

**CITY OF WEWAHITCHKA  
BOARD OF CITY COMMISSIONERS  
SENIOR CITIZEN BUILDING  
314 N 3<sup>rd</sup> STREET  
REGULAR MEETING  
December 21, 2021  
6:00 PM**

The City Commission met on this date, December 21, 2021 at 6:00 P.M. at the Senior Citizens/Community Building, 314 N. 3<sup>rd</sup> St, Wewahitchka, Florida. **Mayor Gaskin** called the meeting to order, asked **Bro. Derek Gerber** to lead a prayer and everyone said the Pledge of Allegiance.

**Attendance**

Mayor Phillip Gaskin  
Commissioner Ralph Fisher  
Commissioner Charlie Pettis  
Commissioner Johnny Paul  
Commissioner Brian Cox

**Sheriff**

Mike Harrison

**City Attorney**

Michelle Jordan

**City Manager**

Michael Gortman

**City Superintendent**

Chipper Wade

**City Clerk**

Rachel Jackson

**City Finance Director**

Brittney Proctor

**Public Present**

Daniel Zickefoose  
Loyd Childree  
Tom Wynn  
Hunter Baumgardner  
Tyler Marsh  
Jack Husband  
Tommy Hamm  
Dave Peterson  
Derek Gerber  
Wendy Weitzel

**Approval of Agenda**

**Commissioner Cox** made a motion to approve the agenda. **Commissioner Paul** seconded the motion. Motion carried 5-0

**Approval of Minutes**

**Commissioner Paul** made a motion to approve Regular Commission Meeting minutes – 10/28/21. **Commissioner Cox** seconded the motion. Motion carried 5-0.

**Commissioner Paul** made a motion to approve Workshop 11/29/21 minutes. **Commissioner Pettis** seconded the motion. Motion carried 5-0.

**Commissioner Cox** made a motion to approve Special Meeting 11/29/21 minutes. **Commissioner Paul** seconded the motion. Motion carried 5-0.

**Commissioner Paul** made a motion to approve Special Meeting 12/1/21 minutes. **Commissioner Pettis** seconded the motion. Motion carried 5-0.

**Commissioner Cox** made a motion to approve Special Meeting 12/9/21 minutes. **Commissioner Paul** seconded the motion. Motion carried 5-0.

**Public Recognition**

**Mayor Gaskin** asked if anyone in the public that was not on the agenda had anything to say. Tom Wynn stated that the senior citizens were concerned that the floor in senior building near closet

needs to be repaired. **Mayor Gaskin** asked **City Manager Michael Gortman** and **City Superintendent Chipper Wade** to take care of getting the repairs made.

#### Agenda

**1. Solid Waste Service Bid – 2021-1121 – Mayor Gaskin** asked **City Attorney Michelle Jordan** to open the bids. **Attorney Jordan** began to open the bids and read the company Waste Management, began to read the bid rates. **Mayor Gaskin** suggested that the attorney continue opening the bids and verify that the proper documentation was received, if so the bids should be reviewed by the City Clerk, City Manager, and Finance Director have them bring recommendations to the board once reviewed. The board agreed. **Attorney Jordan** continued opening the bid packages from BCC, Waste Pro, and Nate's Sanitation verifying that the correct documentation was submitted.

**2. COVID-19 – None**

#### Approval of Bills

**1. Fisher's -** After review, **Commissioner Cox** made a motion to approve payment of Fisher's Building Supply invoices (\$1,366.84) **Commissioner Paul** seconded the motion. Motion carried 4-0, with **Commissioner Fisher** abstaining due to conflict of interest.

**2. Charlie Pettis Pest Services (Nov & Dec) –** Commissioner Paul made a motion to approve payment of Charlie Pettis Pest Services November and December invoices (\$180.00). Commissioner Fisher seconded the motion. Motion carried 4-0, with Commissioner Pettis abstaining due to conflict of interest.

**3. Regular Bills-** Following review of bills, Commissioner Paul made a motion to approve payment of the bills. Commissioner Pettis seconded the motion. Motion carried 5-0.

#### Old Business/Open Items

**1. Fire station/old City Hall**

(Original Substantial Completion Date 9/4/21, Original Work Completion Date 10/11/21)

(Change Order #3-7/29/21-Changed Substantial Comp. Date 11/17/21, Work Completion Date 12/25/21)

**CHANGE ORDER #4-10/28/21 – SUBST. COMPLETION DATE 12/9/21, WORK COMPLETION DATE 1/15/22**

**Engineer Tyler Marsh** presented a pay request and change orders for Winterfell Construction.

**City Attorney Michelle Jordan** recommended tabling a decision regarding the pay request and the change orders until a meeting could be held with the Surety, she stated that she served notice to contractor and to surety, informing them of the City's intent to file default on the Contractor. The Surety requested a meeting with the Contractor and the City. The board agreed to hold a meeting onsite at the Fire Station project location, on 12/29/21 @ 9:00 AM CT.

**Engineer Tyler Marsh**, stated that we are 11-12 days into liquidated damages, but recommended following the Attorney's recommendation.

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Old Business/Open Items cont'd....

**Commissioner Fisher** made a motion to table the pay request and change orders until meeting with surety could be held. **Commissioner Cox** seconded the motion. Motion carried 5-0.

2. **Delinquent Utility Bills** – **Mayor Gaskin** stated delinquencies and extensions were down.

3. **Water Losses** – None

4. **SEWER INFILTRATION AND INFLOW** – None

5. **Ray Dickens Fish Fry for the Sr. Citizens (October 7, 2022)** – None

6. **Lift Station** – **Engineer Hunter Baumgardner** presented bid documents to the board for the DEO lift station project. He asked for motion to advertise for bid, after review, **Commissioner Fisher** made a motion to approve advertisement for bid. **Commissioner Pettis** seconded the motion. Motion carried 5-0.

7. **Overtime Report broken down by pay periods** – None

8. **Buckhorn Decorative Fencing** – Not started yet

9. **County LDR** – **City Engineer Jack Husband** stated that **City Clerk Rachel Jackson** sent over an advertisement for the comp plan update planner RFQ for review. He approved the advertisement. **City Clerk Rachel Jackson** stated that she would be sending the advertisement to **City Attorney Michelle Jordan** for legal review.

10. **Employee Water/Sewer License Testing** – **City Manager Michael Gortman** stated that Kyle is working on books, David Paul is re-scheduled for January to re-test, and Blake working on sewer books.

### Other Comments

**City Manager Michael Gortman** stated that DEP had completed the inspection on the water plant; they found that the chlorine leak detector needed to be replaced. The replacement cost is about \$2,500.00. **City Manager Michael Gortman** requested approval to replace the chlorine detector through R & R funds. **Commissioner Cox** made a motion to approve purchase of the chlorine detector. **Commissioner Paul** seconded the motion. Motion carried 5-0.

**City Superintendent** - None

**City Finance Director Brittney Proctor** – Stated that the State Revenue comparison sheet was with the bill packet for the commission to review.

**City Attorney Michelle Jordan**-Stated she enjoyed the Christmas Parade.

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**Other Comments cont'd....**

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**City Clerk - None**

**Sheriff - None**

**City Engineer Jack Husband** – Provided updates on pending projects, he stated that we have not gotten the agreement on the DEO waterlines yet, but are expecting it soon.

On the Round 2 DEO Infrastructure grants stated we met with DEO on 3 projects; the meeting went well. We haven't heard back yet, but DEO stated it would be about a month or so before we know anything.

Pump Permit to DEP resubmitted

Fire Station documents are ready to be reviewed on site at meeting on Wednesday.

**Mayor/Commissioners' Comments**

**Commissioner Cox** – None

**Commissioner Paul** – None

**Commissioner Pettis** – None

**Commissioner Fisher** – Wished everyone a Merry Christmas

**Mayor Gaskin** – None

**Adjournment**

**Commissioner Fisher** made a motion to adjourn at 6:29 pm. **Commissioner Paul** seconded the motion. Motion 5-0.

**CITY OF WEWAHITCHKA**

  
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**Phillip Gaskin, Mayor**

**ATTEST:**

  
\_\_\_\_\_  
**Rachel Jackson, City Clerk**

