



**CITY OF OKEECHOBEE
FLAGLER PARK DESIGN REVIEW ADVISORY COMMITTEE
MARCH 8, 2021
OFFICIAL MINUTES**

I. CALL TO ORDER

The initial meeting of the Flagler Park Design Review Advisory Committee (FPDRAC) was called to order by City Clerk Lane Gamiotea on Monday, March 8, 2021, at 4:00 P.M. in the City Council Chambers, located at 55 Southeast 3rd Avenue, Room 200, Okeechobee, Florida.

II. ATTENDANCE

Deputy City Clerk Bobbie Jenkins called the roll. Regular Members Robbie Chartier, Susanne Clemons, Bert Culbreth, Regina Hamrick, Kathy Scott, Jennifer Tewksbury, and Denise Whitehead were present. Alternate Member Greg Maynard was present. It was noted for the record that Alternate Member Paulette Bragel resigned effective March 5, 2021.

A. ELECTION OF CHAIR

City Clerk Gamiotea opened the floor for nominations for Committee Chairperson. A nomination was made by Alternate Member Maynard and seconded by Member Whitehead. No other nominations were offered. **Motion Carried Unanimously.** NOTE FOR CLARIFICATION: An alternate member cannot offer motions when not sitting in place of a regular member. To clear up this issue, the nomination is noted to be made by Member Whitehead as a second is not required per Roberts Rules of Order.

The Chairperson's seat was relinquished by Clerk Gamiotea to the newly appointed Chairperson, Robbie Chartier. Chairperson Chartier opened the floor for Vice-Chairperson nominations. Member Scott nominated Bert Culbreth. No other nominations were offered. **Motion Carried Unanimously.**

III. AGENDA AND PUBLIC COMMENTS

A. Motion by Member Clemons, seconded by Member Scott to approve the agenda as presented. **Motion Carried Unanimously.**

B. There were no comment cards submitted for public participation for any issues not on the agenda.

IV. NEW BUSINESS

A. Attorney Fumero presented and reviewed the application of sunshine, public records, and ethics laws as they relate to and govern the FPDRAC and City Staff. The State Code of Ethics key concepts are: members cannot accept gifts that would influence a decision; cannot do business with the City of Okeechobee; and cannot misuse their positions to secure a special privilege, benefit, or exemption for themselves or on behalf of others. Committee Members are also held to the State public records and open public meetings laws, known as the "Sunshine Laws."

IV. NEW BUSINESS CONTINUED

ITEM A CONTINUED: Members cannot discuss with one another, outside a convened publicly advertised meeting, any topic that will or could come before the FPDRAC. He reviewed the three-part test as to whether an item is a public record and explained Members cannot destroy anything that falls under the test. He strongly advised against using personal devices to conduct FPDRAC business, such as their personal computers and/or cell phones. A copy of the PowerPoint presentation has been incorporated into the minute file.

B. DISCUSS GOAL OF COMMITTEE

The FPDRAC's purpose is to gather analysis and information to recommend proposed Flagler Park improvements, landscape plans, structures, signs, design guidelines and other relevant considerations to the City Council based upon deliberations and public input. Funding sources were discussed briefly. Member Whitehead advised she would contact the County's grant writer, Ryan Ruskay with RMPK Funding, to ascertain what he would charge the City to assist in applying for grants. Member Scott added that grants are also available through the Main Street Arts Alliance Program. **At the next meeting items to be presented and discussed are: the conceptual plan approved by the City Council on August 4, 2020, as presented by the Economic Council of Okeechobee; a presentation by Landscape Architect Tammy Cook-Weedon with Calvin, Giordano, and Associates; and the Flagler Parks maintenance budget for the current Fiscal Year.**

C. DISCUSS RULES AND PROCEDURES

Attorney Fumero distributed and reviewed a memorandum that provided information pertaining to the rules and procedures of the FPDRAC. A copy has been incorporated into the minute file.

D. DISCUSS WEBPAGE AND ASSIGN CITY EMAILS FOR COMMITTEE MEMBERS

To ensure transparency, a separate page for the FPDRAC has been created on the City's website to post information for the community. Administrator MontesDeOca explained City email addresses have been assigned to all Members. Detailed instructions will be provided to each Member via email.

E. DISCUSS UPCOMING MEETING SCHEDULE

After a brief discussion, the consensus of the FPDRAC was to meet on Mondays at 3:00 P.M. How often they meet will be determined after the presentation has been made by the Landscape Architect. The next meeting will be Monday, March 29, 2021, at 3:00 P.M.

V. ADJOURN MEETING

There being no further items for discussion, the meeting was adjourned at 4:54 P.M.

Submitted by: Lane Gamble, CMC, City Clerk

Approved on: March 29, 2021

Please take notice and be advised that when a person decides to appeal any decision made by the FPDRAC with respect to any matter considered at this meeting, he/she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. City Clerk media are for the sole purpose of backup for official records of the Clerk.