



BOARD OF COUNTY COMMISSIONERS

Parks and Recreation Department
Central Area Parks Operations

840 Forrest Avenue
Cocoa, Florida 32922

**District 4 Administrative Board Minutes
January 6, 2022 2:00 p.m.**

Members Present

City of Cocoa – Bryant Smith, Public Works Director, Designee for Stockton Whitten, City Manager

City of Rockledge – Dr. Brenda Fettrow, City Manager

Brevard County – Jim Liesenfelt, Chair, Assistant County Manager

Staff Present

Mary Ellen Donner, Parks and Recreation Director

Fred Ameigh, Maintenance Superintendent, Central Area Parks Operations

Courtney Kellem, Recreation Superintendent, Central Area Parks Operations

Denise Hayes, Administrative Secretary, Central Area Parks Operations

Rhonda McConnell, Recreation Program Coordinator, Special Events

Staff Absent

Terry Lane, Central Area Parks Operations Manager

Others Present

Scott Brown, Public Works Director, City of Rockledge

Frank Mirabito, Project Manager, Capital Projects Division, City of Cocoa

I. Call Meeting to Order

Mr. Liesenfelt called the meeting to order at 2:02 p.m.

II. Approval of October 7, 2021 Minutes

Dr. Fettrow made a motion to approval the minutes of October 7, 2021. Mr. Smith seconded the motion. The motion passed unanimously.

III. Old Business

Financial Report

The Financial Report was accepted a presented.

Attendance and Programs Report

Ms. Kellem stated that Fall Camp was held for the first time from November 22nd through November 24th and had up to 32 participants, and that Winter Camp had up to 13 participants and was held at McLarty Park.

Ms. Kellem stated that both Movies in the Park the third Friday of the month, and the Food Truck Rally on the second Friday of the month will continue this year.

Ms. Kellem stated that One Day Fun Day camps were scheduled for February 7th, 18th, 21st, and March 11th.

Mr. Smith and Dr. Fettrow asked for flyers for the upcoming events so they can advertise on the City's social media.

Ms. Kellem informed the Board that staff would be monitoring hourly attendance for a few months at each of the community centers to figure out what the optimum operating hours are to best serve the community.

Ms. Kellem stated that the contract to move the Seniors at Lunch program from Martin Andersen Senior to Dr. Joe Lee Smith Community Center is in the process of being finalized, and is scheduled to go before the Board of County Commissioners for approval on January 25th.

Mrs. Donner invited Rhonda McConnell, Recreation Program Coordinator for Central Area Parks special events into the meeting to discuss the Holiday Parade.

Ms. McConnell distributed a Movies in the Park posters to the Board members.

Ms. McConnell stated that for the Cocoa/Rockledge Holiday Parade there were 15 County staff and 15 City of Cocoa staff that worked the parade. Ms. McConnell further stated that \$1,400 was spent by the County on port-o-lets, staging, and trophies, and that \$220 was collected in revenue from the parade entries, and distributed a costs sheet to the Board members with a detail of costs versus revenue.

Mrs. Donner stated that in a previous meeting there was a discussion about the Cities contributing financially towards the parade, and that another meeting should be held to further that discussion.

Dr. Fettrow stated she felt the entry fees should be raised.

Mr. Smith stated he agreed that the Cities contributing to the cost of the parades and the meeting should be held soon so the Cities can budget their money.

Mrs. Donner thanked the City of Cocoa for providing staff to assist with the parade line-up.

Dr. Fettrow asked that the County still participate in the coordination of the parade.

Mr. Smith stated that the parade is not part of the District 4 Administrative Board's purview and a meeting could be held outside of the Board meeting without any infractions of the Sunshine Law.

Parks Maintenance Report

Mr. Ameigh stated that renovations on the clay courts at McKnight Family Sports Complex are scheduled to begin January 10th, and the renovations should take a couple of weeks to complete.

Mr. Ameigh stated that repairs to the septic system at James Bourbeau Memorial Park started last week and should be completed by the end of next week.

Dr. Fettrow pointed out there was some aged wood on the boardwalk on the north side of Dick Blake Park that needed some attention.

Mr. Smith asked Mr. Ameigh to provide him with the total cost of the new sod and irrigation on the football field at the McKnight Family Sports Complex because the City of Cocoa was looking at doing a similar project at Don “Mo” Stradley Park.

Mr. Ameigh stated that the lighting for the practice football field at McKnight Family Sports Complex had been completed.

Dr. Fettrow stated that City of Rockledge was going to have a naming of the football field at McKnight Family Sports Complex coming up and that she would let county staff know when that would be.

Mrs. Donner stated that once the City notifies staff, staff will add the name of the field to the Brevard County Parks and Recreation website.

Mr. Liesenfelt asked how many vacant positions does maintenance staff still have.

Mr. Ameigh stated that currently there were 14 positions still vacant in maintenance, and that he was able to fill 5 positions recently.

Other

None

IV. New Business

Election of Officers for 2022

Dr. Fettrow made a motion to nominate the City of Cocoa as chair. Mr. Liesenfelt seconded the motion. Mr. Smith accepted the nomination. The motion passed unanimously.

Projects Update FY 21/22

Mr. Ameigh stated that the old asphalt would be capped and some new asphalt laid at McKnight Family Sports Complex, as well as renovations to the practice football field.

Mrs. Donner stated there were 5 septic to sewer projects.

Mr. Ameigh stated that the irrigation system was going to be replaced at Don Stradley Park and that he was waiting for the bids to finish coming in.

Mr. Ameigh stated that the dirt road that leads up to the playground will be paved at Dick Blake Park and that this would help create more parking spaces, and that the existing asphalt will be resurfaced.

Mrs. Donner stated that staff was exploring a traffic re-routing through McLarty Park to relieve some of the congestion from the Monoclonal Therapy on Barton Boulevard.

Mr. Liesenfelt asked if the City of Cocoa was adding police sub-station at Provost Park. Mr. Smith confirmed that the City of Cocoa Police should be occupying the sub-station which was the old Community Action building by the end of the month.

District 4 Administrative Board By-Laws

Article I, Section I - Change “Recreation and Parks” to “the Brevard County Parks and Recreation Department”. With this change Article I Section I is accepted.

Article II, Section I – Change “The” to “the” in front of City of Rockledge City Manager; change “Chairman” to “Chairperson”, and change “Vice-Chairman” to “Vice-Chairperson”; change the word “alternate” to “alternates”; change “their position” to “his or her position”; change “their term” to “his or her term”; With these changes Article II Section I is accepted.

Article II, Section III – Remove the sentence “Election of officers shall be held during the first meeting in January” and add in its place “Elections for the Chairperson and Vice-Chairperson shall be conducted in the last calendar quarter Administrative Board meeting of each year”. With this change Article I Section III is accepted.

Change all “chairman” to “chairperson” throughout the document. Change all “Recreation and Parks” to Brevard County Parks and Recreation”.

Article III, Section I – Accepted with no changes.

Article III, Section II – Change “his” to “his/her”. With this change Article III Section II is accepted.

Article III, Section III – Accepted with the change of vice-chairman and chairman to vice-chairperson and chairperson.

Article IV, Section I – Change “Recreation and Parks” to “Brevard County Parks and Recreation Department”; remove “Cocoa Rockledge, County”; add the word “Administrative” and remove “and Parks”. With these changes Article IV Section I is accepted.

Article IV, Section II - Remove “Recreation and Parks” and add Brevard County Parks and Recreation Department”; change “They” to “He/She”. With these changes Article IV Section II is accepted.

Article IV, Section III – Remove original paragraph and replace with “The Director of Brevard County Parks and Recreation shall be responsible for the hiring or dismissal of all personnel under his/her direction. Said to be in accordance with Brevard Personnel Department policies”. With this change Article IV Section III is accepted.

Article IV, Section IV – Change the second sentence to read “He/She shall be further shall report any non-budgeted emergency expenditures at the next regularly scheduled Board meeting”. With this change Article IV Section IV is accepted.

Article V, Section I – Remove the word “meet” and change to “conduct regular meetings”; add the sentence “Special meetings may be called by the Chairperson of the Board upon forty-eight (48) hours written notice to Board members and the public”. With these changes Article V Section I is accepted.

Article V, Section II – Accepted with no changes.

Article V, Section III - Change “Recreation and Parks” to “Brevard County Parks and Recreation”, and “Chairman” to Chairperson”. With these changes Article V Section III is accepted.

Article V, Section IV – Change the paragraph to read “A quorum shall be established by simple majority”. With this change Article V Section IV is accepted.

Add Article V, Section V – “The Board shall approve a list of prioritized capital projects and expenditures at a meeting held prior to February 1st. The Board shall approve a budget at a meeting held prior to May 1st”. New Article V, Section V is accepted.

Article VI, Section I – Remove “the” and change to “a unanimous”; remove “a quorum of official” and change to “all three”; remove “at any meeting” and add “after being properly notice as a regular agenda item”. With these changes Article VI Section is accepted.

The new boundary map shall be attached.

A clean copy of these changes is to be provided at the next regular Board meeting with the agenda packet.

The prioritized list of capital improvement projects, and the FY22/23 draft budget is to be provided in advance of the next regular Board meeting.

Board Reports

Cocoa – The City of Cocoa has renamed “Fern and Prospect Park” to “Gilmore Community Park”, and is in the process of making and installing a new sign that will be meet the current Parks and Recreation specs for signs.

Mr. Ameigh asked if the City was going to use the same company to have the new sign made and mentioned that County staff had problems with the glue holding on the inlay portion of the current signs and that the City might want to reach out to the company about this issue.

The City of Cocoa is still working on their Parks Master Plan.

Mrs. Donner asked if the City had plans to do something with the pier at Lee Wenner Park.

Mr. Smith replied that he didn’t know exactly where that stood as it is a Community Redevelopment Agency (CRA) project, but that the City of Cocoa wanted to speak to the County about partnering to remove it.

Rockledge – Dr. Fettrow stated that the City would be hosting a food truck event January 28th at 4:30 p.m. to 7:30 p.m. at the Civic Hub.

The City was hosting the Chamber of Commerce’s Wednesday Friendsday at the Civic Hub on the first Wednesday of March.

Dr. Fettrow stated that the City was planning on widening the trail around Lake Betsi in the McKnight Family Sports Complex.

Dr Fettrow stated the City installed dog waste disposal bag stations, at McKnight Family Sports Complex around Lake Betsi on the trail because the City Council voted to allow leashed dogs, and that bags would be supplied at the stations.

County – No reports

V. Public Input

Mr. Greg Stoll, a resident of Cocoa, thanked whoever was responsible for the new basketball court at Travis Park.

Ms. Linda Dolphin, a resident of Cocoa, who lives near McFarland Park stated she doesn't understand the funding of the projects and who decides what gets done, and how referendum dollars work.

Dr. Fettrow stated that those questions are not for the District 4 Administrative Board to answer as they are not specific to the City of Cocoa and County staff.

Bryant Smith from the City of Cocoa and Parks and Recreation Director, Mary Ellen Donner are to meet with Ms. Dolphin to answer all her questions regarding funding, projects and referendum information.

Ms. Dolphin wanted to know why Provost Park is in such poor condition and why money isn't being spent on improving the Park.

Mr. Liesenfelt stated the Mr. Smith and Mrs. Donner could answer her questions about Provost Park when she meets with them.

Ms. Kristin Lortee, a resident of Cocoa, stated she came to the meeting because she was interested in understanding how the money is spent in the City of Cocoa for parks. She further stated she had a particular interest in getting information from the City of Cocoa regarding the splash pad. Ms. Lortee stated she wanted to attend the meeting with the City of Cocoa and Parks and Recreation Director.

Ms. Lortee stated she belonged to a group called Cocoa Cares Citizens Group, and the Group wanted to be kept informed about the City's Parks Master Plan and wanted to see more citizens involved in the plan.

Mr. Liesenfelt explained that the Parks Master Plan was the City of Cocoa's plan not this Board's plan, and that she would need to discuss the plan directly with the City of Cocoa.

VI. Adjournment

Dr. Fettrow made a motion to adjourn the meeting. Mr. Liesenfelt seconded the motion. The motion passed unanimously.

The meeting adjourned at 3:25 p.m.

Signature line for Chairperson Bryant Smith