

**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  
May 23, 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 May 23, 2024. The meeting was called to order at 5:05 p.m. by Vice Chair Donna Collins Lewis. 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 Donna Collins Lewis, Vice Chair; Dwayne Rogers, Treasurer; Clarice Gordon; Trina Hall; Jason Hughes; and Rossie Washington, Jr. Commissioner Collis Temple, Jr. arrived at 5:18 p.m. Commissioners Kenneth Pointer and Nathan Rust were absent. 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; Don Johnson, Chief Financial Officer; Chad Brewer; Katrina Coots-Ward; Angela Harms; Darlene Jarvis; Steven Knight; RaHarold Lawson; Mike Raby; and Chris Marchiafava. Jim Raines, legal counsel; Baton Rouge Zoo Foundation Executive Director Dee Blake; and BREC Foundation Executive Director Carl Stages were also in attendance. The rest of the audience consisted of other BREC staff and the public.

**Public Comment**

The Vice Chair 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 Meetings of April 25, 2024 and May 7, 2024 be dispensed with, and that they be approved as written.

Motion to approve by Mr. Rogers  
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 by Ms. Hall  
Second by Mr. Hughes  
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 April 11, 2024 to May 8, 2024.

## **Presentations**

The Vice Chair Lewis noted that there would not be a construction update. The Commission viewed a brief video highlighting various upcoming events throughout the parish during the month of June.

## **Reports of Officers and Standing Committees**

Vice Chair Lewis recognized Superintendent Wilson to provide the Superintendent's report. The Superintendent noted that there was one item under Administrative Matters regarding the approval of a resolution to reaffirm his authority to execute documents on behalf of BREC. He then read the following resolution:

Resolved, That in concurrence with a resolution adopted on January 31, 2019, the Recreation and Park Commission for the Parish of East Baton Rouge, authorizes and empowers Corey K. Wilson, Superintendent and Ex-Officio Secretary for the Recreation and Park Commission for the Parish of East Baton Rouge, to execute all agreements and documents for and on behalf of the said Commission.

Motion to approve by Mr. Washington

Second by Ms. Gordon

Approved by unanimous consent

Under Communications, Superintendent Wilson reviewed the April 2024 attendance report and noted that attendance was up 20%. He told the Commission about the damage from a recent storm with a lot of trees down. The Superintendent told them about BREC participating in the Annual Parks & Rec Day at the Capitol on April 30. Various park and recreation departments from around the state attended and handed out information to highlight the importance of parks. The Superintendent noted that he spoke to the 2024 Leadership Baton Rouge Class updating them about what's happening at BREC and providing them the opportunity to take a tour of the Zoo. The Superintendent also mentioned the Zoo tours provided for the Commissioners. Superintendent Wilson then told the Commission about the Fae Fest event held recently at Independence Community Park and was well attended. The Superintendent encouraged the Commissioners to attend the third Late Night Hype event being held the next evening from 7:00 to 11:00 p.m. at Gus Young Park. These events will continue every two weeks throughout the summer.

Vice Chair Lewis asked how BREC handles a call from a homeowner reporting a tree that looks like it is about to fall. The Superintendent stated that the Park Operations Tree Crew staff will go out to assess the tree and if necessary, make arrangements to remove the tree.

Vice Chair Lewis recognized Treasurer Dwayne Rogers for the Finance Advisory Committee report. Mr. Rogers asked Chief Financial Officer Don Johnson to present the items for approval. Mr. Johnson read through the agenda items. Vice Chair Lewis then read the following resolution:

Resolved, That the Commission accept the unaudited financial statements for the month ending and fiscal year-to-date period ending March 31, 2024, as presented.

Motion by Mr. Rogers

Second by Mr. Washington

Approved by unanimous consent

Mr. Johnson read the following resolution under Contracts and Bids:

Resolved, That the Commission approve accepting all qualified winning bidders for the sale of surplus equipment which closed on May 15, 2024, as noted in the Surplus Sales Bid Recap.

Motion to approve by Ms. Hall

Second by Mr. Washington  
Unanimously approved

The Human Resources Advisory Committee routine transactions were approved on the consent calendar.

The Vice Chair recognized Ms. Hall for the Selection of Professionals report. Ms. Hall stated that there was one item on the agenda and she read the following resolution:

Resolved, That the Commission approve awarding the contract for RFP #225 – BREC Agency-Wide Building Intrusion Detection and Monitoring, Access Controls, and Building Automation to Custom Security Systems, Inc. for a period of three years in the amount of \$90,000 for upgrading existing equipment and the installation of new equipment at additional sites and annual recurring services at \$70,000 per year for a total contract amount not to exceed \$300,000.

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

### **Special Orders**

Vice Chair Lewis then took up the appointments to standing advisory committees. Ms. Gordon asked to confirm that her appointment to the Finance Committee had been included.

#### Clarice "Cricket" Gordon

Tine Neams                      Finance

#### Dwayne Rogers

Ajay McClendon                Recreation

#### Nathan Rust

Adrian Jones                    Communications & Information Systems  
Barbee Pipes                    Finance  
Scott Wilfong                    Golf  
Mike Bird                        Human Resources  
Carlton Jones                    Planning & Park Resources  
Sean Root                        Recreation  
Crystal Ellis                      Zoo

#### Darnell Waites, Mayor of Baker

Trinard Franklin                Communications & Information Systems  
Ashley Lathan                    Finance  
Angela Canady                    Golf  
Amelia Georgetown            Human Resources  
Ron Wall                         Planning & Park Resources  
Gerald Collins                    Recreation  
John Brown                        Zoo

Motion to approve the committee appointments by Mr. Washington  
Second by Ms. Hall  
Approved by unanimous consent

### **Unfinished Business and General Orders**

None.

## **New Business**

Vice Chair Lewis recognized Assistant Superintendent of System Planning Reed Richard to review the item under New Business. Mr. Richard read the following resolution:

Resolved, That the Commission adopt the Community Development Block Grant Disaster Recovery (CDBG-DR) Program Policies and Procedures. The Recreation and Park Commission for the Parish of East Baton Rouge (BREC) has been afforded the opportunity to participate in the State of Louisiana (CDBG-DR) Program administered by the State Office of Community Development as legal recipient of CDBG funds. The CDBG-DR Program Policies and Procedures include: Citizen Complaint Policy; Procurement Policy; Contract Administration Policy; Duplication of Benefits; Fair Housing Policy; Section 3 Plan; Section 504 Assurance; Section 504 Grievance Procedure; Section 504 Communication Policy; Residential Antidisplacement Plan; Residential Antidisplacement Certification; Records Management Policy; Monitoring Plan; Language Access Plan. Authorize Superintendent to execute all necessary documents.

Mr. Richard stated that this is related to the Louisiana Watershed Initiative Project at Greenwood Park for Cypress Bayou which is in Phase 2 of Greenwood Park. BREC has received approximately \$5,000,000 for the project which is primarily funded by HUD (U. S. Housing and Urban Development) through the CDBG program.

Ms. Gordon made a motion to approve the resolution, Mr. Washington seconded, and the motion was approved without objection.

Vice Chair Lewis stated that the next item on the agenda was an executive session pursuant to:

LSA-R.S. 42:17(A)(1), for the purpose of discussion of a personnel matter;

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

Mr. Washington made a motion to go into executive session.

Mr. Rogers seconded the motion.

The motion was unanimously approved.

The Commission members retired to an executive session at 5:29 p.m.

The Commission returned from executive session and Mr. Hughes made a motion to reconvene, Mr. Washington seconded, and the Vice Chair called the meeting back to order in open session at 6:15 p.m. without objection.

Vice Chair Lewis stated that the next item on the agenda was Item C and then she read the resolution with the contract amount revised from the original proposed resolution:

Resolved, That the Commission approve amending the contract with P. J. L., LLC for consulting services increasing the contract amount by \$30,000 from \$45,000 to a new contract total not to exceed \$75,000.

Motion to approve by Mr. Rogers

Second by Mr. Hughes

Unanimously approved

**Adjournment**

Mr. Washington made a motion to adjourn, Mr. Hughes seconded, and Vice Chair Lewis adjourned the meeting at 6:17 p.m. without objection.

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Corey K. Wilson, Superintendent  
and Ex-Officio Secretary

\_\_\_\_\_  
Donna Collins Lewis, Vice Chair

**DRAFT**