



Parks Committee Regular Meeting Agenda

Wednesday, November 5, 2025 at 6:00 PM

City Commission Chambers – 105 S. 2ND Street, Flagler Beach, FL 32136



All meeting items will be continued until meeting is complete.

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Meeting Minutes**
Approval of October 22, 2025 Meeting Minutes
 - a. 10222025 Draft Meeting Minutes
4. **New Business**
 - a. Discussion of Small-Scale Parks Projects
 - b. Review of Survey Information
5. **Committee Comments**
6. **Public Comment**
7. **Adjournment**



PARKS COMMITTEE ORGANIZATIONAL MEETING MINUTES

Wednesday, October 22, 2025 at 6:00 PM

City Commission Chambers – 105 S. 2ND Street, Flagler Beach, FL 32136

Present: Tim Davis, Edward Lansdowne, Diane Cline, John Timmins, Kathleen Conrad, Amanda Tully, City Manager Dale L. Martin, Parks and Recreation Director Tom Gillin, and CRA Director Casey Ryan.

1. Call the meeting to order

Dale Martin, City Manager, called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

Mr. Martin led the Pledge.

3. Introductions

Mr. Martin invited the Committee to introduce themselves.

4. Review of Resolution 2025-61 Establishing the City of Flagler Beach Parks Committee.

Mr. Martin asked if the Committee had any questions regarding Resolution 2025-61. Mr. Timmins asked why the Parks Ad Hoc Committee had sunsetted. Mr. Martin explained that Committee had completed their work including plans for Wickline Park and that members had been invited to apply for the Parks Committee. He shared that the City had received a Florida Recreation Development Assistance Program (FRDAP) grant for Wickline Park and the City had provided the match for the grant. He said staff were in the process of determining what equipment would be included in that playground project and indicated a contractor would do the installation. He noted additional funds may be needed from the City or the Community Redevelopment Agency (CRA) for the project.

Mr. Martin explained that the City Commission wanted the Parks Committee to focus on Veterans Park. He said recommendations would be presented to the CRA Advisory Board and then to the Commission for their consideration. He indicated there was \$50,000 in the budget for Veterans Park. He noted there could be small-scale improvements in other parks. There was discussion among the Committee and staff regarding the Compass Hotel's role in development of Veterans Park. It was explained that the hotel had ownership of the airspace around the Park. The group discussed identifying and applying for grants. Mr. Martin said grants typically required a 50% match and he asked the Committee to advise him if they became aware of any grant opportunities. Ms. Tully and Mr. Timmins discussed the need for fencing and improvements at Palmetto Park. Mr. Timmins provided Mr. Martin with a quote he had received from a contractor. Mr. Martin said smaller projects may be able to be completed and paid for by the City and shared what the process was. Ms. Conrad asked if there were parameters around what could be done in the parks and if there were any restrictions. Mr. Martin said he would talk with the Commission about any direction they could offer.

5. New Business

a. Elections

- I. Chairperson
- II. Vice Chairperson

Ms. Tully motioned to nominate Mr. Davis for Chairman, and Mr. Lansdowne for Vice Chairman. Ms. Conrad seconded the motion. The Motion carried unanimously.

6. New Business

a. Meeting Date and Time

The Committee discussed options for meeting dates and times and came to consensus to meet the first Wednesday of each month at 6:00 p.m. in the City Hall Commission Meeting Room beginning November 5th, 2025. Mr. Martin explained that agendas were typically published about a week in advance. He indicated some of the small-scale work that was discussed may need to wait until the Facilities Maintenance Director has been hired.

7. Committee Comments

Mr. Timmins shared that the land on Palmetto Avenue was donated by Mr. Moody and was intended to be a park. He hoped the City would be able to support improvements to help make the park safe and accessible. There was further discussion regarding involvement of the hotel in plans for Veterans Park. Mr. Martin said the Committee should be thinking about what they believe the purpose is for Veterans Park and indicated he would invite Mr. Bhoola, Compass Hotel owner to an upcoming meeting. The group agreed on the importance of maintaining a focus on veterans and addressing the need for more shade in the Park. Ms. Cline and Mr. Lansdowne said they already had plans for Veterans Park and would share them at an upcoming meeting. He handed out a short survey he created to get the group started thinking about options. Mr. Martin said staff would send the Committee a link to access information from the Charette the City. He advised the Committee to complete the survey and turn it in to Ms. Kuhn and noted staff would compile the information. The Committee discussed visiting each of the City's parks. Mr. Martin provided the group with information on Sunshine Laws and explained that the Committee could not meet as a group and discuss business without providing public notice of the meeting and opening the meeting to the public. He suggested members visit the parks individually or schedule an upcoming meeting to include visits to the Parks and provide notice of the meeting and have it open to the public.

Ms. Ryan asked about another appointee for the Parks Committee since one of the members had moved. Ms. Kuhn indicated the notice of vacancy on the Parks Committee had already been posted.

Ms. Ryan and Mr. Gillin shared information about upcoming events including Trunk or Treat, Flagler Flicks and the Centennial Gala.

8. Public Comment

No public comment was offered,

9. Adjournment

Chairman Davis motioned to adjourn the meeting at 6:51 p.m. Vice Chairman Lansdowne seconded the motion. The motion carried unanimously.

**** A quorum constitutes four members of the Committee**

Please take note that individual Elected Officials, of the City of Flagler Beach may attend this meeting. The Elected Officials who attend will not vote at this meeting. This is not an official meeting of the Flagler Beach City Commission. This notice is being provided to meet the spirit of Sunshine Law to inform the public that Elected Officials may be present at this meeting. In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at (386) 517-2000 ext. 235 at least 72 hours prior to the meeting.



Staff Report

Parks Committee Regular Meeting

November 5, 2025



To: Parks Committee
From: Colleen Kuhn, Deputy City Clerk
Meeting Date: November 5, 2025
Item Name: Review of Survey Information

Background:

Vice-Chair Lansdowne presented a survey for the Committee to complete and return to the City Clerk's Office. All survey comments were documented with notes on who provided each comment.

Fiscal Impact:

Staff Recommendation:

Review and discuss survey responses.

Attachments:

1. Survey Response Compilation as of November 4 2025

1. What is the most important goal you would like to see our committee achieve?

To improve the parks for better utilization by the community & to make recommendations for special recreational events & programs for children & adults in Flagler Beach. Kathy Conrad

To create & maintain beautiful, safe and accessible public spaces that reflect Flagler Beach's coastal charm. I'd love to see us enhance existing parks, add more shaded gathering areas and ensure each space serves both residents & visitors year-round. Amanda Tully

Simple, yet achievable. I'd rather see us accomplish small, tangible results in lieu of pie in the sky ideas; fence at Palmetto, shading (following seagull theme at all parks), water filling station at Wickline. Tim Davis

The park on N. Palmetto Ave across from 109 N. Palmetto Ave is my #1 goal for restoration, repair, replacement of the fence, and a new climbing (slide) apparatus. It is at the end of its life & dangerous before long. John Timmins

To oversee all of the city's parks and make sure they are in the best condition and function at the top potential. Diane Cline

Establish goals and objectives to evaluate and plan the design for all our parks and public properties to ensure their safety, best possible use and esthetic beauty to enhance our community. Submit our results to the City Commission. Edward Lansdowne

2. What is the approach you would like to see our committee take?

The approach is what is best for the city by listening to city officials & residents as to what is needed. Also, I would like to see us come up with recreational events/programs especially for the youth of the community & the elderly. Kathy Conrad

Listening to resident feedback, encouraging public input and working closely with city departments & local organizations. I'd also like to see a balance between beautification and sustainability using native landscaping and environmentally friendly materials whenever possible. Amanda Tully

1st resolve simple issues; new fencing & gate at Palmetto Park-easy fix, done. This along w/vegetation cleanup. 2nd Veteran Park, this park like Wickline is at the center of Flagler Beach and will be the most noticed when improvements are made. Tim Davis

Fix neglected and minimally maintained smaller parks. Wickline and Veteran's Park aren't the only parks to talk about anymore. John Timmins

Visit each park as a group and discuss condition and possible upgrades or improvements. Diane Cline

Evaluate all properties for their purpose, accomplishments and needs. Prioritize the properties regarding most important and in need of attention. Edward Lansdowne

3. Do you support the concept of selecting a style or theme that would unite all our parks, intersections medians, such as the Charette?

I think each park can have their own unique quality – intersections are different. Kathy Conrad

Yes! A coastal theme would give Flagler Beach a more unified look, while still allowing each park its own personality. Using consistent design elements – like nautical touches, native plants and natural material would make our city feel beautifully connected from one end to the other. Amanda Tully

For Veteran Park – 100%. Specifically, the (4) benches in the center (each side of walkway I would like to see those benches have the same shading as the new benches that will be on the pier, seagull pattern, a perfect segue from the park to the pier, inexpensive & keeping with theme of the pier. On further thought, this can & should be implemented at all parks. Tim Davis (see photo – bench shading included)

Not sure. Big projects like these can swallow funding for smaller places like N. Palmetto Ave. Park. First fix the smaller parks, and then do whatever. John Timmins

Yes. Diane Cline

The Charette is an evaluation of not only professional urban developers, but also is the result of extensive input from our community. The process used this information gathered from our citizens. The research professionals for Florida State University

indexed existing architecture to compliment future architecture and remodeling to our community while providing us with a unique platform that isn't reminiscent of the story-book architecture being created by Disney and so many other new developments. The results of the Charette have been published and embraced by our City Commission. It only makes sense to consider this valuable information as we move forward. Edward Lansdowne

4. Are you interested in visiting our parks, intersections and medians for an evaluation?

Yes. Kathy Conrad

Absolutely. Hands on evaluations better under with what's working, what needs attention, and where we can make meaningful improvements that residents will truly enjoy. Amanda Tully

As an organized event, no. Flagler Beach is small enough that all parks can be looked at in about an hour. I believe each member should visit the parks at their own convenience allowing them to visualize their own ideas without input from others in the group then bring those unique ideas to the group. Tim Davis

Yes. John Timmins

Yes. Diane Cline

This is now a moot question. Edward Lansdowne

5. Are you interested in visiting other communities for inspiration regarding one or any of our challenges?

Yes. Kathy Conrad

Absolutely. I think seeing how other coastal communities have addressed similar challenges would be very valuable. It's always inspiring to gather ideas that could be adopted to fit Flagler Beach's unique charm. Amanda Tully

Personally, no. We are not St. Augustine or Daytona Beach. What works there (much larger areas) isn't the slam dunk fit here. We're a quirky, little town. Tim Davis

No. I have visited the play areas at the Haw Creek Community Center and seen some parks in Palm Coast and Winter Haven numerous times. John Timmins

Possibly. Diane Cline

I believe there is a great deal of valuable information provided by our neighbors, both good and bad. This can be achieved collectively and on our own and then discussed.

6. Do you have any experience regarding civic garden planting, botanical knowledge, safety laws that pertain to garden planning, or design principles?

No. Kathy Conrad

While I don't have formal training in horticulture or civic gardening/design I do have experience in community planning & aesthetic coordination through my professional background in real estate. Amanda Tully

No. Tim Davis

No. John Timmins

To a limited degree. Diane Cline

Yes. I maintain a design license. Florida Board of Interior Design and Architecture, license #0002264. I also studied botany as a pre-med student while working on my education for my first career as a Clinical Psychologist. Edward Lansdowne