

**PARK AND RECREATION ADVISORY BOARD  
REGULAR MEETING  
WEDNESDAY, JULY 20, 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. PRESENTATIONS: Maryann Marsh – Malabar Springfest Donation**
- E. CONSENT AGENDA**
  - 1. Approval of Minutes**  
Regular Park and Recreation Meeting – 06/15/11  
Exhibit: Agenda Report No. 1  
Recommendation: Motion to approve
- F. PUBLIC:**
- G. ACTION:**
  - 2. Recommendation to Council to Re-do the Ramps in Full Width of Bridge at Malabar Community Park to be in Compliance with ADA Requirements and With Recommendations from Town Engineer**  
Exhibit: Agenda Report No. 2  
Recommendation: Discussion and recommendation to Council
- H. DISCUSSION:**
- I. OLD BUSINESS/NEW BUSINESS:**  
New Business: Water Line at Fire Pit  
Old Business: Huggins Park Retrofit  
Plaque for Gary Dotson
- J. BOARD MEMBER/STAFF REPORTS:**
  - Cameron Preserve – Thomas
  - Disc Golf Park – Knudson
  - Fern Creek Crossing Park - Danielson
  - Huggins Park – Marsh
  - Malabar Community Park – Korn & Thomas
  - 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: July 20, 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 – 06/15/11

**ATTACHMENTS:**

- Draft Minutes from Park and Recreation regular meeting June 15, 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  
06/15/11 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

Vickie Thomas

Maryann Marsh

Bernadette Knudson

Dawn Danielson – arrived at 7:33

Cynthia Kelley, Recording Secretary

**C. ADDITIONS/DELETIONS/CHANGES:** None

**D. PRESENTATIONS: Maryann Marsh – Malabar Springfest Donation**

Chair Bob Siegmann made presentation to Maryann Marsh; thanked her for her donation to the Springfest.

**E. CONSENT AGENDA**

**1. Approval of Minutes**

**Regular Park and Recreation Meeting – 05/18/11**

**Exhibit:** Agenda Report No.1

**Recommendation:** Motion to approve

Discussion: None

**MOTION: Korn/Knudson to approve the minutes from May 18, 2011 as presented.**

**VOTE: All Ayes.**

**F. PUBLIC:**

Hans Kemmler, 2785 Malabar Road, came forward to address the Board. He expressed his opinion to allow to the people who use the Disc Golf Park to continue putting in the final eight concrete pads at the tees. He stated he called the FCT to see if the use of the park was permitted; they did not mention anything about a management plan for the property. He placed a second call to the FCT to see if the concrete tees could be installed. Again, no mention of the management plan was mentioned but the concrete tees could be installed. At the Council meeting of June 6, 2011, TA Wilbanks reported that Jeff Taber, FCT, has cleared the tees for the final installation of the last eight. Knudson stated that Wickham Park has the concrete pads at there tees. Korn asked if the cement pads are common, Kemmler stated that they are. One cement pad per hole is very helpful in playing the game.

Council Member Carl Beatty came forward to address the Board. He has two issues to bring to the Board. First, he spoke to the Town's attorney regarding Action Item 2. He wanted to make sure that he could be a part of the committee for Huggins Park if Council were to establish one. The attorney thought the Board would not want to set up

a true committee. In doing this, minutes would have to be taken. This should be a work party and document what is there so when the plot plan is provided, all that needs to be done by the person in charge are the measurements and taking pictures. Siegmann stated that the measurements have already been taken; he was at the park today. Knudson stated she has also taken measurements of the park. Marsh was in agreement with Beatty, felt a committee would be more red tape. Beatty stated the gazebo would need to be moved so the drainage ditch can be maintained. You could deal with all the rest of the stuff at a later date. Siegmann stated the issues will be discussed when it comes up on the agenda.

The second issue that Beatty spoke of is the lighting for the soccer field. The field is over-used now and you would be extending the hours of the field usage. Why would you take inefficient lights and extend the hours. Siegmann thanked Beatty for his input.

**G. ACTION:**

**2. Recommendation to Council to Appoint a Committee for Huggins Park**

**Exhibit:** Agenda Report No. 2

**Recommendation:** Make recommendation to Council

Discussion: Siegmann stated we need to make a recommendation to Council for whether or not a committee should be formed or to have this Board do the research. He did the measurements today. There is 100' to the east of the swing set and 150' to the north. Depending on the Board's recommendation to move the gazebo and playground equipment, would have approximately, if we eliminated all of that not counting the gazebo, we would have 200' by 150'. This is a lot of room. The parking was brought up; if the white fence was moved back 20' there would be more than enough parking. The park would be 130' back and 200' long. The park would be 600' in depth and 200' wide including setbacks. The issue that was brought up at the last meeting was the possibility of the fill brought in was contaminated. This is not true. The County has already signed off on this land being okay. The County did tests on it and found it to be clean. As you will see with the research that TC Franklin provided, there were phases of work to be performed on the property. The fill that was brought in was part of the work to be performed on the land. We have the deed to the property from the County; they would not have donated the land if there were issues with it. We are allowed to use the land as we want to. Korn stated the fence was a gift from Yvonne and Gary Razor; on of their suppliers provided that fence thinking people would see it and want to purchase more. Siegmann stated to move the fence back 20'; Marsh stated that the parking issue is taken care of. The other thing that needs to be brought up about the park is three plastic benches that are in good shape. There is also one picnic bench there. That can be used as for our bacchi ball or shuffle board court; either one Siegmann recommends that the gazebo be placed in the middle where people can relax in the shade. Later, more shade can be given and kiosks can be added. There is plenty of land even if we don't move the playground equipment, for the bacchi ball and shuffle board courts. Knudson stated that the bacchi ball court is only 90' in length and 8.2' to 13' in width; that's the longest. The shuffle board is 39' in length and 5' width. Siegmann stated there is plenty of room and the playground equipment will be moved.

**MOTION: Korn to make a recommendation to Council to appoint a committee to be chaired by a member of this Board and to include at least two members of this Board.**

Korn stated this is a lot of planning and it should not go to one person or on an Adhoc group. The parking, moving the fence; do we need one access in there or do we need another way out? Do we deal with restrooms; do we deal with looking for grant money to fund all of this; this is not going to be cheap. Siegmann asked if he is making a motion; Korn stated yes. Siegmann asked for a second.

**For lack of a second, motion failed.**

Marsh stated she understood and totally agrees but we can do without a committee. Bathrooms and things like that would be something down the road. If we just stay with the basics, we can get this done. Korn brought up the concept of the Sunshine Law; how can you do the basics except for during our meetings? Marsh stated that they have already been done; the measurements for the park; we did the measurements for the bacchi ball and shuffle board courts. Now it's just a matter of do we bring in someone professional to do it? Danielson stated that she did the research and it states that it is not sunshine if a group of two or more people are on a fact-finding only; which would be how does the bacchi ball court fit on this plat map. We are not a committee that is responsible for making decisions than there is no Sunshine Law that applies. Kelley stated that you have three people from a Sunshine Board; it is an issue. It was verified today. Danielson stated that it is not an issue if you are fact-finding only. Kelley stated okay; she was not going to argue. Marsh stated if we have at least two people and than two more people; as we've been doing from the beginning, we just discuss and go from there. I think we are getting in too deep if we have to start...Knudson stated that it seems like a committee just slows us down. Marsh is in agreement with Knudson. Marsh stated we have the measurements; we don't have to move anything if we don't want to. All we need is if we are going to have it done professionally or if the Boy Scouts can do it or we do a weekend fun thing. Korn stated the purpose is to protect the members of this Board. When Kemmler was the Chair of the Board, he remembers that some of the members were accused of Sunshine Law violations which are, in Florida, a felony. Marsh stated that we have two people. Kelley stated its two people or more from the same Board. Danielson stated at this point we are not making any recommendations. We are talking about how the two courts would fit on the plat. That's the first thing we need to do before we can go ask for grant money or anything else. It's a very simple thing; will it fit or how will it fit; that's it. Korn stated that if, for instance, she and Knudson happen to meet on the road and you talk about something that comes up, a year later, comes up at this meeting that is voted on, you two have just committed a felony. Danielson stated if it is fact-finding only...Korn stated if it's fact-finding only, if it's going to come up for a vote; Danielson stated that it doesn't come before this Board for a vote, it comes before Town Council. Danielson stated we don't vote anything on this Board. The Town Council is the decision maker, not us. Knudson stated we are an advisory board, we are just going out on a fact-finding mission, plot it and recommend it. Thomas asked if it would be better if just one of us went out with a Boy Scout or another citizen that is not connected with the Board and maybe that would be an Eagle or Cub Scout. Both Siegmann and Korn stated to be careful. Thomas stated to have one person go out. Siegmann asked who reports on this park. Marsh stated she does.

Siegmann asked if she would have an issue with assistance from the Eagle Scouts. Marsh stated she would not have an issue if it is necessary. Siegmann stated that she is the only one from the Board to handle this research. Korn stated that emails from the Board could be sent to Kelley and they would be provided to Marsh. Danielson stated to take the map and do a cut-out and place the activity boards on the map.

Beatty came forward and stated the fence has rebar and concrete; the fence may not be able to be moved back. Marsh stated she would look into this as well; if it is an issue, we can always ask to take it down and have new fencing put in. Beatty stated that each post is cemented in.

**No action taken at this time for a recommendation to Council.**

**3. Recommendation to Council to Build an Additional Kiosk at Malabar Community Park at the Soccer Field**

**Exhibit:** Agenda Report No. 3

**Recommendation:** Make recommendation to Council

Discussion: Kelley advised the Board that this would be accessed by the Town staff and the Malabar Soccer Club; they will be able to put their game schedules in as well as staff putting in a copy of the map of the park and pertinent information regarding activities that may be coming up. Korn stated he always thought a kiosk would be good in the park but why at the soccer field, it should be more centrally located. Kelley and Siegmann both stated that a kiosk is in the park in a central location; it was just done by an Eagle Scout after Springfest. Korn thought the Eagle Scout took care of the ramps at the bridge at the park. Kelley stated that the project was taken to Council and they felt the ramps are okay at the bridge and suggested a kiosk. Eagle Scout Kevin Pagliarulo is the Eagle Scout who did this project. Korn stated he would like to re-visit the safety issue of the ramps at the bridge and would like this to be on the agenda for the next meeting as an action item. Siegmann asked if he would do the research for the ADA requirements; Korn stated he would. Kelley suggested he stop by the Building Department as they would have the information he is looking for. Put on the next agenda as an action item.

**MOTION: Marsh/Thomas to make a recommendation to Council to build an additional kiosk at the Malabar Community Park at the soccer field by an Eagle Scout.**

Knudson stated the kiosk is a good idea; get the Springfest, Trash Bash and Christmas tree lighting information out to the public.

**VOTE: All Ayes.**

**4. Approval of Concrete Tees for Disc Golf Park**

**Exhibit:** Agenda Report No. 4

**Recommendation:** Make recommendation to Council

Discussion: Siegmann stated as it turns out, Jeff Taber of the FCT, has no issues with this because the impact of the concrete is minimal; the concrete pads fall within the guidelines of the trust.

**MOTION: Korn/Marsh to make a recommendation to Council to add the concrete pads to the remaining eight tees. VOTE: All Ayes.**

**H. DISCUSSION:**

**5. Lighting for the Soccer Field****Exhibit:** Agenda Report No. 5**Recommendation:** Request discussion and direction

Discussion: Korn stated this comes up every few years, for the baseball field as well. There is one person on Council who is adamant about no lights in the park; the other Council Member termed out. Korn feels there should be lighting on the fields. The baseball field is not used. A lot of use in other municipalities with there parks under lights. However, these lights are being discarded and he wonders why. There are other lights out there that are more efficient. Marsh asked how this came about. Korn stated that one of the children who plays soccer, his father is an electrician and working on the project down south. Siegmann read an email in the agenda packet from TA Wilbanks. Marsh asked if they are donated to us, we keep them until such time as funds are available to install them? Thomas stated the only task we would have is to store them. Marsh stated that the way that we talk about lighting over the last many years, it sounds as if they may be stored for quite a while. By the time we would be able to do something; they will be more energy efficient lights and grant funds available. Knudson stated that lights are not needed at this time. It is the general consensus of the Board that the lights are not good at this time; the donation is appreciated. At the time that the Town will be able to make use of them, the lights will be out of date.

**I. OLD BUSINESS/NEW BUSINESS:**

**New Business:** Korn stated that he would like to re-visit the safety issues on ramps at the Malabar Community Park bridge. One half of it goes to the ground and the other half has a drop of about 15 inches. Siegmann stated it was done to the design and accepted. Korn stated that the ramp would impede a person in a wheelchair. Korn stated that we could continue the ramp with boards on both sides. Thomas stated we should recommend to Council to re-visit this issue. Siegmann asked that she go out and take pictures; he asked Korn to do the research for the ADA requirements; then the Board will make a recommendation to Council. Beatty stated that the bridge was built and the step was built with a temporary step. The actual design on the project was to have a paved walk all the way around the lake. When you stepped off the bridge, you were on the landing, Korn stated that the Eagle Scout went out and was going to extend the ramp. He found the existing ramp too steep; the boards went down hill and it is slippery when wet. Marsh stated that the bridge wasn't built to code if it didn't follow the design. Siegmann stated that accepted and built to code are two different things. Siegmann stated that we have visited the ADA compliance before. He asked that Thomas do the measuring of the height and width of both sides and Korn to do the ADA research. This is to be an action item for the next agenda.

**Old Business:** None

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

- **Cameron Preserve – Thomas**

Thomas reported there is nothing new to report on this.

- **Disc Golf Park – Knudson**

Knudson reported it is busy as usual; lots of people using it. Need to make more score cards; they beneficial with the map on it. The cigarette cans are doing well. Danielson stated that the TA stated the park has been expanded in the last several months and it takes 8 hours to mow. Kemmler stated that the only time it's expanded is when a bunch of people go out and chop out some vines or brush. This hasn't happened since last year. Korn stated that the design of the park was to remain rustic and have the fairways clear. The only removal that should be done is the removal of the invasive trees. He was out there today and it looked very clean and neat; almost over-done. Kemmler stated that he will be lobbying to get the park as part of the mowing contract; staff is mowing the park right now. Siegmann read into the record the email from TA about the tees.

- **Fern Creek Crossing Park – Danielson**

Danielson reported no action has been taken about the mowing. She has spoken to the TA in writing and verbally.

- **Huggins Park – Marsh**

Marsh reported we have discussed this extensively.

- **Malabar Community Park – Korn & Thomas**

Thomas reported she did a walk-through this past weekend. Some of the pickets from the bridge were missing. The sign was knocked down. So she called Beatty; he stated he had a handle on it. Beatty stated that you call Town Hall; they will tell you to call TA. He determined what was wrong. There were 40 pickets kicked out on the west side, 2 were left. In going back, 5 additional were kicked out and going back north 1 at the top. Beatty stated he had a few fixes to correct this. When the bridge was built, the slats were nailed from the back and they are easy to kick out. You can place bolts when putting the slats back in place on the front side.

Korn reported the soccer field looks much better now and it's been mowed just recently. He is still concerned with the baseball field. There are two gates on left side that need maintenance; let's not let it get to a point that it needs to be replaced rather than repaired. The clay area in the in-field is over-run with weeds. If it looks good, someone may want to use it. He asked the Board if they knew anyone who would like to use the baseball field. Thomas stated there is a softball program with special needs that may be interested. He asked if there is a program in south Brevard County. Knudson stated she used the field three weeks ago and found no problems with the field. Korn stated it needs to be maintained. He reported the tennis court has a new net. Siegmann stated it was cheaper to put a new net out there than to repair the existing one. Kelley reported the strap in the middle of the net is also new as the net did not come with the strap. He also reported that the bench at the tennis court needs to be repaired. The first slat the people sit on has rusted bolts. Siegmann asked to have Public Works check into this and make the necessary repairs.

• **Trailhead – Siegmann**

Siegmann reported the gates with the bolts and carriages on each gate are all off and out of alignment. They need to be repaired for them to operate correctly. He reported that the plaque for Gary Dotson was approved for the pavilion at the Trail Head by Council. His suggestion is to place it on the center post facing the east inside the pavilion. Kelley reported that Dotson played the washboard; the Town will purchase the washboard and have the plaque adhered to it. There was concern that the plaque would be easy to knock down. With the washboard as part of the plaque, this may take care of this concern. Everything else is good in the park.

**K. ADJOURNMENT**

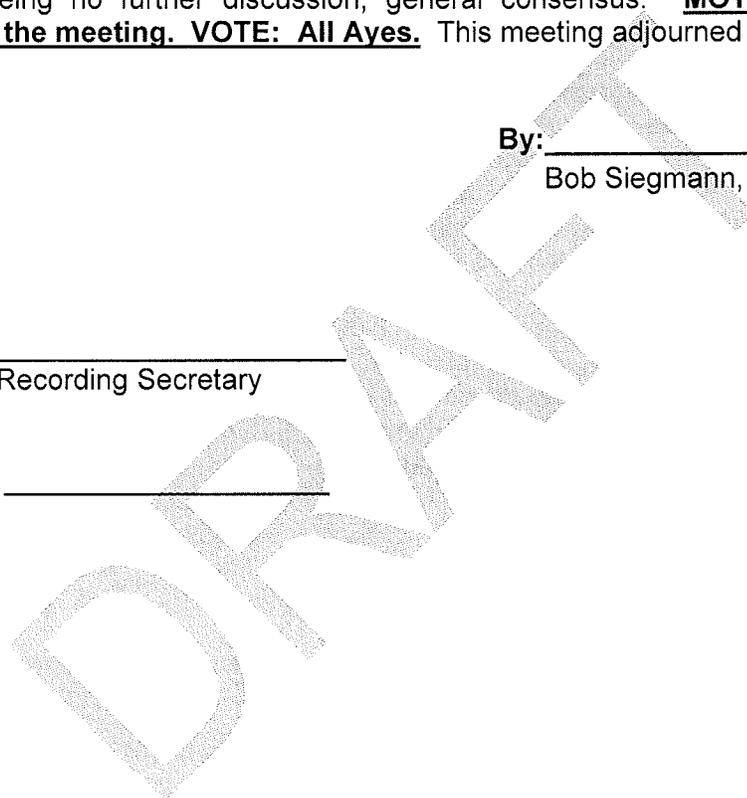
There being no further discussion, general consensus. **MOTION: Marsh/Korn to adjourn the meeting. VOTE: All Ayes.** This meeting adjourned at 8:45 pm.

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: July 20, 2011**

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

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**SUBJECT: Recommendation to Council to Re-do the Ramps in Full Width of Bridge at Malabar Community Park to be in Compliance with ADA Requirements and With Recommendations from Town Engineer**

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**BACKGROUND/HISTORY:**

Dick Korn asked for this to be on this agenda.

**ATTACHMENTS:**

**ACTION OPTIONS:**

Discussion and recommendation to Council

## Cindi Kelley

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**From:** Maryann Marsh [chewee67@cfl.rr.com]  
**Sent:** Wednesday, July 06, 2011 2:13 PM  
**To:** Cindi Kelley  
**Subject:** Huggin's Park layouts/proposal  
**Attachments:** hugginspark-farleft.jpg; ATT02799.txt; hugginspark-left.jpg; ATT02800.txt; hugginspark-middle.jpg; ATT02801.txt; hugginspark-farright.jpg; ATT02802.txt; HugginsPark.jpg; ATT02803.txt; shuffleboard-court-dimensions-diagram-lrg.gif; ATT02804.txt; bocce-court-dimensions-diagram.pdf; ATT02805.txt; shuffleboard\_bocceballproposal.pdf; ATT02806.txt

Cindi,

My husband "informed" me that we WILL be leaving the state of Florida on vacation. When he "informs" me (which isn't often) I have to go with it.

That being said, I will not be able to make the 20th meeting but, attached is my proposal for Huggin's park, layout and shuffleboard and bocce ball diagrams.

We will be leaving on the 16th of July and won't be back into town until the 23rd. If anyone has any questions, please let me know prior to the 16th, if possible.

Please call or email if you need anything else.

Thank you!

Maryann Marsh  
The Marsh Menagerie Alpacas  
Malabar, FL. 32950  
Home of the Live Web Cam Farm  
[www.themarshfarm.com](http://www.themarshfarm.com)  
President of FABAA - Florida Alpaca Breeders Association  
[www.flalpacas.com](http://www.flalpacas.com)  
Alpaca Social - Made By Alpaca People For Alpaca People [www.alpacasocial.com](http://www.alpacasocial.com)

## Park Board – Huggins Park – Layout of Shuffleboard Courts and Bocce Court Layout

Board Members,

My husband, a very good friend and myself took some time and went down to Huggins Park on July 4, 2011 to discuss a potential layout for bocce ball and shuffleboard.

Attached are pictures of the park and two diagrams for standard bocce ball and shuffleboard along with recommendations:

- Parking can be done with existing set up. There is approx. 36ft from the entrance of the parking area and the drainage area which is adequate parking and turn around. The fence would not have to be moved.
- The swing set, tube, blue climber and slide can be moved over to the far right side of the park, along the fence if we chose to keep it in the park or could be moved over to another park.
- The spring animals are extremely old, springs are rusted and unsafe and should be taken out completely.
- The gazebo is in a perfect location to work around without difficulty.

Once the above is moved I think the proper placement should be as follows:

- Up to 4 shuffleboard courts towards the back left and middle of park. The placement on the map would allow for future shuffleboard courts and easy access in and out of park. The placement is also in the flat area of the park so no fill would be needed. With the placement, the natural water/swales would not change. With this placement, we would also have plenty of room in between each court for chairs/benches/viewing area.
- The bocce ball area (right of park approx. where swing sets are now) is also on a flat area and not disturbing the natural water areas and no fill would be needed.
- All placements of courts would be easy access to bring in materials in to build the courts, no trees or brush to cut and all natural growing areas would not be affected.

We can start out with one or two shuffleboard courts and be able to add if needed or wanted in the future.

## Cindi Kelley

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**From:** Maryann Marsh [chewee67@cfl.rr.com]  
**Sent:** Friday, July 15, 2011 10:46 AM  
**To:** Cindi Kelley  
**Subject:** Moving Gazebo

It came to my attention that the gazebo at Huggins Park has had some talk about being moving 5ft away from the wooded area to help the town maintain that wooded area. They would only like to move it once.

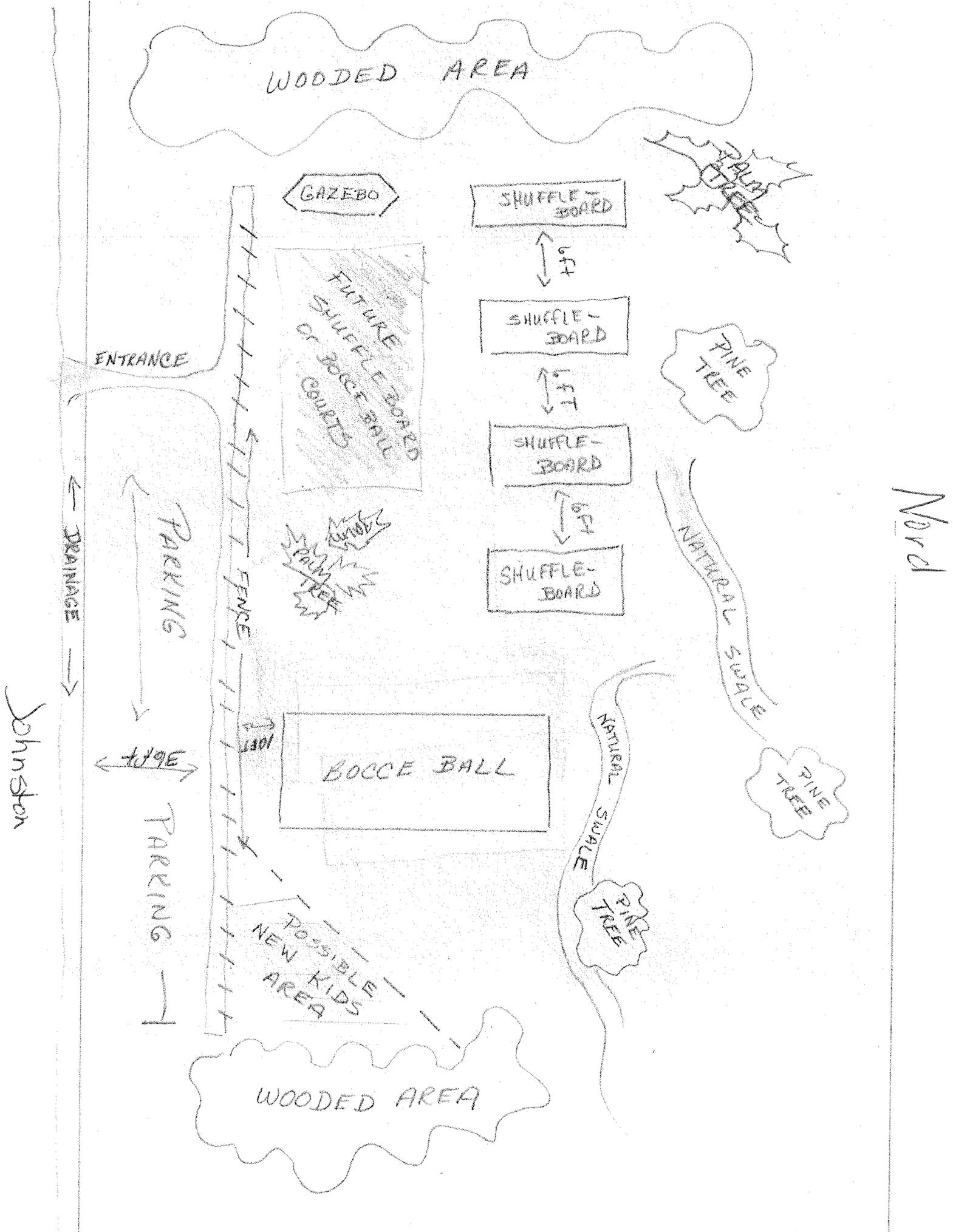
I feel that if the gazebo was moved 5ft that it would not affect the future shuffleboard court area.

With that being said, if the town only wanted to move it once then maybe we could take advantage of this and move it between the future shuffleboard area and bocci ball area for a place to sit and have shade. Another area would be between the first stage shuffleboard courts and bocci ball area towards the back and in between the swales. This would give almost a "viewing area" overlooking both these areas.

I had not thought about this when sending in my original map and proposal and would love some input.

Thank you,

Maryann Marsh  
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**shuffleboard court**  
diagram

