as presented.

Motion to approve by Mr. Washington
Second by Ms. Davis
Approved by unanimous consent

Chairman Pointer recognized Mr. Scheffy for the Planning and Park Resources Advisory Committee report. Mr. Scheffy recognized Reed Richard, Assistant Superintendent of System Planning, who explained the first item. Mr. Scheffy then read the following resolution:

Resolved, That the Commission approve a Predial Servitude Agreement with DB Heron Pointe LLC granting a sewer servitude along a portion of the east boundary of Parklawn Park contingent upon final legal review. Authorize superintendent to execute necessary documents.

Motion to approve by Mr. Washington

Second by Ms. Bernard
Approved by unanimous consent

Mr. Scheffy asked Mr. Richard to explain the second item. After the explanation, Commissioner Lewis asked a question regarding the length of the cooperative endeavor and suggested that consideration be given to continuing the art installation for a longer period of time. Mr. Richard stated that extending the installation could be considered and that BREC would also be doing a master plan for the entire Scotlandville Parkway.

Mr. Scheffy then read the following resolution:

Resolved, That the Commission approve a Cooperative Endeavor Agreement with the Arts Council of Greater Baton Rouge to develop a temporary Heart Trail walk in Scotlandville Parkway Park contingent upon final legal review. Authorize superintendent to execute necessary documents.

Motion to approve by Mr. Washington
Second by Ms. Bernard
Approved by unanimous consent

Mr. Richard proceeded to give an update on systemwide and large projects. He highlighted the watershed initiative applications submitted for Airline Highway and Greenwood Parks. These projects will provide more water storage capacity in those parks to help mitigate flooding for the surrounding areas. Mr. Richard mentioned that the master plan for Airline Highway Park had been provided to the Commission and would be on the agenda for approval in March. The Superintendent noted that members of the public were present who were interested in insuring pickle ball courts would be included in the park. Mr. Richard stated that courts would be provided at Airline Highway and that staff would look for additional sites in the park system that could be used for pickle ball.

Mr. Richard introduced Angela Harms, Director of Project Development, who gave updates on the new project management software, construction projects, and the systemwide signage project.

Mr. Richard introduced Whitney Hoffman, Assistant Director of Urban Trails, who gave an update on the Scotlandville Parkway to Downtown Trail and other trails projects throughout the parish.

Mr. Richard introduced Amanda Takacs, Assistant Director of Natural Resource Management, who gave the natural resource management update.

Mr. Pointer recognized Andrea Roberts who briefly reviewed the first two items from the Selection of Professionals Committee and then read the following resolutions:

Resolved, That the Commission approve amendment #6 to the contract with Tyler Technologies for the Munis ERP software in the amount of \$9,800 for additional project management and implementation consulting time related to the delay in the go live date of the Munis Human Capital Management module from April 3, 2021 to July 10, 2021. The contract one-time fee will increase from \$710,251 to \$720,051, including travel.

Resolved, That the Commission approve amendment #3 to the contract with Andrews Technology HMS, Inc. for the purchase of an additional 100 IVR Phone Entry licenses and one additional phone line for \$3,000 per year for two years for an additional \$6,000, with the updated contract not to exceed a total of \$433,807.

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

The Chairman recognized Mr. Rainey to review the third item. Mr. Rainey read the resolution and gave a brief explanation of the following item:

Resolved, That the Commission approve amendment #1 to contract 2020-00000281 with Robert Half International Incorporated in the amount of \$40,500 for a total not to exceed amount of \$90,140.

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

Special Orders

Chairman Pointer announced the next item was the election of officers or a vote to postpone the election to the next meeting.

The Chairman moved to postpone the election.
Mr. Washington seconded.

Ms. Bernard asked if there was any reason not to go ahead with the election of treasurer and then hold the election of the other officers at a later date. Mr. Pointer stated that he preferred to hold the election for all the officers at the same time. Ms. Bernard had no objection.

The motion was approved by unanimous consent.

Adjournment

Mr. Washington made a motion to adjourn, Ms. Davis seconded, and Mr. Pointer adjourned the meeting without objection at 6:11 p.m.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Kenneth Pointer, Chairman