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  
April 28, 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 April 28, 2022. The meeting was called to order at 5:13 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 not present. Those in attendance at roll call were Kenneth Pointer, Chair; Sandra Davis, Vice Chair; Donna Collins Lewis, Treasurer; and Rossie Washington, Jr. Those absent at roll call were Commissioners Connie Bernard, Trina Hall, Jason Hughes, William Scheffy, and Collis Temple, 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; Katrina Coots-Ward; Jim Fleshman; Steven Knight; RaHarold Lawson; Cheryl Michele; Mike Raby; Darlene Winfield; and Chris Marchiafava. Jim Raines, 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.

Presentations
Since a quorum was not present Chairman Pointer took up information items on the agenda under presentations. The Chairman recognized Communications Director Cheryl Michelet who presented the condensed version of the 2021 Annual Report.

The Commission viewed a brief video highlighting the continuous egg hunt community event and various activities throughout the parish in the month of May.

Superintendent’s Communications
The Chairman recognized Superintendent Wilson to give the communications portion of the Superintendent’s Report. The Superintendent reviewed the monthly activity report. He told the Commission about an event held to announce that the first phase of the Lakes Restoration Project, at a cost of $32,000,000, has been fully funded. This includes dredging for all the lakes, except University Lake, and includes a bridge across the lake. Mr. Wilson also told the Commission about the Diversity, Equity and Inclusion event held at the administrative offices on the previous day highlighting various cultures.

At 5:32 p.m., Chairman Pointer noted that Commissioner Bernard had arrived and a quorum had been established. He then returned to the regular order of the agenda.

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, he closed the floor.
Adoption of Minutes
Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of March 24, 2022 be dispensed with, and that they be approved as written.
Motion to approve by Ms. Bernard
Second by Mr. Washington
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. Lewis
Second by Ms. Davis
Unanimously approved

Acceptance of Recommendations for the Human Resources Advisory Committee
Resolved, That the Commission approve the Routine Personnel Transactions from March 10, 2022 to April 13, 2022, as presented.

Reports of Officers and Standing Committees
Mr. Pointer recognized Mr. Wilson for the Administrative Matters on Superintendent’s Report. He stated that there were several Administrative Matters.

The Superintendent told the Commission that the funds outlined in the item were provided through the efforts of State Representative Barbara Green and State Senator Regina Barrow and then read the following resolution
Resolved, That the Commission approve entering a cooperative endeavor agreement with State of Louisiana in order to accept an appropriation contained in Act 120 of the 2021 Regular Legislative Session, in the amount of $200,000 for Greenwood Park and Baton Rouge Zoo facility improvements; authorize the superintendent to execute the necessary documents.

Commissioner Lewis made a correction to the Superintendent’s statement noting that it was State Representative Barbara Carpenter who assisted with securing the funding. The Superintendent agreed with Commissioner Lewis.

Ms. Lewis made a motion to approve the resolution.
The motion was seconded by Ms. Davis.
Unanimously approved

Mr. Wilson told the Commission about the cooperative endeavor agreement with Our Lady of the Lake Regional Medical Center (OLOL), Baton Rouge Soccer Association, Inc. d/b/a Baton Rouge Soccer Club, and BREC Foundation. OLOL commits to making contributions to BREC Foundation in the amount of $1,000,000 for BREC’s Burbank Soccer Complex and $500,000 for the soccer fields at Independence Community Park to be used to fund improvements at the facilities and secure sponsorship benefits and naming rights for OLOL for each facility for a designated period of time. BREC commits $1.5 million to match the contributions to the facilities by OLOL. He then read the following resolution:
Resolved, That the Commission approve entering a Cooperative Endeavor Agreement with Our Lady of the Lake Regional Medical Center, Baton Rouge Soccer Club, and BREC Foundation regarding naming and ongoing support of the soccer facilities at BREC’s Burbank Soccer Complex and Independence Community Park. Our Lady of the Lake Regional Medical Center will provide contributions to BREC Foundation to be used for park improvements as follows: a contribution of $1,000,000 designated for Burbank Soccer Complex and a contribution
of $500,000 designated for Independence Community Park with park naming rights expiring in 2039 and 2042 respectively; BREC agrees to provide matching funds for the said improvements committing $1,000,000 for Burbank Soccer Complex and $500,000 for Independence Community Park, as presented; authorize the superintendent to execute the necessary documents, pending final legal review.

Ms. Lewis asked where the matching funds from BREC would be come from. Mr. Wilson stated that BREC has committed $500,000 for the current year and the 2022 budget included that amount for unplanned projects. He further stated that the additional $1,000,000 would be spent over the next three years and come from the funds budgeted for undesignated projects. Ms. Lewis asked about the timeline for the projects and funding. Ms. Lewis confirmed with Reed Richard that funding had been identified and was available.

Mr. Washington made a motion to approve the resolution.
Ms. Davis seconded.
The motion was approved by unanimous consent.

Mr. Wilson stated that the next item was to approve an amendment to extend the current cooperative endeavor agreement with Baton Rouge Soccer Association and provided some background information. He then read the following resolution:

Resolved, That the Commission approve Amendment No. 3 to the Cooperative Endeavor Agreement with Baton Rouge Soccer Association (BRSA) extending the term of the agreement for an additional 25 years from April 18, 2031 to April 18, 2056 and specifying that BREC be provided with additional reporting metrics for BRSA programs and facility use, as presented; authorize the superintendent to execute the necessary documents.

Ms. Lewis expressed concern about the length of the term of the document after the extension. Mr. Wilson stated the termination clause allowed for BREC to terminate the agreement without cause with a 30-day notice. Ms. Lewis then made a motion to approve the resolution.
Mr. Washington seconded the motion.
Approved by unanimous consent

Superintendent Wilson provided some background information about the cooperative endeavor agreement with Raising Cane’s and BREC Foundation. He then read the following resolution:

Resolved, That the Commission approve entering a Cooperative Endeavor Agreement with Raising Cane’s Restaurants, LLC and BREC Foundation regarding naming and ongoing support of BREC’s dog parks across the parish; Raising Cane’s will provide annual contributions to BREC Foundation of $5,000 per dog park per year for a period of ten years, as presented; authorize the superintendent to execute the necessary documents. (Anticipated total contribution is $300,000.)

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

Mr. Wilson gave some the reasons he was presenting the next item regarding raising employees’ salaries. He stated that he would read the resolution and then would answer questions. The resolution stated the following:

Resolved, That the Commission, in response to current market conditions and to attract and retain talented employees, approve a cost-of-living adjustment (COLA) increasing the hourly rate for full-time, part-time, and seasonal employees to a minimum of $12 per hour; approve
increasing the salaries for full-time, part-time, and seasonal employees with an hourly rate greater than $12 per hour by 3%. The increases will be effective immediately beginning on April 30, 2022 and will cost approximately $1,088,776.38 for salaries and benefits for the remaining eight months of the year to December 31, 2022. The increases will be funded through savings from unfilled positions, the operating reserve and fund balance, if necessary. Any further adjustments to salaries will be made following a comprehensive agency-wide compensation and benefit study to be performed later this year.

Ms. Lewis noted that the salary increase may be covered for 2021 but she wanted to know how the expense would be covered going forward. The Superintendent explained his plans on how to provide funding for the increase in the future. Mr. Wilson responded to Ms. Lewis’ questions regarding the upcoming compensation study and identifying a funding source in future years. Ms. Lewis expressed her support for the item but she wanted to be sure the funding source is identified.

Ms. Bernard stated that she supports paying everyone a fair wage but had some concerns about the item and stated that other Commissioners had expressed similar concerns to her. She offered some suggestions and stated that she would like to have the item deferred until more Commissioners could be present to participate in the decision.

Mr. Pointer expressed his support for the item especially in light of competition with the wages being offered by other employers such as fast-food restaurants and Amazon.

Ms. Davis stated that she supports addressing the salaries for employees making less than $12 per hour but would like to have more Commissioners participating in the decision. If the item is postponed and then the item is approved, the increases could be made retroactive to April 30. Ms. Davis then made a motion to defer the item to the next Commission meeting and Ms. Bernard seconded the motion.

Mr. Washington stated that he supported the salary increases but would support deferring the item. He also asked about the number of votes required to approve the item.

There was a discussion about the fact that there was not a requirement for the item to receive at least five votes, which is a majority of the Commission, to approve the item. Ms. Lewis asked about calling a special meeting to take up the item. She was also concerned about the issue that items could be approved by less than a majority of the Commission and would like to have that changed. Ms. Lewis offered a friendly amendment to Ms. Davis’ motion to have a special meeting called to address the proposed salary increases. Ms. Davis accepted the amendment and restated the motion as deferring the item to a special called Commission meeting. The motion was unanimously approved.

The Superintendent explained the next item referencing current legislation proposed by State Representative Larry Selders and then read the following resolution:

Resolved, That the Commission approve the Superintendent requesting an advisory opinion on its behalf from the Louisiana Attorney General regarding the Commission’s authority to offer use of BREC facilities at a discounted rate to BREC employees.

Motion by Ms. Bernard
Second by Ms. Lewis
Approved by unanimous consent
The Chairman asked the Superintendent to review the Finance Committee items. Mr. Wilson noted that a Chief Financial Officer had recently been hired and would be starting on May 16. He then gave a brief explanation of the financial statements and then read the following resolution:

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

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

Mr. Wilson stated that there were several items under Contracts and Bids. He explained the first item then read the following resolution:

Resolved, That the Commission approve the award of Sealed Bid # 1816 – BREC Annual Contract for Ground Maintenance to the low bidders as listed below for the Contract Period May 1, 2022 through April 30, 2023, with the option to renew for two additional 12-month terms, at same prices, terms, and conditions, for an amount not to exceed $294,780.60 as follows:

- Corporate Green, LLC; DBA Green Seasons (Group 1) for $42,588.00
- Rotolo Consultants, LLC; DBA RCI (Group 4) for $32,412.60
- MCC Landscape and Lawn (Groups 2, 3, 5, 6, 7, 8, 9, 10, 11, 12) for $219,780.00.

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

Mr. Wilson gave a brief explanation and then read the following resolution:

Resolved, That the Commission approve Amendment No. 1 to Annual Contract No. 1813 – BREC Annual Contract for Trash Dumpster Services with Republic Services, Inc. / DBA BFI Waste Services, LLC for the addition of one 8 cubic yard waste container at Bluebonnet Swamp Nature Center at 10503 N. Oaks Hill Parkway in the amount of $77 per month for a total of $924 per year, increasing the estimated annual contract total from $84,380 to $85,304 from January 1, 2022 through December 31, 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 Ms. Lewis
Second by Ms. Davis
Unanimously approved

Mr. Wilson gave a brief explanation and then read the following resolution:

Resolved, That the Commission approve a contract with Command Construction Industries LLC in the amount of $2,383,554.50 for the Greenwood Multi-Use Trail Ph. 2, which includes concrete walks, pedestrian bridge, landscaping, and related work extending 1.7 miles along the western and northern perimeter of Greenwood and Clark Memorial Parks. This project was advertised, received, and the bid was accepted by the Louisiana Department of Transportation and Development under State Project H.012022. (DOTD – 80% / BREC – 20%)

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

Mr. Wilson stated that this bid was opened today and then read the following resolution:

Resolved, That the Commission approve awarding Sealed Bid #1817 – Annual Contract for Ready Mix Concrete to the lowest responsible and responsive bidder, Sun Construction & Ready-Mix Concrete for the items and unit prices as shown on the bid tabulation sheet. The
contract period will be June 1, 2022 through May 31, 2023, with two (2) renewable one year options under the same prices, terms and conditions not to exceed 36 months.

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

Mr. Pointer recognized Reed Richard, Assistant Superintendent of Systemwide Planning, to give the Planning and Park Resources Committee report. Mr. Richard stated that the committee did not have a quorum present and the action items come to the Commission without a recommendation.

Mr. Richard gave a brief explanation of the first action item and read the following resolution:
Resolved, That the Commission approve a Recreational Personal Servitude and Right of Use Agreement with Willow Grove North, LLC granting a 20' wide servitude and 25’ wide temporary access and construction servitude to BREC for a multi-use recreational pathway for public use extending the existing BREC trail along Ward Creek approximately 0.53 mile toward and along Dawson Creek. Authorize superintendent to execute necessary documents

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

Mr. Richard gave a brief explanation of the next item and then read the following resolution:
Resolved, that the Commission approve a Recreational Personal Servitude and Right of Use Agreement with The Claiborne at Baton Rouge, LLC granting a 20' wide servitude and 25' wide temporary access and construction servitude approx. 50' long to BREC for a multi-use recreational pathway for public use near the junction of Ward Creek and Dawson Creek. Authorize superintendent to execute necessary documents.

Ms. Lewis asked if comments emailed to the Commission were included in the record. Ms. Marchiafava stated that when meetings were allowed to be held electronically during COVID-19 emailed comments were read into the record. Once meetings returned to being held in person emailed comments were no longer accepted.

Ms. Lewis moved to approve the resolution.
Seconded by Mr. Washington
Unanimously approved

Mr. Richard gave a brief explanation of the next item and then read the following resolution:
Resolved, That the Commission approve a Cooperative Endeavor Agreement with the State of Louisiana regarding the 2021 Act 485 Capital Outlay Appropriation of $65,000 for Baker Youth Tournament Ball Fields and authorize superintendent to execute appropriate related documents.

Motion by Ms. Davis
Second by Mr. Pointer
Approved without objection

Mr. Richard gave a construction update highlighting progress on the ongoing capital projects.
Mr. Richard then took up the Selection of Professionals Committee report. He briefly explained the first item and then read the following resolution:

Resolved, That the Commission approve Amendment No.3 to Contract No. 2020-112 with Sasaki Associates, the prime design professional for Phase 1 of the Greenwood Park and Baton Rouge Zoo Design and Construction project, for a 2.03% fee increase not to exceed $125,911, for a total lump sum fee of $6,339,303, for Highway 19 Intersection Topographic Survey for intersection improvements; GMP No. 1 Construction Administration increase for additional meetings, coordination and re-design, re-route of storm drainage, and plan updates of design changes; and GMP No. 2 services rendered to date and future work required to complete GMP 2 through bidding and contracting.

Ms. Lewis requested that the documentation for amendments going forward include a running total of all the changes to the original contract.

Ms. Lewis then made a motion to approve.
Second by Mr. Pointer
Approved by unanimous consent

Mr. Wilson gave a presentation outlining the history of the Greenwood / Baton Rouge Zoo project and made the recommendations noted below to fund the additional costs included in the amendment.

The projects in the 3-year Capital Improvement Budget that will be deferred to next program to provide funding are as follows:
- Defer Zoo Ambassador Building
- Reduce Greenway Trails budget
- Reduce Golf Course Budget
- Reduce Neighborhood Parks Budget
- Reduce budget for Womack building renovations
- Defer City Park Tennis Improvements
- Defer ATJ Pool House and City Pool House Improvements
- Defer Farr R/V Improvements
- Defer Liberty Lagoon untargeted projects
- Defer Shade sail retrofits

Total: $5.09M

Mr. Wilson went on to describe some other upcoming additional costs on the project. Mr. Richard stated that there was a possibility of outside funding for the generator which was one of the items listed as an additional cost by Mr. Wilson. After the presentation, Mr. Wilson answered questions from the Ms. Lewis and then read the following resolution:

Resolved, That the Commission approve a revision to Exhibit A - Guaranteed Maximum Price (“GMP”) Amendment #2 to the existing Contract with The Lemoine Company LLC, Construction Management at Risk Contractor (“CMAR Contractor”) for Greenwood Community Park and Baton Rouge Zoo, from the current NTE amount of $25,500,000 to NTE $30,800,000. GMP Amendment #2 awards a portion of the renovation and new construction of Phase 1 of the Greenwood Community Park and Baton Rouge Zoo Master Plan, including construction services for the project, constructability, construction phasing and sequencing, and the maximum number of contract days to complete Zoo Animal Exhibits, Entry Building Items, Park and Playground Improvements and Infrastructure/Utilities.

Ms. Lewis asked Mr. Wilson how certain he was of the cost outlined in the presentation. Mr. Wilson stated that the contract would lock in the price and Ms. Lewis noted that the other
contract was supposed to lock in the other amount also. Mr. Wilson stated to get this pricing it was important to sign the contract immediately. He also stated that there should be less of a chance of unforeseen issues since most of the construction is above ground for this phase of the project. Mr. Wilson and Mr. Richard also explained that included in GMP 2 there were contingency line items that total about $1.7 million which could absorb the cost of change orders.

The Chairman asked if there were additional questions, hearing none he called for a motion.
Motion to approve Amendment #2 by Ms. Davis
Second by Ms. Bernard
Approved without objection

New Business
Chairman Pointer stated that the last agenda item was the introduction of the proposed resolution levying the ad valorem tax millages for the 2022 parish-wide assessment roll and setting a public hearing for May 26, 2022, during the regular meeting of the Commission, at BREC Administration Offices in Womack Park, 6201 Florida Boulevard, Room 1800, Baton Rouge, Louisiana.
Ms. Lewis made a motion to approve the introduction of the resolution.
Mr. Washington seconded.
Unanimously approved

Adjournment
The Chairman made a motion to adjourn, Mr. Washington seconded, and the meeting was adjourned at 7:07 p.m. without objection.