CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
January 22, 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 Utilities Director	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**

Commissioner Elliott asked that item G of the Consent Agenda be pulled to be discussed. Item G was related to the purchase of generators. The quote provided a trade-in value for the City's current generators that was very low. Elliott suggested that the City should not trade the generators in, and that they would be more valuable if kept. City Manager McHugh indicated that a decision had already been made not to trade in the generators. Assistant Utilities Director Martin also clarified that the total amount for the item was for the purchase of the new generators without the trade-in of the current generators. The Consent Agenda was ultimately approved in one vote with all items (A-G) included in the vote. 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

A. Expenditure Report

B. Minutes for Approval: October 9, 2023 Regular Meeting

C. Extension for Approval of PD 2110-001 Oxford BFR

D. SP 2303-002 VOSO Phase 6B Master Plan Development Permit Extension Request

E. PLAT 2311-003 VOSO Unit 229 Final Plat

F. PLAT 2312-002 Middleton Unit 3B Final Plat

G. Budgeted Financial Items

1. Generator Replacement for the CR 209 Lift Station for the Amount of $208,057.00

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 during the public hearings.

B. FY24 First Budget Amendment

Assistant Chief Financial Officer Lynzey McClellan presented Resolution R2024-1, a resolution amending the FY24 budget. McClellan stated that this first budget amendment of the fiscal year carried forward funding for projects that were still pending at the fiscal year-end. No questions or comments were received. Vote 5-0.

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

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

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. Development Services Director Strickland presented the item. The applicant/owner, 3930 Tampa, LLC, submitted a voluntary annexation application for parcel G15D009. The property to be annexed totals approximately 1.86 acres and is located at 6114 E SR 44, Wildwood FL 34785. 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

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

None.

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

A. AN 2312-001 Matteo Oaks

Mayor Wolf read aloud the title of Ordinance No. O2024-1 AN 2312-001 Matteo Oaks. Development Services Director Strickland presented the item. The applicant, Clymer Farner Barley, LLC has submitted a voluntary annexation for parcel C36-102. The property to be annexed totals approximately 19.89 acres and is located at 8600 CR 209, Wildwood, FL 34785. Resident Casey Walker addressed the Commission in opposition to the annexation. She noted that she had heard the property would be used for townhomes, and she did not think the use was in keeping with the area. Strickland noted that the City could not deny voluntary annexation to any property located within the joint planning area. No further comments were offered or received. First reading only. No vote.

RESULT:	**FIRST READING**	**PUBLIC HEARING: 02/12/2024**

8. **Resolutions for Approval**

None.

9. **Financial & Contracts & Agreements**

A. Bethany Estates Enterprises, LLC Developer's Agreement First Amendment

Development Services Director Melanie Strickland presented the first amendment to the Bethany Estates Enterprises, LLC Developer's Agreement. This first amendment sought to add Catalyst HRE, LLC as an additional developer under the agreement as they desire to procure municipal services, including but not limited to water, wastewater, and other municipal services from the City to service its development. 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

B. Broken Oak Drive Improvements Project Pay Application 3 in the Amount of $23,446.25

Public Works Director Jeremy Hockenbury presented Pay Application No. 3 for the Broken Oak Drive Improvements Project. Hockenbury stated that the pay application covered the time of December 1 through December 31, 2023, and noted the project was 77% complete. No comments were offered or received. Vote 5-0.

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

C. Huey Street Parking and Pond Project Pay Application 3 in the Amount of $48,527.94

Public Works Director Jeremy Hockenbury presented Pay Application No. 3 for the Huey Street Parking and Pond project. The pay application covered work from December 5 through December 31, 2023. The project was approximately 98% complete. Hockenbury noted that a ribbon cutting had been scheduled for the parking lot. No comments were offered or received. Vote 5-0.

RESULT:	**Approved**
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

D. Continental Wastewater Treatment Plant Decommissioning and SR 44 Force Main Pay App No. 3 in the Amount of $740,408.36

Assistant Utilities Director Jason Martin presented Pay Application No. 3 for the Continental Wastewater Treatment Plant Decommissioning and SR 44 Forcemain project. In June 2023, the City awarded the project to DB Civil Construction LLC. Martin noted that this pay app covered the majority of the pipework for the project. No comments were offered or received. Vote 5-0.

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

	Commissioner Elliott, Commissioner Flores, Commissioner Green

E. Osceola Force Main and St Clair Lift Station Improvements Project - Notice of Intent to Award in the Amount of $304,088.82 and Approval of Change Order No. 1

Assistant Utility Director Jason Martin presented the Notice of Intent to Award and Change Order No. 1 for the Osceola Force Main and St Clair Lift Station Improvement Project. Martin stated the project design included the reroute of sanitary sewer flows from the Huey Street gravity system to the Trailwinds force main. He also advised the project will reduce capacity issues in the Huey Street gravity system. The project had five (5) responsive bid submittals. Kimley-Horn reviewed the submittals, and recommended approval of a Notice of Intent to Award to Art Walker Construction Inc as the lowest responsive bidder in the amount of $1,077,760.62. Martin stated the bids came in over budget, therefore it was decided that the City would self-perform the lift station work included in the original project scope. In conjunction with approval of the intent to award, staff requested the approval of Change Order No. 1, which would reduce the contract cost by $773,671.80. Martin noted the final contract price after the change order would be $304,088.82. 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

F. Preconstruction Services Agreement with Garney Companies, Inc in the Amount of $994,000

City Manager Jason McHugh presented a Preconstruction Services Agreement with Garney Companies for approval. McHugh stated the agreement covers preconstruction activities for all three phases of the wastewater treatment plant expansion. McHugh noted the preconstruction services include, but are not limited to, cost estimating, value engineering, and constructability analyses. No comments were offered or received. Vote 5-0.

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

10. General Items for Consideration/Discussion and Other Business

A. Request for Approval of New Finance Position(s)

Assistant City Manager/CFO Cassandra Smith presented a request for approval of new finance positions. Smith stated that going into the current fiscal year, there had been an intent to transition Finance's long-time Payroll Specialist into the HR Department once the new payroll employee was trained. A re-evaluation of the needs of the HR Department and the Finance Department determined that it would be beneficial to keep two payroll positions. If this was agreed to, the HR Department would immediately post its approved new position. City Manager Jason McHugh stated that the Finance Department would seek approval later in the fiscal year for an additional position to assist with the increasing work load in the Finance Department. Mayor Wolf commented that he thought staff were being proactive in making sure all financial needs were met. Commissioner Elliott thanked Smith and stated that he felt the request was very succinct and well done. No other 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

11. Appointments

None.

12. City Manager Reports

B. Local Construction Projects Update

City Manager McHugh brought attention to the construction projects update included in the agenda packet.

A. Update on US 301 Pedestrian Crossing Issue

City Manager McHugh stated that staff had been observing the conditions of pedestrians crossing US 301 following the closure of the city parking lot for construction of the new parking garage. McHugh stated there had been no significant increase in numbers and no major issues had arisen. He recommended that the City continue to be vigilant and monitor the crossing, and he would report back to the Commission if anything changed.

City Manager McHugh stated that interviews had begun for the Park & Recreation Director position. He noted that there were a lot of great candidates, and he was hopeful they would be able to bring someone in soon. He also thanked interim Director Jason Wheeler for his efforts during the vacancy period.

13. Other Department Reports

None.

14. Commission Members Reports

Commissioner Elliott attended commission meetings for both Coleman and Bushnell to discuss his appointment to the Lake-Sumter Metropolitan Planning Organization. He judged the Wildwood Middle High School science fair, and he was very impressed with the entries. He had also recently been a judge for the American Legion high school oration contest. Elliott also attended the City's MLK Day event, which he felt was successful. He attended the Sumter County Chamber's annual gala dinner, and noted that he felt the organization was becoming even more effective at promoting local businesses. He lastly stated that he had pre-filed to run for his Commission seat in the next election.

Commissioner Green stated that though he missed the City's MLK Day event, he was proud to be part of a group of people who spoke at an event at The King Center that weekend. He also noted that he would be hosting the upcoming Diamond Awards for the East Central Florida Regional Planning Council.

15. City Attorney Reports

None.

16. Adjournment

The meeting was adjourned at 7:40 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