

WINTER HAVEN

The Chain of Lakes City

REGULAR CITY COMMISSION MEETING

MONDAY, NOVEMBER 13, 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** - Father Andy Doan - Solid Rock Anglican Church
4. **PLEDGE OF ALLEGIANCE** - Vanessa Castillo, MMC, City Clerk
5. **PRESENTATIONS**
6. **DEVELOPMENTS OF NOTE**
7. **MINUTES**
8. **COMMENTS FROM THE AUDIENCE**
9. **ORDINANCE(S) - SECOND READING - PUBLIC HEARING**
 - 9.A. **O-23-39 - Request by Latigo Winter Haven, LLC to amend Planned Unit Development Ordinance O-22-11**

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

[Summary - Ordinance O-23-39](#)
[O-23-39](#)
 - 9.B. **O-23-58 - Revised- Request by KRPC Willowbrook, LLC to establish the Willowbrook Community Development District**

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

[Summary - Ordinance O-23-58-Revised](#)
[O-23-58-Revised](#)
[Final Third Supplemental Petition with Transmittal Letter and Exhibits - Willowbrook](#)
[Pre-Filed Testimony - Jill Burns](#)
[Pre-Filed Testimony - Steve Rosser](#)
[Pre-Filed Testimony - Steve Sloan](#)
10. **CONSENT AGENDA**
 - 10.A. **Agreement between The Country Club of Winter Haven, and the City of Winter Haven for furnishing reuse water.**

Staff Contact: Gary M. Hubbard, Water Department Director, ghubbard@mywinterhaven.com

[Summary - Country Club of Winter Haven Reuse Agreement](#)
[Country Club-Reuse water agreement](#)
[Memo to Commissioners-Country Club of WH, November 15, 2021](#)

10.B. Water Infrastructure Finance and Innovation Act (WIFIA) Loan Application Extension

Staff Contact: Gary M. Hubbard, Water Department Director, ghubbard@mywinterhaven.com

[Summary - WIFIA Loan Application Extension](#)
[City of Winter Haven Florida - EPA Notification Letter \(11-29-2022\)](#)
[2023-10-23 Letter to Brian Jefferis, EPA - COWH WIFIA Loan Application](#)

10.C. Purchase of Ten Police Department Vehicles via Florida Sheriffs' Agreement Pricing

Staff Contact: Donald Nunnery, Captain, dnunnery@mywinterhaven.com

[Summary - Purchase of Ten Police Department Vehicles](#)
[Bozard Ford Quote](#)

10.D. Cultural Arts Advisory Committee Appointments

Staff Contact: Natalie Wilson, Special Events Coordinator, nwilson@mywinterhavn.com

[Summary - Cultural Arts Advisory Committee Appointments](#)
[CAAC Application - Amy Sexson](#)
[CAAC Application - Austin Tharp](#)

10.E. RFQ-23-42 - Award of Willowbrook Golf Course Design Build Services to Michael Beebe & Associates

Staff Contact: Andy Palmer, Parks Planning & Strategic Initiatives Manager, apalmer@mywinterhaven.com

[Summary - Award of Willowbrook Design Build - RFQ-23-42](#)
[RFQ-23-42 Proposal Tab Sheet](#)
[RFQ-23-42 Recommendation of Award](#)
[Michael Beebe and Associates Proposal](#)

10.F. Scope of work with Florida Acquisition & Appraisal for Title & Survey Services for the East Lake Howard Trail Project

Staff Contact: Andy Palmer, Parks Planning & Strategic Initiatives, apalmer@mywinterhaven.com

[Summary East Lake Howard Trail Title Opinions & Survey Task Order](#)
[FLAA Scope of Work](#)
[FLAA Piggyback Approval](#)

10.G. Uncollected Accounts Receivable for Fiscal Year 2023

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

[Summary - Uncollected Accounts Receivable](#)

[2023 Delinquent Utility Accounts](#)
[2023 Delinquent Miscellaneous Billing Accounts](#)

10.H. Lake Mirror Drive 18" Stormwater Pipe Rehabilitation - General Piggyback Purchasing Agreement with Insituform Technologies LLC.

Staff Contact: Brittany Hart, Interim Public Works Director, bhart@mywinterhaven.com

[Summary - Lake Mirror Drive 18 inch Stormwater Pipe Rehabilitation](#)
[General Piggyback Purchasing Agreement - Insituform Technologies LLC](#)
[Insituform Technologies Quote - Lake Mirror Drive 18in Storm CIPP Rehabilitation](#)

10.I. Agreement with Republic Services for processing of Recycling Materials

Staff Contact: Brittany Hart, Interim Public Works Director, bhart@mywinterhaven.com

[Service Agreement for Recyclable Materials](#)
[Addendum to Service Agreement Republic](#)
[Sole Source Procurement Approval](#)
[Summary-Agreement_with_Republic_Services_for_Processing_of_Recycling_Materials.docx](#)

10.J. Lakes Advisory Committee Appointments

Staff Contact: Brittany Hart, Interim Public Works Director, bhart@mywinterhaven.com

[Summary - Lakes Advisory Committee Reappointments and New Appointments](#)
[LAC Application - Frances Howell Coleman](#)
[LAC Application - Rue Denton Jr.](#)
[LAC Application - Tom Jennings](#)
[LAC Application - Grethel Cortes](#)

10.K. ITB-23-35 - S. Lake Howard Drive Complete Street Project - Award of Contract to Hubbard Construction

Staff Contact: Brittany Hart, Interim Public Works Director, bhart@mywinterhaven.com

[Summary - ITB-23-35 S. Lake Howard Drive Construction Award](#)
[ITB-23-35 Bid Tab Sheet](#)
[ITB-23-35 Recommendation of Award](#)

10.L. ITB-23-51 - W772 Rain Garden Construction Project - Award to Close Construction Services, LLC

Staff Contact: Brittany Hart, Interim Public Works Director, bhart@mywinterhaven.com

[Summary - Award of ITB-23-51 to Close Construction](#)
[ITB-23-51 Bid Tab Sheet](#)
[ITB-23-51 Recommendation of Award](#)

10.M. Purchase of Fleet Service Vehicle

Staff Contact: Brittany Hart, Interim Public Works Director, bhart@mywinterhaven.com

[Summary - Purchase of Fleet Service Vehicle](#)

[Quote for 2024 Ford F250 Crew Cab 4X4](#)

10.N. Winter Haven Professional Firefighters, International Association of Firefighters Local 4967 Collective Bargaining Agreement – Addendum A

Staff Contact: Shawn Dykes, Human Resources Director, sdykes@mywinterhaven.com

[Summary - IAFF and COWH Collective Bargaining Agreement Reopener Memorandum of Understanding-Addendum A - IAFF](#)

10.O. City of Winter Haven and Federation of Public Employees Collective Bargaining Agreement, October 1, 2023 through September 30, 2026

Staff Contact: Shawn Dykes, Human Resources Director, sdykes@mywinterhaven.com

[Summary - COWH and FOPE Collective Bargaining Agreement Red Lined version - Collective Bargaining Agreement \(10.01.2023-09.30.2024\) Final Version of Collective Bargaining Agreement \(10.01.2023-09.30.2024\) \(unsigned\)](#)

10.P. Acknowledgement & Consent to Collateral Assignment of Developer's Agreement by The Breeze Winter Haven, LLC to HS Winter Haven SW, LLC

Staff Contact: Eric Labbe, Economic Opportunity & Community Investment Director, elabbe@mywinterhaven.com

[Summary - Collateral Assignment Collateral Assignment of Developer's Agreement](#)

11. RESOLUTION(S)

11.A. R-23-55 - Request by Luxury Apartment Living, LLC for final plat approval of the Evergreen West Subdivision

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

[Summary - Resolution R-23-55 R-23-55](#)

11.B. R-23-56 Authorizing the issuance of not to exceed \$27,000,000 City of Winter Haven, Florida Non-Ad Valorem Revenue Bonds, Series 2023

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

[Summary R-23-56 R-23-56 Authorizing Resolution](#)

11.C. R-23-57 - Supplementing Resolution R-23-56 regarding the issuance of not to exceed \$27,000,000 City of Winter Haven, Florida Non Ad Valorem Revenue Bonds, Series 2023

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

[Summary - R-23-57 R-23-57 Supplemental Resolution Exhibit A - Form of Official Notice of Sale Exhibit A - Form of Summary Notice of Sale](#)

[Exhibit B - Form of Preliminary Official Statement](#)
[Exhibit C - Form of Continuing Disclosure Certificate](#)
[Exhibit D - Form of Certificate of Chief Financial Officer](#)

11.D. R-23-58 - Adopting the 2023 Urban Forest Management Plan

Staff Contact: Brittany Hart, Interim Public Works Director, bhart@mywinterhaven.com

[Summary - Resolution R-23-58 Adopting the Urban Forest Management Plan R-23-58](#)
[Winter Haven Urban Forest Management Plan \(UFMP\) 2023](#)

11.E. R-23-59 - S. Lake Howard Drive Supplemental Local Area Program (LAP) Agreement

Staff Contact: Brittany Hart, Interim Public Works Director, bhart@mywinterhaven.com

[Summary - Resolution R-23-59 FDOT South Lake Howard LAP Supplemental Agreement](#)
[Resolution R-23-59](#)
[Supplemental LAP Agreement](#)

12. ORDINANCE(S) - FIRST READING

12.A. O-23-55 - Request by Dundee Road Investors LLP to amend the 2035 Future Land Use Map on three parcels from Industrial Future Land Use to Neighborhood Support Future Land Use (2400 Dundee Road)

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

[Summary Ordinances O-23-55 and O-23-56](#)
[O-23-55](#)

12.B. O-23-56 - Request by Dundee Road Investors LLP to rezone one parcel from Industrial- Light (I-1) zoning district to Commercial- Highway (C-3) zoning district and two parcels from Commercial- Heavy (C-4) zoning district to Commercial- Highway (C-3) zoning district (2400 Dundee Road)

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

[Summary Ordinances O-23-55 and O-23-56](#)
[O-23-56](#)

12.C. O-23-59 - Voluntary annexation of a parcel generally located southwest of the intersection of Old Bartow Lake Wales Road and Waters Road

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

[Summary - Ordinance O-23-59](#)
[O-23-59](#)

13. NEW BUSINESS

13.A. Certification of the November 7, 2023, City of Winter Haven Regular Municipal Election for Commission Seat No. 1 and Special Municipal Election for Commission Seat No. 5

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

Summary - Certification of the November 7, 2023, Regular Municipal Election and Special Municipal Election
2023 Regular Municipal Election - Certificate of the City Canvassing Board (Seat No. 1)
2023 Special Municipal Election - Certificate of the City Canvassing Board (Seat No. 5)

14. **CITY COMMISSIONERS/LIAISON REPORTS**

15. **CITY ATTORNEY REPORT**

16. **CITY MANAGER REPORT**

16.A. Discuss the November 22, 2023, Agenda Review Session, the December 20, 2023, Agenda Review Session, and the December 25, 2023, Regular City Commission Meeting

Staff Contact: T. Michael Stavres, City Manager, mstavres@mywinterhaven.com

17. **DEPUTY CITY MANAGER REPORT**

18. **CITY CLERK REPORT**

19. **EMERGENCY MATTERS NOT RECEIVED FOR THE AGENDA**

20. **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.