

**RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**
Regular Meeting – 5:00 p.m.
Meeting held through Zoom Meeting App
Webinar ID: 981 6282 6870
Commission Minutes
July 23, 2020

Call to Order

A regular meeting of the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) was held through the Zoom webinar app with Webinar ID 981 6282 6870 on July 23, 2020. The meeting was called to order at 5:01 p.m. by Lloyd H. Benson Jr., Chairman. Commissioner Rossie Washington, Jr. offered the invocation. Commissioner Sandra Davis led the pledge of allegiance. Roll was taken, and a quorum of Commissioners was present including Lloyd H. Benson Jr., Chairman; Kenneth Pointer, Vice Chairman; William Scheffy, Treasurer; Connie Bernard; Sandra Davis; Collis Temple, Jr. and Rossie Washington, Jr. Commissioner Jerry Jones, Jr. arrived at 5:11 p.m. Commissioner Davis Rhorer was absent. Staff members present were Corey K. Wilson, Superintendent; Reed Richard, Assistant Superintendent System Planning; Brandon Smith, Assistant Superintendent of Recreation; Andrea Roberts, Chief Operating Officer; Phil Frost; Steven Knight; RaHarold Lawson; Cheryl Michelet; Michael Raby; Christel Sims; Michael Smith; Stephanie Trim; and Chris Marchiafava. Murphy Foster, legal counsel, was also in attendance. The rest of the audience consisted of other BREC staff, media, and the general public.

Mr. Benson noted that we had not announced this was a Zoom meeting. Ms. Marchiafava stated public notices for the meeting gave the Zoom webinar information for the meeting. (Zoom Webinar ID: 981 6282 6870 / Passcode: 538038)

Public Comment

Mr. Benson then opened the floor for public comment on the agenda action items. He stated that comments could be submitted by email to public.comment@brec.org or through the Zoom Q and A function. Ms. Marchiafava stated that there were no requests to speak that had been submitted. There being no request to comment, Mr. Benson closed the floor.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of June 25, 2020 be dispensed with, and that they be approved as written.

Motion to approve by Mr. Pointer

Second by Ms. Davis

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 to approve by Mr. Scheffy

Second by Mr. Pointer

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 for the month of June 13 – July 9, 2020.

Presentations

Mr. Benson recognized Superintendent Corey Wilson who gave an update on BREC's DBE (Disadvantaged Business Enterprise) Program. Mr. Wilson stated that 21% of BREC's contracts currently go to DBE's. BREC is collaborating with City of Baton Rouge, East Baton Rouge Parish School District, and Baton Rouge Airport to create of a city-wide regional DBE certification program. In the future, the Commission will be tasked with setting goals for DBE participation. Mr. Wilson answered questions from the Commission. Mr. Benson recognized Murphy Foster, legal counsel, who clarified that BREC could not put in place requirements for percentages but could establish goals for percentages. The goals could also include a requirement for a good faith effort but by law BREC cannot require a quota.

The Commission viewed a video highlighting how BREC is continuing to serve the community during the pandemic.

Reports of Officers and Standing Committees

Mr. Benson recognized Mr. Wilson for the Superintendent's Report. Mr. Wilson stated that there were no administrative matters. Under communications, Superintendent Wilson spoke about the recent passing of former BREC Superintendent, Mr. Eugene Young. He said Mr. Young was responsible for setting the culture at BREC of being responsible stewards of taxpayer dollars. Mr. Wilson stated that Mr. Young had a passion for parks and recreation and he believed it could change and save lives. The Commission then observed a moment of silence.

Superintendent Wilson then updated the Commission about the how the pandemic is affecting BREC. He discussed the number of cases of staff with COVID-19. Mr. Wilson stated that the Zoo had recorded the most successful June in its history. Mr. Wilson expressed his appreciation to all staff members who continue to work during the pandemic. He stated that staff had been in contact with the FBI regarding the Zoom bomb attack at the June meeting. Mr. Wilson noted that the July meeting was set up differently than the previous meetings for greater security.

Mr. Benson expressed his appreciation to the staff for the disinfecting and sanitizing efforts being used to be able to keep parks open and available to the public. He stated that he had personally witnessed the staff at Forest Park wiping down and sanitizing all the equipment.

Mr. Benson recognized Mr. Scheffy to give the Finance Advisory Committee report. Mr. Scheffy updated the Commission regarding how the audit was proceeding. He stated that BREC received an extension from the Legislative Auditor to file the 2019 audit. Mr. Scheffy stated that in future years he would like to set the deadline for the audit earlier than June 30.

Mr. Scheffy asked Michael Smith, Finance Director, to give an overview of the June financial statements Mr. Scheffy then read the following resolution:

Resolved, That the Commission accept the unaudited financial statements for the six(6) months ending June 30, 2020 (fiscal year-to-date period January 1 – June 30, 2020), as presented.

Motion to approve by Mr. Jones

Second by Mr. Washington

Unanimously approved

Mr. Scheffy stated that the next items were under Contracts and Bids. He stated that the first item was the Jackson Community Park Site Improvements Phase 2 in Central and all the bids

came in under budget. Mr. Scheffy recognized Reed Richard to give a brief explanation of the project. Mr. Scheffy then read the following resolution:

Resolved, That the Commission award SB 1787 – Jackson Community Park Site Improvements Phase 2 – to the lowest responsive bidder, Charles Carter Construction Co., Inc. in for the Base Bid of \$2,904,000 plus all three Alternates for an additional \$126,600 for a total contract price of \$3,030,600, to begin upon issuance of the notice to proceed.

Motion to approve by Mr. Jones

Second by Mr. Pointer

Approved by unanimous consent

Mr. Scheffy stated that the next item was the Howell Community Park: Recreation Center and Pool which was destroyed in the 2016 flood. Mr. Scheffy recognized Mr. Richard who stated that this recreation center would replace the building that was inundated by the flood. He gave a brief the description of the project. Mr. Scheffy then read the following resolution:

Resolved, That the Commission award SB 1784 – Howell Community Park: Recreation Center and Pool – to the lowest responsive bidder, Capitol Construction in the amount of \$7,495,000, to begin upon issuance of the notice to proceed.

Motion to approve by Mr. Temple

Second by Mr. Jones

Unanimously approved

Mr. Scheffy stated that the next two items were under Claims and Settlements. He gave a brief explanation of the first item and then read the following resolution:

Resolved, That the Commission approve payment of \$55,546.35 as full and final settlement of the worker's compensation claim by Udall Myles. This includes an indemnity settlement of \$15,000 and a settlement of \$40,546.35 for all medical, including Medicare Set Aside, and annuity seed money totals.

Motion by Mr. Washington

Second by Mr. Temple

Approved unanimously

Mr. Scheffy gave a brief explanation of the next item and then read the following resolution:
Resolved, That the Commission approve payment of \$5,000 as full and final settlement of the general liability claim by O'Neil Isaac.

Motion by Mr. Washington

Second by Mr. Pointer

Unanimously approved

Mr. Benson recognized Ms. Davis to give the Human Resources Advisory Committee report. Ms. Davis asked Stephanie Trim, Human Resources Director, who spoke briefly about the agenda items. Ms. Trim introduced Corey Lutrell, Compensation Analyst, who further explained the items. Mr. Lutrell answered a question from Mr. Scheffy about the recommended changes in Chapter 5 regarding adding a Special Entrance Rate. Mr. Lutrell went on to explain the recommended changes in Chapter 6. There were no additional questions so Ms. Trim read the following resolutions:

Resolved, That the Commission approve the revisions to BREC Rules & Regulations - Chapter 5: Pay Plan – to comply with new Special Entrance Rate.

Resolved, That the Commission approve the revisions to BREC Rules and Regulations - Chapter 6: Service Ratings, Section 11 Absence of Official Service Rating.

Motion to approve both items by Mr. Washington

Second by Mr. Scheffy
Approved by unanimous consent

Chairman Benson recognized Mr. Richard who gave the Planning and Park Resources Advisory Committee report. Mr. Richard explained the item being recommended and then presented the following resolution for approval:

Resolved, That the Commission approve the application for grant funds from the Federal Highway Administration (FHWA) Recreational Trails Program for Louisiana (RTPL), as established by CFDA 20.219, as stated below:

WHEREAS, the US Federal Government provides funds to the State of Louisiana for grants to state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trails; and

WHEREAS, the Louisiana Office of State Parks (LOSP) has been delegated the responsibility for the administration of the program within the state and setting up necessary procedures governing project application under the program; and

WHEREAS, said procedures require the applicant to certify by resolution the approval of the application before the submission of said application(s);

NOW, THEREFORE, BE IT RESOLVED that the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) does hereby:

1. Approve the filing of this current and future application(s) with LOSP; and
2. Certify that the said applicant has or will have available prior to commencement of any work on the project included in this application, sufficient funds to build (including 20% local match), operate and maintain the project; and
3. Appoint the Assistant Superintendent of System Planning as agent of the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) to approve and submit grant applications.
4. Appoint the Superintendent as agent of the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) to conduct all negotiations, execute and submit all documents, letter(s) of commitment agreement, amendments, payment requests and completion report, which may be necessary for the completion of the aforementioned project.

Motion to approve by Mr. Washington
Second by Mr. Pointer
Unanimously approved

Mr. Richard then gave the construction update presentation and Amanda Takacs gave an update on the status of the algae treatment for City Park Lake.

Mr. Benson recognized Mr. Pointer for the Selection of Professionals Committee report. Mr. Pointer stated that there is one item for approval. Cheryl Michelet, Communications Director, reviewed the item. Mr. Scheffy clarified with Ms. Michelet that this contract was for an internal operational review of the department. Mr. Scheffy asked if there would be an image study to see how BREC is perceived in the community. Ms. Michelet said that would be coming up later this year. Ms. Michelet then read the resolution.

Resolved, That the Commission approve awarding the contract for RFP No. 201 for Marketing and Communications Strategy Consulting services to Future Genius Solutions, d/b/a Three Sixty Eight Creative, for a price not to exceed \$65,500. This will include a comprehensive analysis of BREC's marketing and branding strategies, tactics, policies, and procedures in order to provide recommendations and assistance with making improvements that will optimize BREC's branding and marketing in the community.

Motion by Mr. Jones

Second by Mr. Washington

Approved by unanimous consent

Special Orders

Mr. Benson announced the next item the appointments of representatives to standing committees as follows:

Kenneth Pointer

Leonard Viridure / Communications & I.T.

Kenrick Nixon / Planning & Park Resources

William Scheffy

Glenn Ledet / Planning & Park Resources

At this point, Mr. Benson lost connection to the meeting, but a quorum was still in attendance. Vice Chairman Kenneth Pointer continued the meeting by finishing the listing of the appointments to standing committees.

Darnell Waites, Mayor of Baker

Trinard Franklin / Communications & I.T.

Glenda Bryant / Finance

Angela Canady / Golf

Joe Calloway / Human Resources

Ron Wall / Planning & Park Resources

Gerald Collins / Recreation & Special Facilities

John Brown / Zoo

Motion to approve by Mr. Washington

Second by Mr. Temple

Approved without objection

Adjournment

Mr. Washington made a motion to adjourn, Mr. Jones seconded, and Mr. Pointer adjourned the meeting without objection at 6:19 p.m.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Lloyd H. Benson Jr., Chairman

Kenneth Pointer, Vice Chairman