PARK AND RECREATION ADVISORY BOARD
REGULAR MEETING
WEDNESDAY, MAY 21, 2014
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 – 04/16/14
Exhibit: Agenda Report No.1
Recommendation: Motion to approve

F. PUBLIC:

G. ACTION:

2. Bench at Corey & Benjamin Road Bus Stop
Exhibit: Agenda Report No. 2
Recommendation: Discussion & Recommendation

3. Convert Volleyball Court to Basketball Court at Malabar Community Park
Exhibit: Agenda Report No. 3
Recommendation: Discussion & Recommendation

4. Briar Creek Trail Crossing
Exhibit: Agenda Report No. 4
Recommendation: Discussion & Recommendation

H. DISCUSSION:

5. Location and Shape of Retention Ponds with SR 514 Road Widening Project
Exhibit: Agenda Report No. 5
Recommendation: Discussion

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

J. BOARD MEMBER/STAFF REPORTS:

- **Cameron Preserve – Thomas**
- **Disc Golf Park – Kemmler**
- **Thomas M. Eschenberg Memorial Park - Knudson**
- **Fern Creek Crossing Park - Sastram**
- **Huggins Park – Knudson**
- **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: May 21, 2014

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Approval Park Board Minutes

BACKGROUND/HISTORY:
Attached are the summary minutes for the following 04/16/14

ATTACHMENTS:

- Draft Minutes from Park and Recreation regular meeting April 16, 2014

ACTION OPTIONS:
Recording Secretary requests approval of the minutes

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

TOWN OF MALABAR – PARKS AND RECREATION ADVISORY BOARD
04/16/14 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

Council Member Dick Korn is also present.

C. ADDITIONS/DELETIONS/CHANGES:

D. PRESENTATIONS

E. CONSENT AGENDA

1. Approval of Minutes
Regular Park and Recreation Meeting – 3/19/14
Exhibit: Agenda Report No.1
Recommendation: Motion to approve

Discussion: None

MOTION: Knudson/Sastram to approve the minutes of March 19, 2014 as presented. VOTE: All Ayes.

F. PUBLIC:

Korn came forward to address a commitment he made to Council about informative signage. It was sent back to the Park Board with questions. He asked the Board if they want the signs to be one or two sided; also which way they should face? He stated that one should be places at Babcock Street at Ace Hardware and the other areas the Board suggested; we don't need one at the Fire Department. Council also would like to know who will be responsible for changing out the signs. The impression Korn got from Council is that this is a good idea.

Knudson addressed Korn stating that the Board would like to have signs so we don't have to take the signs around the town to place; we would save on fuel costs and time as well. It would also be very low maintenance for these signs. We would use stick-on letters on plastic "garage sale" size signs to announce any special event that is taking place in the town. Knudson stated that we also have the Soccer League who would be able to use the signs as well.

Discussion turned to the traffic patterns in the town. Most of the traffic uses Corey and Weber Roads; a sign here would pretty much notify the residents and the surrounding areas. Korn stated that this should be an email to the Chair of Council with the request. Thomas stated that the signs would not be used for town meetings but for special events

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only. Korn stated that he didn't know if this would be coming back to Council at the next meeting or not. Kelley stated that she would prepare a memo with the recommendation so it could be placed in the packet that Council will be given.

Korn stated that it is very important to let the Council know what the Board would like to see and have done. Council, in the past, has not been able to do this as they didn't know what the Board wanted. He stated that they should send an email to Franklin for distribution to Council. Kemmler stated that showing up and speaking at the Council meeting to make things known.

At this time, Korn reported that he knew more about the Fern Creek Crossing Park. Someone with a track hoe was in there taking pictures and making complaints. He stated that if something like this is happening, the Board, especially the Chair should know about it. Knudson stated that a big stump had been removed. Sastram stated that the tree was taken but the stump was left behind.

Korn asked the Board if the Boy Scouts still use the Malabar Community Park for their campouts; he was concerned if the fire ring was being used or not. Kelley stated that they do still use the park for their activities.

At this time, Kemmler spoke of the flag poles for the Malabar Community Park. He stated that about a year a reminder was sent to her. Korn stated that the flag pole that was donated by Flags for Fallen Heroes is in the Public Works yard. Brian Vail still has his at his home. It was stated that between now and the next Park Board meeting, the flag poles will be measured and then a recommendation will be made to Council to have them placed in the Malabar Community Park. Korn stated that we need to figure out a way to have them match. Kemmler stated that we may not have a reason to have them match. Korn stated that we only have one Town flag; use it only for special occasions at the park. We should put out a POW/MIA flag on the third pole with the main pole holding the American flag and it must be higher than the other two flags flying. Kemmler stated he just wanted to see where the flag pole was at this time.

Korn spoke of Springfest; thanked Kelley for her hard work. Usually he is out of town and not able to attend but this year he was in town and participated. It said it was a very nice event.

At this time, Thomas stated that Scott Bishop donated the bell to the Town. She stated it would be nice, if he ever wanted to get rid of it, to have it for Town functions. Sastram took the bell and ran with it. He built, at his own cost, a wooden portable case with casters. Thomas made a recommendation, with the passing of Nancy Conklin, that the bell be wrung for each year of service those residents provide to the Town. She then read a memo prepared by the Town Administrator into the record thanking Sastram for his work on the bell stand.

Korn then stated that something needs to be done at the Thomas M. Eschenberg Memorial Park; should we put up a fence? It definitely needs something. Thomas stated that Doug Proctor from The Palm House is donating two palm trees and he's

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G. ACTION:

Signage discussion: Knudson stated that she and Sastram put the cost together for the building and construction of the signs. She said that anyone can change out the signs. Thomas asked if it should be volunteers. Knudson stated that whoever needs to use the sign can do it. It should be the soccer people; the cowbell people or whatever committee is putting an event together. Palm Bay takes them down when they don't have any functions happening. Sastram stated that they should be two sided. Kemmler stated that the signs need to have the letters to be big enough to see while driving 50 to 60 mph. The sign stands will be constructed with 2 x 3 boards with a slot in to slide the sign in. It will be out in the ground with 2 x 4's. The Town Seal will be at the top; the signs will be 6 feet tall; made with 2 x 4 pressure treated wood. The top would be PVC pipe so that it lasts longer. Thomas as if Sastram would go before the Council to give them the information. Kemmler asked of the locations: Weber/Malabar; Corey/Malabar and then at Babcock Street at Ace Hardware. Kemmler stated the sign needs to be placed legally; there is no center median on Babcock Street. Knudson stated that there is a median on US 1 at Malabar Road. She thinks that it would be a good place. Thomas stated that it would be a good place at Brook Hollow. Kemmler and Knudson stated that US 1 would be a better place. Sastram stated that we need to know where we want them so we know how many we want. Thomas stated the Brook Hollow is still a good place. She has friends that don't use Malabar Road. Kelley stated that it was presented to Council for 3 signs with the cost for 3. Kemmler stated that the locations would be good at Malabar/US 1; Corey/Weber and Weber/Malabar. Thomas stated that we will ask Willie if he is the owner to put a sign there.

MOTION: Kemmler/Sastram to recommend to Council to have Sastram build the signs and place them at Corey/Malabar; Weber/Malabar and US 1/Malabar. VOTE: All Ayes.

Kemmler stated so that Council can keep control, they should approve each sign that is made to go into the frame. Thomas stated that signs can be copied and lamented and it's very cost effective. Sastram stated that they can do peel & stick lettering. Kemmler stated that there should be some research done for setbacks for the signs. Thomas stated she would contact TA but then asked who should be contacted. Kelley stated that she should contact Denine in the Building Department. Sastram stated that we need to keep it off Malabar Road and US 1 because they are not the Town's roads; keep them on the side roads as they are Town's roads and place them like they are off to the side like at the old school house. Thomas will make contact with Denine Sherear tomorrow.

H. DISCUSSION: None

I. OLD/NEW BUSINESS:

New Business: Franklin was requested to bring this to the Board for discussion. We have a resident that has children that walk a mile to the bus stop; would it be possible to have a bench at the corner of Benjamin and Corey Roads. Kemmler stated to have this on the next agenda to discuss and make recommendation. Kelley stated she will get the cost information and send it out to the Board for their review before the next meeting.

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Old Business: Thomas reported that Doug Proctor is donating two large palm trees for the Thomas M. Eschenberg Memorial Park as it looks like it has been strip mined. She checked with the Town Administrator and permission was granted permission. Thomas also stated that we need to put some foliage in as well. Proctor stated he will keep it in the back of his mind as it needs to be low maintenance foliage. The Town Administrator made a recommendation that Sastram be involved in the landscaping with his knowledge and expertise. Sastram stated that we are putting the cart before the horse as we don't know what we are using the park for. Thomas stated the plantings would be at the entrance of the park. Sastram stated his recommendation is to finish what they started; the Brazilian Pepper Trees are growing back. Sastram stated that they need to ground up what they have left on the site and bush hog farther back and use round up to kill them. If this is done, the park would look way better than it does know. Kemmler stated that we need to cut them as low to the ground as you can and put full-strength Round-up on the stumps to kill them. Sastram stated that you can put Round-up on the leaves and the tree will soak up the chemicals and they will die. Thomas asked if the Board thinks that the entrance of the park should be pretty like it started out. Should we make some kind of plan to make it look pretty? Knudson asked about Cedar trees; she has one and it is very low maintenance and grows very well. Thomas asked if we should have an Ad Hoc Committee to work on this. Sastram stated that we should have a walkway that you can go on either side. Kemmler stated that landscaping is done by one person. Thomas asked if she should talk to Proctor; Sastram stated that the project that was started needs to be finished before we address the entrance. Sastram stated that we need to start from the start of the road and go back past the sod about 50 to 100 feet to the next batch of Pepper trees; bush hog the whole width to the Pepper trees and kill them this time. If mowed all the time, the trees will not come back. Thomas asked who would do the labor of this project. Kelley suggested that Thomas contact the Town Administrator to discuss the labor of this project. Kemmler stated that if the Town Administrator says the Town doesn't have the time or man-power, maybe this is a work day project for the Park Board. He said to let the Town Administrator know that the Board feels it would be an estimated time of 2 to 4 hours to do this work.

J. BOARD MEMBER/STAFF REPORTS:

- **Cameron Preserve – Thomas**

Thomas reported that they entryway is getting jammed up with cars parking there; they are blocking the fire lane. She addressed her concerns with the Fire Chief. We have something unique in Town. Something called DUFF; fires underground that the fire fighters need to poke holes in the ground to address this. Thomas stated that we do have a little sign out there that says fire lane. Kemmler stated that we don't have any parking signs out there. Thomas stated that there is an area that says you can't park between these signs. The Fire Chief and Town Administrator have already solved this issue by purchasing "No Parking" signs. The kiosk is getting a lot of good use as well. The picnic table is getting a lot of use and the grass is looking good. There have been some large trucks out there also.

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- **Disc Golf Park – Kemmler**

Kemmler reported that the park looks nice. A couple of weeks ago, someone painted the tee pads. They group has signs out there to designate the number of the tees. Someone saw an elderly person taking notes. When they went to play, someone painted the numbers on the tees sideways. The designer of the course was very upset about this. Kemmler has asked the Town Administrator if there is an ordinance that has to do with vandalism that could be posted at the Disc Golf Park. He said he hasn't heard back from her. Kelley suggested that he send an email to her as a gentle reminder that he is waiting for this information. Kemmler advised the Board that they had a commemorative tournament for Rich Uldell, a snow bird that played when down here, as he passed away after returning home from Florida and having a surgical procedure.

- **Fern Creek Crossing Park – Sastram**

Sastram reported that a track hoe was used in the park and tore up the park; it was wet when this was done. He doesn't know who or why this was done. Sastram stated that he thinks it could have been St. John's as they were going in to clean out the waterway to get ready for hurricane season. Knudson stated that she hopes they don't come back.

- **Huggins Park – Knudson**

Knudson reported that it is still there and closed; however, it is being mowed.

- **Malabar Community Park – Thomas**

Thomas reported that everything seems to look fine. Someone stated that the volleyball court should be taken out and replaced with an additional basketball court. Sometimes they have to wait for the court as it is in use. Kemmler stated that this should be entertained if this is what the people want. Kemmler stated that we need to look into it. Sastram stated to put it where the volleyball court is. Sastram stated that there is enough room to have it there. This will be on the next agenda for discussion.

Knudson stated that the bench inside the tennis court needs to be addressed. The bench boards slide and is a safety issue. A grill stand near the lake and restrooms is there with no grill on it. It needs to be taken out or have a grill attached to it. Kemmler stated that he walked the complete perimeter of the park so see how long it would take. In doing so, he took a left at the restroom and next to the soccer field. In the wooded area going by the cell tower, there is a fence that has several sections that need to be fixed or replaced. This fence doesn't really keep the kids from the road; he asked Thomas to look at it and report back to the Board at the next meeting. It is on the west side of the park; it's a long area of fence and it will be a lot of work. He didn't know if it is the Town's responsibility or not.

- **Trails & Greenways Liaison Report – Kemmler**

Thomas stated that the Town Administrator has agreed to have a link on the website to the Trails & Greenways; she will contact Adam Parsons for this. All the information will have to go to the Town Administrator. Thomas gave information to the Board about how the photos can be obtained. Thomas suggested you go to dropbox.com and open a free account; photos can be dropped in there. Anyone can be invited to join and then

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you can open the account and view the photos. The pictures are numbered but they can also be names. The Town Administrator wanted clarification regarding signage for lost people on the trails. Kemmler stated that the EELs group has given 7 kiosk type signs to the Town for the trails. The T& G Committee have a work day scheduled for May 3rd at 9:30 am to meet at Murray Hann's home. They have maps that have "you are here" on them and the Committee will place them along the trails. A concern that one of the T&G members had, Collette Buffaloe, was to make sure that you can see the maps if you are sitting on a horse. Kemmler stated that the kiosks can be positioned any way that is needed.

Thomas stated that some people came up to her in the Malabar Community Park and stated they would like to volunteer but they don't know when the Town has any "work" days planned. Knudson stated that the new signs would be a good way to advertise work days as well. Sastram stated that one of the new signs should be posted at the front of Malabar Community Park to announce work parties.

Kemmler stated that the grant was worked on really hard in preparation of the application. There have been several reasons why the grant was not granted. One was it was more of a park so they went through the entire application and took out the word park. In the past, the restroom was not placed correctly. With the new submittal, the restrooms have been placed in the back SW corner next to the trail. The Town has agreed to pay 20%; 10% for in-kind services and 10% in cash.

Kemmler also advised the Board that Thompson and Hann have been attending the Grant Valkaria meetings to assist in getting their T&G Committee up and running.

Kemmler stated that the Thomas M. Eschenberg Memorial Pak needs to be added to the agenda. Thomas stated that this should be done and it will be assigned to Knudson as Huggins Park is out of commission at this time.

K. ADJOURNMENT

There being no further discussion, general consensus. **MOTION: Kemmler/Knudson** to adjourn the meeting. **VOTE:** All Ayes. This meeting adjourned at 9:05 pm.

By:_____
Vickie Thomas, Chair

ATTEST:

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

Date Approved: _____

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TOWN OF MALABAR

PARK AND RECREATION

AGENDA ITEM REPORT

AGENDA ITEM NO: 2
Meeting Date: May 21, 2014

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Bench at Corey & Benjamin Roads Bus Stop

BACKGROUND/HISTORY:
It was reported by Thomas at the April 16, 2014 meeting that a resident asked Town Clerk Franklin about placing a bench at the bus stop at the corner of Benjamin and Corey Roads. Board Secretary Kelley was to get the prices for this project as we have several benches at bus stops throughout the town. In researching the project, we learned that a resident, Mike O'Brien of O'Brien's Tractor, donated the benches and the Town's Public Works Department put in the concrete pads. These donations were made when Town Administrator Ed Booth was here.

In speaking to Tom Miliore, Public Works Manager, he stated that the concrete pads cost approximately $100 each and the benches were about the same in price. To place a concrete pad and bench at Corey and Benjamin's bus stop, it should cost no more than $250 for the concrete and bench.

ATTACHMENTS:
- N/A

ACTION OPTIONS:
Discussion and recommendation

TOWN OF MALABAR

PARK AND RECREATION

AGENDA ITEM REPORT

AGENDA ITEM NO: 3
Meeting Date: May 21, 2014

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Convert Volleyball Court to Basketball Court at Malabar Community Park

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BACKGROUND/HISTORY:
At the Park Board meeting of April 16, 2014, it was reported by Chair Thomas that she was approached by some people using the basketball court. They made the suggestion to take out the volleyball court and replace it with another basketball court. Sometimes people have to wait to use the basketball court because it is in use. It would be better utilized if the volleyball court were to be made into an additional basketball court.

Board Member Kemmler asked that this be placed on this agenda for discussion and recommendation. If the Board wants to make a recommendation for this change, it must go to the State as well as the volleyball court was part of the original grant for the park.

ATTACHMENTS:
- N/A

ACTION OPTIONS:
Discussion and recommendation to Council

TOWN OF MALABAR

PARK AND RECREATION

AGENDA ITEM REPORT

AGENDA ITEM NO: 4
Meeting Date: May 21, 2014

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Briar Creek Trail Crossing

BACKGROUND/HISTORY:
At the Trails & Greenways Committee meeting of May 12, 2014, Chair Drew Thompson brought this to the committee for a continuation of discussion. He would like input from the Park Board with their thoughts and ideas. Park Board Member Kemmler will speak to this at the meeting and give the history and what the Trails & Greenway Committee is trying to accomplish with the trail that goes through Brook Hollow.

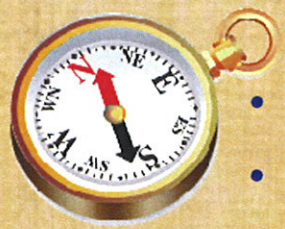
ATTACHMENTS:
- Pictures provided by T&G Chair Drew Thompson

ACTION OPTIONS:
Discussion and recommendation to Council

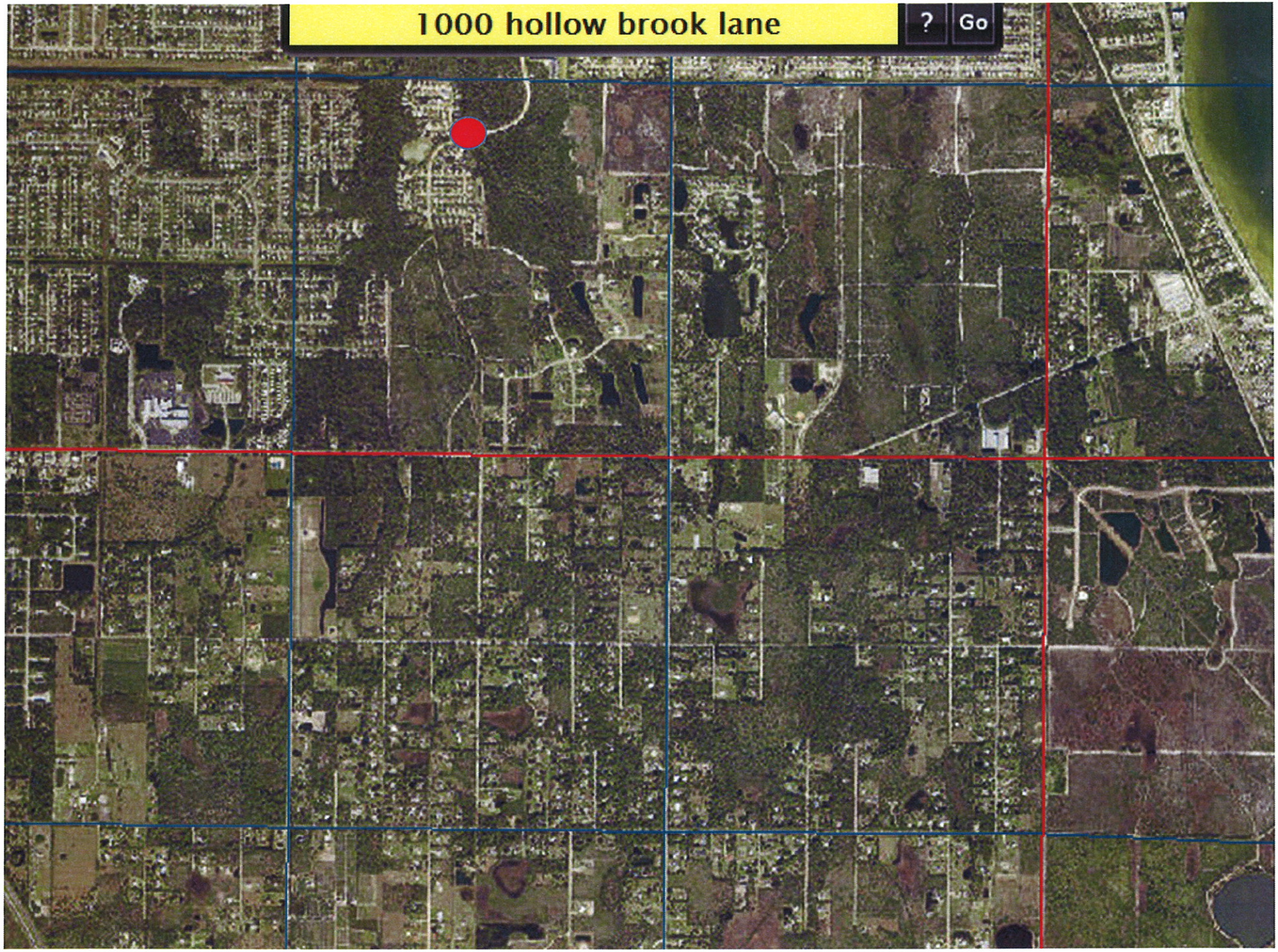
Town of Malabar

Trails and Greenways Committee Recommendation

Briar Creek Blvd Trail Crossing



- Signage
- Speed Limit Reduction
- Road Marking


1000 hollow brook lane
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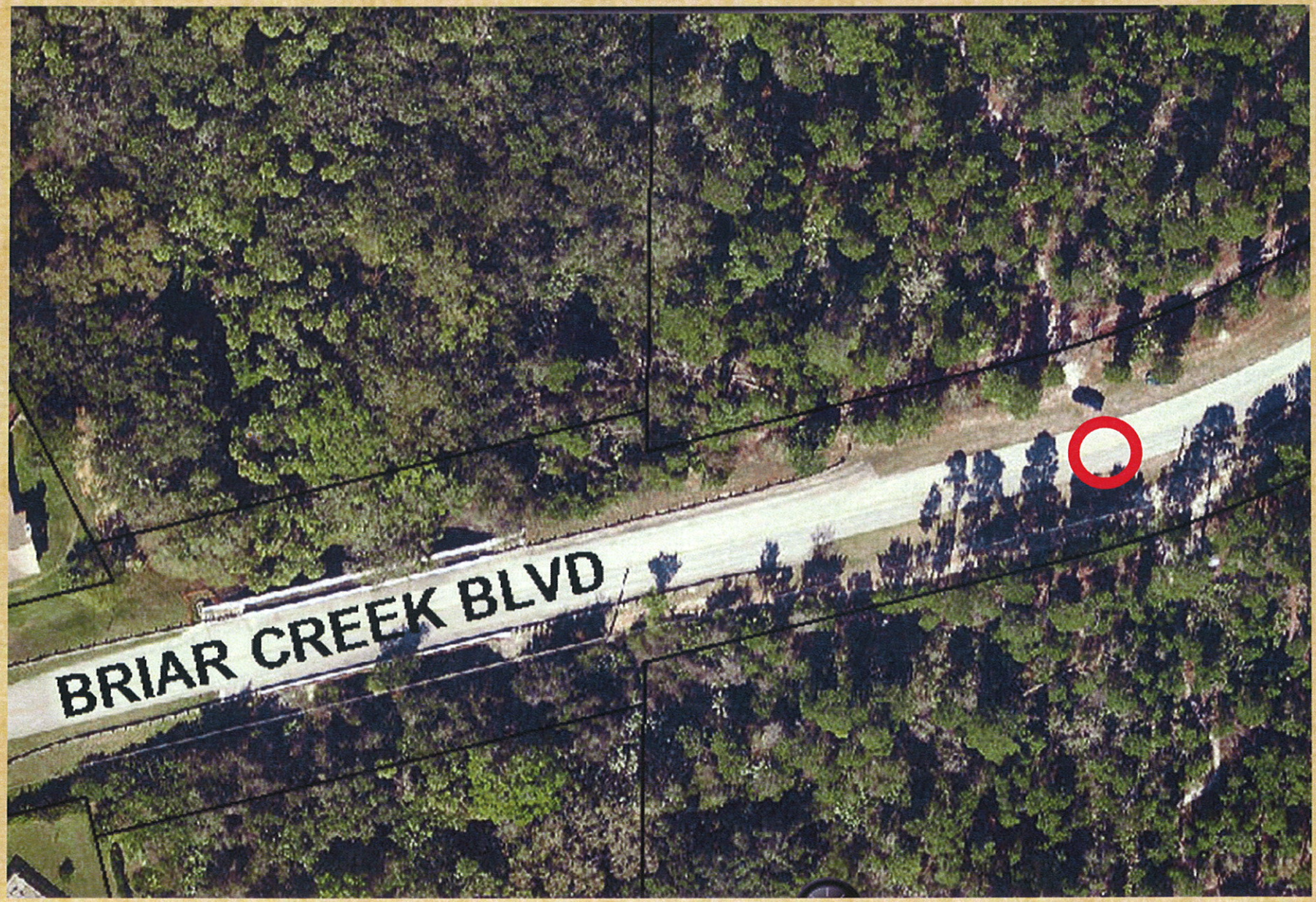
BRIAR CREEK BLVD


BRIAR CREEK BLVD

Briar Creek Blvd Trail Crossing Recommendations

Speed Limit Reduction:

Expand the 20 MPH zone, now starting at bridge, to extend around the severe curve on Briar Creek Blvd, to the town border with Palm Bay

Signage:

Add trail crossing signage to alert drivers in both directions, prior to and at crossing. Also, add signage on trail to warn trail users of road.

Road surface trail markings:

Painted at the crossing location. NOTE - EEL Program land managers indicate that the EEL Program may be able to help TOM through provision of both the signs and special paint.

TOWN OF MALABAR

PARK AND RECREATION

AGENDA ITEM REPORT

AGENDA ITEM NO: 5
Meeting Date: May 21, 2014

Prepared By: Cynthia Kelley, Secretary to Board

SUBJECT: Location and Shape of Retention Ponds with SR514 Widening Project

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BACKGROUND/HISTORY:
At the Trails & Greenways Committee meeting of May 12, 2014, Murray Hann brought up the discussion of the shape and locations of the retention pond(s) that will need to be included with the SR 514 widening project. His idea is to incorporate the retention pond(s) with the parks so that they are not a rectangular shape and are fenced in; it will enhance the beauty of the park(s) and may draw more people in to use the parks.

He gave an example: with the widening of I-95, a retention pond was put in Palm Bay that is not rectangular in shape with no fence around it. Instead, it has a bike path around the lake and Palm trees were planted to enhance the area.

Park Board Member Hans Kemmler will speak to this at the meeting and give some information that was provided at the Trails & Greenways Committee meeting.

ATTACHMENTS:
N/A

ACTION OPTIONS:
Discussion