

# HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers  
15859 West County Road 108  
Post Office Box 249  
Hilliard, FL 32046

## TOWN COUNCIL MEMBERS

Floyd L. Vanzant, Mayor  
John P. Beasley, Council President  
Kenny Sims, Council Pro Tem  
Lee Pickett, Councilman  
Jared Wollitz, Councilman  
Callie Kay Bishop, Councilwoman

## 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, MAY 05, 2022, 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 Floyd Vanzant  
Council President John Beasley  
Council Pro Tem Kenny Sims  
Councilman Lee Pickett  
Councilman Jared Wollitz  
Councilwoman Callie Kay Bishop

## PRESENTATIONS

ITEM-1      Transportation Improvement Program (TIP) for Fiscal Year 2022/2023 through 2026/2027.

***Milton Locklear - North Florida TPO***

**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-2 Additions/Deletions to Agenda

Item-16 Motion to add Class B Biosolid Disposal Contract approval.

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

### ITEM-3 Town Council to set a Joint Workshop for Tuesday, May 24, 2022, at 6:00 p.m. to review and discuss the proposed amendments to the Zoning and Land Development Regulations.

***Janis K. Fleet, AICP - Land Use Administrator***

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

### ITEM-4 Town Council Direction on Installation of Culverts Without Construction of a Building.

***Janis K. Fleet, AICP - Land Use Administrator***

Following discussion, Town Council advises that Culvert Permits can be issued for the installation of a culvert without having to construct a building.

### ITEM-5 Town Council Update on Requiring Paved Streets in Previously Platted Subdivisions.

***Janis K. Fleet, AICP - Land Use Administrator***

**Land Use Administrator Fleet** advises the Council that Chapter 62 Zoning & Land Development Regulations, Article X Proportionate Fair-Share Program, Section 62-562, addresses specific requirements for transportation concurrency to require paved roads for development. Since the SJRWMD is not clear on its definition this section of the Town Code defines a Common Plan of Development as a development larger than one single-family dwelling unit, duplex, triplex, or quadruplex.

### ITEM-6 Town Council Input and Approval of the Process for Approving the Infrastructure Improvements for Development in the Right of Way for Platted Subdivision or New Subdivision Prior to Final Plat.

***Janis K. Fleet, AICP - Land Use Administrator***

**Land Use Administrator Fleet** advises the Council that she is trying to come up with a process for development and provides a Site Clearing/Site Work Application, that is to be used for the processing of the infrastructure that requires engineering review and approval. Following a lengthy discussion regarding including the infrastructure review and approval to the platting application, in between the preliminary and final plat process.

Motion is made to table this item to the next meeting so that the Town Attorney and the Land Use Administrator can work together to resolve this process.

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

ITEM-7 Parks & Recreation Director presents an update to the Town Council regarding the progress of the Parks & Recreation Department through March of 2022.  
**Gabe Whittenburg - Parks & Recreation Director**

ITEM-8 Town Council approval of Parks & Recreation Department Seasonal Summer Temporary Staffing Request.  
**Gabe Whittenburg - Parks & Recreation Director**

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

ITEM-9 Town Council approval of Parks & Recreation Capital Budgeted Fitness Center Exercise Equipment from Strength Depot, total cost \$9,461.00.  
**Gabe Whittenburg - Parks & Recreation Director**

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

ITEM-10 Town Council approval of the Minutes from the April 21, 2022, Regular Meeting.  
**Lisa Purvis, MMC - Town Clerk**

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

ITEM-11 Town Council approval of AEC Electrical Contractors Inc., Payable for Pay Request No.7 - Final through March 25, 2022, Project Name: Security & Lighting at the Hilliard Airpark in the amount of \$8,412.50.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$168,250.00**

Town Clerk Lisa Purvis states that this is the final payment, and this project is now complete.

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

ITEM-12 Town Council approval of AECOM, Payable through April 8, 2022, Project Name: Security Improvements at the Hilliard Airpark in the amount of \$2,568.50.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$51,370.00**

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

ITEM-13 Town Council approval of Dixon Tree and Lawn Service, Payable for pay request No. 2 through May 15, 2022, Project Name: Mowing of Towing Right of Ways in the amount of \$8,750.00.

**MAINTENANCE FUNDED PROJECT LUMP SUM CONTRACT \$70,000.00**

Council President Beasley states he has received several comments on what a good job is being done.

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

ITEM-14 Town Council approval of McInnis Services, LLC dba LCM Steel, Payable for Pay Request No. 9 - Final through April 30, 2022, Project Name: New Box Hanger & Hanger Repair & New Equipment Storage Building at the Hilliard Airpark in the amount of \$25,792.25.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$544,157.00**

Town Clerk Lisa Purvis states that this is the final payment, and this project is now complete.

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

ITEM-15 Town Council approval of Superior Design Pools and Spas, Inc., Payable through April 13, 2022, Project Name: Swimming Pool Marcite in the amount of \$26,528.00

**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$88,429.00**

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

#### **ADDED ITEMS**

ITEM-16 Town Council approval of H&H Biosolids Hauling and Disposal, 12 Month Agreement in the amount of \$1,600.00 per 30-cubic-yard load, FDEP permit requires contract.

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

#### **ADDITIONAL COMMENTS**

**PUBLIC**

**LeeAnn Wollitz 37024 South Oak St. Hilliard**, states she does Administrative Services for several LLCs, and she loves having a checklist. She suggested the Town should have an internal checklist as well as a checklist for citizens to follow.

**Erick Aguilar** states he is the only candidate currently running for Congress in new district for Nassau County and North Jacksonville.

**MAYOR & TOWN COUNCIL**

**Mayor Vanzant** reads the upcoming meeting dates:

**May Meetings:**

Monday, 05-09-2022	@6PM	Workshop (AT THE FAIRGROUNDS)
Thursday, 05-19-2022	@7PM	Regular Meeting
Tuesday, 05-24-2022	@6PM	Joint Workshop (LDR'S)

**Council President Beasley** reminds everyone about the Workshop on May 9, 2022, that will be held at the Fairgrounds.

**Councilwoman Bishop** asks when the LDR Joint Workshop information will be available to the Council.

**Town Clerk Lisa Purvis** advises the agenda will be published on May 6, 2022.

**Councilman Wollitz** states he attended the CDBG meeting on May 3, 2022, and they are working to complete the project by the end of the month.

**ADMINISTRATIVE STAFF**

PRESENT

Town Clerk, Lisa Purvis  
Public Works Director, Ritchie Rowe  
Parks & Recreation Director, Gabe Whittenburg

**Parks & Recreation Director Gabe Whittenburg** states the Splash Pad is currently being painted.

**Public Works Director Ritchie Rowe** thanks Councilman Wollitz for coming to the CDBG meeting on May 3, 2022.

**Town Clerk Lisa Purvis** states the CDBG funding applications are due June 23, 2022, and if the current grant can be closed out by end of month, the Town is eligible for funding in this next cycle.

**TOWN ATTORNEY**

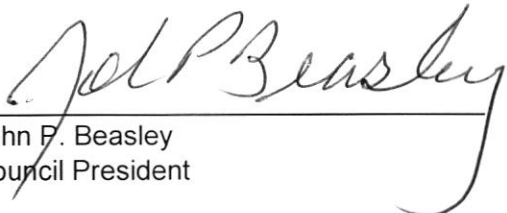
No comment.

**ADJOURNMENT**


Motion to adjourn at 9:02 p.m.

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

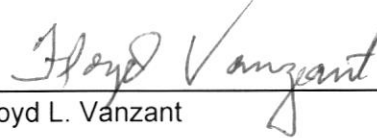
Approved this 19<sup>th</sup> day of May, 2022 by the Hilliard Town Council, Hilliard, Florida.

  
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John P. Beasley  
Council President

ATTEST:

  
\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

  
\_\_\_\_\_  
Floyd L. Vanzant  
Mayor