

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

AGENDA

THURSDAY, JULY 06, 2023, 7:00 PM

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

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

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council adoption of Resolution No. 2023-11, Endorsing the 2023-2027 Nassau County Comprehensive Emergency Management Plan.
Martha Oberdorfer, MPH, CPH, FPEM – Deputy Director, EOC

ITEM-3 Town Council consideration in adopting Resolution No. 2023-12, Amending the Public Records Request Policy and Procedures providing guidance in complying with the efficient and effective management of Public Records Requests.
Christian Waugh – Town Attorney

- ITEM-4** Town Council adoption of Resolution No. 2023-13, Completion Bond, Maintenance Bond, Bond Release Templates and Process, along with documentation requirements.
Lee Anne Wollitz- Land Use Administrator
- ITEM-5** Town Council to set a workshop to discuss the Town's Infrastructure Needs and Resources and to Possibly Fund the Cost.
Lee Anne Wollitz – Land Use Administrator
- ITEM-6** Town Council to set a date for a 3 item Joint Workshop with the Planning and Zoning Board.
Lee Anne Wollitz - Land Use Administrator
- ITEM-7** Town Council approval for the Minor Subdivision Application No. 05022023. Property Owner - Wayne and Lauri Higginbotham, Pneuman Homes. Parcel ID No. 08-3N-24-2380-0075-0020
Lee Anne Wollitz - Land Use Administrator
- ITEM-8** Town Council to review and accept the Land Use Administrators Quarterly Report for April 1, 2023, through June 30, 2023.
Lee Anne Wollitz – Land Use Administrator
- ITEM-9** Town Council to review and accept the Building Officials Quarterly Report for April 1, 2023, through June 30, 2023.
Bryan Higginbotham – Building Official
- ITEM-10** Town Council to review and accept the Code Enforcement Officers Quarterly Report for April 1, 2023, through June 30, 2023.
Del Miley – Code Enforcement Officer
- ITEM-11** Town Council approval to hire Gerald Bandy as a Facility Maintenance Assistant at \$15.00 per hour as a Non-Exempt, Introductory or Probationary Employee in the Parks & Recreation Department.
Gabe Whittenburg – Parks & Recreation Director
- ITEM-12** Town Council approval of the Minutes from the June 12, 2023, Workshop and the June 15, 2023, Regular Meeting, Workshop, and Special Meeting.
Lisa Purvis, MMC - Town Clerk
- ITEM-13** Town Council approval of KYNEX, Inc. Payable Final through July 22, 2023
Project Name: 2023 Fireworks Display in the amount of \$7,500.00.
SPECIAL EVENTS PROJECT HILLIARD'S HALF LUMP SUM CONTRACT \$15,000.00
- ITEM-14** Town Council approval of Mittauer & Associates Inc., Payable through May 26, 2023, Project Name: Walker Street Drainage and Paving in the amount of \$236.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$45,000.00

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ITEM-15 Mayor and Town Council to sign letter to Governor DeSantis, Representative Black, and Representative Yarborough, thanking them for the Nassau County Legislative Appropriation Funds.

Mayor Beasley

ITEM-16 Mayor Beasley to announce the next Hilliard Action Committee Meeting.

Mayor Beasley

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.

Live & recorded videos can be access at 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