

**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
December 18, 2024

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 December 18, 2024. The meeting was called to order at 5:23 p.m. by Chairman Kenneth Pointer. Commissioner Dwayne Rogers 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; Dwayne Rogers, Treasurer; Clarice Gordon; Nathan Rust; and Rossie Washington, Jr. Commissioners Trina Hall, Jason Hughes, Donna Collins Lewis, and Collis Temple, Jr. were absent. Staff members present were Corey K. Wilson, Superintendent; Reed Richard, Assistant Superintendent of System Planning; Aneatra Boykin, Chief Administrative Officer; Andrea Roberts, Chief Operating Officer; Chad Brewer; Jim Fleshman; Angela Harms; RaHarold Lawson; Mike Raby; Ryan Reed; and Chris Marchiafava. Murphy Foster, legal counsel, was also in attendance. The rest of the audience consisted of the media, other BREC staff, and the public.

Consent to Consider

Chairman Pointer asked for a consent to consider to add the following item to the agenda:

Resolved, That the Commission approve Amendment No. Two to Contract 2023000013 with Atlas Technical Consultants, LLC to add a not to exceed amount of \$750,000 and extend the contract to December 31, 2025. The original contract fee was \$1,768,000, the new contract amount, including prior approved Amendment One, will be \$2,818,000. (The current contract allows for a renewal for two (2) additional twelve (12) month periods at the same prices, terms, and conditions.)

Motion to add the item by Mr. Rust

Second by Mr. Washington

Unanimously approved

The item was added to the agenda under the Selection of Professionals Committee.

Public Comment

The Chairman announced that public comment would be allowed prior to a vote being taken on any agenda action item and explained the process to be observed.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of November 21, 2024 be dispensed with, and that they be approved as written.

Motion by Mr. Rogers

Second by Ms. Gordon

Unanimously approved

Consent Calendar

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

Motion by Ms. Gordon
Second by Mr. Rust
Unanimously approved

The following item was approved as part of the Consent Calendar:
Acceptance of Recommendations from the Human Resources Advisory Committee
Resolved, That the Commission approve the Routine Personnel Transactions from November 5, 2024 to December 3, 2024, as presented.

Presentations

The Chairman recognized Superintendent Wilson who presented employee service awards to the following staff:

5 Years

Kenneth LeCroy
Manasha Vick

10 Years

Courtney Walls
Sylvester Perkins

20 Years

Olen Crow

The Commission then viewed a brief video highlighting various upcoming events throughout the parish during the month of January.

Reports of Officers and Standing Committees

The Chairman recognized Superintendent Wilson for the Superintendent's report. Chairman Pointer then recognized Metro Council Member Cleve Dunn, Jr. who was in attendance to speak about the Administrative Matter related to the memorandum of understanding with City/Parish for the construction of a community center in Council District 6.

Council Member Dunn spoke about his experience with BREC as he grew up in the Baton Rouge community. He also noted that several partners on the community center project were in attendance. Council Member Dunn gave a brief history of District 6 and the community center project. He introduced Lanisha Jackson who shared information on the demographics, available facilities and programs, and outlined the engagement process used to define desired amenities for the community center. Superintendent Wilson summarized how this project would fit with BREC's Master Plan for that area. Commissioner Washington asked about the proposed timeline. Council Member Dunn responded that once the agreement with BREC was signed his goal was to break ground in the first quarter of next year and complete construction in 12 to 18 months. Commissioner Rust asked about the size of the facility. Council Member Dunn introduced Micah Morgan, with WHLC Architecture, to provide information about the building size and the different dimensions of the structure. Commissioner Rust asked who was responsible for staffing and operating the center. Council Member Dunn also explained that City-Parish would staff and operate the facility. Commissioner Rogers asked about the restricted use of the park mentioned in the agreement. The Superintendent stated that the public would still be able to access the green space for recreational purposes. Commissioner Rust asked about the other prospects for fundraising on the project. Council Member Dunn said he would be seeking federal funding.

The Superintendent then read the resolution as follows:

Resolved, That the Commission approve a memorandum of understanding with the City of Baton Rouge – Parish of East Baton Rouge for the construction of a District 6 Community Center in Tams Drive Park, as presented.

Motion by Mr. Washington

Second by Ms. Gordon

Unanimously approved

Council Member Dunn approached the dais and personally thanked each of the Commissioners.

The Superintendent moved to the next Administrative Matter and read the following resolution:

Resolved, That the Commission approve the 2025 Commission meeting dates with the January and October meetings to remain on the fourth Thursday of the month, as presented.

Motion to approve by Ms. Gordon

Second by Mr. Washington

Approved by unanimous consent

Under Communications, Superintendent Wilson reviewed the November 2024 activity report. He remarked that the Commission had been provided a copy of the stylized 2023 Annual Report. The Superintendent noted that due to the recent purchase of Placer.ai software BREC is able to determine the number of park visitors more accurately and that it counted 7.5 million visits in 2023. He told the Commission about the recent presentation to the Zachary Rotary Club. The Superintendent showed the volunteer update indicating over 24,300 volunteer hours in 2024. He also told them about the upcoming Volunteer Gala being held on January 11, 2025 to celebrate the volunteers who logged at least 30 hours of service to BREC.

Chairman Pointer recognized Treasurer Dwayne Rogers for the Finance Advisory Committee report. Treasurer Rogers read the following resolution and then noted that Chief Financial Officer Don Johnson was available for questions.

Resolved, That the Commission accept the unaudited monthly Budget Status Report for the month ending and fiscal year-to-date period ending November 30, 2024, as presented.

Motion by Ms. Gordon

Second by Mr. Rust

Approved without objection

Treasurer Rogers then read the following resolution:

Resolved, That the Commission approve awarding SB 1843 Santa Maria Clubhouse Roof Replacement to the lowest responsive bidder, Coleman Roofing & Construction Gonzales, LLC, for the base bid amount of \$320,000. Authorize the Superintendent to execute appropriate documents.

Motion by Mr. Washington

Second by Mr. Rust

Unanimously approved

The Chairman stated that the Golf Advisory Committee was information only.

The Chairman noted that the Human Resources Advisory Committee action item for the routine transactions was on the Consent Calendar.

Chairman Pointer stated that the items on the agendas for the Planning and Park Resources Advisory Committee, the Recreation Advisory Committee, and the Zoo Advisory Committee were for information only.

Chairman Pointer recognized Mr. Washington for the Selection of Professionals Committee report. Mr. Washington stated that the committee was unable to meet due to a lack of a quorum and that the items would be presented directly to the Commission. He recognized Director of Human Resources Darlene Jarvis to present the first item.

Ms. Jarvis reviewed the first item and asked if there were any questions. Mr. Rogers asked if BREC was currently using PowerDMS. Ms. Jarvis told him that BREC had purchased PowerDMS and was using it for accreditation. He noted that it was the software he used for a recent accreditation and it was very useful. Mr. Rust asked if the software communicated with the Munis financial system. Ms. Jarvis stated that there was a component that would integrate it with Munis at the end of each bi-weekly payroll.

Ms. Jarvis then read the following resolution:

Resolved, That the Commission approve Agreement with Government Jobs.com, INC (dba NEOGOV) to expand the scope of services to include Core HR, Benefits, Payroll, Schedule and Time & Attendance. This will include the one time cost for purchase of CMI Time Clocks, Core HR, Benefits, Payroll and Time and Attendance setup not to exceed \$280,000.00; with annual subscription cost for Insight, OnBoard, Perform, LEARN, Attract, PowerDMS, CORE HR, Benefits, Payroll, Timekeeping, Schedule including integrations and imports for Year 1 at \$198,838.35; Year 2 at \$241,401.43; and Year 3 at \$281,683.52. Subscriptions will continue to renew annually with the renewal cost not to exceed the previous year by more than 5%.

Motion by Mr. Rogers

Second by Ms. Gordon

Unanimously approved

The Chairman recognized Director of Park Operations RaHarold Lawson for the next item. Mr. Lawson explained that the contract was supposed to go out for an RFP (Request for Proposals) process but due to technical difficulties it did not. Chief Financial Officer Don Johnson explained that the current amount of the contract is \$98,000 for trash pickup and \$25,000 for recycling. He stated that in the future Munis will notify staff when a contract is set to expire. Mr. Lawson then read the following resolution:

Resolved that the Commission approves the following contract extensions:

Contract #2022000072 with Republic Services, Inc. DBA BFI Waste Services, LLC for Trash Dumpster Services throughout the BREC system where applicable.

Contract #2022000073 with Republic Services, Inc. DBA BFI WasteServices, LLC for Recycling Dumpster Services throughout the BREC system where applicable.

Whereas these contracts are set to expire on December 31, 2024; and

Whereas Steven Smith, representing Republic Services, has agreed to extend both contracts for an additional period of six (6) months under the same prices, terms, and conditions, with the extended term ending June 30, 2025; and

Whereas at the end of this extension period, a servicing company will have been selected through a (RFP) process.

Motion by Mr. Washington

Second by Ms. Gordon

Unanimously approved

Chairman Pointer recognized Director of Recreation Ryan Reed for the next two items. Mr. Reed reviewed the item and then read the following resolution:

Resolved, That the Commission approve an amendment to Contract #2022000017 with Carlos Roldan in the amount of \$26,500; the current contract amount is \$53,500 and the new contract amount will be \$80,000 through December 31, 2024; where the instructor receives 80% and BREC receives 20% of the fees.

Motion by Ms. Gordon

Second by Mr. Rust

Approved by unanimous consent

Mr. Reed reviewed the next item. Mr. Rogers asked if an RFP was needed for these contracts and Superintendent Wilson clarified that it was not required. Ms. Gordon asked about how the construction at Highland Road would affect lessons. Mr. Reed explained that other venues are available for the lessons and he then read the following resolution:

Resolved, That the Commission approve contracting with commissioned instructors for tennis lessons where the instructor receives 80% and BREC receives 20% of the fees of not to exceed the following:

Natalie Johnson \$157,000

Carlos Roldan \$80,000

Lynda Johnson \$55,000

The initial contract period is January 1, 2025 through December 31, 2025; with the option to renew for two additional 12-month periods at the same time prices, terms and conditions.

Motion by Mr. Rogers

Second by Ms. Gordon

Unanimously approved

Assistant Superintendent of System Planning Reed Richard came forward and reviewed the item added to the agenda. He then read the following resolution:

Resolved, That the Commission approve Amendment No. Two to Contract 2023000013 with Atlas Technical Consultants, LLC to add a not to exceed amount of \$750,000 and extend the contract to December 31, 2025. The original contract fee was \$1,768,000, the new contract amount, including prior approved Amendment One, will be \$2,818,000. (The current contract allows for a renewal for two (2) additional twelve (12) month periods at the same prices, terms, and conditions.)

Motion by Mr. Washington

Second by Ms. Gordon

Unanimously approved

Reports of Special Committees

None.

Special Orders

None.

Unfinished Business and General Orders

Chairman Pointer stated that the next item was to hold a public hearing and adopt the 2025 Budget.

The Chairman Pointer declared the public hearing open and asked if there was anyone who would like to speak on the adoption of the 2025 budget. With no one coming forward to speak, Chairman Pointer closed the public hearing.

Chairman Pointer read the following resolution:

Resolved, That the Commission adopt the 2025 Budget for the Recreation and Park Commission for the Parish of East Baton Rouge.

Mr. Washington made a motion to approve the budget. The motion was seconded by Ms. Gordon and submitted to a roll call vote with the following results:

Yeas: 5 Ms. Gordon, Mr. Pointer, Mr. Rogers, Mr. Rust, Mr. Washington

Nays: 0

Abstain: 0

Absent: 4 Ms. Hall, Mr. Hughes, Ms. Lewis, Mr. Temple

The 2025 Budget was adopted.

New Business

The Chairman recognized Chief Financial Officer Don Johnson for the first two items under New Business.

Mr. Johnson explained the first item and then read the following resolution:

Resolved, That the Superintendent, upon recommendation of the Chief Financial Officer, may at any time authorize the transfer of any unencumbered balance of an appropriation, or portion thereof, to supplement another appropriation made in the same budget to the same functional program, or unit thereof including but not limited to the division, park location, park revenue division or department to meet total appropriations and/or forestall a deficit. This authority is granted to allow such action along with the establishment of a balanced budget and maintenance thereof after its adoption and up until the next adoption. Such an act will be viewed as an amendment to the budget for the aforementioned purposes.

Motion by Ms. Gordon

Second by Mr. Rogers

Approved by unanimous consent

Mr. Johnson explained the second item and then read the following resolution:

Resolved, That the Commission reduce the excess budget authority of the appropriation made under the Capital Improvement Fund for Grant Revenue by \$3.2 Million. This action is necessary as the collections for this specific revenue stream are projected to be insufficient and the reduction is in compliance with the requirements of the Louisiana Government Budget Act.

Motion by Ms. Gordon

Second by Mr. Rogers

Approved by unanimous consent

Chairman Pointer recognized Superintendent Wilson who acknowledged and thanked Commissioner Collis Temple, Jr. and Commissioner Jason Hughes for their many years of service on the Commission. Chairman Pointer stated that on behalf of himself and the Commission he wanted to express sincere gratitude for the unwavering support of BREC by Commissioner Temple and Commissioner Hughes during their time on the Commission.

The Chairman stated the following:

The Recreation and Park Commission for the Parish of East Baton Rouge ("BREC") is calling an Executive Session pursuant to:

LSA-R.S. 42:17(A)(1), for the purpose of discussion of the Superintendent's contract;

LSA-R.S. 42:17(A)(2), for the purpose of discussing strategy regarding litigation for a general liability claim.

Ms. Gordon made a motion to go into executive session.
Mr. Washington seconded.
Approved by unanimous consent

The Commission retired to executive session at 6:54 p.m.

The Commission returned from executive session and Mr. Rust made a motion to reconvene, Mr. Washington seconded, and Chairman Pointer called the meeting back to order in open session at 7:34 p.m. without objection.

The Chairman stated that no actions were taken in executive session.

Chief Administrative Officer Aneatra Boykin read then following resolution:
Resolved, That the Commission approve a settlement of the lawsuit Euceda vs. BREC in the amount of \$65,631.64 on recommendation of legal counsel.
Motion by Mr. Rust
Second by Mr. Rogers
Unanimously approved

Adjournment

Mr. Rogers made a motion to adjourn, Mr. Washington seconded, and the meeting was adjourned at 7:36 p.m. without objection.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Kenneth Pointer, Chairman