

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
October 13, 2025 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	Utilities Deputy Director	Present
Steve Watson	Fleet Services Supervisor	Present
Melissa Tuck	HR Director	Present
Lynzey McClellan	Assistant CFO	Present
Courtney Kellem	Parks & Recreation Director	Present

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

RESULT:	Passed
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

- A. Expenditure Report
- B. Minutes for Approval: September 22, 2025 Regular Meeting
- C. Right-of-Way Deed for Villages of Southern Oaks Unit Nos. 153, 159, 160, 165, 166, 169, 170, and 288
- D. Right-of-Way Deed for Villages of Southern Oaks Unit Nos. 191, 192, and 194
- E. Winterfest Road Closures
- F. Mercy Pointe Church Road Closure Request
- G. Budgeted Financial Items
 - 1. Purchase of One (1) 2026 Ford F250 for the Wastewater Department in the Amount of \$52,555.00
 - 2. Purchase of One (1) 2026 Biosolids Hauling Truck for the Wastewater Department in the Amount of \$145,692.00
 - 3. Purchase of One (1) Biosolids Trailer for the Wastewater Department in the Amount of \$79,187.00
 - 4. Purchase of One (1) 2025 Ford F150 for the Water Department in the Amount of \$47,493.00
 - 5. Purchase of One (1) 2026 Ford F550 Crane Truck for the Water Department in the Amount of \$187,100.00
 - 6. Purchase of One (1) 2025 Ford Explorer for the Water Department in the Amount of \$38,358.00
 - 7. Purchase of Two (2) 2026 Ford F250 Utility Trucks for the Public Works Department in the Amount of \$138,854.20
 - 8. Purchase of Four (4) 2026 Marked Ford Police Interceptors for the Police Department in the Amount of \$262,467.75
 - 9. Purchase of One (1) 2025 Ford Explorer for the Police Department in the Amount of \$42,172.00

10. Purchase of One (1) 2025 Ford F150 for the Fleet Services Department in the Amount of \$45,071.00
11. Purchase of One (1) 2026 International MV Fuel Truck for the Fleet Services Department in the Amount of \$135,665.00
12. Purchase of Fleetio Fleet Management Software in the Amount of \$31,500.00
13. Request for Blanket Purchase Agreement with Ferguson Waterworks for Water Meters in the Amount of \$300,000.00

3. Presentations and/or Proclamations

A. Monarch Awareness Month Presentation By Alycyn Culbertson

Alycyn Culbertson of The Villages Butterfly Garden Club provided information on the decline of monarch butterfly populations and the importance of planting nectar plants and milkweed to support monarchs and other pollinators. She noted the U.S. Fish and Wildlife Service has proposed listing the monarch as threatened. She expressed her appreciation to the commission for the proclamation.

B. Team Impact Award - Officer Cody Lyons

Officer Cody Lyons was recognized with the Team Impact Award for his service, including locating two missing children in July. Chief Parmer provided details on how Officer Lyons handled the situation, and commended him for his quick actions, which ultimately led to the reunion of the children with their family. Commander Bass from American Legion Post 18 also presented Officer Lyons with a certificate, challenge coin, and gift card in recognition of his service.

C. Proclaim October 2025 as National Community Planning Month

City staff proposed proclaiming October 2025 as National Community Planning Month. Motion by Commissioner Green, seconded by Commissioner Flores, to approve the proclamation. The motion carried unanimously.

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

D. Proclaim October 20-26, 2025 as Florida City Government Week

City staff proposed proclaiming October 20–26, 2025, as Florida City Government Week. Motion by Commissioner Green, seconded by Commissioner Flores, to approve the proclamation. The motion carried unanimously.

RESULT:	Passed
MOVER:	Commissioner Green
SECONDER:	Commissioner Flores
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 who intended to speak during the public hearings.

B. A25-2848 - SSCPA - St. Vincent De Paul Church Expansion

Development Services Director Strickland presented Ordinance O2025-39, a request for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Rural Residential (Sumter County) to Public Facilities (City) for parcel D32-069 on 35.04 acres MOL. There were no public comments. Motion by Commissioner Elliott, seconded by Commissioner Green, to adopt Ordinance O2025-39 on second and final reading. Motion carried unanimously.

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

C. A25-2724 - SSCPA - 5341 Lexington Circle

Development Services Director Strickland presented Ordinance O2025-42, a request for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use designation from Rural Residential (Sumter County) to Mobile Home Park (City) for parcel G16ED003 on 0.115 MOL.

Resident Glen Tryan expressed appreciation for city staff's assistance with the annexation process. Resident Susan Stoltz spoke in support of the annexation, stating that she looked forward to falling under the city's governance.

Motion by Commissioner Green, seconded by Commissioner Bivins, to adopt Ordinance O2025-42 on second and final reading. Motion carried unanimously.

RESULT:	Passed
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

D. A25-3307 - AN - 64 Robin Rd

Development Services Director Strickland presented Ordinance O2025-47, a voluntary annexation application for parcel G22AT021. The property to be annexed totals 0.13 acres MOL and is located on the north side of Robin Rd, 0.23 miles east of the intersection of Robin Rd and

Quail Run. There were no public comments. Motion by Commissioner Elliott, seconded by Commissioner Flores, to adopt Ordinance O2025-47 on second and final reading. Motion carried unanimously.

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

E. A25-3402 - AN - 5474 Williamsburg Ln

Development Services Director Strickland presented Ordinance O2025-52, a voluntary annexation application for parcel G16F001. The property to be annexed totals 0.21 acres MOL and is located on the east side of Williamsburg Ln, approximately 0.36 miles south of E SR 44. There were no public comments. Motion by Commissioner Green, seconded by Commissioner Flores, to adopt Ordinance O2025-52 on second and final reading. Motion carried unanimously.

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

5. Public Hearings - Timed - Quasi-Judicial

A. A25-2847 - RZ - St. Vincent De Paul Church Expansion

Development Services Director Strickland presented Ordinance O2025-40, a request for a Zoning Map Amendment to change the zoning district from A10C & RR5C (Sumter County) to Institutional (City) for parcel D32-069 on 35.04 acres MOL. There were no public comments. Motion by Commissioner Bivins, seconded by Commissioner Green, to adopt Ordinance O2025-40 on second and final reading. Motion carried unanimously.

RESULT:	Passed
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

B. A25-2786 - RZ - 5341 Lexington Circle

Development Services Director Strickland presented Ordinance O2025-43, a request for a Zoning Map amendment to change the zoning district from RPUD (Sumter County) to MHP (City) for parcel G16ED003 on 0.115 acres MOL. There were no public comments. Motion by Commissioner Green, seconded by Commissioner Elliott, to adopt Ordinance O2025-43 on second and final reading. Motion carried unanimously.

RESULT:	Passed
MOVER:	Commissioner Green

SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, 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. Police Department Grant Acceptance

The Police Department identified and applied for a grant from the Florida Department of Law Enforcement (FDLE) to receive reimbursable funds through FDLE's drone replacement program. This grant provides funding for the purchase of drones that meet the compliance requirements outlined in Rule 60GG-2.0075, Florida Administrative Code. Motion by Commissioner Elliott, seconded by Commissioner Green, to approve Resolution R2025-35 authorizing acceptance of the grant. Motion passed unanimously.

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

B. Resolution to Add Policy 6.19 Shift Differential to the City of Wildwood Personnel Rules and Regulations

City employees in the Utility and Police Departments are eligible to receive shift differential pay when working certain shifts. To promote uniform application of awarding shift differential pay, it was recommended that a formal policy be adopted. Motion by Commissioner Green, seconded by Commissioner Bivins, to approve Resolution R2025-36 adding Policy 6.19 "Shift Differential" to the city's personnel rules and regulations. Motion carried unanimously.

RESULT:	Passed
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

9. Financial & Contracts & Agreements

A. Signature Drive Improvements Project Payment Application No. 1 in the amount of \$34,772.41

Public Works Director Hockenbury presented the pay application for the Signature Drive Improvements project. Motion by Commissioner Green, seconded by Commissioner Bivins, to approve the payment. Motion carried unanimously.

RESULT:	Passed
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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

- B. Missouri Avenue Drainage Improvements Pay Application No. 1 in the Amount of \$55,060.87
Public Works Director Hockenbury presented the pay application for the Missouri Avenue Drainage Improvements project. Motion by Commissioner Flores, seconded by Commissioner Bivins, to approve the payment. Motion carried unanimously.

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

- C. Funding approval for Right-of-Way Mowing of E. Old 470 with Green Scene Land and Water Group, Inc. in the amount of \$23,375.04
Public Works Director Hockenbury presented a request for funding approval for right-of-way mowing on E. Old 470. Motion by Commissioner Elliott, seconded by Commissioner Green, to approve the funding. Motion carried unanimously.

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

- D. Authorization for Engineering Services with Halff Associates Inc for Orange Street/Peters Street Stormwater Drainage Project in the Amount of \$116,404.00
Public Works Director Hockenbury presented a request for engineering services with Halff for the Orange Street/Peters Street Stormwater Drainage project. Motion by Commissioner Bivins, seconded by Commissioner Elliott, to approve the services. Motion carried unanimously.

RESULT:	Passed
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

- E. Kimley-Horn Work Authorization #27 for Fleet Building Expansion Design Services in the Amount of \$23,650.00
Public Works Director Hockenbury presented a request for design services with Kimley-Horn for the Fleet Building Expansion project. Motion by Commissioner Green, seconded by Commissioner Elliott, to approve the services. Motion carried unanimously.

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

- F. Authorization for Additional Engineering Services with CPH for the Millennium Park Project in the Amount of \$80,000.00

Public Works Director Hockenbury presented a request for additional engineering services with CPH for the Millennium Park project. Motion by Commissioner Green, seconded by Commissioner Bivins, to approve the services. Motion passed 3-2, with the Mayor and Commissioner Elliott opposing.

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

- G. Lighting Services Agreement With Duke Energy in the Amount of \$19,920.00

Public Works Director Hockenbury presented an agreement with Duke Energy for lighting services. Motion by Commissioner Elliott, seconded by Commissioner Green, to approve the agreement. Motion carried unanimously.

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

- H. Approval for new Wildwood Community Center Monument Sign in the amount of \$59,000.00

Parks & Recreation Director Kellem presented a request for a new monument sign at the Wildwood Community Center. Motion by Commissioner Flores, seconded by Commissioner Green, to approve the sign. Motion carried unanimously.

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

- I. Pay Application No. 7 for Phase One of the Water Reclamation Facility Project in the Amount of \$864,708.24.

Utilities Deputy Director Martin presented a pay application for phase one of the water reclamation facility project. Motion by Commissioner Green, seconded by Commissioner Bivins, to approve the payment. Motion carried unanimously.

RESULT:	Passed
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

- J. Approval of Award for Invitation To Bid (ITB) #2025-12, CCC WTP No. 1 Decommissioning to Clearwater Solutions, LLC in the amount of \$144,677.45

Utilities Deputy Director Martin presented a request to approve the award of ITB #2025-12 to ClearWater Solutions for the CCC WTP No. 1 Decommissioning project. Motion by Commissioner Elliott, seconded by Commissioner Bivins, to approve the award. Motion carried unanimously.

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

- K. Fourth Amendment to the Preconstruction Services Agreement with Garney Companies, Inc
Assistant City Manager/CFO Smith presented a contract amendment to the preconstruction services agreement with Garney. Motion by Commissioner Flores, seconded by Commissioner Green, to approve the amendment. Motion carried unanimously.

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

- L. Contract with Public Resources Advisory Group, Inc. (PRAG) for Financial Advisory Services
Assistant City Manager/CFO Smith presented a contract for financial advisory services with PRAG. Motion by Commissioner Green, seconded by Commissioner Bivins, to approve the contract. Motion carried unanimously.

RESULT:	Passed
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

10. General Items for Consideration/Discussion and Other Business

None.

11. Appointments

None.

12. City Manager Reports

A. Set Workshop for November 3, 2025 at 9:00am

City Manager McHugh requested to set a workshop for November 3rd at 9am for a crash course on bonds and to provide a financial update on the wastewater treatment plant facility project.

B. Construction Projects Update

City Manager McHugh stated the projects update could be found in the agenda packet.

He also reported on upcoming lane closures at US 301 and Florida's Turnpike for construction work, as well as upcoming public engagement opportunities for the bicycle/pedestrian master plan and Martin Theatre redevelopment project.

13. Other Department Reports

A. Police Departmental Report

14. Commission Members Reports

Commissioner Elliott provided updates on:

- Beacon College speaker series
- Lake-Sumter State College civic education program
- Sumter County elections
- Upcoming Florida District 5 Prosecutor's Attorney course
- Sumter County fire/EMS fee study

15. City Attorney Reports

None.

16. Adjournment

With no further business to discuss, the meeting was adjourned at 9:48 a.m.

RESULT:	Passed
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Green
AYES:	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