

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

Floyd L. Vanzant, Mayor  
John P. Beasley, Council President  
Kenny Sims, Council Pro Tem  
Lee Pickett, Councilman  
Jared Wollitz, Councilman  
Callie Kay Bishop, Councilwoman

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

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## MINUTES

THURSDAY, JANUARY 06, 2022, 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

## PRESENT

Mayor Floyd Vanzant  
Council President John Beasley  
Council Pro Tem Kenny Sims  
Councilman Lee Pickett  
Councilman Jared Wollitz  
Councilwoman Callie Kay Bishop

## PUBLIC HEARING

ITEM-1      PUD Rezoning No. 20210809 - Rezoning A-1 to Establish the Greenbrier PUD Ordinance No. 2021-09 - Open Public Hearing  
An Ordinance of the Town Council of the Town of Hilliard, Florida, Rezoning the Property Located on the Westside of U.S. 301 (U.S. Highway 1/State Road No. 5) to the South of the Intersection with Henry Smith Road, and West of Old Dixie Highway/Kings Road, Described in Attachment "A", Legal Description from A-1, Agricultural to PUD, Planned Unit Development, Specifically Described in Attachment "B" Written Description, and Attachment "C" Site Plan; Providing for Severability, Repealer, and Setting an Effective Date.

***Town Attorney Waugh***

Disclosure of Ex Parte Communication

Applicant: Rodgers Towers, P.A. and National Land Partners II, LLC, authorized agents for Hilliard Equity Resources, Property Owner

**Courtney Gaver with Rodgers Towers** provides Power Point Presentation and explain that Greenbrier PUD will pay a portion of Educational Impact Fees up front for School Concurrency. Ms. Garver also requests that the Vacating of Right of Way Ordinance be on the Town Council's next agenda.

Call for Public Comment

Following no public comments, motion is made to close the Public Hearing on Ordinance No. 2021-09.

Motion to close at 7:15 p.m.

Motion made by Council Pro Tem Sims, Seconded by Council President Beasley. Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

Planning and Zoning Board recommendation of Town Council approval of Ordinance No. 2021-09 Greenbrier PUD

***Janis Fleet, AICP - Land Use Administrator***

**Land Use Administrator Fleet** provides staff recommendation.

**REGULAR MEETING - Town Council Action**

Town Council Final Reading and adoption of Ordinance No. 2021-09.

Motion made by Council Pro Tem Sims, Seconded by Council President Beasley. Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

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

**Intercoastal Coordinator for St. John Rivers Water Management, Douglas Cockey**, explains Governmental Affairs Program and the Cost Share Program that has been around since 2014.

**REGULAR MEETING**

ITEM-2      Additions/Deletions to Agenda

Item – 17 Town Council to set Joint Workshop between the Planning & Zoning Board, Town Council and the Town's Consulting Engineers for Tuesday, January 11, 2022, 6:00 p.m. to discuss direction for infrastructure requirements for development on individual lots within the Town limits.

***Lisa Purvis, MMC – Town Clerk***

Motion made by Council President Beasley, Seconded by Council Pro Tem Sims.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-3      Town Council to appoint the Town Council President and Town Council Pro Tem for the 2022 Calendar Year for the Organization of Office.  
***Lisa Purvis, MMC – Town Clerk***

Motion to retain Council Member, John Beasley as Council President and Council Member, Kenny Sims as Council Pro Tem.

Motion made by Councilman Wollitz, Seconded by Councilman Pickett.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-4      Town Council to appoint the Town Council Department Commissioners for the 2022 Calendar Year for the Organization of Departments.  
***Lisa Purvis, MMC – Town Clerk***

Motion to retain each Council Member as follows:  
Council Pro Tem Sims as Street Department Commissioner  
Council President Beasley as Recreation Department Commissioner  
Councilman Pickett as Water & Sewer Department Commissioner  
Councilman Wollitz as Fire Department Commissioner  
Councilwoman Bishop as Airpark Department Commissioner

Motion made by Council President Beasley, Seconded by Councilman Pickett.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-5      Town Council approval to Reappoint Charles Reed and Skip Frey to the Planning and Zoning Board for another 3-Year Term.  
***Janis K. Fleet, AICP - Land Use Administrator***

**Council President Beasley** asks if Mr. Reed and Mr. Frey have been asked if they want to continue to serve for another three-year term.

**Land Use Administrator Fleet** states that Mr. Reed and Mr. Frey were asked at the last Planning and Zoning Board meeting and they both wanted to continue serving.

**Councilwoman Bishop** states in the Minutes from November's Planning and Zoning Board meeting, Town Clerk Lisa Purvis, stated there was someone interested in serving on the Planning and Zoning Board.

**Town Clerk Lisa Purvis** states that person is no longer interested in serving and if someone is interested in serving, there is information on the Town's website on how to apply.

Motion made by Councilman Pickett, Seconded by Council President Beasley.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-6 Town Council to set Joint Workshop between Nassau County School Board and the Hilliard Town Council for Monday, January 10, 2022, at 6:00 p.m.  
**Lisa Purvis, MMC - Town Clerk**
- Mayor Vanzant** advises that he will be absent from the Workshop on Monday, January 10, 2022, at 6:00 p.m.
- Motion made by Councilman Wollitz, Seconded by Council President Beasley.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-7 Town Council to set Special Meeting Review and Discussion of Classification and Compensation Study for the Town of Hilliard.  
**Lisa Purvis, MMC - Town Clerk**
- Motion made to set a Special Meeting for January 13, 2022, at 6:00 p.m.
- Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-8 Town Council to approve Jasmine Booth's Transition from Temporary to Regular Part-Time Employment Status.  
**Gabe Whittenburg – Parks & Recreation Director**
- Motion made by Council President Beasley, Seconded by Councilman Wollitz.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-9 Town Council approval for CDBG Water Main Replacement Change Order No. 3 which is an increase in contract price of \$15,088.39 due to addition of a directional drill at road crossing from change in field conditions.  
**Lisa Purvis, MMC – Town Clerk**
- Motion made by Council Pro Tem Sims, Seconded by Council President Beasley.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-10 Resolution No. 2022-01 - Town of Hilliard 2022 Holidays  
A Resolution of the Town Council of the Town of Hilliard, Florida, a municipal corporation; adopting recognized holiday dates for the Town of Hilliard; at its first meeting of the Town Council held in January; as outlined in the personnel policy manual; as it relates to holidays under the employee benefit programs section; and providing for an effective date.  
**Town Attorney Waugh**
- Town Council to adopt Resolution No. 2022-01 approving the Town of Hilliard 2022 Holidays as outlined in the personnel policy manual.  
**Lisa Purvis, MMC - Town Clerk**

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-11 Town Council approval of the Minutes from 2020 and 2021 Workshops, as well as the Minutes from the November 29, 2021, Special Meeting, the December 2, 2021, Public Hearing and Regular Meeting, and the December 13, 2021, Special Meeting.  
**Lisa Purvis, MMC - Town Clerk**

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz  
Voting Nay: Councilwoman Bishop

- ITEM-12 Town Council approval of FDOT PTGA Security Camera, Lighting and Video Recording System Change Order No. 1 which is an increase in contract price of \$3,250.00 to add and install one dome camera inside the FBO building in the Vending Area.  
**Lisa Purvis, MMC – Town Clerk**

Motion made by Councilman Pickett, Seconded by Councilwoman Bishop.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-13 Town Council approval of AEC Electrical Contractors Inc., Payable for Pay Request No. 3 through December 27, 2021, Project Name: Security & Lighting at the Hilliard Airpark in the amount of \$19,950.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT**  
**\$165,000.00**

Motion made by Councilman Wollitz, Seconded by Council President Beasley.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-14 Town Council approval of AECOM, Payable through December 3, 2021, Project Name: New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$1,768.20.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT**  
**\$58,940.00**

Motion made by Councilwoman Bishop, Seconded by Council Pro Tem Sims.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-15 Town Council approval of AECOM, Payable through November 5, 2021, Project Name: Security Improvements at the Hilliard Airpark in the amount of \$5,137.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT**  
**\$51,370.00**

Motion made by Council Pro Tem Sims, Seconded by Councilwoman Bishop.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-16 Town Council approval of McInnis Services, LLC dba LMC Steel, Payable for Pay Request No. 4 through December 31, 2021, Project Name: New Box Hangar, Hangar Repair & New Equipment Storage Building at the Hilliard Airpark in the amount of \$47,883.80.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$544,157.00**

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

#### **ADDED ITEMS**

- ITEM – 17 Town Council to set Joint Workshop between the Planning & Zoning Board, Town Council and the Town's Consulting Engineers for Tuesday, January 11, 2022, 6:00 p.m. to discuss direction for infrastructure requirements for development on individual lots within the Town limits.  
***Lisa Purvis, MMC – Town Clerk***

**Council President Beasley and Councilman Wollitz** state they cannot be present at the meeting on January 11, 2022.

To set another date, January 18, 2022, at 6:00 p.m. is discussed as an option. Town Clerk Lisa Purvis will contact Town Engineer, Tim Norman, regarding setting the Workshop on January 18, 2022, at 6:00 p.m. instead of January 11, 2022.

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

#### **ADDITIONAL COMMENTS**

##### **PUBLIC**

**Skip Frey, 37132 West Fourth Street, Hilliard**, thanks the Town Council for re-appointment and states that he always looks out for the Town as a whole and not just a few individuals.

**Raymond Schmoldt, 37138 Lee Street, Hilliard**, advised Ordinance No. 2021-10, the Golf Cart Ordinance, paperwork states that insurance is required before a permit can be granted. Mr. Schmoldt asks for clarification from the Town Council.

**Town Attorney Waugh** states the Town Hall Office Staff did reach out to him regarding the Insurance issue and he advised to remove that verbiage from the forms.

**Raymond Schmoldt 37138, Lee Street, Hilliard**, states he is happy that verbiage was removed and has no other issue.

##### **MAYOR & TOWN COUNCIL**

**Mayor Vanzant** reads the upcoming meeting dates

**January Meetings:**

Thursday, 01-06-2022 @ 7PM Public Hearing & Regular Meeting

Monday, 01-10-2022 @ 6PM Joint Workshop (NCSB)

Thursday, 01-13-2022 @ 6PM Special Meeting (Compensation Study)

Thursday, 01-20-2022 @ 7PM Regular Meeting

**All Council Members and Mayor Vanzant** state to remember past Councilman Donald Humphrey and his family during this difficult time.

**Council President Beasley** states that Parks and Recreation Director Gabe Whittenburg thanked the Town Council for sponsoring teams.

**Councilwoman Bishop** mentions an email that all Council Members received from Mr. Scott Jones and asks if the matter had been resolved since she was not included in a reply.

**Land Use Administrator Janis Fleet** states she had signed off on Mr. Jones' permit earlier that afternoon but was unaware of anything other than that.

**ADMINISTRATIVE STAFF**

**PRESENT**

Town Clerk, Lisa Purvis

**ABSENT**

Public Works Director, Ritchie Rowe

Parks & Recreation Director, Gabe Whittenburg

**Town Clerk, Lisa Purvis** advises Newspaper Reporters of past Councilman Donald Humphrey's passing and states that he served on the Planning and Zoning Board from March 2005 through December 2005 and served on the Town Council for two terms from January 2006 through December 2012.

**TOWN ATTORNEY**

No comment.

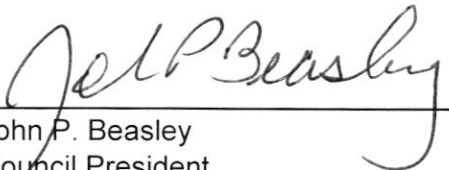
**ADJOURNMENT**

Motion to adjourn at 8:10 p.m.

Motion made by Council Pro Tem Sims, Seconded by Councilman Pickett.

Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

Approved this 20<sup>th</sup> day of January, 2022 by the Hilliard Town Council, Hilliard, Florida.

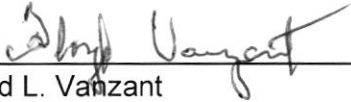
  
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John P. Beasley  
Council President

ATTEST:

A handwritten signature in cursive script, appearing to read 'Lisa Purvis', written over a horizontal line.

Lisa Purvis  
Town Clerk

APPROVED:

A handwritten signature in cursive script, appearing to read 'Floyd L. Vanzant', written over a horizontal line.

Floyd L. Vanzant