

MAYOR
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DEPUTY MAYOR
Stephen Phranpus

COUNCIL MEMBERS
Diana Adams
Pat Bentley
Daniel McDow
John Dittmore
Andrea Young



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PARKS AND RECREATION ADVISORY BOARD

MINUTES

July 12, 2023
6:00 p.m.

1. CALL TO ORDER

Board Chairman Donald Curry called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE AND ROLL CALL

Board Chairman Donald Curry led in the Pledge of Allegiance.

Board Members present: Amy Murphy Donahue Benet, Sandy Carbon, Kimberly McGibany, and Gregory Perlberg.

Board Members not present: Tony Martinez, Linda Palardy, Linda Smura.

Also present: Assistant City Manager Tom Bradford, Council Members Andrea Young and Diana Adams, and Deputy City Clerk Eric Popham.

3. APPROVAL OF MINUTES FROM MAY 10, 2023

Board Chairman Curry asked if there were any questions or comments about the May 10, 2023 minutes, there were none. Board Member Benet made a motion to accept the May 10, 2023 minutes, seconded by Board Member McGibany, which carried 5-0.

4. INTRODUCTION OF GUESTS AND NEW BOARD MEMBERS

City Council Members Diana Adams and Andrea Young, Assistant City Manager Tom Bradford, and Deputy City Clerk Eric Popham.

5. OLD BUSINESS

Parks and Recreation Master Plan. Assistant City Manager Bradford presented information on the Parks and Recreation Master Plan scope and services and steps that

have been taken after information was provided to City Council. Following a request for Proposal (RFP), a small committee met to score the RFP submissions. The result is \$125,000 has been budgeted and the company GAI had a bid of \$123,800 with an estimated 180 days to complete the project. Board Member Benet asked about timeline but none is available at this time as we are just beginning the contract phase. As the process moves forward the City will be reaching out for community involvement and feedback.

Board Chairman Curry asked following the project contract finalizing, how long till we can have a kickoff event? Assistant City Manager Bradford stated that it could happen very quickly but he would like to wait for the new Parks Director to be on board before we have a kickoff.

Board Member Perlberg asked if there was any concern with the timing of this and having it in the next budget cycle? Assistant City Manager Bradford stated that he is not concerned with the timing however, this following the community input and planning phase this will be a project that will fall within the 2024-2025 budget cycle.

Upcoming events. Assistant City Manager Bradford presented a series of flyers and information regarding recent and upcoming events which are sponsored by Parks and Recreation Department and fielded questions about days and times of when the events will be taking place. These events include:

- Splash Around the Park Market – occurred last weekend with a variety of bounce houses were provided at West Melbourne Community Park and was a very well attended event not only by residents but with more and more vendors attending as well.
- Diva Night – an upcoming Friday night event with DJs and food trucks in partnership with a local business.
- Seniors Day at the Park – This event is now evolving to include members of our special-needs population interacting with senior from our community.
- Pickleball – continues to increase in popularity.
- Summer Kickball Fun League – a new event beginning soon for our special-needs families in an attempt to bring more sport type events to our park for the special-needs community.
- Cooking Classes – beginning on June 5 for approximately two hours each session.

Home Depot project. Assistant City Manager Bradford provided information about the bleachers and improvements for this project. Immediately prior to this meeting, Home Depot Foundation stated that they are prepared to move forward with the project following revisions to the engineering and cost estimates. The first item will be for a concrete pad to be created for the dumpster enclosure. Volunteers from Home Depot will be working on other items on this project include an enclosure for the dumpster, picnic tables, benches, and a shade structure. Board Members requested to be informed as the time table to installations is developed so they may come and thank the volunteers and possibly even take part in the project.

Recreation fee review. Assistant City Manager Bradford informed the Board that the City Staff have completed the necessary research but we are waiting for the new Parks and Recreation Director to come on board before providing a recommendation.

6. NEW BUSINESS

Field of Dreams surface repair/replacement. Assistant City Manager Bradford informed the Board that Parks and Recreation has been allocated additional funding to provide repairs for the poured-in-place surface material at the Field of Dreams. City Council at this time is recommending that more substantial repairs be done to Field of Dreams/West Melbourne Community Park which will require a more formal bid process. At this time, City Staff is moving forward with an updated bid process to accommodate additional items to the project. Bid process opened on June 16 and will close on July 21. It is then presented to City Council on Aug 1 at the regular City Council meeting for decision on award of the bid. Board Chairman Curry asked if the entire park would need to be closed for these repairs and if there was a schedule yet. Assistant City Manager Bradford stated he did not have one at this time as it depends on size of the scope of the project.

Sustainability report. Assistant City Manager Bradford provided the Board with the results of a requested sustainability report from the City Planning Department. The Board's request was made during the Board's May 10, 2023 meeting in which a group of students from West Shore High School who were very interested in sustainability. This report will be presented to City Council on July 18. Some items which are identified in the report are:

- Improved collaboration with Brevard County Transportation Planning Organization and Vision Zero – the City is currently an active participant in TPO and Vision Zero and will continue to do so.
- Implement a composting operation – a City pilot program for composting is currently taking place off of Park Hill Blvd,
- Seek grants for stormwater improvements – the City actively does this and is currently moving forward with improvements around the City.
- Implementing an Adopt-a-Tree program and rain barrel program – these programs are currently under discussion and are designed to improve greenspace within the City by residents applying to have trees provided for planting on their properties. Board Member Benet provided an alternative to the Adopt-a-Tree and rain barrel programs where residents can make donations toward the purchase of trees or barrels which are then placed on areas of City property.
- Encourage low-impact development through the City's site plan process.

While not directly in the sustainability report, Assistant City Manager Bradford highlighted the septic-to-sewer project. To date 59 homes in the Sylvan Estates area have already been converted from septic-to-sewer. Apart from the initial fee to connect to the City sewer lines, all other costs associated with the conversion are grant funded and no cost to the homeowner.

Outdoor restroom facilities at Bryant Adams Park. Assistant City Manager Bradford updated the Board on the status of the restroom facilities at Bryant Adams Park. The facilities have been refurbished with updated plumbing, electrical, fixtures, as well as new doors and locks. The only item still in progress is installation of LED lights.

Aging Matters in Brevard Sunflower House and Seniors at Lunch. Assistant City Manager Bradford provided information on the senior-oriented programs and lunch programs which will be offered by Aging Matters in Brevard at the City of West Melbourne Park House, located near the Field of Dreams.

7. MANAGEMENT REPORTS

Recreation Director update. Assistant City Manager Bradford provided updated information on the recruitment and hiring of Ms. Erin Murphy as new Recreation Director for the City. Ms. Murphy was selected from over forty applicants for the position and will be joining the City from Martin County Recreation where she serves as Recreation Administrator.

8. PUBLIC COMMENTS

There being none, Chairman Curry closed public comments.

9. ADJOURNMENT

Board Member Perlberg asked about the water fountains in some of the City parks. Assistant City Manager Bradford stated that there have been a number of plumbing related repairs within our parks and all water fountains should now be operational. Board Member Perlberg suggested an additional use for funds would be the planting of pollinator-friendly plants.

City Council Member Diana Adams briefly spoke about the good work of not only City Public Works and City Staff but she expressed appreciation to the Parks and Recreation Advisory Board and the work they have done over the past year.

There being no further business or discussion, Chairman Curry adjourned the meeting at 7:16 pm.

The next scheduled meeting will be September 13, 2023 at 6:00 p.m.