

CITY OF WEWAHITCHKA
BOARD OF CITY COMMISSIONERS
SENIOR CITIZEN BUILDING
314 N 3rd STREET
REGULAR MEETING
July 27, 2023
6:00 PM

The City Commission met on this date, July 27, 2023 at 6:00 P.M. at the Senior Citizen Building, 314 N. 3rd St, Wewahitchka, Florida. **Mayor Gaskin** called the meeting to order, **Bro. Joey Smith, Bro. Derrick Gerber, and Bro. Perry Flowers** lead a prayer and everyone said the Pledge of Allegiance.

Attendance

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

Attorney

Michelle Jordan

City Manager

Michael Gortman

City Superintendent

Chipper Wade

City Clerk

Rachel Jackson

City Finance Director

Brittney Proctor (via phone)

City Parks & Rec Director

David Paul

Public

Jack Husband
Hunter Baumgardner
Tom Wynn
Chris Wynn
Ann Johnson
Ray Greer
Bro. Joey Smith
Wendy Weitzel
Bro. Derrick Gerber
Bro. Perry Flowers
Kaleb Perla (Powell and Jones)

Approval of Agenda

Commissioner Fisher made a motion to approve the agenda, **Commissioner Paul** seconded the motion. Motion carried 4-0.

Approval of Minutes

Commissioner Paul made a motion to approve the Regular Commission Meeting minutes 6/22/2023. **Commissioner Pettis** seconded the motion. Motion carried 4-0.

Commissioner Paul made a motion to approve Special Commission Meeting minutes 7/6/2023. **Commissioner Fisher** seconded the motion. Motion carried 4-0.

Public Recognition

Mayor Gaskin asked if anyone in the public had anything to discuss that was not on the agenda. There was none.

Agenda

1. **2021-2022 Audit - Powell & Jones – Kaleb Perla with Powell and Jones** presented and discussed the 2021-2022 audit. **Mr. Perla** discussed:

- Independent Audit Report on page 7
- Management Discussion and Analysis on page 10
- Governmental Fund Balance Sheet on page 20
- Statement of Revenues, Expenditures, and Changes in Fund Balance on page 21
- Reconciliation of the Statement of Revenues, Expenditures, and Changes in the Fund Balances of Governmental Funds to the Statement of Activities on page 22
- Proprietary Funds Statement of Net Position on pages 23-24
- Proprietary Fund Statement of Revenues, Expenditures and Changes in Net Position on page 25 – **Mayor Gaskin** asked about the garbage expense and income. He questioned why the expense was more than the revenue, because the city gets 10% and should have more revenue than expense. **Mr. Perla** said he would look into it and let him know. **Finance Director Brittney Proctor** stated that is was likely due to the change with the new garbage contractor. She also stated that she would look into it and let him know. **Finance Director Brittney Proctor** stated the way the accounting is done the 10% will look like an expense on this end because it's an income on the general fund side.
- Proprietary Funds Statement of Cash Flows on page 26
- Notes to Financial Statements on page 28
- Capital Assets on page 40
- Long Term Debt on page 42
- Business Type Debt Activity related to Utility Fund on page 45
- General Fund Statement of Revenues, Expenditures, and Changes in Fund Balances Budget and Actual on page 49
- Schedule of Expenditures of Federal Awards and State Financial Assistance on page 52
- Independent Auditors' Report on Internal Control of Financial Reporting page 55
- Management Letter on page 58
- Independent accountant's Report on page 60
- Communication with Those Charged with Governance on page 61

2. **Ordinance 2023-1222L – Comprehensive Plan Amendment (Final Reading)** **City Clerk Rachel Jackson** stated the State accepted our comprehensive plan so we're ready for the final reading of the ordinance. **Mayor Gaskin** instructed **City Clerk Rachel Jackson** to read the ordinance by title. **City Clerk Rachel Jackson** read:

ORDINANCE NO. 2023-1222L

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF WEWAHITCHKA, SPECIFICALLY CITY-INITIATED TEXT AND MAP AMENDMENTS TO (1) UPDATE THE GOALS, OBJECTIVES AND POLICIES OF THE FUTURE LAND USE, TRANSPORTATION, HOUSING, INFRASTRUCTURE, CONSERVATION, RECREATION AND OPEN

SPACE, INTERGOVERNMENTAL COORDINATION, PUBLIC SCHOOL FACILITIES, AND CAPITAL IMPROVEMENTS ELEMENTS OF THE COMPREHENSIVE PLAN, (2) CREATE A PRIVATE PROPERTY RIGHTS ELEMENT OF THE COMPREHENSIVE PLAN, (3) TO UPDATE THE FUTURE LAND USE MAP SERIES OF THE COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.

Following the reading, **Commissioner Fisher** made a motion to adopt Ordinance 2023-1223. **Commissioner Paul** seconded the motion. Motion carried 4-0.

Mayor Gaskin stated he would like to get a certified copy of the Comprehensive Plan.

3. Ordinance 2023-1224L – Land Use Change – 792 S 1st St (Final Reading) – City Clerk Rachel Jackson stated this is for the land use change that Carol Luevano applied for the property on 1st street for the Sno Cones. **Mayor Gaskin** instructed **City Clerk Rachel Jackson** to read the ordinance by title. **City Clerk Rachel Jackson** read:

ORDINANCE NO. 2023-1224L

WEWAHITCHKA COMPREHENSIVE PLAN AMENDMENT

AN ORDINANCE OF THE BOARD OF THE CITY COMMISSIONERS OF WEWAHITCHKA, FLORIDA AMENDING THE ADOPTED COMPREHENSIVE PLAN OF WEWAHITCHKA, FLORIDA, DATED JUNE 12, 1990, AS AMENDED, WHICH CONTROLS FUTURE LAND USE, GUIDES PUBLIC FACILITIES, AND PROTECTS NATURAL RESOURCES PURSUANT TO THE LOCAL GOVERNMENT COMPREHENSIVE PLANNING AND LAND DEVELOPMENT REGULATIONS ACT (CHAPTER 163, PART II, FLORIDA STATUTES); PROVIDING FOR PROVISIONS TO THE FUTURE LAND USE MAP, PROVIDING FOR A COPY ON FILE, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Following the reading, **Commissioner Paul** made a motion to adopt Ordinance 2023-1224L. **Commissioner Pettis** seconded the motion. Motion carried 4-0.

4. 2023-2024 Millage – Mayor Gaskin asked why we were looking at millage when we haven't seen the budget. **City Finance Director Brittney Proctor** explained that we have to set the millage first, it is the first step in the budget process. City Finance Director Brittney Proctor also explained the roll back rate and about advertising the rate as an increase, even though the rate is the same as last year's rate of 6.1133. Following discussion of the 2023-2024 millage, **Commissioner Fisher** made motion to keep the millage rate at 6.1133. **Commissioner Paul** seconded the motion. Motion carried 4-0.

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5. Request for Executive Session – City Attorney Michelle Jordan requested executive session to discuss the fire station cases for 9:00 am at the library. **Commissioner Fisher** made a motion to approve holding the executive session at the library at 9:00 am on Friday July 28, 2023. **Commissioner Pettis** seconded the motion. Motion carried 4-0.

6. Right of Way Dumping - Following a discussion regarding problems with dumping on the right of ways, no solution was reached. Further discussion of the issue will be necessary.

7. Sewer Plant Transfer Switch – City Manager Michael Gortman stated he received 3 quotes for the transfer switch the one from was Wise Services \$22,200, Jerry Pybus Electric quote was \$21,400, and Kenny Strange's quote was \$20,500 with the surge protector included with Kenny Strange's quote. The insurance carrier stated they would not cover it because it was not listed on the schedule. Following discussion, **Commissioner Fisher** made a motion to purchase the transfer switch from Kenny Strange Electric in the amount of \$20,500, to be paid from sewer contingency funds. **Commissioner Pettis** seconded the motion. Motion carried 4-0.

Approval of Bills

1. Fisher's – Following review, **Commissioner Pettis** made a motion to approve payment of Fisher's Hardware invoices (\$401.53). **Commissioner Paul** seconded the motion. Motion carried 3-0, with **Commissioner Fisher** abstaining due to conflict of interest.

2. Charlie Pettis Pest Services – Following review, **Commissioner Fisher** made a motion to approve payment of Charlie Pettis Pest Services invoice (\$90.00). **Commissioner Paul** seconded the motion. Motion carried 3-0, with **Commissioner Pettis** abstaining due to conflict of interest.

3. Wewa Outdoors – Following review, **Commissioner Fisher** made a motion to approve payment of Wewa Outdoors invoice (\$85.00). **Commissioner Pettis** seconded the motion. Motion carried 3-0, with **Commissioner Paul** abstaining due to conflict of interest.

4. Regular Bills – Following review of the bills and discussion of the garbage expense/income in relation to the water/sewer budget and the general fund budget in which **City Finance Director Brittney Proctor** explained that the 10% would show as an expense in the water/sewer side and as an income in the general fund side, **Commissioner Fisher** made a motion to approve the regular bills (\$92,482.15) Recurring bills (\$50,320.04) and additional bills (\$59,466.55). **Commissioner Paul** seconded the motion. Motion carried 4-0.

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 there was nothing to discuss at this time.

2. Delinquent Utility Bills – Mayor Gaskin stated they were coming down, they are down about \$1,400.00 compared to June.

3. Water Losses – City Superintendent Chipper Wade stated they are working on them.

4. SEWER INFILTRATION AND INFLOW – City Superintendent Chipper Wade stated they haven't smoke tested in a while, but they are finding some.

5. Ray Dickens Fish Fry for the Sr. Citizens (October 6, 2023) – None

6. Lift Station – City Engineer Hunter Baumgardner stated that the contractor does not have a ship date for the panel on lift station #4. As soon as we have a ship date, we will get the notice to proceed to the board for approval.

7. Overtime Report broken down by pay periods – None

8. County LDR – City Engineer Jack Husband asked the board if they wanted to start over or get a copy of what they were working on to review. The board stated they would like to review the copy that had been worked on. **City Attorney Michelle Jordan** stated we would need to review the legislative changes as well to make sure we don't need to update any of the LDR's to be in compliance with them.

9. Employee Water/Sewer License Testing – City Manager Michael Gortman gave an update on the employees working on licenses.

- Kyle Whitfield – Water – working on books
- David Paul – Water – waiting to hear back from DEP about the test scheduling
- Blake Gilmore – Sewer – working on it

10. Senior Building – City Manager Michael Gortman stated he called a couple of places about window and it looks like it will cost between \$350 - \$400 to get it replaced.

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- 11. Cemetery Committee & Buckhorn Decorative Fencing** – Discussion of the size of the pavilion and the location of where it would be placed. **Mayor Gaskin** directed **City Superintendent Chipper Wade** to figure out how much room we have so it can be planned in with the upcoming budget.

Other Comments

City Attorney Michelle Jordan – None

City Manager Michael Gortman – Stated David Paul's truck is on it's last leg. We got on the state contract and got a quote for \$40,314.00. **Mayor Gaskin** asked what kind of truck it was. City Manager Michael Gortman stated it is a 2024 Ford F-150 2wd. **Commissioner Fisher** asked if there was a tool box in it. **City Manager Michael Gortman** said no, it has a bedliner and tow package. Following discussion, **Commissioner Pettis** made a motion to purchase the 2024 Ford F-150 on state contract for \$40,314.00. **Commissioner Fisher** seconded the motion. Motion carried 4-0.

City Manager Michael Gortman stated Bryan Paul residing at 317 Sesame Street requested a variance of 10' to build a carport. He measured incorrectly, from the road rather than from the property line. He would still be on his property, 10' from the property line. Following discussion, **Commissioner Pettis** made a motion to allow the 10' variance for Bryan Paul at 317 Sesame Street for the carport. **Commissioner Fisher** seconded the motion. Motion carried 4-0.

City Superintendent Chipper Wade – None

City Parks & Rec Director David Paul – None

City Engineer Hunter Baumgardner – Provided grant project updates, on the waterline project notices for environmental review will be sent to be sent to city next week for advertisement. Once those are advertised, we will be able to submit the complete environmental review package to the state. Then between September and October we should be able to advertise for bid.

Engineer Baumgardner stated on the waste water project the City made good progress on manholes, they have gotten about 70 out of the 78 manholes uncovered. SCE has been doing inspections as the manholes are uncovered and will be providing a report to the City about the condition of the manholes. Looking forward, we believe the project should be done in phases. Phase 1 would be rain shields, Phase 2 would be design plans for all the manholes that need replacement, Phase 3 would be whatever is left that could be completed. Just with the manholes themselves we are estimating about \$4.5 million. Also discussed pre-cast vs concrete manholes.

Engineer Hunter Baumgardner presented and discussed a map on the storm sewer project with lidar data to create a model to show water movement throughout the city.

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City Manager Michael Gortman – Stated Mr. Wayne's retired on July 21st and his retirement payout will be included in the next pay period.

City Finance Director Brittney Proctor - Stated we are getting ready to start scheduling budget workshops.

City Clerk Rachel Jackson – Stated **Utility Billing Clerk Jennifer Wright's** 1 year Anniversary would be coming up on August 1, 2023, she has been doing a very good job and requested a \$1.00 raise her. **City Clerk Rachel Jackson** stated she spoke to **Finance Director Brittney Proctor** to verify that the raise would be within budget. Following discussion, **Commissioner Fisher** made a motion to approve a \$1.00 per hour pay increase for **Utility Billing Clerk Jennifer Wright** on August 1, 2023. **Commissioner Pettis** seconded the motion. Motion carried 4-0.

Mayor/Commissioners' Comments

Commissioner Paul – None

Commissioner Pettis – Asked if Corn Griffin had been cut? **City Manager Michael Gortman** said yes.

Commissioner Pettis said he would like to discuss the flea market/yard sales at park. He stated he didn't feel as though yard sales and flea markets should be allowed. **Commissioner Fisher** asked **City Clerk Rachel Jackson** if she had found anything in the current ordinances. She stated she had looked but there was not anything specific and felt that we needed an ordinance in place.

Following discussion, **Commissioner Pettis** made a motion to allow signs to be put up banning flea markets and yard sales from the parks. **Commissioner Fisher** seconded the motion. Motion carried 4-0.

Additionally, the board asked **City Attorney Michelle Jordan** to draft ordinance for next meeting to disallow flea markets and yard sales in the parks.

Commissioner Pettis asked if Orange Ave and 2nd St near the church could be closed temporarily on Wednesday for the safety of the children. Following discussion, **Commissioner Pettis** made a motion to allow the road at Orange Ave and 2nd St near Glad Tidings Church to be closed on Wednesday nights from 6:00 – 8:00 pm and see how it works. **Commissioner Fisher** seconded the motion. Motion carried 4-0.

Commissioner Fisher – Stated there is a camper by the game room and is wondering if it is being set up to live in it. **City Manager Michael Gortman** will check on it.

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Adjournment

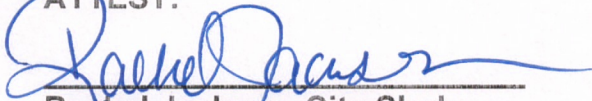
Commissioner Paul made a motion to adjourn at 7:52 pm. Commissioner Pettis seconded the motion. Motion carried 4-0.

CITY OF WEWAHITCHKA



Phillip Gaskin, Mayor

ATTEST:



Rachel Jackson, City Clerk

