

**CITY OF WEWAHITCHKA  
BOARD OF CITY COMMISSIONERS  
Senior/Community Building  
REGULAR MEETING  
July 31, 2025  
6:00 PM**

The City Commission met on this date July 31, 2025 at 6:00 P.M. at the Wewahitchka Senior/Community Building, 314 N. 3rd St, Wewahitchka, Florida. **Mayor Gaskin** called the meeting to order, asked **Sheriff Harrison** to lead a prayer, and everyone said the Pledge of Allegiance.

**Attendance**

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

**Public**

Ann Johnson  
Sasha Pagano  
James Rish  
GC Commissioner McLemore  
Eunice Lee Zito

**City Attorney**

Michelle Jordan (VIA VIDEO CONF)

**City Clerk**

Rachel Jackson

**City Superintendent**

Chipper Wade

**City Finance Director**

Brittney Proctor (VIA VIDEO CONF)

**City Finance Clerk**

Misty Robbins

**City Engineer-SCE**

Hunter Baumgardner

Jack Husband

**Sheriff's Office**

Mike Harrison

**Approval of Agenda**

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

**Approval of Minutes**

After review, **Commissioner Paul** made a motion to approve 6.26.25 regular meeting minutes. **Commissioner Fisher** seconded the motion. Motion carried 4-0.

**Public Recognition**

**James Rish** stated he came about Beeline Street to see if the board wanted to buy it. **Mayor Gaskin** stated they looked at it but didn't see any reason the city would need it as there are no city utilities running there.

**Mr. Rish** asked if the City would abandon it is there was an easement there. **City Manager Michael Gortman** stated he will check to see if there is an easement, if there is one the city will provide documentation to abandon it.

**Mayor Gaskin** asked if anyone else from the public had anything to discuss. **Eunice Lee Zito** stated she comes to the senior center and helps out, she stated she appreciates city for helping with the building and would like to know if the seniors can create a bingo hall to help with extra funding. **Mrs. Zito** stated that Port St. Joe doesn't give much funding and they are looking for ways to raise more funds.

**Commissioner Fisher** asked if she was the only one from the Senior program here tonight. **Mrs. Zito** stated yes, the others did not know that she was going to approach the board.

Discussion followed regarding funding and issues with the program's grant funding. Following discussion, the board stated that city staff will research the city taking over the senior program and will get back to her.

**Mayor Gaskin** asked if anyone else from the public had anything to discuss. **Ann Johnson** provided reminders about putting electricity at library gazebo in the budget and about expanding the library. **Mrs. Johnson** discussed Christmas at the Courthouse and requested the city budget for something for the kids like fruit and candy.

### **Agenda**

1. **1. 23-24 AUDIT Powell & Jones – Brad Huff**, a partner at Powell & Jones, introduced himself, provided his contact information to **Mayor Gaskin**, and reviewed the 2023-2024 audit report. **Mr. Huff** reviewed:

- page 7 the Auditors Report
- page 10 Management Discussion and Analysis
- page 17 Statement of Net Position
- page 20 Governmental Fund Balance Sheet
- page 21 Governmental Fund Statement of Revenues, Expenditures and Changes In Fund Balance,
- pages 23 and 24 Proprietary Funds Statement of Net Position,
- page 25 Proprietary Fund Statement of Revenues, Expenditures, and Changes in Net Position
- page 26 Proprietary Funds Statement of Cash Flows
- page 40 Capital Assets
- page 42 Business Type Activities
- page 44 Proprietary Long Term Debt
- page 48 General Fund Statement of Revenues, Expenditures and Changes in Fund Balances
- page 51 Schedule of Expenditures of Federal Awards and State Financial Assistance

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- page 51 Schedule of Expenditures of Federal Awards and State Financial Assistance

- page 54 Independent Auditors' Report of Internal Control
- page 57 Management Letter
- page 59 Independent Accountant's Report
- page 60 Responsibilities of Management & Auditor's for Compliance
- page 61 Report of Internal Controls over Compliance

Following review, **Mr. Huff** stated that apart from a finding regarding the financial statement preparation, that is very common for small cities, there were no other findings.

2. **Bid # 2025-0623-TL James Ballfield Lighting Electrician – City Manager Michael Gortman** stated we went out for bid on the TL James Light Electrician. We had one bid from Kenny Strange Electric.

**Mayor Gaskin** instructed **City Manager Gortman** to open the bid. He opened and reviewed the bid confirming all required documentation was provided, and read the lump sum bid amount of \$110,518.00.

Following discussion, **Commissioner Pettis** made a motion to accept Kenny Strange Electric's bid of \$110,518.00. **Commissioner Paul** seconded the motion. Motion carried 4-0.

3. **Bid # 2025-0731- M0118-Waste Water Project – City Engineer Hunter Baumgardner** requested to add M0163 Storm Sewer project as well and asked for contingent approval upon Florida Commerce review of the bid documentation to go out for bid.

Following discussion, **Commissioner Fisher** made a motion to approve solicitation of the bid for M0118 Waster Water Project and M0163 Storm Sewer Project, contingent approval by Florida Commerce of the bid documents. **Commissioner Pettis** seconded the motion. Motion carried 4-0.

4. **2025-2026 State of Florida Appropriations Award – City Clerk Rachel Jackson** stated we were awarded \$800,000.00 from the State of Florida 2025-2026 appropriations for a new fire truck and equipment and request that the board accept the award.

**Commissioner Paul** made a motion to accept the 2025-2026 State of Florida appropriations award of \$800,000.00. **Commissioner Pettis** seconded to motion. Motion carried 4-0.

Additionally, **City Clerk Rachel Jackson** stated that **Commissioner Cox** had gotten a quote for a fire truck of \$507,394.00 through a federal contract vendor and requested permission to order the truck through federal contract rather than going out to bid and asked that **Commissioner Cox** be able to sign for the truck. **City Clerk Rachel Jackson** stated we do not have quotes for the equipment at this time, so this is only

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Agenda Items Cont'd...

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for the truck, we will come back to the board for approval on equipment when we receive the quotes.

Following discussion, **Commissioner Paul** made a motion to approve purchasing the fire truck through federal contract based on the quote of \$507,394.00 and to allow **Commissioner Cox** to sign for the truck. **Commissioner Pettis** seconded the motion. Motion carried 4-0.

5. **Resolution 2025-1218R- 2025 Homecoming Parade – City Clerk Rachel Jackson** stated that the 2025 Homecoming Parade is being planned for September 26, 2025 from about 2:00-3:00 pm and requested approval of the resolution in order to apply for the FDOT road closure permit.

Following discussion, **Commissioner Fisher** made a motion to approve Resolution 2025-1218R – 2025 Homecoming Parade. **Commissioner Paul** seconded the motion. Motion carried 4-0.

6. **Fire Hydrant Maintenance – Mayor Gaskin** said that he and **City Manager Michael Gortman** had discussed the City being able to improve the ISO rating by doing additional fire hydrant maintenance, which would lower insurance rates for the city residents.

Following discussion, the Board directed **City Superintendent** to have **Corey Hooper** start checking 1 fire hydrant per day starting tomorrow 8.1.25 in order to meet the maintenance requirements.

### Approval of Bills

1. **Fisher's Building Supply** – Following review, **Commissioner Paul** made a motion to approve Fisher's Building Supply bills (\$793.11). **Commissioner Pettis** 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 Charlie Pettis Pest Services bill (\$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 Pettis** made a motion to approve payment of Wewa Outdoors bills (\$45.73) **Commissioner Fisher** seconded the motion. Motion carried 3-0, with **Commissioner Paul** abstaining due to conflict of interest.
4. **Regular Bills** – Following review and discussion, **Commissioner Pettis** made a motion to approve payment of the regular bills (\$341,307.51), with exception of removing the duplicated Lane's Outdoor bill from the bill sheet only, payment was not included on the check. Also removing Panhandle Engineers bills and check totaling \$9,047.40. Additionally Southeastern Consulting Engineers invoice for \$288,000.00 was approved in the regular bills, release of check contingent upon receiving funds

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**Approval of Bills Cont'd...**  
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from Florida Commerce, re-occurring bills (\$88,376.95) and additional bills (\$56,366.50). **Commissioner Paul** seconded the motion. Motion carried 4-0.

- 5. Monthly Budget Update – Mayor Gaskin** asked **City Finance Director Brittney Proctor** how we are doing. She said were looking good overall. There are some small things that we will need to do an amendment on, which she will probably have ready next month when she is in town, but we are under budget in most areas.

**Old Business/Open Items**

- 1. Delinquent Utility Bills – City Clerk Rachel Jackson** stated they are up a little due to extra extensions and account with a leak
- 2. Extension List – None**
- 3. Bad Debts – None**
- 4. Water Losses – City Superintendent Chipper Wade** said they are working on it.
- 5. SEWER INFILTRATION AND INFLOW – City Superintendent Chipper Wade** said they are working on it.
- 6. Ray Dickens Fish Fry for the Sr. Citizens (October 3, 2025) – None**
- 7. Overtime Report broken down by pay periods – None**
- 8. Employee Water/Sewer License Testing – Mayor Gaskin** said **Blake** got his sewer license and we are very proud of him. **City Manager Michael Gortman** said **Kyle** finished his books and is ready to take his water license test.
  - Kyle Whitfield – Water –
  - Blake Gilmore – Sewer –
- 9. Senior Building – None**
- 10. Cemetery Committee & Buckhorn Decorative Fencing – None**
- 11. TL James Ballfield Lights – Mayor Gaskin** stated we accepted **Kenny Strange** Electric bid. The board reviewed labor, material, and light costs.
- 12. HOA Rules – American Flags – The board** discussed the matter and decided to address any situations that may arise on a case by case basis, and instructed **City Clerk Rachel Jackson** to remove from open items list.

Other Comments

**City Attorney Michelle Jordan** – None

**City Manager Michael Gortman** – requested **Blake Gilmore** receive a \$5.00 per hour pay increase retro-active back to the date he passed his sewer test.

Following discussion, **Commissioner Pettis** made a motion to give **Blake Gilmore** a \$5.00 per hour pay increase retro-active to the date he passed his sewer license test. **Commissioner Paul** seconded the motion. Motion carried 4-0.

**City Finance Director Brittney Proctor** noted the raise would be in amendment that she will present next month.

**City Manager Michael Gortman** presented a sign quote and specs for the sign at City Hall for the board to review. He stated that we are still working to see if insurance will cover it or not with it being due to a power surge rather than a lighting strike.

**City Manager Michael Gortman** stated we need to hold a workshop about the county waste water plant and a special meeting about the 23-24 infrastructure grants. The board agreed to hold the meetings on August 12, 2025 @ 5:30pm.

**City Superintendent Chipper Wade** – None

**Sheriff Mike Harrison** – presented the July stats, stating there were 500 countywide calls, 114 were in the City of Wewa. That equates to 23% of total calls.

**Engineer Hunter Baumgardner** – stated we will be shutting off the water at 9:00 to make the connection on E River Road tonight. He also requested that a pay request for 850 Construction be added to the special meeting agenda for August 12<sup>th</sup> and would like to add the 23-24 storm infrastructure grants onto the agenda as well.

**Mayor Gaskin** said we need recreational grants. **Engineer Baumgardner** stated those types of projects wouldn't be eligible on these grants.

**City Manager Michael Gortman** discussed a match grant he found for playground equipment and will look into that further and bring more information to the board.

**City Finance Director Brittney Proctor** – presented and discussed the additional ad - valorem data that the board requested at the June meeting.

Following discussion **Commissioner Fisher** made a motion keep 6.1133 for millage. **Commissioner Pettis** seconded the motion. Motion carried 4-0.

**City Finance Director Brittney Proctor** stated the first tentative budget hearing is scheduled for September 9, 2025 @ 5:01pm.

**City Finance Clerk Misty Robbins** – None

**City Clerk Rachel Jackson** – Presented and discussed time extension amendments for the water line project M0018 and the storm sewer project M0163, the amendment would extend the agreements to 9/30/2026.

Following discussion, **Commissioner Fisher** made a motion to approve the time extension amendments and for Mayor Gaskin to sign the amended agreements for the water line (M0018) and storm sewer (M0163) projects. **Commissioner Paul** seconded the motion. Motion carried 4-0.

**Mayor/Commissioners' Comments**

**Commissioner Paul** – Asked **City Manager Michael Gortman** if Brad Bailey had mentioned the Busby house? **City Manager Gortman** said he had not. **Commissioner Paul** stated that the lady who owns it said she is going to tear it down, so no code enforcement should be necessary.

**Commissioner Paul** stated we need more parking at TL James, and that Teal timber has been selling some land. We need to see if they would sell or donate some from across the road.

**Gulf County Commissioner McLemore** stated that he knows David Dyson with Teal Timber and will contact him to see if they would in interested in selling or donating 3-5 acres.

**Commissioner Pettis** – None

**Commissioner Fisher** – None

**Mayor Gaskin** – Asked **Gulf County Commissioner Jack Husband** how the progress on the Gun Range was going. **Gulf County Commissioner Jack Husband** said they got permits will be working out there as soon as the rain dries out some.

**Adjournment**

**Commissioner Paul** made a motion to adjourn at 7:46pm. **Commissioner Pettis** seconded the motion. Motion carried 4-0.

ATTEST:

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

CITY OF WEWAHITCHKA

  
\_\_\_\_\_  
Ralph Fisher, Mayor-Pro Tem

