



# Trails and Greenways Committee

Monday, August 9, 2021 at 6:00 pm

1. CALL TO ORDER, PRAYER AND PLEDGE
2. ROLL CALL
3. ADDITIONS/DELETIONS/CHANGES
4. CONSENT AGENDA
  - a. **Approval of Minutes of 07/12/2021**  
Exhibit: Agenda Report Number 4a

**Attachments:**

- **Agenda Report Number 4a** (Agenda\_Report\_Number\_4a.pdf)

5. PUBLIC COMMENTS
6. ACTION ITEMS : 0
7. DISCUSSION ITEMS:
  - a. **Trail, Kiosk and Firebreak Conditions**
  - b. **Eagles Nest Trailhead Scope of Work**  
Exhibit: Agenda Report Number 7b

**Attachments:**

- **Agenda Report Number 7b** (Agenda\_Report\_Number\_7b.pdf)

- c. **Updating Trail Signage**
  - d. **Next Field Event - TBD**
8. OLD/NEW BUSINESS
  - a. **Board Member Comments**
  - b. **Next Scheduled Meeting Date - 09/13/2021**
9. ADJOURNMENT

# TOWN OF MALABAR

## TRAILS AND GREENWAYS COMMITTEE MEETING

**AGENDA ITEM NO: 4.a**  
**Meeting Date: August 9<sup>th</sup>, 2021**

**Prepared By:** Richard W. Kohler, Deputy Clerk/Treasurer

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**SUBJECT:** Approval of Minutes of 07/12/2021

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**BACKGROUND/HISTORY:**

- a. Summary of Committee actions at the Trails and Greenways Committee Meeting of 07/12/2021

**ATTACHMENTS:**

- a. Draft Minutes of 07/12/2021

**ACTION OPTIONS:**

- a. Request approval of minutes.

**MALABAR TRAILS AND GREENWAYS COMMITTEE REGULAR MEETING**  
**July 12th, 2021, 6:00 PM**

This meeting of the Malabar Trails and Greenways Committee was held at Town Hall at 2725 Malabar Road.

**1. CALL TO ORDER, PRAYER AND PLEDGE:**

Meeting called to order at 6:00 P.M. Prayer and Pledge led by Chair Thompson.

**2. ROLL CALL:**

CHAIR:	DREW THOMPSON
VICE-CHAIR:	MURRAY HANN
BOARD MEMBERS:	ANNELIE HARVEY
	BOB WILBUR-EXCUSED
	BARBARA CAMERON-EXCUSED
BOARD SECRETARY:	RICHARD KOHLER

**3. ADDITIONS/DELETIONS/CHANGES**

TPO Mobility Bike ride added as agenda item G. **Motion by Harvey/Hann. Carries 3-0**

**4. CONSENT AGENDA**

**4.a. Regular Trails and Greenways Committee Mtg Minutes of 06/14/2021**

**Motion to accept by Harvey/Hann**

**All Ayes: Motion Carried 3-0 (all ayes).**

**5. PUBLIC COMMENTS: NONE**

**6. ACTION ITEMS: NONE**

**7. DISCUSSION**

**a. Trail, Kiosk, and Firebreak Conditions**

Vice-Chair Hann gave an update on the trails. The area is very wet, but the new bridges are still above the water and level. The rest of the trails are open and rideable. The EELS program repaired some of their old bridges. A second trail is being discussed near the GFT/TCT connector. Signage is getting old. Vice-Chair Hann recommends updating, and Chair Thompson suggest Vice-Chair Hann begin a list for next steps for the next meeting. Chair Thompson request that Updating Trail Signage be on the next T&GC Agenda. Maps for kiosks, in field kiosks, and a new map at the Cameron Trail Shelter. Do we also replace the "Yellow East" and "Yellow West" signs? Chair Thompson suggests reaching out to surrounding area HOAs.

**b. Eagles Nest Trailhead Update/Vendor Services for Fill Purchases**

Chair Thompson gave an overview of the goals achieved at the last trail day. It was decided to erect a fence with the materials already purchased by the Committee. Vice-Chair Hann suggests a small crew go out early and set up the area and have everything measured. Then host a large volunteer day to have already assigned tasks achieved. He states a 20-foot opening should be sufficient. Chair Thompson asks if there is a date in mind for the workday? He recommends Friday August 6<sup>th</sup> to install the posts, and Saturday August 7<sup>th</sup> to complete the fence. VC Hann asks how many of the posts will be cemented? He suggests cementing the end posts and the gates. Chair Thompson asks

if the PW Department would add fill to the fence line? Secretary Kohler states he will have the request heard at the next Council Meeting.

**c. Capital Improvement Plan Update**

Chair Thompson gave a brief overview on the history behind the request. The Chair states they plan on expending all of their budgeted funds on the ENT. Vice-Chair Hann suggests also including the "Zig-Zag Trail", Valkaria Town Connector Trail, possibly a second trail shelter in the Cameron Preserve, a rehab and continued maintenance of Sandhill Trailhead (which should be done every few) and a connector to Brook Hollow Sidewalk. Chair Thompson suggests a well and restroom at ENT.

**d. TCT/GFT Connector Trail Dedication Ceremony**

Secretary Kohler gave a brief overview of the dedication ceremony and the photos provided by Committee Member Cameron. Chair Thompson thanked the BMBA, the City of Palm Bay and Vice-Chair Hann for their efforts on this momentous project.

**e. Malabar Road Trail Crossing at Marie Street FDOT Request Update**

Secretary Kohler gave a brief overview of them e-mail chain included in the agenda packet.

**f. Next Field Event – T.B.D.**

Chair Thompson recommends Friday August 6<sup>th</sup> to install the posts, and Saturday August 7<sup>th</sup> to complete the fence.

**g. Mobility Week Bike Ride on Oct 30 request - TPO**

Chair Thompson informed the Committee he had been approached by a member of the Brevard TPO about Malabar hosting a bike ride on October 30<sup>th</sup> to commemorate Mobility Month. Secretary Kohler informed the Committee that that date is the preliminary date for the Town's FallFest. Vice-Chair Hann suggests 2 rides. Easy option on pavement and one off-road for advanced mountain bikers.

**9. OLD/NEW BUSINESS**

**a. Old Business:**

**b. New Business:**

- Next Regular Meeting- August 9<sup>th</sup>, 2021

**10. ADJOURN**

There being no further business to discuss;

MOTION Hann/Harvey . Vote: All Ayes. The meeting adjourned 7:35 PM.

BY:

\_\_\_\_\_  
Drew Thompson Chair

08/09/2021

Date Approved: as presented/corrected:

\_\_\_\_\_  
Richard W. Kohler, Board Secretary

# TOWN OF MALABAR

## TRAILS AND GREENWAYS COMMITTEE MEETING

AGENDA ITEM NO: 7.b  
Meeting Date: August 9<sup>th</sup>, 2021

Prepared By: Richard W. Kohler, Deputy Clerk/Treasurer

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SUBJECT: Eagles Nest Trailhead Scope of Work (SOW)

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**BACKGROUND/HISTORY:**

- a. The Town of Malabar Public Works Department used their Front-End Loader to remove roots along the fence line as requested.
- b. After completion of that job, it was noted that the fence line would be the low point on the property.
- c. Instead of installing the fence in an unfavorable situation, the Trails and Greenways Committee is discussion what work would be entailed in getting the area ready for work.
- d. To begin this discussion, Chair Thompson has drafted a RFQ for your review.

**ATTACHMENTS:**

- a. E-mail exchange between Chair Thompson and ITM Morrell.
- b. Draft RFQ created by Chair Thompson.

**ACTION OPTIONS:**

- a. Discussion.

RE: T&GC - ENT - Need to Reschedule Fence Build

drew.thompson@prosolent.com <drew.thompson@prosolent.com>

Mon 8/2/2021 5:27 PM

To: Lisa Morrell <LMorrell@townofmalabar.org>  
Cc: Richard Kohler <rkohler@townofmalabar.org>

Lisa,

I appreciate the info. T&GC will pursue build of SOW via FL licensed, DBPR, commercially insured vendor to net a RFQ (not RFP) to present to TC for TOM send.

Thank you,

Drew

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**From:** Lisa Morrell <LMorrell@townofmalabar.org>  
**Sent:** Monday, August 02, 2021 4:29 PM  
**To:** drew.thompson@prosolent.com  
**Cc:** Richard Kohler <rkohler@townofmalabar.org>  
**Subject:** RE: T&GC - ENT - Need to Reschedule Fence Build

Drew & Richard,

If the estimated spend of Scope of Work (SOW) is less than \$10,000 and basic qualifications, ie licensed in Florida, DBPR, and commercial insurance – a small project agreement for skilled labor with scope of work, and any bill of materials could be requested as a request for quote (RFQ) versus a formal request for proposal (RFP).

Thank you,

Lisa Morrell  
Interim Town Manager

Town of Malabar  
2725 Malabar Road,  
Malabar, Florida 32950

[www.TownofMalabar.org](http://www.TownofMalabar.org)

O: [321-727-7764](tel:321-727-7764)  
C: 321-272-3340

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**From:** [drew.thompson@prosolent.com](mailto:drew.thompson@prosolent.com) <[drew.thompson@prosolent.com](mailto:drew.thompson@prosolent.com)>  
**Sent:** Monday, August 2, 2021 3:38 PM  
**To:** Lisa Morrell <[LMorrell@townofmalabar.org](mailto:LMorrell@townofmalabar.org)>  
**Cc:** Richard Kohler <[rkohler@townofmalabar.org](mailto:rkohler@townofmalabar.org)>  
**Subject:** T&GC - ENT - Need to Reschedule Fence Build

Lisa,

Bob Wilbur conveyed to me his observations of the ENT fence line following the Public Works' root rake effort. Bob determined that much more dirt had been removed with the root removal than had originally been anticipated. Accordingly, since we do not want to construct the fence below the normal grade of the property, the **T&GC will be cancelling the fence installation work event originally planned for Friday and Saturday, Aug 6&7**. New date - TBD.

For the next T&GC monthly meeting, to be held in one week (Aug 9), the T&GC plans to build an SOW for an RFP for additional commercial grading equipment work at the ENT. Pending receipt and selection of the most

reasonable vendor quote, T&GC will approach TC for approval of funds to be used from those remaining budgeted during the current fiscal year.

**I am copying Richard on this email as he will likely want to share this communication with others of the T&GC.**

Please let me know if you have any questions and/or if you need additional information or actions by me at this time.

Thank you,

Drew

Under Florida Law, email addresses are Public Records. If you do not want your e-mail address released in response to public record requests, do not send electronic mail to this entity. Instead, contact this office by phone or in writing

## **TOM RFQ for ENT Work – T&GC DRAFT 20210809\_01**

### **Project Overview & Acronym Definitions**

The Town of Malabar (TOM), with project planning from its citizen-volunteer Trails and Greenways Committee (T&GC), is developing a 1.3-acre parcel of its property to function as a trail head for trail user access to the Jordan Scrub Sanctuary which borders the east side of the property. The trail head has been named “Eagles Nest Trailhead” (ENT) in recognition of a nearby bald eagle nest. The ENT is primarily planned to facilitate equestrian users, with parking planned to accommodate vehicles with horse trailers. The ENT is also planned for mountain biker and hiker trail users, with additional parking not designed for vehicles with trailers.

The ENT Road and parking areas are planned to be elevated slightly above the natural grade of the property; however, while some road base material will be necessary, there is no plan to pave the road or parking surfaces. Still, the build of the ENT road and parking are major factors in the project. The ENT is at 2345 Marie Street, south of Malabar Road and about 500' beyond where Marie Street pavement ends. The general plan for the ENT is to somewhat its design to parallel that of the Town of Malabar Trailhead north of Malabar Road – the Sand Hill Trailhead at 1400 Marie Street. Though a smaller property, like the Sand Hill Trailhead, the ENT traffic flow will also flow counterclockwise, the entrance from Marie Street being the second connection and the exit, the first. It may be helpful to those considering to provide requested work at the ENT to first visit the Sand Hill Trailhead and get an idea of the concept to be cloned, albeit at a smaller scale.

It is the intent that, unlike the Sand Hill Trailhead, at the ENT, little if any of the ENT will require mowing. It is important to note that during the build of the ENT, as much natural vegetation as possible should be preserved. The idea is that paths and/or boardwalks will lead to and from parking areas and property vegetation that is not planned for road or parking is not to be cleared. A fence will be installed parallel to Marie Street and gates will likely be added so that the property can be secured from access during non-operational hours.

### **Extent of ENT Clearing-To-Date**

The road and parking areas within the ENT have been “cut” to the extent that vegetation has been cut at ground level. Original location of the ENT road and parking has changed a bit from the original cut following T&GC assessment of key tree positions, review of GPS coordinates and drone footage since captured. **The final areas designated for: road, parking areas, coral, and restrooms to be cleared and filled will be identified by colored tape.** The fence line has also been cleared and has been root raked by TOM – to prepare for fence post installation by volunteers. *Additional fill may be added by TOM along the fence line, and if so, item 2 per the SOW will no longer be among deliverables.*

### **Scope of Work (SOW) Requested for Quotation**

TOM seeks a quote for the following work (deliverables) at the ENT:

1. Grind and clear these areas of the site (with removal of roots, brush, trees and branches ONLY at designated locations) for:
  - a. roadway
  - b. parking area multi-lane loop area for trucks/SUVs with horse trailers



## **TOM RFQ for ENT Work – T&GC DRAFT 20210809\_01**

- c. parking area single-lane loop area with diagonal parking slots for vehicles without horse trailers
- d. projected area for possible future restrooms, horse coral, bicycle parking, and viewing platform
2. Add clean **fill** sufficient to bring fence line up to the ground level of site areas outside of the fence line
3. Add **clean road** base material sufficient to raise road and parking surfaces up by four inches from the current level of the property
4. Complete all work by September 25, 2021 (funding for project would be from budget year ending September 30, 2021)
5. Note - a graphic color depiction of the updated site plan is attached (Attachment A) with the following ENT component designations:
  - a. dark gray areas = road
  - b. light gray areas = parking
  - c. blue diagonal line ovals = future culverts - NOT TO BE INSTALLED AT THIS TIME
  - d. brown areas = future trails or boardwalks – NOT TO BE CLEARED AT THIS TIME
  - e. green rectangle = horse coral
  - f. yellow rectangle = restrooms
  - g. brown rectangle area with diagonal lines = bicycle racks
  - h. brown rectangle area with orange annotations = viewing platform with benches/tables
6. Note - a copy of the TOM building permit for the project is attached (Attachment B)

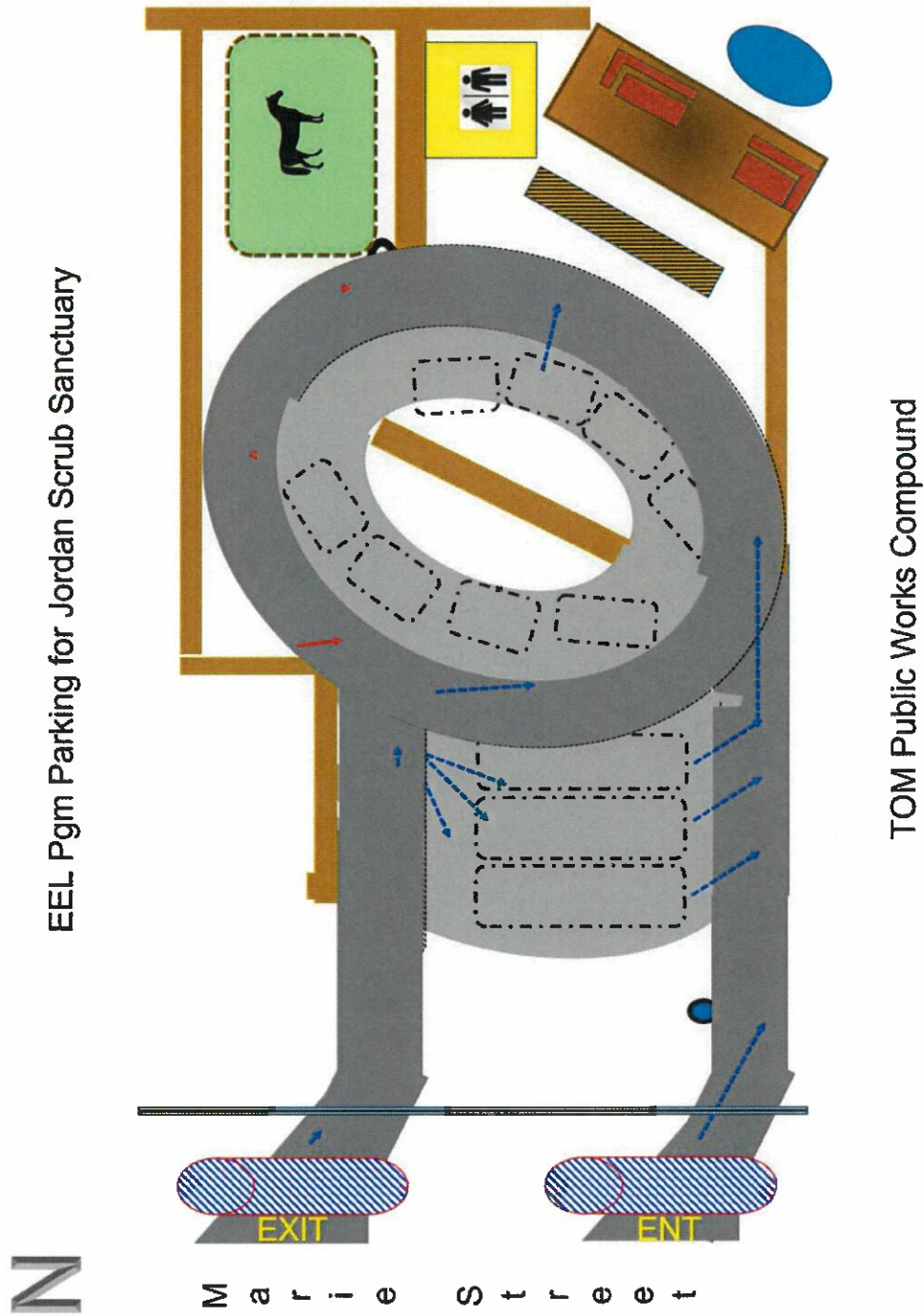
### **Vendor Minimal Qualifications Required for Quote Consideration**

1. All appropriate Department of Business and Professional Regulation (DBPR) licensure
2. Proof of appropriate commercial insurance
3. Ability to provide work, inclusive of any necessary materials, with completion no later than September 15, 2021.
4. Agreement to allow an authorized TOM representative (TOM employee or T&GC member) to be present at site during work – to assure that no foliage is destroyed beyond areas designated above for clearing and/or fill/road base

TOM hereby solicits a request for quote (RFQ) for the cost to provide the above via a small project agreement for skilled labor as necessary to accomplish the scope of work and to be inclusive of necessary equipment and any bill of materials

Attachment A – ENT Site Plan

J O R D A N   S C R U B   S A N C T U A R Y

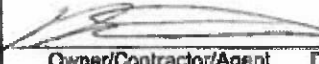
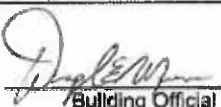


**TOM RFQ for ENT Work – T&GC DRAFT 20210809\_01**

**Attachment B – ENT Building Permit**

5/7/2020

IWORQ Systems Inc.

BUILDING & ZONING DEPARTMENT			
2725 Malabar Rd., Malabar, FL 32950; Phone: (321) 727-7764 x14, Fax: (321) 727-9997			
BUILDING PERMIT			
PERMIT INFORMATION		LOCATION INFORMATION	
Permit #: 699	Issued: 5/7/2020	Address: 2345 MARIE ST MALABAR FL 32950	
Permit Type: Building		Township: 29	Range: 502
Class of Work: LC - Land Clearing		Block: 502	Section:
Proposed Use: RR-65		Book:	Page:
Sq. Feet: 0	Est. Value:	Subdivision:	
Cost: 0	Total Fees: 0.00	Parcel Number: 29 3808-00-502	
Amount Paid: 0.00	Date Paid: 5/7/2020		
CONTRACTOR INFORMATION		OWNER INFORMATION	
Name: OWNER/BUILDER		Name: MALABAR, TOWN OF	
Addr:		Addr: 2725 MALABAR RD	
Phone: Lic:		MALABAR, FL 32950	
		Phone:	
Work Desc: EAGLES NEST TRAILHEAD CLEARING FOR DRIVEWAY, PARKING AREA, AND FENCE INSTALLATION PER PLAN SUBMITTED WORK PERFORMED BY VOLUNTEERS OF TOWN'S TRAILS & GREEN WAYS COMMITTEE			
APPLICATION FEES			
APPLICATION DATE 5/7/2020			
CODE IN EFFECT 2017 6th			
INSPECTIONS REQUIRED			
Land Clearing Group	Fences	Culvert Group	Driveway & Sidewalk Group
<p><b>WARNING TO OWNER:</b>  <b>YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.</b></p> <p>Before building construction is started, approved sanitary facilities for workmen must be provided. It is the responsibility of the permit holder of each phase of work to procure inspections as required and to verify approvals prior to proceeding to the next phase.</p> <p>In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of Brevard County, and there may be additional permits required from other government entities such as Water Management Districts, State Agencies or the Federal Government. It is the applicants responsibility to secure those permits.</p> <p>In consideration of the granting of this Permit, the owner and builder agree to construct the structure in full compliance with the Florida Building Code and Zoning regulations of the Town of Malabar, Florida. This permit not refundable after 30 days.</p> <p><b>A CERTIFICATE OF OCCUPANCY MUST BE ISSUED BEFORE ANY BUILDING IS OCCUPIED</b></p>			
 Owner/Contractor/Agent Date 5/7/20		 Building Official Date 5/7/20	
Permits shall become void if work authorized does not maintain continual approval within six months of the date of the permit.			
FILE ___ APPLICANT ___ COUNTY ___			