

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
March 25, 2010

**CALL TO ORDER**

Chair Brown called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

**ROLL CALL**

*Present:* Commissioners Tony Baron, Tony Parrish, Don Vilelle, Chair Patt Brown

*Also present:* City Manager Gary Milliman

**APPROVAL OF MINUTES**

- A. **Motion made by Commissioner Vilelle to approve the minutes of March 4, 2010 as written; motion seconded and Commission voted; the motion carried unanimously.**
- B. **Motion made by Commissioner Parrish to approve the minutes of March 17, 2010 as written; motion seconded and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES**

None

**REGULAR AGENDA**

A. *Parks & Recreation District Formation* – City Manager Gary Milliman advised that the City Council expressed interest in finding a way to defer a portion of the operating and maintenance costs of the city parks to include residents of unincorporated areas. One of the priorities for City Council this year is to look into the formation of a Park & Recreation District. Preliminary work into forming a district has been researched. Several alternatives include:

- 1. Form a stand alone Park and Recreation District with an elected board of directors, its own budget, its own staff, would either own or lease facilities for conducting the program and it would have its own tax rate.
- 2. Form a county service area with boundaries determined by the county commissioners, then levy a tax rate within that area to support the operation of parks by simply contracting with the City to operate the Park & Recreation system providing revenue for the tax district in the unincorporated areas to supplement what the City is spending in Parks and Recreation.
- 3. Utilize an existing special district and approach that district about the possibility of incorporating Parks and Recreation as part of their district function and establish an additional tax rate for that district to fund the Parks and Recreation operations.

Before choosing any alternative many steps of how district is formed and elements to be included need to be determined. Need to have a Plan of Services that includes:

- a. Budget -- what is the proposed revenue of district/expenditure of district. Including personnel costs, supplies, services....,
- b. Facilities – which City Parks, does it include leasing and maintaining athletic fields, city pool, new parks in unincorporated areas, new facilities that come out of the Parks Master Plan, what are the facilities that would be maintained and who would own them, lease them, what kinds of relationships would occur. Need to look at what the facilities are and come up with a plan for maintaining them, identifying personnel, equipment and supplies necessary to maintain parks entity. Who's going to manage the facilities, manages the schedule for park use, would it include recreation program like KASPER or .... Is the district going to be the programming agency of all the parks use. Incorporation of the school fields
- c. Boundaries – what are the boundaries, where are the boundaries,
- d. Tax Rate - then need to come up with a proposed tax rate. All becomes the Plan of Services that is submitted to County Commissioners. The Commission can approve the formation of a district, but do not have the authority.... Goes to ballot to set the tax rate.

Stakeholders – include Azalea Park Foundation, ....

Process needs to start with Parks and Recreation proposing

Develop a stakeholders list

**COMMISSIONER REPORTS/COMMENTS**

Commissioner Baron  
Commissioner Parrish  
Commissioner Vilelle  
Chair Brown

**STAFF REPORTS**

A. City Manager Gary Milliman

**ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 7:56 pm. Next meeting scheduled for April 22, 2010.

Respectfully submitted,

---

Patt Brown, Chair  
(approved at April 22, 2010 meeting)