CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
November 27, 2023 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
Paul Ketz	IT Director	Present

Mayor Wolf brought 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 - I 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. Expenditure Report

B. Minutes for Approval: August 23, 2023 Special Meeting

C. PLAT 2305-011 Wildwood Landing Phase 1 Improvement Plan Modification

D. PLAT 2310-001 VOSO Unit 228 Final Plat

E. Extension for Site Plan Approval SP 2205-007 104 Switcher Street

F. Villages of Southern Oaks Right-of-Way Deed Units No. 206, 213, 218, 219, and 220

G. Villages of Southern Oaks Right-of-Way Deed Units No. 209, 210, 211, 212, 214, 215, 216, 217, and 227

H. Villages of Southern Oaks Right-of-Way Deed Unit No. 221

I. Budgeted Financial Items

   1. Fire Hydrant Repairs in the Amount of $77,516.84

   2. Purchase of One (1) Vactruck from Orlando Freightliner in the Amount of $520,738.00

   3. Repair and Upgrade Riser Pipes for Lift Station No. 1 (Turnpike Station) for the Amount of $79,746.88

3. Presentations and/or Proclamations

A. Re-read of Robert "Bob" Bernstein Day Proclamation
Mayor Wolf read a proclamation which declared November 13, 2023, as Robert "Bob" Bernstein Day. The proclamation had been read and approved at the previous Commission meeting on November 13, 2023, and presented to Bob Bernstein's son, Wyatt. Mayor Wolf wanted to present a copy of the proclamation to Bob Bernstein's other son, Bryse, who was in attendance at this meeting. No vote.

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. Tri-County Sanitation Franchise Agreement Amendment

Assistant City Manager/CFO Cassandra Smith presented Ordinance No. O2023-45, which would adopt an amendment to the Tri-County Sanitation Franchise Agreement. The ordinance adjusted the rates charged by Tri-County Sanitation in accordance with the terms of the original Franchise Agreement. No comments were offered or 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**

   None.

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

   None.

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

   None.

8. **Resolutions for Approval**

A. Surplus Computers and Other Equipment Nov. 2023

IT Director Paul Ketz presented Resolution No. R2023-32 which declared certain IT equipment as surplus and provided for its disposal. No comments were offered or received. Vote 5-0.

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

9. **Financial & Contracts & Agreements**

A. Pay Application No.1 for Main Street Parking Garage in the Amount of $403,149.92

City Manager McHugh and Development Services Director Strickland presented Pay Application No. 1 for the Main Street Parking Garage construction project. The contractor on the project was Finfrock Construction, LLC. 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

B. Pavement Marking Services for a Not to Exceed Amount of $20,505.00

Public Works Director Jeremy Hockenbury presented a request to approve pavement marking services. Hockenbury noted that the streets covered by this request include Oxford Street and Wonders Street by City Hall, Gamble Street, Burnsed Boulevard, Chairs Street, and CR 105. The project included restriping centerline, edge line, crosswalks, parking stall lines, and symbols. The services would be provided by AKCA, LLC, under a piggyback contract from Sumter County. No comments were offered or received. Vote 5-0.

RESULT:	**Approved**
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

C. St. Clair Street Improvements Project Notice of Intent to Award in the Amount of $524,828.60

Public Works Director Hockenbury presented a request for approval of an Intent to Award St. Clair Street improvements to DB Civil Construction, LLC. DB Civil was the lowest of the two responsive bids received. Mayor Wolf clarified the location of the project with Hockenbury. No 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

D. Repair and Upgrade Riser Pipes for Lift Station No. 20 (KPC Station) for the Amount of $20,146.09

Assistant Utility Director Jason Martin presented a request to approve the repair and upgrade of riser pipes at Lift Station No. 20. The work would be performed by RCM Utilities under a piggyback contract with Zephyrhills. 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. Award of RFQ #2024-04 Construction Manager at Risk Services for Wildwood WRF Expansion and BNR Improvements

Assistant City Manager/CFO Cassandra Smith presented a request to approve the rankings of RFQ 2024-04, Construction Manager at Risk Services for the Wildwood WRF Expansion and BNR Improvements, and authorize the City Manager to enter into negotiations with Garney Construction. Smith noted that there was only one respondent to the RFQ, but the evaluation committee had met with Garney and felt optimistic that they would be a great fit for the job. Mayor Wolf mentioned that he knew Garney was working on another project in the area, and the company seemed to do good work. 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

F. Commercial Card Agreement with Regions Bank

Assistant City Manager/CFO Smith presented a request to enter into a Commercial Card Agreement with Regions Bank. The card program would eventually eliminate the city's current Bank of America program. Smith stated that the Regions program would offer a higher credit limit and more responsive tools for managing the program. Mayor Wolf commented that the city had developed a good working relationship with Regions Bank over the years. Commissioner Elliott questioned how soon the transfer would take place, to which Smith responded approximately 2–3 weeks. City Manager McHugh added to the record that the city's Purchasing Policy remained in place to dictate credit card use. No other comments were offered or received. Vote 5-0.

RESULT:	**Approved**
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

G. Millennium Park FRDAP Agreement Grant Acceptance

Parks & Recreation Director Amanda Salazar presented a request to accept a FRDAP grant for improvements at Millennium Park, including bike trails, picnic pavilions, soccer fields, baseball fields, restrooms, etc. The grant is for $200,000 with a $200,000 match. No comments were offered or received. Items 9G and 9H were voted on together. Vote 5-0.

RESULT:	**Accepted**
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

H. Dr. Martin Luther King Jr. Park FRDAP Grant Agreement Acceptance

Parks & Recreation Director Salazar presented a request to accept a FRDAP grant for Dr. Martin Luther King Jr. park improvements. The grant would provide $50,000 toward the City's new splash pad and renovations to the basketball court in the park. Salazar noted that this grant would reimburse expenses already incurred on the projects. No comments were offered or received. Items 9G and 9H were voted on together. Vote 5-0.

RESULT:	**Accepted**
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

10. General Items for Consideration/Discussion and Other Business

A. Mission of San Pedro Road Closure Request

Parks & Recreation Director Salazar presented a road closure request from the Mission of San Pedro. The church requested the closure of Wonders Street on December 10th from 8 a.m. to 5 p.m. so the church could hold their annual Christmas event. Salazar noted that the Commission had approved similar requests in the past and, if approved, she would coordinate with the PD and Public Works Department to coordinate the closure. 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

11. Appointments

A. Appoint Primary and Secondary Representatives for the Lake-Sumter Metropolitan Planning Organization Governing Board

City Manager McHugh advised the Commission that the City needed to appoint a representative to the Lake-Sumter Metropolitan Planning Organization. McHugh said it would be necessary to appoint a primary and secondary representative. He noted that Commissioner Elliott and Commissioner Flores, respectively, held these positions in the past. The motion was to keep Commissioner Elliott as Primary Representative and Commissioner Flores as Secondary Representative. No other comments were offered or received. Vote 5-0.

RESULT:	**Passed**
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

12. City Manager Reports

A. FY24 Tax Flyer

McHugh provided the Commission with the FY24 tax flyer. He gave credit to his assistant, Gabriella Ascione, for doing a terrific job putting it together. McHugh also explained a few of the key metrics on the flyer.

B. Request to Cancel December 25, 2023 Commission Meeting

City Manager McHugh noted that the second meeting date in December fell on Christmas Day. He requested permission to cancel the meeting, to which the Commission agreed.

McHugh provided an update on the upcoming special events, including the Light Up Wildwood Parade and Winterfest on December 1, 2023, and Cookies with Santa on December 15, 2023. Mayor Wolf confirmed the parade route, and commented on the new speakers at City Hall playing Christmas music.

13. Other Department Reports

None.

14. Commission Members Reports

Commissioner Elliott commented that he planned to attend the Legislative Conference on November 29 through December 1, 2023, and hoped to be back in time for the parade. He noted that bills were being filed but not many impacted the city at that time.

Commissioner Green reported that his first meeting as chair of the East Central Florida Regional Planning Council went well. He also mentioned that his "Chat with a Commissioner" went well with quite a few attendees. Some items that came up in discussion included a catwalk to get from the east side of 301 to the west side of 301, speeding, the Downtown Master Plan, and youth programs.

15. City Attorney Reports

None.

16. Adjournment

The meeting adjourned at 7:23 p.m.

RESULT:	**Adjourned**
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Green
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