

On Monday, April 3, 2023 at 5:00 p.m., the City of Wauchula Commission met for its regular scheduled workshop.

**Cobb called the workshop to order.**

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

Also present were Interim City Manager Olivia Minshew, Assistant City Manager/Police Chief John Eason, Finance Director Martha Felix, Director of Project Management and Procurement Ward Grimes, Community Redevelopment Director Jessica Newman, Communication Coordinator Katie Wheeler, Community Development Director Kyle Long and City Clerk Stephanie Camacho. City Attorney Kristie Hatcher-Bolin attended via Zoom.

**Acentria (FKA Albritton Insurance) Consulting Services Agreement / Avail Benefits**

Derren Bryan – Avail Benefits

Minshew addressed the Commission and explained Avail Benefits (employee benefits consultant for the City of Wauchula) was suggesting a renegotiation of the City's contract with Acentria. Derren Bryan was present to address the Commission and answer any questions. Bryan gave a brief explanation of Avail's suggestion which was to provide notice of termination in order to renegotiate the contracted services. Albritton asked if we were considering breaking the contract so we could consider a new contract. Bryan's response was, since our current contract has an automatic renewal term of 180 days, it would be a good idea to go ahead and provide Acentria with notice in order to renegotiate before the contract automatically renews, as is, on October 1, 2023. Albritton asked if there was anything the City would benefit from by going out to bid for these services. Bryan replied if the City was not happy with the services then going out to bid may be beneficial however, that was not the case at this time. Bryan suggested the City allow Avail to do an audit of the current contract to ensure Acentria was providing the services expected and renegotiate if necessary.

**FMPA Solar Phase III Recommendation**

Minshew address the Commission and gave an update on the project. Minshew explained the recommendation from Bill Herrington, consultant to the City, was to not participate in this project. Commissioner Russell Smith asked if we were pulling out of this project altogether. Minshew's response was, yes, due to some issues throughout the project on the developer's end and the City having already received other offers that were more attractive than what FMPA was offering. Minshew stated Bill Herrington was present via Zoom to explain his recommendation and answer any questions.

Bill Herrington – Consultant to the City

Herrington addressed the Commission and explained this project has been dragging on since 2018. Herrington stated at that time, he did recommend the City participate however, the developer failed to achieve contract milestones and the contract was terminated. Herrington also explained some factors that went into his recommendation to no longer participate with this project. Factors included an economic analysis which considered contract pricing, decreasing natural gas prices and increasing solar prices. This combination would not lower rates for the City. Another factor was the City had other bids that were more attractive.

### **Harvest Aviation Rental Credit Request**

Grimes addressed the Commission and explained Harvest Aviation was in need of partitions in their restrooms. Harvest Aviation had received quotes for the material and City staff had already reviewed them with no opposition. Harvest Aviation would do the labor/installation of the partitions. A Harvest Aviation representative was present to answer any additional questions. Commissioner Albritton asked if they would be getting a credit for labor as well. Minshew explained their contract states that they can request a credit but does not provide any other specifics. With that, it would be up to the Commission if they would like to also extend a credit for labor to their tenant.

Mike Burch – Harvest Aviation Board Member

Burch addressed the Commission and stated that he could provide a cost for labor if they wanted to extend an offer to credit that portion. Burch also stated they had not chosen a vendor prior to the workshop. The City's vendor selection process was explained by Grimes. Reviewing the photos, there was collective agreement the work needed to be done. Commissioner Russell Smith asked if Harvest Aviation would be able to save any money on sales tax or with certain contracted vendors if they went through the City to order materials. Burch stated Harvest Aviation is tax exempt and Grimes stated he was not sure we had contacted vendors to use for this type of service.

### **Asterra Satellite Leak Detection – Executive Summary**

Minshew addressed the Commission and provided an update on this project. Minshew explained this project was presented to the Commission last year and its focus was to find any leaks in the City's underground water system which saved the City approximately \$30,000. Since then, the City has taught other personnel how to use various types of equipment to find leaks.

### **Emergency Management Plan Updates**

Wheeler addressed the Commission and presented updates on the City's strategic plan post Hurricane Ian. Updates included the City's plan to obtain more generators to connect to all lift stations, controlled intersections and city facilities; implementing a vehicle storage and parking plan; being more active in keeping employee contact records up to date; creating a meal plan with designated times and distribution locations for staff doing post storm work/clean up; creating a checklist to help with administration/staffing needs; utilizing a portable cell tower through Verizon which would prioritize cell service for communication needs; implementing a process for work order forms pre and post storm to maintain a more accurate account of things. Minshew added this is a living document and will be constantly under revision. Commissioner Albritton expressed her appreciation for City staff working on this.

### **Auditor Selection Committee**

Minshew addressed the Commission and explained the requirements for this committee according to Florida State Statutes. Minshew also stated City staff had already contacted a few people for the Commission to consider. Commissioner Russell Smith asked if the statute required every city to do this. Minshew stated her understanding is, yes.

### **Historical Crime Statistics**

Eason addressed the Commission and presented the 2021 and 2022 crime statistics as reported by Wauchula Police Department. Commissioner Albritton asked if there was a need for more police officers. Eason explained the need for more man power in order to cover shifts for reasons such as vacation and sick leave to help decrease the overtime budget.

**ITB 23-01 Bid Award for Admin/PD Building Roof Repair**

Eason addressed the Commission regarding the approval of this invitation from February 13, 2023. Eason stated the City had received bids, formed a Special Committee which included Eason, Ward Grimes and Kyle Long. The committee met on March 31, 2023 to discuss and rank the 2 bids received. Jack See Construction was ranked at a total of 233 points with a bid amount of \$159,400. Central Florida Roofing was ranked at a total of 271 points with a bid amount of \$135,000. Based on ranking and bid amounts, Eason stated staff was recommending Central Florida Roofing for the bid award. Cobb asked if the City had used this company in the past. Eason confirmed they have done projects for the City before.

**Cobb adjourned the Commission Workshop and called to order the Workshop of the Board of Directors of the Wauchula Community Redevelopment Agency**

**RFP CRA 23-01 Award Contact for Architectural Services**

Newman addressed the Commission and presented the CRA Board's recommendation to award this project to Peacock Architects. Newman stated Peacock Architects submitted a complete proposal, as outlined in the RFP, and their bid amount was lower than the other 2 submittals received. Commissioner Albritton asked if Newman knew anything about the company's work. Newman explained one of the RFP requirements was to provide at least 3 summaries of previous projects that were similar, along with customer surveys.

With no further business to discuss, Cobb adjourned the Workshop at 6:05 p.m.

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Mayor Pro-Tem Neda Cobb

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City Clerk Stephanie Camacho