



BOARD OF COUNTY COMMISSIONERS

**Parks and Recreation Department
Central Area Parks Operations**

840 Forrest Avenue
Cocoa, Florida 32922

**District 4 Administrative Board Minutes
April 6, 2023 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, Chairperson, City Manager

Brevard County – Jim Liesenfelt, Assistant County 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

Others Present

VJ Karycki, Administrative Coordinator, Public Works, City of Rockledge

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

Kristin Lortie, Cocoa Resident

Gregg Stoll, Cocoa Resident

Linda Dolphin, Cocoa Resident

Dennis Childs, Cocoa Resident

Lorraine Koss, Cocoa City Councilmember, District 4

I. Call Meeting to Order

Dr. Fettrow called the meeting to order at 2:03 p.m.

II. Approval of January 5, 2023 Minutes

Mr. Liesenfelt made a motion to approval the minutes of January 5, 2023 as presented. Mr. Smith seconded the motion. The motion passed unanimously.

III. Old Business

Financial Report

Mr. Lane stated the Salaries and Benefits/Labor Distribution doesn't happen until the end of the Fiscal Year, and the budget was about 45% expended with most of that being encumbered or obligated.

Mr. Smith made a motion to approve the Financial Report as presented. Mr. Liesenfelt seconded the motion. The motion passed unanimously.

Attendance and Programs Report

Ms. Kellem stated Spring break Camp was held March 13th through March 17th, and March 20th. Spring break Camp was only held at McLarty Park which has 35 participant and Kiwanis Island Park which had 49 participants.

Ms. Kellem stated there were no registrants for the One Day Fun Day scheduled for Friday, April 7th so the program will be cancelled, and felt maybe there was no participation because it was Good Friday.

Ms. Kellem stated that Summer Camp registration opens May 1st and Summer Camp would run from May 30th through August 9th. She further stated there would be six traditional day camps, a marine biology, a nature camp, and Camp Lighthouse which is camp for persons with disabilities. Summer Camp will cost \$95.35 per week or \$31.79 for the daily rate.

Ms. Kellem further stated that the Summer Food Service Program would be held at five of our Summer Camp sites: Cocoa West Community Center, Dr. Joe Lee Smith Community Center, McLarty Park Community Center, Travis Park Community Center, and Woody Simpson Park Community Center.

Ms. Kellem stated the special events that occurred were: Kids Night Out at McLarty Park held on February 18th and had 30 participants; Cocoa West Community Center held its annual Gosspllosion event on February 11th and 150 participants; the 3rd Annual Black History Month Gameshow was held at Dr. Joe Lee Smith Community Center on February 23rd and had 20 participants; a Sweetheart Dance was planned at McLarty Park Community Center but was cancelled due to low registration numbers; the persons with disabilities Friday Night Dances average 75 participants and are held twice a month from 7:00 p.m. to 9:00 p.m.

Mr. Kellen informed the Board of that the upcoming special events were an Egg Hunt and Game Show at Cocoa West Community Center on Saturday, April 8th from 11:00 a.m. to 1:00 p.m., and the Annual Underwater Eggspllosion will be held at McLarty Park Pool on Saturday, April 8th from 5:30 p.m. to 7:30 pm.

Mr. Smith asked in the attendance was still low for the Seniors at Lunch program at the Dr. Joe Lee Community Center.

Ms. Kellem stated that the attendance had not increased.

Mr. Liesenfelt responded that it was up to Aging Matters to bring up the attendance, not County staff.

Parks Maintenance Report

Mr. Ameigh stated maintenance had received the proposals for review to renovate the outside bathrooms at the Cocoa West Recreation Complex.

Mr. Ameigh stated that the Don "Mo" Stradley Park softball fields have been cleared for irrigation starting on April 25th, then they will move on to the baseball fields.

Mr. Ameigh informed the Board that at F. Burton Smith Park the construction company has removed all of the old planking and siding and have about 25% of the new hardy board up.

Mr. Ameigh stated Career Sources has started leveling the dirt surfaces at James Bourbeau Memorial Park airboat launch areas.

Mr. Ameigh stated that maintenance had received the proposals for review to renovate the restrooms at Junny Rios-Martinez Park restroom

Mr. Ameigh stated the playground mulch is down and the playground re-opened at McKnight Family Sports Complex.

Mr. Ameigh stated that McLarty Park baseball dugout roofing project had started earlier this week and was expected to be complete by Monday, April 10th.

Mr. Ameigh informed the Board that a Purchase Order had been opened for the parking lot renovations at Larry L. Shultz Park.

Mr. Lane informed the Board that new doors had been ordered for Travis Park Community Center and that new tile and pickleball lines in the gymnasium were also being added as part of the renovations.

Mr. Ameigh stated that the doors for Travis Park Community Center were expected to be delivered in about 5 weeks.

Cocoa/Rockledge Holiday Parade

Mr. Lane distributed a Save the Date flyer for December 9, 2023 at 10:00 a.m.

Mr. Lane stated that the Cities and County Staff Parade Committee has met a few times and have decided to not set minimums this year, because of the past several years low attendance, and after this year's Parade the issue of minimums will be rediscussed.

Dr. Fettrow stated the committee has been working hard at getting the word out and trying to increase participation and attendance.

Gregg Stoll asked Dr. Fettrow if the Board would be soliciting for volunteers to assist with the Parade as the City of Cocoa has in the past to help with crowd control.

Dr. Fettrow stated that she couldn't speak for the City of Cocoa, but that volunteers are welcome.

Mr. Lane stated that the Parade Committee had also decided that moving the judging stage to City of Cocoa Civic Center area and City of Cocoa has volunteered to set it up their stage.

Other

None

IV. New Business

Budget Process FY 23/24

Mr. Lane stated that at this time the FY 23/24 Budget was status quo and distributed an FY 23-24 draft Unfunded Critical Needs list which are projects that have been identified for the future by the Cities, communities and organizations, and different County departments. He

further stated that lighted pickleball courts at McLarty Park were added to the draft Unfunded Critical Needs list. He also distributed a draft Capital Improvements Program list, and a draft Balance Forward list.

Mr. Lane pointed out that the two softball and one baseball field renovations at McKnight Family sports Complex had been added to draft Unfunded Critical Needs, the draft FY 23/24 Capital Improvements Program list and to the draft Balance Forward list.

Mr. Lane stated that the parking area McKnight Family Sports Complex moved forward to next year.

Mr. Smith asked if the County was hopeful that septic to sewer project would be completed before the concession stand renovations on the Balance Forward list for Don “Mo” Stradley Park.

Mrs. Donner stated the County was currently looking at the design of the project because there is no run-in at the front of the Park, and was considering taking it out to the road and stub it because it was not fiscally feasible until the City of Cocoa decides which way they are going to come through into the Park.

Mrs. Donner asked the City of Cocoa to look at the draft Capital Improvements Program list and the draft Balance Forward list and let staff know if the priorities were good with the City of Cocoa.

Mr. Lane stated that he presented both Items a. and b together.

Mr. Smith made a motion to accept IV. New Business, Items a. and b. as presented. Mr. Liesenfelt seconded the motion. The motion passed unanimously.

Board Reports

Cocoa

Mr. Smith stated the City of Cocoa’s three big recreation projects were Don “Mo” Stradley Park, Provost Park and Junny Rios-Martinez Park and they were set to publish on May 4th on Vendor Link.

He further stated that the project at Don “Mo” Stradley Park was the project that needed the most coordination between the County, the City of Cocoa, and the vendors because of the football league coordination move to Provost Park during renovations.

Mr. Smith stated that the City of Cocoa was going to install a fence and gate in the front Gilmore Community Park and use Cocoa Police Department to open and close gates in hopes to discourage some of the issues the Park had been having.

Mr. Smith stated the City of Cocoa was trying to figure out something to do with the Don “Mo” Stradley Park football scorekeeper’s window to make it more economical for the air conditioning.

County

Mr. Lane staff met with Cocoa Youth Football regarding the renovations at Don “Mo” Stradley Park and that Parks and Recreation portion of the renovations include the addition

of storage for the concession stand, and removal of the mobile home that they are currently using for storage.

Rockledge

Dr. Fettrow thanked the County staff for their assistance in relocating children's playground at McKnight Family Sports Complex.

Dr. Fettrow stated the new pavilion at McKnight Family Sports Complex will likely go next to the children's playground.

Dr. Fettrow stated that the City of Rockledge was working on budgeting for the renovations of the two concessions between two McKnight Family Sports Complex fields.

V. Public Input

Lorraine Koss stated she had been having to travel out of the area to play pickleball, and asked if there is anything in budget to sound proof Travis Park gymnasium so that playing pickleball isn't so loud.

Mr. Lane stated that Parks and Recreation had several gymnasiums that did not have sound proofing, but that staff would look into it.

Lorraine Koss also expressed her concern regarding all the landscaping that needed to be removed and replaced along the road at Travis Park.

Linda Dolphin asked if the Interlocal Agreement between the City of Cocoa and Brevard County Parks and Recreation ever been signed.

Mr. Smith stated that it had not been signed, but it was still being negotiated.

Linda Dolphin asked why it was taking so long.

Mr. Smith stated that it was going from a two-page agreement to a very thorough thirty pages long.

Linda Dolphin asked if City of Rockledge's agreement and the City of Cocoa's Interlocal Agreements the same.

Linda Dolphin asked about processes from last year where Parks and Recreation and the District 4 Administrative Board had decided to do some projects that were presented to the Cocoa City Council who didn't like them and wanted to know when the projects would be submitted.

Mr. Smith stated that the list projects were on the documents that were just distributed during this meeting.

Linda Dolphin stated that she wants referendum back on the ballot for voters and that she wanted this Board to recommend it.

Dr. Fettrow and Mr. Liesenfelt explained that putting it on the ballot would be up to the Brevard County Board of County Commissioners with the recommendation from both the City of Cocoa and the City of Rockledge.

Linda Dolphin stated she wanted the Board to show the Board of County Commissioners, the City of Cocoa and the City of Rockledge what the referendum money did in order to get a referendum back on the ballot.

Mr. Liesenfelt provided a copy of a document out of the budget with the breakdown that she was looking for.

Linda Dolphin stated she wanted a Bench Program like the County has for District 4 in the City of Cocoa.

Kristin Lortie also wanted sound proofing done in the Travis Park gymnasium for the people who play pickleball.

Kristin Lortie stated she also wanted the landscaping at Travis Park re-done.

Kristin Lortie stated she wanted to be included in the Parks and Recreation budget planning.

Gregg Stoll stated he picks up trash at Travis Park and some of the trash is condoms and he calls the Cocoa Police Department and asked that County maintenance staff does the same thing because it does stop some of the bad behavior that is going on there.

Gregg Stoll asked about the sign at Travis Park.

Mr. Lane stated that the Travis Park sign has been ordered, and that the proof for the sign has been sent to the City of Cocoa for review.

Gregg Stoll would like to offer the Brevard Museum as a field trip to County Parks and Recreation summer camp for next year.

VI. Adjournment

Mr. Liesenfelt made a motion to adjourn the meeting. Mr. Smith seconded the motion. The motion passed unanimously.

The meeting adjourned at 2:54 p.m.

Signature line for Chairperson Dr. Brenda Fettrow