



Parks Committee Regular Meeting Agenda

Wednesday, June 3, 2026 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 the meeting to order**
2. **Pledge of Allegiance**
3. **Meeting Minutes**
 - a. Approval of May 6, 2026, Meeting Minutes
4. **New Business**
 - a. Review of Parks Committee Member Terms
5. **Old Business**
 - a. Decision on 4th of July Activities — All
 - b. Trunk-or-Treat and Other Event Ideas — Kathleen Conrad
6. **Board Comments**
7. **Public Comments**
8. **Adjournment**

RECORD REQUIRED TO APPEAL: In accordance with Florida Statute 286.0105 if you should decide to appeal any decision the Commission makes about any matter at this meeting, you will need a record of the proceedings. You are responsible for providing this record. You may hire a court reporter to make a verbatim transcript. The City is not responsible for any mechanical failure of the recording equipment. 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 233 at least 72 hours prior to the meeting. The City Commission reserves the right to request that all written material be on file with the City Clerk when the agenda item is submitted.



Parks Committee Regular Meeting Minutes

Wednesday, May 6, 2026, 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.

Present: Vice-Chairman Edward Lansdowne, John Timmins, Kathleen Conrad, Amanda Tully, Diane Cline, Sue Eichler, City Manager Dale Martin, Parks and Recreation Director Tom Gillin, CRA Director Casey Ryan, Facilities Maintenance Director Eric Whitwam, and Deputy City Clerk Colleen Kuhn.

Absent: Chairman Tim Davis

1. Call the meeting to order

Vice-Chair Lansdowne called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

Vice-Chair Lansdowne led the Pledge.

3. Approval of Minutes

a. Approval of March 4, 2026, Meeting Minutes

Amanda Tully made a motion to approve the March 4, 2026, Meeting Minutes. Kathleen Conrad seconded the motion. Motion passed unanimously.

4. New Business

a. Parks Committee 4th of July Activities – All

Vice Chairman Lansdowne opened the discussion. Tom Gillin, Parks and Recreation Director reviewed the history of activities on the Fourth of July. Discussion ensued around the activities the Parks Committee wanted to hold in Veterans Park and how events could be planned moving forward. The Committee agreed to change the draft Fourth of July flyer to “Family Games” and they considered simple activities like cornhole, hula hoops, sack races, and a watermelon eating contest along with face painting, 250 photo ops, and water activities for cooling. They agreed to finalize the activities at their June meeting. There was a suggestion that restaurants offer pre-ordered meals for families to pick up and eat in the park.

b. FIND Grant – Dale Martin

Dale Martin, City Manager, said he applied for a \$25,000 FIND grant as suggested by Ken Bryan. The grant would require a \$25,000 match and would be used for improvements at Custer Park. He noted he would update the Committee on the outcome.

5. Old Business

a. Status of programs/events including Trunk or Treat — Kathleen Conrad

Kathleen Conrad reported on the success of the Community Dinner. There was discussion about the Trunk or Treat event; the Committee agreed to hold it on October 24th with participation from City staff and the Committee members. They requested this item be added to the June meeting agenda. They shared ideas for

other community events like decorating lifeguard chairs during the holidays and holding a Sweetheart Dance for Valentines Day in 2027 which would include an auction of items donated by local businesses and restaurants.

6. Board Comments

John Timmins asked about the status of the climbing equipment for Palmetto Park. Mr. Martin noted staff had not heard back on the Lowe's Grant application and that funding would be needed before the work could be done. Mr. Timmins expressed concerns about the safety of some equipment at Custer Park. Mr. Martin said the FIND grant was submitted for the purpose of improving Custer Park and that there may be limited funds to address immediate repairs. Eric Whitwam, Facilities Maintenance Director, said he would visit the park to investigate the issues brought forward by Mr. Timmins.

7. Staff Comments

a. Update on Wickline Park & Schedule for Wickline Community Center – Casey Ryan

Casey Ryan, CRA Director, said the project was ahead of schedule and shared information on the upcoming dedication of the Wickline Playground at Wickline Park. She reviewed scheduling conflicts at the Wickline Community Center that would impact some game nights. The Deputy City Clerk will send the Committee the flyer for Third Thursday Together that was recently posted.

b. Update on Veterans Park – Dale Martin

Mr. Martin shared that landscape architects were being considered for the development of plans for Veterans Park and that options for the Park would be presented to the Committee for their recommendation in the next 60 days or so.

c. Decorative Banners – Dale Martin and Casey Ryan

Mr. Martin discussed the information on banners that was included in the meeting packet. He explained they would be paid for by families who wanted to recognize veteran(s) and hung up for Veteran's Day. He noted there would need to be a minimum number ordered. He shared that the long-term intent was for the City to compile banners to be hung up around holidays throughout the year. Ms. Ryan noted the banners would be placed on decorative light poles. The Committee supported the idea and Ms. Ryan said she would move forward with the Veteran's Day Banner proposal.

Mr. Gillin shared information about a tour staff took of Holland Park in Palm Coast and what they learned. He said staff from both agencies agreed it would be important to work together across jurisdictions to support each other.

8. Public Comments

9. Adjournment

Kathleen Conrad moved to adjourn the meeting at 7:32 p.m. Motion carried unanimously.

Parks Committee

MEMBER

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TERM

November 20, 2025 – August 28, 2026

August 28, 2025 – August 28, 2026

August 28, 2025 – August 28, 2026

August 28, 2025 – August 28, 2027

August 28, 2025 – August 28, 2027

August 28, 2025 – August 28, 2027

August 28, 2025 – August 28, 2027

Resolution 2025-61. The Committee shall consist of seven (7) members. A quorum will constitute four members. The Ex-Officio Members shall be the City Manager, CRA Director, Facilities Supervisor and Recreation Director. Members of the Committee shall during their term of service be residents of the City of Flagler Beach. The Members of the Committee shall be appointed by the City Commission for a term of two (2) years. However, the first organizational appointments will be staggered with four (4) members being appointed for two (2) year terms and three (3) being appointed for an initial one (1) year term.

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. 233 or 235 at least 72 hours prior to the meeting.

Please take notice that individual Elected Officials of the City of Flagler Beach may attend this meeting. Those Elected Officials who attend will not take any action or take any 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 the Sunshine Law to inform the public that Elected Officials may be present and participate in this meeting.

PUBLIC NOTICE

THE CITY OF FLAGLER BEACH NEEDS VOLUNTEER RESIDENTS TO SERVE ON VARIOUS BOARDS AND COMMITTEES. APPLICATIONS MUST BE OBTAINED FROM CITY HALL, 105 SOUTH SECOND STREET, FLAGLER BEACH, FLORIDA 32136; ON THE CITY WEB SITE: WWW.CITYOFFLAGLERBEACH.COM (CITY SERVICES/PERMITS FORMS/CITY CLERK FORMS) OR AT THE CITY LIBRARY.

OPENINGS AS OF MAY 2026

Finance Committee

One (1) seat with term ending 07/09/2028

The Committee meets quarterly to review and provide input on the municipality's annual operating and capital budgets; monitor revenues, expenditures, and overall financial performance; review monthly and quarterly financial reports and budget updates; assist with long-term financial planning and capital improvement planning; provide advisory recommendations on financial policies, procedures, and fiscal priorities; review audit reports and support financial transparency and accountability; participate in committee meetings, budget workshops, and special finance discussions; serve in an advisory capacity only. Committee members do not have voting authority on municipal matters and must maintain confidentiality, ethical standards, and avoidance of conflicts of interest and support responsible stewardship of public funds and community resources. **Applicants must submit a completed Advisory Board & Committee Application Form no later than 5:00 p.m., on Tuesday, June 23, 2026. Applications will be presented to the City Commission for consideration at the July 9, 2026, City Commission meeting.**

Parks Committee

Three (3) seats with terms ending 08/28/2028

The Committee meets monthly and their role is to recommend a Parks and Recreation Master Plan for utilization and conservation of the City's Parks and Recreational areas, coordinate and plan special recreational events and programs and other duties as assigned by the City Commission. **Applicants must submit a completed Advisory Board & Committee Application Form no later than 5:00 p.m., on Tuesday, August 11, 2026. Applications will be presented to the City Commission for consideration at the August 27, 2026, City Commission meeting.**

Community Redevelopment Agency Advisory Board

Four (4) seats with terms ending 09/25/2028
representing two (2) businesses, one (1)
resident, and one (1) at-large member

The Advisory Board meets monthly and serves as an Advisory Board to the Community Redevelopment Agency Executive Board. The Advisory Board's direction will be to recommend efforts and improvements within the Community Redevelopment Agency area as aligned with the City's Downtown Master Plan and other duties as assigned by the City Commission. **Applicants must submit a completed Advisory Board & Committee Application Form no later than 5:00 p.m., on Tuesday, September 8, 2026. Applications will be presented to the City Commission for consideration at the September 24, 2026, City Commission meeting.**

FOR ADDITIONAL INFORMATION CONTACT CITY CLERK,
Penny Overstreet,
(386)-517-2000 EXT 233