



Parks and Recreation Board Meeting

Wednesday, December 20, 2023 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 11/15/2023

Exhibit: Agenda Report Number 4.a

Attachments:

- **Agenda Report Number 4.a** (Agenda_Report_Number_4.a.pdf)

5. PUBLIC COMMENTS
6. ACTION ITEMS
7. DISCUSSION

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

Exhibit: Agenda Report Number 7.a

Attachments:

- **Agenda Report Number 7.a** (Agenda_Report_Number_7a.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: December 20th, 2023

Prepared By: Richard W. Kohler, Town Clerk

SUBJECT: Approve Minutes of 11/15/2023

BACKGROUND/HISTORY:

- a. Summary of Actions at the Parks and Recreation Board Meeting of 11/15/2023.

ATTACHMENTS:

- a. Draft Minutes of Parks and Recreation Board Meeting of 11/15/2023.

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
November 15th, 2023, MEETING MINUTES**

This meeting of the Malabar Parks and Rec Board was held at Town Hall at 2725 Malabar Road. It was called to order by Chair Bienvenu at 5:00 pm. Prayer and pledge were led by Chair 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
	Vacant
Recording Secretary	Richard Kohler – Present

3. SWEAR IN RETURNING COMMITTEE MEMBERS

Exhibit: Agenda Report Number 3

Discussion: Chair asks BM Kemmler to stand, raise his right hand, and read his oath of office.

Chair Bienvenu then stood, raised his right hand, and read his oath of office.

4. APPOINT CHAIR AND VICE CHAIR

MOTION: BM Bienvenue (Eric)/BM Kemmler move to appoint BM Bienvenu (Jennifer) as the Chair.

Discussion: BM Thomas states that with the Bienvenu's traveling schedule, would it be better to select someone else?

BM Thomas/ BM Bienvenu (Eric) moves to appoint BM Kemmler as the Chair.

VOTE: 4-0 (All Ayes)

MOTION: BM Bienvenu/BM Kemler move to appoint BM Thomas as the Vice-Chair

VOTE: 4-0 (All Ayes)

5. ADDITIONS/DELETIONS/CHANGES: NONE

6. CONSENT AGENDA

a) Approval of Minutes of 6/22/2023

MOTION: Bienvenu/Kemmler to accept the minutes of 6/22/2023 as presented. VOTE: All Ayes (4-0)

7. PUBLIC COMMENTS

8. ACTION ITEMS: None

9. DISCUSSION:

a) Direction from Town Council – FallFest or SpringFest Discussion

Exhibit: Agenda Report Number 7a

Secretary Kohler states that Council has requested the Parks Board discuss potential future Town events. In the past, Malabar has hosted an annual FallFest or SpringFest.

There was discussion on Council about the scale of an event, who would plan, design, set up and break down, volunteer assistance, and potential themes. Staff has created a survey for the Boards review. If the Board approves of the survey, Staff will post it on our website and FaceBook page and collect responses. Chair Kemmler states he would like to see a small event, with a few bands, and vendors. BM Thomas states she would support the Cow Bell Race. BM E. Bienvenu states we would need someone to volunteer as the head of the group. He states we could get food trucks to serve food. BM J Bienvenu states she would be willing to volunteer. Chair states having local music would be a key. He states one of the biggest issues is choosing a date. BM J Bienvenu states the biggest draw is the vendors. Clerk Kohler states that in the past, BTR holders were not charged.

BM J Bienvenu states she would alter question 2, as she likes both. Chair states he feels SpringFest is the major one. BM J Bienvenu also states she would rephrase question 3 to be a 1 day or 2-day event. Thomas reiterates that she would like to see a race and suggests coordinating with Running Zone. BM Thomas would like to contact Running Zone to see what times they have available in March. Chair suggests the weekend before Easter, March 23rd. General consensus is reached that the Board would like to participate and assist in the planning. BM J Bienvenu states the running zone is already booked for the 23rd. Chair states it was unique to Malabar to have Horses for Kid rides.

MOTION: BM Bienvenu/BM Kemmler move to have all Parks and Rec meetings at 5 PM.

VOTE: 4-0 (All Ayes)

8. OLD/NEW BUSINESS:

a) BOARD MEMBER/STAFF REPORTS:

- Richard E. Cameron & Volunteers Wilderness Preserve – VC Thomas states that there are berry pickers in the preserve. She regularly removes trash when she does out there. She believes people are camping there.
- Disc Golf Sanctuary – BM Kemmler states inside of the last year, someone was sleeping at the sanctuary. He does requests more weed eating. The Tuesday Disc Golf group have moved their start time up to 3 pm. He also recommends the approach of the bridge be elongated and made less steep. Bridge must be done by January 13th.
- Thomas Eschenberg Memorial Conservation Area – None
- Malabar Community Park – None
- Sandhill Trail Head – Kemmler states he removed a large amount of garbage from the east/west corner of the Al Tuttle Trail.

b) Staff Reports – Motion from Council to Remind Board/Committee Members of Policy in Contacting Town Attorney. Also, requested agenda item from Council, Discussion on possible combining the Parks and Recreation Board and the Trails and Greenways Committee. Also, the Eschenburg Park Pavilion is up for final Council approval on Monday, with the funds being approved by FCT.

c) Next Scheduled Meeting

- December 20th, 2023, 5 PM

10. ADJOURNMENT

There being no further discussion. **MOTION: Bienvenu/Kemmler** motion to adjourn the meeting
VOTE: All Ayes. This meeting adjourned at 5:53 pm.

By:

Eric Bienvenu, Chair

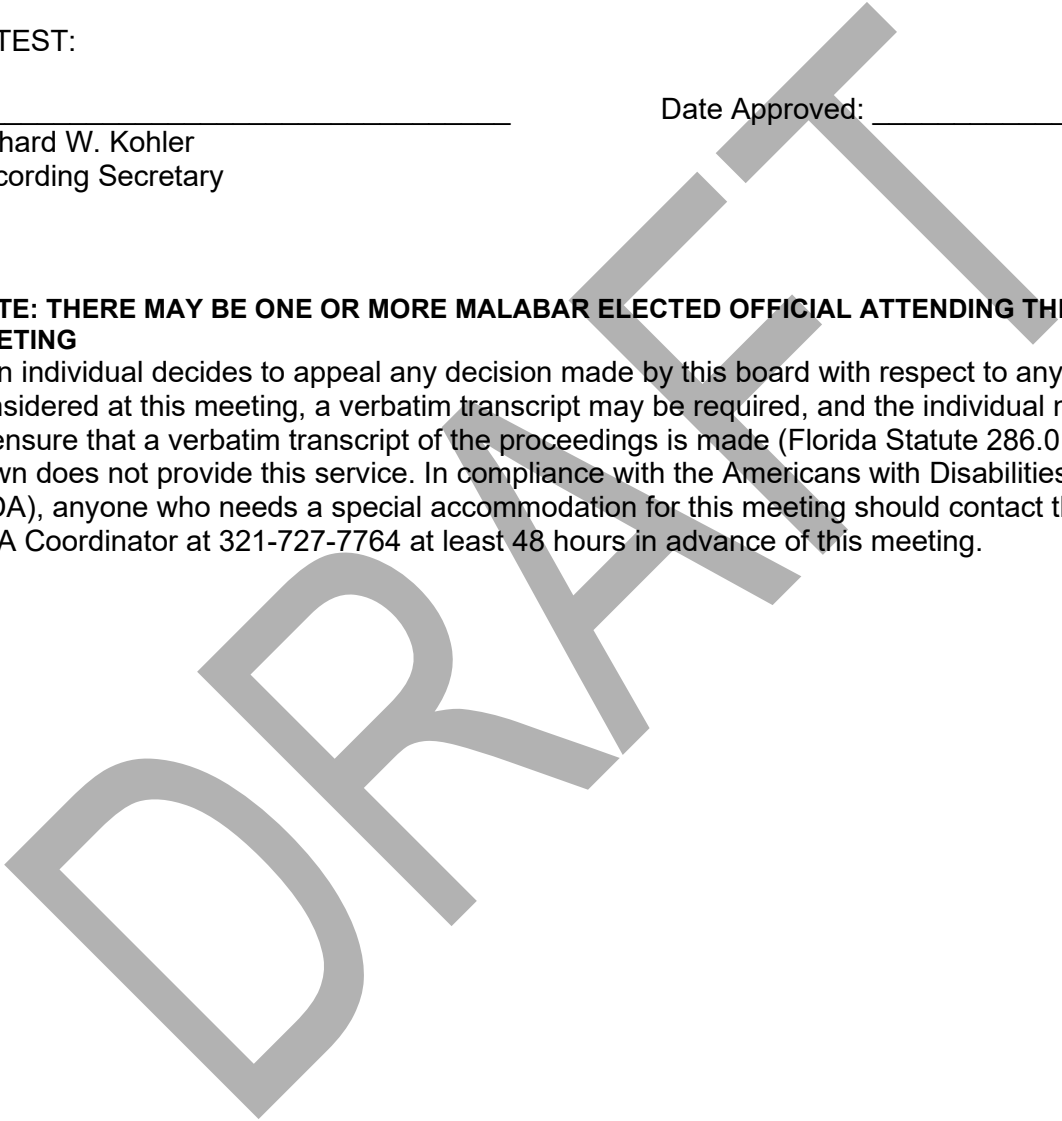
ATTEST:

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.



TOWN OF MALABAR

PARKS AND RECREATION BOARD MEETING

AGENDA ITEM NO: 7.a

Meeting Date: December 20th, 2023

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?
- d. During the 11.15.2023 Parks and Recreation Board Meeting, the board came to the consensus that they would like to assist in planning a Town event. The board approved a survey to be posted by Staff to hear residents' feedback on what the Town event should be and entail.
 - a. The survey had 6 respondents and the results are as follows:
 - b. Would you attend a Town funded event? 100% answered, yes.
 - c. Which fest do you prefer, Fallfest or Springfest? Or do you like the idea of both? 33% answered Fallfest and 67% answered Both.
 - d. Would you like the event to be a full day or half day event? 33% answered full day and 66% answered half day.
 - e. Are you willing to volunteer for the event? 50% answered yes and 50% answered no.
 - f. Which tasks would you be willing to do for the event? 66% answered set up, decorations, and clean up. 33% answered food preparation and entertainment.
 - g. If there are any other qualities or tasks you'd like to contribute to the event as a volunteer, please list them below. No answers for this question.
 - h. Please list any ideas for food for the event. Catered Dish by Brandon Milam, Sweet Pea (research shows this food truck is permanently closed), Island Kitchen on Wheels food truck, and hot dogs.
 - i. 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. Walking around visiting the local vendor tables. Car show at the park. Meeting new neighbors and having an area to talk about gardening, equestrian, hiking, and biking to meet new people with similar hobbies.
- e. In summary, all respondents would attend a Town event, 2/3rds would prefer both a FallFest and SpringFest, for the events to be Half-Day, and to assist in set-up. Food suggestions were all for food trucks, and favorite memories included vendors, car shows, and general interactions with neighbors.
- f. Staff would recommend planning for a FallFest in 2024, as it provides the most time for planning and community partnerships.

ATTACHMENTS:

- a. None

ACTION OPTIONS:

- a. Discussion of future Town events to recommend to Council.

TOWN OF MALABAR

PARKS AND RECREATION BOARD MEETING

AGENDA ITEM NO: 8.b
Meeting Date: December 20th, 2023

Prepared By: Richard W. Kohler, Town Clerk

SUBJECT: Staff Reports

BACKGROUND/HISTORY:

- a. Council discussed the possibility of combining the Trails and Greenways Committee and the Parks and Recreation Board at their 11.20 RTCM. The following is an excerpt from the approved 11.20.2023 RTCM minutes:
 - “CM Hofmeister states that she feels the Parks and Rec Board has not met often recently and wanted to explore the option of combining the Parks and Rec with the Trails and Greenways. Clerk Kohler states that this item was presented to both the Parks and Rec Board and the Trails and Greenways Committee at their November meetings. Both groups expressed their preference of remaining independent, and stated they would promote the vacancies in an effort to gain more Parks and Rec members. One resident has already requested an application, and one other has inquired about the position. CM Vail states that it is hard to get volunteers, so we should do what we can to get more applicants. CM Acquaviva states that P&R might be meeting too frequently, maybe have meetings quarterly and have more as needed. She would like to see more involvement from the Boards and Committees, including coming to Council meetings to make presentations and requests. Mayor Reilly states we can revisit this in January of 2024.”
- b. Staff wishes to reiterate to Committee members the hopes of adding new members to the Parks and Recreation Board.

ATTACHMENTS:

- a. None

ACTION OPTIONS:

- a. None.