



Parks Committee Regular Meeting Agenda

Wednesday, September 2, 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

- a. Introduction of New Parks Committee Members — Dale Martin
- b. Nomination of Committee Chairperson
- c. Nomination of Committee Vice-Chairperson

2. Pledge of Allegiance

3. Approve Minutes

- a. Approval of July 1, 2026, Meeting Minutes

4. New Business

- a. Veterans Park Landscape Architect Design - Dale Martin & Brian Patenaude
- b. Idea for New Park - John Timmins
- c. Initial Scope of Work for Silver Lake Park — Eric Whitwam
- d. Quarterly Rounding Initiative — Eric Whitwam

5. Old Business

- a. Trunk or Treat — Kathy Conrad

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.

RESOLUTION 2025-61

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF FLAGLER BEACH, FLORIDA, FOR THE CREATION OF A FLAGLER BEACH PARKS COMMITTEE; PROVIDING FOR THE ESTABLISHMENT, PURPOSE AND DUTIES OF SAID COMMITTEE; PROVIDING FOR APPOINTED MEMBERS AND TERMS; SETTING FORTH OFFICERS, RULES AND PROCEDURES; PROVIDING A SUNSET CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission recognizes the value of citizen involvement in planning recreation and leisure programs, and the use of parks and other recreational facilities; and,

WHEREAS, the City Commission sees value in the action the Ad-Hoc Parks Committee has taken and desires to create a Parks Committee of continuous existence or until there is no longer a need for the input; and,

WHEREAS, the City Commission of Flagler Beach wishes to create a City Parks Committee to serve as volunteers and advisors to assist the City with recreation services and facilities.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FLAGLER BEACH, FLORIDA AS FOLLOWS:

SECTION 1. The "WHEREAS" clauses above are hereby incorporated herein as legislative findings.

SECTION 2. Creation

The City Commission hereby creates a committee to be known as the Flagler Beach Parks Committee. The Committee shall be viewed as an Advisory Committee of the City. The Committee's jurisdiction shall be 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. Based on this recommendation the City Commission may request the Committee to execute a plan. The Committee shall come into formal existence upon approval of this Resolution.

SECTION 3. Membership

The Committee shall consist of seven (7) members. A quorum will constitute four members. Certain Staff shall serve as Ex-Officio Members the Committee for purpose of advising and providing information necessary for the Committee to complete its assigned tasks. The Ex-Officio Members shall be the City Manager, CRA Director, Facilities Supervisor and Recreation Director.

SECTION 4. Eligibility

Members of the Committee shall during their term of service be residents of the City of Flagler Beach. Members shall be appointed by the City Commission which may consider background, financial knowledge and ability, education, professional and life experience and community involvement of the applicant.

SECTION 5. Appointments

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.

SECTION 6. Vacancies

(1) Membership of the committee can be terminated when:

- (a) A member is absent from three (3) regularly scheduled meetings of the committee during a calendar year; regardless of whether such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special meetings will not be recorded against a member in calculating the percentage of absences. Special exceptions on the removal of members for absences may be made by the chair when the absences are due to health or time limited extenuating circumstances and the absences do not affect the ability of the committee to maintain a quorum; or
- (b) A member resigns; or
- (c) A member no longer meets the eligibility requirements; or
- (d) A member's term expires.
- (e) A member conducts themselves in a manner unbecoming a representative of the city.

(2) The chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the city manager/city clerk; and the city commission shall be requested to appoint a person to fill the unexpired term of the member. The commission shall designate who should fill the vacancy.

(3) Should a resignation be submitted to staff, they will immediately notify the chair and the city manager/city clerk.

SECTION 6. Committee Operations

The Committee shall meet at least once monthly, on a date and time agreed upon by the members. The Committee shall have no authority other than as stipulated by the mission defined and approved by the Commission. A report of Committee activities shall be presented at City Commission meetings when requested.

SECTION 7. Officers

Chair. Shall be voted on by the membership for a one-year term. Shall preside over meetings and other activities as deemed appropriate. Shall report Committee activities at the Commission Meetings.

Vice-Chair. Shall be voted on by the membership for a one-year term. Shall take over duties in the absence of the Chair.

SECTION 8. Sunset Provision

The city commission will review the activities and accomplishments of the committee every two (2) years based on a formal review by the city to determine if the committee has completed its original objectives. The committee shall cease existence upon successful accomplishment of the mission as determined by the commission, or at the discretion of the commission after review of the activities/accomplishments every two (2) years.

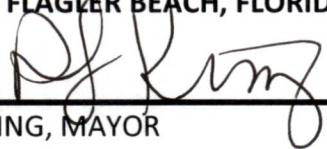
SECTION 9. All resolutions and parts of resolution in conflict with this resolution are hereby repealed.

SECTION 10. If any portion of the Resolution shall be declared unconstitutional or if the applicability of this Resolution or any portion thereof to any person or circumstances shall be held invalid, the validity of the remainder of this Resolution and the applicability of this Resolution, or any portion thereof to other persons or circumstances, shall not be affected thereby.

SECTION 11. This Resolution shall become effective upon execution.

Upon motion duly made and carried, the foregoing Resolution was accepted by the City Commission of the City of Flagler Beach on this 24th day of July 2025.

CITY OF FLAGLER BEACH, FLORIDA



PATTI KING, MAYOR

ATTEST:



PENNY OVERSTREET, CITY CLERK



Parks Committee Regular Meeting Minutes

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.

Present: Chairman Tim Davis, John Timmins, Kathleen Conrad, Diane Cline, Amanda Tully, Sue Eichler, Parks and Recreation Director Tom Gillin, CRA Director Casey Ryan, Facilities Maintenance Director Eric Whitwam, and Deputy City Clerk Colleen Kuhn.

Absent: Edward Lansdowne and Dale Martin

1. Call the meeting to order

Chairman Tim Davis called the meeting to order at 6:06 p.m.

2. Pledge of Allegiance

Chairman Davis led the Pledge.

3. Approval of Minutes

a. Approval of June 3, 2026, Meeting Minutes

Kathleen Conrad motioned to approve June 3, 2026, Meeting Minutes. Amanda Tully seconded the motion. Motion passed unanimously.

4. New Business

a. Idea for another Flagler Beach Park – John Timmins

John Timmins stated he would present his idea at the September Parks Committee Meeting.

5. Old Business

a. Fourth of July Updates – All

The Committee discussed activities scheduled for First Friday, the Parade, and family games in Veterans Park and agreed that on Saturday morning volunteers should arrive by 9:30 a.m. Tim Davis volunteered to assist with band hospitality from 6pm - 9pm on Friday. Casey Ryan, CRA Director said there was little interest from restaurants to provide deals or discounts on the 4th of July.

b. Trunk-or Treat – Casey Ryan

Ms. Ryan confirmed the Trunk-or-Treat event would be held at Wickline on October 30, 2026. She shared information about where to drop off candy and outlined political signage requirements from the Elections Office. Tom Gillin, Parks and Recreation Director, noted there would be a movie shown in Wickline Park that night. Discussion regarding the event ensued. Kathy Conrad volunteered to be the event organizer with assistance from Ms. Ryan.

6. Board Comments

Amanda Tully said Palmetto Park was very overgrown and needed clean up.

Sue Eichler noted the swing set at Silver Lake Park needed cleaning.

7. Staff Comments

Eric Whitwam, Facilities Maintenance Director, asked the Committee to visit Veterans Park and thanked the Facilities Maintenance staff for their beautification efforts. He said he would share additional plans for City parks at the September meeting. Colleen Kuhn, Deputy City Clerk, will provide Mr. Whitwam with survey responses completed by Parks members late last year.

Ms. Kuhn shared an update on the Parks Committee Applications.

8. Public Comments

None.

9. Adjournment

Kathy Conrad moved to adjourn the meeting at 6:42 p.m. Amanda Tully seconded the motion. Motion carried unanimously.

From: racefan9@cfl.rr.com
Sent: Tuesday, August 11, 2026 2:33 PM
To: Colleen Kuhn
Subject: External - John Timmins sends - new business Park Committee meeting packet on 9/2/26

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.

A New Park for Boats in Flagler Beach

Flagler Beach lacks a place for boaters to tie up to have lunch in town or get bait and ice etc. I would like to share an ideal location for a new **“Flagler Beach Boat Park”**. Actually the land side is already built with a seawall, so it only needs the dock part added!

This new park would be on Moody Lane at the south end of the eastern-most Venice Park canal. That’s the canal between N. Flagler Ave. and N. Palmetto Ave. by the east end of the bridge. It would also be in the Community Redevelopment Area (CRA.) See the map enclosed.

That’s where Mayor Trad’s house was - his backyard. The Trad’s lost their home by imminent domain so Moody Lane could be re-aligned for the bridge’s retention pond. After the mayor’s house was torn down, the DOT built a massive seawall in the southeast corner of that canal (See photos.) and that’s where a SMALL dock would be built.

Getting the “boat park” built will be challenging. Ownership of that land today would have to be investigated and permission granted for its use granted as a park. I suppose it’s the State of Florida or the Department of Transportation who owns it now? Anyway, letters have

to be written to the owners. Grant money for projects like this would have to be explored and applied for. Seeking financial assistance through our elected legislators in Tallahassee and our U.S. Congressmen could also help. Every tool in the toolbox needs to be used so to speak. Without question, making this new park project happen would require concentrated effort with a CAN DO attitude.

John Timmins – 2026 Park Committee member.

8/11/26

PLEASE

ADD THIS WRITE-UP AND MAP
TO THE 5 PHOTOS I EMAILED TO
COLLEEN KUHN.

THESE THINGS CAN BE ADDED TO
THE PARK COMMITTEE MEETING PACKET
FOR THE SEPT 2, 26 PARK COMMITTEE
MEETING.

I HAVE ASKED TO HAVE MY NEW PARK
PRESENTATION IDEA TO BE LISTED IN
NEW BUSINESS.

THANK YOU

JOHN TIMMINIS

PARK COMMITTEE MEMBER

A New Park for Boats in Flagler Beach

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John Timmins – 2026 Park Committee member.

FLAGLER BEACH, FLORIDA

COMMUNITY REDEVELOPMENT AREA













Eric Whitwam

From: Eric Whitwam
Sent: Wednesday, June 24, 2026 3:02 PM
To: Todd Anderson; Justin Isaacs; Jenifer Crews; Casey Ryan
Cc: Eric Whitwam
Subject: Silver Lake Park Improvement Plan -- Update #1

Team,

Once we get the 4th of July festivities behind us my intention is to shift that team from Veteran Park over to Silver Lake Park to commence an improvement plan at this location. They will not be dedicated there everyday as they were at Veteran Park to meet a deadline however I'm think two days per week while we completed the below SOW. This scope presently is a moving target and as we get into the park, I am quite sure we will identify additional tasks that need to be accomplished. [Please let me know if others need to be looped in on these updates](#). Todd, Justin and Jen as my teammates and Casey as a fellow member of the Parks Committee.

Scope:

- Hurricane cut all palms
- Raise the tree height
- Paint garbage cans, benches (same flat brown as Wickline)
- Place pavers under trashcan for a cleaner and uniform look
- Power wash all structures and signage in the park and the dock
- Touch up paint the covered pavilion
- Refurbish rubber ground cover in playground
- Landscape cleanup along jogging trail and canoe launch
- Repair/Replace exercise equipment
- Landscape border and islands push back the encroaching growth, clean-up and cut back

Please contact me with any questions or concerns.

Respectfully,



Eric Whitwam

Facilities Maintenance Director

Office: (386) 517-2000 ext. 336

Cell: (386) 293-3758

Address: 800 S. Daytona Avenue, Flagler Beach, FL 32136

www.cityofflaglerbeach.com

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City of Flagler Beach

Park Inspection Checklist

Park: _____

Date: _____

Inspector: _____

- | | |
|--|---|
| ☐ Animal Waste Bag Holder | ☐ Mulch/Ground Covering |
| ☐ Animal Waste Bags | ☐ Signage |
| ☐ Benches | ☐ Gates/Fences |
| ☐ Trashcans | ☐ Pavillion/Pavillion Roof |
| ☐ Parking Lot | ☐ Vegetation/Overgrowth |
| ☐ Playground/Exercise Equipment | ☐ General Cleanliness |
| ☐ Paint | ☐ Flags/Banners |
| ☐ Restrooms & Equipment | ☐ Power/Water/Lighting |
| ☐ Trails/Walkovers | ☐ Sidewalks/Walkways |

PARKS: Veteran, Wickline, Silver Lake, Custard, Palmetto, Pal Parker

NOTES or Comments: _____

A graphic for a 'Trunk or Treat' event. The words 'TRUNK' and 'TREAT' are in large, bold, orange letters with black outlines. Between them is a yellow oval with the word 'OR' in black, flanked by two small black stars. In the background, a light blue car is partially visible. To the left, a black spider hangs from a thin black line. To the right, a black spiderweb is in the corner.

TRUNK OR TREAT

Join Us for a Spooky Halloween
Celebration!

Date : **FRIDAY 10/30/26**

Time : **5:00PM - 7:00PM**

Venue : **Wickline Park**



FUN FOR ALL AGES City of Flagler Beach

Presented by the Parks Committee

A graphic for a 'Trunk or Treat' event. The words 'TRUNK' and 'TREAT' are in large, bold, orange letters with black outlines. Between them is a yellow oval with the word 'OR' in black, flanked by two small black stars. In the background, a light blue car is partially visible. A black spider is on the left, hanging from a thin line. A black spider web is in the top right corner.

TRUNK OR TREAT

CANDY DONATIONS

appreciated

**Donate candy for this event by
dropping off at the Police or
Fire Station locations before
Friday, October 30, 2026**



FUN FOR ALL AGES City of Flagler Beach