



## CITY COMMISSION MEETING

**DATE:** Monday, February 26, 2024, 6:00 p.m.

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

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1. **CALL TO ORDER** - Nathaniel J. Birdsong, Jr., Mayor

2. **ROLL CALL** - Vanessa Castillo, MMC, City Clerk

3. **INVOCATION**

4. **PLEDGE OF ALLEGIANCE** - Vanessa Castillo, MMC, City Clerk

5. **PRESENTATIONS**

5.A **"Montessori Education Week" Proclamation - Kris Newman-Lake, Principal & CEO and Members of Staff and the Board**

*Staff Contact:* T. Michael Stavres, City Manager, [mstavres@mywinterhaven.com](mailto:mstavres@mywinterhaven.com)

Proclamation

6. **DEVELOPMENTS OF NOTE**

7. **MINUTES**

7.A **January 8, 2024, Regular City Commission Meeting Minutes**

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

[2024-01-08 DRAFT Regular City Commission Meeting Minutes with Link and Attachments](#)

7.B **January 16, 2024, City Commission Agenda Review Session Meeting Minutes**

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

[2024-01-16 Agenda Review Session Minutes with Link](#)

8. **COMMENTS FROM THE AUDIENCE**

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

9.A **O-24-05 - Request by Timothy Campbell to assign Neighborhood Mixed Use Hub Future Land Use to an annexed parcel**

*Staff Contact:* Heather Reuter, Senior Planner, [hreuter@mywinterhaven.com](mailto:hreuter@mywinterhaven.com)

Summary - Ordinances O-24-05 and O-24-06  
O-24-05

- 9.B **O-24-06 - Request by Timothy Campbell to assign Commercial- Highway (C-3) zoning district to an annexed parcel**

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

Summary - Ordinances O-24-05 and O-24-06  
O-24-06

- 9.C **O-24-07 - Administrative request to amend the Winter Haven Code of Ordinances, Chapter 10, Section 10-3, Highwater Marks, and Chapter 21, Article II, Section 21-70 relating to waterfront properties**

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

Summary - Ordinance O-24-07  
O-24-07

## 10. CONSENT AGENDA

- 10.A **Re-purposing of Series 2021B Bond Proceeds for Compliance Purposes**

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

Re-purpose of Series 2021B Bonds

- 10.B **Travel & Training Authorization: Metropolitan Planning Organization Advisory Council (MPOAC) 2024 meetings (Birdsong)**

**Staff Contact:** A J Nicholson, Assistant to the City Manager, anicholson@mywinterhaven.com

Summary - Authorization for Travel - 2024 MPOAC meetings

- 10.C **Authorization for Travel and Training - Florida Black Caucus - Local Elected Officials (FBC-LEO) 2024 Spring Conference (Birdsong)**

**Staff Contact:** AJ Nicholson, Assistant to the City Manager, anicholson@mywinterhaven.com

Summary - FBC-LEO 2024 Conference  
2024 FBC-LEO Conference Agenda

- 10.D **Authorization for Travel and Training - National League of Cities (NLC) Conference 2024 (Dantzler)**

**Staff Contact:** Amanda-Jo Nicholson, Assistant to the City Manager, anicholson@mywinterhaven.com

Summary - NLC Conference 2024  
2024 NLC Conference Preview

- 10.E **Transfer of Roosevelt Drive**

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

Summary - Transfer of Roosevelt Drive  
Roosevelt Drive Agreement & County Deed

- 10.F **South Lake Howard Nature Park Expansion Design/Build Contract with Whitehead Construction**

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

Summary SLHNP Whitehead Design Contract  
Design Build Contract SLHNP Expansion  
RFQ 23-41- Exhibit A  
Design Builder's Response to RFQ 23-41 - Exhibit B  
Everett Whitehead & Son, Inc. Design Phase Proposal dated January 19, 2024- Exhibit C

**10.G Florida Department of Transportation (FDOT) Temporary Road Closure Request for 2024 WHPD 5k for Special Olympics**

**Staff Contact:** *Natalie Wilson, Special Event Coordinator , nwilson@mywinterhaven.com*

Summary - 2024 WHPD 5k  
WHPD 5k Route Map  
22-012 Base 2024 5K MOT Plan Set

**10.H Florida Citrus Building HVAC Renovation Project - Mechanical Services of Central Florida, Inc. Evaluation and Development Phase & Sourcewell Participation Agreement Authorization**

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

Summary - Florida Citrus Building HVAC Renovation  
Mechanical Services of Central Florida, Inc. Evaluation and Development Phase Scope of Work  
Sourcewell Participation Agreement - Mechanical Services of Central FL

**10.I Chain of Lakes Park Phase II Demolition Task**

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

Summary Chain of Lakes Demo Phase  
WH COL Phase II Structural Demo 2-15-24

**11. RESOLUTION(S)**

**11.A R-24-11 - Adopting a Municipal Securities Post-Issuance Disclosure Policy**

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

Summary R-24-11  
R-24-11  
City of Winter Haven - Municipal Securities Post Issuance Disclosure Policy

**11.B R-24-16 - Appointment of an Affordable Housing Advisory Committee (AHAC) Member**

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

Summary - Resolution R-24-16  
Resolution R-24-16

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

**12.A O-24-11 - Providing for Budget Transfers within A Fund for the Fiscal Year**

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

Summary - Ordinance O-24-11  
O-24-11

**12.B O-24-12 - Administrative request to amend the Winter Haven Code of Ordinances, Chapter 21, Article II, Division 3, Section 21-68, Fences, Walls, Berms, and Hedges, and Chapter 21, Article**

**IX, Section 21-531, Definitions for the purpose of updating standards and definitions related to fences and walls**

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

Summary - Ordinance O-24-12  
O-24-12

**12.C O-24-14 - Amendment to Firefighters' Retirement System**

**Staff Contact:** Shawn Dykes, Human Resources Department Director , SDykes@Mywinterhaven.com

Summary - Ordinance O-24-14 Firefighter Pension  
O-24-14  
Plan Actuary Foster & Foster Impact Letter Dated January 4, 2024

**13. NEW BUSINESS**

**13.A 2024-2025 CDBG Allocation Funding Support and Public Comment**

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

Summary - Neighborhood Service Center CDBG Funding Support  
2024-2025 RFP Municipal Partners - Blank

**13.B Disposition of Property within the Florence Villa CRA**

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

Summary - Disposition of Property within the Florence Villa CRA  
Mr. Dewdney Proposal  
Notice of Intent to Dispose of Real Property in Community Redevelopment Area and Notice of Public Hearing  
Policy No. 2018-01 Disposition of Surplus City Owned Real Estate

**13.C Disposition of Property within the Downtown CRA**

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

Summary - Disposition of Property within the Downtown CRA  
Mr. Cameron Proposal  
Notice of Intent to Dispose of Real Property in Community Redevelopment Area and Notice of Public Hearing  
Policy No. 2018-01 Disposition of Surplus City Owned Real Estate

**13.D Airport Advisory Committee (AAC) - Appointments**

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

Summary - Airport Advisory Committee - Appointments  
Memorandum from AAC Chair Bruce Lyon (February 8, 2024)

**14. CITY COMMISSIONERS/LIAISON REPORTS**

**15. CITY ATTORNEY REPORT**

**16. CITY MANAGER REPORT**

**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.