

CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA  
REGULAR MEETING  
April 28, 2025 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                 | Absent  |
| Joshua Bills           | City Attorney                 | Present |
| Cassandra Smith        | Assistant City Manager/CFO    | Absent  |
| Jessica Barnes         | City Clerk                    | Present |
| Randall Parmer         | Police Chief                  | Absent  |
| John Walker            | Police Captain                | Present |
| Melanie Strickland     | Development Services Director | Present |
| Lynzey McClellan       | Assistant CFO                 | Present |
| Melissa Tuck           | HR Director                   | Present |
| Jeremy Hockenbury      | Public Works Director         | Present |
| Jason Martin           | Utility Deputy Director       | Present |
| Paul Ketz              | IT Director                   | Present |

Mayor Wolf called 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 - G were approved. Motion by Commissioner Green, seconded by Commissioner Bivins, to approve the consent agenda as presented. The motion carried unanimously.

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| <b>RESULT:</b> | <b>Passed</b>      |
| <b>MOVER:</b>  | Commissioner Green |

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| <b>SECONDER:</b> | Mayor Pro Tem/Commissioner Harrison-Bivins                                                                            |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

- A. Expenditure Report
- B. Minutes for Approval: February 10, 2025 Regular Commission Meeting
- C. Minutes for Approval: February 24, 2025 Regular Commission Meeting
- D. A25-0479 VOSO Unit 156 Final Plat
- E. A25-0480 VOSO Unit 161 Final Plat
- F. A25-0551 VOSO Unit 172 Final Plat
- G. Budgeted Financial Items
  - 1. Approval of HA5 Asphalt Surface Treatment for Police Department Parking Lot in the Amount of \$27,262.11
  - 2. Lumen - Internet Service Provider Contract Renewal
  - 3. **Presentations and/or Proclamations**  
None.
  - 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. FY25 Second Budget Amendment  
Mayor Wolf read the title of Resolution No. R2025-11. Assistant CFO McClellan presented the second budget amendment for fiscal year 2024-2025. She noted there were additions since the workshop, including health insurance benefits for new positions in Public Works and Water Department and additional funds for wastewater sludge hauling related to hurricane impacts. Motion by Commissioner Flores, seconded by Commissioner Green, to adopt Resolution No. R2025-11 to amend the FY 2024-2025 budget. Motion carried unanimously.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Commissioner Flores                                                                                                   |
| <b>SECONDER:</b> | Commissioner Green                                                                                                    |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

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

### A. A25-0611 Mills Annexation

Mayor Wolf read the title of Ordinance No. O2025-12, an ordinance for a voluntary annexation request for a 0.479 acre parcel located south of E SR 44 and west of Morse Blvd. Development Services Director Strickland presented the item. Motion by Commissioner Bivins, seconded by Commissioner Green, to adopt Ordinance No. O2025-12 on second and final reading approving the Mills annexation. Motion carried unanimously.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Mayor Pro Tem/Commissioner Harrison-Bivins                                                                            |
| <b>SECONDER:</b> | Commissioner Green                                                                                                    |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

### B. A25-0567 Son Life Lawn & Landscaping, Inc Annexation

Mayor Wolf read the title of Ordinance No. O2025-15, an ordinance for a voluntary annexation request for a 2.59 acre parcel located at the northeast corner of N US 301 and CR 124. Development Services Director Strickland presented the item. Motion by Commissioner Elliott, seconded by Commissioner Green, to adopt Ordinance No. O2025-15 on second and final reading approving the Son Life Lawn & Landscaping annexation. Motion carried unanimously.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Commissioner Elliott                                                                                                  |
| <b>SECONDER:</b> | Commissioner Green                                                                                                    |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

### C. A25-0833 Sunkool Office Annexation

Mayor Wolf read the title of Ordinance No. O2025-16, an ordinance for a voluntary annexation request for 5.60 acres located at the southeast corner of N US 301 and CR 222. Development Services Director Strickland presented the item. Motion by Commissioner Green, seconded by Commissioner Bivins, to adopt Ordinance No. O2025-16 on second and final reading approving the Sunkool Office annexation. Motion carried unanimously.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Commissioner Green                                                                                                    |
| <b>SECONDER:</b> | Mayor Pro Tem/Commissioner Harrison-Bivins                                                                            |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

## 6. Public Forum - 4 minute time limit

Resident Marie Francis expressed concerns about water quality and sinkholes in the state. She commended the Commission on managing the city's rapid growth.

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

### **A. CP 2404-003 Johary Real Estate**

Mayor Wolf read the title of Ordinance No. O2025-8, an ordinance for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Agriculture (Sumter County) to Commercial (City) for parcel G29-008 on 2 acres MOL. First reading only. No vote.

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| <b>RESULT: FIRST READING</b> | <b>PUBLIC HEARING: May 12, 2025</b> |
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### **B. RZ 2404-002 Johary Real Estate**

Mayor Wolf read the title of Ordinance No. O2025-9, an ordinance for a Zoning Map amendment to change the zoning district from RR-1 (County) to C-2 (City) for parcel G29-008 on 2 acres MOL. First reading only. No vote.

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| <b>RESULT: FIRST READING</b> | <b>PUBLIC HEARING: May 12, 2025</b> |
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### **C. A25-0821 - SSCP - 5127 CR 169**

Mayor Wolf read the title of Ordinance No. O2025-13, an ordinance for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Rural Residential (Sumter County) to Mobile Home Park (City) for parcel G15A098 on 0.286 acre MOL. First reading only. No vote.

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| <b>RESULT: FIRST READING</b> | <b>PUBLIC HEARING: May 12, 2025</b> |
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### **D. A25-0823 - Rezoning - 5127 CR 169**

Mayor Wolf read the title of Ordinance No. O2025-14, an ordinance for a Zoning Map amendment to change the zoning district from R6M (Sumter County) to MHP (City of Wildwood) for parcel G15A098 on 0.286 acres MOL. First reading only. No vote.

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| <b>RESULT: FIRST READING</b> | <b>PUBLIC HEARING: May 12, 2025</b> |
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### **E. Amendments to City of Wildwood Code of Ordinances**

Mayor Wolf read the title of Ordinance No. O2025-17, an ordinance amending the City Code regarding alcohol sales, advertising, and other regulations. First reading only. No vote.

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| <b>RESULT: FIRST READING</b> | <b>PUBLIC HEARING: May 12, 2025</b> |
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## **8. Resolutions for Approval**

### **A. Resolution Authorizing the Subordination of City Utility Interests Agreement With the Florida Department of Transportation (FDOT)**

Mayor Wolf read the title of Resolution No. R2025-12, presented by City Manager McHugh. Motion by Commissioner Bivins, seconded by Commissioner Green, to adopt Resolution No. R2025-12 authorizing the Mayor to execute the agreement with FDOT. Motion carried unanimously.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Mayor Pro Tem/Commissioner Harrison-Bivins                                                                            |
| <b>SECONDER:</b> | Commissioner Green                                                                                                    |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

**B. Resolution to Amend Policy 7.4 Military Leave to the City of Wildwood Policies and Procedures Manual**

Mayor Wolf read the title of Resolution No. R2025-13, presented by HR Director Tuck. Motion by Commissioner Flores, seconded by Commissioner Elliott, to adopt Resolution No. R2025-13 amending the city's military leave policy. Motion carried unanimously. Commissioner Elliott expressed support for the policy change to better support employees serving in the military.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Commissioner Flores                                                                                                   |
| <b>SECONDER:</b> | Commissioner Elliott                                                                                                  |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

**C. Resolution Adopting the FDOT Highway Maintenance Memorandum of Agreement (MOA)**

Mayor Wolf read the title of Resolution No. R2025-13, presented by Public Works Director Hockenbury. Motion by Commissioner Green, seconded by Commissioner Flores, to adopt Resolution No. R2025-14 approving the FDOT highway maintenance agreement. Motion carried unanimously.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Commissioner Green                                                                                                    |
| <b>SECONDER:</b> | Commissioner Flores                                                                                                   |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

**9. Financial & Contracts & Agreements**

**A. Utility Revenue Sufficiency Analysis Proposal from Stantec in the Amount of \$25,965.00**

City Manager McHugh presented the proposal from Stantec. Motion by Commissioner Bivins, seconded by Commissioner Green, to approve a utility revenue sufficiency analysis proposal from Stantec in the amount of \$25,965. Motion carried unanimously.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Mayor Pro Tem/Commissioner Harrison-Bivins                                                                            |
| <b>SECONDER:</b> | Commissioner Green                                                                                                    |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

- B. Jackson Street Improvements Project Payment Application 2 in the Amount of \$212,478.90  
Public Works Director Hockenbury presented the pay application. Motion by Commissioner Elliott, seconded by Commissioner Green, to approve payment application #2 for the Jackson Street Improvements Project in the amount of \$212,478.90. Motion carried unanimously.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Commissioner Elliott                                                                                                  |
| <b>SECONDER:</b> | Commissioner Green                                                                                                    |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

- C. CR 501 WTP Iron Filter Project Pay Application No. 2 to SGS Contracting Services, Inc for the Amount of \$52,937.70  
Utility Deputy Director Martin presented the pay application. Motion by Commissioner Green, seconded by Commissioner Bivins, to approve pay application #2 to SGS Contracting Services for the CR 501 Water Treatment Plant Iron Filter Project in the amount of \$52,937.70. Motion carried unanimously.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Commissioner Green                                                                                                    |
| <b>SECONDER:</b> | Mayor Pro Tem/Commissioner Harrison-Bivins                                                                            |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

- D. South Old Wire Road Water Main Project Pay Application No. 1 for the Amount of \$73,597.45  
Utility Deputy Director Martin presented the pay application. Motion by Commissioner Flores, seconded by Commissioner Elliott, to approve pay application #1 for the South Old Wire Road Water Main Project in the amount of \$73,597.45. Motion carried unanimously.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Commissioner Flores                                                                                                   |
| <b>SECONDER:</b> | Commissioner Elliott                                                                                                  |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

- E. Continental Wastewater Treatment Plant Decommissioning and SR 44 Force Main Pay App No. 11 (Final) in the Amount of \$147,099.27  
Utility Deputy Director Martin presented the pay application. Motion by Commissioner Green, seconded by Commissioner Flores, to approve final pay application #11 for the Continental Wastewater Treatment Plant Decommissioning and SR 44 Force Main Project in the amount of \$147,099.27. Motion carried unanimously.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Commissioner Green                                                                                                    |
| <b>SECONDER:</b> | Commissioner Flores                                                                                                   |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

- F. 4,100' of Sanitary Sewer Pipe Lining From Engineered Spray Solutions for the Amount of \$225,194.00

Utility Deputy Director Martin presented the contract. Motion by Commissioner Bivins, seconded by Commissioner Flores, to approve a contract with Engineered Spray Solutions for 4,100 feet of sanitary sewer pipe lining in the amount of \$225,194. Motion carried unanimously.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Mayor Pro Tem/Commissioner Harrison-Bivins                                                                            |
| <b>SECONDER:</b> | Commissioner Elliott                                                                                                  |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

#### 10. General Items for Consideration/Discussion and Other Business

A. Lake County League of Cities Membership

City Manager McHugh presented staff findings from researching joining the Lake County League of Cities after Commissioner Elliott petitioned the Commission at a previous meeting. The Commission discussed joining the League and the information presented. Motion by Commissioner Elliott, seconded by Commissioner Green, to approve joining the Lake County League of Cities. Motion passed 3-2, with Mayor Wolf and Commissioner Flores opposed.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                        |
| <b>MOVER:</b>    | Commissioner Elliott                                                                 |
| <b>SECONDER:</b> | Commissioner Green                                                                   |
| <b>AYES:</b>     | Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Green |
| <b>NAYS:</b>     | Mayor Wolf, Commissioner Flores                                                      |

#### 11. Appointments

None.

#### 12. City Manager Reports

City Manager McHugh provided updates on local construction projects and recent community events. He highlighted his participation in a "day in the life" experience with the Fleet Services department.

A. Local Construction Projects Update

#### 13. Other Department Reports

A. Information Technology Quarterly Report - January-March 2025

IT Director Ketz presented the quarterly IT report for January-March 2025.

#### 14. Commission Members Reports

Commissioner Elliott commented on recent rainfall ending a long drought period.

Commissioner Flores reported on his attendance at a Florida League of Cities training event for elected officials.

**15. City Attorney Reports**

None.

**16. Adjournment**

With no further business to discuss, the meeting was adjourned at 7:45 p.m.

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| <b>RESULT:</b>   | <b>Passed</b>                                                                                                         |
| <b>MOVER:</b>    | Commissioner Flores                                                                                                   |
| <b>SECONDER:</b> | Mayor Pro Tem/Commissioner Harrison-Bivins                                                                            |
| <b>AYES:</b>     | Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |

**Upcoming Events**



CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA

ATTEST: Jessica Barnes  
Jessica Barnes, City Clerk

BY: Ed Wolf  
Ed Wolf, Mayor