

# 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

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## MINUTES

THURSDAY, SEPTEMBER 07, 2023, 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

#### PUBLIC HEARING

ITEM-1      Ordinance No. 2023-07 - Amending Chapter 62 Zoning and Land Development Regulations - Moving Division 7 to Chapter 14 Building and Building Regulations  
***Council President Sims***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2023-07

Following no public input motion is made to close the Public Hearing at 7:05 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 adopt Ordinance No. 2023-07, 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. 2023-08 - Amending Chapter 62 Zoning and Land Development Regulations - Adding Chapter 46 Subdivision  
***Council President Sims***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2023-08

Following no public input motion is made to close the Public Hearing at 7:07 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 adopt Ordinance No. 2023-08, on Second and Final Reading.

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-3      Ordinance No. 2023-12 - TRIM FY 2023-2024  
Setting the Ad Valorem Tax Millage Rate for the Fiscal Year 2023-2024 and advising the Nassau County Property Appraiser of the "Rolled Back Rate" and of the Final Adopted Millage Rate.  
***Council President Sims***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2023-12

Following no public input motion is made to close the Public Hearing at 7:08 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 adopt Ordinance No. 2023-12, on First Reading and set Public Hearing & Final Reading on September 22, 2023, 6:00 p.m.

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

ITEM-4            Ordinance No. 2023-13 - BUDGET FY 2023-2024  
                      Estimating Income, Appropriating Funds and Adopting a Budget for the 2023-2024 Fiscal Year for the Town of Hilliard.  
***Council President Sims***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2023-13

Following no public input motion is made to close the Public Hearing at 7:09 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 adopt Ordinance No. 2023-13, on First Reading and set Public Hearing & Final Reading on September 22, 2023, at 6:00 p.m.

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

**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-5            Additions/Deletions to Agenda

No additions to or deletions from the Agenda.

ITEM-6 Town Council review of the Nassau County Property Appraiser & Tax Collector's Tangible Personal Property Verification Program and approval of a three-party Interlocal Agreement.

**Lisa Purvis, MMC – Town Clerk**

Motion to table this item until the September 21, 2023, regular meeting and ask Kevin Lily of the Nassau County Property Appraiser's Office to be present to explain the agreement.

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

ITEM-7 Town Council adoption of Resolution No. 2023-18, the Town of Hilliard's Water System Asset Management and Fiscal Sustainability (AMFS) Plan.

**Lisa Purvis, MMC – Town Clerk**

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

ITEM-8 Town Council adoption of Resolution No. 2023-19, the Town of Hilliard's Wastewater System Asset Management and Fiscal Sustainability (AMFS) Plan.

**Lisa Purvis, MMC – Town Clerk**

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

ITEM-9 Town Council approval of Capital Expenditures to wire Town Hall Park for electricity and provide a concrete walking path from Town Hall parking lot to the Town Hall Park.

**Gabe Whittenburg – Parks & Recreation Director**

Motion to approve Hubbard Electrical Contracting, LLC to wire the Town Hall Park Pavilion for a total cost of \$7,000.00, with a \$1,500.00, donation deduction off the total cost if the Town puts up a sign saying Hubbard Electrical Contractors, LLC donated the light fixtures.

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

Motion made to approve Jordan & Family Construction, LLC to install a concrete sidewalk from the Town Hall to connect to the Town Hall Park concrete trail and a 12x12 concrete pad for the Town's Christmas Tree.

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

Motion to approve Hubbard Electrical Contracting, LLC to wire the Town Hall Park Pavilion for a total cost of \$7,000.00, with a \$1,500.00, donation deduction off the total with the Town providing a sign saying Hubbard Electrical Contractors, LLC donated the light fixtures.

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-10 Town Council to set a date for a Joint Workshop with the Planning & Zoning Board to discuss Pre-Application for Vacation of Alley Way for Block 166.  
**Lee Anne Wollitz - Land Use Administrator**

Motion to set Joint Workshop on Tuesday, October 10, 2023, at 6:00 p.m., prior to the Planning & Zoning Board Meeting.

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-11 Town Council approval of the Town Clerk's recommendation to fill the Administrative Assistant Vacant Position  
**Lisa Purvis, MMC – Town Clerk**

Motion to hire Elise Victoria Earnest for the Administrative Assistant Position at Grade 4, Step 5. Starting September 25, 2023, as Non-Exempt Full-time, for an Introductory Probationary Period.

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

ITEM-12 Town Council approval of the Town Clerk's recommendation to fill the Deputy Town Clerk Vacant Position with the Administrative Financial Assistant Position  
**Lisa Purvis, MMC – Town Clerk**

Motion to hire Calen Ashley Burnette for the Administrative Financial Assistant Position at Grade 5, Step 2. Starting September 11, 2023, as Non-Exempt Full-time, for an Introductory Probationary Period.

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

Wollitz, Councilman Hunter

ITEM-13 Town Council approval of the Minutes from the August 17, 2023, Public Hearing & Regular Meeting.

***Lisa Purvis, MMC - Town Clerk***

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 approval of Keelco, Inc., Payable through September 3, 2023, Project Name: Walker Street Paving Project in the amount of \$22,020.45.  
**CAPITAL FUNDED PROJECT BUDGETED AT \$45,000.00 WITH FINAL PROJECT COST \$38,076.23.**

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

#### **ADDITIONAL COMMENTS**

##### **PUBLIC**

No comment.

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

**Councilman Wollitz** states that Councilman Michaels was out due to his wife in the hospital and asks for prayers for her.

**Councilman Hunter** also asks for prayers for Councilman Michaels wife.

**Council President Sims** wishes Mayor Beasley safe travels for him and his wife in Ireland.

##### **ADMINISTRATIVE STAFF**

###### **PRESENT**

Town Clerk, Lisa Purvis

Assistant Public Works Director, Cory Hobbs

Parks & Recreation Director, Gabe Whittenburg

###### **ABSENT**

Public Works Director, Richie Rowe

**Town Clerk, Lisa Purvis** thanks the Town Council for approving her recommendations to hire the two new employees to fill the vacant positions.

**Parks & Recreation Director, Gabe Whittenburg** thanks to the school for naming the football field after his late father Coach Paul Whittenburg. States that he has 130 kids in soccer and that was the most he has had so far.

##### **TOWN ATTORNEY**

States he is on baby watch.

**ADJOURNMENT**

The meeting adjourns at 7:56 p.m.

Motion made by Councilman Wollitz, Seconded by Councilman Hunter.

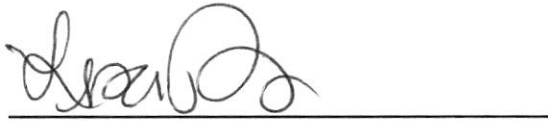
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter

Approved this 21<sup>st</sup> day of September, 2023 by the Hilliard Town Council, Hilliard, Florida.



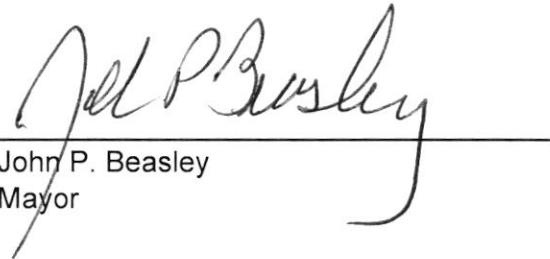
Kenneth A. Sims, Sr.  
Council President

ATTEST:



Lisa Purvis  
Town Clerk

APPROVED:



John P. Beasley  
Mayor