

# WINTER HAVEN

## *The Chain of Lakes City*

### REGULAR CITY COMMISSION MEETING TUESDAY, SEPTEMBER 12, 2023

6:00 PM

City Hall - John Fuller Auditorium  
451 Third Street NW  
Winter Haven, FL 33881

1. **CALL TO ORDER** - Bradley T. Dantzler, Mayor
2. **ROLL CALL** - Vanessa Castillo, MMC, City Clerk
3. **INVOCATION** - Dr. Joe Lemmons - Lake Shipp Baptist Church
4. **PLEDGE OF ALLEGIANCE** - Vanessa Castillo, MMC, City Clerk
5. **PRESENTATIONS**
  - 5.A. **"Constitution Week" Proclamation - Andi Brannon, Regent and Tracy Suarez, Constitution Week Chair, Ponce De Leon Chapter DAR**  
  
*Staff Contact: LaTonya Harris, City Historian & Archivist/Deputy City Clerk, lharris@mywinterhaven.com*  
  
[Proclamation](#)
  - 5.B. **"Bond Clinic 75th Year of Service to the Community" Proclamation - Dr. Panos Iakovidis, Vascular Surgeon and CEO and Board President, & Ashley Scanlan, Marketing Director, Bond Clinic, P.A.,**  
  
*Staff Contact: Vanessa Castillo, MMC, City Clerk, vcastillo@mywinterhaven.com*  
  
[Proclamation](#)
  - 5.C. **\*\*\* Agenda Review Only \*\*\* Ask Winter Haven and Advance Winter Haven Updates - Katrina Hill, Public Affairs & Communication Director**  
  
*Staff Contact: Katrina Hill, Public Affairs & Communications Director, khill@mywinterhaven.com*
6. **DEVELOPMENTS OF NOTE**
7. **MINUTES**
  - 7.A. **August 8, 2023, Utilities Budget Workshop and Agenda Review Session Minutes**  
  
*Staff Contact: Vanessa Castillo, MMC, City Clerk, vcastillo@mywinterhaven.com*  
  
[2023-08-08 DRAFT Agenda Review Session Minutes \(Includes Utilities Budget Workshop\) with link](#)

**7.B. August 14, 2023, Regular City Commission Meeting Minutes**

*Staff Contact: Vanessa Castillo, MMC, City Clerk, vcastillo@mywinterhaven.com*

[2023-08-14 DRAFT Regular City Commission Meeting Minutes with Link and Attachments](#)

**8. MAYOR'S STATEMENT**

**8.A. Mayor's Statement**

*Staff Contact: Colleen "CJ" Scott, Chief Financial Officer, cjscott@mywinterhaven.com*

[Mayor's Statement FY2024](#)

**9. ORDINANCE(S) - FIRST READING - PUBLIC HEARING ON AD VALOREM TAX MILLAGE RATE AND FISCAL YEAR 2023-2024 BUDGET**

**9.A. O-23-53 - Adopting the Millage Rate for Fiscal Year 2023-2024**

*Staff Contact: CJ Scott, Chief Financial Officer, cjscott@mywinterhaven.com*

[Summary - Ordinance O-23-53 Adopting the Millage Rate for Fiscal Year 2023-2024](#)

[Ordinance O-23-53 Adopting the Millage Rate for Fiscal Year 2023-2024.](#)

**9.B. Ordinance O-23-54 Adopting the Budget for Fiscal Year 2023-2024**

*Staff Contact: CJ Scott, Chief Financial Officer, cjscott@mywinterhaven.com*

[Summary - Ordinance O-23-54 Adopting the Budget for Fiscal Year 2023-2024](#)

[Ordinance O-23-54 Adopting the Tentative Budget for Fiscal Year 2023-2024](#)

**10. COMMENTS FROM THE AUDIENCE**

**11. ORDINANCE(S) - SECOND READING - PUBLIC HEARING**

**11.A. O-23-40 - Request by Craig Ober to rezone three parcels from Planned Unit Development (PUD) zoning district to Single Family Residential – Large Lot (R-1) zoning district.**

*Staff Contact: Chris Young, Senior Planner, cyoung@mywinterhaven.com*

[Summary - Ordinance O-23-40](#)

[Ordinance - O-23-40](#)

**11.B. O-23-46 - Request by Down Around the Derry Down, LLC to rezone four parcels and a portion of a parcel from Commercial- Heavy (C-4) zoning district to Commercial- Downtown (C-1) zoning district**

*Staff Contact: Heather Reuter, Senior Planner, hreuter@mywinterhaven.com*

[Summary - Ordinance O-23-46](#)

[O-23-46](#)

**11.C. O-23-47 - Request by William Wright Sparling Irrevocable Trust to rezone a parcel from Single Family Residential- Small Lot (R-2) zoning district to Mixed Use (MX) zoning district (1103 Fifth**

**Street, SE)**

*Staff Contact: Heather Reuter, Senior Planner, hreuter@mywinterhaven.com*

[Summary - Ordinance O-23-47  
O-23-47](#)

- 11.D. O-23-48 - Request by John G. Wood & Associates to rezone nine (9) parcels from Single Family Residential- Small Lot (R-2) zoning district to Single Family Residential- Large Lot (R-1) zoning district**

*Staff Contact: Sean Byers, Planning Manager, sbyers@mywinterhaven.com*

[Summary - Ordinance O-23-48  
O-23-48](#)

- 11.E. O-23-51 - Adopting an Updated Method of Calculating an Appropriate Equivalent Residential Unit ("ERU") Factor/Value for Multi-Family Residential Units and Non-Residential Land Uses for Application in Determining the Amount of the City's Water and Sewer Connection Fees that are Due; and Revising Definition of Multi-Family Residential set forth in Section 19-138(d)(s) of the Code of Ordinances**

*Staff Contact: Gary Hubbard, Winter Haven Water Director, ghubbard@mywinterhaven.com*

[Summary - Ordinance O-23-51  
O-23-51](#)

**12. CONSENT AGENDA**

- 12.A. Acceptance of an Airport Improvement Program Grant Offer from the Federal Aviation Administration (FAA) for the Construction of the South Apron Rehabilitation Project at the Winter Haven Regional Airport.**

*Staff Contact: Michael C. Moon, Interim Airport Director, airportmanager@mywinterhaven.com*

[Summary - Acceptance of an FAA Grant for the South Apron Rehabilitation Project](#)  
[Exhibit A - Project Cost Breakdown GIF South Apron](#)  
[Exhibit B - Project Sketch - South Apron Rehabilitation](#)

- 12.B. ITB-23-36 South Apron Rehab Project at the Winter Haven Regional Airport - Award to Hubbard Construction (Winter Park, FL)**

*Staff Contact: Michael Moon, Interim Airport Director, airportmanager@mywinterhaven.com*

[Summary -Award of ITB-23-36 South Apron Rehab Project](#)  
[ITB-23-36 South Apron Rehab Project - ROA](#)  
[ITB-23-36 South Apron Rehab Project - Bid Tabulation](#)

- 12.C. Hanson Task Order # 18 for the Construction Administration and Inspection for the South Apron Rehabilitation project at Winter Haven Regional Airport.**

*Staff Contact: Michael Moon, Interim Airport Director, airportmanager@mywinterhaven.com*

[Summary - Professional Consulting Services Agreement with Hanson Professional Services, Inc.](#)

[Hanson Task Order # 18 Exhibit A](#)  
[Hanson Fee Summary Exhibit B](#)  
[FFA Eligible Expense Exhibit C](#)  
[IFE South Apron Exhibit D](#)  
[Non FAA Eligible Expenses Exhibit E](#)

**12.D. Approval of a Land Lease with Blue Line Aviation, LLC**

*Staff Contact: Michael Moon, Interim Airport Director, [airportmanager@mywinterhaven.com](mailto:airportmanager@mywinterhaven.com)*

[Summary - Blue Line Aviation LLC Land Lease Agreement with the City](#)  
[Land Lease Agreement - Winter Haven-Blue Line Aviation LLC](#)  
[Exhibit A - Land Lease Agreement Depiction of Leasehold Premises](#)  
[Exhibit B - Land Lease Agreement - Minimum Operating Rules](#)  
[Exhibit C- Rules and Regs - Land Lease Agreement](#)

**12.E. Authorization for Travel & Training: Florida League of Cities (FLC) Fall 2023 FAST Fly-In (Yates)**

*Staff Contact: AJ Nicholson, Assistant to the City Manager, [anicholson@mywinterhaven.com](mailto:anicholson@mywinterhaven.com)*

[Summary - Oct 2023 Washington, DC Fly-In](#)

**12.F. 2023 Municipal Election Administration Agreement between the Supervisor of Elections of Polk County and the City of Winter Haven**

*Staff Contact: Vanessa Castillo, MMC, City Clerk, [vcastillo@mywinterhaven.com](mailto:vcastillo@mywinterhaven.com)*

[Summary - 2023 Municipal Election Administration Agreement](#)  
[2023 City of Winter Haven Municipal Election Administration Agreement](#)

**12.G. Emergency Sewer Repairs at 634 Wexford Court in the Cypresswood Community**

*Staff Contact: Gary M. Hubbard, Winter Haven Water Director, [ghubbard@mywinterhaven.com](mailto:ghubbard@mywinterhaven.com)*

[Summary - Emergency Sewer Repairs at 634 Wexford Court](#)  
[Emergency Purchase Justification, Cypresswood, 2nd Repair](#)

**12.H. Purchase of Bergkamp FP5 Asphalt Patch Truck**

*Staff Contact: Brittany Hart , Interim Public Works Director , [BHart@mywinterhaven.com](mailto:BHart@mywinterhaven.com)*

[Summary - Purchase of Bergkamp FP5 Asphalt Patch Truck](#)  
[Quote for FP5](#)  
[FP5 Spec Sheet](#)

**12.I. Police Benevolent Association (PBA) Collective Bargaining Agreement (CBA) Ratification**

*Staff Contact: Shawn Dykes, Human Resources Director, [sdykes@mywinterhaven.com](mailto:sdykes@mywinterhaven.com)*

**13. RESOLUTION(S)**

**13.A. R-23-51 - Florida Department of Transportation (FDOT) Beautification Grant**

*Staff Contact: Angie Hibbard, Downtown CRA Project Manager, ahibbard@mywinterhaven.com*

[Summary - R-23-51 FDOT Beautification Grant Resolution](#)  
[Resolution R-23-51](#)  
[EXHIBIT A - FDOT Beautification Grant Application Blank](#)  
[EXHIBIT B - FDOT Pond Map for Beautification Grant](#)

**14. ORDINANCE(S) - FIRST READING**

**14.A. O-23-41 - Request by RR Heath Investments, LLC to assign Neighborhood Support Future Land Use to an annexed parcel (1100 Eloise Loop Road)**

*Staff Contact: Heather Reuter, Senior Planner, hreuter@mywinterhaven.com*

[Summary - Ordinances O-23-41 & O-23-42](#)  
[O-23-41](#)

**14.B. O-23-42 - Request by RR Heath Investments, LLC to assign Commercial- Highway (C-3) zoning district to an annexed parcel (1100 Eloise Loop Road)**

*Staff Contact: Heather Reuter, Senior Planner, hreuter@mywinterhaven.com*

[Summary - Ordinances O-23-41 & O-23-42](#)  
[O-23-42](#)

**14.C. O-23-43 - Request by Carlton Properties, LLC to rezone a parcel from Single Family Residential- Small Lot (R-2) zoning district to Multi-Family Residential- Low Density (R-3) zoning district. General Location: 3257 Old Eagle Lake Road**

*Staff Contact: Sean Byers, Planning Manager, sbyers@mywinterhaven.com*

[Summary - Ordinance O-23-43](#)  
[O-23-43](#)

**14.D. O-23-44 - Request by Telescorp Group, LLC to assign Neighborhood Suburban Future Land Use to an annexed parcel**

*Staff Contact: Sean Byers, Planning Manager, sbyers@mywinterhaven.com*

[Summary - Ordinance O-23-44](#)  
[O-23-44](#)

**14.E. O-23-45 - Request by Telescorp Group, LLC to assign Planned Unit Development (PUD) zoning district to an annexed parcel**

*Staff Contact: Sean Byers, Planning Manager, sbyers@mywinterhaven.com*

[Summary - Ordinance O-23-45](#)  
[O-23-45](#)

**15. NEW BUSINESS**

16. CITY COMMISSIONERS/LIAISON REPORTS

17. CITY ATTORNEY REPORT

18. CITY MANAGER REPORT

19. DEPUTY CITY MANAGER REPORT

19.A. Florida Lakes Management Society Award recognition - Devon Moore

*Staff Contact: M.J. Carnevale, Deputy City Manager, mcarnevale@mywinterhaven.com*

20. CITY CLERK REPORT

21. EMERGENCY MATTERS NOT RECEIVED FOR THE AGENDA

22. ADJOURNMENT

If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceeding is made which record includes the testimony and evidence upon which the appeal is to be based (FS 286.0105). In accordance with the Americans with Disabilities Act and Florida Statutes, Section 286.26, persons with disabilities needing special accommodations to participate in this proceeding, should contact the City Clerk's Office, 451 Third Street, NW, Winter Haven, Florida 33881, in writing, not later than 48 hours prior to the proceeding; if not in writing, then not later than four (4) days prior to the proceeding at (863) 291-5600. Vision or hearing impaired please call (800) 955-8771 for assistance.