

**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 27, 2017

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 27, 2017. The meeting was called to order at 5:00 p.m. by Lloyd H. Benson II, Chairman. Mr. Benson recognized Rev. Keno Spurlock, with Greater Beach Grove Baptist Church, who offered the invocation. Commissioner David Tatman led the pledge of allegiance. Roll was taken and a quorum of Commissioners was present including Shelton C. Dixon, Vice Chairman; Larry Selders, Treasurer; Sandra Davis; Kenneth Pointer; Davis Rhorer; David Tatman; Mike Walker, and Rossie Washington, Jr. Staff members present were Carolyn McKnight, Superintendent; Dale Auzenne, Assistant Superintendent of Recreation, Programs and Facilities; Reed Richard, Assistant Superintendent Planning and Construction; Corey Wilson, Chief of Management and Business Services; Michael Hutchison; Steven Knight; Juan Martinez; Cheryl Michelet; Mike Raby; Brandon Smith; Justin Smith; Stephanie Trim; Sam Winslow; and Chris Marchiafava. The audience consisted of BREC staff, media, and the general public.

Public Comment

Mr. Benson opened the floor for public comment on the agenda items and asked if there was anyone who would like to speak on any agenda item. Hearing none, Mr. Benson closed the floor.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of March 23, 2017 be dispensed with and that they be approved as written.

Motion by Mr. Tatman

Second by Ms. Davis

Approved by unanimous consent

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 Mr. Dixon

Second by Mr. Selders

Approved by unanimous consent

The following items were 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 April 2017.

Presentations

Mr. Benson recognized Ms. McKnight who presented Mike Raby a Spot Award for his outstanding work to improve the Golf Department and for the 2016 ranking by Golf Advisor of Beaver Creek Golf Course as the number one golf course in Louisiana.

The Commission viewed an informational video highlighting the expansion of Liberty Lagoon Waterpark and the upcoming events in May. Mr. Benson invited everyone to go by and check out Liberty Lagoon.

Reports of Officers and Standing Committees

Mr. Benson recognized Ms. McKnight for the Superintendent's Report. Ms. McKnight asked Corey Wilson to review the changes in the Commission Policy on Discounts and Facility Privileges. Mr. Wilson gave an explanation of the reasons for the revisions in the policy. He then read the following resolution:

Resolved, That the Commission approve the revised Commission Policy on Discounts and Facility Privileges for employees and retirees, advisory committee members, commission members and volunteers.

Mr. Benson asked for clarification on how the policy affected discounts for golf and other admission charges. Mr. Wilson stated that it did not affect admission fees. Ms. McKnight explained that the Commission could not rent a facility because it required them to contract with BREC which is prohibited by state law.

Mr. Benson asked Mr. Wilson to read the resolution again. Mr. Selders made a motion to approve, Mr. Pointer seconded, and the motion was unanimously approved.

Ms. McKnight recognized Cheryl Michelet, Communications Director, to discuss the condensed version of the 2016 Annual Report. Ms. Michelet noted that the format was different than in previous years since it was used as BREC's application for the Gold Medal award. She stated that the electronic version will be distributed to partners and community leaders.

Ms. McKnight recognized Reed Richard who gave the construction update.

Mr. Benson recognized Mr. Selders who introduced the new Finance Director, Michael Hutchinson. Mr. Hutchinson who told the Commission a little about himself. Mr. Selders then recognized Juan Martinez, Finance Director, who reviewed the financial statements. He then read the following resolution:

Resolved, That the Commission approve the unaudited financial statements for the three months ending March 31, 2017 (fiscal year-to-date period January 1 –March 31, 2017), as presented.

Motion to approve by Mr. Washington

Second by Mr. Rhorer

Unanimously approved

Mr. Selders stated that there were no Contracts and Bids this month. Mr. Selders asked Mr. Martinez to review the two items under Administrative Matters. The Chairman asked if the Commission would like to take the items together and no one objected. Mr. Martinez explained that the first item was the reinstatement of the of the travel allowance for executive staff and read the following resolution:

Resolved, That the Commission approve the reinstatement of the vehicle allowance for executive staff, which includes Directors, Assistant Superintendents, and Chief of Management and Business Services, effective May 1, 2017 and thereby reinstate section TRVL 6 Privately Owned Vehicles – Monthly Allowance in the Finance Department Policy Manual, Chapter 2 Travel and Vehicle Policy with the following changes:

Staff opting for a vehicle allowance are expected to use their personal vehicles for all BREC business purposes within the State of Louisiana and within a radius of 200 miles of their associated worksite. For BREC business purposes outside the State of Louisiana or in excess of 200 miles one way, staff may opt for other forms of transportation as outlined in BREC's Travel/Vehicle policy.

An insurance policy with limits of \$100,000 liability per person and \$300,000 per occurrence and \$100,000 property damage (100/300/100) must be maintained at all times.

Mr. Martinez briefly explained the next item regarding the Component Units Policy.

Ms. Davis asked how many employees would the allowance affect. Mr. Martinez explained it would probably involve no more than 10 employees. Mr. Benson asked what the amount of the allowance. Mr. Martinez explained that there were three tiers based on usage. The allowance per pay period are as follows: \$175 for high frequency usage, \$125 for moderate frequency usage, and \$75 for low frequency usage. Mr. Wilson explained that in 2012 the Commission suspended the allowance and everyone went to mileage reimbursement to study the usage. Mr. Martinez said the allowance amounts would be reviewed during the budget process each year. He also stated that the option to either take the allowance or choose to do mileage reimbursement would be in effect for the entire year. If the employee wanted to make a change he or she would have to wait until the next year.

Mr. Martinez then read the following resolution regarding the component units:

Resolved, That the Commission approve the Component Units Policy and Procedure.

Motion to approve both resolutions by Mr. Washington

Second by Mr. Pointer

Unanimously approved

Mr. Wilson came to the podium to acknowledge Mr. Martinez's departure from BREC and thank him for the positive impact he has had on BREC and the community. Mr. Wilson said that the Finance Department staff had made contributions to fund a park amenity in his honor to thank him for his leadership. Mr. Martinez expressed his appreciation for the support of the Commission and staff during his time at BREC.

Mr. Benson recognized Mr. Pointer for the Selection of Professionals Committee report. Mr. Pointer recognized Reed Richard to review the recommendations. Mr. Richard explained the process used for the request for statement of qualifications. Mr. Benson asked if there was anything unique about the firm selected for Item B. Mr. Richard stated that the firm selected for the project at Howell Park was a Disadvantaged Business Enterprise (DBE). He stated that they had extensive FEMA experience with projects in New Orleans impacted by Hurricane Katrina. Mr. Benson asked about additional DBE firms. Mr. Richard stated that there may be one additional DBE firm in the group being approved for projects to be determined at a later date. Mr. Pointer stated he wanted the items taken separately. Mr. Richard read the following resolution:

Resolved, that the Commission approve hiring Fusion Architecture to provide preliminary damage assessment and cost estimating for FEMA recovery, and to later design, prepare construction documents, assist in bidding, and conduct construction administration for the

Frenchtown Road Conservation Area Education Building; authorize superintendent to execute appropriate documents.

Motion to approve by Mr. Selders

Second by Mr. Rhorer

Unanimously approved

Mr. Richard read the following resolution:

Resolved, that the Commission approve hiring Perez to provide preliminary damage assessment and cost estimating for FEMA recovery, and to later design, prepare construction documents, assist in bidding, and conduct construction administration for the Howell Community Park Pro Shop, Cart Barn, Maintenance, and Recreation Center Buildings; authorize superintendent to execute appropriate documents.

Motion to approve by Mr. Dixon

Second by Mr. Rhorer

Unanimously approved

Mr. Richard read the following resolution:

Resolved, that the Commission approve the remaining eleven design firms which submitted in response to the publicly advertised Request for Statement of Qualifications for professional services to restore various sites and facilities to be determined which were damaged by the August 2016 floods to pre-flood condition; authorize superintendent to execute appropriate documents.

Motion to approve by Mr. Walker

Second by Mr. Selders

Unanimously approved

Special Orders

Mr. Benson announced there were standing committee appointments that needed approval. Mr. Selders asked to add an appointee not on the list. Mr. Dixon made a motion to approve the appointments as follows:

Larry Selders

Candice Carpenter Communications & IT

Mike Walker

Sean Marcantel Planning & Park Resources

Rossie Washington, Jr.

Jason DeCuir Finance

Reggie Abraham Zoo

Mayor Shelton, City of Central

Mike Longmire Communications & IT

Wayne Messina Finance

Danny Spencer Golf

Suzonne Cowart Planning & Park Resources

Robert "Buddy" Wicker Recreation & Special Facilities

Seconded by Mr. Pointer

Unanimously approved

New Business

The Chairman stated that the next item on the agenda was the announcement regarding the consideration and adoption, by the Board of Commissioners of the Recreation and Park Commission for the Parish of East Baton Rouge, of ordinances levying various ad valorem tax millage rates for the calendar year 2017.

The Chairman stated the following:

The following announcement is required to be given at this public meeting in accordance with the requirements of La. R.S. 42:19.1. The Board of Commissioners of the Recreation and Park Commission for the Parish of East Baton Rouge will meet at 5:00 p.m. on Thursday, June 22, 2017, at its regular meeting place, the Board Room at 6201 Florida Boulevard, Baton Rouge, Louisiana, to consider and adopt an Ordinance authorizing the levy and collection of the following ad valorem tax millage rates on all property subject to taxation within the boundaries of the Parish of East Baton Rouge, during the calendar year 2017.

| <u>Taxing Jurisdiction</u> | <u>Millage Rate</u> |
|---|----------------------------|
| Operation and Maintenance | 0.63 |
| Operation and Maintenance | 0.42 |
| Capital Improvements; Operation and Maintenance | 3.253 |
| Operation and Maintenance; Capital Improvements | 4.10 |
| Operation and Maintenance | 2.10 |

| <u>Taxing Jurisdiction</u> | <u>Millage Rate</u> |
|-----------------------------------|----------------------------|
| Renewed in 2016 | |
| Operation and Maintenance | 3.96 |

Mr. Benson announced that an Ethics Training session would be held after the meeting adjourned for anyone who would like to attend.

Adjournment

Ms. Davis made a motion to adjourn, Mr. Washington seconded, and Mr. Benson adjourned the meeting without objection at 5:48 p.m.

Carolyn McKnight, Superintendent
and Ex-Officio Secretary

Lloyd H. Benson II, Chairman