City of Palm Coast
Agenda
City Council Business

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
Council Member David Sullivan

Tuesday, January 6, 2026	6:00 PM	City Hall - Jon Netts Community Wing

City Staff
Michael McGlothlin, 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.

NOTICE: This meeting is being live streamed on the City of Palm Coast YouTube channel and audio recorded for public record and transparency.

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. MINUTES

**1. MINUTES OF THE CITY COUNCIL:
DECEMBER 16, 2025, BUSINESS MEETING**

F. RESOLUTIONS

2. RESOLUTION 2026-XX APPROVING AN INTERLOCAL AGREEMENT WITH FLAGLER COUNTY FOR THE ACCEPTANCE OF THE TRANSFER OF COUNTY OWNED LAND TO BE USED AS A PUBLIC PARK

3. RESOLUTION 2026-XX APPROVING EXPENSES FOR THE INDIAN TRAILS SPORTS COMPLEX PARKING EXPANSION PROJECT

G. CONSENT

4. RESOLUTION 2026-XX APPROVING SOURCEWELL CONTRACT #012825 WITH ORKIN, LLC FOR PEST CONTROL SERVICES

5. **RESOLUTION 2026-XX APPROVING PIGGYBACK CONTRACTS FOR ROAD BASE MATERIALS AND AGGREGATES SERVICES AS NEEDED**

6. **RESOLUTION 2026-XX APPROVING A MASTER SERVICES AGREEMENT WITH STRICKLAND SOD FARM, INC., FOR SOD MATERIALS AND SOD INSTALLATION CITYWIDE ON AN AS-NEEDED BASIS**

7. **RESOLUTION 2026-XX APPROVING A SOLE SOURCE AGREEMENT WITH TSC-JACOBS FLORIDA, LLC FOR THE PURCHASE OF WEMCO LIME SLUDGE RECIRCULATION PUMPS**

H. PUBLIC PARTICIPATION

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

I. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

J. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

K. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

L. ADJOURNMENT

8. **AGENDA WORKSHEET AND CALENDAR**

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 6, 2026

Department **Division**	CITY ADMINISTRATION	**Amount** **Account #**	

Subject: MINUTES OF THE CITY COUNCIL:
DECEMBER 16, 2025, BUSINESS MEETING

Presenter: Kaley Cook, City Clerk

Attachments:
1. Minutes (1)

Background:

Recommended Action:
APPROVE MINUTES OF THE CITY COUNCIL:
DECEMBER 16, 2025, BUSINESS MEETING

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 6, 2026

Department	COMMUNITY DEVELOPMENT	**Amount**	
Division	PLANNING	**Account #**	

Subject: RESOLUTION 2026-XX APPROVING AN INTERLOCAL AGREEMENT WITH FLAGLER COUNTY FOR THE ACCEPTANCE OF THE TRANSFER OF COUNTY OWNED LAND TO BE USED AS A PUBLIC PARK

Presenter: VIRGINIA SMITH, LAND MANAGEMENT ADMINISTRATOR AND JAMES HIRST, PARKS N RECREATIONS DIRECTOR

Attachments:

1. Presentation
2. Resolution
3. Interlocal Agreement

Background:

Flagler County acquired a 5.15 +/- acre parcel of property located within the corporate limits of the City of Palm Coast by Warranty Deed dated October 14, 2025, from TCC Real Estate, LLC, as shown in Official Records Book 2999, Page 507 *et seq.* of the Public Records of Flagler County, Florida.

The County purchased the Property using Environmentally Sensitive Lands monies with the intent of transferring it to Palm Coast to allow for the continuation of the City's Waterfront Park and Linear Park trail system. The acceptance of this land will allow the city to preserve it as environmentally sensitive lands. Both trails are currently open to the public at large and is well attended.

The County and Palm Coast have agreed upon the basis of a real estate transfer of the Property, as presented for Council's consideration in this agenda item. The city will be responsible for the closing costs of this land donation. It is estimated to be approximately $8,000 for the closing costs. These funds will come from the Parks Impact Fee fund.

This land has been designated as a park and will be included in the Parks Master Plan. Staff will be researching for additional state grants for the expansion of Waterfront Park and Linear Park trail system.

Recommended Action:

ADOPT RESOLUTION 2026-XX APPROVING AN INTERLOCAL AGREEMENT WITH FLAGLER COUNTY FOR THE ACCEPTANCE OF THE TRANSFER OF COUNTY OWNED LAND TO BE USED AS A PUBLIC PARK

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 6, 2026

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	**Amount**	$1,545,000.00
Division	ENGINEERING	**Account #**	21066015-063000 PK66013

Subject: RESOLUTION 2026-XX APPROVAL OF EXPENSES FOR THE INDIAN TRAILS SPORTS COMPLEX PARKING EXPANSION PROJECT

Presenter: Eric Gebo, Stormwater & Engineering Architect III

Attachments:

1. Resolution

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

The City's Stormwater Engineering Department recently completed the Construction Documents for a parking expansion Project that will provide additional spaces to the Indian Trails Sports Complex ball field parking area. The additional parking is necessary due to the high-volume attendance resulting from the extensive Programs the Facility serves.

It will aid in alleviating parking issues due to expanding sports alliance group rosters and the increase in year-round sports tournaments, provide for greater accommodation for local church events and serve as a potential staging area for emergency response situations. This Project will add 92 asphalt parking spaces and 44 impervious parking spaces.

The Project will be constructed in its entirety, by the City's Public Works Department's Special Projects Division and managed by Stormwater & Engineering Department's Parks and Facilities Division.

Staff is requesting the approval of $1,545,000.00 for Material Procurement, Construction Costs and Permitting Fees. Funds for this project are budget for out of the FY26 Recreation Impact Fund.

Source of Funds Worksheet FY 26	
Recreation Impact Fee 21066015-063000 PK 66013	**$1,545,000.00**
Total Expended/Encumbered to Date	$0.00
Peding Work Orders/Contract	$0.00
Current (WO/Contract)	$1,545,000.00
Balance	**$0.00**

Recommended Action:
ADOPT RESOLUTION 2026-XX APPROVAL OF EXPENSES FOR THE INDIAN TRAILS SPORTS COMPLEX PARKING EXPANSION PROJECT

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 6, 2026

Department	PUBLIC WORKS	**Amount**	OVER $50K
Division	FACILITIES MAINTENANCE	**Account #**	MULTIPLE

Subject: RESOLUTION 2026-XX APPROVING SOURCEWELL CONTRACT #012825 WITH ORKIN, LLC FOR PEST CONTROL SERVICES

Presenter: Matthew Mancill, Director of Public Works

Attachments:
1. Resolution
2. Piggyback Contract (available in the Clerk's office for review)

Background:
Council Priority:
B. Safe and Reliable Services

The City of Palm Coast's Public Works department is seeking approval to piggyback Sourcewell Contract #012825 with Orkin, LLC for pest control services. This item utilizes a piggyback contract, allowing the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery. Improved safety will also be another benefit, as pest infestations pose health hazards and can even damage the integrity of a facility. City employees will also maintain increased workplace comfort and productivity as pests such as insects will be under control.

The piggybacked contract will be effective from the approved date through March 5, 2029, with three additional one-year renewals. Purchases will be made using budgeted funds appropriated by the City Council. The Fiscal Year 2026 budget includes available funding in the City's Facilities Maintenance budgets to cover the costs of pest control services. Please see the Source of Funds Worksheet below to see the monetary breakdown.

Source of Funds Worksheet FY 2026:

Facilities - City Hall - Other Contractual Services Fund 65032100-034000	$274,500.00
Total Expended/Encumbered to Date	$260,393.73
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$0.00
Balance	**$14,106.27**
Facilities - Fire - Other Contractual Services Fund 65034000-034000	$66,500.00
Total Expended/Encumbered to Date	$40,440.00
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$0.00
Balance	**$26,060.00**
Facilities - Parks & Rec - Other Contractual Services Fund 65035015-034000	$365,400.00
Total Expended/Encumbered to Date	$337,331.36
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$0.00
Balance	**$28,068.64**
Facilities - Public Works - Other Contractual Services Fund 65035011-034000	$38,250.00
Total Expended/Encumbered to Date	$33,358.68
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$0.00
Balance	**$4,891.32**
Facilities - Stormwater - Other Contractual Services Fund 65035511-034000	$34,000.00
Total Expended/Encumbered to Date	$18,319.04
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$0.00
Balance	**$15,680.96**
Facilities - Utility - Other Contractual Services Fund 65039000-034000	$107,000.00
Total Expended/Encumbered to Date	$98,009.20
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$0.00
Balance	**$8,990.80**

Recommended Action:

ADOPT RESOLUTION 2026-XX APPROVING SOURCEWELL CONTRACT #012825 WITH ORKIN, LLC FOR PEST CONTROL SERVICES

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 6, 2026

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	**Amount**	AS NEEDED
Division	ENGINEERING	**Account #**	MULTIPLE CITY-WIDE

Subject: RESOLUTION 2026-XX APPROVING PIGGYBACK CONTRACTS FOR ROAD BASE MATERIALS AND AGGREGATES SERVICES AS NEEDED

Presenter: Lynn Stevens, Deputy Director of Stormwater & Engineering

Attachments:
1. Resolution
2. Contracts (2) (available in the Clerk's office for review)

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

City staff have determined the need to purchase aggregates and road materials such as road base, stone, shell, and rock. These materials are required for day-to-day operations city-wide and maintenance of the City's streets and roadways.

Staff is requesting approval to piggyback Flagler County's Contracts (25-ITB-084) with A Morea Group, LLC and Central Florida Transport, LLC for road base materials & aggregates services.

Utilizing a piggyback contract, allows the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery.

Since this contract is based on pre-negotiated fees and services, City staff will make purchases on an as-needed basis using funds already appropriated in the approved budget.

Recommended Action:
ADOPT RESOLUTION 2026-XX APPROVING PIGGYBACK CONTRACTS FOR ROAD BASE MATERIALS AND AGGREGATES SERVICES AS NEEDED

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 6, 2026

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	**Amount**	AS NEEDED
Division	ENGINEERING	**Account #**	MULTIPLE CITYWIDE

Subject: RESOLUTION 2026-XX APPROVING A MASTER SERVICES AGREEMENT WITH STRICKLAND SOD FARM, INC., FOR SOD MATERIALS AND SOD INSTALLATION CITYWIDE ON AN AS-NEEDED BASIS

Presenter: Lynn Stevens, Deputy Director of Stormwater & Engineering

Attachments:
1. Resolution
2. Contract (available in the Clerk's office for review)
3. Notice of Intent to Award
4. Project Overview

Background:

The city purchases sod on an as-needed basis for citywide use either by the piece or by the pallet or rolls, picked up by the city, delivered, or installed. Each department will purchase sod based on their specific needs.

City Staff advertised ITB-SWE-26-18 and solicited bids for sod materials and installation in accordance with the City's Purchasing Policy. City Staff recommend approving a Master Services Agreement with Strickland Sod Farm, Inc., of Bunnell, FL. The Notice of Intent to Award and Project Bid Overview are attached to this item.

City staff will purchase items on an as-needed basis upon City Council approved budgeted funds.

Recommended Action:
RESOLUTION 2026-XX APPROVING A MASTER SERVICES AGREEMENT WITH STRICKLAND SOD FARM, INC., FOR SOD MATERIALS AND SOD INSTALLATION CITYWIDE ON AN AS-NEEDED BASIS

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 6, 2026

Department	WATER AND WASTEWATER UTILITY	**Amount**	$64,902.96
Division		**Account #**	54029088 063030 84004

Subject: RESOLUTION 2026-XX APPROVING A SOLE SOURCE AGREEMENT WITH TSC-JACOBS FLORIDA, LLC FOR THE PURCHASE OF WEMCO LIME SLUDGE RECIRCULATION PUMPS

Presenter: Brian Roche, Utility Director and Peter Roussell, Utility Deputy Director

Attachments:
1. Resolution
2. Contract (available in the Clerk's office for review)
3. Proposal
4. Notice of Intent to Sole Source

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

The City of Palm Coast operates a lime softening water treatment plant located at 4 Corporate Drive North. The plant uses WEMCO sludge recirculation pumps in their treatment process. The existing pumps are original equipment, purchased and installed in 1982. During this time the pumps have performed outstanding. Currently the pumps are beginning to fail, due their age.

TSC-Jacobs Florida, LLC is the exclusive representative in the state of Florida for WEMCO Pump. They are the sole source in the state of Florida for WEMCO pump products used in the municipal water and wastewater plant markets.

To purchase replacement pumps other than WEMCO would require extensive re-piping, electrical work, consultant engineering study and FL DEP permits.

City staff advertised SS-UT-26-20 for the purchase of WEMCO lime sludge recirculation pumps in accordance with the City's Purchasing Policy. The notice of intent to sole source is attached.

City staff recommends City Council approve a Sole Source Agreement with TSC-Jacobs Florida, LLC for the purchase of WEMCO lime sludge recirculation pumps.

City staff will purchase the pumps using budgeted funds appropriated by City Council for Fiscal Year 2026.

SOURCE OF FUNDS WORKSHEET FY 2026	
Renewal and Replacement Project 54029088 063030 84004	**$879,000.00**
Total Expended/Encumbered to Date	$296,081.17
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$64,902.96
Balance	**$518,015.87**

Recommended Action:
ADOPT RESOLUTION 2026-XX APPROVING A SOLE SOURCE AGREEMENT WITH TSC-JACOBS FLORIDA, LLC FOR THE PURCHASE OF WEMCO LIME SLUDGE RECIRCULATION PUMPS