CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
December 11, 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	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

Mayor Wolf brought the meeting to order at 9 a.m. followed by the invocation and Pledge of Allegiance.

2. **Consent Agenda/Informational Items**

No items were removed from the Consent Agenda. Items A - L 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 28, 2023 Regular Meeting

C. Minutes for Approval: September 11, 2023 Regular Meeting

D. SP 2302-012 The Casablanca at Wildwood

E. SP 2304-007 Storage at Powell

F. SP 2305-008 7 Eleven @ Wildwood

G. SP 2307-006 Lucky U Cycles

H. SP 2309-010 VOSO PH 31A, 31B, AND 31C Master Plan

I. PLAT 2310-002 Middleton Unit 4 Final Plat

J. PLAT 2310-003 Middleton Unit 3 Final Plat

K. Extension for Approval of PLAT 2110-005 Triumph South Phase 2 Improvement Plan

L. Budgeted Financial Items

1. Diffused Air Blower Installation for Lift Stations 3, 4, 10, 25, and 33 in the Amount of $36,250.00

3. Presentations and/or Proclamations

A. ICMA Recognition Award Presentation
Addie Javed, on behalf of ICMA and FCCMA, presented an award to City Manager Jason McHugh and the City Commission in recognition of the City's years of utilizing the Commission-Manager form of government. Mr. Javed also played a short video regarding what it's like to run a city with this form of government.

4. Public Hearings - Timed - Legislative
None.

5. Public Hearings - Timed - Quasi-Judicial
None.

6. **Public Forum - 4 minute time limit**
   None.

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

   A. AN 2311-001 Boulder Square Annexation
   Mayor Wolf read aloud the title of Ordinance No. 2023-58 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 intersection of W Clarke St and CR 217. No comments were offered or received. First reading only. No vote.

RESULT:	**FIRST READING**	**PUBLIC HEARING: 01/08/2024**

8. **Resolutions for Approval**

   A. Resolution Amending Personnel Policy 6.5 Overtime/Flex Time to Include Compensatory Time Provisions
   Assistant City Manager/CFO Cassandra Smith presented Resolution No. R2023-33, which amended the Personnel Policy for overtime/flex time to include provisions for compensatory time. No comments were offered or received. Vote 5-0.

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

9. **Financial & Contracts & Agreements**

   A. Lake Deaton Park Pier Decking Renovation and Boat Dock Improvements Project Notice of Intent to Award in the Amount of $222,890.65
   Public Works Director Jeremy Hockenbury presented a Notice of Intent to Award the Lake Deaton Park pier decking and dock renovation project. City Manager McHugh advised that staff had received a quote from the vendor, Fender Marine Construction, that day to expand the scope of the project to include the demolition of the existing boat ramp, and design and construction of a new concrete boat ramp. The additional project scope would increase the total project cost by $171,607.00. There was a short discussion regarding project funding, whether the commission wanted to take the project back out to bid, and project specifics. Commissioner Green made a motion to move forward with the project, including the additional scope and quote, and Commissioner Elliott seconded. There was further discussion to confirm the final scope of the project. No other comments were offered or received. Vote 4-1.

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

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

B. Amendment 3 to Work Authorization 18 with Kimley-Horn and Associates, Inc. in the Amount of $86,100

Public Works Director Hockenbury presented the third amendment to Kimley Horn's Work Authorization No. 18 for approval. The amendment provided for survey, geotechnical, and design work for drainage improvements along both Huey Street and Barwick Street, water main utility improvements along Huey Street, and full depth reclamation (FDR) along Huey Street. 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

C. Invoice Approval for Emergency Repairs on Scardino Street in the amounts of $37,880 and $20,140.

Public Works Director Hockenbury presented invoices for payment approval for emergency repairs on Scardino Street. The invoices covered all equipment rental and labor standby costs of Gruber McNeil Contracting for the months of October and November 2023 respectively. Hockenbury explained that the storm pipe that the contractor is working on was much deeper than originally realized. A discussion was held regarding the depth and scope of the project. 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

D. Pleasantdale Drive Improvements Project Pay Application 6 in the Amount of $163,489.82

Public Works Director Hockenbury presented Pay Application No. 6 for the Pleasantdale Drive Improvements project. The pay app covered work conducted by DB Civil Construction, LLC from October 26th through November 25th, 2023. The project was approximately 96% completed. No comments were offered or received. Vote 5-0.

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

E. Huey Street Parking and Pond Project Pay Application 2 in the Amount of $100,210.87

Public Works Director Hockenbury presented Pay Application No. 2 for the Huey Street Parking and Pond project. The pay app covered work done by Bulldog Sitework, LLC between November 4 and December 4, 2023. The project was approximately 83% completed. 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

F. Award of RFP #2024-07 Emergency Infrastructure Repair and Maintenance Services

Public Works Director Hockenbury presented a request to award RFP 2024-07 for emergency infrastructure repair and maintenance services. Hockenbury stated that there was only one response to the RFP, which was received from Carr & Collier, Inc. 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

G. Broken Oak Drive Improvements Project Pay Application 2 in the Amount of $100,838.03

Public Works Director Hockenbury presented Pay Application No. 2 for the Broken Oak Drive Improvements project. The pay app covered work done by Southern Times Service, LLC from November 1 through November 30, 2023. The project was approximately 73% completed. 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

H. Continental Wastewater Treatment Plant Decommissioning and SR 44 Force Main Pay App No. 2 in the Amount of $338,079.71

Assistant Utility Director Jason Martin presented Pay Application No. 2 for the Continental Wastewater Treatment Plant Decommissioning and SR44 Forcemain project. Martin stated that the pay app covered work performed by DB Civil Construction, LLC. 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

I. WWTP Expansion Phase 1A Pay Application No. 6 for PC Construction in the Amount of

$422,971.00

Assistant Utility Director Martin presented Pay Application No. 6 for the Wastewater Treatment Plant Phase 1A project. Martin stated the pay app covers work performed by PC Construction. He also said that the contractor advised that the next pay app would be the final. 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

J. Main Street Parking Garage Change Order Requests Nos. 1-5 - Totaling a Decrease of $37,622.75 to the Design-Build Contract Price

Development Services Director Strickland presented Change Order Requests Nos. 1-5 for the Main Street Parking Garage project. Strickland stated the change orders would add two EV (electric vehicle) chargers, add architectural concrete color to the project to match City Hall mortar color, reduce the cost for site work below the original allowance based upon civil design work by GAI, add the City of Wildwood logo and additional signage lettering for "Main Street Parking Garage", and provide for Owner-Direct Purchasing of precast concrete and electrical items. Overall, the change orders provide for a net decrease in the cost of the contract. McHugh clarified that as part of the approval, there would be Purchase Orders issued for the Owner-Direct purchasing of the precast concrete and electrical items. 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

10. General Items for Consideration/Discussion and Other Business

A. Downtown Parking Garage Construction - US 301 Pedestrian Crossing Discussion

City Manager Jason McHugh advised that Police Chief Parmer put together a memo regarding all the options for the city to aid in pedestrians crossing US 301 while the parking lot parcel was closed for construction. Police Chief Parmer addressed the commission and explained the options in his memo, which were to stop traffic for pedestrian crossing, provide a transport vehicle to shuttle pedestrians back and forth, encourage pedestrians to utilize the crosswalk at Cleveland Avenue, take no action, or take no action for now and revisit after the situation has been monitored as is. A lengthy discussion was held regarding the options provided. Additionally, Commissioner Elliott suggested the City Manager look into the cost of a transportation company by the name of Freebee for possible use. Commissioner Elliott made a motion to take the fifth option, which was to take no action for now, revisit after the situation has been monitored, and have staff research third party transportation options. Commissioner Flores seconded the motion. No further comments were offered or received. Vote 4-1.

RESULT:	**Accepted**

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

11. Appointments

None.

12. City Manager Reports

A. Downtown Parking Garage Groundbreaking Event on January 8, 2024

City Manager McHugh announced that there would be a groundbreaking ceremony for the Main Street Parking Garage on January 8, 2024, at 9 a.m.

B. Local Construction Projects Update

City Manager McHugh noted that the most recent Construction Projects Update Report was provided within the agenda packet.

McHugh also informed the Commission that he and Assistant City Manager/CFO Smith had traveled to Tallahassee with Ben Fries of CPH, Inc and Edgar Fernandez, the City's lobbyist, to meet with officials in an attempt to acquire funding for the wastewater treatment plant project.

13. Other Department Reports

A. Finance Department Report

Assistant Chief Financial Officer Lynzey McClellan presented the quarterly update report for the Finance Department. The report highlighted the recent activities of the department and provided a timeline of key budget activities for current FY24 and upcoming FY25.

B. Public Works & Utilities Update

Public Works Director Hockenbury presented the quarterly report for his department. The report covered procurement information for the Public Works Department and information on activities related to discolored water complaints in the Utility Department.

14. Commission Members Reports

Commissioner Elliott reported that he had attended the Lake-Sumter MPO meeting as a voting delegate. He reviewed the items discussed at the meeting. He also reported that he had served as a judge at the Wildwood Middle High School Science Fair. Additionally, Elliott attended a scholarship meeting with the school district. He also commended City Manager McHugh for going to the capitol in attempts to get funding for the wastewater treatment plant project.

Commissioner Green reported that he would not be able to attend the upcoming employee appreciation event due to a family funeral. He noted that he enjoyed the Winterfest event, and commended the employees who stayed late to clean up afterward. When he saw this, he was reminded of the holiday bonus that had recently been cut despite being budgeted. He asked to have the item reconsidered. Commissioner Green made a motion to amend the agenda to discuss the employee holiday bonus. 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

Commissioner Green stated that the bonus was budgeted, funds were available, and he believed that the City should follow through with the bonus. Mayor Wolf stated that he still had the same feelings as when it was last discussed. Commissioner Green made a motion to approve the employee holiday bonus. Vote 2-3. Motion Failed.

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

Commissioner Bivins reported that she attended the Keep Wildwood Beautiful training and was impressed with the program. She also attended training on the new Form 6 filing requirement and expressed issues and concerns with the requirement.

Mayor Wolf also commended the Winterfest event. He thought the parade was the most attended in history and liked that it was at night. The Commission wished everyone a Merry Christmas and a Happy New Year.

15. City Attorney Reports

None.

16. Adjournment

The meeting adjourned at 10:02 a.m.

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