

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

MINUTES

THURSDAY, MAY 18, 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

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Joe Michaels

ABSENT

Councilman Dallis Hunter

PUBLIC HEARING

ITEM-1 Ordinance No. 2023-01 - Amending Chapter 46 Subdivisions - Vacating ROW's
Open Public Hearing
An Ordinance Amending Chapter 46 of the Hilliard Town Code, Subdivisions to
Enact a Process for the Vacation of Public Right-of-Ways within the Town Limits;
Providing for Severability; Providing for Codification; and Providing for an
Effective Date.
Mayor Beasley

Open Public Comment
No public comment.

Close Public Hearing on Ordinance No. 2023-01 at 7:03 p.m.

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

TOWN COUNCIL ACTION

Town Council adoption of Ordinance No. 2023-01, on Second and Final Reading.

Council discusses how the cost of the Right of Way/Alley is to be determined.
Town Clerk Lisa Purvis advises an appraisal would be the best way.

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

ITEM-2

Ordinance No. 2023-02 - Amending Chapter 58 Utilities Code
Open Public Hearing

An Ordinance Amending Chapter 58 of the Hilliard Town Code; Amending Article I. In General; Section 58-6. Extensions of Water and Sewer Mains; Article III. Rates and Charges; Billing and Collection Procedures; Section 58-81. Free Service; Adjustments; Review of Fees and Charges; Section 58-83. Water and Sewer Usage Rates; Section 58-86. Annual Rate Increases Tied to Inflation; and Providing for an Effective Date.

Mayor Beasley

Open Public Comment
No public comment.

Close Public Hearing on Ordinance No. 2023-02 at 7:12

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

TOWN COUNCIL ACTION

Town Council adoption of Ordinance No. 2023-02, on Second and Final Reading.

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

ITEM-3

Ordinance No. 2023-03 - Amending Chapter 58 Utilities Code
Open Public Hearing

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.

Mayor Beasley

Call for Public Comment

No public comment.

Close Public Hearing on Ordinance No. 2023-03 at 7:14 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 Michaels

TOWN COUNCIL ACTION

Town Council adoption of Ordinance No. 2023-03, on Second and Final Reading.

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

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

ITEM-4 Ordinance No. 2023-04 - Dayspring Commons - Comp Plan Text Amendment
Open Public Hearing
An Ordinance of the Town of Hilliard, Florida, Amending the Hilliard Comprehensive Plan Policy A.1.1.3.H., to revise the description of the Institutional Future Land Use Category to add Memory Care, Independent Senior Living Facilities, and to allow Neighborhood Commercial Uses and Offices in the Institutional Future Land Use Category, as part of a Planned Unit Development Zoning for the Institutional Development; Providing for Severability; Repealer, and Providing for an Effective Date.
Mayor Beasley

ITEM-5 Ordinance No. 2023-05 - Dayspring Commons - Comp Plan FLUM Amendment
Open Public Hearing
An Ordinance of the Town of Hilliard, Florida, a Municipal Corporation, Amending the Hilliard Comprehensive Plan, Future Land Use Map Designation of that certain property consisting of approximately 5.97 acres, more or less located off West Sixth Street and Orange Street and more particularly described in Exhibit "A" Legal Description, Hilliard, Florida, Nassau County Parcel ID: #08-3N-24-2380-0024-0040, 08-3N-24-2380-0039-0012, 08-3N-24-2380-0039-0031, 08-3N-24-2380-0037-0020, 08-3N-24-2380-0024-0010, 08-3N-24-2380-0039-0025, and 08-3N-24-2380-0037-0010, from MDR, Medium Density Residential to INS, Institutional; Providing for Severability; Repealer, and Providing for an Effective Date.
Mayor Beasley

ITEM-6 Ordinance No. 2023-06 - Dayspring Commons - Planned Unit Development
Zoning
Open Public Hearing
An Ordinance of the Town of Hilliard, Florida, Rezoning the property consisting of approximately 5.97 acres, more or less located off West Sixth Street and Orange Street and more particularly described in Exhibit "A" Legal Description, Hilliard, Florida, Nassau County Parcel ID: #08-3N-24-2380-0024-0040, 08-3N-24-2380-

0039-0012, 08-3N-24-2380-0039-0031, 08-3N-24-2380-0037-0020, 08-3N-24-2380-0024-0010, 08-3N-24-2380-0039-0025, and 08-3N-24-2380-0037-0010, from R-2, Single Family to PUD, Planned Unit Development to create the Dayspring Commons PUD; specifically described in Exhibit "B" Written Description, and Exhibit "C" Site Plan; and Providing for Severability; Repealer, and Providing for an Effective Date.

Mayor Beasley

Call for Public Comment
No public comment.

Close Public Hearing on Ordinance No. 2023-04, Ordinance No. 2023-05 and Ordinance No. 2023-06 at 7:19 p.m.

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

TOWN COUNCIL ACTION – ORDINANCE NO. 2023-04

Town Council adoption of Ordinance No. 2023-04, on First Reading and to submit to the State for their review and comments prior to setting the second Public Hearing and Final Reading.

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

TOWN COUNCIL ACTION – ORDINANCE NO. 2023-05

Town Council adoption of First Public Reading and to hold until Ordinance No. 2023-04, Text Amendment comes back from the State to set Second Public Hearing and Final Reading.

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

TOWN COUNCIL ACTION – ORDINANCE NO. 2023-06

Town Council adoption of First Reading and to hold until Ordinance No. 2023-04, Text Amendment comes back from the State and to set Second Public Hearing and Final Reading.

Motion made to add condition to have a minimum set back of 30' for accessory structure on the Southwest corner from Orange Street Right of Way.

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

MAYOR

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

No public wish to address the Council.

REGULAR MEETING

ITEM-7 Additions/Deletions to Agenda

Item-19 Town Council discussion concerning a Public Records Request.

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

Item-20 Town Council to set a Workshop to discuss consent agenda.

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

ITEM-8 Town Council approval of the Annual Financial Statements & Audit for the fiscal year ending September 30, 2022.

Brad Hough, CPA Partner – Powell and Jones, CPA's

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

ITEM-9 Town Council approval of a donation request for the Hilliard Middle Senior High School to send the Future Business Leaders of America, Network Design Team to the National Leadership Conference in Atlanta.

Paul Mizenko – HMSHS FBLA Advisor

Kaitlynn Williams – HMSHS FBLA President

Motion made to approve a \$500.00 donation to the Future Business Leaders of America, Network Design Team.

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

ITEM-10 Town Council discussion and approval to purchase a Christmas Tree to be used at the Town of Hilliard's annual Christmas events.

Alicia Head - Administrative Assistant

Motion made to purchase a Town Christmas Tree from Holiday Designs in the amount of \$11,066.25 plus shipping.

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

- ITEM-11 Town Council Approval of the FY 2023 Revenues and Expenditures Report for the period ending March 31, 2023.
Lisa Purvis, MMC – Town Clerk
- Motion made by Councilman Wollitz, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels
- ITEM-12 Town Council approval to use Capital Funds for the extra funds expended to complete the Town Hall Park & Oxford Street Park FRDAP Grant Improvements.
Lisa Purvis, MMC – Town Clerk
- Motion made by Council President Sims, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels
- ITEM-13 Town Council approval of the Minutes from the May 4, 2023, Joint Workshop, and the May 4, 2023, Public Hearing & Regular Meeting.
Lisa Purvis, MMC – Town Clerk
- Motion made by Councilman Wollitz, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels
- ITEM-14 Town Council approval of Alan Jay Fleet Sales, Payable through April 12, 2023, Project Name: Mosquito Truck in the amount of \$48,162.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$48,162.00.
- Motion made by Councilman Wollitz, Seconded by Council Pro Tem Pickett.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels
- ITEM-15 Town Council approval of Alan Jay Fleet Sales, Payable through May 5, 2023, Project Name: Parks & Recreation Truck in the amount of \$33,623.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$33,623.00.
- Motion made by Council President Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels
- ITEM-16 Town Council approval of Cantrell Ray Real Estate, LLC, Payable through May 15, 2023, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$2,500.00.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$454,000.00
- Motion made by Council Pro Tem Pickett, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

ITEM-17 Town Council approval of Lampe, Roy & Associates, Inc., Payable through April 17, 2023, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$6,600.00.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$454,000.00**

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

ITEM-18 Town Council approval of Moody Williams Appraisal Group, Payable through April 28, 2023, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$2,600.00.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$454,000.00**

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

ADDED ITEMS

ITEM-19 Town Council discussion and direction regarding a Public Records Request
Christian Waugh – Town Attorney

Town Attorney Christian Waugh states the Town, through the Deputy Town Clerk, has received a Public Records Request for all of the Town Clerk's emails for the past three years.

Council Pro Tem Pickett states he knows that Council cannot ask who submitted the request, and asks if the Town Attorney is allowed to ask who submitted the request.

Town Attorney Christian Waugh states we can always ask who they are.

Council President Sims states whatever it takes to respond, the Town needs to respond. Further asks Town Attorney Waugh what direction he needs.

Town Attorney Christian Waugh states he would like the Town Council to instruct that the identity be disclosed to him.

Motion made for the identity to be disclosed.

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

ITEM-20 Town Council to set a Workshop to discuss Consent Agendas.
John P. Beasley - Mayor

Motion made to set a Workshop for June 1, 2023, at 6:30 p.m.

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

ADDITIONAL COMMENTS

PUBLIC

No comment.

MAYOR & TOWN COUNCIL

Councilman Michaels states that Parks and Recreation Director Whittenburg is working on getting lifeguards certified.

Council President Sims states the Gardening Club did a great job on the Welcome to Hilliard sign.

Mayor Beasley thanks the Public Works Department for putting up the crosses, and states they are looking good.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

ABSENT

Parks & Recreation Director, Gabe Whittenburg (at Gymnastics)

TOWN ATTORNEY

No comment.

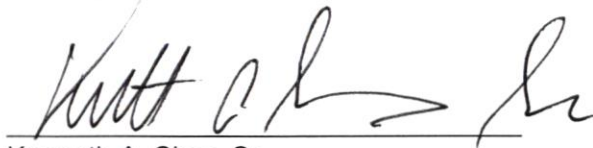
ADJOURNMENT

Motion made to adjourn at 8:36 p.m.

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

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

Approved this 1st day of June, 2023 by the Hilliard Town Council, Hilliard, Florida.



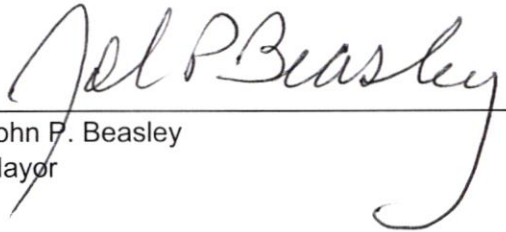
Kenneth A. Sims, Sr.
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



John P. Beasley
Mayor