



BOARD OF COUNTY COMMISSIONERS

Parks and Recreation Department  
Central Area Parks Operations

840 Forrest Avenue  
Cocoa, Florida 32922

**District 4 Recreation Administrative Board Minutes  
April 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 –Dr. Brenda Fettrow, City Manager

Brevard County - Jim Liesenfelt, Assistant County Manager, Chairperson

**Staff Present**

Steve Kimball, Parks and Recreation Assistant Director

Terry Lane, Central Area Parks Operations Manager

Fred Ameigh, Maintenance Superintendent, Central Area Parks Operations

Kyle Weaver, Recreation Program Coordinator, Central Area Parks Operations

Denise Hayes, Administrative Secretary, Central Area Parks Operations

**Others Present**

Eugene Buckner, Youth Foundation Inc. dba Central Brevard Bengals

Victoria Buckner, Youth Foundation Inc. dba Central Brevard Bengals

Bobby Britford, Youth Foundation Inc. dba Central Brevard Bengals

Kristin Lortie, Representing Brevard Cares Citizens Coalition and Cocoa Cares Citizens Hub Coalition

**I. Call Meeting to Order**

Mr. Liesenfelt called the meeting to order at 2:00 p.m.

**II. Approval of January 4, 2024 Minutes**

**Dr. Fettrow made a motion to approve the January 2, 2024, minutes as presented.**

**Ms. Morgan seconded the motion. The motion passed unanimously.**

**Dr. Fettrow made a motion to move Item IV. a. to the next item on the agenda. Ms. Morgan seconded the motion. The motion passed unanimously.**

**New Business - Item IV.a – Eugene Buckner Youth Foundation Inc. dba Central Brevard Bengals**

Mr. Lane stated staff invited Mr. Buckner with the Central Brevard Bengals and his organization because they have requested to become a Recreation Partner with Parks and Recreation Central Area Parks Operations. Mr. Lane stated that the organization's application packet was distributed with the District 4 Administrative Board agenda packet that were emailed to the Board Members. Mr. Lane explained that part of the process is the organization must make a presentation to the Advisory Board and be recommended by the Board.

Mr. Britford stated that the organization's goal is to build a community inward through the connection of sports. He further stated the organization's desire is to utilize Provost Park because of its location to the community they wish to serve. Mr. Britford stated the organization has connected to the Brevard County School Board's PIE (Partners in Education) program.

Mr. Buckner stated the organization has been able to become part of the Mid-Florida Youth Conference. Mr. Buckner further stated that the organization will be offering free education tutoring through Mr. Britford's wife who is a Brevard County school teacher as part of their program.

Mr. Lane stated the organization will have use of the 2 east fields, concession stand, and restrooms, and will only pay direct costs related to the use, such as lights and that would be at 50% of the regular fee schedule. He also stated the organization could ask for donations but cannot charge entry fees for games or tournaments. Mr. Lane further stated they will also have to line their own fields for games and tournaments, and that a maintenance staff must be present because of the number of people that would in attendance during a tournament, and that the organization would pay direct costs for staff.

**Dr. Fettrow made a motion to recommend the Eugene Buckner Youth Foundation Inc. dba Central Brevard Bengals be allowed to become Recreation Partners with Central Area Parks Operations. Ms. Morgan seconded the motion. The motion passed unanimously.**

### **III. Old Business**

#### **Financial Report - Terry Lane, Area Parks Operations Manager**

The Financial Report was accept as distributed without need for discussion.

#### **Attendance and Programs Report – Terry Lane, Area Parks Operations Manager**

Mr. Lane stated that Courtney Kellem, Recreation Superintendent, accepted a position as Recreation Director for the City of Wildwood, however before she left, she prepared her last Attendance and Programs Report for the Board.

Mr. Lane added to Ms. Kellem's report that staff was working with the City of Cocoa to get the Dr. Joe Lee Smith pool renovations completed because it was currently shut down.

Ms. Morgan stated that the City of Cocoa staff was working on having the competitive bidding waived at the next City of Cocoa Council meeting to get the renovations started and pool back opened as soon as possible.

Mr. Lane stated the summer camp registration begins April 15<sup>th</sup>

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

Mr. Ameigh stated the James Bourbeau Memorial Park sign had been installed since the report had been distributed.

Mr. Ameigh stated a meeting was held with the contractors to discuss the field, and irrigation renovations at the McKnight Family Sports Complex and that proposals were now coming in.

#### **Other**

There was none.

### **IV. New Business**

#### **Eugene Buckner Youth Foundation Inc. dba Central Brevard Bengals – Moved to before Old Business.**

#### **Projects Update**

Mr. Lane distributed a copy of the Fiscal Year 2023-2024 Capital Improvements Program from the Parks and Recreation Operating Budget.

Mr. Lane stated that the Don “Mo” Stradley softball field renovation project has been completed.

Mr. Lane stated Riverwalk – A Family Park will be receiving a new roof for the pavilion and Nature Center, and that the Dick Blake Park sports field concession stand would also be receiving a new roof.

Mr. Lane stated that the Leroy Wright Park dock and the James Bourbeau Memorial Park floating dock were submitted to the Army Corp of Engineers and were in the permitting phase.

Mr. Lane stated that the contractor’s, W & J had the renovation drawings for the Don “Mo” Stradley Park football concession stand 90% complete.

Mr. Lane further stated that VA Paving received a Notice to Proceed for the paving of the football parking lot at Don “Mo” Stradley Park.

Mr. Lane informed the Board that the McKnight Family Sports Complex playground shade structure had been installed and that the renovations of the tennis courts at McLarty Park were complete.

#### **Board Reports**

#### **City of Cocoa**

Ms. Morgan reported the City of Cocoa was trying to expedite the repairs for the Dr. Joe Lee Smith pool.

Ms. Morgan also reported that Provost Park and Don “Mo” Stradley Park renovations and improvement were on target for completion in mid-May, but felt a timeframe needed to set before the fields were used to allow the sod to establish.

#### **City of Rockledge**

Dr. Fettrow stated the multi-purpose center at McKnight Family Sports Complex is on target for completion for the end of July. Dr. Fettrow further stated they would be advertising to staff the center soon.

Dr. Fettrow stated the City Council approved a GFP for the concession building at McKnight Family Sports Complex and that W & J would be doing the work.

Dr. Fettrow stated that Dick Blake Park has a Scrub Jay population and that the City was looking to perform a controlled burn to assist that population.

## **Brevard County**

No Report

### **V. Public Input**

Ms. Lortie discussed her various advocacies and how she uses information obtained from County's website and information from this meeting to use as different topics to speak on transparency in government at her public speaking engagements for these advocacies.

Ms. Lortie asked about political candidates having a forum in a county park and heard that it costs them money and that they would have to provide insurance.

Mr. Lane stated that there is a fee schedule that Parks and Recreation follows for all rentals and that would include special events open to the public in county owned parks. He stated the fee schedule lays out what is required for such events, like costs per number of people in attendance, that number of people in attendance would determine if security were needed, and that insurance is need. He further stated that everyone pays the same fees.

Mr. Lane stated if it was a private event, not open to the public, like a family reunion, the County does not require insurance for rentals.

Mr. Liesenfelt read a note that Mrs. Donner, Parks and Recreation Director, sent to the City of Rockledge and the City of Cocoa to let them know that she would be setting a meeting with each of them in the next 6 weeks or so to discuss their projects and priorities for the upcoming budget.

### **VI. Adjournment**

**Dr. Fettrow made a motion to adjourn the meeting. Ms. Morgan seconded the motion. The motion passed unanimously.**

The meeting adjourned at 2:51 p.m.

/s/ Jim Liesenfelt

Jim Liesenfelt, Chairperson