

**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, 2022

**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 January 27, 2022. The meeting was called to order at 5:03 p.m. by Chairman Kenneth Pointer. Commissioner Donna Collins Lewis 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, Chair; Sandra Davis, Vice Chair; William Scheffy, Treasurer; Connie Bernard; Trina Hall; Donna Collins Lewis; and Rossie Washington, Jr. Commissioner Connie Bernard arrived at 5:22 p.m. Commissioners Jason Hughes 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 Administrative Officer; Andrea Roberts, Chief Operating Officer; Phil Frost; Steven Knight; RaHarold Lawson; Cheryl Michelet; Mike Raby; Lester Rainey; Katrina Ward; Darlene Winfield; and Chris Marchiafava. Murphy Foster, 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 December 15, 2021 be dispensed with, and that they be approved as written.

Motion to approve by Mr. Scheffy

Second by Ms. Lewis

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 Ms. Davis

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 from December 7, 2021 to January 12, 2022.

## **Presentations**

The Chairman recognized Superintendent Wilson to make a presentation. Mr. Wilson stated that he would like to make a special presentation to Zoo Director Phillip L. Frost who is retiring after 24 years of service to BREC and the community. The Superintendent stated that Mr. Frost has spent his time at BREC continuously trying to improve the Zoo. Superintendent Wilson called Mr. Frost to the podium to receive his retirement plaque. The Superintendent read the inscription and presented the plaque to Mr. Frost. Mr. Frost expressed his appreciation to the Commission, Superintendent, and staff for their support over the years.

Superintendent Wilson introduced Clif Barton, with Baton Rouge State Fair Foundation, to make a special presentation to BREC employee, Jessie Townsend. Mr. Barton stated that Mr. Townsend has worked as both a BREC employee and a fair volunteer contributing his time, knowledge, and experience to help make the fair a success each and every year. Mr. Barton stated that the Baton Rouge State Fair Board of Directors voted to bestow their highest honor on Mr. Townsend by electing him to their hall of fame. Mr. Barton presented Mr. Townsend with a plaque to commemorate the honor. Mr. Barton then noted that over the years the State Fair has provided BREC over \$600,000 through rent payments, revenue sharing, and donations. Mr. Barton presented Superintendent Wilson with a check for \$66,819.39 which is BREC's revenue sharing portion from the 2021 fair. Mr. Barton thanked the Commission and staff for their continued support. Mr. Wilson expressed his appreciation to all the staff involved in making the fair a success.

The Superintendent then recognized Reed Richard who updated the Commission on current and future capital improvement construction projects.

Mr. Scheffy stated that he had some questions. He noted that the CEA for the Lakes Project required that BREC be provided with monthly statements of activity and expenditures on the project. He requested that Mr. Richard and the Superintendent follow up to make sure the reports are being done. Mr. Scheffy expressed his concern that the future interstate highway construction substructure would have a negative impact on the aesthetics of the Lakes Project. Mr. Scheffy asked for Mr. Richard to follow up on that aspect of the project. Mr. Richard stated that there would be project update presented at the Commission meeting next month. Mr. Scheffy questioned why none of the previously proposed designs were available as options for the project. Mr. Scheffy also expressed that he was hopeful that a collaboration between City-Parish, the State, and BREC on drainage and waterway related projects could provide the opportunity for projects comparable to similar projects in other areas of the country.

The Commission viewed a brief video highlighting the upcoming events scheduled in February throughout the parish.

## **Reports of Officers and Standing Committees**

Chairman Pointer recognized Mr. Wilson for the Superintendent's Report. The Superintendent stated that there were no Administrative Matters. He noted that under Communications the Commission had been provided the surplus sale list for review. Mr. Wilson then informed the Commission about the cancellation of the BREC's 75<sup>th</sup> year anniversary celebration and the COVID-19 vaccination event for employees and family members scheduled for February 1 at the Administrative Offices. He also told them that staff members are working with community volunteers to create community engagement policy to be used to the set up advisory councils throughout the parish. The advisory councils will be a way strengthen relationships in the community and gather more input from the residents of the parish. In an effort

to get input to create the policy from a wide range of community members BREC has created a survey that is being distributed by email and is available on the BREC website. The Superintendent reported on some of the metrics from the surveys that have been submitted to date. Commissioner Scheffy asked about the methodology being employed to gather a representative sample of the population of the parish and a discussion followed. Mr. Wilson then gave an activity report on the different program areas. This information had been requested by Mr. Scheffy and will be provided to the Commission monthly. Commissioner Bernard asked how counting is done at events where no admission is not charged. Mr. Wilson explained different methods and equipment utilized for counting patrons. Ms. Bernard asked for a report that shows the return on investment for various programs.

Chairman Pointer recognized Ms. Hall for the Selection of Professionals Committee report. Ms. Hall reviewed the first item and read the following resolution:

Resolved, That the Commission approve an increase in the hourly rates for Service Contract Agreement Number 2019-00368 with Vets Securing America from \$14.89 per hour to \$16.35 per hour for approximately 5,824 hours per year. This would increase the contract from \$86,716.36 to 95,222.40 annually, which is an additional \$8,506.04 for the period of October 15, 2021 through October 14, 2022.

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

Ms. Hall explained that the RFP submissions for this contract were analyzed and evaluated by a staff committee and the committee recommended awarding the contract to HNTB. Ms. Hall asked if there were any questions. The Chairman recognized Ms. Bernard who stated that she would abstain on this item. Mr. Scheffy asked if the contract was a retainer. Ms. Hall stated that they would be providing project management. The Superintendent stated that the consultant would provide project management for the Watershed Initiative project at Greenwood Park. Ms. Hall then read the following resolution:

Resolved, That the Commission approve the award of RFP No. 208 – Project Management, Grant Management and Administrative Services to HNTB Corporation in the amount of \$218,059 to provide project management, grant management, and administrative support as needed for disaster and non-disaster projects applied for through Hazard Mitigation Assistance (HMA) and Community Development Block Grant - Disaster Recovery (CDBG-DR) programs located in incorporated and unincorporated areas of East Baton Rouge Parish.

Motion by Mr. Scheffy  
Second by Mr. Washington  
Approved by majority vote with Ms. Bernard abstaining

After approval of the item, Mr. Scheffy asked if there were enough Commissioners to approve the item without Ms. Bernard's participation. A simple majority of members present is all that is required. The vote was recorded as follows:

Yeas: 5  
Nays: 0  
Abstain: 1  
Absent: 3

Ms. Hall reviewed the next item and read the following resolution:

Resolved, That the Commission approve the use of State Contract #4400022627 with Weststaff Temporary Staffing Services to hire temporary staff as needed to fill vacant positions for

various BREC departments at the contracted hourly rates for two years for the period of January 1, 2022 through December 31, 2023; not to exceed \$450,000 per year.

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

Ms. Hall explained that the vendor for the employment testing services in the next item was a sole source provider. She then read the following resolution:

Resolved, That the Commission approve contracting with Downtown Physical Therapy to provide Post Offer Employment Testing and Fit for Duty Testing for the period from January 1, 2022 through December 31, 2022; not to exceed \$60,000.

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

Mr. Pointer stated that the next item was the election of officers or vote to postpone. Mr. Washington made a motion to postpone the election until the next meeting, Ms. Hall seconded and the motion was approved by unanimous vote.

Chairman Pointer recognized RaHarold Lawson, Director of Park Operations, who reviewed the first item under New Business. Mr. Lawson then read the following resolution:

Resolved, That the Commission award Sealed Bid 1815 – BREC Annual Contract for Limestone, Recycled Concrete & Decomposed Granite, to the lowest responsive bidder, Bear Industries, Inc. for Items No. 1, 2 and 3; Sun Plus Solutions for Item No. 4 and 5; Perrault's Trucking & Dirt Service, Inc. for Items No. 8, 9, 10, 11, 12, and 14 at the prices listed on their bids. The estimated contract amount is \$80,000/picked up and \$120,000/delivered. The total estimated contract amount is \$200,000. Contract will be for 12 months starting on February 1, 2022, with the option to renew for two additional 12-month terms, at same prices, terms, and conditions, not to exceed 36 months.

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

Mr. Pointer recognized Mr. Richard explained that approval of a change order is being requested because the bid for the project was awarded pre-pandemic and after the award a redesign of the project was required that delayed the ordering the steel and concrete which increased in cost during that delay. Mr. Richard stated that since the delay was due to mostly design errors, BREC would be seeking to recoup some of the additional costs from the design consultant's errors and omissions insurance policy. Mr. Scheffy asked what the percentage of the increase to the contract was. Mr. Richard stated that it was an increase of 3.32%. There was further discussion about the reasons for the delay and the expectations for recovery of the additional costs. Mr. Richard then read the following resolution:

Resolved, that the Commission approve Change Order No. 4 to the existing contract with Capitol Construction LLC for the Howell Community Park Recreation Center and Pool in the amount of \$248,579 for (i) steel price increases for the original tonnage of steel cost increase from 10/21/2020 until 6/7/2021 due to adjustments made to the steel structure and additional steel required before final structural steel shop drawings could be approved; and (ii) increased cost of concrete incurred due to re-steel configuration and requirement while adjustments to the structural steel were being developed and finalized requiring expansion of the footprint of the slab.

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

Unanimously approved

Mr. Richard explained the project. Mr. Scheffy asked for some details about the change order. Mr. Richard provided additional information and explained the reason for performing the additional unforeseen work in conjunction with the current project. He then read the following resolution:

Resolved, that the Commission approve Change Order No. 2 to the existing contract with Industrial Enterprises, Inc. for the Farr Park Equestrian Center Phase 1 Arena in the amount of \$186,194.56 for (i) removal and replacement of 184 LF of existing rail and footings; and (ii) replacement of arena show dirt and railing apron boards.

Motion to approve by Mr. Washington

Second by Ms. Bernard

Approved by unanimous consent

Chairman Pointer stated that the next item was an executive session. He asked for a motion for the Recreation and Park Commission for the Parish of East Baton Rouge ("BREC") to call an Executive Session pursuant to LSA-R.S. 42:17(A)(1), for the purpose of discussion of the performance and professional competence of the Superintendent and discussion of a possible salary adjustment.

Motion to go into executive session by Mr. Washington

Second by Ms. Davis

Unanimously approved

The Commission members retired to an executive session at 6:41 p.m.

The Commission returned from executive session and Mr. Washington made a motion to reconvene and the Chairman called the meeting back to order at 7:11 p.m. without objection.

Chairman Pointer asked for a motion to approve a 3.3% merit increase for the Superintendent.

Motion by Mr. Washington

Second by Ms. Bernard

Approved by unanimous consent

The Chairman asked for a motion to amend the Superintendent's contract to reflect the 3.3% merit increase.

Motion to approve by Mr. Washington

Second by Ms. Davis

Unanimously approved

### **Adjournment**

There being no further business, Mr. Washington made a motion to adjourn, Mr. Scheffy seconded, and Chairman Pointer adjourned the meeting at 7:13 p.m. without objection.

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Corey K. Wilson, Superintendent  
and Ex-Officio Secretary

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Kenneth Pointer, Chairman