

**PARK AND RECREATION ADVISORY BOARD
REGULAR MEETING
WEDNESDAY, APRIL 20, 2011
7:30 PM
TOWN OF MALABAR
2725 MALABAR ROAD
MALABAR, FLORIDA**

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 – 3/16/11
Exhibit: Agenda Report No.1
Recommendation: Motion to approve
- E. PUBLIC:**
- F. ACTION:**
 - 2. Recommendation to Council to Add Shuffle Board and Bacchi Ball to Huggins Park**
Exhibit: Agenda Report No. 2
Recommendation: Make recommendation to Council
- G. DISCUSSION:**
- H. OLD BUSINESS/NEW BUSINESS:**
New Business:
Old Business: Logue Property – Liz Ritter
- 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**
- 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: April 20, 2011

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Approval Park Board Minutes

BACKGROUND/HISTORY:

Attached are the summary minutes for the following meetings:
Regular Park & Recreation Board Meeting – 3/16/11

ATTACHMENTS:

- Draft Minutes from Park and Recreation regular meeting March 16, 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
03/16/11 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 7:33 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
Vickie Thomas – excused (out of town)
Maryann Marsh – excused
Bernadette Knudson – arrived at 7:35 pm
Dawn Danielson
Cynthia Kelley, Recording Secretary

C. ADDITIONS/DELETIONS/CHANGES:

D. CONSENT AGENDA

1. Approval of Minutes

Regular Park and Recreation Meeting – 02/15/11

Exhibit: Agenda Report No.1

Recommendation: Motion to approve

Discussion: None

MOTION: Danielson/Korn to approve the minutes from February 15, 2011 as presented. VOTE: All Ayes.

E. PUBLIC:

F. ACTION:

2. Moving Alternate Member to Regular Voting Member

Exhibit: Agenda Report No. 2

Recommendation: Request action

Discussion: None

MOTION: Korn/Danielson to appoint the longest alternate member, Knudson, as a voting member of the Park& Recreation Advisory Board. VOTE: All Ayes.

Motion carried/failed 4 to 0.

3. Five-Year Plan Projection for Town of Malabar

Exhibit: Agenda Report No. 3

Recommendation: Request action

Discussion: Kelley advised the Board that this was brought to them as a directive of Mayor Eschenberg and there is to be a joint meeting with Council, P&Z Board, Fire Department Staff, Public Works Staff and Town Hall Staff along with the Park Board on Wednesday April 13, 2011. The Board should mark their calendars and be in attendance for this meeting. Everyone in attendance will be discussing their "wish" list for the five year projection and getting a feel for what each Board, Council and staff member feels are the priorities.

1. Siegmann stated he would like to see bicycle paths all through the Town of Malabar.
2. Knudson stated she would like to see, as the Board has been working on this project, Huggins Park have the shuffle boards and bacchi ball courts put in. In this project, restrooms will be at the park as well as a kiosk to provide the neighborhood information regarding the park and the activities going on there; we are waiting for grant funds to be available. All the research has been done for the shuffle boards and bacchi ball fields. Siegmann also stated, along with project, we need to have some type of structure to keep all the equipment for these two games in; this equipment is not cheap and we want it to be protected. He also mentioned shade structures for the fields as well. Korn stated that the equipment needs to be available on the weekends; who will be responsible for the equipment? Town Hall is not open on the weekends.
3. Korn stated, with all the talk about the old school house, we need to have a community center for the Town. It was the intent, when this building was donated, that it be used for Council meetings until such time that a Town Hall could be found/constructed. We need to get back to the 1960's and follow what the original intent for this building was to be a community center for the Town.
4. Danielson asked about the Riverfront project that is on the 2007 five year plan. She would like to see this remain as part of the plan. Knudson stated she would like to see residents have access to the river. Siegmann stated the Town owns a piece of property at the end of Orange Avenue; it has no ingress/egress or parking area. The plan was to put out a pier for fishing. The Logue property, Liz Ritter is working on this, does have ingress/egress and a place for parking across US1. The goal, not long ago, was to make it look like Palm Shores. Then there was the idea of getting the property north of Rocky Point; more parking is available in that area. Then there is the idea of the Nelson property at the south end of Rocky Point. Korn stated that Liz Ritter is working on the Logue property but we haven't had a report on this for some time. The Board discussed the property the Town owns off of Weber Road. At one time, they were looking to have this as an Eagle Scout project to have it made into a park that the Scouts could use. This idea fell to the wayside due to the cost involved to have a culvert and driveway put in. After researching this, it would cost approximately \$8,000 for this work to be done off of Weber Road. Korn stated that you can access this property off of Wilson Lane off of Atz Road. It is not an easy access to the property so it was left at this time.
5. Knudson stated she would also like to see a library in Malabar. She doesn't know if this falls under the Park Board's jurisdiction but it is a recreational activity. She would like this added to the five-year plan projection as well.

These projects are listed as the Board gave them to the secretary and are not listed in any priority.

MOTION: Korn/Danielson to make recommendations to Council for the following projects to be included bicycles paths in Town of Malabar; Huggins Park with shuffle boards, bacchi ball, restrooms, kiosk & equipment storage; community

center; riverfront project from five-year plan in 2007 and a library in the Town of Malabar.

VOTE: All Ayes.

Motion carried/failed 4 to 0.

Korn asked the Chair if the Board could invite Liz Ritter to the next meeting for an update on the Logue property.

G. DISCUSSION:

H. OLD BUSINESS/NEW BUSINESS:

New Business: Knudson stated that we are having an amateur photo contest at the Springfest. Kelley made some flyers with all the pertinent information on them. Knudson has passed them out and left them at various store fronts and feed stores locally. We need to get the word out about the contest. Kelley stated the photos are due on or before March 25th at Town Hall. We have only received 5 entries thus far.

Old Business: Korn asked if Knudson would be interested in reporting on the Disc Golf Park. Because they are amenable to change parks Knudson for Disc Golf Park and Korn will take care of Malabar Community Park

I. BOARD MEMBER/STAFF REPORTS:

- **Cameron Preserve – Thomas**

Thomas is excused.

- **Disc Golf Park – Korn**

Korn reported the second drive is for access to the property while building the second driveway. The park itself looks good; has had no complaints; nothing from Mr. Thomas since the one pin was moved. They are working on the history of the park and how it came about.

- **Fern Creek Crossing Park – Danielson**

Danielson reported has not noticed anything bad; pepper trees; Kelley was asked to get a report on this.

- **Huggins Park – Marsh**

Marsh is excused.

- **Malabar Community Park – Knudson**

Knudson reported did not notice any safety concerns at the park. The security measures in place at the restrooms are good. Korn asked who is opening and closing the gates at restrooms. Kelley stated the Fire Department personnel are doing this. Siegmann and Knudson stated we need to give kudos to them for their efforts. The canopy at the playground needs to be put back up. Korn asked if it could be there for Springfest. Kelley stated the Public Works crew has been busy with road maintenance. It will hopefully be up for Springfest.

- **Trailhead – Siegmann**

Siegmann reported there is a problem with the gates; he has not had time to get with Public Works on this.

- **Springfest – Kelley**

Kelley gave a brief update of the Springfest event. We had a small issue with one of the bands but that has been addressed and taken care of. We will have a car for the sledge a car demonstration at the Fire Department. Chuck McClelland stated he would drop it off and pick it up when we are done with it. We will have a come and go car show in the field at the front of the Fire Department. Gabe Waldorff, Hunter Lane, will be giving Disc Golf demonstrations for those who would like to learn about the game. All is coming together and the Committee meets on Friday to go over all the last minute details and get everything lined up and taken care of. We have had some new sponsors this year as well. Kelley is working on the raffle prizes and is just about done with this issue. We will have a canine demonstration with BCSO as well. Knudson stated that we will have all sorts of animals in the park. Korn stated that maybe Marsh could get with Dr. Ireland and see if he would lend two of his sheep. Someone would have to watch them. Kelley reported that the exotic animals will be on site again this year as well.

K. ADJOURNMENT

There being no further discussion, general consensus. **MOTION: Korn/Knudson to adjourn meeting. VOTE: All Ayes.** This meeting adjourned at 8:15.

By: _____
Bob Siegmann, Chair

ATTEST:

Cynthia Kelley, Recording Secretary

Date Approved: _____

TOWN OF MALABAR
PARK AND RECREATION

AGENDA ITEM REPORT

AGENDA ITEM NO: 2
Meeting Date: April 20, 2011

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Recommendation to Council to Add Shuffle Board and Bacchi Ball to Huggins Park

BACKGROUND/HISTORY:

At the meeting of September 15, 2010, Town Administrator Wilbanks came to address the Board with regards to what they would like to see happen in Huggins Park. It has been suggested by Board Members Marsh and Knudson to have shuffle board and bacchi ball courts added to this park; the park is not used at this time and it would be an addition to the park that the older residents would enjoy. At the meeting, TA Wilbanks stated that the Board should dream big; grant funds are available and we would need to see what is out there and what the guidelines would be for applying for the grants. It may take a little more time, but we should visit other parks and see what else we might want to add. The plans for Huggins Park should be obtained so the Board Members can place the activities they want in the park; TA Wilbanks stated that the Town Engineer could help with this. The Board has discussed this at great length and would like to see Huggins Park go in this direction.

ATTACHMENTS:

- Portion of minutes from 9/15/10 meeting

ACTION OPTIONS:

Make recommendation to Town Council

provided and what the cost would be. Kelley stated that there are no additional funds in the budget for additional cuts. She would find out the number of cuts provided and advise the Board of her findings. Korn stated that the contractor should be provided the schedule of the soccer club so they know when the games are and the field could be cut in a timely fashion. What the Board can do is ask staff to monitor the function of the contract to make sure that the contracted mowing is being done.

Pollard stated that if the attorney advised against the soccer people doing the mowing, then they cannot do it. Again, Yolles stated he felt this was because of him not knowing they wouldn't be spreading the chemicals on the field. Yolles stated that the grass would be cut and they would leave the field. He also stated that the church had been great letting them use their facilities for practices; practices are held Monday through Friday each week and the games are played on Saturdays.

Korn advised the Board that the irrigation system at the soccer field had been hit by lightening and was not working for a period of time. When this was found out, it was fixed and the timers were set to water the grass every day until it came back. He suggests that a liaison between the Board and the soccer club be set up to work on these issues. Knudson was asked as first choice and Thomas will be back-up person to interact with soccer club.

Knudson stated that the bleachers taken from the basketball court and placed at the soccer field had been moved back and are not sitting in a safe place. Korn stated he would advised Town Administrator; Pollard recommended that the bleachers be placed at the soccer field and anchored down so they cannot be moved again. Korn suggested that we try to bring the mowing contractor's activities in concert with the soccer club's activities. This has already been discussed and will be taken care of with the liaison.

No action was taken at this time.

This item was heard after the consent agenda.

G. DISCUSSION:

3. Huggins Park (B. Wilbanks – TA)

Exhibit: Agenda Report No. 3

Recommendation: Discussion

Discussion: Korn stated he asked the Town Administrator to be present to discuss our options for Huggins Park and then to go out for grants that may be available to assist in accomplishing what we would like to see in the park. He advised the Board that the flagstones were placed under the picnic table legs so the table sits level and the bottoms are protected. He turned the discussion over to Town Administrator at this time.

Wilbanks advised the Board that she wants them to come up with their ideas and advised that there are grants out there. It is better to come up with the ideas and place them so that when getting a grant all is in line. It would be very difficult to piece place amenities as you don't know if something would be in the way of another amenity in the park. Thomas asked if it would be a sunshine violation if she and Knudson were to meet

as a sub-committee on this matter. Wilbanks stated it would be a sunshine violation; however, they could e-mail their ideas to her and she could then put a memo together to the Chair of the Board. She cannot, however, become a conduit between the Chair and the Board Members. She suggests that if the Board wants to make this park a Senior Citizens Park, they should dream big. This may take a little more time but she, again, explained the value of taking time to put everything together and placing it on a map of the park to make sure it will all work; you also end up with more with grant funds. We could look into a FRDAP grant and see when they have to be turned in; specific dates for filing for grants. With making this into a park for senior citizens, we may have a better chance of getting a grant.

At this time, Wilbanks explained the importance of going out for quotes. If you solicit services, you can go down the wrong road to get the job done. It is better to provide the names of people who provide the services we are looking for to her so she can provide the quote to them; everyone would then have the same information to bid on. It's doing due diligence that gets the job done. Korn stated the Boy Scouts have done a lot of work on their projects for the Town. Did we get quotes on the supplies they would need? Wilbanks stated that they have a certain criteria when applying to their Council for putting together a project. They must provide all the information about what is needed in planning and the supplies for the project. They came in with what and how much was needed and supplies needed. With due diligence, we were able to get it at the best prices; if done the right way, the jobs are performed with no issues. Korn asked if Wilbanks could put together a document to show the guidelines for RFQs or proposals.

Thomas asked Wilbanks if there are people who volunteer to write grants. Wilbanks advised the Board that former Council Member Pat Dezman was sent to a class on writing grants; the Hann's have also been very helpful with writing grants. Wilbanks has also worked with them in the past.

Knudson asked Wilbanks how to go about getting a copy of the plans for Huggins Park; she would like to start placing the amenities on the map and see where things can go. Wilbanks stated that the Town Engineer could possibly assist with the placement. She also asked the Board to visit various parks in the areas to get ideas as well. We can make contact with that municipality and ask for those plans; it's all public records. Wilbanks gave an overview of the park at Snug Harbor Lakes; they have shuffle board and bachi ball. The Board is trying to get the park used; it is their intention to move the swings from Huggins Park to the Malabar Community Park. Knudson stated we should leave them where they are for now; we have a lot of work to do before we should consider moving that equipment.

Wilbanks thanked the Board for their time and efforts that they volunteer to the Town and to keep up the good work. She also thanked them for going to the parks and advising when issues come up; this service is valuable to keep the parks in good shape for public use. She left the meeting at 7:50 pm.