

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

MINUTES

THURSDAY, DECEMBER 21, 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 Dallis Hunter
Councilman Joe Michaels

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from Agenda.

ITEM-2 Town Council to consider Ordinance No. 2023-17, An Ordinance relating to Public Right-of-Way or Alley; Making Findings; Vacating Public Right-of-Way or Alley within or surrounded by Block 166; Plat of the West Portion of Hilliard; within Town of Hilliard, Florida; Authorizing Recording of a Certified Copy of this Ordinance. Adopting on First Reading and Set Public Hearing & Final Reading

for January 18, 2024.

Lee Anne Wollitz – Land Use Administrator

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-3 Town Council to Adopt Resolution No. 2023-24, Amending the Town of Hilliard Personnel Policy Procedures Manual as it relates to Vacation Benefits.

Lisa Purvis, MMC – Town Clerk

Motion to adopt Resolution No. 2023-24 and for Town Attorney, Christian Waugh, to send a letter to the Advisory Council.

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-4 Town Council Approval to Adopt Resolution No. 2023-25, Accepting a Florida Department of Transportation offer of a Public Transportation Grant Agreement and Authorizing and Directing the Hilliard Town Council to Accept such Agreement.

Lisa Purvis, MMC – Town Clerk

Motion to table Item-4 to the January 4, 2024, Regular Meeting Agenda.

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-5 Town Council to provide dates to set the Annual Joint Workshop with the Nassau County School Board for some time in January or February 2024.

Lisa Purvis, MMC – Town Clerk

Dates provided by Town Council being Monday, January 8, 2024, at 6:00 p.m. & Monday, January 29, 2023, at 6:00 p.m.

- ITEM-6 Town Council to Set a Workshop to Discuss Commercial Drivers Licenses for the Public Works Department.

Joel Hall P.E. – Public Works Director

Motion to set a Workshop for Thursday, January 4, 2023, at 6:00 p.m.

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

- ITEM-7 Town Council Approval of the Reappointment of Wendy Prather and Kevin Webb Zoning Board Members for an additional Three-Year Term beginning January 2024.

Lee Anne Wollitz – Land Use Administrator

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-8 Town Council Approval of the Hilliard Volunteer Fire Department 2023 Run Reimbursements.

Dallis Hunter – HVFD

Councilman Wollitz, states that he will be abstaining from voting due to his son receiving reimbursement.

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

- ITEM-9 Town Council Approval of Position Process for Elise Earnest's Transition from Introductory/Probationary Status to Regular Full-Time.

Lisa Purvis, MMC – Town Clerk

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-10 Town Council Approval of the Minutes for the December 7, 2023, Public Hearing & Regular Meeting.

Lisa Purvis, MMC - Town Clerk

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

- ITEM-11 Town Council Approval of Site Savy Inc., Payable through December 8, 2023, Project Name: Sewer Rehabilitation in the amount of \$32,213.15.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$32,213.15.

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

ADDITIONAL COMMENTS

PUBLIC

Alzada Hall Harrell 371044 North Oxford Street, Hilliard, asks what the status is on the North Oxford Park Grant.

Town Clerk, Lisa Purvis, replies and states that at the beginning of December she received the signed contract from the Department of Environmental Protection and that beginning in January 2024, four large projects are going to be started, and the North Oxford Park Grant being one of those projects.

MAYOR & TOWN COUNCIL

Mayor Beasley, states that he attended the Leadership Nassau Forum, and it was a great opportunity to speak on the current information in the Town.

Since the last meeting, the Town held the Golf Cart Parade, with over 31 golf carts in attendance of the parade, and thanks all who participated. He continues by stating the Town is having its annual Staff Christmas Party and hopes that all staff can come and enjoy.

He reads a card received from a resident of the Town thanking the Town for the tree lighting event. He continues stating how fortunate the Town has been with the good weather we've had at all of the events.

As a part of the TDC, he was invited to help stuff backpacks.

Councilman Wollitz, wishes all a Merry Christmas and a Happy New Year.

Councilman Michaels, tells all to have a safe Holiday Season.

Councilman Hunter, wishes all a Merry Christmas and mentions that this year has been his first full year on Town Council.

Council Pro Tem Pickett, wishes all a Merry Christmas and congratulates Councilman Hunter and Councilman Michaels.

Council President Sims, wishes all a Merry Christmas and states how much he loved the Golf Cart Parade, and apologizes to all who participated in the Parade of Trees since we had to take them down so early due to inclement weather conditions.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

Public Works Director, Joel Hall

Parks & Recreation Director, Gabe Whittenburg

Public Works Director, Joel Hall, states that he is working on monthly reports for Town Council.

Parks & Recreation Director, Gabe Whittenburg, states that basketball signups have closed and that they are now in need of Sponsors and thanks members of the Town Council for sponsoring a team again this year and for Councilman Michaels and his business for sponsoring a team this year. Town Attorney Christian Waugh state that he and his firm will sponsor a team.

TOWN ATTORNEY

Town Attorney Christian Waugh, states that he is sorry that he was unable to attend tonight that his daughter is still very sick and wishes all a Merry Christmas.

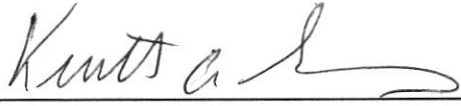
ADJOURNMENT

Motion made at 7:32 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, Councilman Michaels

Approved this 4th day of January, 2024 by the Hilliard Town Council,
Hilliard, Florida.



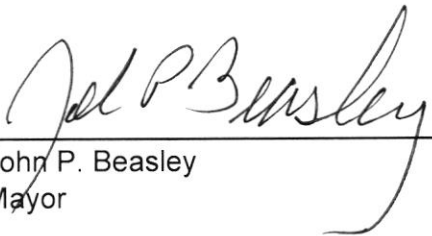
Kenneth A. Sims, Sr.
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



John P. Beasley
Mayor

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME WOLLETT JARED ERWIN		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE HILLIARD TOWN COUNCIL	
MAILING ADDRESS 57255 INGHAM RD		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY HILLIARD	COUNTY NASSAU	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 12/21/23		NAME OF POLITICAL SUBDIVISION TOWN OF HILLIARD	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTEE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, JAREN E. WOLLEITZ, hereby disclose that on 12/21, 2023:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☒ inured to the special gain or loss of my relative, SON _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

ITEM #8 ON THE AGENDA (12/23/23) ALLIARY VOLUNTEER FIRE DEPARTMENT RUN ~~RE~~ REIMBURSEMENT.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

12/23/23
Date Filed

[Signature]
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.