

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
November 11, 2024 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	Deputy Director of Utilities	Present
Lynzey McClellan	Assistant CFO	Present

Mayor Wolf called the meeting of the Wildwood City Commission 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 - H were voted on together. A discussion was held regarding Item H. Wildwood East Developer's Agreement. City Manager McHugh stated that there was a change to the ERU's in the exhibit in the agreement. No further 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

- A. Expenditure Report
- B. Minutes for Approval: July 29, 2024 Commission Workshop
- C. Minutes for Approval: August 19, 2024 Commission Workshop
- D. Minutes for Approval: August 26, 2024 Regular Commission Meeting
- E. PLAT 2409-010 VOSO Unit 240 Final Plat
- F. Right-of-Way Deed for Intermediate Drive
- G. Right-of-Way Deed for Middleton Unit No. 5
- H. Wildwood East Developer's Agreement

3. Presentations and/or Proclamations

- A. Medal of Valor Recipient Detective Sergeant David Clarkson
Police Chief Parmer presented the Medal of Valor to Detective Sergeant David Clarkson.
- B. Proclaim November 16, 2024, as Stormwater Day
Mayor Wolf read aloud a proclamation for Stormwater Day requested by the Public Works Department. 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

4. Public Hearings - Timed - Legislative

- A. Swear in City Staff and Public Speakers
Mayor Wolf swore in staff and audience members that intended to speak during the public hearings.
- B. FY24 Final Budget Amendment
Assistant CFO Lynzey McClellan presented a final budget amendment for FY24. She stated that the Executive and Development Services department budgets were being amended for additional professional services expenses. She also stated that the Police Department and

Parks & Recreation department budgets were being amended for damages sustained to assets throughout the year. 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. CP 2309-002 Wildwood East

Mayor Wolf read the title of Ordinance No. 2024-18, an ordinance providing for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Rural Residential (County) to High Density Residential (City) for parcel G04-013 on 2.94 acres MOL. The subject project is generally located approximately 0.12 miles east of the CR 144 and Powell Rd intersection, north along CR 144. Development Services Department Director Strickland referenced the developer's agreement approved in the consent agenda that defined the agreements between the parties for the project. No further comments were offered or received. Vote 5-0.

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

5. Public Hearings - Timed - Quasi-Judicial

A. RZ 2309-002 Wildwood East

Mayor Wolf read the title of Ordinance No. 2024-19, an ordinance providing for a Zoning Map Amendment to change the zoning district from RR1 (County) to R-5 (City) for parcel G04-013 on 2.94 acres MOL. 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

B. AN 2409-002 5127 CR 169

Mayor Wolf read the title of Ordinance No. 2024-66, an ordinance providing for the voluntary annexation of parcel G15A098. The property to be annexed totaled 0.286 acres MOL, and was located at 5127 CR 169, Wildwood, FL 34785. No comments were offered/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
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C. AN 2410-001 Greatest American Hero

Mayor Wolf read the title of Ordinance No. 2024-68, an ordinance providing for the voluntary annexation of parcel D19-067. The subject property was generally located approximately 740 feet south of the intersection of CR 214 and CR 209. 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

6. Public Forum - 4 minute time limit

Resident Marie Frances addressed the commission and spoke regarding water issues. She stated she lives in the Beaumont community and that she believes the city should be responsible for the water that goes into individual homes rather than stopping at city property. She also requested information regarding water shut off during vacation.

7. Ordinances First Reading Only (No Vote)

A. AN 2410-002 HEU Wildwood

Mayor Wolf read the title of Ordinance No. 2024-67, an ordinance providing for the voluntary annexation of parcels G16A002, G16A008, G16A011, and G16DA003. The property to be annexed totaled 0.59 acres MOL and was generally located approximately 0.30 miles southeast of the E SR 44 and Meggison Rd intersection within the Hearty Host Lake Resort according to Plat Book 3 Page 57 and Plat Book 4 Page 62. Resident Allan Harris, who lives in Wildwood Country Resort, addressed the commission and asked why the commission would not annex Wildwood Country Resort as a whole. City Manager McHugh will meet with Harris after the meeting to answer his questions. No further comments were offered or received. First reading only. No vote.

RESULT: FIRST READING	PUBLIC HEARING: November 25, 2024
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B. AN 2409-001 Indian Oaks Self Storage

Mayor Wolf read the title of Ordinance No. 2024-71, an ordinance providing for the voluntary annexation of parcel K09A020. The property to be annexed totaled 10.02 acres MOL and was located at 227 CR 500 at the northeast corner of the intersection of CR 500 and E C 470. First reading only. No vote.

RESULT: FIRST READING	PUBLIC HEARING: November 25, 2024
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C. AN 2410-003 VOSO 11th Amendment Annexation

Mayor Wolf read the title of Ordinance No. 2024-73, an ordinance providing for the voluntary

annexation of parcel G16-005 and portion of parcel G16-100. The area to be annexed was approximately 9.475 acres of land with both parcels combined. The subject parcels were located just south of C-44A and approximately 0.20 miles east of the intersection of C-44A and South Buena Vista Blvd. Resident Michael Balsama addressed the commission and listed his questions and concerns regarding the new development planned for the parcel. Mayor Wolf clarified that the ordinance being read was not for the site plan stage, and those plans would be seen at a later date. No further comments were offered or received. First reading only. No vote.

RESULT: FIRST READING

PUBLIC HEARING: November 25, 2024

D. AN 2405-002 Oakbridge

Mayor Wolf read the title of Ordinance No. 2024-74, an ordinance providing for the voluntary annexation of parcels C24-009 and C24-061. The area to be annexed was approximately 40.18 acres of land with both parcels combined. The subject parcels were located at 10312 CR 209, Oxford, FL 34484. The item was presented by Development Services Director Strickland. Strickland stated that staff received approximately 20 letters in opposition from adjacent properties about the annexation, and summarized that the residents were concerned about changing the character of the neighborhood, development on the property, and CR 209. She also said that the letters in opposition would be brought forward to the public hearing scheduled for the next commission meeting and summarized on the record again. Several individuals offered comments to the commission on the agenda item. Comments were received from Don Collver, Janel Ortengren, Gary Edwards, and John LeFavour. Items of concern about this annexation included: parcels not being contiguous to the city limits, and therefore not being eligible to be annexed; the density of proposed development on the parcels; traffic impacts of future development; storm water run-off; and buffers between neighboring developments. Shelton Rice, a legal representative of the applicant and owner, told the Commission that he would discuss the comments expressed during the meeting with his clients and bring them back to the Commission at the public hearing. No further comments were offered or received. First reading only. No vote.

RESULT: FIRST READING

PUBLIC HEARING: November 25, 2024

E. AN 2408-002 Canan Oaks

Mayor Wolf read the title of Ordinance No. 2024-75, an ordinance providing for the voluntary annexation of parcels C13-003, C13-017, C13-019, and C13-039. The area to be annexed is approximately 103.5 acres of land with all four parcels combined. The subject parcels are located at 2277 E C 466, 2483 E C 466 and 2700 CR 214 in Oxford, FL. The item was presented by Development Services Director Strickland. She advised the commission that the applicant was aware of the city's wastewater issues. A short discussion was held regarding the options for the applicant moving forward. James Wade, a legal representative for the applicant, addressed the commission and advised that the applicant was aware of the issues regarding wastewater and development. Resident Janel Ortengren commented that this development going in nearby was also why the Sumter Crossing POA requested denial of the Oakbridge annexation. No further comments were offered or received. First reading only. No vote.

RESULT: FIRST READING

PUBLIC HEARING: November 25, 2024

F. Modification to Chapter 19 of the Code of Ordinances

Mayor Wolf read the title of Ordinance No. 2024-80, an ordinance providing for changes to Chapter 19 of the City's Code of Ordinances pertaining to the City's Industrial Waste (IW) program. The Florida Department of Environmental Protection coordinated with the Utilities Department and requested modifications to strengthen the City's IW program and to remain in compliance with Section 62-25 of the Florida Administrative Code. Changes were proposed to Section 19-215 of the City's Code of Ordinances and added Sections 19-217 through 19-222 of the same. First reading only. No vote.

RESULT: FIRST READING

PUBLIC HEARING: November 25, 2024

8. Resolutions for Approval

A. Resolution to Add Policy 8.32 Purchasing Card Policy

Assistant CFO McClellan presented Resolution No. R2024-28, a resolution adopting new policy 8.32 - Purchasing Card Policy to the Personnel Rules and Regulations. McClellan stated that staff worked together to draft a policy to provide for clear guidelines for the use of city-issued purchasing cards. She stated the policy was a recommendation from the city's auditors. No comments were offered or received. Vote 5-0.

RESULT: Adopted

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

9. Financial & Contracts & Agreements

A. Community Center HVAC Project ITB 2024-26 – Recommendation for Award

Public Works Director Hockenbury presented a recommendation to award ITB 2024-26, the Community Center HVAC project, to Holiday Enterprise Heat & Air which was the lowest bidder at the price of \$554,300. 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

B. Kimley Horn Amendment #1 to Work Authorization #7 for Community Center HVAC Construction Administration in the Amount of \$55,450

Public Works Director Hockenbury presented Amendment #1 to Kimley Horn's Work Authorization #7 for the Community Center HVAC project. This amendment provides for construction administration on the project. Mayor Wolf asked Hockenbury to clarify the tasks that went into the amendment. No further 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

- C. Authorization for Engineering Services with Halff to Complete Powell St Drainage Improvement Design in the Amount of \$46,650

Public Works Director Hockenbury presented an authorization for engineering services with Halff Engineering to complete the Powell Street drainage improvement design. 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

- D. Kimley Horn WA No. 15 for Rapid Infiltration Basin (RIB) Expansion for the Amount of \$344,000.00

Deputy Director of Utilities Martin presented a request to approve Work Authorization No. 15 for Kimley Horn to provide the engineering for the expansion of the Rapid Infiltration Basin (RIB) site, located on CR 121, to create more capacity to discharge treated effluent from the wastewater treatment plant. 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

- E. Rotor Bearing and Shaft Replacement for Lakeside Rotors for the Amount of \$189,350.00

Deputy Director of Utilities Martin presented a request to approve the repair of four rotors and shaft in the Lakeside ditches. Martin stated damage occurred during Hurricane Milton and the city would be seeking reimbursement from FEMA. 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

- F. South Old Wire Water Main Replacement - Recommendation to Award to Art Walker Construction for the Amount of \$483,511.23

Deputy Director of Utilities Martin presented a request to award Art Walker the South Old Wire water main replacement project. On October 25, 2024, five (5) bids were received and publicly opened. All bids were reviewed by City staff and engineering consultants to ensure accuracy and compliance with the bid specifications. Art Walker Construction Inc. was identified as the lowest responsive and responsible bidder and the city's engineer is recommending the award. 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

G. RFQ #2024-23 - Professional Architectural Services for Police Substation (Marsh Bend Plaza)

Assistant City Manager/CFO Smith presented RFQ #2024-23 for professional architectural services for a police substation to be located at Marsh Bend Plaza. Smith stated that four firms had submitted qualifications packages and presentations were heard from the top three ranked firms. Smith stated that KP Studios was the top-ranked firm following the presentations based upon their extensive experience in similar projects and also with the Architectural Review Committee for development that occurs within The Villages. Therefore, the evaluation committee recommended that the commission approve the rankings as provided and authorize the city manager to enter into negotiations with the top-ranked firm. Mayor Wolf asked for clarification on the process used for RFQs. City Manager McHugh explained that the commission would approve the ranking and the city manager would then negotiate the price with the top-ranked firm. No other 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

10. General Items for Consideration/Discussion and Other Business

A. SP 2201-002 Oxford Village RV Resort Redetermination

Development Services Director Strickland presented Site Plan 2201-002 for the Oxford Village RV Resort. She stated that the applicant had requested a second extension for the site plan back in July 2024, which the City Commission moved to deny based on a recommendation from staff. At the time, staff felt inadequate information had been presented to determine that the applicant's request should be granted. Strickland stated that since that meeting, staff and the city attorney had been in communication with the applicant and their legal representatives and staff determined that the request should be reconsidered by the commission based on evidence provided by the applicant's legal representative. Strickland stated that staff now recommended reversal of the denial and the commission should grant approval of the previous request for extension as outlined in the applicant's request. 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

11. Appointments

None.

12. City Manager Reports

A. CSX Transportation Track Maintenance Project

City Manager McHugh advised the commission about an email received from CSX with a closure schedule regarding a track maintenance project impacting certain railroad crossings in the City. System-wide work was scheduled to begin on Monday, November 18, 2024. The crossings at Lynum Street and CR 114 were scheduled to begin on November 22, 2024, and would be closed for up to 5 days. The crossing at CR 462 would be worked on at a later date.

B. Landlord Tenant Workshop

City Manager McHugh presented a Press Release and flyer from the Sumter County Board of County Commissioners regarding a Landlord Tenant Workshop to be held on November 13, 2024. The workshop would be held at the Dr. MLK Jr. Community Center. Commissioner Elliott urged anyone who had landlord issues to attend. Development Services Director Strickland commented that they passed out many fliers as well.

McHugh also thanked Commissioner Elliott and all the other men and women who served our country in the military, and wished everyone a happy Veterans Day. He was looking forward to the event put on by the Wildwood PD and the American Legion later that day.

13. Other Department Reports

A. Police Department Report

Police Chief Parmer provided a department report, which was included in the agenda packet.

B. Housing Needs Study Final

Development Services Director Strickland provided a finalized Housing Needs Study, which was included in the agenda packet.

C. Parks and Recreation Report

Parks and Recreation Director Kellem provided the highlights from the department report she submitted, which was included in the agenda packet. She highlighted a few of the upcoming programs, leagues, and special events.

14. Commission Members Reports

Commissioner Elliott congratulated Commissioner Green on his re-election. Elliott wished everyone a happy Veterans Day. He also mentioned that the Charter Review Committee would meet on November 18th, 2024, and would be seeking input from the commission. He then provided comments on the upcoming Florida State Senate and House restructuring.

Commissioner Green thanked all those who voted for him and supported him in the recent election.

Commissioner Bivins asked Public Works to address the hedges at the MLK Community Center as they are blocking the view at the intersection.

Mayor Wolf commented on the Millennium Park construction project and the status of the bid award.

15. City Attorney Reports

None.

16. Adjournment

With no further business to attend to, the meeting was adjourned at 10:30 a.m.

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



CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

ATTEST: Jessica Barnes
Jessica Barnes, City Clerk

BY: Ed Wolf
Ed Wolf, Mayor