

# 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  
Joel Hall P.E., Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

THURSDAY, APRIL 04, 2024, 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. 2024-01 – Block 159 – Vacating Alley  
An Ordinance Relating to Public Right-of-Way or Alley; Making Findings;  
Vacating Public Right-of-Way or Alley within or surrounded by Block 159; Plat of  
the West Portion of Hilliard; within Town of Hilliard, Florida; authorizing recording  
of a certified copy of this ordinance. For applicant Sylvester V. Helhoski, Sr.  
***Lee Anne Wollitz – Land Use Administrator***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-01

## TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2024-01, on Second and Final Reading.

## PROCLAMATIONS

- ITEM-2** The Town of Hilliard Designates April 2024, as "Water Conservation Month" in the Town of Hilliard.  
***John P. Beasley - Mayor***

## REGULAR MEETING

- ITEM-3** Additions/Deletions to Agenda
- ITEM-4** Town Council approval to adopt Resolution No. 2024-06, accepting a Florida Department of Transportation Grant offer of a Public Transportation Amendment to the Public Transportation Grant Agreement and authorizing and directing the Hilliard Town Council to accept such agreement in the amount of \$15,000, for the Environmental Assessment for the North & South property acquisitions at the Hilliard Airpark.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-5** Town Council approval to adopt Resolution No. 2024-07, accepting a Florida Department of Transportation Grant offer of a Public Transportation Grant Agreement and authorizing and directing the Hilliard Town Council to accept such agreement in the amount of \$300,000, for Obstruction Removal on the ends of the North & South runways at the Hilliard Airpark.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-6** Town Council approval of the agreement between TopShelf Baseball Academy LLC and Town of Hilliard for the use of Baseball Grounds at North Oxford.  
***Gabe Whittenburg – Parks & Recreation Director***
- ITEM-7** Town Council approval of the Town Hall Park Fence Installation, work provided by Wright Fence Co. in the amount of \$5,975 using the \$50,000 Municipal Grant funds from the Nassau County Board of Commissioners.  
***Gabe Whittenburg – Parks & Recreation Director***
- ITEM-8** Town Council approval of the Town Hall Park Sidewalk Widening, work provided by Jordan Family Construction, LLC in the amount of \$16,000 using the \$50,000 Municipal Grant funds from the Nassau County Board of Commissioners.  
***Gabe Whittenburg – Parks & Recreation Director***
- ITEM-9** Town Council to review and discuss Ordinance No. 2024-03, a sample ordinance addressing the circumstances in which government employees and officials can trespass citizens.  
***Christian Waugh – Town Attorney***
- ITEM-10** Town Council approval to adopt Resolution No. 2024-08, accepting a Florida Department of Transportation offer of a State-Funded Grant Agreement and authorizing and directing the Hilliard Town Council to accept such agreement.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-11** Town Council approval of the March 21, 2024, Regular Meeting Minutes.  
***Lisa Purvis, MMC - Town Clerk***

- ITEM-12** Town Council approval of the Payables through February 20, 2024, Project Name: 2024 IT Town Hall Refresh in the amount \$43,624.55.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$43,624.55**
- ITEM-13** Town Council approval of Franklin Equipment Sales, Payable through March 26, 2024, Project Name: Mower, in the amount of \$9,463.30  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$9,463.30**
- ITEM-14** Town Council approval of Pay Request No. 1 for T B Landmark Construction, Inc., Payable through March 25, 2024, Project Name: FDEP LPA0302 Oxford Street Force Main Rerouting in the amount of \$161,512.44.  
**FDEP LPA0302 GRANT FUNDED \$507,100 & CAPITAL FUNDED \$55,170 PROJECT LUMP SUM CONTRACT \$562,270**

#### **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 accessed 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 Statues, 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.

**2024 HOLIDAYS**

**TOWN HALL OFFICES CLOSED**

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|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 15, 2024    |
| 2. Memorial Day                  | Monday, May 27, 2024        |
| 3. Independence Day Monday       | Thursday, July 4, 2024      |
| 4. Labor Day                     | Monday, September 2, 2024   |
| 5. Veterans Day                  | Monday, November 11, 2024   |
| 6. Thanksgiving Day              | Thursday, November 28, 2024 |
| 7. Friday after Thanksgiving Day | Friday, November 29, 2024   |
| 8. Christmas Eve                 | Tuesday, December 24, 2024  |
| 9. Christmas Day                 | Wednesday, December 25,2024 |
| 10.New Year’s Eve                | Tuesday, December 31, 2024  |
| 11.New Year’s Day                | Wednesday, January 1, 2025  |