

# 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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## MINUTES

THURSDAY, JULY 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

## PRESENT

Mayor John Beasley  
Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Councilman Dallis Hunter

## ABSENT

Councilman Joe Michaels

## PRESENTATIONS

ITEM-3 Mayor Recognition of Parks & Recreation Spring Soccer Program Age Division Champions.  
***Gabe Whittenburg – Parks & Recreation Director***

Mayor Beasley and Parks & Recreation Director, Gabe Whittenburg, present the champions certificates in each age division of the Spring Soccer Youth Program.

## PUBLIC HEARING

ITEM-1 Ordinance No. 2024-04 – Amending Chapter 42, Streets, Sidewalks and Other Public Places of the Hilliard Town Code.  
An Ordinance amending Section 42-2 Tree Cutting deposit amount and adding drainage system; Amending Section 42-3 Good Cause; additional exceptions; adding regulations regarding Tree Harvesting and Cutting on private property within the Town of Hilliard.

**Mayor Beasley**

Call for Public Comments

Close Public Hearing on Ordinance No. 2024-04

Following no public comments, motion to close the Public Hearing at 7:08 p.m.

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

### **TOWN COUNCIL ACTION**

Town Council to adopt Ordinance No. 2024-04, on Second and Final Reading.

Motion made by Councilman Wollitz, Seconded by Councilman Hunter.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter

ITEM-2 Ordinance No. 2024-06 – Annexing into the corporate limits three parcels real property containing approximately 37.35 acres; described with particularity herein; finding said annexation to be consistent with the Town of Hilliard's Comprehensive Plan and the Town Code; An Ordinance amending Section 2.03 of the Charter of the Town of Hilliard to include said land; Providing for and authorizing the updating of the official Town maps.

**Mayor Beasley**

Call for Public Comments

Courtney Gaver of Roger Towers Law, provides presentation to the Town Council.

Close Public Hearing on Ordinance No. 2024-06

Following no public comments, motion to close the Public Hearing at 7:11 p.m.

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

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter

### **TOWN COUNCIL ACTION**

Town Council to consider adopting Ordinance No. 2024-06, and to set a Public Hearing & Final Reading for August 1, 2024.

Land Use Administrator, Lee Anne Wollitz presents the Planning & Zoning Board Recommendation for Ordinance 2024-06.

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

## REGULAR MEETING

ITEM-4 Additions/Deletions to Agenda

ITEM-23 Town Council to appoint Interim Public Works Director effective by end of day July 26, 2024.

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

ITEM-5 Town Council to consider Ordinance No. 2024-05, An Ordinance 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 Setting Public Hearing & Final Reading for August 15, 2024.

**Lisa Purvis, MMC – Town Clerk**

Town Clerk, Lisa Purvis, states that the rate increase of Ordinance No. 2024-05 mirrors the May Municipal Cost Index of 2.14%.

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

ITEM-6 Town Council approval of Whisper Ridge Subdivision Bond Reduction of 75% to \$41,294.26, based on the completion of the warranty period, with agreement that curbs will be repaired at the construction closeout and providing instruction to Town Clerk to issue reduction letter.

**Lee Anne Wollitz – Land Use Administrator**

Motion made for Town Clerk to issue Bond Reduction letter reducing the bond by 75%.

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

ITEM-7 Town Council approval of Septic Tank Exception Application No. 20240625, Parcel ID No. 17-3N-24-2020-0023-0050, Property Owner, Bobby Franklin.

**Joel Hall, P.E. – Public Works Director**

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

ITEM-8 Town Council approval of the position process for Kimberly Corbett to transition into the Lead Administrative Assistant position.

**Lisa Purvis, MMC – Town Clerk**

Town Clerk, Lisa Purvis, explains the position process to the Town Council.

Motion made by Council President Sims, Seconded by Councilman Wollitz.

Councilman Wollitz asks if Mrs. Corbett would be attending the Council meetings in the Town Clerk, Lisa Purvis' absence.

Town Clerk, Lisa Purvis, states the Mrs. Corbett will be overseeing the front office staff and the entire office staff in her absence.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter

Motion for reconsideration/ to rescind.

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

Motion to table Items 8 and 9.

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

ITEM-9 Town Council approval of the position process for Alicia Head to transition into the Administrative Assistant – Information & Events Coordinator position.

**Lisa Purvis, MMC – Town Clerk**

Item tabled.

ITEM-10 Town Council approval of the Town Clerk's recommendation to fill the Administrative Assistant Vacant position.

**Lisa Purvis, MMC – Town Clerk**

Motion to hire Kendra McNeal at Grade 3, Step 7, at \$20.30, per hour.

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

ITEM-11 Town Council approval of the Town Clerk's recommendation to fill the new Temporary Clerical Assistant position.

**Lisa Purvis, MMC – Town Clerk**

Item-11 tabled.

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

ITEM-12 Town Council to review and accept the Land Use Administrator's Quarterly Report for April 1, 2024, through June 30, 2024.  
**Lee Anne Wollitz – Land Use Administrator**

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

ITEM-13 Town Council to review and accept the Building Official's Quarterly Report for April 1, 2024, through June 30, 2024.  
**Bryan Higginbotham – Building Official**

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

ITEM-14 Town Council to review and accept the Code Enforcement Officer's Quarterly Report for April 1, 2024, through June 30, 2024.  
**Delvin Miley, Jr. – Code Enforcement Officer**

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

ITEM-15 Town Council approval of Capital Expenditures for Emergency Repairs to Standby Generators for Water and Wastewater Systems totaling \$34,629.96.  
**Joel Hall, P.E. – Public Works Director**

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

ITEM-16 Town Council to consider the Public Works Director, Joel Hall's, revised Resignation date/Transition letter.  
**Joel Hall, P.E. – Public Works Director**

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

ITEM-17 Town Council approval of the Minutes for the June 13, 2024, Workshop, and the June 20, 2024, Regular Meeting.  
**Lisa Purvis, MMC – Town Clerk**

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

- ITEM-18 Town Council approval of AECOM S.A. No. 20, Payable through July 5, 2024,  
Project Name: Hangar Building at the Hilliard Airpark in the amount of  
\$22,288.20.  
**FDOT PTGA GRANT FUNDED PROJECT LUMP SUM PROJECT \$111,441**

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

- ITEM-19 Town Council approval of AECOM S.A. 22, Payable through July 5, 2024, Project  
Name: Runway Protection Zone Clearing at the Hilliard Airpark in the amount of  
\$6,260.50.  
**FDOT PTGA GRANT FUNDED PROJECT LUMP SUM PROJECT \$62,605**

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

- ITEM-20 Town Council approval of Mittauer & Associates, Inc., Payable through June 28,  
2024, Project Name: Oxford Street Force Main Rerouting in the amount of  
\$2,760.  
**FDEP LPA0302 GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$101,900**

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

- ITEM-21 Town Council approval of Mittauer & Associates, Inc., Payable through June 28,  
2024, Project Name: WWTP Permit Renewal in the amount of \$9,120.  
**CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$11,000**

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

- ITEM-22 Town Council approval of Pay Request No. 3 for T B Landmark Construction,  
Inc., Payable through June 30, 2024, Project Name: Oxford Street Force Main  
Rerouting in the amount of \$189,762.50.  
**FDEP LPA0302 GRANT FUNDED \$507,100 & CAPITAL FUNDED \$55,170  
PROJECT LUMP SUM CONTRACT \$562,270**

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

#### **ADDED ITEMS**

ITEM-23 Town Council to name an Interim Public Works Director effective July 26, 2024, end of day.

**Jared Wollitz – Councilman**

Town Council appoints Cory Hobbs as Interim Public Works Director, at the previous salary rate held.

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

## ADDITIONAL COMMENTS

### PUBLIC

No public comments.

### MAYOR & TOWN COUNCIL

**Mayor Beasley**, encourages all to attend the Parks & Recreation flag football games. Thanks to all who participated in the Golf Cart Parade that was June 29, 2024, and states that there was a great turnout for the July 4<sup>th</sup> Celebration. Reminds all that next Friday, July 26, 2024, is Food Truck Friday, and that First Baptist Hilliard will be providing the music. Hal Keene will be doing the cornhole tournament again. He asks regarding the light over the crosses regarding whether there's any update on that. Town Clerk, Lisa Purvis, states that it has been paid for and that Alicia Head checks in on that regularly. Reminds all that the previous Mayor's, Floyd Vanzant picture needs to be posted on the wall.

### ADMINISTRATIVE STAFF

#### PRESENT:

Town Clerk, Lisa Purvis  
Public Works Director, Joel Hall

#### ABSENT:

Parks & Recreation Director, Gabe Whittenburg

**Public Works Director, Joel Hall**, states that he is thankful for the Town over the last eight months and everyone's understanding of his departure.

**Mayor Beasley**, states that the Parks & Recreation Director, Gabe Whittenburg, is at the football field for flag football, and encourages all again to attend the games.

**Town Clerk, Lisa Purvis**, states that the FDEM Hurricane Shelter/Community Center RFQs for the Architectural and Engineering and RFPs for Grant Administration are due August 1, 2024, at 2:00p.m. Town Council to review and rank at the August 8, 2024, Monthly Workshop. If interviews are needed, a Workshop will be set for August 15, 2024, at 6:00 p.m., and decisions will be made following the August 15, 2024, Regular Meeting at

7:00 p.m.

The proposed Millage Rate will be on the August 1, 2024, Regular Meeting agenda.

**TOWN ATTORNEY**

No comments.


**ADJOURNMENT**

Motion to adjourn at 7:52 p.m.


Motion made by Council President Sims, Seconded by Councilman Wollitz.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter

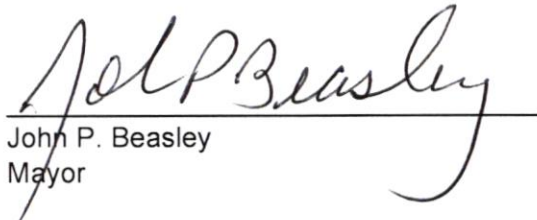
Approved this 1st day of August, 2024 by the Hilliard Town Council, Hilliard, Florida.

  
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Kenneth A. Sims, Sr.  
Council President

ATTEST:

  
\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

  
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John P. Beasley  
Mayor