



PARKS & RECREATION ADVISORY BOARD

Joseph E. Johnston III Council Chambers
201 Howell Avenue,
Brooksville, Florida 34601

AGENDA

February 19, 2026

5:15 P.M

1. Call to Order
2. Moment of Silence followed by the Pledge of Allegiance
3. Welcome New Member - Gene Kelly (Alternate)
4. Board Member Changes - Received Resignations from Board Members Ashley Thomas and Susan Rupe. Board Members Susan Loveday and Jan Knowles were appointed to Full Time Members.
5. Nomination of Chair
 - Selection of Chair
6. Nomination of Vice Chair
 - Selection of Vice Chair
7. Approval of Minutes: November 20, 2025
8. Old Business
 - Upcoming Events
 - Facility Updates
9. New Business
 - Review Enacting Parks & Recreation Advisory Board Chapter
 - State of the Parks – Quarterly Update
 - Coast to Coast Trail & Good Neighbor Trail – Status Update

10. Public Input

11. Next Meeting

May 21, 2026 - 5:15 pm

12. Adjournment

Please be advised that two or more City Council Members may attend and may participate in this meeting. In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation to participate in this proceeding should contact the City Clerk's office no later than 48 hours in advance of the meeting at (352) 540-3810. Meeting agendas and supporting documentation are available from the City Clerk's office and online on the City's website.

Any person desiring to appeal any decision with respect to any matter considered at this meeting, may need a record of the proceedings including the testimony and evidence upon which the appeal is to be based, and therefore must make arrangements for a court reporter to ensure that a verbatim record of the proceedings is made.



PARKS AND RECREATION BOARD MINUTES

Joseph E. Johnston III Council Chambers
201 Howell Avenue, Brooksville, Florida 34601

November 20, 2025

5:15 P.M.

The Parks and Recreation Advisory Board met with Vice-Chair Lee Johnson and Board Members Richard Gant, Jan Knowles, Delores Williams and Council Liaison Thomas Bronson. Also, present were Jared Marsden, Parks and Recreation Director and Valerie Bryan, Recording Clerk. Absent were Chair Amanda Cunningham-Rud and Board Members Ashley Thomas, Susan Rupe and Susan Loveday.

Call to Order

The meeting was called to order at 5:15 pm by Vice Chair Johnson.

Moment of Silence Followed by the Pledge of Allegiance

The Board observed a moment of silence which was followed by the Pledge of Allegiance.

Approval of Minutes

9-25-2025 Parks And Rec Minutes

Motion made by Board Member Gant, Seconded by Council Liaison Bronson to approve the Minutes of the September 25, 2025 Board Meeting. Motion carried unanimously.

Vote: 5 - 0

Old Business

Park Fee Schedule

Vice Chair Johnson went over a few of the items in question. She questioned why the Open Gym, Home School PE, Sensory Crafts, etc., fees range from \$0-\$50.00. Director Marsden explained that having a range of fees allows the Department to set fees for programs without having to go to Council to have every program fee approved. The fees are set based on the cost of doing the program. As an example, if we have a sponsorship for a program, it may be free. If we are doing a fishing program and the patron takes a fishing rod and tackle box home with them, there may be a fee to cover the cost of the rod and tackle box. Vice Chair Johnson asked when the fees took effect. Director Marsden updated the Board that the fees took effect in September when Council approved. He also said that we are still incorporating the fees into programs, working with our new software program. The fees will be phased-in, and patrons will be notified of the fees. Vice Chair Johnson asked about the facility fees increasing. Director Marsden said that they have not increased drastically, the Department compared facility fees in surrounding communities and based the increases on that. He updated the board that there hasn't been much pushback from the public on the increase in facility fees. Vice-Chair Johnson asked why Hernando Park was excluded from the non-City fees. Director Marsden explained that during the transfer of Hernando Park last year; we agreed with Hernando County that we wouldn't charge Hernando County residents

additional fees to use Hernando Park. Vice-Chair Johnson asked where we were on the banners and sponsorship fees. Director Marsden updated the board that we haven't rolled out the Sponsorship Program. Vice-Chair Johnson mentioned that she has ideas for Sponsorship programs at Hernando Park and she will work on a proposal to present to him.

Hernando Park Bathroom

Director Marsden reported that Facilities replaced the diaphragm, improving flushing and reducing clogging complaints. The bathrooms are now being checked twice daily as staffing permits. Vice Chair Johnson suggested painting and installing new baseboards to improve overall appearance. Director Marsden mentioned that he needs to look into colors, since it was originally built by Publix. He has been researching to see if we are under any obligation to Publix.

New Business

Upcoming Events

Director Marsden updated the Board that in December we will be having a Jingle Jog at Tom Varn Park. We will also have a Movie in the Park (The Grinch) on December 12th. We just completed the Pumpkin Patch, which was very successful, considering it was our first year. As well as making some money for our Scholarship Fund, the community involvement that we had made it well worth it. We will have another Pumpkin Patch next year; there was no risk to the City. All of the pumpkins were provided to us, if we had any issues with the pumpkins, they would be replaced. The amount of pumpkins sold determined what we kept in profit percentage wise. We hosted a Movie Night in the Patch, and we had about 300 attendees. We held a Trunk or Treat night, a few days before Halloween, and we had about 1000 attendees. It has been great, the following is coming, and things are starting to grow. We have started a collection of Christmas lights, to light the trail at Tom Varn Park. We received a big donation from Pasco County, the Celebration of Lights at the Concourse. We received about 100 wire decorations they no longer needed. We hope to have the loop trail ready for the Jingle Jog. Most of the events have been covered by Sponsorship dollars. The Movies in The Park are all sponsored by Family Chiropractic, they paid for the rights for the movies. We received 30 hay bales from Tractor Supply for the Pumpkin Patch.

Public Input

None

Next Meeting

February 19, 2026 at 5:15 PM

Adjourn

With no other business before the Board, the Meeting adjourned at 5:38 pm.

Attest:

Board Chairperson

Recording Clerk

AN ORDINANCE ENACTING CHAPTER 13, ARTICLE V, PARKS AND RECREATION, SECTION 1 THROUGH 16, BROOKSVILLE CODE. PROVIDING FOR THE ESTABLISHMENT OF A PARKS AND RECREATION ADVISORY BOARD, THE ESTABLISHMENT OF PARKS AND RECREATION RULES AND REGULATIONS, AUTHORITY OF CITY COUNCIL, LAW IN THE SUNSHINE, PENALTIES, REPEALER CLAUSE AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA

Chapter 13, Article V, Parks and Recreation

ARTICLES IN GENERAL

Section 1 - CREATION OF ADVISORY BOARD

There is hereby created a Parks and Recreation Advisory Board.

Section 2 - COMPOSITION, APPOINTMENT, TERM, VACANCIES.

The Parks and Recreation Advisory Board shall consist of seven (7) permanent members and two (2) alternate members to be appointed by the City Council. One of the permanent appointees shall be a City Council Member. Alternate members shall attend all meetings of the board. They may be seated in the absence of any member and may vote on any business being considered by the board at that time. Each member shall be initially appointed for a staggered term, as follows:

Permanent Members

- Three (3) members for one (1) year.
- Two (2) members for two (2) years.
- Two (2) members for three (3) years.

Alternate Members

- One (1) member for three years
- One (1) member for four years

Thereafter, such appointed members shall serve for a period of four (4) years.

In addition to the appointed members of the Board, there shall be the Parks and Recreation Manager and the City Manager or his designee, who shall serve as ex-officio members of the Board. Such members shall be non-voting, and their presence shall not be counted to determine a quorum.

Vacancies on the board shall be filled by City Council in the prescribed manner set forth by Council policies and

procedures in effect at the time for the unexpired term of the member whose vacancy is being filled.

Section 3 - Compensation; Expenses

Members of the Board shall serve without compensation, but may be reimbursed for expenses incurred conducting official business provided such expenses have prior approval by the City Council.

Section 4 - Removal of Members

Any members of the Board who shall miss three (3) consecutive meetings may be removed by the City Council.

Section 5 - Meetings

Meetings of the Parks and Recreation Advisory Board shall be held on an as need basis, but no less than four (4) per year, a minimum of one (1) each quarter.

Section 6 - Quorum, Majority Vote Required

A simple majority of the members of the board must be present at any meeting to constitute a quorum to conduct official business. In the event a quorum cannot be attained, the Chairman shall designate a new date for its scheduled meeting. A majority vote of all those present at all meetings shall be required to take binding action.

Section 7 - Officers

The officers within the Board shall consist of a Chairperson and a Vice-Chairperson, chosen by a majority vote of the board at the first meeting in January of each year.

Section 8 - Duties of Officers

- A. The Chairperson shall
 1. Preside over all meetings
 2. Present official board business and recommendations to the City Council
 3. Prepare the tentative agenda for all business meetings

- B. The Vice-chairperson shall
 1. Serve in the absence of the Chairperson

Section 9 - Secretary

A Secretary shall be appointed by the City Manager. The Secretary shall maintain the minutes of all business meetings and notify the media of upcoming activities.

Section 10 - Power and Duties

- A. The Board shall have the power and duties of acting in

an advisory capacity to the City Council.

B. The initial duties of the Board shall be:

1. To make recommendations to the City Council on improving the present City Parks, playgrounds, and other recreational programs.
2. To make recommendations to the City Council concerning the future needs of the City, including acquisition, establishment of parks, playgrounds, and such other related usage and facilities as might be desirable for public recreation.
3. To otherwise serve the City Council and the Recreation Department in any advisory capacity in matters of obtaining equipment and improving recreation facilities within the City.

Section 11 - Expenditures (Trust Funds)

The City Council by resolution shall fix the expenditures of the various funds and they shall be subject to change and revision by the City Council in accordance with general law at any time.

Section 12 - Business in the Sunshine

The Parks and Recreation Advisory Board shall hold all meetings open to the Public and shall function as outlined in F.S. 286, and all documentation and records pertaining to Parks and Recreation activities shall be managed pursuant to Chapter 119 of the Florida Statutes.

RULES AND REGULATIONS

Section 13 - General

There shall be on file in the office of the City Clerk a set of rules and regulations, approved by the City Council. Such rules and regulations shall be available to the public through publication approved by the City Manager. But at a minimum, such rules and regulations shall establish requirements within the following:

1. Traffic and Park Safety
2. Preservation of Park Property
3. Swimming and Boating
4. Fire Arms
5. Picnic Areas
6. Games
7. Horseback riding
8. Animals
9. Fireworks and Explosives
10. Pollution of Waters
11. Operating Hours
12. Vending and Peddling

- 13. Alcoholic Beverages
- 14. Loitering
- 15. Authority
- 16. League Games

These rules and regulations may from time to time be changed by a majority vote of the City Council.

Section 14 - Penalties

As provided for in Section 1-16, City of Brooksville Codes

Section 15 - Repealer Clause

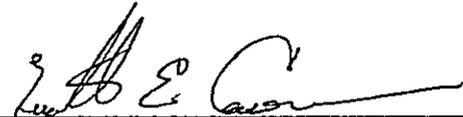
If any part of this Ordinance shall be declared unconstitutional or invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

Section 16 - Effective Date

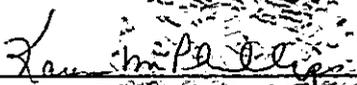
This Ordinance shall take effect immediately upon becoming law.

PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA, ON AUGUST 19, 1991.

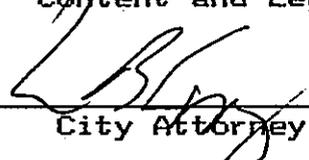
CITY OF BROOKSVILLE, FLORIDA

By: 
Luther E. Cason, Vice Mayor

ATTEST:


City Clerk

Approved as to Form,
Content and Legality.


City Attorney

Passed on 1st Reading: JULY 15, 1991 .

Passed on 2nd Reading: AUGUST 19, 1991 .

Vote of Council:

Bernardini	<u>absent</u>
Cason	<u>aye</u>
Heard	<u>aye</u>
Mazourek	<u>aye</u>
Tucker	<u>aye</u>