

# HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers  
15859 West County Road 108  
Post Office Box 249  
Hilliard, FL 32046

## TOWN COUNCIL MEMBERS

John P. Beasley, Mayor  
Kenny Sims, Council President  
Lee Pickett, Council Pro Tem  
Joe Michaels, Councilman  
Jared Wollitz, Councilman  
Dallis Hunter, Councilman

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Richie Rowe, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

**THURSDAY, MAY 18, 2023, 7:00 PM**

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### NOTICE TO PUBLIC

*Anyone wishing to address the Town Council regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Town Clerk. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.*

### PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER  
EVEN WHEN WE DISAGREE.

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

***"Politeness costs so little." – ABRAHAM LINCOLN***

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PUBLIC HEARING

### ITEM-1

Ordinance No. 2023-01 - Amending Chapter 46 Subdivisions - Vacating ROW's  
Open Public Hearing

An Ordinance Amending Chapter 46 of the Hilliard Town Code, Subdivisions to  
Enact a Process for the Vacation of Public Right-of-Ways within the Town Limits;  
Providing for Severability; Providing for Codification; and Providing for an  
Effective Date.

***Mayor Beasley***

Open Public Comment

Close Public Hearing on Ordinance No. 2023-01

### TOWN COUNCIL ACTION

Town Council adoption of Ordinance No. 2023-01, on Second and Final Reading.

### ITEM-2

Ordinance No. 2023-02 - Amending Chapter 58 Utilities Code

Open Public Hearing

An Ordinance Amending Chapter 58 of the Hilliard Town Code; Amending Article

I. In General; Section 58-6. Extensions of Water and Sewer Mains; Article III. Rates and Charges; Billing and Collection Procedures; Section 58-81. Free Service; Adjustments; Review of Fees and Charges; Section 58-83. Water and Sewer Usage Rates; Section 58-86. Annual Rate Increases Tied to Inflation; and Providing for an Effective Date.

***Mayor Beasley***

Open Public Comment

Close Public Hearing on Ordinance No. 2023-02

**TOWN COUNCIL ACTION**

Town Council adoption of Ordinance No. 2023-02, on Second and Final Reading.

**ITEM-3**

Ordinance No. 2023-03 - Amending Chapter 58 Utilities Code

Open Public Hearing

An Ordinance of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation Regulating the Water and Sewer Usage Rates; In Accordance with the Town Charter Section 4.11 (5) Action Requiring an Ordinance; and further stated in Chapter 58 Utilities of the Town Code; and Providing for an Effective Date.

***Mayor Beasley***

Call for Public Comment

Close Public Hearing on Ordinance No. 2023-03

**TOWN COUNCIL ACTION**

Town Council adoption of Ordinance No. 2023-03, on Second and Final Reading.

**ITEM-4**

Ordinance No. 2023-04 - Dayspring Commons - Comp Plan Text Amendment

Open Public Hearing

An Ordinance of the Town of Hilliard, Florida, Amending the Hilliard Comprehensive Plan Policy A.1.1.3.H., to revise the description of the Institutional Future Land Use Category to add Memory Care, Independent Senior Living Facilities, and to allow Neighborhood Commercial Uses and Offices in the Institutional Future Land Use Category, as part of a Planned Unit Development Zoning for the Institutional Development; Providing for Severability; Repealer, and Providing for an Effective Date.

***Mayor Beasley***

Call for Public Comment

Close Public Hearing on Ordinance No. 2023-04

**TOWN COUNCIL ACTION**

Town Council adoption of First Reading and to submit to the State for their review and comments prior to setting Public Hearing and Final Reading.

**ITEM-5**

Ordinance No. 2023-05 - Dayspring Commons - Comp Plan FLUM Amendment

Open Public Hearing

An Ordinance of the Town of Hilliard, Florida, a Municipal Corporation, Amending the Hilliard Comprehensive Plan, Future Land Use Map Designation of that certain property consisting of approximately 5.97 acres, more or less located off

West Sixth Street and Orange Street and more particularly described in Exhibit "A" Legal Description, Hilliard, Florida, Nassau County Parcel ID: #08-3N-24-2380-0024-0040, 08-3N-24-2380-0039-0012, 08-3N-24-2380-0039-0031, 08-3N-24-2380-0037-0020, 08-3N-24-2380-0024-0010, 08-3N-24-2380-0039-0025, and 08-3N-24-2380-0037-0010, from MDR, Medium Density Residential to INS, Institutional; Providing for Severability; Repealer, and Providing for an Effective Date.

***Mayor Beasley***

Call for Public Comment

Close Public Hearing on Ordinance No. 2023-05

#### **TOWN COUNCIL ACTION**

Town Council adoption of First Public Reading and to hold until Ordinance No. 2023-04, Text Amendment comes back from the State to set Public Hearing and Final Reading.

#### **ITEM-6**

Ordinance No. 2023-06 - Dayspring Commons - Planned Unit Development Zoning

Open Public Hearing

An Ordinance of the Town of Hilliard, Florida, Rezoning the property consisting of approximately 5.97 acres, more or less located off West Sixth Street and Orange Street and more particularly described in Exhibit "A" Legal Description, Hilliard, Florida, Nassau County Parcel ID: #08-3N-24-2380-0024-0040, 08-3N-24-2380-0039-0012, 08-3N-24-2380-0039-0031, 08-3N-24-2380-0037-0020, 08-3N-24-2380-0024-0010, 08-3N-24-2380-0039-0025, and 08-3N-24-2380-0037-0010, from R-2, Single Family to PUD, Planned Unit Development to create the Dayspring Commons PUD; specifically described in Exhibit "B" Written Description, and Exhibit "C" Site Plan; and Providing for Severability; Repealer, and Providing for an Effective Date.

***Mayor Beasley***

Call for Public Comment

Close Public Hearing on Ordinance No. 2023-06

#### **TOWN COUNCIL ACTION**

Town Council adoption of First Reading and to hold until Ordinance No. 2023-04, Text Amendment comes back from the State and to set Public Hearing and Final Reading.

#### **MAYOR**

**To call on members of the audience wishing to address the Council on matters not on the Agenda.**

#### **REGULAR MEETING**

#### **ITEM-7**

Additions/Deletions to Agenda

#### **ITEM-8**

Town Council approval of the Annual Financial Statements & Audit for the fiscal year ending September 30, 2022.

***Lisa Purvis, MMC – Town Clerk***

- ITEM-9** Town Council approval of a donation request for the Hilliard Middle Senior High School to send the Future Business Leaders of America, Network Design Team to the National Leadership Conference in Atlanta.  
***Paul Mizenko – HMSHS FBLA Advisor***
- ITEM-10** Town Council discussion and approval to purchase a Christmas Tree to be used at the Town of Hilliard's annual Christmas events.  
***Alicia Head - Administrative Assistant***
- ITEM-11** Town Council Approval of the FY 2023 Revenues and Expenditures Report for the period ending March 31, 2023.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-12** Town Council approval to use Capital Funds for the extra funds expended to complete the Town Hall Park & Oxford Street Park FRDAP Grant Improvements.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-13** Town Council approval of the Minutes from the May 4, 2023, Joint Workshop, and the May 4, 2023, Public Hearing & Regular Meeting.  
***Lisa Purvis, MMC - Town Clerk***
- ITEM-14** Town Council approval of Alan Jay Fleet Sales, Payable through April 12, 2023, Project Name: Mosquito Truck in the amount of \$48,162.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$48,162.00.**
- ITEM-15** Town Council approval of Alan Jay Fleet Sales, Payable through May 5, 2023, Project Name: Parks & Recreation Truck in the amount of \$33,623.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$33,623.00.**
- ITEM-16** Town Council approval of Cantrell Ray Real Estate, LLC, Payable through May 15, 2023, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$2,500.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$454,000.00**
- ITEM-17** Town Council approval of Lampe, Roy & Associates, Inc., Payable through April 17, 2023, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$6,600.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$454,000.00**
- ITEM-18** Town Council approval of Moody Williams Appraisal Group, Payable through April 28, 2023, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$2,600.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$454,000.00**

#### **ADDED ITEMS**

#### **ADDITIONAL COMMENTS**

## **PUBLIC**

## **MAYOR & TOWN COUNCIL**

## **ADMINISTRATIVE STAFF**

## **TOWN ATTORNEY**

## **ADJOURNMENT**

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

## **TOWN COUNCIL MEETINGS**

The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

## **PLANNING & ZONING BOARD MEETINGS**

The Planning & Zoning Board meets the second Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

## **MINUTES & TRANSCRIPTS**

Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

## **TOWN WEBSITE & YOUTUBE MEETING VIDEO**

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).

Live & recorded videos can be access at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

## **ADA NOTICE**

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk's Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

## **APPEALS**

Pursuant to the requirements of Section 286.0105, Florida Statutes, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

## **PUBLIC PARTICIPATION**

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes

official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

### **EXPARTE COMMUNICATIONS**

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

### **2023 HOLIDAYS**

#### **TOWN HALL OFFICES CLOSED**

1. Martin Luther King, Jr. Day	Monday, January 16, 2023
2. Memorial Day	Monday, May 29, 2023
3. Independence Day Monday	Tuesday, July 4, 2023
4. Labor Day	Monday, September 4, 2023
5. Veterans Day	Friday, November 10, 2023
6. Thanksgiving Day	Thursday, November 23, 2023
7. Friday after Thanksgiving Day	Friday, November 24, 2023
8. Christmas Eve	Monday, December 25, 2023
9. Christmas Day	Tuesday, December 26, 2023
10. New Year's Eve	Monday, January 1, 2024
11. New Year's Day	Tuesday, January 2, 2024