



# Parks and Recreation Board Meeting

Wednesday, May 15, 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 04/17/2024

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)

- b. T-Shirt Quotes for FallFest 2024

Exhibit: Agenda Report Number 7.b

**Attachments:**

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

- c. Fiscal Year 2024-2025 Budget Recommendations

Exhibit: Agenda Report Number 7.c

**Attachments:**

- Agenda Report Number 7.c. (Agenda\_Item\_7.c..pdf)

8. OLD/NEW BUSINESS

- a. Board Member Reports- Chair Kemmler

Exhibit: Agenda Report Number 8.a.

**Attachments:**

- Agenda Report Number 8.a. (Agenda\_Report\_Number\_8.a\_.pdf)

- b. Staff Reports

- c. Next Scheduled Meeting - June 19th, 2024

9. ADJOURNMENT



**TOWN OF MALABAR**

**PARKS AND RECREATION BOARD MEETING**

**AGENDA ITEM NO: 4.a**  
**Meeting Date: May 15<sup>th</sup>, 2024**

**Prepared By: Judy Schultz, Board Secretary**

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**SUBJECT:** Approve Minutes of 04/17/2024

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**BACKGROUND/HISTORY:**

- a. Summary of Actions at the Parks and Recreation Board Meeting of 04/17/2024.

**ATTACHMENTS:**

- a. Draft Minutes of Parks and Recreation Board Meeting of 04/17/2024.

**ACTION OPTIONS:**

- a. Request Approval

**TOWN OF MALABAR – PARKS AND RECREATION ADVISORY BOARD**  
**April 17<sup>th</sup>, 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 Kemmler 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 – Arrived 5:45 pm
<b>Members</b>	Jennifer Bienvenu – Excused
	Eric Bienvenu - Present
	Lindsey Wilson - Present
<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 3/20/2024**

**MOTION: E. Bienvenu/Wilson to accept the minutes of 3/20/2024 as presented.**

**VOTE: All Ayes (3-0)**

**5. PUBLIC COMMENTS:** None

**6. ACTION ITEMS:** None

**7. DISCUSSION:**

**7.a. Continued Discussion of Trunk'or'Treat Event**

Exhibit: Agenda Report Number 7.a.

Secretary Kohler states that at the last few meetings, the Board continued the planning of the upcoming FallFest. The Board has agreed to have a half day event in the front area of the park, utilize the Town Speakers instead of a live band, horse or pony rides if possible, a bonfire, a costume contest, a pumpkin carving contest, and trunk'or'treat.

The sign-up forms for vendors and candy distributors were approved at the last meeting. Member Wilson drafted a few event flyers for Board review. Staff is seeking additional information on the following items:

- Contests
  - o Who will judge the event? Will a single representative, or a panel?
    - Chair states Council has participated in the past, and suggests requesting their assistance.
  - o Who will be allowed to participate? Will registration be required? When will the winner be announced, and should they be present?
    - Chair states he feels it will be a small enough event we should pick a winner from people at the event. He suggests 6 for costumes and 6:30 for the pumpkins.
  - o What should be offered as a prize?
    - Wilson suggests a gift card to a splash park in Sebastian or Build a Bear. Something along those lines. Chair suggests Twisty Cone.
- Flyers/Events
  - o Option 1 or 2?
    - Chair feels the second flyer is better for the Trunk'or'Treat. Bienvenu states he feels the first is more welcoming. Chair suggests including a



more descriptive location and adding the Fire Station to the map for the vendor form.

- Hayrides can be provided by Public Works
- Sack Races would require a dedicated volunteer and additional supplies.
- What kind of kid activities? The Town has a few yard games, but they will require a dedicated volunteer to supervise.
  - Chair states he feels we should have a small kids zone with activities for children to do when they are done trunk'or'treating. Clerk Kohler states Staff will bring the yard games to the event, and a volunteer will have to supervise the area.

### **7.b. T-Shirt Quotes for 2024 Fall Fest**

Exhibit: Agenda Report Number 7.b.

Member Wilson designed a shirt for the event, and shared it with the Board at the March 20<sup>th</sup> meeting. Staff has since researched past event shirt purchases, as well as gathered quotes from possible vendors. At past events, the Town has regularly over ordered event shirts, and ended up with large surpluses being sold at reduced rates to limit the inventory on hand. Staff would like to recommend that we severely limit the shirts purchased this year, and sell them as limited availability collectables. Suggested inventory would be 30 total shirts, 10 youth large, 10 adult large, and 10 adult XXL. As the shirt designs had 2 color options, staff recommends doing half of the shirts black, and the other half orange. T-Shirts quotes have been prepared, and Gildan is the most cost effective. Quotes were also requested for the screen printing of the shirts, and ArtLab is the most cost effective. For 30 screen printed shirts, 15 each color, and 10 of each size, Staff estimates the cost to be \$425.95.

Chair states he agrees with Staff's suggestions. E. Beinvenu suggests including the Volunteer order with the original order, as the volunteers can be the Shirt models for the vent. Clerk states he will get shirt sizes and color preferences from Board Member before the next meeting, and have a final quote prepared for then.

### **7.c. Park Facilities**

Exhibit: Agenda Report Number 7.c.

At the March 20<sup>th</sup> meeting, the Board discussed possible upgrades to Eschenburg Park to be included upon completion of the new pavilion. The 2 items specifically mentioned were a picnic bench and a porta-potty. Staff received a quote from Palm Bay Septic, who currently services the 2 porta-potties used at Malabar Park and the Disc Golf Park. They can provide a unit at Eschenburg Park for \$100.00 per month (\$125 for first month). Staff took an inventory of the picnic benches at Sandhill Trailhead to see if any there could be transferred to Eschenburg Park. Staff found that the benches not covered by the pavilion were severely rotted and should probably be removed. There are currently 4 benches under the pavilion in excellent condition. Staff recommends having them all coated in wood sealant, and having one moved to Eschenburg Park upon completion of the pavilion. While researching the benches, Staff also found the fire pit at Sandhill Trailhead in a state of disrepair. The fire pit itself is simply a dug out area and has no actual structure. The benches around the fire pit are a safety hazard and should be removed immediately. In researching the area, Staff found that only 3 burn permits have been issued for that area in the last 4 years. Staff recommends either fully replacing the area, or removing it an directing those who seek a park burn permit to Malabar Community Park. Chair asks if the pit benches are rotted or moldy? Staff states they are rotted. Chair asks the Board if they feel it should be restored or removed. Bienvenu states it would likely become parking. Wilson suggests replacing the area with a tree. Chair

suggests a local magnolia tree. Board agrees to remove the fire pit, and requests to have a future agenda item to discuss what to replace it with.

**8. OLD/NEW BUSINESS:**

a) BOARD MEMBER/STAFF REPORTS:

- Richard E. Cameron & Volunteers Wilderness Preserve – Secretary Kohler states the area is in wonderful shape.
- Disc Golf Sanctuary – Chair Kemmler states that the public works department is doing an excellent job mowing the area. They are in the process of replacing the signs. He has also requested an overhead photo of the park from Engineer Smith. He is hoping to continue improving the area.
- Thomas Eschenberg Memorial Conservation Area – Secretary Kohler states the pavilion installation is well underway.
- Malabar Community Park – E. Bienvenu states it looks very good but could use some rain.
- Sandhill Trail Head – Wilson states she visited the park, and it was being used by several families. The Board has already discussed the deficiencies she had noted. She also noted a woodpecker in a tree! She suggests cleaning up the area where the paved trail begins.
- Chair Kemmler shared a series of photos he took today.
  - He noticed a few areas at Sandhill Trailhead could be maintained.
  - Eschenburg Park
    - Sign should be repainted.
    - Bench should be cleaned.
  - Malabar Community Park
    - Rust noticed on the supports of the sun shade.
    - Rust noticed on the top mount of the tire swing.
    - Rust noticed in the supports of the pavilions. Osmophoric Acid should work.
    - Unused kiosk at the Soccer Field. Possible to be removed or refurbished.
    - Kiosk by Baseball Field should be cleaned. Suggested to be moved somewhere a pedestrian may see.

b) Staff Reports – Secretary Kohler states that the pavilion installation has begun!

c) Next Scheduled Meeting

- May 15<sup>th</sup>, 2024, 5 PM

**10. ADJOURNMENT**

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

**VOTE: All Ayes.** This meeting adjourned at 5:57 pm.

By:

\_\_\_\_\_  
Hans Kemmler, Chair

ATTEST:

\_\_\_\_\_  
Richard W. Kohler  
Recording Secretary

Date Approved: 05/15/2024

# TOWN OF MALABAR

## PARKS AND RECREATION BOARD MEETING

**AGENDA ITEM NO: 7.a**  
**Meeting Date: May 15<sup>th</sup>, 2024**

**Prepared By: Judy Schultz, Board Secretary**

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**SUBJECT:** Continued Discussion of Trunk'or'Treat Event

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### **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. At the February 21<sup>st</sup> 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?)
  - c. Pie Contest
  - d. For contests, Council members have agreed to judge them.
- 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. At the March 20<sup>th</sup> meeting, the Board continued planning for the Trunk'or'Treat event.
  - a. Member Wilson presented a t-shirt design for shirts that could be sold for the event.
  - b. The event will take place in the front area of Malabar Community Park.
- h. At the April 17<sup>th</sup> meeting, the Board continued planning for the Trunk'or'Treat event.
  - a. The Board approved a quote from ArtLab to screen print the Trunk'or'Treat shirts.
  - b. The Board reviewed flyers and sign-up forms for vendors. Member Wilson said that activities listed on the flyers can be edited.
- i. Additional areas for further discussion:
  - a. What other brands or businesses can we partner with?
  - b. Which flyer should be used to advertise the event?
  - c. Should pumpkin carving be an activity rather than a contest?
- j. The Board also stated their goal to plan a large-scale full day event for SpringFest 2025.

### **ATTACHMENTS:**

- a. Trunk'or'Treat Draft Flyers
- b. Vendor and Participant Sign-Up Forms

### **ACTION OPTIONS:**

- a. Discussion of future recommendation to Council.

# MALABAR TRUNK OR TREAT

October 19, 2024

*The Town of Malabar welcomes you  
to the 2024 Trunk or Treat event!*

- Local Vendors
- Costume Contest
- Pumpkin Carving
- Hay Rides
- Sack Races
- Kids Activities
- And More!

Located at 1850 Malabar Rd. Malabar, FL 32950

Admission and parking is free!  
Vendors who wish to participate, please go to  
<https://www.townofmalabar.org/parks-recreation>  
or scan the QR code for more information.





# TRUNK OR TREAT

Get ready for a frightfully fun time at our **Trunk or Treat event!** Join us October 19th for a day filled with candy, costumes, and community spirit.

1850 Malabar Rd, Malabar, FL 32950

**Local Vendors**

**Pumpkin Carving**

**BonFire**

**Sack Races**

**Costume Contest**

**Hay Rides**

**Pie Contest**

**Candy! Candy! Candy!**

**Vendors wishing to participate, please call**

**321-768-7764 or visit**

**[TownofMalabar.org/parks-recreation](http://TownofMalabar.org/parks-recreation)**

**for more information**



# Town of Malabar FallFest Trunk or Treat Sign-Up Form



<b>Name of Organization or Individual:</b>	
<b>Contact Name(s):</b>	
<b>Address:</b>	
<b>City, State &amp; Zip Code:</b>	
<b>E-Mail Address:</b>	
<b>Phone Number:</b>	
<b>Vehicle Make/Model:</b>	
<b>Vehicle Plate #:</b>	
<b>Type of Candy being distributed:</b>	
<b>Participants Names:</b>	

Event will be held at 1850 Malabar Road, Malabar Community Park, on Saturday October 19<sup>th</sup>, from 5 PM to 8 PM.

**Please review and sign below that you will adhere to the following policies:**

1. Decorating of cars is allowed. No violent or demonic decorations. Please keep it kid friendly.
2. No toy weapons (guns, knives, swords etc.) No open-flames or fireworks.
3. Cars must be turned off for the duration of the event. There will be no electricity available.
4. Costumes are encouraged for those hosting a car.
5. Vehicles must be ready by 4:45 PM, gates will open at 3:30 PM to allow set up.
6. Vehicle cannot be left unattended, so please plan on having two (2) or more people during the event.
7. You are responsible for cleaning up your area before leaving.
8. This is an alcohol-free event.
9. If you are participating as a business, you are welcome to hang a sign advertising your business.
10. Any questions and completed forms can be e-mailed to [rkohler@townofmalabar.org](mailto:rkohler@townofmalabar.org).

Signature:		Date:	
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Presents

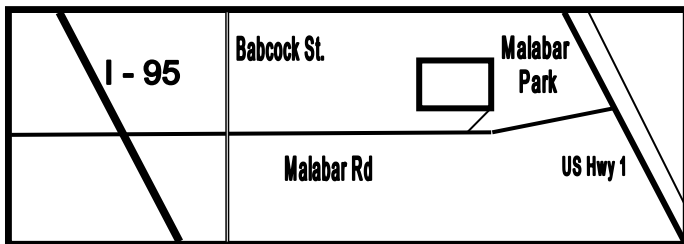
# Malabar FallFest 2024

Saturday, October 19th, 5 pm to 8 pm  
Malabar Community Park

## “Family Fun in a Rural Setting”

Show your community support! Reach more customers! Includes arts & crafts, food vendors, local businesses, Trunk or Treat & activities for children. Extensive advertising. Expected attendance is 500+.

### INFORMATION / REQUIREMENTS for BUSINESS/CRAFTER VENDOR REGISTRANTS:



**Malabar Park on Malabar Rd.,  
2.5 mi. E of I-95 & 1.5 mi. W of US Hwy 1**  
**Event to be held directly South of the Malabar Fire Station**

Contact Number Town Hall: 321-727-7764

- 1. Location:** Vendors will be located as determined by the FallFest Coordinator; check in at the Information Booth for your exact location.
- 2. Booth Size:** for vendors is 10' x 10', allowing for a 10 x 10 canopies, stakes and storage space. You will need to bring your own canopy, table and chair & change if selling products.
- 3. Description:** All vendors must submit a description of what they will display or sell; any changes to the display or the selling of items not approved for sale may result in dismissal from FallFest without refund.
- 4. Set-up:** 3:30 pm to 4:45 pm on Saturday October 19<sup>th</sup>. Vehicles are allowed in the park for unloading and loading only; they must be removed by 15 minutes before the event begins (Unless they are a part of your exhibit). You will be expected to set up and staff your booth. The booth will remain up for the hours of the event.
- 5. Application:** Please complete the form on page 2 and return with your booth description as soon as possible; space/type of vendor is limited. You will receive confirmation of acceptance as soon as possible.
- 6. Insurance:** Any vendor engaging in a high risk commercial activity shall provide the Town with its insurance to provide general comprehensive liability insurance in the amount of not less than three hundred thousand dollars (\$300,000.00) per occurrence to cover any and all claims and costs arising in connection with any accident or occurrence related to such activity. High risk activities include serving food, child entertainment, entertainers, or music (electricity).
- 7. Cost of Entry:** Any business with an Active Town of Malabar Business Tax Receipt (BTR) or registered non-profit will be granted free booth space. Any for profit business without a Town of Malabar BTR will be charged a \$25.00 entry fee, due upon the submission of the application.

# Malabar FallFest 2024



**Saturday, October 19<sup>th</sup>, 2024, 5 pm to 8 pm**  
**Malabar Community Park**

**BUSINESS/CRAFT REGISTRATION FORM** (please print)

Business/Organization Name:											
Contact Name:					Additional Staff:						
Mailing Address:						City:					
State:				Zip Code:				E-Mail:			
Cell Phone #:					Home/Work Phone #:						
Describe products displayed and/or sold:											

**Release and Acknowledgement**

*The undersigned agrees that he/she will indemnify and hold forever free and harmless the Town of Malabar from any actions, suits, damages or claims whatsoever arising from any loss or damage to the property of the undersigned and all claims or action for personal injury, including personal injury while participating in the 2024 Malabar FallFest. The undersigned also acknowledges that they maintain current permitting and liability insurance, if required and will provide a certificate of insurance with the completed application, if needed.*

*Should the Malabar FallFest be impacted by or cancelled because of an act of God (i.e. inclement weather, tornado, hurricane), there will be no refund. Additional refunds, if any, shall be determined in the sole discretion of the Town Council. Final determination of all rules will be made by the Malabar Town Council. I have read and agree to abide by these rules and have completed this application in full.*

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Questions?** Contact Town Hall at 321-727-7764, e-mail: [JSchultz@townofmalabar.org](mailto:JSchultz@townofmalabar.org), Or visit our website: [www.townofmalabar.org](http://www.townofmalabar.org)

**Mail completed application to:**

**Town of Malabar, attn: FallFest, 2725 Malabar Rd., Malabar, FL 32950-4427**

*Thank you for your participation*



# TOWN OF MALABAR

## PARKS AND RECREATION BOARD MEETING

**AGENDA ITEM NO: 7.b.**  
Meeting Date: May 15<sup>th</sup>, 2024

Prepared By: Judy Schultz, Board Secretary

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**SUBJECT: T-Shirt Quotes for 2024 FallFest**

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**BACKGROUND/HISTORY:**

- a. At the 3/20/2024 Parks and Recreation board Meeting, Member Wilson suggested selling shirts for the event. She had created a design for the shirt and shared it with the Board.
- b. In researching past event t-shirt purchases and sales, Staff is recommending we purchase our top selling sizes (10 Adult Large, 10 XXL, and 10 Youth Large) to better forecast the amount sold and better limit financial loss. Staff recommends making 5 of each color shirt for every size for a total of 30 shirts.
- c. Staff collected pricing for Orange and Black shirts to buy for screen printing from Bulkapparel.com.
  - a. Gildan (Orange) - \$3.85 Youth Large, \$3.68 Adult Large, \$6.83 XXL
  - b. Gildan (Black) - \$3.85 Youth Large, \$3.75 Adult Large, \$6.33 XXL
  - c. Next Level (Orange) - \$5.30 Youth Large, \$5.28 Adult Large, \$7.70 XXL
  - d. Next Level (Black) - \$5.30 Youth Large, \$4.88 Adult Large, \$7.70 XXL
- d. Staff has requested quotes for screen printing service from multiple vendors. Quotes have been received from the following vendors:
  - a. NSB Clothing Company - **\$391.74** (Includes shirts and screen printing)
  - b. ArtLab - \$8.65 a shirt + \$25 digitize fee (**\$425.95** for both shirts and printing)
  - c. International Minute Press - \$17.80 a shirt (**\$534** for both shirts and printing)
  - d. We Personalize You - \$15 a shirt (**\$450** for both shirts and printing)
- e. Staff recommends utilizing quote from NSB Clothing Company as it was the most cost effective.

**Financial Impact:**

- a. The estimated total cost for this project would be \$391.74.

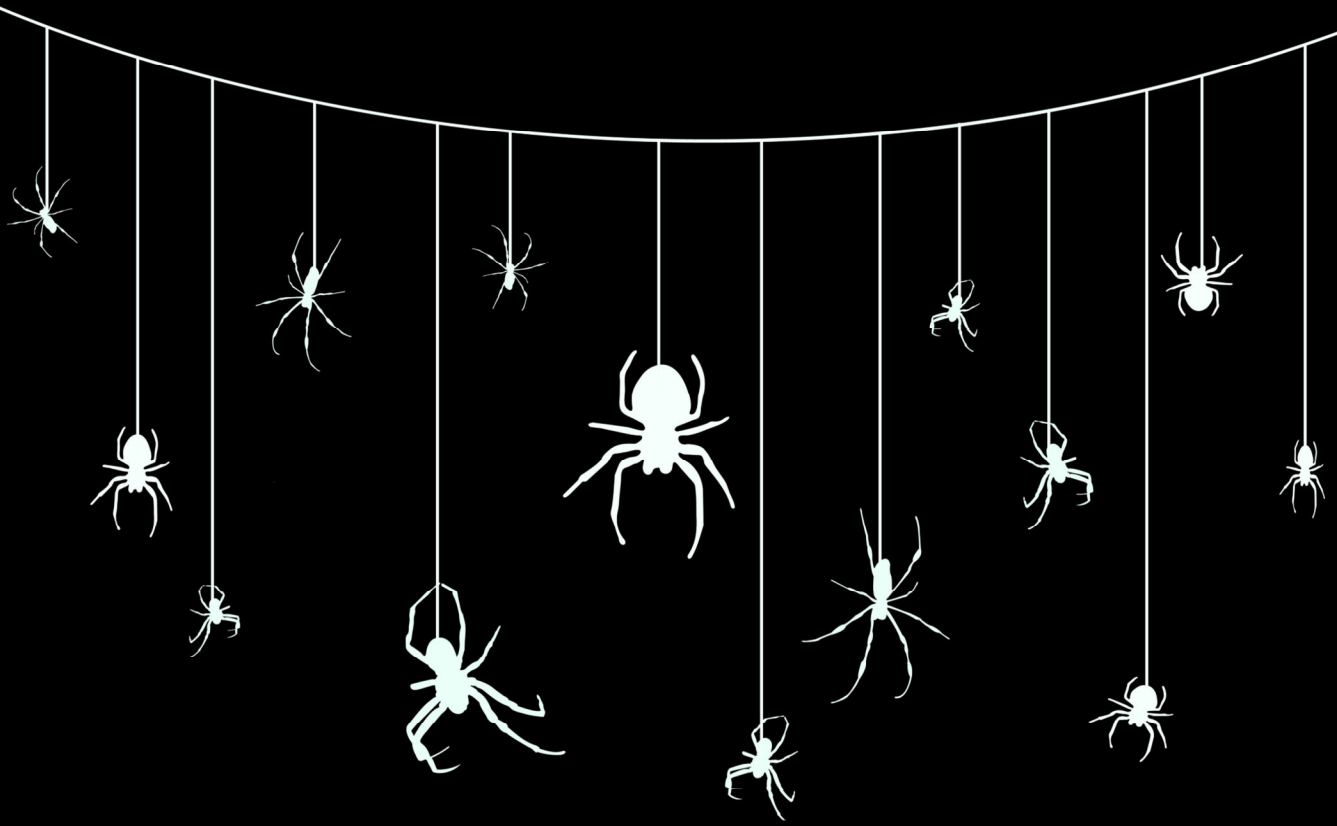
**ATTACHMENTS:**

- b. Original Design provided by Board Member Wilson
- c. Quote from Gildan for T-Shirts
- d. Quote from Next Level for T-Shirts
- e. Quote from NSB Clothing Company
- f. Quote from Artlab
- g. Quote from International Minute Press
- h. Quote from We Personalize You

**ACTION OPTIONS:**

- a. Motion to recommend to Council the purchase of 30 shirts and printing service from NSB Clothing Company for \$391.74 for the upcoming FallFest Trunk'orTreat event.





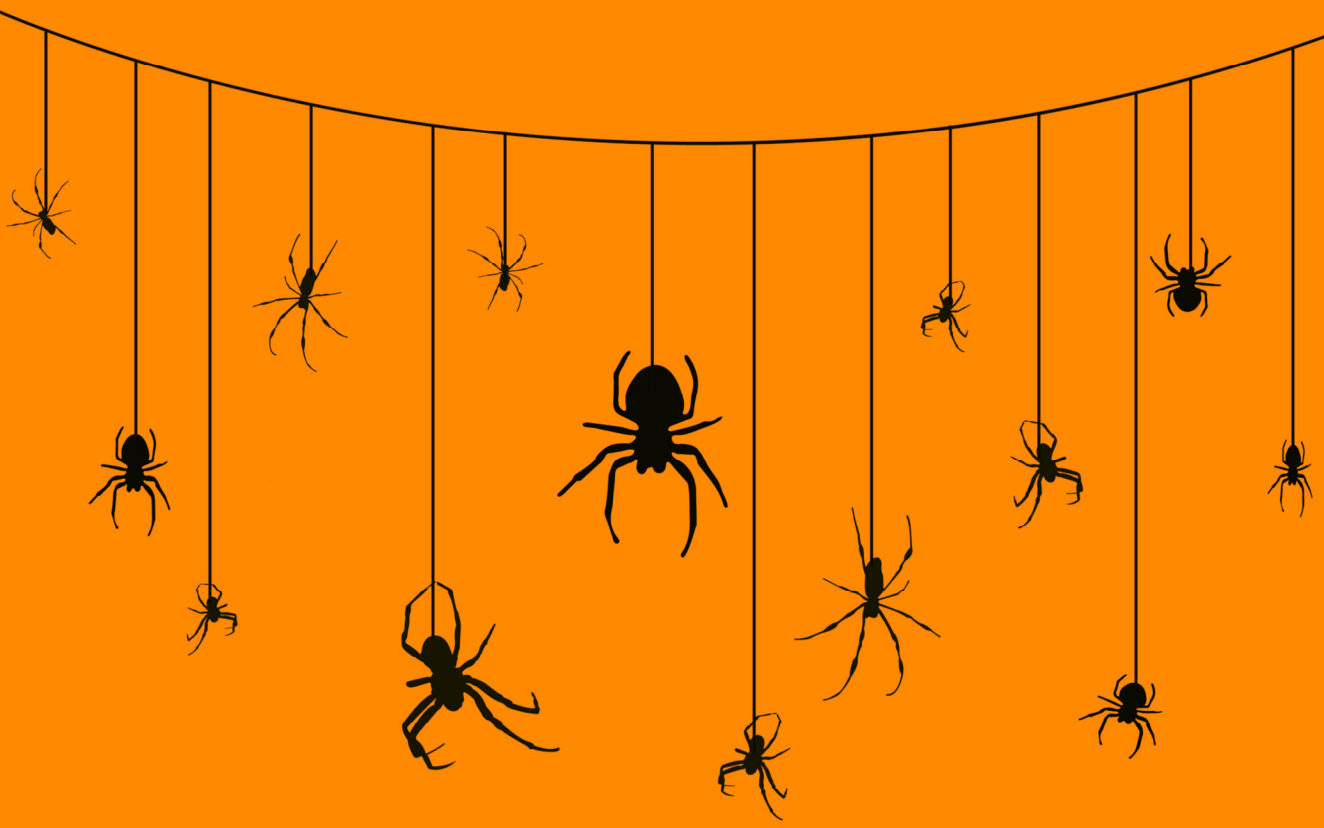
**TRUNK**

**OR TREAT**

**TOWN OF MALABAR**



















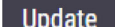



**TRUNK  
OR TREAT  
TOWN OF MALABAR**



## Cart Details 30 Items

Sort by 

	<b>G200 Gildan 2000 T-Shirt Ultra Cotton</b> Color:Black  Size: L	Price \$3.75	Quantity - 5 + 	Total \$18.75 
	<b>G200 Gildan 2000 T-Shirt Ultra Cotton</b> Color:Black  Size: 2XL	Price \$6.33	Quantity - 5 + 	Total \$31.65 
	<b>G200 Gildan 2000 T-Shirt Ultra Cotton</b> Color:Orange  Size: L	Price \$3.68	Quantity - 5 + 	Total \$18.40 
	<b>G200 Gildan 2000 T-Shirt Ultra Cotton</b> Color:Orange  Size: 2XL	Price \$6.83	Quantity - 5 + 	Total \$34.15 



**Gildan 2000B Ultra Cotton Youth T-Shirt**

Color:Black   
Size: L

Price  
\$3.85

Quantity

-5+

Update

Total  
\$19.25



**Gildan 2000B Ultra Cotton Youth T-Shirt**

Color:Orange   
Size: L

Price  
\$3.85

Quantity

-5+

Update

Total  
\$19.25





### Next Level 3600 T Shirt Premium Short Sleeve Crew

Color:Black ■  
Size: L

Price  
\$4.88

Quantity

- 5 +

Update

Total  
\$24.40



### Next Level 3600 T Shirt Premium Short Sleeve Crew

Color:Black ■  
Size: 2XL

Price  
\$7.70

Quantity

- 5 +

Update

Total  
\$38.50



### Next Level 3600 T Shirt Premium Short Sleeve Crew

Color:Classic Orange ■  
Size: L

Price  
\$5.28

Quantity

- 5 +

Update

Total  
\$26.40



### Next Level 3600 T Shirt Premium Short Sleeve Crew

Color:Classic Orange ■  
Size: 2XL

Price  
\$7.70

Quantity

- 5 +

Update

Total  
\$38.50






**Cart Details** 30 Items

Sort by 



**Next Level 3310 Youth Premium Short Sleeve Crew**

Color:Black   
Size: L

Price  
\$5.30

Quantity


 5 

**Update**

Total  
\$26.50



**Next Level 3310 Youth Premium Short Sleeve Crew**

Color:Classic Orange   
Size: L

Price  
\$5.30

Quantity

 5 

**Update**

Total  
\$26.50



Thank you for your business!



**NSB Clothing Company**  
 511 Pullman Rd  
 Unit C5  
 Edgewater, Florida 32132  
 +13864784372  
<https://www.nsbclothingcompany.com/>  
[mdpmacaranas@gmail.com](mailto:mdpmacaranas@gmail.com)

**Created** May 8, 2024  
**Customer Due Date** May 8, 2024  
**Total** \$391.74  
**Outstanding** \$391.74

**Customer Billing**

Malabar Community Park  
 Judy Schultz  
 321-768-9123  
[jschultz@townofmalabar.org](mailto:jschultz@townofmalabar.org)

**Customer Shipping**

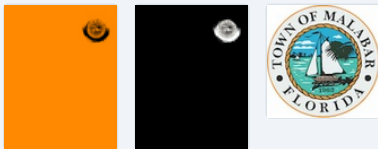
Malabar Community Park  
 Judy Schultz

Category	Item #	Color	Description	YL	XS	S	M	L	XL	2XL	Qty	Items	Price	Total
Screen Printing	2000	Safety Orange	Gildan - Ultra Cotton® T-Shirt - 2000					5				5	\$13.11	\$65.55
Screen Printing	2000	Safety Orange	Gildan - Ultra Cotton® T-Shirt - 2000							5		5	\$16.04	\$80.20
Screen Printing	2000BG	Safety Orange	Gildan - Ultra Cotton® Youth T-Shirt - 2000B	5								5	\$12.71	\$63.55
Screen Printing	2000	Black	Gildan - Ultra Cotton® T-Shirt - 2000					5				5	\$13.11	\$65.55
Screen Printing	2000	Black	Gildan - Ultra Cotton® T-Shirt - 2000							5		5	\$16.04	\$80.20
Screen Printing	2000BG	Black	Gildan - Ultra Cotton® Youth T-Shirt - 2000B	5								5	\$12.71	\$63.55

IMPRINT 1

Screen Printing • 1 color

FRONT PRINT



IMPRINT 2

Screen Printing • 1 color



FULL BACK PRINT




Fee	Description	Qty	Amount	Total
Screen Charge	Number of screens (ONE TIME FEE)	1	\$15.00	\$15.00
	WELCOME DISCOUNT	1	-\$41.86	-\$41.86

**Total Quantity** 30  
**Item Total** \$418.60  
**Fees Total** -\$26.86  
**Sub Total** \$391.74  
**Tax** \$0.00  
**Total Due** \$391.74  
**Paid** \$0.00  
**Outstanding** \$391.74


## Town of Malabar T-Shirt Printing Service for Fallfest/Trunk'or'Treat

 Timmi <orders@artlabfla.com>  
To  Judy Schultz

  Reply  Reply All  Forward  

Wed 3/27/2024 4:51 PM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Start your reply all with:     Feedback

Hi Judy,  
I would be more than happy to help you. To do the printing would be \$9.00 per shirt if you were to do both color shirts. If you did just one color shirt they would be \$8.65 per shirt. There is a one-time fee of \$25 to digitize your artwork.

--  
~Timmi De



International Minute Press  
 701 S. Apollo Blvd.  
 Melbourne, FL 32901  
 Phone: 321-242-7766  
 Web: [fl264.minuteman.com](http://fl264.minuteman.com)  
 E-mail: melbourne-fl@minutemanpress.com

**Quote**

4/9/2024

**Bill to:** Town of Malabar  
 Judy

**Ship to:** Town of Malabar  
 Judy

Phone: 321-768-9123  
 Email: jschultz@townofmalabar.org

Phone: 321-768-9123  
 Email: jschultz@townofmalabar.org

**DEAL of the MONTH**  
**10 YARD SIGNS FOR ONLY \$190**  
 Expires April 30, 2024  
 \*Some restrictions may apply  
 Promote Your Brand with Yard Signs!  
 Order Now!

**30 Fallfest - Trunk or Treat T-Shirts (White Imprint Front & Back) Black or Orange T-Shirts (Job ID 16449)**

Subtotal: **\$534.40**  
 Tax: **\$37.41**  
 Total: **\$571.81**

**Component 1 of 3: Sizes: 10-L / 10 Adult S-10**

Miscellaneous

Black or orange basic t-shirts (100% cotton) screen print - white ink only - 20 Pieces.

10 large  
 10 small - Adult

**Component 2 of 3: Sizes: 10-XXL**

Miscellaneous

Black or orange basic t-shirts (100% cotton) screen print - white ink only front & back - 10 Pieces.

10 XXL

**Component 3 of 3: Screen print front white & full back white - on black shirts**

Design

Graphic Design  
 Digital File Handling

Miscellaneous

screen print front left chest and full back - white ink only - 30 Pieces.

Order Subtotal: \$534.40  
Tax: \$37.41  
Order Total: \$571.81

Salesperson: House Account

**Click or Scan the QR Code  
to Order Online**



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Taxes are included.

Quote valid for 30 days\*.

\*Due to the nationwide paper and apparel shortages, time is of the essence to place your order, as we cannot guarantee that we will still have it in inventory 30 days from now.

Terms: Payment in Advance

PRINTED ITEMS ARE NON-REFUNDABLE. DESIGN SERVICES ARE CHARGED BY THE HOUR AND ARE NON-REFUNDABLE.

Re: Inquiry sent to We Personalize You

 Flavia Justice <flavia@wepersonalizeyou.com>  
To  Judy Schultz


  Reply  Reply All  Forward  

Fri 3/29/2024 7:19 PM


 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.


Start your reply all with:     Feedback


Hi Judy  
If you provide the shirts they will be \$15 a piece.  
Thanks

 **Flavia Justice**  
Owner • We personalize You

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 321-298-1173

 flavia@wepersonalizeyou.com

 Wepersonalizeyou.com

# TOWN OF MALABAR

## PARKS AND RECREATION BOARD MEETING

**AGENDA ITEM NO: 7.C.**  
**Meeting Date: May 15<sup>th</sup>, 2024**

**Prepared By: Judy Schultz Board Secretary**

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**SUBJECT: Fiscal Year 2024-2025 Budget Recommendations**

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### **BACKGROUND/HISTORY:**

Annually, each advisory Board and Committee is asked to provide Council with budget recommendations for the upcoming budget process. This is an opportunity to request funding for a project to be included in the upcoming annual budget. Recommendations taken from the Boards and Committees are provided to Council during the budget workshops. Some current ideas/projects that currently unfunded or not yet paid for are:

- Sandblasting and repainting of Malabar Community Park metal structures.
  - o Or possible replacement of shade structure.
- Improvements to Eschenburg Park, Malabar Community Park, Sandhill Trailhead, Malabar Disc Golf Sanctuary, or the Cameron Preserve.
  - o Request specific ideas staff can assign a dollar amount to.
- Any other big picture improvements to the Town the Board wishes to recommend to Council.

### **ATTACHMENTS:**

- a. 3 Quotes for Sand Blasting metal structures in MCP.
- b. 1 Quote for replacement of Shade structure at MCP.

### **ACTION OPTIONS:**

- a. None.

## Malabar Community Park Sandblasting Request

Precision Blasting of Florida				
Item Identifier	Item Description	Sandblasting Cost	Repainting Cost	Total Cost
MCP Item A	Playground Shade Structure	\$ 4,765.66	\$ 3,177.10	\$ 7,942.76
MCP Item B	Tire Swing Structure	\$ 680.40	\$ 453.60	\$ 1,134.00
MCP Item C	South Playground Pavilion	\$ 457.21	\$ 304.80	\$ 762.01
MCP Item D	North Playground Pavilion	\$ 457.21	\$ 304.80	\$ 762.01
MCP Item E	Southeast Lot Pavilion	\$ 457.21	\$ 304.80	\$ 762.01
MCP Item F	Southwest Lot Pavilion	\$ 457.21	\$ 304.80	\$ 762.01
MCP Item G	Central Lot Pavilion	\$ 457.21	\$ 304.80	\$ 762.01
MCP Item H	North Lot Pavilion	\$ 457.21	\$ 304.80	\$ 762.01
MCP Item I	Lot Poles (11) and Rebar (30 Ft)	\$ 697.20	\$ 464.80	\$ 1,162.00
Equipment	Lift Rental (If Required)	\$ 2,138.50	\$ -	\$ 2,138.50
<b>Total Project Cost</b>		<b>\$ 11,025.02</b>	<b>\$ 5,924.30</b>	<b>\$ 16,949.32</b>

### Central Florida Dustless Blast

Item Identifier	Item Description	Sandblasting Cost	Repainting Cost	Total Cost
MCP Item A	Playground Shade Structure	\$ 6,300.00	\$ -	\$ -
MCP Item B	Tire Swing Structure	\$ 2,000.00	\$ -	\$ -
MCP Item C	South Playground Pavilion	\$ 400.00	\$ -	\$ -
MCP Item D	North Playground Pavilion	\$ 400.00	\$ -	\$ -
MCP Item E	Southeast Lot Pavilion	\$ 400.00	\$ -	\$ -
MCP Item F	Southwest Lot Pavilion	\$ 400.00	\$ -	\$ -
MCP Item G	Central Lot Pavilion	\$ 400.00	\$ -	\$ -
MCP Item H	North Lot Pavilion	\$ 400.00	\$ -	\$ -
MCP Item I	Lot Poles (11) and Rebar (30 Ft)	\$ 650.00	\$ -	\$ -
Equipment	Lift Rental (If Required)	Lift rental cost would be incurred by Town	\$ -	\$ -
<b>Total Project Cost</b>		<b>\$ 11,350.00</b>	<b>\$ -</b>	<b>\$ -</b>

### Coastal Blasting

Item Identifier	Item Description	Sandblasting Cost	Repainting Cost	Total Cost
MCP Item A	Playground Shade Structure	\$ 11,625.00	\$ 7,750.00	\$ 19,375.00
MCP Item B	Tire Swing Structure	\$ 800.00	\$ 750.00	\$ 1,550.00
MCP Item C	South Playground Pavilion	\$ 300.00	\$ 350.00	\$ 650.00
MCP Item D	North Playground Pavilion	\$ 300.00	\$ 350.00	\$ 650.00
MCP Item E	Southeast Lot Pavilion	\$ 300.00	\$ 350.00	\$ 650.00
MCP Item F	Southwest Lot Pavilion	\$ 300.00	\$ 350.00	\$ 650.00
MCP Item G	Central Lot Pavilion	\$ 300.00	\$ 350.00	\$ 650.00
MCP Item H	North Lot Pavilion	\$ 300.00	\$ 350.00	\$ 650.00
MCP Item I	Lot Poles (11) and Rebar (30 Ft)	\$ 600.00	\$ 750.00	\$ 1,350.00
Equipment	Lift Rental (If Required)	\$ 3,900.00	\$ -	\$ 3,900.00
<b>Total Project Cost</b>		<b>\$ 18,725.00</b>	<b>\$ 11,350.00</b>	<b>\$ 30,075.00</b>



**From:** [WillyGoat Toys & Playgrounds](#)  
**To:** [Lauren Hamilton](#)  
**Subject:** WillyGoat Equipment Quote #D27253  
**Date:** Tuesday, May 7, 2024 3:40:04 PM

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QUOTE #D27253

## WillyGoat Quote

Hi Lauren,

Thanks for your interest in WillyGoat shade structures. You can check out more information on our shade structures here: <https://willygoat.com/pages/commercial-shade-structures>. Please see below for your quote and don't hesitate to contact us if you have any further questions!

Thanks and have a great week!

Best,  
Nesty

Below is the quote you requested. All quoted prices assume payment via ACH, check, or wire. Paying with a credit card will void any discounts. To place an order, please give us a call or reply to this email at [fun@willygoat.com](mailto:fun@willygoat.com)

## Quote summary

Standard Installation \$18,058.00



Hip Roof Shade Structure with 4 Posts and 12 Foot  
Entry × 1  
40 Feet / 40 Feet  
HIP\*40x40-12E

\$13,198.99



Shade Structure Engineered Drawings × 1  
Unsealed \$250.00  
Engineered Drawings-Unsealed

Discount GOOD THROUGH 6-15-  
2024 **-\$506.99**

Subtotal **\$31,000.00**

Shipping **\$3,500.00**

Total **\$34,500.00 USD**

You saved \$1,078.99

To pay via wire or check, please [give us a call](mailto:fun@willygoat.com) or email us at [fun@willygoat.com](mailto:fun@willygoat.com)

[Visit our  
store](#)

## Customer information

## Shipping address

Lauren Hamilton  
Town of Malabar  
2725 Malabar Road  
Malabar FL 32950  
United States

## Shipping method

Freight Shipping  
\$3,500.00

## Store information

### Store address

**WillyGoat LLC**  
PO Box 59278  
Birmingham, AL 35259

### Store info

Email: [fun@willygoat.com](mailto:fun@willygoat.com)  
Phone: 888.920.4628

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If you have any questions about your quote, reply to this email or contact us at [fun@willygoat.com](mailto:fun@willygoat.com)

Discounts are void and quotes expire after the date listed in the discount section as "Good Through". Payment or approved purchase orders must be received by the quote expiration to maintain the quoted price. This transaction may be subject to use taxes. The purchaser is responsible for complying with their state and local use tax requirements and will be required to provide proof of tax exemption.

If your organization is tax exempt and you did not upload your tax certificate when requesting a quote, please [click here to upload](#) or reply to this email with your tax exemption certificate. We will review it and send you a quote without taxes.

Unless otherwise agreed upon, payment must be paid in full upon ordering. Orders paid for by credit card will void any discounts offered. WillyGoat accepts purchase orders from some schools and government organizations. Orders destined outside the continental United States must be prepaid via bank wire. Payment address for purchase orders is WillyGoat LLC, PO Box 59278, Birmingham, AL 35259.

By ordering you accept terms and conditions of WillyGoat, LLC policy located <https://willygoat.com/policies>. We suggest you thoroughly review the Terms of Service as well as our Shipping and Return Policies before placing an order. Please contact us with any questions you may have!

Lead times for items labeled "Quick Ship" are only valid while supplies last and are subject to change with inventory levels. Order quickly to secure the current lead time, or check with our customer service team to confirm the lead times before placing your order. We are happy to offer some products with a quick lead time, generally referred to as "Quick Ship" products. If you would like to order a quick ship item, please note that ordering multiple items from the same manufacturer will ship according to the longest lead time for the products in that order. We can accommodate a quick shipment alongside a longer lead time, if needed, but it may incur costs to separate your shipments.

Order must be confirmed either on the phone with WillyGoat customer service at 888.920.4628, via email by replying to this email, or by purchase order to [fun@willygoat.com](mailto:fun@willygoat.com).

Installation is not included unless specifically noted above in the quote.

For orders where installation is specifically noted, please read the following:

Site for installation should be a level grassy surface and allow for unrestricted access of trucks and machinery. Site should have water and electrical access as well as trash facilities for box, bag, and excess waste. Customer understands it is their responsibility to obtain and pay for any permits or government regulations. Further, it is the customer's obligation to understand and immediately notify WillyGoat and the installer of any rules and regulations, government or otherwise, and will be responsible for any labor, time or cost delay due to such compliance and delays. Customer shall be responsible for unknown conditions such as buried utilities, tree stumps, rock, concrete-like substance, or any concealed materials or conditions that may result in additional labor or materials cost. Customer must do an inventory and is responsible for unloading of the equipment at delivery. The equipment must be placed within close proximity of the installation site. Any missing parts not noted and ordered with WillyGoat before installer arrives will be the responsibility of the customer. Installation services are NOT provided for playground borders or mulch unless explicitly stated in the quote above. Customer will be billed hourly or per job for any additional costs by the installer. Customer acknowledges that by signing off on the installation, any additional services or requests will incur additional fees that are their responsibility in full. Additionally, if such a request is submitted, all prior balances must be paid in full before the service is handled. All disputes arising out of payment for services will be handled in the jurisdiction of Jefferson County, Alabama.

For orders in excess of \$5,000 or that require installation, please print and email this signed quote to [fun@willygoat.com](mailto:fun@willygoat.com).



# TOWN OF MALABAR

## PARKS AND RECREATION BOARD MEETING

**AGENDA ITEM NO: 8.a.**  
**Meeting Date: May 15<sup>th</sup>, 2024**

**Prepared By: Judy Schultz Board Secretary**

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**SUBJECT: Board Member Reports- Chair Kemmler**

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### **BACKGROUND/HISTORY:**

Chair Kemmler would like to ask for assistance from Public Works to pour a new concrete slab at the Malabar Disc Golf Course. The #2 Tee Pad has been damaged, and only the front portion of the pad is usable due to the damage. The dimensions for the concrete slab are 4 feet x 8 feet x 4 inches. Calculations show that 20 80 lb. bags of concrete mix would be needed to pour the slab. Staff will send this project request to Public Works.

### **ATTACHMENTS:**

- a. Quote for Concrete Mix from Home Depot

### **ACTION OPTIONS:**

- a. Motion recommending Council direct the Public Works Department to repair the #2 tee pad of the Malabar Disc Golf Sanctuary.



## How much will you need?

Please note: calculations are estimates only

Calculate by:



Length x Width x Depth



Square Footage x Depth

Area 1



Length:

 ft.

Width:

 ft.

Depth:

 in.

3 in. recommended

+ Add Area

**Calculate**

**20 units**

will cover 12.00 cu. ft.

**\$119.60**

Est. Total



Include an extra 10% to cover potential waste and breaks

Live Chat

Feedback