

**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 24, 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 February 24, 2022. The meeting was called to order at 5:05 p.m. by Chairman Kenneth Pointer. Commissioner Donna Collins Lewis offered the invocation. Commissioner Sandra Davis 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; Jim Fleshman; RaHarold Lawson; Cheryl Michelet; Mike Raby; Lester Rainey; 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 January 27, 2022 be dispensed with, and that they be approved as written.

Motion to approve by Mr. Washington

Second by Mr. Hughes

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 Ms. Lewis

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 13, 2022 to February 9, 2022.

Presentations

The Chairman recognized Assistant Superintendent of System Planning Reed Richard to give the construction update. Mr. Richard told the Commission about the five major projects under

construction and the larger projects in design. Commissioner Scheffy asked how the public was informed about how they can participate in the master plan process at various parks. Mr. Richard stated that BREC sends out email blasts and uses Facebook posts and Communications Director Cheryl Michelet explained that media advisories are sent out and that for the public who were not able to participate in person there are online surveys. Ms. Michelet confirmed that signage is also put out in the parks. Mr. Richard continued to review the projects under construction. Commissioner Lewis asked about the change orders on the contract for Howell Recreation Center and Pool and Mr. Richard explained the various factors involved. Mr. Richard continued with the report. Mr. Scheffy asked if there were opportunities for individuals to donate funds through BREC Foundation to provide benches and other park amenities to enhance the overall projects. Superintendent Wilson stated that there were a few of those in place throughout the parish where BREC worked with BREC Foundation.

Mr. Richard went on to explain a possible School-in-Park project between BREC and East Baton Rouge Parish (EBRP) School Board. Commissioner Temple asked Commissioner Bernard about schools the school board may be disposing of in the future. Commissioner Bernard stated that it can be discussed later. Commissioner Temple expressed interest in BREC taking over some of the sites. Mr. Wilson stated that BREC is working with the school board on identifying opportunities. Commissioner Bernard stated that some areas are losing population while others are gaining population thereby creating the need to close schools in some areas and build new schools in others. Ms. Bernard remarked that when government entities work together, they can be more efficient with resources. Mr. Temple expressed his concern about a decline in services to citizens in areas where some residents may not be able to afford to move. He noted that BREC should take advantage of some of the available sites to stem lack of services to people in those areas. Commissioner Lewis expressed her concerns about ensuring that the MOU (Memorandum of Understanding) provides access for the public to use the facilities without charging an additional use fee. Mr. Richard stated that the intention is for the public to have access to the facilities after school hours at no additional cost. There was additional discussion. Mr. Temple asked for Chairman Pointer to appoint a committee to work with a school board committee to identify properties where services may be provided to the communities. Superintendent Wilson stated that he would give a presentation at the next meeting to inform the Commission about the work being done on this front. Commissioner Temple noted that the state has a large amount of one-time money that BREC may be able to secure a portion of for these projects.

Next Mr. Richard continued with the presentation to update the Commission on the Lakes Project. Commissioner Scheffy asked if the part of the project which includes City Park Lake will be held up because of the upcoming interstate widening project. Mr. Richard said that the dredging would move forward in Phase One. There was additional discussion about the project.

The Commission viewed a brief video highlighting the pottery class that was held at Drusilla Park and the upcoming events scheduled in March throughout the parish.

The Chairman asked for a motion to move the Election of Officers up on the agenda. Mr. Washington made a motion to move the election, Ms. Bernard seconded, and the motion was approved without objection.

Mr. Pointer asked Ms. Davis to conduct the election for Chair. Ms. Davis opened nominations for Chair. Mr. Washington nominated Mr. Pointer for Chair. Mr. Temple moved to close the nominations, Mr. Washington seconded, and the nominations were closed without objection. Ms. Davis declared Mr. Pointer was elected by acclamation.

Mr. Pointer opened nominations for Vice Chair. Ms. Bernard nominated Ms. Davis for Vice Chair, seconded by Mr. Temple. Ms. Bernard moved to close nominations, Mr. Washington seconded, and the nominations were closed without objection. Mr. Pointer stated that Ms. Davis would continue to serve as Vice Chair.

Mr. Pointer opened nominations for Treasurer. The Chair nominated Ms. Lewis. Ms. Bernard moved to close nominations and Mr. Temple seconded. Nominations were closed without objection and Ms. Lewis was elected by acclamation.

Mr. Pointer turned the meeting over to Vice Chair Davis and left the meeting.

Reports of Officers and Standing Committees

Ms. Davis recognized Mr. Wilson for the Superintendent's Report. He stated that there were two Administrative Matters. He stated the first item will help with the preparation for the audit and get some work done prior to the hiring of the Chief Financial Officer (CFO). He stated that the advertisement for the CFO closes on February 25 with the process moving forward from there with vetting candidates and scheduling interviews.

Mr. Wilson noted that he would like a waiver of the purchasing policy to move forward with selecting an accounting firm or multiple accounting firms to contract with for the necessary services. He then read the following resolution:

Resolved, That the Commission approve waiving the Purchasing Policy and Procedures requirements for procurement of services over \$50,000 and allow the Superintendent to solicit proposals from vendors to assess and advise on industry best practices including reconfiguring certain modules of Munis software to facilitate proper final implementation; to assist with reconciliation of accounts and provide other services as outlined in the solicitation.

Motion to approve by Ms. Bernard

Second by Mr. Washington

Approved without objection

Mr. Wilson stated that the next item was in regard to the Emergency Declaration previously approved by the Commission. He then read the following resolution:

Resolved, That the Commission approve terminating the State of Emergency declared on March 26, 2020 and rescind the special emergency authority delegated to the Superintendent at that time with the effective date of March 31, 2022, unless otherwise extended by Governor Edwards.

Motion by Mr. Washington

Second by Mr. Hughes

Unanimously approved

Under Communications, Mr. Wilson gave an update on the change in Covid-19 protocols for BREC and that the mask mandate was ended for all BREC facilities. Superintendent Wilson introduced the new Zoo Director, Jim Fleshman, and told the Commission about his background. Mr. Wilson updated the Commission on BREC's community engagement efforts and that the surveys are now more reflective of the parish population. He stated that he had also been meeting one-on-one with elected officials to inform them about projects in their areas and discuss BREC's capital outlay requests. Superintendent Wilson presented the January attendance report for the different program areas.

Ms. Davis recognized Mr. Scheffy for the Finance Advisory Committee report. Mr. Scheffy recognized Lester Rainey, Interim Finance Director, who read the executive summary for the financial statements ending December 31, 2021. Mr. Scheffy then read the following resolution:

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

Motion by Mr. Washington

Second by Mr. Hughes

Unanimously approved

Mr. Rainey read the executive summary for the financial statements ending January 31, 2022. Mr. Scheffy then read the following resolution:

Resolved, That the Commission accept the unaudited financial statements for the one month ending January 31, 2022 (fiscal year-to-date period January 1 – January 31, 2022), as presented.

Motion by Ms. Lewis

Second by Mr. Washington

Approved without objection

Mr. Scheffy briefly explained his reasons for stepping down as Treasurer.

Ms. Davis recognized Ms. Hall for the Selection of Professionals Committee report. Ms. Hall recognized Mr. Richard who reviewed the first item and read the following resolution:

Resolved, That the Commission approve a contract with The Broussard Group, Inc. dba TBG Partners for programming, schematic design, design development, construction documents, bidding, and construction oversight for the renovation and new construction of Phase 1 of the Airline Highway Community Park Master Plan for approximately \$873,567 based on the BREC fee curve and contract construction costs including change orders, plus \$118,525 for topographic and boundary surveys, plus \$39,500 for approved reimbursable expenses, for a total of approximately \$1,031,592. The preliminary estimated Phase 1 construction cost is \$9M.

Motion to approve by Mr. Hughes

Second by Mr. Scheffy

Approved by unanimous consent

Mr. Richard reviewed the next item and read the following resolution:

Resolved, that the Commission approve the following amendments to Contract No. 2018-0514 with Sigma Consulting Group, Inc. for surveying and civil design for the construction of a multi-use pathway from Memorial Stadium to Scotlandville Parkway including shared used paths, marked shared lanes, closed play streets, and separated multi-use paths: Amendment No. 1 in the amount of \$20,955 for adding three trailhead stations; Amendment No. 2 in the amount of \$191,700 for additional sidewalk improvements; and Amendment No. 3 in the amount of \$107,465.56 for additional traffic signal design of pedestrian hybrid beacons at four intersections. The new contract total is \$538,222.56 plus approved reimbursable expenses.

Motion by Mr. Scheffy

Second by Mr. Hughes

Approved without objection

Special Orders

Ms. Davis then took up the appointments to standing advisory committees as follows:

Connie Bernard
Stacey Luther / Communications & I.T.
Barbee Pipes / Finance
Scott Wilfong / Golf
Kenyetta Nelson-Smith / Human Resources
Steve Jones / Planning & Park Resources
Marvin Borgmeyer / Zoo

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

Adjournment

There being no further business, Mr. Washington made a motion to adjourn and Vice Chair Davis adjourned the meeting at 7:44 p.m. without objection.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Sandra Davis, Vice Chair