CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
July 8, 2024 9:00 AM
CITY HALL COMMISSION CHAMBER

(meeting taped)

1. **Call to Order**

| Attendee Name | Title | Status |
|---|---|---|
| Ed Wolf | Mayor | Absent |
| 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 |
| John Walker | Captain | Present |
| Melanie Strickland | Development Services Director | Present |
| Jeremy Hockenbury | Public Works Director | Present |
| Jason Martin | Assistant Utilities Director | Present |
| Paul Ketz | IT Director | Present |

Mayor Pro Tem Bivins called 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 - G were voted on together. No comments were offered or received. Vote 4-0.

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

A. Expenditure Report

B. Minutes for Approval: April 15, 2024 Workshop

C. PLAT 2402-004 VOSO Unit 142 Final Plat

D. PLAT 2405-002 VOSO Unit 236 Final Plat

E. Right-of-Way Deed for Villages of Southern Oaks Unit No. 115

F. Right-of-Way Deed for Villages of Southern Oaks Unit Nos. 146 & 147

G. Right-of-Way Deed for Villages of Southern Oaks Unit No. 151

**3. Presentations and/or Proclamations**

None.

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

A. Swear in City Staff and Public Speakers

Mayor Pro Tem Bivins swore in staff and audience members who intended to speak during the public hearings.

B. CP 2404-002 Cheng Zheng Home Site

Mayor Pro Tem Bivins read aloud Ordinance O2024-38, CP 2404-002 Cheng Zheng Home Site. The item was presented by Development Services Director Melanie Strickland. The applicant sought approval from the City of Wildwood City Commission for a Small Scale Comprehensive Plan Amendment request to change the Future Land Use Map designation from Agriculture (Sumter County) to Low Density Residential (City) for parcel G33-063 on 0.442 acres of land MOL. No comments were offered or received. Vote 4-0.

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

C. AN 2406-001 Oxford Oaks Professional Plaza

Mayor Pro Tem Bivins read aloud Ordinance O2024-40, AN 2406-001 Oxford Oaks Professional Plaza. The item was presented by Development Services Director Melanie Strickland. The ordinance provides for the annexation of a portion of a vacated right-of-way contiguous to the City of Wildwood limits and in the Joint Planning Area with Sumter County totaling approximately 0.17 acres, MOL. No comments were offered or received. Vote 4-0.

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

D. Parking Ordinance

Mayor Pro Tem Bivins read aloud Ordinance O2024-41, an ordinance amending parking regulations. The item was presented by City Manager Jason McHugh. The ordinance made changes to where on-street parking is allowed. No comments were offered or received. Vote 4-0.

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

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

A. RZ 2404-003 Cheng Zheng Home Site

Mayor Pro Tem Bivins read aloud Ordinance O2024-39, RZ 2404-003 Cheng Zheng Home Site. The item was presented by Development Services Director Melanie Strickland. The applicant sought approval from the City of Wildwood City Commission for a Zoning Map amendment request to change the zoning district from RR5C (Sumter County) to R-1 (City) for parcel G33-063 on 0.442 acres of land MOL. No comments were offered or received. Vote 4-0.

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| **RESULT:** | **Adopted** |
| **MOVER:** | Commissioner Green |
| **SECONDER:** | Commissioner Flores |
| **AYES:** | 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)**

None.

**8. Resolutions for Approval**

A. IT Surplus Computers & Other Equipment July 2024

Mayor Pro Tem Bivins read aloud the title of Resolution No. R2024-13, IT surplus computers and other equipment. The resolution declared certain computers, cell phones, and peripheral equipment as surplus and provided for methods of disposal of said equipment. Any equipment deemed to be of continued use would be offered for employee purchase, listed on a surplus auction site, or donated. No comments were offered or received. Vote 4-0.

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

## 9. Financial & Contracts & Agreements

A. Wildwood Community Center Office Space Renovations in the Amount of $56,900.70

Parks & Recreation Director Kellem presented a request to renovate space in the Community Center to create new office space for staff. Public Works staff will complete the renovations, with the workstations to be purchased from Ernie Morris under state contract at a cost of $56,900.70. Commissioner Elliott commented that he believed it would be money well spent. No further comments were offered or received. Vote 4-0.

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

B. Ashley Water Treatment Plant Well No. 2 Project Pay Application No. 2 for the Amount of $50,825.00

Assistant Utility Director Martin presented pay application No. 2 for the Ashley Water Treatment Plant in the amount of $50,825. Martin stated that he expected the next pay app request would be the final for the project. No comments were offered or received. Vote 4-0.

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

C. Continental Wastewater Treatment Plant Decommissioning and SR 44 Force Main Pay App No. 6 in the Amount of $101,489.06

Assistant Utility Director Martin presented pay application no. 6 for the Continental Wastewater Treatment Plant Decommissioning and SR44 Force Main project in the amount of $101,489.06. No comments were offered or received. Vote 4-0.

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

D. Purchase of Two 11Hp Pumps for the Dublin Lift Station for the Amount of $35,637.00

Assistant Utility Director Martin presented a request for the purchase of two 11hp pumps for the Dublin Lift Station for the amount of $35,637.00. Commissioner Elliott questioned if one would be a spare or if both would be operational, to which Martin responded both would be operational. No further comments were offered or received. Vote 4-0.

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

E. Design Services Authorization with Ohlson Lavoie Corporation (OLC) for a Public Works Substation in the Amount of $54,000

Public Works Director Hockenbury presented an authorization for design services by Ohlson Lavoie Corporation (OLC) for a Public Works substation for $54,000. No comments were offered or received. Vote 4-0.

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

F. St Clair Street Improvements Project Pay Application 3 in the Amount of $205,081.06

Public Works Director Hockenbury presented pay application #3 for the St Clair Street Improvements project in the amount of $205,081.06. No comments were offered or received. Vote 4-0.

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

G. Authorization for Engineering Services with Halff to Complete Powell St Drainage Review in the Amount of $22,245

Public Works Director Hockenbury presented an authorization for engineering services with Halff to complete a review of the Powell Street drainage in the amount of $22,245. Commissioner Elliott questioned what other areas they would be looking at. Hockenbury responded that the requested authorization was for Powell Street only. No further comments were offered or received. Vote 4-0.

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

H. Huey Street Improvement Project Change Order #1 in the Amount of $38,179.65

Public Works Director Hockenbury presented Change Order #1 for the Huey Street Improvements project in the amount of $38,179.65. The change order was issued due to utility conflicts found in the field while installing the new 8-inch water main. No comments were offered or received. Vote 4-0.

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

I. Change Order/Invoice Approval in the Amount of $130,421.42 Regarding the Blount/Parkview Shared Stormwater Pond Construction

Public Works Director Hockenbury presented a change order/invoice approval in the amount of $130,421.42 for the construction of a shared stormwater pond on the Blount/Parkview property. The change orders to the developer's contract will reimburse the developer for the procurement and contract services to complete the installation of the agreed upon project elements of accent lighting and pond fountains. The components of the change orders were intended to be installed by the City during the construction of the park improvements, but that construction activity will not occur until later in the fiscal year. No comments were offered or received. Vote 4-0.

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

J. Main Street Parking Garage Pay Applications #5 and #6, and Change Order #3 Totaling $902,771.82

Development Services Director Strickland presented pay applications #5 and #6, as well as change order #3 for the Main Street Parking Garage project totaling $902,771.82. Change order #3 provided for a contract value increase of $37,539.78, which reflected contract cost increases and deductions. The increases were due to minor plan revisions, removal of additional existing foundation material, and design-builder fees. The deductions consisted of electrical modifications and a credit for the builder's use of city property for the construction trailer and laydown yard. Strickland also provided an update on the parking garage and railcard projects. No comments were offered or received. Vote 4-0.

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| **RESULT:** | **Approved** |
| **MOVER:** | Commissioner Green |
| **SECONDER:** | Commissioner Flores |
| **AYES:** | 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**

City Manager McHugh thanked Assistant City Manager/CFO Smith for filling in for him while he was out of the country and stated he was glad to be back. He reminded the commission of the workshop coming up on Monday and provided an overview of the items that would be included.

**13. Other Department Reports**

None.

**14. Commission Members Reports**

Commissioner Elliott attended the July 3rd event and thought it was great. He also stated he attended an LSMPO meeting, where FDOT presented, and he provided a summary of the presentation.

Commissioner Green received great reviews of the Happy Birthday America event and really enjoyed the event.

Mayor Pro Tem Bivins mirrored the event comments and reviews. She stated she looked forward to the city's events getting better and better. She especially appreciated how things were handled for special needs attendees.

**15. City Attorney Reports**

None.

**16. Adjournment**

With no further business to attend to, the meeting was adjourned at 9:40 a.m.

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