



BOARD OF COUNTY COMMISSIONERS

Parks and Recreation Department
Central Area Parks Operations

840 Forrest Avenue
Cocoa, Florida 32922

**District 4 Recreation Administrative Board Minutes
January 4, 2024, 2:00 p.m.**

Members Present

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

City of Rockledge – Victor Karycki, Public Works Director as Designee for Dr. Brenda Fettrow, Chairperson, City Manager

Brevard County -Jim Liesenfelt, Assistant County Manager

Member Absent

City of Rockledge – Dr. Brenda Fettrow, City Manager

Staff Present

Mary Ellen Donner, Parks and Recreation Director

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

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

II. Approval of October 5, 2023 Minutes

Mr. Liesenfelt made a motion to approve the minutes as presented. Ms. Morgan seconded the motion. The motion passed unanimously.

A revised Agenda was provided with Election of Officers for 2024 added under New Business.

III. Old Business

Financial Report

The report was accepted as presented.

Attendance and Programs Report

Ms. Kellem stated that Winter Camp ends this week.

Ms. Kellem stated that Dr. Joe Lee Smith Community Center has a new Recreation Program Coordinator, Mr. Delvin Guilford.

Ms. Kellem informed the Board that the Cocoa/Rockledge Holiday Parade had 41 parade entries. She further informed the Board that the McLarty Park Community Center Breakfast with Santa had 71 participants.

Parks Maintenance Report - Fred Ameigh - Parks Maintenance Superintendent

Mr. Ameigh stated staff had to run an underground pigtail from the softball concession stand at McKnight Family Sports Complex because the power had been cut.

Other

None

IV. New Business

Election of Officers for 2024

Mr. Lane opened the floor for election of officers for 2024.

Ms. Morgan nominated Brevard County, Jim Liesenfelt to be the 2024 Chairperson for the District 4 Administrative Board. Mr. Karycki seconded the nomination.

Mr. Liesenfelt accepted nomination.

A vote was taken and the nomination of Brevard County, Mr. Jim Liesenfelt as the 2024 Chairperson for the District 4 Administrative Board passed unanimously.

Projects Update

Mr. Lane distributed a copy of the of FY 23/24 Capital Improvements Program List and pointed out roofs for Riverwalk Nature Center and Pavilion, Dick Blake Park concession stand, and Don "Mo" Stradley Park softball/baseball concession stand, and awning would be done in the spring this year.

Ms. Morgan stated the Provost Park renovations were expected to be completed on schedule and that demolition for the Don "Mo" Stradley Park football field construction project would begin next week.

Mr. Lane remarked that Parks and Recreation staff will need to communicate with Cocoa Youth Football to relocate their activities from Don "Mo" Stradley Park beginning next until the project has finished.

Ms. Morgan stated that the Dr. Joe Lee Smith Community Center fire alarm is operational and that the reinspection is scheduled for next week.

Holiday Parade

Mr. Lane reiterated that the entry numbers were up from last year.

County staff thanked the Cities for the 10:00 a.m. start time and the use of their staff and stated that they felt the parade went well this year.

Board Reports

Brevard

Mr. Liesenfelt stated that the County has made a commitment to renovate many of the restroom buildings in the parks this year.

Rockledge

Mr. Karycki state the new multi-purpose building at McKnight Family Sports Complex has been dried in and that substantial completion was expected in June or July.

V. Public Input

None

VI. Adjournment

Mr. Karycki adjourned the meeting at 2:15 p.m.

/s/ Jim Liesenfelt

Jim Liesenfelt, Chairperson