



BOARD OF COUNTY COMMISSIONERS

Parks and Recreation Department  
Central Area Parks Operations  
840 Forrest Avenue  
Cocoa, Florida 32922

District 4 Administrative Board Minutes  
July 1, 2021 2:00 p.m.

**Members Present**

City of Cocoa – Matthew Fuhrer, Assistant 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  
Steve Kimball, Parks and Recreation Assistant Director for Maintenance and Construction  
Terry Lane, Central Area Parks Operations Manager  
Fred Ameigh, Maintenance Superintendent, Central Area Parks Operations  
Denise Hayes, Administrative Secretary, Central Area Parks Operations

**Others Present**

Bryant Smith, City of Cocoa Public Works Director  
Scott Brown, City of Rockledge Public Works Director

**I. Call Meeting to Order**

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

**II. Approval of April 1, 2021 Minutes**

**Dr. Fettrow made a motion to approve the minutes of April 1, 2021. Mr. Fuhrer seconded the motion. The motion passed unanimously.**

**III. Old Business**

**Financial Report**

Mr. Lane stated that 65% of the overall Fund 1030 budget had been expended.

The Financial Report was accepted as distributed.

**Attendance and Programs Report**

Mr. Lane stated that all recreation partners have come back into operation, and that both men's and coed softball spring leagues were held at Mitchell Ellington Park. There were 6 men's team and 8 coed teams. He further stated the Over 50 softball league started in mid-May at Kiwanis Island Park.

Mr. Lane told the Board that Summer Camp started on June 4<sup>th</sup> at all of the community centers. McLarty Park was averaging 50 campers, Travis park was averaging 30 campers, and the both Dr. Joe Lee Smith and Cocoa West were averaging 40 campers.

Mr. Lane explained that Cocoa West, McLarty, Dr Joe Lee Smith, and Travis Park community centers were all hosting the Summer Food Service Program which serves both breakfast and lunch. He stated that on Fridays, the campers are able to take pre-packaged breakfasts and lunches home for Saturday and Sunday.

Mr. Lane stated that Central Area Parks was currently offering a slightly reduced aquatic program schedule. Swim lessons would be limited to Parent/Tot, Level I, Level II, and Level III, however with the recent decreases in Center of Disease Control (CDC) and American Red Cross restrictions Central Area was looking at offering a full aquatic program. American Red Cross Centennial Program that provides free swim lessons to camp attendees would continue. Mr. Lane further stated that there would also be times for lap swimming, and aqua Zumba.

Mr. Lane informed the Board of the following past and upcoming free Movies in the Park; “The Incredibles” June 4<sup>th</sup> at Mitchell Ellington Park; three Flick and Floats at McLarty Park pool with “Playing with Fire” on June 18<sup>th</sup>, “Moana” on July 16<sup>th</sup>, and “Wonder Park” on August 20<sup>th</sup>.

#### **Parks Maintenance Report**

Mr. Ameigh stated some of the changes for the written report were the new playgrounds that were ordered for Cocoa West Recreation Complex, Fern and Prospect Park are going to have a delay in installation because the company, Playmore, had a fire at their plant where the equipment is made. Mr. Ameigh expects the playgrounds will be started by the end of August.

Mr. Ameigh stated that the ditches and outlying ditches at Stradley Park are being cleaned out to help with water drainage, and that he was waiting for a firm date for the paving of the entire facility.

Mr. Lane stated that the Provost Park lighting project on the west field had been completed.

Dr. Fettrow asked if staff had seen or heard about any negative activities going on at Valencia Dock.

Mr. Ameigh stated that he had not personally seen or heard of anything negative happening at Valencia Dock.

Mr. Liesenfelt thanked Mr. Lane and Mr. Ameigh for all the work that had been done to improve Stradley Park.

Dr. Fettrow also thanked staff for all the work that was being done at McKnight Family Sports Complex.

#### **Other**

None

### **IV. New Business**

#### **Parks Projects Update**

Mr. Lane distributed a Fiscal Year 2021/2022 Capital Improvements Program (CIP) report.

Mr. Lane stated that staff tries to distribute the funds equally for park repairs and upgrades between the City of Cocoa, the City of Rockledge and County parks.

Mr. Lane stated that Brevard Boater Improvement Program (BBIP) money has also been spent for improvements to boat ramps, parking areas and roadways in the fishing areas.

Mr. Lane identified one of the proposed CIP budget projects for next fiscal year are taking those parks that are on septic connecting them onto the sewer system; roadway and parking improvements; Travis Park Community Center voice activated fire alarm; Taylor Park playground replacement; McKnight Family Sports Complex practice field irrigation and sodding and addition parking.

Dr. Fettrow asked to meet with staff regarding Dick Blake Park going from septic to sewer.

Mrs. Donner stated she would set a meeting to discuss Dick Blake Park.

Mr. Lane stated new swings had been installed at the new Dr. Joe Lee Smith Park playground; a full court basketball court has been installed at Travis Park changing from court, Cocoa West Recreation Complex is to receive a new playground.

Mr. Fuhrer asked staff if they felt there was going to be a sufficient amount of funds to cover all the projects.

Mr. Lane stated he felt there would be enough providing any unforeseen catastrophes.

### **Budget FY 21/22 Process Update**

Mr. Lane stated the proposed budget numbers had been certified.

Mr. Liesenfelt the proposed budget would be released to the Board of County Commissioners on the 14<sup>th</sup> of July.

### **Special Meeting Request**

Mr. Fuhrer stated that the City of Cocoa maintenance agreement with Parks and Recreation expired and the City of Cocoa wants the County to create a collective agreement for the entire District 4 so that County funded project gets shared equally.

Dr. Fettrow asked to participate in any meeting held that would discuss such an agreement.

Mr. Liesenfelt suggested a Special Meeting be held with the City's and County attorneys involved.

The Board asked staff to tentatively set a Special Meeting of the District 4 Administrative Board for August 19<sup>th</sup> at 2:00 p.m. to discuss the overview of why the Board was created, the history and background of the District, and to discuss how to move forward with a new maintenance agreement.

Dr. Fettrow asked staff to provide all the information prior to the meeting.

## **Board Reports**

County- Mrs. Donner stated that individual Covid-19 cases have occurred in a few of the summer camp locations, and that staff is notifying parents of the cases with a letter.

Mrs. Donner stated that there are issues with the air conditioning at the Dr. Joe Lee Smith Community Center and that staff is trying to work through the issues.

Mr. Lane stated that staff have been working with Trane and narrowed down the issue to breaker sensitivity and power surges that shuts the system down, and that discussions are in the process on how to fix the issue.

Mrs. Donner introduced Steve Kimball as the Assistant Director of Maintenance and Construction.

Rockledge – Dr. Fettrow stated the City of Rockledge July 4<sup>th</sup> picnic will be held on Sunday at McLarty Park with fireworks to follow in Cocoa’s Riverfront Park. She further stated that volunteers for the picnic where still needed.

Cocoa - Mr. Fuhrer stated the Cocoa City Council during their annual budget development process placed priorities on the City’s capital improvement projects.

Mr. Fuhrer stated the 4<sup>th</sup> of July symphony and fireworks events would start at 8:00 p.m.

Mr. Fuhrer informed the Board July 10<sup>th</sup> Rockledge Youth Football and Cheer are holding a fundraiser being held from 1:00 p.m. to 9:00 p.m. at Riverfront Park.

Mr. Fuhrer stated that on July 31<sup>st</sup> on historic Cocoa’s main street a Sip and Stroll Christmas in July themed event will be held in the evening.

## **V. Public Input**

None

## **VI. Adjournment**

Mr. Liesenfelt adjourned the meeting at 2:51 p.m.

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**Signature Line for Jim Liesenfelt**