



Parks and Recreation Board Meeting

Wednesday, November 15, 2023 at 5:00 pm

1. CALL TO ORDER, PRAYER AND PLEDGE
2. ROLL CALL
3. SWEAR IN RETURNING COMMITTEE MEMBERS

CM Bienvenu and CM Kemmler

Exhibit: Agenda Report Number 3

4. APPOINT CHAIR AND VICE-CHAIR
5. ADDITIONS/DELETIONS/CHANGES
6. CONSENT AGENDA

- a. Approval of Minutes of 6/22/2023

Exhibit: Agenda Report Number 6.a

Attachments:

- Agenda Report Number 6.a (Agenda_Report_6.a.pdf)

7. PUBLIC COMMENTS
8. ACTION ITEMS
9. DISCUSSION

- a. Direction from Town Council - FallFest or SpringFest Discussion

Exhibit: Agenda Report Number 9.a

Attachments:

- Agenda Report Number 9a (Agenda_Report_Number_9a.pdf)

10. OLD/NEW BUSINESS
 - a. Board Member Reports
 - b. Staff Reports

Attachments:

- TC Memo 2023-06 (TC_Memo_2023.6.pdf)

- c. Next Scheduled Meeting 12/20/2023

11. ADJOURNMENT

TOWN OF MALABAR

PARKS AND RECREATION BOARD MEETING

AGENDA ITEM NO: 6.a
Meeting Date: November 15th, 2023

Prepared By: Richard W. Kohler, Town Clerk

SUBJECT: Approve Minutes of 06/22/2023

BACKGROUND/HISTORY:

- a. Summary of Actions at the Parks and Recreation Board Meeting of 06/22/2023.

ATTACHMENTS:

- a. Draft Minutes of Parks and Recreation Board Meeting of 06/22/2023.

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
June 22nd, 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 6:00 pm. Prayer and pledge were led by Chair Bienvenu.

1. CALL TO ORDER, PRAYER, AND PLEDGE

2. ROLL CALL

Chair	Eric Bienvenu - Present
Vice-Chair	Vicky Thomas – Present
Members	Jennifer Bienvenu – Present
	Hans Kemmler - Present
	Evan Hall – Excused
Recording Secretary	Richard Kohler – Present

3. ADDITIONS/DELETIONS/CHANGES: NONE

4. CONSENT AGENDA

a) Approval of Minutes of 5/31/2023

MOTION: Bienvenu/Thomas to accept the minutes of 5/31/2023 as presented.

VOTE: All Ayes

5. PUBLIC COMMENTS

6. ACTION ITEMS: None

7. DISCUSSION:

a) Fiscal Year 2023/2024 Budget Recommendations

Exhibit: Agenda Report Number 7a

Secretary Kohler states that Council is about to begin their budget workshops. Now is the appropriate time to look at what projects the Board would like to see funded in the upcoming Fiscal Year. Board Member Kemmler asks about where the benches would be? VC Thomas states that she feels the benches are structurally sound and could be refurbished by cleaning. BM Kemmler states that Sandhill Trailhead is in good shape. There are stains on the walls in the bathroom, but it isn't imperative. BM Kemmler states he would like to see new trash receptacles in the Disc Golf Sanctuary. 5 would be enough. Chair states Eschenberg Park does not have a dedicated Trash Can, so one would be nice there. He also suggests getting some trees for the area. He also feels some more trees in Malabar Park would be good. VC Thomas suggests possible moving some of the palm trees. Chair states the tennis court resurfacing and adding pickle ball is a priority. BM Kemmler states the only improvements for the Disc Golf Sanctuary would be the bridge that is already being approved and the trash cans previously discussed.

Priorities would be:

1. Tennis/Basketball Court resurfacing and upgrade to include pickleball.
2. Trash Cans in Disc Golf Sanctuary and Eschenberg Park

- 3. Trees in Eschenberg and MCP.
- 4. New or Refurbishment of benches.

Chair states before the next meeting he would like to look at Sandhill Trailhead to see if it requires and upgrades.

8. OLD/NEW BUSINESS:

a) BOARD MEMBER/STAFF REPORTS:

BM Kemmler will be leaving for a month and a half on July 11th.

VC Thomas states that a member of the Trails and Greenways Committee may be joining the Board.

- Richard E. Cameron & Volunteers Wilderness Preserve – VC Thomas states there are cigarette butts, but overall, the area is in great shape.
- Disc Golf Sanctuary – BM Kemmler created a map of the Disc Golf Sanctuary. Secretary Kohler states he will look for quotes on it. BM Kemmler states at the elevated tee-pad, the railing and fencing was replaced. All the benches and signs are in good shape. One of the tikis has been stolen. He is unsure if anyone will continue the Tuesday Doubles in his absence.
- Thomas Eschenberg Memorial Conservation Area – Chair suggests an improved garbage can.
- Malabar Community Park – Secretary Kohler states the tire swing in MCP has been ordered for replacement. Chair states the park looks great. The roads could be graded.
- Sandhill Trail Head – Chair states the drive could be graded, but overall, the park is in good shape.

b) Staff Reports – **Motion from Council to Remind Board/Committee Members of Policy in Contacting Town Attorney.**

c) Next Scheduled Meeting

- July 19th, 2023, 6 PM

10. ADJOURNMENT

There being no further discussion. **MOTION: Bienvenu/Kemmler motion to adjourn the meeting**
VOTE: All Ayes. This meeting adjourned at 6:47 pm.

By:

 Eric Bienvenu, 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: 9.a
Meeting Date: May 31st, 2022

Prepared By: Richard W. Kohler, Town Clerk

SUBJECT: Direction from Council – FallFest or SpringFest Discussion

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.
 - a. Would the Committee be interested in volunteering to assist in:
 - i. Event Planning.
 - ii. Vendor Recruitment.
 - iii. Event Staff
 - iv. Set-up and Break-Down
 - v. Outside Volunteer Coordination.
 - b. Should the Town publish a survey polling the residents for volunteers?

ATTACHMENTS:

- a. Minutes of 10/16/2023 RTCM
- b. Draft Survey to Poll residents for volunteers.

ACTION OPTIONS:

- a. Discussion towards future recommendation to Council.

**MALABAR TOWN COUNCIL
REGULAR MEETING MINUTES
October 16th, 2023, 7:30 PM**

This meeting of the Malabar Town Council was held at Town Hall at 2725 Malabar Road.

1. CALL TO ORDER:

Council Chair Mayor Patrick T. Reilly called meeting to order at 7:30 pm. CM Clevenger led P&P.

2. ROLL CALL:

CHAIR:	MAYOR PATRICK T. REILLY
VICE CHAIR:	DAVID SCARDINO
COUNCIL MEMBERS:	MARISA ACQUAVIVA
	BRIAN VAIL
	JIM CLEVINGER
	MARY HOFMEISTER
TOWN MANAGER:	MATT STINNETT
TOWN ATTORNEY:	KARL BOHNE - Excused
SPECIAL PROJECTS MANAGER:	LISA MORRELL
TOWN CLERK:	RICHARD KOHLER

- 3. APPROVAL OF AGENDA - ADDITIONS/DELETIONS/CHANGES:** CM Acquaviva requests to add a discussion item to discuss the planning of a Fallfest or Springfest. Added as Item 11.a.

4. CONSENT AGENDA:

4.a. Approve Minutes of 10/02/2023 RTCM

Exhibit: Agenda Report Number 4a

MOTION: CM Scardino/CM Hofmeister to approve Consent Agenda as presented.

Vote: All Ayes (5-0).

- 5. ATTORNEY REPORT:** None

6. STAFF REPORTS:

6.a. Town Manager – Matt Stinnett informed Council that the final plans for Rocky Point were submitted over the weekend. He will finalize the RFP and begin to seek bids. The new receptionist began today, and the Executive assistant will begin Monday. Collete's last day is tomorrow. There is also a written report for both the Fire Department and Public Works Department. CM Vail states that he has heard positive feedback from the residents on the Public Works Department. CM Scardino asks how much fill dirt we have on hand? PW Director Johns states that they have about 4 loads left. He is hoping to have a company begin to deliver the fill dirt. He suggests replacing the slope mower with a hydrostatic tractor with a bucket. CM Scardino asks how much that would cost? PW Director states there is a brand called Diamond, which he feels would be the most effective machine for the Town. He also plans to mow the sides of the roads to improve the image of the Town. He also feels that all of the culverts in the park should have guards. CM Scardino states that PVC pipe works well for that project. CM Vail asks if the Town is getting quotes for the new machine? TM Stinnett states no, but there are other possibilities. It costs about \$150,000.00. CM Hofmeister asks how long the slope mower has been down? PW Director states 3 months. He feels the slope mower is the incorrect tool for the Town. He recommends the Diamond machine TM Stinnett mentioned earlier.

6.b. Town Clerk – Richard Kohler informed Council that he would be attending the Florida Association of City Clerks Fall Conference in Daytona Beach from Monday

through Thursday of next week. Classes scheduled include Election Management, Local Government Budgeting, Parliamentary Procedures, Employment Laws and many more. I will have my computer and work phone with me, so please feel free to contact me with any questions.

7. **PUBLIC COMMENTS:** Comments at this point may address items NOT on the Agenda. Comments related to subsequent Agenda Items may be made as those items come up. Public comments do not require a Council response. (Speaker Card is Required)

8. **PUBLIC HEARINGS/SPECIAL ORDERS: 0**

9. **UNFINISHED BUSINESS/GENERAL ORDERS MAY INCLUDE ITEMS DIRECTLY RELATED TO TOWN APPOINTED BOARDS/COMMITTEES: 0**

10. **ACTION ITEMS:**

ORDINANCES for FIRST READING: 0

RESOLUTIONS: 1

MISCELLANEOUS: 2

10.a. **Resolution 09-2023 Florida Municipal Government Week**

A RESOLUTION OF THE TOWN OF MALABAR, BREVARD COUNTY, FLORIDA; RECOGNIZING FLORIDA MUNICIPAL GOVERNMENT WEEK, OCTOBER 16TH TO OCTOBER 22ND, AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES.

Resolution Read by Title only.

Exhibit: Agenda Report Number 10.a.

Staff Comments: Clerk Kohler states this same Resolution was approved last year, and Staff is planning a series of events to help increase awareness of the Town of Malabar. Some events are employee spotlights and a Malabar history survey.

MOTION: CM Hofmeister/CM Scardino to approve Resolution 09-2023.

Discussion: None

Roll Call Vote: CM Clevenger, Aye; CM Scardino, Aye; CM Hofmeister, Aye; CM Acquaviva, Aye; CM Vail, Aye. Motion Carries 5-0.

10.b. **Draft Contract for Lisa Morrell to become Town Manager – Mayor Reilly**

Exhibit: Agenda Report Number 10.b.

Discussion: Mayor Reilly states that he has requested a contract be presented tonight to appoint Ms. Morrell as the next Town Manager of Malabar. He believes in hiring from within, as the Town has done with both Mr. Stinnett and Mr. Kohler. The Town may choose to advertise the decision, but he feels that Ms. Morrell will be the best candidate. She has served the Town since October of 2020, and served as Town manager for 15 months during Mr. Stinnett's deployment, as well as during 2 hurricanes. She has implemented new processes across the Town and brings with her 23 years of municipal government knowledge and experience. He requests a motion to move forward with the proposed contract, and a second motion to negotiate a final contract.

MOTION: CM Vail/CM Scardino to move forward with the Draft Contract.

CM Acquaviva states she feels Council did not have a lot of time to process this. She feels that as a strong Council form of government, this should have come from Council, not the Mayor. CM Vail states that he spoke to Ms. Morrell and asked her if she wanted the job, and she said yes. He feels confident she will do a good job and will support appointing her. CM Hofmeister states she also spoke with Ms. Morrell.

Staff Comments: Ms. Morrell states she is excited and appreciates the opportunity to take on additional challenges. She is looking forward to continuing the path of progressiveness. She also looks forward to continuing to work with Council to accomplish the goals of our Town and its residents. She hopes to negotiate and provide a final contract for November 6th.

Vote: All Aye (5-0)

MOTION: CM Scardino/CM Hofmeister to appoint CM Scardino to negotiate the final salary and benefits for final approval at the November 6th RTCM.

Vote: All Ayes (5-0).

10.c. Town of Malabar Staffing Needs – Mayor Reilly

Exhibit: Agenda Report Number 10.c.

Discussion: Mayor Reilly explains to Council that the Town Treasurer position is now vacant. Clerk Kohler explained that he felt he could perform the position in addition to his current duties. Ideally, an accounting specialist or payroll clerk would be hired for assistance, while he maintains a high level decision and oversight position. Alternatively, Council could decide to advertise the Treasurer position. He felt that combining the positions would provide continuity at the highest levels of the Town and allow for a quick transition. Mayor Reilly states when the Town posted for the Treasurer position, they did not find any qualified applicants. CM Scardino asks if any of the recent applicants for Executive Assistant could fill the position? Clerk Kohler states that there were a few with minor accounting experience, including one with payroll experience in the military who could likely perform minor accounting duties. CM Vail states he feels it would be a good transition. CM Acquaviva states she feels this is moving to quickly. She believes this is an interesting and possibly great idea but is not ready to vote on it tonight. The Town did a lot to separate the position, and the Town Clerk is a big job. CM Vail states he feels this is the natural progression. He called Mr. Kohler and asked if he felt he could perform the duties of the position, and Mr. Kohler said yes, with the requested assistance. He believes in advancing internally and would like to see Mr. Kohler perform the position with the requested support. Clerk Kohler states he is very interested in doing the job and doing it well. If that includes getting additional accounting knowledge, or working extra hours until assistance is hired, he is willing to do the extra work needed to succeed. CM Vail believes Mr. Kohler has proven his ability in his time with the Town, and asks how long he has worked here? Mr. Kohler states he was hired as a Special Projects Manager, was promoted to Medium Equipment Operator, then promoted to Deputy Clerk/Treasurer, and again promoted to Town Clerk for a total of 5 years. CM Vail states that he has shown he is willing to do more and accomplish the job. CM Hofmeister states this conversation is the first time she has heard of this proposal. CM Scardino suggests making a motion to bring in a payroll specialist and to appoint Mr. Kohler to the position. He feels the Town waits too long to do things. CM Clevenger asks how much experience would the new hire have? CM Scardino states someone to do the inputting. Mayor Reilly states we hired the executive assistant to assist all of the Charter offices, its possible she will be able to assist in this field. CM Clevenger asks Mr. Kohler what the limits are for what he can and will do. Mr. Kohler states he can complete payroll and is familiar with the new accounting software. He can input invoices and cut checks. He would like to have someone to input bills as they come in and perform tasks such as payroll and taxes. He acknowledges that it is a busy building, and he is willing to take on the additional workload and responsibilities, but requests assistance in the future. CM Acquaviva states she has seen Ms. Morrell be overwhelmed with treasurer duties at times. How does she feel Mr. Kohler would be able to handle that? Ms. Morrell states the job is much more than data entry. She has been inundated with Audit requests, she is working through the TRIM process, and many other tasks. There is a lot of minutia work that could be given to a data entry clerk. She spoke with Mr. Kohler and would like to have Mr. Kohler oversee the position because he is knowledgeable in the overall specialties. The perfect position to fill would be a paymaster. The paymaster would be the doer, and Mr. Kohler would review for competence. When Ms. Franklin

was the Town Clerk/Treasurer, Mr. Kohler performed a lot of the Treasurer tasks as the Deputy Clerk/Treasurer. CM Acquaviva states we just hired someone who reports to the Clerk. Ms. Morrell states that the receptionist reports to the Town Manager. CM Acquaviva asks if the new position would report to Mr. Kohler? Staff states yes. CM Scardino asks if the new receptionist or executive assistant could be capable of growing into a finance position? SPM Morrell states possibly in the future, but not yet. She reiterates that the goal of this agenda item is to decide if we wait, promote, or advertise.

MOTION: CM Scardino/ to have Mr. Kohler become the Clerk/Treasurer and hire a Paymaster/Payroll Specialist.

Motion Fails due to lack of a second.

CM Vail requests this be on the next agenda as well. CM Scardino states he would like to see the Town move forward.

11. DISCUSSION/POSSIBLE ACTION: 0

11.a. Town Event Discussion (CM Acquaviva)

CM Acquaviva spoke about the possibility of having a future Town event. She feels the Malabar Markets were amazing. She would like to see if there would be volunteer support. She doesn't feel it needs to be a Committee or Board. CM Vail states there used to be a SpringFest and FallFest Committee. CM Acquaviva states she feels there is a want and a need for the events, and she suggests calling on volunteers for a meeting. CM Vail suggests planning for Springfest. PW Director states the Grant Valkaria Seafood Fest would be a great event to recreate. CM Vail states he agrees and would like to see it done through volunteers. CM Scardino suggests branding the event. Grant has a Seafood Fest, what should we do? CM Hofmeister suggests Trail days. CM Acquaviva would like to see who shows up. She remembers the 50th anniversary party and would love to see it recreated. CM Acquaviva asks staff to collect info on this in the future. SPM Morrell states staff can do a survey. CM Acquaviva suggests having a sign-up sheet for volunteers at the Christmas Tree Lighting. Mayor Reilly suggests having a Christmas party.

12. PUBLIC COMMENTS: General Items (Speaker Card Required)

13. REPORTS – MAYOR AND COUNCIL MEMBERS

CM Acquaviva: None

CM Vail: None

CM Clevenger: None

CM Hofmeister: None

CM Scardino: None

Mayor Reilly: Mayor Reilly states that tomorrow is his final ethics training as Mayor. He also found a mistake in Table 1-3.3(A) and is bringing it to the P&Z board for future review. It will be on their second next meeting. He also thanked Matt for his years of service in Malabar, as this is his last Council Meeting before he begins to work at the County. TM Stinnett thanked Council, and states he hopes to have left a positive impact on the Town. He feels the Town has really come along way and is happy to have shared the experience.

16. ANNOUNCEMENTS: (1) Vacancy on the Planning & Zoning Board; (2) Vacancy on the Parks & Recreation Board; (1) Vacancy on Board of Adjustment; (1) Vacancy on the Trails and Greenways Committee.

17. ADJOURNMENT: There being no further business to discuss and without objection, the meeting was adjourned at 8:23 P.M.

RTCM 10/16/2023

BY: Patrick T. Reilly
Mayor Patrick T. Reilly, Council Chair

ATTEST:

Richard W. Kohler
Richard W. Kohler
Town Clerk

Date Approved: 11/6/2023

Town Fest Event Survey

1. Would you attend a Town funded event?
 - Yes
 - No
2. Which fest do you prefer, a Fallfest or Springfest?
 - FallFest
 - SpringFest
3. Would you like the event to be small-scale and community-oriented, or a larger all-day affair with multiple activities.
 - Small
 - Large
4. Are you willing to volunteer for the event?
 - Yes
 - No
5. If yes, which tasks would you be willing to do for the event?
 - Set up
 - Decorations
 - Food preparation
 - Entertainment
 - Clean up
6. If there are any other qualities or tasks you'd like to contribute to the event as a volunteer, please list them below.
7. Please list any ideas for food for the event. Examples: Food Truck Names, Catering, Vendors.
8. If you attended any Town events in the past, please share one of your favorite parts about them. This could be a favorite memory, favorite food, or favorite activity.

TOWN OF MALABAR
MEMORANDUM

Date: November 7th, 2023 2023-TC-6

To: All Town Boards and Committees

CC Denine Sherear, Board Secretary of Planning and Zoning Board and Board of Adjustment; and Richard Kohler, Board Secretary for the Parks and recreation Board and the Trails and Greenways Committee

From: Richard W. Kohler, Town Clerk

Ref: Attorney Bohne Reminder to only Discuss Items Listed on the Agenda

At the November 6th RTCM, Town Attorney Bohne reported to Council that he had been advised about an instance where a Board/Committee member spoke at a public meeting about an item that was not listed on the meeting agenda. Attorney Bohne wishes to caution against speaking about items not listed on the agenda, particularly items regarding land use, site plans, and zoning changes. By only discussing items listed on the agenda, we can ensure a fair and honest proceeding for all members of the public. Thank you!