



BOARD OF COUNTY COMMISSIONERS

Parks and Recreation Department  
Central Area Parks Operations

840 Forrest Avenue  
Cocoa, Florida 32922

**District 4 Administrative Board Minutes  
July 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 – Mary Ellen Donner, Parks and Recreation Director, Designee for Jim Liesenfelt, Assistant County Manager

**Staff Present**

Terry Lane, Central Area Parks Operations Manager

Denise Hayes, Administrative Secretary, Central Area Parks Operations

**Others Present**

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

**I. Call Meeting to Order**

Mr. Bryant called the meeting to order at 2:01 p.m.

**II. Approval of April 7, 2022 Minutes**

**Dr. Fettrow made a motion to approve the minutes of April 7, 2022. Mrs. Donner seconded the motion. The motion passed unanimously.**

Mr. Lane explained the staff absence was due to new ordinance that it would be discussed in under New Business, and that he would be presenting all of the reports.

**III. Old Business**

**Financial Report**

Mr. Lane stated that most of the expenditures would be in the up-coming months.

**Attendance and Programs Report**

Camp attendance maximums were established due to lack of seasonal workers.

Summer Food program was provided to campers in addition to walk-ins during meal times.

City of Rockledge 4<sup>th</sup> of July event had 10-12 County maintenance and recreation staff working the event.

Dr. Fettrow thanked staff and stated that attendance had increased by approximately 200 people from last year.

## **Parks Maintenance Report**

Mr. Lane stated that the cypress trees at Don "Mo" Stradley Park were planted directly, against the fences on the athletics fields and the knots and roots were growing up onto the playing fields, and the T-Ball field had to be completely shut down for the entire year. Staff has hired a company to stump grind all the cypress knots from the playing fields and laser grading to prepare the fields for new irrigation and sod.

New higher fencing has been installed around the outdoor basketball court at Dr. Joe Lee Smith Community Center to prevent the balls from going into the street.

The installation of the new irrigation system on the practice field at the McKnight Family Sports complex has been completed and staff is waiting on the celebration sod to be installed.

The Taylor Park playground is scheduled to ship in August.

Mr. Smith stated the Cocoa City Council is looking at installing security exterior cameras at Dr. Joe Lee Smith Community Center due to the recent vandalism.

Mr. Lane stated that Parks and Recreation currently has security camera system in place and a contract with World Electronics and that the City's new cameras would need to be added to the current system. He further stated that the new cameras may need to be wireless.

Mr. Smith asked Mr. Lane if the current cameras were tied into the Cocoa Police Department.

Mr. Lane stated that they were not and that the recordings were on a 30-day loop hard drive.

Mr. Smith stated he would have the City's IT Department contact Mr. Lane.

## **Other**

None

## **IV. New Business**

### **Ordinance 2022-13**

Mr. Lane stated that this Ordinance was created in an attempt to create uniformity in the County advisory boards focusing on staff time, and staff expenditures.

Mr. Lane stated that was the reason he and the recording secretary would be the only ones attending this Board meeting.

Mrs. Donner stated that there would be little impact to this Board because this Board is a State mandated Board not a County appointed Advisory Board.

**Chairperson Smith made a motion for staff to advise with County legal to define where the District 4 Administrative Board falls within the new County Ordinance 2022-13 whether it is intended to be part of the Advisory or possibly the Mandatory**

**Advisory Board even though the District 4 Administrative Board is a State mandated board. Dr. Fettrow seconded motion. Motion passed unanimously.**

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

Mr. Lane distributed the proposed Capital Improvement Program projects list related to Fund 1030 hopefully to be completed, but if not, the project would be rolled into the next fiscal year.

Mr. Lane also distributed the proposed Unfunded Critical Needs list and stated the Board may review and suggest what they would like to see prioritized in their Cities and return to him by August 1<sup>st</sup> and he would pass their priority requests on to Mrs. Donner.

A copy of the Board's Adopted Amended By-Laws was distributed to the Board.

### **Board Reports**

#### **City of Rockledge**

Dr. Fettrow thanked the Brevard County Parks and Recreation for allowing its staff to support the Cities Annual 4<sup>th</sup> of July Picnic.

The Rockledge City Council has approved 4.1 million dollars for a multi-purpose facility to be built inside the McKnight Family Sports Complex and hopes to break ground this fall. Dr. Fettrow stated that she would be seeking Parks and Recreation's feedback and experience during the design phase.

Dr. Fettrow stated that the Rockledge City Council would be slightly lowering the millage rate from 5.99% would be most likely going to 5.82% which would result in a 4.11% tax increase, but would generate approximately 1.3 million dollars for the City. Dr Fettrow further stated that property values had gone up 15 ½ %.

#### **Brevard**

Mrs. Donner stated that the County had no additional reports.

#### **Cocoa**

Mr. Smith stated that the City of Cocoa was in the design phase for the Don "Mo" Stradley and Provost Parks projects and was hoping to break ground this fall.

Mr. Smith stated that the Cocoa City Council approved advertising Requests for Proposals to get a user for the old Joe Lee Smith Community Center that would renovate and lease the facility. He further stated that it was the City's hope the user would contribute to the Diamond Square community, and that some of the issues and problems of vandalism would decrease or disappear altogether.

## **V. Public Input**

Seeing there was no public present Mr. Smith closed public input.

Mr. Mirabito stated he wanted to start conversations about the Cocoa/Rockledge Holiday Parade.

Mr. Smith stated he would bring it up to his staff and the City of Rockledge staff along with the Parks and Recreation staff to start discussion to begin coordination of the Parade.

Mr. Lane stated that last year there were discussions about contracting with a non-profit company to coordinate the Parade to alleviate Parks and Recreation bearing all the costs for the Cocoa/Rockledge Holiday Parade plus the costs of Parks and Recreation staff time overtime.

## **VI. Adjournment**

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

The meeting adjourned at 2:36 p.m.

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Signature line for Chairperson Bryant Smith