CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
November 10, 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	Absent
Jessica Barnes	City Clerk	Present
Randall Parmer	Police Chief	Present
Melanie Strickland	Development Services Director	Present
Courtney Kellem	Parks & Recreation Director	Present
Lynzey McClellan	Assistant CFO	Present
Jeremy Hockenbury	Public Works Director	Present
Jason Martin	Utilities Deputy 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 - E were approved. Motion by Commissioner Green, seconded by Commissioner Bivins, to approve the consent agenda as presented. The 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

A. Expenditure Report

B. Minutes for Approval: October 13, 2025 Regular Meeting

C. A25-0068 - SP - St. Vincent de Paul Outreach Ministries

D. Mission of San Pedro Maldonado Road Closure Request

E. Budgeted Financial Items

1. Purchase of Five Spare Lift Station Pumps in the Amount of $105,033.60

2. Wastewater Treatment Plant EQ Pump No. 1 Replacement in the Amount of $49,712.18

3. Automox 3-Year Renewal

3. Presentations and/or Proclamations

A. Proclaim November 19, 2025, as Geographic Information Systems (GIS) Day
City staff proposed proclaiming November 19, 2025, as Geographic Information Systems (GIS) Day. Motion by Commissioner Flores, seconded by Commissioner Green, to approve the proclamation by title. 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

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. A25-3308 - SSCPA - 64 Robin Rd.
Development Services Director Strickland presented Ordinance O2025-48, an ordinance proposing a small-scale future land use map amendment for property at 64 Robin Road (Parcel G22AT021), changing designation from Rural Residential to Mobile Home Park for 0.13 acres. She explained this was one of several small mobile home lots requiring annexation into the city before the county would issue permits. Motion by Commissioner Bivins, seconded by Commissioner Elliott, to adopt Ordinance O2025-48 on second and final reading. 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

C. A25-3403 - SSCPA - 5474 Williamsburg Ln.
Development Services Director Strickland presented Ordinance O2025-53, an ordinance proposing a small-scale future land use map amendment for 5474 Williamsburg Lane (Parcel G16F001) at Wildwood Country Resort, changing from Rural Residential to Mobile Home Park for 0.21 acres. Motion by Commissioner Green, seconded by Commissioner Flores, to adopt Ordinance O2025-53 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. A25-3309 - RZ - 64 Robin Rd.
Development Services Director Strickland presented Ordinance O2025-49, an ordinance proposing a zoning map amendment for property at 64 Robin Road (Parcel G22AT021), changing zoning from R6M (Sumter County) to MHP (City) for 0.13 acres. Motion by Commissioner Green, seconded by Commissioner Bivins, to adopt Ordinance O2025-49 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

B. A25-3404 - RZ - 5474 Williamsburg Ln.
Development Services Director Strickland presented Ordinance O2025-54, an ordinance proposing a zoning map amendment for 5474 Williamsburg Lane (Parcel G16F001) at Wildwood Country Resort, changing from RPUD (Sumter County) to MHP (City) for 0.21 acres. Motion by Commissioner Flores, seconded by Commissioner Green, to adopt Ordinance O2025-54 on second and final reading. 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

C. Wildwood Country Resort Annexations

Development Services Director Strickland presented Ordinance O2025-57, an ordinance providing for the voluntary annexation of approximately 0.83 acres within the Wildwood Country Resort community, including parcels G16A010, G16A106, G16A207, G16EC038, and G16EC051. Motion by Commissioner Green, seconded by Commissioner Bivins, to adopt Ordinance O2025-57 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

6. Public Forum - 4 minute time limit

None.

7. Ordinances First Reading Only (No Vote)

None.

8. Resolutions for Approval

A. Surplus Vehicles & Equipment November 2025

Resolution R2025-37 was proposed to declare certain vehicles and equipment as surplus to be disposed of through online auction, donation to nonprofit organizations, or as trash if beyond repair. Commissioner Elliott inquired about a generator on the surplus list, asking if it had any value to the city. City Manager McHugh confirmed staff had exhausted efforts to repurpose the generator before declaring it surplus. Motion by Commissioner Green, seconded by Commissioner Elliott, to adopt Resolution R2025-37. 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

9. Financial & Contracts & Agreements

A. Rehab and Epoxy Coating of Fourteen (14) Manholes on US 301 by Engineered Spray Solutions in the Amount of $145,303.04

Utilities Deputy Director Martin presented a request for the maintenance of manholes along Main Street/US Highway 301 from the bridge to Huey Street. He explained the gravity system had not been maintained for as far back as staff could recall, and that the work was requested to be completed by Engineered Spray Solutions. Commissioner Elliott asked about the manholes being in the state right-of-way and expressed concern about lids being properly installed to prevent truck damage. Martin assured the commission that the company did quality work and that they had replaced problematic lids south of CR 466A with hinged lids. Motion by Commissioner Elliott, seconded by Commissioner Bivins, to approve the project. 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

B. Replacement Gearbox for Kruger Rotor in the Amount of $60,922.22

Utilities Deputy Director Martin presented a request for a replacement gearbox. He explained the item was budgeted and that the Kruger system would continue to be used even after the new plant was completed. With four gearboxes currently in use, and having one spare, this would provide a second spare. Commissioner Elliott noted that waiting six months would likely result in higher costs, and Martin confirmed these items took a long time to obtain. Motion by Commissioner Flores, seconded by Commissioner Green, to approve the purchase. 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

C. 20hp Replacement Pump for Lift Station No. 33 (American House) in the Amount of $23,511.60

Utilities Deputy Director Martin explained that one of the 20 horsepower pumps had reached the end of its life cycle. A spare was currently running, and this would replace the spare on the shelf. He noted that replacement was a less expensive option than rebuilding and that staff was looking at other pump brands to save money in the future. Motion by Commissioner Bivins, seconded by Commissioner Green, to approve the purchase. 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

D. Approval of Cleaning ('Ice Pigging') of 6,000 Feet of Pressurized Force Main in the Amount of $45,362.00

Utilities Deputy Director Martin described ice pigging as a new and interesting technology used by only one company in the United States. The Lakeside Landing lift station had pumping rate problems, and a 12-inch force main crossing railroad tracks couldn't be adequately cleansed. This technology would allow ice to be pumped into the main through a 2-inch hole without shutting down the line for days. Motion by Commissioner Flores, seconded by Commissioner Green, to approve the project. 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

E. CR 501 Water Treatment Plant Landscape Improvements in the Amount of $148,761.52

Utilities Deputy Director Martin explained this work would be done at the water treatment facility where the iron system project was underway. Initially attempted as a change order for over $250,000, the city saved $100,000 by bidding it out separately. City Manager McHugh credited the city's new procurement manager and staff leadership for being able to bid the project in-house rather than paying an engineer or architect to handle the bidding process, resulting in additional savings. Motion by Commissioner Elliott, seconded by Commissioner Flores, to approve the project. 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

F. Pay Application No. 8 for Phase One of the Water Reclamation Facility Project in the Amount of $728,550.62

Utilities Deputy Director Martin reported significant progress on the project, with the Davco base being rebared in. He encouraged commissioners to visit the site before concrete is poured to see the extensive work being performed. Motion by Commissioner Bivins, seconded by Commissioner Green, to approve the payment. 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

G. Millennium Park Phase 1 & 2 Project Payment Application 9 in the Amount of $318,420.23

Public Works Director Hockenbury stated the project was approximately at the halfway point with a lot of moving parts occurring at the present. He stated he was hopeful to see the infrastructure completed soon and then begin raising the vertical structures. 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

H. Oak Grove Village Drainage Improvements Pay Application No. 2 in the Amount of $245,622.50

Public Works Director Hockenbury stated this project was close to being completed. He explained that a water meter was waiting to be set, and that once set, controls and connection could then be tested properly. He explained this project was a portion of the city's efforts to control the flooding in the area because it has been a constant issue since the 1970s. He stated the intent was to divert the excess water under the road and out to Monarch Swamp. Motion by Commissioner Flores, seconded by Commissioner Green, to approve the payment. 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. Missouri Avenue Drainage Improvements Pay Application No. 2 in the Amount of $43,412.62

Public Works Director Hockenbury stated this was another stormwater project and that it was nearing completion. He explained that only walkthroughs and final payout were left to be completed. 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. Son Life Lawn and Landscaping Inc. Developer's Agreement

Development Services Director Strickland provided a brief explanation of the Developer's Agreement. She stated the property owner was combining two properties for entitlements usage and that there was little impact other than having to complete a land use change on the additional property. Strickland explained that the Developer's Agreement supported the land use change and covered both properties in their entirety, sharing the allotment of wastewater capacity. Mayor Wolf reiterated Strickland's explanation to ensure everyone understood what was said. Motion by Commissioner Green, seconded by Commissioner Bivins, to approve the Developer's Agreement. 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

A. Amendment to Mutual Aid Agreement with Sumter County Sheriff's Office and the Wildwood Police Department Law Enforcement

Police Chief Parmer provided a brief explanation of the Mutual Aid Agreement. During his explanation, he detailed that this agreement would give officers authority to conduct business as needed outside jurisdictional boundaries. He stated more specifically about officers traveling and conducting paperwork forthwith at the jail when making arrests. Chief Parmer provided a brief anecdote about the jurisdictional loophole and how this agreement would prevent situations like the one he described. Motion by Commissioner Flores, seconded by Commissioner Elliot, to approve the Mutual Aid Agreement. Motion carried unanimously.

RESULT:	**Passed**
MOVER:	Commissioner Flores
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. Cancellation of December 22, 2025 City Commission Meeting

City Manager McHugh explained the second commission meeting in December typically fell during the week of Christmas and therefore recommended canceling the December 22, 2025 commission meeting. He noted that historically, the second commission meeting in December was canceled because of the holiday. McHugh stated that if any pressing business arose after the December 8, 2025 commission meeting that something would be scheduled at that time.

B. Local Construction Projects Update

The City Manager's projects update was included in the meeting agenda for review.

City Manager McHugh provided an update to the commission regarding the current golf cart ordinance and its compatibility with state statute. He further explained that staff had worked with various stakeholders on promotional and educational materials, and the Wildwood Police Department would be partnering with The Villages Homeowners Advocates to provide educational training to new residents regarding golf cart safety, rules, ordinances, and defensive driving habits. McHugh advised the draft ordinance would be brought before the commission soon.

13. Other Department Reports

A. DSD 4th Quarterly FY 24-25 Report

The Development Services Department report was included in the meeting agenda for review.

B. Utility Department Quarterly Report

The Utilities Department report was included in the meeting agenda for review.

C. Information Technology 2025 Q3 Quarterly Report

The IT Department report was included in the meeting agenda for review.

14. Commission Members Reports

Commissioner Elliot discussed the recent Charter Review Committee report amongst the other commissioners. He raised two specific concerns for Commission consideration:

1. Districts — whether the city should establish districts similar to Sumter County, where commissioners must reside in districts but are elected city-wide; and
2. Mayor selection — whether the mayor should be elected by voters or five commissioners elected with the commission appointing a mayor. Elliott noted a recent municipality's election, and voiced his concern about Wildwood facing similar situations with inexperienced leadership.

Elliott stated he would defer to the Commission's judgment on these matters, and other commissioners expressed satisfaction with the committee's recommendations.

15. City Attorney Reports

None.

16. Adjournment

With no further business to discuss, the meeting was adjourned at 9:32 a.m.

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

Upcoming Events

CITY OF WILDWOOD CORPORATE SEAL SUMTER COUNTY, FLORIDA

SEAL

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

ATTEST: Jessica Barnes
Jessica Barnes, City Clerk

BY: Ed Wolf
Ed Wolf, Mayor