



City of Palm Coast Agenda

Community Center
305 Palm Coast Pkwy NE
Palm Coast, FL 32137
www.palmcoast.gov

PARKS AND RECREATION ADVISORY BOARD

Board Member Megan Rizzo
Board Member Agnes Lightfoot
Board Member John Subers
Board Member Philip McClure
Board Member Julia Walthall
Alternate Board Member DeAnna O'Flaherty
Alternate Board Member Kelsey McManus

Wednesday, April 22, 2026

5:30 PM

Palm Coast Community Center

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Public comments on issues on the agenda or public participation shall be limited to 3 minutes.
- Other matters of concern may be discussed as determined by Committee during the meeting.
- If you wish to obtain more information regarding the agenda, please contact the Parks and Recreation Department at 386- 986-2323.
- In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the ADA Coordinator at 386-986-2570 at least 48 hours prior to the meeting.
- It is proper meeting etiquette to silence all electronic devices, including cell phones while meeting is in session.
- The City of Palm Coast is not responsible for any mechanical failure of recording equipment.
- Any person who decides to appeal any decision 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.

NOTICE: This meeting is audio recorded for public record and transparency.

A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Facilitator James Hirst called the meeting to order at 5:31 pm

B. ROLL CALL & QUORUM

Recording Secretary Katelyn Anderson called the roll. Board Member Agnes Lightfoot and Alternate Board Member DeAnna O'Flaherty were absent.

C. NEW BUSINESS

1. OATH OF OFFICE FOR THE NEWLY APPOINTED PARKS AND RECREATION ADVISORY BOARD MEMBERS

Virginia Smith, MMC, CP, ACP, Land Management Administrator, swore in the Board members.

2. OVERVIEW OF SUNSHINE LAW FOR PARKS AND RECREATION ADVISORY BOARD MEMBERS

Marcus Duffy, City Attorney, presented the topic to the Board.

The Board Members did not have any comments on this topic.

3. REVIEW OF PARKS AND RECREATION ADVISORY BOARD RULES, PROCEDURES, AND BY-LAWS

Mr. Hirst presented the item to the Board.

The Board held discussion regarding procedures for excused absences, quorum requirements and meeting cancellations, the role of alternate members, and potential flexibility in the Parks and Recreation Advisory Board meeting schedule and times.

Mr. Hirst and Staff provided a response to the Board's comments and questions

4. PARKS AND RECREATION ADVISORY BOARD APPOINTMENT OF CHAIR AND VICE CHAIR

Mr. Hirst introduced the item to the Board.

City Staff gave additional details on the roles of Chair and Vice Chair

The Board voted Mr. McClure for Chair and Ms. Walthall for Vice Chair.

5. PRESENTATION - PALM COAST PARKS & RECREATION OVERVIEW

Mr. Hirst presented the topic to the Board

Topics of the presentation included: The Parks & Recreation Department's Mission & Values; Current Operations; Parks Master Plan Goals; Parks Master Plan Feedback; Parks Master Plan Interviews; The Parks & Recreation Department By The Numbers; Where the Fun Happens; Parks; Parks Maintenance; Palm Harbor Golf Club; Parks & Recreation; Palm Coast Aquatics Center; Southern Recreation Center; Capital Projects; Parks & Recreation Priorities; Connecting with Us.

The Board held discussion regarding CAPRA accreditation and grant funding opportunities, Parks Maintenance staffing and budgeting, Parks Master Plan feedback and future Board review, Palm Harbor Golf Club operations and financial performance, interlocal agreements with Flagler Schools, Summer Camp Scholarship funding, the Palm Coast Aquatics Center, the YMCA project and community impact, Southern Recreation Center grant-funded improvements, Disc Golf Course operations, and community recreational needs and opportunities.

Mr. Hirst and Staff provided a response to the Board's comments and questions.

D. STAFF & BOARD MEMBERS COMMENTS

Mr. Hirst and Staff provided updates regarding the upcoming Celebrate Trails Day event, future Board discussions related to the Parks Master Plan, and materials distributed to the Board, including ordinances, the Parks Master Plan, and PRAB By-Laws.

The Board held discussion regarding homeschool programming opportunities, examples of future advisory board projects and recommendations, Parks Master Plan feedback, Belle Terre Park and Pool facility planning, Board communication procedures and Sunshine Law considerations, tabling the Board scheduling discussion for the May meeting and holiday meeting scheduling, Roberts Rules procedures for motions and voting, and Board appointment procedures for vacancies and alternates.

Mr. Hirst and Staff provided a response to the Board's comments and questions

E. PRESS AND CITIZEN COMMENTS

No Press or Citizen Comments.

F. ADJOURNMENT

The meeting was adjourned at 7:05pm

Respectfully submitted by: Katelyn Anderson, Recording Secretary