



BOARD OF COUNTY COMMISSIONERS

Parks and Recreation Department
Central Area Parks Operations

840 Forrest Avenue
Cocoa, Florida 32922

**District 4 Administrative Board Minutes
October 6, 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

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

Courtney Kellem, Recreation Superintendent, Central Area Parks Operations

Fred Ameigh, Maintenance Superintendent, Central Area Parks Operations

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

II. Approval of July 7, 2022 Minutes

Mr. Lane stated that two corrections had been made to the minutes prior to meeting and were as follows: under the heading Members Present “Appeared by Phone” was removed from behind Dr. Fettrow’s name, and under the heading I. Call Meeting to Order “Mr. Bryant” was changed to “Mr. Smith”.

Mr. Smith made a motion to approve the minutes with the amendments. Dr. Fettrow seconded the motion. The motion passed unanimously.

III. Old Business

Financial Report

The report was accepted as presented with no questions.

Attendance and Programs Report

Ms. Kellem reported that Summer Camp had a lower attendance this year because of the staffing shortage. She further reported that weekly average of participants for Cocoa West Community Center was 26 participants; Dr. Joe Lee Smith Community Center had an average of 49 participants; Travis Park Community Center had an average of 21 participants; McLarty Park Community Center had an average of 55 participants; and Riverwalk Marine Biology Camp had an average of 8 participants.

Ms. Kellem stated that One Day Fun Day was going to be held at Cocoa West Community Center on Monday, October 10th.

Ms. Kellem further stated that Fall Camp would be held Monday, November 21st through November 23rd at all community centers.

Ms. Kellem informed the Board of changes that have been made to upcoming Special Events; McLarty will be hosting the Movie in the Park/Food Truck Rally on October 14th instead of October 8th from 4:30 p.m. to 10:30 p.m.; Kids Night Out will be held at McLarty Park Community Center Saturday, October 15th from 6:00 p.m. to 10:00 p.m., and a Trunk or Treat on Friday, October 28th from 6:00 p.m. to 8:00 p.m.; and at Cocoa West Community Center would be hosting a Breast Cancer Awareness Event on Saturday, October 22nd from 12:00 p.m. to 3:00 p.m.

Mr. Smith asked how long open swim would be available.

Mr. Lane stated the pools would be open at least up to the holidays and then shut down, but that training classes to get people certified to lifeguard through American Red Cross and swimming lessons would continue.

Parks Maintenance Report

Mr. Ameigh stated staff was waiting for new motor to repair the heater at the Dr. Joe Lee Smith pool after motor was stolen.

Mr. Ameigh stated he was preparing to have companies come out to give proposals for the new shade structures at Dick Blake and Carl Anderson Parks.

Mr. Ameigh also stated that the striping for the parking area at Dick Blake Park and McKnight Family Sports Complex still needed to be done because of the delay due to Hurricane Ian.

Mr. Lane stated that what staff has done instead of paying for the parking lot engineering and design Parks and Recreation purchased a machine to perform the striping in-house.

Mr. Lane pointed out the new park entrance signs and stated that there were 12 new composite signs approved to be installed this year.

Mr. Ameigh stated that laser grading was being performed at McLarty Park and that the sod was expected to be laid next week.

Mr. Mirabito stated that it appeared that one of the goal posts at Don "Mo" Stradley Park had rusted off.

Mr. Ameigh stated he had a replacement post at the shop and had already made plans to replace the post.

Other

Mr. Lane stated that both Cities and Rhonda McConnell, the County's Special Events Coordinator met and agreed to make some change to the Cocoa/Rockledge Holiday Parade. He stated they agreed to bring additional volunteers, additional funding to assist with direct costs such as the trophies, fee increases for parade entries, and to consolidate and change some of the categories.

Dr. Fettrow suggested replacing trophies with ribbons with what place the organization came in and the year.

IV. New Business

District 4 Administrative Board and Ordinance 2022-13

Mrs. Donner stated it was determined after discussion with the County Attorney and other senior management staff, that this Board is an administrative board, not an advisory board and does not fall under any of the stipulations of Ordinance 2022-13.

Budget Update FY 22/23

Mr. Lane distributed the approved Funded and Unfunded Capital Improvement Project (CIP) and lists for Fiscal Year 22/23 to the Board.

Mr. Lane stated that 3 new playground shade structures were planned for each of the two Cities. He further stated that there were some projects on the CIP list that were being carried forward from Fiscal Year 21/22 because staff was unable to complete them for a number of reasons and he would be focusing on the new projects on the CIP list.

Mr. Lane stated other projects planned were McLarty Park tennis court renovations; McKnight Family Sports Complex parking associated with the new construction; Travis Park Community Center renovations; Don "Mo" Stradley Park football concession and storage renovations; Junny Rios Martinez Park and Cocoa West Recreation Complex outdoor restroom facilities renovations; Larry L. Schultz parking lot paving; and Riverwalk Nature Center flooring replacement.

Board Reports

Brevard

Mr. Liesenfelt thanked the Cities of Cocoa and Rockledge for assistance in putting the CIP list of priorities together for budget before it went to the Board of County Commissioners' for approval.

Rockledge

Dr. Fettrow asked Mr. Smith if he could let the City of Rockledge know which fireworks company was going to be used as soon as possible.

Dr. Fettrow stated that the City of Rockledge was hoping to start site work this fall for the multi-purpose facility at McKnight Family Sports Complex.

Dr. Fettrow informed the Board that Hurricane Ian caused the Rocktober 5K Run that was scheduled this past Saturday at the McKnight Family Sports Complex to be postponed to a Sunday to be announced at a later date because Lake Besti had overflowed onto the trail.

Cocoa

Mr. Smith stated the City of Cocoa was still dealing with debris from the Hurricane Ian.

Mr. Smith stated the City of Cocoa had reached 80% design for the Don "Mo" Stradley and Provost Park projects, and hoped to break ground this fall.

V. Public Input

No public present

VI. Adjournment

Mr. Liesenfelt made a motion to adjourn. Dr. Fettrow seconded the motion. The motion passed unanimously.

The meeting adjourned at 2:27 p.m.

Signature line for Chairperson Bryant Smith