

**CITY OF WEWAHITCHKA  
BOARD OF CITY COMMISSIONERS  
SENIOR CITIZEN BUILDING  
314 N 3<sup>rd</sup> STREET  
REGULAR MEETING  
March 24, 2022  
6:00 PM**

The City Commission met on this date, March 24, 2022 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 **Sheriff Harrison** to lead a prayer and everyone said the Pledge of Allegiance.

**Attendance**

Mayor Gaskin  
Commissioner Fisher  
Commissioner Paul  
Commissioner Cox  
Commissioner Pettis

**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

**Public Present**

David Hodson  
Tom Wynn  
Gene Hanlon  
John Hanlon (GC Sup. of Elections)  
Jo Ellen Campbell  
Harvey Campbell  
Eddie Fields  
Robert Farmer  
Renece Gainer  
Hunter Baumgardner  
Jack Husband  
Tammy Farmer  
Wendy Weitzel

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

**Approval of Minutes** - **Commissioner Paul** made a motion to approve regular meeting minutes 2/24/22 with a correction to the attendance list and special meeting minutes 3/9/22. **Commissioner Cox** seconded the motion. Motion carried 5-0.

**Public Recognition**

**Mr. Robert Farmer Jr.** introduced himself and stated worked with the Senior Citizen Association. Addressed concerns with the senior citizen/community building maintenance. Leak in roof in kitchen, rain coming in doors, and the need for a new oven. **City Manager Michael Gortman** told **Mr. Farmer** that they can call City Hall with any maintenance requests and a work order will be put in. The board stated that they would be willing to commit to pay for half of the oven, **Mr. Farmer** would need to check with the County about committing to pay for the other half.

**Mr. Eddie Fields** also with the Senior Citizen Association introduced himself and discussed additional information about their program. **City Clerk Rachel Jackson** also obtained updated contact information for the Senior Program from **Mr. Fields**.

**Agenda Items**

1. **Elections – Gulf County Supervisor of Elections John Hanlon** addressed the board regarding future elections. Following discussion, **Mr. Hanlon** suggested that he could handle City elections and that they coincide with primary election. **Commissioner Fisher** made a motion to allow Gulf County Supervisor of Elections handle future elections and to hold elections at the same time as the primary elections. **Commissioner Paul** seconded the motion. Motion carried **5-0**.
2. **Resolution-2022-1187R CDBG Procurement Policy – City Clerk Rachel Jackson** discussed the CDBG Procurement Policy and Resolution. **Mayor Gaskin** asked **City Clerk Rachel Jackson** to read the resolution by title. **City Clerk Rachel Jackson** read by title only,

**RESOLUTION 2022-1187R**

**A RESOLUTION OF THE CITY OF WEWAHITCHKA, FLORIDA, ADOPTING THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM POLICY, PURCHASING INCLUDING THE MINORITY BUSINESS ENTERPRISE POLICY, INCLUDING 24 CFR § 983.7 UNIFORM RELOCATION ACT; AND PROVIDING AN EFFECTIVE DATE.**

**Commissioner Paul** made a motion to approve Resolution 2022-1187R. **Commissioner Pettis** seconded the motion. Motion carried 5-0.

3. **Resolution- 2022-1188R CC Fee Amendment – City Clerk Rachel Jackson** explained that since switching to the new utility billing system, the credit card

processing company had also changed and the fee schedule for services were different and needed to be amended. The new fee is \$2.50 or the greater of 3% of the bill. Following discussion, **Mayor Gaskin** read Resolution 2022-1188R by title only,

**RESOLUTION 2022-1188R**  
**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEWAHITCHKA, FLORIDA, AMENDING THE FEE SCHEDULE PERTAINING TO CREDIT CARD TRANSACTIONS, AND PROVIDING FOR AN EFFECTIVE DATE.**

**Commissioner Cox** made a motion to approve Resolution 2022-1188R. **Commissioner Paul** seconded the motion. Motion carried 5-0.

4. **COVID-19 – None**

**Approval of Bills**

1. **Fisher's** – Following review, **Commissioner Cox** made a motion to approve payment of Fisher's Building Supply bills. **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 bill. **Commissioner Fisher** seconded the motion. Motion carried 4-0, with **Commissioner Pettis** abstaining due to conflict of interest.
3. **Wewa Outdoors** (February and March Bills)–Following review, **Commissioner Fisher** made a motion to approval payment of February and March Wewa Outdoors bills. **Commissioner Cox** seconded the motion. Motion carried 4-0, with **Commissioner Paul** abstaining due to conflict of interest.
4. **Regular Bills** – Following review, **Commissioner Cox** made a motion to approve payment of the regular, additional, 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)

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(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 she is still working with the bond company.

**City Engineer Jack Husband** said that they are getting the detail done for the final design for concrete, and should have it ready by tomorrow.

2. **Delinquent Utility Bills – Mayor Gaskin** stated that the delinquencies were up this month. **City Clerk Rachel Jackson** stated there were over 30 disconnected services this month.
3. **Water Losses – City Superintendent Chipper Wade** stated they are working on them.
4. **SEWER INFILTRATION AND INFLOW – City Superintendent Chipper Wade** stated they are working on them. **Mayor Gaskin** stated we need to make a physical ride by as people move out to make sure sewer is capped off. **City Superintendent Chipper Wade** stated that they do that.
5. **Ray Dickens Fish Fry for the Sr. Citizens (October 7, 2022) – None**
6. **Lift Station – City Engineer Hunter Baumgardner** presented a signed contract on lift stations #5 & #11 and notice to proceed for **Mayor Gaskin** to execute.

**Engineer Baumgardner** also presented a Notice of Award for lift station #3 for signature. He presented the insurance and bonds and stated that have all been reviewed and meet requirements.

**Mayor Gaskin** asked when the start date would be. **Engineer Baumgardner** stated for #5 & #11 it is tomorrow. For #3 it will be when he brings back the signed contract for execution.

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

**8. Buckhorn Decorative Fencing – Commissioner Cox** stated he is still working on it.

**9. County LDR – City Manager Michael Gortman** stated it has been advertised and RFQ's are due at next meeting.

**10. Employee Water/Sewer License Testing – None**

**Other Comments**

**City Superintendent Chipper Wade – None**

**City Manager Michael Gortman** presented and discussed quote for Generac generator for in kind project for consent order in the amount \$38,516.00. Only one quote was needed since it is a state contract. Following discussion, **Commissioner Fisher** made a motion to approve purchase of the generator from state contract, upon DEP project approval. **Commissioner Paul** seconded the motion. Motion carried 5-0.

**Commissioner Fisher** also asked if the generator at the Annex has been fixed? After further discussion of the generator at the Annex, the board stated the generator needs to be repaired.

**City Manager Michael Gortman** stated that a property owner on Beeline St. a needs way to access his property from the unmaintained road that extends into woods Following discussion and advisement from **City Attorney Michelle Jordan**. The board agreed to allow the property owner to clear right of way access.

**City Manager Michael Gortman** stated that the county no longer wishes to do the City's Minor replats, he has learned to do them, but needs to know if the bring before board would like him to sign off or would they prefer they come before the board for approval. The board directed that Minor Replats be brought before the board.

**Finance Director Brittney Proctor – None**

**Finance Clerk Misty Robbins – None**

**City Clerk Rachel Jackson – None**

**City Attorney Michelle Jordan - None**

**Sheriff Mike Harrison – None**

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City Engineer Jack Husband stated that they have permitting for well #2 complete and are working with DEP.

**Mayor/Commissioners' Comments**

Commissioner Cox – asked for Senior Building to be added to open items list.

Commissioner Paul – None

Commissioner Pettis – None

Commissioner Fisher stated that he would like a fence up between Lake Alice Park and the McLemore property before Tupelo Festival. Following discussion, Commissioner Fisher made a motion to have the fence installed prior to the Tupelo Festival. Commissioner Pettis seconded the motion. Motion carried 5-0.


**Adjournment**

Commissioner Fisher made a motion to adjourn the meeting at 7:03 pm. Commissioner Pettis seconded the motion. Motion carried 5-0.

  
CITY OF WEWAHITCHKA

Phillip Gaskin, Mayor

ATTEST:

  
Rachel Jackson, City Clerk

