

**PARK AND RECREATION ADVISORY BOARD  
REGULAR MEETING  
WEDNESDAY, DECEMBER 17, 2014  
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 – 11/19/14**  
**Exhibit:** Agenda Report No.1  
**Recommendation:** Motion to approve
- F. PUBLIC:**
- G. ACTION:**
2. **Parking Area at Sand Hill Trail Head – Report to Board by Kemmler**  
**Exhibit:** Agenda Report No. 2  
**Recommendation:** Discussion & Recommendation
- H. DISCUSSION:**
3. **Elevation Survey – Thomas Eschenberg Memorial Park**  
**Exhibit:** Agenda Report No. 3  
**Recommendation:** Discussion
- I. OLD/NEW BUSINESS:**
- New Business:**
- Old Business:**
- Fence at Malabar Community Park at Front Next to Fire Dept. – Kemmler**
- J. 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**
- 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 17, 2014**

**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 11/19/14

**ATTACHMENTS:**

- Draft Minutes from Park and Recreation regular meeting November 19, 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  
11/19/14 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 7:34 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  
Board Secretary Cynthia Kelley

**C. NOMINATIONS FOR CHAIR & VICE-CHAIR POSITIONS**

Nominations for Chair: Knudson nominated Thomas; she stated that she's had it twice in a row. She asked if Knudson would like to be the Chair; Knudson said no. Thomas asked if Kemmler would like to do this as he has experience.

**MOTION: Thomas/Knudson nominated Kemmler for Chair position. VOTE: All Ayes.**

Nominations for Vice-Chair: Kemmler nominated Knudson.

**MOTION: Kemmler/Foster nominated Knudson for Vice-Chair position. VOTE: All Ayes.**

Kelley stated that Thomas and Kemmler should switch chairs and he will chair the meeting this evening.

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

**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

Discussion: Kemmler looked at them and they are very well done; Board was in agreement with Kemmler. Kelley thanked the Board for the compliment on the minutes.

**MOTION: Thomas/Knudson to approve the minutes from October 15, 2014 as presented. VOTE: All Ayes.**

**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

Discussion: Kelley gave background on this as Kemmler was not present at the T&G Committee meeting that this was discussed at. Kemmler stated that he will speak to TA

and see how much it will take, if we have the material or not and if not, what the cost would be.

Thomas stated that she has been having a meeting with the TA and they go over the issues and get them taken care of; she asked if Kemmler would be able to continue this because it really makes a difference. Kemmler stated that he would be able to continue this.

Kemmler stated that there was a meeting today with the T&G Committee members and it went well and they discussed the location of the restroom, septic system and parking area. The Town Engineer stated that this will be discussed and it will all be worked out.

Thomas and Kemmler both stated that they don't think it needs anything to be done. Kelley stated that when TA puts minutes on the website, she reads the minutes and she may have had this addressed prior to this meeting as this was inadvertently left off of the agenda.

Foster asked about the T&G Committee recommending this to the Park Board. It was explained that the T&G Committee will make recommendations to the Park Board as they are a committee and they go through the Park Board to have recommendations go to Council; especially if there are funds to be spent.

Thomas stated that any changes have to go through the Trust; if they don't approve the change(s), it could jeopardize the park and trust. All things must go to TA before recommendations are made to Council for any changes to the parks as they are a part of the trust.

Based on discussion, no motion was made at this time.

I. **DISCUSSION:**

3. **Passive Park Activities - Thomas**

**Exhibit:** Agenda Report No. 3

**Recommendation:** Discussion

Discussion: Thomas stated that she did contact people in Tallahassee; they contacted TA. She wants to get an answer to the questions as she will take care of the issues. If the Board gets involved without her, it could muddy the waters. So any issues that come up needs to be taken to TA before anyone contacts the agencies.

With regards to the Thomas Eschenberg Memorial Park, Knudson stated she had gotten two quotes; one for TOPO and one for boundary survey for \$500 from Bill Suiter. Thomas brought up that there are FRDAP grants available to put pathways in at the park due to the wetland that cannot be filled in. The application for this type of grant would be due by October, 2015. Thomas also stated that a boundary survey for this park is already in place.

TA wants to confer with the agencies; Knudson stated that an elevation survey needs to be done so we can know what is out there and what parts are wet and what parts are

not. Thomas stated DEP can do a determination for wetlands. If the TA asks for it, they can do this. Foster asked if the change in the flood maps affected the parks. Kemmler stated it would affect any and all property in the Town.

Knudson stated that she got 2 quotes. Smith Survey and Mapping stated they would do both boundary and elevation for \$4,850.00; for trees, it would cost \$10 per tree. Knudson stated that Bill Suiter said he would do the elevation and boundary survey for \$500. Kemmler stated he will get with TA to get with agency to see if they will do the elevation survey and if not, a recommendation to Council for boundary & elevation surveys for \$500 by Bill Suiter.

Thomas stated that there are grant funds for boardwalks as you can't build up wetlands. A FRDAP grant would be very nice; boardwalks for the elderly could lead to bathrooms out there. Knudson stated that it would be good to have a walking bridge. Thomas stated that this is what was being recommended by the agency that she spoke with. Kemmler stated we need to know about the wetlands and where they are in the park.

Kemmler stated that we did get the grant for the ADA restroom and it took a lot of years to get it. Knudson stated we are approaching this the right way as we are trying to see what we have to deal with out at the park.

**J. OLD/NEW BUSINESS:**  
**New Business:**

**Old Business:** The signs that we have for the events of the Town now has the sign portion blown out. Kelley stated that we now have plain white sign boards to put in when there are no events happening. They need to be added to the signs and Kelley hasn't had a chance to do this.

Thomas stated that Sastram called her and stated that there should be other signs made such as burn watch and such. He still would like to be involved and he has a lot of ideas. Thomas would like to invite him to the meeting to say goodbye; we were going to do a certificate of appreciation. Kelley stated that it was presented by the Mayor at a Council meeting. Since he was not able to be present, Kelley stated that it was mailed along with a letter.

Kemmler reported on the flag poles; he is working on this. He went out to the park to see where they are going to be placed. This should be done very soon. American Flag goes on the left; the middle flag is the State flag and the third can be whatever you want it to be to the right of the American and State flags.

Knudson stated that Thomas was going to check with TA on the mowing of Eschenberg Park. Thomas stated that TA said they can't do it at this time; PW is stretched to the limit. Knudson stated that she would like them to keep the area that was bush hogged. Thomas stated that this will not be happening at this time.

Kemmler stated that the Mayor vetoed the budget amendment and it was not overridden by Council. However, the funds for the grant and the legal fees will be taken care of but the slope mower will not be added to the budget. Kemmler stated that two people on Council say the slope mower can be fixed.

Foster stated that the fence posts at the park, she checked each one, is rock solid. The only problem is at the Fire Department. Kemmler stated that it looks like it is 100 yards. Thomas asked if Foster had any recommendations. Foster stated that the posts are leaning. Foster stated that it should be left alone. The only issue that she sees is the visual in the front by the Fire Department; those posts are destroyed and leaning over. It's about 15 feet. Foster stated that the section should be taken out but not the rest of the fence. Kemmler stated that he will get with the Fire Chief to see if they want the front section from the road could be taken out or if they would like to have it repaired.

Knudson asked about the hunting stands in the EELs property. Thomas stated that there is no evidence and it should be left alone. Thomas thanked Foster and Ausley for making the trip out there to observe the area.

Kemmler stated that the T&G Committee in Grant Valkaria is up and running. Thompson and Hann went to the meetings and got them started and let them know how things work. Grant Valkaria is working on connecting the trails between Malabar and Grant Valkaria. They are looking to do a boardwalk; Thomas stated that a FRDAP would be ideal for this. Kemmler stated that a grant would be good because the man power is not there between the two towns to do the work.

#### **K. BOARD MEMBER/STAFF REPORTS**

- **Cameron Preserve – Thomas**

Thomas reported that the smaller kiosk has been installed. After installing seven kiosks, one of them had been vandalized. Murray Hann is the one who installed the kiosks. The idea for them is to let people know where they are in the trails. Hats off to Hann for the work he did. A lot of cigarettes are being found out there; a can was once there and Palm Bay is working on this to have it reinstalled. People are still riding vehicles and they are not supposed to. They are now building ramps which could be hazard to people trying to get over the ramps. It could be very dangerous for the horse riders as well. Big groups are coming through on bikes; not a lot of horse use at this time.

The picnic table needs to be weed-wacked. It is really important to have this area taken care of. A lot of parking down North Corey Road is blocking the fire gate; there are signs posted. The Pence property is the ones putting on the events. When they have these big events; people are parking and blocking the fire gate. One time this was done, the fire department needed to get in and they couldn't. Knudson stated that the Pence's should be called and asked to be made mindful of the parking issue. Thomas stated that there are a lot of cigarette butts; Knudson stated that this will continue to happen because there are irresponsible people out there. Thomas stated that the signs are being ignored. She would like to see more signs and be proactive. Kelley stated that this town is not proactive; the people need to call 911 to report the blocking of the fire gate. Knudson stated that they need to be ticketed.

Knudson stated that her niece is a professional photographer; she will do pictures that could be put on the website. TA wants to make sure that the photographers will relinquish the pictures so there are no legal issues. The website is being worked on.

- **Disc Golf Park – Kemmler**

Kemmler reported that there was a big trench in the middle of the parking lot but it is now taken care of. Thomas stated that she was in Sebastian and someone made mention of the great park we have. She said that everyone is talking about this park. Thomas stated to the new members that Kemmler was very instrumental in getting this park in place.

- **Thomas Eschenberg Memorial Park - Knudson**

Knudson reported that it's been mowed and it looks good for what it is. She would still like to see the area maintained that was bush hogged. Thomas thanked her for her work regarding the surveys. Kemmler stated we need to put on some boots and see what's back there. Thomas asked if a date could be picked; Knudson stated she is really busy with work, after the holidays would be good for her.

- **Fern Creek Crossing Park – Ausley**

Ausley reported that we see people using the park; someone was taking pictures. Knudson stated that it's nice that it's being used. They are keeping it mowed. Thomas asked what she thought was bringing people to the park. Foster stated that the person was taking pictures of her clients; Knudson stated that there was a Halloween party out there too.

- **Huggins Park – CLOSED**

Park remains closed at this time. Kemmler stated we don't know what we want to do with it. Knudson said she wants to put a community center there.

- **Malabar Community Park – Foster**

Foster reported that the fence has been addressed. Foster sent explanations of the pictures she sent. All items have been addressed with the TA and safety issues have been taken care of as well. Kemmler stated that he was at the bridge going to the flag poles and saw a lot of large ant hills. Kelley will make a call to have them addressed.

Thomas congratulated the new chair and vice-chair for stepping up.

Thomas asked Kemmler to let them know if he can't go to the T&G Committee meetings; she would attend if he's not available. Kemmler stated that when he isn't available, he will send email to Kelley and ask her to pass it on to the Board so someone can attend in his stead.

**L. ADJOURNMENT**

There being no further discussion, general consensus. MOTION: Knudson/Foster to adjourn the meeting. VOTE: All Ayes. This meeting adjourned at 8:35 pm.

By: \_\_\_\_\_  
Hans Kemmler, 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 17, 2014**

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

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**SUBJECT: Parking Area at Sand Hill Trail Head – Report to Board by Kemmler**

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**BACKGROUND/HISTORY:**

At the November 19, 2014 Park Board meeting, the parking area at the Sand Hill Trail Head was discussed. Kemmler stated, prior to making a recommendation to Council, he would make contact with the Town Administrator to request some information regarding the parking area at the Sand Hill Trail Head. He will report his findings at this meeting.

**ATTACHMENTS:**

- A portion of the draft minutes from the November 19, 2014 Park Board meeting minutes

**ACTION OPTIONS:**

Discussion and recommendation

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**TOWN OF MALABAR – PARKS AND RECREATION ADVISORY BOARD  
11/19/14 MEETING MINUTES**

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

**B. ROLL CALL**

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

**C. NOMINATIONS FOR CHAIR & VICE-CHAIR POSITIONS**

Nominations for Chair: Knudson nominated Thomas; she stated that she's had it twice in a row. She asked if Knudson would like to be the Chair; Knudson said no. Thomas asked if Kemmler would like to do this as he has experience.

**MOTION: Thomas/Knudson nominated Kemmler for Chair position. VOTE: All Ayes.**

Nominations for Vice-Chair: Kemmler nominated Knudson.

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Kelley stated that Thomas and Kemmler should switch chairs and he will chair the meeting this evening.

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

**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

Discussion: Kemmler looked at them and they are very well done; Board was in agreement with Kemmler. Kelley thanked the Board for the compliment on the minutes.

**MOTION: Thomas/Knudson to approve the minutes from October 15, 2014 as presented. VOTE: All Ayes.**

**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

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and see how much it will take, if we have the material or not and if not, what the cost would be.

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Kemmler stated that there was a meeting today with the T&G Committee members and it went well and they discussed the location of the restroom, septic system and parking area. The Town Engineer stated that this will be discussed and it will all be worked out.

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Based on discussion, no motion was made at this time.

I. **DISCUSSION:**

3. **Passive Park Activities - Thomas**

**Exhibit:** Agenda Report No. 3

**Recommendation:** Discussion

Discussion: Thomas stated that she did contact people in Tallahassee; they contacted TA. She wants to get an answer to the questions as she will take care of the issues. If the Board gets involved without her, it could muddy the waters. So any issues that come up needs to be taken to TA before anyone contacts the agencies.

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

**AGENDA ITEM REPORT**

**AGENDA ITEM NO: 3**  
**Meeting Date: December 17, 2014**

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

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**SUBJECT: Elevation Survey – Thomas Eschenberg Memorial Park**

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**BACKGROUND/HISTORY:**

At the November 19, 2014 Park Board meeting, Knudson stated that she spoke with Bill Suiter and he would do a boundary and elevation survey of this park for a cost of \$500. Kemmler spoke to the TA regarding this and an email was sent to Mr. Suiter requesting he put something in writing to take to Council for the RTCM of December 15, 2014.

**ATTACHMENTS:**

- Email dated 12/08/14 from Chair Hans Kemmler requesting this on the agenda
- Email dated 12/05/14 from Town Administrator Bonilyn Wilbanks

**ACTION OPTIONS:**

Discussion

## Cindi Kelley

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**From:** Kemmler, Hans <hans.kemmler@lmco.com>  
**Sent:** Monday, December 08, 2014 12:58 PM  
**To:** Cindi Kelley  
**Subject:** FW: Elevation Survey of Thomas Eschenberg Park

**Importance:** High

Cindi,

I want this letter from Bonnie to Bill Suiter as an agenda item for our next meeting.

Thanks,

~Hans

~Hans Kemmler  
Electronics Engineer, Sr  
Lockheed Martin IS&GS  
4401 Fortune Pl  
Melbourne, FL 32950  
(321) 327-6352

**From:** Bonilyn Wilbanks [mailto:[bwfree@townofmalabar.org](mailto:bwfree@townofmalabar.org)]  
**Sent:** Friday, December 05, 2014 1:34 PM  
**To:** Kemmler, Hans  
**Subject:** EXTERNAL: FW: Elevation Survey of Thomas Eschenberg Park  
**Importance:** High

This was sent out and you were copied

Thank You!

*Bonilyn Wilbanks*

Bonilyn Wilbanks  
Town Administrator  
Town of Malabar

Under Florida Law, email addresses are Public Records. If you do not want your e-mail address released in response to public record requests, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

**From:** Bonilyn Wilbanks  
**Sent:** Friday, December 05, 2014 12:04 PM  
**To:** 'wsuiter@att.net'  
**Cc:** Kemmler, Hans  
**Subject:** Elevation Survey of Thomas Eschenberg Park  
**Importance:** High

Mr. Suiter

In speaking with Hans Kemmler, Parks & Recreation Board Chair this morning, he advised that you have agreed to do an elevation survey for \$500.00 for the Thomas Eschenberg Park. Would you please provide me with this in a letter which I can bring to Council for the expenditure approval. I need it by no later than Tuesday Dec 11<sup>th</sup>. Thank you for your prompt attention, we are in a time constraint to get it on the next agenda and it must go out on Wednesday to the Council. .

Have a great day!

*Bonilyn Wilbanks*

Bonilyn Wilbanks  
Town Administrator  
Town of Malabar

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