

# 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, MARCH 02, 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  
Councilman Joe 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-1 Additions/Deletions to Agenda

Item-17 Town Council to add the approval of the final primary and support items to complete the Oxford Street Park, Phase IV.

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

Item-18 Town Council to add the approval of the final primary and support items to complete the Town Hall Park, Phase I.

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

Item-19 Town Council to add the request from First Baptist Church to have Easter Egg Hunt at the Town Hall Park.

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

ITEM-2 Town Council approval of Final Plat for the Whisper Ridge Subdivision, Application # 20220728, Parcel No. ID. 04-3N-24-0000-0006-0010 and 04-3N-24-0000-0004-0100 and acceptance of the Performance Bond for Completion of the Infrastructure Improvements for the Whisper Ridge Subdivision  
**Janis K. Fleet, AICP – Town Planning Consultant**

**Town Planner Fleet** states that Surveyor Manzie & Drake found Whisper Ridge's plat unacceptable so LGI Homes will have to reprint. Further requests the item be tabled.

Motion to table item to the March 16, 2023, agenda.

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

ITEM-3 Town Council to establish a process to close, abandon, or vacate, streets, alleys, easements, or right of ways, within the Town of Hilliard.  
**Christian Waugh – Town Attorney**

Motion to set a Joint Workshop for Tuesday, March 14, 2023, at 6:30 p.m.

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

ITEM-4 Town Council approval of Right of Way Mowing Contract for mowing, weed eating, and trash clean-up, a quantity of eight (8) times per contract year, at a bid unit price from April 10, 2023, through the last cycle in 2025.  
**Richie Rowe – Public Works Director**

**Public Works Director Richie Rowe** presents the Bids.  
**Town Clerk Lisa Purvis** asks Town Employee Hannah Martinez if she

presented Public Works Director Rowe with the list of missing items.  
**Town Employee Hannah Martinez** states she was not given a list by the Clerk.  
**Council** decide the first choice is North Florida Lawn Maintenance.  
**Council** decide the second choice is Eagle Lawn Care of NEFL Inc.  
**Council** decide the third choice is Dixon Tree & Lawn Service.  
**Council President Sims** states that the Town has to go with the lowest bid, North Florida Lawn Maintenance, and because their bid is half of the other two bids they should be given until the close of business on Monday, March 6, 2023, to sign the contract or forfeit their bid bond.  
**Mike Cole, 55114 Jewel Thomas Road, Callahan Florida,** states he is representing Dixon Tree & Lawn Service. Further states Dixon Tree & Lawn Service has had the mowing contract in the past year and has enjoyed working with the Town. Further states Dixon Tree & Lawn Service does not sub out the work.  
**Bobby Williams, 542201 Paddock Ct., Callahan Florida,** states he is representing Eagle Lawn Care of NEFL, Inc., states he has been working with JEA, has all required equipment, does not sub out work, does all work with his staff, and would love to work with the Town.

Motion to award bid to North Florida Lawn Maintenance and if they do not sign contract, go to the next lowest bid, Eagle Lawn Care of NEFL, Inc. If they do not accept, go to the third bid, Dixon Tree & Lawn Service.

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, Councilman Michaels

ITEM-5 Town Council to discuss a Car show lead by David Taylor to be held on Town Hall Property at the Town Hall Park in October 2023.  
***Alicia Head – Administrative Assistant***  
**Town Employee Alicia Head and David Taylor** speak regarding using the Town Hall Park to hold a car show. Further states she would like to add the car show to the Town Event List. Further states the Callahan Cruisers will be helping to get Town started, and this event will bring in revenue.

Motion to allow the car show and for it to be a Town Annual Event held at the Town Hall Park.

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

ITEM-6 Town Council Adoption of Resolution No. 2023-06; Water and Wastewater Utility Specifications and Documentation Requirements; Manual of Standards and Specifications for Utilities Construction, for the Town of Hilliard; and providing for an effective date.  
***Lee Anne Wollitz - Land Use Administrator***

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

- ITEM-7 Town Council approval to hire Justin C. Tuten as a Streets and Water & Wastewater Technician at \$15.00 per hour as a Non-Exempt, Introductory or Probationary Employee.  
**Richie Rowe - Public Works Director**

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

- ITEM-8 Town Council approval of Contract for Audit and Accounting Services for the fiscal years ended September 30, 2023, 2024, and 2025, with Powell and Jones CPA.  
**Lisa Purvis, MMC - Town Clerk**

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, Councilman Michaels

- ITEM-9 Town Council to approve Town Attorney entering, into discussion with CSX Railroad to renegotiate maintenance of the Easement Agreement with the Town of Hilliard.  
**Christian Waugh – Town Attorney**

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, Councilman Michaels

- ITEM-10 Town Council approval of Resolution No. 2023-05; a Resolution amending Resolution No. 2022-08, adding a fee for Development Investigation Applications; adding a deposit in addition to consultant cost plus 10%, for the Town of Hilliard; and providing for an effective date.  
**Lisa Purvis, MMC – Town Clerk**

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

- ITEM-11 Town Council approval of the FY 2023 Revenues and Expenditures Report for the period ending December 31, 2022.  
**Lisa Purvis, MMC – Town Clerk**

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

- ITEM-12 Town Council discussion and approval to allow the Hilliard Gardening Club to Landscape around the Welcome to Hilliard sign on US Highway 1 Northbound,

and for the Town of Hilliard to fund the project.

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

**Public Works Director Richie Rowe** to assist with safety, lifting heavy items, and to direct purchase items to save on sales tax.

Motion to approve the project not to exceed \$1,000.00.

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

ITEM-13 Town Council approval of the Minutes from the February 16, 2023, 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, Councilman Michaels

ITEM-14 Town Council approval of CXT Incorporated, Payable through February 23, 2023, Project Name: Town Hall Park Phase I, FRDAP Project No. A21009 at the Hilliard Town Hall Park in the amount of \$82,217.73.

**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT  
\$200,000.00**

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

ITEM-15 Town Council approval of MAE Contracting, LLC, Payable through February 20, 2023, Project Name: Oxford Street Park Phase IV, FRDAP Project No, A21011 at the Hilliard Oxford Street Park in the amount of \$15,267.00.

**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT  
\$200,000.00**

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

ITEM-16 Town Council approval of MAE Contracting, LLC, Payable through February 20, 2023, Project Name: Oxford Street Park Phase IV, FRDAP Project No. A21011 at the Hilliard Oxford Street Park in the amount of \$10,936.00.

**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT  
\$200,00.00**

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

**ADDED ITEMS**

- ITEM-17      Town Council approval of the final primary and support items to complete the Florida Recreation Development Assistance Program, Grant Agreement No. A1011 – Oxford Street Park, Phase IV, in the amount of \$34,339.97.  
***Lisa Purvis, MMC – Town Clerk***
- Motion made by Council President Sims, Seconded by Councilman Hunter.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-18      Town Council approval of the final primary and support items to complete the Florida Recreation Development Assistance Program, Grant Agreement No. A1009 – Town Hall Park, Phase I, in the amount of \$23,168.81.  
***Lisa Purvis, MMC – Town Clerk***
- Motion made by Councilman Hunter, Seconded by Councilman Wollitz.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-19      Town Council approval for the First Baptist Church to hold their Easter Egg Hunt at the Town Hall Park.
- Councilman Wollitz and Council President Sims** stipulate the time for 2:00 p.m. on April 8, 2023, after the Town Clean Up. Further states the church needs to provide proof of a Certificate of Insurance.
- Motion made by Councilman Wollitz, Seconded by Councilman Michaels.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-20      Town Council to set a Workshop to discuss Town Employee Complaint.
- Motion made to set the Workshop for March 16, 2023, following the close of the Regular Meeting.
- Motion made by Councilman Wollitz, Seconded by Councilman Hunter.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-21      Town Council to set a Special Meeting to discuss Town Employee Complaint.
- Motion made to set the Special Meeting for March 16, 2023, following the close of the Workshop.
- Motion made by Councilman Wollitz, Seconded by Councilman Michaels.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

**ADDITIONAL COMMENTS**

**PUBLIC**

**Hannah Martinez, 272401 Murree Road, Hilliard**, clarifies that the Town Clerk did give her a list of items that were missing for the Mowing Bids, and she did pass that list along to the Public Works Director.

**MAYOR & TOWN COUNCIL**

**Councilman Wollitz** wishes congratulations to Daniel Thomas on becoming the new Football Head Coach at Hilliard Middle Senior High School.

**Councilman Michaels** states to keep Parks & Recreation Director Gabe Whittenburg's father in your prayers as he is having surgery on his leg.

**Mayor Beasley** reminds everyone of the car show at Journey Church on Saturday, March 4, 2023.

**Town Employee Alicia Head** gives an update on Girl Scout Cookies.

**ADMINISTRATIVE STAFF**

PRESENT

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

Parks & Recreation Director, Gabe Whittenburg

**Parks & Recreation Director Gabe Whittenburg** states that basketball is over and provides an update on the teams. States there were 350 kids that played, 44 teams, and 7 divisions.

**Town Clerk Lisa Purvis** thanks the Town Council for approving the Parks to be completed.

**TOWN ATTORNEY**

**Town Attorney Christian Waugh** states that Parks & Recreation Director Gabe Whittenburg needs to create a Swim Team. Further states he and his wife are expecting their second baby, and the baby is due September 19, 2023.

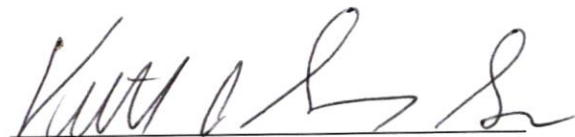
**ADJOURNMENT**

Motion made to adjourn at 7:54 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 Hunter, Councilman Michaels

Approved this 16<sup>th</sup> day of March, 2023 by the Hilliard Town Council, Hilliard, Florida.



Kenneth A. Sims, Sr.  
Council President

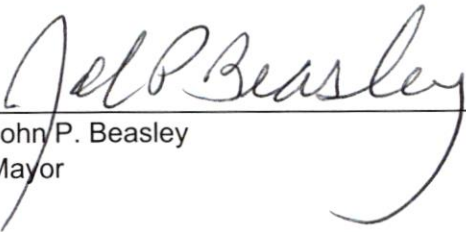
ATTEST:



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Lisa Purvis  
Town Clerk

APPROVED:



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John P. Beasley  
Mayor