

**PARK AND RECREATION ADVISORY BOARD  
REGULAR MEETING  
WEDNESDAY, NOVEMBER 19, 2014  
7:30 PM  
TOWN OF MALABAR  
2725 MALABAR ROAD  
MALABAR, FLORIDA**

---

**AGENDA**

- A. CALL TO ORDER, PRAYER AND PLEDGE**
- B. ROLL CALL**
- C. NOMINATIONS FOR CHAIR & VICE-CHAIR POSITONS**
- D. ADDITIONS/DELETIONS/CHANGES**
- E. PRESENTATIONS**
- F. CONSENT AGENDA**
  - 1. Approval of Minutes**  
**Regular Park and Recreation Meeting – 10/15/14**  
**Exhibit:** Agenda Report No.1  
**Recommendation:** Motion to approve
- G. PUBLIC:**
- H. ACTION:**
  - 2. Parking Area at Sand Hill Trail Head – Brought to Board by T&G Committee**  
**Exhibit:** Agenda Report No. 2  
**Recommendation:** Discussion & Recommendation
- I. DISCUSSION:**
  - 3. Passive Park Activities - Thomas**  
**Exhibit:** Agenda Report No. 3  
**Recommendation:** Discussion
- J. OLD/NEW BUSINESS:**
  - New Business:**
  - Old Business:**
- K. BOARD MEMBER/STAFF REPORTS:**
  - **Cameron Preserve – Thomas**
  - **Disc Golf Park – Kemmler**
  - **Thomas Eschenberg Memorial Park - Knudson**
  - **Fern Creek Crossing Park - Ausley**
  - **Huggins Park – CLOSED**
  - **Malabar Community Park – Foster**
- L. 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: November 19, 2014**

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

---

**SUBJECT: Approval Park Board Minutes**

---

**BACKGROUND/HISTORY:**

Attached are the summary minutes for the following 10/15/14

**ATTACHMENTS:**

- Draft Minutes from Park and Recreation regular meeting October 15, 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  
10/15/14 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 led by Chair Vickie Thomas.

**A. CALL TO ORDER, PRAYER AND PLEDGE**

**B. ROLL CALL**

Chair Vickie Thomas  
Vice Chair Bernadette Knudson  
Hans Kemmler  
Patricia Foster  
Helena Ausley, Alternate  
Board Secretary Cynthia Kelley

**C. ADDITIONS/DELETIONS/CHANGES**

Kelley advised the Board that Helena Ausley will be a voting member of the Board due to Sastram's resignation.

**D. PRESENTATIONS**

**E. CONSENT AGENDA**

1. **Approval of Minutes**  
**Regular Park and Recreation Meeting – 09/17/14**  
**Exhibit:** Agenda Report No.1  
**Recommendation:** Motion to approve

Discussion: None

**MOTION: Kemmler/Knudson to approve the minutes of September 17, 2014 as presented. VOTE: All Ayes.**

**F. PUBLIC:**

**G. ACTION:**

2. **Resignation Letter – Bill Sastram**  
**Exhibit:** Agenda Report No. 2  
**Recommendation:** Discussion & Recommendation

Discussion: Thomas stated that he resigned for personal reasons; he will be missed as he has done a lot of work in the various parks for the Town. She would like to make a formal notification to say thank you to him for his contributions of building the case for the bell and the work he's done in the various parks. Thomas asked if there are any other items that come to the Board's mind that Sastram has done. Knudson said the signs he built; Kemmler stated the equipment in the park he worked on. Kemmler asked if we should do a plaque for him. Thomas stated that we should do this. She asked Kelley what the normal protocol is for recognizing someone. Kelley stated that a certificate of appreciation is usually done and presented to the person at a Council meeting. Kemmler stated, since he built things of wood, we should do a plaque for him with wood. Thomas was in agreement with Kemmler. He asked what the Board would like on the plaque as far as wording. Thomas stated she would work something up and send it to Kelley. Kelley stated that we use Palm Bay Sports for the plaques. Thomas

stated she would stop by and look at what they have. Kelley stated that with doing this, it will take a little time; upon completion of the plaque, it would be presented by Council to Sastram. The Board would be notified of the meeting date so they can plan to attend if they so choose.

Kelley asked the Board to make a recommendation to Council that Helena Ausley be made a regular member of the Board to complete Sastram's term which expires in 2016. Thomas asked Ausley if she would like to be made a regular member; Ausley stated she would. Kelley stated that she would complete Sastram's term to 2016 and then would need to complete a new application, if she still wants to be on the Board, and have Council review it for approval and appointment in October of 2016.

**MOTION: Kemmler/Knudson to recommend to Council that Helena Ausley be made a regular member of the Parks & Recreation Advisory Board to complete Sastram's term. VOTE: All Ayes.**

**H. DISCUSSION:**

**3. Passive Park Activities**

**Exhibit:** Agenda Report No. 3

**Recommendation:** Discussion

Discussion: Thomas stated she has contacted a lot of people in Tallahassee and has gotten the run around. She has a list of people of who she spoke to. There has been no straight answer to her questions but she will keep up with this until she gets the information she is seeking. Kemmler asked Kelley if we had a contact at the Florida Communities Trust; Kelley stated she would have to look to see who would be the contact person. Thomas stated that it is now under the Department of Environmental Protection. Kemmler stated that they have always been over this trust. He stated that when he called, about 8 years ago, he was given the information he requested with no problems at all; they go right back to him. Thomas stated she wanted to get information about turning the volleyball court at the Malabar Community Park into a basketball court. She also wants to find out about the passive park activities that can take place at the Thomas M. Eschenberg Memorial Park.

**I. OLD/NEW BUSINESS:**

**New Business:** Knudson asked if we wanted the Waldorff's to sing at the Christmas tree lighting this year. Kelley stated that would be fine. She gave a brief overview of who this family is to the newest members of the board.

Thomas stated that there were some lost people in the trails. A search party was put together to try to find them. The ladies found their way to the Boundary Canal and to the assisted living facility where someone took them back to their car. Thomas stated that people don't seem to know the directions; need to have some grids to help people get through the park. Kelley stated that the ladies went out at dusk, were not familiar with the trails; had no flash light or cell phones. She reported that the T&G Committee is working on the maps and grids; they are also looking into cell phones with software for the phones.

**Old Business:** Knudson stated that the signs look good except the white boards are now showing mold. Can we contact the sign builder to see if there is anything we can do? Kelley stated she would call Artistic Signs to see if there is anything that can be used to prevent mold on the sign boards.

Kemmler asked Thomas if she had a chance to speak with TA about mowing beyond the cut portion of the Thomas M. Eschenberg Memorial Park. Thomas stated that TA said they would not be mowing past the cut portion. Knudson asked why; Thomas stated that we haven't had a meeting yet but she would address this. Knudson stated that we need to push for this to be done; why not maintain what was started. We need to let the TA know that the Park Board feels very strongly that this area should be maintained. The park will not be able to be used if it isn't maintained.

Thomas stated that TA has been talking to Adam Parsons regarding a link on the website so we can see what the parks are doing and what is taking place out there. Kemmler stated that the Disc Golf Park needs to be cut; he knows that there has been a lot of rain.

Knudson stated that the horse riders are reporting that people are hunting at the Jordon Scrub. Kemmler asked if it's legal to hunt there. Knudson stated it is illegal; Kemmler stated that we need to have some proof. Knudson stated that the horse riders were the proof. Knudson stated that she will go out on Sunday and check it out. Thomas stated that she would go with her. Kemmler asked what is being hunted; Foster stated there are deer, hogs and other wild life out there. Kemmler stated that he had an incident at the vegetable stand at US 1. The guy at the stand asked if he could shoot the squirrels that are eating his vegetables. Kemmler stated that he called Tom Eschenberg and asked the question and was told that he could. Kemmler asked if it is for sure that you cannot hunt out there. Knudson stated that there are signs out there and they list the rules of the preserve; no fire arms are allowed in the preserve along with other rules of the preserve.

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

• **Cameron Preserve – Thomas**

Thomas reported that there is a lot of broken glass out there. We used to have a trash can at the Boundary Canal; it was thrown in the canal there and the Thomas' pulled it out. It has since been taken away; it would be nice to have the trash cans out there but who would be responsible for them. She stated that Palm Bay takes care of the Boundary Canal. Kemmler stated that he has some surplus cans as well as Knudson. Thomas stated that we need to have it chained down so they can't be taken away. She was thinking one at the Cameron Preserve entrance and the Boundary Canal entrance. Thomas stated that she will take this up with the TA. There have been a lot of cigarette butts and lost people in the trails as well.

• **Disc Golf Park – Kemmler**

Kemmler reported that it is doing okay and we haven't had any major projects. The metal electrical box is still there. Only 2 people have keys to get into the box but it seems that someone has found a way to get the discs out of the box. Everything else is

going well. They are having the Island Disc Golf Tournament this weekend; get there by boat to the island; it's in Sebastian. People will camp out there and play disc golf.

- **Thomas M. Eschenberg Memorial Park – Knudson**

Knudson reported that it's been very wet. It is getting used; the flowers are in good shape. She wishes that the portion that was cleared 2 months ago would be maintained. Thomas stated she will address this with the TA. Kemmler asked Knudson if she saw the emails he sent out regarding a boundary survey. He stated that there has never been a boundary survey. If we want to use this park, we need to figure out how to build the property up. Knudson stated we will need to have an elevation survey. We need to figure out what we want to do with this and ask Council to spend the funds to have the boundary survey done. Knudson stated she would contact Bill Suiter and inquire the cost of an elevation survey.

- **Fern Creek Crossing Park –**

Kelley advised the Board that this park needs to be assigned to one of the Board Members. Thomas stated that Helena, as Bill's replacement, may want to take this park. It's right across from the First Baptist church. Knudson stated that last week there was a party out there with pumpkins and such. Thomas stated that this park needs some work but it has potential.

**MOTION: Foster/Knudson to nominate Helena Ausley for the Fern Creek Crossing Park staff reports. VOTE: All Ayes.**

- **Huggins Park**

This park is closed at this time.

- **Malabar Community Park – Foster/Ausley**

Foster reported that she hadn't heard if the alligator had been caught or not. She has not seen it. Thomas stated that she had not seen it either. Foster stated she sent pictures to TA regarding safety issues in the park. She had not heard back from her. Thomas asked if there is anything else that needs to be made aware to the TA. Foster stated she sent pictures but did not send information as what the pictures were about. Thomas asked that she re-send with explanation of what the pictures are showing so she wouldn't have to take time to explain when they do meet. Foster stated she would re-send with the appropriate information regarding the pictures.

Kemmler asked about the fence on the west side by the Fire Department. Thomas asked if this is something that should be addressed or are there more important issues at this time. Kemmler asked if we should have the fence taken out or repaired. Thomas stated that maybe the next time there is a work day with the prisoners, maybe they could go out and take care of this. Thomas doesn't know how important this fence is. Foster stated the cheapest way to handle this is to remove the fence. Thomas suggested that this may be something the Fire Department could use to have a practice burn. She will contact the Fire Chief about this and report back to the Board at the next meeting.

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

Nothing reported 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 8:20 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: November 19, 2014**

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

---

**SUBJECT: Parking Area at Sand Hill Trail Head – Brought to Board from TG Committee**

---

**BACKGROUND/HISTORY:**

At the October 13, 2014 Trails & Greenways Committee meeting, the parking area at the Sand Hill Trail Head was discussed. With all the rains recently, the parking area is in need of fixing. The Committee made a recommendation to the Park Board as the following:

**MOTION: Hann/ to have the Park Board address the parking at the Sand Hill Trail Head.**

Wilbur stated that we need to make sure that millings and crushed concrete not be used. Hann stated that sandy shell road base or lime rock base should be used. Wilbur stated that lime rock is also very dusty and should not be used either.

**AMENDED MOTION: Hann/Wilbur to have the Park Board address the parking at the Sand Hill Trail Head and use sandy shell road base material to repair the flood damaged parking area. VOTE: All Ayes.**

The Trails & Greenways Committee would like the Park Board to discuss and make a recommendation to Council as this will involve an expenditure of funds.

**ATTACHMENTS:**

- A portion of the approved minutes from the October 13, 2014 T&G Committee meeting minutes

**ACTION OPTIONS:**

Discussion and recommendation to Council.

Cove and Stillwater Preserve as these areas are right in the middle of what the committee works on to have improvements made to the trails and greenways.

The discussion turned to Richard Cameron; Hann asked if he is still around. Wilbur stated he is home but doesn't drive anymore. Thompson stated we need to remember him when the ADA restroom and parking are in place at the Sand Hill Trail Head. He was very instrumental in the past with trying to get this to happen.

4. **ADA Restrooms & Parking Grant Award – Project Planning** – Thompson stated that Kelley had advised him that the TA is working on getting things together for the award letter to be issued to the Town. There are certain steps that need to be followed before this can happen.

Hann advised the Committee that with all the rain we've had, the Sand Hill Trail Head is under water and we may want to think about moving the ADA restroom and parking area to a less wet area. If you go and look at the area now, it is under water. Thompson stated we need to get pictures; Hann stated he took pictures. Thompson stated we will need to get permission to move the restroom and parking area as the grant was approved with the location in place. Hann stated he didn't think it would be a problem to move the amenities. Hann stated that we should place the restroom next to the horse trail paddock; it would be cheaper in this area; then put the parking next to this area as well. The further north or west you go, the wetter it is. It would also be hard to have septic in this area; it should be in a high and dry area. It's only about 20' by 30'. If we keep it where it is now, we would need to bring in dirt to lift it up. Hann stated he will provide information and pictures at the next meeting for the committee to discuss and make recommendation if necessary.

Hann stated that once the letter is sent and the award letter is received, the Committee would need to find out from the TA if we could be of any assistance or if the committee would be executing the grant.

Hann stated that the parking area at the Sand Hill Trail Head is in bad shape and needs some attention.

**MOTION: Hann/ to have the Park Board address the parking at the Sand Hill Trail Head.**

Wilbur stated that we need to make sure that millings and crushed concrete not be used. Hann stated that sandy shell road base or lime rock base should be used. Wilbur stated that lime rock is also very dusty and should not be used either.

**AMENDED MOTION: Hann/Wilbur to have the Park Board address the parking at the Sand Hill Trail Head and use sandy shell road base material to repair the flood damaged parking area. VOTE: All Ayes.**

5. **Maps & Signage – Master Plan** – Thompson stated the committee needs to come up with a way to identify information on the maps. He felt that if the committee did it like Battleship, using letters and numbers, this could be a way to identify the trails. Hann stated that Chris O'Hara needs to be involved with this. Thompson stated the easiest way is to label with A, B, C & D; then if someone gets lost, they could call for assistance to get back on track. The person

**TOWN OF MALABAR**  
**PARK AND RECREATION**  
**AGENDA ITEM REPORT**

**DISCUSSION 3**  
Meeting Date: November 19, 2014

Prepared By: Cynthia Kelley, Secretary to Board

---

**SUBJECT: Passive Park Activities**

---

**BACKGROUND/HISTORY:**

At the October Park Board meeting, Thomas stated she would made contact with the Florida Communities Trust to discuss some information needed to know for passive parks. She was passed around to various people and was not able to find out the information she wanted. Kemmler gave her information to help with making contact; Thomas will report on these findings at this meeting.

**ATTACHMENTS:**

- N/A

**ACTION OPTIONS:**

Discussion