



COMMUNITY REDEVELOPMENT AGENCY (CRA) - CITY OF WILDWOOD

Mayor/Commissioner – Ed Wolf – Seat 1

Mayor Pro Tem/Commissioner – Pamala Harrison-Bivins – Seat 2

Joe Elliott – Seat 3

Marcos Flores – Seat 4

Julian Green – Seat 5

Jason McHugh – City Manager

Agenda

Regular Meeting

February 24, 2025 6:45 PM

City Hall Commission Chamber

100 N Main Street

Persons with disabilities or language barriers needing assistance to participate in any of these proceedings should contact the City Clerk's Department, ADA Coordinator, at 352-330-1330, Ext. 103, forty-eight (48) hours in advance of the meeting.

F.S.S. 286.0105 - If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Wildwood DOES NOT provide this verbatim record.

I. Call to Order

1. *SWEAR IN CITY STAFF AND PUBLIC SPEAKERS*

II. Public Portion

III. Items for Consideration

1. *MINUTES FOR APPROVAL: NOVEMBER 25, 2024 CRA MEETING*
2. *FACADE MATCH GRANT REIMBURSEMENT FOR MAXSON TAX SERVICES/315 N. MAIN STREET IN THE AMOUNT OF \$2,180.00*

IV. ADJOURNMENT

February 24, 2025 6:45 PM

COMMUNITY REDEVELOPMENT AGENCY (CRA)
 CITY OF WILDWOOD, FLORIDA
 REGULAR MEETING
 November 25, 2024 6:45 PM
 CITY HALL COMMISSION CHAMBER

(meeting taped)

I. 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	Absent
Randall Parmer	Police Chief	Present
Melanie Strickland	Development Services Director	Present
Jeremy Hockenbury	Public Works Director	Present

Mayor Wolf called the meeting to order at 6:47 p.m.

1. Swear in City Staff and Public Speakers

Mayor Wolf swore in staff and audience members that wished to speak during the meeting.

II. Public Portion

None.

III. Items for Consideration

1. Minutes for Approval: September 23, 2024 CRA Meeting

The summary minutes from the September 23, 2024, CRA meeting were approved. 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

2. CRA Board Consideration of Non-Profit Participation in the Facade Grant Program
Development Services Director Strickland presented the item, which was a request received from a non-profit organization within the city's CRA. She explained how the CRA funding worked and discussed details of the Facade Grant. She clarified that the item before the CRA Board was not whether to approve the grant application, but rather to consider if non-profits should be allowed to participate. Mayor Wolf commented that the city should be careful about setting a precedence. Commissioner Elliott stated that the program is supported by tax dollars and non-profits don't pay taxes, so he could not see where it should be supported. Commissioner Green asked Strickland if she was aware of any other grants that the non-profit organization could participate in instead. She was not aware of any at that time. Commissioner Elliott made a motion to not allow non-profit organizations to participate, and it was seconded by Commissioner Flores.

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

3. Approval of Award for Invitation To Bid (ITB) #2024-31 Jackson Street Improvements
Development Services Director Strickland presented the item. The Jackson Street Improvements Project was identified as a capital project in the FY25 budget. The project consists of the rehabilitation of Jackson Street from Kilgore Street to West Clark Street as well as utility improvements. The project would be funded partially out of the CRA Fund and partially out of the Capital Improvements Fund. An ITB was posted, and the lowest bidder was identified as DB Civil Construction for a total amount of \$1,533,916.00. Commissioner Elliott asked what the distribution was between the CIP and CRA Fund. Staff responded that the CRA would be funding \$500,000 and the rest would come from the CIP. No further 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

IV. ADJOURNMENT

With no further business to attend to, the meeting was adjourned at 6:56 p.m.

RESULT:	Adjourned
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

SEAL

COMMUNITY REDEVELOPMENT AGENCY
(CRA)
CITY OF WILDWOOD, FLORIDA

ATTEST: _____ BY: _____
Jessica Barnes, City Clerk Ed Wolf, Mayor

**COMMUNITY REDEVELOPMENT AGENCY (CRA) OF THE CITY OF
WILDWOOD**

EXECUTIVE SUMMARY

SUBJECT: Facade Match Grant Reimbursement for Maxson Tax Services/315 N. Main Street in the Amount of \$2,180.00

REQUESTED ACTION: Staff recommends approval.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

On September 23, 2024, the CRA Board approved an application for a Business Facade Matching Grant for Maxson Tax Services located at 315 North Main Street.

A representative of Maxson Tax Services, Danielle Elliott, has had the work completed and has submitted proof of payment in the amount of \$4,360.00. Improvements included the installation of the new awning and additional structural engineering needed to support the awning, which was found to be required after the applicant submitted a building permit to Sumter County for the scope of work.

Per the grant program, staff requests approval for reimbursement of 50% of the total cost of the work in the amount of \$2,180.00.

Payment receipt

You paid \$800.00

to Sunshine Canvas on 11/21/2024

Invoice no.	30477
Invoice amount	\$800.00
Total	\$800.00

Status	Paid
Payment method	Credit Card
Authorization ID	MS0249385861

Thank you



Sunshine Canvas

352-787-4436

www.sunshineawnings.com | sunshinecanvasoffice@gmail.com

240 State Road 44, Leesburg, FL 34748

No additional transfer fees or taxes apply.

Intuit Payments Inc (IPI) processes payments as an agent of the business. Payments processed by IPI constitutes payment to the business and satisfies your obligation to pay the business, including in connection with any dispute or case, in law or equity. Money movement services are provided by IPI pursuant to IPI's licenses (NMLS #1098819, <https://www.intuit.com/legal/licenses/payment-licenses>). IPI is located at 2700 Coast Avenue, Mountain View, CA 94043, 1-888-536-4801.

ELLIOTT LAND HOLDINGS LLC
315 NORTH MAIN STREET
WILDWOOD, FL 34785

1063

63-7980/2631

1-21-25

Date

CHECK ARMOR

Pay to the
Order of

SunShine Awnings

\$2360

Two thousand three hundred sixty and no/100

Photo
Deposit
Date on back

MIDFLORIDA
Credit Union
Lakeland, Florida

For

Final - Awnings



⑆ 263179804⑆

⑆ 5703120⑆ 1063

>063105285<
United Southern Bk #885
2025-01-27
1366288758
Batch

Br=9
-ItemNum=136628875854
-TranDt=01/27/25

Br=9
-RtNum=>063105285<
-TranDt=01/27/25

Vertical text on the right side of the document, possibly a routing slip or tracking information.

ELLIOTT LAND HOLDINGS LLC
315 NORTH MAIN STREET
WILDWOOD, FL 34785

1060

63-79802831

11-18-24

Date

CHECK AMOUNT

Pay to the
Order of

MWS Engineering

\$ 1200

3

Twelve hundred and 00/100

Dollars



MIDFLORIDA

Credit Union

Lakeland, Florida

For INV # 2300

⑆263179804⑆

⑆35703120⑆ 1060

[Faint, mostly illegible text, likely terms and conditions or a disclaimer]

PAY TO THE ORDER OF
BANK OF AMERICA
LEESBURG, FL 34748-4000
FOR DEPOSIT ONLY
MICHAEL W SPRINGSTEAD
ENGINEERING, LLC
DBA MWS ENGINEERING

ATM FOR FOR MOBILE DEPOSIT
MWS ENGINEERING, LLC



MWS ENGINEERING
 10395 SE SUNSET HARBOR RD
 SUMMERFIELD, FL 34491 US
 352-409-2046
 mwspringstead@gmail.com

INVOICE

BILL TO

Jeff and Danielle Elliot
 315 N. Main St.
 Wildwood, FL 34785

INVOICE # 2300

DATE 11/13/2024

DUE DATE 11/13/2024

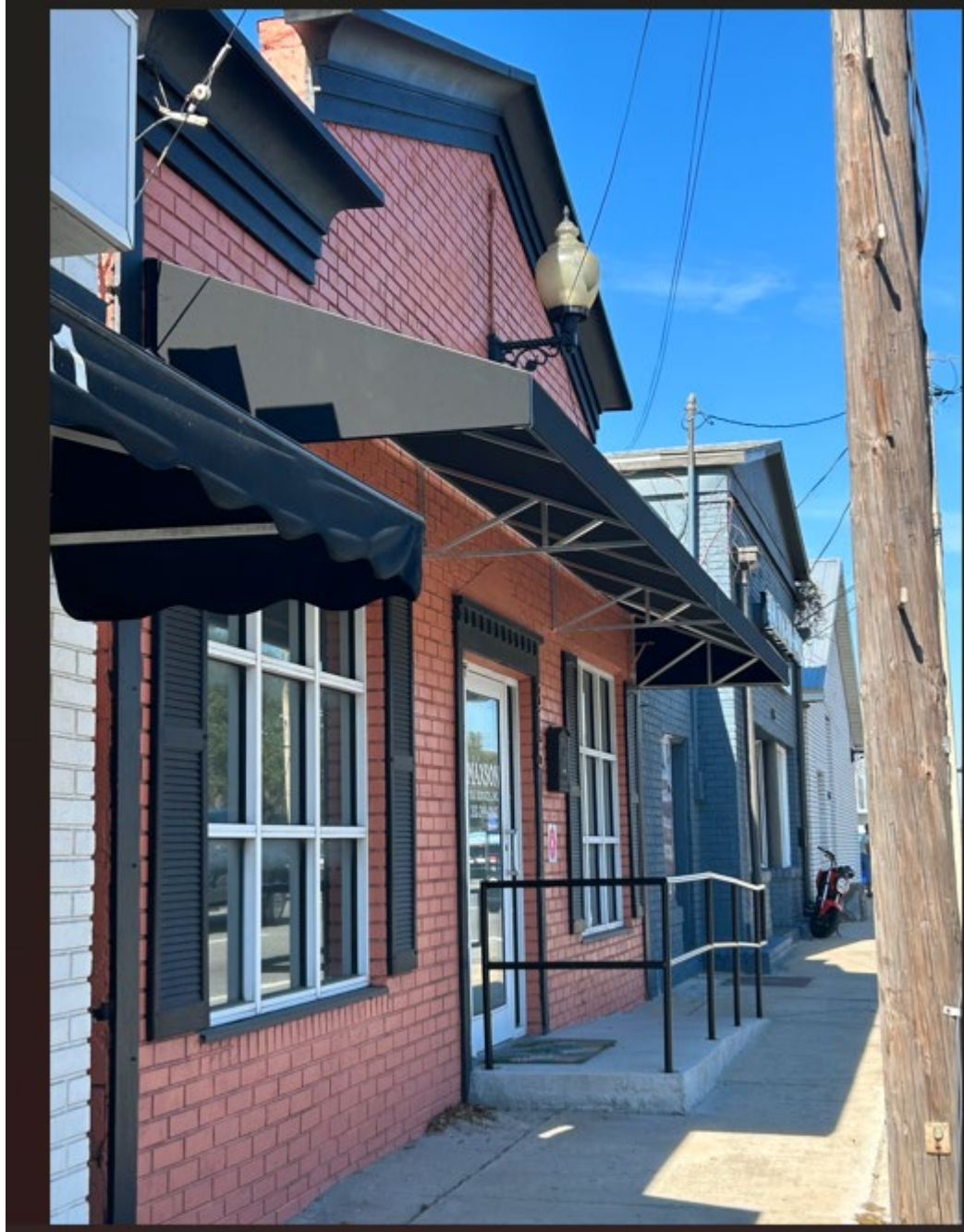
	DESCRIPTION	QTY	RATE	AMOUNT
Structural Engineering	Structural Engineering for Awning Signed and Sealed 11-13-2024 315 N. Main St. Wildwood FL	1	1,200.00	1,200.00

Please Remit Payment by Check to Address Above.

SUBTOTAL	1,200.00
TAX	0.00
TOTAL	1,200.00
BALANCE DUE	\$1,200.00

Thank Your for Your Business!!











WILDWOOD
FLORIDA

Development Services Department
100 N Main Street
Wildwood, FL 34785

Melanie Strickland, CPM, AICP
CRA Coordinator

Email: mstrickland@wildwood-fl.gov | PH: 352-330-1334

BUSINESS FACADE MATCHING GRANT APPLICATION
COMMUNITY REDEVELOPMENT AGENCY (CRA)

PLEASE SUBMIT COMPLETED APPLICATION ALONG WITH SUPPORTING DOCUMENTATION TO THE DEVELOPMENT SERVICES DEPARTMENT

APPLICANT / BUSINESS INFORMATION

NAME OF BUSINESS: Maxson Tax Services
ADDRESS: 315 North Main Street
CITY: Wildwood STATE: FL ZIP: 34785 CORPORATION NON-PROFIT
TELEPHONE: (352) 399-0842 EMAIL: danielle@maxsontax.com LIMITED LIABILITY COMPANY FOR-PROFIT
CONTACT NAME: Danielle Elliott SOLE PROPRIETORSHIP OTHER
FEDERAL IDENTIFICATION (FEIN) # 26-3110738
STATE OF INCORPORATION: Florida

PROJECT / SITE INFORMATION:

PROJECT NAME: Awnings - Exterior
PROJECT ADDRESS: 315 North Main Street CITY: Wildwood ZIP: 34785

PLEASE ATTACH COUNTY PROPERTY RECORD CARD FOR PARCEL IDENTIFICATION AND LEGAL DESCRIPTION.

DESCRIPTION OF PROPOSED IMPROVEMENT (ATTACH PLANS IF APPLICABLE) (PROVIDE PAINT SWATCH IF APPLICABLE):

PROPOSED IMPROVEMENTS (EXPLAIN SCOPE OF WORK IN DETAIL): Add awnings above exterior building windows and front door along ADA ramp. 22" x 44" x 9'1". 22" x 44" x 17'8" Solid Black

ATTACH ADDITIONAL SHEET IF NEEDED

COST ESTIMATES FOR PROPOSED SCOPE OF WORK:

COST ESTIMATE #1

PROPOSED IMPROVEMENT TYPE: \$4324.00 outside/exterior awnings

CONTACT FOR PROPOSED SCOPE OF WORK

CONTACT NAME: Cindy Batz
COMPANY NAME: Awnair Adjustable Awnings INC
TELEPHONE #: (352) 347-7240
MAILING ADDRESS: 12146 SE Hwy 441 CITY: Belleview ZIP: 34420
EMAIL: _____

ACTUAL COST OF WORK: \$4324.00
ATTACH COST ESTIMATE, RECEIPT OF MATERIAL, OR INVOICE.

COST ESTIMATE #2

PROPOSED IMPROVEMENT TYPE: Exterior awnings

CONTACT FOR PROPOSED SCOPE OF WORK

CONTACT NAME: Sunshine Awnings
COMPANY NAME: Cody Sellers
TELEPHONE #: 352-787-0436
MAILING ADDRESS: 240 W. Hwy 44 CITY: Leesburg ZIP: 34748
EMAIL: sunshineawnings.com

ACTUAL COST OF WORK: \$3160.00
ATTACH COST ESTIMATE, RECEIPT OF MATERIAL, OR INVOICE.





WILDWOOD
FLORIDA

Development Services Department
100 N Main Street
Wildwood, FL 34785

Melanie Peavy, CPM, AICP
CRA Coordinator

Email: mstrickland@wildwood-fl.gov | PH: 352-330-1334

CERTIFICATION / SIGNATURE OF APPLICANT:

I, Danielle Elliott

CERTIFY THAT ALL INFORMATION IN THIS APPLICATION, AND ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION, IS GIVEN FOR THE PURPOSE OF OBTAINING A 50/50 GRANT AND IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY TO BE REHABILITATED OR, IF THE APPLICANT IS NOT THE SOLE OWNER OF THE PROPERTY, THE APPLICANT CERTIFIES THAT HE/SHE HAS THE AUTHORITY TO SIGN AND ENTER INTO AN AGREEMENT TO PERFORM THE REHABILITATION WORK ON THE PROPERTY.

SUCCESSFUL APPLICANTS IN THE CRA BUSINESS FAÇADE MATCHING GRANT PROGRAM ARE ENCOURAGED TO CONTRACT WITH LOCALLY OWNED BUSINESSES WHEN AVAILABLE FOR THE PURPOSES OF FULFILLING THIS GRANT.

VERIFICATION OF ANY INFORMATION CONTAINED IN THIS APPLICATION MAY BE OBTAINED ON BEHALF OF THE CRA FROM ANY AVAILABLE SOURCE.

APPLICANT ALSO HEREBY ACKNOWLEDGES THE FOLLOWING:

- ❖ APPLICANT HAS READ AND UNDERSTANDS THE PROGRAM GUIDELINES AND CRITERIA.
- ❖ APPLICANT MUST MEET ALL CITY REQUIREMENTS AND CODES.
- ❖ APPLICANT UNDERSTANDS THAT FINAL APPROVAL IS BY COMMUNITY REDEVELOPMENT AGENCY (CRA).

APPLICANT'S SIGNATURE

Dated this 24 day of July 2024

Signature [Handwritten Signature]

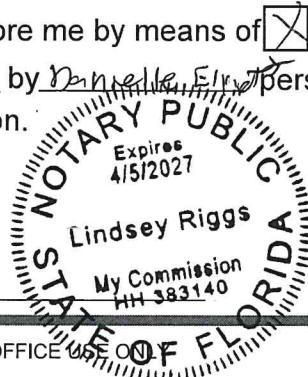
Printed Name Danielle Elliott

State of Florida _____

County of Sumter

The foregoing document was acknowledged before me by means of physical presence or online notarization this 24th day of July 2024 by Danielle Elliott personally known to me or who has produced Drivers license as identification.

Lindsey Riggs (Seal)
Notary Public, State of Florida



My Commission expires 4/5/27

FOR OFFICE USE ONLY

DATE STAMP RECEIVED

SUBMISSION DATE: _____

APPROVAL DATE: _____





Development Services Department
100 N Main Street
Wildwood, FL 34785

Melanie Strickland, CPM, AICP
CRA Coordinator

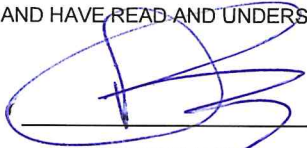
Email: mstrickland@wildwood-fl.gov | PH: 352-330-1334

PROPERTY OWNER INFORMATION / AUTHORIZATION:

OWNER NAME: Danielle Elliott
MAILING ADDRESS: 315 North Main Street CITY: Wildwood STATE: FL 34785
TELEPHONE: () _____ EMAIL: _____

I, Danielle Elliott AS OWNER OF THE PROJECT PROPERTY HEREBY PROVIDE AUTHORIZATION TO THE APPLICANT TO REHABILITATE THE SAID PROPERTY AND THAT THE APPLICANT HAS THE AUTHORITY TO SIGN AND ENTER INTO AN AGREEMENT TO PERFORM THE REHABILITATION WORK ON THE PROPERTY. OWNER ALSO HEREBY ACKNOWLEDGES THE FOLLOWING:

- ❖ OWNER AGREES TO THE CONDITIONS AND RESTRICTIONS OF THE CRA BUSINESS FACADE MATCHING GRANT PROGRAM.
- ❖ OWNER HAS BEEN PROVIDED A COPY OF THE PROGRAM GUIDELINES, AND HAVE READ AND UNDERSTANDS THEM.


OWNER'S SIGNATURE

Dated this 24 day of July 2024

Signature 

Printed Name Danielle Elliott

State of Florida _____

County of Sumter

The foregoing document was acknowledged before me by means of physical presence or online notarization this 24th day of July 2024 by Danielle Elliott personally known to me or who has produced Drivers license as identification.

 (Seal)

Notary Public, State of Florida

My Commission expires 4/5/27





MAILING:
P.O. BOX 2949
BELLEVIEW, FL 34421



SHOWROOM:
12146 US HIGHWAY 441
BELLEVIEW, FL 34420

www.awnair1.com

1-800-441-8427 • (352) 347-7240



PURCHASE AGREEMENT

Customers Name Danielle Elliott Date 6-10-24
Address 315 W. Main St Subdivision _____
City Wildwood State _____ Zip _____ Phone 352-427-3373
Email: _____ Cell Phone _____

2-Awnings Stationary
In Black

4324.00
w/ Labor INC
No Tax

① Stationary Awning
over window

① Stationary Awning
to cover door + window

8" Valance 9'1"

32x44 1713.00

17'8"

22x44 2611.00

SPECIAL INSTRUCTIONS: _____

ESTIMATED INSTALLATION TIME 6-7 weeks TYPE HOME: LANAI CBS WOOD
MAIN COLOR Black Solid BRONZE BEIGE WHITE
VALANCE STYLE _____ PVC# _____ BINDING _____ CLAY BROWN
SCREEN # 8" Valance

CONTRACT PRICE \$ 4324.00
DEPOSIT \$ 0 (CK. # _____) RECD. BY _____
BALANCE DUE \$ 4324.00 (CK. # _____) RECD. BY _____

BALANCE OF THIS AGREEMENT TO BE PAID IN FULL AT INSTALLATION UNLESS OTHER TERMS AGREED UPON AS NOTED. PRICING HONORED FOR 30 DAYS.

AWN AIR® Representative

Homeowners Approval

SCC131149944



Residential & Commercial



Shade with Style

240 W. Hwy. 44
Leesburg, FL 34748
Office: (352) 787-4436
Fax: (352) 787-2410

RESIDENTIAL COMMERCIAL



Sunshine Awnings
Retractable & Canvas Awnings

CODY SELLARS

240 W. Hwy 44
Leesburg, FL 34748

Office: 352-787-4436
Fax: 352-787-2410
www.sunshineawnings.com

240 State Road 44
Leesburg, FL 34748



Office: 352-787-4436
Fax :352-787-2410

Customer: Danielle Elliott Install At : Maxson Tax Services
 Address: _____ Address: 315 North Main St
 City: _____ City: Wilwood
 Phone: 352-399-0842 Phone: _____
 Contact: danielle@maxson-tax.com Contact: _____

Job Description:

width - 28.5'
 drop - 24"
 projection - 4'
 face - 6"

Awning
 (Across building and door)
 Facing 301

Fabric #1: Sunbrella Color: Black Number: _____
 Fabric #2: _____ Color: _____ Number: _____
 Fabric #3: _____ Color: _____ Number: _____
 Binding: _____ Color: _____ Number: _____
 Valance Style: Fixed Size: 6" Color: _____ Number: _____
 Textilene: _____ Appliqué : Up _____ Dn: _____
 Frames: Alum Painted: No Color: Alum Lights: _____ Number of Rows: _____
 Graphics: _____ Letter Size: _____ Vinyl/Painted: _____ Color: _____
 Graphics Description: _____

Payment Schedule: 25% Deposit at Signing - Balance Due upon Completion.

Contract Amount: \$ 3160.- Number of Awnings: one
 Deposit: \$ 800.- Installation Start Time: _____
 Balance: \$ _____ Installation Completion Time: 3 weeks approx

Deposits are non-refundable

NOTE: Unless specified above, you hereby agree to pay 100% of balance upon completion of installation. Bird cage covers are NOT 100% water proof.

Customer Signature: [Signature] Date: 7-10-24 Salesman: Cody Sellars

All merchandise remains the property of Sunshine Awnings until paid in full. All invoices unpaid after 15 days will be places for collection and the purchaser accepts liability for court costs and reasonable attorney's fees in connection with the collection of these charges. After 15 days, interest charges of 1.5% per month will be added to the unpaid balance.

12 Month Workmanship Warranty from Sunshine Awnings

All Orders Are COD

