

**CITY OF WEWAHITCHKA
BOARD OF CITY COMMISSIONERS
SENIOR CITIZEN BUILDING
314 N 3rd STREET
REGULAR MEETING
JULY 29, 2021
6:00 PM**

Attendance

Commissioner Brian Cox
Commissioner Johnny Paul
Commissioner Charlie Pettis

Richard Powell (Powell & Jones)
Tom Wynn
Chuck Johnson
Gene Hanlon
Hunter Baumgardner (SCE)
Charles Cleckley
Jerry Pridgeon
Tammy Sandoval

Sheriff

Mike Harrison

City Attorney

Michelle Jordan

City Superintendent

Chipper Wade

City Clerk

Rachel Jackson

Finance Director

Brittney Proctor

Utility Billing Clerk

Misty Robbins

Approval of Agenda – In absence of **Mayor Gaskin and Commissioner Fisher**, **Commissioner Paul** made a motion to approve the agenda with the following changes to the approval of the bills: move Fisher's Building Supply bills to regular bills, and remove Cox Transmission, Wewa Outdoors, and Charlie Pettis Pest Services. **Commissioner Pettis** seconded the motion. Motion carried 3-0.

Approval of Minutes – **Commissioner Paul** made a motion to approve Regular Commission Meeting 6/24/2021 and Workshop 7/8/2021 minutes. **Commissioner Pettis** seconded the motion. Motion carried 3-0.

Open Public Hearing – **Commissioner Brian Cox** opened the public hearing for Ordinance 2021-1214L-Land Use Change-583 S 2nd St.-Parcel # 02232-000R. **City Clerk Rachel Jackson** read the ordinance by title only.

**ORDINANCE NO. 2021-1214L
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.

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Public Hearing cont'd...

Commissioner Cox asked if anyone from the public had any comments. There were no comments from the public. **Commissioner Cox** closed the public hearing at 6:04 pm and reopened the regular meeting.

Public Recognition – **Commissioner Cox** asked if anyone from the public would like to address the board. **Jerry Pridgeon** stated that during 4th of July there was an issue with watermelons being stolen from the property owned by Penny McLemore that he uses for gardening; additionally 16 vehicles parked on the private property, rather than on city property. He requested that fencing be put up to prevent this issue in the future. **Commissioner Cox** stated that there was not money budgeted for that this year, however he asked **City Finance Director Brittney Proctor** to add that for consideration in the next budget.

Mr. Pridgeon asked about the issue with the grease trap at Dixie Dandy. **City Clerk Rachel Jackson**, explained that she and **City Manager Michael Gortman** have been working to resolve the issue. The health department has been contacted, the health department referred us to the Department of Agriculture Consumer Services. The Department of Agriculture referred us back to the health department or to the local plumbing authority. We have also reached out to the building department to find out who the local plumbing authority is and are awaiting response.

Tom Wynn presented a letter and research to the board regarding a proposal that he brought at the grant workshop to restore the Old Courthouse. **Mr. Wynn** proceeded to read the letter that summarized his findings about the proposed project.

Agenda

1. 2019-2020 Audit – **Richard Powell (Powell & Jones CPA)** presented and discussed the 2019-2020 audit findings. **Mr. Powell** stated that the audit has been completed remotely this year. They worked well with the new admin staff and were able to complete it and submit to the state in a timely manner. **Mr. Powell** briefly discussed page 9 of the audit report, management's discussion and analysis.

Richard Powell discussed financial statements on page 21, the governmental fund balance sheet stating total assets were \$1,825,613, total liabilities \$64,702, total fund balances \$1,760,911. **Mr. Powell** stated that the City's reserves were very good.

Mr. Powell continued on page 22, Governmental Fund, Statement of Revenues, Expenditures, and Changes in Fund Balances, stating that total revenues were \$1,269,273, total expenditures were \$1,346,321, inter-fund transfers of \$115,054, and the fund balance at the end of the \$1,760,911

Mr. Powell discussed page 24 and 25 is the balance sheet for the enterprise funds. Utilities fund total assets were \$8,041,626, total liabilities were \$2,022,838, total net position \$8,041,626. Page 26, Proprietary Fund, Statement of Revenues, Expenditures and Changes in Net Position total operating revenues were \$923,120 expenses were 1,123,234, operating loss of \$200,114, but because it's a business you include depreciation, the city covered 1/3 of the depreciation, taking the loss down to \$50,134. **Richard Powell** discussed page 27, Statement of Cash Flows, stating while the City had a loss for the year, cash increased by \$35,246 so it is still a very healthy fund.

Next, **Mr. Powell** discussed Capital Assets on page 41, total capital assets \$3,453,777, depreciation \$1,640,511, these assets are about 47% depreciated which is a slightly less than

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other small cities of the same size. Enterprise assets are \$12,347,199, depreciation \$5,245,661 these are about 42% depreciated which also is a little newer than other comparable cities.

On page 43, **Mr. Powell** discussed governmental debt started out at \$154,509, payments of \$52,578 were made so the balance as of September 30, 2020 decreased to \$101,931. Enterprise debt on page 46 was discussed, starting balance of \$1,834,475, payments of \$43,659 were made, so the balance as of September 30, 2020 was \$1,790,815. Financially, the City operated within the revenues and was about the same at the end of the year as the beginning of the year with substantial reserves.

On page 53, Schedule of Expenditures of Federal Awards and State Financial Assistance, it shows the grant activity for the year. Total grants were \$137,641.

Mr. Powell summarized, Page 55, the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. Additionally, he stated on page 58, Management Letter, no reportable findings in the prior year or current year and were in compliance with all USDA and Rural Development requirements. Page 60, the independent accountants report examines the compliance of the City's investments of public funds, the city has complied with all aspects of the requirements. Pages 61 & 62, summarizes the communication between the auditors and staff, city staff had no disagreements with auditing staff and provided all information and had no issues completing the audit.

Upon discussion completion. **Commissioner Paul** made a motion to accept the 2019-2020 Audit Report findings. **Commissioner Pettis** seconded the motion. Motion carried 3-0.

2. Ordinance 2021-1214L – Land Use Change-583 S 2nd St.-Parcel # 02232-000R-(Approval to advertise) – Commissioner Paul made a motion to approve the first reading and advertisement of Ordinance 2021-1214L. **Commissioner Pettis** seconded the motion. Motion carried 3-0.

3. RV Ordinance – 2021-1213L – City Clerk Rachel Jackson stated that **City Attorney Michelle Jordan** revised RV Ordinance 2021-1213L as discussed during the workshop for the commission to review and consider. **Commissioner Pettis** made a motion to table the RV Ordinance review and discussion until all members of the board were present to discuss it. **Commissioner Paul** seconded the motion. Motion carried 3-0.

4. 2021-2022 Ad Valorem Millage – City Finance Director Brittney Proctor discussed the report and the proposed millage using the rolled back rate. After discussion, **Commissioner Pettis** made a motion to stay at the same millage rate of 6.1133 mils. **Commissioner Paul** seconded the motion. Motion carried 3-0.

5. Resolution 2021-1176R - Public Records Fee Schedule – City Clerk Rachel Jackson presented Resolution 2021-1176R to the board stating that in addition to the set rates for copies of public records, it would be beneficial for the City to set a fee schedule for public records requests that required extensive research and staff time/resources. **City Attorney Michelle Jordan** stated it was legally acceptable; she drafted the resolution. After review and discussion of the resolution, **Commissioner Paul** made a motion to approve Resolution 2021-1176R. **Commissioner Pettis** seconded the motion. Motion carried 3-0.

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6. Resolution 2021-1177R - Variance John Hudnell - 295 Beeline St. – City Clerk Rachel Jackson presented and discussed Resolution 2021-1177R, a variance request from John Hudnell. Mr. Hudnell requested a 12” variance for his property located at 295 Beeline St. for a portable carport. After discussion, Commissioner Pettis made a motion to approve the variance and resolution. Commissioner Paul seconded the motion. Motion carried 3-0.

7. COVID-19 – City Clerk Rachel Jackson, discussed the possibility of needing to find a solution to limit contact through the window at City Hall with the public again due to the surge in COVID. Commissioner Cox stated that he would come take a look at the window and see what can be done.

Approval of Bills

1. Regular Bills – After review of the bills and discussion of the electric bill at the TL James Park concession stand, **Commissioner Paul** made a motion to approve payment of the regular, re-occurring, and Fisher’s Building Supply bills for both June and July. **Commissioner Pettis** seconded the motion. Motion carried 3-0.

Old Business/Open Items

1. Fire station/old City Hall – City Engineer Hunter Baumgardner presented and discussed change order #3 from Winterfell Construction. Winterfell requested 71 additional days to complete the fire station construction, moving the substantial completion date to November 17, 2021 and final payment/work completion date to December 25, 2021. (Original Substantial Completion Date 9/4/21, Original Work Completion Date 10/11/21) Engineer Baumgardner explained that the request was due to weather delays (26 rain days), 2 days for a drawing error, and the remaining days for change in plans because of the metal doors. Additionally, the change order included a deduction in contract price of \$2,905.00 for removing lockers from the Scope of Work, bringing the contract price down from \$1,131,591.20 to \$1,128,686.20. Commissioner Paul made a motion to accept change order #3. Commissioner Pettis seconded the motion. Motion carried 3-0

City Engineer Hunter Baumgardner also presented a pay request for Winterfell Construction on the Fire Station Construction for \$96,056.31. Commissioner Cox asked Engineer Hunter Baumgardner when did he receive the pay request? Engineer Baumgardner stated that he had received it today. Engineer Hunter Baumgardner discussed the details of the pay request. Commissioner Cox told Engineer Baumgardner to relay to the contractor that they need to get the pay requests over earlier in order to give the staff and commissioners time to review the requests prior to the meetings. Commissioner Paul made a motion to approve Winterfell Constructions Pay Request #3 for \$96,056.31. Commissioner Pettis seconded the motion. Motion carried 3-0.

2. Delinquent Utility Bills – Reviewed no additional comments or discussion

3. Water Losses – None

4. SEWER INFILTRATION AND INFLOW – City Superintendent Chipper Wade stated that they were continuing to try to find and correct infiltration and inflow issues. Commissioner Cox asked when were the last time smoke tests performed? City Superintendent Chipper Wade stated about 6-7 months ago. Commissioner Cox suggested that citywide smoke tests might need to be performed again.

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Old Business/Open Items cont'd...

5. Ray Dickens Fish Fry for the Sr. Citizens (October 2, 2021) – None

6. Lift Stations – City Engineer Hunter Baumgardner stated that by next meeting they would need approval to advertise for bid on the lift stations. They will have all the bid docs over to **City Clerk Rachel Jackson** for the agenda package.

7. Overtime Report broken down by pay periods – None

8. Buckhorn Archway – Commissioner Cox stated that **Commissioner Fisher** continuing to work on it

9. County LDR – City Attorney Michelle Jordan stated that she would be ready present the LDR to the board at the next meeting

10. Employee Water/Sewer License Testing – City Superintendent Chipper Wade stated that David Paul is supposed to be taking his water license test on August 29th.

Other Comments

City Superintendent – None

Finance Director – City Finance Director Brittney Proctor stated that we need to open another banking account for the American Rescue Plan Recovery Fund money to help accurately track expenses and keep the funds separated from general funds. Commissioner Paul made a motion to allow a bank account to be opened for the American Rescue Plan Funds. Commissioner Pettis seconded the motion. Motion carried 3-0.

Finance Director Brittney Proctor also stated she would like to add an additional commissioner as a signor and add Misty as a signor in case Rachel or Johnna are not available to sign. Additionally, Johnna's last name needs to be updated, since she got married. **Commissioner Pettis** made a motion to add Misty Robbins and Commissioner Cox as signors, and to change Johnna's last name. Commissioner Paul seconded the motion. Motion carried 3-0.

City Attorney – None

City Clerk – None

Sheriff – None

City Engineer – None

Mayor/Commissioners' Comments

Commissioner Pettis – None

Commissioner Paul – Stated that he got a call from Russell Miles, about problems with people parking in the street on Pridgeon Lane. Mr. Miles stated there are times when he has to go knock on doors to get people to move vehicles out of the road, so that get can get out to go to work. Mr. Miles was wondering if there was something that the City could do to help. **Sheriff Mike Harrison**, stated he would look into it and see what can be done.

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Mayor/Commissioners' Comments cont'd....

Commissioner Paul then asked **Commissioner Pettis** if he had found out anything about the horse arena. **Commissioner Pettis** stated that TDC is doing the work and providing the paint for the arena. The City is funding the paint for the building and TDC is doing the work on that as well. The stair repairs will be discussed more at the August 3rd TDC meeting.

Commissioner Paul asked **City Superintendent Chipper Wade** if there was any reason that horse trailers could not be parked at the football field near the horse arena? **City Superintendent Chipper Wade** stated that the ground was very soft there, so parking the trailers there would create ruts, which would cause problems for football practice. **Commissioner Paul** asked if the field is used? He stated, Deseret is interested in hosting rodeos, but would need parking. **City Superintendent Chipper Wade** stated that the field is used some for football practice.

Commissioner Paul also asked if anything had been determined about the issues with the water lines on Jehu Rd. **City Superintendent Chipper Wade** stated that it will have to be contracted out, since it is not a project that city staff can handle. **City Engineer Hunter Baumgardner** stated that Jehu is on the list for repair on the grant projects.

Commissioner Cox – None

Commissioner Cox asked if anyone else had any other comments. **Tom Wynn** stated that there is a pot hole at the stop sign on Chipola Ave that needs to be repaired. Additionally, he requested that the park benches at Lake Alice Park needs to be refurbished. **City Superintendent Chipper Wade** stated that the benches were repaired anytime they are found to be in need of repair. **Mr. Wynn**, stated that he spoke to Billy Traylor regarding the issue; Billy told him that his crew will repair them, if the City requests it. **Commissioner Pettis** stated that he would put in a request to Mr. Traylor.

Commissioner Cox asked **City Clerk Rachel Jackson** to put in a work order to have the pot hole at the stop sign of Chipola Ave repaired to which, she replied she would write one up.


Adjournment

Commissioner Pettis made a motion to adjourn at 7:12 p.m. **Commissioner Paul** seconded the motion. Motion carried 3-0.

CITY OF WEWAHITCHKA


Phillip Gaskin, Mayor

ATTEST:


Rachel Jackson, City Clerk

