PARK AND RECREATION ADVISORY BOARD
REGULAR MEETING
WEDNESDAY, DECEMBER 18, 2013
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 – 11/20/13
   Exhibit: Agenda Report No.1
   Recommendation: Motion to approve

F. PUBLIC:

G. ACTION:

H. DISCUSSION:

2. **Volleyball Court @ Malabar Community Park - Knudson**
   Exhibit: Agenda Report No. 2
   Recommendation: Discussion & Recommendation

3. **Repair of Ramp at Bridge @ Malabar Community Park - Sastram**
   Exhibit: Agenda Report No. 3
   Recommendation: Discussion & Recommendation

4. **Movement of Picnic Table @ Cameron Preserve – Thomas**
   Exhibit: Agenda Report No. 4
   Recommendation: Discussion & Recommendation

5. **Retro-fit of Huggins Park – Kemmler**
   Exhibit: Agenda Report No. 5
   Recommendation: Discussion & Recommendation

6. **Set Date for Work Day at Malabar Community Park for Playground Equipment Repairs/Maintenance - Thomas**

I. OLD/NEW BUSINESS:
New Business:
Old Business:

J. BOARD MEMBER/STAFF REPORTS:

- **Cameron Preserve – Thomas**
- **Disc Golf Park – Knudson**
- **Fern Creek Crossing Park - Siegmann**
- **Huggins Park – Sastram**
- **Malabar Community Park – Thomas**

K. ADJOURNMENT

NOTE: THERE MAY BE ONE OR MORE MALABAR ELECTED OFFICIAL 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: December 18, 2013

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Approval Park Board Minutes

BACKGROUND/HISTORY:
Attached are the summary minutes for the following 11/20/13

ATTACHMENTS:
- Draft Minutes from Park and Recreation regular meeting November 20, 2013

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
11/20/13 MEETING MINUTES

This meeting of the Malabar Town Council was held at Town Hall at 2725 Malabar Road. It was called to order by Chair Vickie Thomas at 7:30 pm. Prayer and pledge was lead by Chair Vickie Thomas.

A. CALL TO ORDER, PRAYER AND PLEDGE

B. ROLL CALL

Chair Vickie Thomas
Vice Chair Bernadette Knudson
Hans Kemmler
Bill Sastram
Board Secretary Cindi Kelley

C. NONMINATIONS FOR CHAIR & VICE-CHAIR POSITIONS

Thomas moved that we nominate people for chair & vice-chair.
MOTION: Kemmler/Sastram to nominate Thomas for Chair. VOTE: All Ayes.
MOTON: Kemmler/Sastram to nominate Knudson for Vice-Chair. VOTE: All Ayes.

D. ADDITIONS/DELETIONS/CHANGES:

E. PRESENTATIONS: None

F. CONSENT AGENDA

1. Approval of Minutes
Regular Park and Recreation Meeting – 09/18/13
Exhibit: Agenda Report No.1
Recommendation: Motion to approve

Discussion: Kemmler stated he looked at minutes and all was well represented with no corrections.
MOTION: Kemmler/Knudson to approve the minutes from September 18, 2013 as presented. VOTE: All Ayes.

G. PUBLIC:

H. ACTION: None

I. DISCUSSION:

2. Volleyball Court at Malabar Community Park – Kemmler
Exhibit: Agenda Report No. 2
Recommendation: Discussion

Discussion: Kemmler stated he had time to think about this and couldn't think of anything that could be put in the volleyball courts place that would bring more people into the park. The only reason that we would want to change it is to keep from having to keep it up. Kemmler asked what can be done to make it more presentable. Sastram stated that it needs to be raked with a special piece of equipment; Knudson stated it needs more sand and the borders need to be more defined. Thomas asked what it would cost for the sand. Sastram stated that clean sand would be about $400; Kemmler stated that the Board should look at how much sand it would take to bring it to 4 inches.

DRAFT

Knudson stated that we could define the borders with mulch; that would look nice. Kemmler asked for other ideas. Sastram stated that a putting green could work and wouldn't take too much maintenance. Kemmler stated this would be a good idea for this area. Sastram stated that if this idea is done, we should put in artificial turf. Kelley reminded the Board that this was part of the grant and any changes need to go to the State for their approval. Kemmler stated that if we present it, it would, more than likely, be good for approval with the State.

There needs to be planning to make it a putting green if this is what the Board would like to see in place of the volleyball court. We would need artificial turf and cups. Sastram stated that we could probably get them donated from local golf courses (used) as they have to change them out every so often. Knudson stated that she may be able to help with this with the assistance of her neighbor; he works for one of the golf courses in the area. Kemmler suggested that she take a picture of the area in question and providing it to her neighbor for his input. Knudson will take this on and get with her neighbor and report back to the Board at the December meeting.

At this time, Thomas asked about the December meeting. Kelley reported that Council will be having the second meeting in December as it is far enough in advance that it won't interfere with the Christmas holiday schedule. The Board will discuss this later in the meeting to see if there is anything that needs to be brought for discussion in December.

3. Retro-fit of Huggins Park & Grant Funds – Kemmler
Exhibit: Agenda Report No. 3
Recommendation: Discussion

Discussion: Kemmler asked what the Board would like to do with this park. Knudson stated that she suggested and researched (with drawings) that we build a community center/town hall and have, on the property as well, bocce ball and shuffle board courts; make this park for the older community. The park hasn't been used in a very long time; the equipment is not in good shape. The park is still closed as the staff has not been able to remove the old equipment. Sastram stated that this area would not be good for a putting green as there are too many houses in the area. Thomas stated that she felt this should be put on hold; as Sastram has pointed out in the past, we have a lot that we have to take care of already. We need to take care of what we have before we take on anything new. We don't want to get over-extended. Knudson stated that it is a nice piece of land. Thomas stated we already have a lot of land in Malabar. Kemmler stated a project for the future. Doug Proctor of the Palm House purchased the property that was the old post office. He was thinking of lining it with trees and having benches around. People would be welcome to come and walk through and sit for a bit and enjoy the foliage. They could also purchase a tree if they wanted to. This may be an idea for Huggins Park in the future; to have a place where people can come and enjoy the outdoors and foliage, sit for a bit and just relax. Sastram stated we could ask the Agricultural Extension to help with this idea. Kemmler stated he will take this on and find out the information. He will report to the Board at the December meeting.

Sastram stated that this area could also be used as an equestrian area; with jumps and such as a riding range. Knudson stated she likes the garden idea a lot better than a riding range. It was also mentioned that there is no water source at this park; this is something that will need to be researched as well; will have to dig a well. Thomas stated that there may be a grant out there for solar. Knudson stated that on the other side of Huggins Park there are two artesian wells. Sastram stated that with artesian wells the salt level needs to be checked. This will be placed on the December agenda.

J. OLD/NEW BUSINESS:
New Business: None

Old Business: Kemmler reported that the tee pads at the Disc Golf Park will have new dirt in place; the players will no longer have to step up or down to play the game. There is a work party scheduled for Saturday, November 23, 2013 at noon.

K. BOARD MEMBER/STAFF REPORTS:

- **Cameron Preserve – Thomas**

Thomas reported that she and her husband walk the preserve quite often; cut trees are blowing in the path. They have been clearing the paths. If you are out and see this, please feel free to clean them up; we don't have to have a formal work party to do this. Thomas also asked about moving the picnic table outside of the gate away from the over-growth. People do sit and use the table. Thomas stated she would make contact with the TA to see about moving the table.

Kemmler stated that the materials had been purchased for the new kiosk at the Cameron Preserve. It will be built just like the one at the Disc Golf Park. The time for the building of the kiosk has not been set as of yet; is there any specific place that the Board would like to see the kiosk placed? Thomas stated that it should be in the front where people can see what's going on and see the map. If the bench is moved, it needs to be in an area that the kiosk isn't going to be built. Thomas will go out and check it out. Knudson stated that the Disc Golf Park has the kiosk and the picnic table off to the side. Thomas will report on this at the December meeting.

- **Disc Golf Park – Kemmler**

Kemmler reported that he hasn't seen it for a bit. They have been doing a good job with the grass cutting.

- **Fern Creek Crossing Park – Sastram**

Sastram reported that there is a wrought iron bench that is rusted and in bad shape; it should be removed from the park. Thomas stated she would speak with the TA about this. The weeds are still there; Air Potato weeds need to be removed, they have been sprayed but a lot were missed and they will take over and kill trees if allowed to reach that far. Knudson asked if Round-up would take care of it. Sastram stated that it would. Kemmler asked about the parking; it was mentioned at a previous meeting. Sastram stated that this park was never intended to have parking; 1/3 of the park is over-grown. Thomas stated that it is used when the kids are at the church for soccer. Thomas stated

that she will also contact the TA about moving the fence back; it was suggested that it be moved back about 8 feet from the road. Let's do this as an experiment to see if more people will use the park.

- **Huggins Park – Knudson**

Knudson reported that it's closed.

Malabar Community Park – Thomas

Thomas reported that she spoke to the TA about the baby swing that was unsafe. It's not in the budget; they spoke of replacing it with a chair for a handicapped child. Thomas stated the TA is looking into this. The painting of the playground was brought up and the supplies were provided to the Board at this meeting. A work party will be put together after the holidays. This work cannot be done in real hot weather; it has to do with the chemicals.

Thomas mentioned that Council Member Korn is concerned with the ramp at the bridge at the Malabar Community Park. Someone is going to fall off the ramp; there is nothing there to keep a wheelchair from coming off the ramp and causing an accident. Sastram stated that that a couple of 2 x 4's could be put up as borders to keep this from happening. Thomas stated she will take some pictures and have at the December meeting to show the Board.

Sastram asked if it would be worth asking some of the local nurseries for some trees for planting in the park. Thomas stated she would make contact with the local nurseries; she will also contact the TA to advise what the Board is planning. Knudson stated that Grant Valkaria did a great job with their new park.

L. ADJOURNMENT

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

By:_____
Vickie Thomas, Chair

ATTEST:

_____
Cynthia Kelley, C.M.C.
Recording Secretary

Date Approved: _____

DRAFT

TOWN OF MALABAR

PARK AND RECREATION

AGENDA ITEM REPORT

AGENDA ITEM NO: 2
Meeting Date: December 18, 2013

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Volleyball Court @ Malabar Community Park - Knudson

BACKGROUND/HISTORY:
At the last few Park Board meetings, the status of the volleyball court has been discussed. At the November meeting, it was discussed that this may be a good area to have as a putting green. Board Member Knudson stated that she would research this and report back to the Board at the December meeting; her neighbor works for one of the neighboring golf courses and she would get insight on how and what it would take to accomplish this.

ATTACHMENTS:
N/A

ACTION OPTIONS:
Discussion and recommendation

TOWN OF MALABAR

PARK AND RECREATION

AGENDA ITEM REPORT

AGENDA ITEM NO: 3
Meeting Date: December 18, 2013

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Repair of Ramp at Bridge @ Malabar Community Park - Thomas

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BACKGROUND/HISTORY:
At the last Park Board meeting, Thomas reported that previous Board Member and now Council Member Korn expressed concerns regarding the ramp at the bridge at the Malabar Community Park. He is afraid that someone will fall off the ramp because there is nothing there to keep a wheelchair from coming off the sides of the ramp; it's a safety issue. Sastram stated that it would not be difficult to fix this; place 2 x 4's as borders on the ramp sides and this will keep a wheelchair from rolling off the ramp. Thomas stated that she would take pictures and report back to the Board at the December meeting regarding this.

ATTACHMENTS:
N/A

ACTION OPTIONS:
Discussion and recommendation

TOWN OF MALABAR

PARK AND RECREATION

AGENDA ITEM REPORT

AGENDA ITEM NO: 4
Meeting Date: December 18, 2013

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Movement of Picnic Table @ Cameron Preserve - Thomas

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BACKGROUND/HISTORY:
At the last Park Board meeting, Thomas reported that the picnic table at the Cameron Preserve needs to be cleaned up around it. The weeds are getting very high; people do use this area as a rest stop and also to enjoy their repast. She made a suggestion that the picnic table be moved just outside the gate at the front of the park. Kemmler stated that the picnic table at the Disc Golf Park is next to the kiosk; materials for the same type of kiosk have been purchased and the kiosk for the Cameron Preserve will in the near future. Thomas stated she would go out and take some pictures and report on this to the Board at the December meeting. In making the suggestion to move the picnic table, the Board wants to make sure it is placed in a place that will not interfere with the new kiosk.

ATTACHMENTS:
N/A

ACTION OPTIONS:
Discussion and recommendation

TOWN OF MALABAR

PARK AND RECREATION

AGENDA ITEM REPORT

AGENDA ITEM NO: 5
Meeting Date: December 18, 2013

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Retro-fit of Huggins Park - Kemmler

BACKGROUND/HISTORY:
At the last Park Board meeting, the retro-fit of Huggins Park was discussed again. Thomas stated that it should be put on hold as we have a lot of property in the Town to look after; we want to take care of what we have before taking on more. Kemmler stated that Dough Proctor, The Palm House, purchased the property where the old post office was located. In speaking with Mr. Proctor, Kemmler stated that he is making some changes to the property by adding some benches and trees. He is saying that the community can come and see what is happening on the property, have a place to sit and just enjoy the vegetation.

Kemmler was thinking that Huggins Park could be a place where the community can come and just enjoy being outside. The park has over 5 acres and, if done right, could be a place for people to come and be together. He stated that he would look into this; make contact with the Agriculture Center and see what they can do to assist with this type of project. He will make a report to the Board at the December meeting on his findings.

ATTACHMENTS:
N/A

ACTION OPTIONS:
Discussion and recommendation

TOWN OF MALABAR

PARK AND RECREATION

AGENDA ITEM REPORT

AGENDA ITEM NO: 6
Meeting Date: December 18, 2013

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Set Date for Work Day at Malabar Community Park for Playground Equipment Repairs/Maintenance - Thomas

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BACKGROUND/HISTORY:
At the last Park Board meeting, the supplies were provided to the Board to make repairs/maintenance to the playground equipment. Chair Thomas would like to set a date for this to take place in January.

ATTACHMENTS:
- January 2014 Calendar

ACTION OPTIONS:
Discussion and recommendation

January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		Dec 31 New Year's Eve Town Hall Closed	1 New Year's Day Town Hall Closed	2	3	4
5	6 Town Council 7:30	7	8 P & Z 7:30	9	10	11
12	13 SCLC Dinner	14 Teen Council 7:00	15 Park Board 7:30	16	17	18
19	20 MLK, Jr. Day Town Hall Closed	21	22 P & Z 7:30	23	24	25
26	27	28	29	30	31	

TOWN OF MALABAR

2725 Malabar Road
Malabar, FL 32950

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townclerk@townofmalabar.org

COMMENT FORM

Malabar Road (State Road (SR) 514)
Project Development & Environment (PD&E) Study
Financial Project ID Number: 430136-1-22-01

We'd like to hear from you! Please share your ideas and comments by writing them down here. Additional space for your comments is provided on the back of this form.

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How to Submit Your Comments
You may submit your comments to the FDOT Project Manager using the Information below:

Ms. Jazlyn Heywood
FDOT Project Manager
FDOT – Environmental Management Office
719 S. Woodland Boulevard, MS 501
DeLand, Florida 32720
Phone: 386-943-5388
Email: jazlyn.heywood@dot.state.fl.us

Mailing List Information
Please provide the information below if you would like to be added to the study email and mailing list. ***Please print***.

Name: _____

Email: _____

Address: _____

City/State/Zip: _____

NOTE: The information you provide on this comment form becomes part of the study's project files. This information may be provided to other individuals who may make a request for project information.

Additional Space for Comments – Malabar Road (SR 514) PD&E Study