

**CITY OF WEWAHITCHKA
BOARD OF CITY COMMISSIONERS
SENIOR CITIZEN BUILDING
314 N 3rd STREET
REGULAR MEETING
November 22, 2021
6:00 PM**

The City Commission met on this date, November 22, 2021 at 6:00 P.M. at the Senior Citizens/Community Building, 314 N. 3rd 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

Public Present

Ann Johnson
Derrick Gerber
Joey Smith
James Cleckley
Jack Husband (SCE)
Thomas Semmes
Tom Wynn
Ernest Williams Jr.

Sheriff

Mike Harrison

City Attorney

Michelle Jordan

City Manager

Michael Gortman

City Superintendent

Chipper Wade

City Clerk

Rachel Jackson

City Finance Director

Brittney Proctor

City Utility Billing Clerk

Misty Robbins

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 the Regular Commission Meeting minutes for 10/28/21. **Commissioner Fisher** seconded the motion. Motion carried 5-0.

Public Recognition

Bro Derek Gerber provided an update on Jehu cemetery, he stated that they have looked at the gazebo and would like to do something similar at Jehu, but would like some extra space for a covered shelter for services. After discussion, the board approved an area for sue that would allow for a 22 x 80 covered space.

Ann Johnson discussed Christmas at the Courthouse, she stated that they are planning to hold the event after the parade on December 18, 2021.

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Public Recognition cont'd....

She also stated that local history day was a success and feels that it'll be even bigger next year.

Ann Johnson also discussed a trip the history group took to lola. They went to the old cemetery and are going to try to get permission to recover some of the grave stones.

Agenda

1. Small Scale Land Use Change – 2nd St (Parcels 02125-000R, 02125-010R, 02125-020R)- **City Clerk Rachel Jackson** presented and discussed the land use change application and location map of the proposed change. Additionally, she presented the Planning & Review Board's recommendation regarding the application. **City Clerk Rachel Jackson** stated that after discussion and review the planning & review board's recommendation was not to accept the proposed land use change from commercial to mixed use residential/commercial.

Following discussion, **Commissioner Fisher** made a motion to deny the land use change based on the limited amount of vacant and undeveloped designated commercial property within the City limits. Additionally, it appears that improper channels to subdivide the parcels were used, the subdivision did not align with the Adopted City Land Use Regulations. **Commissioner Cox** seconded the motion. Motion carried 5-0.

2. **Resolution 2021-1183R – Water Sewer Rate Increase** - **City Clerk Rachel Jackson** stated that the Resolution would raise the water and sewer rates as discussed as previous board meeting. **Mayor Gaskin** read the current and proposed rates and explained that in order to be eligible to receive future grant funding for water and sewer projects the rates have to be increased. Following discussion, **Commissioner Cox** made a motion to approve Resolution 2021-1183R. **Commissioner Pettis** seconded the motion. Motion carried 5-0.

3. **COVID-19 – None**

Approval of Bills

1. **Fisher's - Oct and Nov 2021** – After review of bills, **Commissioner Paul** made a motion to to approve payment of October and November invoices for Fisher's. **Commissioner Cox** seconded the motion. Motion carried 4-0 with **Commissioner Fisher** abstaining due to conflict of interest.

2. **Charlie Pettis Pest Services** - No invoice received

3. **Wewa Outdoors** – **Commissioner Cox** made a motion to approve payment of Wewa Outdoors invoice. **Commissioner Fisher** seconded the motion. Motion carried 4-0, with **Commissioner Paul** abstaining due to conflict of interest.

4. **Regular Bills** – After discussion of the regular and re-occurring bills, **Commissioner Paul** made a motion to pay the regular and re-occurring bills. **Commissioner Fisher** 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 Engineer Jack Husband presented Winterfell Construction's payment application #5 on the fire station construction project. After discussion of the payment application and the project progress/issues, **City Engineer Jack Husband** suggested holding a Workshop or Special Meeting with the contractor about the fire station construction concerns.

Commissioner Pettis made a motion to hold a workshop on November 29, 2021 at 8:00 onsite at the fire station (109 S 2nd St) and a Special Meeting to follow on November 29, 10:00 am at the City Annex (318 S 7th St.). **Commissioner Cox** seconded the motion. Motion carried 5-0.

Commissioner Cox made a motion to table the pay request until the workshop and special meeting are held. **Commissioner Pettis** seconded the motion. Motion carried 5-0.

City Attorney Michelle Jordan, asked if at this point did the board feel that the contractor was competent enough to complete the project, and are we at the point we need to notify the bond companies? **Commissioner Fisher** stated that he felt that the bond companies needed to be notified.

Commissioner Fisher made a motion to have **Attorney Michelle Jordan** contact the bond company and notify them that we are having issues with the contractor's work.

Commissioner Pettis seconded the motion. Motion carried 5-0.

2. Delinquent Utility Bills – None

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 – City Engineer Jack Husband stated that the bids docs are complete and are submitting for permits, will be ready to bid out this month.

7. Overtime Report broken down by pay periods – None

8. Buckhorn Archway – Commissioner Brian Cox thanked **City Superintendent Chipper Wade** and staff for completing the archway. He also asked that the open item be changed from the Archway to Buckhorn Decorative Fencing, to which the board agreed.

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

Commissioner Fisher stated he would like to get metal lettering to be placed over the sign lettering. The board approved.

- 9. County LDR – City Attorney Michelle Jordan** stated that the comp plan adopted in 2011 and the LDR's from 1993 do not align with one another. She feels that the comp plan needs to be updated and then the LDR's need to be updated, once those items are completed the ordinances need to be codified in a consistent manner. **City Attorney Michelle Jordan** explained that she is unable to update the comp plan, that would need to be done by a planner.

Following discussion, **Commissioner Cox** made a motion to go out for RFP's for a planner. **Commissioner Paul** seconded the motion. Motion carried 5-0.

10. Employee Water/Sewer License Testing – None

Other Comments

City Superintendent Chipper Wade – None

City Manager Michael Gortman – Stated that he feels we should postpone hiring a maintenance person, until grass cutting picks up again. The board agreed.

City Manager Michael Gortman stated our nitrogen got out of level and DEP is putting us under a consent order. We are waiting on the final draft of the consent order. After discussion, the board instructed **City Manager Gortman** to find another lab, if necessary, that can provide results more quickly.

Finance Director Brittney Proctor – None

City Attorney Michelle Jordan – Asked if the board had decided how the ARPA funds were going to be spent because there are going to need to be some policies and procedures are going to have to be adopted regarding the planned uses of it. **Attorney Michelle Jordan** stated that the documentation is going to be labor intensive and recommended going out for an RFQ for a grant writer/administrator.

Following discussion, **Commissioner Cox** made a motion for go out for RFQ's for a grant writer. **Commissioner Paul** seconded the motion. Motion carried 5-0.

Sheriff Mike Harrison – stated that the Sheriff's office is holding a toy drive for Christmas, if anyone knows of any kids who are in need for Christmas, please notify the schools.

City Engineer Jack Husband – reminded the board about the meeting with DEO about the Round II grant projects to be held November 30, 2021.

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Mayor/Commissioners Comments cont'd....

City Clerk Rachel Jackson – asked board to set December meeting date for December 21, 2021. **Commissioner Fisher** made a motion to set the date for December 21, 2021. **Commissioner Paul** seconded the motion. Motion carried 5-0.

Mayor/Commissioners' Comments

Commissioner Cox asked if we are going to go out for RFP's for an auditor? **Finance Director Brittney Proctor** stated that it would be preferable to stay with the current auditor if possible because it is a difficult process and labor/time intensive to change auditors. The board agreed to stay with the current auditor at this time.

Commissioner Paul – None

Commissioner Pettis stated that Earnest Williams talked to him about the need for lights on the practice field at T.L. James Park. **Commissioner Pettis** and **City Manager Michael**

Gortman went out to assess the field, they believe there needs to be 3 poles for lights. **Commissioner Fisher** reminded them about the light poles at the sewer plant. **City Manager Gortman** stated that those poles can be used.

Commissioner Fisher stated that he had been approached about putting a Christmas tree in the triangle area of Lake Alice Park rather than in lake. Following discussion, the board decided to leave it in the lake.

Mayor Gaskin – None

Adjournment

Commissioner Fisher made a motion to adjourn the meeting at 8:13 pm. **Commissioner Pettis** seconded the motion. Motion carried 5-0.

CITY OF WEWAHITCHKA


Phillip Gaskin, Mayor

ATTEST:


Rachel Jackson, City Clerk

