



BOARD OF COUNTY COMMISSIONERS

Parks and Recreation Department  
Central Area Parks Operations

840 Forrest Avenue  
Cocoa, Florida 32922

**District 4 Administrative Board Minutes  
July 6, 2023 2:00 p.m.**

**Members Present**

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

City of Rockledge – Dr. Brenda Fettrow, Chairperson, City Manager

Mary Ellen Donner, Parks and Recreation Director, Designee for Jim Liesenfelt, Assistant County Manager

**Member Absent**

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

**I. Call Meeting to Order**

Dr. Fettrow called the meeting to order at 2:00 p.m.

**II. Approval of April 6, 2023 Minutes**

**Mrs. Donner made a motion to approve the April 6, 2023, minutes as presented. Ms. Morgan seconded the motion. The motion passed unanimously.**

**III. Old Business**

**Financial Report**

Mr. Lane stated that 62% of the budget has been expended and that Salaries and Benefits will be transferred at the end of the fiscal year if need be.

**Mrs. Donner made a motion to accept the Financial Report as presented. Ms. Morgan seconded the motion. The motion passed unanimously.**

**Attendance and Programs Report**

Ms. Kellem stated that Summer Camp attendance was at its lowest this week because of 4<sup>th</sup> of July holiday, but that the rest of Summer Camp attendance had been average.

Dr. Fettrow thanked staff for assistance with the City of Rockledge 4<sup>th</sup> of July event.

## **Parks Maintenance Report - Fred Ameigh - Parks Maintenance Superintendent**

Mr. Ameigh stated that a change to the schedule for field sod delivery at Don "Mo" Stradley Park was expected to be at the end of July.

Mr. Ameigh stated staff was waiting on a confirmation for the shade structures start dates for Gilmore Community Park, Dr. Joe Lee Smith Park, Larry L. Schultz Park, and McLarty Park and was hoping that the shade structure for McKnight would be included because that one had been turned in at a slightly later date than the others.

Mr. Ameigh stated that the new indoor flooring installation for Riverwalk A Family Park and Travis Park is scheduled for August.

Mr. Ameigh stated the restroom renovations for Junny Rios Martinez Park and Cocoa West Recreation Complex, by the pavilion, have begun.

Mr. Lane stated that the pool at Dr. Joe Lee Smith Park has been shut down while waiting for the new pool pump to be delivered which should be 12 to 15 months, operated manually until then.

Mr. Lane also stated that there has been issues with air conditioners parts and services are hard to get and are using portable units in meantime at Dr. Joe Lee Smith Center.

Mr. Ameigh stated Larry Schultz Park paving has been completed.

Dr. Fettrow thanked Mr. Ameigh and his staff for getting the paving completed.

### **Other**

None

## **IV. New Business**

### **Budget Process FY 23/24**

Mr. Lane stated there were two public meetings in September and distributed a Draft Unfunded Critical Needs List and a Draft Capital Improvement Projects List.

Mr. Lane pointed out staff added in balance forward monies for football field renovations, fencing, paving, and baseball/softball field concession renovation at Cocoa Don "Mo" Stradley Park.

Mr. Lane stated staff also identified in balance forward monies for McKnight Family Sports Complex two softball fields renovations, irrigation, sod, and fencing.

### **Projects Update FY 22/23**

Mr. Lane stated that the Leroy Wright and James Bourbeau Parks boat ramps were going to be renovated using the Brevard Boater Improvement Funds.

Mr. Lane stated that If Board had questions let staff know and we will provide updates.

## **Board Reports**

### **County**

Mrs. Donner stated staff was working on the budget and the constitutional offices budget.

Dr. Fettrow asked what the potential employee raises were going to be.

Mrs. Donner stated the proposed increase is 5% increase or \$1 whichever is greater.

### **Rockledge**

Dr. Fettrow thanked county staff for assistance for 4<sup>th</sup> of July and that the City of Rockledge collected over \$2000.

Dr. Fettrow stated that in the City of Rockledge's draft budget there was funding for concession building for the two softball fields for McKnight Family Sports Complex.

Dr. Fettrow stated that the GMPs for multipurpose facility were set to go before the City Council July 19<sup>th</sup> and the PO would be adjusted the next day.

Dr. Fettrow stated the City of Rockledge was going to try and run fiberoptics to new building up Cogswell.

Dr. Fettrow asked if anyone felt another meeting needed to be held about the holiday parade.

Mr. Lane stated that Rhonda McConnell, the Special Events Coordinator has left Parks and Recreation and Shawn Turner and Courtney Kellem coordinating the event until we find a replacement for the position.

Dr. Fettrow stated she would like to meet before August.

### **City of Cocoa**

Ms. Morgan stated the City of Cocoa had received no bids for Junny Rios-Martinez, Provost, and Stradley Park projects and staff was going to City Council to recommend a CMAR approach.

## **V. Public Input**

No public in attendance

## **VI. Adjournment**

Mrs. Donner made a motion to adjourn the meeting. Ms. Morgan seconded the motion. The motion passed unanimously.

The meeting adjourned at 2:26 p.m.

---

Signature line for Chairperson Dr. Brenda Fettrow