

# 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, JANUARY 18, 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. 2023-17 – Block 166 - 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 166; Plat of  
the West Portion of Hilliard; within Town of Hilliard, Florida; Authorizing  
Recording of a Certified Copy of this Ordinance. For applicant Ursula Jones.  
***Lee Anne Wollitz – Land Use Administrator***

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2023-17

### TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2023-17, on Second and Final Reading.

## REGULAR MEETING

- ITEM-2** Additions/Deletions to Agenda
- ITEM-3** Town Council to Consider Ordinance No. 2024-01, 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. Adopting on First Reading and Set Public Hearing & Final Reading for February 15, 2024.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-4** Town Council to Consider Holding One Workshop Per Month on the Same Day Each Month.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-5** Town Council to Set the Annual Joint Workshop with the Nassau County School Board for Monday, January 29, 2024, at 6:00 p.m.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-6** Town Council to Set a Joint Workshop with the Planning & Zoning Board on January 29, 2024, at 7:00 p.m., to discuss the Lofty Annexation and Companion Applications.  
***Lee Anne Wollitz – Land Use Administrator***
- ITEM-7** Town Council to Review and Accept the Building Official's Quarterly Report for October 1, 2023, through December 31, 2023.  
***Bryan Higginbotham – Building Official***
- ITEM-8** Town Council to Review and Accept the Code Enforcement Officer's Quarterly Report for October 1, 2023, through December 31, 2023.  
***Delvin Miley, Jr. – Code Enforcement Officer***
- ITEM-9** Town Council to Review and Accept the Land Use Administrator's Quarterly Report for October 1, 2023, through December 31, 2023.  
***Lee Anne Wollitz – Land Use Administrator***
- ITEM-10** Town Council update regarding Commercial Drivers Licenses for the Public Works Department following January 4, 2024, Workshop.  
***Joel Hall P.E. – Public Works Director***
- ITEM-11** Town Council to Discuss participating in Virtual 30-minute interview calls with the Nassau County Planning Department for the Nassau County Vision Plan.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-12** Town Council to consider approval of Land Acquisition Contract to Purchase Land at the North End of the Hilliard Airpark with Funds being Reimbursed by FAA & FDOT Grant Funds and Hilliard Aviation, Inc. Funds.  
***Lisa Purvis, MMC – Town Clerk***

- ITEM-13** Town Council Approval of the Minutes for the January 4, 2024, Regular Meeting.  
*Lisa Puvis, MMC - Town Clerk*
- ITEM-14** Town Council Approval of Lampe, Roy & Associates, Inc. Payable through January 9, 2024, Project Name: Florida Department of Transportation Land North in the Amount of \$1,100.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT  
\$464,000.00**
- ITEM-15** Town Council Approval of USEMSI/HTV, Payable through January 11, 2023, Project Name: Jet Rig Camera, in the amount of \$9,780.29.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$9,780.29**

#### **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.

### **2024 HOLIDAYS**

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

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