

**CATHERINE D ROBINSON
MAYOR**

**JOHN ROGERS
VICE-MAYOR**

**DR. ALVIN B JACKSON JR
CITY MANAGER**



Crossroads of Flagler County

COMMISSIONERS:

**PETE YOUNG
DAVID ATKINSON
DEAN SECHRIST**

CITY COMMISSION MEETING
Monday, February 23, 2026 at 7:00 PM
2400 Commerce Pkwy
Chambers Meeting Room,
Bunnell, FL 32110

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- A. Call Meeting to Order and Pledge Allegiance to the Flag**
Roll Call
Invocation for our Military Troops and National Leaders
- B. Introductions, Commendations, Proclamations, and Presentations:**
B.1 Presentation: Capital Project Reporting
- C. Consent Agenda:**
C.1 February 23, 2026 Warrants (Fiscal Year 2024/2025 and Fiscal Year 2025/2026)
C.2 February 9, 2026 City Commission Minutes
C.3 Request to Approve Change Request Proposal 190006 for Owner Direct Purchase (ODP) Deduct from Guaranteed Maximum Price (GMP) 2 for the Wastewater Treatment Facility (WWTF) Biological Nutrient Removal (BNR) Improvements Project
C.4 Request to Approve Change Request Proposal 190001 for Owner Direct Purchase Deduct from Guaranteed Maximum Price (GMP) 2 for the WWTF BNR Improvements
C.5 Approval to remove obsolete, damaged, or otherwise unusable fixed assets from the City's inventory and financial records.
- D. Public Comments:**
Comments regarding items not on the Agenda. Citizens are encouraged to speak; however, comments are limited to four (4) minutes.
- E. Ordinances: (Legislative):**
E.1 Ordinance 2026-04 Requesting to voluntarily annex properties totaling 240.00+/- acres of land located at 261 County Road 45. - First Reading
- F. Resolutions: (Legislative): None**
- G. Old Business: None**
- H. New Business:**
H.1 Acceptance of the City of Bunnell 2026 Community Engagement Visioning Report
H.2 Requesting an appeal of a decision made by the Planning, Zoning and Appeals Board

regarding Application No. SE 2025-04 by Track 5, LLC.

I. Reports:

City Clerk

Police Chief

City Attorney

City Manager

City Manager Report- January 2026

Mayor and City Commissioners:

J. Call for Adjournment

This agenda is subject to change without notice. Please check website www.bunnellcity.us for any changes to the agenda.

NOTICE: If any person decides to appeal any decision made by the City Commission or any of its boards, with respect to any matter considered at any meeting of such boards or commission, he or she will need a record of the proceedings, and for this purpose he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based, 286.0105 Florida Statutes.

Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk at (386) 437-7500 at least 48 hours prior to the meeting date.



City of Bunnell, Florida

Agenda Item No. B.1.

Department: City Clerk
Subject: Presentation: Capital Project Reporting
Agenda Section: Introductions, Commendations, Proclamations, and Presentations:

ATTACHMENTS:

Description

2026 02 23 Capital Project Reporting

Summary/Highlights:

Projects going on in the City. If a project has reached completion, it will no longer be reported on.

Real time updates are also found on the City's website on the Capital Improvements Capital Reporting page: <https://www.bunnellcity.us/capital-projects/pages/projects>

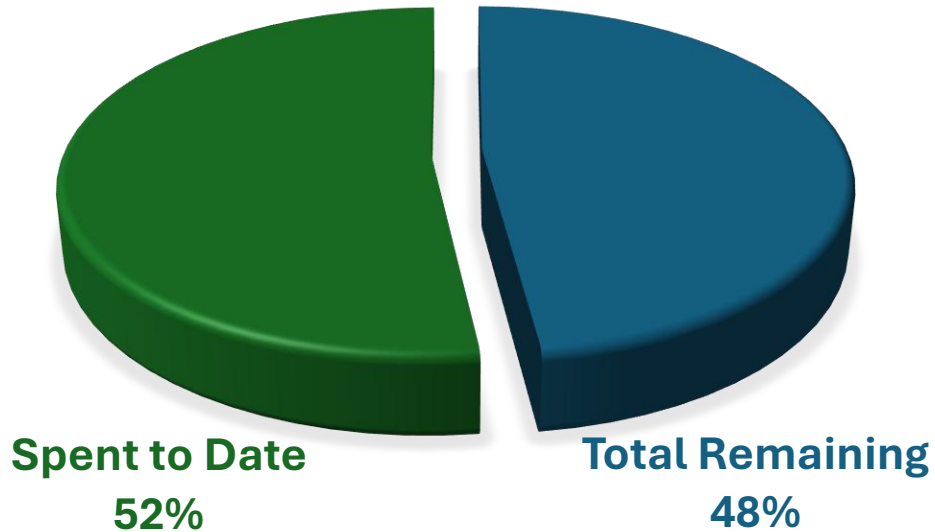
City Capital Projects Updates

#beinthebunnellknow

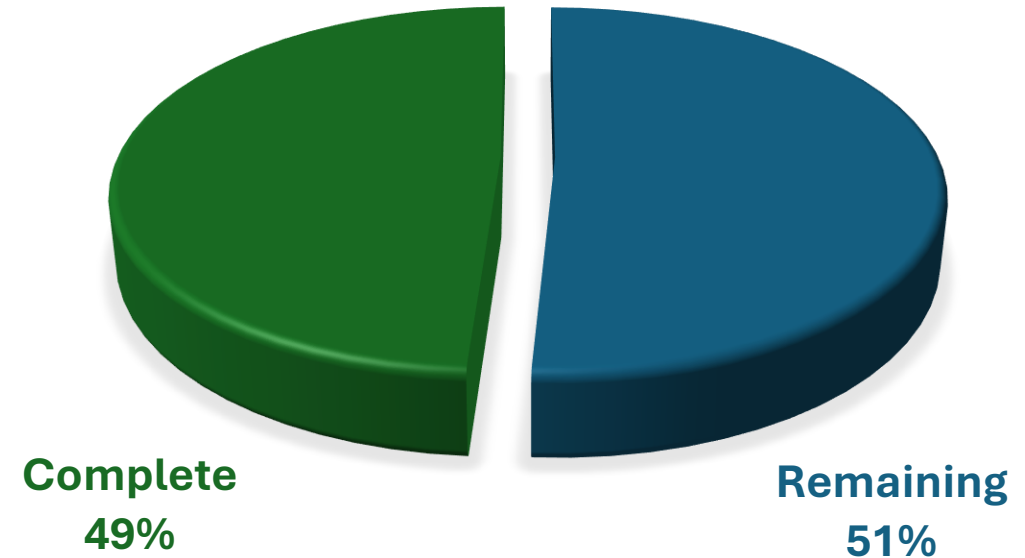
As of February 6, 2026

Wastewater Treatment Plant Rehab/Expansion

BUDGET



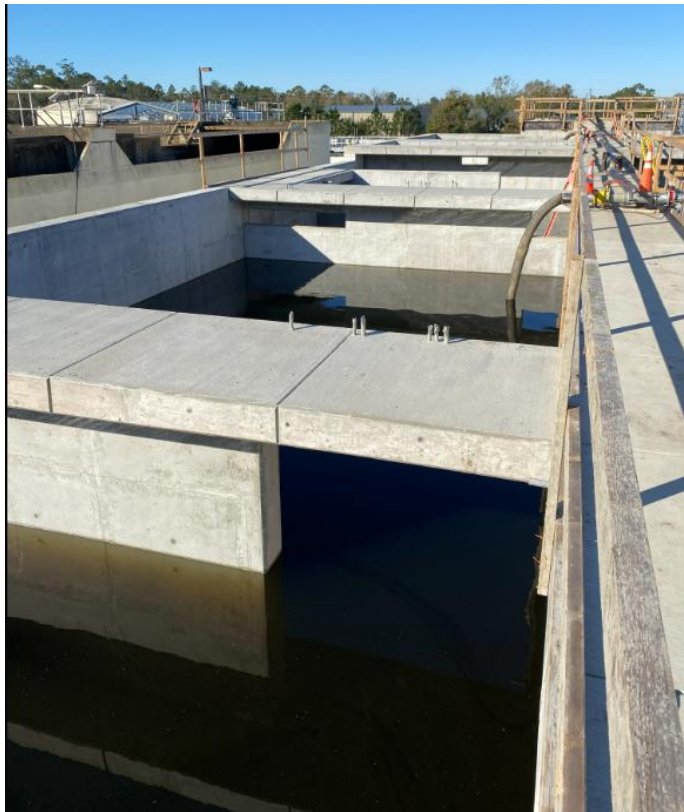
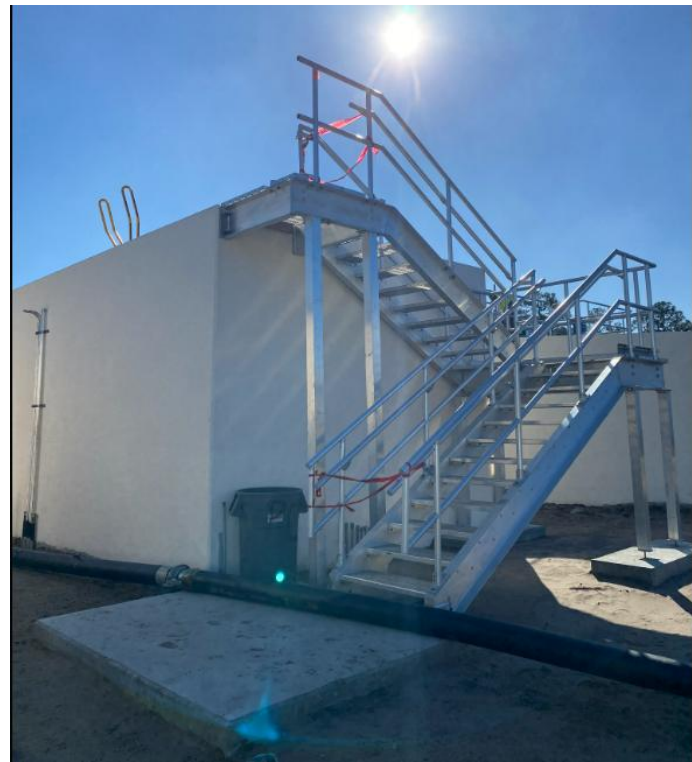
CONSTRUCTION



➤ Target Completion Date: April 2027

➤ Owner Direct Purchases: \$2,359,296

➤ CMAR Contract Price: \$42,440,006



Design-Build Brackish Water RO

- **Primary Department:** Infrastructure/ Distribution Utility
- **Award/Budgeted Amount:** \$4,500,000
- **Funding Source:** State of Florida Department of Environmental Protection Legislative Grant
- **Amount Spent to date:** \$573,541
- **Percent Complete:** 12.75%
- **Milestone Completed:** Receiving ODP submittals for review
- **Next Milestone/Step:** FDEP Construction Permit; Logistics Plan
- **Target Completion Date:** September 2026





City of Bunnell, Florida

Agenda Item No. C.1.

Department: City Clerk
Subject: February 23, 2026 Warrants (Fiscal Year 2024/2025 and Fiscal Year 2025/2026)

Agenda Section: **Consent Agenda:**

ATTACHMENTS:

Description

Expense Approval Register 24/25

Expense Approval Register 25/26



City of Bunnell, FL

Expense Approval Register

PPKT09460 - 2026-0223 Payment process 24/25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: Flagler Humane Society					
Flagler Humane Society	1195AB	09/30/2025	Services for September 2025	001-0562-562.3402	2,352.74
Vendor Flagler Humane Society Total:					2,352.74
Vendor: Vose Law Firm, LLP					
Vose Law Firm, LLP	3169	09/04/2025	Haw Creek	001-0524-524.3400	2,275.00
Vendor Vose Law Firm, LLP Total:					2,275.00
Grand Total:					4,627.74

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	4,627.74
Grand Total:	4,627.74

Account Summary

Account Number	Account Name	Expense Amount
001-0524-524.3400	Other Contract Services	2,275.00
001-0562-562.3402	Humane Society Contract	2,352.74
Grand Total:		4,627.74

Project Account Summary

Project Account Key	Expense Amount
None	2,352.74
CD2024-02 EXP	2,275.00
Grand Total:	4,627.74



City of Bunnell, FL

Expense Approval Register

cket: APPKT09459 - 2026-0223 Payment process

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: Advanced Environmental Laboratories, Inc.					
Advanced Environmental La...	898062	02/01/2026	BLANKET PO - WWTP LAB TE...	404-0535-535.3400	564.70
Vendor Advanced Environmental Laboratories, Inc. Total:					564.70
Vendor: American Janitorial, Inc.					
American Janitorial, Inc.	31611	01/31/2026	January 2026 Services	001-0519-519.3401	2,692.30
Vendor American Janitorial, Inc. Total:					2,692.30
Vendor: Aramsco Inc					
Aramsko Inc	S7501233.001	01/21/2026	Street Signage	001-0541-541.5310	948.00
Aramsko Inc	S7501283.001	01/21/2026	Street Signage	001-0541-541.5310	861.00
Aramsko Inc	S7459692.001	12/22/2025	Street Signage	001-0541-541.5310	791.00
Aramsko Inc	S7459722.001	12/22/2025	Street Signage	001-0541-541.5310	566.00
Aramsko Inc	S7525275.001	02/06/2026	Street Signage	001-0541-541.5310	341.00
Vendor Aramsco Inc Total:					3,507.00
Vendor: Boulevard Tire Center					
Boulevard Tire Center	27-119335	01/15/2026	Repair & Maint Vehicles	401-0533-533.4620	19.50
Boulevard Tire Center	27-119335	01/15/2026	Repair & Maint Vehicles	404-0535-535.4620	19.50
Boulevard Tire Center	27-GS119562	02/03/2026	Tires Veh 2303	001-0521-521.4620	635.16
Vendor Boulevard Tire Center Total:					674.16
Vendor: Bunnell Auto Supply, Inc.					
Bunnell Auto Supply, Inc.	719963	01/23/2026	Repair & Maint Vehicles Truc...	402-0534-534.4620	300.32
Bunnell Auto Supply, Inc.	720364	01/29/2026	PW Blanket PO for vehicle ma..	001-0541-541.4620	513.71
Bunnell Auto Supply, Inc.	720365	01/29/2026	Repair & Maint Vehicles	001-0541-541.4620	196.15
Bunnell Auto Supply, Inc.	720368	01/29/2026	PW Blanket PO for vehicle ma..	001-0541-541.4620	168.74
Bunnell Auto Supply, Inc.	720800	02/05/2026	Repair & Maint Vehicles Truc...	402-0534-534.4620	25.80
Vendor Bunnell Auto Supply, Inc. Total:					1,204.72
Vendor: C.A.P. Government, Inc.					
C.A.P. Government, Inc.	0172244	01/27/2026	Professional Services from 12...	118-0524-524.3401	3,777.50
Vendor C.A.P. Government, Inc. Total:					3,777.50
Vendor: Calvin, Giordano & Associates, Inc.					
Calvin, Giordano & Associates..	3214826	01/31/2026	MJSP 2025-10 Bunnell Indust...	001-0524-524.3400	314.00
Calvin, Giordano & Associates..	3224129	01/31/2026	MJSP-2025-13 Rodriguez De...	001-0524-524.3400	1,120.50
Vendor Calvin, Giordano & Associates, Inc. Total:					1,434.50
Vendor: Charter Communications Holdings, LLC					
Charter Communications Hol...	126330201020126	02/01/2026	100 Utility 2/01-2/28/26	401-0533-533.4100	390.00
Charter Communications Hol...	168540101020726	02/07/2026	405 E Drain 2/13-3/12/26	001-0572-572.4100	150.00
Vendor Charter Communications Holdings, LLC Total:					540.00
Vendor: Christopher Hughes					
Christopher Hughes	762H	02/13/2026	Fire Inspector - Fire Pay Repo...	001-0524-524.3401	864.00
Christopher Hughes	762H	02/13/2026	Fire Inspector - Fire Pay Repo...	118-0524-524.3401	30.00
Christopher Hughes	763H	02/13/2026	Fire Inspection Pay Report	001-0524-524.3401	1,494.00
Christopher Hughes	763H	02/13/2026	Fire Inspection Pay Report	118-0524-524.3401	50.00
Vendor Christopher Hughes					Total: 2,438.00
Vendor: Cintas Corporation NO 2					
Cintas Corporation NO 2	4256694547	01/19/2026	UT W Uniforms	401-0533-533.5220	93.58
Cintas Corporation NO 2	4256694547	01/19/2026	UT WW Uniforms	404-0535-535.5220	7.50
Cintas Corporation NO 2	4256695223	01/19/2026	UT WW Uniforms	404-0535-535.5220	67.74
Cintas Corporation NO 2	4257554541	01/02/2026	Uniform Rental/Maint	402-0534-534.5220	35.00
Cintas Corporation NO 2	4257554615	01/26/2026	UT W Uniforms	401-0533-533.5220	93.58
Cintas Corporation NO 2	4257554615	01/26/2026	UT WW Uniforms	404-0535-535.5220	7.50
Cintas Corporation NO 2	4257554625	01/26/2026	UT WW Uniforms	404-0535-535.5220	67.74
Cintas Corporation NO 2	4247753802	10/27/2025	Uniform Rental/Maint	001-0549-549.5220	35.00

Expense Approval Register

Packet: APPKT09459 - 2026-0223 Payment process

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Cintas Corporation NO 2	4245529704	10/06/2025	Uniform Rental/Maint	001-0549-549.5220	35.00
Cintas Corporation NO 2	4249235750	11/10/2025	UT W Uniforms	401-0533-533.5220	94.13
Cintas Corporation NO 2	4249235750	11/10/2025	UT WW Uniforms	404-0535-535.5220	7.50
Cintas Corporation NO 2	4249236256	11/10/2025	Uniform Rental/Maint	001-0549-549.5220	35.00
Cintas Corporation NO 2	4250119861	11/17/2025	UT W Uniforms	401-0533-533.5220	94.13
Cintas Corporation NO 2	4250119861	11/17/2025	UT WW Uniforms	404-0535-535.5220	7.50
Cintas Corporation NO 2	4250120028	11/17/2025	Uniform Rental/Maint	001-0549-549.5220	35.00
Cintas Corporation NO 2	4248484720	11/03/2025	Uniform Rental/Maint	001-0549-549.5220	35.00
Cintas Corporation NO 2	4258171460	02/02/2026	UT W Uniforms	401-0533-533.5220	93.58
Cintas Corporation NO 2	4258171460	02/02/2026	UT WW Uniforms	404-0535-535.5220	7.50
Cintas Corporation NO 2	4258171775	02/02/2026	UT WW Uniforms	404-0535-535.5220	67.74
Cintas Corporation NO 2	4258171787	02/02/2026	Uniform Rental/Maint	402-0534-534.5220	24.17
Cintas Corporation NO 2	4258171801	02/02/2026	Uniform Rental/Maint	402-0534-534.5220	35.00
Cintas Corporation NO 2	4244796165	02/13/2026	Uniform Rental/Maint	001-0541-541.5220	74.60
Cintas Corporation NO 2	4242583270	02/13/2026	Uniform Rental/Maint	001-0549-549.5220	35.00

Vendor Cintas Corporation NO 2 Total: 1,088.49

Vendor: City of Bunnell - WS O&M

City of Bunnell - WS O&M	INV0015283	01/30/2026	001-0040-01 January 2026	001-0572-572.4300	809.67
City of Bunnell - WS O&M	INV0015284	01/30/2026	01-5270-01 January 2026	401-0533-533.4300	182.76
City of Bunnell - WS O&M	INV0015285	01/30/2026	02-2503-00 Januray 2026	404-0535-535.4300	90.02
City of Bunnell - WS O&M	INV0015286	01/30/2026	02-2505-00 January 2026	404-0535-535.4300	90.54
City of Bunnell - WS O&M	INV0015287	01/30/2026	02-3191-00 January 2026	001-0541-541.4300	89.92
City of Bunnell - WS O&M	INV0015288	01/30/2026	03-0161-00 January 2026	404-0535-535.4300	89.92
City of Bunnell - WS O&M	INV0015289	01/30/2026	03-0320-01 January 2026	001-0572-572.4300	495.93
City of Bunnell - WS O&M	INV0015290	01/30/2026	03-0370-01 January 2026	001-0572-572.4300	391.24
City of Bunnell - WS O&M	INV0015291	01/30/2026	03-0545-00 January 2026	404-0535-535.4300	90.41
City of Bunnell - WS O&M	INV0015292	01/30/2026	03-1541-00 January 2026	404-0535-535.4300	90.33
City of Bunnell - WS O&M	INV0015293	01/30/2026	03-4991-00 January 2026	001-0541-541.4300	89.92
City of Bunnell - WS O&M	INV0015294	01/30/2026	03-5151-00 January 2026	001-0541-541.4300	89.92
City of Bunnell - WS O&M	INV0015295	01/30/2026	03-5191-00 January 2026	001-0572-572.4300	89.92
City of Bunnell - WS O&M	INV0015296	01/30/2026	03-5240-01 January 2026	404-0535-535.4300	421.01
City of Bunnell - WS O&M	INV0015297	01/30/2026	03-5260-01 January 2026	001-0541-541.4300	505.93
City of Bunnell - WS O&M	INV0015298	01/30/2026	04-0085-00 January 2026	404-0535-535.4300	90.31
City of Bunnell - WS O&M	INV0015299	01/30/2026	04-0170-02 January 2026	404-0535-535.4300	89.99
City of Bunnell - WS O&M	INV0015300	01/30/2026	04-1140-01 January 2026	001-0572-572.4300	392.23
City of Bunnell - WS O&M	INV0015301	01/30/2026	04-2181-00 January 2026	404-0535-535.4300	90.02
City of Bunnell - WS O&M	INV0015302	01/30/2026	04-3031-00 January 2026	001-0541-541.4300	89.92
City of Bunnell - WS O&M	INV0015303	01/30/2026	04-3032-00 January 2026	404-0535-535.4300	89.92
City of Bunnell - WS O&M	INV0015304	01/30/2026	04-3360-01 January 2026	404-0535-535.4300	89.92
City of Bunnell - WS O&M	INV0015305	01/30/2026	06-0327-01 January 2026	404-0535-535.4300	90.05
City of Bunnell - WS O&M	INV0015306	01/30/2026	01-5271-01 January 2026	001-0519-519.4300	959.03

Vendor City of Bunnell - WS O&M Total: 5,598.83

Vendor: David Atkinson

David Atkinson	INV0015309	02/11/2026	Travel Reimbursement	001-0511-511.4000	218.56
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Vendor David Atkinson Total: 218.56

Vendor: DG Hardware, Inc.

DG Hardware, Inc.	124660	01/30/2026	Misc Supplies	402-0534-534.4640	24.52
DG Hardware, Inc.	124660	01/30/2026	Misc Supplies	402-0534-534.5100	9.78
DG Hardware, Inc.	124660	01/30/2026	Misc Supplies	402-0534-534.5100	34.66
DG Hardware, Inc.	124465	01/07/2026	Misc Supplies	404-0535-535.5200	5.93

Vendor DG Hardware, Inc. Total: 74.89

Vendor: Dynameter, LLC

Dynameter, LLC	2241	02/04/2026	Speedometer Re-Certs	001-0521-521.4620	425.00
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Vendor Dynameter, LLC Total: 425.00

Vendor: Enterprise FM Trust - Enterprise Fleet Management Customer Billing

Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	PD Lease	001-0521-521.4400	15,510.66
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	PD Maint Repair	001-0521-521.4620	257.87
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Community Dev Lease	001-0524-524.4400	195.94
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Community Dev Maint	001-0524-524.4620	32.06

Expense Approval Register

Packet: APPKT09459 - 2026-0223 Payment process

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Public Works Lease	001-0541-541.4400	1,675.95
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Public Works Maint Repair	001-0541-541.4620	189.52
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Fleet Lease	001-0549-549.4400	3,153.63
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Fleet Maint Repair	001-0549-549.4620	65.87
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Parks & Rec Lease	001-0572-572.4400	1,185.11
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Parks & Rec Maint Repair	001-0572-572.4620	192.01
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Building Dept Lease	118-0524-524.4400	195.94
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Building Maint Repair	118-0524-524.4620	32.07
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Water Lease	401-0533-533.4400	1,300.08
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Water Split Lease	401-0533-533.4400	1,678.18
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Water Split Maint Repair	401-0533-533.4620	163.28
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Water Maint Repair	401-0533-533.4620	100.25
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Solid Waste Lease	402-0534-534.4400	916.95
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Solid Waste Maint Repair	402-0534-534.4620	86.74
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Waste Water Lease	404-0535-535.4400	1,265.92
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Waste Water Split Lease	404-0535-535.4400	1,678.18
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Waste Water Maint Repair	404-0535-535.4620	90.03
Enterprise FM Trust - Enterpr...	FBN5558437	02/04/2026	Waste Water Split Maint	404-0535-535.4620	163.28
Vendor Enterprise FM Trust - Enterprise Fleet Management Customer Billing Total:					30,129.52
Vendor: EXP U.S. Services Inc.					
EXP U.S. Services Inc.	161311	01/23/2026	EXP - GIS Consulting Services	401-0533-533.3111	1,556.97
EXP U.S. Services Inc.	161311	01/23/2026	EXP - GIS Consulting Services	404-0535-535.3100	1,556.97
Vendor EXP U.S. Services Inc. Total:					3,113.94
Vendor: Expert Chemical Sales & Service LLC					
Expert Chemical Sales & Serv...	072205	01/26/2026	Misc Supplies	001-0549-549.5200	747.00
Vendor Expert Chemical Sales & Service LLC Total:					747.00
Vendor: Ferguson Waterworks					
Ferguson Waterworks	2206881-1	01/23/2026	misc supplies & parts	401-0533-533.5205	964.23
Vendor Ferguson Waterworks Total:					964.23
Vendor: Flagler County Board of County Commissioners					
Flagler County Board of Coun...	11852	01/29/2026	Annual Contribution: Carver ...	001-0511-511.8200	10,000.00
Flagler County Board of Coun...	11446	12/02/2025	FY26 CAD Public Safety Soft...	001-0521-521.5230	11,715.82
Vendor Flagler County Board of County Commissioners Total:					21,715.82
Vendor: Flagler County Clerk of Courts					
Flagler County Clerk of Courts	4914202602	02/02/2026	Recording Fees January 2026	001-0512-512.3300	237.00
Flagler County Clerk of Courts	4914202602	02/02/2026	Recording Fees January 2026	001-0524-524.3300	18.50
Vendor Flagler County Clerk of Courts Total:					255.50
Vendor: Flagler Humane Society					
Flagler Humane Society	1241AB	01/31/2026	Services for January 2026	001-0562-562.3402	2,588.01
Vendor Flagler Humane Society Total:					2,588.01
Vendor: Flagler Inspections LLC					
Flagler Inspections LLC	0219D	02/05/2026	Services Through 1/26-2/04/...	118-0524-524.3401	1,510.00
Vendor Flagler Inspections LLC Total:					1,510.00
Vendor: Florida Health Care Plans, Inc.					
Florida Health Care Plans, Inc.	343417	01/01/2026	T-66 January 2026 Group NO...	001-2184000	6,212.88
Vendor Florida Health Care Plans, Inc. Total:					6,212.88
Vendor: GS Equipment, Inc					
GS Equipment, Inc	07054978	10/30/2025	Misc Equipment Repair	001-0541-541.4640	912.85
Vendor GS Equipment, Inc Total:					912.85
Vendor: Hawkins Inc					
Hawkins Inc	7321172	01/29/2026	WWTP CHEMICALS	404-0535-535.5200	907.50
Hawkins Inc	7321174	01/29/2026	WTP CHEMICALS	401-0533-533.5205	1,982.75
Hawkins Inc	7326787	02/05/2026	WWTP CHEMICALS	404-0535-535.5200	907.50
Vendor Hawkins Inc Total:					3,797.75

Expense Approval Register

Packet: APPKT09459 - 2026-0223 Payment process

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: HD Supply, Inc					
HD Supply, Inc	00946821	01/28/2026	Lab Supplies	404-0535-535.5200	455.56
			Vendor HD Supply, Inc Total:		455.56
Vendor: Heritage Landscape Supply Group, Inc.					
Heritage Landscape Supply G...	0024816120-001	01/20/2026	Misc Supplies	001-0572-572.5200	268.98
			Vendor Heritage Landscape Supply Group, Inc. Total:		268.98
Vendor: InfoSend, Inc.					
InfoSend, Inc.	303462	01/31/2026	1/22 Late Notices Postage	401-0533-533.4200	80.04
InfoSend, Inc.	303462	01/31/2026	12/31 Bills Postage	401-0533-533.4200	315.08
InfoSend, Inc.	303462	01/31/2026	12/31 Bills Printing	401-0533-533.4700	117.51
InfoSend, Inc.	303462	01/31/2026	1/22 Late Notices Printing	401-0533-533.4700	25.51
InfoSend, Inc.	303462	01/31/2026	12/31 Bills Postage	402-0534-534.4200	315.08
InfoSend, Inc.	303462	01/31/2026	1/22 Late Notices Postage	402-0534-534.4200	80.04
InfoSend, Inc.	303462	01/31/2026	1/22 Late Notices Printing	402-0534-534.4700	25.51
InfoSend, Inc.	303462	01/31/2026	12/31 Bills Printing	402-0534-534.4700	117.50
InfoSend, Inc.	303462	01/31/2026	1/22 Late Notices Postage	404-0535-535.4200	80.04
InfoSend, Inc.	303462	01/31/2026	12/31 Bills Postage	404-0535-535.4200	315.08
InfoSend, Inc.	303462	01/31/2026	1/22 Late Notices Printing	404-0535-535.4700	25.51
InfoSend, Inc.	303462	01/31/2026	12/31 Bills Printing	404-0535-535.4700	117.51
			Vendor InfoSend, Inc. Total:		1,614.41
Vendor: iWater, Inc.					
iWater, Inc.	10288	02/04/2026	Annual Renewal per Amin Us...	401-0533-533.5230	208.33
iWater, Inc.	10288	02/04/2026	Annual Renewal per Full User...	401-0533-533.5230	1,000.00
iWater, Inc.	10288	02/04/2026	Annual Renewal per Amin Us...	401-0533-533.5230	500.00
iWater, Inc.	10288	02/04/2026	Annual Renewal per Amin Us...	404-0535-535.5230	208.33
iWater, Inc.	10288	02/04/2026	Annual Renewal per Amin Us...	404-0535-535.5230	500.00
iWater, Inc.	10288	02/04/2026	Annual Renewal per Full User...	404-0535-535.5230	1,000.00
			Vendor iWater, Inc. Total:		3,416.66
Vendor: John M Hock					
John M Hock	INV0015307	01/29/2026	Advance Cellular Training	001-0521-521.5500	250.00
John M Hock	INV0015308	01/29/2026	Technology Warrants - Traylor	001-0521-521.5500	250.00
			Vendor John M Hock Total:		500.00
Vendor: Kerri A Uebel					
Kerri A Uebel	163603	02/05/2026	Misc Equipment Repair	001-0541-541.4610	62.85
			Vendor Kerri A Uebel Total:		62.85
Vendor: Kimball Midwest					
Kimball Midwest	104118712	01/23/2026	Corrosion Blasting Oil	001-0549-549.5200	134.52
			Vendor Kimball Midwest Total:		134.52
Vendor: Kimberly Lacy-McClendon					
Kimberly Lacy-McClendon	Refund 1/24/2026	02/05/2026	Versie Lee Refund	001-2201000	150.00
Kimberly Lacy-McClendon	Refund 1/24/2026	02/05/2026	Versie Lee Refund	001-3475300	-25.00
			Vendor Kimberly Lacy-McClendon	Total:	125.00
Vendor: Language Line Services Inc					
Language Line Services Inc	11846463	01/31/2026	Services January 2026	001-0512-512.4100	2.80
			Vendor Language Line Services Inc Total:		2.80
Vendor: Lawson Products Inc					
Lawson Products Inc	9312991741	11/14/2025	Misc Supplies	001-0541-541.5200	479.00
			Vendor Lawson Products Inc Total:		479.00
Vendor: Little Electrical Soultions, LLC					
Little Electrical Soultions, LLC	2565	02/06/2026	Deposit 405 E Drain St	001-0572-572.4610	291.00
			Vendor Little Electrical Soultions, LLC Total:		291.00
Vendor: Lowe's Companies, Inc					
Lowe's Companies, Inc	76447	02/02/2026	Misc Tools	404-0535-535.5200	156.69
Lowe's Companies, Inc	76460	02/02/2026	Misc Supplies	404-0535-535.5200	91.00
			Vendor Lowe's Companies, Inc Total:		247.69

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: Lucas Nelson					
Lucas Nelson	INV0015311	01/22/2026	Water Distribution Class	401-0533-533.5500	215.00
Vendor Lucas Nelson Total:					215.00
Vendor: Markeysha Anthony					
Markeysha Anthony	Refund 1/23/2026	02/05/2026	Versie Lee Refund	001-2201000	150.00
Markeysha Anthony	Refund 1/23/2026	02/05/2026	Versie Lee Refund	001-3475300	-25.00
Vendor Markeysha Anthony Total:					125.00
Vendor: MES Service Company, LLC					
MES Service Company, LLC	2425956	01/23/2026	Uniform - Polos	001-0521-521.5220	36.00
MES Service Company, LLC	2433103	02/03/2026	Uniform - Polos	001-0521-521.5220	37.50
MES Service Company, LLC	2434750	02/05/2026	Uniform - Polos	001-0521-521.5220	72.00
Vendor MES Service Company, LLC Total:					145.50
Vendor: Monro, Inc					
Monro, Inc	147829	01/22/2026	Tires - Trucks 929,941,R1	402-0534-534.4620	948.68
Vendor Monro, Inc Total:					948.68
Vendor: NextEra Energy Inc					
NextEra Energy Inc	INV0015317	01/29/2026	06115-08987 12/30-1/29/26...	404-0535-535.4300	38.20
NextEra Energy Inc	INV0015323	01/29/2026	16455-03937 12/30-1/29/26...	001-0541-541.4300	429.32
NextEra Energy Inc	INV0015324	01/29/2026	16525-04919 12/30-1/29/26...	404-0535-535.4300	7,505.57
NextEra Energy Inc	INV0015325	01/29/2026	16885-09957 12/30-1/29/26...	404-0535-535.4300	40.63
NextEra Energy Inc	INV0015330	01/29/2026	27076-01973 12/30-1/29/26...	404-0535-535.4300	34.47
NextEra Energy Inc	INV0015331	01/29/2026	27516-03917 12/30-1/29/26...	404-0535-535.4300	105.90
NextEra Energy Inc	INV0015342	01/29/2026	50935-93118 12/30-1/29/26...	001-0519-519.4300	65.18
NextEra Energy Inc	INV0015343	01/29/2026	51926-14112 12/30-1/29/26...	001-0519-519.4300	268.50
NextEra Energy Inc	INV0015344	01/29/2026	56661-53118 12/30-1/29/26...	001-0519-519.4300	129.63
NextEra Energy Inc	INV0015335	02/02/2026	37390-07957 1/2-2/2/26 ST-...	001-0541-541.4300	7,450.29
NextEra Energy Inc	INV0015336	02/02/2026	37400-05982 1/2-2/2/26 Traf...	001-0541-541.4300	250.54
NextEra Energy Inc	INV0015340	02/02/2026	48622-23445 1/2-2/2/26 ST-...	001-0541-541.4300	182.38
NextEra Energy Inc	INV0015339	02/03/2026	47533-10046 1/3-2/3/26 1 L...	404-0535-535.4300	90.98
NextEra Energy Inc	INV0015319	02/04/2026	09445-94365 1/5-2/4/26 29...	404-0535-535.4300	33.98
NextEra Energy Inc	INV0015363	02/04/2026	98950-01155 1/5-2/4/26 24...	001-0519-519.4300	4,665.32
NextEra Energy Inc	INV0015313	02/05/2026	01235-95431 1/6-2/5/26 601...	001-0521-521.4300	13.85
NextEra Energy Inc	INV0015314	02/05/2026	01408-42220 1/6-2/5/26 237...	404-0535-535.4300	91.26
NextEra Energy Inc	INV0015315	02/05/2026	04369-52212 1/6-2/5/26 313...	404-0535-535.4300	34.97
NextEra Energy Inc	INV0015316	02/05/2026	05365-06116 1/6-2/5/26 612...	404-0535-535.4300	35.78
NextEra Energy Inc	INV0015318	02/05/2026	08857-07703 1/6-2/5/26 100...	401-0533-533.4300	4,122.35
NextEra Energy Inc	INV0015320	02/05/2026	10518-49402 1/6-2/5/26 100...	001-0541-541.4300	85.67
NextEra Energy Inc	INV0015321	02/05/2026	14322-90094 1/6-2/5/26 202...	001-0572-572.4300	901.36
NextEra Energy Inc	INV0015322	02/05/2026	16239-97200 1/6-2/5/26 800...	001-0541-541.4300	39.69
NextEra Energy Inc	INV0015326	02/05/2026	19639-02331 1/6-2/5/26 411...	001-0521-521.4300	13.85
NextEra Energy Inc	INV0015327	02/05/2026	24515-76322 1/6-2/5/26 300...	001-0572-572.4300	162.64
NextEra Energy Inc	INV0015329	02/05/2026	26391-00821 1/6-2/5/26 10...	404-0535-535.4300	36.88
NextEra Energy Inc	INV0015332	02/05/2026	28635-95142 1/6-2/5/26 400...	001-0572-572.4300	133.64
NextEra Energy Inc	INV0015333	02/05/2026	29732-82177 1/6-2/5/26 201...	001-0521-521.4300	13.85
NextEra Energy Inc	INV0015334	02/05/2026	34080-03816 1/6-2/5/26 410...	404-0535-535.4300	93.76
NextEra Energy Inc	INV0015337	02/05/2026	38244-16469 1/6-2/5/26 301...	404-0535-535.4300	186.38
NextEra Energy Inc	INV0015338	02/05/2026	46834-52215 1/6-2/5/26 207...	001-0521-521.4300	35.43
NextEra Energy Inc	INV0015341	02/05/2026	48784-38110 1/6-2/5/26 210...	001-0521-521.4300	35.63
NextEra Energy Inc	INV0015345	02/05/2026	56811-06810 1/6-2/5/26 208...	001-0541-541.4300	51.65
NextEra Energy Inc	INV0015346	02/05/2026	56821-04848 1/6-2/5/26 202...	001-0541-541.4300	28.58
NextEra Energy Inc	INV0015347	02/05/2026	56831-02874 1/6-2/5/26 200...	001-0541-541.4300	85.73
NextEra Energy Inc	INV0015348	02/05/2026	59268-64496 1/6-2/5/26 100...	401-0533-533.4300	100.22
NextEra Energy Inc	INV0015349	02/05/2026	60520-97182 1/6-2/5/26 205...	001-0521-521.4300	13.85
NextEra Energy Inc	INV0015350	02/05/2026	66101-01831 1/6-2/5/26 200...	001-0572-572.4300	513.94
NextEra Energy Inc	INV0015351	02/05/2026	66311-06884 1/6-2/5/26 200...	001-0541-541.4300	50.41
NextEra Energy Inc	INV0015352	02/05/2026	67305-62219 1/6-2/5/26 410...	001-0521-521.4300	34.82
NextEra Energy Inc	INV0015353	02/05/2026	67468-67586 1/6-2/5/26 25...	001-0541-541.4300	32.71
NextEra Energy Inc	INV0015354	02/05/2026	68117-21478 1/6-2/5/26 400...	001-0521-521.4300	13.85
NextEra Energy Inc	INV0015355	02/05/2026	68886-29323 1/6-2/5/26 847...	404-0535-535.4300	38.04

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NextEra Energy Inc	INV0015356	02/05/2026	69938-28117 1/6-2/5/26 90 E..	001-0521-521.4300	35.68
NextEra Energy Inc	INV0015357	02/05/2026	76171-09884 1/6-2/5/26 17...	404-0535-535.4300	92.10
NextEra Energy Inc	INV0015358	02/05/2026	79034-46115 1/6-2/5/26 410...	001-0521-521.4300	13.85
NextEra Energy Inc	INV0015359	02/05/2026	82864-01883 1/6-2/5/26 22...	404-0535-535.4300	41.02
NextEra Energy Inc	INV0015360	02/05/2026	90810-48119 1/6-2/5/26 302...	404-0535-535.4300	34.78
NextEra Energy Inc	INV0015361	02/05/2026	93326-99348 1/6-2/5/26 312...	001-0521-521.4300	13.85
NextEra Energy Inc	INV0015362	02/05/2026	95527-02467 1/6-2/5/26 13...	404-0535-535.4300	38.09
NextEra Energy Inc	INV0015328	02/06/2026	25840-57588 1/6-2/5/26 22...	001-0541-541.4300	32.71
Vendor NextEra Energy Inc					Total: 28,593.76
Vendor: ODYSSEY MANUFACTURING COMPANY					
ODYSSEY MANUFACTURING ...	107784	01/22/2026	Bulk Salt	401-0533-533.5205	5,069.25
Vendor ODYSSEY MANUFACTURING COMPANY					Total: 5,069.25
Vendor: OneSource Parts LLC					
OneSource Parts LLC	1051622	01/27/2026	Kit,Filter NS First year ns Kit	402-0534-534.4620	1,220.79
OneSource Parts LLC	1047636	11/03/2025	Harness Gate	402-0534-534.4620	823.70
Vendor OneSource Parts LLC Total:					2,044.49
Vendor: Pace Analytical Services, LLC					
Pace Analytical Services, LLC	2635710390	01/31/2026	WTP LAB TESTING	401-0533-533.3401	495.00
Vendor Pace Analytical Services, LLC Total:					495.00
Vendor: Palm Coast Observer, LLC					
Palm Coast Observer, LLC	2026-272246	01/29/2026	Ordinance 2026-03 #331931	001-0538-538.4800	195.87
Vendor Palm Coast Observer, LLC Total:					195.87
Vendor: Paul Toro					
Paul Toro	INV0015312	01/23/2026	Boot Reimbursement 2026	401-0533-533.5220	61.95
Paul Toro	INV0015312	01/23/2026	Boot Reimbursement 2026	404-0535-535.5220	61.94
Vendor Paul Toro Total:					123.89
Vendor: Preferred Governmental Insurance Trust					
Preferred Governmental Insu...	COM#70224-6-03/26	03/01/2026	Agreement #WC FL1 0182002..	001-2182000	7,528.00
Vendor Preferred Governmental Insurance Trust Total:					7,528.00
Vendor: Rayco Funding & Development, Inc					
Rayco Funding & Developme...	28475	01/26/2026	Liquid Sludge Hauling	404-0535-535.3400	1,875.00
Vendor Rayco Funding & Development, Inc					Total: 1,875.00
Vendor: Rush Truck Centers of Florida Inc					
Rush Truck Centers of Florida...	3044962792	02/09/2026	Rental Truck 2/15-3/14/26	402-0534-534.4400	9,900.00
Vendor Rush Truck Centers of Florida Inc Total:					9,900.00
Vendor: Safebuilt					
Safebuilt	3224651	01/31/2026	MJSP 2025-12 Sizemore Exp...	001-0524-524.3400	885.00
Vendor Safebuilt Total:					885.00
Vendor: Staples, Inc					
Staples, Inc	6055188085	02/05/2026	Copy Paper	001-0521-521.5100	52.49
Vendor Staples, Inc Total:					52.49
Vendor: Strickland Hunter Group, LLC					
Strickland Hunter Group, LLC	7560	01/22/2026	Headshot Pro - Ingino	001-0521-521.4700	80.00
Vendor Strickland Hunter Group, LLC Total:					80.00
Vendor: Sunshine State One Call of Florida, Inc					
Sunshine State One Call of FL...	PS-INV1056860	01/31/2026	Monthly Assessment Billing L...	401-0533-533.3401	42.04
Sunshine State One Call of FL...	PS-INV1056860	01/31/2026	Monthly Assessment Billing L...	404-0535-535.3400	42.04
Vendor Sunshine State One Call of Florida, Inc Total:					84.08
Vendor: Teco Peoples Gas					
Teco Peoples Gas	662495504477	02/05/2026	Service Period 12/31/25-1/2...	001-0519-519.4300	159.06
Vendor Teco Peoples Gas Total:					159.06
Vendor: Terri Brock					
Terri Brock	Refund 1/31/26	02/05/2026	Versie Lee Refund	001-2201000	150.00
Terri Brock	Refund 1/31/26	02/05/2026	Versie Lee Refund	001-3475300	-25.00
Vendor Terri Brock Total:					125.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: Terry Taylor Ford Company					
Terry Taylor Ford Company	FOCS524025	01/22/2026	Fuse Block Veh 2005	001-0521-521.4620	635.62
Vendor Terry Taylor Ford Company Total:					635.62
Vendor: UniFirst Corporation					
UniFirst Corporation	3231147143	01/14/2026	3X5V Bunnell PD	001-0521-521.3400	15.15
UniFirst Corporation	3231148337	01/21/2026	3X5V Bunnell PD	001-0521-521.3400	15.15
UniFirst Corporation	3231149328	01/28/2026	3X5V Bunnell PD	001-0521-521.3400	15.15
UniFirst Corporation	3231146221	01/07/2026	3X5V Bunnell PD	001-0521-521.3400	15.61
Vendor UniFirst Corporation Total:					61.06
Vendor: USA Services of Florida Inc					
USA Services of Florida Inc	FL12284350	01/31/2026	STREET SWEEPING SERVICE	001-0538-538.3400	1,300.00
Vendor USA Services of Florida Inc Total:					1,300.00
Vendor: Vose Law Firm, LLP					
Vose Law Firm, LLP	3203	10/06/2025	Haw Creek	001-0524-524.3400	175.00
Vose Law Firm, LLP	3204	10/06/2025	Haw Creek	001-0524-524.3400	2,012.50
Vose Law Firm, LLP	3254	12/05/2025	Haw Creek	001-0524-524.3400	87.50
Vose Law Firm, LLP	3255	12/05/2025	Industrial Rezoning	001-0524-524.3400	787.50
Vendor Vose Law Firm, LLP Total:					3,062.50
Vendor: Waste Management Inc. of Flagler Transfer Station					
Waste Management Inc. of F...	0001077-4636-4	02/02/2026	Service Period 1/01-1/31/26	402-0534-534.3400	1,104.47
Waste Management Inc. of F...	0001077-4636-4	02/02/2026	Service Period 1/01-1/31/26	404-0535-535.4900	73.53
Waste Management Inc. of F...	0001657-4636-3	02/02/2026	Service Period 1/1-1/31/26	402-0534-534.3400	18,405.96
Waste Management Inc. of F...	0001657-4636-3	02/02/2026	Service Period 1/1-1/31/26	404-0535-535.4900	504.40
Vendor Waste Management Inc. of Flagler Transfer Station Total:					20,088.36
Grand Total:					187,577.23

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	103,495.68
118 - BUILDING DEPT FUND	5,595.51
401 - WATER	21,159.28
402 - SOLID WASTE	34,434.67
404 - SEWER	22,892.09
Grand Total:	187,577.23

Account Summary

Account Number	Account Name	Expense Amount
001-0511-511.4000	Travel / Per Diem	218.56
001-0511-511.8200	Contributions - Legislative	10,000.00
001-0512-512.3300	Recording Fees	237.00
001-0512-512.4100	Communications Expense	2.80
001-0519-519.3401	Other Contractual Servic...	2,692.30
001-0519-519.4300	Utilities	6,246.72
001-0521-521.3400	Other Contract Services	61.06
001-0521-521.4300	Utility - Public Services	238.51
001-0521-521.4400	Rental / Lease Expense	15,510.66
001-0521-521.4620	Repair / Maint - Vehicles	1,953.65
001-0521-521.4700	Printing / Binding Expen...	80.00
001-0521-521.5100	Office Supplies Expenses	52.49
001-0521-521.5220	Uniforms Exp	145.50
001-0521-521.5230	Software	11,715.82
001-0521-521.5500	Training	500.00
001-0524-524.3300	Recording Fees	18.50
001-0524-524.3400	Other Contract Services	5,382.00
001-0524-524.3401	Bldg / Fire Inspection Exp..	2,358.00
001-0524-524.4400	Rental / Lease Expense	195.94
001-0524-524.4620	Repair / Maint - Vehicles	32.06
001-0538-538.3400	Other Contract Services	1,300.00
001-0538-538.4800	Advertising/Promo Expe...	195.87
001-0541-541.4300	Utility - Public Services	9,585.29
001-0541-541.4400	Rental / Lease Expense	1,675.95
001-0541-541.4610	Repair / Maint - Bldgs	62.85
001-0541-541.4620	Repair / Maint - Vehicles	1,068.12
001-0541-541.4640	Equipment Repair & Mai...	912.85
001-0541-541.5200	Operating Supplies	479.00
001-0541-541.5220	Uniforms Exp	74.60
001-0541-541.5310	Signage	3,507.00
001-0549-549.4400	Rentals & Leases	3,153.63
001-0549-549.4620	Repair/Maint - Vehicles	65.87
001-0549-549.5200	Operating Supplies	881.52
001-0549-549.5220	Uniforms	210.00
001-0562-562.3402	Humane Society Contract	2,588.01
001-0572-572.4100	Communications Expense	150.00
001-0572-572.4300	Utility - Public Services	3,890.57
001-0572-572.4400	Rental / Lease Expense	1,185.11
001-0572-572.4610	Repair / Maint - Bldgs	291.00
001-0572-572.4620	Repair / Maint - Vehicles	192.01
001-0572-572.5200	Operating Supplies	268.98
001-2182000	WC Payable	7,528.00
001-2184000	Med/Health Employee Li...	6,212.88
001-2201000	Deposits Paybl - Facility ...	450.00
001-3475300	Facility Rental Service Fee	-75.00
118-0524-524.3401	Bldg/Fire Inspection Exp...	5,367.50
118-0524-524.4400	Rental/Lease Expense	195.94
118-0524-524.4620	Repair/Maint - Vehicles	32.07
401-0533-533.3111	Professional Services Ex...	1,556.97
401-0533-533.3401	Other Contract Services	537.04

Account Summary

Account Number	Account Name	Expense Amount
401-0533-533.4100	Communications Expense	390.00
401-0533-533.4200	Postage	395.12
401-0533-533.4300	Utility - Public Services	4,405.33
401-0533-533.4400	Rental / Lease Expense	2,978.26
401-0533-533.4620	Repair / Maint - Vehicles	283.03
401-0533-533.4700	Printing / Binding Expen...	143.02
401-0533-533.5205	Operating Supplies Exp -...	8,016.23
401-0533-533.5220	Uniforms Exp	530.95
401-0533-533.5230	Software	1,708.33
401-0533-533.5500	Training	215.00
402-0534-534.3400	Other Contract Services -...	19,510.43
402-0534-534.4200	Postage - Solid Waste	395.12
402-0534-534.4400	Rental/Lease - Solid Was...	10,816.95
402-0534-534.4620	Repair/Maint Vehicles - ...	3,406.03
402-0534-534.4640	Repair & Maint - Equipm...	24.52
402-0534-534.4700	Printing & Binding - Solid...	143.01
402-0534-534.5100	Office Supplies Expenses	44.44
402-0534-534.5220	Uniforms - Solid Waste	94.17
404-0535-535.3100	Professional Services	1,556.97
404-0535-535.3400	Other Contractual Servic...	2,481.74
404-0535-535.4200	Postage	395.12
404-0535-535.4300	Utilities	9,985.23
404-0535-535.4400	Rentals/Leases	2,944.10
404-0535-535.4620	Repairs & Maint. - Vehicl...	272.81
404-0535-535.4700	Printing & Binding	143.02
404-0535-535.4900	Other Current Charges &...	577.93
404-0535-535.5200	Operating Supplies	2,524.18
404-0535-535.5220	Uniforms	302.66
404-0535-535.5230	Software	1,708.33
Grand Total:		187,577.23

Project Account Summary

Project Account Key	Expense Amount
None	182,195.23
CD2024-02 EXP	2,275.00
FLUMA 2025-01 EXP	787.50
MJSP 2025-10 EXP	314.00
MJSP 2025-12 EXP	885.00
MJSP 2025-13 EXP	1,120.50
Grand Total:	187,577.23



City of Bunnell, Florida

Agenda Item No. C.2.

Department: City Clerk
Subject: February 9, 2026 City Commission Minutes
Agenda Section: **Consent Agenda:**

ATTACHMENTS:

Description
2026 02 09 Commission Minutes

CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DR. ALVIN B. JACKSON, JR.
CITY MANAGER



COMMISSIONERS:

PETE YOUNG

DAVID ATKINSON

DEAN SECHRIST

BUNNELL CITY COMMISSION MEETING MINUTES

Monday, February 9, 2026

7:00 PM or immediately following the conclusion of the CRA

2400 Commerce Pkwy,
Chambers Meeting Room
Bunnell, FL 32110

A. Call Meeting to Order and Pledge Allegiance to the Flag

Vice Mayor Rogers called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

Roll Call: Vice Mayor John Rogers; Commissioner Pete Young; Commissioner David Atkinson; Commissioner Dean Sechrist; City Attorney Paul Waters; City Manager Alvin Jackson, Jr.; Infrastructure Director Dustin Vost; Community Development Director Joe Parsons; Finance Director Kristi Moss; Police Chief David Brannon; City Clerk Kristen Bates; Deputy City Clerk Donnie Wines

Excused Absence: Mayor Catherine D. Robinson

Invocation for our Military Troops and National Leaders

Evangelical Jamie Jackson led the invocation.

B. Introductions, Commendations, Proclamations, and Presentations:

B.1 Proclamation: Teen Dating Violence Awareness Month

Vice Mayor Rogers read the proclamation into the record. Members of the Family Life Center, Flagler County Sheriff, and Flagler Beach Police Department accepted the proclamation.

B.2 Proclamation: Phlebotomists Recognition Week

Commissioner Atkinson read the proclamation into the record. Lauren Ramirez with Salus Medical Training and a student of the program accepted the proclamation.

C. Consent Agenda:

C.1 February 9, 2026 Warrants (Fiscal Year 2024/2025 and Fiscal year 2025/2026)

C.2 January 26, 2026 City Commission Minutes

C.3 January 30, 2026 City Commission Workshop Minutes- City Advance

C.4 Request to Approve Change Request Proposal C00001 – Guaranteed Maximum Price (GMP) Deduction of Owner Direct Purchases for the WTP Brackish Water Reverse Osmosis (RO) Project.

Item C4 was pulled from the Agenda by Staff

Motion: Approve consent items C.1 to C.3

Motion by: Commissioner Atkinson

Second by: Commissioner Young

Board discussion: None

Public discussion: None

Vote: Motion approved unanimously.

C.4 Request to Approve Change Request Proposal C00001 – Guaranteed Maximum Price (GMP) Deduction of Owner Direct Purchases for the WTP Brackish Water Reverse Osmosis (RO) Project.

Infrastructure Director Vost explained there is scriveners' error in the staff report. The Staff Report showed the Guaranteed Maximum Proce (GMP) was \$44.5 million; this number if for the Wastewater Treatment Plant. The current item is for the Brackish Water Reverse Osmosis Project; the GMP for this project is \$3,214,496.62.

Motion: Approve consent item C4.

Motion by: Commissioner Atkinson

Second by: Commissioner Sechrist

Board discussion: None

Public discussion: None

Vote: Motion approved unanimously.

D. Public Comments:

Comments regarding items not on the Agenda. Citizens are encouraged to speak; however, comments are limited to four (4) minutes.

Gary Masten (Grand Reserve Drive, Bunnell) - thanked the Board for the invitation to the Advance. He enjoyed it and learned a lot. Director Parsons and Planner Calderin attended the last Deer Run CDD Meeting and answered questions on the roles and responsibilities of the Community Development Department. City Manager Jackson, who is always entertaining, was in attendance. If the City is are looking for volunteers to help paint houses, sign him up; ee hasn't painted a house in a while but would certainly be glad to help out.

Francina Williams – thanked the Commission and especially Vice Mayor Rogers for visiting her father in the hospital.

E. Ordinances: (Legislative):

E.1 Ordinance 2026-02 Requesting to Amend the Official Zoning Map of the City of Bunnell for 0.23+/- Acres of Land from the Flagler County C-2, General Commercial and Shopping Center District to the City of Bunnell B-1, Business District. - Second Reading

Attorney Waters read the short title into the record.

Motion: Adopt Ordinance 2026-02 Requesting to Amend the Official Zoning Map of the City of Bunnell for 0.23+/- Acres of Land from the Flagler County C-2, General Commercial and Shopping Center District to the City of Bunnell B-1, Business District. - Second Reading

Motion by: Commissioner Atkinson

Second by: Commissioner Young

Board discussion: None

Public discussion: None

Vote: Motion approved unanimously

E.2 Ordinance 2026-03 Amending Chapter 10 of the City of Bunnell Land Development Code by Creating Article IV to Regulate Erosion and Sedimentation Control. - Second Reading

Attorney Waters read the short title into the record.

Motion: Adopt Ordinance 2026-03 Amending Chapter 10 of the City of Bunnell Land Development Code by Creating Article IV to Regulate Erosion and Sedimentation Control. - Second Reading

Motion by: Commissioner Sechrist

Second by: Commissioner Atkinson

Board discussion: None

Public discussion: None

Vote: Motion approved unanimously

F. Resolutions: (Legislative):

F.1 Resolution 2026-03 Adopting the Flagler County Local Mitigation Strategy (LMS) Plan

Attorney Waters read the short title into the record.

Motion: Adopt Resolution 2026-03 Adopting the Flagler County Local Mitigation Strategy (LMS) Plan

Motion by: Commissioner Atkinson

Second by: Commissioner Young

Board discussion: None

Public discussion: None

Vote: Motion approved unanimously

G. Old Business: None

H. New Business: None

I. Reports:

- **City Clerk** – None
- **Police Chief** – Presented the monthly statistics for January and reported on the Bunnell PD win at the Creekside Festival Chili Cookoff.
- **City Attorney** – None
- **City Manager** – None
- **Mayor and City Commissioners:**
 - **Commissioner Sechrist** – None
 - **Commissioner Atkinson** – attended the Institute for Elected Officials in Jacksonville and found it a very enlightening and educational forum.
 - **Commissioner Young** – None
 - **Vice Mayor Rogers** – None

J. Call for Adjournment.

Motion: Adjourn

Motion by: Commissioner Atkinson

Second by: Commissioner Young

Vote: Motion approved unanimously

Adjourned: 7:31 PM

Catherine D. Robinson, Mayor

Kristen Bates, MMC, City Clerk

Date

Date

*****The City adopts summary minutes. Audio files in official City records are retained according to the Florida Department of State GS1-SL records retention schedule*****



City of Bunnell, Florida

Agenda Item No. C.3.

Document Date: 02/26/2026 Amount: \$-146,320.50
Department: City Commission Account #: 404-0535-535.6200
Subject: Request to Approve Change Request Proposal 190006 for Owner Direct Purchase (ODP) Deduct from Guaranteed Maximum Price (GMP) 2 for the Wastewater Treatment Facility (WWTF) Biological Nutrient Removal (BNR) Improvements Project

Agenda Section: **Consent Agenda:**

ATTACHMENTS:

Description

ADA 190006 - Owner Direct Purchase Change Orders_R1..pdf

Summary/Highlights:

Staff is seeking approval of a deductive change order to reduce the contract value in recognition of ODP's made by the City. The change reflects cost savings achieved by purchasing certain materials and equipment directly, thereby avoiding contractor mark-up and associated sales tax. This adjustment does not require additional funding; it results in a contract cost decrease.

Background:

As part of the City's cost-control measures for the WWTF BNR Improvements Project, certain project materials and equipment were procured directly by the City under the ODP Program. This method allows the City to purchase items directly from suppliers, thereby eliminating contractor overhead, profit and applicable sales tax, resulting in measurable cost savings.

Change Order No. 190006 reflects a deductive adjustment of \$-146,320.50 to the contractor's contract price to account for the value of these ODP's.

The following deductions are being requested:

Design Progression Contingency \$-75,420.50

CM Contingency \$-70,900.00

The revised contract value after approval of this deductive change order will be \$39,142,150.50, with no change to the overall project schedule or scope.

Staff Recommendation:

Approve Change Request Proposal 190006 for ODP Deduct to GMP 2 for the WWTF BNR Improvements Project in the amount of \$-146,320.50.

Finance Department Review/Recommendation:

Approve Change Request Proposal 190006 for ODP Deduct to GMP 2 for the WWTF BNR Improvements Project in the amount of \$-146,320.50.

City Manager Review/Recommendation:

Approved.



193 Tilley Drive
South Burlington, VT 05403
T: 802.658.4100
F: 802.419.5024

17796: Bunnell WWTF BNR

Improvements

200 Tolman St
Bunnell, FL 32110

Change Request Proposal 190006

Title **Owner Direct Purchase Change Orders**
Date Issued **01/19/2026**
Proposal Status **Submitted (Not Proceeding)**

Architect

Carlin Gonzalez
CPH Consulting, LLC
500 West Fulton Street
Sanford, FL 32771

T: 386.445.6569
F: 386.447.8991
E: carlingonzalez@cphcorp.com

Owner

Dustin Vost
City of Bunnell, FL
2400 Commerce Pkway
Bunnell, FL 32110

T: 386.437.7515
F:
E: dvost@bunnellcity.us

Project Cost And Schedule Impacts

This proposal will decrease the value of this contract by \$-146,320.50.

Scope Of Work

This deduct is for the Owner Direct Purchase change orders identified in construction and the Owner Direct Purchase for the BNR Scum Troughs, which was removed from PC Process Mechanical Scope and moved into Construction Management Contingency.

The following vendors/value are being removed:

- Parkson : Mechancial Barscreen; added surge protection per electrical engineers submittal comments
- Parkson : Mechanical Barscreen; added level transducer per owner request
- Alfa Laval : Coplastix Sluice Gates; 2 additional weir gates at CCC structure
- Hydra Services : Davit Cranes; 3 davit cranes at the reuse transfer pump elevated slab
- Amwell : BNR Scum Trough

Cost Items

Description	Company	Phase	Amount
01. Parkson - Surge Protection (Design Progression Contingency)		195001	\$ -3,397.50
01b. Parkson - Level Transducer (Design Progression Contingency)		195001	\$ -5,625.00
02. Alfa Laval - 2 Additional Weir Gates (Design Progression Contingency)		195001	\$ -49,976.00
03. Hydra Services - 3 Davit Cranes (Design Progression Contingency)		195001	\$ -16,422.00
06. Amwell - BNR Scum Trough (CM Contingency)		195000	\$ -70,900.00

Total **\$-146,320.50**

Architect/Engineer Recommendation

I have reviewed this change proposal and agree that it appears to be fair and reasonable and recommend acceptance.

Signature _____ Date _____
{{aS_es_signer1_signature}} {{aD_es_signer1_date}}

Name & Title of Authorized Representative

Carlin Gonzalez
Sr. Project Manager
CPH Consulting, LLC

Owner Approval

By signing below, the Owner authorizes this work to proceed and agrees that PC shall be compensated by the appropriate time and cost. This Change Request Proposal will be included in the next Contract Change Order.

Signature _____ Date _____
{{oS_es_signer2_signature}} {{oD_es_signer2_date}}

Name & Title of Authorized Representative

Dustin Vost
Infrastructure Director
City of Bunnell, FL

This change request proposal includes only the direct costs associated with this work. PC Construction Company reserves the right to later claim schedule adjustment and extension of time, and for all other indirect impact costs caused by or resulting from this change proposal and cumulative effects of other change orders to the work of this contract.



Outlook

RE: 17796 Bunnell Release for Fabrication: Mechanical Barscreen

From David Reyes <dreyes@parkson.com>

Date Tue 12/9/2025 10:41 AM

To Timothy McMullen <tmcmullen@pcconstruction.com>; Jorge Fernandez <JFernandez@parkson.com>

Cc Joseph Campbell <jcampbell@pcconstruction.com>; Justin Daily <jdaily@pcconstruction.com>; Nicholas Belmonte <nbelmonte@pcconstruction.com>; Corey Sulca <csulca@pcconstruction.com>; bbierhorst <bbierhorst@mts-florida.com>; Phil Herrmann <PHerrmann@parkson.com>

Hi Tim,

We are looking at \$3397.50 for the surge protection device. Please confirm if this is acceptable.

I am still waiting for lead times from the control panel vendor for the revised drawings. They will get started on the changes as soon as I receive confirmation for the surge protection device.

Thanks,

David Reyes
Project Engineer



Direct: 847.837.4930

Mobile:

parkson.com



Please consider the environment before printing this email

IMPORTANT NOTICE: The information in this email is confidential and may also be privileged. If you are not the intended recipient, any use or dissemination of the information and any disclosure or copying of this email is unauthorized and strictly prohibited. If you have received this email in error, please promptly inform us by reply email or telephone. You should also delete this email and destroy any hard copies produced immediately.

From: Timothy McMullen <tmcmullen@pcconstruction.com>

Sent: Monday, December 8, 2025 8:48 AM

To: David Reyes <dreyes@parkson.com>; Jorge Fernandez <JFernandez@parkson.com>

Cc: Joseph Campbell <jcampbell@pcconstruction.com>; Justin Daily <jdaily@pcconstruction.com>; Nicholas Belmonte <nbelmonte@pcconstruction.com>; Corey Sulca <csulca@pcconstruction.com>; bbierhorst <bbierhorst@mts-florida.com>; Phil Herrmann <PHerrmann@parkson.com>

Subject: Re: 17796 Bunnell Release for Fabrication: Mechanical Barscreen

Good morning, David,



Architects
Environmental
M/E/P
Surveyors

Engineers
Landscape Architects
Planners
Transportation/Traffic

SHOP DRAWING REVIEW

Returned Date:	10/20/2025
Project Name:	Bunnell WWTF BNR Improvements
CPH Project No.:	B19704.7
Contractor:	PC Construction
Submittal No.	11335-001.0
Submittal Name:	Mechanical Barscreen
Specification Section:	11335

Submittal Status: Approved as noted

The engineer's review and approval is for general conformance with the design concept of the Project and the requirements of the Contract Documents. The review and approval of submittals shall not relieve the Contractor from any obligation contained in the Contract Documents, and does not relieve the Contractors from errors or omissions in the submittal. The review and approval shall not constitute approval of any dimensions, quantities, installation instructions, equipment performance, construction means, methods, techniques, sequencing, or any safety precautions or procedures. The approval of a specific item shall not indicate approval of an assembly of which the item is a component.

Comments:

1. Contractor to confirm location of the floor opening for the discharge tube and dimensions marked on equipment drawings.
2. See attached electrical review comments.

CPH CONSULTING, LLC

- ☐ NO EXCEPTIONS TAKEN
☒ REVIEWED AS NOTED
☐ REVISE AND RESUBMIT
☐ REJECTED
☐ FOR INFORMATION ONLY



The A/E review is only for general conformance with the design concept of the Project and the requirements of the Contract Documents. Shop drawings, product samples, and similar submittals are not Contract Documents. The review of submittals including any corrections or comments shall not relieve the Contractor from any obligation contained in the Contract Documents, does not authorize any deviation from the requirements of the Contract Documents, and does not relieve the Contractor from errors or omissions in the submittal. The review of this submittal shall not constitute approval of any dimensions, quantities, installation instructions, equipment performance, construction means, methods, techniques, sequencing or any safety precautions or procedures. The review of a specific item shall not indicate review of an assembly of which the item is a component.

BY Carlin Gonzalez, P.E.

DATE 10/21/25

END

Kenny Rivera-Solivan
Kenny Rivera-Solivan | CPH



SHOP DRAWING REVIEW

Date: October 09, 2025
Project Name: Bunnell WWTF BNR Improvements
General Contractor: PC Construction
Electrical Contractor: Chinchor Electric, Inc.
Submittal Number: 001.0
Submittal Name: Mechanical Barscreen (Parkson)
Specification Section: 11335

Submittal Status: Approved As Noted, Confirm

Engineer's review is for general conformance with the design concept of the project and the information given in the contract documents. The contractor is solely responsible for, and this review does not include: confirming and correlating all quantities and dimensions; selecting fabrication processes and techniques of construction; coordinating the work with that of other trades and performing all work in a safe and satisfactory manner. Corrections or comments made on this submittal during this review do not relieve contractor from compliance with the requirements of the contract documents or with its responsibility listed above.

Responses to Submittal Comments:

Comment No. 2:

11335. 1.02. C. 3.

Control panel to be located outside of hazardous area per drawing E30.

Response No. 2:

Confirmed.

Comment No. 3:

11335. 1.02. I. 1. a.

To confirm, environment classification is Class I, Division 2 per drawing E30.

Response No. 3:

Confirmed

Stephen E. Bailey, P.E.

Comment No. 8:

11335. 2.03. I. 2.

ASCO only manufactures solenoid valve bodies in 304 stainless steel or brass. Please confirm which material is acceptable.

Response No. 8:

304 Stainless steel is acceptable in lieu of 316 stainless steel required in spec.

Comment No. 9:

11335. 2.03. K. 2. a.

XP WEG motor will be provided to meet area classification requirements.

Response No. 9:

Approved

Comment No. 10:

11335. 2.04. B. 2.

Solenoid valve will be rated NEMA 7 to meet area classification requirements.

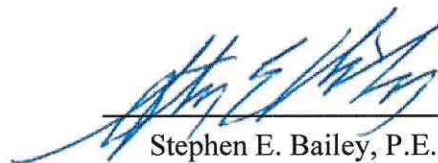
Response No. 10:

Approved.

General Comments:

1. Provide 480-Volt MOV style surge protection device rated 100KA per phase.
2. Submittal 11x17 Drawing #P020167903 Sheet 9 of 10. Provide 316 stainless steel Unistrut and panel mounting hardware per specification section 11335, 2.03, N & O.

End of Review


Stephen E. Bailey, P.E.

From: Jorge Fernandez <JFernandez@parkson.com>

Sent: Monday, November 10, 2025 2:40 PM

To: Joseph Campbell <jcampbell@pcconstruction.com>

Cc: David Reyes <dreyes@parkson.com>; Phil Herrmann <PHerrmann@parkson.com>; Jorge Fernandez <JFernandez@parkson.com>

Subject: FW: Bunnell Parkson Submittal Questions

Joseph-

This is the cost adder for the items. Let me know how to proceed.

Upstream Level – Radar:

P/N: 49-000-A083 – VEGAMET 841 Controller, NEMA 4X – must be installed in a non-hazardous area (typically adjacent to the control panel)

P/N: 49-311-024 – Upstream radar transducer, VEGAPULS C21, with 10m cable

Includes Engineering to update the submittal

Price: \$5,625.00

Thanks for all your help and support,

Jorge Fernandez
Project Manager



Direct: 954-917-1866

Mobile: 954-253-2122

parkson.com



November 12, 2025

Change Order Proposal 001

PC Construction
18 Market Ave
Palm Coast, FL 32164

Attention: Tim McMullen
Project: Bunnell WWTF BNR Improvements
Purchase Order No.: 17796 ODP
Scope of Supply: Coplastix Slide Gates
Alfa Laval Order No.: P003217



Project Management
Alfa Laval Inc.
5400 International Trade Dr.
Richmond, VA 23231
Tel: +1 804-222-5300
Fax: +1 804-545-2004
www.alfalaval.com

Dear Tim,

See below details of our proposal in response to CPH request to add two (2) weir gates at the Chlorine Contact Chamber for the referenced project:

QTY.	DESCRIPTION	UNIT PRICE	EXT. PRICE
2	Tag ID: TBD Size: 36" x 36" Gate: Wall mounted Coplastix Weir Gates, suitable for Door Depth head pressure. Invert to floor 45" approx. Operator: Handwheel assembly mounted on a frame-mounted pedestal. Stem: Rising 316 stainless steel.	\$24,988.00	\$49,976.00
TOTAL*:			\$49,976.00

* Does not include applicable taxes.

Please review the above and provide approval with your signature below. With the return of this form, I will begin revising the drawings for submittal purpose. Please revise and issue a change order to your purchase order and forward it to me for record purposes.

If you have any questions about this proposal, please feel free to contact me.

Sincerely yours,

Alvaro Ramirez

Alvaro Ramirez
Alfa Laval Inc.
Project Manager, Inside Sales Water Div.
Ph: 281-985-4490
Email: alvaro.ramirez@alfalaval.com

(signature)

(name/title)

(date)



Hydra Service, Inc.
SPECIALIST IN FLUID MOVEMENT



250 Springview Commerce Drive
DeBary Florida 32713
Phone: 407 330 3456
Phone: 800 323 1731
Fax: 407 330 3404

**Sales Representative
Contact Information**
Cell Phone: 407-790-9751

TO: **PC Construction**
ATTN: **Joseph Campbell**

FROM: **Dale Jahn**
EMAIL: dale@hydraservice.net
DATE: **November 13, 2025**
QUOTE: **250413-1DJ-R1**
REF: **Bunnell WRF - Transfer PS Hoist**

-
- 3 Portable hoist, 304 stainless steel construction, 24" - 36" adjustable reach. Includes turn bar and stainless steel manual winch with 30' of 1/4" stainless steel lifting cable and galvanized steel lift hook.
 - 3 304 stainless steel floor socket, PVC lined.
 - 3 Set of anchor bolts, 316 stainless steel.

TOTAL PRICE, F.O.B. JOB, FREIGHT INCLUDED **\$16,422.00** PLUS ANY FEDERAL,
STATE OR LOCAL TAXES WHICH MAY APPLY. TERMS ARE NET **30** DAYS. PRICES ARE FIRM 30 DAYS
"HYDRA SERVICE INC TERMS & CONDITIONS APPLY" PAYMENT TERMS NET 30 DAYS.
ESTIMATED DELIVERY: **3-4** WEEKS AFTER RECEIPT IN OUR OFFICE OF COMPLETE
APPROVED SUBMITTAL DATA AND SIGNED PROPOSAL.
THESE TERMS ARE INDEPENDENT OF, AND ARE NOT CONTINGENT UPON THE TIME OR MANNER
IN WHICH PURCHASER MAY RECEIVE PAYMENT FROM OTHERS.
0 DAY OF FACTORY START-UP IS INCLUDED AND REQUIRED FOR WARRANTY. PAYMENT
FOR MATERIALS WILL BE REQUIRED BEFORE THE AUTHORIZED START-UP IS CONDUCTED.

ACCEPTED DATE _____

Review Date: 11/13/2025

Dale M. Jahn

NAME OF PURCHASER

REVIEWED BY HYDRA SERVICE PUMP REP.



A DIVISION OF MCNISH, LLC

161 S. LINCOLNWAY ST. SUITE 310
NORTH AURORA, IL 60542
PHONE (630) 898-6900
FAX (630) 898-6901
E-MAIL amwell@amwell-inc.com

Reference Project: BUNNELL, FL WWTP
BNR IMPROVEMENTS

Date: 07/29/25

Proposal Number: 25-0055

Bid Date: 08/01/25

Proposal To: PC Construction
Attn: Mr. Joseph Campbell

Consulting Engineer: CPH

Representative:

Larry Hickey
Equipment Plus Solutions, Inc.
P.O. Box 2908
Bellevue, FL 34421
Cell: 352.895.2656
Ofc: 352.237.1869
Larry.Hickey@equipmentplusinc.com

Equipment: We are pleased to submit this proposal as our offer to sell equipment per the Items(s) and Sections(s) listed and as detailed on the following pages:

<u>Item</u>	<u>Section</u>	<u>Qty</u>	<u>Description</u>
A	15100-2.35	Two (2)	Model "PSG" Scum Skimmer mechanisms

Pricing Summary: Listed on each individual scope page is a price or prices for equipment as noted within this proposal. The prices are for equipment as described herein, F.O.B. point of manufacture with freight prepaid via truck to Bunnell, FL, exclusive of any taxes. Prices quoted herein are based upon the estimated schedules shown, and receipt of approved submittal drawings in our office within six (6) weeks from the date of our transmittal letter.

Our pricing includes a maximum of seven (7) hard copy service manuals unless a greater number is specified in the project specifications. If requested, AMWELL will supply the electronic version of the O & M Manual in PDF format. The rights to the content of AMWELL O & M Manuals and drawings belong solely to AMWELL. AMWELL reserves the right to revise the content at any time.

NOTE: Please refer to the following pages for clarifications to our scope of supply.

Buy America Act:

The Infrastructure Investment and Jobs Act (IIJA), Pub. L. No. 117-58, which includes the Build America, Buy America Act (BABA), introduces a provision mandating a 55% domestic content requirement for manufactured products. Presently, we are awaiting guidance from the Office of Management and Budget (OMB) regarding the calculation of the 55% component test for manufactured goods.

We have been informed that the OMB is aware of the difficulty and is actively addressing this matter and intends to issue guidance soon. Until such guidance is released, AMWELL-Division of McNish, LLC is unable to guarantee compliance with the Buy America requirements stipulated within BABA ("the Act").

Existing Structure Note:

If equipment for this project is to be installed in existing concrete structure(s) the price and schedule offered is based on the limited dimensional information for the existing tank(s) we have at the time of making the offer. The schedule is contingent on the purchaser providing AMWELL with all required verified tank dimensions for each tank involved and prior to the start of submittal drawings and the schedule for submittal.

PROJECT: BUNNELL, FL WWTP- BNR IMPROVEMENTS
REFERENCE ENGINEER'S SPECIFICATIONS
SECTION: 15100-2.35 (Rotating Scum Pipes)
ADDENDUM: None

ITEM 'A' (Base Price)

Two (2) – AMWELL Model "PSG" Pipe Skimmer Mechanisms for installation in concrete tanks, by others with dimensions of 12" dia. x 6'-0" long. (Sheet S4)

EACH UNIT SUPPLIED WITH THE FOLLOWING COMPONENTS:

- Anchorage, 316 SS for bearings.
- 12" SCH 20 316 SS pipe section x appropriate length.
- Operator, worm gear
- Two (2) 316 SS wall bearings with 316 stainless steel collars, renewable seals and neoprene wall fillers.

PAINT: Non-Submerged: Sandblast per SP-6 followed by one (1) shop coat of Sherwin Williams Macropoxy 646.
Submerged: Sandblast per SP-10 followed by one (1) shop coat of Sherwin Williams Dura-Plate 235.
Stainless steel to be chemically passivated after fabrication.

PRICE: \$ 64,800.00

NOTE: ANY ITEMS NOT LISTED ABOVE TO BE FURNISHED BY OTHERS.

Optional Add Item: (Add to base price)

- Two (2) trips and three (3) days of field service

ADD PRICE: \$ 6,100.00

ITEMS NOT BY AMWELL:

Lubricating oils or grease, grease or grease lines, field painting or welding, unloading, storage, concrete work, handrail, **SS wall sleeves**, baffles, additional controls or motor starters, connecting elbows, spare parts or anything not specifically mentioned above.

Note: AMWELL takes exception to the use of a nylon worm gear and UHMW worm under 2.35 F as we will use steel and cast iron for those components and the pipe skimmers will function all the same.



City of Bunnell, Florida

Agenda Item No. C.4.

Document Date: 02/06/2026 Amount: \$-3,151,535.00
Department: City Commission Account #: 404-0535-535.6200
Subject: Request to Approve Change Request Proposal 190001 for Owner Direct Purchase Deduct from Guaranteed Maximum Price (GMP) 2 for the WWTF BNR Improvements
Agenda Section: **Consent Agenda:**

ATTACHMENTS:

Description

ADA 190001 - Owner Direct Purchase Deduct GMP2_R1.pdf

Summary/Highlights:

Staff is seeking approval of a deductive change order to reduce the contract value in recognition of Owner Direct Purchases (ODP) made by the City. The change reflects cost savings achieved by purchasing certain materials and equipment directly, thereby avoiding contractor mark-up and associated sales tax. This adjustment does not require additional funding; it results in a contract decrease.

Background:

As part of the City's cost-control measures for the Waste Water Treatment Facility (WWTF) Biological Nutrient Removal (BNR) Improvements Project, certain project materials and equipment were procured directly by the City under the ODP Program. This method allows the City to purchase items directly from suppliers, thereby eliminating contractor overhead, profit and applicable sales tax, resulting in measurable cost savings.

Change Order No. 190001 reflects a deductive adjustment of \$-3,151,535.00 to the contractor's contract price to account for the value of these ODP's. The purchased items have been or will be delivered directly to the project site for contractor installation per the contract requirements.

The revised contract value after the approval of this deductive change order will be \$39,288,471.00, with no change to the overall project schedule or scope.

Staff Recommendation:

Approve Change Request Proposal 190001 for ODP Deduct from GMP 2 for the WWTF BNR Improvements Project in the amount of \$-3,151,535.00.

City Attorney Review:

Approved for agenda

Finance Department Review/Recommendation:

Approve Change Request Proposal 190001 for ODP Deduct from GMP 2 for the WWTF BNR Improvements Project in the amount of \$-3,151,535.00.

City Manager Review/Recommendation:

Approved.



193 Tilley Drive
South Burlington, VT 05403
T: 802.658.4100
F: 802.419.5024

**17796: Bunnell WWTF BNR
Improvements**
200 Tolman St
Bunnell, FL 32110

Change Request Proposal 190001

Title **Owner Direct Purchase Deduct GMP 2**
Date Issued **12/31/2025**
Proposal Status **Unsubmitted (Not Proceeding)**

Architect

Carlin Gonzalez
CPH Consulting, LLC
500 West Fulton Street
Sanford, FL 32771

T: 386.445.6569
F: 386.447.8991
Ecarlingonzalez@cphcorp.com

Owner

Dustin Vost
City of Bunnell, FL
2400 Commerce Pkway
Bunnell, FL 32110

T: 386.437.7515
F:
Edvost@bunnellcity.us

Project Cost And Schedule Impacts

This proposal will decrease the value of this contract by \$-3,151,535.00.

Scope Of Work

This change request is to deduct the value of the identified Owner Direct Purchase items and associated Sales Tax savings as indicated in the Fourth Amendment to Agreement #2024-07 with the City of Bunnell Exhibit A-1 "Bunnell WWTF GMP 2 Book 06 09 2025 Rev 1". The following vendors/value are being removed:

Alfa Laval : Coplastix Gates
Parkson : Mechanical Barscreen
Veolia : BNR System
Sales Tax for all items listed above

Cost Items

Description	Company	Phase	Amount
01a. Alfa Laval Coplastix Gates		112800	\$ -288,464.00
01b. Alfa Laval Sales Tax		112800	\$ -19,842.00
02a. Parkson Mechanical Barscreen		113120	\$ -368,323.00
02b. Parkson Sales Tax		113120	\$ -24,936.00
03a. Veolia BNR System		118005	\$ -2,291,000.00
03b. Veolia Sales Tax		118005	\$ -158,970.00
Total			\$-3,151,535.00

Architect/Engineer Recommendation

I have reviewed this change proposal and agree that it appears to be fair and reasonable and recommend acceptance.

Signature

Date

{{aS_es_signer1_signature}} {{aD_es_signer1_date}}

Name & Title of Authorized Representative

Carlin Gonzalez
Sr. Project Manager
CPH Consulting, LLC

Owner Approval

By signing below, the Owner authorizes this work to proceed and agrees that PC shall be compensated by the appropriate time and cost. This Change Request Proposal will be included in the next Contract Change Order.

Signature

Date

{{oS_es_signer2_signature}} {{oD_es_signer2_date}}

Name & Title of Authorized Representative

Dustin Vost
Infrastructure Director
City of Bunnell, FL

This change request proposal includes only the direct costs associated with this work. PC Construction Company reserves the right to later claim schedule adjustment and extension of time, and for all other indirect impact costs caused by or resulting from this change proposal and cumulative effects of other change orders to the work of this contract.

PC Construction Company

CONTINUATION SHEET

PAGE: 3

APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.

In tabulation below, amounts are stated to the nearest cent.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER : 12

APPLICATION DATE : 08/22/2025

PERIOD TO : 08/31/2025

PROJECT NO : 17796

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED (D+E)		MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-% (G / C)	BALANCE TO FINISH	RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD					
11	EQUIPMENT								
111700	Chemical Metering Pumps	179,365.00	0.00	0.00	0.00	0.00	.00	179,365.00	0.00
112260	Secondary Clarifier Equipment	959,370.00	0.00	0.00	0.00	0.00	.00	959,370.00	0.00
112800	Slide Gates, Weir Gates	316,739.00	0.00	0.00	0.00	0.00	.00	316,739.00	0.00
112820	Polyethylene Tanks	124,410.00	0.00	0.00	0.00	0.00	.00	124,410.00	0.00
113120	Mechanical Cleaned Bar Screen	405,259.00	0.00	0.00	0.00	0.00	.00	405,259.00	0.00
115511	Filters Disc Type	777,488.00	0.00	0.00	0.00	0.00	.00	777,488.00	0.00
115825	Pumps, Centrifugal	270,000.00	0.00	0.00	0.00	0.00	.00	270,000.00	0.00
115965	Pumps, Submersible	203,738.42	0.00	0.00	0.00	0.00	.00	203,738.42	0.00
118005	BNR System	2,564,870.00	0.00	0.00	0.00	0.00	.00	2,564,870.00	0.00
	<i>EQUIPMENT Total:</i>	<u>5,801,239.42</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>.00</u>	<u>5,801,239.42</u>	<u>0.00</u>

GMP2 Budget Totals for ODP Equipment

		B	
Scope:	11.10A - Coplastix Sluice Gates	MTS Environmental	
Job No:	17796	Bob Bierhorst	
Project:	Bunnell WWTF BNR Improvements GMP 2	813-760-5508	
Estimator:		bbierhorst@mts-florida.com	
Bid Date:	4.03.25 / 2:00 pm		
BID TOTAL:		\$	295,586
PC SCOPE TOTAL:		\$	-
VERIFY TOTAL (Y/N)		Y	295,586
Supply Bond >		Y	BOND INCLUDED
N	DBE/WBE >	N/A	Not Applicable
Y	Prevailing Wage Rates >	N/A	Not Applicable
Sales Tax >		Y	Included
Addenda 1 Through 3		Y	Reviewed 1-3
PC Construction T&C Reviewed		Y	Yes
Days Quote Valid 90		Y	Included
Spec	Description	PC QTY	UM
Prequal Notes	D & B paydex 80		
Notes	Alfa Laval - Sluice Gates (yellow) Included in Contract *Need to review T&C exceptions/modifications Zinc coating sprayed 4-6mils - spec requires 6-8mils Epoxy coating 12-14 mils DFT - spec requires 20 mils DFT PC to confirm that Item #2 should be "non-riser" type		
Subcontractor Quote Amount			
Breakout Pricing:			
Coplastix Sluice Gates (all components and appurtenances)			283,464
Sales Tax			19,482
Supply Bond (required if quote over \$250,000)			3,000
Alternates:			
Add Alt #1 Additional 90 Day Bid Hold (180 Days Total)		1	7,933
Value Engineering:			
Bid proposal was actually \$19,842			
(orange) Not included in contract			
Scope Items:			
Bid proposal was actually \$19,842			
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				B	
Scope:	11.14A - Mechanically Cleaned Screen			MTS Environmental	
Job No:	17796			Bob Bierhorst	
Project:	Bunnell WWTF BNR Improvements GMP 2			813-760-5508	
Estimator:				bbierhorst@mts-florida.com	
Bid Date:	4.03.25 / 2:00 pm				
		BID TOTAL:	\$	366,159	
		PC SCOPE TOTAL:	\$	-	
VERIFY TOTAL (Y/N)			Y	366,159	
	Supply Bond >		Y	BOND INCLUDED	
N	DBE/WBE >		N/A	Not Applicable	
Y	Prevailing Wage Rates >		N/A	Not Applicable	
	Sales Tax >		Y	Included	
	Addenda 1 Through 3		Y	Included	
	PC Construction T&C Reviewed		Y	Yes	
	Days Quote Valid	90	Y	Included	
Spec	Description	PC QTY	UM	U.P.	Total Price B
Prequal Notes				D & B paydex 80	
Notes	Parkson - Mechanical Barscreen			*Need to review T&C exceptions/modifications - they referenced 17236005 and 17151015 as recently negotiated T&Cs Review PC markups on quote	
Subcontractor Quote Amount					
Breakout Pricing:					
	Mechanical Bar Screen (All Components and Appurtenances)	1	LS	Y	356,223
	Sales Tax	1	LS	Y	24,936
	Supple Bond (required if quote is over \$250,000)	1	LS	Y	9,100
Alternates:					
	Add Alt #1 Additional 90 Day Bid Hold (180 Days Total)	1	LS	Y	4,500
Value Engineering:					
Scope Items:					
	Start-up Per Spec (one add'l trip)			Y	3,500
	AIS Compliance			Y	Incl.
	Warranty meets specs.			Y	Incl.
	Provide Anchor Bolts & PE Design			Y	3,500
	Submittals			Y	6 weeks
	Shipping			Y	20 weeks
	Section 11335.1.05.B - (2) years of lubricants			Y	500
	Adjustment for Submittals cost carried in GMP #1			Y	-39,100
	6-mo. warranty extension to match schedule & spec.			Y	3,000

			B	
Scope:	11.17A - BNR System		MTS Environmental	
Job No:	17796		Bob Bierhorst	
Project:	Bunnell WWTF BNR Improvements GMP 2		813-760-5508	
Estimator:			bbierhorst@mts-florida.com	
Bid Date:	4.03.25 / 2:00 pm			
			BID TOTAL:	\$ 2,171,020
			PC SCOPE TOTAL:	\$ -
VERIFY TOTAL (Y/N)			Y	2,171,020
Subcontractor Bond >			Y	BOND INCLUDED
N	DBE/WBE >		N/A	Not Applicable
Y	Prevailing Wage Rates >		N/A	Not Applicable
	Sales Tax >		Y	Included
	Addenda 1 Through 3		Y	Included
	PC Construction T&C Reviewed		Y	Yes
	Days Quote Valid 90			45 Days
Spec	Description	PC QTY	UM	U.P.
Prequal Notes				Total Price B
				D & B paydex 80
Notes	Veolia - BNR System			Only held pricing for 45 days
Subcontractor Quote Amount				
Escalation				
Breakout Pricing:				
	BNR System (All Components and Appurtenances)	1		2,245,900
	Sales Tax	1		158,970
	Supply Bond	1		25,100
Alternates:				
	Add Alt #1 Additional 90 Day Bid Hold (180 Days Total)	1		82,900
Value Engineering:				
	Item #1			
Scope Items:				
	Descope P.E. anchor bolt design add		Y	7,000
	Descope BNR sampling and laboratory testing/analysis add		Y	25,000
	Adjustment for Submittals cost carried in GMP #1		Y	-393,850
	6-mo. warranty extension to match schedule & spec.		Y	20,000



City of Bunnell, Florida

Agenda Item No. C.5.

Amount: Dollar amount will be obtained
once units are either sold/scrapped

Department: Finance

Subject: Approval to remove obsolete, damaged, or otherwise unusable fixed assets from the City's inventory and financial records.

Agenda Section: **Consent Agenda:**

ATTACHMENTS:

Description

doc05295520260206103432.pdf

Summary/Highlights:

There are currently 18 assets being removed from the following departments:

Solid Waste

Utilities

Police Department

Public Works

Background:

The Finance Department has identified certain fixed assets that are no longer in service, have reached the end of their useful life, or are beyond economical repair. In accordance with the City's asset management policy and applicable accounting standards, these assets must be formally removed from the City's inventory and financial statements.

All items will be auctioned or scrapped (whichever provides the most value). These funds will be returned to the City and credited to the Fund from which the equipment was purchased.

Staff Recommendation:

Motion to approve the removal and disposal of the fixed assets listed in the attached schedule from the City's inventory and financial records.

Finance Department Review/Recommendation:

Motion to approve the removal and disposal of the fixed assets listed in the attached schedule from the City's inventory and financial records.

City Manager Review/Recommendation:

Approved.

1-10



P.O. BOX 756
BUNNELL, FL 32110
(386) 437-7500
Fax (386) 437-7503

Crossroads of Flagler County

ASSET DELETION

Date: 01/16/2025 Department: Utility

Department Head Name & Signature: Dustin West 1/20/25

Asset ID#: 938

Item: Ford LT7500

VIN/Serial Number (if applicable): 2FZHATDCX7AY09609

Mileage/Hours (if applicable): 52,857

Reason for Deletion: Rust all over. no AC. Southern sewer equipment determined that was non repairable do to structural rust.

How the property will be disposed of:

☐ Trade-In If so, trade in on what asset _____

☐ Destroy If so, how and by whom _____

☐ Auction/Sell If so, by whom _____

☐ Donate If so, to what organization _____

☐ Scrap If so, please describe _____

☒ Other If so, please describe will try to auction. May scap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____

Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____

Date: _____ Amount of proceeds (if any): _____

Southern Sewer Equipment Sales

3409 Industrial 27th Street
Fort Pierce, FL 34946

INVOICE

Date	Invoice #
6/10/2025	83828

Phone #	Fax #	E-mail	Web Site
1-800-782-4134	772-595-9171	info@southernsewer.com	www.southernsewer.com

Bill To
CITY OF BUNNELL Accounts Payable P.O. Box 756 Bunnell, FL 32110

Ship To
CITY OF BUNNELL 300 TOLMAN STREET BUNNELL, FL 32110
ORDERED BY
PETE

P.O. Number	Ship	Terms	Via	Rep	Due Date
5352025195	6/6/2025	NET 10 DAYS		BS	6/20/2025

QUANTITY	ITEM #	DESCRIPTION	PRICE EACH	AMOUNT
2	LABOR	LABOR BY SOUTHERN SEWER: 6/5/25 JOE M 2HRS +MILES INSPECTED UNIT. AUX ENGINE REMOVED FROM UNIT(STARTER IS MISSING AND AIR FILTERS UNIT SAT EXPOSED TO ELEMENTS FOR EXTENDED TIME.) WATER PUMP CRANK ROTATES FREELY WIRING AND HOSES DRY ROT THROUGHOUT TRUCK VACCON MAIN FRAME RUSTED THROUGH WITH LARGER HOLES IN UNREPAIRABLE AREAS. SEE PHOTOS FOR MORE DETAILS ****AFTER VIDEO CALL WITH THE SERVICE MANAGER. IT WAS DETERMINED THAT UNIT WAS NON REPAIRABLE DO TO STRUCTURAL RUST AND CONDITION OF THE REST OF THE UNIT.	150.00	300.00

DAILY CREDIT CARD TRANSACTIONS ARE LIMITED TO \$25,000 PER CREDIT CARD.
A 25% RESTOCK WILL BE CHARGED ON ALL RETURNED ITEMS.

Total	\$796.12
--------------	----------

Southern Sewer Equipment Sales

3409 Industrial 27th Street
Fort Pierce, FL 34946

INVOICE

Phone #	Fax #	E-mail	Web Site
1-800-782-4134	772-595-9171	info@southernsewer.com	www.southernsewer.com

Date	Invoice #
6/10/2025	83828

Bill To
CITY OF BUNNELL Accounts Payable P.O. Box 756 Bunnell, FL 32110

Ship To
CITY OF BUNNELL 300 TOLMAN STREET BUNNELL, FL 32110
ORDERED BY
PETE

P.O. Number	Ship	Terms	Via	Rep	Due Date
5352025195	6/6/2025	NET 10 DAYS		BS	6/20/2025

QUANTITY	ITEM #	DESCRIPTION	PRICE EACH	AMOUNT
316	MILEAGE	DATE/TIME: 05/07/2025 VAC-CON:08074684 MODEL # V311LHA/1000 IN SERVICE DATE: 08/07 FAILURE DATE: 05/07/2025 UNIT 1276 MILEAGE IN: MILEAGE OUT: AUX / PTO HRS: CHASSIS HOURS: VIN # 2FZHATDCX7AY09609 KEY TAG # *****Unit had no power could not get miles or hours	1.57	496.12

DAILY CREDIT CARD TRANSACTIONS ARE LIMITED TO \$25,000 PER CREDIT CARD.
A 25% RESTOCK WILL BE CHARGED ON ALL RETURNED ITEMS.

	Total
--	-------

SW-3



P.O. BOX 756
BUNNELL, FL 32110
(386) 437-7500
Fax (386) 437-7503

Crossroads of Flagler County

ASSET DELETION

Date: 9/22/2022 Department: 534- Solid Waste

Department Head Name & Signature: K. Bates

Asset ID#: Unit 905

Item: 1999 Peterbuilt Garbage Truck

VIN/Serial Number (if applicable): 1NPZLA0X7XD711420

Mileage/Hours (if applicable): _____

Reason for Deletion: Not road safe; No resale value; Does not run at all

How the property will be disposed of:

☐ Trade-In	If so, trade in on what asset _____
☐ Destroy	If so, how and by whom _____
☐ Auction/Sell	If so, by whom _____
☐ Donate	If so, to what organization _____
☒ Scrap	If so, please describe <u>Not operable; No resale value; most value is in scrap</u>
☐ Other	If so, please describe _____

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____

Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____

Date: _____ Amount of proceeds (if any): _____



P.O. BOX 756
BUNNELL, FL 32110
(386) 437-7500
Fax (386) 437-7503

Crossroads of Flagler County

ASSET DELETION

Date: 01/16/2025 Department: Solid Waste

Department Head Name & Signature: Kristen Bates *KBates*

Asset ID#: 932

Item: Ford i8000

VIN/Serial Number (if applicable): 1FDYY80U4EVA00330

Mileage/Hours (if applicable): 131,170

Reason for Deletion: Rust all over. no AC. it a 42 year old truck

How the property will be disposed of:

☐ Trade-In If so, trade in on what asset _____

☐ Destroy If so, how and by whom _____

☒ Auction/Sell If so, by whom through GovDeals account

☐ Donate If so, to what organization _____

☐ Scrap If so, please describe _____

☒ Other If so, please describe If auction not successful, will handle in way that recoups most funds back to the City

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____

Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____

Date: _____ Amount of proceeds (if any): _____



P.O. BOX 756
BUNNELL, FL 32110
(386) 437-7500
Fax (386) 437-7503

Crossroads of Flagler County

ASSET DELETION

Date: 12/28/2023 Department: Solid Waste (534)

Department Head Name & Signature: _____

Asset ID#: 939

Item: F250 Pick-Up

VIN/Serial Number (if applicable): 1FTSW21P46EA50829

Mileage/Hours (if applicable): _____

Reason for Deletion: Transmission failed; radiator and alternator issues
cost to repair exceeds the value of the truck; INOPERABLE WITHOUT
EXCESSIVE REPAIRS

How the property will be disposed of:

☐ Trade-In If so, trade in on what asset _____
☐ Destroy If so, how and by whom _____
☐ Auction/Sell If so, by whom _____
☐ Donate If so, to what organization _____
☐ Scrap If so, please describe _____
☒ Other If so, please describe _____

WILL TRY TO AUCTION AS IS BUT WILL DEPEND ON AUCTION HOUSE FEES;
MAY SCAP IF THAT IS BEST OPTION TO GET BACK ANY FUNDS ON THE VEHICLE

Finance Use Only:

Date Acquired: 10/1/2018 Acquisition Cost: 13546.95 Book Value: 0
Signature: [Signature] Date: 4/15/24

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____
Date: _____ Amount of proceeds (if any): _____

10 PW



P.O. BOX 756
BUNNELL, FL 32110
(386) 437-7500
Fax (386) 437-7503

Crossroads of Flagler County

ASSET DELETION

Date: 1/15/2025 Department: Public works

Department Head Name & Signature: Marcus DePasquale

Asset ID#: 501

Item: 287b Caterpillar

VIN/Serial Number (if applicable): CAT0287BVZSA02775

Mileage/Hours (if applicable): N/A

Reason for Deletion: In poor condition. Needs a rebuilt motor, hydraulic work, rollers and tracks

How the property will be disposed of:

- | | | |
|---|-------------------------------|---|
| ☐ Trade-In | If so, trade in on what asset | _____ |
| ☐ Destroy | If so, how and by whom | _____ |
| ☐ Auction/Sell | If so, by whom | _____ |
| ☐ Donate | If so, to what organization | _____ |
| ☐ Scrap | If so, please describe | _____ |
| ☒ Other | If so, please describe | <u>will try to auction. May scrap if that is the best option to get back any funds.</u> |

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____

Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____

Date: _____ Amount of proceeds (if any): _____



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(386) 437-7500
Fax (386) 437-7503

Crossroads of Flagler County

ASSET DELETION

Date: 01/16/2025 Department: Public works

Department Head Name & Signature: Marcus DePasquale

Asset ID#: 701

Item: Kubota

VIN/Serial Number (if applicable): 64175

Mileage/Hours (if applicable): 2108

Reason for Deletion: motor works but runs hot and turns off. Very poor condition.

How the property will be disposed of:

- ☐ Trade-In If so, trade in on what asset _____
☐ Destroy If so, how and by whom _____
☐ Auction/Sell If so, by whom _____
☐ Donate If so, to what organization _____
☐ Scrap If so, please describe _____
☒ Other If so, please describe will try to auction. May scap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____
Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____
Date: _____ Amount of proceeds (if any): _____



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ASSET DELETION

Date: 01/16/2025 Department: Public works

Department Head Name & Signature: Marcus DePasquale

Asset ID#: 702

Item: Kubota

VIN/Serial Number (if applicable): 63519

Mileage/Hours (if applicable): 1398

Reason for Deletion: runs hot so it needs motor work and needs new hydraulic pump. very poor condition.

How the property will be disposed of:

- ☐ Trade-In If so, trade in on what asset _____
☐ Destroy If so, how and by whom _____
☐ Auction/Sell If so, by whom _____
☐ Donate If so, to what organization _____
☐ Scrap If so, please describe _____
☒ Other If so, please describe will try to auction. May scrap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____

Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____

Date: _____ Amount of proceeds (if any): _____



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Crossroads of Flagler County

ASSET DELETION

Date: 1/15/2025 Department: Public works

Department Head Name & Signature: Marcus DePasquale

Asset ID#: 704

Item: 997ztrac

VIN/Serial Number (if applicable): TC997RB040182

Mileage/Hours (if applicable): 2129

Reason for Deletion: In poor condition over heats and hard to get parts

How the property will be disposed of:

☐ Trade-In If so, trade in on what asset _____

☐ Destroy If so, how and by whom _____

☐ Auction/Sell If so, by whom _____

☐ Donate If so, to what organization _____

☐ Scrap If so, please describe _____

☒ Other If so, please describe will try to auction. May scrap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____

Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____

Date: _____ Amount of proceeds (if any): _____



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Crossroads of Flagler County

ASSET DELETION

Date: 1/15/2025 Department: Public works

Department Head Name & Signature: Marcus DePasquale

Asset ID#: 714

Item: John Deere 6415 slope mower

VIN/Serial Number (if applicable): L06615D438004

Mileage/Hours (if applicable): 4245

Reason for Deletion: In poor condition. Mower does work. Need to rebuild the hydraulic system & tractor body is in poor condition

How the property will be disposed of:

- ☐ Trade-In If so, trade in on what asset _____
☐ Destroy If so, how and by whom _____
☐ Auction/Sell If so, by whom _____
☐ Donate If so, to what organization _____
☐ Scrap If so, please describe _____
☒ Other If so, please describe will try to auction. May scrap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____
Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____
Date: _____ Amount of proceeds (if any): _____



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Crossroads of Flagler County

ASSET DELETION

Date: 01/16/2025 Department: Public works

Department Head Name & Signature: Marcus DePasquale

Asset ID#: 724

Item: Bad Boy mower

VIN/Serial Number (if applicable): BMV60FS73008180094

Mileage/Hours (if applicable): N/A

Reason for Deletion: Needs motor work as motor does not run. very poor condition.

How the property will be disposed of:

- ☐ Trade-In If so, trade in on what asset _____
☐ Destroy If so, how and by whom _____
☐ Auction/Sell If so, by whom _____
☐ Donate If so, to what organization _____
☐ Scrap If so, please describe _____
☒ Other If so, please describe will try to auction. May scap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____
Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____
Date: _____ Amount of proceeds (if any): _____



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Crossroads of Flagler County

ASSET DELETION

Date: 01/16/2025 Department: Public works

Department Head Name & Signature: Marcus DePasquale

Asset ID#: 816

Item: Bushog Batwing 3715

VIN/Serial Number (if applicable): 12-02539

Mileage/Hours (if applicable): N/A

Reason for Deletion: needs a new deck and repair to the pumps

How the property will be disposed of:

- ☐ Trade-In If so, trade in on what asset _____
☐ Destroy If so, how and by whom _____
☐ Auction/Sell If so, by whom _____
☐ Donate If so, to what organization _____
☐ Scrap If so, please describe _____
☒ Other If so, please describe will try to auction. May scap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____
Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____
Date: _____ Amount of proceeds (if any): _____

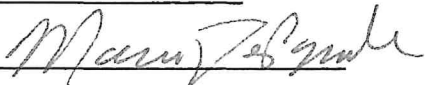


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Crossroads of Flagler County

ASSET DELETION

Date: 01/16/2025 Department: Public works

Department Head Name & Signature: Marcus DePasquale 

Asset ID#: 818

Item:

VIN/Serial Number (if applicable): 06107340

Mileage/Hours (if applicable): N/A

Reason for Deletion: needs a new light for the arrow and a charging system. poor condition

How the property will be disposed of:

- ☐ Trade-In If so, trade in on what asset _____
☐ Destroy If so, how and by whom _____
☐ Auction/Sell If so, by whom _____
☐ Donate If so, to what organization _____
☐ Scrap If so, please describe _____
☒ Other If so, please describe will try to auction. May scap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____
Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____
Date: _____ Amount of proceeds (if any): _____



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Crossroads of Flagler County

ASSET DELETION

Date: 01/16/2025 Department: Public works

Department Head Name & Signature: Marcus DePasquale

Asset ID#: 903

Item: FORD F500 STREET SWEEPER

VIN/Serial Number (if applicable): JTDKB20U483428357

Mileage/Hours (if applicable): 1493/8480

Reason for Deletion: Need new motor for the vac and sweeper side. very poor condition.

How the property will be disposed of:

- ☐ Trade-In If so, trade in on what asset _____
☐ Destroy If so, how and by whom _____
☐ Auction/Sell If so, by whom _____
☐ Donate If so, to what organization _____
☐ Scrap If so, please describe _____
☒ Other If so, please describe will try to auction. May scap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____
Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____
Date: _____ Amount of proceeds (if any): _____



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Crossroads of Flagler County

ASSET DELETION

Date: 01/16/2025 Department: Public works

Department Head Name & Signature: Marcus DePasquale

Asset ID#: 935

Item: Toyota Prius

VIN/Serial Number (if applicable): JTDKB20U483428357

Mileage/Hours (if applicable): 139,984

Reason for Deletion: my need new battery for the hybrid side of the car. very poor cpondition.

How the property will be disposed of:

- ☐ Trade-In If so, trade in on what asset _____
☐ Destroy If so, how and by whom _____
☐ Auction/Sell If so, by whom _____
☐ Donate If so, to what organization _____
☐ Scrap If so, please describe _____
☒ Other If so, please describe will try to auction. May scap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____
Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____
Date: _____ Amount of proceeds (if any): _____

PD-4



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Crossroads of Flagler County

ASSET DELETION

Date: 01/16/2025 Department: Police dept

Department Head Name & Signature: Chief David Brannon 

Asset ID#: 1108

Item: Crown VIC

VIN/Serial Number (if applicable): 2FABP7BV8BX106597

Mileage/Hours (if applicable): 88,839

Reason for Deletion: AC does work. rush all over and water getting. dead batter.

How the property will be disposed of:

- ☐ Trade-In If so, trade in on what asset _____
- ☐ Destroy If so, how and by whom _____
- ☐ Auction/Sell If so, by whom _____
- ☐ Donate If so, to what organization _____
- ☐ Scrap If so, please describe _____
- ☒ Other If so, please describe will try to auction. May scap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____

Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____

Date: _____ Amount of proceeds (if any): _____



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Crossroads of Flagler County

ASSET DELETION

Date: 01/16/2025 Department: Police dept

Department Head Name & Signature: Chief David Brannon 

Asset ID#: 1106

Item: Crown VIC

VIN/Serial Number (if applicable): 2FABP7BV2BX128062

Mileage/Hours (if applicable): 118,871

Reason for Deletion: Motor is starting to make noise. some water getting in to the unit.

How the property will be disposed of:

- ☐ Trade-In If so, trade in on what asset _____
- ☐ Destroy If so, how and by whom _____
- ☐ Auction/Sell If so, by whom _____
- ☐ Donate If so, to what organization _____
- ☐ Scrap If so, please describe _____
- ☒ Other If so, please describe will try to auction. May scap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____
Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____
Date: _____ Amount of proceeds (if any): _____



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Crossroads of Flagler County

ASSET DELETION

Date: 01/16/2025 Department: Police dept

Department Head Name & Signature: Chief David Brannon 

Asset ID#: 142

Item: chevy Impala

VIN/Serial Number (if applicable): 2G1WD5E35E1186184

Mileage/Hours (if applicable): 79,954

Reason for Deletion: AC does work some motor noise and need a transmission services

How the property will be disposed of:

- ☐ Trade-In If so, trade in on what asset _____
- ☐ Destroy If so, how and by whom _____
- ☐ Auction/Sell If so, by whom _____
- ☐ Donate If so, to what organization _____
- ☐ Scrap If so, please describe _____
- ☒ Other If so, please describe will try to auction. May scap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____

Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____

Date: _____ Amount of proceeds (if any): _____



P.O. BOX 756
BUNNELL, FL 32110
(386) 437-7500
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Crossroads of Flagler County

ASSET DELETION

Date: 01/16/2025 Department: Police dept

Department Head Name & Signature: Chief David Brannon 

Asset ID#: 1105

Item: Crown VIC

VIN/Serial Number (if applicable): 2FABP7BV3BX128071

Mileage/Hours (if applicable): 102,749

Reason for Deletion: motor is blown.

How the property will be disposed of:

- ☐ Trade-In If so, trade in on what asset _____
☐ Destroy If so, how and by whom _____
☐ Auction/Sell If so, by whom _____
☐ Donate If so, to what organization _____
☐ Scrap If so, please describe _____
☒ Other If so, please describe will try to auction. May scap if that is the best option to get back any funds.

Finance Use Only:

Date Acquired: _____ Acquisition Cost: _____ Book Value: _____
Signature: _____ Date: _____

Commission Approval:

Mayor: _____ Date: _____

To be completed after disposal:

Name & Signature of person disposing of the property: _____
Date: _____ Amount of proceeds (if any): _____



City of Bunnell, Florida

Agenda Item No. E.1.

Document Date: 02/05/2026
Department: Community Development
Subject: Ordinance 2026-04 Requesting to voluntarily annex properties totaling 240.00+/- acres of land located at 261 County Road 45. - First Reading
Agenda Section: **Ordinances: (Legislative):**

ATTACHMENTS:

Description

Ordinance 2026-04 CR 45 Voluntary Annexation

Proposed Annexation Map

Business Impact Statement

Summary/Highlights:

This is a request to voluntarily annex properties totaling 240.00+/- acres located at 261 County Road 45. The properties are identified by Tax Parcel IDs: 05-12-29-0000-01020-0000; 32-11-29-0000-04030-0000; and 31-11-29-0000-03030-0010 by the Flagler County Property Appraiser's Office.

In accordance with Florida Statutes, the written notice to Flagler County Board of County Commissioners was provided in February 9, 2026.

The Business Impact Statement was published on the City website on February 13, 2026.

Background:

The applicant, Joly Farm Lands LLC & Abaz West LLC, owns the subject properties that total 240+/- acres located in unincorporated Flagler County. The applicant has petitioned for voluntary annexation into the City of Bunnell limits. The property is currently being used as farmland.

The properties are currently assigned a Flagler County Future Land Use Map designation of "Agriculture and Timberlands" and a Flagler County Zoning designation of "Agricultural". The applicant is currently seeking to amend both designations to City of Bunnell designations for Agriculture and Silviculture.

Section 171.044, Florida Statutes, contains specific requirements that govern the process of voluntary annexation. The City is required to provide notice to the County Administrator on behalf of the Board of County Commissioners. The statute prohibits voluntary annexation if the annexation will result in the creation of an enclave. Per Section 171.031(5), Florida Statutes,

an enclave is defined as any unincorporated improved or developed area that is enclosed within and bounded on all sides by a single municipality or enclosed within and bounded by a single municipality and natural or manmade obstacle that allows the passage of vehicular traffic to that unincorporated area only through the municipality.

Voluntary annexations must be contiguous and reasonably compact. Per Section 171.031, Florida Statutes, contiguous means that a substantial part of a boundary of the property to be annexed is coterminous with a part of the boundary of the municipality. Compactness is defined as the "Concentration of a piece of property in single area precluding any action which creates enclaves, pockets, or finger areas in serpentine patterns".

The subject properties are contiguous, and the boundary of the properties are coterminous with the City's incorporated limits. The subject properties are compact, and the action of annexation will not create a county enclave. The action of annexing the subject properties will eliminate an existing unincorporated enclave as shown in the proposed annexation map.

With the City's FY25/26 millage rate, the ad valorem revenue generated from the parcels is estimated to be \$1,179.58 based on the 2025 Tax Year.

Staff Recommendation:

Approve Ordinance 2026-04 Requesting to voluntarily annex properties totaling 240.00+/- acres of land located at 261 County Road 45. - First Reading

City Manager Review/Recommendation:

Approved.

ORDINANCE 2026-04

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA, ANNEXING BY VOLUNTARY PETITION CERTAIN REAL PROPERTY TOTALING 240.00± ACRES LOCATED AT 261 COUNTY ROAD 45 AND BEARING MULTIPLE PARCEL IDS, WHICH IS CONTIGUOUS TO THE CITY OF BUNNELL IN ACCORDANCE WITH THE VOLUNTARY ANNEXATION PROVISIONS OF SECTION 171.044, *FLORIDA STATUTES*, AND OTHER CONTROLLING LAW; REDEFINING THE BOUNDARIES OF THE CITY OF BUNNELL TO INCLUDE SAID PROPERTY; PROVIDING FOR FINDINGS; PROVIDING FOR CONDITIONS; DIRECTING THE CITY CLERK TO RECORD THE ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT, WITH THE CHIEF ADMINISTRATIVE OFFICE OF FLAGLER COUNTY AND WITH THE DEPARTMENT OF STATE; PROVIDING FOR LEGAL DESCRIPTION AND A MAP; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION AND THE TAKING OF ADMINISTRATIVE ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Joly Farm Lands LLC & Abaz West LLC are hereby determined to be the owners of the real property described below; and

WHEREAS, Joly Farm Lands LLC & Abaz West LLC petitioned, pursuant to Section 171.044, *Florida Statutes*, for voluntary annexation of said properties into the municipal limits of the City of Bunnell which totals approximately 240+/- acres in size and is located at 261 County Road 45 as depicted in Exhibit “B”; and

WHEREAS, the properties subject to this Ordinance are identified by Flagler County Tax Identification Parcel Numbers as follows:

Tax Identification Parcel Number	Owner
31-11-29-0000-03030-0010	Joly Farm Lands LLC & Abaz West LLC
32-11-29-0000-04030-0000	
05-12-29-0000-01020-0000	

WHEREAS, City staff have reviewed and recommended approval of the annexation of said properties to the City Commission of the City of Bunnell and has accomplished all actions required under the City of Bunnell *Code of Ordinances, Land Development Code*, and State law; and

WHEREAS, the City Commission, upon the recommendation of City staff and the City Attorney, has determined that all of the properties which are proposed to be annexed into the City of Bunnell is within an unincorporated area of Flagler County, is reasonably

compact and contiguous to the corporate areas of the City of Bunnell, Florida and it is further determined that the annexation of said properties will not result in the creation of any enclave, and it is further determined that the properties otherwise fully complies with the requirements of State law; and

WHEREAS, the City Commission of the City of Bunnell, Florida has taken all actions in accordance with the requirements and procedures mandated by State law; and

WHEREAS, the City Commission of the City of Bunnell, Florida hereby determines that it is to the advantage of the City of Bunnell and in the best interests of the citizens of the City of Bunnell to annex the afore described properties; and

WHEREAS, the provisions of Section 166.031(3), *Florida Statutes*, provide that a municipality may, by ordinance and without referendum, redefine its boundaries to include only those lands previously annexed and shall file said redefinition with the Florida Department of State; and

WHEREAS, the provisions of Section 171.091, *Florida Statutes*, provide as follows: Recording – Any change in the municipal boundaries through annexation or contraction shall revise the charter boundary article and shall be filed as a revision of the charter with the Department of State within 30 days. A copy of such revision must be submitted to the Office of Economic and Demographic Research along with a statement specifying the population census effect and the affected land area; and

WHEREAS, the legal descriptions and the map attached hereto Exhibits “A” and “B” shows, describes, and depicts the properties which are hereby annexed into the City of Bunnell.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA, AS FOLLOWS:

Section 1. Legislative and Administrative Findings/Annexation of Property.

The foregoing recitals (whereas clauses), along with the City staff report and City Commission agenda memorandum relating to the application for the voluntary annexation of property subject to this Ordinance, are hereby adopted and incorporated into this Ordinance as the legislative and administrative findings of the City Commission.

Section 2. Annexation of Property.

The properties that are the subject of this Ordinance consists of the following parcels of land assigned the Tax Identification Parcel Numbers set forth above and being specifically described in Exhibits “A” and “B”, said properties being situated in Flagler County, Florida, and said properties are hereby annexed into and are hereby made a

part of the City of Bunnell, Florida pursuant to the voluntary annexation provisions of Section 171.044, *Florida Statutes*, and other controlling law.

Section 3. Effect of Annexation.

Upon this Ordinance becoming effective, the property owners of the said properties shall be entitled to all the rights and privileges and immunities as are from time-to-time granted to property owners of the City of Bunnell, Florida as further provided in Chapter 171, *Florida Statutes*, and shall further be subject to the responsibilities of ownership as may from time-to-time be determined by the governing authority of the City of Bunnell, Florida and the provisions of said Chapter 171, *Florida Statutes*.

Section 4. Administrative Actions.

(a) Within seven (7) days of the adoption of this Ordinance, the City Clerk shall file a copy of said Ordinance with the Clerk of the Court (Land Records/Recording), with the Chief Administrative Officer of Flagler County (the County Administrator), with the Florida Department of State, and with such other agencies and entities as may be required by law or otherwise desirable.

(b) The City Manager, or designees within City management staff, shall ensure that the properties annexed by this Ordinance are incorporated into the *City of Bunnell Comprehensive Plan*, the Official Zoning Map of the City of Bunnell in an expeditious manner and the map of the City Limits of the City of Bunnell.

(c) The City Manager, or designees, are hereby authorized and directed to legally describe and map the existing City Limits of the City of Bunnell and to take any and all appropriate actions or propose actions to the City Commission as may be authorized in accordance with controlling law.

Section 5. Conflicts.

All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed.

Section 6. Severability.

If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise to be invalid, unlawful, or unconstitutional.

Section 7. Scrivener's Errors.

In the event that a scrivener's error, typographical error, legal description error, or cartographic error is identified in this Ordinance or in the exhibit(s) attached hereto, the error may be corrected administratively by the City Manager or designee, in consultation with and approval by the City Attorney, without further action by the City Commission. Such corrections shall be limited to non-substantive errors that do not alter the intent, meaning, or effect of this Ordinance or the voluntary annexation approved herein. Any corrected exhibit or description shall be maintained in the official records of the City.

Section 8. Codification.

The provisions of this Ordinance shall not be codified, but the annexed properties shall be incorporated and included in all appropriate maps of the City Limits of the City of Bunnell by the City Manager, or designee(s), and the City Manager, or designee(s), is/are hereby directed to take any and all appropriate actions relative to the land use planning documents of the City pertaining to the properties annexed pursuant to this Ordinance.

Section 9. Effective Date.

This Ordinance shall take effect immediately upon passage and adoption.

First Reading: approved on this _____ day of _____ 2026.

Second Reading/Final Reading: adopted on this _____ day of _____ 2026.

CITY OF BUNNELL, FLORIDA

Catherine D. Robinson, Mayor

ATTEST:

Approved as to Form:

Kristen Bates, MMC, City Clerk

Vose Law Firm, City Attorney

Seal:

Exhibit “A”

Metes and Bounds Legal Descriptions

LEGAL DESCRIPTION FOR PARCEL ID 05-12-29-0000-01020-0000:

The Northwest one-quarter (NW1/4) and the North one-half (N1/2) of the North one-half (N1/2) of the Northeast one-quarter (NE1/4) of the southwest one-quarter (SW1/4) of Section 5, Township 12 South, Range 29 East. Containing 170 Acres more or less.

LEGAL DESCRIPTION FOR PARCEL ID 31-11-29-0000-03030-0010:

3A: West one-eighth (W1/8) of the East two-eighths (E2/8) of the South one-half (S1/2) of the Southeast one-quarter (SE1/4) of Section 31, Township 11 South, Range 29 East. Containing 10 acres more or less.

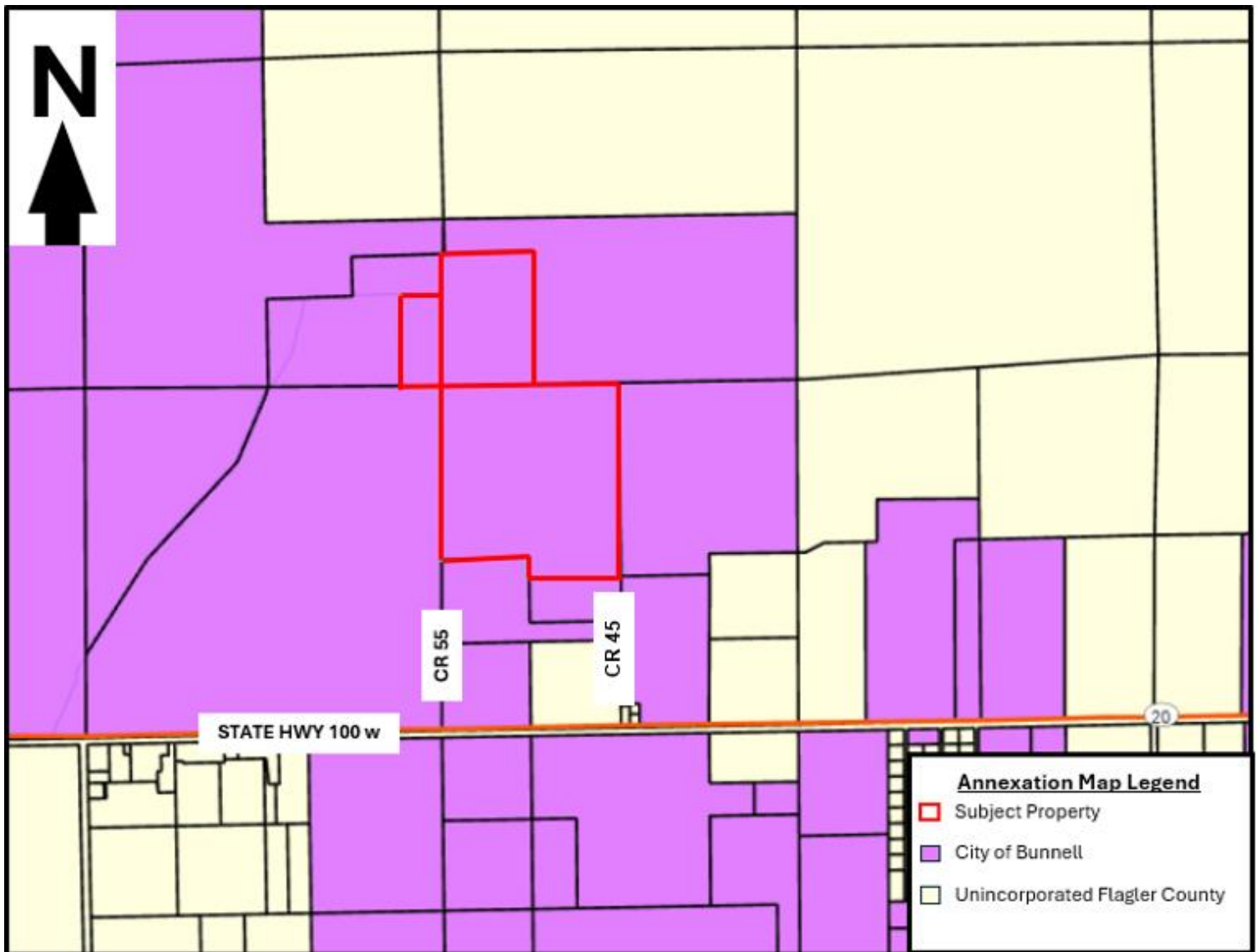
3B: East one-half (E1/2) of East one-half (E1/2) of East one-half (E1/2) of South one-half (S1/2) of Southeast one-quarter (SE1/4) of Section 31, Township 11 South, Range 29 East. Containing 10 acres more or less.

LEGAL DESCRIPTION FOR PARCEL ID 32-11-29-0000-04030-0000:

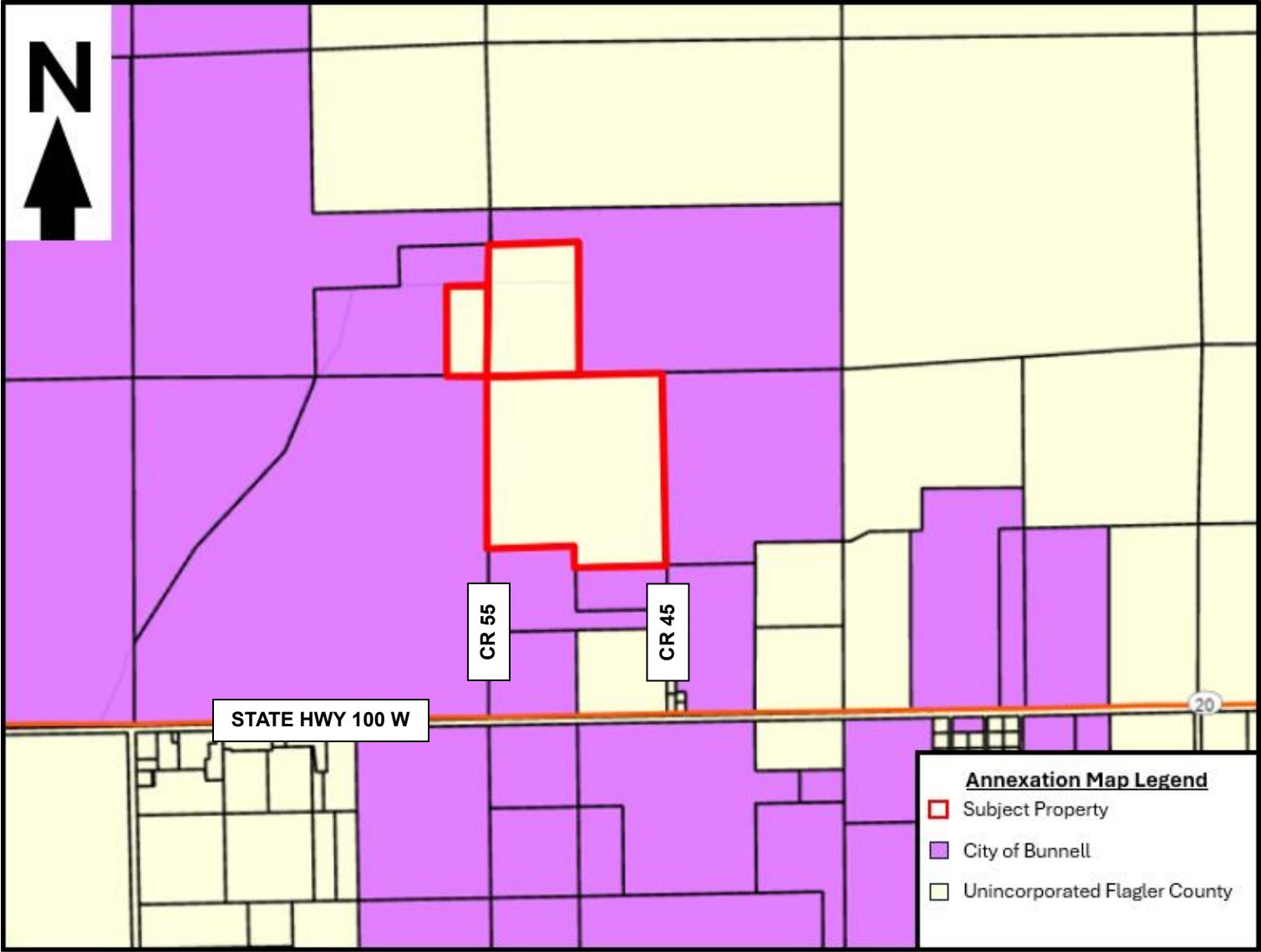
The Southwest one-quarter (SW1/4) of the Southwest one-quarter (SW1/4) and the South one-half (S1/2) of the Northwest one-quarter (NW1/4) of the Southwest one-quarter (SW1/4) all being in Section 32, Township 11 South, Range 29 East, according to the Public Records in the Office of the Clerk of the Circuit Court, Flagler County, Florida. Containing 60 acres more or less.

Exhibit "B"

Amended City Boundaries Map



Proposed Annexation Area



Business Impact Estimate Form

This Business Impact Estimate Form is provided to document compliance with and exemption from the requirements of Sec. 166.041(4), Fla. Stat. If one or more boxes are checked below under “Applicable Exemptions”, this indicates that the City of Bunnell has determined that Sec. 166.041(4), Fla. Stat., does not apply to the proposed ordinance and that a business impact estimate is not required by law. If no exemption is identified, a business impact estimate required by Sec. 166.041(4), Fla. Stat. will be provided in the “Business Impact Estimate” section below. In addition, even if one or more exemptions are identified, the City of Bunnell may nevertheless choose to provide information concerning the proposed ordinance in the “Business Impact Estimate” section below. This Business Impact Estimate Form may be revised following its initial posting.

Proposed ordinance’s title/reference:

ORDINANCE 2026-04

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA, ANNEXING BY VOLUNTARY PETITION CERTAIN REAL PROPERTY TOTALING 240.00± ACRES LOCATED AT 261 COUNTY ROAD 45 AND BEARING MULTIPLE PARCEL IDS, WHICH IS CONTIGUOUS TO THE CITY OF BUNNELL IN ACCORDANCE WITH THE VOLUNTARY ANNEXATION PROVISIONS OF SECTION 171.044, FLORIDA STATUTES, AND OTHER CONTROLLING LAW; REDEFINING THE BOUNDARIES OF THE CITY OF BUNNELL TO INCLUDE SAID PROPERTY; PROVIDING FOR FINDINGS; PROVIDING FOR CONDITIONS; DIRECTING THE CITY CLERK TO RECORD THE ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT, WITH THE CHIEF ADMINISTRATIVE OFFICE OF FLAGLER COUNTY AND WITH THE DEPARTMENT OF STATE; PROVIDING FOR LEGAL DESCRIPTION AND A MAP; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION AND THE TAKING OF ADMINISTRATIVE ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

Applicable Exemptions:

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - ☐ Development orders and development permits, as those terms are defined in Section 163.3164, and development agreements, as authorized by the Florida Local Government Development Agreement Act under Sections 163.3220-163.3243, Florida Statutes;
 - ☐ Comprehensive Plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
 - ☐ Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - ☐ Section 553.73, Florida Statutes, relating to the Florida Building Code; or

- ☐ Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

Business Impact Estimate:

The City of Bunnell hereby publishes the following information:

1. **A summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):**

This is an Ordinance initiated by an applicant for voluntary annexation into the City of Bunnell boundaries.

2. **An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the municipality, including the following, if any:**

- (a) **An estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted:**

n/a

- (b) **Identification of any new charge or fee on businesses subject to the proposed ordinance, or for which businesses will be financially responsible:**

n/a

- (c) **An estimate of the municipality's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs:**

n/a

3. **A good faith estimate of the number of businesses likely to be impacted by the ordinance:**

n/a

4. **Additional information the governing body determines may be useful (if any):**

n/a

Note: The City's provision of information in the Business Impact Estimate section above, notwithstanding an applicable exemption, shall not constitute a waiver of the exemption or an admission that a business impact estimate is required by law for the proposed ordinance. The City's failure to check one or more exemptions below shall not constitute a waiver of the omitted exemption or an admission that the omitted exemption does not apply to the proposed ordinance under Sec. 166.041(4), Fla. Stat., Sec. 166.0411, Fla. Stat., or any other relevant provision of law.



City of Bunnell, Florida

Agenda Item No. H.1.

Document Date: 02/05/2026
Department: Community Development
Subject: Acceptance of the City of Bunnell 2026 Community Engagement Visioning Report
Agenda Section: **New Business:**

ATTACHMENTS:

Description
2026 Community Engagement Visioning Report

Summary/Highlights:

This is the final report for the Community Visioning Engagement commenced by the Northeast Florida Regional Council (NEFRC). The NEFRC will be presenting the 2026 Community Engagement Visioning Report.

Background:

The NEFRC has collaborated with the City of Bunnell to create this Community Engagement Visioning Report for the City that will assist the City when drafting the City's Vision Plan and Comprehensive Plan updates. This was a 6–7-month process which first began in September with presentations at both the PZA and City Commission Meetings.

The City of Bunnell and NEFRC held two public community workshops. The first workshop was held on September 30 which had approximately 25 attendees. The second workshop was held on October 28 which had approximately 24 attendees. There was also an online survey that was open from September 30 through October 29 and garnered 306 responses. In total, there were 331 responses to the survey; however, not all surveys were completed. Additional input was received from workshop attendees at flip chart stations.

Through these public engagement methods and joint public workshops with the PZA and City Commission, the NEFRC developed the 2026 Community Engagement Visioning Report.

Staff Recommendation:

Accept the 2026 Community Engagement Visioning Report

City Manager Review/Recommendation:

Approved.



Prepared By:
Northeast Florida Regional Council

CITY OF BUNNELL COMMUNITY ENGAGEMENT VISIONING REPORT



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INTRODUCTION

As the City of Bunnell enters a period of anticipated growth, it has a unique opportunity to shape its future in a way that reflects the community's shared values. The City of Bunnell Community Engagement Visioning Report was created through extensive community participation, with residents directly shaping the report's themes and priorities. This document is one of many tools in the City's long-term planning toolbox that will collectively inform future development, policy decisions, and investment priorities. While adopted plans such as the 2009 Vision Statement, Comprehensive Plan, Community Redevelopment Agency (CRA) Plan, and other regulatory and strategic documents also guide growth and decision-making, the City of Bunnell Community Engagement Visioning Report is distinct in that it is driven entirely by community input.

The City of Bunnell Community Engagement Visioning Report is intended to be ancillary to, and fully consistent with, the City's adopted 2009 Vision Statement. Rather than replacing or superseding the earlier vision, this report builds upon its foundational principles by reaffirming Bunnell's commitment to economic growth, job creation, private investment, and reinvestment, alongside thoughtful development and long-term sustainability, while acknowledging current conditions, market realities, and community input. This report is intended to function as a flexible, evolving guide, working in tandem with the 2009 Vision Statement to both inform public policy and investment and help community leaders and residents work together towards the community's shared vision.

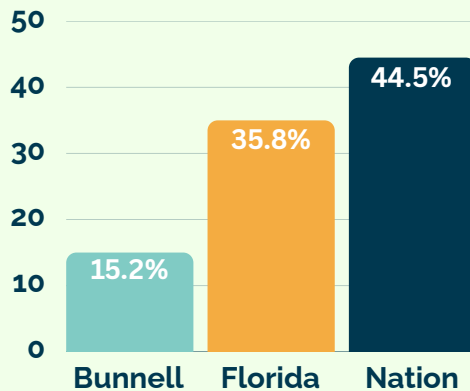
The City of Bunnell Community Engagement Visioning Report helps guide future growth in a manner that supports economic vitality, protects natural resources, and enhances quality of life for current and future residents. It outlines the public engagement process, summarizes community feedback, and presents overarching themes intended to move the City forward in a unified direction, complementing and reinforcing the broader set of plans and policies within the City's planning framework.

Bunnell

BY THE NUMBERS

Educational ATTAINMENT

Bachelors Degree or Higher



4,224

MEMBERS OF
POPULATION

Median Age

48 YEARS OLD

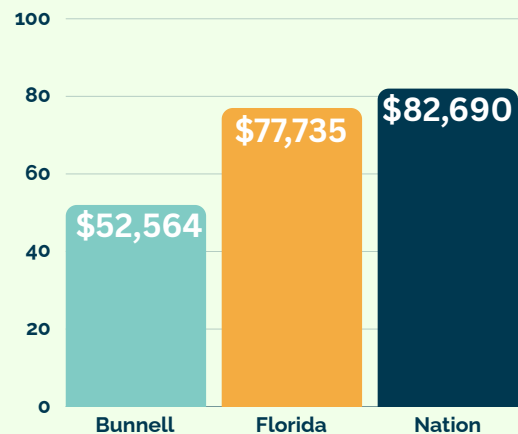
1,697

HOUSING UNITS

Median
Property Value
\$247,800

138.5
SQUARE MILES

Median Household Income



COMMUNITY ENGAGEMENT VISIONING STATEMENT

The City of Bunnell is a community that cherishes its rural, small-town character while cultivating a vibrant, connected downtown and neighborhoods and investing in welcoming public spaces and parks that enhance quality of life for all residents.



PUBLIC ENGAGEMENT

The City of Bunnell Community Engagement Visioning Report was developed through a robust public participation process, with 2 community workshops attended by over 50 members of the public, an online survey with 331 responses, and one joint workshop with the Planning, Zoning, and Appeals Board and City Commission.

Community Workshop 1 **September 30, 2025**

The first community workshop was held on September 30, 2025, at Bunnell City Hall and was attended by 26 community members. The purpose of the workshop was to gather community input to help shape the City of Bunnell Community Engagement Visioning Report by identifying priorities, concerns, and opportunities for the city's future.

During the workshop, Northeast Florida Regional Council (NEFRC) staff launched the Visual Preference Survey, allowing participants to provide real-time feedback on their personal devices or on paper. Participants participated in a mapping activity to spatially illustrate desired community features. Participants also had one-on-one discussions with NEFRC staff to further explore topics related to community development and quality of life.



Community Workshop 2 **October 28, 2025**

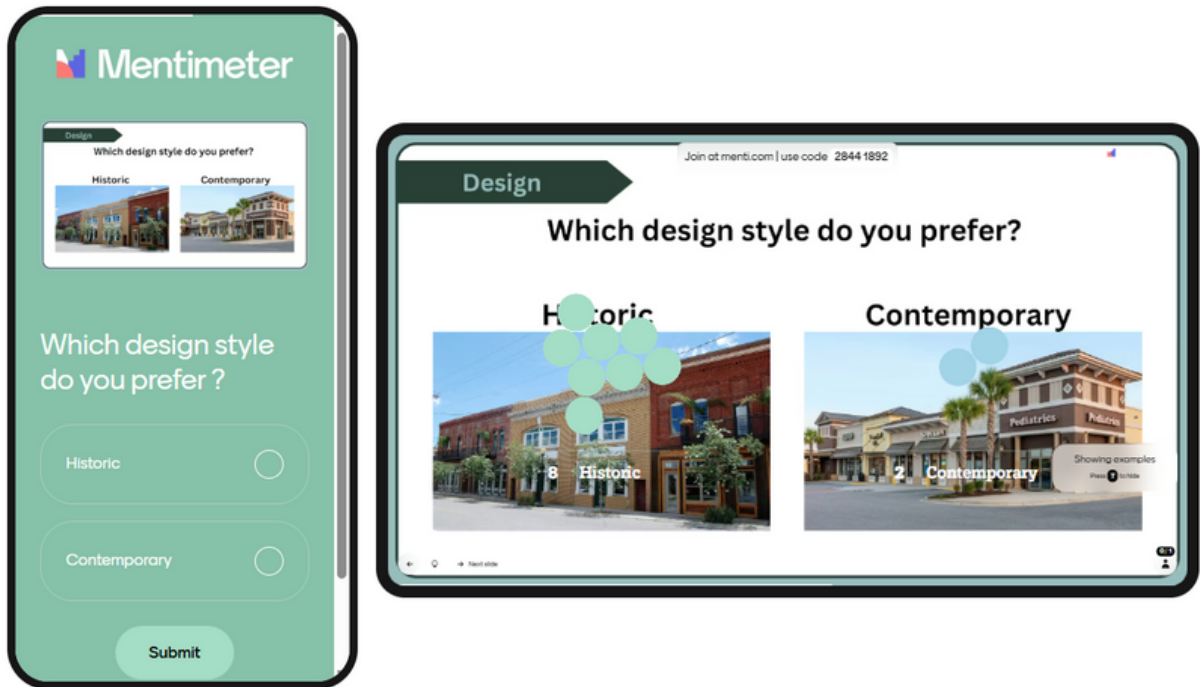
The second community workshop was held on October 28, 2025, at Bunnell City Hall and was attended by 25 community members. The purpose of this workshop was to present preliminary results from the Visual Preference Survey and the first workshop, as well as to confirm that initial findings accurately reflected community priorities.

NEFRC staff presented themes compiled from survey responses, one-on-one discussions, and the mapping activity. Following the presentation, the format mirrored the first workshop, with one-on-one discussions and an interactive mapping exercise that allowed participants to outline a preferred downtown core for the City of Bunnell. Workshop attendees were also given a final opportunity to complete the Visual Preference Survey.



Online Visual Preference Survey

To ensure broad participation, the Visual Preference Survey was also made available online for residents who were unable to attend the community workshops. The online survey was open from September 30, 2025, through October 29, 2025, and was identical to the survey administered during the in-person workshops.



Survey Methodology

The community had three opportunities to participate in the Visual Preference Survey: Community Workshops 1 and 2, as well as the online survey. All workshops were advertised and open to the public. The Northeast Florida Regional Council used the software Mentimeter to administer the survey both in-person and online.

The survey utilized multiple choice, short response, and ranking questions. Most questions were structured to capture respondents' preferences, while ranking questions allowed participants to prioritize initiatives they would like to see the community pursue.

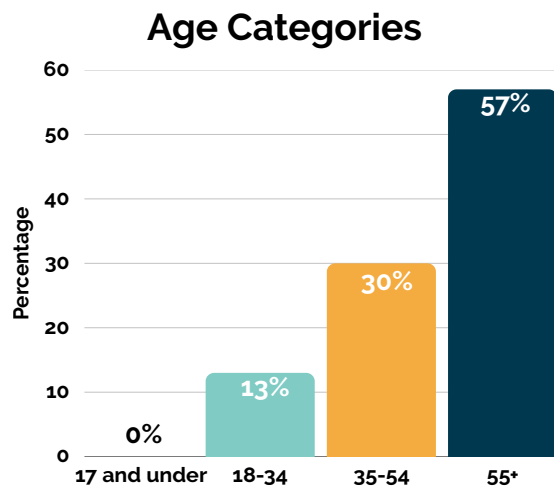
VISUAL PREFERENCE

SURVEY RESULTS

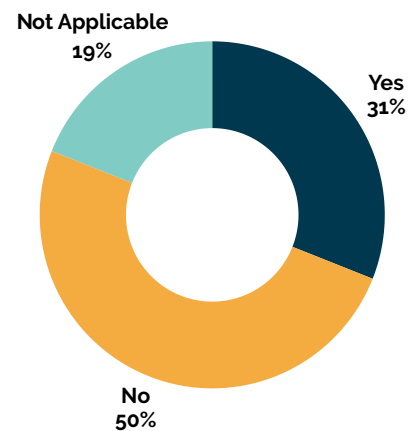
The following section summarizes the results of the Visual Preference Survey and highlights key insights into community preferences for the future of the City of Bunnell. In total, 331 people participated in the survey.

Demographics

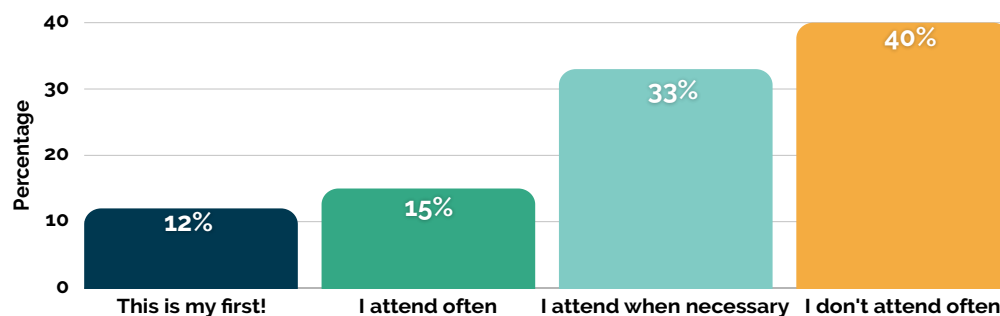
Survey respondents skewed toward an older population, with 87% of survey participants over the age of 35. This response number is consistent with the median age of Bunnell residents being 48 years old. A majority of survey participants, 50%, note that they do not work within the City of Bunnell and commute elsewhere for work. When asked about civic engagement, only 15% of participants reported actively attending community workshops.



Do you work in Bunnell?



How often do you attend community meetings?



Vision Word Cloud

Survey participants then described their vision for the City of Bunnell. Responses emphasized the preservation of the city's small, rural, and country features to maintain the community's character. Participants wanted to see the restoration of the city's unique historical features and emphasis on the city's history through design and land use.

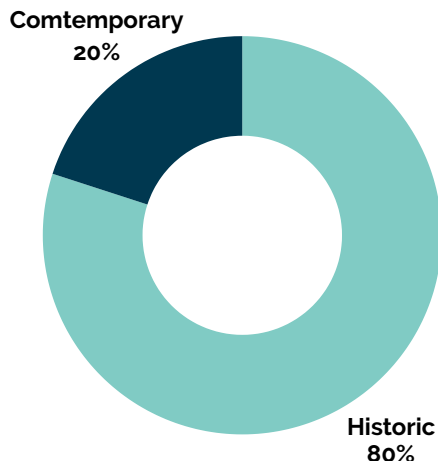
What word or phrase best describes your vision for the City of Bunnell?



Design

Survey participants preferred a historic design compared to a contemporary design, further highlighting the participants' affinity towards Bunnell's history, with 80% of participants preferring a historic style to a contemporary style.

Which design style do you prefer?

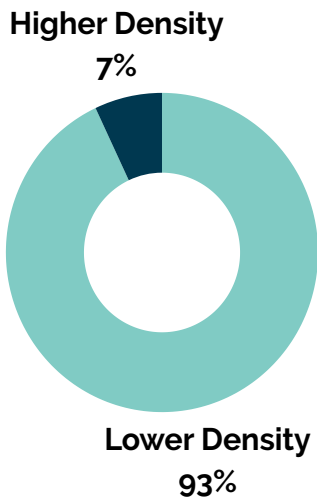


Housing

In the next set of questions, participants were asked to define how they would like their neighborhoods to look and function. Survey participants showed a strong affinity for lower density housing compared to higher density housing. Lower density housing typically includes single-family homes with yards and is defined by the City of Bunnell as up to four dwelling units per acre.

Affordable housing is critical for Florida communities to plan for, as rising inflation and increased demand have put a strain on the availability of housing for all life stages. One of the most common forms of affordable housing is naturally occurring, which is driven by the market and built by private developers. Participants were asked to select their preferred form of affordable housing. Of the five choices, participants preferred tiny homes, in-law suites, and manufactured homes. With thoughtful rules, these housing types can be incorporated into existing neighborhoods without changing their basic character.

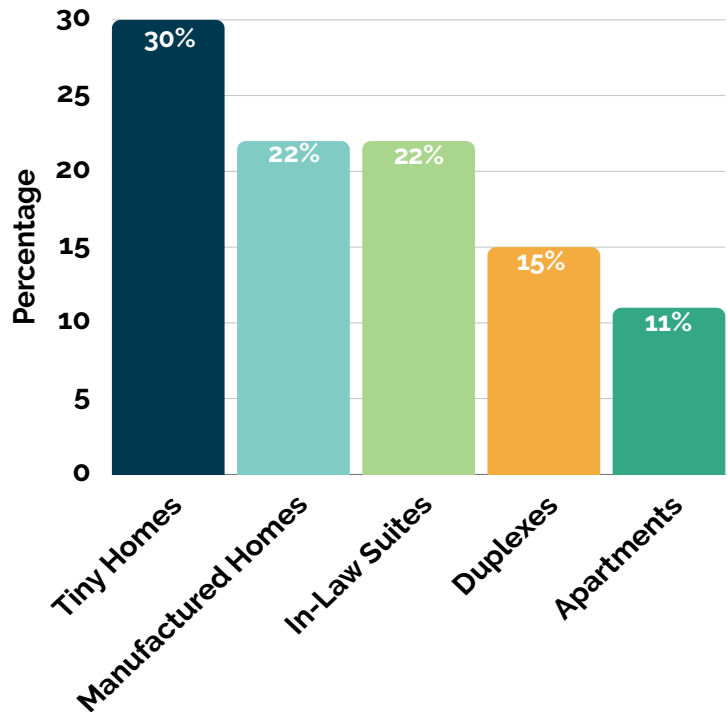
How do you want to see your neighborhoods?



Low-Density Housing



What type of affordable housing would you prefer?



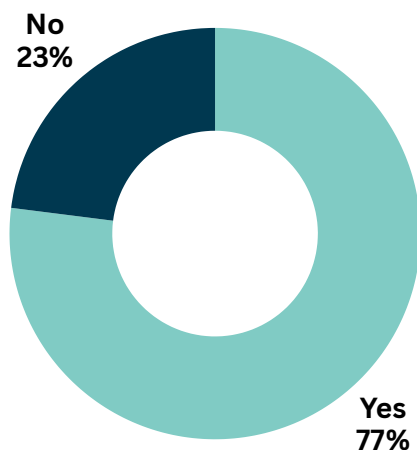
Community Development

A majority of survey participants, 77%, indicated interest in creating a defined downtown. At the second community workshop, participants mapped where they would like to see their downtown. Participants primarily selected the Moody Boulevard and State Street areas as the primary downtown corridor, with special attention to the Railroad Street area. Survey participants noted that they would prefer to see the city attract more local businesses in Bunnell, rather than large franchises. Participants were also interested in more signage standards that would create a consistent look across the city.

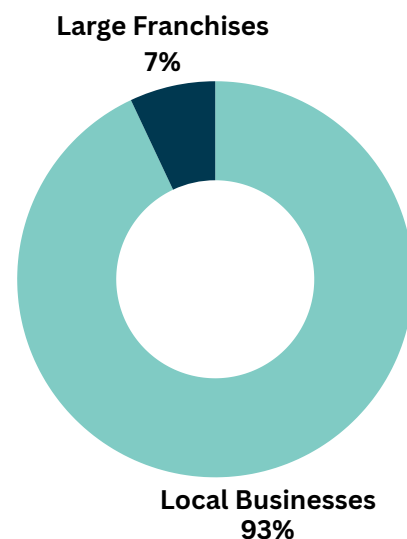
Additionally, survey participants were asked to identify abandoned industrial or commercial sites that they would like to see cleaned up, demolished, or redeveloped. Respondents identified the old hospital, areas around the railroad, and junk yards as areas of interest.

As the City of Bunnell faces increasing growth, survey participants defined what growth means to them. A prominent theme in the responses included a call for cautious, controlled growth that benefits everyone. Participants also recognized the need for land conservation and the need for additional business to support a growing population. In general, there is a need to balance the opportunities that growth can bring while recognizing how growth may impact existing residents.

Would you be interested in Bunnell creating a defined downtown district?



Which businesses do you want to see in Bunnell?



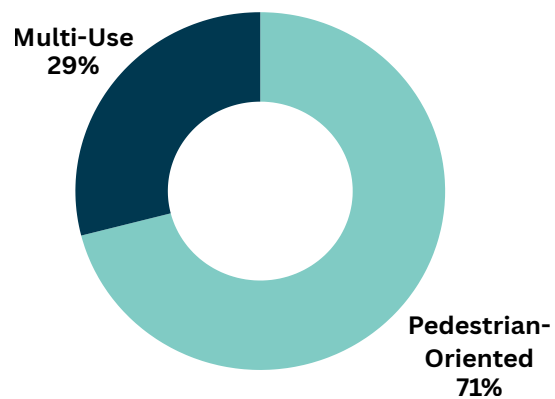
Transportation

In regards to street design, 71% of survey participants preferred pedestrian-oriented street design to multi-use street design. Pedestrian-oriented street design includes amenities like prominent street crossings, wide sidewalks, and traffic calming measures. Survey participants were then asked to rank options for how to make Bunnell safer. Sidewalks and street lighting were the two most preferred safety options.

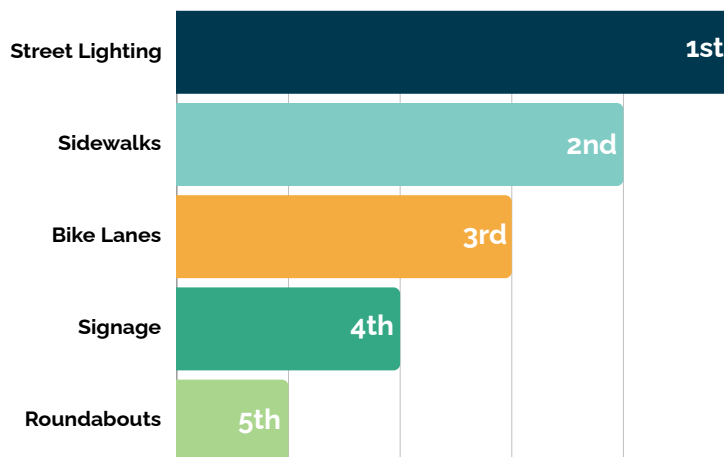
Pedestrian-Oriented



What street design do you prefer?



What can make Bunnell safer?



Average Ranking on a Scale of 1-5

Street Lighting



Sidewalks



Quality of Life

Increasing the parks and park services in the City of Bunnell was a priority identified by the City. When asked to choose between passive parks and active parks, the results were almost even, with 52% of people choosing passive parks and 48% of people choosing active parks. When asked to prioritize the amenities they would like to see at local parks, picnic areas and playgrounds were the most highly rated options. When asked to prioritize how Bunnell can protect the environment, land conservation was the most highly ranked option. This response confirms survey participant's concern for conservation in the face of population growth.

What types of parks do you prefer?



Priority Park Amenities

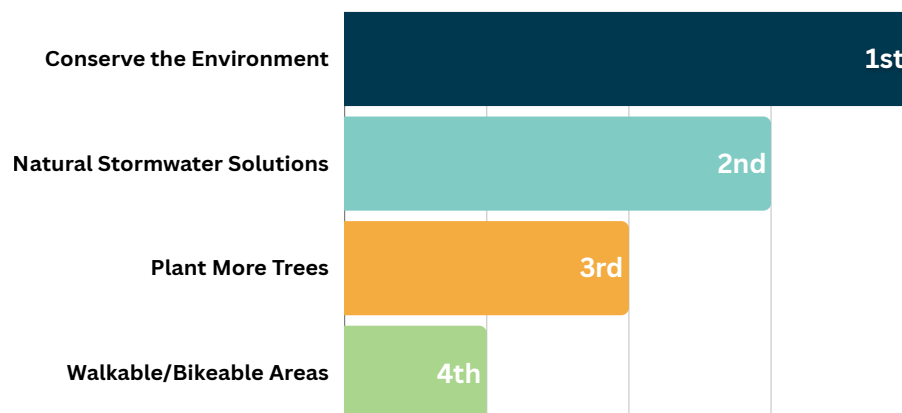
Picnic Areas



Playgrounds



Prioritize how Bunnell can protect the environment



Average Ranking on a Scale of 1-4

Hopes for the Future

12

In response to the survey question regarding participants' hopes for the future of the City of Bunnell, participants emphasized a desire for responsible growth that preserves the city's rural character over time. Respondents expressed hopes for a cohesive look, feel, and function that reflects the community's unique values. Many also noted the importance of maintaining a clean, well-preserved city.

What are your hopes for the City of Bunnell?



THEMES

The following themes reflect the values and priorities shared by community members throughout the planning process. Input from community workshops, surveys, and direct correspondence revealed a strong desire to guide growth in a way that protects Bunnell's small-town character while improving quality of life.

Preserve Small-Town Heritage

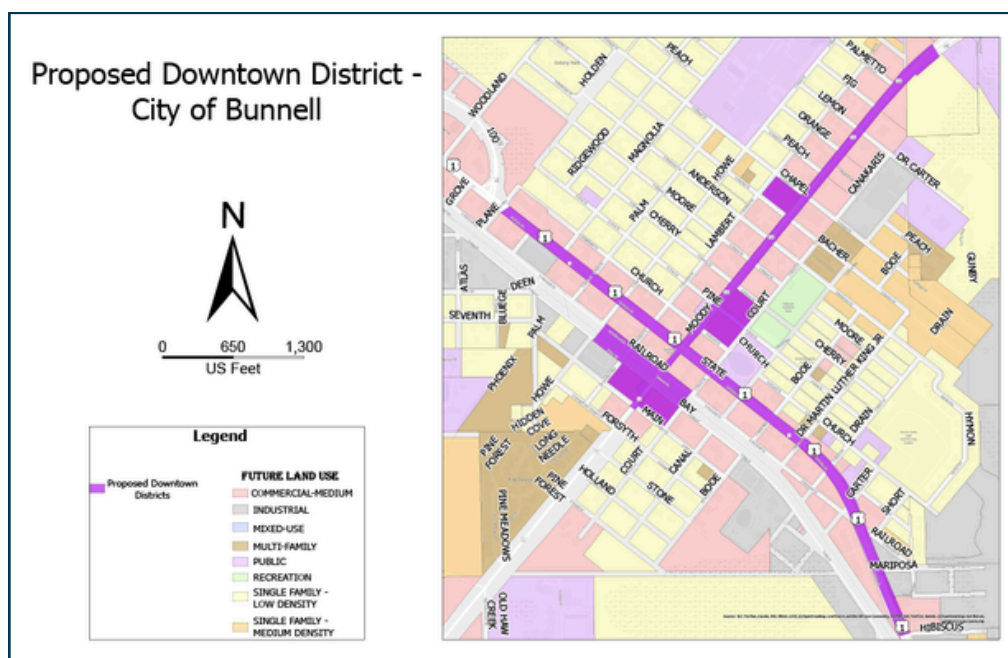
Bunnell residents consistently expressed a strong connection to their community and a desire to preserve what makes it unique. This message came through in community workshops, in survey responses, and in emails to the project team. It was often expressed as a fear of losing what makes Bunnell special. Residents identified the historic small-town feel of Bunnell as a key part of what they want to protect. Importantly, a small-town feel is not necessarily about limiting physical growth, but about maintaining a welcoming attitude, responsive local government, and a high level of customer service that makes residents feel known, heard, and valued.

Maintaining a strong and identifiable character will also help the city distinguish itself from the nearby beach towns and the rest of Flagler County, which can provide a benefit for economic development. The following recommendations all relate in some way to maintaining Bunnell's character - strengthening the downtown, preserving distinctive neighborhoods, improving the appearance of the city, expanding the park system, and protecting the rural environment.



A thoughtfully developed downtown can serve as the heart of a small city, reinforcing its unique character while supporting economic vitality and community life. The City of Bunnell can define its downtown core by focusing on developing a compact, walkable area that blends local businesses, housing, and public gathering spaces. Encouraging mixed-use development, such as ground floor retail with residential or office uses above, can generate consistent foot traffic throughout the day and support local businesses. Streets should be designed with wide sidewalks, shade trees, safe pedestrian crossings, and traffic-calming measures to create a sense of place and encourage residents and visitors to spend more time downtown.

At the second community workshop, participants mapped where they would like to see a defined downtown core. The Moody Boulevard and State Street corridor was identified as the preferred area for downtown. There was special recognition given to the Railroad Street and Moody Boulevard intersection, as this area has walkable elements that can be built upon and aligns with the Community Redevelopment Agency boundaries. Establishing a downtown core can be approached in phases, allowing improvements to build gradually as resources and community support grow. Using tools like overlay districts helps guide development while still giving flexibility to adapt.





Northeast View - Existing Conditions



Northeast View - Potential Improvements

The image above shows potential improvements to the intersection of Moody Boulevard and Railroad Street. This area already contains walkable elements that can be enhanced through targeted improvements. In the example above, street improvements such as marked street crossings, facade improvements, and public art represent what a walkable downtown Bunnell could look like. These initial improvements could be done at a relatively low cost.



Southeast View - Existing Conditions



Southeast View - Potential Improvements

This design rendering illustrates the southeast view of Railroad Street and Moody Boulevard. The proposed modifications include adding landscaping along the railroad corridor, enhancing the visibility of parking areas, and introducing new pedestrian crossings to improve safety and walkability.



Northwest View - Existing Conditions



Northwest View - Potential Improvements

This rendering depicts a proposed design concept for the southeast corner of Moody Boulevard and Railroad Street. The report highlights new landscaping and parking along the railroad, and enhanced pedestrian crossings to improve walkability and access.

The City of Bunnell should pursue growth strategies that reinforce small-town character while addressing evolving housing needs. To support housing affordability without compromising neighborhood scale, the City of Bunnell should update its comprehensive plan to allow a broader range of accessory housing options, including tiny homes, manufactured homes, and accessory dwelling units (in-law suites). This approach allows for increased density in a way that maintains a low-density look and feel, preserving neighborhood character and providing attainable housing options for residents at different life stages.

Additionally, the City can reinvest in existing neighborhoods, preserving their historic character by turning underused land into more housing. Many of Bunnell's historic buildings are from the early to mid-20th century, so design elements such as brick exteriors and human-scaled architecture would best provide continuity in the historic style of the city. This approach uses existing infrastructure and helps reduce sprawl, which in turn, transforms underutilized sites into economic assets.

Low-Density Housing



Tiny Homes



In-Law Suites



Manufactured Homes



Improve Safety and Aesthetic Consistency

One way that Bunnell can maintain its rural, small-town character is by paying close attention to the appearance of roadway design, signage, lighting, and sidewalks. Local governments can typically regulate the height, type, and materials of business signage, which can help to reduce distractions for motorists and create a more consistent appearance. Signage should be appropriate for the speed of traffic - slower traffic and pedestrian and bike users do not need large signs and can appreciate design and material choices.

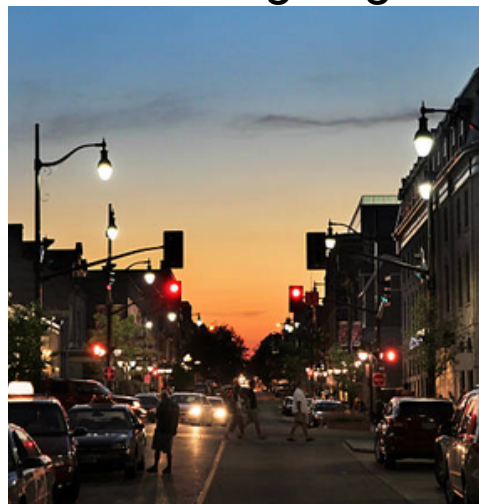
Street lighting should be appropriately scaled for a small-city setting, focusing on key corridors, intersections, and pedestrian areas to enhance visibility. Expanding and repairing sidewalks along key routes is another essential component of a safe and connected community.

Equally important is addressing the condition of Bunnell's roadway infrastructure, which both residents and commissioners identified as a critical concern. Repairing aging roads and securing sustainable funding for ongoing maintenance are essential. Coordinating roadway repairs with improvements to lighting, sidewalks, and signage will allow the City to maximize resources while creating safer, more attractive streets.



Sign Regulations

Street Lighting



Expanding the park system provides an opportunity to enhance quality of life while reinforcing Bunnell's rural character. Parks and green spaces can serve multiple functions by offering recreational opportunities and preserving natural landscapes. Parks should balance the community's desire to support recreation, such as creating playgrounds and sports areas, with areas that provide more passive uses that can doubly support preserving the natural environment.

As growth approaches the City of Bunnell, the City should continue to prioritize environmental stewardship as a guiding principle by directing development in a manner that protects its agricultural lands and conservation areas while accommodating intentional, well-designed growth. Future development should be strategically located to utilize land efficiently and preserve the rural character that defines Bunnell's identity. The City should continue to encourage clustered and conservation-oriented development patterns to ensure that the overall density across the city remains low even as development occurs. By proactively integrating growth management, park expansion, and environmental protection, the City can ensure that future development is sustainable.

Active Parks



Passive Parks

CONCLUSION

Developed through community collaboration, the City of Bunnell Community Engagement Visioning Report reflects the shared values, priorities, and aspirations of the community. The vision outlined in this report is not a fixed endpoint, but a living guide designed to evolve as community needs change.

To ensure the report remains relevant and responsive, the City of Bunnell should formally review this report every five years. This review cycle will allow the community to assess progress and update goals as needed. Ongoing community engagement will be essential to this process to ensure that community needs are reflected in this report. By committing to the vision alongside other planning documents, the City of Bunnell can move forward with confidence and purpose to build a future that is inclusive, resilient, and aligned with the community's shared values.





COMMUNITY VISIONING

A Program of the Northeast Florida Regional Council





City of Bunnell, Florida

Agenda Item No. H.2.

Document Date: 02/05/2026
Department: Community Development
Subject: Requesting an appeal of a decision made by the Planning, Zoning and Appeals Board regarding Application No. SE 2025-04 by Track 5, LLC.
Agenda Section: **New Business:**

ATTACHMENTS:

Description

Appeals Application

Original Staff Report Presented to PZA Board

PZA Denial Letter

September 2, 2025 Adopted PZA Board Summary Meeting Minutes

Summary/Highlights:

This is an appeal of a decision made by the Planning, Zoning and Appeals Board (PZA) to deny an application (Application No. SE 2025-04) by Track 5, LLC, for a special exception to use the subject property as a storage yard to store equipment and trailers related to the applicant's business with the AG zoning district.

Background:

The Planning, Zoning and Appeals Board (PZA) unanimously voted at their September 2, 2025 meeting to deny the applicant's request for special exception approval. The applicant has submitted a request to appeal the decision to the City Commission (see attached in this report).

This appeal will not be a *hearing de novo* meaning a new hearing as if the City Commission were deciding the issue for the first time. The appeal will be a review of the PZA Board's decision based on the record before the PZA Board. No new information will be presented to the City Commission to make its decision.

The Planning, Zoning and Appeals Board members based their denial on the following reasons:

1. A letter from an Attorney at Chiumento Law, dated August 25, 2025, detailing the issues on the title of the property. This letter was submitted into the record.
2. Photographs showing the conditions of the property. These photographs were submitted into the record.
3. The new code enforcement complaint detailing possible new code violations submitted during the meeting. This was submitted into the record.

Per Land Development Code Section 2-86, Any person aggrieved by any decision of the Planning, Zoning and Appeals Board made pursuant to the provisions of this article may appeal the decision to the City Commission by filing a written request for such an appeal with the City Clerk. The request must specify the decision appealed and be filed within 30 days of the decision. The City Commission may after a public hearing reverse, modify, or affirm the decision on appeal.

Staff Recommendation:

Reverse, modify, or affirm the Planning, Zoning and Appeals Board's (PZA) decision based on the City Commission's review of the record established at the September 2, 2025 Planning, Zoning and Appeals Board meeting.

If motioned to reverse the Planning, Zoning and Appeals Board's decision, please ensure the conditions of approval that was recommended by staff to the PZA Board is implemented into the motion. The conditions of approval that were previously recommended, and indicated on the attached PZA Board staff report, are as follows:

1. Any area of the property utilized for outdoor storage must be visually buffered by a six (6) foot high, solid, opaque, permanent fence or with landscaping that achieve the same in accordance with Chapter 14, Article 2 of the Land Development Code.
2. Any land disturbance or land development activities within the documented wetlands is prohibited unless approval is obtained from the St. Johns River Water Management District (SJRWMD). If approval is obtained from SJRWMD and land disturbance is to occur within the wetlands, an erosion and sedimentation control plan, aside from other required applications, must be submitted and approved by the City of Bunnell prior to such activities taking place.
3. Storage of any materials other than the trailers and equipment related to the applicant's business, is prohibited. This includes any junk as defined in the City's Code of Ordinances and/or Land Development Code.
4. If any bona fide agricultural activities occur on the site and/or a greenbelt exemption is obtained from the Flagler County Property Appraiser's office, it shall not affect the validity of this special exception. This special exception shall be permitted to continue so long as all other conditions of approval are satisfied.
5. This special exception use shall run with the applicant and may not be transferrable should the ownership of the property ever change. If under any circumstances the use of the property changes beyond what is allowed within this special exception, this special exception shall become null and void. If conditions one through four are ever violated and/or not fulfilled, then at that point it shall be considered grounds for removal of the special exception at the discretion of the Planning, Zoning and Appeals Board.

City Attorney Review:

Approved for agenda

City Manager Review/Recommendation:

Approved.



Community Development Department | Planning Division
604 E Moody Blvd, Ste 3 | PO Box 756 | Bunnell, FL 32110
Office 386.437.7516 | Fax 386.437.8253 | commdev@bunnellcity.us
Appeals Application

Staff Use Only

Application #: APL 2025-02

Employee Name Accepting Application: Adrian Calderin

Receival Date: 10/2/25

ALL FIELDS ARE REQUIRED TO BE COMPLETED

1. APPLICANT NAME: Tracks 5 LLC
2. MAILING ADDRESS: Opossum Lane, Bunnell; 92 Princess Ruth Lane, Palm Coast FL 32164
3. PHONE NUMBER: 386 81641011 EMAIL ADDRESS: rbjelajac@gmail.com
4. APPEALING DECISION OF:
☐ PLANNING & ZONING DIVISION ADMINISTRATIVE DETERMINATION DECLARED ON _____
☒ PLANNING, ZONING AND APPEALS BOARD DECISION DECLARED ON 9/2/25
5. SUMMARY OF THE DECISION TO BE APPEALED (MAY ATTACH ADDITIONAL SHEETS):
see attach
6. BASIS FOR THE APPEAL (MAY ATTACH ADDITIONAL SHEETS):
see attach
7. LAND DEVELOPMENT CODE REFERENCE: 34-107C6
8. SUBJECT PROPERTY ADDRESS: Opossum Lane, Bunnell
9. PROPERTY APPRAISER'S PARCEL ID NUMBER: 04-12-30-6075-00000-0040
10. FUTURE LAND USE MAP DESIGNATION: Agriculture / EXISTING ZONING DISTRICT: AG

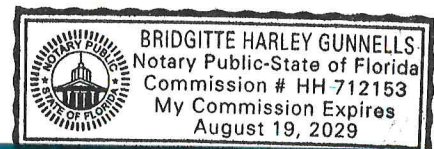
I HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

Applicant Signature: [Signature]

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 3rd day of October, 2025, by Krunoslav Bjelajac who is/are personally known to me, or who has/have produced Florida DL as identification.

Bridgitte Harley Gunnells
(Signature of Notary Public, State of Florida)

Stamp:



5) Summary of the decision to be appealed

I am writing to formally appeal the recent decision regarding my special exception application for the property located at Opossum Lane Parcel ID 04-12-30-6075-00000-0040. The application sought permission to use the property for the storage of equipment which was denied on 9/3/25. As described in my original application, this special exception is for storing equipment for a small business along with farm equipment (skid steer and attachments).

The denial of this request presents significant operational challenge for my business, which is a key part of the local economy. I respectfully contend that our proposal, especially with the additional conditions we propose (fence placement for appeal) fully aligns with the standards required for a special exception. We will ensure that the use of this property will not adversely affect the surrounding community.

6) Basis for the appeal

Reasons for the denial:

1. Photographic evidence of property conditions: The denial was based on photographs of the property that do not accurately reflect its current condition. The photos submitted into the record are outdated. Since 7/2025, the property has been brought into full compliance. New, current photographs, which have been submitted for the record, demonstrate that all previous issues have been resolved.
2. New code enforcement complaint: A complaint of new code violations was submitted during the meeting and made part of the record. Following the meeting, I spoke with Gary (code enforcement), who confirmed that there are no current, open code violations on the property.
3. Title issues: A letter from an attorney at Chiumento Law, dated August 25, 2025, was submitted into the record detailing issues with the property's title. These issues are actively being resolved, and I can provide an updated letter from my attorney as evidence of the progress made.

Letter of Explanation

From:

William Willis

To Whom It May Concern,

I, William Willis, am writing to provide clarification regarding the property located in Bunnell, specifically referenced as Track Five.

During the time in question, I was undergoing a personal divorce and, in order to safeguard my interest in the property and maintain stability, I arranged for the deed to be transferred from William Willis Financial to Track Five. This step was necessary as part of my efforts to protect the asset during ongoing personal matters.

It should also be noted that I may be considered a silent owner of Track Five, though my role has primarily been limited in nature. The transfer was not made to obscure ownership, but rather to responsibly preserve the property's value and protect it under the circumstances I was navigating.

Please accept this letter as my formal statement of the reasons surrounding the transfer and ownership structure. Should additional clarification or documentation be required, I will gladly provide it upon request.

For any further questions, you may contact me directly at (904) 615-7720 or by email at william@neomtg.com.

Respectfully,


William Willis



City of Bunnell, Florida

Agenda Item No. 4.E.

Document Date: 08/19/2025
Department: Community Development
Subject: ***QUASI-JUDICIAL HEARING*** SE 2025-04: Requesting approval of a special exception use for a storage yard within the AG zoning district, located along Opossum Lane on Parcel 04-12-30-6075-00000-0040.

Property Address: Parcel ID: 04-12-30-6075-00000-0040
Zoning Designation: AG
Future Land Use Designation: Agricultural
Agenda Section: **New Business**

ATTACHMENTS:

Description
Project Narrative
Aerial Map
Zoning Map
Wetland Map
Site Plan

Summary/Highlights:

THIS IS A QUASI-JUDICIAL HEARING AND WILL FOLLOW QUASI-JUDICIAL PROCEDURES.

ANY EX PARTE COMMUNICATIONS MUST BE DISCLOSED INCLUDING ANY COMMUNICATIONS, TESTIMONY, AND EVIDENCE PROVIDED OR RECEIVED OUTSIDE OF THIS HEARING.

This is a request by the applicant for a special exception to use the subject property for a storage yard as the principal use within the AG, Agricultural District.

In accordance with Section 2-87 in the Land Development Code, notice of the time, date, and location of this item was mailed to property owners within 300 feet of the subject property that are within the Incorporated City limits on August 21, 2025. Notice of the time, date, and location was published in the Observer Local News newspaper on August 21, 2025.

Background:

The applicant, Krunoslav Bjelajac with Track 5, LLC, has applied for this special exception to

use the property for outdoor storage. This is considered an after-the-fact application as this is made in response to code enforcement action. The property has since become compliant prior to this agenda.

The property is currently vacant with documented wetlands as seen in the attached wetland map. The applicant has installed a gravel driveway to access the property. As it stands, the use of storage as a principal use of the property is not a permitted principal use within the AG, Agricultural District. The AG zoning district is intended and allows for a wide range of bona fide agricultural and silvicultural uses as well as low density rural residential development at a density of 1 unit per acre. Within the regulations of this district, certain uses are permitted with the granting of a special exception by the PZA Board. If the use is not explicitly listed, it may be permitted with certain conditions to have it be compatible with the uses permitted within the district as approved by the PZA Board.

The area is predominantly rural residential with few agricultural uses. The abutting property to the west contains a residence while the north and east properties contain agricultural uses. The applicant intends to store equipment related to their business with future plans to use the property for agricultural purposes.

Staff Recommendation:

Approve SE 2025-04: Requesting approval of a special exception use for a storage yard within the AG zoning district, located along Opossum Lane on Parcel 04-12-30-6075-00000-0040 with the following conditions:

1. Any area of the property utilized for outdoor storage must be visually buffered by a six (6) foot high, solid, opaque, permanent fence or with landscaping that achieve the same in accordance with Chapter 14, Article 2 of the Land Development Code.
2. Any land disturbance or land development activities within the documented wetlands is prohibited unless approval is obtained from the St. Johns River Water Management District (SJRWMD). If approval is obtained from SJRWMD and land disturbance is to occur within the wetlands, an Erosion and Sedimentation Control plan, aside from other required applications, must be submitted and approved by the City of Bunnell prior to such activities taking place.
3. Storage of any materials, other than the trailers and equipment related to the business, is prohibited. This includes any junk as defined in the City's Code of Ordinances and/or Land Development Code.
4. If any bona fide agricultural activities occur on the site and/or a greenbelt exemption is obtained from the Flagler County Property Appraiser's office, it shall not affect the validity of this special exception. This special exception shall be permitted to continue so long as all other conditions of approval are being satisfied.
5. This special exception use shall run with the applicant and may not be transferable should the ownership of the property ever changed. If under any circumstance the use of the property changes beyond what is allowed within this special exception, this special exception shall become null and void. If conditions one through 4 are ever violated and/or not fulfilled, then at that point it shall be considered grounds for removal of the special exception at the discretion of the Planning, Zoning and Appeals Board.

City Attorney Review:

Approved for agenda

PROJECT NARRATIVE

Applicant: Track 5 LLC/Krunoslav Bjelajac

Property: 420 Opossum Lane, Bunnell FL

Parcel ID: 04-12-30-6075-00000-0040

The applicant seeks Special Exception approval for outdoor storage use at the currently vacant 5.03-acre property located at 420 Opossum Lane. As part of this proposal, a 6-foot solid fence will be installed along the property perimeter to ensure both security and visual aesthetics with the surrounding neighborhood and Opossum Lane.

Access to the property will be provided via a secured gate and driveway positioned on the left side of the Opossum Lane frontage. The central portion of the property is allocated for the organized outdoor storage of materials, equipment, and vehicles, with no permanent buildings or structures are planned at this time.

The property's productive utilization will be achieved through this use, ensuring compatibility with adjacent properties and full compliance with City code. Additionally, a landscape buffer will be installed at the frontage to enhance visual appeal.

Statement of Hardship:

Without the necessary approval, the property will stay underutilized, hindering its potential for income generation and productivity. Once approved, the owner can maintain and improve the parcel according to city standards.

A handwritten signature in blue ink, appearing to read 'Krunoslav Bjelajac', is written over a horizontal line. To the right of the signature, the date '7/21/25' is handwritten in blue ink.

Krunoslav Bjelajac

386-864-1011

FLAGLER COUNTY PROPERTY APPRAISER

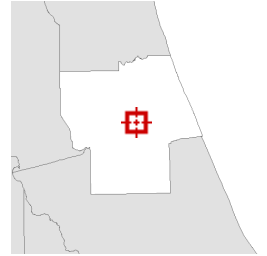
Aerial Map

Created by: Adrian Calderi

Whistlestop Farms Subdivision (Parcel ID: 04-12-30-6075-00000-0040)



Overview



Legend

- Parcels
- Roads
- Streams and Rivers

Date created: 8/21/2025
Last Data Uploaded: 8/21/2025 9:04:40 AM

Developed by  **SCHNEIDER**
GEOSPATIAL

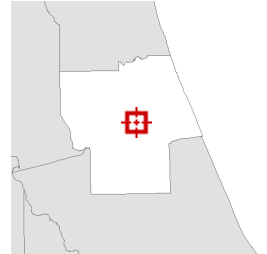
FLAGLER COUNTY PROPERTY APPRAISER

Zoning Map

Whistlestop Farms Subdivision (Parcel ID: 04-12-30-6075-00000-0040)



Overview



Legend

- Parcels
- Roads
- Streams and Rivers
- Bunnell Zoning**
 - AG&S, AGRICULTURAL & SILVICULTURE
 - AG, AGRICULTURAL
 - ACI, AGRICULTURAL COMMUNITY INDUSTRIAL
 - ACC, AGRICULTURAL COMMUNITY COMMERCIAL
 - RE, RURAL ESTATE
 - R-1, SINGLE-FAMILY RESIDENTIAL
 - R-2, MULTI-FAMILY RESIDENTIAL
 - R-3, R-3 MULTI-FAMILY RESIDENTIAL (zero lot line)
 - R-3A, R-3A MULTI-FAMILY RESIDENTIAL
 - R-3B, R-3B MULTI-FAMILY RESIDENTIAL
 - RMU, RESIDENTIAL MIXED USE
 - B-1, B-1 BUSINESS DISTRICT
 - B-2, B-2 BUSINESS DISTRICT

-  O-1, OFFICE
MEDICAL &
RELATED SERVICE
-  L-1, LIGHT
INDUSTRIAL
-  L-2, HEAVEY
INDUSTRIAL
-  P, PUBLIC
-  REC, RECREATION
-  I, INSTITUTIONAL
-  CON,
CONSERVATION
-  C-1, C-1
CONSERVATION
DISTRICT
-  C-2, C-2
CONSERVATION
-  PUD, PLANNED
UNIT
DEVELOPMENT
-  RP-PUD, RURAL
PRESERVATION
PUD
-  AC (F),
AGRICULTURE
(FLAGLER)
-  ND,
UNDESIGNATED
-  <all other values>

Date created: 8/25/2025

Last Data Uploaded: 8/24/2025 8:04:58 PM

Developed by  **SCHNEIDER**
GEOSPATIAL



U.S. Fish and Wildlife Service

National Wetlands Inventory

Parcel ID: 04-12-30-6075-00000-0040



August 25, 2025

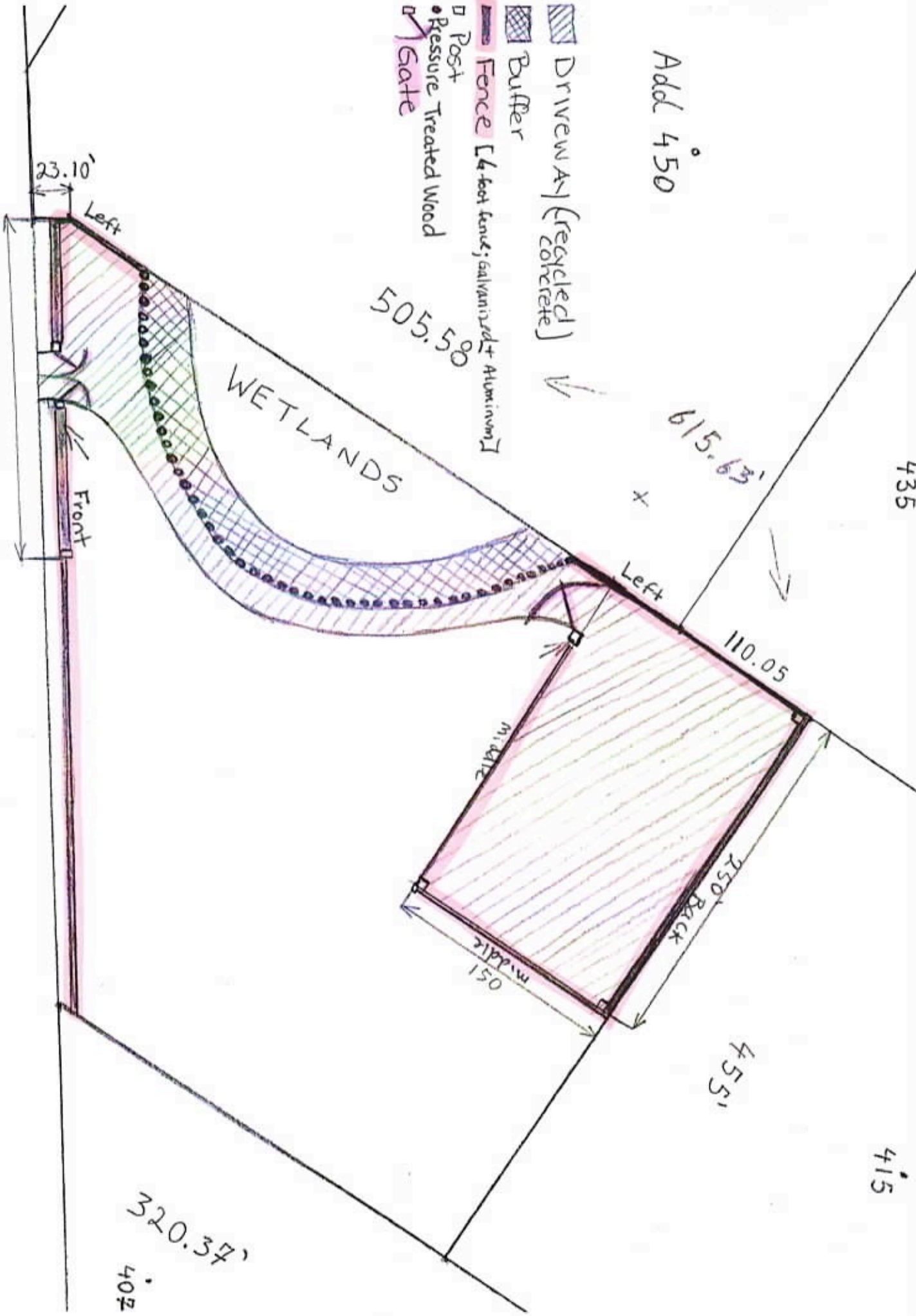
Wetlands

Estuarine and Marine Deepwater	Freshwater Emergent Wetland	Lake
Estuarine and Marine Wetland	Freshwater Forested/Shrub Wetland	Other
	Freshwater Pond	Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

Add 450

- Driveway (recycled concrete)
- Buffer
- Fence [4-foot fence; galvanized Aluminum]
- Post
- Pressure Treated Wood
- Gate



541.92'

320.37'

402'

CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DR. ALVIN B. JACKSON, JR.
CITY MANAGER



COMMISSIONERS:

PETE YOUNG

DAVID ATKINSON

DEAN SECHRIST

September 3, 2025

Krunoslav Bjelajac
92 Princess Ruth Lane
Palm Coast, FL 32164

RE: Letter of Denial
Parcel ID: 04-12-30-6075-00000-0040
Special Exception Application No. SE 2025-04

Dear Mr. Bjelajac,

The City's Planning, Zoning and Appeals Board has **DENIED** your request of a special exception use for a storage yard within the AG zoning district, on **September 2, 2025**, based on the following:

1. A letter from an Attorney at Chiumento Law, dated August 25, 2025, detailing the issues on the title of the property. This letter was submitted into the record.
2. Photographs showing the conditions of the property. These photographs were submitted into the record.
3. The new code enforcement complaint detailing possible new code violations submitted during the meeting. This was submitted into the record.

You retain the right to appeal the Planning, Zoning and Appeals Board decision to the City Commission pursuant to Section 2-86 in the LDC, which states "Any person aggrieved by any decision of the Planning, Zoning and Appeals Board made pursuant to the provisions of this article may appeal the decision to the City Commission by filing a written request for such an appeal with the city clerk. The request must specify the decision appealed and be filed within 30 days of the decision. The City Commission may after a public hearing reverse, modify or affirm the decision on appeal."

If you decide to appeal, you will need to submit a written request to the Community Development Department, specifying the request denied on a form provided by the department. You may also need to ensure that a verbatim record is made from the recording of the proceeding, which includes the testimony and evidence upon which the appeal is based (Section 286.0105, Florida Statutes). You may submit any appeal requests to the Community Development Department at acalderin@bunnellcity.us.

If you have any questions, please feel free to contact me at (386) 263-8809.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adrian Calderin', followed by a horizontal line.

Adrian Calderin
Community Development Coordinator
Planning & Zoning Division



Crossroads of Flagler County

Board Members:
Gary Masten, Chair
Lyn Lafferty, Co-Chair
Gary Garner, Member
Cory Romaniuk, Member
Chelsea Herbert, Member
Amanda Hawkins, Alternate

PLANNING, ZONING AND APPEALS BOARD MINUTES

Tuesday, September 2, 2025

6:00 PM

1769 East Moody Boulevard (GSB),
First Floor Conference Room
Bunnell, FL 32110

1. **Call Meeting to Order for Planning and Zoning Meeting and Roll Call**
Chair Masten called the meeting to order at 6:00 PM and led the Pledge of Allegiance.

Present: Gary Masten, Chair; Lyn Lafferty, Co-Chair; Gary Garner; Cory Romaniuk; Chelsea Herbert

Non-voting: Community Development Director Joe Parsons; City Attorney Paul Waters; Community Development Coordinator Adrian Calderin; Board Alternate Amanda Hawkins

2. **Disclosure of Ex-Parte communications.**
None.

3. **Approval of Minutes**

- 3.A. **August 5, 2025 Planning, Zoning and Appeals Board Minutes**

Motion: Approve the August 5, 2025 Planning, Zoning and Appeals Board Minutes.

Moved by: Gary Garner

Seconded by: Cory Romaniuk

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously.

4. **New Business:**

Community Development Coordinator Calderin requested the Board accept a walk on item for an extension of conditions for an approved special exception at 425 Elm Avenue.

Motion: Add the walk on item to the agenda to be heard under old business.

Moved by: Gary Garner

Seconded by: Lyn Lafferty

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

4.A. Presentation: Introduction of the City of Bunnell Visioning Plan process by the Northeast Florida Regional Planning Council.

Community Development Coordinator Calderin introduced the item. He explained the City went under contract with the Northeast Florida Regional Planning Council to start a Visioning Plan. The plan will serve as the foundation to create the City's 2050 comprehensive plan.

Cassidy Taylor and Eleanor Burns with the Northeast Florida Regional Planning Council provided a presentation to the Board on the visioning process.

Chair Masten asked how this will be communicated to the public to get them to participate. Ms. Taylor answered there will be many forms of communication such as email blasts, flyers, and public notices.

Board Member Romaniuk asked if the City's current Comprehensive Plan will be taken into consideration. Ms. Taylor said the vision plan is not directly tied to the Comprehensive Plan but there will be themes about comprehensive planning topics. The document will be used as a guide; a first step in updating the current Comprehensive Plan, but it is a standalone document.

Board Member Herbert asked what format the community meetings will be in. Ms. Taylor said they will have a software that attendees can answer questions from their phones without having to stand up in a room so as to allow everyone a chance to comfortably participate. There will also be charts and tables to actively engage attendees.

City Attorney Waters read the quasi-judicial procedures to be followed for items 4.B through 4.F

4.B *QUASI-JUDICIAL HEARING* MJSP 2023-06: Requesting approval of the major site plan for the Agua Construction development project, located at 3335 Steel Rail Drive.

Community Development Coordinator Calderin introduced and explained the item. He stated the plans were reviewed by the Technical Review Committee and a comment letter was issued, but there has not been any resubmittal or communication for this application. It was further explained Florida Statutes requires development orders and development permits to be approved, approved with conditions, or denied within 180 days. Staff Recommended denial.

Public Comment: None

Motion: Deny MJSP 2023-06: Requesting approval of the major site plan for the Agua Construction development project, located at 3335 Steel Rail Drive.

Moved by: Gary Garner

Seconded by: Lyn Lafferty

Vote: Motion carried unanimously.

4.C *QUASI-JUDICIAL HEARING* MJSP 2024-03: Requesting approval of the major site plan for the Rodriguez Development, located at 3330 Steel Rail Drive.

Community Development Coordinator Calderin introduced and explained the item. He stated the plans were reviewed by the Technical Review Committee and a comment letter was issued, but there has not been any resubmittal or communication for this application. It was further explained Florida Statutes requires development orders and development permits to be approved, approved with conditions, or denied within 180 days. Staff Recommended denial.

Board Discussion:

Chair Masten asked if the applicant owns the property still and if it is the same scenario as the previous agenda item. Community Development Coordinator Calderin said the applicant does own the property. Community Development Director Parsons stated this property will likely go to Code Board again.

Board Member Herbert asked if the City communicated with them between the time the comments were issued and the date of the PZA Board meeting. Community Development Coordinator Calderin said he regularly reached out to the applicant, and they were notified of the meeting.

Public Comment: None.

Motion: Deny MJSP 2024-03: Requesting approval of the major site plan for the Rodriguez Development, located at 3330 Steel Rail Drive.

Moved by: Gary Garner

Seconded by: Lyn Lafferty

Vote: Motion carried unanimously.

4.D *QUASI-JUDICIAL HEARING* MJSP 2025-04: Requesting approval of the major site plan for the Mega Bay Storage development, located at 425 Ninth Street.

Community Development Coordinator Calderin introduced and explained the item. He explained the plans were reviewed by the Technical Review Committee and have been deemed to be compliant with the applicable Land Development Code regulations. Staff recommend approval with the following conditions:

1. Add a general note for installation of the 20-linear foot stemwall foundation to prevent fill in the Special Flood Hazard Area Zone A on Sheets 7 and 11.
2. Visual buffering is required for all Utility and mechanical equipment shown on the plans. The buffering may be landscaping and shown in the landscape plans.
3. Provide Base Flood Elevation on all applicable plan sheets.
4. The elevation certificates lists the building use as residential; update the use to Non-residential.

Board Discussion:

Board Member Garner asked if the applicant has met the conditions already. Community Development Coordinator Calderin said they have but the conditions still need to be part of a motion as a formality.

Public Comment: None

Motion: Approve MJSP 2025-04: Requesting approval of the major site plan for the Mega Bay Storage development, located at 425 Ninth Street with the following conditions:

1. Add a general note for installation of the 20-linear foot stemwall foundation to prevent fill in the Special Flood Hazard Area Zone A on Sheets 7 and 11.
2. Visual buffering is required for all Utility and mechanical equipment shown on the plans. The buffering may be landscaping and shown in the landscape plans.
3. Provide Base Flood Elevation on all applicable plan sheets.
4. The elevation certificates lists the building use as residential; update the use to Non-residential.

Moved by: Gary Garner

Seconded by: Cory Romaniuk

Vote: Motion carried unanimously.

4.E *QUASI-JUDICIAL HEARING* SE 2025-04: Requesting approval of a special exception use for a storage yard within the AG zoning district, located along Opossum Lane on Parcel 04-12-30-6075-00000-0040.

Community Development Coordinator Calderin introduced and explained the item. He explained the applicant wishes to use property for storage within the AG zoning district. It was stated the requested use is not a permissible use and is only permitted through a special exception as approved by the Board. The property is under code enforcement action for improving the site and having a land use not allowed within the zoning district. Staff recommended approval with the following conditions:

1. Any area of the property utilized for outdoor storage must be visually buffered by a six (6) foot high, solid, opaque, permanent fence or with landscaping that achieve the same in accordance with Chapter 14, Article 2 of the Land Development Code.
2. Any land disturbance or land development activities within the documented wetlands is prohibited unless approval is obtained from the St. Johns River Water Management District (SJRWMD). If approval is obtained from SJRWMD and land disturbance is to occur within the wetlands, an erosion and sedimentation control plan, aside from other required applications, must be submitted and approved by the City of Bunnell prior to such activities taking place.
3. Storage of any materials other than the trailers and equipment related to the business, is prohibited. This includes any junk as defined in the City's Code of Ordinances and/or Land Development Code.
4. If any bona fide agricultural activities occur on the site and/or a greenbelt exemption is obtained from the Flagler County Property Appraiser's office,

it shall not affect the validity of this special exception. This special exception shall be permitted to continue so long as all other conditions of approval are satisfied.

5. This special exception use shall run with the applicant and may not be transferable should the ownership of the property ever change. If under any circumstances the use of the property changes beyond what is allowed within this special exception, this special exception shall become null and void. If conditions one through 4 are ever violated and/or not fulfilled, then at that point it shall be considered grounds for removal of the special exception at the discretion of the Planning, Zoning and Appeals Board.

Board Discussion:

Board Member Romaniuk asked what type of business is being operated on the property. Community Development Coordinator Calderin stated the applicant owns a dump business but the only activity taking place is the storage of the trailers. Community Development Director Parsons explained the condition describing the greenbelt exemption.

Discussion ensued about having commercial business on the property with a greenbelt exemption for a bona fide agricultural use. It was further discussed about the transfer of ownership and proposed condition five.

Public Comment:

Krunoslav Bjelejac, the applicant, explained his request to the Board. Discussion ensued between the Board and Mr. Bjelejac about his plans for the property.

Lynn Weaver submitted documents and evidence to the Board to be entered into the record that pertain to the status and condition of the property.

Motion: Accept the documents into the record.

Moved by: Chelsea Herbert

Seconded by: Lyn Lafferty

Vote: Motion carried unanimously.

Ms. Weaver explained her opposition to the requested use of the property and the current conditions the property is in. She provided a letter from a neighbor George Harrington of the subject property to be entered into the record.

Motion: Accept the letter from George Harrington into the record.

Moved by: Gary Garner

Seconded by: Lyn Lafferty

Vote: Motion carried unanimously.

Discussion ensued about the documents submitted and the code enforcement issues on the property.

Robert Elliot submitted pictures to the Board to be entered into the record.

Motion: Accept the pictures provided by Robert Elliot into the record.

Moved by: Gary Garner

Seconded by: Lyn Lafferty

Vote: Motion carried unanimously.

Mr. Elliot explained his opposition to the Board; he is the neighboring property. He claims the use is contaminating the land/water and is making his family sick.

It was mentioned there may be a title issue with the property in the documents entered into the record by the public.

Mr. Bjelejac provided his rebuttal of the public comments made during the hearing.

Motion: Deny SE 2025-04: Requesting approval of a special exception use for a storage yard within the AG zoning district, located along Opossum Lane on Parcel 04-12-30-6075-00000-0040 based on the letter from Chiumento Law dated the 25th of August, 2025, the photographs provided of the condition of the property, and the newly submitted code violations.

Moved by: Cory Romaniuk

Seconded by: Lyn Lafferty

Vote: Motion carried unanimously.

4.F *QUASI-JUDICIAL HEARING* SE 2025-05: Requesting approval of a special exception use for a salvage yard within the L-1 zoning district, located at 3290 Steel Rail Drive.

Community Development Coordinator Calderin introduced and explained the item. He explained the property is currently developed with a structure and associated parking. It was stated the applicant is expanding his operations from an existing site within the same industrial park. Staff recommended approval with the following conditions:

1. Any materials or vehicles located on the site shall be visually screened from all roadways and neighboring properties by a solid six (6) foot high fence or thick vegetative landscape buffer.
2. Materials or vehicles shall not be stored within the roadway.
3. Materials or stacked vehicles greater than six feet in height shall be setback from all property lines a minimum of 10 feet.
4. Materials or stacked vehicles shall not exceed 15 feet in height.
5. The use permitted by this special exception shall adhere to the performance standards adopted within the L-1 zoning district, Section 34-121(d).
6. This special exception use shall run with the applicant and may not be transferrable should the ownership of the property change. If under any circumstance the use of the property changes beyond what is allowed within this special exception, this special exception shall become null and void. If conditions one through five are ever violated and/or not fulfilled, then at that point it shall be considered grounds for removal of the special exception at the discretion of the Planning, Zoning and Appeals Board.

Board Discussion:

Board Member Garner asked if this is an extension of his business from the other property he owns. Community Development Coordinator answered that the applicant is extending his business to this site while also conducting business on the original site as well.

Public Comment:

Pavel Paulouski, the applicant, explained his request to the Board.

Discussion ensued between the Board and the applicant about how he plans on using the property.

Motion: Approve SE 2025-05: Requesting approval of a special exception use for a salvage yard within the L-1 zoning district, located at 3290 Steel Rail Drive with the following conditions:

1. Any materials or vehicles located on the site shall be visually screened from all roadways and neighboring properties by a solid six (6) foot high fence or thick vegetative landscape buffer.
2. Materials or vehicles shall not be stored within the roadway.
3. Materials or stacked vehicles greater than six feet in height shall be setback from all property lines a minimum of 10 feet.
4. Materials or stacked vehicles shall not exceed 15 feet in height.
5. The use permitted by this special exception shall adhere to the performance standards adopted within the L-1 zoning district, Section 34-121(d).
6. This special exception use shall run with the applicant and may not be transferable should the ownership of the property change, with the exception of the ownership of the property being changed into the applicant's name. If under any circumstances the use of the property changes beyond what is allowed within this special exception, this special exception shall become null and void. If conditions one through five are ever violated and/or not fulfilled, then at that point it shall be considered grounds for removal of the special exception of the Planning, Zoning and Appeals Board.

Moved by: Chelsea Herbert

Seconded by: Lyn Lafferty

Vote: Motion carried unanimously.

5. Old Business:

5.A. Walk-On Item Regarding 425 Elm Avenue

Community Development Coordinator Calderin introduced and explained the walk-on item. He explained it is a request for an extension of the approved special exception conditions for Application SE 2024-08 located at 425 Elm Avenue. The owner's engineer, Stephenson, Wilcox and Associates, Inc., requested an 8-week extension to allow for a complete site plan submittal. This extension needs to be approved by the Board because the original approved special exception conditions had to be satisfied before September 1, 2025. Staff recommend approval with the condition that no further extension be given.

Board discussion ensued about the conditions approved for the special exception. Board Member Herbert asked for a background on this property. Community Development Director Parsons gave a brief history of the property and the reasoning behind the approval of the special exception.

Motion: Approve the 8-week extension of the special exception conditions to October 31st, 2025 with the condition that the special exception will become denied, null and void, and revoked if the applicant does not submit by the deadline.

Moved by: Chelsea Herbert

Seconded by: Gary Garner

Vote: Motion carried unanimously

6. Board comment and Staff Comment

Community Development Director Parsons commented that staff would no longer be delivering agendas to the Board as it is available online and members would be able to see a copy at the dais of the new Chambers Meeting Room.

7. Adjournment of Planning and Zoning Meeting

Motion: Adjourn

Moved by: Gary Garner

Seconded by: Chelsea Herbert

Vote: Motion carried unanimously

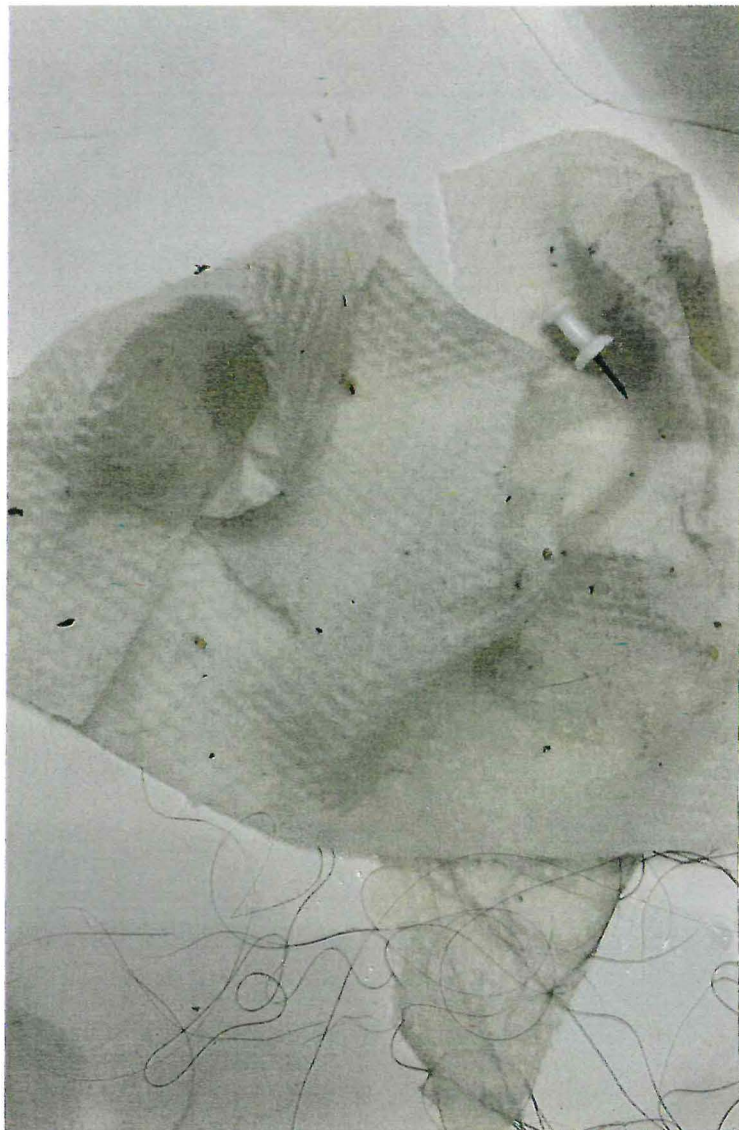


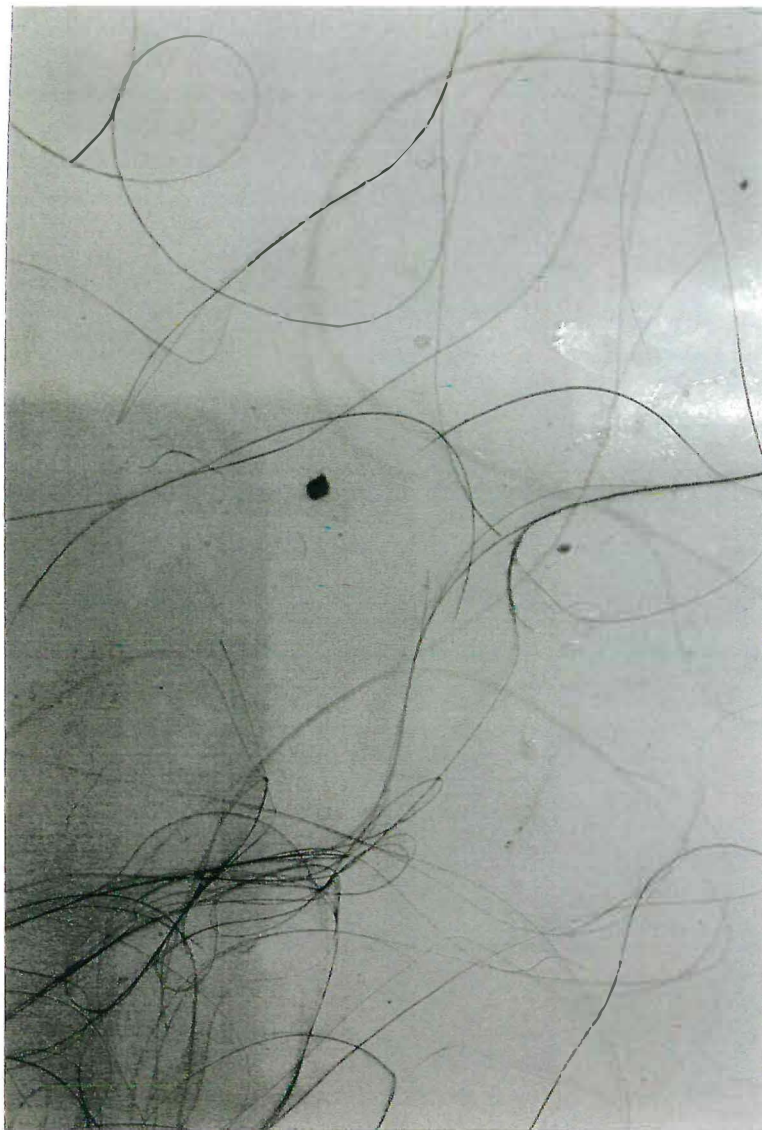
PZA Chair

10-8-25

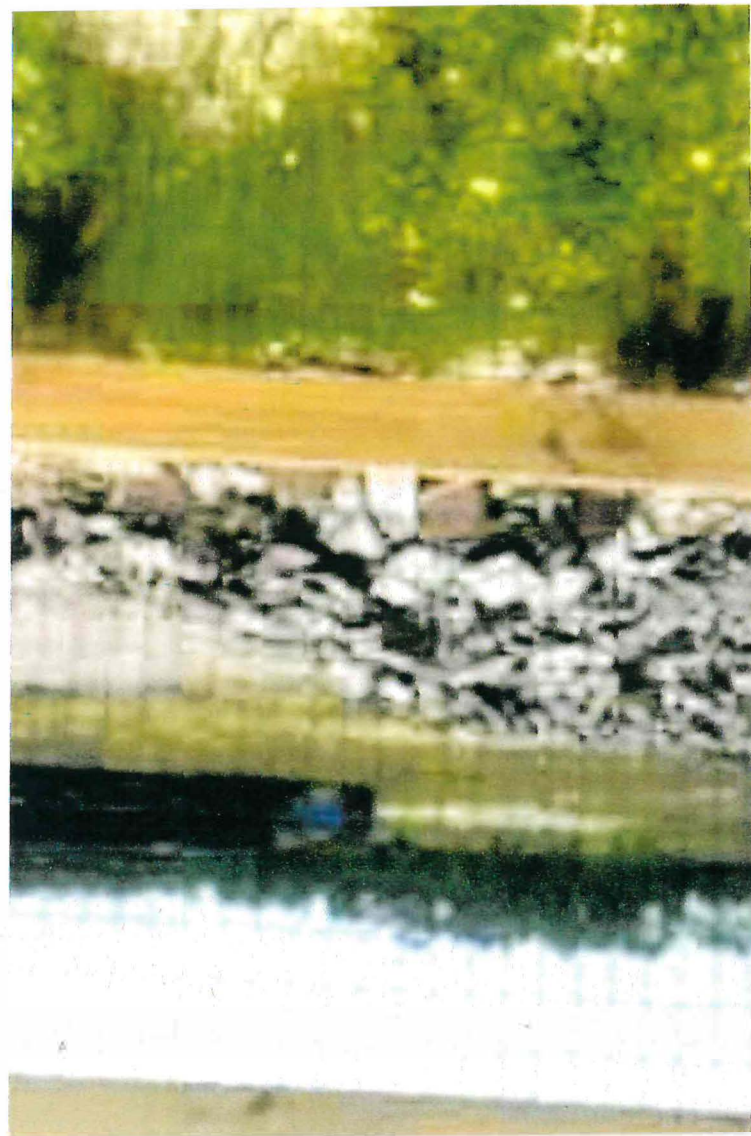
SUBJECT TO ADDING DOCUMENTS ACCEPTED AT MTG
ON ITEM 4-A

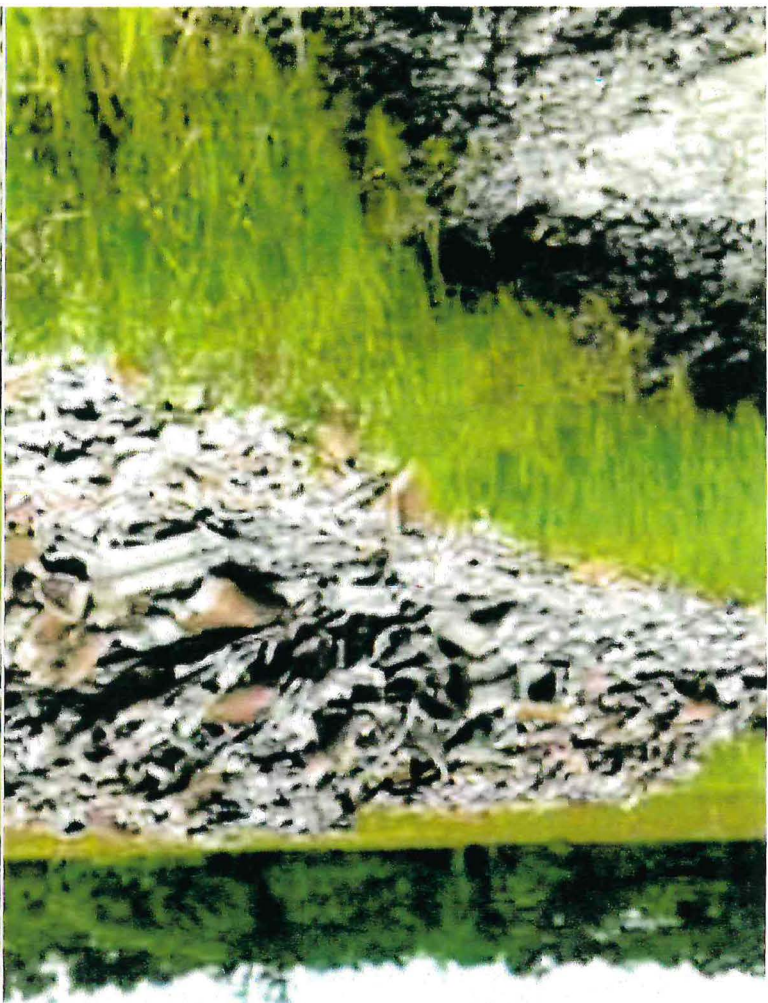
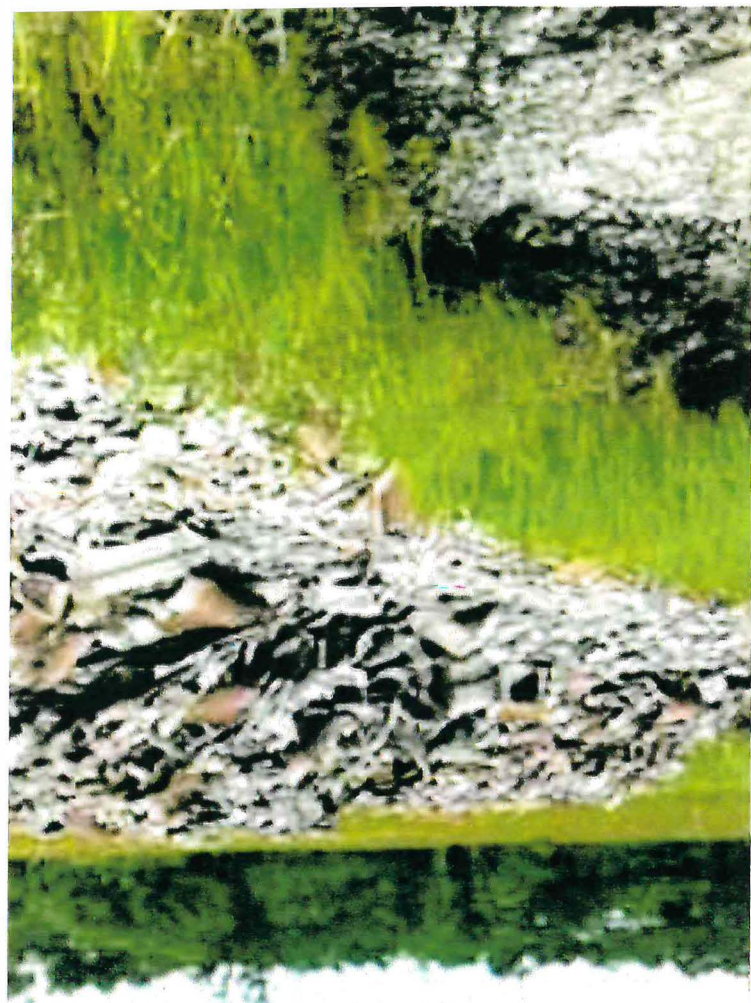
****The City adopts summary minutes. Audio files in official City records are retained according to the Florida Department of State GS1-SL records retention schedule****













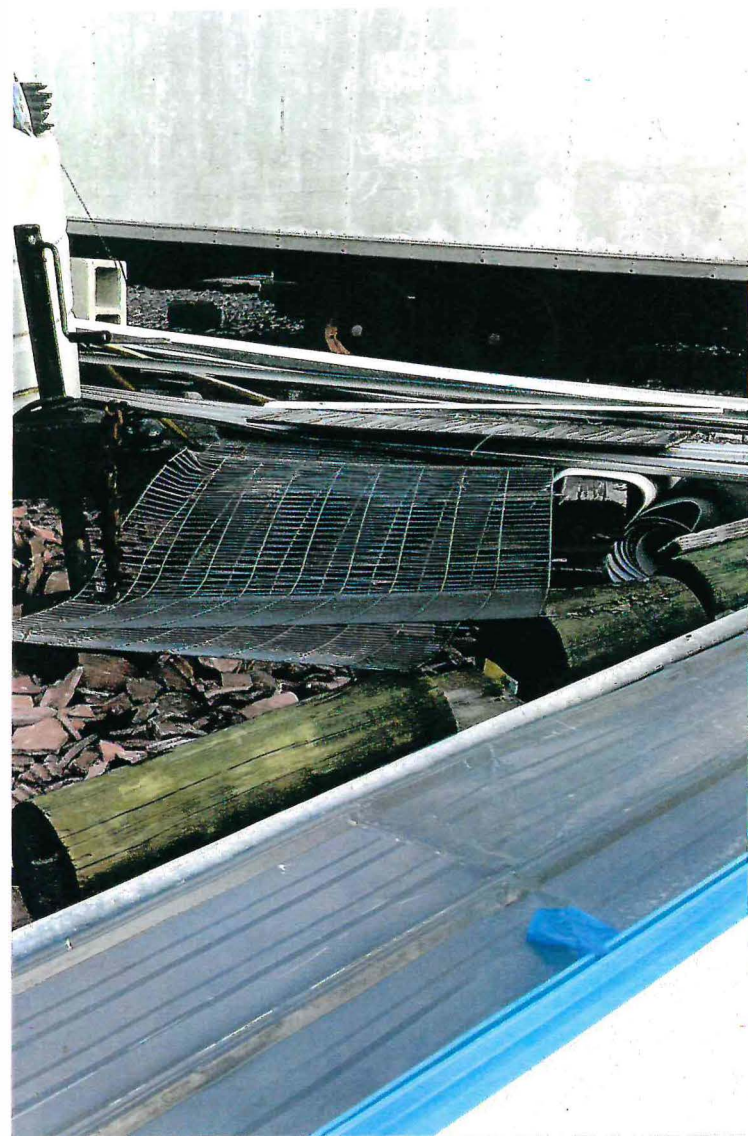














george Harrington

From:george@holidaysofjax.com

To:LYNN WEAVER

Tue, Sep 2 at 5:11 PM

To whom it may concern,

My name is George Harrington owner of lot three and five in whistle stop subdivision: when I purchased these lots, the town of Bunnell created a small subdivision with the intention of an agricultural zoning that permitted residence. All of the people who bought these lots were with this understanding and based their decisions in good faith that Bunnell would protect us, and our property values for the intended purpose of the original zoning district. Recently, it has come to my attention that the owners of the lot who are requesting a rezoning to Outdoor storage has been bringing in garbage. The other property owners complained and they were cited by Bunnell. Now it is my understanding that these same property owners want to change the zoning to Outdoor storage for who knows what? Does it really matter? Garbage? Junkyard? Old RVs, or boats? The point is it would be a direct effect to all of the other property owners in this subdivision. It

would lower our Property values and deem our properties undesirable for the original intended purpose of agricultural residential. I am appealing to the town of Bunnell to protect us from such a result. Please maintain what you originally set forth which was the basis for all of us purchasing these properties in the town of Bunnell. I Vehemently oppose a zoning change to outdoor storage in Whistlestop subdivision. I'm shocked that we are even having a hearing about the matter. If you want future business and development in the town of Bunnell, please protect the property owners that are already here.

Respectfully,

George Harrington
Sent from my iPhone

"420 Opossum Lane", Bunnell, FL 32110

ID #: 04-12-30-6075-00000-0040

LOT 4

Owner: *Track 5 LLC*

Public Service Announcement

All Buyers Beware

All buyers should be concerned about tax proration during closings and the escrow of taxes in the new mortgage. There will be a change in taxes following the purchase. Why, you ask? Because all properties in the state of Florida are assessed every January 1. Once a property is purchased, the property is assessed at just value and all previous exemptions and capped values are removed. These changes may result in a higher tax bill for the new owner. This also applies when an ownership change occurs. All owners should apply for any exemptions that they may qualify for. Please contact our office if you would like an estimation of the new assessment and taxes.

Search by Location Address

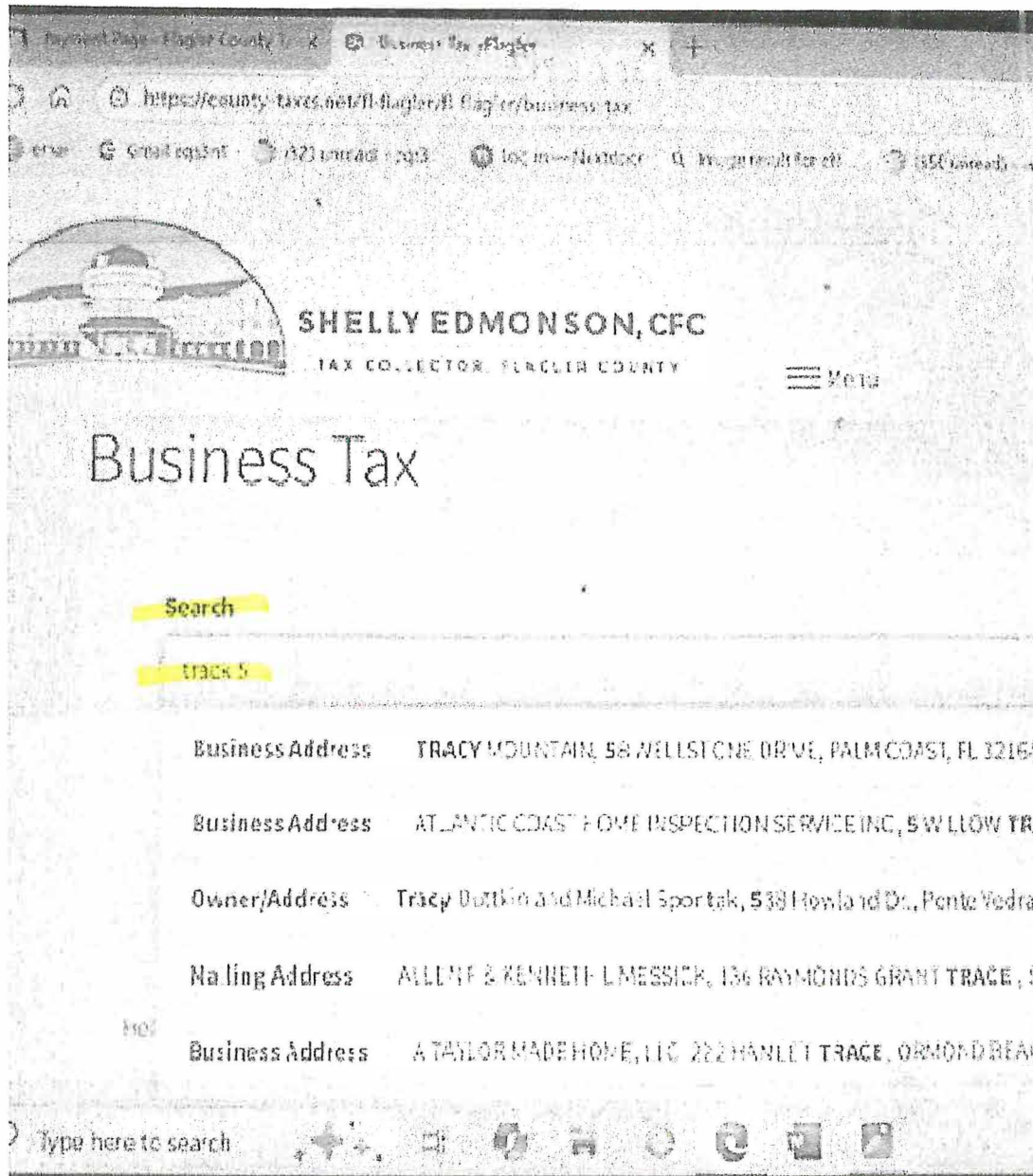
Search by Location Address 420 Opossum Ln Bunnell
Exact match?

Split address
Street number
Street name
Unit number

No results match your search criteria.

[Click here to return to search page.](#)

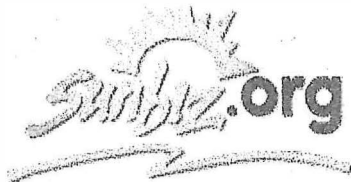
Address 420 Opossum Ln
Does not Exist



SCREEN SHOT: Flaglertax.gov

Flagler Business Tax Receipt

NONE LISTED FOR TRACK 5 LLC



[Previous List](#) [Next List](#)

[Fictitious Name Search](#)

TRACK 5 not listed

Fictitious Name List

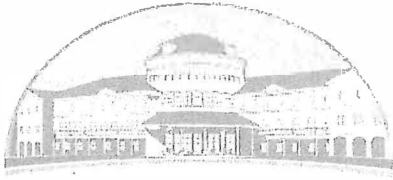
Fictitious Name	Address	City	State	County	Status
TRACI JONES PHOTOGRAPHY	8936 ALLIGATORS RD.	JACKSONVILLE	FL	DUVAL	E
TRACI LANG INTIMATES	2231 AMHERST AVE	SPRING HILL	FL	MULTIPLE	A
TRAC INTERACTIVE	1649 S.E. 4TH STREET	DEERFIELD BEACH	FL	MULTIPLE	E
TRAC INTERMODAL	750 COLLEGE ROAD EAST	PRINCETON	NJ	DUVAL	A
TRAC INTERMODAL	750 COLLEGE ROAD EAST	PRINCETON	NJ	DUVAL	A
TRAC INTERSTAR LLC DBA FYX	750 COLLEGE ROAD EAST	PRINCETON	NJ	MULTIPLE	E
TRACI'S CHERISHED CREATIONS	1897 BROYHILL LN	PENSACOLA	FL	MULTIPLE	A
TRACIS MASSAGE AND WELLNESS	920 INTERNATIONAL PKWY STE22	LAKE MARY	FL	SEMINOLE	E
TRACI SPROULE PHOTOGRAPHY	P.O. BOX 33053	PALM BEACH GARDENS	FL	PALM BEACH	E
TRACI'S ROOM TO BLOOM	6587 WHITE BLOSSOM CIRCLE	JACKSONVILLE	FL	DUVAL	E
TRACI S. RUSEK, PLLC	4500 HIDDEN RIVER RD	SARASOTA	FL	MULTIPLE	A
TRACI STORHOLM	15921 SORAWATER DR.	LITHIA	FL	HILLSBOROUGH	E
TRACI'S TREASURE CHEST	2930 DREW ST	CLEARWATER	FL	MULTIPLE	E
TRACI TRAINER FITNESS, LLC	3906 WEST LEONA ST	TAMPA	FL	HILLSBOROUGH	E
TRACI WATERS PHOTOGRAPHY	1733 NE 154TH STREET	STARKE	FL	BRADFORD	E
TRACI WAXQUEEN AND SKIN SPECIALIST	1524 DANDELION DR	MELBOURNE	FL	BREVARD	A
THE TRACK	1125 HWY 98	DESTIN	FL	OKALOOSA	A
TRACK 23	490 B GARDEN ST	TITUSVILLE	FL	BREVARD	E
TRACK 4 REALTY	1420 VICKERS LAKE DR	OCOE	FL	ORANGE	A
TRACK 4 REALTY	2204 WOLF ROAD	ORLANDO	FL	ORANGE	E

[Previous List](#) [Next List](#)

[Fictitious Name Search](#)

Fictitious Name List

Fictitious Name	Address	City	State	County	Status
TRACKER BOATS	2500 E KEARNEY ST	SPRINGFIELD	MO	MULTIPLE	A
TRACKER BOATS	2500 E. KEARNEY STREET	SPRINGFIELD	MO	MONROE	E
TRACKER BOATS & ATV'S	2500 E KEARNEY ST	SPRINGFIELD	MO	MULTIPLE	A
TRACKER CAB	21044 NOWELL AVE	PORT CHARLOTTE FLORIDA	FL	CHARLOTTE	E
TRACK-ERCISE	P.O.BOX 10564	JACKSONVILLE	FL	DUVAL	E
TRACKER SECURITY	PO BOX 1485	LUTZ	FL	HILLSBOROUGH	E
TRACKER TECHNOLOGIES	9950 PRINCESS PALM AVENUE	TAMPA	FL	HILLSBOROUGH	E
TRACK FACTORY	724 MAJESTIC PRINCE CT	CRESTVIEW	FL	MULTIPLE	A
TRACK AND FIELD MOTORS	7822 N DALE MABRY HWY	TAMPA	FL	MULTIPLE	A
TRACK AND FIELD MOTORSPORTS	1047 HARBOR LAKE DR	SAFETY HARBOR	FL	MULTIPLE	A
TRACK AND FIND UNDERGARMENTS FOR KIDS	3800 DR MARTIN LUTHER KING JR ST S	ST PETERSBURG	FL	MULTIPLE	E
TRACK-FIT-GOLF	13126 BRIANS CREEK DR.	JACKSONVILLE	FL	DUVAL	F



SHELLY EDMONSON, CFC

TAX COLLECTOR, FLAGLER COUNTY

1769 E. Moody Blvd, Bldg. 2, Ste 102 / P.O. Box 846 / Bunnell, FL 32110

Phone: 386-313-4160 / Fax: 386-313-4161

www.flaglertax.gov

FLAGLER COUNTY LOCAL BUSINESS TAX RECEIPT APPLICATION

Business Name: _____

Business Location: _____

City: _____ **State:** _____ **Zip:** _____

Business Telephone: (____) _____ **Business Email:** _____
(e-mail maybe used for sending of renewal notice)

Business Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Type of Business – Describe in Detail: _____

Owner: _____

Owner Address: _____ **Telephone:** (____) _____

City: _____ **State:** _____ **Zip:** _____

Date Business Started (Flagler County): _____

Federal ID(Corporation) #: _____ **Florida Sales Tax #:** _____

Number of Employees, Including Owner, Working in Flagler County: _____

Restaurants: Number of Seats: _____ **Apartment/Hotel/Motel: Number of Rooms:** _____
(Attach a copy of current License from State)

Vending Machines: Number of Coin Operated Machines: _____ (Attach a List of Machine Locations)

FICTITIOUS NAME: SUBMIT PROOF OF PUBLICATION OR CHECK ONE:

The above named business does not need to comply with the Fictitious Name Act for the following reason:

___ State Certified/State Licensed

___ Corporation or LLC

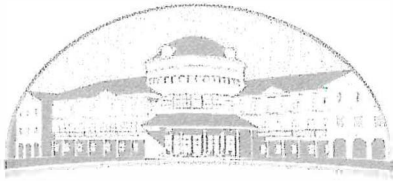
___ Owner's full name included within name of business

___ Other: _____

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION MAY BE SUFFICIENT CAUSE TO HAVE THIS RECEIPT REVOKED.

SIGNATURE: _____

DATE: _____



SHELLY EDMONSON, CFC

TAX COLLECTOR, FLAGLER COUNTY

1769 E. Moody Blvd, Bldg. 2, Ste 102 / P.O. Box 846 / Bunnell, FL 32110

Phone: 386-313-4160 / Fax: 386-313-4161

www.flaglertax.gov

WHAT IS TANGIBLE PERSONAL PROPERTY TAX?

Tangible personal property taxes are ad valorem taxes (based on the assessed values) of three categories of property:

- **BUSINESS:** Furnishings, fixtures, signs, supplies and equipment used in the operation of a business.
- **RENTAL PROPERTY:** Furnishings and appliances provided in rental property.
- **MOBILE HOME ATTACHMENTS:** All attachments and additions, such as a carport, utility shed, screened porch, awning, Florida room, etc. This applies to mobile homes and manufactured homes that are located on rental property.

HOW IS TANGIBLE ASSESSED?

TPP value is based on the annual Tax Return filed with the Property Appraiser's Office. When no return is filed, the Property Appraiser is required by law (F.S. 193.073) to estimate an assessed value. Each year, the date of assessment is always January 1st. The annual November billing reflects the owner of record when the tax roll is certified to the Tax Collector by the Property Appraiser's Office.

BUSINESS AND RENTAL PROPERTY (FILING A TAX RETURN):

Owners of business and rental tangible personal property are required to file a Tangible Personal Property (TPP) Tax Return with the Property Appraiser's Office each year. Returns should be filed by April 1st, and are based on the value of the property as of January 1st of that year.

Effective 2008, there is a \$25,000 exemption granted to those filing a return.

Filing a late return could result in penalties of up to 25%. Failure to file a return will result in a 25% penalty of the property's assessed value as well as denial of the \$25,000 exemption.

To file a TPP Tax Return, please contact the Property Appraiser's Office at (386) 313-4150 or tpp@flaglerpa.com. Forms may be downloaded from www.flaglerpa.com.

\$25,000 TPP Exemption

Constitutional Amendment Provides for a \$25,000 Exemption IF You File a Tangible Personal Property Tax Return With the Property Appraiser. Please contact the Property Appraiser's Office for Details: (386) 313-4150 or tpp@flaglerpa.com

Mobile Home Attachments: It is NOT necessary to file a TPP Return to receive this exemption; it is automatically applied.

WHEN ARE TANGIBLE TAXES PAID?

Tangible taxes become due at the same time as real estate taxes. Bills are mailed out and become payable on or about November 1, and do not become delinquent until April 1st. The following discounts are applied for early payment:

- | | |
|------------------------------------|---|
| ● 4% if paid in November | ● 3% if paid in December |
| ● 2% if paid in January | ● 1% if paid in February |
| ● Gross tax amount is due in March | ● Taxes become delinquent April 1 st and are subject to interest and penalties |

Discounts are accepted according to the POST-MARK of your payment.

Delinquent taxes are accepted according to the date your payment is RECEIVED.



Local Business Tax Receipt Application

PO Box 756 Bunnell, FL 32110

Phone: 386-437-7500 x 2321 Fax: 386-437-8253

LBTR# _____

New business ☐

New Location ☐

Information Update ☐

**To ensure accuracy, leave NO blank spaces.
If it does not apply, place "n/a" in the space provide.**

Business name: _____

DBA: _____

Business location (not a PO Box) _____

Business mailing address: _____

City/State/Zip: _____

Business phone: _____ Alternate: _____ Emergency: _____

Business Email address: _____

Business owner / manager: _____

Alternate Business Contact Person & Role: _____

Business FEIN: _____ or SSN (only if no FEIN): _____

Type of business (describe business, service, products, activities, etc. to be sold/provided): _____

☐ Home Occupation ☐ Non-Profit ☐ Qualifies for Exemption per F.S. 205

Any Businesses regulated by a State Agency: Copy of ALL applicable license(s), permit(s) and/or registration(s) that this type of business requires must accompany this application

Anticipated Opening Date: _____

⇒ **Fire Inspections (Required for all new business and relocation of business location):** Applicant must call the **BUNNELL FIRE INSPECTOR** at 386-503-7306 to schedule a fire inspection **BEFORE** the BTR can be issued. A copy of the fire inspection report (pink copy of report provided at time of inspection) showing a passed inspection must be provided to City **BEFORE** the BTR will be issued.

Additional Specific Business Information is Required on next Page: Continue to next page to provide

Additional Documents: Certain businesses may be required to provided additional affidavits or documents. Please contact the City to determine if this requirement applies to this type of business activity

By signing this application, I certify that the information contained herein is true and correct to the best of my knowledge and belief. If any portion is found to be false or misrepresented, such fact may be cause for immediate revocation of any Local Business Tax Receipt issued. I understand that the issuance of this Local Business Tax Receipt does not permit engaging in or managing any business in violation of federal, state or local law, regulation, ordinance or order. I also understand that any person who engages in or manages any business, occupation, or profession without first obtaining a Local Business Tax Receipt is subject to any and all penalties provided by law and/or ordinance.

SIGNATURE _____

DATE _____

Manager/Owner/Operator

Please email applications or questions to bgunnells@bunnellcity.us

Bridget Gunnells



Pavers, Sidewalks, Concrete
Driveways, Patio and Pads
Permit Requirements
FOR CONTRACTORS APPLYING ONLINE

Once approved, items with an asterisk (*) must be printed at scale and made available on the job site by the time of first inspection.

☐ Notice of Commencement

Only if over \$5,000.00 (Recorded, not required until first inspection)

☐ Copy of recorded deed or Property Appraiser scan showing proof of ownership (if owner does not match the ownership information listed on the Property Appraiser)

⇒ ☐ (*) Construction Drawings designed to the current codes and standards and to the area of the project or detailed Scope of Work

☐ (*) Survey or Site Plan

In lieu of manually signing and sealing plans, design professionals shall affix digital signatures in compliance with Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for architects or Florida Statutes Chapter 471 and Florida Administrative Rule 61G15-23.003 for Engineers. Digital signatures must be original and will be verified. Do not upload scanned/copied plans, they will not be accepted. The following statement must accompany a digital signature "This item has been electronically signed and sealed by (name) on (date) using a Digital Signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies". A digitally created image of the seal must be on the plans for printing purposes.

Plans

1. Each page must contain the digital signature and will require individual upload for each sheet/page.
2. Must be drawn and formatted for a minimum landscape 24" x 36" sheet or 11" x 17" for smaller scale jobs.
3. Are to be submitted in a pdf format only.
4. Each page must have title block to contain the address of the subject property.
5. Plans shall be uploaded properly oriented in landscape mode.
6. Must be drawn to scale
7. Each page of the plans must have a graphic scale.
8. Plans that are digitally signed and sealed cannot be locked (password protected).
9. Plans must include a digitally created image of the seal along with the digital signature and seal (For

*** THIS LIST IS INTENDED ONLY AS A GUIDE LINE FOR APPLICATION SUBMITTAL AND MAY OR MAY NOT BE ALL INCLUSIVE***

It is the applicant's responsibility to produce Notice of Commencement as specified in Florida Statute Chapter 713.13, prior to the scheduling of inspections. All inspections must be complete to close out the permit when the project is complete. Failure to close out permits may result in additional fees and/or suspension of rights to obtain additional permits.



City of Bunnell
Building Department

DRIVEWAY/FLATWORK
Permit Checklist

Contractors must be current with Business Tax Receipt (BTR) for permitting

☐ **Permit Application**

Permit Authorization Form (Not needed if work is valued over \$5,000 if owner is acting as the contractor)

☐ **Proof of Property Ownership** (Copy of recorded warranty deed or print out from the Property Appraiser's Office)

☐ **Disclosure Statement** (If Owner is acting as his/her own contractor) **FS 489.103**

☐ **Notice of Commencement** (Required when value of labor and materials is over \$2,500.00) Recorded and certified by the Flagler County Clerk of Court **FS sec 713.135**

☐ **2 Set of Plans** (Detailed scope of work)

☐ **Site Data Table** (Included on survey/site plan)

☐ **2 Survey/Site Plans**

☐ **H.O.A. Approval** (Needed for properties that reside in Grand Reserve or other HOA associated properties)

APPLICANT MUST OBTAIN ALL REQUIRED
INSPECTIONS INCLUDING THE FINAL INSPECTION



Permit # _____

CITY OF BUNNELL
RIGHT-OF-WAY ACCESS & UTILIZATION
PERMIT REQUEST

Date: _____

Applicant Name: _____

Local Address: _____

E-mail Address: _____ Phone: _____

Location of Work: _____

Description of Work Proposed: _____

Special Conditions: _____

Value of Job: _____

Number of Poles _____

Jack & Bore _____"

Cable _____ ft

Open Street Cut (paved) _____

Water/Sewer Construction _____

Open Street Cut (unpaved) _____

of Fire Hydrants _____

Under canal or drainage ditch _____

within 4' of pavement edge _____

Over canal or drainage ditch _____

of Open Pits _____

at or within 4' of road edge _____

4.01 feet to ROW line _____

Expected start date: _____

Completion date: _____

City Project: Yes / No Name of Department: _____

Contact Employee _____

Application is hereby made to obtain a permit to do work as described above. I agree to contact Sunshine State One Call (800) 432-4770 or 811 for locates. I assume full and total responsibility for compliance with all federal, state and local regulations. I agree to indemnify and hold harmless the City from any costs that occur as a result of the issuance of this permit and the work performed thereunder.

Signature _____

Date _____

Attach the following:

_____ 3 copies of proposed construction drawings

_____ Maintenance of traffic plan (if applicable)

_____ Additional information: _____

Notice of Commencement

CULVERTS ON OPOSSUM LANE- Left and Right of Track 5 Parcel



415 Opossum Ln



Elliott Culvert 450 Opossum LN

"420" Opossum Track 5 LACK OF CULVERT _ BLOCKED WATERFLOW



Rocks are being used to hold the edge of the driveway – there is no culvert



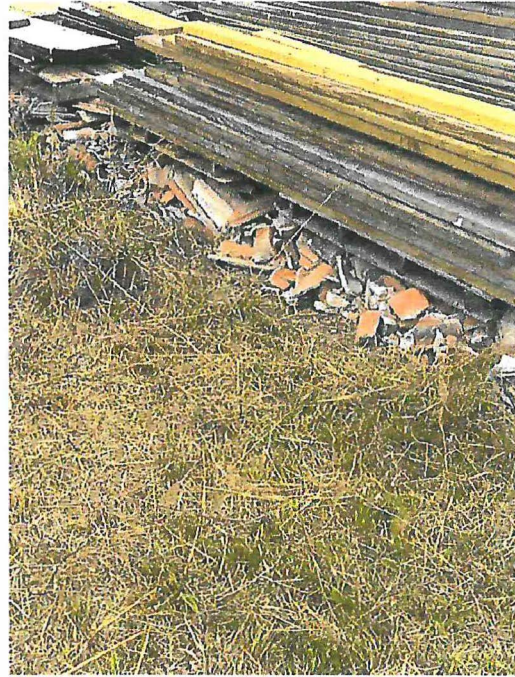
Road Drainage Blocked – wetness indicates where the water was flowing

PICTURES PROVIDED TO BUNNELL JANUARY 2025

“420” Opossum Ln



January 11, 2025



Elliott Boundary past tree



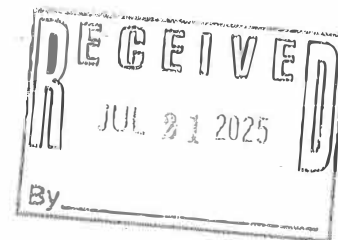
Fill under lumber



Camper “home”

From Elliott’s Driveway

Property "owned" By TRACK 5 LLC



Check One:



SPECIAL EXEPTION APPLICATION



VARIANCE APPLICATION

Name (Applicant): Krunoslav Bjelajac Date: 7/21/25

Location Address: 420 Opossum Lane, Bunnell FL 32110

Mailing Address (Applicant): 92 Princess Ruth Lane

City: Palm Coast State: FL Zip: 32164

E-mail Address: rbjelajac@gmail.com

Phone Number(s): 386-864-1011

Describe exact reason for the request and physical nature of the premises: Use of the vacant land 420 Opossum Lane for secure, organized outdoor storage is requested. A solid 6-foot fence will be installed around the perimeter to ensure aesthetic compatibility and minimize neighborhood impact. The proposed use will adhere to all applicable zoning and safety regulations, and no permanent structures are planned.

Statement of hardship imposed if request is not granted: Without the necessary approval, the Property will stay underutilized, hindering its potential for income generation and productivity. Once approved, the owner can maintain and improve the parcel according to city standards.

Attach:

- ☒ Non-Refundable filing fee (Please note all costs of advertising - newspaper & required adjacent property letters will be billed to the applicant.
- ☒ Survey, plot plan, sketches, drawings, or other materials that would be used to assist in reviewing the request. For variances, show the current setback lines and proposed setback lines.
- ☐ If applicable, written permission from the property owner for the applicant to make this request or copy of contract for sale which grants permission to applicant to get City approvals.

Applicant Statement: I AFFIRM UNDER PENALTY OF PERJURY THAT THE INFORMATION SUBMITTED HERewith IS TRUE AND FACTUAL, TO THE BEST OF MY KNOWLEDGE.

Note: Fee for Special Exemption \$200.00; Variance \$400.00 (Resolution 2020-30).

Applicant Signature: [Signature] Date: 7/21/25



CROSSROADS of FLAGLER COUNTY
POST OFFICE BOX 756, BUNNELL, FL. 32110-0756 rev 3-07

Date: 7/1/25

APPLICATION FOR A FENCE PERMIT

Permit Number: _____

(386) 437-7516

COMMUNITY DEVELOPMENT DEPARTMENT

FAX (386) 437-8253

1. OWNER NAME : Krunoslav Bjelajac PHONE: 386-864-1011
2. MAILING ADDRESS : 92 Princess Ruth Ln, P.O. 32164
3. PROPERTY LOCATION : 420 Opossum Lane, Bunnell
4. PARCEL ID # (THIS IS FOUND ON YOUR TAX RECEIPT OR DEED) : 04-12-30-16075-00000-0040
5. LEGAL DESCRIPTION OF PROPERTY: SECTION _____ BLOCK _____ LOT 14 SUBDIVISION _____
6. INSTALLATION CONTRACTOR : _____ CITY OCC LICENSE # : _____
7. CONTRACTOR ADDRESS: _____ PHONE: _____
8. TYPE OF FENCE : galvanized + Aluminum HEIGHT : 6 foot
9. TOTAL ESTIMATED COST OF FENCE: \$2,200 (IF ESTIMATED COST IS \$2500 OR MORE A RECORDED NOC MUST BE SUBMITTED)
10. APPLICANT SIGNATURE : [Signature] DATE: 7/1/25

PLEASE SUBMIT 2 COPIES OF SITEPLAN INDICATING PROPOSED AND EXISTING FENCE LOCATIONS AND HEIGHT OF FENCE WITH PERMIT APPLICATION FOR APPROVAL

* 40' x 8' Container has fence materials (aluminum gate, wooden posts, cement, 2x4's, 2x6's, bolts, screws, mesh, temporary fence. Outside has metal fencing, posts, 3 more 2x6's. Bobcat and attachments are needed for construction of fence and driveway.

FOR STAFF USE ONLY

1. REVIEW for compliance with Section 34-183 of the land development code :
 2. Initials _____ Date : _____
- Meets land development code yes _____ no _____

2. FEE FOR PERMIT: _____ OTHER FEES: _____

3. TOTAL FEES DUE : _____

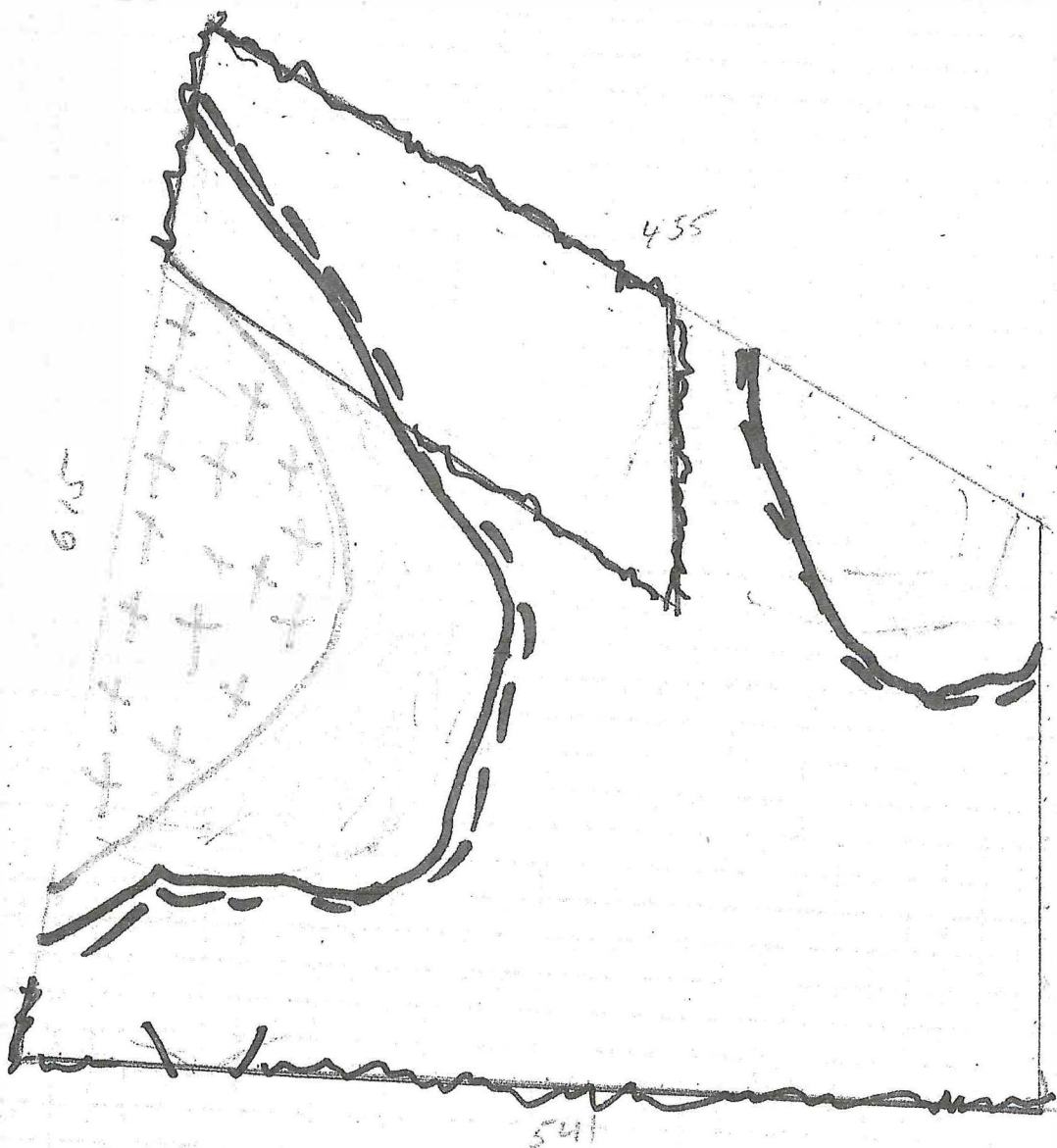
Lot 4

Wetland Forested

Wetland Emergent

Buffer

Genae



use the property for outdoor storage. This is considered an after-the-fact application as this is made in response to code enforcement action. The property has since become compliant prior to this agenda.

The property is currently vacant with documented wetlands as seen in the attached wetland map. The applicant has installed a gravel driveway to access the property. As it stands, the use of storage as a principal use of the property is not a permitted principal use within the AG, Agricultural District. The AG zoning district is intended and allows for a wide range of bona fide agricultural and silvicultural uses as well as low density rural residential development at a density of 1 unit per acre. Within the regulations of this district, certain uses are permitted with the granting of a special exception by the PZA Board. If the use is not explicitly listed, it may be permitted with certain conditions to have it be compatible with the uses permitted within the district as approved by the PZA Board.

The area is predominantly rural residential with few agricultural uses. The abutting property to the west contains a residence while the north and east properties contain agricultural uses. The applicant intends to store equipment related to their business with future plans to use the property for agricultural purposes. 9 Homes South

Staff Recommendation:

Approve SE 2025-04: Requesting approval of a special exception use for a storage yard within the AG zoning district, located along Opossum Lane on Parcel 04-12-30-6075-00000-0040 with the following conditions:

1. Any area of the property utilized for outdoor storage must be visually buffered by a six (6) foot high, solid, opaque, permanent fence or with landscaping that achieve the same in accordance with Chapter 14, Article 2 of the Land Development Code.
2. Any land disturbance or land development activities within the documented wetlands is prohibited unless approval is obtained from the St. Johns River Water Management District (SJRWMD). If approval is obtained from SJRWMD and land disturbance is to occur within the wetlands, an Erosion and Sedimentation Control plan, aside from other required applications, must be submitted and approved by the City of Bunnell prior to such activities taking place.
3. Storage of any materials, other than the trailers and equipment related to the business, is prohibited. This includes any junk as defined in the City's Code of Ordinances and/or Land Development Code.
4. If any bona fide agricultural activities occur on the site and/or a greenbelt exemption is obtained from the Flagler County Property Appraiser's office, it shall not affect the validity of this special exception. This special exception shall be permitted to continue so long as all other conditions of approval are being satisfied.
5. This special exception use shall run with the applicant and may not be transferable should the ownership of the property ever changed. If under any circumstance the use of the property changes beyond what is allowed within this special exception, this special exception shall become null and void. If conditions one through 4 are ever violated and/or not fulfilled, then at that point it shall be considered grounds for removal of the special exception at the discretion of the Planning, Zoning and Appeals Board.

City Attorney Review:



City of Bunnell, Florida

Agenda Item No. 9.

Document Date: 5/27/2025

Code Enforcement Case Number:
Case Number 25-022

Department: Code Enforcement
Subject: Case Number 25-022 City of Bunnell vs.Krunoslav Bjelajac
Address: 420 Opossum Lane
Zoning: AG
Agenda Section: New Business:

ATTACHMENTS:

Description	Type
<u>Exhibit A - Property Appraiser's Info</u>	Exhibit
<u>Exhibit B - Picture Before Compliance</u>	Exhibit
<u>Exhibit C - Notice of Violation</u>	Exhibit
<u>Exhibit D - NOV/NTA Paperwork Staked & Stapled</u>	Exhibit

Code Excepts: **Bunnell Land Development Code Sec. 34-107. - AG Agricultural district.**

(a) Purpose and intent. The purpose of this district is to permit a range of agricultural and/or agricultural related uses in designated areas and to accommodate low density residential development at a maximum concentration of one dwelling unit per acre. The intent of this district is to preserve and enhance an agricultural lifestyle while facilitating orderly and sustainable development.

(b) Permitted principal and accessory uses and structures. Within the agricultural district, no building, structure or land shall be used except for one or more of the following uses:

- (1) Agricultural uses.
- (6) Single-family residences, mobile and modular homes, and accessory uses.
- (16) Family homesteads, as outlined in the supplemental regulations.

(c) Permitted special exception. Permitted special exceptions in the AG district shall Be as follows:

(6) Other uses and structures not listed above that with certain restrictions can be compatible uses with other uses in the district as approved by the planning, zoning, and appeals board.

Bunnell Land Development Code Sec. 18-52. - Wetlands.

(a) No excavation or filling shall be undertaken within a wetland unless the city commission finds, on the basis of reasonable evidence, that there are no practical alternatives to the filling. Examples of situations where such activities may be permitted include the need to provide access to property, to provide utilities, and to create a building site on an approved lot. Where any such disturbance of a wetland is permitted, it shall be the minimum disturbance necessary to meet the needs of the use. No excavation or other disturbance shall be permitted in a floodway. Except where specifically permitted by the city commission, no native wetland vegetation shall be disturbed.

(c) A buffer area shall be retained in its natural state surrounding connected (i.e., FDEP jurisdictional) wetlands. Such buffer shall be an average of 25 feet in width with a minimum width of no less than 15 feet, as per Chapter 373 Florida Statutes. Buffer areas shall not be disturbed except to provide for surface water management areas.

Bunell Land Development Code Sec. 24-202 - Off-Street parking lot layout, construction and maintenance.

Whenever the required off-street parking requires the building of a parking lot, and wherever a parking lot is built, such parking lot shall be laid out, constructed and maintained in accordance with the following regulations:

(9) Reduction of impervious pavement surface material is encouraged by the city. It is intended that this provision only apply to uses which customarily utilize their total parking requirements on an occasional basis and/or experience has shown that 20 percent or more of the spaces requested for alternative

surfaces are occupied less than 50 percent of the time during normal use periods. In all cases where alternative surfacing materials are used, such parking spaces shall be located further from the primary pedestrian entrance to the structure than those parking spaces paved with impervious materials. Alternative parking materials shall include, but not be limited to grass, shell, turf block, or other stabilized surface materials. Alternative surface parking may be allowed for the following uses provided that the surface is maintained in such a manner that no dust will result:

Bunnell Land Development Code Sec. 22-4. – Procedures for site plan review and approval.

(4) Approval of minor site plans. The TRC is authorized to approve, approve with conditions or deny minor site plan applications. Once all commenting TRC members have reviewed and approved the applicant's responses to comments or agreement with conditions, the minor site plan shall be signed, dated and approved by the community development director or his/her designee. Notification of this approval and/or agreement shall be provided to the applicant within five working days. Appeals of decisions of the TRC regarding conditions or denial of the application shall be made to the planning, zoning, and appeals board within 30 days of the decision by the TRC. The appeal shall be in writing and shall state the specific requirement or condition being appealed and the reason(s) the appeal should be granted.

Bunnell Land Development Code Sec. 22-7. – Issuance of permit.

- (a) It may be necessary for some projects to seek permits from governmental agencies other than the city. No site development shall commence, or building permit issued, until the applicant submits proof of approval for all required agency permits whenever applicable.
- (b) Building permits shall not be issued until the applicant has obtained site plan release. The community development department shall release the approved site plan to the applicant when the applicant demonstrates that all conditions of the site plan approval process are met and when the site plan has been signed by the community development director or his/her designee
- (c) It is the responsibility of the applicant to list on the plan all permitting agencies which have jurisdiction within the project and the type of permit required.

Bunnell Land Development Code Sec. 22-9. - Major and minor site plan submittal requirements.

(a) The purpose of this section is to ensure that all major and minor site plan applications include sufficient information and analysis for proper review and consideration regarding all comprehensive plan policies, land development regulations, and Code of Ordinances requirements. Omissions of individual elements must be approved by the community development director or his/her designee.

Bunnell Land Development Code Sec. 22-10. - Minimal site plan submittal requirements.

Minimal site plans must contain a current (less than five years old) survey or mark-ups of the property showing location and dimension of all existing and proposed improvements. The survey must also include the location and dimension of any wetlands. The proposed development should be indicated on the plans in enough detail to facilitate a review according to all applicable codes and ordinances.

Bunnell Land Development Code Sec. 22-11. - Review standards and requirements.

- (a) Purpose and intent. The purpose of this section is to establish standards for reviewing site plans in order to ensure compliance with applicable city regulations.
- (b) Zoning consistency. Site plans shall be reviewed pursuant to all applicable zoning district regulations and regulations for specific land uses, as applicable.
- (c) Comprehensive plan consistency. The development of any areas subject to the provisions of this chapter shall be consistent with the policies regarding land development as established in the various elements of the City of Bunnell Comprehensive Plan.

Bunnell Land Development Code Sec. 26-106. - Keeping and storing discarded property prohibited; exceptions.

(a) It shall be unlawful for any person to keep, store, or cause or permit to be kept or stored, on any property within any residential or commercial section of the city, any dismantled, partly dismantled, nonoperative or discarded personal property including, but not by way of limitation, discarded machinery, scrap metal or junk.

Bunnell Code of Ordinances Sec. 58-36. - Levying of tax.

The city hereby levies a local business tax and authorizes the issuance of said business tax receipts as authorized by F.S. ch. 205, for the following:

- (1) Any person who maintains a permanent business location or branch office within the city, for the privilege of engaging in or managing any business within its jurisdiction.

Code Violation: Site plans - Wetlands - Issuance of permits - Storing Property - Business Tax Receipt.

NOV & NTA: 5/22/25

CB Hearing: 6/11/25

Outcome:

5-2-25: Went out to Opossum Lane estimated address 420 Opossum Lane. Parcel ID - 04-12-30-6075-00000-00400. Took pictures of tile roofing broken up and built-up roads along wetlands without any permits. Storage containers and dump trailer on property ready to use if this is a business. Property Appraiser is showing this property to be AG No with Site Plans or Business Tax Receipt.

5-22-24: Sent out certified letter then went to Opossum property and staked and posted NOV & NTA. Took copy of NOV & NTA to Community Board at Unit 6 at 604 E. Moody Blvd.

Staff Recommendation: Provide Site Plan for COB to approve any work or business at this location at 420 Opossum Lane along with any permits needed to become compliant. Respondent has 30 days to turn in Site Plan along with permits needed to become compliant. If not starting July 11th a fine of \$100.00 per day will start until compliant.

7. **Case Number 24-002 City of Bunnell vs Joseph H. Parsons**
Code Enforcement Officer Harris stated this case was brought into compliance before the meeting was held. No Board action was taken on this case.
8. **Case Number 24-019 City of Bunnell vs. Kenneth & Lauren Derkatz**
Code Enforcement Officer Harris stated this case was brought into compliance before the meeting was held. No Board action was taken on this case.

New Business:

9. **Case Number 25-022 City of Bunnell vs. Krunoslav Bjelajac**
Code Enforcement Officer Harris explained the case and provided testimony. The respondent was present. He explained the respondent is using the site and has done work to the site without any City approvals or permits. It was recommended to find the property in non-compliance and give the respondent 30 days to **turn in all required documents** and impose a fine of \$100.00 per day starting on July 12, 2025, until compliance achieved.

The respondent, Krunoslav Bjelajac, provided testimony. He explained his plans for the property and what has occurred on the property.

Chair Allen asked the respondent what took him so long to reach out to the City and how long the property has been owned. **The respondent stated had been in communication with the City from the beginning**; a respondent has owned the property for about a year and a half.

Member Wilhite asked what the respondent is doing with the pallets stored on site. The respondent stated he uses them for his business but plans on utilizing them to construct a fence around his property.

Chair Allen asked City Attorney Waters if the respondent would come before the Board again if they issued a one-time fee and he pays it. City Attorney Waters stated it would have to be a new case, and he would be considered a repeat violator.

Community Development Coordinator Hancock testified there must be a primary structure on the property before an accessory structure can be permitted and a business tax receipt is required for any business that is operating within the City limits..

Robert Elliot provided testimony for this case. He stated he is concerned with the materials used for the driveway as they could potentially contain toxic substances and be a health hazard to the area with air and soil pollution.

Donna Sehl stated she is concerned for her kids health due to the materials used on the respondent's site.

City Attorney Waters provided a recommendation to the Board.

Motion: Find the property non-compliant, **give the respondent 30 days to come into compliance and impose a fine of \$250.00 per day starting July 12, 2025 if the property is not brought into compliance by July 12, 2025.**

Moved by: Kenneth Gordon

Seconded by: Delories Hall

Vote: Motion carried unanimously.



The construction debris pile – at the Elliott's property line and from Elliott's Driveway



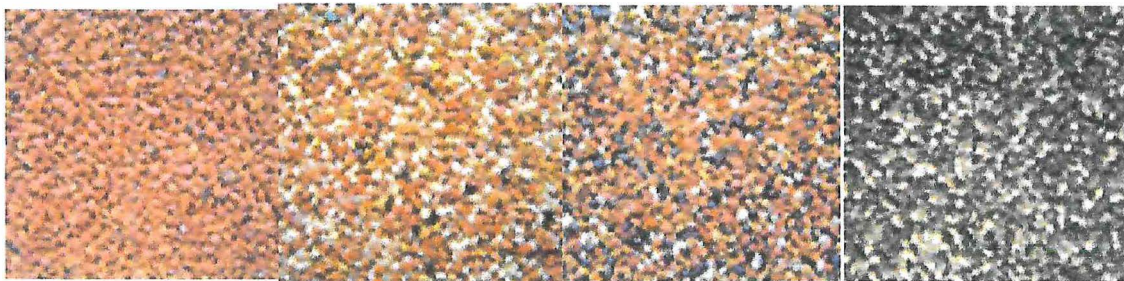
Property Encroachment- Elliott Survey Stake – also in 1st picture/ 4th back line

K-Ground (R) is a resin paving material utilizing discarded roof tiles. High functions with unique design.

K-Ground (R) is a paving material with beautiful design, utilizing special resin for aggregate made from recycled roof tiles. Roof tiles recycled as aggregate have high permeability, due to the resin, and make a soft, non-slip, and water-repellent pavement which is both environmentally and pedestrian friendly. It also leads to combating the heat island effect in cities.

As for the design, the glazed parts in the roof tiles reflect light randomly, which creates very unique and beautiful expressions. This is especially useful in achieving road safety.

Texture Types



K-Ground R
Red

K-Ground
(RW)
Red & White

K-Ground
(RBW)
Red & Black
& White

K-Ground
(BW)
Black

Characterized with the natural colors of roof tiles. They can be also mixed with other aggregate (stone, etc.) enabling them to create various textures.

Can you recycle roof tiles?

3 Mins Read

In this article, we will explore the possibility of recycling roof tiles and discuss the various options available.

Understanding Roof Tiles

Before delving into the recycling process, it's crucial to understand the composition of roof tiles. Most roof tiles are made from either clay or concrete. Clay tiles are crafted from natural materials such as clay and shale, which are molded and hardened through firing in a kiln. Concrete tiles, on the other hand, are composed of cement, sand, and water, mixed together and then shaped under high pressure.

The Lifespan of Roof Tiles

Roof tiles are designed to last a long time, with an inherent durability that allows them to withstand the elements for several decades. Clay tiles, in particular, have been known to last for 100 years or more. Concrete tiles, while slightly less durable, still boast a lifespan of 50 years or more. However, a variety of factors can impact the lifespan of roof tiles, such as weather conditions, maintenance, and the quality of installation.

Recycling Roof Tiles

Recycling roof tiles is a sustainable approach that can help reduce the environmental impact associated with their disposal. While the recycling process varies depending on the type of tile, both clay and concrete tiles can be recycled effectively.

Clay Tiles Recycling

Clay tiles can be recycled by crushing them into small, reusable particles. This crushed material, commonly known as "clay tile aggregate," has various applications. It can be used as a base material for roads and pathways, mixed with other construction materials to create new roofing tiles, or utilized as an additive in the production of bricks and ceramics. The recycling of clay tiles requires specific equipment to crush the tiles and sort them according to size, ensuring the material is ready for its intended use.

62-701.730 Construction and Demolition Debris Disposal and Recycling.

(1) Applicability.

(a) No person shall construct, operate or close an off-site construction and demolition debris disposal facility without a permit issued by the Department. All holders of construction or operation permits issued prior to January 6, 2010, that contain conditions not in conformance with this chapter shall apply for modification of the permit to conform to this chapter to the District Office of the Department that issued the permit. The submission shall occur at the time of application for renewal of an existing permit, or before July 5, 2010, whichever is earlier. For purposes of this paragraph, a permit issued prior to January 6, 2010, is deemed to include a completed permit application received by the Department prior to January 6, 2010. However, the provisions of paragraph (4)(d) of this rule, will not apply to any disposal units of a facility that have received a Department permit authorizing construction or operation prior to January 6, 2010.

(b) After the applicable compliance deadline specified above, facilities shall operate only in accordance with the provisions of this section. However, any disposal unit that received a significant amount of waste in accordance with the conditions of its permit prior to the applicable compliance deadline is not required to comply with any siting or construction design requirements of this chapter that were not in effect prior to the applicable compliance deadline. For purposes of this subsection:

1. A "significant amount of waste" means that the disposal unit has received sufficient waste for disposal, in accordance with its normal operational plan, so that it is impractical to remove that waste or to relocate or reconstruct the disposal unit.

2. "Siting or construction design requirements" do not include the hydrogeological investigation required by subparagraph 62-701.730(2)(a)3., F.A.C., or the water quality monitoring plan required by subsection 62-701.730(8), F.A.C.

(2) Application. A permit application for an off-site construction and demolition debris disposal facility, disposal unit, or lateral expansion shall be submitted on Form 62-701.900(6), Application to Construct, Operate, or Modify a Construction and Demolition Debris Disposal or Disposal with Recycling Facility, <http://www.flrules.org/Gateway/reference.asp?No=Ref-05029>, effective date June 11, 2015, hereby adopted and incorporated by reference. Copies of this form are available from a local District Office or by writing to the Department of Environmental Protection, Solid Waste Section, MS #4565, 2600 Blair Stone Road, Tallahassee, Florida 32399-2400. The application shall be in conformance with the requirements of subsections 62-701.320(5), (6), (7), and paragraph (8)(a), F.A.C. All applications shall include the information in paragraphs (b) through (f), of this subsection, and applications to construct or laterally expand a disposal unit shall also include the information in paragraph (a), of this subsection.

(a) An engineering report, signed and sealed by a professional engineer, that includes:

1. A site plan, of a scale not greater than 200 feet to the inch, which shows the project location and identifies the proposed disposal units, total acreage of the site and of the proposed disposal units, and any other relevant features such as water bodies or wetlands on or within 200 feet of the site, and potable water wells on or within 500 feet of the site,

2. A geotechnical investigation which meets the criteria of rule 62-701.410, F.A.C.,

3. A hydrogeological investigation which meets the criteria of paragraphs 62-701.410(2)(a), (c) and (d), F.A.C.,

4. An estimate of the planned active life of the facility, the design of the disposal areas, the final design height of the facility, and the maximum height of the facility during its operation,

5. Documentation that the facility location will comply with the requirements of paragraphs 62-701.730(4)(c) and (d), F.A.C.

(b) A boundary survey, legal description, and topographic survey of the property;

(c) An operation plan which describes how the applicant will comply with subsection 62-701.730(7), F.A.C., which must include procedures for emergency preparedness and response as required in subsection 62-701.320(16), F.A.C.;

(d) A closure plan that describes how the applicant will comply with subsections 62-701.730(9) and (10), F.A.C.;

(e) The financial assurance documentation required by subsection 62-701.730(11), F.A.C.; and,

(f) The CCA treated wood management plan as required in subsection 62-701.730(20), F.A.C.

(3) Certification. Certification of construction completion shall be done in accordance with paragraph 62-701.320(9)(b), F.A.C.

(4) General requirements. Except as specified in this section, the requirements of rules 62-701.330 through 62-701.630, F.A.C., do not apply to construction and demolition debris disposal facilities.

(a) No solid waste other than construction and demolition debris shall be disposed of at a construction and demolition debris disposal facility.

(b) Waste material from a waste processing facility which is mixed with Class I or Class III waste, either before or after processing, is not considered construction and demolition debris and may not be accepted for disposal at a construction and demolition debris disposal facility.

6. Notwithstanding the compliance deadlines specified above, the annual report required in subsection (12) of this section shall be submitted no later than April 1, 1998.

(b) After the applicable compliance deadline specified above, facilities shall operate only in accordance with the provisions of this section. However, disposal units which were constructed and operated under a general permit, and which received a significant amount of waste in accordance with that general permit prior to the applicable compliance deadline, are not required to comply with any siting or construction design requirements of this chapter which were not in effect prior to the applicable compliance deadline. For purposes of this subsection:

1. A "significant amount of waste" means that the disposal area has received sufficient waste for disposal, in accordance with its normal operational plan, so that it is impractical to remove that waste or to relocate or reconstruct the disposal area.

2. "Siting or construction design requirements" do not include the hydrogeological investigation required by subparagraph 62-701.730(2)(a)3, F.A.C., or the ground water monitoring plan required by paragraph 62-701.730(4)(b), F.A.C.

(c) A disposal facility which ceases accepting waste prior to the compliance deadline specified above shall close in accordance with the provisions of its general permit.

(d) A permit application which complies with the provisions of this section is required for any lateral expansion of a construction and demolition debris disposal unit after June 1, 1996, notwithstanding the compliance schedule above.

⇒ (e) No person shall construct or operate a facility which accepts construction and demolition debris for recycling without a permit issued by the Department. Persons operating materials recovery facilities which accept construction and demolition debris may continue to operate under their existing permits. At the time of renewal of that permit, the requirements of this section shall be complied with.

(f) The provisions of paragraph 62-701.320(8)(b), F.A.C., do not apply to construction and demolition debris disposal facility applications. Instead, the Department will provide notice to local governments in accordance with Section 403.707(12)(i), F.S.

Summary

Account Number 8701061
Prop ID 2003657
Location Address 92 PRINCESS RUTH LN
Tax Jurisdiction CITY OF PALM COAST WITH MOSQUITO CONTROL - 161
Business Code 562111 - Solid Waste Collection
[REDACTED]
[REDACTED]

Owner

Owner
4 SEASONS SERVICES LLC
KRUNOLAV BJELAJAC
92 PRINCESS RUTH LN
PALM COAST, FL 32164
DBA
4 SEASONS SERVICES LLC

Linked real estate: 07-11-31-7024-00050-0240

	2025 Working Values	2024
Just (Market) Value	\$2,246	
Assessed Value	\$2,246	
Exempt Value	\$2,246	
Taxable Value	\$0	

TRIM Notice TPP

[2024 TRIM Notice \(PDF\)](#)

FLAGLER

4 Seasons Services

[Search](#) > [Account Summary](#) > [Bill Details](#)

Business Tax Account #34591

4 Seasons Services LLC | [Renew or request a change to your Business Tax account](#)

Current owner:

Krunoslav Bjelajac

Current business address:

92 Princess Ruth Lane
Palm Coast, FL 32164

[More Details](#)



[Get bills by email](#)

2026 Details

Account number: 34591

Business start date: 05/13/2022

Physical business location: PALM COAST

Business address: 4 Seasons Services LLC
92 Princess Ruth Lane
Palm Coast, FL 32164

Mailing address:

Krunoslav Bjelajac
92 Princess Ruth Lane
Palm Coast, FL 32164

Owner(s):

Krunoslav Bjelajac
92 Princess Ruth Lane
Palm Coast, FL 32164

RECEIPTS AND OCCUPATIONS

RECEIPT 16997

PUBLIC SERVICE
MISCELLANEOUS PUBLIC SERVICE

10/01/2025 -
09/30/2026

Units: 1

\$11.00

Total Amount Due: \$11.00

[Add To Cart](#)

Account History

RECEIPTS		AMOUNT DUE		STATUS	ACTION
2026 Receipt #16997	10/01/2025 - 09/30/2026	\$11.00	Unpaid		
2025 Receipt #16997	10/01/2024 - 09/30/2025	\$0.00	Paid \$13.75	06/11/2025	Receipt #INT-24-00142267
2024 Receipt #16997	10/01/2023 - 09/30/2024	\$0.00	Paid \$13.75	06/11/2025	Receipt #INT-24-00142267
2023 Receipt #16997	10/01/2022 - 09/30/2023	\$0.00	Paid \$13.75	03/13/2023	Receipt #INT-22-00096899
2022 Receipt #16997	05/16/2022 - 09/30/2022	\$0.00	Paid \$5.50	05/16/2022	Receipt #INT-21-00129685
Total Amount Due		\$11.00			

[Previous List](#)

[Next List](#)

[Fictitious Name Search](#)

Wo 4-Seasons Services

Fictitious Name List

Fictitious Name	Address	City	State	County	Status
<u>4 SEASONS KARAOKE</u>	2726 N HIWASSEE RD.	ORLANDO	FL	ORANGE	E
<u>4 SEASONS LANDSCAPE SERVICES</u>	254 ALSTON DR	ORLANDO	FL	MULTIPLE	E
<u>4 SEASONS LAWN CARE</u>	6115 SAFFORD ST	PUNTA GORDA	FL	CHARLOTTE	E
<u>4 SEASONS LAWN CARE</u>	P. O. BOX 306	DEERFIELD BEACH	FL	BROWARD	A
<u>4 SEASONS LAWN CARE SERVICES</u>	2021 CORAL ST	PENSACOLA	FL	ESCAMBIA	E
<u>4 SEASONS LAWN SERVICE</u>	8675 TOURMALINE BLVD	BOYNTON BEACH	FL	PALM BEACH	A
<u>4 SEASONS LOCKSMITH</u>	7702 EAST DOUBLETREE RANCH RD., SUITE 300	SCOTTSDALE	AZ	MULTIPLE	E
<u>4 SEASONS MEGA MARKET</u>	1806 SW 22ND AVE.	MIAMI	FL	MIAMI-DADE	A
<u>4 SEASONS MOVING & STORAGE</u>	2700 WEST ATLANTIC BLVD.	POMPANO BEACH	FL	MULTIPLE	E
<u>4 SEASONS NAILS OF DESTIN</u>	4463 COMMONS DR WEST	DESTIN	FL	OKALOOSA	E
<u>4 SEASONS PAINTING & LANDSCAPING</u>	1621 DRAYTON AVE	DELTONA	FL	MULTIPLE	E
<u>4 SEASONS PAINTING AND PRESSURE WASHING SERVICES</u>	2148 ACACIA ST. NE	PALM BAY	FL	BREVARD	E
<u>4 SEASONS PAINTING SOLUTIONS</u>	16919 NORTH BAY RD #403	NORTH MIAMI BEACH	FL	MULTIPLE	A
<u>4 SEASONS PEST CONTROL</u>	115 W 52ND ST	HIALEAH	FL	MIAMI-DADE	A
<u>4 SEASONS PRESSURE WASHING</u>	16877 E. COLONIAL DR. SUITE 143	ORLANDO	FL	ORANGE	A
<u>4 SEASONS PRESSURE WASHING, LLC</u>	16877 E. COLONIAL DR SUITE 143	ORLANDO	FL	ORANGE	A
<u>4 SEASONS PRODUCE INC</u>	5285 SHAD RD	JACKSONVILLE	FL	DUVAL	E
<u>4 SEASONS PRO SHOP</u>	8033 LAKE DR	DORAL	FL	MIAMI-DADE	E
<u>4 SEASON'S QUALITY CONSTRUCTION</u>	836 NUNA AVE	FORT MYERS	FL	MULTIPLE	A
<u>4 SEASONS RV REPAIR</u>	136 VALENCIA DRIVE	ORMOND BEACH	FL	MULTIPLE	E

Fictitious Name	Address	City	State	County	Status
<u>4 SEASONS TRANSPORTATION</u>	296 34TH AVE. DR. E	BRADENTON	FL	MULTIPLE	E
<u>4 SEASON SUSHI</u>	1550 N MCMULLEN BOOTH RD	CLEARWATER	FL	ORANGE	E
<u>4 SEASON'S WASH-N-WAX AND GENERAL DETAIL</u>	10129 MYERS DR	ORLANDO	FL	MULTIPLE	E
<u>4 SEASONS XT</u>	3071 N COVINGTON DR	DELTONA	FL	MULTIPLE	A
<u>4 SEASON TREE SERVICE</u>	4000 SW 18 STREET APT 1	WEST PARK	FL	BROWARD	E
<u>4 SEASONS TRAVEL</u>	6667 NEWELL LOOP	THE VILLAGES	FL	MULTIPLE	A
<u>4 SEXY FRIENDS</u>	5944 CORAL RIDGE DR UNIT 176	CORAL SPRINGS	FL	BROWARD	E
<u>4 SG AUTO TRANSPORT</u>	13216 PRESTWICK DR.	RIVERVIEW	FL	HILLSBOROUGH	E
<u>4 SHADE FRUGAL SALES</u>	2011 SW 70TH AVENUE	DAVIE	FL	BROWARD	A
<u>4 SHADOWS EMBROIDERY</u>	817 CREEKWOOD DRIVE	ORMOND BEACH	FL	LAKE	E
<u>4 S&H HOLDING TRUST</u>	14925 BUCZAK RD	BROOKSVILLE	FL	MULTIPLE	A
<u>4 SHINE</u>	23 SE 12TH ST	DANIA BEACH	FL	BROWARD	E
<u>4 SHIRTIN</u>	2571 NE 32ND PLACE	OCALA	FL	MARION	A
<u>4 SHOOT OUTZ</u>	2554 DAYMEADOWS PLACE SUITE 7	JACKSONVILLE	FL	DUVAL	E


[Previous List](#) [Next List](#)

Fictitious Name Search

Fictitious Name List

Fictitious Name	Address	City	State	County	Status
FOUR SEASONS RESORT ORLANDO	4747 BETHESDA AVE, STE1300	BETHESDA	MD	ORANGE	A
FOUR SEASONS RESORT PALM BEACH	2800 OCEAN BLVD	PALM BEACH	FL	PALM BEACH	C
FOUR SEASONS RESORT PALM BEACH	2800 S OCEAN BLVD	PALM BEACH	FL	PALM BEACH	E
FOUR SEASONS RESORT PALM BEACH	2800 S. OCEAN BLVD.	PALM BEACH	FL	PALM BEACH	A
FOUR SEASONS RESORT PALM BEACH	500 W CYPRESS CREEK RD SUITE 770	FT LAUDERDALE	FL	BROWARD	E
FOUR SEASONS RESTAURANT	5298 HIGHWAY 27	FROSTPROOF	FL	POLK	C
FOUR SEASONS RESTAURANT	8208 GLADES ROAD C3	BOCA RATON	FL	PALM BEACH	E
FOUR SEASONS ROOFING & INSULATION	2015 W FAIRBANKS AVE	WINTER PARK	FL	MULTIPLE	E
FOUR SEASONS SCREEN REPAIRS	1850 BLACK LAKE BLVD	WINTER GARDEN	FL	MULTIPLE	E
FOUR SEASONS SELF STORAGE	3471 N FEDERAL HIGHWAY	FORT LAUDERDALE	FL	MULTIPLE	E
FOUR SEASONS SERVICES	14155 CORNEWALL LN	SPRING HILL	FL	HERNANDO	A
FOUR SEASONS SPA	1925 EAST ATLANTIC BLVD	POMPAÑO BEACH	FL	BROWARD	E
FOUR SEASONS SUNROOMS AND WINDOWS	5326 VAN DYKE ROAD	LUTZ	FL	HILLSBOROUGH	E
FOUR SEASONS TANNING SALON	4754 OSPREY CT	JACKSONVILLE	FL	DUVAL	A
FOUR SEASONS TAX SERVICES	6431 SW 41 ST	MIAMI	FL	MIAMI-DADE	E
FOUR SEASONS TRANSPORTATION	1113 CATHERINE ST	KISSIMMEE	FL	OSCEOLA	A
FOUR SEASONS TRANSPORTATION	4425 WHITE OAK CIRCLE	KISSIMMEE	FL	MULTIPLE	A
FOUR SEASONS TRANSPORTATION	PO BOX 1484	WEST PALM BEACH	FL	PALM BEACH	A
FOUR SEASONS TRAVEL	241 RIVERSIDE DRIVE #701	HOLLY HILL	FL	VOLUSIA	A
FOUR SEASONS TRAVEL AND CRUISE CENTER	445 COREY AVENUE	ST. PETE BEACH	FL	PINELLAS	E

[Previous List](#) [Next List](#)

Fictitious Name Search

FLAGLER COUNTY TAXING AUTHORITIES
P.O. Box 936
Bunnell, FL 32110

2024 TANGIBLE PERSONAL PROPERTY

NOTICE OF PROPOSED PROPERTY TAXES

RETURN SERVICE REQUESTED



Prop ID: 2003657

TAX CODE: 161

4 SEASONS SERVICES LLC
KRUNOLAV BJELAJAC
92 PRINCESS RUTH LN
PALM COAST FL 32164

Geo ID:
8701061

TANGIBLE PERSONAL PROPERTY
LOCATION:
92 PRINCESS RUTH LN PALM COAST, FL
32164

2025 value \$2,246 -TRIM Notice

	COLUMN 1*		COLUMN 2*		COLUMN 3*		
TAXING AUTHORITY	Tax Rate (2023)	Your Property Taxes (2023)	Tax Rate If No Budget Change Is Adopted (2024)	Your Property Taxes If No Budget Change Is Adopted (2024)	Tax Rate PROPOSED (2024)	Your Property Taxes If PROPOSED Budget Is Adopted (2024)	PUBLIC HEARING INFORMATION A public hearing on the proposed taxes and budget will be held on:
FLAGLER COUNTY	8.0547	0.00	7.5218	0.00	7.9945	0.00	9/4/2024 5:01 PM GOVT SERV BLDG 2 1769 E MOODY BLVD BUNNELL, FL 32110 386-313-4036
FLAGLER COUNTY VOTED DEBT	0.2796	0.00	0.2398	0.00	0.2398	0.00	9/4/2024 5:01 PM GOVT SERV BLDG 2 1769 E MOODY BLVD BUNNELL, FL 32110 386-313-4036
SCHOOL-STATE LAW LEVY	3.1550	0.00	3.0212	0.00	3.1170	0.00	9/3/2024 5:15 PM GOVT SERV BLDG 2 TRAINING RM 3 1769 E MOODY BLVD BUNNELL, FL 32110 386-437-7526
SCHOOL DISCRETIONARY	2.2480	0.00	2.1527	0.00	2.2480	0.00	9/3/2024 5:15 PM GOVT SERV BLDG 2 TRAINING RM 3 1769 E MOODY BLVD BUNNELL, FL 32110 386-437-7526
CITY OF PALM COAST	4.2570	0.00	3.9961	0.00	4.2154	0.00	9/5/2024 5:15 PM CITY HALL 160 LAKE AVENUE PALM COAST, FL 32164 386-986-3726
R WATER MGMT DISTRICT	0.1793	0.00	0.1686	0.00	0.1793	0.00	9/04/2024 5:05 PM SJRWMD HEADQUARTERS 4049 REID STREET PALATKA, FL 32177 386-329-4500
EAST FLAGLER MOSQUITO CONTROL	0.3250	0.00	0.3043	0.00	0.3250	0.00	9/11/2024 5:01 PM EFMCD 210 FIN WAY PALM COAST, FL 32164 386-437-0002
FL INLAND NAVIGATION DIST	0.0288	0.00	0.0266	0.00	0.0288	0.00	9/5/2024 5:05 PM F.LANGFORD PAVILION 1707 NE INDIAN RIVER DR JENSEN BEACH, FL 34957 561-827-3386
Total Property Taxes	18.5274	0.00	17.4311	0.00	18.3478	0.00	

Taxing Districts	Market Value		Assessed Value		Exemptions		Taxable Value	
	2023	2024	2023	2024	2023	2024	2023	2024
County	4,875	3,591	4,875	3,591	4,875	3,591	0	0
Municipality	4,875	3,591	4,875	3,591	4,875	3,591	0	0
Other	4,875	3,591	4,875	3,591	4,875	3,591	0	0
School	4,875	3,591	4,875	3,591	4,875	3,591	0	0

Exemptions	Applicable to:	Value
Other	All Taxes	3,591

*See reverse side for explanations.

*If you feel the market value of your property is inaccurate or does not reflect fair market value or if you are entitled to an exemption that is not reflected above contact your county property appraiser at **1769 E Moody Blvd. Bldg2, Suite 201, Bunnell FL 32110 (386) 313-4150.**

*If the property appraiser's office is unable to resolve the matter as to market value, classification, or an exemption, you may file a petition for adjustment with the Value Adjustment Board. Petition forms are available from the county property appraiser and must be filed **ON OR BEFORE 9-9-2024.**

*Your final tax bill may contain non-ad-valorem assessments which may not be reflected on this notice such as assessments for roads, drainage, garbage, fire, lighting, water, sewer, or other government services and facilities which may be levied by your county, city, or any special district.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company
4 SEASONS SERVICES LLC

Filing Information

Document Number L19000196475
FEI/EIN Number 84-2592299
Date Filed 08/01/2019
Effective Date 08/01/2019
State FL
Status ACTIVE

Principal Address

92 PRINCESS RUTH LANE
PALM COAST, FL 32164

Mailing Address

92 PRINCESS RUTH LANE
PALM COAST, FL 32164

Registered Agent Name & Address

BJELAJAC, KRUNOSLAV
92 PRINCESS RUTH LANE
PALM COAST, FL 32164

Authorized Person(s) Detail

Name & Address

Title AMBR

WILLIS, WILLIAM
2484 WINCHESTER LANE
ST. AUGUSTINE, FL 32092

Title MGR

BJELAJAC, KRUNOSLAV
92 PRINCESS RUTH LANE
PALM COAST, FL 32164

Title Authorized Representative

BJELAJAC, Rebecca

Established: 8/1/19

Prepared by and return to:
Stephen Difato, Esq.
Trusted Title
319 West Town Place, #27
St. Augustine, FL 32092
File Number: 2020-203

_____[Space Above This Line For Recording Data]_____

Warranty Deed

This Warranty Deed made this 2 day of January, 2024 between **Willis Financial LLC**, a Florida Limited Liability Company, of 113 Nature Walk Parkway, 101, St. Augustine, FL 32092 "grantor", and, **Track 5 LLC** a Florida Limited Liability Company, of 92 Princess Ruth Ln., Palm Coast, FL 32164 hereinafter referred to as "grantee" or "Purchaser":

(Whenever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being **Flagler County, FL** to-wit:

Lot 4, Whistle Stop Farms, according to the map or plat thereof, as recorded in Map Book 40, Page 71, of the Public Records of Flagler County, Florida.

Parcel Identification Number: 04-12-30-6075-00000-0040

Subject to taxes for 2024, and subsequent years, and covenants, conditions, restrictions, easements, reservations and limitations of record, if any.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to **December 31, 2023**.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Michael D. Chimento
Michael D. Chimento III
William J. Bosch
Vincent L. Sullivan
Kareen Movsesyan
Sydney L. Nix
Eric R. Sloan
Thomas R. Pycraft, *of-counsel*
Diane A. Vidal, *of-counsel*

Vincent L. Sullivan
Partner
vsullivan@legalteamforlife.com



145 City Place, Suite 301
Palm Coast, FL 32164
Tel. (386) 445-8900
Fax: (386) 445-6702

2 Camino Del Mar
Palm Coast, FL 32137

By Appointment Only:
57 W. Granada Blvd.
Ormond Beach, FL 32174

August 25, 2025

Via United States Postal Service

Willis Financial, LLC
C/O William G. Willis
113 Nature Walk Pkwy, Suite 101
Saint Augustine, FL 32092

Re: Loan From EQS3N Partners LLC a Florida Limited Liability Company

Dear Willis Financial,

My name is Vincent Sullivan and this Firm and I have the pleasure of representing EQS3N Partners LLC a Florida limited liability company in connection with the money it lent you on November 7, 2024 in the amount of \$148,750.00. As such, please direct all future correspondence regarding this matter to my attention.

It is my understanding that you have breached the terms of your Mortgage and Balloon Note that were made in favor of EQS3N Partners LLC a Florida limited liability company. Specifically, you have failed to make timely payments and you have conveyed ownership of the mortgaged property to a third party – namely Track 5, LLC a Florida limited liability company.

→ Upon review of documents maintained by the Secretary of State for the State of Florida, Track 5, LLC is owned by Krunosla Bjelajac and Rafael Lopez. Based on records maintained by the Secretary of State for the State of Florida Willis Financial, LLC was owned by William G. Willis. Further, it is important to note that Willis Financial, LLC was administratively dissolved in September 2024 for failure to file its annual report.

→ In order to cure the defaults outlined herein, you must, within thirty (30) days of the date of this letter, regain possession of the mortgaged property and make current the Balloon Note associated with the mortgaged property. Should you fail to take these two actions, EQS3N Partners, LLC has instructed me to immediately file foreclosure against you, and Track 5, LLC for breach of the mortgage and Balloon Note. Such judgment will include all costs associated with the prosecution of the foreclosure action and an award of attorney's fees and court costs, as outlined in the Balloon Note and Mortgage.

Signed Vincent L. Sullivan Esq

Complaint

City of Bunnell

Code Enforcement Complaint Form

Mail completed form to:
City of Bunnell
Attn: Community Development
PO Box 756
Bunnell, FL 32110

Date of complaint: 8-26-25

Received By: _____

You may fax completed form to: 386-437-8253

Case # _____

(complaint received via) Office Visit Phone Other

Location of complaint: **04-12-30-6075-00000-0040**

Please describe the nature of the complaint:

NOT COMPLIANT WITH APPLICABLE CODES

Debris dump and barrow pit operation without DEP permits.

Improper "recycling" procedure as per FAC 60 – Construction Debris & Recycling

No testing on debris – possible Asbestos and Silla contamination from material

Debris disturbing waterflow and flooding adjoining properties

Heavy traffic without road upgrade destroying residential dirt road

No Emergency Locator address issued – using 420 Opossum Ln fraudulently

No Business Tax receipt Flagler for Track 5 issued

No Fictitious Name filed with SunBiz for Track 5 or 4 Seasons Services

No Business Tax receipt Bunnell Track 5 issued

No Flagler Right of Way permit issued but driveway constructed

No Bunnell Right of Way permit issued

No Notice of Commencement

No Fire inspection performed

Complaint

No culvert: Blocking water flow in Opossum Ln swale causing road flooding and washout

No survey provided with documentation

No site plan provided with documentation

No Code complainant drawings

No erosion and sediment report available

No wetlands determination performed

Encroachment into Emergent wetlands

No surface water flow data available

No testing for possible contamination of 12 wells within ¼ mile of landfill.

Trapped standing water creating mosquito ponds with no mitigation

Neighborhood subject to heavy truck traffic at all hours, day and night

Constant equipment and trucks dumping noise at all hours

Decreased property values

Aesthetically unsightly

Increased anxiety about potential health hazards below the soil, in the water and air

Hostile environment due to neighborhood conflicts- loss of peaceful enjoyment

Loss of time expended dealing with the problem

Reported by: _____Lind Bara-Weaver

ACTION TAKEN: (Date / Time) (Report) _____

_____	_____
_____	_____
_____	_____
_____	_____

Note: The City of Bunnell may not notify you of any findings. If you would like information on the case you must contact the Code Enforcement Office at 386-437-7516 for details.

use the property for outdoor storage. This is considered an after-the-fact application as this is made in response to code enforcement action. The property has since become compliant prior to this agenda.

The property is currently vacant with documented wetlands as seen in the attached wetland map. The applicant has installed a gravel driveway to access the property. As it stands, the use of storage as a principal use of the property is not a permitted principal use within the AG, Agricultural District. The AG zoning district is intended and allows for a wide range of bona fide agricultural and silvicultural uses as well as low density rural residential development at a density of 1 unit per acre. Within the regulations of this district, certain uses are permitted with the granting of a special exception by the PZA Board. If the use is not explicitly listed, it may be permitted with certain conditions to have it be compatible with the uses permitted within the district as approved by the PZA Board.

The area is predominantly rural residential with few agricultural uses. The abutting property to the west contains a residence while the north and east properties contain agricultural uses. The applicant intends to store equipment related to their business with future plans to use the property for agricultural purposes.

Staff Recommendation:

Approve SE 2025-04: Requesting approval of a special exception use for a storage yard within the AG zoning district, located along Opossum Lane on Parcel 04-12-30-6075-00000-0040 with the following conditions:

1. Any area of the property utilized for outdoor storage must be visually buffered by a six (6) foot high, solid, opaque, permanent fence or with landscaping that achieve the same in accordance with Chapter 14, Article 2 of the Land Development Code.
2. Any land disturbance or land development activities within the documented wetlands is prohibited unless approval is obtained from the St. Johns River Water Management District (SJRWMD). If approval is obtained from SJRWMD and land disturbance is to occur within the wetlands, an Erosion and Sedimentation Control plan, aside from other required applications, must be submitted and approved by the City of Bunnell prior to such activities taking place.
3. Storage of any materials, other than the trailers and equipment related to the business, is prohibited. This includes any junk as defined in the City's Code of Ordinances and/or Land Development Code.
4. If any bona fide agricultural activities occur on the site and/or a greenbelt exemption is obtained from the Flagler County Property Appraiser's office, it shall not affect the validity of this special exception. This special exception shall be permitted to continue so long as all other conditions of approval are being satisfied.
5. This special exception use shall run with the applicant and may not be transferable should the ownership of the property ever changed. If under any circumstance the use of the property changes beyond what is allowed within this special exception, this special exception shall become null and void. If conditions one through 4 are ever violated and/or not fulfilled, then at that point it shall be considered grounds for removal of the special exception at the discretion of the Planning, Zoning and Appeals Board.

City Attorney Review:

What is the Department threshold/prohibitions base?

I am unable to answer the above questions as they are outside of my purview. Depending on the activity, the installation and regulation of the silt fencing may be regulated by the Water Management District. I have tagged Neil Hornick on this one who may be able to answer the questions.

Has this property been inspected recently rather than evaluated off select pictures which appear to have been provided by Track 5?

When was the last inspection?

FDEP staff have inspected 153 Opossum Lane in early 2024. I am unaware of any of our staff members inspecting "420" Opossum Lane; again a parcel ID will help us with this investigation.

How was the determination made that this debris was ceramic tiles and not clay and concrete additionally free of adhesives and paints.

How does your department determine if debris is "clean"?

The Department's definition of clean debris includes "brick, glass, ceramics, and uncontaminated concrete including embedded pipe or steel." All these materials are considered inert and unlikely to leach any contaminants. During inspections we use visual indications of any staining or paint. Tiles, bricks, etc. typically utilize mortar as an adhesive, which once dried, is considered inert and would also fall under the definition of "clean debris".

I notice that you called the material debris - and not the department's term for recycled product: tile aggregate. Does this material not meet the standards for tile aggregate by your department?

What is the standard for tile aggregate and what is the required recycling method?

Ceramic tiles and aggregate of said tiles would also be considered clean debris.

Recycling and recycling requirements are regulated through our Tallahassee Office and I am unfortunately not aware of any particular standards for ceramic tiles. With that being said, if the tiles were being mechanically crushed via something like a concrete crushing machine, that machine would likely be regulated or require permitting at the least. At this time, we are unaware of any physical processing of said tiles.

Did Mr. Lovallo, or anyone, perform testing to determine that there was no asbestos present in the debris - I thought there was a standard that aged tiles need to be tested since some older products did contain higher levels of asbestos?

Was the silica concentration in the debris tested?

If tested for asbestos and silica can those results be shared?

Is there a log available from where these tiles came and their age to remove asbestos from consideration?

I confirmed with Marc but for this case, it does not appear to fall under the asbestos NESHAP regulations (CFR 61.145 - Standard for demolition and renovation). Therefore, sampling is not warranted at this time. Further, Air and Solid Waste Compliance for FDEP does not regulate silica content.

62-01 Construction & demolition debris disposal & recycling - Please explain why rule 1a and 2e are not applicable "..... no person shall construct or operate a facility which accepts construction and demolition debris for recycling without a permit issued by the Department.

If the property is only handling clean debris, and no there is no offsite construction and demolition debris being brought to the property to be sorted for said clean debris, then no FDEP Solid Waste Permitting would be required. Again, please provide a parcel ID so that we may confirm our records and potentially conduct further investigations at the property.

I notice in the pictures there is a container with the number 3 - what is that?

I believe the photograph you are referring to was one sent to us previously and shows mold growth from the tiles. However, FDEP has no regulation on mold growth.

1.

◦ Ceramic Tile Recycling | Official Website

Sponsored Search For Answers From Across The Web With Searchresultsquickly.com.

Discover The Answers You Need Here!

Ceramic tiles can be recycled, but they typically cannot be placed in curbside recycling bins; instead, they must be taken to specialized recycling centers.

Recycling Process

1. **Crushing and Reusing:** When ceramic tiles reach the end of their lifespan, they can be **crushed into a fine powder**. This powder can be used to create new ceramic products or as fill material for construction projects, such as road construction.
2. **Local Recycling Centers:** Most ceramic tiles are not recyclable through regular curbside programs. You will need to contact your local recycling center to see if they accept ceramic tiles. If they do, you will need to drop off the tiles yourself, as they are too heavy and bulky for regular pickup.
3. **Alternative Disposal Options:** If your tiles are still in good condition, consider donating them to local charities or using platforms like Freecycle or Olio to pass them on to someone who can use them.

3 Sources

Important Considerations

- **Check Local Regulations:** Recycling options can vary significantly by location, so it's essential to check with your local waste management authority or recycling center for specific guidelines on ceramic tile disposal.
- **Reuse Before Recycling:** If the tiles are intact, reusing them in home projects or donating them is often more environmentally friendly than recycling, as recycling processes can be energy-intensive.



City of Bunnell, Florida

Agenda Item No. .

Department: City Clerk
Subject: City Manager Report- January 2026
Agenda Section: City Manager

ATTACHMENTS:

Description
City Manager Report- January 2026

City Manager's Monthly Report



Wastewater Treatment Plant Expansion Project

Dr. Alvin B. Jackson, Jr.
City Manager
For January 2026

Published: February 2026

City Events

UPCOMING EVENTS

The City of Bunnell will be co-hosting or hosting the following events in the upcoming year. Mark you calendar and stay tuned to the City's website and Facebook page for information and updates.

- ⇒ April 13, 2026 - Swearing in Newly Elected Officials
- ⇒ April 11, 2026 - (tentative) Bunnell History Day hosted by the Flagler County Historical Society
- ⇒ May 26, 2026 - State of the City Address
- ⇒ October 31, 2026—Halloween in Bunnell
- ⇒ December 11, 2026 - Bunnell Christmas



City Commission Mission Statement

The City Commission of the City of Bunnell is dedicated to providing its citizens, businesses and visitors with quality services that ensure Life, Liberty and the Pursuit of Happiness!

Core Values

The following are the core values for the City of Bunnell:

- Loyalty to the team, the objectives, and the mission.
- Teamwork. Cultivate a “we environment.”- Be passionate team player.
- Communication. Share information freely, maintain an on-going dialog.
- Respect individual strengths; Embrace diversity.
- Empathy. Care about people.
- Always determine what is important to team members.
- Honor everyone. Demonstrate respect for all persons.
- Say “thank you.” Show appreciation in every way possible.
- Self-Control. Stay open, ask questions & maintain calm demeanor in the face of every challenge.
- Have a forgiving spirit.
- Professionalism always. Maintain a positive attitude & a pleasing personality.
- Cultivate creativity.
- Seek great personal satisfactions in helping others succeed.
- Be an active listener– quick to hear, slow to speak.
- Be a person of fairness & justice to all.
- Have an action plan, including results oriented goals with measurable outcomes.
- Create a culture of warmth & belonging, where everyone is welcome.
- Have fun; create an environment where employees can think big & excel.
- Integrity: to be honest, open, ethical & fair.
- Fiscal accountability: to be good stewards of agency funds.



Mission Statement

The City of Bunnell will provide its residents, businesses, visitors, partners and staff with value centric leadership to create a safe, sustainable, attractive, strong and vibrant community while building on our rich heritage as the foundation to improve the City's economic future and to achieve the highest possible quality of life for the overall community through the exemplary services we provide.

Vision Statement

The City of Bunnell commits to building on its heritage, while enhancing a high quality of life for all its citizens. We pledge to work in collaboration with our residents and business community to foster pride in the City, develop a vibrant and diverse economy and a thoughtful plan for the future.

Capital Projects: *#beinthebunnellknow*

Did you know the City is managing an estimated \$88 million dollars worth of funds for improvements to City infrastructure and facilities over the next 3 years?

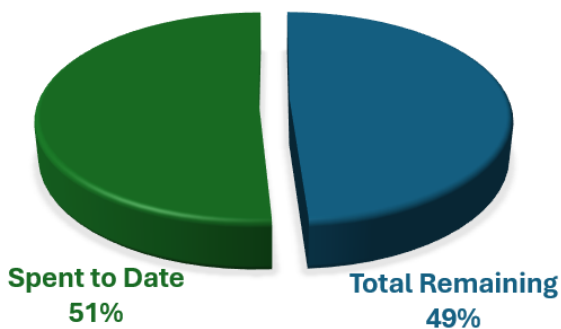
#beinthebunnellknow

To provide on-going information and pictures on major capital improvement projects within the City, a new webpage has been launched : <https://www.bunnellcity.us/capital-projects/pages/projects>

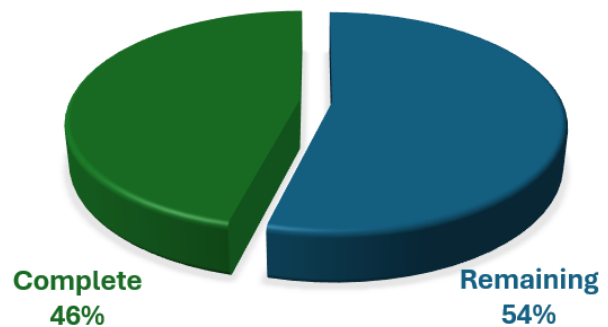
Register to get updates on changes in projects through the subscribe link on the City's homepage.

Wastewater Treatment Plant Rehab/Expansion

BUDGET



CONSTRUCTION



➤ **Target Completion Date: April 2027**

➤ **Contract Price: \$42,440,006**

Design-Build Brackish Water RO

- **Primary Department:** Infrastructure/ Distribution Utility
- **Award/Budgeted Amount:** \$4,500,000
- **Funding Source:** State of Florida Department of Environmental Protection Legislative Grant
- **Amount Spent to date:** \$517,931
- **Percent Complete:** 11.51%
- **Milestone Completed:** Began contracting equipment; Receiving ODP submittals for review
- **Next Milestone/Step:** FDEP Construction Permit; Logistics Plan
- **Target Completion Date:** September 2026

Other Projects & Plant Capacities

Master Plan / Capital Projects:

GPR/GIS Mapping (MP):

Expense

\$66,415

Budget Amt

\$400,000

Ground Penetrating Radar (GPR) and Geographic Information System (GIS). Accurately map underground water and sewer lines.

GIS information is being collected and input into the system.

Gravity Collection System Renewal & Replacement (MP):

Annual Manhole Rehab

\$66,897

\$100,000

Manhole Repair and Lining.

Manholes have been rehabilitated. Pending project closeout.

In-House Projects:

GSB Lift Station Panel:

Expense

\$10,587

Budget Amt

\$9,000

Replacement of the lift station control panel to ensure reliable operation, updated components, and compliance with current electrical and safety standards.

The bypass pump has been repaired and tested. Scheduling in process

Air Release Valve Vault Rehab:

\$975

\$ 10,000

This project is being initiated to address the compromised structural integrity of Air Release Valve Vaults. The existing structures have significantly deteriorated and are no longer intact, necessitating repair or full replacement/installation to ensure safe and reliable operation. Staff recommends establishing this as an annual improvement program. For FY2026, the scope includes two structures:

Phase 1 - AR12 (Hardy) and Phase 2 - AR22 (Grand Reserve Dr/Blvd).

Schedule and budget complete. Procurement in process.

Isolation Valve Replacement - Distribution:

\$ 25,000

This project is being initiated to address the isolation valve located near the train tracks on Deen and N Railroad that is currently leaking and in need of replacement. Replacing the valve will allow for water to be isolated from one side of the train tracks to the other.

Project is in the planning stage.

Capacities WTP/WWTP

- Capacity for the WWTP for January 2026 was 59% with a total of 1.0" of rainfall. Total influent flow for the month was 10.885MG, with a Daily Average flow of 0.351MGD. Maximum daily flow was 1/19/2026 at 0.434MGD, 72% capacity for the day.
- Total Reclaim Flows January 2026= 7.940MG with Daily Average flow of 0.256MGD.
- The WTP produced 12.100MG of drinking water, with a daily production average of 0.392MGD in January 2026.
- Maximum daily flow was 0.652MGD
- Billed meters January 2026- 2358

Projects Seeking or Pending Funding

FDEM Storm Water Master Plan: \$300,000

A stormwater master plan (SWMP) will evaluate the entire stormwater collection system for performance and identify necessary improvements. The primary objectives of the SWMP are to develop a model of the stormwater system, estimate future growth, model design storm events for flood control, model BMPs to estimate nutrient and pollutant removal, and estimate future projects required to accommodate the projected growth, the identified flood control needs, and the identified pollutant removal requirements. A SWMP will also increase the potential of grant funding for future projects.

Application submitted March 6, 2025, and is currently under FEMA review.

Resilient Florida Grant Program: \$320,000

- Planning projects, which help entities identify and prepare to address risks of flooding. Regional resilience entities can also receive grants to provide technical assistance to counties and municipalities as they coordinate multijurisdictional vulnerability assessments and develop project proposals to be submitted for the inclusion in the Statewide Flooding and Sea Level Rise Resilience Plan.
- Implementation projects, which are available only after eligible entities have conducted a vulnerability assessment, evaluation, report or other similar documentation demonstrating the risk of flooding or sea level rise to critical assets, or the project area or if a project adapts a critical asset to risks identified in the Statewide Flood and Sea Level Rise Vulnerability Assessment.

Application submitted August 28, 2025, and is currently under review.

CDBG-DR - Sanitary Sewer Rehab: \$7,873,320

The proposed project is to repair and rebuild the facilities which are an integral part of the City of Bunnell's Sanitary Sewer Collection System (SSCS) through slip lining. The City has identified approximately 2,238 vertical feet of manhole lining, 15 lift stations, and 25,276 linear feet of gravity sewer laterals city-wide that need to be addressed in this project proposal. The purpose is to repair damages to the SSCS that were caused by heavy inflow and infiltration (I&I) to the system during hurricanes and wet weather events, increase sewer capacity, and extend the life of sewer treatment system components.

Application submitted September 29, 2025, and is currently under review.

CDBG-DR - WTP Pump House Rehab: \$8,360,538

The goal of this project is to harden the City of Bunnell's Potable Water System and improve the water quality to make it more resilient in the face of future hurricanes, significant storm events and natural disasters. The City of Bunnell only has one Water Treatment Plant (WTP) located at 100 Utility Street, Bunnell, Florida. The well pump house at the City of Bunnell's Water Plant floods regularly during and immediately after significant storm events. The proposed project is to demolish the existing high service pump house and construct a new, elevated high service pump house with new high service pumps, upgrade the water plant yard piping and install HVAC in the pump house.

Application submitted September 29, 2025, and is currently under review.

WWTP Rehab and BNR Improvements: \$13,100,000

Infrastructure Staff is seeking funding from Supplemental Appropriations for Hurricanes Helene and Milton and the Hawai'i Wildfires (SAHM). The U.S. Environmental Protection Agency (EPA) has made funding available for this program through its State Revolving Fund (SRF). Staff requested \$20 million in additional funding to support the Wastewater Treatment Plant Rehabilitation and BNR Improvements Project.

At the November 12, 2025, SRF Priority List Meeting, the City was allocated \$13,100,000 with 100% principal forgiveness. Next step(s): prepare loan application and submit it for approval.

Park Updates and Facility Rentals

Parks operate during daylight hours (ie. dawn to dusk)

BY ORDINANCE, THERE ARE NO DOGS ALLOWED IN CITY PARKS

The City is accepting applications for the rental of parks and other available facilities. Applicants are required to turn in a completed application with sufficient time to process the rental request. Applications can be obtained at the Bunnell Administration Complex at 2400 Commerce Pkwy, Bunnell, FL 32110 or on the City website www.bunnellcity.us under FORMS.

FACILITY ALERT: Coquina Hall and Lake Lucille located at 200 S. Church Street ARE NOT currently available to rent.

You can rent the following City facilities:

Versie Lee Mitchell Community Center

Edward Johnson "EJ" Park

JB King Park– Pavilion A or Pavilion B

Commissioner Jackson Park

Carver Fields

Garage Sale Permits

The City is accepting requests for Garage Sale Permits. Residents need to make their request to the Utility Billing Department. Per the City Code of Ordinance, there is a limit on the total number of garage sale permits that can be issued to a property/address point in a calendar year. Speak with the staff in Utility Billing for any questions regarding Garage Sale Permits 386-437-7500 x 3.

Information Technology

New construction at the Wastewater Treatment Plant (WWTP) was starting to interfere with the wireless bridge between the WWTP office, and the Public Works building. Contacted Spectrum and had them install an internet connection in the PW building. Reconfigured the network and camera system to accommodate. Used a firewall we had at one of our former locations. But need to schedule it for replacement.

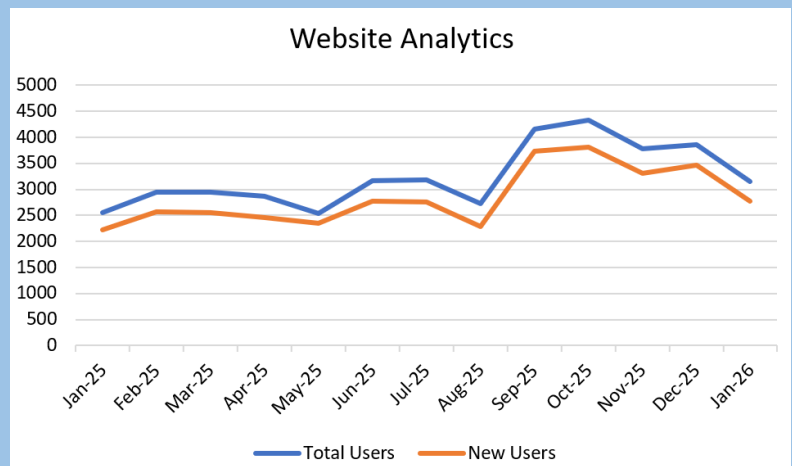
We haven't been real happy with the new recorder that came with the building. It would break meetings into 30 minute segments. The only reason I can come up with for that, the file format it uses has to be closed out. So if you lost power, the most at risk is 30 minutes. Purchased a video capture device and a large external hard drive, set them up in a spare computer to record meetings with. The second Board meeting in January was the first test. We will continue recording through both device for a time.

We received some demo equipment from AT&T First Net. Provided some devices to the PD, and another to Infrastructure. PD didn't really have any input. Infrastructure was not impressed stating most of the time where he was the device had 1 bar.

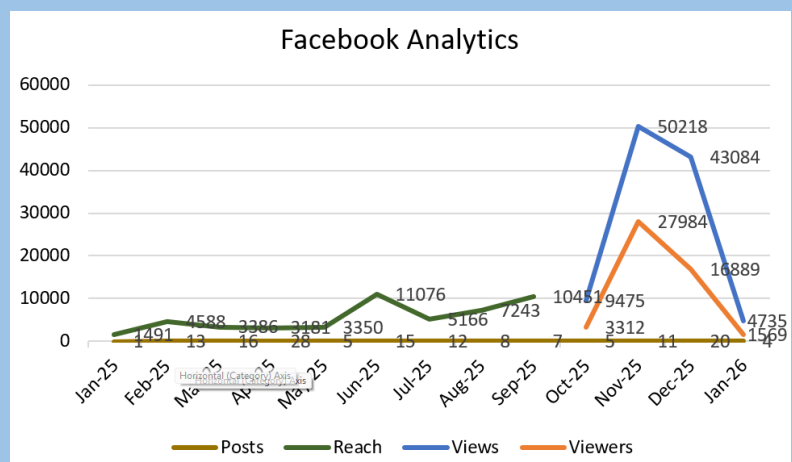
Out processed several mobile devices, performing factory resets on them, and removing the SIM card and SD cards if available. The devices are sent to an e-waste recycler, and the SIM cards are destroyed.

The printer we had for printing checks was on a rental / maintenance plan and quite old. Some months ago we had an issue and the vendor had a hard time finding parts for the printer. They did get us up and running, but the check run was a couple days late. We recently requested of the vendor to replace the printer with a newer one because of the age. Then Finance noticed we do not generate that many paper checks, and wondered about purchasing our own printer, and stop paying the rent / maintenance. The new printer was ordered and installed. The rented device has been picked up by the vendor.

Assisted in the Commission Advance. Setup mics and sound board for audio recording. And a projector for the presentations.



- Top 10 web pages**
1. Home Page
 2. Open Positions
 3. Agendas
 4. Building Dept
 5. Police Dept
 6. Advanced Search
 7. Reserve at Haw Creek Project Information
 8. Solid Waste
 9. Bids
 10. Contacts Directory



City Clerk Office

The City Clerk Office published and noticed agendas for the City's Public meetings held in January. Public Meetings are City Commission meetings, workshops and Executive Strategy Sessions, Union Meetings, and any Volunteer Board meetings such as the Planning, Zoning and Appeals Board and Code Enforcement Board. Noticing of agendas also includes making sure all agenda items on an agenda are noticed and advertised in accordance with Florida Statute and local regulations.

The City Clerk is also responsible for the recording of ordinances/documents and all follow-up as needed for matters heard by the City Commission.

The Clerk's Office also worked on the following issues throughout the month:

- Preparation of the monthly Capital Improvements Project report and the City Manager Report
- Phase 2 Coquina City Hall Project: closing out of the State agreement
- Phase 3 Coquina City Hall: seeking out funding for the next phase estimated at \$1,000,000.00
- Working with Engineering on Warranty items for the Administration Complex
- Moving official records from storage to the Administration Complex; organizing official City records in Records Room
- 6 hours of work on records requests even those in which the City had no responsive records
- 26 Title Searches for building permits and code enforcement issues. Each search can take up to and sometimes over 30 minutes.
- Working on the City Operational Policy Project– a review of all existing operational policies and re-writing or drafting new policies needed
- Planning and hosting for the January 30, 2026 Advance.
- 2026 Municipal Elections work and tasks.
- Planning individualized Records Management Training for departments

Human Resources

JANUARY ANNIVERSARIES:

The City acknowledges and celebrates the following for their continued commitment to the City and all her citizens and businesses:

James Hevia (2025) - 1 year

Rebecca Brady (2023) - 3 years

Peter Willems (2016) - 10 years

HAPPY
ANNIVERSARY

NEW EMPLOYEES (JANUARY):

The City wants to give a warm welcome to our newest employee:

Paul Toro (Meter Reader)

WELCOME

WE ARE HIRING- OPEN POSITIONS:

Check the City website for Postings and copy of City application

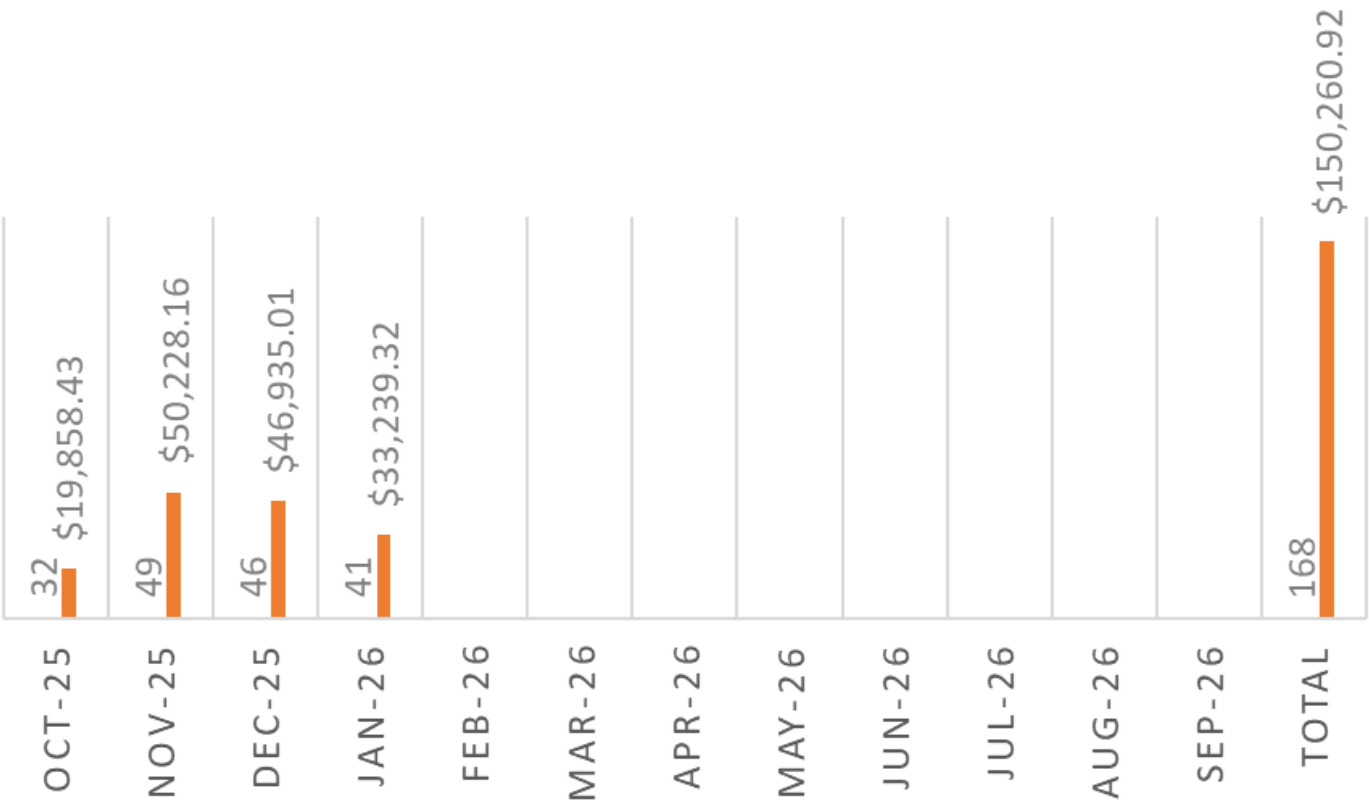
- ♦ Police Officer
- ♦ Utilities Maintenance Technician I, II, & III



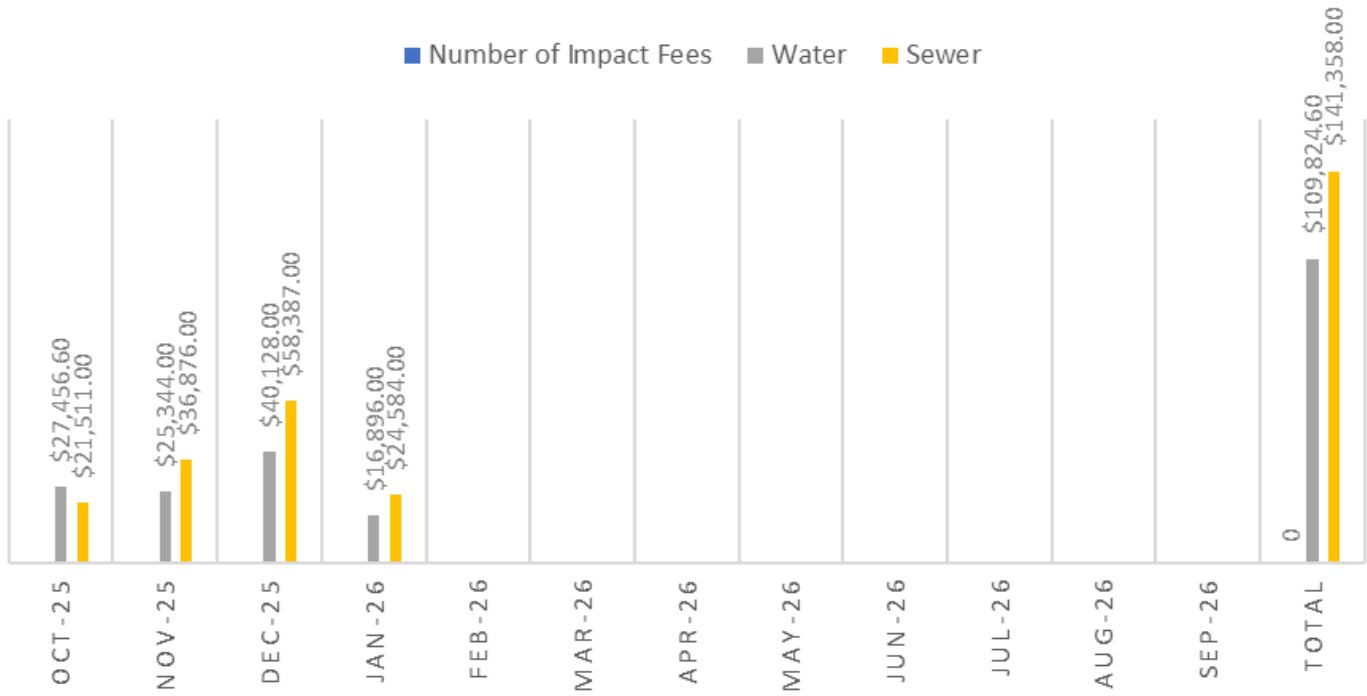
Community Development

PERMITS

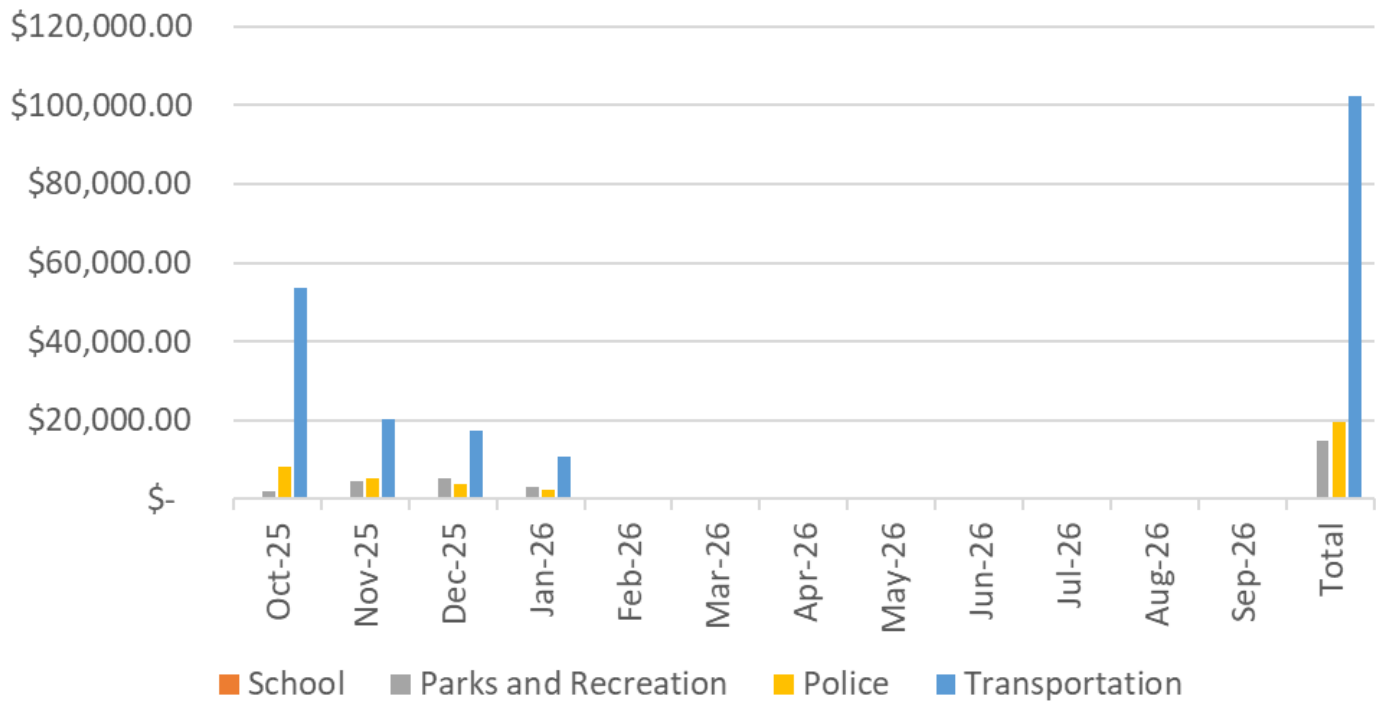
of Permits Permit Amount



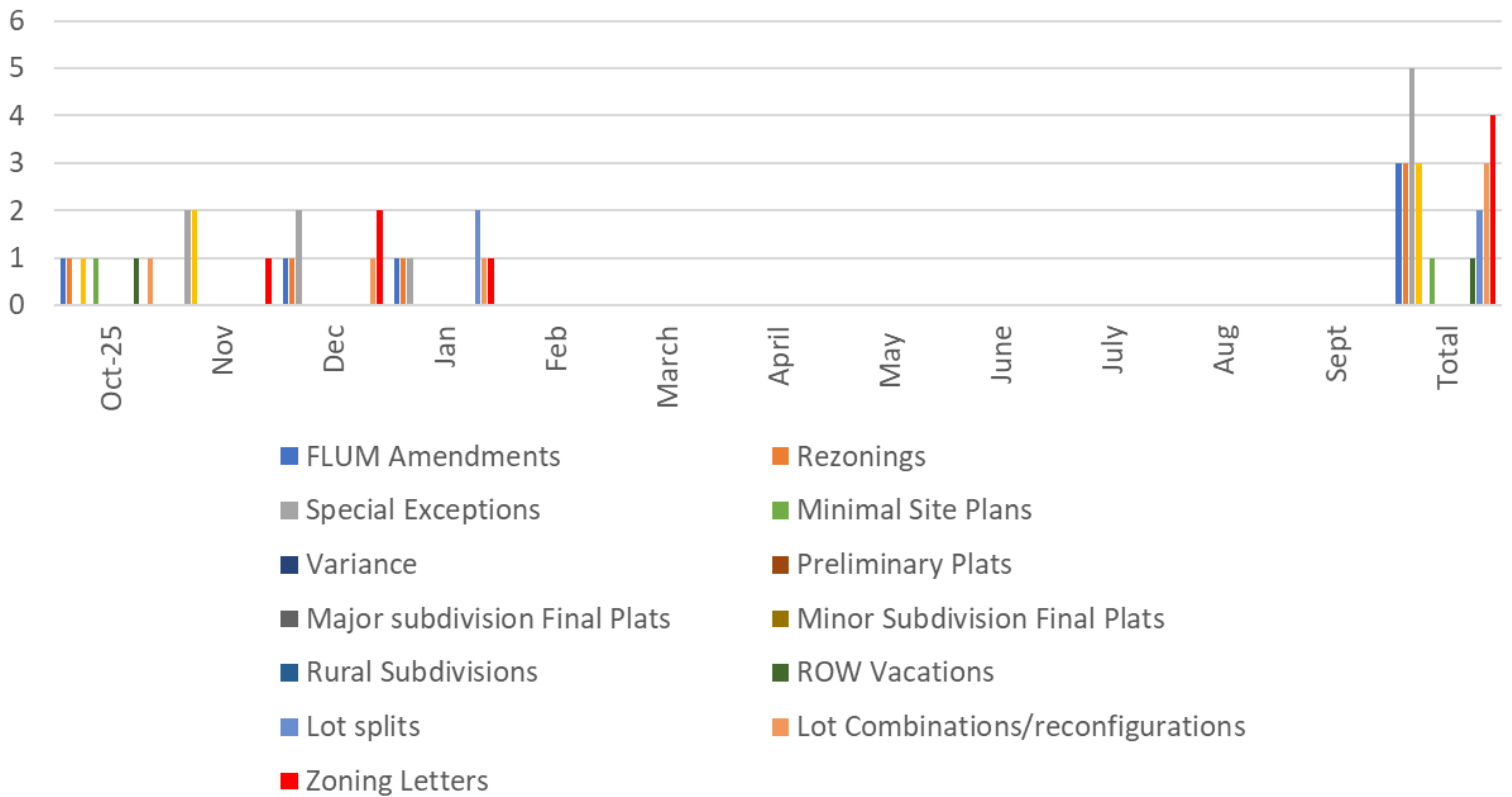
IMPACT FEES WATER/SEWER



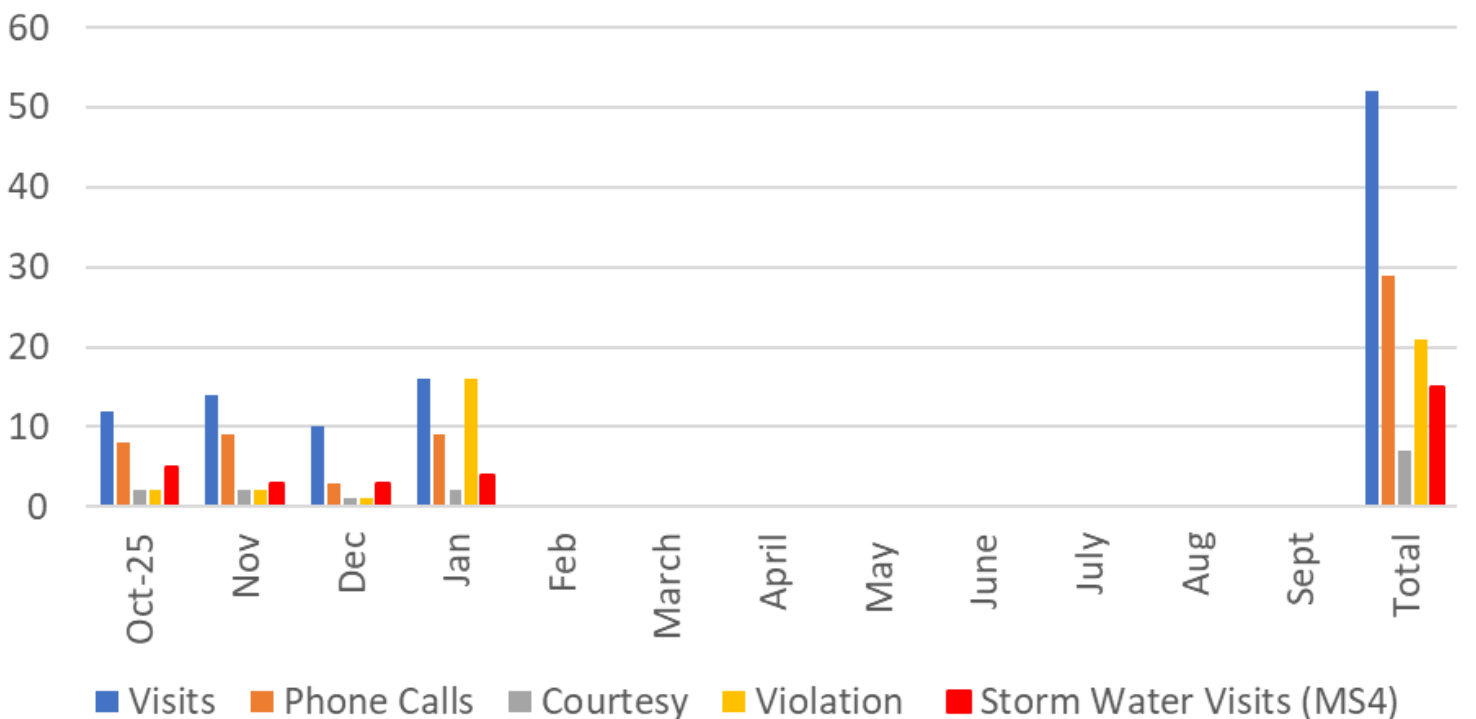
Impact Fees General Fund



Planning and Zoning



Code Enforcement



Business Tax Receipts (BTRs)

FY25/26 renewal season began in July; notices were mailed out before July 1, 2025.

If you have questions about BTRs or the BTR process, please contact the BTR Clerk at 386-263-8981 or bgunnells@bunnellcity.us

Businesses should pay their BTR Renewal fees by September 30, 2025 to avoid paying penalties and/or code enforcement action. Florida Statute and the City's Code of Ordinance require penalties be added to a BTR renewal if not paid by **September 30th**. The required penalties are as follows: 10% October 1st; 15% November 1st; 20% December 1st; and 25% January 1st.

***The City does not have the authority to waive penalties.
Penalties started October 1, 2025***

Code Enforcement action can legally be taken at this time for failure to renew a BTR within 180 days of notice (June 2025)

In the month of January the City collected \$4,418.25 in BTR and Fire Inspection fees; this includes the fees for newly issued local business tax receipts and FY25/26 local business tax receipt renewals.

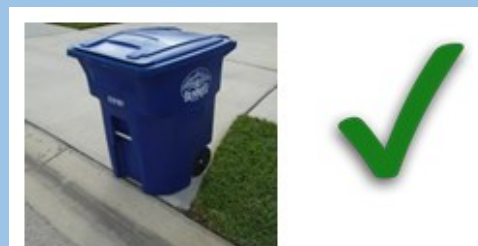
January	NUMBER
Total Registered Local Businesses (Inside the City)	870
Total Registered (Outside of the City)	778

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	119.11 Tons	9.16
Residential Recycle	7.66 Tons	.58
Yard Waste	103 Yards	5.15
Commercial Garbage	199.92 Tons	15.37
Commercial Cardboard	13.15 Tons	1.01
Scrap Metal	0 Tons	0
Construction & Demolition and Bulk debris	18.69 Tons	5.34
Waste Tires	0 Tons	0

Cart Placement Regulations and Guidelines

- ⇒ Face lid opening of cart toward the street (handles & wheels facing house)
- ⇒ Place front of cart within 3 feet of street edge
- ⇒ Allow 2 to 3 feet of clearance on each side of all carts and ANY obstruction
- ⇒ Do NOT fill carts with construction debris, dirt or yard waste
- ⇒ It is recommended to place carts out the night before. The driver is not able to turn around if your cart is not out when the truck has passed your location
- ⇒ Do not place carts near parked cars, fences, mailboxes, trees, other carts, or any other obstruction that could interfere with the truck picking up your cart.



Failing to follow the guidelines may result in service interruption (i.e. the City won't be able to collect your solid waste that day)

Solid Waste Fiscal Year Comparisons

	FY 22/23	FY 23/24	FY 24/25	FY 25/26 (as of 1/1/2026)
Commercial Solid Waste	2622.54 Tons	2724.04 Tons	2772.12 Tons	766.93 Tons
Residential Solid Waste	1527.89 Tons	1348.59 Tons	1547.48 Tons	498.73 Tons
Cardboard & Recycle	594.12 Tons	532.09 Tons	361.89 Tons	95.29 Tons
Yard Waste	3333 Yards	954 Yards	2677.81 yards	366.60 Yards
Construction & Debris (C&D)	346.56 Tons	281.11 Tons	293.48 Tons	107.45 Tons
Scrap/Tires/Misc.	29.26 Tons	30.03 Tons	9.65 Tons	4.75 Tons
Yearly Total	8450.37	5869.86	7662.43	1839.75

Need additional information on solid waste services?

Visit the Solid Waste City webpage: <https://www.bunnellcity.us/solid-waste>