



BOARD OF COUNTY COMMISSIONERS

Parks and Recreation Department
Central Area Parks Operations

840 Forrest Avenue
Cocoa, Florida 32922

**District 4 Administrative Board Special Meeting Minutes
August 26, 2021 2:00 p.m.**

Members Present

City of Cocoa – Bryant Smith, Public Works Director, Designee for Stockton Whitten, City Manager

City of Rockledge – Dr. Brenda Fettrow, City Manager

Brevard County – Jim Liesenfelt, Chair, 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

Others Present

Scott Brown, Public Works Director, City of Rockledge

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

Abigail Jorandby, Deputy County Attorney, Brevard County

Kristin Eick, Assistant City Attorney, City of Cocoa

Joe Miniclier, City Attorney, City of Rockledge

I. Call Meeting to Order

Meeting called to order 2:01 p.m.

Documents distributed for the meeting were: Joint Resolution 06-20-72, dated July 20, 1972; Amended By-Laws dated January 26, 1976; Brevard County Code – Section 18-56 (Special Acts, Chapter 71-544); the 2021-2022 Preliminary Estimated Taxable Property Values, Millages, and Ad Valorem Revenue document, and a Recreation District 4 boundaries map.

II. New Business

a. Overview, History and Background of the Recreation District 4 Administrative Board

Mrs. Donner prefaced the meeting by stating that at the regular meeting of the District 4 Administrative Board on July 1, 2021 Mr. Matt Fuhrer, Assistant City Manager for the City of Cocoa, asked for this special meeting to be scheduled and that staff wasn't given clear direction as to what the meeting was for except to discuss the history and background of the Recreation District 4.

Mr. Bryant stated that Mr. Fuhrer no longer worked with the City of Cocoa and that it was his understanding the purpose was to get an overview of Recreation District 4, what was the purpose of the District and how the Cities were supposed to work together through the interlocal agreements for the benefit of the District.

Mrs. Donner stated that the originating reference was Resolution 06-20-72, and the District 4 Administrative Board was created for the purpose to provide and maintain recreational facilities and programs located in the recreation district, and established by Brevard County Code, Section 18-56, (Special Acts, Chapter 71-544). She further stated that the Board consists of the three entities within the District, Brevard County, City of Cocoa and the City of Rockledge and the term of the Board members are to run concurrent with their time in position as City Managers and County Manager.

Mrs. Donner stated that the meetings were held the 1st Thursday on a quarterly basis and during those meeting each entity gives a report.

Mrs. Donner stated that Mr. Lane created the map with the Recreation District 4 boundaries drawn on it because there isn't currently an official Recreation District 4 map.

Ms. Jorandby stated staff could have an accurate map created indicating the District 4 boundaries.

Mr. Liesenfelt stated that in terms of income for Recreation District 4, the millage seems to be the only way to generate income for the District.

Mr. Lane stated that 1030 Fund is the cost center for the District.

Ms. Jorandby stated the by-laws could be amended by the Board if they so desired.

A discussion was had and it was decided that each entity would review at the current set of By-Laws.

Dr. Fettrow made a motion for the three Board members to review and bring suggested changes to 1976 Amended By-Law to the October 7, 2021 meeting. Mr. Smith seconded the motion. The motion passed unanimously.

Dr. Fettrow asked if the Board suggested the millage rate to the Brevard County Board of County Commissioners.

Mr. Lane stated that about 5 or 6 years ago the Board recommended to the Board of County Commissioners that the millage rate be increased to the maximum.

Mrs. Donner state the Rockledge interlocal agreement is current, and that the City of Cocoa interlocal agreement has been expired for approximately 10 years and that staff has been attempting to bring the agreement and sent a draft to the the City of Cocoa on October 1, 2020 to review and there has been no further discussions.

Ms. Jorandby stated that the interlocal agreements are done with the individual cities and the County not the Board.

Mrs. Donner stated that Parks and Recreation has decided to add standard modes of maintenance to the interlocal agreements as they renew.

Mr. Smith asked what the cost share process would be for City of Cocoa park improvements.

Mr. Lane stated staff annually provides capital improvement project priority lists for Board discussion.

Mr. Liesenfelt suggested the Cities bring their capital improvement projects priorities to the Board meeting in January 2022.

Mrs. Donner stated the City of Cocoa needs to take into consideration the County's ability to maintain all of their new projects.

Dr. Fettrow asked if the City Attorney's need to be at the October 7, 2021 meeting when the Board discusses the possible changes to the by-laws.

The consensus is no on the attorney's need to be present in October 7, 2021.

III. Public Input

None

IV. Adjournment

Dr. Fettrow moved to adjourn. Mr. Smith seconded motion. The motion passed unanimously.

Meeting adjourned at 2:40 p.m.

Signature line for Chair Jim Liesenfelt