

# 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, JANUARY 19, 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-12 Town Council approval to add as emergency to the Agenda FRDAP Grant – Oxford Street Park Splash Pad Renovation Estimate Approval.

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-13 Town Council approval to add as emergency to the Agenda FRDAP Grant – Oxford Street Park Swimming Pool Renovation Estimate Approval.

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-14 Town Council approval to add as emergency to the Agenda FRDAP Grant – Oxford Street Park Basketball Court Renovation and Pickleball Court New Scope of Work Approval.

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-15 Town Council approval to add as emergency Payable for first draw to Court Services for the FRDAP Grant – Oxford Street Park.

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-16 Town Council to set a Joint Workshop to discuss Daysprings Commons PUD.

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-17 Town Council to discuss approving request for Girl Scouts to use Town Hall Park to sell Girl Scout Cookies.

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

Item-18 Town Council to discuss with possible action the Town Right of Ways Mowing Contract.

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-19 Town Council to discuss Fleet & Associates, Inc. Payable for December 2022.

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-2      Town Council to review and accept the Code Enforcement Officers Quarterly Report for October 1, 2022, through December 31, 2022.  
***Del Miley – 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, Councilman Michaels

- ITEM-3      Town Council to review and accept the Land Use Administrators Quarterly Report for December 14, 2022, through December 31, 2022.  
***Lee Anne Wollitz - Land Use Administrator***

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-4      Town Council to review and accept the Building Officials Quarterly Report for October 1, 2022, through December 31, 2022.  
***Bryan Higginbotham, CBO – Building Official***

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-5      Town Council to recommend a Municipal Representative for the Town of Hilliard to the Northeast Florida Regional Planning Council Governing Board.  
***Lisa Purvis, MMC - Town Clerk***

Motion made to recommend Councilman Dallis Hunter as the Municipal Representative.

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-6      Resolution No. 2023-03  
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation; amending Resolution No. 2021-22, changing the Schedule of Fees for Streets, Sidewalks, and Other Public Places; and providing for an effective date.

***Mayor Beasley***

Town Council to adopt Resolution No. 2023-03 amending the Schedule of Fees by increasing the cost of culverts installed by the Town and by the Owner based on increased cost to the Town of Hilliard.

***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, Councilman Michaels

- ITEM-7      Resolution No. 2023-04 - Amending Zoning & Land Use Application Fees  
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation; amending Resolution No. 2022-05, amending the Number of Acres that Determines a Small-Scale Amendment from a Large-Scale Amendment to the Town of Hilliard's Comprehensive Plan based on Legislative changes; and providing for an effective date.

**Mayor Beasley**

Town Council to adopt Resolution No. 2023-04, amending the Number of Acres that Determines a Small-Scale Amendment from a Large-Scale Amendment.

**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-8      Town Council to discuss Water & Sewer Rates Increasing based on the October 2022, Municipal Cost Index (MCI) and adding a process with fees to cover the cost of staff and if needed, consultants cost in determining if adequate infrastructure is in place for development.

**Lisa Purvis, MMC – Town Clerk**

Town Council request financials to compare operating cost from October 2021 – December 2021 to October 2022 – December 2022.

- ITEM-9      Town Council Discussion of "Manual of Standards and Specifications for Utilities Construction, Town of Hilliard" Produced by Mittauer & Associates, Inc. and to set a date for Council Adoption or Workshop for review.

**Jared Wollitz – Town Councilman**

Motion made to set a Workshop for Thursday, February 2, 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-10      Town Council approval of the Minutes from the January 5, 2023, Workshop and the January 5, 2023, 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, Councilman Michaels

- ITEM-11      Town Council approval of Taylors Construction of Hilliard, Inc., Final Payable through January 12, 2023, Project Name: Town Hall Renovations in the amount

of \$10,000.00.

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

Motion made by Councilman Michaels, Seconded by Council Pro Tem Pickett.

Following discussion, motion and second are withdrawn.

Motion made to hold check until sheetrock problems are resolved and for Council Pro Tem Pickett to oversee correcting.

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

**ADDED ITEMS**

- ITEM-12 Town Council approval to accept the estimate provided by BIG Z Pool Service, LLC for the FRDAP Grant – Oxford Street Park Splash Pad Renovation to rebuild the pumps and filtration system in the amount of \$39,812.84. This estimate is being provided as an exigent circumstance to be considered sole source.

***Lisa Purvis, MMC – Town Clerk***

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-13 Town Council approval to accept the estimate provided by BIG z Pool Service, LLC for the FRDAP Grant – Oxford Street Park Swimming Pool Renovation to rebuild the pumps and filtration system in the amount of \$42,120.72. This estimate is being provided as an exigent circumstance to be considered sole source.

***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-14 Town Council approval to accept the scope of work contract provided by Court Services for the FRDAP Grant – Oxford Street Park Basketball Court Renovation and to add New Pickleball Court in the amount of \$8,980.00.

***Lisa Purvis, MMC – Town Clerk***

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-15 Town Council approval of Court Services, Payable for Basketball Court Renovation and to add Pickleball Court first draw January 19, 2023, Project Name: Oxford Street Park Phase IV, FRDAP Project No. A21022 at the Hilliard Oxford Street Park in the amount of \$1,980.00.

**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT  
\$400,000.00**

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-16 Town Council to set a Joint Workshop with Planning & Zoning Board to discuss  
Daysprings Commons PUD on Tuesday, January 31, 2023, at 6:00 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-17 Town Council to approve the request for Girl Scouts to use Town Hall Park to sell  
Girl Scout Cookies for the 2023 Girl Scout Cookie Sales Season.

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-18 Town Council to discuss and decide placing on the February 2, 2023, Agenda for  
approval of contract for Town Right of Ways Mowing Contract for a period of  
three (3) years versus one (1) year prior to advertising.

Town Attorney Waugh to prepare new contract to be placed on the February 2,  
2023, Agenda.

- ITEM-19 Town Council discuss Fleet & Associates, Inc. Payable for December 2022,  
regarding separate billing for consulting services that are billed to the developer  
plus 10% for the Town to retain.

**ADDITIONAL COMMENTS**

**PUBLIC**

**Town Employee Jason Bergendahl** questions the repairs to the splash pad.

**MAYOR & TOWN COUNCIL**

**Council Pro Tem Pickett** thanks everyone for attending the meeting.

**Mayor Beasley** thanks Pastor Vroman for attending the meeting and saying the prayer.  
Also, thanks Town Clerk Purvis for preparing and presenting the request for funds before  
the Nassau County Delegation. Also, thanks staff for all the work for Hallmark our Hilliard  
and thanks Town Employee Head for helping get the letters to Santa. Lastly, states Corbins  
Corner Pet Rescue located at 2850 State Road 2 Hilliard, Florida, will hold a grand opening  
on Saturday, January 21, 2023, at 9:30 a.m. and he has been asked to speak at the  
opening. He invites everyone to attend.

**ADMINISTRATIVE STAFF**

**PRESENT**

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe



ABSENT

Parks & Recreation Director, Gabe Whittenburg

**Town Clerk Lisa Purvis** speaks regarding grants for sewer rehab being perused and FEMA.

**TOWN ATTORNEY**

**Town Attorney Waugh** states he will be working with the Land Use Administrator and the Town Planner on upcoming development projects.

**ADJOURNMENT**

Motion to adjourn at 8:03 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

Approved this 2nd day of February, 2023 by the Hilliard Town Council, Hilliard, Florida.



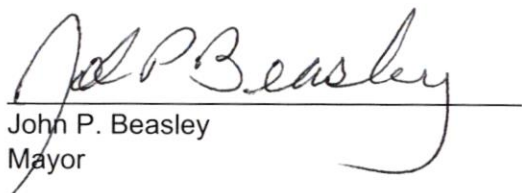
Kenneth A. Sims, Sr.  
Council President

ATTEST:



Lisa Purvis  
Town Clerk

APPROVED:



John P. Beasley  
Mayor