



BOARD OF COUNTY COMMISSIONERS

Parks and Recreation Department  
Central Area Parks Operations

840 Forrest Avenue  
Cocoa, Florida 32922

**District 4 Administrative Board Minutes  
April 7, 2022 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, Appeared by Phone

Brevard County – Jim Liesenfelt, Assistant County Manager

**Staff Present**

Mary Ellen Donner, Parks and Recreation Director

Terry Lane, Central Area Parks Operations Manager

Fred Ameigh, Maintenance Superintendent, Central Area Parks Operations

Courtney Kellem, Recreation Superintendent, Central Area Parks Operations

Denise Hayes, Administrative Secretary, Central Area Parks Operations

Nancy Watkins, Persons with Disabilities Coordinator, Central Area Parks Operations

**Others Present**

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

Stockton Whitten, Cocoa City Manager

Mayor Mike Blake, City of Cocoa

Chris LaBonte, Special Olympics Coordinator for Brevard County

**I. Call Meeting to Order**

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

Chairperson Smith suggested moving V. Public Input after III. Old Business to accommodate any public that might attend the meeting today.

**Mr. Liesenfelt made a motion to move V. Public Input to after III. Old Business. Dr. Fettrow seconded the motion. The motion passed unanimously.**

**II. Approval of January 6, 2022 Minutes**

**Mr. Liesenfelt made a motion to approve the January 6, 2022 minutes. Dr. Fettrow seconded the motion. The motion passed unanimously.**

**III. Old Business**

**Financial Report**

Mr. Lane stated that in Fund 1030 the overall expenditures are at 48%.

There were no questions regarding the Financial Report and it was accepted as presented.

## **Attendance and Programs Report**

Ms. Kellem stated that the Food Truck Rally that had been held at Larry L. Schultz Park has been moved to McLarty Park for traffic safety and more parking. She further stated that it will now coincide with Movies in the Park, and would be held on the 2<sup>nd</sup> Friday of each month.

Ms. Kellem informed the Board of the following events:

- Adult Game Night would be held the 3<sup>rd</sup> Friday of each month at McLarty Park from 7:00 p.m. to 10:00 p.m.
- Kids Night Out was held Saturday, April 9<sup>th</sup> at McLarty Park from 6:00 p.m. to 10:00 p.m.
- Underwater Eggspllosion will be held Saturday, April 16<sup>th</sup> at the McLarty Park pool from 1:00 p.m. to 3:30p.m.
- Cocoa West Recreation Complex will be hosting an Egg Hunt on Saturday, April 16<sup>th</sup> from 11:00 a.m. to 1:00 p.m.
- Rotary Park Nature Center would be hosting an Earth Day Community Campout starting Friday, April 22<sup>nd</sup> at 5:00 p.m. through Saturday, April 23<sup>rd</sup> at 9:00 a.m. at F. Burton Smith Park.

Ms. Kellem stated that Summer Camp registration opens May 2<sup>nd</sup>, and camp would run from May 27<sup>th</sup> through August 9<sup>th</sup>, but that camp would be not be held on Memorial Day, May 30<sup>th</sup>.

## **Parks Maintenance Report**

Mr. Ameigh stated that extra fencing being installed around the Dr. Joe Lee Smith Park outdoor basketball court to keep balls from going into traffic.

Mr. Lane stated Junny Rios Martinez Park restroom renovations was placed on the budget for next year.

Mr. Ameigh that had received the McLarty Park and F. Burton Smith Park composite signs, and currently waiting on the remaining 4 signs to arrive.

Mr. Lane stated that Red Rhino Leak Detection had been contacted for another suspected leak in the Dr. Joe Lee Smith Park pool.

Mrs. Donner stated that the Don "Mo" Stradley Park septic to sewer project is in the design phase and staff is in discussions with the City of Cocoa.

Mrs. Donner stated that a Purchase Order had been requested for the soccer field lighting project at McKnight Family Sports Complex.

Mrs. Donner stated that new sod will be laid at McLarty Park athletic fields.

Mr. Lane stated that the Cocoa West Recreation Complex basketball court resurfacing project was nearly finished.

Mr. Ameigh stated that he was waiting for the proposals for field sod and irrigation to come back for Don "Mo" Stradley Park, and McKnight Family Sports Complex.

## **Other**

None

## IV. New Business

### **Special Olympics**

Mr. Chris LaBonte, Special Olympics Coordinator for Brevard County. He stated that they normally use Parks and Recreation facilities for practices and competition at Travis Park, Woody Simpson Park, and Kiwanis Island Park. He also stated that when they go out of County for competitions they utilize McLarty Park as a meeting spot and leave their personal vehicle there overnight.

Mr. Lane stated by Special Olympics becoming Recreation Partners they will be able to utilize Parks and Recreation facilities without having to pay rental fees, they would only have to pay direct costs such as field lights or for staffing if they use the facilities after regular business hours.

**Dr. Fettrow made motion to recommend Special Olympics be accepted as Recreation Partners. Mr. Liesenfelt seconded the motion. The motion passed unanimously.**

### **Starlings Volleyball Club**

Mr. Lane explained that Fred Howell desires to become an official Recreation Partner with Brevard County Parks and Recreation, and that he had been running his program under the B.R.A.V.E. Volunteer program for several years very successfully.

**Dr. Fettrow made motion to recommend Starlings Volleyball Club be accepted as Recreation Partners. Mr. Liesenfelt seconded the motion. The motion passed unanimously.**

### **Budget Process Update FY 21/22/23**

Mr. Lane stated that the District 4 budget is approximately 2.9 million. He further stated that several projects had been identified to be carried forward because staff wasn't sure whether or not the projects would be completed this fiscal year.

Mr. Lane informed the Board that the Travis Park parking lot resurfacing had been moved to unfunded and replaced with the Don "Mo" Stradley Park football concession renovations project.

Mr. Lane stated that playground shade structures were on the General Fund projects list; one at Dick Blake Park, and one at Carl Anderson Park.

Mr. Lane informed the Board that Taylor Park playground equipment, Don "Mo" Stradley Park irrigation and field renovations, and McKnight Family Sports Complex roadways paving project were in Balance Forward.

Mr. Lane stated that new projects that had been added to Balance Forward: 4 new shade structures at Dr. Joe Lee Smith Park, Larry L. Schultz Park, Junny Rios Martinez Park, and McKnight Family Sports Complex; Travis Park community center renovations which would include, ADA upgraded doors, pickleball lines, tile floors and electrical; McKnight Family Sports Complex new west side parking lot for a possible future gymnasium requested by City of Rockledge; and Don "Mo" Stradley Park football concession renovations.

Mr. Stockton Whitten, Cocoa City Manager stated the City would like to request Don "Mo" Stradley Park football renovations so it would be broader over the more specific football concession renovations.

Mrs. Donner stated that the budget has to have a specific project Internal Order Number (I.O.) listed which is why the Don "Mo" Stradley Park football concession renovations was the designated project.

Mrs. Donner and Mr. Whitten had a brief discussion and it was decided to leave it as football concession renovations.

Mr. Whitten stated he felt that the football recreation partners would be happier to see football field renovations over the concession renovations.

Mr. Lane continued to list new Balance Forward projects; Junny Rios Martinez restroom renovations, and Larry L. Schultz parking lot paving.

Dr. Fettrow asked that a copy of the Capital Improvements Program and FY2022/2023 Unfunded Critical Needs lists be sent to her.

A copy of the documents was sent to Dr. Fettrow's email by Mr. Ameigh and Mr. Whitten sent a picture of the documents as well.

Chairperson Smith stated that the City of Cocoa would provide a projects priority list to staff for Don "Mo" Stradley Park.

**Dr. Fettrow made a motion to adopt the proposed FY 22/23 Unfunded Critical Needs and Capital Improvements Programs. Mr. Liesenfelt seconded the motion. The motion passed unanimously.**

Mayor Michael Blake thanked staff for investing in the City of Cocoa community.

#### **District 4 Administrative Board By-Laws**

Mr. Lane suggested that in Article 5 Section 5 the word "proposed" be added to the last sentence before the word "budget".

**Mr. Liesenfelt made motion to approve the Brevard County District 4 Recreation Administrative Board Amended By-Laws with the addition of the word "proposed" before the word "budget" in the last sentence of Article 5 Section. Dr. Fettrow seconded the motion. The motion passed unanimously.**

#### **Board Reports**

##### **City of Rockledge**

Dr. Fettrow stated that the City of Rockledge was hosting its monthly food truck event April 22, 2022 from 4:30 p.m. to 7:30 p.m. at Rockledge City Hall.

Dr. Fettrow informed the Board that on Saturday, June 11<sup>th</sup> at 10:00 a.m. the City of Rockledge was holding the dedication ceremony for the naming of the football field at McKnight Family Sports Complex in honor of James Goins.

##### **Brevard County**

No report

##### **City of Cocoa**

Mr. Smith stated the Community Engagement Center had been completed at Provost Park.

April 29th the City will be hosting an Arbor Celebration and that they would be giving away trees.

Saturday April 30th at 9:00 a.m. the City will be holding the grand reopening of Fern and Prospect as the Gilmore Community Park.

**V. Public Input**

None

**VI. Adjournment**

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

The meeting adjourned at 3:19 p.m.

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Signature line for Chairperson Bryant Smith