



# Parks and Recreation Board Meeting

Wednesday, February 21, 2024 at 5:00 pm

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

**a. Approve Minutes of 12/20/2023**

Exhibit: Agenda Report Number 4.a.

**Attachments:**

- **Agenda Report Number 4.a.** (Agenda\_Report\_Number\_4.a..pdf)

5. PUBLIC COMMENTS
6. ACTION ITEMS
7. DISCUSSION

**a. Review Application for Board Membership**

Resolution 02-2024

Exhibit: Agenda Report Number 7.a.

**Attachments:**

- **Agenda Report Number 7.a.** (Agenda\_Report\_Number\_7.a..pdf)

**b. Continued Discussion of Trunk'or'Treat Event**

Exhibit: Agenda Report Number 7.b.

**Attachments:**

- **Agenda Report Number 7.b.** (Agenda\_Report\_Number\_7.b..pdf)

**8. OLD/NEW BUSINESS**

**a. Board Member Reports**

**b. Staff Reports**

Exhibit: Agenda Report Number 8.b.

**Attachments:**

- **Agenda Report Number 8.b.** (Agenda\_Report\_Number\_8.b..pdf)

**c. Next Scheduled Meeting - 03/20/2024**

**9. ADJOURNMENT**



# TOWN OF MALABAR

## PARKS AND RECREATION BOARD MEETING

**AGENDA ITEM NO: 4.a**  
Meeting Date: February 21<sup>st</sup>, 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 20<sup>th</sup>, 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**

<b>Chair</b>	Hans Kemmler - Present
<b>Vice-Chair</b>	Vicky Thomas – Present
<b>Members</b>	Jennifer Bienvenu – Present
	Eric Bienvenu - Present
	Vacant
<b>Recording Secretary</b>	Richard Kohler – Present
<b>Additional Town Staff:</b>	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 19<sup>th</sup>, the Saturday two weekends before Halloween. Consensus is reached to tentatively set the date on October 19<sup>th</sup>. 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 8<sup>th</sup> RTCM.

### c) Next Scheduled Meeting

- January 17<sup>th</sup>, 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.

DRAFT

# TOWN OF MALABAR

## PARKS AND RECREATION BOARD MEETING

### AGENDA ITEM NO: 7.a

Meeting Date: February 21<sup>st</sup>, 2024

Prepared By: Richard W. Kohler, Town Clerk

---

**SUBJECT:** Review Application for Board Membership

---

#### **BACKGROUND/HISTORY:**

- a. At the past several Council Meetings, Council has discussed the possibility of combining the Parks and Recreation Board and the Trails and Greenways Committee due to low Parks and Recreation Board Membership.
- b. On January 31<sup>st</sup>, 2024, Town Resident and Building Permit Tech Lindsey Wilson submitted an application to join the Board.

#### **ATTACHMENTS:**

- a. Application for Parks and Recreation Board Membership
- b. Draft Resolution 02-2024 appointing Ms. Wilson to the Parks and Recreation Board.

#### **ACTION OPTIONS:**

- a. Recommendation to Council.

Town of Malabar

Volunteer Committee/Board Application

Park & Recreation Advisory Board Application

The Park & Recreation Board is hereby established and shall consist of five (5) seats and two (2) alternate-seats. The Board is advisory in nature. Members of the Board shall hold no other Town office. The affirmative vote of a majority of the regular and alternate board members present and voting (maximum of five votes) shall be necessary for the adoption of any motion. The Board discusses matters relating to the acquisition, development, maintenance, rehabilitation and operations of parks and recreation properties and facilities within the Town of Malabar and forward their recommendations to the Town Council for their consideration.

1. Name: Lindsey E. Wilson Phone: 321-334-9108

2. Home Address: 2230 Howell Ln, Malabar FL 32950

3. Email Address: lindseywilson825@gmail.com / lwilson@townofmalabar.org

4. Are you a resident of the Town: Yes  No

5. How long have you been a resident of the Town of Malabar: September 2023

6. Are you currently involved with any other organization of the Town: Yes  No

If yes, which organization: Town Hall - Building Department Employee

Town of Malabar 2725 Malabar Road Malabar, Florida 32950  
Phone: 321-727-7763 ~ Fax 321-722-2234 ~ Email: [townclerk@townofmalabar.org](mailto:townclerk@townofmalabar.org)  
Website: [www.townofmalabar.org](http://www.townofmalabar.org)



TOWN OF MALABAR

APPLICATION FOR APPOINTMENT TO BOARD/COMMITTEE

NOTE: Florida's Public Records Law, Chapter 119, Florida Statutes states, "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning, zoning or natural resources responsibilities are required to file a financial disclosure form within 30 days after appointment and annually thereafter for the duration of the appointment as required by F.S. Chap. 112.

NAME: Lindsey E. Wilson TELEPHONE: 321-334-9108
ADDRESS: 2230 Howell Ln, Malabar FL
EMAIL: lindseywilson825@gmail.com / lwilson@townofmalabar.org

RESIDENT OF TOWN FOR 12 MONTHS OR LONGER: [ ] YES [x] NO

OCCUPATION: (If retired, please indicate former occupation or profession.)
Building Department Permit Tech - Malabar Town Hall

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES:
[Blank lines for text entry]

ADDITIONAL INFORMATION/REFERENCES:
[Blank lines for text entry]

Please select the Board that you would like to serve on by indicating first choice & second choice:

- Board of Adjustment Planning & Zoning
Parks & Recreation Trails & Greenways

Per Town Code, Council shall require removal of members after 3 successive absences.

Lindsey E. Wilson
Signature of Applicant

1/31/24
Date

Please return this form to: Town Clerk
Town of Malabar
2725 Malabar Road
Malabar, FL 32950-4427
Email: townclerk@townofmalabar.org

Note: If you need more information concerning the duties of these Boards, please contact the Town Clerk. Please attach a copy of your resume to this application. You will be notified of the date of the Town Council Meeting that your application will be considered for appointment. You will need to plan to attend the Council Meeting.

**Applicant Certification**

By completing this application with the Town of Malabar and placing my signature below, I do hereby acknowledge the following:

- This application, when completed and filed with the Office of the Town Clerk, is a PUBLIC RECORD UNDER Chapter 119, Florida Statute, and is open to public inspection.
- I am responsible for keeping the information on this form current and that any changes or updates will be provided to the Office of the Town Clerk.
- I acknowledge that I am a resident of the Town of Malabar.
- I consent to filing the Statement of Financial Interest as required by Chapter 112, Florida Statutes.
- If appointed to a Committee or Board, I acknowledge that it is my obligation and duty to comply with the following:
  - Malabar Code of Conduct
  - Code of Ethics for Public Officials (F.S., Chapter 112, Part III)
  - Florida Sunshine Law (F.S., Chapter 286)

I understand the responsibilities associated with being a Committee or Board member and I will have adequate time to serve on this Committee or Board.

The information provided on this form is true and correct and consent is hereby given to the Town Council or its designated representative to verify any and/or all the information provided.

Lindsay E. Wilson  
Signature

1/31/24  
Date

Town of Malabar 2725 Malabar Road Malabar, Florida 32950  
Phone: 321-727-7763 ~ Fax 321-722-2234 ~ Email: [townclerk@townofmalabar.org](mailto:townclerk@townofmalabar.org)  
Website: [www.townofmalabar.org](http://www.townofmalabar.org)



# TOWN OF MALABAR

2725 MALABAR ROAD • MALABAR, FLORIDA 32950  
(321) 727-7764 OFFICE • (321) 722-2234 FAX  
[www.townofmalabar.com](http://www.townofmalabar.com)

## Town of Malabar Board Member Code of Conduct

*(Malabar Code Chap 2. – Code of Conduct) In addition to adhering to the requirements of State Law, any person appointed to serve as a Member of a Town Board or Committee shall commit to the following Code of Conduct by written affirmation, which shall remain on file with the Town Clerk, as follows:*

I affirm that the proper Statutory and Town Charter role of Members of appointed Town Boards and Committees, as with any Member of an appointed government body, is to act collectively, not individually, to apply the Town's governing policies, and that the Town Administrator and Staff administer such policies.

I understand that an appointed Board or Committee Member does not manage the affairs of the Town. I will not intrude into daily operations or spheres of responsibility designated by Florida Statutes, Town Code, and Town Charter to the Town Administrator as the Chief Executive Officer; or undermine the Town Administrator's lawful authority. Further, I understand that the Town Administrator is responsible for administering the policy direction established by a majority vote of the Town Council and not the individual wishes of Board or Committee Members.

I will represent the interests of the entire Town when making decisions and will rely upon available facts and my independent judgment. In my capacity as an appointed Board or Committee Member, I will avoid conflicts of interest and avoid using my official position for personal, professional, or partisan gain.

I will demonstrate dignity, respect, and courtesy toward those whom I am in contact with in my capacity as an appointed Board or Committee Member. I will refrain from intimidation and ridicule of fellow Board or Committee Members, Town Council Members, Town Administrator, Town Attorney, Staff, citizens of the Town, and those conducting business with the Town.

In my capacity as an appointed Board or Committee Member, I will refrain from inappropriate language including statements that are malicious, threatening, slanderous, disparaging, mean-spirited, vulgar or abusive. All disagreements, concerns or criticisms shall be framed in language that is in keeping with the dignity and professionalism of an appointed official and the honor of my respective Town Board or Committee.

I will focus on solving problems. I will maintain appropriate decorum and professional demeanor in the conduct of Town business and work cooperatively and conscientiously with others as I request or receive information, examine data or weigh alternatives in the decision-making process.

I will demonstrate patience and refrain from demanding, interruptive access to Staff or immediate responses or services when requesting information that requires significant Staff time in research, preparation or analysis or that will result in Staff neglect of urgent duties. Such requests will be made through the Town Administrator for scheduling and prioritizing through consensus of my respective Town Board or Committee.

I will devote adequate time for preparation prior to my respective Town Board or Committee meetings and as much as possible, I will be in attendance at such meetings and all other scheduled events where my participation is required.

I will respect diversity and encourage the open expression of divergent ideas and opinions from fellow Board or Committee Members, Town Council Members, Town Administrator, Town Attorney, Staff, citizens of Malabar. I will listen actively and objectively to others' concerns or constructive criticisms.



I will refrain from any individual action that could compromise lawfully authorized decisions of the Town or the integrity of the Town and my fellow Board or Committee Members. I will delineate clearly for any audience whether I am acting or speaking as an individual citizen or in my capacity as a Town Board or Committee Member.

I will maintain the confidentiality of privileged information and will abide by all laws of the State applicable to my conduct as a Board or Committee Member, including but not limited to the Government in the Sunshine Law, the Florida Code of Ethics for Public Officers, and Town Rules of Procedure and Codes of Conduct.

I will promote constructive relations in a positive climate with all Members of the Town Council, Town employees, Town Attorney, and Town contractors and consultants consistent with my role as a Board or Committee Member, as a means to enhance the productivity and morale of the Town. I will support the Town Administrator's decision to employ the most qualified persons for Staff positions. I will recognize the bona fide achievements of the Town Council, Town Administrator, Staff, Town Attorney, Town contractors and consultants, business partners, and others sharing in, and striving to achieve, the Town's mission.

I will enhance my knowledge and ability to contribute value to the Town as a Board or Committee Member by keeping abreast of issues and trends that could affect the Town through reading, continuing education and training. I will study policies and issues affecting the Town, and will attend training programs if required by the Town. My continuing goal will be to improve my performance as a Board or Committee Member.

I will value and assist my fellow Board or Committee Members by exchanging ideas, concerns, and knowledge through lawful means of communication. I will help build positive community support for the Town's mission and the policies established by the Town Council.

I will support and advocate for my beliefs, but will remain open to understanding the views of others. I recognize that I share in the responsibility for all Town decisions that my respective Board makes and will accept the will of the majority.

As a Board or Committee Member, I will always hold the best interests of the citizens of the Town and the public health, safety and welfare of the community in the highest regard. I will seek to provide appropriate leadership that nurtures and motivates Town citizens to be stakeholders in the affairs and achievements of the Town.

I will be accountable to the Town Council for violations of this Code of Conduct.

Lindsay E. Wilson  
Signature

1/31/24  
Date

Lindsay E. Wilson  
Print Name

Judy Schultz  
Witness

**RESOLUTION 02-2024**

**A RESOLUTION OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA, PROVIDING FOR THE APPOINTMENT OF LINDSEY WILSON TO THE MALABAR PARKS AND RECREATION BOARD AS AN ALTERNATE MEMBER; PROVIDING FOR REPEAL OF RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Malabar Town Council has been notified of completed terms on the Parks and Recreation Board; and

**WHEREAS**, Malabar Town Council desires to fill this opening by appointment.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA, that:**

**Section 1.** The Town Council of Malabar, Brevard County, Florida, hereby approves the appointment of Lindsey Wilson as an alternate member of the Parks and Recreation Board for a three-year term.

**Section 2.** The Town Council of Malabar, Brevard County, Florida, hereby authorizes and directs the Town Clerk to notify the members, the Board Chair and the Board Secretary of this appointment.

**Section 3.** All resolutions or parts of resolutions in conflict herewith are hereby repealed.

**Section 4.** This resolution shall take effect immediately upon adoption.

This Resolution was moved for adoption by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_ and the vote was as follows:

Council Member Marisa Acquaviva	_____
Council Member Brian Vail	_____
Council Member Jim Clevenger	_____
Council Member David Scardino	_____
Council Member Mary Hofmeister	_____

This Resolution was then declared to be duly passed and adopted this 4<sup>th</sup> day of March 2024.

TOWN OF MALABAR

(Seal)

By: \_\_\_\_\_

Mayor Patrick T. Reilly, Council Chair

ATTEST:

\_\_\_\_\_  
Richard W. Kohler  
Town Clerk

Approved as to form and content:

\_\_\_\_\_  
Karl W. Bohne, Jr., Town Attorney

# TOWN OF MALABAR

## PARKS AND RECREATION BOARD MEETING

**AGENDA ITEM NO: 7.b**  
**Meeting Date: February 21<sup>st</sup>, 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. 50<sup>th</sup> Anniversary Event
- c. Council expressed a desire for there to be a Town funded event.
- d. At the December 20<sup>th</sup> meeting, the Board agreed to plan a Trunk'or'Treat for October 19<sup>th</sup>, 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.

# TOWN OF MALABAR

## PARKS AND RECREATION BOARD MEETING

**AGENDA ITEM NO: 8.a**  
Meeting Date: February 21<sup>st</sup>, 2024

Prepared By: Richard W. Kohler, Town Clerk

---

**SUBJECT:** Staff Report

---

**BACKGROUND/HISTORY:**

- a. The Basketball and Tennis Court at Malabar Community Park are scheduled to be resurfaced beginning on February 26<sup>th</sup>. Pickleball and tennis lines will be painted onto the tennis court upon completion.
- b. On April 15<sup>th</sup>, the Contractor Pro Playgrounds will be installing the Pavilion at Eschenburg Sanctuary.

**ATTACHMENTS:**

- a. None

**ACTION OPTIONS:**

- a. None.