

**CITY OF WEWAHITCHKA  
BOARD OF CITY COMMISSIONERS  
SENIOR CITIZEN BUILDING  
314 N 3rd STREET  
REGULAR MEETING  
June 22, 2023  
6:00 PM**

The City Commission met on this date, June 22, 2023 at 6:00 P.M. at the Senior Citizen Building, 314 N. 3rd St, Wewahitchka, Florida. **Mayor Gaskin** called the meeting to order, lead a prayer and everyone said the Pledge of Allegiance.

**Attendance**

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

**Public**

Chris Wynn  
Tom Wynn  
Ann Johnson  
Hunter Baumgardner  
Jack Husband  
Wendy Weitzel

**Attorney**

Michelle Jordan

**City Manager**

Michael Gortman

**City Clerk**

Rachel Jackson

**City Finance Director**

Brittney Proctor (via phone)

**City Parks & Rec Director**

David Paul

**City Finance Clerk**

Misty Robbins

**City Utility Billing Clerk**

Jennifer Wright

**Sheriff**

Officer Sanders

**Approval of Agenda**

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

**Approval of Minutes**

**Regular Commission Meeting 5/25/2023** – **Commissioner Paul** made a motion to approve the 5/3/2023 regular commission meeting minutes. **Commissioner Cox** seconded the motion. Motion carried, 5-0.

**Public Recognition**

**Mayor Gaskin** asked if anyone from the public had anything they would like to speak about, there was none.

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### Agenda

**1. Ordinance 2023-1224L – Land Use Change – 792 S 1<sup>st</sup> St** (1<sup>st</sup> Reading) – **City Manager Michael Gortman** read Ordinance 2023-1224L by title. He then discussed the location of the property, stating that it is across the street from the Head Start and Emerald Coast Credit Union. It is currently residential, and they are requesting it be changed to mixed commercial/residential. Following reading and discussion, **Commissioner Fisher** made a motion to approve the first reading and advertise the final reading. **Commissioner Pettis** seconded the motion. Motion carried 5-0.

**2. Resolution 2023-1197R – Variance – 1243 N Hwy 71 – City Manager Michael Gortman** said the variance request is for the house at the corner of Mitchell Road and Hwy 71. The house is being re-built through the Rebuild Florida program. They found out they needed a handicap ramp after they built the house. The ramp would require a variance of 3' feet. Following discussion, **Commissioner Paul** made a motion to approve the variance and Resolution 2023-1197R. **Commissioner Fisher** seconded the motion. Motion carried 5-0.

### Approval of Bills

**1. Fisher's** – Following review, **Commissioner Cox** made a motion to approve payment of Fisher's Building Supply invoices (\$434.50) – **Commissioner Paul** seconded the motion. Motion carried 4-0, with **Commissioner Fisher** abstaining due to conflict of interest.

**2. Charlie Pettis Pest Services** – Following review, **Commissioner Paul** made a motion to approve payment of Charlie Pettis Pest Services invoice (\$90.00) – **Commissioner Cox** seconded the motion. Motion carried 4-0, with **Commissioner Paul** abstaining, due to conflict of interest.

**3. Wewa Outdoors** – Following review, **Commissioner Fisher** made a motion to approve payment of Wewa Outdoors invoices (June \$37.00), including April (\$258.00) and May (\$37.00) invoices that could not be approved at prior meetings due to commission members' absence. **Commissioner Pettis** seconded the motion. Motion carried 4-0, with **Commissioner Paul** abstaining due to conflict of interest.

**4. Regular Bills** – Following review and discussion of Clark Partington invoice, **Commissioner Cox** made a motion to approve the regular (\$17,283.83), recurring (\$142,932.80), and additional bills (\$52,265.52). **Commissioner Paul** 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**

**City Attorney Michelle Jordan** stated we have mediation August 24<sup>th</sup> and 25<sup>th</sup> in

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Panama City.

2. **Delinquent Utility Bills – City Clerk Rachel Jackson** stated they are up a little this month, due to the meeting being earlier than normal and more extensions than usual
3. **Water Losses – Mayor Gaskin** stated there was no update, due to Chipper being out due to a knee injury.
4. **SEWER INFILTRATION AND INFLOW – None**
5. **Ray Dickens Fish Fry for the Sr. Citizens (October 6, 2023) – None**
6. **Lift Station – City Engineer Hunter Baumgardner** provided updates on lift station #4; he stated the supplier is saying about will be about 15 weeks out on the wet well delivery. Once we get an actual ship date, we will issue and notice to proceed.

**Mayor Gaskin** asked where was #4 lift station located. **Engineer Baumgardner** answered it's at Hall's Bottom. **Mayor Gaskin** asked if we're redoing it now? **Engineer Baumgardner** responded yes. **Mayor Gaskin** asked about the capacity and if it was a revitalization of that one lift station. **Engineer Baumgardner** stated yes.

**Mayor Gaskin** went on to discuss a potential development and its effects on the lift station and the city sewer system. He stated when we met at your office the other day, there was discussion of dumping a lot more into that lift station. Does that incorporate into the revitalization of the lift station? **Engineer Baumgardner** stated it did not.

**Mayor Gaskin** stated he did not believe that City's system would handle that without a spray field being put in. **Mayor Gaskin** asked how much we are spending on #4 lift station. **Engineer Baumgardner** stated around \$450,000.00. **Mayor Gaskin** said it wouldn't handle what they are potentially wanting to dump in it. **Mayor Gaskin** asked **Engineer Jack Husband** what he thought about it? **Engineer Husband**, stated there is a lot going on with that and I don't have a signed contract on anything yet. There is some capacity left in that lift station right now.

**Engineer Hunter Baumgardner** stated that DEP requires that they be designed for growth, but he did not know if it was designed for that amount of growth or not. It is oversized to what we are putting there currently. **Mayor Gaskin** asked how much oversized? **Engineer Baumgardner** responded he thought it was about 12%. **Mayor Gaskin** asked what the design scale was for that per resident? **Engineer Baumgardner** stated 350 gallons per day per resident. **Mayor Gaskin** stated for the

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development of the 120 homes discussed it would add about 30,000 gallons a day additional right? **Engineer Husband** stated yes average.

**Commissioner Fisher** asked what happens when it leaves that one and goes to the next one. **Engineer Husband** stated that was another issue. **Mayor Gaskin** stated he just doesn't see it being possible because of the burden it would put on the tax payers.

7. **Overtime Report broken down by pay periods** – After reviewing **Mayor Gaskin** asked if the overtime was budgeted. **City Finance Clerk Misty Robbins** stated yes. **City Clerk Rachel Jackson** stated there is a percentage at the bottom for each person showing the amount used. **City Finance Director Brittney Proctor** clarified that the percentage was not the budgeted amount, but a percentage of overtime worked versus hours worked. This number is used for future budgeting purposes.
8. **County LDR** – **Engineer Jack Husband** stated we had the first reading on May 3, 2023 and it's being transmitted to the state. **City Clerk Rachel Jackson** stated it has been transmitted to state and we now have a 30 day wait for their response.
9. **Employee Water/Sewer License Testing** – **City Manager Michael Gortman** provided an update on the employee water/sewer license testing. He stated
  - Kyle Whitfield – Water – is working on his
  - David Paul – Water – he has sent a 2<sup>nd</sup> email to DEP to schedule David's test.
  - Blake Gilmore – Sewer – is working on sewer
10. **Senior Building** – **Parks and Rec Director David Paul** stated they have the same repairs to be taken care of as soon as time allows.
11. **Cemetery Committee & Buckhorn Decorative Fencing** – **Commissioner Brian Cox** stated the cemetery committee is taking care of it, but he hasn't heard an update from them in a couple of months.

### Other Comments

**City Attorney Michelle Jordan** – None

**City Manager Michael Gortman** – Stated the Co-Op is putting down the ground transformer behind the equipment shed at TL James Park and would like for us to go ahead and buy 5 more poles. The poles are \$490.00 each. **City Manager Michael Gortman** requested permission to purchase the poles out of contingency funds. Following discussion, **Commissioner Pettis** made a motion to allow **City Manager Gortman** to purchase the 5 poles from the contingency fund. **Commissioner Fisher** seconded the motion. Motion carried 5-0.

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**City Parks and Rec Director David Paul – None**

**Officer Sanders (GCSO) –** Said the Sheriff sends his best and is all for the 3 way stop sign at Pine and River at the elementary school. Discussion followed regarding how well a 3 way stop sign would work. No decision was made.

**City Engineer Jack Husband – None**

**City Engineer Hunter Baumgardner –** Stated the environmental review of the waterline project is moving forward. After a couple of meetings with DEO environmental team we are finally getting some solid direction.

**Engineer Baumgardner** stated on the Waste Water project the city is working on getting the man holes available for inspection. Once those have been inspected, we will provide a deliverable showing the problems we have in the city and can get a scope of work.

**Engineer Baumgardner** discussed the Storm Sewer project stating they have been working on a city wide study on main streets both east and west and north and south of Hwy 22. There are lots of problems with side drains, culvert pipes clogged up with leaves. We are also building a model of the city to find a solution to alleviate, fix, or repair as many problems as we can with this grant.

**Mayor Gaskin** asked if one of the grants would raise the manholes to the levels that they need to be? **Engineer Baumgardner** stated that is correct, they only need access to be able to look in them to get pictures. **Mayor Gaskin** said so you don't need us to go ahead and raise them, **Engineer Baumgardner** said no, the city doesn't need to raise them.

**Mayor Gaskin** asked **Commissioner Fisher** to get with **City Superintendent Chipper Wade** and get him to quit raising the manholes since it would be covered by the grants.

**City Finance Director Brittney Proctor – None**

**City Finance Clerk Misty Robbins – None**

**City Clerk Rachel Jackson – City Clerk Rachel Jackson** stated that the qualifying for the election was complete. **Mayor Gaskin** was unopposed, so no election would be held. Swearing in will be held November 14, 2023.

**City Utility Billing Clerk Jennifer Wright – None**

**Mayor/Commissioners' Comments**

**Commissioner Cox – None**

**Commissioner Paul – None**

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**Commissioner Pettis** – Stated it has come to his attention that the bathrooms at TL James and Lake Alice park has been messed up, thinks we need have the on call guy them at night around 7:00. They get paid one hour straight time on Saturday and Sunday, so it won't cost a lot. After discussion, **Commissioner Pettis** made a motion to have the on call guy lock TL James and Lake Alice park bathrooms @ 7:00 each evening, to be done by the on call guy to be paid one hour straight time each day. **Commissioner Paul** seconded the motion. Motion carried 5-0.

**Commissioner Pettis** discussed safety concerns the condition and of the bleachers at the football field. He talked to Kevin Shellnut about bleacher removal and he will remove them at no cost to the city. Following discussion **Commissioner Pettis** made a motion to allow Kevin Shellnut to remove and haul off the bleachers at the football field. **Commissioner Fisher** seconded the motion. Motion carried 5-0.


**Commissioner Fisher** – **Commissioner Fisher** asked the mayor if he would go lock the bathrooms. **Mayor Gaskin** said no he would not.

**Mayor Gaskin** – None


**Adjournment**

**Commissioner Cox** made a motion to adjourn at 6:46 pm. **Commissioner Paul** seconded the motion. Motion carried 5-0.

**CITY OF WEWAHITCHKA**

  
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**Phillip Gaskin, Mayor**

**ATTEST:**

  
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**Rachel Jackson, City Clerk**

