

**PARK AND RECREATION ADVISORY BOARD
REGULAR MEETING
WEDNESDAY, AUGUST 17, 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:**
- E. CONSENT AGENDA**
 - 1. Approval of Minutes**
Regular Park and Recreation Meeting – 07/20/11
Exhibit: Agenda Report No.1
Recommendation: Motion to approve
- F. PUBLIC:**
- G. ACTION:**
 - 2. Springfest 2012 Two-Day Event for Town's 50th Anniversary**
Exhibit: Agenda Report No. 2
Recommendation: Make recommendation to Council
- H. DISCUSSION:**
- I. OLD BUSINESS/NEW BUSINESS:**
 - New Business:**
 - Old Business:** Huggins Park Retrofit
- 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: August 17, 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 – 07/20/11

ATTACHMENTS:

- Draft Minutes from Park and Recreation regular meeting July 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
07/20/11 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 7:28 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, work
Maryann Marsh – excused, vacation
Bernadette Knudson
Dawn Danielson
Cynthia Kelley, Recording Secretary

Kelley advised the Board that Dawn Danielson will be a voting member this evening as two people are not present.

C. ADDITIONS/DELETIONS/CHANGES: None

D. PRESENTATIONS:

E. CONSENT AGENDA

1. **Approval of Minutes
Regular Park and Recreation Meeting – 06/15/11**
Exhibit: Agenda Report No.1
Recommendation: Motion to approve

Discussion: None

MOTION: Korn/Knudson to approve the minutes from June 15, 2011 as presented.

VOTE: All Ayes.

Per Dick Korn, the website needs to be updated to show Dawn Danielson as 1st Alternate.

At this time, Chair Siegmann called point of order as we are not finished with the minutes being approved.

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

Discussion: Siegmann gave a brief introduction to this stating that a project was presented to Council to re-do the ramps at the bridge in the Malabar Community Park; TA thought a better project would be building a kiosk at the park. Korn asked that this

be on the agenda as an action item. He would like to have renovations done to the ramps so they are full width ramps to the ground. He stated the Boy Scout wanted to use concrete in his project and Council did not want this. Danielson asked if they would have the ramps done at both sides. Siegmann and Kelley both stated they would. Kelley also advised the Board that since this has come up, staff has been working on ideas to get this project accomplished; purchase ramps already constructed and have them installed; have them constructed by Public Works and installed. These are just a few of the ideas that have been discussed. Kelley also stated that the ADA requirements came into play in the 1980's; the bridge was built in the 1990's. We are not sure how the ramps passed inspection.

MOTION: Korn/Knudson to make recommendation to Council to re-do the ramps at both ends in full width of bridge at Malabar Community park to be in compliance with ADA requirements with recommendations from Town Engineer at both ends. VOTE: All Ayes.

H. DISCUSSION:

I. OLD BUSINESS/NEW BUSINESS:

New Business:

Water Line at Fire Pit

Discussion: Siegmann brought this to the agenda. One of the things that were recommended when the Eagle Scout put the fire pit in at the Malabar Community Park was to have a fire line available in case of emergencies. The connection is about 63.5 feet from the fire pit at the pavilion. Knudson asked if this was not part of the project. Siegmann stated it was but it needs to be done by staff to make sure it is in compliance.

MOTION: Danielson/Korn to make recommendation to Council that a fire line be added to the fire pit.

Danielson asked if 60 feet of PVC would be underground. Siegmann stated it would and Korn stated it could be run to the well at the ball field. Siegmann stated it is closer to the hook-up at the pavilion. Siegmann stated he will donate the PVC pipe; he has 50 feet available and also has hose available as well. It would cost \$50 at most for this project.

VOTE: All Ayes.

Old Business:

Huggins Park Retrofit

Discussion: Knudson gave presentation to the Board. She has done extensive work on putting together a layout. She has official information that is to be added to the minutes with the dimensions of the shuffleboard courts, the bocce ball courts and the horseshoe pit. We have so much area in this park; we could put in a horseshoe pit without too much additional work. She has done a scaled drawing of the park. According to Town staff, the dimensions of the park are 240' by 600'; you can add 22' to the 600' for the abandoned Alice Street and 20' to the 240'. What she has on the scaled drawing as of right now is based on 240' x 600'; each square is 4'. She has shown what we have at this time; the ditch and the fence line and the open area where you can drive in. She has shown the ditch, fence and gazebo as well. The thing that would be a benefit to this area is to open up the back portion of the park and bring in some parking.

While putting this together, she included a building with dimensions of 96' x 64'; constructed of cinder block with a large meeting area, kitchen restrooms, art/craft room. Siegmann stated it would be like a community center. Knudson stated it would have a covered outside deck to put some chair outside. It would be a nice addition to the park but this is the wish list. You can see how much space what we want to do compared to the total space that is available. Korn made a suggestion; if we were to move the fence back farther, we could open the area up for more parking and have two areas to enter/exit the park. Once we put stuff in, we can't move the fence back. Knudson stated the fence is not movable; Kelley also stated that Council Member Beatty reported at last month's meeting that the fence was cemented into place. Korn stated the fence has already been moved once. Kelley stated the concrete must have been added after the move because Mr. Beatty stated at last month's meeting it was concreted in. Korn and Siegmann both stated, after reviewing pictures that Knudson had of the fence, that it could be moved. Knudson stated this is minor compared to putting this project together.

Siegmann stated the immediate needs as of right now are to get some decent parking here with possible additional access; move the fence back however far we want to and then move the gazebo because the ditch needs to be maintained. The little equipment can be donated. Kelley stated that the spring toys, according to Marsh's report, is rusted and needs to be looked at before it can be donated. Korn stated that the park needs to be designed so it can be added to. Siegmann stated that we need to plan for two shuffleboard courts right from the start. The horseshoe pit can be added; there is plenty of room and have one bocce ball court. Nothing is in concrete. Knudson stated there is so much potential in this park but the Town needs a meeting place. Danielson asked if the grant would be for all or just part of it. Siegmann and Korn stated to go for all of it. Knudson asked what happens to get this going. We've done all the research and know it's feasible. She checked the drainage after the rain; the drainage is beautiful. Siegmann asked if we have all the costs. There are several things that have to be done. Korn stated we had costs a few meetings ago; Knudson stated they were for very elaborate courts. She has been to the TA's neighborhood and seen the courts they have and they were done fairly inexpensive. Danielson stated there are templates online for grants. She would be happy to write the grant. Korn stated the building should be built to be used as a hurricane shelter as well. Siegmann stated that more research is needed with pricing of the project to include the building. He felt the building is a great idea. If this is approached in the right way, it could be done with grant funds as a complete package.

Danielson stated she will gather information and have a grant by the next meeting. She hopes to have a grant package ready by September to go to Council. Knudson stated she would be able to have the costs of the building within two weeks. Danielson stated she will not be here for the August meeting but she will get the information for the meeting.

Danielson asked who she could speak to in regards to grant writing. Korn stated that Sue and Murray Hann have done a great job writing grants but Sue is very busy now at the City of Palm Bay. Kelley stated she should speak to TA because of her experience

in South Florida. Danielson should speak to her and find out how she can assist in this process.

Plaque for Gary Dotson

Kelley reported that the washboard had been ordered and received; it has been stained and the plaque portion has been ordered. We are looking at the possibility of airbrushing a picture on the metal portion of the washboard and have a picture of Gary Dotson playing the washboard. Staff found out through the air brusher that it would be easier to airbrush an instrument rather than a person as it will be a likeness only. If we do airbrushing, it was suggested that it be airbrushed on canvas with having the canvas treated for weathering in the elements. Staff is working on this project to get it completed so the plaque can be installed at the pavilion at the Trail Head.

Springfest 2012

Korn reported that few meetings ago; he would like to go on record to have the Springfest be a two-day event in honor of the Town's 50th anniversary. Kelley advised the Board that this has been discussed with staff and we don't have the staff or volunteers for a two day event. Korn stated that he attends two-day events all the time. It's probably easier to do a two-day event and you will have more community involvement with more vendors. Korn stated that although he appreciates the information from Kelley, it is her job to attend the meetings to take the minutes only. The Board should make the decision as to what they want to see happen with this event. Korn also stated that if Kelley let him know what needs to be done, when he's in town, he would be willing to assist with the event set-up.

MOTION: Korn/Knudson to make a recommendation to Council, in honor of the Town's 50th anniversary next year, that Springfest be a two-day event.

Discussion: Knudson stated that she worked on the Committee last year. She has spoken to the people in her area of Malabar and they suggested that we have the event start at 5 pm on Friday night with vendors, live entertainment and fireworks. On Saturday morning, have a 5k run to kick off the day. Instead of a full two-day event, it would be a little less than 1 ½ days. Would this be acceptable? Korn stated it falls within the two day period; he is okay with this.

VOTE: Korn, Knudson, Siegmann-Ayes; Danielson abstained.

J. BOARD MEMBER/STAFF REPORTS:

- **Cameron Preserve – Thomas**

Thomas is excused.

- **Disc Golf Park – Knudson**

Knudson reported looks great, it's been mowed and the butt cans are getting used. No downed trees. The park is well used.

- **Fern Creek Crossing Park – Danielson**

Danielson reported no change.

- **Huggins Park – Marsh**

Marsh is excused.

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

Thomas is excused. Korn reported two to three things. The broken bench at the tennis court has been repaired. Gate on the chain-linked fence at ball field needs to be replaced as it is rusted. Siegmann stated he will make TA aware of this. The grounds look good. The ball fields look very good and have been mowed. Restrooms, as far as he knows, is fine along with the kiosk. Korn went back to the Fern Creek Park; he noticed that Danielson has concerns with the back half of the park being maintained. Danielson stated that she asked the TA about this back in February and it is now July. Korn will be out for the August meeting but he stated that maybe when it's cooler, we can have a work day. Danielson stated that she has offered to do the work but was told that, legally, she cannot do it.

• **Trailhead – Siegmann**

Siegmann reported it's still there. The gates on the pads have been repaired.

K. ADJOURNMENT

There being no further discussion, general consensus. **MOTION: Korn/Danielson to adjourn the meeting. VOTE: All Ayes.** This meeting adjourned at 8:10 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: August 17, 2011

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Springfest 2012 Two-Day Event for Town's 50th Anniversary

BACKGROUND/HISTORY:

At the last Park Board meeting, Board Member Korn made a recommendation to Council that Springfest 2012 be a two-day event in recognition of the Town's 50th anniversary. The recommendation was presented to Council at the RTCM of August 1, 2011. Council is sending this back to the Park Board for their preference of whether to have the event begin on Friday evening, March 30, 2012 and carry over to Saturday, March 31, 2011 or to have the event be a full two-day weekend event for Saturday, March 31, 2012 and Sunday, April 1, 2012.

Council also asked that if this event is to be two days, the Park Board Members commit to soliciting volunteers for the event preparations and staffing.

ATTACHMENTS:

- Portion of draft minutes from RTCM 8/1/11

ACTION OPTIONS:

Discussion and recommendation to Council for event dates

PORTION OF DRAFT RTCM OF 8/1/11 RE: PARK BOARD RECOMMENDATIONS TO COUNCIL:

6. Three Recommendations from Park and Recreation Board 1) Ramps for Bridge at Malabar Community Park; 2) Fire Line for Fire Pit; 3) 2012 Spring Fest Event to be a 2-day Event

Exhibit: Agenda Report No. 6

Recommendation: Request Action

1: Ramps: TA had Engineer go look at ramp issue. In truth the whole bridge is not ADA compliant. But if they only want to correct the drop off at the two ends we can fix this. It is the same problem we had at the little bridge. She showed Council the geo tech sample material. She has discussed this with the Town Engineer PW Mgr and a local contractor that will do work for free work.

CM Carl Beatty was at the Park Board meeting and they were talking about the ends of the bridge. One side has a step and a ramp and could present hazard for a user pushing a baby carriage. TA said for safety her recommendation is to do the ramp at both ends to assist with either a baby carriage or wheel chair. She said we could afford this material and the labor.

CM Jeff McKnight asked about the complication this ADA could cause; bridge not being ADA compliant. Bohne said some agencies have been made to retrofit to be in compliance. Atty Bohne is concerned with liability. CM Jeff McKnight has no problem doing it for safety.

MOTION: Rivet / Acquaviva to fix end of ramps on bridge and use money in the Dev Rec Fees.

VOTE: All Ayes.

2: Council consensus of no objection to have water line installed there by fire pit. Referenced agenda report – donated pipe, \$50. for trencher and PW to do labor. TA said the water is not turned on; there will be a spigot there but not turned on unless user contacts Town Hall. Mayor asked if signs had been installed that required contact with Town Hall before use of fire pit. PW Mgr said yes, signs are up. TA said signs are up and direct them to Town Hall. Chair said no motion necessary.

3: CM Marisa Acquaviva was here today and was talking about this with Clerk. Acquaviva supports a two day event. It is going to be a different kind of event. She thinks it should be a bigger event and talking with Franklin they plan to expand it.

Franklin said staff has been doing preplanning and spoke with a member on the Park Board who proposed a Friday evening and all day Saturday event. Staff is working to set up on Friday anyhow so an opening at 5PM on Friday until 9PM would work and then all day Saturday. Daylight Savings Time (DST) will have started. TA said it would get dark before 9PM even with DST. Then rest on Sunday. Franklin said the Park and Recreation Board recommendation is for a full day Saturday and Sunday. Agenda report refers to overtime pay for staff. CM Marisa Acquaviva said next year is the year to try it. We need to do it for the 50th anniversary of the incorporation. She said Franklin said many vendors won't come unless they could come to a two-day event. TA said it is a big concern, security, and lighting manpower. CM Jeff McKnight said get back with the Park Board and see if they could help with manpower if they want a two day event. CM Marisa Acquaviva said open it up to more people. We rely on staff and need to get a committee to help staff as volunteers. Franklin said in past years they contacted high schools and BCC to solicit students needing volunteer hours. They also will have a Spring Fest committee. They discussed the date and are proposing March 30 for the time frame.

CM Jeff McKnight said have staff only work one day of the two days and Volunteers and Park Board Members would pitch in. CM Marisa Acquaviva said there is opportunity for more community participation. Get people to recruit as volunteers. This is the people's celebration. CM Jeff McKnight said agenda report also mentioned the overtime. No staff has to work more than one day unless they want to.