

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
October 9, 2023 9:00 AM
CITY HALL COMMISSION CHAMBER

(meeting taped)

1. Call to Order

Attendee Name	Title	Status
Ed Wolf	Mayor	Present
Pamala Harrison-Bivins	Mayor Pro Tem/Commissioner	Absent
Joe Elliott	Commissioner	Present
Marcos Flores	Commissioner	Present
Julian Green	Commissioner	Present
Jason McHugh	City Manager	Present
Ashley Hunt	City Attorney	Present
Joshua Bills	City Attorney	Present
Cassandra Smith	Assistant City Manager/CFO	Present
Jessica Barnes	City Clerk	Present
Randall Parmer	Police Chief	Present
Melanie Strickland	Development Services Director	Present
Jeremy Hockenbury	Public Works Director	Present
Jason Martin	Assistant Utilities Director	Present

Mayor Wolf called the meeting to order at 9 a.m., followed by the invocation and Pledge of Allegiance. Commissioner Elliott requested a moment of silence for the citizens of Israel.

2. Consent Agenda/Informational Items

No items were removed from the consent agenda. Items A through G were voted on together. No comments were offered or received. Vote 4-0.

RESULT:	Approved
MOVER:	Commissioner Green
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

A. Expenditure Report

B. SP 2302-005 Gingerich Construction Warehouse Expansion

C. SP 2303-005 Evolve at Wildwood

D. PLAT 2211-002 Business Park 44 Partial Re-Plat

E. PLAT 2308-009 VOSO Unit 221 Final Plat

F. PLAT 2308-010 VOSO Unit 222 Final Plat

G. Budgeted Financial Items

1. Purchase of One (1) F150 4x4 for the Wastewater Department from Duval Ford in the Amount of \$42,879
2. Purchase of One (1) F150 4x2 for the Wastewater Department from Duval Ford in the Amount of \$35,165
3. Purchase of One (1) F150 4x4 for the Water Department from Duval Ford in the Amount of \$42,879
4. Purchase of One (1) F150 4x4 for the Public Works Department from Duval Ford in the Amount of \$42,879
5. Purchase of One (1) 8-Yard Dump Truck for Public Works Department from Cumberland International Truck for the Amount of \$126,358
6. Purchase of Four (4) Light Towers for Parks and Recreation from Kelly Tractor for the Total Amount of \$43,348
7. Purchase of One (1) 2023 Ford Transit for the Wastewater Department from Duval Ford in the Amount of \$48,861.89
8. Purchase of Three (3) 2023 Ford F250s for the Water Department from Duval Ford for the Amount of \$205,092.00
9. Purchase of Two (2) 2023 Ford F250s for the Wastewater Department from Duval Ford in the Amount of \$136,728

10. Purchase of Two (2) 2024 Ford F250s with Crane for the Wastewater Department from Duval Ford in the Amount of \$174,072

11. Purchase of One (1) John Deere 3039R Tractor for Parks and Recreation from Everglades Equipment Group in the Amount of \$28,977.16

12. Three-Year Agreement with ClearGov for Budgeting Software in the Total Amount of \$69,091.04

3. Presentations and/or Proclamations

A. Proclaim October 2023 as Breast Cancer Awareness Month

Mayor Wolf read aloud the proclamation for Breast Cancer Awareness Month. The proclamation echoed the proclamation by President Joe Biden supporting the mission of spreading awareness about breast cancer. No comments were offered or received. Vote 4-0.

RESULT:	Approved
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. Proclaim October 16-20, 2023, as City Government Week

Mayor Wolf read aloud the proclamation for City Government Week. The proclamation was in support of Florida City Government Week, held annually in October and a time for cities across the state to celebrate, showcase, and engage citizens in the work of municipal government. No comments were offered or received. Vote 4-0.

RESULT:	Approved
MOVER:	Commissioner Green
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

C. Monarch Awareness Month Presentation by Alycyn Culbertson of The Villages Butterfly Gardens Club

Alycyn Culbertson of The Villages Butterfly Garden Club provided a presentation regarding Monarch Awareness Month. Her presentation aimed to educate residents on proper butterfly gardening, and included in-depth information on Monarch butterflies. No comments were offered or received. Information only, no vote.

D. Proclaim October 2023 as Monarch Awareness Month

Mayor Wolf read aloud the proclamation for Monarch Awareness Month. The proclamation was in support of the city's pledge to support conservation of the monarch butterfly. No comments were offered or received. Vote 4-0.

RESULT:	Approved
MOVER:	Commissioner Flores
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

4. Public Hearings - Timed - Legislative

None.

5. Public Hearings - Timed - Quasi-Judicial

None.

6. Public Forum - 4 minute time limit

Waymon Pardue, Vice President of PC Construction Company, addressed the Commission with concerns about a memo he received from City Manager Jason McHugh terminating their contract, which was item 10A on the agenda. He requested the commission delay a motion to terminate PC Construction as the city's CMAR for the wastewater treatment facility expansion project until the commission had the chance to review PC Construction's response to the memo, copies of which were supplied to the City Commission and City Clerk prior to the meeting. Mr. Pardue also provided a summary of work performed thus far as well as the CMAR process. Mayor Wolf advised he had received and reviewed PC Construction's response that morning. City Manager McHugh stated he would present the city's statement during the agenda item's discussion under 10A.

7. Ordinances First Reading Only (No Vote)

A. CP 2308-001 Sheila Bernstein

Mayor Wolf read aloud the title of Ordinance O2023-55 CP 2308-001 Sheila Bernstein. The applicant, Sheila Bernstein, sought approval from the City Commission for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Agricultural (County) to Agricultural (City) for parcels D19-121, D19-027, D19-120, and D19-110 on 37.96 acres MOL. Development Services Director Strickland and City Manager McHugh explained the new state requirement for Business Impact Estimate statements for all ordinances. First reading only. No vote.

RESULT:	FIRST READING	PUBLIC HEARING: 10/23/2023
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B. RZ 2308-001 Sheila Bernstein

Mayor Wolf read aloud the title of Ordinance O2023-56 RZ 2308-001 Sheila Bernstein. The applicant, Sheila Bernstein, sought a favorable recommendation from the City Commission for a Zoning Map Amendment to change the zoning district from A10C (County) to AG-5 (City) for parcels D19-121, D19-027, D19-120, and D19-110 on 37.96 acres MOL. First reading only. No vote.

RESULT:	FIRST READING	PUBLIC HEARING: 10/23/2023
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C. City Property Inventory

Mayor Wolf read aloud the title of Ordinance O2023-59 City Property Inventory. The ordinance provided an inventory of city-owned properties and designated which properties may be disposed of for affordable or low-cost housing. First reading only. No vote.

RESULT:	FIRST READING	PUBLIC HEARING: 10/23/2023
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8. Resolutions for Approval

9. Financial & Contracts & Agreements

A. Construction Support Services for the Broken Oak Drive Improvements Project in the Amount of \$28,000

Public Works Director Jeremy Hockenbury presented the item. On April 26, 2021, Kimley-Horn was retained for design and permit improvements along Broken Oak Drive. The project was awarded for construction and the Public Works Administration (PWA) requested a proposal from Kimley-Horn for construction support services. The proposed amendment was for an amount not to exceed \$28,000, and provided construction support services from notice to proceed (NTP) to construction closeout. No comments were offered or received. Vote 4-0.

RESULT:	Approved
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. Earth Tech Invoice Approval for Emergency Repairs on Scardino Street in the Amount of \$120,450

Public Works Director Jeremy Hockenbury presented the item. On August 14, 2023, the City was notified that a depression had opened on Scardino St. Public Works staff immediately responded and began coordinating with Kimley-Horn and Andreyev Engineering, Inc. to evaluate the conditions. Following the geotechnical evaluation completed by Andreyev, it was recommended that specific compaction grouting be completed to stabilize the subsurface condition within the right of way. Kimley-Horn and Andreyev reviewed the project scope with potential vendors that specialized in subsurface remediation and recommended awarding emergency approval to Earth Tech, LLC based on their experience and availability to

respond in a timely manner. An emergency approval was authorized by the City Manager and staff proceeded to coordinate with Andreyev Engineering and Earth Tech to complete the project. Andreyev Engineering reviewed Earth Tech's pay application and approved the requested total. Mayor Wolf clarified a few details about the depression's location and the remediation. Commissioner Elliott received calls from multiple residents on Scardino St and all mentioned Public Works Director Hockenbury by name and wanted to express their thanks for how well he was handling the situation. No further comments were offered or received. Vote 4-0.

RESULT:	Approved
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

C. Pleasantdale Drive Pay App #4 in the Amount of \$366,960.77

Public Works Director Jeremy Hockenbury presented the item. The Pleasantdale Drive Improvement project was approved by the Commission and awarded to DB Civil Construction, LLC on March 27th, 2023. DB Civil Construction requested Pay App #4 for completed site work, stormwater, and water utility rehabilitation through September 26th, 2023. The project's engineer of record, Kimley-Horn, reviewed Pay App #4 and recommended approval. No comments were offered or received. Vote 4-0.

RESULT:	Approved
MOVER:	Commissioner Green
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

D. Agreement with CPH, LLC in the Amount of \$124,885 for Construction Engineering, Inspection, and Management Services for Phase 1A of the Water Reclamation Facility Project

Assistant City Manager/CFO Cassandra Smith presented the item. A contract with CPH, LLC was previously approved for the planning and design of the wastewater treatment facilities, but did not include construction administration as it was handled separately. The agreement provided to the commission would approve the construction engineering, inspection, and management (CEIM) services through the completion of Phase 1A of the project. Future phases would have additional CEIM agreements. No comments were offered or received. Vote 4-0.

RESULT:	Approved
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

E. Purchase of Fifty (50) Manhole Rings and Covers for the Amount of \$26,750.00

Assistant Utilities Director Jason Martin presented the item. Staff provides annual preventative and periodic maintenance of the city's central sewer system. Due to certain waste and gases, the bricks and concrete structures inside the manholes deteriorate over time. To keep the system's integrity sound and functional without interruption in service, the wastewater division requested the purchase of 50 hinged manhole rings and covers. Three quotes were received, with Fortiline Waterworks as the lowest bid. No comments were offered or received. Vote 4-0.

RESULT:	Approved
MOVER:	Commissioner Green
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

F. WWTP Expansion Phase 1A Pay Application No. 4 for PC Construction in the Amount of \$1,209,689.00

Assistant Utilities Director Jason Martin presented the item. In March 2023, the commission awarded the wastewater treatment plant expansion project to PC Construction Company, to act as the project construction manager at risk (CMAR). Pay Application No. 4 was presented for approval for this project. No comments were offered or received. Vote 4-0.

RESULT:	Approved
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

10. General Items for Consideration/Discussion and Other Business

A. PC Construction Termination Memorandum to Wildwood City Commission

City Manager Jason McHugh presented the item. He provided an explanation of the memorandum and draft letter terminating the construction manager at risk (CMAR) contract with PC Construction Company and recommended steps to move the project forward. He stated he had continued to look into many options to decrease the financial impact of the wastewater treatment facility expansion on the city's taxpayers. He also stated for the record that he did not believe anything in his memo was disparaging, only factual, nor was he attempting to damage PC Construction. McHugh advised that he was pleased with the Phase 1A improvements that PC Construction had completed to date. Mayor Wolf commented on the project's costs and the best ways to reduce those costs. Commissioner Green clarified that PC Construction would be welcome to rebid on the new request for proposals (RFP) with the reduced project scope once posted. No further comments were offered or received. Vote 4-0.

RESULT:	Accepted
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MOVER:	Commissioner Elliott
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

11. Appointments

None.

12. City Manager Reports

A. FDOT Roadway Resurfacing of U.S. 301 from C.R. 521 to S.R. 44

City Manager McHugh provided an explanation of the FDOT resurfacing project. This project is separate from the four-lane expansion project that will occur when the resurfacing project is complete.

B. Request Workshop for October 16, 2023, at 9:00am

City Manager McHugh stated the originally-proposed date was October 16, 2023, for a workshop, but Commissioner Bivins would not be able to attend. In an effort to have all Commission members present, Executive Assistant Gabriella Ascione would be reaching out to coordinate a new workshop date. The topics for the workshop would include a stormwater presentation from Public Works Director Jeremy Hockenbury, a Live Local Act presentation from Development Services Director Melanie Strickland, and a discussion on property acquisitions.

Additionally, Parks & Recreation Director Amanda Salazar hand-delivered a request to support the upcoming Wildwood Middle High School parade by closing roads along the proposed route and participating in the parade with a city float.

McHugh then provided information on the next Chat with a Commissioner event with Commissioner Elliott as the first participant.

13. Other Department Reports

A. Development Services Department Update

Development Services Director Melanie Strickland presented a report on the Development Services Department, including an update on the Code Compliance Division. Mayor Wolf thanked Strickland and her staff for their hard work. City Manager Jason McHugh commented that The Villages development had been primarily in Lake County during recent months, but that they would be developing in Wildwood again soon, which meant development levels would significantly increase in the next report. No further comments were offered or received.

14. Commission Members Reports

Commissioner Joe Elliott provided an update on a recent Florida League of Cities (FLC) Policy Committee meeting, commented on the limited transportation funding across the country, and advised the commission on the other policy committee opportunities with the FLC.

Commissioner Julian Green advised he would be attending the upcoming R2C Leadership Summit with the East Central Florida Regional Planning Council, representing the city and Sumter County. He also met with Development Services Director Strickland to receive information ahead of the Summit, and gave kudos to her and her team.

15. City Attorney Reports

None.

16. Adjournment

The meeting was adjourned at 10:01 a.m.

RESULT:	Adjourned
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

Upcoming Events

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

SEAL

ATTEST: Jessica Barnes
Jessica Barnes, City Clerk

BY: Ed Wolf
Ed Wolf, Mayor