



Parks and Recreation Board Meeting

Wednesday, January 17, 2024 at 5:00 pm

1. CALL TO ORDER, PRAYER AND PLEDGE
2. ROLL CALL
3. ADDITIONS/DELETIONS/CHANGES
4. CONSENT AGENDA

a. Approval of Minutes of 12/20/2023

Exhibit: Agenda Report Number 4.a

Attachments:

- **Agenda Report Number 4.a** (Agenda_Report_Number_4.pdf.pdf)

5. PUBLIC COMMENTS
6. ACTION ITEMS
7. DISCUSSION

a. Continued Discussion of Trunk'or'Treat Event

October 19th, 2024

Exhibit: Agenda Report Number 7.a

Attachments:

- **Agenda Report Number 7.a** (Agenda_Report_Number_7a.pdf)

8. OLD/NEW BUSINESS
 - a. Board Member Reports
 - b. Staff Reports
 - c. Next Scheduled Meeting
9. ADJOURNMENT

Contact: Richard W. Kohler (rkohler@townofmalabar.org (321)-727-7764)

TOWN OF MALABAR

PARKS AND RECREATION BOARD MEETING

AGENDA ITEM NO: 4.a
Meeting Date: January 17th, 2024

Prepared By: Richard W. Kohler, Town Clerk

SUBJECT: Approve Minutes of 12/20/2023

BACKGROUND/HISTORY:

- a. Summary of Actions at the Parks and Recreation Board Meeting of 12/20/2023.

ATTACHMENTS:

- a. Draft Minutes of Parks and Recreation Board Meeting of 12/20/2023.

ACTION OPTIONS:

- a. Request Approval

The following draft minutes are subject to changes and/or revisions by the Park Board and shall not be considered the official minutes until approved by the Park Board.

**TOWN OF MALABAR – PARKS AND RECREATION ADVISORY BOARD
December 20th, 2023, MEETING MINUTES**

This meeting of the Malabar Parks and Rec Board was held at Town Hall at 2725 Malabar Road. It was called to order by Chair Bienvenu at 5:00 pm. Prayer and pledge were led by Chair Kemmler.

1. CALL TO ORDER, PRAYER, AND PLEDGE

2. ROLL CALL

Chair	Hans Kemmler - Present
Vice-Chair	Vicky Thomas – Present
Members	Jennifer Bienvenu – Present
	Eric Bienvenu - Present
	Vacant
Recording Secretary	Richard Kohler – Present
Additional Town Staff:	Judy Schultz - Present

3. ADDITIONS/DELETIONS/CHANGES: None

4. CONSENT AGENDA

a) Approval of Minutes of 11/15/2023

MOTION: Thomas/J. Bienvenu to accept the minutes of 11/15/2023 as presented.

VOTE: All Ayes (4-0)

5. PUBLIC COMMENTS: None

6. ACTION ITEMS: None

7. DISCUSSION:

a) Direction from Town Council – FallFest or SpringFest Discussion

Exhibit: Agenda Report Number 7a

Secretary Kohler states that Staff posted the survey as requested to our website and Facebook. There was a total of 6 respondents. 100% of the respondents stated that they would attend a Town event. 50% of respondents were willing to volunteer to assist, with two stating they would assist in set up and breakdown, and one stating they would assist with food prep or entertainment. When asked if they preferred SpringFest, FallFest, or both, 33% stated FallFest, and 66% stated both, showing that SpringFest is the least sought-after event. When asked about preference between a full day or half day event, 66% responded half day, and 33% responded full day. Several food trucks were recommended for the event. When asked about favorite memories from past events, interacting with vendors and neighbors was the most frequent answer, and car shows were also listed.

Staff's interpretation of the survey results would suggest a FallFest event, taking a half day, inviting food trucks and local vendors, and sourcing local talent for entertainment. It would entail limited outside assistance, and a late October event would give the Board and Staff plenty of time to plan and prepare. The 2021 Trunk or Treat event was smaller

in scale, but very well attended and received by the residents. We had about 15-20 “Boo-ths” that signed up to distribute commercially packaged treats to local children. That event may be used as a template for future half day Town events.

Chair Kemmler suggests selecting a date in October. VC Thomas suggests contacting Running Zone for a race. Secretary Kohler states we could also ask the BMBA to do a bike ride and race. Chair states we should select someone to be the point of contact. Secretary Kohler states he can investigate the costs and availability of Running Zone. Chair states in the past, cost was an issue, but the event was very well attended. Consensus is reached to host a half day event based on the past trunk or treat in late October, and build towards a March SpringFest in 2025. Secretary Kohler suggests October 19th, the Saturday two weekends before Halloween. Consensus is reached to tentatively set the date on October 19th. VC Thomas suggests not having a band for this event, and just using speakers and music. Chair reiterates his hope to have a Trunk or Treat this Fall, and a large scale SpringFest in 2025. Chair also reminds the Board to look for horse or pony rides.

8. OLD/NEW BUSINESS:

a) BOARD MEMBER/STAFF REPORTS:

- Richard E. Cameron & Volunteers Wilderness Preserve – VC Thomas states that it is currently very wet and soggy. She has noticed less trash recently.
- Disc Golf Sanctuary – Chair Kemmler states that it is in very good shape. The front ditch was recently mowed. It was also weed eaten. It got soaked over the weekend, but it is drying out quickly. Malabar Madness should have a large attendance.
- Thomas Eschenberg Memorial Conservation Area – None
- Malabar Community Park – E. Bienvenu states that the area is wet, but otherwise in good condition.
- Sandhill Trail Head – None.

b) Staff Reports – Secretary Kohler states Town Staff has moved forward with both FCT projects. The initial deposit and site location work has been submitted to the contractor, and the supplies for the Disc Golf Bridge have been purchased and delivered to Public Works. Council discussed the idea of combining the Trails and Greenways Committee with the Parks and Recreation Board. The general consensus was to promote Board membership, and perhaps alter the meeting schedule to encourage more participation. They plan to discuss it again at the January 8th RTCM.

c) Next Scheduled Meeting

- January 17th, 2024, 5 PM (Bienvenu’s will be unavailable)

10. ADJOURNMENT

There being no further discussion. **MOTION: J. Bienvenu/Thomas motion to adjourn the meeting**

VOTE: All Ayes. This meeting adjourned at 5:38 pm.

By:

Hans Kemmler, Chair

ATTEST:

Richard W. Kohler
Recording Secretary

Date Approved: _____

NOTE: THERE MAY BE ONE OR MORE MALABAR ELECTED OFFICIAL ATTENDING THIS MEETING

If an individual decides to appeal any decision made by this board with respect to any matter considered at this meeting, a verbatim transcript may be required, and the individual may need to ensure that a verbatim transcript of the proceedings is made (Florida Statute 286.0105). The Town does not provide this service. In compliance with the Americans with Disabilities Act (ADA), anyone who needs a special accommodation for this meeting should contact the Town's ADA Coordinator at 321-727-7764 at least 48 hours in advance of this meeting.

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TOWN OF MALABAR

PARKS AND RECREATION BOARD MEETING

AGENDA ITEM NO: 7.a

Meeting Date: January 17th, 2024

Prepared By: Richard W. Kohler, Town Clerk

SUBJECT: Continued Discussion of Trunk'or'Treat Event

BACKGROUND/HISTORY:

- a. During the 10.16.2023 RTCM, Council Member Acquaviva requested to add an agenda item to discuss a potential future Town Event.
- b. In the past, the Town has participated in or sponsored:
 - a. SpringFests
 - b. FallFests
 - c. Community Markets
 - d. Trunk or Treat (Halloween)
 - e. 50th Anniversary Event
- c. Council expressed a desire for there to be a Town funded event.
- d. At the December 20th meeting, the Board agreed to plan a Trunk'or'Treat for October 19th, 2024.
 - a. The Board stated its desire to have a half day or evening event.
 - b. VC Thomas suggested utilizing the speakers for music, instead of having a band.
 - c. Chair Kemmler suggested having horse or pony rides.
- e. The Board also stated their goal to plan a large-scale full day event for SpringFest 2025.

ATTACHMENTS:

- a. None

ACTION OPTIONS:

- a. Discussion of future recommendation to Council.