

CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA  
REGULAR MEETING  
September 8, 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                 | 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 |
| Courtney Kellem        | Parks & Recreation Director   | Present |
| Jason Martin           | Utilities Deputy Director     | Present |

Mayor Wolf called the meeting to order at 7 p.m. followed by the invocation and Pledge of Allegiance.

**2. 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. FY26 Tentative Millage Adoption**

Assistant City Manager/CFO Smith presented the item. A public hearing was held to discuss Resolution R2025-27 adopting the tentative millage rate for fiscal year 2026. The proposed millage rate was 2.8287, which was a 4.68% increase over the rollback rate of 2.7022. There was no public comment, and no further discussion by the commission. Motion by Commissioner

Green, seconded by Commissioner Flores, to adopt Resolution R2025-27. Motion passed 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 |

C. FY26 Tentative Budget Adoption

Assistant City Manager/CFO Smith presented the item. A public hearing was held to discuss Resolution R2025-28 adopting the tentative budget for fiscal year 2026. The total budget across all departments is \$280,264,068. There was no public comment, and no further discussion by the commission. Motion by Commissioner Bivins, seconded by Commissioner Green, to adopt Resolution R2025-28. Motion passed 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 |

D. A25-1910 - SSCPA - SunKool Office

Development Services Director Strickland presented the ordinance. A public hearing was held for the second reading of Ordinance O2025-33, proposing a small-scale future land use map amendment for the SunKool Office property. There was no public comment, and no further discussion by the commission. Motion by Commissioner Elliott, seconded by Commissioner Flores, to adopt Ordinance O2025-33 on second and final reading. Motion passed unanimously.

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

E. Approval of Fifth Amendment to City of Wildwood - Waste Management Contract

City Manager McHugh presented the ordinance. A public hearing was held for the second reading of Ordinance O2025-41, approving the fifth amendment to the contract for solid waste and recycling services with Waste Management. He explained the amendment would increase residential rates by \$0.97 per month and slightly increase non-residential rates. There was no public comment, and no further discussion by the commission. Motion by Commissioner Bivins, seconded by Commissioner Flores, to adopt Ordinance O2025-41 on second and final reading. Motion passed unanimously.

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



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

#### A. A25-1909 - Rezoning - SunKool Office

Development Services Director Strickland presented the ordinance. A public hearing was held for the second reading of Ordinance O2025-34, proposing a zoning map amendment for the SunKool Office property. There was no public comment, and no further discussion by the commission. Motion by Commissioner Elliott, seconded by Commissioner Green, to adopt Ordinance O2025-34 on second and final reading. Motion passed 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 |

### 4. Consent Agenda/Informational Items

No items were removed from the Consent Agenda. Items A - C were approved. Motion by Commissioner Elliott, seconded by Commissioner Green, to approve the consent agenda. Motion passed 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 |

#### A. Expenditure Report

#### B. Minutes for Approval: August 18, 2025 Commission Workshop

#### C. Minutes for Approval: August 25, 2025 Regular Commission Meeting

### 5. Presentations and/or Proclamations

#### A. Proclaim September 17-23, 2025, as Constitution Week

Mayor Wolf read a proclamation declaring September 17–23, 2025, as Constitution Week in the City of Wildwood. Representatives from the John Bartram Chapter of the Daughters of the American Revolution were present to accept the proclamation. Motion by Commissioner Elliott, seconded by Commissioner Bivins, to approve the proclamation. Motion passed unanimously.

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| <b>RESULT:</b>   | <b>Passed</b>                              |
| <b>MOVER:</b>    | Commissioner Elliott                       |
| <b>SECONDER:</b> | Mayor Pro Tem/Commissioner Harrison-Bivins |

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| <b>AYES:</b> Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green |
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**6. Public Forum - 4 minute time limit**

None.

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

**A. CDD 2509-001 Middleton Downtown CDD Amendment**

Development Services Director Strickland presented Ordinance O2025-50 to amend the boundary of the Middleton Downtown Community Development District by adding 3.6 acres. First reading only. No vote.

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| <b>RESULT: FIRST READING</b> | <b>PUBLIC HEARING: September 22, 2025</b> |
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**B. Ordinance Adopting Law Enforcement, Parks, Water and Sewer Impact Fees**

City Manager McHugh presented Ordinance O2025-51 to update the city's law enforcement impact fees, parks and recreation impact fees, and water and sewer system development charges. First reading only. No vote.

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| <b>RESULT: FIRST READING</b> | <b>PUBLIC HEARING: September 22, 2025</b> |
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**8. Resolutions for Approval**

None.

**9. Financial & Contracts & Agreements**

**A. Pay Application No. 1 for Oak Grove Village Drainage Improvements in the Amount of \$69,825.00**

Public Works Director Hockenbury presented Pay Application No. 1 for DB Civil Construction for the Oak Grove Village Drainage Improvements project. Motion by Commissioner Green, seconded by Commissioner Elliott to approve the payment. Motion passed unanimously.

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

**B. Kimley Horn Amendment #2 to Work Authorization #15 for MLK Park Permit Modification in the Amount of \$36,500.00**

Public Works Director Hockenbury presented a work authorization for Kimley-Horn to provide engineering services to design and prepare the required minor permit modification to allow for infill of an additional practice field located west of the existing football field. Motion by



Commissioner Flores, seconded by Commissioner Elliott, to approve the additional services. Motion passed 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 |

- C. Kimley Horn WA No. 26 for Millennium Park Reuse Main Extension Alternative Route Design for the Amount of \$44,950.00

Utilities Deputy Director Martin presented a work authorization for Kimley-Horn to complete the design of the reuse main reroute from its original design due to easement availability, which would include surveys and permitting. Motion by Commissioner Flores, seconded by Commissioner Green, to approve the additional services. Motion passed 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 |

- D. Purchase of Replacement Gear Drive Assembly for 50' Walker Clarifier for the Amount of \$34,635.00

Utilities Deputy Director Martin requested the purchase of a spare gear drive assembly to have in stock in the event of a future failure. Motion by Commissioner Green, seconded by Commissioner Bivins, to approve the purchase. Motion passed 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 |

- E. Pay Application No. 6 for Phase One of the Water Reclamation Facility Project in the Amount of \$980,265.86

Utilities Deputy Director Martin presented Pay Application No. 6 for the first phase of the wastewater treatment plant facility expansion project. Motion by Commissioner Elliott, seconded by Commissioner Bivins, to approve the payment. Motion passed unanimously.

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

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

### A. Preliminary 2025 Population Estimate for the City of Wildwood (BEBR)

Development Services Director Strickland presented the annual BEBR population estimate. The preliminary 2025 population estimate for the City of Wildwood from the Bureau of Economic and Business Research (BEBR) is 36,783 as of April 1, 2025. Motion by Commissioner Bivins, seconded by Commissioner Green, to accept the population estimate. Motion passed 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 |

## 11. Appointments

None.

## 12. City Manager Reports

City Manager McHugh provided updates on the following:

- 90% plans had been received for Phase 2 of the water reclamation facility project;
- Upcoming bond issuance for the project;
- The city won a photo contest with the East Central Florida Regional Planning Council; and
- Expected heavy rainfall for the week.

### A. Local Construction Projects Update

City Manager McHugh provided the local construction projects update.

## 13. Other Department Reports

None.

## 14. Commission Members Reports

Commissioner Elliott reported on:

- A stolen vehicle incident where proper pursuit procedures were followed;
- Attending a Florida League of Cities Legislative Policy Group teleconference; and
- The final Charter Review Committee meeting scheduled for September 15th.

Commissioner Green thanked the Police Chief for providing recently requested information.

## 15. City Attorney Reports

None.



**16. Adjournment**

With no further business to discuss, the meeting was adjourned at 7:26 p.m.

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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 |

**Upcoming Events**



CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA

ATTEST: Jessica Barnes  
Jessica Barnes, City Clerk

BY: Ed Wolf  
Ed Wolf, Mayor