



BOARD OF COUNTY COMMISSIONERS

Parks and Recreation Department
Central Area Parks Operations

840 Forrest Avenue
Cocoa, Florida 32922

**District 4 Administrative Board Minutes
January 5, 2023 2:00 p.m.**

Members Present

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

City of Rockledge – Dr. Brenda Fettrow, City Manager

Brevard County – Jim Liesenfelt, Assistant County Manager

Staff Present

Terry Lane, Central Area Parks Operations Manager

Courtney Kellem, Recreation Superintendent, Central Area Parks Operations

Fred Ameigh, Maintenance Superintendent, Central Area Parks Operations

Denise Hayes, Administrative Secretary, Central Area Parks Operations

Others Present

Michael Jarusiewicz, Administrative Coordinator, Public Works, City of Rockledge

I. Call Meeting to Order

Mr. Smith called the meeting to order 2:00 p.m.

II. Approval of October 6, 2022 Minutes

Dr. Fettrow made a motion to approve the minutes of October 6, 2022 as presented.

Mr. Liesenfelt seconded the motion. The motion passed unanimously.

III. Old Business

Financial Report

Mr. Lane stated that we are only two months into the fiscal year, and that most of the report identified encumbered or obligated funds, and the other 20% was operating costs.

Dr. Fettrow asked if Parks and Recreation still had a lot of vacant positions.

Mr. Lane stated that there were still a lot of a vacant positions, and that we were losing even more current staff to state and other city jobs because they are offering better opportunities and more money.

The Financial Report was accepted as presented.

Attendance and Programs Report

Ms. Kellem stated Winter Camp had just ended and was held at Kiwanis Island Park and McLarty Park. She informed the Board that Kiwanis Island had 89 participant and McLarty had 38 participants.

Ms. Kellem stated that Cocoa West Recreation Complex hosted the Children's Holiday Party with Alpha Kappa Alpha Sorority on December 2nd. The Party had over 250 participants in attendance.

Ms. Kellem informed the Board that the Cocoa/Rockledge Holiday Parade had 23 organizations that participated.

Ms. Kellem stated that McLarty Park Community Center hosted Breakfast with Santa on December 18th and over 35 participants in attendance.

Ms. Kellem stated that she was hoping to have a new coordinator hired for at Dr. Joe Lee Smith Community Center by next month, and that would enable more programming at the Center.

Mr. Lane stated that because of the staffing shortage at the Dr. Joe Lee Smith Community Center Ms. Kellem has been juggling recreation staff from the other community centers to work at Center the just to keep doors open.

Parks Maintenance Report

Mr. Ameigh stated staff is schedule to meet with Cocoa Little League at Stradley Park next Tuesday to discuss the field renovations with irrigation and sod. Staff will start renovations on the softball fields, then move onto the baseball fields after little league season is complete.

Mr. Ameigh stated that staff was still waiting on materials to finish the building repairs at Dr. Joe Lee Smith Community Center caused by the last hurricane.

Mr. Ameigh informed the Board that the field clay renovations at McLarty Park were approximately 90% completed.

Mr. Ameigh stated that the riser still needed to be installed on the football goals at McKnight Family Sports Complex.

Mr. Ameigh state the Park sign in front of Travis Park was damaged in the hurricane and that staff was waiting on the replacement sign.

Dr. Fettrow thanked staff for the work done at Taylor Park. She also stated that new benches had been ordered for the Park.

Mr. Ameigh stated new contract has been signed with a company to do blow-in mulch, and Taylor Park playground will be receiving new mulch.

Mr. Smith asked what the timeline was for replacing new sign at Travis Park.

Mr. Lane informed Mr. Smith that he needed the City of Cocoa to provide their logo so that it can be put on the new sign along with the Brevard County Parks and Recreation logo, and that it has been approved to go out for RFP.

Mr. Smith asked Mr. Lane send him proofs before having sign made.

A discussion was had regarding Stradley Park field renovations and tying the City of Cocoa's football project and the County's softball/baseball project together for the best use of funds.

Mr. Ameigh stated that new wells had already been drilled at Stradley Park for baseball and softball field renovation projects. Mr. Smith agreed that we would meet to go over the two projects to tie them together.

Cocoa/Rockledge Holiday Parade – Past and Future

Mr. Lane stated that the Cocoa/Rockledge Holiday Parade numbers did not meet the minimum number of 35 participants set, and for the amount of time it took staff to prepare for the parade and that it only lasted less than 20 minutes.

Dr. Fettrow asked what the attendance for Merritt Island Holiday Parade was.

Ms. Kellem stated that it reached 39 entries the Monday before the parade, after the deadline.

After discussion the Board decided each member should speak to their respective City Councils and the District 2 Commissioner prior to the next meeting to seek direction on the continuation of the Cocoa/Rockledge Parade.

Dr. Fettrow asked for notes on the Merritt Island Holiday Parade as a comparison to provide to the two City Councils.

Dr. Fettrow asked if combining the Cocoa/Rockledge and Merritt Island Holiday Parades had been discussed for cost saving or even doing the Parades on a rotating schedule.

Mr. Smith stated that each Board member should bring a report back from their City Council regarding their thoughts on the Holiday Parade and how to move forward in a more cost-effective way.

Mr. Lane stated that he would have the notes from the Merritt Island Holiday Parade sent to Dr. Fettrow and Mr. Smith this week so they could present them to their City Council along with the notes from Cocoa/Rockledge Holiday Parade for comparison.

Other

Dr. Fettrow stated that W & J is likely to start clearing the land and getting the playground moved at the end of this month at McKnight Family Sports Complex to begin the construction of the new multi-purpose facility.

IV. New Business

Election of Officers for 2023

Mr. Lane opened the floor for nomination for the 2023 Chairperson.

Mr. Liesenfelt nominated Dr. Fettrow to be the 2023 Chairperson for the District 4 Administrative Board. Mr. Smith seconded the nomination.

Dr. Fettrow accepted nomination.

A vote was taken and the nomination of Dr. Fettrow as the 2023 Chairperson for the District 4 Administrative Board passed unanimously.

Projects Update FY 22/23

Mr. Lane provided the Board with a copy of the list of Capital Improvement Project and stated that several of the items on the list were balance forward which meant they can't start, and some can't because of supply chain.

Mr. Lane stated that staff got permission to change a few. McLarty Park, McKnight Family Sports Complex, and Larry L. Schultz sun shade structures will be moved to next year because of a shortage in funds. Mr. Liesenfelt asked Mr. Lane to send him the fund shortage numbers.

Dr. Fettrow stated that the McKnight Family Sports Complex shade structure can be eliminated or at least moved into 2024 because the child's playground is being moved under the tree canopy.

Dr. Fettrow stated that a shade structure over the playground at Larry L. Schultz Park was really needed. She said she was sensitive that it can't keep being replaced because of vandalism, however if a less expensive, stronger version could be looked into it would be appreciated.

Mr. Ameigh and Mr. Lane stated that a different type of structure was being investigated with PlayMore so that it would be less expensive and harder to vandalize.

Mr. Smith stated the Dr. Joe Lee Smith shade structure could be postponed until next year because it is fairly well covered already and prioritize the shade structures for Gilmore Community Park and Carl Anderson Park.

Board Reports

Brevard County

Mr. Liesenfelt stated staff had a meeting with District 2 Commissioner Goodson and discussed how District 2 is divided and the different projects and progress going on in his recreation District.

Mr. Lane stated he forwarded, by email, to the Board members a survey questions with a QRL Code that has been given to the community around the Dr. Joe Lee Smith Park to their opinion on programing for the Center and thought maybe the City of Cocoa could send the survey onto the Diamond Square group to get their assistance in providing their opinions in programming for the Center.

Cocoa

Mr. Smith stated he forwarded the survey onto to Samantha Sanger to push through social media.

Rockledge

No Report

V. Public Input

None

VI. Adjournment

Dr. Fettrow motion to adjourn to the meeting. Mr. Liesenfelt Seconded the motion unanimously.

The meeting adjourned at 2:37 p.m.

Signature line for Chairperson Dr. Brenda Fettrow