



Parks and Recreation Board Meeting

Wednesday, March 20, 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 02/21/2024

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. Continued Discussion of Trunk'or'Treat Event

Exhibit: Agenda Report Number 7.a.

Attachments:

- **Agenda Report Number 7.a.** (Agenda_Report_Number_7.a..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

9. ADJOURNMENT

TOWN OF MALABAR

PARKS AND RECREATION BOARD MEETING

AGENDA ITEM NO: 4.a
Meeting Date: March 20st, 2024

Prepared By: Richard W. Kohler, Town Clerk

SUBJECT: Approve Minutes of 02/21/2024

BACKGROUND/HISTORY:

- a. Summary of Actions at the Parks and Recreation Board Meeting of 02/21/2024.

ATTACHMENTS:

- a. Draft Minutes of Parks and Recreation Board Meeting of 02/21/2024.

ACTION OPTIONS:

- a. Request Approval

**TOWN OF MALABAR – PARKS AND RECREATION ADVISORY BOARD
FEBRUARY 21st, 2024, 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 12/20/2023

MOTION: Thomas/J. Bienvenu to accept the minutes of 12/20/2023 as presented.

VOTE: All Ayes (4-0)

5. PUBLIC COMMENTS: None

6. ACTION ITEMS: None

7. DISCUSSION:

a) Review Application for Board Membership

Exhibit: Agenda Report Number 7a

Secretary Kohler states that Ms. Wilson has applied for membership on the Parks and Recreation Board. Staff has prepared a Resolution to be heard at the next RTCM, 3/4/24, to confirm her appointment. Town Code required the Board to review all applications for a recommendation to Council.

Ms. Wilson, 2230 Howell Lane, introduced herself to the Board. She has been a resident since September of 2023. Chair Kemmler asks if she has attended a Council meeting? Ms. Wilson states she plans to attend the 3/4/2024 RTCM. Chair states he is thrilled to have a new applicant. BM J Bienvenu asks if she has been to any of our parks? Ms. Wilson states yes, she has. Chair gave a brief explanation of the Sunshine Laws.

MOTION: BM Thomas/BM E. Bienvenu to recommend Council approves Resolution 02-2024.

Vote: All Ayes (4-0)

b) Continued Discussion of Trunk'or'Treat Event

Exhibit: Agenda Report Number 7b

Secretary Kohler states that at the last meeting, the Board indicated they wished to have a half day or evening event, utilizing the Town speakers instead of a band, and to have horse or pony rides. What else is the Board interested in having at the event? What type,

style and number of vendors would you like to see, and what type of “Boo-ths” would you like? Chair states he would like to see a trunk or treat with vendors. Clerk states an ideal scenario would be to have booths for vendors and cars. We should make it easy for people to come and do their thing. We should try to get Council Members and Town Staff to attend. VC Thomas suggests having a costume contest. BM Bienvenu states horses would be tough. Chair suggests including hay bales. He believes the key will be creating some buzz via Facebook to develop the event. VC Thomas suggests soliciting gift cards for winners of contests. Clerk states he will research and provide a first draft of a cost for entry. Chair states he would like to have a bonfire at the event. Ms. Wilson suggests having a pumpkin carving station, possibly combining with the Baptist Church across the street who sells them. VC Thomas offered to contact them. Chair also states that they recently hosted the Malabar Madness event, and it was a smashing success. They had more applicants than they were prepared for.

8. OLD/NEW BUSINESS:

a) BOARD MEMBER/STAFF REPORTS:

- Richard E. Cameron & Volunteers Wilderness Preserve – VC Thomas states the Preserve is very wet. Her husband removed over 100 Bud Platinum bottles from the area around the CTS. She also found toilet paper out there as well. She suggests creating a new trash can out there.
- Disc Golf Sanctuary – Chair Kemmler states that it is in very good shape. They had a very successful Malabar Madness.
- Thomas Eschenberg Memorial Conservation Area – E. Bienvenu requests the sign be updated or repaired.
- Malabar Community Park – J. Bienvenu states that people were playing tennis and utilizing the playground.
- Sandhill Trail Head – Chair states everything looks good. Requests inspection of the Boardwalk along the Al Tuttle Trail.

b) Staff Reports – Secretary Kohler states that the plan to resurface the Basketball and Tennis Courts will commence on February 26th. Pickleball and Tennis Lines will be painted on the Tennis Court upon completion of the resurfacing. Staff was also informed that the pavilion for Eschenburg Park will be installed on April 15. Also, the Public Works team was able to improve the foot bridge at the Disc Golf Sanctuary, and will be doing a more complete rebuild in the future.

c) Next Scheduled Meeting

- March 20th, 2024, 5 PM

10. ADJOURNMENT

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

VOTE: All Ayes. This meeting adjourned at 5:48 pm.

By:

Hans Kemmler, Chair

ATTEST:

Date Approved: 02/21/2024

Richard W. Kohler
Recording Secretary

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: March 20th, 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. At the February 21st meeting, the Board continued to plan for the Trunk'or'Treat event, and provided the following ideas:
 - a. Costume Contest
 - b. Pumpkin Carving Contest (Malabar Baptist Church Partnership?)
- f. Staff has made the following recommendations for vendor entry costs:
 - a. Malabar BTR Holder - Free Entry
 - b. Non Malabar BTR Holder - \$25.00 Entry Fee
- g. Additional areas for further discussion:
 - a. What other activities would you like to see at the event?
 - b. What other brands or businesses can we partner with?
 - c. What is the best and most effective way to advertise the event to both vendors and resident?
- h. 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.b.
Meeting Date: March 20th, 2024

Prepared By: Richard W. Kohler, Town Clerk

SUBJECT: Staff Report

BACKGROUND/HISTORY:

- a. The Basketball and Tennis Court at Malabar Community Park have been resurfaced and restriped. The areas are both now open to the public.
- b. On April 15th, the Contractor Pro Playgrounds will be installing the Pavilion at Eschenburg Sanctuary.
- c. At the 3.12.2024 Trails and Greenways Committee Meeting, the Committee discussed the possible addition of a Trash Can at the Cameron Trail Shelter (CTS). The Committee decided to forego a trash can at the site, as it may encourage some users to bring trash to the area, and it would be difficult for regular maintenance. The Committee is instead donating a sign reminding users to bring out any trash they bring in.

ATTACHMENTS:

- a. None

ACTION OPTIONS:

- a. None.