



Parks Committee Regular Meeting Agenda

Wednesday, July 1, 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. **Approve Minutes**
 - a. June 3, 2026, Meeting Minutes
4. **New Business**
 - a. Idea for another Flagler Beach Park - John Timmins
5. **Old Business**
 - a. Fourth of July Updates - All
 - b. Trunk or Treat - Casey Ryan, CRA Director
6. **Board Comments**
7. **Staff Comments**
8. **Public Comments**
9. **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, 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.

Present: Chairman Tim Davis, Vice-Chairman Edward Lansdowne, John Timmins, Kathleen Conrad, 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: Diane Cline and Amanda Tully

1. Call the meeting to order

Chairman Tim Davis called the meeting to order at 5:55 p.m.

2. Pledge of Allegiance

Chairman Davis led the Pledge.

3. Approval of Minutes

a. Approval of May 6, 2026, Meeting Minutes

Edward Lansdowne motioned to approve the May 6, 2026, Meeting Minutes. Eric Whitwam seconded the motion. Motion passed unanimously.

4. New Business

a. Review of Parks Committee Member Terms

Dale Martin, City Manager, noted there were several Parks Committee vacancies coming up and said that Chairman Davis was stepping down. He invited the Committee to reapply and encouraged them to invite others to apply.

5. Old Business

a. Decision on 4th of July Activities - All

Tom Gillin, Parks and Recreation Director, confirmed that a foam machine and water slide would be set up in Veterans Park. Discussion about activities ensued. Casey Ryan, CRA Director, confirmed that FB3 would send her a list of local businesses offering specials and those businesses would be announced during First Friday. Mr. Martin reminded the Committee that there was interest in restaurants providing boxed lunches for the event. Ms. Ryan said she would follow up with FB3 on this. There was agreement to provide bottled water and freezer pops and to set up open games along with the foam machine, water slide, and 2026 photo op. Committee volunteers were asked to arrive no later than 10:00 a.m.

b. Trunk-or Treat and other Event Ideas – Kathleen Conrad

Kathleen Conrad shared that Trunk-or-Treat would be held the Friday before Halloween, October 30th. Ms. Ryan said the County welcomed the City to utilize Betty Steflik Park for Trunk-or-Treat and passed around a photo of the area. She invited Committee members to participate as “Trunkers” handing out candy from their vehicles.

Discussion ensued about holding the event at Wickline. Ms. Conrad reminded the Committee they had discussed having a Sweetheart Dance around Valentine's Day at the Wickline Community Center.

6. Board Comments

John Timmins requested an update on the FIND application. Mr. Martin said he was making a presentation on the grant on June 20th. Mr. Timmins noted that he planned to share his idea for another park in Flagler Beach at the next Committee meeting.

Mr. Lansdowne asked if a landscape architect had been secured for Veterans Park. Mr. Martin said he had phone call scheduled with a company and hoped to have an approved plan for the upcoming budget cycle. He noted there were consistent concerns about shade, and he had spoken with Mr. Bhoola who had no objections to shade structures if they were not permanent. He indicated the City may have cantilever umbrellas in place by the Fourth of July as a short-term shade solution. Discussion ensued.

Staff Comments

Mr. Whitwam stated that Facilities Maintenance was creating a checklist for use in evaluating equipment as they work at various parks and he would like Committee feedback in the future. He requested the Committee review existing lights, benches, trash cans, and other park-related items at their July meeting. Mr. Whitwam will work with the Deputy City Clerk to gather photos to add to the July Packet.

Ms. Ryan thanked everyone who showed up for the Wickline Playground Ribbon Cutting.

7. Public Comments

None.

8. Adjournment

Edward Lansdowne moved to adjourn the meeting at 6:49 p.m. Eric Whitwam seconded the motion. Motion carried unanimously.

Rotary
Club of Flagler Beach



4TH OF JULY

FIRST FRIDAY · GOOD VIBES · PARADE & FUN

JOIN US FOR A FESTIVE WEEKEND OF MEMORABLE MOMENTS AS WE
CELEBRATE INDEPENDENCE DAY TOGETHER

★ ★ ★ ★ ★ **JOIN THE CITY** ★ ★ ★ ★ ★

FIRST FRIDAY
JULY 3RD
6 PM

Veterans Park

PARADE
JULY 4TH
9 AM

FAMILY GAMES
10 AM-1 PM

Veterans Park



SPECIAL THANKS TO THE
CITY OF FLAGLER BEACH
PARKS COMMITTEE

Colleen Kuhn

From: Penny Overstreet
Sent: Friday, June 12, 2026 10:31 AM
To: cnakabaale@flaglerelections.gov
Cc: Casey Ryan; Colleen Kuhn; Dale Martin
Subject: RE: External - RE: Wickline Community Room

Thank you Chris.

Parks Committee members are blind copied to avoid potential sunshine violations by "replying all"

Casey: Please see Chris's response below regarding Trunk or Treat. Please note the early voting is for the General Election in November. I am ensuring you are aware of this so you can communicate to trunk or treat participants that no campaign material can be distributed, nor can any campaign stickers, bumper stickers, tee-shirts, hats, magnets, signs, or candidates, etc. can be in the boxed areas of the aerial photo (below) for the following offices.

Federal Offices

- US Senator
- US Representative, District 6

State and Multi-County Offices

- Governor and Lieutenant Governor
- Attorney General
- Chief Financial Officer
- Commissioner of Agriculture
- Florida Representative, District 19

Judicial Offices

- Retention of Florida Supreme Court Justices
- Retention of Florida Fifth District Court of Appeal Justices
- Circuit Judge, Seventh Judicial Circuit Groups 3, 6, 7, 9, 10, 14, 18, 19, 20, 24, 25, 26, and 27

County Offices

- County Commissioner, District 2
- County Commissioner, District 4
- School Board Member, District 1
- School Board Member, District 2
- School Board Member, District 4

Municipal Offices

City of Palm Coast

- City Council Member, District 2
- City Council Member, District 3
- City Council Member, District 4

If you can accommodate these stipulations the Trunk or Treat event can proceed as planned in the parking lot.

Penny Overstreet
City Clerk



Office: (386) 517-2000 ext. 233
Address: 105 S. 2nd Street, Flagler Beach, FL 32136
www.cityofflaglerbeach.com
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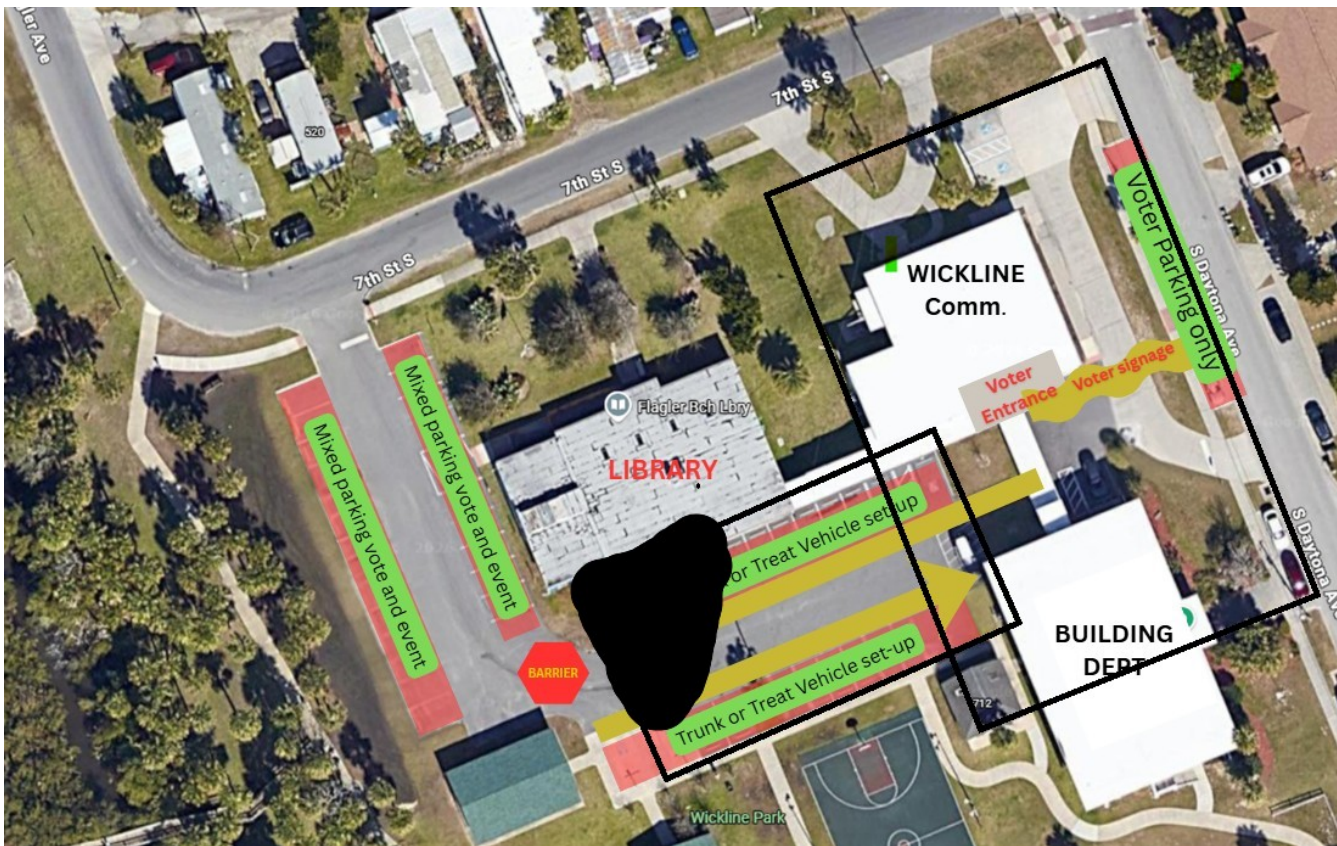
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From: cnakabaale@flaglerelections.gov <cnakabaale@flaglerelections.gov>
Sent: Thursday, June 11, 2026 5:21 PM
To: Penny Overstreet <POverstreet@CityofFlaglerBeach.com>
Subject: External - RE: Wickline Community Room

Caution: This email originated from outside the organization. Do not click or open attachments unless you recognize the sender and know the content is safe.

Hi Penny,

The setup looks fine, however, the 150' no solicitation zone includes almost the entire vehicle setup on the south side of the buildings over to the Building Department. They can't park with candidate signs on their cars or hand out candidate literature, and no candidates can be within this area. The 150' is at a diagonal across the parking field, so some of the top spaces are safe, but the 150' goes to the light pole on the bottom sidewalk. I hope this makes sense!!



Chris Nakabaale MFCEP
Operations Administrator
Flagler County Elections Office
 1769 E. Moody Boulevard, Building 2, Suite 101
 PO Box 901 Bunnell, FL 32110
 Phone: (386) 313-4170 Fax: (386) 313-4171

Online: <http://www.flaglerelections.gov>

"Our lives begin to end the day we become silent about things that matter"

Martin Luther King, Jr.

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From: Penny Overstreet <POverstreet@CityofFlaglerBeach.com>

Sent: Thursday, June 11, 2026 12:08 PM

To: Chris Nakabaale <cnakabaale@flaglerelections.gov>

Subject: FW: Wickline Community Room

Hey Chris,

The City does a Trunk or Treat event outside at the Wickline in the parking lot 4 to 7 p.m. on October 30th. I mentioned this to you before because of Early voting. Please review the attached layout and let me know if there are conflicting issues. They will not be inside the building(s)

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 City Clerk
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From: Casey Ryan <kcryan@cityofflaglerbeach.com>

Sent: Wednesday, June 10, 2026 1:37 PM

To: Penny Overstreet <POverstreet@CityofFlaglerBeach.com>

Subject: RE: Wickline Community Room

Penny,

Attached is the diagram prepared for you to share and review with the polling officials. Please let me know we have a green light to proceed with the planning.

The Parks Committee's annual Trunk or Treat event is tentatively scheduled for Friday, October 30, 2026, from 5:00–7:00 PM. Participant vehicle setup is expected to begin at approximately 4:00 PM.

Thank you.



Casey Ryan

Director, Community Redevelopment Agency

Office: (386) 517-2000 ext. 243

Cell: (386) 780-4243

Address: 105 S. 2nd Street, Flagler Beach, FL 32136

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email or other communication. If you have any questions about the Florida public records law, refer to Chapter 119 Florida Statutes.

From: Penny Overstreet <POverstreet@CityofFlaglerBeach.com>

Sent: Tuesday, April 21, 2026 2:39 PM

To: DeAnna OFlaherty <DOfлахerty@cityofflaglerbeach.com>; Casey Ryan <kcryan@cityofflaglerbeach.com>

Cc: Tom Gillin <TGillin@CityofFlaglerBeach.com>; Daniel Impson - CH <DImpson@cityofflaglerbeach.com>; Colleen Kuhn <CKuhn@cityofflaglerbeach.com>

Subject: RE: Wickline Community Room

Correct, Booked October 10th through November 4th for Early voting and the General Election.



Penny Overstreet

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From: DeAnna OFlaherty <DOfлахerty@cityofflaglerbeach.com>

Sent: Tuesday, April 21, 2026 2:03 PM

To: Casey Ryan <kcryan@cityofflaglerbeach.com>; Penny Overstreet <POverstreet@CityofFlaglerBeach.com>

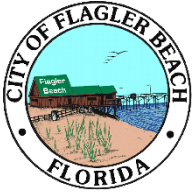
Cc: Tom Gillin <TGillin@CityofFlaglerBeach.com>; Daniel Impson - CH <DImpson@cityofflaglerbeach.com>; Colleen Kuhn <CKuhn@cityofflaglerbeach.com>

Subject: RE: Wickline Community Room

Here is the game night schedule which is only on the 2nd and 4th Wed, so these are the dates for the remainder of 2026, if it continues through the entire year:

- **April:** April 8 and April 22
- **May:** May 13 and May 27
- **June:** June 10 and June 24
- **July:** July 8 and July 22
- **August:** August 12(election) August 5 and August 26
- **September:** September 9 and September 23
- **October:** October 14 and ~~October 28~~(election)

- **November:** November 11 and ~~November 25~~ (holiday)
- **December:** December 9 and ~~December 23~~ (holiday)



DeAnna OFlaherty

Executive Assistant, City Manager's Office

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Cell: (386) 627-4460

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From: Casey Ryan <kcryan@cityofflaglerbeach.com>

Sent: Tuesday, April 21, 2026 1:49 PM

To: Penny Overstreet <POverstreet@CityofFlaglerBeach.com>

Cc: Tom Gillin <TGillin@CityofFlaglerBeach.com>; DeAnna OFlaherty <DOflaherty@cityofflaglerbeach.com>; Daniel Impson - CH <DImpson@cityofflaglerbeach.com>; Colleen Kuhn <CKuhn@cityofflaglerbeach.com>

Subject: RE: Wickline Community Room

Hi Penny,

Thank you. I have permission to view the availability. When I checked the last week of October, it appears that the space is booked for early election general voting on Saturday, October 31. Could you please confirm?

I am adding **DeAnna, Daniel, and Colleen** to this thread to share the update regarding the Board Game Night date changes, so we can keep the Parks Committee and all promotional channels informed.



Casey Ryan

Director, Community Redevelopment Agency

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From: Penny Overstreet <POverstreet@CityofFlaglerBeach.com>

Sent: Tuesday, April 21, 2026 12:42 PM

To: Casey Ryan <kcryan@cityofflaglerbeach.com>; Tom Gillin <TGillin@CityofFlaglerBeach.com>

Subject: RE: Wickline Community Room

Yes, it's on the shared calendar. The room is not available to anyone October 10th, November 4th, for early voting and the general election on November 3rd. Look to see if you have access under shared calendars "Former Senior Center" If you don't have access ask Daniel to add you.

Tom: Early voting and primary election required me to move your August 12th game night to August 5th. I deleted the October 21st and 28th game nights didn't see a reasonable date to move them to.



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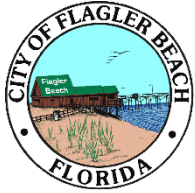
From: Casey Ryan <kcryan@cityofflaglerbeach.com>

Sent: Tuesday, April 21, 2026 12:02 PM

To: Penny Overstreet <POverstreet@CityofFlaglerBeach.com>; Tom Gillin <TGillin@CityofFlaglerBeach.com>

Subject: Wickline Community Room

Penny/Tom, Preliminary planning for Trunk or Treat 2026 has me wondering if the Wickline Community Room might be available on a Saturday evening in October. I understand there are ongoing discussions around voting polls and other events, but I wanted to check on potential availability.



Casey Ryan

Director, Community Redevelopment Agency

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