



PARKS AD-HOC COMMITTEE MEETING MINUTES

Wednesday, December 04, 2024 at 6:00 PM

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

PRESENT: Erica Corpening, Tim Davis, Fred Ferrara, Morgan Gallina
EX-OFFICIO: City Manager Dale Martin, Recreation Director Tom Gillin
ABSENT: Jennifer Vaders

1. **Call the meeting to order:** Chair Corpening called to order at 6:00 p.m.
2. **Pledge of Allegiance:** Mr. Martin led the pledge.
3. **Roll Call / Determination of Quorum.** Ms. Settle verified a quorum was present.
4. **Approval of Meeting Minutes**
 - a. Approve the Minutes of September 4, 2024. Motion by Tim Davis, seconded by Fred Ferrara, to approve the minutes as presented. The motion carried unanimously.
5. **New Business**
 - a. Review and Recommendation for Parks Improvement Consultant Dale opened the item and informed that the city has 340,000 for use to Wickline park. Mr. Martin reported, two proposals were received by the City. The recommendation from the Committee will be brought before the Commission at their December 12th meeting. He reviewed the criteria and the score sheet with the Committee. Mr. Davis asked for guidance for how to choose if they are both very qualified. Mr. Martin explained the process and why they are given a score sheet without knowing the cost of the proposed contract. Scores were given to the clerk. The Committee members discussed what brought them to their scores.
 - b. Scores were tallied by the Clerk:
Catalyst Design Group – total of 420
J. Brown Professional Group, Inc. – total of 379

Mr. Martin opened the bid from Catalyst. \$19,650 for the master planning phase.

Motion by Fred Ferrara, second by Tim Davis to recommend Catalyst Design Group. The motion carried unanimously.
6. **Board Comments:** Next steps were discussed. Mr. Martin will ask permission of the City Commission to allow him to enter into a contract with Catalyst. Once that has been achieved, he will invite Catalyst to the Parks Committee's January Meeting.
7. **Public Comment:** Commissioner Belhumeur reported there are coquina stones around the perimeter of Wickline Park. The public has rearranged them in order for people to drive through the park. He hoped the consultant would be able to place them evenly in order to stop the driving and blocking parking spaces.
8. **Other Business:** The next meeting date was discussed. There was a consensus to meet on January 8, 2024.
9. **Adjournment.** Motion by Tim Davis to adjourn by at 6:38 p.m.

Respectfully submitted,

Kate Settle, MMC