

**PARK AND RECREATION ADVISORY BOARD
REGULAR MEETING
WEDNESDAY, MAY 18, 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. PRESENTATIONS: Maryann Marsh – Malabar Springfest Donation
Robert Wicker – Malabar Springfest Volunteer**
- E. CONSENT AGENDA**
1. **Approval of Minutes
Regular Park and Recreation Meeting – 04/20/11
Exhibit: Agenda Report No.1
Recommendation: Motion to approve**
- F. PUBLIC:**
- G. ACTION:**
2. **Recommendation to Council to Place Plaque on Pavilion at Sand Hill
Trail Head in Memory of Gary Dotson
Exhibit: Agenda Report No. 2
Recommendation: Make recommendation to Council**
3. **Recommendation to Council to Change Code Regarding Monthly
Meeting Stipulation
Exhibit: Agenda Report No. 3
Recommendation: Make recommendation to Council**
- H. DISCUSSION:**
- I. OLD BUSINESS/NEW BUSINESS:
New Business:
Old Business:**
- J. BOARD MEMBER/STAFF REPORTS:**
- **Cameron Preserve – Thomas**
 - **Disc Golf Park – Knudson**
 - **Fern Creek Crossing Park - Danielson**
 - **Huggins Park – Marsh**
 - **Malabar Community Park – Korn**
 - **Trailhead – Siegmann**
- K. 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: May 18, 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 – 04/20/11

ATTACHMENTS:

- Draft Minutes from Park and Recreation regular meeting April 20, 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
04/20/11 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 7:32 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

Maryann Marsh – excused

Bernadette Knudson

Dawn Danielson – excused

Cynthia Kelley, Recording Secretary

C. ADDITIONS/DELETIONS/CHANGES: Kelley advised Chair that there a several certificates of appreciation to be awarded to the following for their participation in Malabar Springfest 2011:

Terry & Gabe Waldorff – Malabar residents who participated by building and providing interactive demonstrations to the Frisbee Disc Golf game during the event; not able to be here; will be presented at Town Council May 2, 2011.

Maryann Marsh – Malabar resident and business owner who participated by providing the beautiful ribbons presented to the winners of the “Amateur Best Pet Photo Contest” at the event; not able to be here, will be presented at the next meeting.

Bernadette Knudson – Malabar resident who volunteered her valuable time to assist in the planning of the event; and

Cindi Kelley – Town of Malabar employee and event coordinator.

Chair Bob Siegmann made the presentations to those that were present and thanked each and everyone for their efforts and time they put into the event. The residents and patrons of the park on the day of the event had a great time and truly enjoyed the day.

Kelley gave her report of Springfest and told the date of next year’s event. Will give

D. CONSENT AGENDA

1. Approval of Minutes

Regular Park and Recreation Meeting – 3/16/11

Exhibit: Agenda Report No.1

Recommendation: Motion to approve

Discussion: Korn, page 2, item 4 should state off of Hall Road, not Atz Road.

MOTION: Korn/Knudson to approve the minutes of March 16, 2011 with correction as noted. VOTE: Knudson, Korn and Siegmann - All Ayes.

Thomas was not present at the last meeting and felt she should abstain from voting.

E. PUBLIC:**F. ACTION:****2. Recommendation to Council to Add Shuffle Board and Bocchi Ball to Huggins Park****Exhibit:** Agenda Report No. 2**Recommendation:** Make recommendation to Council

Discussion: Kelley advised the Board that staff had not received formal instruction to take this recommendation to Council; Franklin stated this would be how Council is informed of what the Park Board would like to have happen in Huggins Park. Knudson stated that this was put in the five-year projection plan; Kelley stated it was but it is good to send the recommendation to Council.

MOTION: Korn/Thomas to make a recommendation to Council to add shuffle board and bocce ball courts to Huggins Park as funds come available and recommends that research be done for grant funding for all or part of this project.

VOTE: All Ayes.

Kelley advised the Board that the next Council meeting will be Monday, May 2nd; anyone who would like to address Council regarding this matter should plan to attend. Kelley will also provide the research cost information to Town Clerk for the Council agenda packet.

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

New Business: Knudson spent the weekend at Wickham Park for the Country Fest last week; loves the archery range they have and feels we could do this. Siegmann stated we tried this; there is not enough people in this area and don't feel that people would come. He tried to get them to come down to Huggins Park; Korn stated there is plenty of room in this park and it would not interfere with the plans the Board has for the additional activities of shuffle board and bocce ball. Siegmann stated he will invite Fred, his friend who is involved in an archery club, to come down to see if the interest would be there for this. Thomas stated that if people had a place to go, they may have an interest. Joe Bina, from the audience, stated that several schools have archery clubs as well. This may be a way to have it become a town activity. Knudson stated that the weekend after next is a 3D shoot at Kempfer's Ranch out off of 192. Korn asked if it is the general consensus of the Board to keep an open mind for the archery range. We would have adequate parking at Huggins Park for all the proposed activities.

Korn asked about the skateboard activities in the park. Kelley stated that a vendor sent information to the Town Administrator; Kelley was asked to pass it to the Board for their discussion. Knudson stated that this is not needed; Thomas stated we have the skateboard park behind the Palm Bay Community Center and Liz Ritter stated that there is an indoor park on north US 1 in Melbourne. Korn stated that this came before Council many years ago; there were liability issues and it didn't get very far.

Siegmann wanted it in the record that Certificates of Appreciation were presented to the Public Works staff today as they were not able to attend the Council meeting on Monday

evening. He felt it important that they be commended for the outstanding jobs they did to prepare the park for Springfest. There were many jobs that needed to get done in a short amount of time and they did a fabulous job in getting everything done. The Malabar Community Park was in pristine shape for the event.

MOTION: Korn/Thomas to consider Springfest 2012 to be a two day event since it is our 50th anniversary. VOTE: All Ayes.

Korn reported to the Board that he sent an email into the Board's secretary a few weeks ago. In the email, he stated that the Charter states that the Park Board is to meet once a month; he feels strongly that this is the way the meetings should happen. Even if there is a special meeting during the month or if someone has a special request, the meetings should take place. The January meeting was used as a joint meeting, at the request of the Mayor, to have a presentation made to Council, P&Z Board and the Park Board regarding the findings that the special committee set up for the Old School House purchase. Korn stated that he would not be able to make this meeting in January as he sets his schedule around this Board's meeting taking place on the third Wednesday of each month. The meeting in February was moved at the request of two of the Board's members due to a class they were involved in. As the request of the Chair, Bob Siegmann, Kelley made contact with each Board member to find out their availability for either the Tuesday or Wednesday before the third Wednesday for February. In speaking with the Board members, it was the general consensus that the meeting be held on Thursday, February 17th. Kelley reported this information back to the Chair and was told the meeting would be moved to the 17th. Kelley sent an email to each Board member advising of this change; Korn and Danielson both reported back that this date was not good for them and they would need to be excused from the meeting.

Korn stated that this Board is here to serve the citizens of Malabar and when the meetings don't take place on the schedule date, it does not serve them. Kelley stated that the January meeting was changed and noticed well in advance for the public to know. This was an instruction taken by the Mayor and after speaking with the Board's Chair, Siegmann was in agreement with using our regular meeting date in January to be used as a joint meeting. The meeting in February was changed after making contact with all the Board members and reporting back to Siegmann the information that was found out about availability. Sometimes changes have to be made. Both of these meetings were changed at the discretion of the Board's Chair after receiving information from the secretary and instruction by the Mayor. At this point, Korn stated that we have not had a regular meeting for the last six months. Siegmann stated that was not true; we didn't have a meeting in December due to the Christmas holiday. The January meeting was changed at the request of the Mayor and Council, who this Board reports to. The February meeting was changed because of a request received by two of this Board's members making the request. Thomas spoke to say that she thought it was the responsible thing to do to request a meeting date change rather than just call in and ask to be excused. Korn stated that when the meeting for February was set, two of the other Board members could not be present; we need to be consistent. Kelley stated that the members were marked as excused because they advised her that they couldn't be in attendance. Knudson stated that both of the meetings were changed with plenty of notice given out. Kelley stated that meetings, upon a request for a change, are done

with plenty of time to get the notices out to the public. All meetings are noticed at the marquee in front of the Fire Department, on the Town's website and also in the box just outside the front door of Town Hall.

Korn stated he would like to stick to the scheduled meetings. Siegmann called a point of order at this time. It is understood what Korn wants and a meeting will take place every month from now on. However, when Council or the Mayor makes a special request, it is up to the Board to meet the request that has been made. Siegmann asked Korn if he would like for him to resign. Korn stated that he didn't want that to happen. Siegmann stated that if Korn isn't happy with the way he runs the meetings, it would not be a problem for him to step down. Korn commented that he feels the Board is not being allowed to do its job if the meetings are not held as scheduled. Siegmann stated that Korn could take this up with Council. Korn stated that he would not have an issue going to Council with this; he again stated that the Board is here to serve the residents of Malabar. Siegmann stated the Board is an Advisory Board to Council and we must follow what Council needs us to do; even if it means making a change to the meeting date. Kelley explained that sometimes meetings must be re-arranged; they are done with plenty of time to be noticed for the public.

Old Business: Logue Property – Liz Ritter

Liz Ritter, 2860 Orange Avenue, came forward and addressed the Board with an update of the Logue property. The property was purchased by Julie Kinser and has since been put back on the market. It was listed as residential not RLC; thought she could do more with the property. She has a lot of ideas about the dock. Ritter stated she has had conversation with Kinser and let her know that the Town has an interest in the property on the riverfront (east side) to have riverfront access to the Town. The Town would like to have an area that is accessed by the river with non-motorized vessels. This dock could be used for kayaks, canoes and such. Ritter advised her that it would be a free park with no revenues.

Ritter reported that she heard CITA might be willing to sell their property. Bob Wilber, Chair of the Planning & Zoning Board, is making contact to see what he can find out. They have a larger portion on the river and the house is larger as well. The driveway between the two properties is shared and there is more parking available. Ritter stated she is not giving up hope; feels we could have a good shot at doing something there; she is hoping Wilbur will have some information for her from CITA. Thomas asked if Kinser is interested for tax break reasons. Ritter stated Kinser is concerned about the liabilities. It's a coastal preservation and she is not able to do what she would like to do.

Korn asked Ritter about the piece of property adjacent to the Logue property. Does the Town own it? Ritter stated that the Town does not own it; she has done some research. Korn also asked about the old mail dock. Ritter stated that the only thing she can think of is that it's off of Orange Avenue; she had a map and showed it to the Board. There are several small dots that could be where the dock was. Korn asked if Ritter would be willing to continue to update the Board on this. She stated that she would be happy to do this. Korn stated that the Florida Community Trust has a grant that we could use to purchase the property but you can't develop it. At this time, Ritter advised the Board that

Council did not approve the purchase of the Old School House. Korn stated he had been out of town for some time and hadn't heard about this; the Town needs a building to do activities in somewhere. He asked if CITA was doing anything; Ritter stated that they aren't and Siegmann stated the property is just sitting there.

I. BOARD MEMBER/STAFF REPORTS:

- **Cameron Preserve – Thomas**

Thomas reported she has nothing else to add; the same issues with picking up the trash and motorized vehicles going through the park are still taking place. Korn stated they are accessing the property on Palm Bay's side.

- **Disc Golf Park – Korn**

Korn stated it looks good. He thought that Knudson was reporting on this park. The park is being maintained and kept clean. He asked about the driveway. Kelley stated the bid had been awarded and they are waiting for the project to be completed. We will need the final inspection before payment is made. Korn asked if the one entrance will be taken away. Kelley stated yes; it is there for the contractor to have access to the park for the driveway project. Once the apron is done, it will be taken away and only one entrance will be at the park. Korn stated that he has heard no complaints since the pin was moved; he has not spoken to Mr. Thomas. Kelley advised the Board that she had received no phone calls regarding discs going into his yard anymore.

- **Fern Creek Crossing Park – Danielson**

Danielson is excused from the meeting.

- **Huggins Park – Marsh**

Marsh is excused from the meeting.

- **Malabar Community Park – Knudson**

Knudson stated she went to the Disc Golf Park because she thought she had that park now. Kelley advised the Board that she got her people's name mixed up. Korn is on the Malabar Community Park and Knudson is on the Disc Golf Park. She came to Town Hall today to get more of the score cards; it has a map of the course on the back which helps to navigate the course. She reported seeing 10 people out there using the course. The tree that was down from the last storm has been taken care of. Kelley stated that two residents took care of this before Springfest as staff was very busy readying the park for the event. Knudson stated the cigarette butts on the ground around the table are horrible. She would like to see some type of receptacle placed out there for this. Korn asked if there is a "butt" can out there. She stated there is not. Siegmann stated he would take care of this; it's a can with sand in it. To clean it out, sift the sand and throw the butts away.

Korn reported on the bathrooms at the Community Park. The gates are a little light weight but they will serve their purpose. Siegmann stated that the Town is saving money by not having the supplies stolen. The paper towels have been replaced with hand blowers; there are all new plumbing fixtures as well. The Board thanked staff for getting the shade structure taken care of and replaced; Kelley stated that was due to

Franklin's efforts. The Board gave kudos to Franklin for all her efforts regarding the new shade structure on the playground equipment.

- **Trailhead – Siegmann**

Siegmann reported this is in good shape; there are still some issues with the gate but it's nothing major and he will address this with Public Works.

- **Springfest – Kelley**

As reported at the front of the meeting, Kelley also advised the Board that the ticket sales were \$500 more than last year. It was a beautiful day in the park and everyone had a great time. As stated above, the date for next year's event will be March 31, 2012. It is also the Town's 50th anniversary.

Thomas asked if a letter of thanks could be sent to Robert Wicker for his time and efforts with the photo contest. A Certificate of Appreciation will be prepared and presented at the next Park Board Meeting.

K. ADJOURNMENT

There being no further discussion, general consensus. **MOTION: Siegmann/Thomas to adjourn the meeting. VOTE: All Ayes.** This meeting adjourned at 8:35 pm.

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: May 18, 2011

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Recommendation to Council to Place Plaque on Pavilion at Sand Hill Trail Head in Memory of Gary Dotson

BACKGROUND/HISTORY:

Gary Dotson, founder of the Castaway Bluegrass Bunch Jam Session at the Sand Hill Trail Head, has passed away. The members of the Bluegrass have made a naming request. They would like a plaque mounted on the pavilion in memory of his service to Bluegrass music in the Town of Malabar.

ATTACHMENTS:

- Copy of Obituary from Ammen Family Funeral Homes
- Copy of Flyer for "Bluegrass in Malabar"

ACTION OPTIONS:

Make recommendation to Council

Ammen Family Funeral Homes

South Brevard Funeral Home ~ Melbourne, FL • Palm Bay Funeral Home ~ Palm Bay, FL
 East Coast Cremation ~ Rockledge, FL • East Coast Cremation ~ Melbourne, FL
www.affuneral.com

Obituary: Gary D. Dotson

Gary D. Dotson

May 29, 1938 - May 06, 2011

Gary D. Dotson, 72, passed away on Friday, May 6, 2011. He was born in Phelps, KY in the Eastern Kentucky Appalachian Foothills, graduating from Phelps High School and studying business courses at Indiana University.



Gary owned and operated Castaway Point Tavern for 30 years until his retirement after Hurricane Frances in 2004. He brought his love of bluegrass music to Palm Bay, starting with a weekly jam session with the Castaway Point Bunch. Later, the group came to Trailways Park on Sundays.

He worked as a manager for United Parcel Service from 1962 until 1974.

He was a member of Peace Lutheran Church in Palm Bay, and a United States Air Force Atomic veteran. He was the founder of the Kentucky Club, where he served as President from 1992 until 2001, and a Kentucky Colonel.

Gary served as treasurer of the Palm Bay Chamber of Commerce, was a founder of the Palm Bay Merchant's Committee, member of the Space Coast Tourism Committee (now Space Coast Tourist Council) and helped open the Tourist Information Center at the Space Center. He was an early member and representative of the city of Palm Bay Retirement board, re-chartered and revived the Palm Bay Jaycees Club, assisted in founding and forming the Mayor's Assistance Committee. He spearheaded a movement to install a traffic light at US 1 and Kirkland Road, reducing accidents and deaths by 80%. He was past President and founder of the Brevard Horseshoe League and the Brevard Singles Pool League.

He was a past chairman and initial member of the Bayfront Redevelopment Agency (BRA) and the city of Palm Bay organized "Bent Palm Project" to "Put the Palm back in Palm Bay", organizing and managing "Bay Day" for three years. He also organized and founded "Bluegrass On The Bay" (now Bluegrass in the Park) a monthly Bluegrass Mini-festival, and "Music in Malabar" with the Castaway Bluegrass Bunch weekly Bluegrass Jam Session. He invented and popularized "Base Box" and "Washboard/Brush Combo: as musical instruments.

Gary enjoyed promoting and playing Bluegrass music and would play at least two games of pool and hit at least two golf balls per week. He liked to "putz" around the house and make his new wife Agnes happy (or mad).

He had a belief in "One Nation, Under God, Indivisible, with Liberty, Justice, and enough Bluegrass for all."

Gary is survived by his wife Agnes Dotson; son Michael Dotson; daughters Melody (Rocky) Sian, and Heidi Dotson; stepchildren Diane (Jeff) Smith, Joseph Bonn, and

5/10/2011

Ammen Family Funeral Homes Obituar...

Jason (Marlene) Bonn; sisters Donna (Charles) Owens, Janice Fields, and Kandi Verro; granddaughter Tiffany Dotson; and step grandchildren Jared, Kaitlynne, and Jaden.

Arrangements entrusted to South Brevard Funeral Home, 1001 S. Hickory Street, Melbourne, FL (321) 724-2222.

Funeral Information

Gary's memorial service will be at 6:00 pm on Thursday, May 12, 2011 at South Brevard Funeral Home, 1001 S. Hickory Street, Melbourne, FL, 32901.

"BLUEGRASS IN MALABAR"



TOWNSHIP OF MALABAR



HOSTED BY: GARY DOTSON

2:00 P.M.-5:00 P.M.

"BLUEGRASS IN MALABAR" WILL OCCUR **EVERY SUNDAY** AND FEATURE LOCAL MUSICIANS. BRING YOUR "MUSIC" OR LAWN CHAIRS AND ENJOY 3 HOURS OF MUSIC IN THE FINEST BLUEGRASS / OLD COUNTRY TRADITION.

*******NO ADMISSION CHARGE*******

The "Castaway Bluegrass Bunch" Jams occur in south Brevard County, Florida at **Trailhead Park**-- just West of U. S. Highway 1 (Indian River Lagoon) . Go one-half mile West from US Highway 1 (or 3 miles East of I-95) on Malabar Road, turn North on Marie Street and go 100 yards to **Trailhead Park** (Next to Malabar School/Brevard Hardwood Co.) on the left.

Contact: GARY DOTSON @ 724-8746 or Township of Malabar @ 727-7764

Website: <http://launch.groups.yahoo.com/group/castawaybluegrassbunch/>

TOWN OF MALABAR
PARK AND RECREATION
AGENDA ITEM REPORT

AGENDA ITEM NO: 3
Meeting Date: May 18, 2011

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Recommendation to Council to Change Code Regarding Monthly Meeting Stipulation

BACKGROUND/HISTORY:

There was a concern raised by a Park and Recreation Board Member to Council regarding the meetings held by the Park Board. Council discussed this at their regular meeting on May 2, 2011. The discussion included a statement that all Board Members and Council Members serve as volunteers and with no compensation. If there are no agenda items requiring action, then a meeting should not be held. Approval of minutes can be held over to the next meeting.

The Malabar Code of Ordinances states the Park Board "shall" meet once a month. This was inserted when an ordinance in 1992 was approved that amended this section of the Code.

The other advisory board in Malabar is the Planning and Zoning Board and the Code governing their Board has language that states that the Board shall meet as necessary.

If the Park and Recreation Board votes to recommend Council amend the Code to allow the Chair to cancel meetings when there are no items requiring action other than minutes, it would be consistent with the other advisory board.

ATTACHMENTS:

- Copy of Malabar Code related to Park Board Meetings and P&Z Meetings
- Copy of Email Response from Council Member Rivet dated May 2, 2011
- Copy of Email from Dick Korn dated May 1, 2011

ACTION OPTIONS:

Recommendation to Council

the vacancy occurs. The alternate may, in this event, be appointed as a member, whereupon the resulting vacancy in the position of alternate shall be filled as provided in this section.

(Ord. No. 06-09, § 3, 7-17-06)

Editor's note—Ordinance No. 06-09, § 3, adopted July 17, 2006, amended §§ 2-221—2-223 to read as herein set out. Therefore, §§ 2-222, 2-223 have been reserved for future provisions. Formerly, such sections pertained to board created; appointment; terms; qualifications; removal of board members; vacancies; officers of the board and derived from Ord. No. 92-14, §§ 1—3, 12-7-92; Ord. No. 95-1, § 1, 2-6-95; Ord. No. 96-2, § 1, 3-18-96.

Secs. 2-222, 2-223. Reserved.

Sec. 2-224. Meetings of the board.

(a) In the performance of their duties as set forth in this article, the board shall hold at least one regular meeting each month in the Town Hall. Special meetings may be called by the board chairperson upon prior notification.

(b) Minutes shall be kept during all meetings with a copy given to the town administrator and a copy filed in the permanent records file.

(c) Three (3) members in attendance shall constitute a quorum before an official meeting is declared in session.

(Ord. No. 92-14, § 4, 12-7-92)

Sec. 2-225. Powers and duties of board.

Subject to the control and direction of the town council, the board:

- (1) Shall act in an advisory capacity to assure representation of ideas of citizens who are interested in promoting better recreation and park facilities. Such advice shall include, but not be limited to, site locations, development, supervision and maintenance of public parks and recreation of the town.
- (2) Shall make recommendations to the town administrator and town council concerning the purchase of property by the town for public recreation and park purposes concerning the establishment, maintenance and supervision of public recreation and parks, and concerning expenditures of the recreational and park fund hereinafter established.
- (3) Shall, annually in an advisory capacity, assist in preparing a proposed budget for public recreation and parks for the town.
- (4) Shall keep records and accounts of all activities of the board and make reports through the town administrator to town council whenever requested to do so.

(Ord. No. 92-14, § 5, 12-7-92)

Park Board
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- h. Consider all plats subdividing lands, as well as all newly proposed streets or extensions thereto, and recommend acceptance, modification, or rejection thereof; prepare regulations for the subdivision and platting of land; review all plans for such streets and subdivisions, including all required community facilities such as drainage, water and wastewater facilities, and all other needed public improvements; and forward to the Town Council written recommendations on such matters;
- i. Undertake studies of Town public land needs and recommend site acquisition for the same, including development plans and requisite facilities;
- j. Consider all questions involving the location, removal, or alteration in any way of any work of art belonging to the Town, including monuments, memorials, and statuary, that is not kept indoors or assigned hereby or by ordinance to the jurisdiction of another agency; and, prior to the acceptance or rejection of any proposed gift to the Town in the form of a monument or memorial, to approve or recommend modification or rejection of a sketch or plan thereof and the proposed location thereof;
- k. Annually prepare or update the capital improvements program and budget in conjunction with the Town Planner and Town Engineer, including the list of the capital improvements recommended for construction during the next fiscal year and the five (5) year period following it. This process should include identification of recommended order of priority thereof, the year recommended for beginning construction, the year recommended for completing construction, and the estimated costs thereof;
- l. Carry out powers of site plan review; and
- m. Perform any other duties which lawfully may be assigned to the Board.

3. *Rules of Procedure.* The Planning and Zoning Board shall establish and adopt Rules of Procedure subject to approval by the Town Council, which include policies for, but not limited to, election and duties of officers; meeting schedule, time, and place; establishing order of business and method of transaction; procedure for action and voting by members; conduct of public hearings; rules of conduct; parliamentary procedure; maintenance of records; and method of amending same.

- a. *Officers.* The Planning and Zoning Board shall elect a Chairman and a Vice Chairman from among its members. The Board shall appoint a Secretary who may be an employee of the Town.
- b. *Meetings.* The Board shall meet at regular intervals to be determined by it and at such other times as the Chairman or Board may determine. It shall adopt rules for the transaction of its business and keep a properly indexed record of its resolutions, transactions, findings and determinations. Such record shall be a public record. All meetings of the Board shall be public.
- c. *Administration of Business Affairs.* The Board may, subject to the approval of the Town Council and within the financial limitations set by Town Council appropri-

P & Z

Town Clerk / Treasurer

From: Steve Rivet [srivet@cfl.rr.com]
Sent: Monday, May 02, 2011 6:16 PM
To: rumbo@rumbopet.com
Cc: Town Clerk / Treasurer
Subject: RE: Parks & Recreation Advisory Board

Hello Dick,

It is not the council's job to set park board agendas (other than requesting an occasional agenda item) or meeting frequency, and I'm not aware of any attempts to do so. I can't argue with you that the board should meet more regularly, but I know that the council has not prevented it from doing so. I'm not sure what if anything the charter says about the frequency of park or other board mtgs, I'll look that up.

Regards,
Steve
956 6551

-----Original Message-----

From: Dick Korn [mailto:rumbo@rumbopet.com]
Sent: Sunday, May 01, 2011 8:14 PM
To: Tom Eschenberg; Jeff McKnight work; beattycarl@aol.com; whited@richmanmgt.com; srivet@cfl.rr.com; marisa-cq@msn.com
Subject: Parks & Recreation Advisory Board

Friends,

In the several years I have been honored to serve on the Malabar Parks & Recreation Board it has been my understanding that this board is comprised of citizens appointed by the Council to speak for the people of Malabar in advising the Council on matters concerning our parks and recreation programs here.

My understanding is that we have a responsibility to meet regularly to discuss these areas and to provide a forum for other citizens to come to us and share their ideas and concerns and to witness our discussions at these regularly scheduled meetings.

At the most recent meeting on April 20, I expressed my concern our recent lack of regular meetings. To be specific: November, 2010 regular meeting; December, 2010 meeting canceled for Christmas even though it was scheduled for 10 days before Christmas; January, 2011 regular meeting replaced by a joint meeting with P&Z to hear a sales presentation for the Marie St School bldg with no Parks and Recreation agenda; February, 2011 meeting date changed to accommodate 2 members resulting in another 2 members being unable to attend; March, 2011 regularly scheduled meeting; April, 2011 it was proposed to cancel the regular meeting and make the comp plan workshop with P&Z a week earlier count as the regular meeting. After I expressed an objection to this our regular meeting was held on the regular date.

When I spoke my concerns about all these changes and non-meetings, I was told that this was done at the direction of Council. Is this so? Is Council interfering with the regular functioning of a board that I feel is important enough to have offered my service for many years? Or is the interference coming from elsewhere? Where?

Please allow us to do our job in a way that has served the people of Malabar

for a very long time. In fact, it might be welcome for Council to support this Board in its work and do all it can to see that we work and meet in the same predictable manner that has served us well for so long.

Thank you for your time and consideration

Dick Korn Malabar Parks & Recreation Advisory Board
3115 Weber Road
321-288-9402