WINTER HAVEN
THE CHAIN OF LAKES CITY

CITY COMMISSION MEETING

DATE: Monday, April 13, 2026, 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** - Brian Yates, Mayor
2. **ROLL CALL** - Vanessa Castillo, MMC, City Clerk
3. **INVOCATION** - Father Paul Head, St. Paul's Episcopal Church
4. **PLEDGE OF ALLEGIANCE** - Vanessa Castillo, MMC, City Clerk
5. **PRESENTATIONS**

   5.A **"Earth Day" Proclamation - Brittany Hart, Public Works Director**

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

   Proclamation

6. **DEVELOPMENTS OF NOTE**
7. **MINUTES**

   7.A **March 18, 2026, City Commission Agenda Review Session Minutes**

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

   2026-03-18 DRAFT Agenda Review Session Minutes with Link

   7.B **March 23, 2026, Regular City Commission Meeting Minutes**

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

   2026-03-23 DRAFT Regular City Commission Meeting Minutes with Link

8. **COMMENTS FROM THE AUDIENCE**
9. **ORDINANCE(S) - SECOND READING - PUBLIC HEARING**
10. **CONSENT AGENDA**

    10.A **Equipment Donation from Polk County to Chain of Lakes Park via Interlocal Agreement**

    Staff Contact: *Scott Eilers, Parks, Recreation and Culture Assistant Director, seilers@mywinterhaven.com*

Summary - Equipment Donation from Polk County to Chain of Lakes Park via Interlocal Agreement
Interlocal Agreement and Release of Waiver of Liability and Indemnification for Receipt of Donated Equipment

10.B **Chain of Lakes Phase II Northwest Parking Lot Mill & Resurface Change Order (RFQ-22-45)**

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

Summary - Chain of Lakes Phase II NW Parking Lot Repaving
COL Phase II NW Parking CO Rodda Proposal

10.C **Digimation Advanced Range Training (DART) Upgrade**

Staff Contact: *Mitch Meadows, Captain, mmeadows@mywinterhaven.com*

Summary - Digimation Advanced Range Training Upgrade
DART Upgrade Quote

10.D **Authorization for Travel and Training - Florida City & County Management Association (FCCMA) 2026 Annual Conference (Stavres, Carnevale, and Hill)**

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

Summary - 2026 FCCMA
2026 FCCMA Conference Information

10.E **Purchase of 2026 Freightliner Platform Truck for Public Works Streets Division**

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

Summary - Purchase of 2026 Freightliner Platform Truck for Public Works Streets Division
Orlando Freightliner, Inc. Quote

11. RESOLUTION(S)

11.A **R-26-12 - Acceptance of roadway, pedestrian, and utility improvements within Lake Ruby Drive, West**

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

Summary - Resolution R-26-12
R-26-12

11.B **R-26-13 - Request by KRPC Willowbrook, LLC to release the subdivision Performance Bond and confirming acceptance of the remaining improvements, infrastructure, and dedications in favor of the city of Winter Haven for the Willowbrook South Subdivision**

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

Summary - Resolution R-26-13
R-26-13

12. ORDINANCE(S) - FIRST READING

12.A **O-26-10 - Request by Langley Gault to rezone two parcels from Commercial- Highway (C-3) zoning district to Mixed Use (MX) zoning district (120 and 124 Avenue H, SE)**

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

Summary - Ordinance O-26-10
O-26-10

12.B **O-26-13 - Amending Ordinance O-25-29; appropriating funds for the fiscal year ending September 30, 2026**

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

Summary - Ordinance O-26-13
O-26-13
Exhibit A

13. NEW BUSINESS

14. CITY COMMISSIONERS/LIAISON REPORTS

15. CITY ATTORNEY REPORT

16. CITY MANAGER REPORT

16.A **Grant & Aid Application Review Committee Direction**

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.

WINTER HAVEN
THE CHAIN OF LAKES CITY

Proclamation

WHEREAS, Winter Haven, Florida, is part of a global community that desires to take action to create positive environmental change; and

WHEREAS, on April 22, 1970, approximately 20 million Americans came together to celebrate the first *Earth Day*; and

WHEREAS, *Earth Day* is now internationally observed on this date as sanctioned by the United Nations; and

WHEREAS, the City of Winter Haven is committed to promoting science-based sustainable environmental practices; and

WHEREAS, in working towards a sustainable future for our children, we must also provide them the necessary tools for them to solve the environmental problems of the future; and

WHEREAS, through constant friendly communication about environmental issues, citizens tend to be more creative, sensitive, experimental, and flexible in resolving the challenges faced; and

WHEREAS, an international *Earth Day* can draw people together in appreciation of their mutual home, Planet Earth, and bring a global feeling of community through realization of our mutual dependence on each other.

NOW, THEREFORE, I, William Brian Yates, Mayor of the City of Winter Haven, Florida, do hereby proclaim April 22, 2026, as

"Earth Day"

in the City of Winter Haven and urge all citizens to support efforts of environmental literacy and contribute to a healthy and sustainable future.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Winter Haven, Florida, to be affixed this 13th day of April, 2026.



William Brian Yates, Mayor

ATTEST:

Vanessa Castillo, MMC, City Clerk

WINTER HAVEN
THE CHAIN OF LAKES CITY

CITY COMMISSION AGENDA REVIEW SESSION MINUTES

DATE: Wednesday, March 18, 2026, 5:30 p.m.

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

NOTE:
PowerPoint slides of certain agenda items were also presented during this meeting. Link to PowerPoint here:
https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:35efa0c3-8c30-47dd-a189-95fb1cf52489
A hard copy of the PowerPoint will be attached to the original signed minutes.

1. CALL TO ORDER - Mayor Yates called the agenda review session meeting to order at 5:30 p.m.

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

Commissioners Present: Mayor William Brian Yates.; Mayor Pro Tem Tracy Mercer; Commissioner Nathaniel J. Birdsong, Jr., Commissioner Clifton E. Dollison; and Commissioner Chad Davis.

Staff Present: Deputy City Manager Michael "M.J." Carnevale; City Attorney John Murphy; City Clerk Vanessa Castillo; Economic Opportunity and Community Investment Director Eric Labbe; Parks, Recreation and Culture Director Julie Adams; and Police Chief Vance Monroe.

5. PRESENTATION(S)

A. "Child Abuse Prevention Month" Proclamation - Kadian Parchment, Prevention & Diversion Program Manager; Shawn Butler, Director of Community Relations; and Tyiesha Ghent, Community Engagement Specialist - Heartland for Children

There were no questions or discussion.

B. "Water Conservation Month" Proclamation - Amanda Simat, Government Affairs Regional Manager - Southwest Florida Water Management District (SWFWMD) and Kassidy King, Customer Relations Specialist - Winter Haven Water

There were no questions or discussion.

C. "Child Gun Safety Education Month" Proclamation - Robert Dummett, Executive Director - In - Gauge of Polk County and Dr. Manuel Fonseca, Chairman - Child Gun Safety Education Campaign

There were no questions or discussion.

6. DEVELOPMENTS OF NOTE – None

7. MINUTES – None

8. COMMENTS FROM THE AUDIENCE - None

DRAFT

9. ORDINANCE(S) – SECOND READING – PUBLIC HEARING

A. O-26-07 - Request by Antonio Araque to rezone a parcel from Industrial-Light (I-1) zoning district to Multi-family Residential - Low Density (R-3) zoning district.

Deputy City Manager Carnevale said there had been no changes since first reading.

There were no questions or discussion.

B. O-26-11 - Amending Ordinance O-25-29; appropriating funds for the fiscal year ending September 30, 2026

Deputy City Manager Carnevale said there had been no changes since first reading.

There were no questions or discussion.

10. CONSENT AGENDA

A. Purchase of 70 sets of structural firefighting PPE (Bunker Gear)

Deputy City Manager Carnevale gave an overview of this item.

Commissioner Dollison asked what was often included in the gear. Deputy Fire Chief Mike Waters said pants, coats, boots, hoods, gloves, but the helmets were separate. Deputy City Manager Carnevale added that this was the main gear firefighters wore and that the purchase would provide much needed consistency for all.

B. RFQ-26-13 - Approval of Agreement for Construction, Engineering, and Inspection (CEI) Services at the Bradco Managed Aquifer Recharge (MAR) Well

Deputy City Manager Carnevale gave an overview of this item.

There were no questions or discussion.

C. Emergency Generator Replacement for the 3rd Street Water Treatment Plant

Deputy City Manager Carnevale gave an overview of this item.

There were no questions or discussion.

D. Fairfax Water Treatment Plant, High Service Pump Replacement

Deputy City Manager Carnevale gave an overview of this item.

There were no questions or discussion.

E. Wastewater Treatment Plant #2 Emergency Purchase Justification

Deputy City Manager Carnevale gave an overview of this item.

There were no questions or discussion.

F. ITB-26-20 - 3rd Street NW Complete Street Project - Award of Contract to Tucker Paving Inc.

Deputy City Manager Carnevale gave an overview of this item. He noted the project would be disruptive, as with any construction, and that staff were coordinating internally to maintain facility access and manage traffic to avoid interrupting City business or special events.

Mayor Yates asked about the total project cost. Deputy City Manager Carnevale said it was $2,142,056, with the City paying about $532,741 from the Transportation Fund, roughly 25%. He noted it was a Local Agency Program (LAP) project approved by the Polk Transportation Planning Organization (TPO), making it eligible for Florida Department of Transportation (FDOT) funding and allowing the City to proceed with design and construction.

Commissioner Birdsong asked about the project scope and if a roundabout would be at Third Street and Dr. Martin Luther King, Jr. (MLK) Boulevard and Lake Silver Drive. Deputy City Manager Carnevale explained it included roundabouts, refreshed sidewalks, roadway reconstruction, a tighter roadway, and some parking layout changes, with the roundabouts as the main pedestrian improvement, and clarified they would be between City Hall and the Florida Citrus Building, with a site plan in the March 23, 2026, Regular City Commission Meeting slides.

G. Safe Streets for All (SS4A) Grant Agreement

Deputy City Manager Carnevale gave an overview of this item.

There were no questions or discussion.

H. CEI Services for Rail Spur Construction - Task order with Carter Kaye Engineering, LLC

Deputy City Manager Carnevale gave an overview of this item.

There were no questions or discussion.

I. Approving corrective documents regarding lands purchased from Astute Financial Corporation

Deputy City Manager Carnevale gave an overview of this item.

There were no questions or discussion.

11. RESOLUTION(S)

A. R-26-09 - Florida Department of Environmental Protection (FDEP), WRP16 Grant Award, A Sapphire Necklace Project

Deputy City Manager Carnevale gave an overview of this item.

There were no questions or discussion.

B. R-26-10 - Local Housing Assistance Plan (LHAP) 2026-2029

Deputy City Manager Carnevale gave an overview of this item.

Economic Opportunity and Community Investment Director Labbe added that this was something that needed to be done every three years to obtain funding.

There were no questions or discussion.

12. ORDINANCE(S) - FIRST READING - None

13. NEW BUSINESS

A. Memorandum of Understanding between the City of Winter Haven, Florida and Forestar (USA) Real Estate Group, Inc.

Deputy City Manager Carnevale gave an overview of this item.

There were no questions or discussion.

B. Establishment of a Fee Schedule and a Facility Rental Use Policy for the Winter Haven Recreation & Cultural Center

Deputy City Manager Carnevale gave an overview and reported that the Winter Haven Recreation and Cultural Center (WHRCC) was nearly ready to open.

Parks, Recreation, and Culture Director Adams gave a visual overview, highlighting outdoor amenities including a splash pad, playground, courts, turf area, and zero-depth pool. She described the interior layout, emphasizing spaces for youth programs, community activities, technology, and intergenerational use. She noted two rentable community spaces and explained how the facility could support multiple users simultaneously.

Mayor Yates asked if the [AdventHealth] Fieldhouse [and Conference Center] memberships applied at WHRCC and if community groups could use the community room for free. Director Adams stated memberships remained at the Fieldhouse, drop-in gym use was initially free, class fees varied, and community room rentals followed the fee schedule with some service program exceptions.

Commissioner Dollison asked about pool rentals, drop-in swimming fees, and whether use would remain free. Director Adams explained the pool would be seasonally available for rentals, drop-in use was free, the Fieldhouse still charged, and future changes would depend on legislation or operations, though free use was intended to continue.

Commissioner Birdsong asked if gym rentals included tables and chairs and about rental timeframes. Director Adams confirmed tables and chairs for up to 250 people, larger events could be arranged through a local company, and 12-hour rentals ran 11:00 a.m.–11:00 p.m.

Commissioners Dollison and Birdsong and Mayor Yates asked about staffing, fees, alcohol, gym flooring, parking, playgrounds, concessions, bleachers, gym divider, tables, chairs, and north-side parking. Director Adams explained staff fees applied per person, staffing varied by event size with alcohol requiring extra staff and PD, gym flooring required no covering, parking included main and overflow lots, front lot had 87 spaces, playgrounds had lighting but no fencing and closed at dusk (in line with other park facilities across the City), concessions allowed warming but no cooking, bleachers were portable with five levels, the gym had an opaque divider, tables/chairs seated 250, rentals ended by 11 p.m., and north parking was limited due to cemetery land.

Commissioner Dollison asked about overall staffing and rental contacts. Director Adams stated the team totaled 14 staff, and rental bookings would open after the first week of operations with the on-site team managing reservations.

Commissioner Birdsong asked if a dedication was planned. Director Adams confirmed a ribbon-cutting and open house on April 30, 2026, with final details forthcoming.

Commissioner Davis asked why the new facility would be free compared to the Fieldhouse, whether the Fieldhouse had ever been free, and if registration would be required for the free fitness center. Director Adams explained WHRCC was intended to remain free, could not speak to past Fieldhouse decisions, and confirmed users would register for tracking and liability purposes. Discussion ensued.

Commissioner Dollison commended staff, described the facility as a valuable community asset and expressed appreciation for planning efforts and anticipated public use. Director Adams thanked him and noted it reflected a team effort.

Commissioner Davis asked whether residency would be required and expressed concern that non-residents might limit access for City residents. Director Adams stated there were no residency restrictions but the policy could be revisited.

Commissioner Dollison inquired on summer programming. Director Adams confirmed it would operate at WHRCC, explained the facility would open April 30, 2026, run normally for several weeks, then restrict indoor recreational access during summer camp for safety, resuming normal operations afterward.

Mayor Yates raised concerns about multiple youth sports organizations using City facilities and suggested evaluating a centralized City-run youth sports league to ensure all Winter Haven children had access. Director Adams explained that use agreements required affordability and that no child could be turned away, but managing leagues directly would require more staffing and could displace current partners. Mayor Yates expressed interest in restarting a City basketball league.

Commissioner Dollison supported the idea, noted past City leagues offered every child a chance, cautioned against monopolization by private groups, and stressed preserving the Marching Wolverines and space for music, dance, and theater. Director Adams confirmed the City was prepared to support.

14. CITY COMMISSIONERS/LIAISON REPORTS – None

15. CITY ATTORNEY REPORT – None

16. CITY MANAGER REPORT – None

17. DEPUTY CITY MANAGER REPORT

A. Grant & Aid Application Update

Deputy City Manager Carnevale gave an update on this item. He reported:

- 57 applications were received
- 6 legacy applications
- 30 returning applicants
- 21 new applicants
- total requests of about $61,833, which was roughly $50,000 less than last year

He explained that applications would undergo a preliminary review process which would allow staff to verify information and return any errors to applicants before final submission and noted that once this review was complete, staff would provide clarity on the final applicant count and requests and seek guidance on advising the Grant and Aid Application Advisory Committee (GAARC). He also confirmed that applications were now closed, though staff was still reviewing details.

Mayor Yates asked how the preliminary tally compared to last year. Deputy City Manager Carnevale explained that last year's requests started at $650,000, and the GAARC final award recommendation was $347,000. He noted that this year the total requested was $601,000, about $50,000 less than last year's starting amount.

Commissioner Birdsong inquired how many applications were received this year compared to last year. Deputy City Manager Carnevale said he did not have this on hand, but said he would confirm and provide the information.

Discussion ensued.

Deputy City Manager reported that he would give an update on quiet zones at Monday's City Commission Meeting.

18. CITY CLERK REPORT – None

19. EMERGENCY MATTERS NOT RECEIVED FOR THE AGENDA – None

20. ADJOURNMENT – 6:38 p.m.

ATTEST:

Vanessa Castillo, MMC
City Clerk

CITY OF WINTER HAVEN, FLORIDA

William Brian Yates
Mayor

WINTER HAVEN
THE CHAIN OF LAKES CITY

REGULAR CITY COMMISSION MEETING MINUTES

DATE: Monday, March 23, 2026, 6:00 p.m.

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

NOTE:
PowerPoint slides of certain agenda items were also presented during this meeting. Link to PowerPoint here:
https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:6d784785-9183-4b2a-a7bf-62d85449b55e
A hard copy of the PowerPoint will be attached to the original signed minutes.

1. **CALL TO ORDER** - Mayor Yates called the regular meeting to order at 6:00 p.m.

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

Commissioners Present: Mayor William Brian Yates.; Mayor Pro Tem Tracy Mercer; Commissioner Nathaniel J. Birdsong, Jr., Commissioner Clifton E. Dollison; and Commissioner Chad Davis

Staff Present: Deputy City Manager Michael "M.J." Carnevale; City Attorney John Murphy; City Clerk Vanessa Castillo; Economic Opportunity and Community Investment Director Eric Labbe; Winter Haven Water Director Gary Hubbard; Parks, Recreation and Culture Director Julie Adams; Chief Financial Officer Colleen "C.J." Scott; Public Works Director Brittany Hart; and Fire Chief Drew Neubrand.

3. **INVOCATION** – Minister Abdul Al-khatib, First Missionary Baptist Church

Commissioner Birdsong clarified that Mr. Al-khatib was now a Reverend.

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

5. **PRESENTATION(S)**

A. "Child Abuse Prevention Month" Proclamation - Kadian Parchment, Prevention & Diversion Program Manager; Shawn Butler, Director of Community Relations; and Tyiesha Ghent, Community Engagement Specialist - Heartland for Children

Deputy City Manager Carnevale read aloud a proclamation declaring April 2026 as "Child Abuse Prevention Month" in the City of Winter Haven. Kadian Parchment received it, acknowledged two board members that were in the audience, and thanked the Commission.

B. "Water Conservation Month" Proclamation - Amanda Simat, Government Affairs Regional Manager - Southwest Florida Water Management District (SWFWMD) and Kassidy King, Customer Relations Specialist - Winter Haven Water

Deputy City Manager Carnevale read aloud a proclamation declaring April 2026 as "Water Conservation Month" in the City of Winter Haven. Amanda Simat received it, introduced Customer Relations Specialist Kassidy King, and thanked the Commission.

DRAFT

C. "Child Gun Safety Education Month" Proclamation - Robert Dummett, Executive Director - InGauge of Polk County and Dr. Manuel Fonseca, Chairman - Child Gun Safety Education Campaign

Deputy City Manager Carnevale read aloud a proclamation declaring April 2026 as "Child Gun Safety Education Month" in the City of Winter Haven. Robert Dummett received it and thanked the Commission. Dr. Manuel Fonseca also thanked the Commission

D. "Former Mayor and Commissioner Ellie Threlkel" Resolution - Dr. Jim Threlkel and Family

Deputy City Manager Carnevale read aloud a resolution honoring former Mayor and Commissioner Threlkel and recognizing her achievements in the City, which the Mayor and Commissioners had signed and presented to her husband, Dr. Threlkel, and his family. Her daughter, Kit Threlkel, spoke about her mother's legacy and thanked the Commission.

6. DEVELOPMENTS OF NOTE – None

7. MINUTES

A. March 4, 2026, City Commission Agenda Review Session Minutes

B. March 9, 2026, Regular City Commission Meeting Minutes

Motion by Mayor Pro Tem Mercer to approve the minutes as presented.

Motion carried 5:0.

8. COMMENTS FROM THE AUDIENCE

Paula Villareal, 301 Third Street Northwest, Unit 363 in Winter Haven (business address) and 374 S. Terrace Drive in Winter Haven (home address), said she was a local business owner and expressed concerns regarding difficulties encountered during the permitting process after relocating her restaurant, including requirements to hire a general contractor and install a grease trap, which she stated conflicted with prior approvals and created delays. She requested greater support and clearer guidance from the City for small businesses, noting that such challenges could discourage small, locally owned establishments from operating in Winter Haven.

9. ORDINANCE(S) – SECOND READING – PUBLIC HEARING

A. O-26-07 - Request by Antonio Araque to rezone a parcel from Industrial-Light (I-1) zoning district to Multi-family Residential - Low Density (R-3) zoning district.

City Attorney Murphy read Ordinance O-26-07 by title only. Deputy City Manager Carnevale said there had been no changes since first reading.

Motion by Commissioner Birdsong to approve Ordinance O-26-07 on second reading – public hearing.

Mayor Yates closed the Regular City Commission Meeting and opened a Public Hearing stating anyone wishing to speak to this Ordinance may come to the podium and state their name and address for the record. No one spoke for or against.

Mayor Yates closed the Public Hearing and reopened the Regular Commission Meeting.

Motion carried 5:0.

B. O-26-11 - Amending Ordinance O-25-29; appropriating funds for the fiscal year ending September 30, 2026

City Attorney Murphy read Ordinance O-26-11 by title only. Deputy City Manager Carnevale said there had been no changes since first reading.

Motion by Commissioner Birdsong to approve Ordinance O-26-11 on second reading – public hearing.

DRAFT

Mayor Yates closed the Regular City Commission Meeting and opened a Public Hearing stating anyone wishing to speak to this Ordinance may come to the podium and state their name and address for the record. No one spoke for or against.

Mayor Yates closed the Public Hearing and reopened the Regular Commission Meeting.

Motion carried 5:0.

10. CONSENT AGENDA

A. Purchase of 70 sets of structural firefighting PPE (Bunker Gear)

B. RFQ-26-13 - Approval of Agreement for Construction, Engineering, and Inspection (CEI) Services at the Bradco Managed Aquifer Recharge (MAR) Well

C. Emergency Generator Replacement for the 3rd Street Water Treatment Plant

D. Fairfax Water Treatment Plant, High Service Pump Replacement

E. Wastewater Treatment Plant #2 Emergency Purchase Justification

F. ITB-26-20 - 3rd Street NW Complete Street Project - Award of Contract to Tucker Paving Inc.

G. Safe Streets for All (SS4A) Grant Agreement

H. CEI Services for Rail Spur Construction - Task order with Carter Kaye Engineering, LLC

I. Approving corrective documents regarding lands purchased from Astute Financial Corporation

Motion by Commissioner Birdsong to approve the entire Consent Agenda as presented.

Mayor Yates stated anyone wishing to speak to the consent agenda could come to the podium and state their name and address for the record. No one spoke for or against.

Motion carried 5:0.

11. RESOLUTION(S)

A. R-26-09 - Florida Department of Environmental Protection (FDEP), WRP16 Grant Award, A Sapphire Necklace Project

City Attorney Murphy read Resolution R-26-09 by title only and Deputy City Manager Carnevale presented.

Motion by Commissioner Birdsong to approve Resolution R-26-09.

Mayor Yates closed the Regular City Commission Meeting and opened a Public Hearing stating anyone wishing to speak to this Resolution may come to the podium and state their name and address for the record. No one spoke for or against.

Mayor Yates closed the Public Hearing and reopened the Regular Commission Meeting.

Motion carried 5:0.

B. R-26-10 - Local Housing Assistance Plan (LHAP) 2026-2029

City Attorney Murphy read Resolution R-26-10 by title only and Deputy City Manager Carnevale presented.

Motion by Mayor Pro Tem Mercer to approve Resolution R-26-10.

Mayor Yates closed the Regular City Commission Meeting and opened a Public Hearing stating anyone wishing to speak to this Resolution may come to the podium and state their name and address for the record. No one spoke for or against.

Mayor Yates closed the Public Hearing and reopened the Regular Commission Meeting.

Discussion ensued on if funds were now being spent each year and a high-level overview on how the program was performing was given.

Motion carried 5:0.

12. ORDINANCE(S) - FIRST READING – None

13. NEW BUSINESS

A. Memorandum of Understanding between the City of Winter Haven, Florida and Forestar (USA) Real Estate Group, Inc.

Deputy City Manager Carnevale presented this item as detailed in the summary sheet.

Motion by Commissioner Birdsong to approve Memorandum of Understanding between the City of Winter Haven, Florida and Forestar (USA) Real Estate Group, Inc.

Mayor Yates closed the Regular City Commission Meeting and opened a Public Hearing stating anyone wishing to speak to this item could come to the podium and state their name and address for the record. No one spoke for or against.

Mayor Yates closed the Public Hearing and reopened the Regular Commission Meeting.

Motion carried 5:0.

B. Establishment of a Fee Schedule and a Facility Rental Use Policy for the Winter Haven Recreation & Cultural Center

Deputy City Manager Carnevale presented this item as detailed in the summary sheet.

Motion by Mayor Pro Tem Mercer to approve the establishment of a Fee Schedule and a Facility Rental Use Policy for the Winter Haven Recreation & Cultural Center.

Mayor Yates closed the Regular City Commission Meeting and opened a Public Hearing stating anyone wishing to speak to this item could come to the podium and state their name and address for the record. No one spoke for or against.

Mayor Yates closed the Public Hearing and reopened the Regular Commission Meeting.

Motion carried 5:0.

14. CITY COMMISSIONERS/LIAISON REPORTS

Commissioner Birdsong reported on/attended the following:
Several funerals/wakes since the last meeting, including those of former Mayor Ellie Threlkel, Deldrick Leonard, two of his fraternity brothers, and Major Cody Khork, noting his first military funeral was especially moving; a Winter Haven Economic Development Council (WHEDC) meeting; a Polk County Transportation Disadvantaged Local Coordinating Board (TD-LCB) meeting; and a Polk Regional Water Cooperative (PRWC) meeting, where he noted a lawsuit involving Tampa Bay Water regarding the Alafia River. He stated mediation resulted in an agreement approved by PRWC but modified by Tampa Bay Water, with the matter pending before the Water Management District Board and potentially returning to litigation. He also reported visiting the Polk County Red Cross Museum and encouraged others to attend, and shared that his family hosted a surprise birthday party and that he looked forward to celebrating with cupcakes.

Mayor Yates wished him a happy birthday.

Commissioner Davis reported on/attended the following:
Several funerals over the past few weeks, echoed Commissioner Birdsong's remarks and noted community support, particularly for Major Cody Khork, which he said was especially moving; a tour of the Winter Haven Recreation and Cultural Center (WHRCC), which he noted was progressing well and would be a valuable community asset and expressed he was very proud of City staff; and the Downtown Art Festival in Central Park, which he enjoyed and noted the favorable weather.

Commissioner Dollison reported on/attended the following:
Extended birthday wishes to Commissioner Birdsong; funeral services for former Mayor Ellie Threlkel and noted her contributions to the City; and said he was unable to attend the service for Major Khork due to ministerial duties but expressed condolences to the family. He also attended the Ridge League of Cities (RLC) dinner hosted by the City of Bartow, and toured the WHRCC, where he noted the significance of the facility and looked forward to its ribbon cutting. He also referenced concerns raised by the small business owner who spoke and expressed hope that staff would address the matter.

Mayor Pro Tem Mercer reported on/attended the following:
Funeral services and procession for Major Khork and noted strong community turnout and displays of respect; reflected on former Mayor Threlkel and described her as approachable, kind, and always available; the RLC Meeting with legislative and budget updates; the American Red Cross Museum and noted its historical significance and a 104-year-old attendee connected to the collection; participated in the Special Olympics Torch Run; and toured the WHRCC, commending staff for their thorough planning and preparedness.

Mayor Yates reported on/attended the following:
Said he met Mayor Threlkel when he was in elementary school and noted her lasting impact on the community; attended services for Major Khork, including receiving him at Lakeland Linder Airport, and noted strong community support and appreciation expressed by the family, and commended the Police, Fire, and other City staff for their efforts. He also toured the WHRCC and praised the facility, amenities, and technology, and looked forward to the ribbon cutting; toured the Winter Haven Youth Football facilities at Sertoma Park, commended community members for sustaining the program, said the old storage facility was in poor condition and needed to be removed and recommended staff to work with the program to develop a budget and move forward with improvements to make the facilities suitable for youth use. Lastly, he thanked City crews for working overnight to quickly restore the U.S. Highway 17 and Cypress Gardens Boulevard intersection that opened early that morning.

15. CITY ATTORNEY REPORT

City Attorney Murphy wished Commissioner Birdsong a happy belated birthday and hoped he would have many more.

16. CITY MANAGER REPORT – None

17. DEPUTY CITY MANAGER REPORT

A. Quiet Zone Update

Deputy City Manager Carnevale provided an update on the Quiet Zone. He stated that the Federal Railroad Administration (FRA) visited in early March and raised concerns regarding the timing equipment installed by CSX. He noted that staff were awaiting a formal report from the FRA and would determine next steps once feedback was received, as no action could be taken until then.

Deputy City Manager Carnevale also reported the following:

- **U.S. Highway 17 and Cypress Gardens Boulevard** - A sinkhole developed due to a void beneath the roadway caused by sediment entering a damaged stormwater pipe owned by the Florida Department of Transportation (FDOT). He reported that the intersection was temporarily closed, and City staff coordinated with FDOT to complete a temporary repair and reopen the roadway the same evening, with permanent repairs to be scheduled, and commended staff and agency coordination in resolving the issue quickly.
- **Federal appropriation requests** - Two were submitted and Congressman Scott Franklin's office selected the Willowbrook Road project for consideration and that the City would continue pursuing additional funding, building on the existing $3 million appropriation. Mayor Yates asked about the sequencing of construction, including whether the bridge component should be prioritized. Deputy City Manager Carnevale explained that design work had not yet been completed and would be necessary to determine phasing and permitting requirements, noting that construction sequencing would be evaluated during the design process.
- **American Public Works Association (APWA) Young Leader Award**– Recognized Public Works Director Hart for receiving this award and noted her contributions to modernizing operations, improving efficiency, and strengthening team culture, as well as her leadership at the state level and positive representation of the City.
- **Citizens Bank and Trust 2025 Community Leader Award** - Recognized Mayor Yates for receiving this award for his service and leadership in the community.

Lastly, Deputy City Manager Carnevale wished Commissioners Birdsong and Dollison a happy birthday.

18. CITY CLERK REPORT

City Clerk Castillo also wished Commissioners Birdsong and Dollison a happy birthday.

19. EMERGENCY MATTERS NOT RECEIVED FOR THE AGENDA – None

20. ADJOURNMENT – 7:17 p.m.

ATTEST:

Vanessa Castillo, MMC
City Clerk

CITY OF WINTER HAVEN, FLORIDA

William Brian Yates
Mayor

DRAFT

DATE: April 2, 2026

TO: Honorable Mayor and City Commissioners

VIA: T. Michael Stavres, City Manager
M.J. Carnevale, Deputy City Manager

FROM: Scott Eilers, Parks, Recreation and Culture Department Assistant Director
Julie Adams, Parks, Recreation and Culture Department Director

SUBJECT: Equipment Donation from Polk County to Chain of Lakes Park via Interlocal Agreement

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BACKGROUND

As part of the contribution to the Chain of Lakes Park project, Polk County agreed to donate designated equipment necessary for baseball operations at the new Chain of Lakes Baseball Facility. The equipment is being donated, as is, without warranty, in accordance with the interlocal donation agreement.

The following items have been donated and delivered:

- Ten (10) Mini "L" Screens with Ricochet Cushion Kits $ 9,759.84
- Two (2) Big Bubba Elite Batting Cages $11,998.00
- Ten (10) Home Plate Mats, Green, 6'x12' $ 6,079.90
- Four (4) Ultra-Lite Field Covers, 20' Circular Mound $ 1,599.97
- Four (4) True Pitch Softball Mats $ 1,976.40
- Four (4) True Pitch Baseball Mounds $15,462.00
- Temporary Fencing $77,790.60

Staff has completed the required asset acquisition forms for all equipment with an individual value exceeding $1,000.00, in alignment with the Procurement Manual.

FINANCIAL IMPACT

The donated equipment represents an operational cost savings to the City of nearly $125,000. Absent the County's contribution, the City would have been responsible for procuring this equipment to support ongoing operations at the sports complex. This donation, therefore, results in a direct operational savings to the City while maintaining the required level of service.

STRATEGIC PLAN ALIGNMENT

- **Pillar:** Responsible Government
- **Goal:** 6.1 – Exemplify fiscal accountability and resiliency.
- **Strategy:** 6.1.5 – Research and pursue alternative / nontraditional revenue sources and partnership opportunities to enhance financial sustainability and resiliency.

RECOMMENDATION

Staff recommends the City Commission authorize the City Manager or his designee to enter the Interlocal Agreement with Polk County accepting the donation and take any other action necessary thereto.

ATTACHMENT

- Interlocal Agreement and Release of Waiver of Liability and Indemnification for Receipt of Donated Equipment

INTERLOCAL AGREEMENT AND RELEASE AND WAIVER OF LIABILITY AND INDEMNIFICATION FOR RECEIPT OF DONATED EQUIPMENT

THIS AGREEMENT is hereby entered into by and between Polk County, a political subdivision of the State of Florida (the "COUNTY") and the City of Winter Haven, a municipal corporation of the State of Florida (the "RECIPIENT"), effective as of the date last executed.

WHEREAS, the COUNTY desires to donate AS-IS, WITHOUT WARRANTY, AND WITH ALL FAULTS that certain equipment identified and described in Exhibit "A" attached hereto and incorporated herein by reference (the "Donated Equipment") to the RECIPIENT; and

WHEREAS, the Donated Equipment was purchased by the COUNTY for the purpose of promoting tourism and attracting tourists to Polk County, in accordance with Section 125.0104, Florida Statutes, and specifically to promote and attract baseball and softball sports tourism to the county; and

WHEREAS, notwithstanding the AS-IS, WITHOUT WARRANTY, AND WITH ALL FAULTS terms of the subject donation, the County is not aware of any condition, defect, and/or pending claim against the County associated with or existing as to the Donated Equipment; and

WHEREAS, the Recipient hosts baseball and softball competitions and events as its facilities and has need for the Donated Equipment to promote and attract baseball and softball sports tourism in Polk County; and

WHEREAS, the RECIPIENT acknowledges that proper use of the Donated Equipment may require maintenance and training; and

WHEREAS, by its acceptance of the Equipment, the RECIPIENT acknowledges that the RECIPIENT remains responsible for obtaining any necessary maintenance and training in order to use the Donated Equipment; and

WHEREAS, the RECIPIENT acknowledges that after actual donation and receipt of the Donated Equipment, the RECIPIENT shall hold all responsibility for proper operation of the Donated Equipment; and

WHEREAS, the RECIPIENT acknowledges and agrees that it shall use the Donated Equipment for the purposes of promoting and attracting baseball and softball sports tourism to Polk County;

NOW, THEREFORE, in consideration of the mutual promises and conditions contained herein, the COUNTY and the RECIPIENT agree to the following:

1. **Recitals**. The Recitals stated above are true and correct and fully incorporated into the body of this Agreement by reference.

2. **Receipt of Equipment.** The RECIPIENT acknowledges receipt of the Donated Equipment by the COUNTY as set forth and described on Exhibit "A."

3. **No Warranties.** The COUNTY, including without limitation, its Tourism & Sports Marketing Division, officers, directors, board members, employees, and agents, make no representations whatsoever, extend no warranties of any kind, either express or implied, including but not limited to the implied warranties of merchantability or fitness for a particular purpose, and assumes no responsibilities whatsoever with respect to design, development, manufacture, or use of the Donated Equipment.

4. The COUNTY is not aware of any condition, defect, and/or pending claim against the COUNTY associated with or existing as to the Donated Equipment as of the date of the full execution of this Agreement after approval by the Governing Bodies of the COUNTY and RECIPIENT.

5. **Waiver of Liability**. The RECIPIENT does hereby waive, release, and fully discharge any and all claims for damages for personal injury, death, property damage, any claim in tort, or any other claim, regardless of legal theory, that may hereafter accrue as a result of any use or misuse of the Donated Equipment. The entire risk as to the performance of the Donated Equipment is assumed by the RECIPIENT. In no event shall the COUNTY or its officers, employees, or agents be responsible or liable for any direct, indirect, special, incidental, or consequential damages, lost profits, or any other economic or physical loss or damage to any individual, regardless of legal theory, resulting from use of the Donated Equipment. The above limitations on liability apply even though the RECIPIENT may not have been advised of the possibility of such damage.

6. **Indemnification**. Subject to the provisions of Section 768.28, Florida Statutes, the RECIPIENT shall indemnify, defend, and hold harmless the COUNTY from and against any and all claims, liability, and damages, arising from the use of the Donated Equipment. Nothing herein shall be deemed a waiver, express or implied, of either party's sovereign immunity or an increase in the limits of liability pursuant to Section 768.28, Florida Statutes, regardless of whether any such obligations are based in tort, contract, statute, strict liability, negligence, product liability, or otherwise. For the avoidance of doubt, as both parties are local government entities, pursuant to Section 768.28(19), F.S., neither party indemnifies nor insures or assumes any liability to the other party for the other party's negligence.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK
THE AGREEMENT CONTINUES ON THE FOLLOWING PAGE
WITH THE PARTIES' SIGNATURES.

IN WITNESS WHEREOF, the COUNTY and the RECIPIENT have caused this Agreement to be executed on the date set forth below.

ATTEST:
STACY M. BUTTERFIELD, Clerk

By:_____
Deputy Clerk

Approved as to form and legal sufficiency:

_____
County Attorney's Office

POLK COUNTY, a political subdivision of the State of Florida

By: _____
T. R. Wilson, Chair
Board of County Commissioners

Date approved by County: _____

ATTEST:

_____
City Clerk,
City of Winter Haven

Approved as to form and legal sufficiency:

_____
City Attorney,
City of Winter Haven

CITY OF WINTER HAVEN, a municipal corporation of the State of Florida

By: _____
T. Michael Stavres, City Manager
City of Winter Haven

Date approved by City: _____

EXHIBIT A

The following items, identified below along with their approximate values, will be donated to the RECIPIENT:

1. **(10) Mini L Screens & Richochet Cushion Kit ($9,759.84)**
2. **(2) Big Bubba Elite Batting Cages ($11,998.00)**
3. **(10) Home Plate Mat Green 6x12 ($6,079.90)**
4. **(4) Ultra lite field cover 20' circular mound ($1,599.97)**
5. **(4) True Pitch Softball Mats ($1,976.40)**
6. **(4) True Pitch Baseball Mounds [Item #202-8] ($15,462.00)**
7. **Temporary Fencing ($77,790.60)**

(See attached invoice for further description)

DATE: April 3, 2026

TO: Honorable Mayor and City Commissioners

VIA: T. Michael Stavres, City Manager
M.J Carnevale, Deputy City Manager
Julie Adams, Parks, Recreation & Culture Department Director

FROM: Andy Palmer, Parks Planning & Strategic Initiatives Manager

SUBJECT: Chain of Lakes Park Phase II Northwest Parking Lot Mill & Resurface Change Order

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BACKGROUND

In 2023, the City Commission awarded RFQ 22-45, Chain of Lakes Park Phase II Construction Manager at Risk to Rodda Construction. On November 12, 2024, the City Commission approved the Guaranteed Maximum Price Amendment in the amount of $24,012,407 with Rodda Construction for the main phase of the COL Phase II Project. On November 10, 2025, the City Commission authorized a change order in the amount of $1,200,209 to add an additional parking lot on the Southwest side of the site. All funding to date has been a 50:50 split between Polk County and the City via an Interlocal Agreement.

With the Fieldhouse Construction in 2019 and recent Chain of Lakes Phase II facility improvements, the majority of the parking lots, access roads and Cletus Allen Drive are completely new or have been resurfaced. The Northwest Parking Lot on the site, serving Aquatics, Blackbox Theatre and north Theatre entry has not been resurfaced for over 20 years. The pavement in this area along the main access drive frequently forms pot holes in the rainy season due to the weak asphalt. Milling and resurfacing this parking area will help prevent these pot holes as well as finish off the overall site with new and resurfaced parking areas. The scope of the Change Order will be to mill, repave and restripe the Northwest Parking Lot.

FINANCIAL IMPACT

The total for the proposed Change Order is $209,914. Savings of $99,914 is available from the COL Phase II Rodda Contract. The additional $110,000 is being funded from operational budget savings. Both are being presented via Ordinance O-26-13. The proposed funding plan is below:

COL Phase II Northwest Parking Lot Repaving Funding Summary	
Total Change Order Task	**$209,914**
Change Order Proposed Funding	
COL Phase II Rodda Contract Cost Savings	$99,914
Operational Cost Savings via O-26-13	$110,000
Total Funding	**$209,914**
Total CO (Contract Cost Savings - Operational Cost Savings)	**$110,000**
Operating Budgets Cost Savings Detail Breakdown O-26-13	
Account 001-07-703-6301: Aquatics Savings	$40,000
Account 001-07-312-3404: Parks & Grounds Savings	$30,000
Account 001-07-705-6301: Fieldhouse Savings	$40,000
Total Budget Amendment & Cost Savings	**$110,000**

STRATEGIC PLAN ALIGNMENT

- **Pillar:** Quality of Life
- **Goal:** 2.4 – Ensure that as the City grows, opportunities for access to recreation grow along with the population, especially geographically.

RECOMMENDATION

Staff recommends that the City Commission authorize the City Manager to execute a Change Order in the amount of $110,000 for the mill, resurface and striping of the Northwest Parking Lot at Chain of Lakes Park.

ATTACHMENT

- Rodda Change Proposal

INTERNAL

City of Winter Haven

Chain of Lakes Park phase II
additional parking
3/19/26

Supervision	$	2,000
GC's - Dumpsters, Port-o-lets, MOT, clean-up	$	3,750
Milling, paving, & striping *(Roggen-Clyne)*	$	192,865
Construction Management Fee 5%	$	9,931
Bond	$	1368
Total	$	209,914

Contingency/Cost Savings Usage **$** **(99,914)**

TOTAL	**$**	**110,000**

1. No additional geotech testing is included

DATE: March 27, 2026

TO: Honorable Mayor and City Commissioners

VIA: T. Michael Stavres, City Manager
M.J. Carnevale, Deputy City Manager
Charles Bird, Assistant City Manager
Vance Monroe, Police Chief
Greg Goreck, Deputy Police Chief

FROM: Mitch Meadows, Police Captain

SUBJECT: Digimation Advanced Range Training (DART) Upgrade

BACKGROUND

The law allows law enforcement agencies to seize property used in the commission of a felony and, after a successful forfeiture process, use or sell it. The proceeds from such sales must be placed in a special account and used exclusively for enhancing law enforcement, but not for regular budgeted operations (Title XLVII, Chapter 932).

The Police Department, in coordination with the designated legal authority, has established a forfeiture account (Federal Agencies Confiscated/Forfeiture Account #112-358200-100) where these funds are deposited. The current balance of this account is $105,239.93.

The department intends to use these funds for the purchase of system upgrades for our Digimation Advanced Range Training (DART) firearms training simulator, which was purchased in April of 2025. This simulator provides law enforcement officers with a safe, cost-effective way to practice firearm handling and decision-making. Unlike live-fire training, the DART system reduces expenses related to ammunition and equipment maintenance while allowing for frequent and realistic training sessions.

FINANCIAL IMPACT

The Police Department has sufficient funds in its Federal Forfeiture account to upgrade the DART Simulator, with the estimated cost not exceeding $21,355.00. This purchase will be fully funded through the City’s Federal Forfeiture account, ensuring no financial impact on the Police Department’s budget or the City's finances.

STRATEGIC PLAN ALIGNMENT

- **Pillar:** Responsible Government
- **Goal:** 6.1 – Exemplify fiscal accountability and resiliency.
- **Strategy:** 6.1.5 – Research and pursue alternative/nontraditional revenue sources and partnership opportunities to enhance financial sustainability and resiliency.

RECOMMENDATION

This information is being provided for transparency. While the use of Federal Forfeiture funds does not require City Commission action, staff desires to ensure the Commission is fully informed about the items intended to be procured.

ATTACHMENT

- DART Upgrade Quote

Digimation, Inc.
1705 W. Lake Mary Blvd.
Lake Mary FL 32746

https://dartrange.com
(407) 833-0600

QUOTE

PREPARED FOR
Winter Haven Police Department
Chief Vance Monroe
125 N Lake Silver Dr NW
Winter Haven FL 33881
(863) 291-5858

Quote number	8425-05
Prepared by	Dave Nielsen
Prepared on	January 05, 2026
Valid through	March 31, 2026

Name	SKU	Quantity	Price	Total
MAX Studio Upgrade	DM051U	1	$10,000.00	**$10,000.00**
Upgrade DART Studio to MAX Studio.				
LiveScenarios	DM160	1	$15,000.00	**$15,000.00**
Includes MAX BOX, Live Video software, and additional digital content.				
SIRT 115C GLOCK 19 GEN 5 Optic Ready	DA065	2	$850.00	**$1,700.00**
SIRT 115C GLOCK 19 Magazine	DA125	2	$50.00	**$100.00**
Smart Firearms TASER 10	DA070	1	$1,950.00	**$1,950.00**

Included at No Extra Cost:
Free Software Upgrades
Free Customer Support
Free Online Training
Free Live Training in Florida (travel expenses not included)
No Recurring Costs!
Payment Terms: 30 Days
Expected Lead Time: 2 Weeks

Subtotal	$28,750.00
Friends Discount	-$7,695.00
Shipping	$300.00
TOTAL	**$21,355.00**

Limited Warranty – All DART Training Systems are covered by a one-year limited warranty against defects in materials and workmanship under normal use. During this period, Digimation will repair or replace the product at no charge, provided it is returned to us. This warranty does not cover damage caused by misuse, abuse, or unauthorized modifications.

Third-Party Products – Components or accessories not manufactured by Digimation (such as laser training weapons) are covered only to the extent of the original manufacturer's warranty. Any claims for such products must be made in accordance with that manufacturer's terms.

DATE: March 24, 2026

TO: Honorable Mayor and City Commissioners

VIA: T. Michael Stavres, City Manager
M.J. Carnevale, Deputy City Manager

FROM: Amanda-Jo Nicholson, Assistant to the City Manager

SUBJECT: Authorization for Travel and Training

BACKGROUND

In April 2011, the City Commission amended the City's Policy Relating to the "Travel and Training Expenses for Both Officials, Employees, and City-Sponsored Boards and Committees". As part of the amended policy, any travel and training for the City Manager and City Commissioners must be presented to the City Commission for pre-authorization prior to attending a convention, conference or training program.

In accordance with the City Commission's Policy, authorization is requested for the following:

Event:	Florida City & County Management Assoc. (FCCMA) Annual Conference
Dates:	May 27-30, 2026
Location:	Orlando, FL
Attendees:	City Manager Stavres, Deputy City Manager Carnevale, Public Affairs & Communication Director Hill.

FINANCIAL IMPACT

Registration $725, hotel $905 per person and other travel related expenses associated with the travel and training outlined above will be accounted for within the City Managers and Public Affairs & Communication cost centers.

STRATEGIC PLAN ALIGNMENT

- **Pillar:** Responsible Government
- **Goal:** 6.2 – Engage and participate in legislative matters (State & Federal) and advocate for Home Rule and local priorities.
- **Strategy:** 6.2.1 – Strategically engage in local, State and national professional organizations and coalitions.

RECOMMENDATION

Staff recommends the City Commission approve the travel as outlined above.

ATTACHMENT

- 2026 FCCMA Conference Information

FCCMA 2026 Annual Conference



Pre-Conference Sessions:

- So You're Going to be a City/County Manager (Emerging Leaders)
- Ethics Session: Ethics for the Modern Manager: Legal Frameworks and Frontline Realities*

Session Topics Include:**

- Data Centers: Community Survey Findings and Leadership Insights
- Economic Development: Beyond Planning
- From Silos to Synergy: Transforming Leadership through Collaboration
- From Statute to Storm: Executive Readiness in Action
- How Branding Helps Smaller Florida Communities Thrive
- Past, Present, & Future: Shaping the Next Era of Local Government Leadership
- People, Policy, and Purpose: Building a Path for AI in Local Government
- The 2026 Florida Legislative Session: What Happened, What Matters, and What Comes Next for Local Government
- Trust by Design: Leading Public Conversations in an Age of AI, Misinformation, & Uncertainty
- Using Risk-Based Analysis to Guide Stormwater Planning
- What to Expect and Plan for as City/County Manager

*Additional registration fee required.

**Final topics may be subject to change.

Registration is Now Open!

Early Bird Deadline is May 8, 2026.

DATE: April 6, 2026

TO: Honorable Mayor and City Commissioners

VIA: T. Michael Stavres, City Manager
M.J. Carnevale, Deputy City Manager

FROM: Brittany Hart, Public Works Director

SUBJECT: Purchase of 2026 Freightliner Platform Truck for Public Works Streets Division

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BACKGROUND

The City of Winter Haven operates approximately 800 vehicles and pieces of equipment to deliver essential public services to the community. As part of the Fiscal Year 2025/2026 budget process, vehicles and equipment were identified for replacement based on operational needs, lifecycle considerations, and service demands across multiple departments.

At the time of budget development, pricing was based on estimates available at that time. Updated quotes have since been received and reflect modest increases due to current market conditions and manufacturing costs. Despite these adjustments, the vehicles requested remain consistent with those originally planned and approved through the budget process.

Within Public Works Department, the Streets Division operates a 2012 Freightliner Platform Truck (Unit 9084) for Traffic operations. This unit is utilized for signal maintenance as well as for lighting maintenance for both city owned infrastructure and FDOT infrastructure that the city is contracted to maintain. It is also used for installation of banners and holiday décor throughout the city. This unit has reached the end of its useable life within the fleet and was budgeted for replacement due to its age and increased maintenance and repair costs.

Staff obtained a quote from Orlando Freightliner, Inc. utilizing the Florida Sheriffs Association Contract #FSA25-VEH23.0 for a 2026 Freightliner M2 106 equipped with a Versalift VST40 aerial device. The total cost of the vehicle is $261,144.00.

A total of $196,491.77 was budgeted between the Capital Depletion Fund and the Fiscal Year 2025/2026 operating budget for replacement of the unit. The remaining balance of $64,652.23 will be offset through cost savings on other vehicles and equipment within the division's operating budget, as well as the use of unspent funds allocated for traffic materials.

To facilitate this, a line-item transfer in the amount of $58,175.12 is required from Line Item 5303 – Traffic Materials to Line Item 6402 – Machinery and Equipment.

FINANCIAL IMPACT

The total cost to replace this unit, is $261,144.00. $154,709.77 will be paid from the capital depletion fund and $106,434.23 will be paid from the Machinery and Equipment line item within the Fiscal Year 2025/2026 Streets Division Operating Budget.

STRATEGIC PLAN ALIGNMENT

This is a vehicle replacement that is not specifically defined as a goal or strategy within the Strategic Plan. However, it is generally aligned with the Infrastructure and Responsible Government Pillars.

RECOMMENDATION

Staff recommends the City Commission approve the purchase of a 2026 Freightliner M2 106 equipped with a Versalift VST40 aerial device from Orlando Freightliner, Inc. utilizing Florida Sheriffs Association Contract #FSA25-VEH23.0, authorize the City Manager or his designee to issue a purchase order in the total amount of $261,144.00 for the unit and transfer $58,175.12 of unspent funds allocated for traffic materials from Line Item 5303 – Traffic Materials to Line Item 6402 – Machinery and Equipment and take any additional actions necessary to order these units and accept delivery into the fleet.

ATTACHMENT

- Orlando Freightliner, Inc. Quote

Orlando Freightliner Inc.
2455 S. Orange Blossom Trail
Apopka Fl. 32703
407-295-3846 ext 122
407-291-8408 fax
407-509-6651 cell

4-2-26

To Aaron Russell at The City of Winter Haven

Orlando Freightliner is pleased to quote the following Freightliner M2 106 via the 2025-2026 Florida Sheriffs Association bid #FSA25-VEH23.0

Spec #59	*$83,688.00*
400-1A6 GVW package	*$11,871.00*
019-006 tow package	*$ 3,277.00*
477-006 moisture ejectors	*$ 81.00*
558-001 front tow hooks	*$ 73.00*
204-215 50 gal fuel tank	*$ 354.00*
744-1BC bright htd mirrors	*$ 132.00*
157-004 remote engine start stop	*$ 168.00*

Option 900 misc items not listed on contract

Versalift VST40 aerial	*$ 161,500.00*

Total	*$261,144.00*

Sincerely,

Bob Scharpnick
Municipal Sales
Orlando Freightliner
Polk Freightliner
Ocala Freightliner
Isuzu Truck of Ocala

DATE: April 13, 2026

TO: Honorable Mayor and City Commissioners

VIA: T. Michael Stavres, City Manager
M.J. Carnevale, Deputy City Manager
Eric Labbe, Economic Opportunity & Community Investment Director

FROM: Sean Byers, Planning Manager

SUBJECT: **Resolution R-26-12:** Acceptance of roadway, pedestrian, and utility improvements within Lake Ruby Drive, West.

BACKGROUND

Planned Unit Development Ordinance O-23-39 requires the developer of property located adjacent to Lake Ruby Drive, West, TJS of Central Florida, to construct roadway improvements from Eloise Loop Road/Thompson Nursery Road southward for a distance of approximately 1,300 feet to the entrance of their proposed residential development located south of Lake Ruby Drive, West and north of Lake Hart. The ordinance also requires the construction of a 2,400-foot long, 8-foot wide multi-purpose trail from the terminus of the improved roadway westward to County Road 653, across from Chain of Lakes Elementary School.

Following Lake Ruby Drive, West's transfer from Polk County's ownership to the City's ownership April 10, 2024, all improvements required by Planned Unit Development Ordinance O-23-39 were designed to the City's roadway and utility standards. Earlier this year, the developer completed the required improvements to Lake Ruby Drive, West and is now requesting the City accept the constructed improvements. City staff conducted inspections of the improvements and found them ready for formal acceptance by the City. The value of the improvements is approximately $2,390,000.

FINANCIAL IMPACT

There is no immediate financial impact with this request; however, the City will be responsible for the ongoing maintenance of the improvements constructed for Lake Ruby Drive, West.

STRATEGIC PLAN ALIGNMENT

This is a resolution accepting improvements to Lake Ruby Drive, West, and is not specifically defined as a goal or strategy in the Strategic Plan. However, it is generally aligned with the Infrastructure and Responsible Government Strategic Pillars.

RECOMMENDATION

Staff recommends the City Commission approve Resolution R-26-12 and authorize the City Manager or his designee to take all necessary actions associated therewith.

ATTACHMENT

- Resolution R-26-12

RESOLUTION R-26-12

A RESOLUTION CONFIRMING THE ACCEPTANCE OF ROADWAY, PEDESTRIAN, AND UTILITY IMPROVEMENTS LOCATED WITHIN LAKE RUBY DRIVE, WEST; PROVIDING FOR SEVERABILITY; THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE. (General Location: That portion of Lake Ruby Drive, West lying south of Eloise Loop Road/Thompson Nursery Road and east of County Road 653.)

Whereas, on April 10, 2024, the Winter Haven City Commission accepted ownership, maintenance, and operational responsibility for the unimproved Lake Ruby Drive, West (formerly known as Coon Lake Road) from Polk County; and

Whereas, TJS of Central Florida, LLC, owner and developer of property located adjacent to Lake Ruby Drive, West has constructed roadway, pedestrian, and utility improvements for Lake Ruby Drive, West in accordance with conditions contained in Planned Unit Development Ordinance O-23-39; and

Whereas, the required roadway, pedestrian, and utility improvements identified in Planned Unit Development Ordinance O-23-39 have been approved, constructed, and passed all required inspections.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WINTER HAVEN, FLORIDA:

1. The City Commission having been otherwise fully advised in the premises, hereby confirms its acceptance as of April 13, 2026, of the roadway, pedestrian, and utility improvements located in that portion of Lake Ruby Drive, West lying south of Eloise Loop Road/Thompson Nursery Road and east of County Road 653.

2. If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this Resolution.

3. The administrative correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or designee, without need of public hearing, by filing a corrected or recodified copy of same with the City Clerk.

4. This Resolution shall take effect immediately upon passage.

INTRODUCED AND PASSED by the City Commission of the City of Winter Haven, Florida, in regular session this 13th day of April, 2026.

_____
Mayor-Commissioner
William Brian Yates

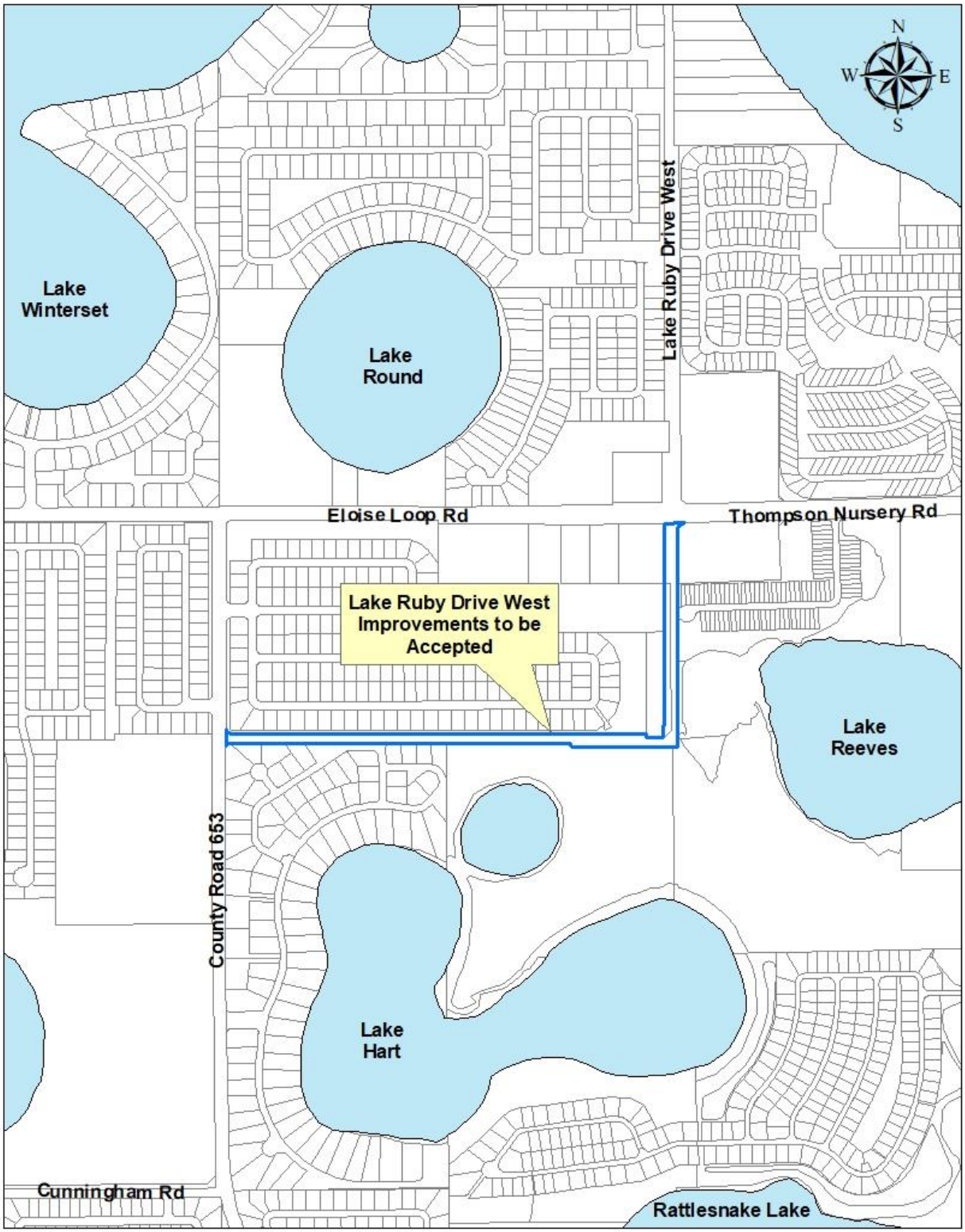
ATTEST:

_____
City Clerk
Vanessa Castillo, MMC

Approved as to form:

_____
City Attorney
Frederick J. Murphy, Jr.

Exhibit “A”


N
W
E
S
Lake Winterset
Lake Round
Lake Ruby Drive West
Eloise Loop Rd
Thompson Nursery Rd
Lake Ruby Drive West Improvements to be Accepted
Lake Reeves
County Road 653
Lake Hart
Cunningham Rd
Rattlesnake Lake

DATE: March 25, 2026

TO: Honorable Mayor and City Commissioners

VIA: T. Michael Stavres, City Manager
M.J. Carnevale, Deputy City Manager
Eric Labbe, Economic Opportunity and Community Investment Director
Sean Byers, Planning Manager

FROM: Chris Young, Senior Planner

SUBJECT: **Resolution R-26-13:** Request by KRPC Willowbrook, LLC to release the subdivision Performance Bond and confirming acceptance of the remaining improvements, infrastructure, and dedications in favor of the City of Winter Haven for the Willowbrook South Subdivision. **General Location:** Subdivision is generally located north of Martin Luther King Jr. Boulevard and south of the Lake Fannie/Lake Smart Canal.

BACKGROUND

On December 9, 2024, the City Commission approved Resolution R-24-54 platting the Willowbrook South Subdivision. The subdivision consists of 152± acres generally located north of Martin Luther King Jr. Boulevard and south of the Lake Fannie/Lake Smart Canal. The subdivision contains 234 building lots and ten (10) common lots. At the time of platting, certain improvements were not completed. In accordance with §21-395(c) of the City of Winter Haven Unified Land Development Code, the developer, KRPC Willowbrook, LLC submitted a Performance Bond issued by Lexon Insurance Company in the amount of $4,315,750.45 to guarantee completion of all required infrastructure and improvements for the subdivision. Incomplete improvements included, earthwork, sanitary sewer, potable water, stormwater management, off-site roadway improvements, and engineering certification.

While Willowbrook South Subdivision was platted as a single phase subdivision, the developer chose to break the installation of required infrastructure into two “phases.” On September 10, 2025, the City Commission approved Resolution R-25-46 to accept those improvements, infrastructure, and dedications associated with “Phase 1” and to accept a reduced performance bond issued by Lexon Insurance Company in the amount of $3,132,415.76 to ensure completion of all remaining improvements and infrastructure associated with “Phase 2”. Incomplete improvements included, earthwork, paving, sanitary sewer, potable water, stormwater management, landscaping, and engineering certification.

Recent inspections by staff found all remaining incomplete improvements associated with “Phase 2” are now complete, and the water, wastewater, and reuse utilities can now be accepted by the City. The City will not be accepting maintenance responsibility for the drainage infrastructure and/or the internal road rights-of way within this subdivision.

FINANCIAL IMPACT

There is no direct financial impact as a result of this request.

STRATEGIC PLAN ALIGNMENT

This is an approval of a performance bond release for an approved subdivision plat and not specifically defined as a goal or strategy in the Strategic Plan. However, it is generally aligned with the Economic Sustainability, Infrastructure, and Responsible Government Pillars.

RECOMMENDATION

Staff recommends the City Commission approve Resolution R-26-13 and authorize the City Manager or designee to take necessary actions related thereto.

ATTACHMENT

- Resolution R-26-13

Space for Recording

RESOLUTION R-26-13

A RESOLUTION CONFIRMING THE ACCEPTANCE OF THE REMAINING IMPROVEMENTS, INFRASTRUCTURE, AND DEDICATIONS IN FAVOR OF THE PUBLIC/CITY OF WINTER HAVEN AS NOTATED ON THAT CERTAIN PLAT ENTITLED "WILLOWBROOK SOUTH" RECORDED IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT IN AND FOR POLK COUNTY, FLORIDA, IN PLAT BOOK 211, PAGES 6 THROUGH 14, PUBLIC RECORDS OF POLK COUNTY, FLORIDA; AND AUTHORIZING THE CITY MANAGER TO RELEASE THE PERFORMANCE BOND POSTED TO GUARANTEE COMPLETION OF REQUIRED IMPROVEMENTS AND INFRASTRUCTURE. (General Location: Subdivision is generally located north of Martin Luther King Jr. Boulevard, south of the Lake Smart/Lake Fannie canal)

Whereas, that certain plat entitled "Willowbrook South" and showing the property described on Exhibit "A" attached hereto and made a part hereof, was presented to the City Commission and approved for filing on the 9th day of December, 2024, by the passage of Resolution R-24-54; and

Whereas, the developer chose to construct the subdivision in two phases; and the City Commission previously accepted those improvements, infrastructure, and dedications associated with "Phase 1" and accepted a reduced performance bond in the amount of $3,132,415.76 for the remaining construction associated with "Phase 2", on the 10th day of September, 2025, by the passage of Resolution R-25-46; and

Whereas, the developer now requests the City to accept all remaining improvements, infrastructure, and dedications running in favor of the public/ City of Winter Haven, and to release the performance bond associated with the construction for "Phase 2".

Whereas, §21-396 of the City of Winter Haven Unified Land Development Code provides that acceptance of public improvements and dedications shall be by Resolution; and

Whereas, all required infrastructure and improvements for the remainder of that Subdivision known as "Willowbrook South" have been completed in accordance with all applicable standards and specifications as determined by City staff and therefore City staff

is requesting that the City of Winter Haven confirm its acceptance of the improvements and dedications in favor of the Public/City of Winter Haven of the said plat and authorize the City Manager to release the Performance Bond given to secure and guarantee the completion of such improvements and infrastructure.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WINTER HAVEN, FLORIDA:

1. The City Commission having been otherwise fully advised in the premises, and having already approved said plat for filing hereby confirms its acceptance as of April 13, 2026 of the dedications in favor of the Public/City of Winter Haven as set forth on the said plat, and the remaining water, reuse, and wastewater systems as said systems have passed all required tests, and all required certifications have been obtained, and the systems are fully operational pursuant to City standards in accordance with Chapter 177, Florida Statutes. The City is not accepting the stormwater drainage systems and related infrastructure or internal road rights-of-way notated on the Plat for Willowbrook South Subdivision as those will remain the responsibility of the Willowbrook Community Development District and/or to whom they were dedicated in the Plat.

2. The City Manager is hereby authorized to release the Performance Bond issued by Lexon Insurance Company in the amount of $3,132,415.76 delivered as security for the completion of all required infrastructure and improvements in the said Subdivision and to take all other actions that the City Manager deems necessary related thereto.

3. This Resolution shall take effect immediately upon passage.

INTRODUCED AND PASSED by the City Commission of the City of Winter Haven, Florida, in regular session this 13th day of April, 2026.

CITY OF WINTER HAVEN, FLORIDA

_____
MAYOR-COMMISSIONER
William Brian Yates

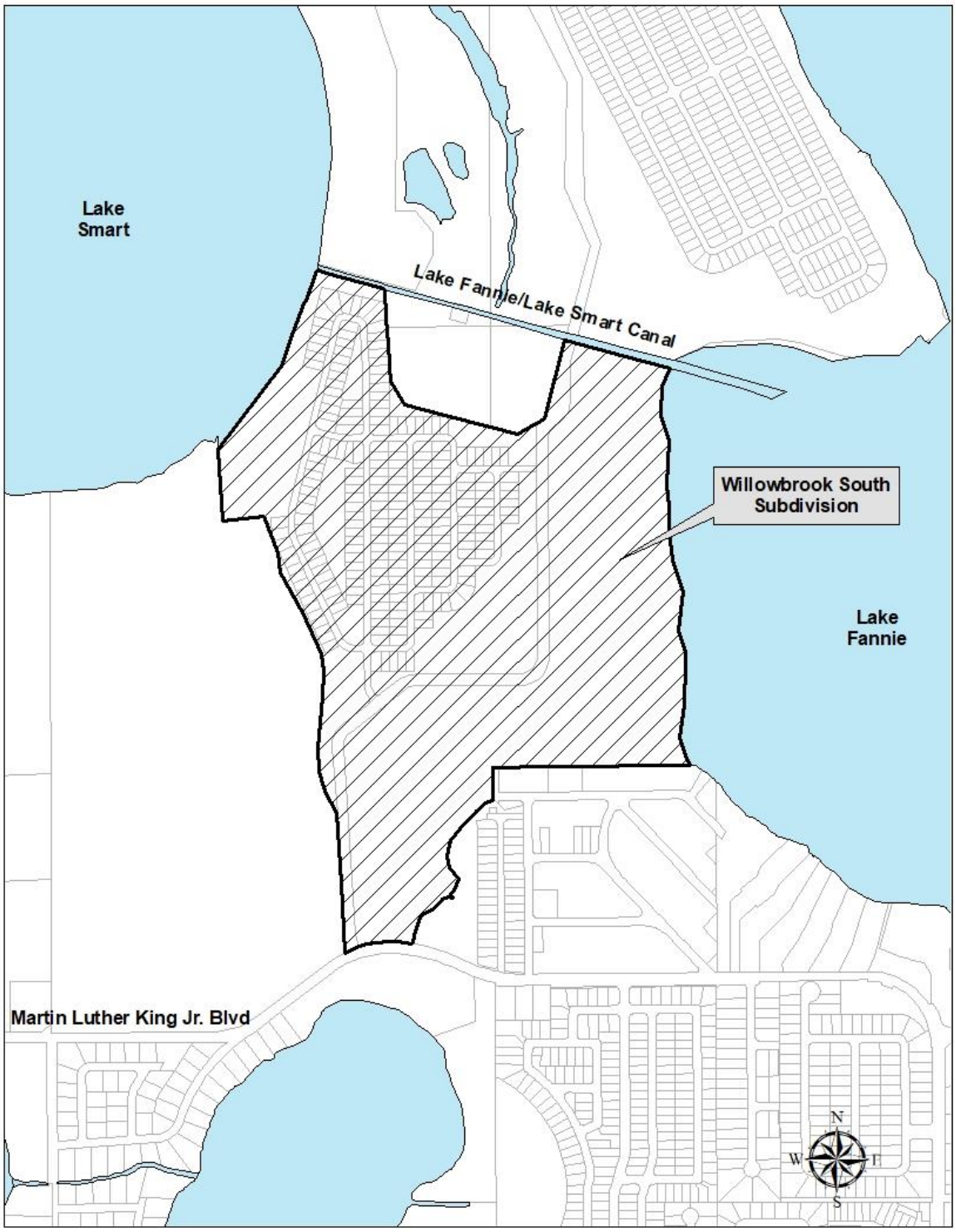
ATTEST:

_____
CITY CLERK
Vanessa Castillo, MMC

Approved as to form:

_____
CITY ATTORNEY
Frederick J. Murphy, Jr.

Exhibit “A”


Lake
Smart
Lake Fannie/Lake Smart Canal
Willowbrook South
Subdivision
Lake
Fannie
Martin Luther King Jr. Blvd
N
W
E
S

WILLOWBROOK SOUTH

A SUBDIVISION LYING IN SECTIONS 10 & 15 TOWNSHIP 28 SOUTH, RANGE 26 EAST, CITY OF WINTER HAVEN, POLK COUNTY, FLORIDA, BEING A REPLAT OF BLOCKS A, B, E, F, I, J, M - X, WASHINGTON SQUARE, A PORTION OF BLOCKS C, G, K, AND L OF MAYSVILLE COLONY, AS RECORDED IN PLAT BOOK 4, PAGE 42 AND A PORTION OF LOTS 286 & 287 LUCERNE PARK FRUIT ASS'N AS RECORDED IN PLAT BOOK 3B, PAGE 67, BOTH OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA.

P.B. ___ PG.___
SHEET 1 of 9

LEGAL DESCRIPTION:

COMMENCE AT A 4" x 4" CONCRETE MONUMENT WITH A DISC LABELED LB7244, LYING AT THE SOUTHWEST CORNER OF THE SOUTHEAST 1/4 OF SECTION 15, TOWNSHIP 28 SOUTH, RANGE 26 EAST, SAID POINT BEING A NORTH NAD 83 (1997) ZONE FLORIDA EAST ZONE COORDINATE SYSTEM OF FLORIDA, NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT, AND RUN THENCE ALONG THE WEST RIGHT-OF-WAY OF SAID SOUTHEAST 1/4, N89°58'30"W A DISTANCE OF 1079.25 FEET TO A POINT BEING MARKED WITH A CAP HEADING "PERSON USA - LB" (7140) ON THE NORTHERN RIGHT-OF-WAY OF LUCKENLOOF ROAD (AVAILABLE THE USE DESCRIBED IN OFFICIAL RECORD BOOK 718, PAGE 488 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA), SAID POINT BEING ON A CURVE CONCAVE NORTHEASTERLY, NONTANGENT TO THE PREVIOUS COURSE, HAVING A RADIUS OF 974.53 FEET, A DELTA ANGLE OF 19°56'01", CHORD LENGTH OF 334.28 FEET, AND A CHORD BEARING N29°02'29"W; THENCE ALONG SAID NORTHERN RIGHT-OF-WAY, ALONG SAID CURVE, AN ARC LENGTH OF 339.08 FEET TO A POINT OF REVERSE CURVATURE BY THE A CURVE HAVING A RADIUS OF 966.25 FEET, A DELTA ANGLE OF 17°01'30", CHORD LENGTH OF 285.83 FEET AND A CHORD BEARING OF N29°09'15"W; THENCE ALONG SAID NORTH RIGHT-OF-WAY, ALONG SAID CURVE, AN ARC LENGTH OF 287.11 FEET TO A POINT OF COMPOUND CURVATURE BY THE A CURVE HAVING A RADIUS OF 1,966.78 FEET, A DELTA ANGLE OF 02°05'30", CHORD LENGTH OF 71.85 FEET AND A CHORD BEARING OF N37°50'56"W; THENCE LEAVING SAID NORTHERN RIGHT-OF-WAY, N52°06'19"E A DISTANCE OF 50.00 FEET; THENCE N37°53'41"W A DISTANCE OF 27.00 FEET; THENCE N52°06'19"E A DISTANCE OF 1,174.89 FEET; THENCE N89°58'30"E A DISTANCE OF 1,163.00 FEET; THENCE S00°01'30"E A DISTANCE OF 1,320.00 FEET TO A POINT BEING MARKED WITH A CAP HEADING "PERSON USA - LB" (7140) ON THE NORTHERN RIGHT-OF-WAY OF LUCKENLOOF ROAD (AVAILABLE THE USE DESCRIBED IN OFFICIAL RECORD BOOK 718, PAGE 488 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA); THENCE ALONG SAID NORTHERN RIGHT-OF-WAY, N89°58'30"W A DISTANCE OF 1,320.00 FEET TO A POINT BEING MARKED WITH A CAP HEADING "PERSON USA - LB" (7140) ON THE WESTERN RIGHT-OF-WAY OF SAID SOUTHEAST 1/4; THENCE ALONG SAID WESTERN RIGHT-OF-WAY, S00°01'30"W A DISTANCE OF 1079.25 FEET TO A POINT MARKED WITH A CAP HEADING "PERSON USA - LB" (7140) ON THE NORTHERN RIGHT-OF-WAY OF LUCKENLOOF ROAD (AVAILABLE THE USE DESCRIBED IN OFFICIAL RECORD BOOK 718, PAGE 488 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA), SAID POINT BEING ON A CURVE CONCAVE NORTHEASTERLY, NONTANGENT TO THE PREVIOUS COURSE, HAVING A RADIUS OF 974.53 FEET, A DELTA ANGLE OF 19°56'01", CHORD LENGTH OF 334.28 FEET, AND A CHORD BEARING N29°02'29"W; THENCE ALONG SAID NORTHERN RIGHT-OF-WAY, ALONG SAID CURVE, AN ARC LENGTH OF 339.08 FEET TO A POINT OF REVERSE CURVATURE BY THE A CURVE HAVING A RADIUS OF 966.25 FEET, A DELTA ANGLE OF 17°01'30", CHORD LENGTH OF 285.83 FEET AND A CHORD BEARING OF N29°09'15"W; THENCE ALONG SAID NORTH RIGHT-OF-WAY, ALONG SAID CURVE, AN ARC LENGTH OF 287.11 FEET TO A POINT OF COMPOUND CURVATURE BY THE A CURVE HAVING A RADIUS OF 1,966.78 FEET, A DELTA ANGLE OF 02°05'30", CHORD LENGTH OF 71.85 FEET AND A CHORD BEARING OF N37°50'56"W; THENCE LEAVING SAID NORTHERN RIGHT-OF-WAY, N52°06'19"E A DISTANCE OF 50.00 FEET; THENCE N37°53'41"W A DISTANCE OF 27.00 FEET; THENCE N52°06'19"E A DISTANCE OF 1,174.89 FEET; THENCE N89°58'30"E A DISTANCE OF 1,163.00 FEET; THENCE S00°01'30"E A DISTANCE OF 379.89 FEET; THENCE N00°52'09"E A DISTANCE OF 74.28 FEET; (1) N00°58'39"W A DISTANCE OF 137.84 FEET; (2) N04°08'39"W A DISTANCE OF 376.00 FEET; (3) N09°23'39"W A DISTANCE OF 372.00 FEET; (4) N07°36'39"W A DISTANCE OF 55.64 FEET; (5) N89°58'39"W A DISTANCE OF 229.76 FEET; (6) S84°06'39"W A DISTANCE OF 253.80 FEET; (7) N78°39'39"W A DISTANCE OF 97.00 FEET; (8) N72°39'39"W A DISTANCE OF 97.00 FEET; (9) N66°39'39"W A DISTANCE OF 97.00 FEET; (10) N60°39'39"W A DISTANCE OF 97.00 FEET; (11) N54°39'39"W A DISTANCE OF 97.00 FEET; (12) N48°39'39"W A DISTANCE OF 97.00 FEET; (13) N42°39'39"W A DISTANCE OF 97.00 FEET; (14) N36°39'39"W A DISTANCE OF 97.00 FEET; (15) N30°39'39"W A DISTANCE OF 97.00 FEET; (16) N24°39'39"W A DISTANCE OF 97.00 FEET; (17) N18°39'39"W A DISTANCE OF 97.00 FEET; (18) N12°39'39"W A DISTANCE OF 97.00 FEET; (19) N06°39'39"W A DISTANCE OF 97.00 FEET; (20) N00°39'39"W A DISTANCE OF 97.00 FEET; (21) N05°39'39"W A DISTANCE OF 97.00 FEET; (22) N11°39'39"W A DISTANCE OF 97.00 FEET; (23) N17°39'39"W A DISTANCE OF 97.00 FEET; (24) N23°39'39"W A DISTANCE OF 97.00 FEET; (25) N29°39'39"W A DISTANCE OF 97.00 FEET; (26) N35°39'39"W A DISTANCE OF 97.00 FEET; (27) N41°39'39"W A DISTANCE OF 97.00 FEET; (28) N47°39'39"W A DISTANCE OF 97.00 FEET; (29) N53°39'39"W A DISTANCE OF 97.00 FEET; (30) N59°39'39"W A DISTANCE OF 97.00 FEET; (31) N65°39'39"W A DISTANCE OF 97.00 FEET; (32) N71°39'39"W A DISTANCE OF 97.00 FEET; (33) N77°39'39"W A DISTANCE OF 97.00 FEET; (34) N83°39'39"W A DISTANCE OF 97.00 FEET; (35) S89°20'21"W A DISTANCE OF 97.00 FEET; (36) S83°20'21"W A DISTANCE OF 97.00 FEET; (37) S77°20'21"W A DISTANCE OF 97.00 FEET; (38) S71°20'21"W A DISTANCE OF 97.00 FEET; (39) S65°20'21"W A DISTANCE OF 97.00 FEET; (40) S59°20'21"W A DISTANCE OF 97.00 FEET; (41) S53°20'21"W A DISTANCE OF 97.00 FEET; (42) S47°20'21"W A DISTANCE OF 97.00 FEET; (43) S41°20'21"W A DISTANCE OF 97.00 FEET; (44) S35°20'21"W A DISTANCE OF 97.00 FEET; (45) S29°20'21"W A DISTANCE OF 97.00 FEET; (46) S23°20'21"W A DISTANCE OF 97.00 FEET; (47) S17°20'21"W A DISTANCE OF 97.00 FEET; (48) S11°20'21"W A DISTANCE OF 97.00 FEET; (49) S05°20'21"W A DISTANCE OF 97.00 FEET; (50) S00°39'39"E A DISTANCE OF 97.00 FEET; (51) S06°54'39"E A DISTANCE OF 100.00 FEET; (52) S89°58'39"E A DISTANCE OF 255.00 FEET; 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LESS THAT PORTION DESCRIBED IN O.R. C.A.M. DEED TO POLK COUNTY RECORDED IN O.R. 13012, PAGE 1751, PUBLIC RECORDS OF POLK COUNTY, FLORIDA.

DEDICATION
STATE OF FLORIDA
COUNTY OF POLK

KNOW ALL MEN BY THESE PRESENTS that KRPC WILLOWBROOK LLC, a Florida limited liability company, the owner of the hereon described lands, does hereby cause this plat of Willowbrook South to be made and hereby dedicate as the following to wit:

1.) To Willowbrook Community Development District (CDD) Tract C for right of way with the perpetual use by the public, Tract D for open space, floodplain & wetland, Tract F and Tract H for open space, stormwater management, wetland, and floodplain, Tract P for open space and recreation, Tract G and Tract I for open space, and stormwater management, Tract A and Tract J for open space, Tract K for open space, storm water management and wetland, and all drainage easements shown hereon for the purposes of installing, maintaining, operating, and so keeping said tracts, and any improvements therein, and are a non-exclusive easement.

2.) To the City of Winter Haven, Florida, its successors and assigns, Tract B for public right of way, Tract L for public lift station, and the public utility easements shown hereon for the purposes indicated, and to the providers of public utilities forever a perpetual non-exclusive easement over, under, and across all internal streets, roads, and right of ways being dedicated to the Willowbrook Community Development District hereon, for the purposes of installing, maintaining, and operating the utilities installed therein.

Witness print _____
Witness sign _____
Witness print _____
Witness sign _____

KRPC Willowbrook, LLC,
a Florida Limited Liability Company

By: _____
Allan E Keen, its Manager

ACKNOWLEDGMENT
STATE OF FLORIDA
COUNTY OF POLK

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2024, by Allan E Keen Manager of KRPC Willowbrook, LLC, a Florida Limited Liability Company, on behalf of the company, who is personally known to me or has produced _____ as identification.

[AFFIX NOTARY SEAL]

_____
Notary Public
Print Name _____

My Commission Expires _____

CONSENT TO DEDICATION
STATE OF FLORIDA
COUNTY OF POLK

KNOW ALL MEN BY THESE PRESENTS that _____, as _____ of the Willowbrook Community Development District does hereby consent to the foregoing dedication.

Witness print _____
Witness sign _____
Witness print _____
Witness sign _____

Willowbrook Community Development District

By: _____
Print Name and Title

ACKNOWLEDGMENT
STATE OF FLORIDA
COUNTY OF POLK

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2024, by _____ as _____ of Willowbrook Community Development District who is personally known to me or has produced _____ as identification.

[AFFIX NOTARY SEAL]

_____
Notary Public
Print Name _____

My Commission Expires _____

CITY OF WINTER HAVEN ECONOMIC OPPORTUNITY AND COMMUNITY INVESTMENT DIRECTOR:
STATE OF FLORIDA
COUNTY OF POLK

This plat has received final approval this ____ day of _____, A.D. 2024.

By: _____
Director

CITY SURVEYORS APPROVAL (CONSULTANT)
STATE OF FLORIDA
COUNTY OF POLK

This plat has been reviewed and found to be substantially in compliance with the provisions of Chapter 177, Part I, Florida Statutes, relating to the making of maps and plats.

_____ Date _____
Jeffrey P. Ammermann
Florida Registration LS 7388
Citizen's Surveyor
Florida Registration LB 262

CITY OF WINTER HAVEN CITY ENGINEER:
STATE OF FLORIDA
COUNTY OF POLK

This plat has received final approval this ____ day of _____, A.D. 2024.

By: _____
City Engineer

CITY OF WINTER HAVEN, FLORIDA CITY COMMISSION APPROVAL:
STATE OF FLORIDA
COUNTY OF POLK

This plat has received final approval this ____ day of _____, A.D. 2024 by the Winter Haven City Commission in accordance with the procedures adopted by the City commission.

Winter Haven City Commission _____ Attest: _____

SURVEYOR'S CERTIFICATE
STATE OF FLORIDA
COUNTY OF POLK

I hereby certify that this plat is a true and correct representation of the hereon described land which was recently surveyed and platted under my direction and supervision, and that permanent reference monuments and permanent control points are set in accordance with Part I Chapter 177, Florida Statutes. The Plat complies with all the requirements of Part I Chapter 177, Florida Statutes.

Date: _____

SEAL

Robert E. Lopenby, IV
Florida Registration Number 6369
Basepoint Surveying, Inc. LB # 8112
Mailing: P.O. Box 6407, Lake Alfred, FL 33831
Physical: 150 S Woodlawn Avenue, Bartow, FL 33830
Phone: (863) 537-7410
Corporation number LB 8112

CITY OF WINTER HAVEN CITY CITY CLERK:
STATE OF FLORIDA
COUNTY OF POLK

This plat has received final approval this ____ day of _____, A.D. 2024.

By: _____
City Clerk

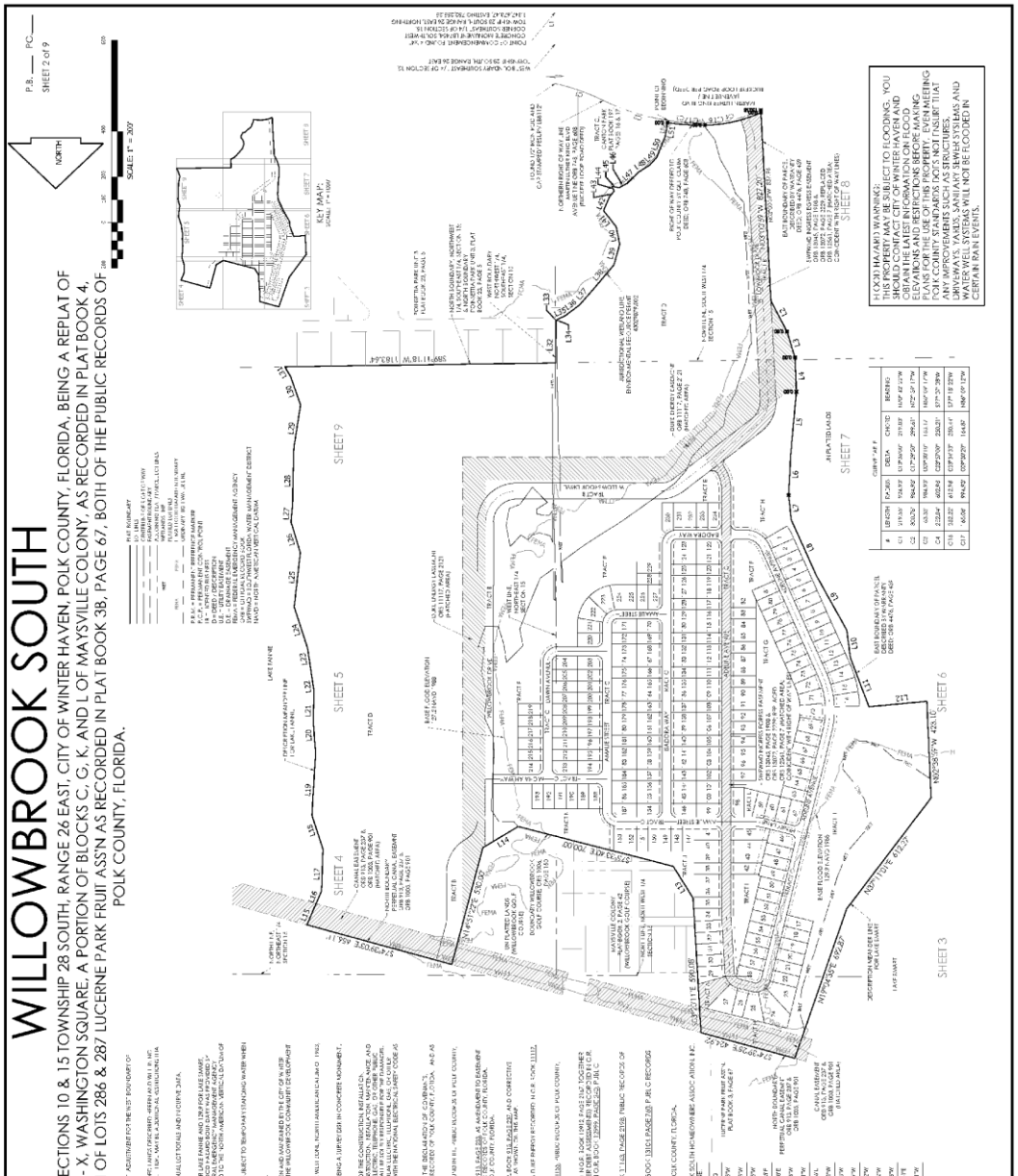
CLERK OF CIRCUIT COURT:
STATE OF FLORIDA
COUNTY OF POLK

I, Stacy M. Butterfield, Clerk of Circuit Court of Polk County, Florida, do hereby certify that this plat has been approved for recording on this _____ day of _____, A.D. 2024.

_____
Clerk of Circuit Court

PREPARED BY:
BASEPOINT SURVEYING, INC.
MAILING: P.O. BOX 6407
LAKE ALFRED, FL 33850
PHYSICAL: 150 S. WOODLAWN AVENUE
BARTOW, FL 33830
(863) 537-7410
CERTIFICATION # LB 8112

Exhibit "B"
Page 2 of 9



Resolution R-26-13
Page 7 of 13

Exhibit "B"
Page 3 of 9

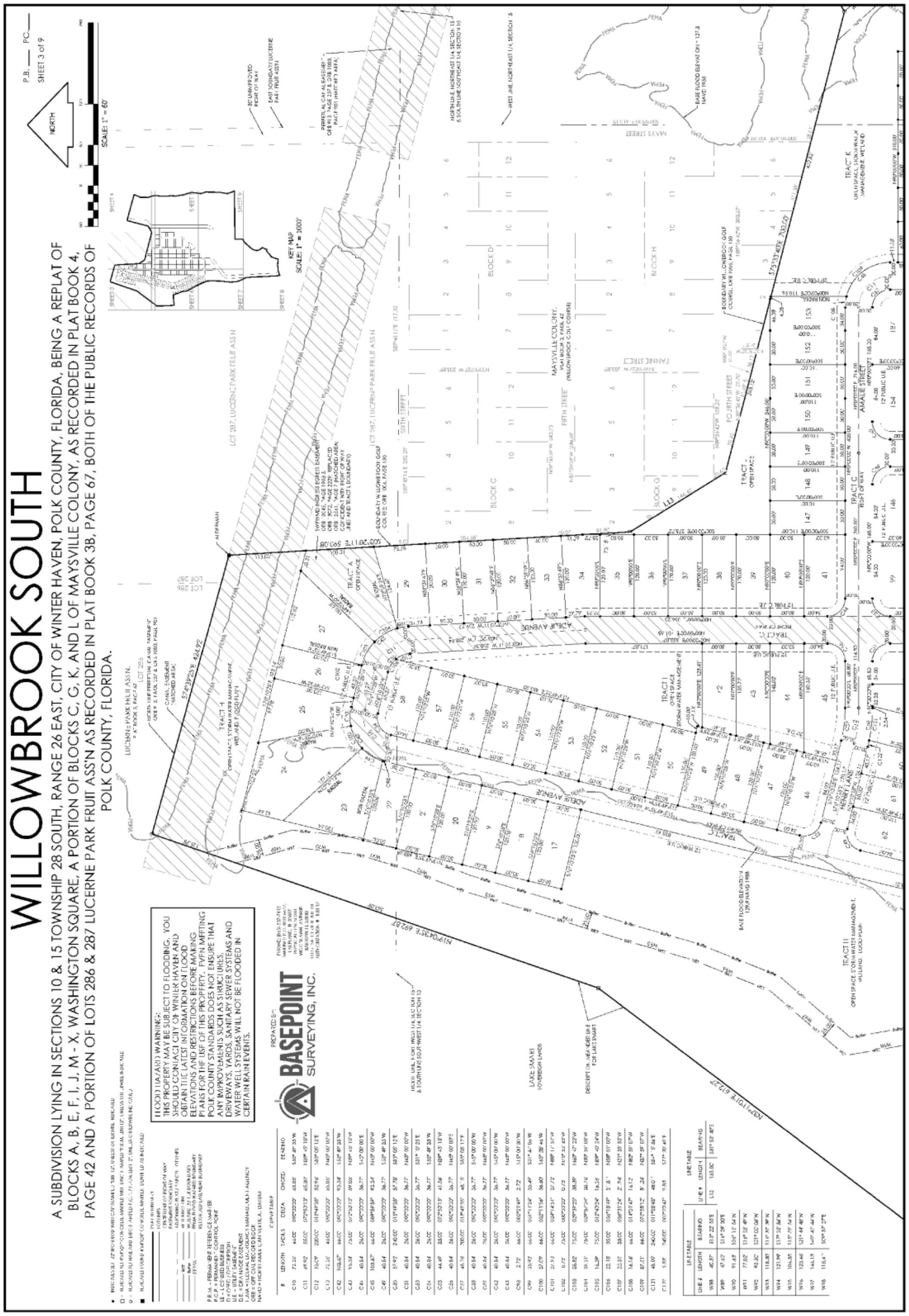


Exhibit "B"
Page 4 of 9

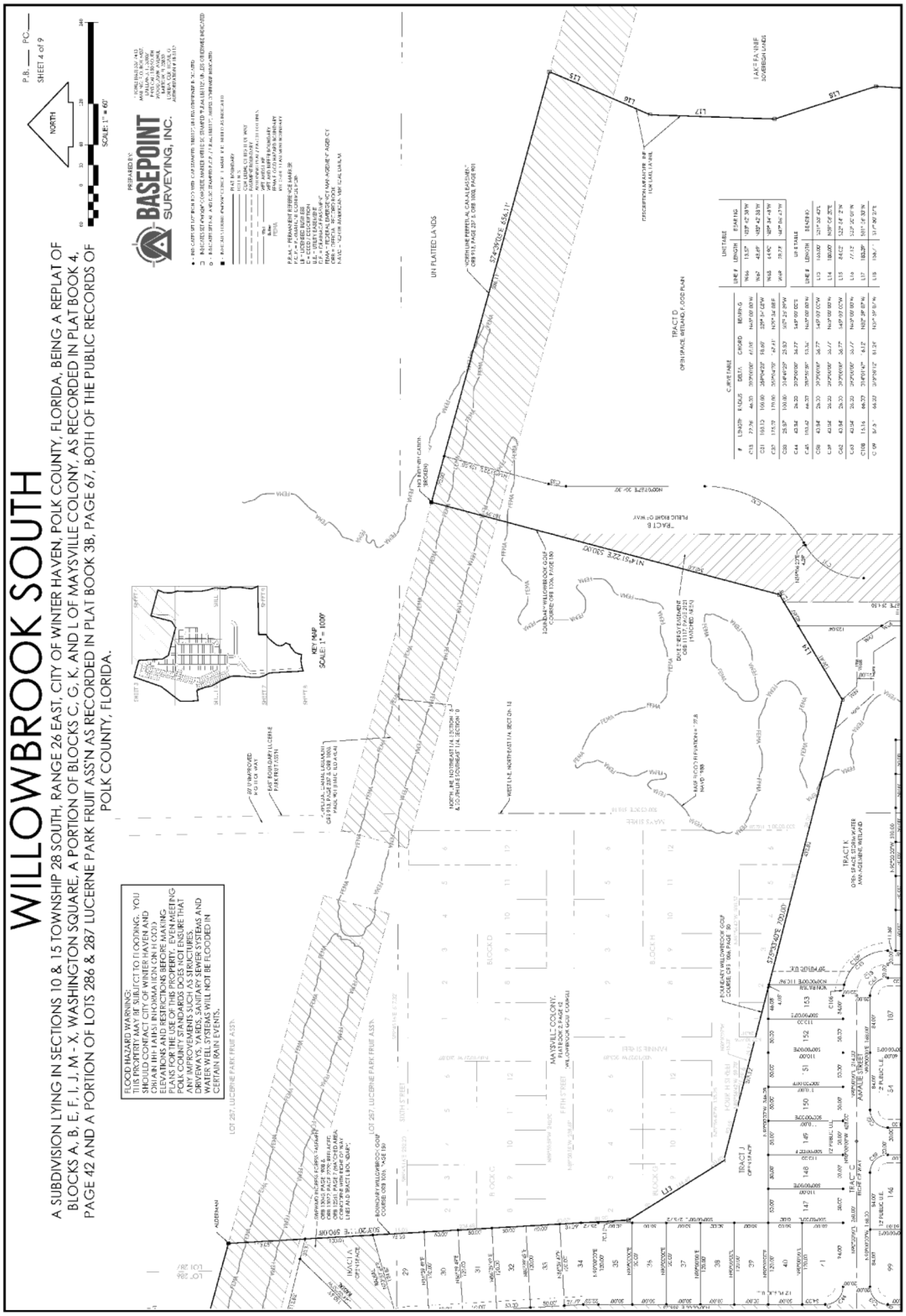


Exhibit "B"
Page 5 of 9

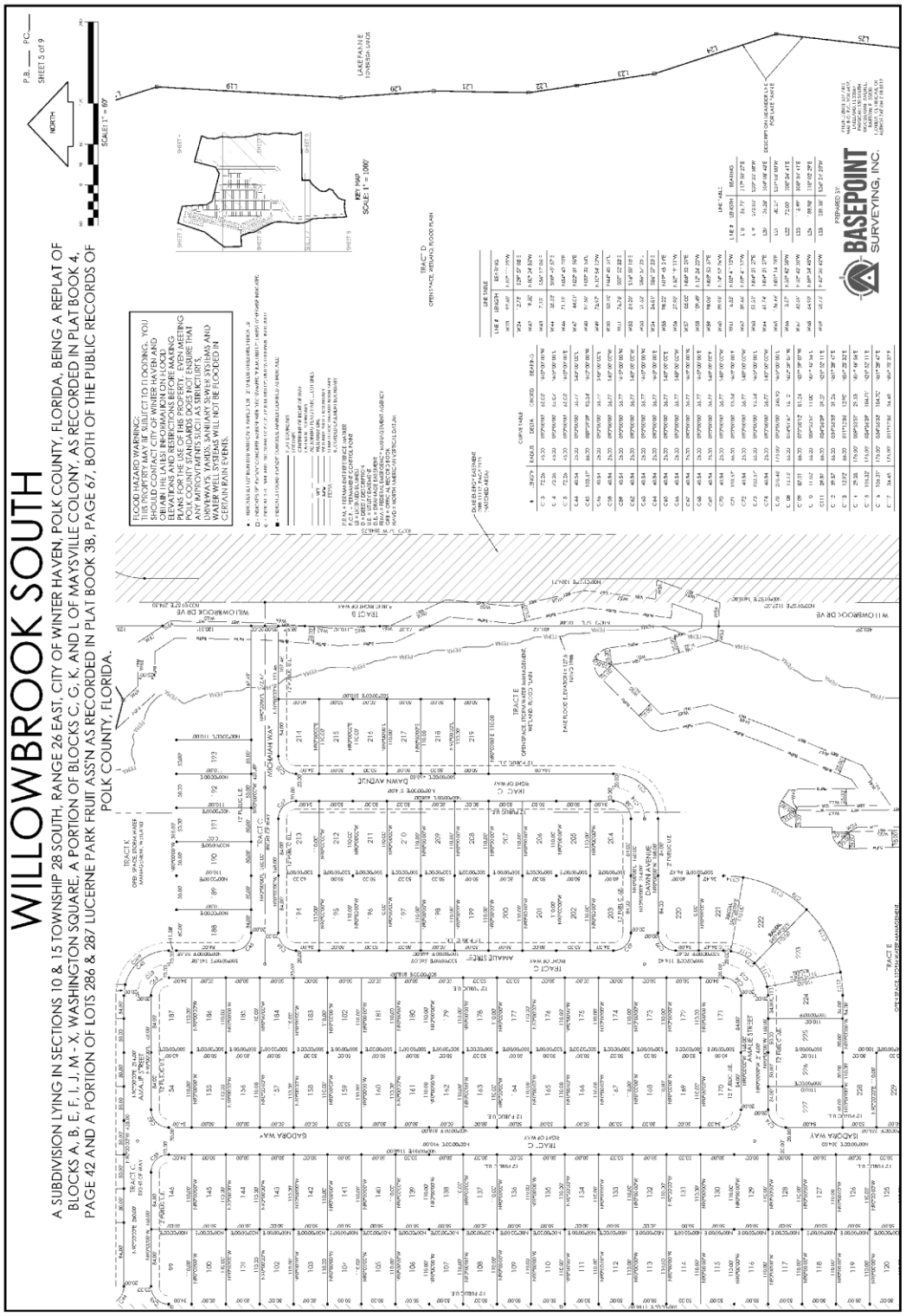


Exhibit "B"
Page 6 of 9

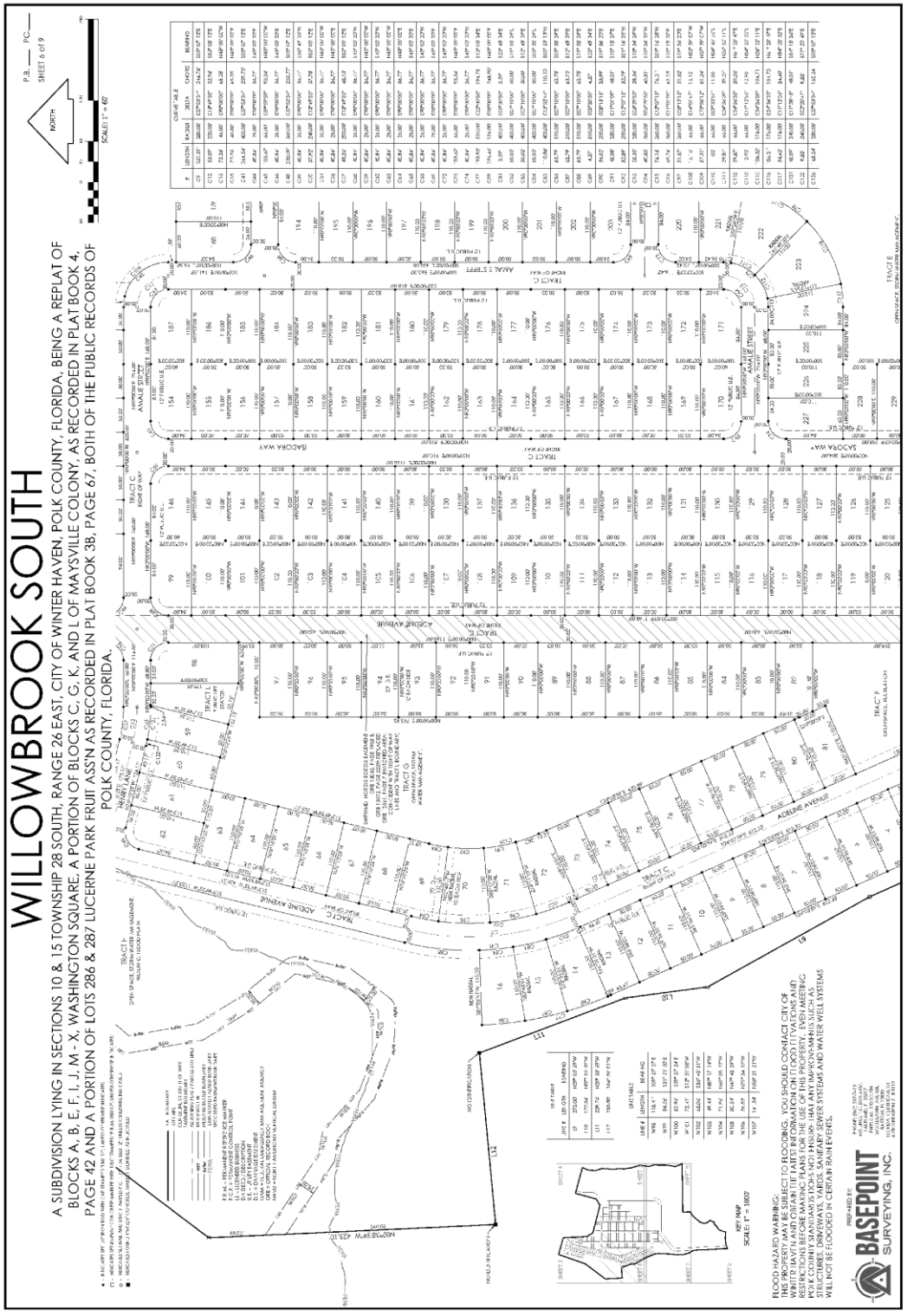


Exhibit "B"
Page 7 of 9

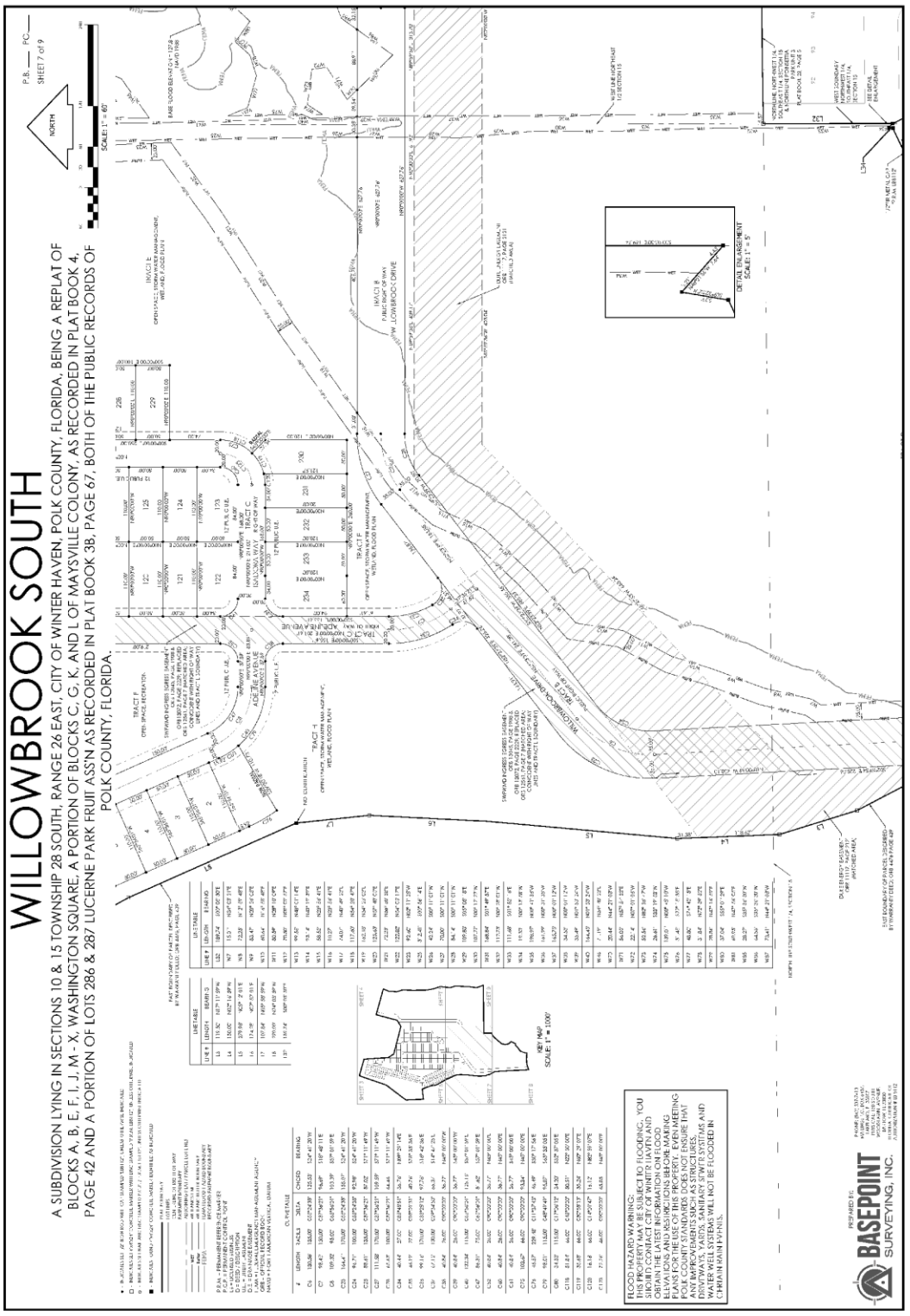


Exhibit "B"
Page 8 of 9

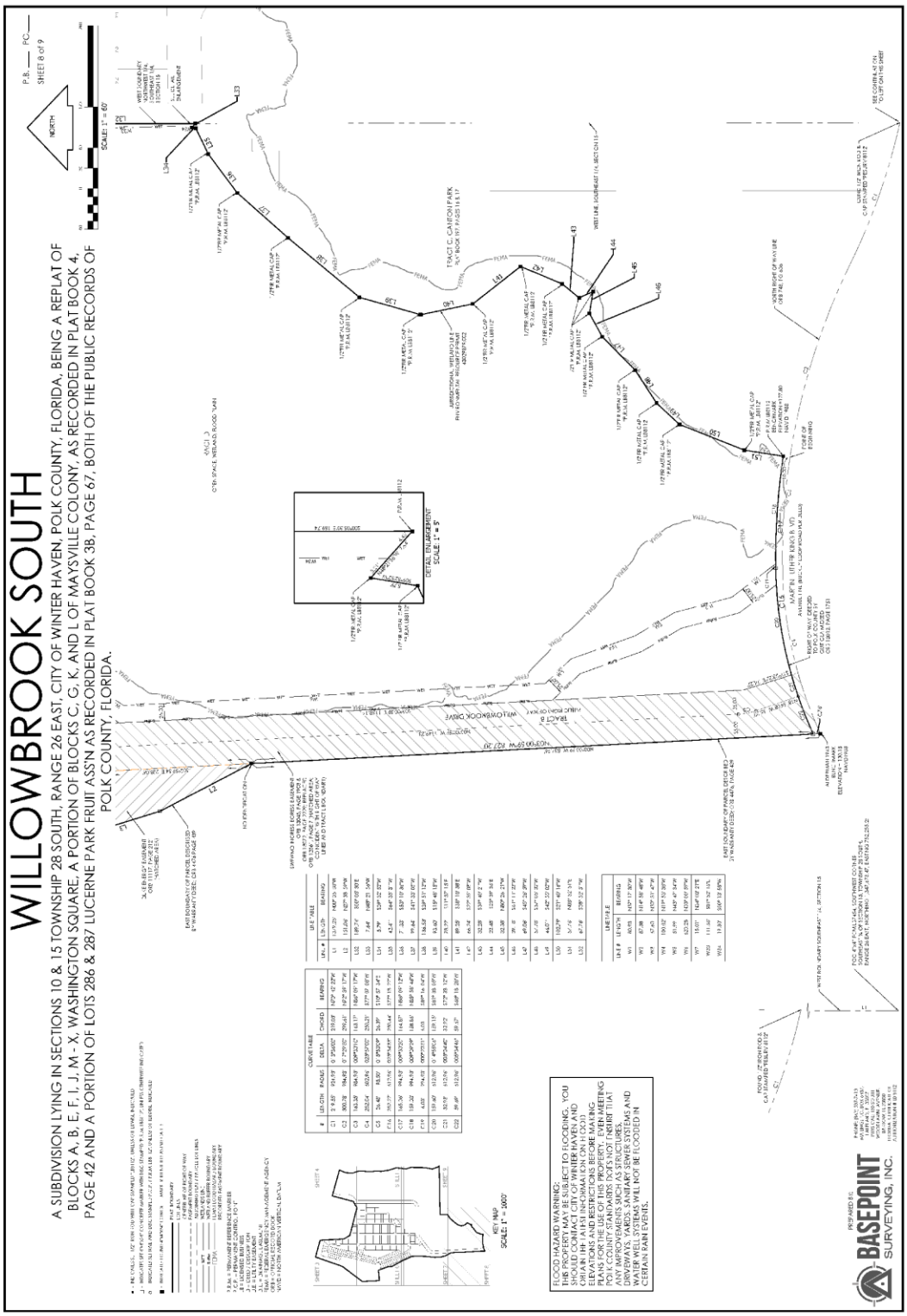
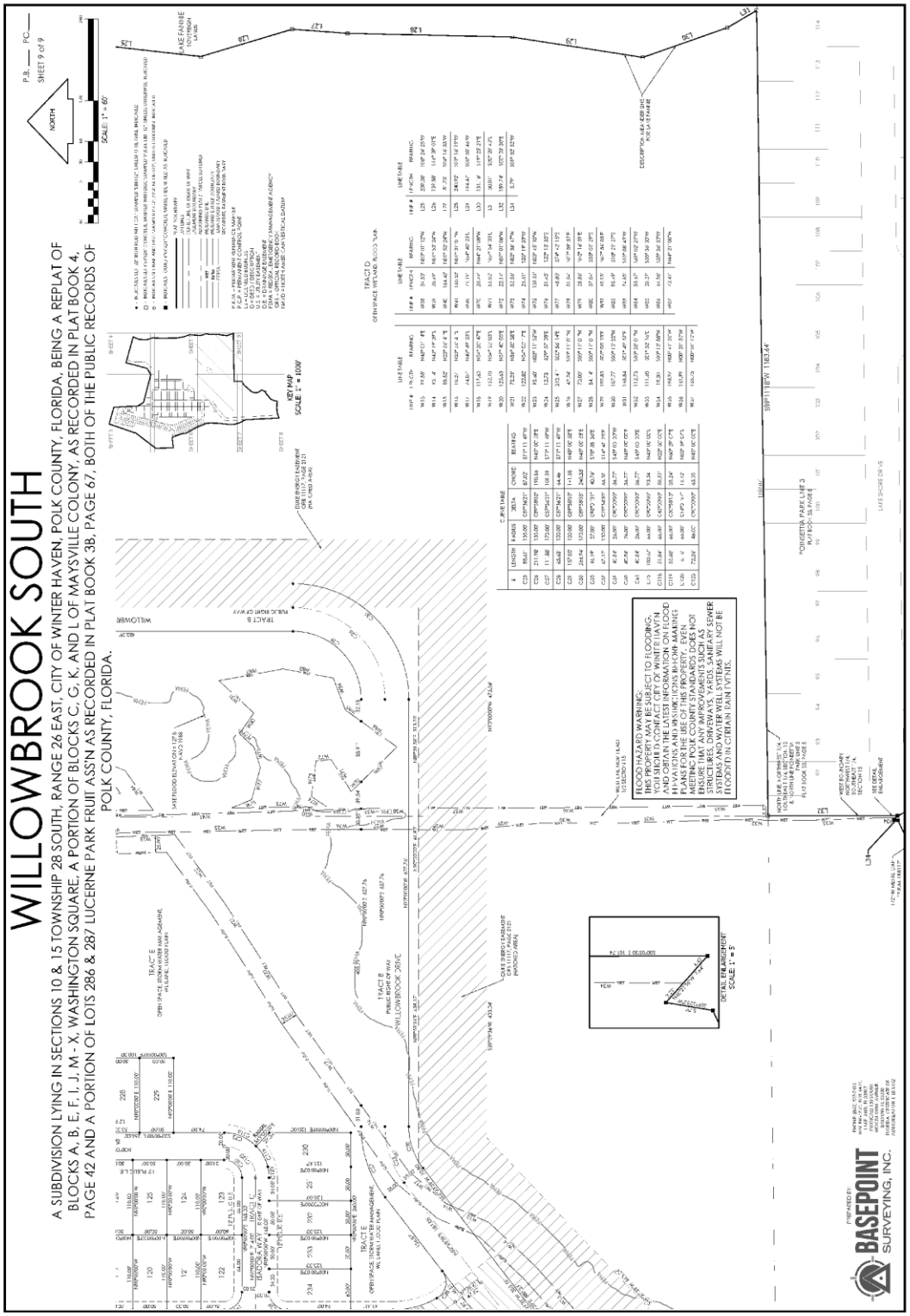


Exhibit "B"
Page 9 of 9



DATE: March 16, 2026

TO: Honorable Mayor and City Commissioners

VIA: T. Michael Stavres, City Manager
M.J. Carnevale, Deputy City Manager
Eric Labbe, Economic Opportunity & Community Investment Director
Sean Byers, Planning Manager

FROM: Heather Reuter, Senior Planner

SUBJECT: **Ordinance O-26-10:** Request by Langley Gault to rezone two parcels from Commercial- Highway (C-3) zoning district to Mixed Use (MX) zoning district. **General Location:** 120 and 124 Avenue H, SE. The area covered by this request is 0.30± acres.

BACKGROUND

Langley Gault, petitioner, requests the City rezone two (2) parcels from Commercial- Highway (C-3) zoning district to Mixed Use (MX) zoning district. The property subject to this request contains two 50-foot wide parcels, totaling 0.30± acres, located at 120 and 124 Avenue H, SE. The eastern parcel contains a single-family home constructed in 1932 and the western parcel is vacant and has been for at least 20 years.

A review of historical zoning maps indicates the properties had residential zoning through at least 1969. The City assigned commercial zoning at some point prior to 1999. The current C-3 zoning designation was assigned to the parcels in 2000. Each lot contains approximately 6,543 square feet, exceeding the 5,000-square-foot minimum lot size requirement of the C-3 zoning district. However, when C-3 building setback requirements, C-3 permitted uses, on-site parking requirements, stormwater requirements, and landscape buffer requirements, it is highly unlikely these properties will redevelop with a use permitted in the C-3 zoning district.

The petitioner proposes to construct a duplex on the vacant parcel, which the MX zoning district permits. In addition, the single-family home located at 124 Avenue H, SE currently operates as a legal nonconforming use. Rezoning the property from C-3 to MX would bring the existing single-family residence into compliance as a permitted use.

SURROUNDING USES

Surrounding uses include a medical office to the west; a salon to the north across Avenue H, SE; single-family residential to the east; and an office to the south.

INFRASTRUCTURE

The MX zoning district permits substantially lower commercial intensities and residential densities for parcels designated as Primary Mixed Use Hub on the Future Land Use Map than those permitted under the C-3 zoning district. As a result, the maximum potential demand on public infrastructure would be less than what the current zoning allows. Additionally, development of a single-family residence and a duplex would generate only minimal impacts on public facilities and services. Furthermore, the proposed uses of a single-family home and a duplex would have a de minimis impact on public infrastructure.

COMPREHENSIVE PLAN

The subject property is designated as a Primary Mixed Use Hub Future Land Use. The requested MX zoning district are consistent with this designation.

NOTIFICATION

All notification requirements for this request were met.

FINANCIAL IMPACT

There is no direct financial impact to the City with this request.

This is a request initiated by an application by a private party. In accordance with Section 166.041 (4)(c)(7)(b) of the Florida Statutes, ordinances initiated by an application by a private party are exempt from providing Business Impact Estimates.

STRATEGIC PLAN ALIGNMENT

This is a routine zoning amendment associated with normal operations of the City not specifically defined as a goal or strategy within the Strategic Plan. However, it is aligned with the Responsible Government and Economic Sustainability Strategic Pillars.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission, at its March 3, 2026 regular meeting, voted to recommend approval of this request. No members of the public spoke.

CONCLUSION

Based on the existing and proposed residential uses, the small lot dimensions, and the development requirements imposed by the C-3 zoning district, the requested MX zoning district represents a more appropriate zoning designation for these two parcels. The current C-3 standards—including setbacks, parking requirements, stormwater regulations, and buffering—significantly limit the reasonable

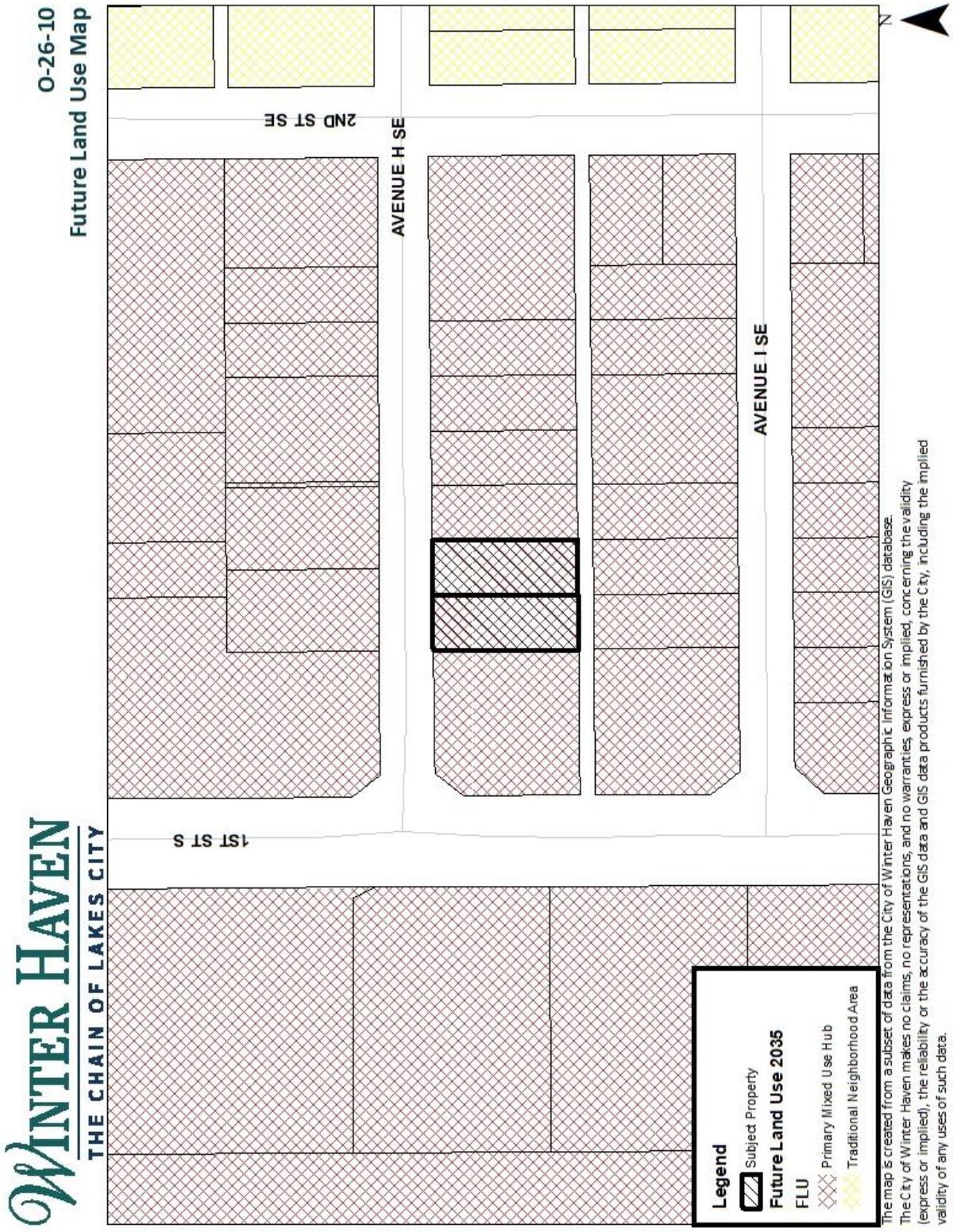
redevelopment potential of these small lots for a viable commercial use. In contrast, the MX district better aligns with the historic residential pattern of the properties and supports reinvestment compatible with the surrounding area. Rezoning to MX will also eliminate the existing nonconformity of the single-family residence and allow for the development of a duplex on the vacant parcel, both of which represent lower-intensity uses than those permitted under the current C-3 zoning.

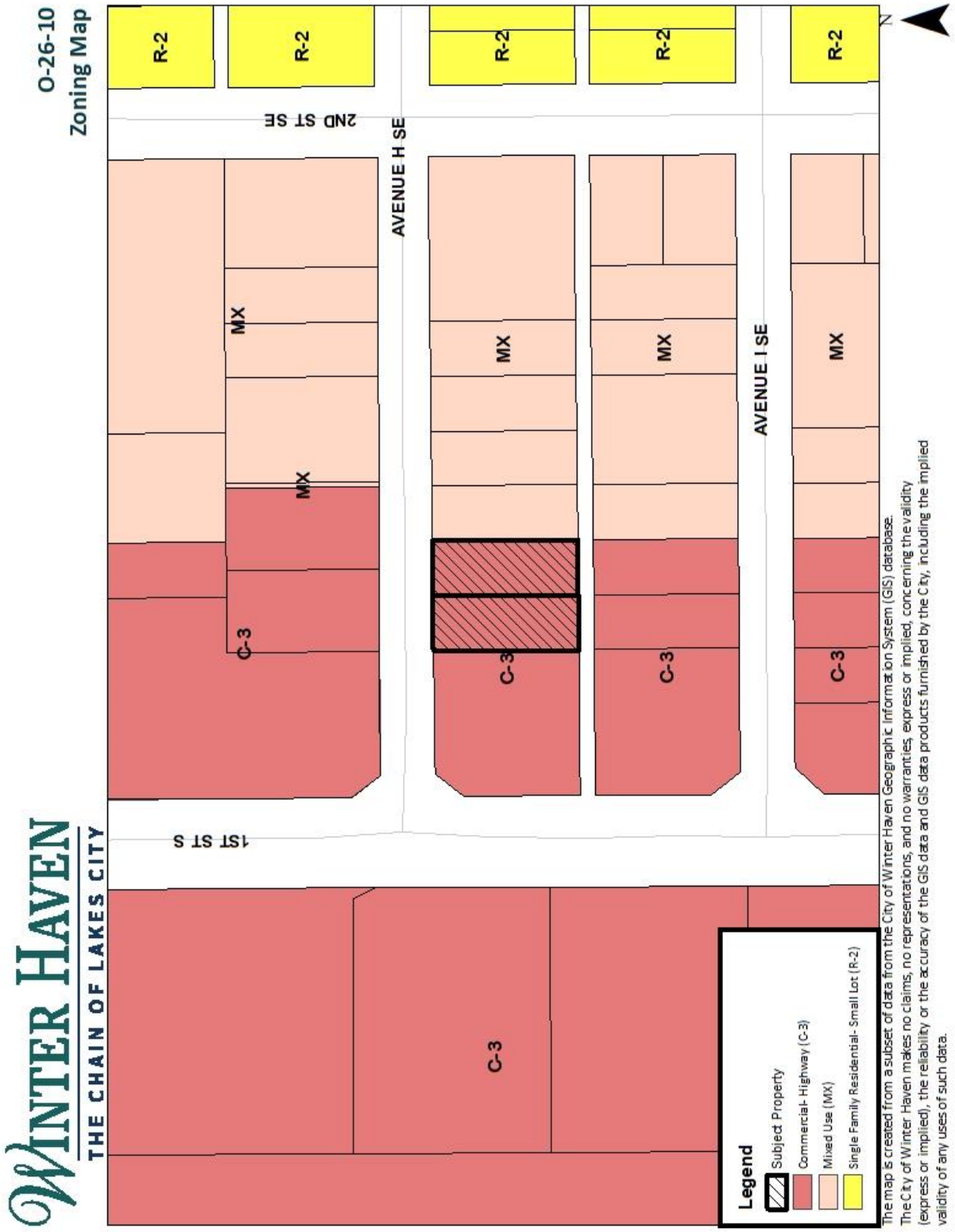
RECOMMENDATION

Staff recommends the City Commission approve Ordinance O-26-10.

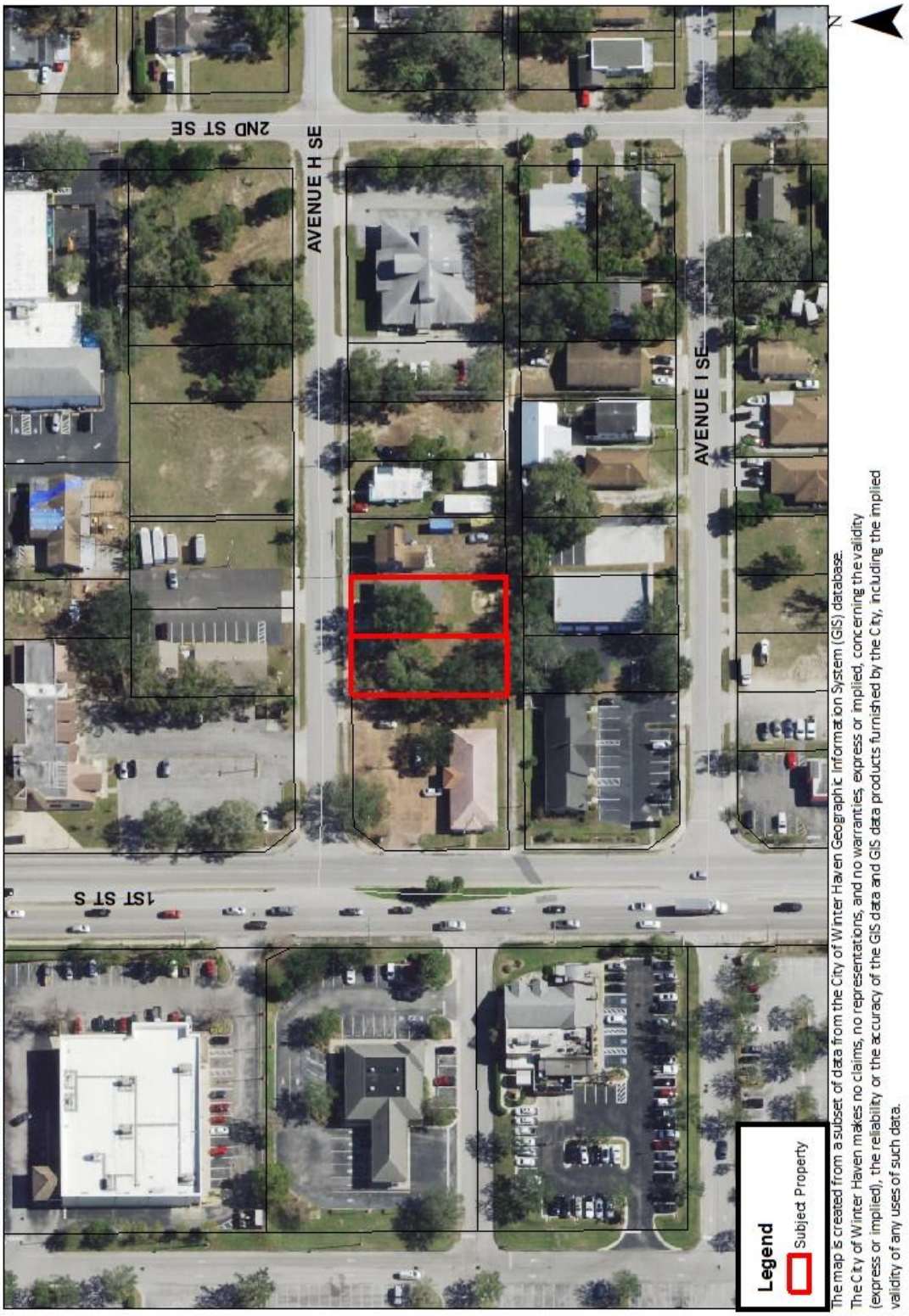
ATTACHMENTS

- Future Land Use Map
- Zoning Map
- Aerial Map
- Ordinance O-26-10


O-26-10
Future Land Use Map
2ND ST SE
AVENUE H SE
AVENUE I SE
1ST ST S
N
WINTER HAVEN
THE CHAIN OF LAKES CITY
Legend
Subject Property
Future Land Use 2035
FLU
Primary Mixed Use Hub
Traditional Neighborhood Area
The map is created from a subset of data from the City of Winter Haven Geographic Information System (GIS) database.
The City of Winter Haven makes no claims, no representations, and no warranties, express or implied, concerning the validity (express or implied), the reliability or the accuracy of the GIS data and GIS data products furnished by the City, including the implied validity of any uses of such data.


O-26-10
Zoning Map
R-2
2ND ST SE
AVENUE H SE
AVENUE I SE
MX
C-3
1ST ST S
N
Legend
Subject Property
Commercial- Highway (C-3)
Mixed Use (MX)
Single Family Residential- Small Lot (R-2)
The map is created from a subset of data from the City of Winter Haven Geographic Information System (GIS) database.
The City of Winter Haven makes no claims, no representations, and no warranties, express or implied, concerning the validity (express or implied), the reliability or the accuracy of the GIS data and GIS data products furnished by the City, including the implied validity of any uses of such data.
WINTER HAVEN
THE CHAIN OF LAKES CITY

O-26-10
Aerial Map



ORDINANCE NO. O-26-10

AN ORDINANCE AMENDING CHAPTER 21 OF THE CODE OF ORDINANCES OF THE CITY OF WINTER HAVEN, FLORIDA, BY REZONING TWO (2) PARCELS FROM COMMERCIAL-HIGHWAY (C-3) ZONING DISTRICT TO MIXED USE (MX) ZONING DISTRICT; PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE. (General Location: 120 and 124 Avenue H, SE. The area covered by this request is 0.30± acres.)

WHEREAS, there has been a request to rezone the property depicted below, and;

WHEREAS, the action will further the general health, safety, and welfare and be a benefit to the City as a whole, and;

WHEREAS, the requested zoning is consistent with the Future Land Use Element of the Winter Haven Comprehensive Plan.

WHEREAS, the request is initiated by an application by a private party, and therefore is exempt from requiring a Business Impact Estimate as set forth by Section 166.041(4)(c)(7)(b) of the Florida Statutes.

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF WINTER HAVEN, FLORIDA, AS FOLLOWS:

1. That Chapter 21 of the Code of Ordinances of the City of Winter Haven, Florida, is hereby amended to rezone that land, depicted in Exhibit "A" attached hereto and made a part of this Ordinance, from Commercial- Highway (C-3) zoning district to Mixed Use (MX) zoning district.

2. This Ordinance shall not be codified, but the City Clerk shall retain this Ordinance as a permanent record of action taken by the City Commission of the City of Winter Haven.

3. The administrative correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or designee, without need of public hearing, by filing a corrected or recodified copy of same with the City Clerk.

4. All ordinances in conflict herewith are hereby repealed.

5. This Ordinance shall be effective immediately upon the effective date; however, that such change shall first be noted on the official zoning map of the City of Winter Haven.

INTRODUCED on first reading this 13th day of April, 2026.

PASSED on second reading this 27th day of April, 2026.

CITY OF WINTER HAVEN, FLORIDA

_____

MAYOR-COMMISSIONER
William Brian Yates, Mayor

ATTEST:

_____

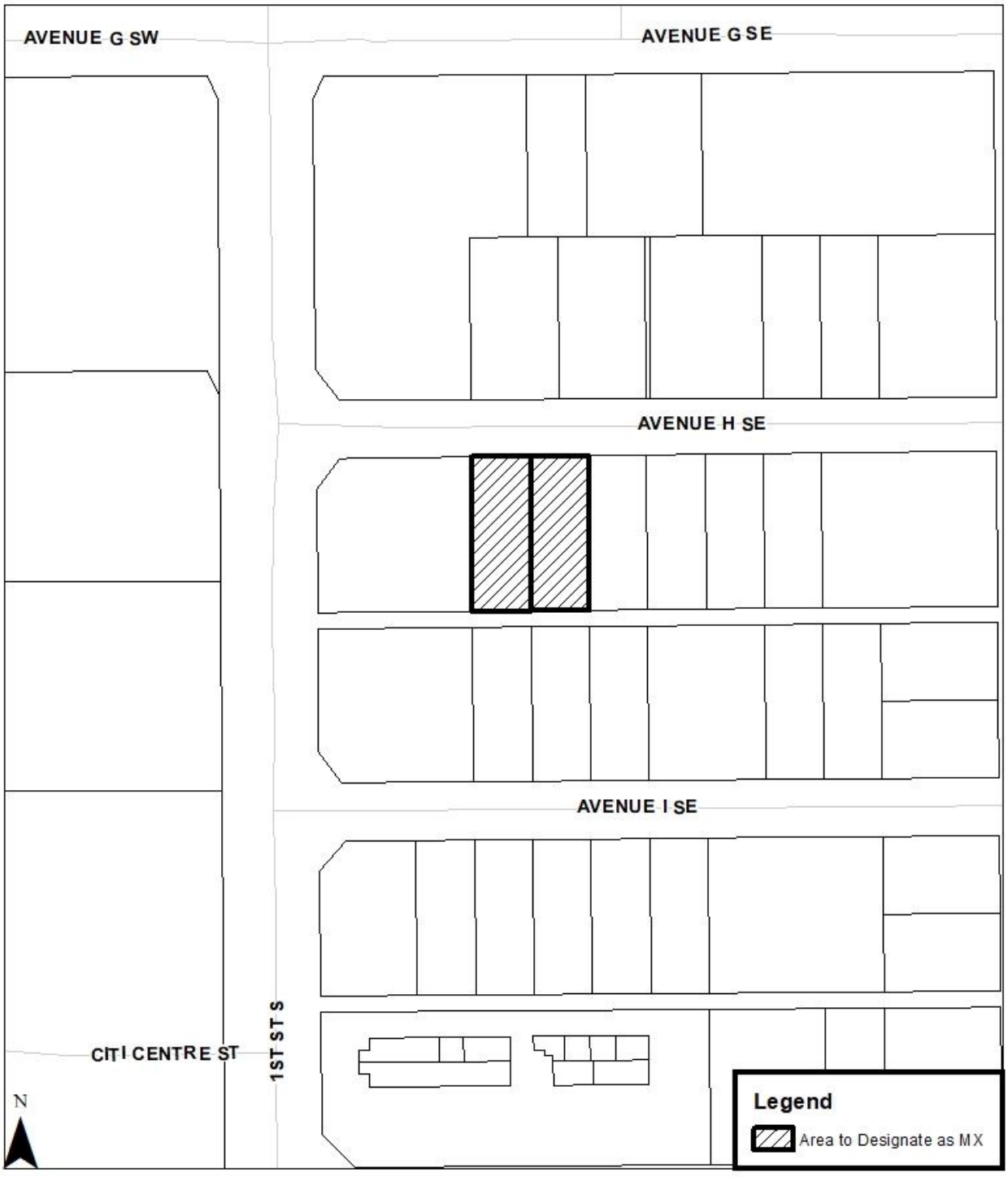
CITY CLERK
Vanessa Castillo, MMC

Approved as to form:

_____

CITY ATTORNEY
Frederick J. Murphy, Jr.

Exhibit "A"


AVENUE G SW
AVENUE G SE
AVENUE H SE
AVENUE I SE
1ST ST S
CITI CENTRE ST
N
Legend
Area to Designate as MX

DATE: April 2, 2026

TO: Honorable Mayor and City Commissioners

VIA: T. Michael Stavres, City Manager
M.J. Carnevale, Deputy City Manager

FROM: CJ Scott, Chief Financial Officer
Allen Weeks, Budget and Management Officer

SUBJECT: **Ordinance O-26-13:** Amending Ordinance O-25-29; appropriating funds for the fiscal year ending September 30, 2026

BACKGROUND:

In 2024, construction commenced on the primary phase of Chain of Lakes Park Phase II. A subsequent change order approved in November 2025 added an additional parking lot on the southwest side of the site. The Fieldhouse's northwest parking lot has not been resurfaced in more than 20 years. Due to cost savings realized within the Chain of Lakes Park Phase II project, along with savings in the Parks and Recreation operating budget, there is an opportunity to engage the existing contractor, Rodda Construction, to complete the resurfacing while they remain mobilized on site.

A budget amendment is required to authorize additional expenditures and the funding sources. The budget amendment reflected in Exhibit A is necessary to maintain compliance with F.S. 166.241 and Government Accounting Standards Board (GASB) requirements.

FINANCIAL IMPACT:

The requested amendment will transfer $110,000 from the General Fund to the Construction Fund for the proposed Change Order in the amount of $209,914. This transfer is a result of savings in Parks and Grounds ($30,000), Aquatics ($40,000), and Fieldhouse ($40,000) cost centers. The balance of the Change Order, $99,914, is available from cost savings from the Chain of Lakes Phase II Rodda Contract.

STRATEGIC PLAN ALIGNMENT:

This is a routine budget amendment ordinance associated with normal operations of the City not specifically defined as a goal or strategy within the Strategic Plan. However, it is aligned with the Responsible Government and Quality of Life Strategic Pillars.

RECOMMENDATION:

Staff recommends the City Commission approve Ordinance O-26-13 and authorize the City Manager, or his designee, to sign all documents and take all necessary action related thereto.

ATTACHMENTS:

- Ordinance O-26-13
- Exhibit A

ORDINANCE NO. O-26-13

AN ORDINANCE OF THE CITY OF WINTER HAVEN, FLORIDA, AMENDING ORDINANCE NO. O-25-29, REGARDING APPROPRIATION OF FUNDS FOR DEFRAYING EXPENSES OF THE MUNICIPAL GOVERNMENT OF THE CITY OF WINTER HAVEN FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2025; PROVIDING FOR SEVERABILITY AND FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on September 22, 2025, the City Commission passed Ordinance O-25-29 adopting the Budget of the City of Winter Haven, Florida, Fiscal Year Commencing October 1, 2025, as the Official Budget of the City of Winter Haven, Florida, Fiscal Year 2025-2026; and

WHEREAS, events occur during each fiscal year which were not anticipated by the beginning estimates, and

WHEREAS, a project has been approved in the Construction Fund requiring a Change Order, and

WHEREAS, departmental budgets shall not exceed their appropriations; and

WHEREAS, the City Commission of the City of Winter Haven does hereby find that it is in the best interest of the City and its citizens amending Ordinance No. O-25-29, regarding appropriation of funds for defraying expenses of the municipal government of the City of Winter Haven for the fiscal year commencing October 1, 2025, as provided herein,

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF WINTER HAVEN, FLORIDA, AS FOLLOWS:

1. The budget for the City of Winter Haven for the fiscal year 2025-26 is hereby amended as set forth on Exhibit A attached hereto and incorporated herein by reference. Exhibit A reflects the appropriated funds that are amended to reflect the required Change Order.

2. This Ordinance shall take effect immediately upon its passage

INTRODUCED on first reading this 13th day of April, 2026.

PASSED on second reading this 27th day of April, 2026.

CITY OF WINTER HAVEN, FLORIDA

_____
MAYOR-COMMISSIONER
William Brian Yates

ATTEST:

_____
CITY CLERK
Vanessa Castillo, MMC

Approved as to form:

_____
CITY ATTORNEY
Frederick J. Murphy, Jr.

EXHIBIT A
BUDGET AMENDMENT FOR FY 2025-2026
ORDINANCE O-26-13

		Budget	
		Expense	Revenue
General Fund			
001-07-312-3404	Parks and Grounds - Contract Svc. - Other	(40,000)	
001-07-703-6301	Aquatics - Other Capital Improvements	(30,000)	
001-07-705-6301	Fieldhouse - Other Capital Improvements	(40,000)	
001-80-928-9196	Transfer to 2015 Construction Fund	110,000	
Construction Fund			
306-381000-001	Transfer from General Fund		110,000
306-80-413-6320	Ballfields	110,000	

The Northwest Parking lot of the Fieldhouse and Conference Center has not been resurfaced for over 20 years and is in need of repair. A change order on the Chain of Lakes Park Phase II project in the amount of $209,914 has been executed to allow the current contractor to perform this work while on site. In addition to cost savings from the Chain of Lakes Park Phase II project in the amount of $99,914, this budget amendment will transfer cost savings from Park and Recreation cost centers to fund the remaining $110,000 of the change order.