

**CITY OF WEWAHITCHKA
BOARD OF CITY COMMISSIONERS
SENIOR CITIZEN BUILDING
314 N 3rd STREET
REGULAR MEETING
May 30, 2024
6:00 PM**

The City Commission met on this date May 30, 2024 at 6:00 P.M. at the Senior Citizen Building, 314 N. 3rd St, Wewahitchka, Florida. **Mayor Gaskin** called the meeting to order, asked **Bro. Joey Smith** 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

Chris Karagiannis
Nick SanPhillipo
Chris Folsom
Hunter Baumgardner
Joey Smith
Derrick Gerber
Brad Huff

City Manager

Michael Gortman

City Clerk

Rachel Jackson

City Superintendent

Chipper Wade

City Finance Director

Brittney Proctor (VIA PHONE)

City Finance Clerk

Misty Robbins

Sheriff

Mike Harrison

Approval of Agenda

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

Approval of Minutes

After review, **Commissioner Cox** made a motion to approve 4.25.24 Regular Meeting, 5.2.24 Special Meeting, 5.14.24 Workshop, and 5.16.24 Special Meeting.

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

Public Recognition

Mayor Gaskin asked if there was anyone in the public who would like to speak, there was none.

Agenda

- 1. Bid # 2024-0516 – Fire Station – Mayor Gaskin** stated we received one bid from Monolith Construction on May 29, 2024 at 11:38 am received original and 7 copies addendum 1, 2 and 3 acknowledged, and the bid tab appears to be correctly completed. Monolith's base bid is \$1,565,841.26. Bid bond of 5% received. **Mayor Gaskin** instructed **Engineer Hunter Baumgardner** and **City Manager Michael**

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Gortman to review the remaining bid documents from the original bid, and all copies were passed to **City Clerk Rachel Jackson**. Mayor Gaskin stated we will come back to the bid after the review. We will move onto the audit and other agenda items.

2. 2022-2023 Audit – Powell & Jones – Brad Huff, a partner at Powell & Jones, introduced himself and reviewed the 2022-2023 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
- page 54 Independent Auditors' Report of Internal Control
- page 57 Management Letter
- page 59 Independent Accountant's Report

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.

3. Unmetered Water Usage – City Manager Michael Gortman discussed the rate for bulk water sales and rates for other cities. He stated we charge way less than them. **City Manager Michael Gortman** explained that we don't have a bulk rate.

Mayor Gaskin stated we need to find out the cost to the city to treat the water and the impacts to the facility. Following discussion, the board instructed **City Manager Michael Gortman** and **Engineer Hunter Baumgardner** to look into this more.

Mayor Gaskin asked **Engineer Hunter Baumgardner** if he has finished the review of the bid. **Engineer Baumgardner** stated that he had, and all bid documents were good. The bid tab added up correctly to the base bid of \$1,565,841.26.

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Following discussion, **Commissioner Paul** made a motion to accept the bid from Monolith Construction for the fire station for \$1,565,841.26. **Commissioner Fisher** seconded the motion. Motion carried 5-0.

Approval of Bills

1. Fisher's Building Supply – Following review, **Commissioner Pettis** made a motion to approve payment of Fisher's Building Supply bills (\$2,580.28) **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 Fisher** 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 Pettis** abstaining due to conflict of interest.

3. Wewa Outdoors – Following review, **Commissioner Cox** made a motion to approve payment of Wewa Outdoors bills (\$363.64) **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, **Commissioner Cox** made a motion to approve payment of the regular bills (\$62,745.61) re-occurring bills (\$51,351.04) and additional bills (\$32,743.82) **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

None

2. Delinquent Utility Bills – **Mayor Gaskin** stated they were up about \$100.00

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

4. SEWER INFILTRATION AND INFLOW – **City Superintendent Chipper Wade** stated they have smoke tested everything in Wewa.

5. Ray Dickens Fish Fry for the Sr. Citizens (October 4, 2024) – None

6. Lift Station – **Engineer Hunter Baumgardner** stated that construction of Lift Station #4 will be finished by deadline.

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7. **Overtime Report broken down by pay periods – None**
8. **LDR's – Engineer Hunter Baumgardner** stated that the City has adopted them and we are waiting on the state.
9. **Employee Water/Sewer License Testing – City Manager Michael Gortman** provided updates on the employee water/sewer license testing:
 - Kyle Whitfield – hasn't given Michael anything
 - David Paul – will have to re-do books
 - Blake Gilmore – has 2 more tests to do and will be able to take test

Following discussion, **Mayor Gaskin** stated that he, **City Manager Michael Gortman**, and **City Superintendent Chipper Wade** would go and have a talk with them about their licensing.

10. **Senior Building – City Manager Michael Gortman** stated we still have the back porch to do, but are holding until next budget year to do it.
11. **Cemetery Committee & Buckhorn Decorative Fencing – Commissioner Fisher** discussed what needed to be done for the pavilion.

Following discussion, the board agreed for **Commissioner Fisher** to oversee the pavilion construction.

Other Comments

City Attorney- None

City Manager Michael Gortman – stated that DEP is requiring lead line survey on all lines in the City by October 2024. Florida Rural Water will be paying contractors to do it. They will be starting in about 2 weeks all money will come from Florida Rural Water it will not cost the City any money.

City Manager Gortman stated Gulf Trac is getting rid of fuel tanks, wanted to know if the city wants to buy them for \$4,000.00. Following discussion, **Commissioner Cox** made a motion to purchase the fuel tanks for \$4,000.00 upon the **Mayor** and **City Manager** inspecting them. **Commissioner Pettis** seconded the motion. Motion carried 5-0.

City Manager Michael Gortman stated deaf child signs in Seven Springs have been installed, but a resident asked about speed bumps in addition to the signs. After discussion, the board did not agree to install speed bumps.

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City Manager Michael Gortman asked do we have permission to cap sewer only accounts that are not paying. Following discussion, the board agreed to cap accounts that are not paying.

City Superintendent Chipper Wade – stated we are having problems with people dumping limbs need to figure out what to do.

Following discussion, **Mayor Gaskin** said he would talk to him again and see if he can get him to remove them.

Sheriff Mike Harrison – None

City Engineers – Engineer Hunter Baumgardner provided an update on the grants: He stated we should have the Authority to Use Grant Funds on the waterline project within the next month, and should be ready to go out for bid at next meeting.

Commissioner Fisher stated not to forget about the triumph money. **Mayor Gaskin** stated we need to hold a workshop to discuss hiring a contractor to help with the Triumph money

City Finance Director Brittney Proctor – None

City Finance Clerk Misty Robbins – None

City Clerk Rachel Jackson – None

Mayor/Commissioners' Comments

Commissioner Cox – stated when we discussed the change over to the VOIP phones we asked about the cost for a generator for city hall.

City Manager Michael Gortman stated the estimate was \$5,500.00 with the transfer switch with us installing, for Generac to install it is about \$2,000.00. Following discussion, the board instructed city staff to see if we have budget for getting generator at City Hall.

Commissioner Cox asked about the notice to proceed for the fire station. The board agreed that is effective immediately upon signing the contract and necessary documents.

Commissioner Cox discussed issues with the sex offender ordinance.

City Attorney Michelle Jordan stated she is worried Wewa is becoming a haven. Following discussion, the board instructed **City Attorney Michelle Jordan** to research it and let the board know what needs to be done to tighten up the policy.

Commissioner Paul – None

Commissioner Pettis – None

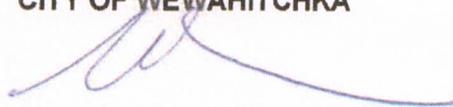
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Commissioner Fisher – None

Adjournment

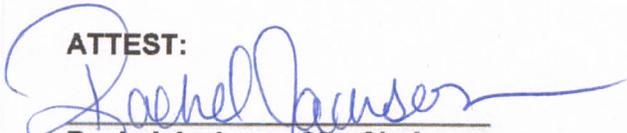
Commissioner Pettis made a motion to adjourn at 7:25 pm. Commissioner Paul seconded the motion. Motion carried 5-0.

CITY OF WEWAHITCHKA



Phillip Gaskin, Mayor

ATTEST:


Rachel Jackson, City Clerk