



BOARD OF COUNTY COMMISSIONERS

**Parks and Recreation Department
Central Area Parks Operations**

840 Forrest Avenue
Cocoa, Florida 32922

**District 4 Recreation Administrative Board Minutes
April 3, 2025, 2:00 p.m.**

Members Present

City of Cocoa – Abigail Morgan, Public Works Director and City Engineer, Designee for Stockton Whitten, City Manager, Chairperson

City of Rockledge – Dr. Brenda Fettrow, City Manager

Brevard County – Ian Golden, Parks and Recreation Director, Designee for Jim Liesenfelt, Assistant County Manager

Staff Present

Terry Lane, Operations Manager, Central Area Parks Operations

Shawn Turner, Recreation Superintendent, Central Area Parks Operations

Fred Ameigh, Maintenance Superintendent, Central Area Parks Operations

Member Absent

Brevard County - Jim Liesenfelt, Assistant County Manager

I. Call Meeting to Order

Ms. Morgan called the meeting to order at 2:00 p.m.

II. Approval of the January 9, 2025 Minutes

Dr Fettrow made a motion to approve the minutes of January 9, 2025. Mr. Golden seconded the motion. The motion passed unanimously.

III. Old Business

Financial Report

Mr. Lane stated Fund 1030 District 4, was 5 months into the fiscal year and is approximately 30% expended.

Dr. Fettrow stated she did not see anything expended for salaries and benefits.

Mr. Lane explained that is a labor distribution that is done at the end of the fiscal year because the General Fund is where all the staffing expenses are and the monies, if need be, will get transferred at the end of the fiscal year.

Mr. Golden made a motion to accept the Financial Report as presented. Dr. Fettrow seconded the motion. The motion passed unanimously.

Attendance and Programs Report

Ms. Turner stated this past Monday Summer Camp registration began.

Ms. Turner distributed Summer Camp and aquatic program calendars.

Ms. Turner was asked to email the Summer Camp and aquatic program calendars to Dr. Fettrow and Ms. Morgan in ADA Compliant Format.

Dr. Fettrow made a motion to approve the Attendance and Programs Report as presented. Mr. Golden seconded the motion. The motion passed unanimously.

Mr. Lane wanted to thank Ms. Turner for performing the job of both Recreation Superintendent and the Recreation Program Coordinator II, which is also known as the Rec Trac SuperUser who assists all Recreation staff when there are issues with making reservations and registration for the public and assists the Recreation Superintendent with website tasks, making the calendars and flyers in ADA Compliance for the last year

Parks Maintenance Report

Mr. Ameigh stated he had additional items for the written report to mention; Cocoa West will have soffit and irrigation repairs performed; LED lights will be installed for the tennis courts at McKnight Family Sports Complex; and new fencing proposals were received today for the athletic fields at McLarty Park.

Mr. Lane stated the James Bourbeau Memorial Park has received loads of dirt to repair the low-lying areas to make those areas more usable for the air boaters at the request of the District 1 Commissioner.

Mr. Golden made a motion to accept the Parks Maintenance Report as presented. Dr. Fettrow seconded the motion. The motion passed unanimously.

Other

Mr. Lane shared the information regarding Ad-Vance Staffing Solution being used to find temporary staffing for vacant recreation and maintenance positions. Ms. Turner is to share the Ad-Vance Staffing Solution flyer with Dr. Fettrow and Ms. Morgan so they can distribute it.

IV. New Business

Projects Update

Mr. Lane stated the mid-year balance forward projects were going to Board of County Commissioners next week for approval.

Mr. Lane stated all the Parks and Recreation CIP are in Balance Forward. He further stated previously approved money was going to Don "Mo" Stradley Park baseball and softball concession stands renovations for metal awnings, shade covers, and windows and doors.

Mr. Golden notated he was working with County Attorney to add an addendum to cover items already in the CIP prior to the signing of the City of Cocoa Interlocal Agreement.

Ms. Morgan stated the City of Cocoa Attorney was talking about adding an MOU specifically the Don "Mo" Stradley Park project.

Dr. Fettrow stated a portion of fire line was being cut on the south and west side of Dick Blake Park and may be having a peppertree bust in two or three weeks.

Dr. Fettrow stated a few of the memorial trees in Taylor Park were not doing well and may be removed with memorial bricks being laid in the trees place.

Dr. Fettrow stated the City of Rockledge was contemplating laying artificial turf on one or two fields at McKnight Family Sports Complex and asked if the County would provide a quote for the football field and two soccer fields.

Dr. Fettrow stated the concession building was coming along at McKnight Family Sports Complex, and the City of Rockledge was targeting the end of June for completion.

Budget Update FY 25/26

Mr. Lane stated staff was looking at a status quo budget for next year. He further stated that this administrative board will review the proposed FY 25/26 budget at its July meeting.

Board Reports

Were all provided under **Projects Update**.

V. Public Input

There was no public present.

VI. Adjournment

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

The meeting adjourned at 2:27 p.m.

/s/ Abigail Morgan
Abigail Morgan, Chair