

**PARK AND RECREATION ADVISORY BOARD  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 21, 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:**
- E. CONSENT AGENDA**
- 1. Approval of Minutes**  
        **Regular Park and Recreation Meeting – 07/20/11 & 08/17/11**  
        **Exhibit:** Agenda Report No.1  
        **Recommendation:** Motion to approve
- F. PUBLIC:**
- G. ACTION:**
- 2. Council Request Support for Two-Day Springfest Event**  
        **Exhibit:** Agenda Report No. 2  
        **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**
  - **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**

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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 – 07/20/11 & 8/17/11

**ATTACHMENTS:**

- Draft Minutes from Park and Recreation regular meeting July 20, 2011 and August 17, 2011.

**ACTION OPTIONS:**

Recording Secretary requests approval of the minutes

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

**TOWN OF MALABAR – PARKS AND RECREATION ADVISORY BOARD  
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 1<sup>st</sup> 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 50<sup>th</sup> 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 50<sup>th</sup> 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: \_\_\_\_\_

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**TOWN OF MALABAR – PARKS AND RECREATION ADVISORY BOARD  
08/17/11 MEETING MINUTES**

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

**A. CALL TO ORDER** - Meeting was called to order at 7:30 pm by Board Member Vickie Thomas. The Prayer and Pledge were led by Board Member Vickie Thomas.

**B. ROLL CALL OF MEMBERS**

**ROLL CALL:**

Bob Siegmann, Chair – excused, medical

Dick Korn, Vice-Chair – excused, work

Vickie Thomas – Acting Chair

Maryann Marsh

Bernadette Knudson

Dawn Danielson – excused, vacation

Cynthia Kelley, Recording Secretary

Also present: Council Member Carl Beatty

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

**D. PRESENTATIONS:** None

**E. CONSENT AGENDA**

1. **Approval of Minutes**  
**Regular Park and Recreation Meeting – 07/20/11**  
**Exhibit:** Agenda Report No. 1  
**Recommendation:** Motion to approve

Discussion: Bernadette Knudson was the only person present tonight at last month's meeting; both Vickie Thomas and Maryann Marsh were excused last month.

**MOTION: Thomas/Knudson to table approval of July 20, 2011 minutes until next meeting of September 21, 2011. VOTE: All Ayes.**

**F. PUBLIC:**

**G. ACTION:**

2. **Springfest 2012 Two-Day Event for Town's 50<sup>th</sup> Anniversary**  
**Exhibit:** Agenda Report No. 2  
**Recommendation:** Make recommendation to Council

Council Member Beatty came forward and advised the Board that we are in the midst of creating the budget for the 11/12 FY. It is a bare-bones budget but Council did not take any funds away from the special events budget line item. But when discussing Springfest, Council brought up the issues of volunteers to handle the work beyond a one-day event. The funds are not in the budget and that is why it is being brought back to the Park Board.

Marsh asked how many town employees works the event for one day. Kelley stated that all personnel, which is 9 people total, work the day of the event. Marsh stated that we would need ten people to volunteer for the second day. Thomas asked about the people in the ticket booth, thinking that they need to be bonded. Kelley explained that Franklin

and Wilbanks usually work the ticket booth and they relieve each other during the day. Kelley advised the Board that a second ticket booth in the area of the playground equipment is being looked at for the event. The person in this booth will be Town personnel.

Marsh asked if it would be truly beneficial to have a two-day event; it is money wise? She doesn't feel it happening for Sunday; Friday night is a fantastic idea. Knudson elaborated on this idea. She informed the Board that she had been talking to the people in her area of the town and they suggested having the event open Friday evening with some food vendors and bands and a possible fireworks show. Then on Saturday, start the day with a 3K run; she knows someone who can take care of this race. Then have the event start around 10 am and have it go for the day. Kelley advised that research is being done to check on the fireworks. It will be very expensive to have and also we need someone trained in this field. We cannot have just anyone setting off fireworks. Knudson stated that she understood this and has had conversations with the Fire Chief about this. Marsh also stated that she has a relative who owns one of the firework establishments on 192; Thunderbolt. Kelley stated that this is very good information to have. Knudson also stated that she has people who are willing to sponsor the event. Kelley stated for her to provide the names and contact information of the people/businesses so they could be contacted.

**MOTION: Marsh to look into sponsorships before deciding on a Saturday/Sunday event and working on a Friday/Saturday event to keep excess costs down.**

Council Member Beatty stated that in the past the seed money was there for the event and then donations were brought in as well. Funds made for the Springfest went to put on a Fall Fest. Have a second event; the anniversary is occurring all year long. His opinion is to have a one day event for Springfest and projecting surplus money to have a second one day event. July 4<sup>th</sup> we could have a fireworks display or do an event in the fall. Thomas stated we could have a birthday cake for the Town; Knudson stated we could have a chili cook-off; Thomas likes the idea of a pie-eating contest. Kelley stated the first year she was here at the Springfest we had a pie-eating contest and it was hysterical. The crowd loved it. Thomas also suggested that we have a contest for someone to design a new tee shirt for the Town.

**AMENDED MOTION: Marsh/Knudson to keep Springfest as it is and work on a possible anniversary party in late summer/early fall.**

**VOTE: All Ayes.**

**H. DISCUSSION:**

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

**New Business:**

**Old Business:**

**Huggins Park Retrofit**

Discussion: Kelley gave the Board information regarding the FRDAP grant and what needs to be done. At the last meeting, Dawn Danielson volunteered to write a grant and have it for the Board's review. The information was not received. Kelley informed the Board that they need to decide the type of grant they wish to apply for; the primary and secondary elements of the grant, make a recommendation to Council to move forward

with a grant. If Council supports this, then a public hearing with this topic on the agenda only would have to take place for public input. The deadline for the 2012/2012 grant funds is September 15, 2011. With all that has to be done, it wouldn't be likely that we would be able to meet this deadline. We could work towards the 2013/2014 FY deadline. Kelley informed the Board that she had gotten the last edition of Florida's Statewide Comprehensive Outdoor Recreation Plan. This book is very good in pointing out the points needed to write a grant. For anyone interested in writing the grant, she would be happy to provide the information to them. Thomas asked who we could ask for assistance with writing the grant. Kelley stated that Franklin helped write the grant for the playground equipment and has a wealth of knowledge.

Marsh stated that they don't want to wait until the 2013/2014 FY; they want to get this ball rolling. We should start in the park by placing the bocce ball courts and shuffle board courts that we want. The question is to have a professional build them or to have it as an Eagle Scout project. Take the community center out and have it for 2014. Thomas stated we should work within our means; ask for volunteers and donations. Someone may want to make a donation and dedicate a piece of equipment in the park.

**MOTION: Marsh/Knudson to Council that we table the community center to 2014, in the meantime working on a FRDAP Grant and we would like to continue forward with shuffle board and bocce ball and work within our means of the Town and volunteers and donations to modify the park by moving the pavilion and utilizing the available fill dirt we have on the premises. VOTE: All Ayes.**

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

- **Cameron Preserve – Thomas**

Thomas reported that she has been in communication with TA about campers in the park. It's gotten to the point that it is really trashed; called the Sheriff's Department. It's been cleaned up completely and looks good again.

- **Disc Golf Park – Knudson**

Knudson reported they put in the new apron and it is very nice. Last week came in and got more score cards. The lawn looks great; the rain has done wonders. No problems at this time.

- **Fern Creek Crossing Park – Danielson**

Danielson is excused.

- **Huggins Park – Marsh**

Marsh reported she requested at last meeting that the spring animals be taken out as they are rusted. She was not here at the last meeting so she is making request again and it should be done as soon as possible because they are very dangerous.

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

Korn is excused. Thomas reported did not go to the park this week.

• **Trailhead – Siegmann**

Siegmann is excused.

Council Member Beatty came forward and advised the Board what Council discussed. There has been, in the past, activity of people crossing the bridge and going into private property via the bridge and an issue about mowing. If we don't mow it, they can't get through to the private property. The bridge will be blocked off mechanically, with some type of gate and put "No Trespassing" signs up on the south side of the creek. This would mean that the Sheriff's Department could come in and make arrests if needed. Thomas asked if there is any indication that people are trespassing. Beatty stated that signs would be posted. He made a suggestion to put "hog wire" fencing in lieu of the Boy Scout fencing; which would be a mechanical barrier instead of the fence you can step over. Maybe the fence needs to be ramped up for delineation so that we have something to go by. Council is operating on the premise that there have been people going onto private property and stealing equipment from the shed.

**K. ADJOURNMENT**

There being no further discussion, general consensus. **MOTION: Thomas/Knudson to adjourn the meeting. VOTE: All Ayes.** This meeting adjourned at 8:10 pm.

By: \_\_\_\_\_  
Vickie Thomas, Acting Chair

ATTEST:

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

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

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

**AGENDA ITEM REPORT**

**AGENDA ITEM NO: 2**  
**Meeting Date: September 21, 2011**

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

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**SUBJECT: Council Request Support for Two-Day Springfest Event**

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**BACKGROUND/HISTORY:**

Springfest was brought to the Park Board at the last meeting per Council's direction. Council was looking to the Board for their input for a two-day event to be held on Friday/Saturday or Saturday/Sunday. The Board discussed this and found that they would like to keep Springfest as is and have another event in the fall. The recommendation was taken to Council at the RTCM of September 12, 2011. At this time, Council stated that they had made the decision at the August 1, 2011 meeting to have a two-day event and was looking to the Park Board for support and volunteers to help during the event. Town staff will only work the second day if they so choose to do so. The Clerk's Department will be on site for both days. A memo from the Town Clerk/Treasurer is attached for your review of all recommendations the Board made to Council.

**ATTACHMENTS:**

- Memo 2011-TC/T-097 dated September 13, 2011
- Portion of Draft Minutes from RTCM September 12, 2011

**ACTION OPTIONS:**

Discussion and recommendation of support to Council.

# TOWN OF MALABAR

## MEMORANDUM

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**Date:** September 13, 2011 2011-TC/T-104  
**To:** Park & Recreation Board  
**From:** Debby K. Franklin, Town Clerk/Treasurer  
**Ref:** Council Action on Recommendations

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At the RTCM of 9/12/11 Council considered the recommendations from the Park Board and offered some discussion and direction. I have attached the portion of draft minutes.

Council would like to let the Park and Recreation Board know that they have no interest in putting on a second event later in the year. The amount budgeted each year for a one day event is always exceeded. The Council is very cognizant of the condition of the economy and the adverse effect of tax increases would have on Malabar residents. They voted unanimously to not increase the millage for this next Fiscal Year beginning October 1, 2011. As a result the Town's operating budget is bare bones. They would like to utilize the annual Spring Fest to showcase the Town's 50<sup>th</sup> Anniversary and do it over a two-day period. There are many vendors who would be interested in participating that haven't in the past because it has been a one day event. As for overnight security, the Mayor has offered to do a three (3) hour shift. He also suggested we ask other members of the Eagle Patrol. Council Member Acquaviva suggested we ask the Brevard County Sheriff's Office to do extra patrols in the area.

For clarification, Council did not want to require Town employees to work both days unless they wanted to. The Clerk's office will be there both days and looks forward to working with the Spring Fest Committee, the Park Board and other residents and volunteers to make this a very special event for Malabar.

Regarding the second recommendation Council wanted to acknowledge the Board's desire to begin work on Huggin's Park but again due to limited funds, they cannot utilize PW staff or resources for this project at this time.

Park Board Member Danielson had sent an email after the July meeting offering to work on a FRDAP grant application in order to meet the deadline of September 15, 2011 for 2012/2013 cycle. She had a very small timeframe because she was going out of town on vacation. She was excused from the August meeting for that reason. We then received Dawn's resignation letter from the Board on August 18, the day after the Park and Recreation Board meeting.

I will be happy to work with any member that desires to pursue a FRDAP grant. I understand Cindi has gone over the requirements for the grant application process with the Board at their meeting on August 17. The funding for the 2011/2012 cycle had already been allocated. The rules explain the review process and how projects are ranked. Once the Legislature approves the budget, then the ranked projects are funded in order until the money runs out. We also explained the preliminary steps that need to be taken before the actual submittal can be made:

- Decide on the scope of the project and if you want to go for a no match (<50K) or a stepped match (25% up to 150K or 50% up to 400K) and get Council support.
- Do you want to submit one or two applications – or do it in phases? We developed Malabar Community Park in phases and utilized four separate grants.
- Then hold a Special meeting of the Park Board to discuss the grant projects
- Then hold a Public Hearing by Council to either add the project as a capital project or adopt an ordinance committing to the Town's cost share requirement.
- Evidence that we have presented in front of community groups and solicited their support
- Involvement with other groups that may help with the improvement and/or maintenance.

The application form has not changed much over the years. Cindi has an electronic and hard copy if anyone is interested in reading the rules and how they assign points to a project. We also have past successful projects on file.

The staff at Town Hall is a valued resource for you to use.

**5. Recommendations (2) from Park and Recreation Board –**

- **Spring Fest Event**
- **Use of Volunteers and Donations to Rehab Huggins Park**

**Exhibit:** Agenda Report No. 5

**Recommendation:** Request Action

Acquaviva said one set up one deal and she is confused. Why is it coming back? It was Council consensus to have a two-day event for this Spring Fest as it is the 50<sup>th</sup> anniversary of incorporation. Council only wanted Park Board to realize that we needed more volunteers. Beatty said he attended the meeting and told them that staff would only work one day and they would have to volunteer for the other and they would also need night security and that is when they started considering a one day event with a second smaller event later in the year for mostly the recognition of the anniversary – one tent and some free popcorn. Franklin said that staff was only to have to work one day unless they wanted to work both days. She thought the direction to Park Board was to ask them to recruit more volunteers. Franklin explained that both Bunnie Knudson and Maryann Marsh have been very enthusiastic about a two day event and also about recruiting volunteers to help. Mayor said security could be Eagle Patrol. Mayor will sit out there for a three (3) hour shift. Acquaviva said we could also ask BCSO to do drive throughs. She thought Council had agreed it would be a two day event this year, we can get more vendors with a two day event and we spend 8-10 K on a one day event now. How we could do a two day event with the same budget is not realistic.

**MOTION:** Acquaviva / Rivet to tell Park Bd that Council is not interested in a 2<sup>nd</sup> event later in the year and they strongly encourage them that it be a two-day event in the Spring.

Discussion: Beatty said he only told them the Town is looking for volunteers. Also it gets dark early on Friday. Franklin said they have determined March 31 and April 1 would have fewest conflicts. Acquaviva said we should work together on it. Beatty said he would support a two day event.

**VOTE:** All Ayes.

Regarding second recommendation from Park Board: TA said the Park Board Member that volunteered to write the grant has resigned from Board and that the rest of the board does not know that. They think she is working on it. Franklin said that the Park Board was told by Secretary the requirements of the FRDAP grant that there was no funding in this cycle for 2011/2012 and that the next year's application cycle closed in early September for the 2012/2013 cycle. If they apply for FRDAP grant in next year it will be for funding cycle of FY 2013/14. Mayor questioned how that can be when they are not in the fiscal year yet. Franklin explained that they review and rank the projects for funding and then however much money is funded pays for as many on approved ranked list until funds run out. The unfunded projects can reapply for the next year funding.

Franklin said the recommendation was intended to ask for Council support to go forward with renovations on Huggins Park using volunteers and donations and town resources, such as fill and manpower. TA said that there is too much for PW to do now to keep up without adding renovation efforts. Any fill we have in the yard is for roads. She asked that council give a motion so it doesn't sound like it is coming from her only.

**MOTION:** Rivet / Beatty to inform Park Bd that Town staff cannot be spared to work on Huggins Park and we have no suitable fill available.

Discussion: PW Mgr Tom Miliore said they are too extended now keeping up with mowing and pipe replacements. TA said resources we have are for roads. They can't have materials in yard and can't have Town staff to assist. She asked Council to let them know that. TA said maybe Council needs to tell them that they don't have resources or staff.

**VOTE:** All Ayes