



City of Palm Coast

Agenda

City Council Workshop

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoast.gov

Mayor Michael Norris
Vice Mayor Theresa Pontieri
Council Member Charles Gambaro
Council Member Ty Miller

Tuesday, April 8, 2025

6:00 PM

City Hall - Jon Netts Community Wing

City Staff

Lauren Johnston, Acting City Manager

Marcus Duffy, City Attorney

Kaley Cook, City Clerk

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Other matters of concern may be discussed as determined by City Council.
- If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.
- In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a reasonable accommodation to participate in any of these proceedings or meeting should contact the City Clerk at 386-986-3713, at least 48 hours prior to the meeting.
- City Council Meetings are streamed live on YouTube at <https://www.youtube.com/@PalmCoastFL>.
- It is proper meeting etiquette to silence all electronic devices, including cell phones while Council is in session.
- Any person who decides to appeal any decision of the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

A CALL TO ORDER

B PLEDGE OF ALLEGIANCE TO THE FLAG AND A MOMENT OF SILENCE

C ROLL CALL

D PUBLIC PARTICIPATION

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. And pursuant to the City Council's Meeting Policies and Procedures:

- (1) This agenda item has a thirty (30) minute limit.
- (2) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
- (3) The Public may provide comments to the City Council relative to matters not on the agenda at the times indicated in this Agenda. Following any comments from the public,

there may be discussion by the City Council.

(4) Public speakers may address their comments to the Council as a whole, the Mayor, or to an individual Council Member

(5) When addressing the City Council on specific, enumerated Agenda items, speakers shall:

(a) make their comments concise and to the point;

(b) not speak more than once on the same subject;

(c) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;

(d) obey the orders of the Mayor or the City Council; and

(e) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.

(6) Any person who becomes disorderly or who fails to confine his or her comments to the identified subject or business, shall be cautioned by the Mayor and thereafter must conclude his or her remarks on the subject within the remaining designated time limit.

Any speaker failing to comply, as cautioned, shall be barred from making any additional comments during the meeting and may be removed, as necessary, for the remainder of the meeting.

Members of the public may make comments during the public comment portion of the meeting. Please be advised that public comment will only be permitted during the public comment portions of the agenda at the times indicated by the Chair during the meeting.

E PRESENTATIONS

1 DISCUSSION - CITY COUNCIL DISTRICT SEAT 3 VACANCY

2 PRESENTATION - UPDATE ON RALPH CARTER PARK

3 RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH FOREFRONT ARCHITECTURE & ENGINEERING, LLC FOR ARCHITECTURE AND ENGINEERING SERVICES FOR COMMUNITY CENTER PARKING EXPANSION AND ADAPTIVE REUSE OF FIRE STATION #22

F PUBLIC PARTICIPATION

Remainder of Public Comments is limited to three (3) minutes each.

G DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

H DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

I DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

J ADJOURNMENT

4 AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida

Agenda Item

Agenda Date: April 8, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: DISCUSSION - CITY COUNCIL DISTRICT SEAT 3 VACANCY	
Presenter: Mayor and City Council	
Attachments: 1. Voting Sheet	
Background: <u>UPDATED BACKGROUND FROM THE APRIL 1, 2025, WORKSHOP MEETING:</u> City Council held an interview session with the applicants present during the April 1, 2025, Workshop Meeting. Three applicants had withdrawn their applications prior to the April 1 st interviews and were not in attendance: Scott Pillath, Chad Raymond, and Andrew Werner. City Council concurred to select their top 3 candidates during the April 8, 2025, Workshop Meeting and a voting sheet has been attached to this item. <u>ORIGINAL BACKGROUND FROM THE APRIL 1, 2025, WORKSHOP MEETING:</u> At the March 4, 2025, Business Meeting, City Council approved the following process and timeline for filling the District Seat 3 vacancy: • Application Period: Open until March 19, 2025, at 5:00 p.m. • interviews: April 1, 2025, at 3:00 p.m. • Discussion of Applicants: April 8, 2025, at 6:00 p.m. • Appointment Date: April 15, 2025, at 9:00 a.m. City staff received a total of 13 applications within the timeframe: 1. Mark Burton 2. Douglas Courtney 3. Dave Ferguson 4. Michael Flanagan 5. Cornelia Downing Manfre 6. Joan Paulus 7. Gene Perez 8. Scott Pillath (withdrawn) 9. Chad Raymond (withdrawn) 10. Dana Mark Stancel 11. Candace Stevens 12. David Sullivan 13. Andrew Werner (withdrawn)	

The applications within District 3 are attached to this item for Council consideration and interview.

**Recommended Action:
FOR CITY COUNCIL DISCUSSION**

City of Palm Coast, Florida Agenda Item

Agenda Date: April 8, 2025

Department PARKS & RECREATION Division	Amount Account #
Subject: PRESENTATION – UPDATE ON RALPH CARTER PARK	
Presenter: James Hirst, Director of Parks & Recreation	
Attachments: 1. Presentation 2. Musco Light Schedule	
Background: Council Priority: B. Safe and Reliable Services At the request of City Council, the Parks & Recreation Department has prepared a presentation on Ralph Carter Park. This presentation includes information on the importance of youth sports, an update on operations and maintenance, LED light proposals, data on sport participation, and field and park usage.	
Recommended Action: FOR PRESENTATION ONLY	

City of Palm Coast, Florida

Agenda Item

Agenda Date: April 8, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$ 129,270
Division	ENGINEERING	Account #	21066015-063000-61400
Subject: RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH FOREFRONT ARCHITECTURE & ENGINEERING, LLC FOR ARCHITECTURE AND ENGINEERING SERVICES FOR COMMUNITY CENTER PARKING EXPANSION AND ADAPTIVE REUSE OF FIRE STATION #22			
Presenter: Eric Gebo, Architect III			
Attachments: 1. Presentation 2. Resolution 3. Draft Contract 4. Proposals (2) 5. Notice of Intent to Award 6. Project Overview			
Background: Council Priority: D. Sustainable Environment and Infrastructure In October of last year, staff presented two options to Council for the expansion of the community center parking and the future of Fire Station 22. The directive was that the existing building would remain and options for renovating and repurposing the building into alternate uses would be developed and presented back to Council. Programming ideas to be explored included its use as a history museum, an arts venue or various other public events gathering spaces. The building site and adjacent parcel was to be developed allowing for 90 new spaces or 228 total spaces available to serve the Community Center. Staff advertised a request for qualifications (#RFSQ-SWE-25-02) for architecture and engineering services for the Community Center parking expansion and adaptive reuse design of Fire Station #22. Staff received two (2) bids that were responsive and responsible. The project bid overview and notice of intent to award are attached. Staff recommends awarding the contract to Forefront Architecture & Engineering. Staff negotiated a scope and fee for the following tasks - ○ Task 1 ▪ Design, Engineering and Construction Documents for the Palm Coast Community Center Parking Expansion ▪ \$104,650.00			

- Task 2
 - Programming and Needs Assessment for the existing Fire Station 22
 - \$24,620.00

This item is to request approval of a contract with Forefront Architect & Engineering in a not-to-exceed amount of \$129,270.

Funds for this project are budgeted out of the Recreation Impact Fund for FY 2025.

Source of Funds Worksheet FY 2025

Recreation Impact Fun 21066015-063000-61400	\$150,000.00
Total Expended/Encumbered to Date	\$8,042.77
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$129,270.00</u>
Balance	\$12,687.23

ADOPT RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH FOREFRONT ARCHITECTURE & ENGINEERING, LLC FOR ARCHITECTURE AND ENGINEERING SERVICES FOR COMMUNITY CENTER PARKING EXPANSION AND ADAPTIVE REUSE OF FIRE STATION #22