

**PARK AND RECREATION ADVISORY BOARD  
REGULAR MEETING  
WEDNESDAY, MARCH 16, 2011  
7:30 PM  
TOWN OF MALABAR  
2725 MALABAR ROAD  
MALABAR, FLORIDA**

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**AGENDA**

- A. CALL TO ORDER, PRAYER AND PLEDGE**
- B. ROLL CALL**
- C. ADDITIONS/DELETIONS/CHANGES**
- D. CONSENT AGENDA**
  - 1. Approval of Minutes**  
**Regular Park and Recreation Meeting – 2/17/11**  
**Exhibit:** Agenda Report No.1  
**Recommendation:** Motion to approve
- E. PUBLIC:**
- F. ACTION:**
  - 2. Moving Alternate Member to Regular Voting Member**  
**Exhibit:** Agenda Report No. 2  
**Recommendation:** Request action
  - 3. Five-Year Plan Projection for Town of Malabar**  
**Exhibit:** Agenda Report No. 3  
**Recommendation:** Request action
- G. DISCUSSION:**
- H. OLD BUSINESS/NEW BUSINESS:**  
**New Business:**  
**Old Business:**
- I. BOARD MEMBER/STAFF REPORTS:**
  - **Cameron Preserve – Thomas**
  - **Disc Golf Park – Korn**
  - **Fern Creek Crossing Park - Danielson**
  - **Huggins Park – Marsh**
  - **Malabar Community Park – Knudson**
  - **Trailhead – Siegmann**
  - **Springfest – Kelley**
  - **Eagle Scout Projects Update - Kelley**
- J. ADJOURNMENT**

**NOTE: THERE MAY BE ONE OR MORE MALABAR ELECTED OFFICIALS ATTENDING THIS MEETING.**

If an individual decides to appeal any decision made by this board with respect to any matter considered at this meeting, a verbatim transcript may be required, and the individual may need to insure that a verbatim transcript of the proceedings is made (Florida Statute 286.0105). The Town does not provide this service.

In compliance with the Americans With Disabilities Act (ADA), anyone who needs a special accommodation for this meeting should contact the Town's ADA Coordinator at 321-727-7764 at least 48 hours in advance of this meeting.

**TOWN OF MALABAR**  
**PARK AND RECREATION**

**AGENDA ITEM REPORT**

**AGENDA ITEM NO: 1**  
**Meeting Date: March 16, 2011**

**Prepared By: Cynthia Kelley, Secretary to Board**

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**SUBJECT: Approval Park Board Minutes**

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**BACKGROUND/HISTORY:**

Attached are the summary minutes for the following meetings:  
Regular Park & Recreation Board Meeting – 02/17/11

**ATTACHMENTS:**

- Draft Minutes from Park and Recreation regular meeting February 17, 2011

**ACTION OPTIONS:**

Recording Secretary requests approval of the minutes

The following draft minutes are subject to changes and/or revisions by the Park Board and shall not be considered the official minutes until approved by the Park Board.

**TOWN OF MALABAR – PARKS AND RECREATION ADVISORY BOARD  
02/17/11 MEETING MINUTES**

This meeting of the Malabar Town Council was held at Town Hall at 2725 Malabar Road.

**A. CALL TO ORDER** - Meeting was called to order at 7:30 pm by Chair Bob Siegmann. Prayer and Pledge led by Chair Bob Siegmann.

**B. ROLL CALL OF MEMBERS**

**ROLL CALL:**

Bob Siegmann, Chair  
Dick Korn, Vice-Chair – excused (out of town)  
Vickie Thomas – excused (ill)  
Maryann Marsh  
Bernadette Knudson  
Dawn Danielson – excused (prior commitment)  
Cynthia Kelley, Recording Secretary

Kelley stated that Knudson would be a voting member of the meeting this evening as Scott Pollard has resigned and she will act a voting member.

**C. ADDITIONS/DELETIONS/CHANGES:**

Mrs. Crews would like to speak to the Board on the issue of Huggins Park regarding soccer. Siegmann stated it's not on the agenda; Marsh stated that the Board has received a copy of an email from Korn that mentions Huggins Park and the Soccer Club. Since we have an email, she should be allowed to speak. Siegmann stated she could speak at the new business section of the meeting.

**D. CONSENT AGENDA**

- 1. Approval of Minutes  
Regular Park and Recreation Meeting – 11/17/10  
Exhibit: Agenda Report No.1  
Recommendation: Motion to approve**

Discussion: Siegmann stated on page 3 in the first paragraph it states ides; the word should be idea. Also on page 7 under the Malabar Community Park report by Knudson, Siegmann's name is mis-spelled.

**MOTION: Siegmann/Marsh to approve the minutes from November 17, 2010 with corrections as noted. VOTE: All Ayes.**

**E. PUBLIC:**

**F. ACTION:**

- 2. Request for Support for Eagle Scout Project – Permanent Fire Ring at Malabar Community Park  
Exhibit: Agenda Report No. 2  
Recommendation: Request action**

Connor Mahoney, Eagle Scout, 2475 Malabar Road, came forward and made his presentation to the Board. He is a member of Troop #37. His Troop has used Malabar Community Park on numerous occasions and he would like to do something to enhance the park and keep the history of the park. He is proposing a permanent fire ring at the

park in front of the flag pole; it would have a semi-circle of seats facing the flag so it is visible. You would not have to turn around to view activities. He explained the various types of materials that would be needed and used to accomplish this project. Siegmann asked how thick the layer of sand would be. Mahoney stated three to four inches thick. He would use Geotextile to keep the vegetation from growing up through the fire pit. He provided the Board with a cost breakdown of approximately \$517 and a total of 40 man hours to complete the project. He also explained to the Board that he has the means to raise the funds for the project if the Town could not pay for it. Knudson asked why he chose to put it at the flag pole; she had concerns with the Springfest activities and the raising of the colors. Mahoney stated that appearance of the fire pit is key and it would not be in the way of any activities being held in the park. He explained that the pit would be 12 feet in diameter and the benches would be three feet from the ring. Marsh stated that it sounds more like appearance and ambiance to be at the flag pole. Knudson asked if he thought the pit would be used a lot. Mahoney stated it would; it would make the park more camper friendly as well. It's important to have a fire ring; it was in the original plan of the park. Siegmann asked about the water supply to put out the fires. Mahoney stated we could put a hose in but the lake is right there. The Board could put in regulations but he doesn't feel that would be much of an issue. If the Town wants to have a hose put in, he will do it. Knudson stated that the last weekend was a "no burn" weekend. How would this be handled? Mahoney stated when you camp, you have to have permit; the permit would state the terms of whether a burn can take place or not. Kelley advised the Board that Bob Wilbur had called yesterday and stated the Town has a fire ring in the Public Works Complex. Mahoney stated that this is the ring he is speaking about so it would become the permanent ring in the park.

**MOTION: Siegmann/Marsh to make recommendation to Council to approve the Eagle Scout project of a permanent fire ring at the Malabar Community Park.**

Knudson asked about the total fees paid by Town. Mahoney would like to see the Town pay for the entire project but if they can't he will do fund raising. She stated that he should check with Public Works; they may have some of the sand and rocks that are needed for the project to help with the costs.

**VOTE: All Ayes.**

Motion carried 3 to 0.

**3. Request for Support for Eagle Scout Project – Concrete Ramps at Bridge at Malabar Community Park**

**Exhibit:** Agenda Report No. 3

**Recommendation:** Request action

Kevin Pagliarulo, Eagle Scout, 3735 Ponderosa Road, Valkaria, came forward and made his presentation to the Board. As the bridge is right now, it is a half step and half ramp. If someone is leaving the park at dusk and there is an accident, the Town could be liable for a law suit of a minimum of \$50,000. He is addressing a safety issue in the park. The current ramp is not built to code; it should be 10 feet wide and it's only about 5 feet wide. He has the manpower to do this project due to the Troop assisting him. His father is a contractor and has a handyman's business. He is planning on getting the concrete needed for this project donated at no cost. Marsh asked about permits. Kelley stated that a building permit would need to be pulled for this project. Siegmann asked about the cost for the permit; Kelley stated it's Town property and there would be no permit

fees incurred. Knudson asked about the ADA compliance. Kelley stated it would have to pass all inspections by the Building Official; if there is something that doesn't pass, they would need to correct it for it to pass inspection. The plans would need to be submitted with the permit application and the Building Official would do the review. Anything that would be needed, the Building Department would let the applicant know. Marsh also asked about texturing the concrete. Pagliarulo stated this would be done so the concrete isn't slippery when it gets wet. Knudson asked about the railings; we don't have railings there now. Siegmann stated they should be 16 inches apart if they are required but the Building Official would know all this information.

**MOTION: Knudson/Marsh to make recommendation to Council to approve the concrete ramps at bridge at Malabar Community Park.**

Discussion: Knudson stated it will be good if it passes all the inspections and is ADA compliant.

**VOTE: All Ayes.**

Motion carried 3 to 0.

Kelley gave the date of the next RTCM of 3/7/11; mark calendars to be there if Council has questions.

**4. Resignation of Scott Pollard – Moving Alternate Member to Regular Voting Member**

**Exhibit:** Agenda Report No. 4

**Recommendation:** Request action

Discussion: Siegmann stated he would accept the letter of resignation from Mr. Pollard. However, the Board should postpone the discussion and action of moving another member into a voting status until all members of the Board are present to discuss it.

**MOTION: Marsh/Knudson to postpone this action item to the March 2011 meeting.**

**VOTE: All Ayes.**

**5. Purchase of "Old School House" 1490 Marie Street, - Community Center for Town of Malabar**

**Exhibit:** Agenda Report No. 5

**Recommendation:** Request action

Former Mayor Phil Crews, foreman of the Schoolhouse Committee, came forward to make a presentation to the Park Board. It's a shorter version than what was presented to Town Council. Located at Marie Street and Malabar, built in 1926. The old schoolhouse sat on the lot where Public Works is located. The Committee looked into all the facts of the property. Building built north to south and faces east to west. A shop area has been added, not part of the original building. A banyan tree is on the back of the building; it's a unique tree. A lot of open area space behind the building. Could put a new Town Hall there or add another building if the Town would like to. Has had major repairs/maintenance done to the building. It's all in pretty good shape. The owner has done repairs/maintenance to the Henagar Center in downtown Melbourne. Has all new windows, HVAC, new water handling equipment for the well. New pumps were installed in 2008. Mayor Crews gave an overview of the layout of the building. He explained to Council why the Town is looking at this property. In our Comp Plan, we are to identify historic buildings within the Town.

This building would be good as a Community Center; Town Hall was donated by the County as a community center, it has been a long time since we have had a community center. It would make a good area for civic groups. Also feels that the schoolhouse would be a good place for a bus stop with Space Coast Area Transit. It could be used for classes of all kinds, weddings and any social event. We could also lease out some of the areas to those who need to a meeting place. Provides a meeting place for the Boy Scouts; could be used for Farmer's Markets; car shows, weddings and banquets; classes. Currently on the market for \$350,000; 5,557 square feet. The cost of new construction for a new building is approximately \$720,000 to a million. Have looked into various ways to fund the purchase the property and presented it to Town Council. Gave Council a view of how the building could pay for itself. He went over the various expenses and revenues that could be brought into the Town.

The Town owes a very small amount of debt; Comp Plan says we can have a debt limit of 15%. At this time, we only have \$193k in debt. Looking at the monthly revenue potential, there are two class rooms upstairs; one is rented at this time. Weekend weddings could bring in \$1,000 month. The Committee is looking at approximately \$3,400/month with conservative rental rates. With a mortgage payment of \$1,500, we would have more than enough to pay for the building including the maintenance and upkeep of the building.

Discussion: Siegmann asked Mayor Crews if it would take a long time; Mayor Crews stated it would not as the banks do want to work with us. Siegmann was speaking of the rental income for the building. Mayor Crews stated it would take a few months but you have one renter right now. Jim Noble of Brevard Hardwoods would like to rent his space back from the Town until he decides what he wants to do.

**MOTION: Siegmann asked to entertain a motion to recommend the purchase of the old schoolhouse to Council.**

Marsh stated no. For lack of a second to the motion, it failed.

Knudson asked if any of the space would be used as offices for the Town Hall. Mayor Crews stated it would be kept as a community center. Siegmann stated it would have to be ADA compliant. Mayor Crews advised the Board that the first floor is ADA compliant. Marsh asked about the second floor; Mayor stated it is not. Marsh stated that it would cost a lot of funds to get the second floor ADA compliant. She asked if the owner of the property has books to show revenue estimates that the Town can look at. She asked if the Town had looked at the books to see what he is bringing in each year. Mayor Crews stated that he makes his money on the woodshop; he rents one room upstairs. We would have to have a lease with him. Marsh wanted to know why he is selling the property if it is a revenue source for him. He has put a lot of time and effort into the building with renovations and maintenance. She did some research with the Property Appraiser's office and found that the property appraised value is way lower than the asking price for the property. Would the Town pay \$350,000? Mayor Crews stated the Town isn't looking to pay market price. He can't say what the Town would pay; that would have to be negotiated. Knudson stated that the negotiations need to take place then the Town could see more concrete information about the revenue sources. Marsh stated the bottom line is the Town is not looking deep enough. It looks good on the

surface, but we aren't looking into the deeper parts that come into play. Marsh would like to see the books to see what the monthly costs of the building are. Mayor Crews stated that Council would make the negotiation requirements and he is sure that there would be a lot of requirements.

Marsh stated that she could not agree at this time based on the presentation and information that we have. We need an actual revenue estimate of the last three years from the current owner. An estimate on how much it would cost to get the second floor ADA compliant. Parking issues should be addressed; Siegmann stated that information would come from the Building Department. Marsh would like to see costs of all expenses of the operation of the building and the antique shop as well. Knudson asked how much it would cost in yearly maintenance for the Town. We want to be able to bring in revenue; advertising is a huge expense.

The question was asked about the water; the property is on well water. The Board would like to know if the well is in good shape and deep enough for the property. Mayor Crews came forward and answered these questions. The septic in the building is for the school house; which operated in this capacity for seven years. The building was built in 1926. Marsh stated that an inspection of the septic system must be a contingency of the contract. This inspection should be done right off the bat. There are a lot of issues and it should be recommended to Council that more information be provided with books, revenues and inspections of the building. It was suggested by Mayor Crews to have a joint meeting with Town Council and the Planning & Zoning Board.

Lisa Pagliarulo of Valkaria came forward and addressed the Board. The Teen Council did a meeting this week and had some great ideas. She works in the catering business and never knew the old school house was there as a meeting place or you could rent it out for weddings or events. Maybe some advertising of the building and location would get people in and around Malabar to use the facilities to get revenues in to assist in paying for the building.

Kevin Pagliarulo, member of the Teen Council, came forward and addressed the Board. He stated that the Grant community center brings in excess revenues and uses them towards scholarships for the kids. You must have good grades and volunteer hours. Based on these qualifications, they will give out scholarships.

**MOTION: Marsh/Knudson to recommend to Council to have a joint meeting between Town Council, Planning & Zoning Board and the Park Board.**

**VOTE: All Ayes.**

**G. DISCUSSION:**

**H. OLD BUSINESS/NEW BUSINESS:**

**New Business: Huggins Park**

Mrs. Crews asked to speak about this park and the possibility of it being turned into an area for the Malabar Soccer Club. Chair Siegmann stated that we have an e-mail dated February 14, 2011 from Board Member Korn; he read the portion of the e-mail that

pertains to this issue into the record. A copy of the e-mail dated February 14, 2011 is hereby made a portion of these minutes. Kelley advised the board that this came to light in an e-mail from Korn; staff did not know anything about this. Mrs. Crews stated that she had spoken to the Town Administrator in regards to this park being used for soccer.

Mia Crews, 2480 Johnston Avenue, came forward and addressed the Board. Their house is the only house that is adjacent to the park. We have a children's park right now and a community of older people on this street. She is happy with the way things are going now. If you make a change to the park to allow soccer, the road is not wide enough to accommodate two cars; there is no parking to accommodate soccer people at the park; it would take a lot of funds to develop the park into a soccer area.

Marsh stated that she feels comfortable speaking for the members of the Board who are present and with the support of Korn's e-mail, the Board does not agree with having soccer at Huggins Park. The Board is working on getting this park installed with shuffle board and bachi ball courts. Knudson stated that the park is not used right now; we want to bring something to the park to attract people to use it and enjoy the quietness of the area. These activities don't require a lot of parking and the noise level would be kept to a minimum. Mrs. Crews stated that she appreciates the Boards support with this issue.

Knudson addressed the Board about the score cards that have been presented to her for the Disc Golf Park. In an e-mail sent to Kelley, it was requested to have permission to use the Town's logo on the cards. Kelley stated that she passed the e-mail to the Town Clerk and Kelley was advised to pass this request on to the Town Administrator. In doing so, the Town Administrator stated that the Town's seal is used for official Town business; the Town does not sponsor a disc golf program. Knudson stated there must be a misunderstanding. What she was looking for was the Town's logo. Mayor Crews stated we used to use "Where People Care". Marsh made a suggestion to put it in the next Mailboat to have a contest to come up with the best artwork for disc golf score cards logo. It should be in pdf form at 300 dpi. A date would need to be given as to when to have the artwork to Town Hall for the Park Board or Town Council to review for best artwork.

**Old Business:**

- Bleachers placed and anchored at soccer field at Malabar Community Park
- New Sunshade for playground at Malabar Community Park has been delivered
- Gates for Malabar Community Park restrooms have been installed
- Commercial toilets have been installed in Malabar Community Park restrooms

**I. BOARD MEMBER/STAFF REPORTS:**

- **Cameron Preserve – Thomas**

Thomas is excused.

- **Disc Golf Park – Korn**

Korn is excused.

- **Fern Creek Crossing Park – Danielson**

Danielson is excused. Marsh stated the park it looks good.

- **Huggins Park – Marsh**

Marsh reported the park looks good; was there two weeks ago and nothing has changed.

- **Malabar Community Park – Knudson**

Knudson reported the park looks good; the bathrooms look good. The camera was up and looked to be functioning. The bar-b-que pit by the bathroom at the first picnic table is missing the top part of the grill. The soccer field needs watered, it is well used. The bathrooms need to be painted. Kelley stated this is on the schedule and will be done, hopefully, by Springfest. It is still too cold at night and the paint needs good warm weather to adhere to the walls.

- **Trailhead – Siegmann**

Siegmann report the park looks good; it's being used. Gates has issues and he will get with Tom to handle this. Brian Vail and Siegmann donated 20 pavers.

- **Springfest – Kelley**

Kelley reported to the Board that the plans are well underway for the Springfest. The next scheduled meeting is tomorrow morning at 9 am. We will be discussing more details of the event. All RFQs for services have been sent out and received back. The Committee will be reviewing and choosing the vendors at the meeting tomorrow. This includes the bands as well. We will have the Castaway Bluegrass Band play for a time in the field in front of the Fire Department. We are planning some new activities as well. We are looking to have a "Best Pet Photo" contest. Kelley asked Knudson to give the Board the details of this contest as it was her idea. Marsh stated they just did this at the alpaca function she was at; she had some great ideas so Kelley asked if she would attend the Springfest meeting at Town Hall in the morning. She said she would be available and would come in to give the Committee ideas for this contest. If you know anyone who would be interested in this, please let them know. We will be doing a Malabar Mailboat before the event to let people know what is taking place. We are also in contact with Ron Garrison, who has had car shows at the event in the past, if he can get this set up as well. A "Ready, Set, Sledge a Car" activity is set. What will happen is people will buy a ticket from the Town that gives them three hits on the car with a sledge hammer and for the smaller patrons a hammer. Once the car is totaled, the Fire Department will use it for a vehicle extrication demonstration as well. Also, we need sponsors and donations so if anyone knows of a business or family who would like to participate in this way, please send them to me.

**K. ADJOURNMENT**

There being no further discussion, general consensus. **MOTION: Siegmann/Marsh to adjourn meeting. VOTE: All Ayes.** This meeting adjourned at 9:10

By: \_\_\_\_\_  
Bob Siegmann, Chair

ATTEST:

\_\_\_\_\_  
Cynthia Kelley, Recording Secretary

Date Approved: \_\_\_\_\_

DRAFT

## Cindi Kelley

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**From:** Dick Korn [rumbo@rumbopet.com]  
**Date:** Monday, March 14, 2011 9:24 AM  
**To:** Cindi Kelley  
**Subject:** P & R meeting 2/17/2011

Cindi,

Please pass this on to Bob and the members of the Board

My apology for missing the meeting. Had it been Tuesday or Wednesday I would have been there. I have a business commitment in Greenville, SC for Thursday. Perhaps it would be best to keep our regular schedule except in dire situations. The change was requested by 2 members so they could attend and resulted in another 2 having to be absent.

Board Member reports: Bunny seems quite interested in the Disc Golf program. If she would like, I suggest you assign her to that park and move me to the community park or wherever you and the board deems appropriate. I will accept whatever is decided.

Permanent fire ring for community park

Would this be for the scouts only?

If we have such a

permanent fixture in the community park is should be

available for the whole community to use

by permit

I am not comfortable with any form

of permanent

encampment site for the Scouts in the Community Park.

We should pursue an alternate site

for their encampments

such as Cameron preserve or the

acreage off Weber and Hall

Roads.

I understand the concern for restroom facilities for

the Cub scouts. Perhaps developing a solution to

this would

be a good eagle scout

project.

Soccer club request to develop Huggins Park

I am really uncomfortable with this

request.

Who would do the "grading and

landscaping"? Are they

licensed? What permits are required and who would pay for

them? Will this give the soccer club "sole

use of the facility

at the expense of the rest of the

community.

How will this affect our plans for

Senior citizens park?

What about restroom facilities? If

port o lets are brought in

who

will pay for them, maintain them and who will get to use them?

Attorney on this matter?

What is the opinion of the TA and

continue to march as they

My suggestion is we allow them to have and

be grateful for the generosity of the Baptist Church

for the use of their grounds and restrooms.

Soccer club trailer  
for the season. I

They have it and are moving it to the park

Brian Vail so he can arrange for a mooring post

have alerted

to secure the location of the trailer.

Dick Korn

# TOWN OF MALABAR

## PARK AND RECREATION

### AGENDA ITEM REPORT

**AGENDA ITEM NO: 2**  
**Meeting Date: March 16, 2011**

**Prepared By: Cynthia Kelley, Secretary to Board**

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**SUBJECT: Moving Alternate Member to Regular Voting Member**

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#### **BACKGROUND/HISTORY:**

At the last Park Board meeting, Chair Siegmann accepted the letter of resignation from Scott Pollard. In the letter, Mr. Pollard states that with his education schedule, he will not be able to be an active member of this Board. The Board needs to discuss and make a decision to move one of the alternate members up in his place as a voting member of the Board.

Council does not set who the voting members and alternate members of the Board; this up to the Board. Both Bernadette Knudson and Dawn Danielson are the alternate members. It is standard practice to move the Board Member with the longest tenure as an alternate to a voting position when it becomes available. Bernadette Knudson became an alternate member of the Board in March of 2010; Dawn Danielson became an alternate member of the Board in December of 2010.

#### **ATTACHMENTS:**

- E-mail from Scott Pollard dated 12/15/10

#### **ACTION OPTIONS:**

Discussion and action

**Cindi Kelley**

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**From:** Malabar Scott [malabar.scott@gmail.com]  
**it:** Wednesday, December 15, 2010 4:54 PM  
**to:** Cindi Kelley  
**Subject:** Resignation

**Dear Ms. Kelley,**

**My education schedule, starting in January 2011, will not allow me to participate on the Malabar Park and Recreation board. I therefore must submit my resignation.**

**It's been a privledge to serve and I have gained a new respect for those who perform public service. I wish you all the best.**

**Sincerely**

**Scott Pollard**

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# TOWN OF MALABAR

## PARK AND RECREATION

### AGENDA ITEM REPORT

**AGENDA ITEM NO: 3**  
**Meeting Date: March 16, 2011**

**Prepared By: Cynthia Kelley, Secretary to Board**

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**SUBJECT: Five-Year Plan Projection for Town of Malabar**

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#### **BACKGROUND/HISTORY:**

Council has given a directive for each Town Board to discuss projects that they would like to see happen over the next five years. In discussing this, the Board should list the projects in priority, with the top three being of the highest priority that Council will review. Also, you will need to mark your calendars to attend a joint meeting with Council, P&Z Board, Park Board, Fire Department & Public Works staff and Town staff for Wednesday, April 13, 2011. This meeting was set by Council at the RTCM of March 7, 2011. All Boards will be in attendance to discuss their specific projects.

#### **ATTACHMENTS:**

- Memo from Town Clerk/Treasurer dated March 10, 2011

#### **ACTION OPTIONS:**

Discussion and action

# TOWN OF MALABAR

## MEMORANDUM

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**Date:** March 10, 2011 2011-CT-042

**To:** Park and Recreation Board  
Cynthia Kelley, Secretary to Park and Recreation Board

**From:** Debby K. Franklin, Town Clerk/Treasurer

**Ref:** Request for Joint Meeting

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At the RTCM of March 7, 2011, the Mayor asked if we could use the P&Z Board's regular meeting night of Wednesday April 13, 2011 for the Joint Meeting to discuss the Five-Year Capital Improvement Plan.

The Mayor had requested at the RTCM of December 6, 2010 for staff to notify the P&Z Board, Fire Dept and the PW Dept and have each put together a list of improvements they envision for the next five years. The list was not to consider cost or how to fund the improvements as that is Council's responsibility. At the P&Z meeting on March 9, the Mayor was asked why the Park Board was not also asked to provide input. The Mayor said it was an oversight and called the Clerk's office on March 10 to ask that this be put on the next Park Board agenda for action. As stated above, the joint meeting to compare the lists is set for April 13, 2011 at 7:30PM.

The minutes from the RTCM of December 6, 2010 when the Mayor proposed the request to Council are attached.

I have also attached some information from 2007 when the Town last reviewed their Capital Improvement Plan.

The agenda package for the Joint Workshop on April 13, 2011 will be prepared by the Clerk's office and include all the submittals that we receive from your Board and the Fire Department, Public Works, Planning and Zoning Board and Town Staff prior to the meeting.

Thank you for your service to Malabar.

**3. Employee Holiday Schedule.** Mayor recommended Council give employees an extra half day off before Christmas and New Years. His reasoning is that they did not get a pay increase this year.

**MOTION:** Beatty / Acquaviva to approve adding the extra half day off before Christmas and New Years for Town employees. **VOTE:** All Ayes.

**4. Mayor went over some old papers and found a 5-year plan dated 2001.** Mayor said it is divided up and seems more like a wish list. He explained in his meetings with the ECFRPC for over a year the Renaissance Planning group did a projection for road improvements and the program determined the priority list. Step 2 – look out the next 25 years and forecast the revenues, local option, federal, state DOT and started funding. What this gave you is report of what was feasible today.

Mayor would like to see Town staff, the Fire Department and the P&Z Board work on this independently and if each of them do a 5-year plan and submit and they all get together and then decide what the priorities are. Eventually we could come up with a list. It would be Council's job to come up with funding. Mayor is looking for an ok. Acquaviva said one of the frustrating things is not getting things done. Let's make a plan and follow through with it. She thinks it is a great idea if we are held accountable to do it and follow through.

If there is an economic turnaround in a couple of years we may have more ad valorem. White said do a 5 and 10 year plan. Start with a 5 year plan. They will be more energetic with a 5 year plan. Acquaviva stated we lose site of the picture dealing with the problems we have mired ourselves in. Mayor said we got to figure out how to get word to Denine. Acquaviva said this is a very positive thing. Mayor would like to see a workshop in February. It could be regular meeting or a workshop. TA would finish. Franklin stated that Denine get copies of the meeting minutes to share with P&Z and she also will do a memo to her to advise her what Council decisions are.

**L. DISCUSSION ITEMS:**

**M. MAYOR AND COUNCIL REPORTS:**

1) Beatty – went to teen council and park board and introduced himself and tree lighting. Also the social on Sunday. It was very nice.

2) White – He did research on SB550 and he has a three minute letter to read into the record. He got it from internet and this will be verbatim. There are 2.3 million persons in Florida. This new law on regulation on septic systems was approved but it has been put on hold until July 2011. Current plan is to relook at this in March. No one has a clue about the inspection requirements. Type this into the minutes. Who would do inspections? Who are you going to trust to do this inspection? We have opportunity to fight it now. TA suggested doing a resolution. Council consensus to do resolution for next Council meeting.

For the record: Senate Bill 550

*It is difficult if not impossible to argue with someone wanting clean water in our lakes and estuary systems. However, to blame septic systems for the water quality issues in the state of Florida are not only wrong, but incorrect. Pollution comes from many sources. While SB550 does have some good merits, it is also fraught with many problems that must be dealt with before fair and equitable implementation and enforcement can be achieved.*

*In order to understand SB550 and how it would be implemented, I spoke with a State of Florida Environmental management Manager based in Brevard County. My first question regarding this new law was who would perform the mandatory inspections? The answer was, inspectors licensed by the state. Second question, where do I find an inspector to perform the required inspection? I was informed septic companies have licensed inspectors that could perform this job for me. This is when the red flag went up. When notified by the state that I must have my system inspected and re-certified, I am now expected to hire an inspector to assess my septic system that will likely be employed by and paid by a septic*

# TOWN OF MALABAR

## MEMORANDUM

**Date:** May 30 2007 07-ABD-20  
**To:** Bonilyn Wilbanks-Free, Town Administrator  
**From:** Debby Franklin, Administrative Assistant to the Building Official  
**Ref:** Capital Improvement Plan – 5 year

In reviewing the handout I can offer that no land acquisition has been made for future well site locations, stormwater ponds, library/community center or a new town hall. The Town needs to make some serious decisions on how they plan to handle future water and sewer needs. We also are aware that stormwater retention areas have been required and sought for the past ten years unsuccessfully.

The Town pursued CDBG grant money to get water and sewer to the Riverview Subdivision and the residents overwhelmingly rejected the proposal.

No rights-of-way have been purchased. The Building Department asks for additional dedications of right-of-way at permitting time to meet the local street goal of 60 feet. The Town needs to decide on a traffic flow for the Town and then strictly require the acquisition of rights-of-way to make the plan work. The Town also needs to enforce the requirement for cul-de-sacs at the terminus of the roads. This is a rural community but we don't really support the agricultural side. Perhaps we could plan a horse trail system throughout the town and then work toward acquiring those specific r-o-w needed to accomplish.

The shoreline was cleaned during Mr. Booth's tenure of the pepper trees. We got a lot of positive feedback from citizens on that project because we could see the river again. Even Palm Bay followed suit and cleaned their shoreline.

Recreation needs stated in our Comp Plan at two acres per 1000 population has been met with our:

- 20 acre Malabar Community Park with ball fields and playgrounds,
- 5-acre Huggins (neighborhood) Park.
- 8.48 acre Golf Disc Park
- 1.1 acre Butterfly Park
- The 17-acre parcel we are trying to trade to the State for the future Town Hall site is also set aside for passive recreation.
- 100-acre Cameron Wilderness Preserve is passive recreation

There are some parcels at the south end of town, located in Malabar but showing as owned by the County, that we could pursue asking the County to give to us. We made a similar request in 1994.

We promoted Neighborhood Watch programs but no other revitalization projects. Council seems opposed to proactive code enforcement. When there is a complaint it is more difficult because the offender then says "you let me do it for the last ten years" and we have to agree.

We built a public works building in 1995 but never put in the second floor storage.

We accomplished all but one of the capital improvements specifically called for in the 1988 Comp Plan:

- New Fire Station
- 10 acre park developed
- Purchased new fire truck
- Paved Weber and Corey

We still haven't got a new town hall. We could put a road paving master plan into the capital improvement 5-year plan. The location of the town dump is in RR-65 zoning. It is on a portion of road the Town never improved – properly. We could plan to clear off the dump site or improve the road to it or sell it. We don't own any land large enough to use as a staging area or holding area. We realized that when we were paving roads and had to use the ball field at the park to stage road materials.

It has been discussed to offer to buy the land to the west of town hall owned by Mr. Billie. At one point we had a deal and then he backed out.

We need to budget for updating the Land Development Code and the Code of Ordinances. We need to do what is required so we can increase OL fees. I think a rate study is required because we did not do one in 1995 we haven't been able to increase our OL fee.

WE NEED MAPS – If we could budget for new maps for the next five years so that we have up to date, GIS type maps with overlay capability and flood zone information that would be very helpful, useful, etc.

We need to budget for computer replacements and related equipment.

**TOWN OF MALABAR**  
**5 -YEAR PLAN PRIORITIES**  
**UPDATE - August 2007**

<u>Land Acquisition</u>	STATUS
<b>Town Hall/Municipal Complex</b>	Currently working with EELs and Rep. Needelman
library	None to date
community center	None to date
well water sites	None to date
<b>Stormwater</b>	
Corey and Malabar \$300,000	Snow Stillwater Preserve
Recharge Areas	Still a great concern for future needs for water
<b>Parks and Recreation</b>	
Riverfront (FRDAP grant, boating grant)	Shoreline has been cleaned but replant with native habitat has not been planned out or completed
<b>Industrial</b>	
Babcock area	
<b>Right-of-Ways</b>	
Marie to Leghorn	None purchased but Building department acquires road r-o-w at time of permitting
	Request to property owners not well received so we have obtained ROWs as building permits are approved
<b>Facilities</b>	
Town Hall	Currently looking at potential property and working with the EELs
Community Center/Library	Current Town Hall could be refurbished for this project
Public Works storage	Built PW building in 1995 but never finished the 2nd floor storage
Recreation	We have met our Comp Plan commitment of 2 acres per 100 population as follows: 20 acres Malabar Park; 5 acres Huggins Park; 8.48 Golf Disk Park; 1.1 acres Fern Creek Crossing 17 acre parcel; 100 acre Cameron Wilderness Preserve
pavilions	Pavilions and water and electric to sites completed
trails	Bridle paths are along Hall, Marie, and Atz with biking/walking trails (considering a FRDAP grant for restrooms at Trailhead)
piers	
Expand water treatment facility	

**TOWN OF MALABAR**  
**5 -YEAR PLAN PRIORITIES**  
**UPDATE - August 2007**

IDENTIFIED AREAS	STATUS
<b><u>Equipment</u></b>	
Mower/Slope mower	Replaced with the John Deere. Salvaged old machine as utility tractor which handles flat mowing
Tractor & Accessories	Tractor Accessories were not purchased as they would not fit planned 50 Hp utility tractor
Dump Truck	Sterling tandum dump truck purchased
Pick-up Truck \$17,000	Replaced Pickup with 2 used pickups
Office Equipment	Server for Town Hall - replacement schedule in 2007/2008 budget
Computers	Currently on a three-year replacement program with planned addition to internet access for PW
<b><u>Infrastructure</u></b>	
Roads	
12 miles of collectors	Paved Weber & Corey
Pave dirt roads \$65,000/yr	Program was to cold pave 1 mile a year. This program stopped and we began capping program
Water/sewer/stormwater	List will be updated for you on the list of cpped and paved roads
Beautification	Need future commitment and planning to handle future water/sewer needs
Lighting	Shoreline cleaned of invasive pepper trees
Neighborhood revitalization	
Rehab	None to date
Code Enforcement	Not proactive - but complaints are handling through Citizen Contact forms and Code Violations
	Case are brought before a Special Master
<b><u>Fire Safety</u></b>	
<b><u>Vehicles</u></b>	
tanker	Purchased 2 vehicles in FY 2006/2007
utility	Purchased 11/05
squad	
engine refrib	Completed
<b><u>Building</u></b>	
paint	Completed painting inside 05/07
overhead doors	on Fire Dept - complete / Annex Bldg incomplete
replace concrete	new concrete pad and aprons completed 06/07
<b><u>EMS</u></b>	
upgrade to BLS	need 24 hour coverage to implement and do not have manpower
add defibrillator	Complete - 06/07

**TOWN OF MALABAR  
5 - YEAR PLAN PRIORITIES  
UPDATE - August 2007**

<b>IDENTIFIED AREAS</b>	<b>STATUS</b>
<b>Radio Communications</b>	
replace obsolete packsets	in progress
radio headsets	in progress
<b>Fire Fighting Equipment</b>	
fire hose	in progress
Scott Packs	in progress
Cascade air system	
Bunker gear	in progress

# TOWN OF MALABAR

## MEMORANDUM

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**Date:** March 10, 2011 2011-CT-043

**To:** Park and Recreation Board  
Cynthia Kelley, Secretary to Park and Recreation Board

**From:** Debby K. Franklin, Town Clerk/Treasurer

**Ref:** Results of Board's Recommendations

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At the RTCM of March 7, 2011, the Council considered the Board's recommendation on the two Eagle Projects and approved both. The second project was changed from the concrete ramps to constructing a kiosk for the entrance area of Malabar Community Park. It will follow the same style and construction of the recently installed one at the Disc Golf Park.

The funding will come partially from Council Member Acquaviva who allocated \$50.00 for each project and also the Mayor will allocate \$50.00 for each project. The Scouts said they would get discounts on their purchases and hold fundraisers. The Town will pay for the balance needed from the Developer's Recreational Fee fund. I have attached that portion of the minutes for your review.

The other item before Council at that meeting was the purchase of the old school house on Marie Street. I had Council them with the minutes and recommendation from the Park Board regarding holding a joint meeting to discuss the concerns many people had on the true expense of the purchase. The Mayor told the Council that the Teen Council had also considered the purchase as one of their agenda items and had made a unanimous recommendation to purchase. I scroll through the agenda package as each agenda item is discussed and the Park Board's recommendation was showing on the overhead during the discussions but no mention was made, nor action taken on the joint meeting.

The Mayor, as Chair, passed the gavel so he could make a motion to direct the Town Administrator to negotiate with the school house owners on a year-long lease with option to purchase and an outright purchase agreement. The Town Administrator is to provide the details at the Council meeting of March 21, 2011.

I do not have the minutes available yet to attach to this memo but you can watch the meeting by going to [www.ustream.tv](http://www.ustream.tv).

**J. PUBLIC: ITEMS DIRECTLY RELATED TO RESIDENTS AND RECOMMENDATIONS FROM TOWN BOARDS/COMMITTEES PRESENT AT MEETING**

**3.a. Recommendation from Park & Recreation Board – Fire Ring Eagle Project**

**Exhibit:** Agenda Report No. 3.a.

**Recommendation:** Request Action

Council watched the Power point presentation from Eagle Scout candidate Conner Mahoney on his project to construct a fire ring adjacent to the flag pole at the Malabar Community Park. Presentation is in the agenda package and includes estimate of costs. Mahoney stated if Town can't fund entire project he can do fund raiser for part of expense. Also, material costs may be reduced as many suppliers give discounts to Scouts for their projects.

**MOTION:** Acquaviva / Beatty to approve Eagle Scout Candidate Conner Mahoney proposed project for a permanent fire ring with signage at Malabar Community Park.

Discussion. Price includes wood to build benches like the ones at the Sand Hill trail Head. McKnight asked about the sand in his proposal and said he can donate sand from the river front. Conner said you want it to drain properly. They will sink the benches and not use concrete. Acquaviva asked about allowing fires by public. Fire Chief stated there are no open fires allowed in the county at this time. TA said it is a public park and if there is a fire ring people will use it. McKnight said no one is allowed in park after dark and theoretically, this will only be for the scouts. Eagle Scout Candidate Conner Mahoney said he wanted to build the fire ring for all of citizens of Malabar.

CM Beatty said there is an existing fire ring at trail head and have had no issues. He said in the past he knew Troop 37 had come in to the park in the past and dug the hole and had their fires and then buried them. They had their cross over ceremonies at the Malabar Community Park at this location. Any concerns can be dealt with. TA said the park is rented out to general public. Beatty said we haven't had a problem with fire ring overnight.

Bob Wilbur said the original fire rings were built for the placement at Malabar Community Park and the Sand Hill Trailhead. These are perfect locations. Just add sign stating that fires are by permission only. Wilbur stated the Scouts used the fire ring at the Malabar Community Park for their rituals until a town contractor took the fire ring out without direction from Council.

Acquaviva directs \$50.00 from her discretionary fund to be used towards cost of construction. Mayor makes a similar allocation of \$50.00 from his discretionary funds. The remaining cost will come from the developer recreational fee fund.

**VOTE:** All Ayes.

**3.b. Recommendations from Park Board – Kiosk Eagle Project**

**Exhibit:** Agenda Report No. 3.b

**Recommendation:** Request Action

Eagle Scout Candidate Kevin Pagliarulo wants to build a kiosk for the Malabar Community Park. His previous project was for concrete ramps at the bridge over the lake, but after meeting with the Building Official he learned that there was already a ramp there and the Town Administrator stated the kiosk had been requested by many park users.

Eagle Scout Candidate Kevin Pagliarulo showed the Power Point presentation of the type of kiosk which would be similar to the one at Disc Golf Park. He went over the details of the construction. He suggested you can put info on the park and maybe a map of the area. He didn't know if the Council would pay for it. Scouts can get discounts, so the proposed costs

could be reduced. Mr. Crowell and his dad, Mr. Pagliarulo are carpenters and have built similar projects.

Mayor asked where it would be located – inside the park area. TA said it would be in the front area after you pull off Malabar Road safely and before you drive all the way back to the park. McKnight asked for the estimation of costs. Kevin said \$350.00. TA said the idea is to have the kiosks all uniform at all locations. Kevin said the one at the Sand Hill Trailhead was done by a business and his will be the same but the costs are only for materials.

**MOTION:** Beatty / Acquaviva to approve the kiosk at Malabar Community Park.

Discussion. Acquaviva directs \$50.00 from her discretionary fund to be used towards cost of construction. Mayor makes a similar allocation of \$50.00 from his discretionary funds. The remaining cost will come from the developer recreational fee fund.

Acquaviva stated she thinks it is amazing and great that so many scouts have achieved Eagle rank from Malabar. She knows many of them and knows it is a rare thing. Kevin stated that only 2% of boy scouts become eagle scouts. In Troop 37 the percentage is over 50%.

CM Beatty thought the kiosk at Malabar Community Park should be 4 x 8 feet and be in the center of the boulevard. Chair asked Beatty to allow staff to provide direction to allow it to mimic the kiosk at the Golf Disc Park..

**VOTE:** All Ayes.