

# 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, JANUARY 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

## PUBLIC HEARING

ITEM-1      Ordinance No. 2023-17 – Block 166 - Vacating Alley  
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. For applicant Ursula Jones.  
***Lee Anne Wollitz – Land Use Administrator***

Call for Public Comments  
Close Public Hearing on Ordinance No. 2023-17

Following no public comments, motion to close the Public Hearing at 7:01 p.m.

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

### **TOWN COUNCIL ACTION**

Town Council to adopt Ordinance No. 2023-17, on Second and Final Reading.

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

### **REGULAR MEETING**

ITEM-2      Additions/Deletions to Agenda

No additions to or deletions from the agenda.

ITEM-3      Town Council to Consider Ordinance No. 2024-01, 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. Adopting on First Reading and Set Public Hearing & Final Reading for February 15, 2024.  
***Lisa Purvis, MMC – Town Clerk***

Motion made to adopt on First Reading and Set Public Hearing & Final Reading for February 15, 2024.

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

Town Clerk, Lisa Purvis, states that the rate would be an increase of 1.38%, and would take effect with the February 20<sup>th</sup>-March 20<sup>th</sup> usage bill and payable on or after April 1<sup>st</sup>. After this, the MCI month would change to June, and the rates would be discussed every budget and then go into effect on the August 20<sup>th</sup> – September 20<sup>th</sup> usage billed and payable on or after October 1<sup>st</sup>.

Both motion and second are rescinded and motion to table Item-3 until the first July 2024, Meeting is made.

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

ITEM-4      Town Council to Consider Holding One Workshop Per Month on the Same Day Each Month.  
***Lisa Purvis, MMC – Town Clerk***

Town Clerk, Lisa Purvis, states that Planning & Zoning Workshops are scheduled the 2nd Tuesday of the month, the Nassau County School Board workshops scheduled 2<sup>nd</sup> and 4<sup>th</sup> Thursday monthly. The Nassau County Board of County Commissioners meetings are scheduled the 2<sup>nd</sup> and 4<sup>th</sup> Monday, & 3<sup>rd</sup> Wednesday monthly.

Motion to review and discuss all workshop items at one monthly workshop to be held on the second Thursday of each month.

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

ITEM-5      Town Council to Set the Annual Joint Workshop with the Nassau County School Board for Monday, January 29, 2024, at 6:00 p.m.  
***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-6      Town Council to Set a Joint Workshop with the Planning & Zoning Board on January 29, 2024, at 7:00 p.m., to discuss the Lofty Annexation and Companion Applications.  
***Lee Anne Wollitz – Land Use Administrator***

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

ITEM-7      Town Council to Review and Accept the Building Official's Quarterly Report for October 1, 2023, through December 31, 2023.  
***Bryan Higginbotham – Building Official***

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-8      Town Council to Review and Accept the Code Enforcement Officer's Quarterly Report for October 1, 2023, through December 31, 2023.  
***Delvin Miley, Jr. – Code Enforcement Officer***

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-9      Town Council to Review and Accept the Land Use Administrator's Quarterly Report for October 1, 2023, through December 31, 2023.  
***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

- ITEM-10 Town Council update regarding Commercial Drivers Licenses for the Public Works Department following January 4, 2024, Workshop.

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

Councilman Wollitz, states that he has been in contact with the Nassau County School Board, and that they are more than willing to help the Town of Hilliard's Public Works Department get their Commercial Drivers Licenses, with the online portion being \$200.00 per person. However, there are still some logistics to be determined at this time.

Town Council decides to put Item-10 on hold until further notice.

- ITEM-11 Town Council to Discuss participating in Virtual 30-minute interview calls with the Nassau County Planning Department for the Nassau County Vision Plan.

**Lisa Purvis, MMC – Town Clerk**

Town Clerk, Lisa Purvis, states that the last county wide visioning exercise took place in 2006-2009 and culminated in the adoption of the Vision 2032 plan, and subsequently the 2030 Comprehensive Plan. Nassau County is doing things differently this time, as they have hired an extremely talented team to facilitate the vision plan creation process. The first, and most important step in this plan is conducting individual interviews with elected officials from the three municipalities within Nassau County, in which they are trying to schedule as soon as possible. The interviews allow elected officials to speak directly with the consulting team. Interviews are available after hours via phone or zoom. The Internal Lead is Planning Director Elizabeth Backe, and Project Lead is Kailey Saver.

- ITEM-12 Town Council to consider approval of Land Acquisition Contract to Purchase Land at the North End of the Hilliard Airpark with Funds being Reimbursed by FAA & FDOT Grant Funds and Hilliard Aviation, Inc. Funds.

**Lisa Purvis, MMC – Town Clerk**

Town Clerk, Lisa Purvis, states that the Town Attorney, Christian Waugh is in the process of preparing a draft contract for land acquisitions and should have ready for Council approval by the next meeting.

Motion to table Item-12 until February 1, 2024, Regular Meeting.

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

- ITEM-13 Town Council Approval of the Minutes for the January 4, 2024, Regular Meeting.

**Lisa Purvis, MMC – Town Clerk**

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-14 Town Council Approval of Lampe, Roy & Associates, Inc. Payable through January 9, 2024, Project Name: Florida Department of Transportation Land North in the Amount of \$1,100.00  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT  
\$464,000.00**

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

ITEM-15 Town Council Approval of blank, Payable through January 11, 2023, Project Name: blank, in the amount of \$9,780.29.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$9,780.29**

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

## **ADDITIONAL COMMENTS**

### **PUBLIC**

No public comments.

### **MAYOR & TOWN COUNCIL**

**Council Pro Tem Pickett**, states that he would like for the Town to do a donation or something for the First Baptist Church of Boulogne to show our appreciation, for them letting the Town use their bus again this year to go to Tallahassee for Rural Counties Day at the Capitol.

**Mayor Beasley**, states that the Town had purchased during COVID new sound equipment and that he would like for the Town to surplus the two older pieces of sound equipment on February 1, 2024, Regular Meeting Agenda.

He states that he is in the process of compiling information for the Mayor's State of the Town address and would like for all department heads to provide information of accomplishments within their departments over the past year.

He mentions the upcoming Fireworks Meeting with the Town of Callahan, Northeast Florida Fair Association and Nassau County on January 29, 2024. At 6:00 p.m., as Nassau County is budgeting \$30,000.00 towards the show as part of their bicentennial celebration. He states that Alicia Head, Administrative Assistant, is spearheading to bring Vietnam Veteran Wall to Nassau County hopefully in 2025 with the VFW.

### **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 sent out to everyone a monthly report of what all the Public Works Department has done and that he would like to continue to do this monthly, in which he wants feedback from all.

**Town Clerk, Lisa Purvis**, states that the Town has advertised for CDBG Grant Administrative Services & Engineering Services, that she will place on the monthly Workshop Agenda for ranking of firms for the requested services. Advertisements began January 16, 2024, with the Florida Times Union, and the RFP's are due January 31, 2024. Reminds all of Rural Counties Day at the Capital on January 25, 2024, 10:00 a.m. – 2:00 p.m. The bus will leave Town Hall at 6:00 a.m., and asks Council President Sims, if he would drive again this year. For the Town's Item at the event, we have 500 pine tree seedlings that were donated by Chad Brock, we will package and have a sticker with the Town's logo, of which Alicia Head, Administrative Assistant, and Lee Anne Wollitz, Land Use Administrator, came up with. She plans to reach out to Nassau County to see which monthly workshop they will be able to attend to assist the Town with Mobilitie Fees and to discussion piggy backing on the Pavement Management Plan.

**Mayor Beasley** states that he spoke with Nassau County Environmental Development Board Executive Director, Sherri Mitchell and she has big information to share with the Town at our February 15, 2024, regular meeting. We have a HAC Meeting on Monday, January 22, 2024, at 7:00 p.m. The Town Clean-Up, and Car Show will be discussed along with other upcoming events. Food Truck Fridays have piqued the interest of some music performers, and so starting soon music will be played during Food Truck Friday.

#### **TOWN ATTORNEY**


**Town Attorney Christian Waugh**, states that he should have Land Acquisition Contracts for the Town Council's approval at the February 1, 2024, regular meeting.

#### **ADJOURNMENT**

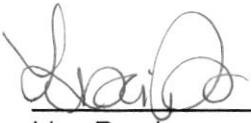
Motion to adjourn at 7:51 p.m.

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

Approved this 15<sup>th</sup> day of February 2024 by the Hilliard Town Council,  
Hilliard, Florida.

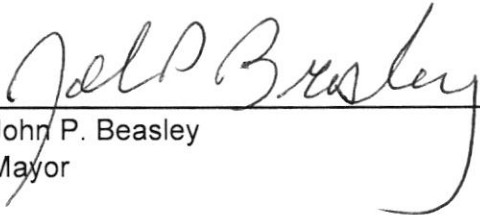
  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

A handwritten signature in cursive script, appearing to read 'Lisa Purvis', written over a horizontal line.

Lisa Purvis  
Town Clerk

APPROVED:

A handwritten signature in cursive script, appearing to read 'John P. Beasley', written over a horizontal line.

John P. Beasley  
Mayor