

On Monday, May 4, 2020 at 5:00 p.m., the City of Wauchula Commission met for its regular scheduled workshop, virtually.

Nadaskay called the workshop to order.

Commissioners present were Mayor Pro-Tem Neda Cobb, Russell Smith, Mayor Keith Nadaskay, Sherri Albritton and Gary Smith.

Also present were City Manager Terry Atchley, Assistant City Manager Olivia Minshew, Police Lieutenant Matthew Whatley, Finance Director Sandee Braxton and City Clerk Holly Smith. Community Redevelopment Agency Director Jessica Newman, City Attorney Thomas Cloud and Marissa Barmby from CFRPC attended the meeting virtually.

Nadaskay read the following:

This May 4, 2020 meeting of the City Commission of the City of Wauchula is being held virtually pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron Desantis on March 20, 2020 and extended by Executive Order 20-112 on April 29, 2020.

We have a few reminders that will help our meeting run as smooth as possible:

- Please silence all cell phones or other noise-making devices and make sure you are in a quiet room.
- The material for each item on the agenda is available during business hours at the city clerk's office.
- If you wish to address the City Commission, the member of the public must first state his or her name and his or her address.

All attendees will be muted upon entry to the meeting. If you wish to participate during public comment, please raise your hand and you will be unmuted.

- To raise your hand from a computer, select "Participants" then select "Raise Hand"
- To raise your hand from a smart device, select "Participants", then select yourself, then select "Raise Hand"

To raise your hand by phone press * 9

Ordinance 2020-02 – Craft and Artisan Productions

Barmby addressed the Commission and showed them a brief presentation which described craft and artisan production. Barmby noted the ordinance was a City initiated text amendment. Barmby stated the proposed amendments were to add Craft/Artisan Production to the Table of Land Uses in Section 2.02.01(A), amend the required off-street parking (3.03.02(A)) to include Craft/Artisan Production, create Section 3.08.19 Craft/Artisan Production for permitted with conditional approval and adding related definitions to Article 9. Barmby advised the Planning & Zoning Board recommended approval of Ordinance 2020-02 at their March 16, 2020 meeting.

Albritton asked if the proposed language in the ordinance was inline and similar to other municipalities and was there any language out of the ordinary the Commissioners should know about. Barmby replied no, we started looking at Winter Haven's code and then did a search through Municode of all the other jurisdictions in Florida that allowed for this and went through language options and what would fit in Wauchula. Albritton asked if the requested for Craft/Artisan Production was City initiated. Newman addressed the Commission and explained the discussion had begun in the Main Street Wauchula Economic Vitality Committee. Newman explained they had gone to Winter Haven on a field trip and visited a brewer and the City planner explained the problems they had encountered with their Land Use

Code. Newman stated instead of waiting for the moment when someone asked to open this type of business and having a delay to amend the Land Use Code, let's just go ahead and amend it now. Newman added we just want to be user friendly to businesses. Newman noted that Minshew and Long both serve on the Committee.

Piggyback with Killebrew and the City of Wauchula for waterline relocation

Minshew explained that FDOT is planning improvements along East Main Street from Highway 17 to State Road 64 and as part of the improvements they will be constructing a 12-inch stormwater line that will go across Main Street at the intersection of Main Street and 1st Avenue and will connect to an existing inlet at the southeast corner at that intersection. The City currently has an 8-inch cast-iron water main that runs through that inlet structure. Therefore, we have a conflict considering that our utility is in their right-of-way and we are required to remove the conflict; which means we have to relocate approximately 240 feet of water main out of their right-of-way. Minshew stated once the new water main is operational, we have to remove the old line which will require some asphalt and concrete restoration. Minshew noted the work has to be completed by November to be in line with FDOT's schedule. Minshew stated the City would like to use the current contract that Polk County has with Killebrew and to do that we would piggyback off their agreement. Minshew noted the estimated cost of the project would be \$58,239. Nadaskay asked if the project was already budgeted. Minshew replied no it was not and the funds would have to come out of contingency and that would be also part of the request. Minshew stated there was \$164,000 in the utility contingency fund and had asked to use a portion of that to complete the waterline looping project on West Main Street, the Joe L. Davis Subdivision area and out to Louisiana and Terrell. Minshew noted that request was for \$60,000 which left \$104,000 and this request would be for \$58,000 which would leave a balance of \$48,000 in the utility contingency fund.

Recommendation for Bid Award for the Transformer for Substation

Minshew addressed the Commission and explained the bid award recommendation for the transformer at the substation. Minshew noted the transformer would be replacing a transformer that was approximately 50 years old. Minshew stated staff and electric consultant Bill Herrington recommended the bid be awarded to Pennsylvania Transformer, Inc. for the 15MVA transformer. Minshew added the amount of the transformer was \$591,840. G. Smith asked if the price included installation. Minshew replied no, that price is to manufacture, bring, drop-off, setup the transformer and will install up to the point of where it is put into place. Minshew stated once the transformer is put into service they will come back and test it to make sure it is operating correctly. Minshew added there will be another contract put out to do all the bus work and all the work that will make the transformer live. Albritton asked how much did she anticipate that would be. Minshew replied she did not have an idea on the cost. Albritton asked if the transformer had been budgeted for. Minshew stated a portion of it had been budgeted for and how the process works was a down payment would be made on the transformer to get it ordered and manufactured, then another payment once it is delivered and the final payment once it is put in service and tested. Minshew noted majority of the payments would fall in next fiscal budget year. Minshew added there was \$215,000 that could be put toward the substation project.

Electrical Substation Structural Evaluation

Minshew addressed the Commission and discussed the structural condition assessment of the existing electrical substation agreement with Chastain-Skillman, Inc. Minshew stated the cost for the assessment was \$6,215 and it would take about six weeks. The consensus of Commission was to move forward with the assessment.

Resolution 2020-08 – Special Categories Grant

Newman addressed the Commission and explained Resolution 2020-08. Newman stated the City would be applying for a Division of Historic Resources Special Categories Grant for the renovation of the auditorium. Newman noted it would be a 25% grant match and the application requires a resolution stating the City would provide the match. Newman stated the dollar amounts were not included but would be at next week's meeting. This grant would be for the ceiling, windows and the back stage dressing room/restroom area.

Resolution 2020-09 – Cultural Facilities Grant

Newman addressed the Commission and explained Resolution 2020-09. Newman stated the City would be applying for a Cultural Facilities Grant. Newman stated this grant would be for Audio/Visual equipment and stage area work. Newman noted the grant was a dollar for dollar grant. Newman stated the grant requested would be for \$125,000.

Albritton asked if this would be in this fiscal year. Newman stated the funds would be budgeted in the upcoming fiscal year but the application is due June 1st.

Albritton asked Atchley if the budget (current and upcoming) would be affected by COVID-19. Atchley stated we would not know that for another couple of months.

Atchley gave a brief update on the COVID-19 pandemic.

With no further business to discuss, Nadaskay closed the Commission Workshop and Opened the CRA Workshop**CRA RFQ 20-03 and 20-04 Recommendation for Bid Award for Engineering and Planning Services**

Newman addressed the Board and explained the bid recommendation letter for CRA RFQ 20-03 and 20-04 for Engineering and Planning Services. Newman stated staff's recommendation was to award both services to Kimley Horn and Associates.

CRA Resolution 2020-02 – Grant Match Funding

Newman addressed the Board and explained CRA Resolution 2020-02.

With no further business to discuss, Nadaskay adjourned the Workshop at 6:08 p.m.

Mayor Richard K. Nadaskay, Jr.

City Clerk Holly Smith