CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
January 8, 2024 7:00 PM
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	Present
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 Utility Director	Present
Steve Watson	Fleet Services Manager	Present

Mayor Wolf called the meeting to order at 7 p.m. followed by the invocation and Pledge of Allegiance.

2. **Consent Agenda/Informational Items**

No items were removed from the Consent Agenda. Items A - K were voted on together. No comments were offered or received. Vote 5-0.

RESULT:	**Adopted**
MOVER:	Commissioner Green
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

A. Minutes for Approval: September 25, 2023 Regular Meeting

B. Expenditure Report

C. PLAT 2309-005 Trailwinds Outparcel Subdivision Final Plat

D. PLAT 2311-001 VOSO Unit 234 Final Plat

E. PLAT 2311-002 VOSO Unit 230 Final Plat

F. SP 2205-006 Chesterfield Villages Plaza Phase 2

G. SP 2208-006 Woodspring Suites Wildwood

H. SP 2307-010 A-1 Block and Ready Mix Plant

I. SP 2308-007 Gabriel Medical Office

J. SP 2310-007 Wildwood Main Street Parking Garage

K. Budgeted Financial Items

1. Water Meter Purchase for Meter Change-Out Program for the Amount of $115,407.65

2. Replacement and Upgrade of the CR 209 Lift Station Panel for the Amount of $90,867.00

3. Purchase of Forty (40) Manhole Ring and Covers for the Amount of $21,290.40

4. Repair and Upgrade of Riser Pipes for St Clair Lift Station for the Amount of $33,598.13

5. Funding Approval for Services to Complete Phase 2 of the ADA Transition Plan with Kimley-Horn in the Amount of $66,500

3. Presentations and/or Proclamations

None.

4. **Public Hearings - Timed - Legislative**

A. Swear in City Staff and Public Speakers

Mayor Wolf swore in staff and audience members who intended to speak in the public hearings.

5. **Public Hearings - Timed - Quasi-Judicial**

A. AN 2311-001 Boulder Square Annexation

Mayor Wolf read aloud the title of Ordinance No. O2023-58 AN 2311-001 Boulder Square Annexation. The applicant, PFD Twisted Sisters, LLC, on behalf of the owners, Ronnie Lavonn Bailey Jr and Stephanie Lashay Bailey, submitted a voluntary annexation application for parcels F01A008 and F01-001. The property to be annexed totaled 23.44 acres MOL and was located along CR 217, approximately 0.28 miles south of the W Clarke St and CR 217 intersection. No comments were offered or received. Vote 5-0.

RESULT:	**Adopted**
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

6. **Public Forum - 4 minute time limit**

None.

7. **Ordinances First Reading Only (No Vote)**

A. AN 2311-002 6114 E SR 44 Wildwood

Mayor Wolf read aloud the title of Ordinance No. O2023-67 AN 2311-002 6114 E SR 44 Wildwood. The applicant/owner, 3930 Tampa, LLC, submitted a voluntary annexation application for parcel G15D009. The property to be annexed totaled approximately 1.86 acres and was located at 6114 E SR 44, Wildwood FL 34785. No comments were offered or received. First reading only. No vote.

RESULT:	**FIRST READING**	**PUBLIC HEARING: 01/22/2024**

8. **Resolutions for Approval**

A. R2023-34 Stormwater Resolution

Mayor Wolf read aloud the title of Resolution No. R2023-34 Stormwater Resolution. City Manager McHugh presented the item, explaining that the resolution would formally adopt the Best Management Practice Alternatives Analysis conducted by the Southwest Florida Water Management District (SWFWMD). The document was a continuation of the City of Wildwood Watershed Management Plan (WMP) to improve stormwater management practices within the study area. No comments were offered or received. Vote 5-0.

RESULT:	**Adopted**
MOVER:	Commissioner Flores

SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

9. Financial & Contracts & Agreements

A. 2024 Utility System Master Plan Update in the Amount of $183,000

City Manager McHugh presented a Work Authorization from Kimley-Horn to prepare an update to the City's Utility Master Plan. The document would reflect hydraulic conditions within the system, assist staff during the development review process, and forecast the City's future water, sewer, and reuse infrastructure needs. No comments were offered or received. Vote 5-0.

RESULT:	**Approved**
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. Work Authorization No. 4 For Halff Engineering to Design, Bid, Permit, and Perform Administration of the South Old Wire Water Main Replacement for the Amount of $86,227.00

Assistant Utility Director Martin presented a Work Authorization for Halff Engineering to design, bid, permit, and perform administration of the South Old Wire water main replacement. Martin stated that the work would entail the replacement of the 8" water main on S. Old Wire Road between Huey St. and Denham St. The line was composed of steel and presented water quality issues for customers along the water main. Items 9B, 9C, and 9D were voted on together. No comments were offered or received. Vote 5-0.

RESULT:	**Appproved**
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

C. Work Authorization No. 5 for Halff Engineering to Design, Bid, Permit, and Perform Administration for the North Old Wire Water Main Replacement for the Amount of $89,373.00

Assistant Utility Director Martin presented a Work Authorization for Halff Engineering to design, bid, permit, and perform administration of the North Old Wire water main replacement. Martin stated that the work would entail the replacement of the 8" water main on N. Old Wire Road between Cleveland Ave and US Hwy 301. The line was composed of steel and presented water quality issues for customers along the water main. Items 9B, 9C, and 9D were voted on together. No comments were offered or received. Vote 5-0.

RESULT:	**Approved**
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

D. Work Authorization No. 6 For Halff Engineering to Design, Bid, Permit, and Perform Administration of the Stanley Ave & Magnolia St Water Main Replacement for the Amount of $97,986.00

Assistant Utility Director Martin presented a Work Authorization for Halff Engineering to design, bid, permit, and perform administration of the Stanley Ave and Magnolia St water main replacement. Martin stated that the work would entail upgrading the water main on Stanley Ave and Magnolia Street. The project would loop multiple dead end lines in the area, improving the water quality for the residents. Items 9B, 9C, and 9D were voted on together. Commissioner Elliott requested the estimated timeframe to complete all three projects. Martin responded that the design would take approximately 6–8 months, and then each project would be assigned to the fiscal year budget over the next few years. No further comments were offered or received. Vote 5-0.

RESULT:	**Approved**
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

E. Bid Award for the Guardrail Improvements Project to Southeast Highway Guardrail & Attenuators, LLC in the Amount of $67,975

Public Works Director Hockenbury presented a request to award the Guardrail Improvement project to Southeast Highway Guardrail & Attenuators, LLC. Hockenbury noted that two bids were received, and Southeast Highway was the lowest bid. Mayor Wolf requested clarification on where each section was located, and Hockenbury explained the various locations. No further comments were offered or received. Vote 5-0.

RESULT:	**Approved**
MOVER:	Commissioner Green
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

F. Request for Proposal (RFP) Approval for Utility Tank Maintenance

Assistant Utility Director Martin presented a request to approve the ranking of the RFP for Utility Tank Maintenance. Martin stated that the FDEP requires all municipalities to have their storage tanks inspected and maintained on a routine basis. He noted that there were three responses to the RFP and Utility Services Co. was ranked the highest based on qualifications and cost. No comments were offered or received. Vote 5-0.

RESULT:	**Approved**
MOVER:	Commissioner Flores
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

G. Lucky U Cycles, LLC - Developer's Agreement

Development Services Director Strickland presented a Developer's Agreement with Lucky U Cycles, LLC for approval. The project related to the agreement consisted of a 20,807 SF retail motorcycle sales and service center. In addition to the infrastructure required to serve the project, the developer has agreed to upsize the water lines in accordance with the city's Utility Master Plan. As the developer's cost to construct improvements would exceed the amount of water SDC fees that would be due, the developer would be entitled to reimbursement in the amount of $35,000. No comments were offered or received. Vote 5-0.

RESULT:	**Approved**
MOVER:	Commissioner Elliott
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

10. General Items for Consideration/Discussion and Other Business

None.

11. Appointments

None.

12. City Manager Reports

A. Grant Update Report for January 2024

City Manager McHugh presented the grant update for January 2024. He stated that staff continues to seek additional funding sources for the wastewater treatment plant project. The Commission gave McHugh kudos for continuing to try to find additional sources.

McHugh reported that he is continuing to work on a pre-construction agreement with Garney Construction for the wastewater treatment plant project. He stated that he was very pleased with the process and with Garney Construction.

13. Other Department Reports

A. Fleet Services Department Report

Fleet Services Manager Steve Watson presented his department's quarterly report. Watson took the opportunity to seek input from the Commission on the method of vehicle acquisition. Watson stated that they were seeing a substantial delay in receiving vehicles due to a backup at the dealership where equipment is installed. He noted that the backup had been due to supply chain issues and staffing shortages. Elliott asked Watson what he would recommend to solve the problem. Watson and McHugh mentioned that it may be time to consider bringing equipment installation in-house. Mayor Wolf wondered if there would be an issue hiring qualified individuals if the City decided to bring it in-house. The Commission directed McHugh and Watson to continue researching ideas and to bring a recommendation back to them.

14. Commission Members Reports

Commissioner Elliott reported that following his appointment as a voting delegate to the Lake-Sumter MPO in December, he had been attending various meetings with area officials, as well as LSMPO's Mike Woods. Elliott also noted that he was very pleased with the New Years event and was looking forward to seeing an after-action report. Elliott also reported that he listened in to the Florida League of Cities legislation call on January 8, 2024.

15. City Attorney Reports

None.

16. Adjournment

The meeting adjourned at 7:27 p.m.

RESULT:	**Adjourned**
MOVER:	Commissioner Flores
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, 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