



Parks and Recreation Board Meeting

Wednesday, April 17, 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 03/20/2024

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. Park Facilities Update

Exhibit: Agenda Report Number 7.c.

Attachments:

- **Agenda Report Number 7.c** (Agenda_Report_Number_7.c..pdf)

8. OLD/NEW BUSINESS

- a. Board Member Reports
 - b. Staff Reports
 - c. Next Scheduled Meeting - May 15,2024

9. ADJOURNMENT

Contact: Judy Schultz (jschultz@townofmalabar.org) (321)-727-7764 | Agenda published on 04/12/2024 at 2:05 PM

TOWN OF MALABAR

PARKS AND RECREATION BOARD MEETING

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

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

SUBJECT: Approve Minutes of 03/20/2024

BACKGROUND/HISTORY:

- a. Summary of Actions at the Parks and Recreation Board Meeting of 03/20/2024.

ATTACHMENTS:

- a. Draft Minutes of Parks and Recreation Board Meeting of 03/20/2024.

ACTION OPTIONS:

- a. Request Approval

**TOWN OF MALABAR – PARKS AND RECREATION ADVISORY BOARD
MARCH 20th, 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

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

3. ADDITIONS/DELETIONS/CHANGES: None

4. CONSENT AGENDA

a) Approval of Minutes of 2/21/2024

MOTION: J. Bienvenu/Thomas to accept the minutes of 2/21/2024 as presented.

VOTE: All Ayes (5-0)

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 indicated they wished to have a half day or evening event, utilizing the Town speakers instead of a band, a costume contest, a pumpkin decorating/carving contest, and to have horse or pony rides. Staff was able to create a draft application for vendors, and for people wishing to dispense candy to kids. Please review these and provide Staff any suggestions or change. BM Wilson passed around a draft of t-shirts we could have made to sell at the event. BM Thomas suggests getting a Staff shirt for those working the event. Chair Kemmler asks if the Town has a t-shirt vendor? Secretary Schultz states she recently shopped for Town Staff shirts, and Express Signs was the cheapest. Chair Kemmler states he is aware of a good vendor, and he will share the vendor. VC Thomas suggests including a sign-up form to pre-order the shirts. She also suggests using kid-friendly music. Board states they like the draft sign-up sheet, with minor corrections to the date and time on page 2 of the vendor sheet. Chair Kemmler confirms that the event will be held in the front area of the park. Secretary Kohler states Staff will have a draft flyer for the Board to review at the next meeting.

7.b. Adding a Porta-Potty at Eschenberg Park

Exhibit: Added during Additions and Deletions

Member E. Bienvenu suggests including a porta potty at Eschenberg Park once the pavilion is installed. Chair Kemmler states he is aware of group of bikers who utilize the area frequently. Are there other activities that take place there? Secretary Kohler states not at this time, but once the pavilion is installed it is expected to be more used.

Secretary Kohler states the Town currently pays for 2 porta-potties a month, at \$100.00 per month. Chair Kemmler asks if this pavilion will be rentable? Staff states yes it will be, for the same rate as the pavilions at Malabar Community Park, \$10.00 per hour, plus a \$50.00 refundable deposit. Member J. Bienvenu suggests getting a quote for a picnic bench. Secretary Kohler states Staff will have information on both a picnic bench and a porta-potty on the next agenda.

8. OLD/NEW BUSINESS:

a) BOARD MEMBER/STAFF REPORTS:

- Richard E. Cameron & Volunteers Wilderness Preserve – VC Thomas states the preserve has been cleaner recently. PW has done an excellent job of removing the trash. She suggests including an area at the Shelter to store small bags to transport trash out with. A sign has been added requesting people remove all trash.
- Disc Golf Sanctuary – Chair Kemmler states that it is in very good shape. He appreciates the newly improved bridge. The group is working to redo some of the signs.
- Thomas Eschenberg Memorial Conservation Area – None
- Malabar Community Park – J. Bienvenu states that the new courts look fantastic! The trees planted years ago are growing nicely.
- Sandhill Trail Head – Chair assigns this park to BM Wilson, and requests she visit the park before each meeting and provides a brief report on any issues she notices. Member Wilson accepts the responsibility. Secretary Kohler states he visited the area recently and it is well maintained.

b) Staff Reports – Secretary Kohler states that the Court Resurfacing for the Tennis Court and Basketball Courts have been complete, with pickleball lines added to the tennis court. The Trails and Greenways Committee discussed the possibility of adding a trash can at the Cameron Trail Shelter, and voted to instead install a sign reminding those who visit to bring any trash out. Also, the Eschenburg Park Pavilion will be installed on April 15.

c) Next Scheduled Meeting

- April 17th, 2024, 5 PM

10. ADJOURNMENT

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

VOTE: All Ayes. This meeting adjourned at 5:47 pm.

By:

Hans Kemmler, Chair

ATTEST:

Richard W. Kohler
Recording Secretary

Date Approved: 04/17/2024

TOWN OF MALABAR

PARKS AND RECREATION BOARD MEETING

AGENDA ITEM NO: 7.a
Meeting Date: April 17th, 2024

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

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. 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 and a bonfire.
- c. 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?)
 - c. For both contests, the following information should be discussed:
 - Who will Judge the event? Single representative, or a group?
 - Who will be allowed to participate? All attendees? Do they need to register to be a contestant? Children only?
 - When will the winner be announced, and are they required to be present at the time of the award?
 - What can we offer as a prize?
- d. 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
- e. At the March 20th 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.
- f. Staff have created sign-up sheets for vendors and residents. Member Wilson has created a flyer for the event.
 - a. Should anything be edited or added to the flyer?
- g. Additional areas for further discussion:
 - a. What other brands or businesses can we partner with?
- h. 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!

5 PM – 8PM Admission and Parking is FREE!

Vendors wishing to participate, please call
321-768-7764 or visit

TownofMalabar.org/parks-recreation
for more information



Town of Malabar FallFest Trunk or Treat Sign-Up Form



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

Event will be held at 1850 Malabar Road, Malabar Community Park, on Saturday October 19th, 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.

Signature:		Date:	
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Presents

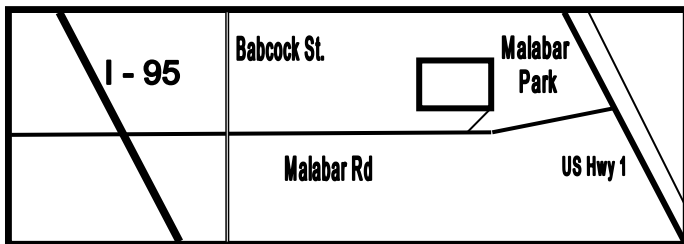
Malabar FallFest 2024

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**

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 19th. 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 19th, 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, Or visit our website: 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: April 17th, 2024

Prepared By: Judy Schultz, Board Secretary

SUBJECT: T-Shirt Quotes for 2024 FallFest

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, \$6.83 2XL
 - b. Gildan (Black) - \$3.85 Youth Large, \$3.75 Adult, \$6.33 2XL
 - c. Next Level (Orange) - \$5.30 Youth, \$5.28 Adult, \$7.70 2XL
 - d. Next Level (Black) - \$5.30 Youth, \$4.88 Adult, \$7.70 2XL
- d. Staff has requested quotes for screen printing service from multiple vendors. Quotes have been received from the following vendors:
 - a. ArtLab - \$8.65 a shirt + \$25 digitize fee
 - b. International Minute Press - \$17.80 (includes shirt + printing)
 - c. We Personalize You - \$15 a shirt
- e. Staff recommends utilizing the quotes from Gildan and ArtLab as these were the most cost effective.

FINANCIAL IMPACT:

- a. The estimated total cost for this project would be \$425.95.

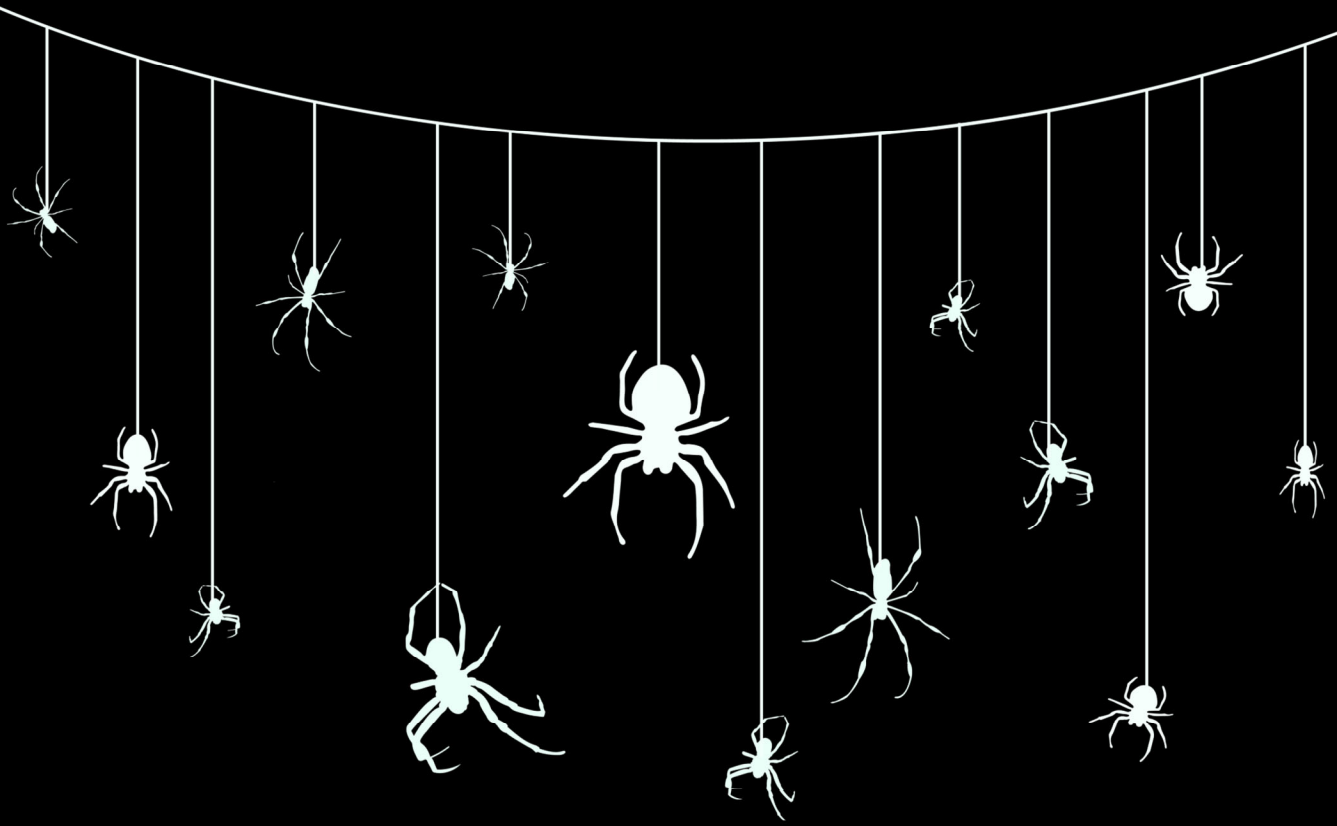
ATTACHMENTS:

- a. Original Design provided by Board Member Wilson
- b. Quote from Gildan for T-Shirts
- c. Quote from Next Level for T-Shirts
- d. Quote from ArtLab
- e. Quote from International Minute Press
- f. Quote from We Personalize You

ACTION OPTIONS:

- a. Motion to recommend to Council the purchase of 30 shirts and printing service from Gildan & ArtLab for \$425.95 for the upcoming FallFest Trunk'or'Treat event.





TRUNK

OR TREAT

TOWN OF MALABAR



























**TRUNK
OR TREAT
TOWN OF MALABAR**



Cart Details 30 Items

Sort by 

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

-

+

Update

Total
\$24.40



Next Level 3600 T Shirt Premium Short Sleeve Crew

Color:Black
Size: 2XL

Price
\$7.70

Quantity

-

+

Update

Total
\$38.50



Next Level 3600 T Shirt Premium Short Sleeve Crew

Color:Classic Orange
Size: L

Price
\$5.28

Quantity

-

+

Update

Total
\$26.40



Next Level 3600 T Shirt Premium Short Sleeve Crew

Color:Classic Orange
Size: 2XL

Price
\$7.70

Quantity

-

+

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




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
 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**



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

 321-298-1173

 flavia@wepersonalizeyou.com

 Wepersonalizeyou.com

TOWN OF MALABAR

PARKS AND RECREATION BOARD MEETING

AGENDA ITEM NO: 7.C.
Meeting Date: April 17th, 2024

Prepared By: Judy Schultz, Board Secretary

SUBJECT: Park Facilities

BACKGROUND/HISTORY:

- a. The board has expressed a desire to have a bench and bathroom at Eschenburg Park upon completion of the Pavilion. The Town uses Palm Bay Septic for porta potty services.
 - a. Staff collected a quote from Palm Bay Septic for a porta potty to be placed and serviced at Eschenburg Park for \$100 per month (\$125 for the first month).
- b. Staff took inventory of the facilities at Sandhill Trailhead to see if any benches could be transferred to Eschenburg Park.
 - a. The benches not covered by the pavilion have rotted and should be removed.
 - b. The 4 benches under the pavilion are in excellent condition. All should be coated in sealant and moved to Eschenburg Park.
- c. The fire pit at Sandhill Trailhead needs maintenance and upgrades, or immediate removal.
 - a. The fire pit itself is currently a small hole in the ground, with no actual structure.
 - b. The benches around the fire pit are a safety hazard and should be replaced or removed.
 - c. As there have only been 3 burn permits issued for this fire pit in the past 4 years, Staff recommends either replacing the fire pit and surrounding benches or having it removed and direct people to use the Malabar Community Park fire pit.

ATTACHMENTS:

- a. Pictures of benches and firepit at Sandhill Crane Trailhead.

ACTION OPTIONS:

- a. Motion to recommend the removal of the dilapidated benches and fire pit in Sandhill Trailhead and move one picnic bench to Eschenburg Park upon completion of the pavilion.







NO
SMOKING
HERE



