

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

AGENDA

THURSDAY, AUGUST 05, 2021, 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

MAYOR To call on members of the audience wishing to address the Council on matters not on the Agenda.

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council adoption of Resolution No. 2021-16, A Resolution of the Town Council of the Town of Hilliard, Florida a Municipal Corporation. Nominating an elected member of the Hilliard Town Council to the Nassau County Board of County Commissioners; for the Nassau County Board of County Commissioners to appoint to serve on the Amelia Island Tourist Development Council.
Town Attorney Waugh

ITEM-3 Town Council approval of Budgeted Capital Purchase of Wetland Pump Rebuild at the Wastewater Treatment Plant.
Public Works Director – Ritchie Rowe

- ITEM-4** Town Council approval to Amend Capital Budget to add Purchase of New Pump at Master Lift Station located on Mill Street.
Public Works Director – Ritchie Rowe
- ITEM-5** Town Council approval of Agreement between Nassau County School District and Town of Hilliard After School Program for Bus Transportation.
Parks & Recreation Director – Gabe Whittenburg
- ITEM-6** Town Council approval of Smart Quality Lawn Care Payable No. 5 thru July 21, 2021, Project Name: Mowing of Town Right of Ways in the amount of \$5,500.00.
MAINTENANCE FUNDED PROJECT LUMP SUM CONTRACT \$66,000.00
- ITEM-7** Town Council approval of the Minutes from the July 15, 2021, Regular Meeting and July 26, 2021, Special Meeting.
Town Clerk – Lisa Purvis, MMC
- ITEM-8** Town Council approval to accept resignation of probationary employee Jessica Mitchell from the position of Town Hall Administrative Assistant effective July 30, 2021, and to advertise to fill the vacated position.
Town Clerk – Lisa Purvis, MMC

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

TOWN COUNCIL MEETINGS

The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the first Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

MINUTES & TRANSCRIPTS

Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring

a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.

Live & recorded videos can be access at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk's Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

APPEALS

Pursuant to the requirements of Section 286.0105, Florida Statues, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

PUBLIC PARTICIPATION

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

2021 HOLIDAYS

TOWN HALL OFFICES CLOSED

- | | |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 18, 2021 |
| 2. Memorial Day | Monday, May 31, 2021 |
| 3. Independence Day Monday | Monday, July 5, 2021 |
| 4. Labor Day | Monday, September 6, 2021 |
| 5. Veterans Day | Thursday, November 11, 2021 |
| 6. Thanksgiving Day | Thursday, November 25, 2021 |
| 7. Friday after Thanksgiving Day | Friday, November 26, 2021 |
| 8. Christmas Eve | Thursday, December 23, 2021 |
| 9. Christmas Day | Friday, December 24, 2021 |
| 10. New Year's Eve | Thursday, December 30, 2021 |
| 11. New Year's Day | Friday, December 31, 2021 |

RESOLUTION NO. 2021-16

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; NOMINATING AN ELECTED MEMBER OF THE HILLIARD TOWN COUNCIL TO THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS; FOR THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS TO APPOINT TO SERVE ON THE AMELIA ISLAND TOURIST DEVELOPMENT COUNCIL.

WHEREAS, the Nassau County Board of County Commissioners has advised the Town of Hilliard that a vacancy has come open on the Amelia Island Tourist Development Council; and

WHEREAS, Nassau County Board of County Commissioners has advised according to section 125.0104(4)(e) of the Florida Statute and guidance from the Nassau County Attorney, this vacancy can be filled by an "elected municipal official" from one of the three municipalities within Nassau County; and

WHEREAS, Council President, John P. Beasley of the Hilliard Town Council has advised that he is interested and willing to serve; and

WHEREAS, the Hilliard Town Council supports and commends Council President John P. Beasley willingness to serve; and

WHEREAS, the Hilliard Town Council voted unanimous at their Special Meeting dated July 26, 2021, to nominate Council President John P. Beasley to the Nassau County Board of County Commissioners to be selected to fill the vacancy on the Amelia Island Tourist Development Council for a term of service running through December 2024.

NOW, THEREFORE BE IT RESOLVED, that the Town Council of the Town of Hilliard does hereby approve the nomination of Council President John P. Beasley to the Nassau County Board of County Commissioners to be selected to serve on the Amelia Island Tourist Development Council for the term of service running through December 2024.

ADOPTED by the Town Council of the Town of Hilliard, Florida, at its regular meeting held this _____, day of _____, _____.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 5, 2021

FROM: Ritchie Rowe, Public Works Director

SUBJECT: Approval of Budgeted Capital Purchase Wetland Pump Rebuild Wastewater Treatment Plant

BACKGROUND:

This is one of the two pumps in the constructed wetland. The constructed wetland pumps have been in use for the last 9 years. The weaker pump needs a rebuild to install a new rotating assembly, new flapper valve assembly, new wear plate, laser alignment pump to motor on wetland pump.

FINANCIAL IMPACT:

Cost \$5,126.38. Warranty 1-year parts and labor.

RECOMMENDATION:

Approval of Capital Budget Item for complete rebuild one Wemco Pump at constructed wetland.



Parts Quote

#EST-011472

7/21/2021

Southeast Pump Specialist Inc
1864 Tobacco Rd.
Augusta GA 30906
United States

Bill To

Town of Hilliard
PO Box 249
Hilliard FL 32046
United States

Ship To

Town of Hilliard
15859 CR108
Hilliard FL 32046
United States

TOTAL \$5,126.38
~~\$6,126.38~~
Expires: 8/20/2021

Expires	Quoted By	Payment Terms	Sales Rep	Customer Contact	Shipping Terms
8/20/2021	Tommy Genard	Net 30	John Scott Taylor	Jody Wildes	

Qty	Item	Customer Part #	Exp. Ship Date	Rate	Amount
1	SN06SA-103-STD SN06SA-103-STD - Summit SN06A super T rotating assembly, standard materials.			\$2,590.00	\$2,590.00
1	SN06A-261-NEO SN06A-261-NEO Summit SN06A Flapper valve assembly			\$139.00	\$139.00
1	SN06A-205-STEEL Summit SN06A wear plate. Carbon steel material. p/n SN06A-205-STEEL			\$159.00	\$159.00
1	11402G 19370 11402G 19370 GASKET			\$15.38	\$15.38
1	25152-453 25152-453 O-Ring LP Pump Gorman- Rupp			\$23.00	\$23.00
1	Misc Item Labor and Materials to Install wear plate, installation, and laser align motor to pump			\$2,200.00	\$2,200.00

PO# 072221-01 RR

Capital Expenditure Water

DISCLAIMER

OEM part numbers are for reference only and no way indicate that we are supplying OEM parts or in any way represent the OEM. SEP Standard Terms and Conditions available upon request. Please call me if you have any questions regarding this quotation.

Phone #
706-772-2030

Fax #
706-772-2037

Website
www.seppump.net



EST-011472

1 of 2



Parts Quote

#EST-011472

7/21/2021

Qty	Item	Customer Part #	Exp. Ship Date	Rate	Amount
1	Misc Item Labor and Materials to remove rags from behind the impeller on a separate 10" self-priming pump, while onsite for the above pump repair. Price includes removal of the rotating assembly, removal of rags, installation, and laser align motor to pump			\$1,000.00	\$1,000.00
Subtotal					\$6,126.38

Tax Total (%) \$0.00

Total \$6,126.38

\$ 5,126.38

Customer Remarks

Lead-time: 4-5 Weeks, ARO
Freight Not Included

DISCLAIMER

OEM part numbers are for reference only and no way indicate that we are supplying OEM parts or in any way represent the OEM. SEP Standard Terms and Conditions available upon request. Please call me if you have any questions regarding this quotation.

Phone #
706-772-2030

Fax #
706-772-2037

Website
www.sepump.net



EST-011472

2 of 2



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting **Meeting Date:** August 5, 2021

FROM: Ritchie Rowe, Public Works Director

SUBJECT: Approval to Amend Capital Budget to Add Purchase New Pump Master Lift Station located on Mill Street

BACKGROUND:

The Main Lift Station handled excessive amounts of water during hurricane Elsa. This added to the wear on the Myers pump prompting replacement. This is a needed pump as the main lift station can no longer keep up with these flash floods and high flow periods. Station Flow examples: 7/7/21 815,000 gallons, 7/8/21 1,007,000 gallons, 7/9/21 926,000 gallons. The wastewater plant and master lift station are designed to handle 480,000 gallons. As of 7/22/21 the daily flow has been 500,000 gallons plus each day this month. Today 7/22/21 influent flow was 907,000 gallons. A heavy rainstorm of 2 inches or more can cause a surcharge.

FINANCIAL IMPACT:

This pump is a 20HP HCP. The cost is \$5,484.74

RECOMMENDATION:

Approval to purchase the new pump to replace the main lift station pump and to amend the budget to classify as a Capital purchase.

3850 Anchuca Drive #26
Lakeland, FL 33811

Estimate

Date	Estimate #
7/8/2021	02471

Name / Address
Town of Hillard PO Box 249 Hilliard, FL 32046

Ship To
Town of Hilliard WWTP 15859 W CR 108 Hilliard, FL 32046 Attn: Richie Rowe 904-813-1296

Project

[illegible]



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting **Meeting Date:** August 5, 2021

FROM: Gabe Whittenburg, Parks & Recreation Director

Subject: Approval of Agreement between Nassau County Schools and Town of Hilliard After School Program for Bus Transport.

BACKGROUND:

Annual Bus Contract with School Board Renewal.

FINANCIAL IMPACT:

Fee is nominal and is positive feature in program for prospective parents.

RECOMMENDATION:

Renew Annual Bus Contract.

**LETTER OF AGREEMENT BETWEEN
NASSAU COUNTY SCHOOLS TRANSPORTATION DEPARTMENT and
HILLIARD PARKS AND RECREATION**

This agreement is entered into by and between the NASSAU COUNTY DISTRICT SCHOOL BOARD, a body corporate, hereinafter called "NCSB", and HILLIARD PARKS AND RECREATION, hereinafter called "HP&R".

- 1) This is a mutual agreement entered into and for the purpose of providing needed transportation for HP&R for the Nassau County 2021-2022 school year and expires May 25, 2022.
- 2) The NCSB Transportation Department agrees to the following:
 - a) Provide transportation for up to 15 students from the following schools to HP&R located at 37516 Oxford St., Hilliard, FL:
 - i) Hilliard Elementary School
 - b) To bill the HP&R \$135 per month for 10 months, August 2021 through May 2022.
- 3) HP&R agrees to the following:
 - a) Provide NCSB Transportation Department with a current list of students to be transported and notify NCSB Transportation Department of any changes during the course of the year.
 - b) Provide an adult to meet the school bus and escort students from the bus stop.
 - c) Reimburse the NCSB Transportation Department \$135 per month for 10 months, August 2021 through May 2022.

Floyd Vanzant, Mayor, Town of Hilliard

Date

Brad Underhill, Director of Transportation

Date

Dr. Kathy Burns, Superintendent

Date

Richie Rowe

From: Smart Quality Lawn Care <smartlawns0815@yahoo.com>
Sent: Wednesday, July 21, 2021 8:33 PM
To: Richie Rowe
Subject: MOW#5

Smart Quality Lawn Care
Richard (904)428-4130
Wandella (904)924-5257

Invoice #MOW5

July 21, 2021

To: Town of Hilliard, FL 32046

Scope of Work

Mow, weed eat and blow off all right of ways for the Town of Hilliard.

Dates: July 07, 2021- July 20, 2021

Total due \$5,500.00

If you have any questions please call Wandella (904) 924-5257.

Thank You for Your Business
Sincerely,
Richard Smart

complete 7/21/21
RRowe

MOW 5

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15859 West County Road 108
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Callie Kay Bishop, Councilwoman

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, JULY 15, 2021, 7:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor Floyd Vanzant
Council President John Beasley
Councilwoman Callie Kay Bishop
Councilman Lee Pickett

ABSENT

Councilman Jared Wollitz
Council Pro Tem Kenny Sims

OTHERS PRESENT

Town Clerk Lisa Purvis
Public Works Director Richie Rowe
Town Attorney Christian Waugh- via phone
Land Use Administrator Janis Fleet- via phone
Building Official/Inspector Bryan Higginbotham
Code Enforcement Officer Del Miley

MAYOR

Mayor Vanzant asks if there are any members in the audience wishing to address the Council on matters not on the Agenda.

No public wish to address the Council.

PUBLIC HEARING

ITEM-1

Amending Chapter 62 Zoning and Land Development Regulations Code
Amending Section 62-359 – Accessory Uses and Structures (Clarifying Contiguous Lot).

**ORDINANCE NO. 2021-06
AN ORDINANCE AMENDING CHAPTER 62 ZONING AND LAND
DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE;
AMENDING SECTION 62-359. ACCESSORY USES AND
STRUCTURES; ADDING LANGUAGE TO SUBSECTION (a) TO
INCLUDE A LOT SPLIT BY A RIGHT OF WAY OF NO MORE THAN 25
FEET AS A CONTIGUOUS LOT; AND PROVIDING FOR AN
EFFECTIVE DATE.**

Town Attorney Waugh reads Ordinance No. 2021-06, by title.

Mayor Vanzant asks for disclosure of any Ex Parte Communication.

Mayor Vanzant opens the Public Hearing on Ordinance No. 2021-06 and calls for Public Comments:

No public comments are made.

Motion to close the Public Hearing on Ordinance No. 2021-06 at 7:09 p.m.

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

Hilliard Town Council Action – Ordinance No. 2021-06

Motion to adopt Ordinance No. 2021-06, on First Reading and Set the Second Public Hearing and Final Reading for Thursday, August 19, 2021, at 7:00 p.m.

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

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

No items added or deleted from the agenda.

ITEM-3 Town Council approval of Land Use Administrator Quarterly Report for the period ending June 30, 2021.

Land Use Administrator – Janis Fleet, AICP

Report is provided to the Council for review. No comments or questions.

ITEM-4 Town Council approval of Code Enforcement Quarterly Report for the period ending June 30, 2021.

Code Enforcement Officer – Del Miley

Report is provided to the Council for review. No comments or questions.

ITEM-5 Town Council approval of Building Inspectors/Official Quarterly Report for the period ending June 30, 2021.

Building Inspector/Official – Bryan Higginbotham

Report is provided to the Council for review. No comments or questions.

- ITEM-6** Update following Joint Workshop between the Town Council and Planning & Zoning Board for Daysprings Common Planned Unit Development Project. A Mixed-Use Development to be Constructed and Operated by Dayspring Health, LLC. Located at Orange Street and West Sixth Street on 4.17 acres.

Land Use Administrator – Janis Fleet, AICP

Mr. Adkin's has reached out to Janis Fleet to discuss other options to develop his property and they have set a meeting for Tuesday, July 20, 2021.

- ITEM-7** Update following Joint Workshop between the Town Council and Planning & Zoning Board regarding the potential to develop policy and procedures to make the Town of Hilliard a Golf Cart Friendly Community.

Land Use Administrator – Janis Fleet, AICP

Land Use Administrator, Janis Fleet plans to contact Town Attorney Waugh on Tuesday, July 20, 2021, to discuss developing an ordinance that will establish the Town of Hilliard as a Golf Cart Friendly Community.

- ITEM-8** Town Council approval to set a Special Meeting for Monday, July 26, 2021, at 7:00 p.m. to advise the Nassau County Property Appraiser of the Proposed Millage Rate, Rolled-Back Rate, and date, time, and meeting place of the Tentative Budget Hearing.

Town Clerk – Lisa Purvis, MMC

Motion to set Special Meeting for Monday, July 26, 2021, at 7:00 p.m.

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

- ITEM-9** Town Council approval to set a Workshop for Monday, July 26, 2021, at 6:00 p.m. to discuss Capital Long Term Goals for the Parks & Recreation Department.

Parks & Recreation Director – Gabe Whittenburg

Motion to set Workshop for Monday, July 26, 2021, at 6:00 p.m.

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

- ITEM-10** Town Council approval to set Budget Workshop for August 5th, August 19th, September 2nd and September 16th at 6:00 p.m. to discuss Department Revenues and Operating and Capital Expenditures. To establish a Budget for the 2021-2022 Fiscal Year and Five Capital Improvement Plan.

Town Clerk – Lisa Purvis, MMC

Motion to set the Fiscal Year 2021-2022 Budget Workshops.

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

ITEM-11 Town Council approval of the Minutes from the July 1, 2021, Regular Meeting.

Town Clerk – Lisa Purvis, MMC

Motion to approve Minutes for the July 1, 2021, Regular Meeting.

Motion made by Councilman Pickett, Seconded by Councilwoman Bishop.

Voting Yea: Councilman Pickett, Councilwoman Bishop and Council President Beasley.

Absent: Council Pro Tem Sims and Councilman Wollitz.

ITEM-12 Town Council approval of AECOM Payable thru June 25, 2021, Project Name: Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Code, and PAPIs at the Hilliard Airpark in the amount of \$6,094.30.

**FAA 90% & FDOT 10% FUNDED PROJECT LUMP SUM AMOUNT
\$60,943.00**

Motion to approve AECOM Payable in the amount of \$6,094.30.

Motion made by Councilwoman Bishop, Seconded by Councilman Pickett.

Voting Yea: Councilman Pickett, Councilwoman Bishop and Council President Beasley.

Absent: Council Pro Tem Sims and Councilman Wollitz.

ITEM-13 Town Council approval of Hilliard Aviation, Inc. Maintenance Cost Reimbursement from the remaining balance of FAA CARES ACT Grant Funds for expenses incurred between March 2020 thru December 2020 at the Hilliard Airpark in the amount of \$13,705.00.

**FAA CARES ACT GRANT OFFER 100% FUNDED LUMP SUM
AMOUNT \$30,000.00**

Motion to reimburse Hilliard Aviation, Inc in the amount of \$13,705.00 from the FAA CARES ACT Funds received.

Motion made by Councilman Pickett, Seconded by Council President Beasley.

Voting Yea: Councilman Pickett, Councilwoman Bishop and Council President Beasley.

Absent: Council Pro Tem Sims and Councilman Wollitz.

ITEM-14 Town Council approval of KYNEX, Inc. Payable balance for the July 3, 2021, Fireworks Display in the amount of \$6,400.00.

**SPECIAL EVENTS PROJECT SPLIT BETWEEN THE TOWN OF
HILLIARD AND THE TOWN OF CALLAHAN, EACH TOWN PAYING
HALF THE COST OF \$12,800.00, FOR A TOTAL DISPLAY COST OF
\$25,600.00**

Motion to approve KYNEX Payable in the amount of \$6,400.00.

Motion made by Council President Beasley, Seconded by Councilman Pickett.

Voting Yea: Councilman Pickett, Councilwoman Bishop and Council President Beasley.

Absent: Council Pro Tem Sims and Councilman Wollitz.

ITEM-15 Town Council approval of Smart Quality Lawn Care Payable No. 4 thru July 2, 2021, Project Name: Mowing of Town Right of Ways in the amount of \$5,500.00.

**MAINTENANCE FUNDED PROJECT LUMP SUM CONTRACT
\$66,000.00**

Motion to approve Smart Quality Lawn Care Payable #4 in the amount of \$5,500.00.

Motion made by Council President Beasley, Seconded by Councilman Pickett.

Voting Yea: Councilman Pickett, Councilwoman Bishop and Council President Beasley.

Absent: Council Pro Tem Sims and Councilman Wollitz.

ITEM-16 Town Council approval of Mittauer & Associates, Inc. Payable thru June 25, 2021, Project Name: Oxford Park Drainage Improvements in the amount of \$3,000.00.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$22,500.00

Motion to approve Mittauer & Associates, Inc. in the amount of \$3,000.00.

Motion made by Councilman Pickett, Seconded by Council President Beasley.

Voting Yea: Councilman Pickett, Councilwoman Bishop and Council President Beasley.

Absent: Council Pro Tem Sims and Councilman Wollitz.

ADDITIONAL COMMENTS

PUBLIC

No public comments.

MAYOR & TOWN COUNCIL

Councilwoman Bishop congratulates Town Attorney Waugh on his new baby girl.

Council President Beasley Impressed with the Fireworks Show and he talked to several people both good and bad but the only bad was that they could not sit out on their own porch and no longer see. After talking with Mr. Paul Schwend from Callahan and him talking with the Callahan Town Council they were all pleased with the show and the location of the show and would like to continue to do together. Mr. Keith Wingate with the Fair Association stated that he would like to expand next year and open the midway up and have food trucks.

Knows why several are missing tonight and hopes that everyone is back soon.

Congratulates Town Attorney Waugh on the birth of his daughter.

Mayor Vanzant advises of the following upcoming meeting dates:

Monday, 07/26/2021 @ 6PM	Workshop (P&R Department)
Monday, 07/26/2021 @ 7PM	Special Meeting (TRIM)
Thursday, 08/05/2021 @ 6PM	Workshop (Budget)
Thursday, 08/05/2021 @ 7PM	Regular Meeting
Thursday, 08/19/2021 @ 6PM	Workshop (Budget)
Thursday, 08/19/2021 @ 7PM	Public Hearing & Regular Meeting
Thursday, 09/02/2021 @ 6PM	Workshop (Budget)
Thursday, 09/02/2021 @ 7PM	Regular Meeting
Thursday, 09/16/2021 @ 6PM	Workshop (Budget)
Thursday, 09/16/2021 @ 7PM	Public Hearing & Regular Meeting

ADMINISTRATIVE STAFF

Parks & Recreation Director Gabe Whittenburg Not present, out coaching one of the flag football teams.

Public Works Director Richie Rowe Congratulates Town Attorney Waugh on the birth of his daughter and advises that Public Works employee Cory Hobbs and his wife had their baby also this week, a boy.

Wants to thank Chad Brock while he is here tonight for being a good neighbor to the Wastewater Treatment Plant and for all the help that he was with the wetland ponds.

Town Clerk Lisa Purvis Congratulates Town Attorney Waugh on the birth of his daughter and Public Works employee Cory Hobbs on the birth of his son.

TOWN ATTORNEY

Town Attorney Christian Waugh Wishes Councilwoman Bishop a Happy Birthday.

Thank you to everyone for the well wishes and congratulations on his baby he will share this with his wife.

Did not complete settlement agreement for the Hern's with everything going on in his family but will have ready for the next meeting on August 5, 2021.

ADJOURNMENT

There being no additional business.

Motion to adjourn the meeting at 7:40 p.m.

Motion made by Council President Beasley, Seconded by Councilman Pickett.

Voting Yea: Councilman Pickett, Councilwoman Bishop and Council President Beasley.

Absent: Council Pro Tem Sims and Councilman Wollitz.

Approved this ____ day of _____, _____ by the Hilliard Town Council, Hilliard, Florida.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

HILLIARD TOWN COUNCIL MEETING

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TOWN ATTORNEY

Christian Waugh

MINUTES

MONDAY, JULY 26, 2021, 7:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

MAYOR

Mayor Vanzant asks if there are any members in the audience wishing to address the Council on matters not on the agenda.

No public are present to address the Council.

SPECIAL MEETING

ITEM-1 Additions/Deletions to Agenda

Town Clerk Lisa Purvis requests to add to the agenda Item-3 Termination of Krystle Sweatt during probationary period and Item-4 Hiring of Alicia Head for probationary period.

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

Council President Beasley advises that he'd like to add Item-5 to the agenda regarding the email that Town Clerk Lisa Purvis sent out regarding the vacancy on the Amelia Island Tourist Development Board.

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

ITEM-2 Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 4, 2021.

Town Clerk – Lisa Purvis, MMC

Motion to set the proposed millage rate at 2.5 mills.

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

In discussion Council Pro Tem Sims withdraws his motion, Councilman Pickett withdraws his second.

Motion to set the proposed millage rate at 2.6 mills.

Motion made by Councilwoman Bishop, Seconded by Councilman Wollitz.

In discussion it is discussed that you can reduce the millage rate after it has been set but you cannot increase the rate and with the cost of operations going up so high, we may want to consider starting higher with the option to reduce as the budget is developed if we need to. Seeing no support for starting at a higher rate Councilman Wollitz states he will withdraw his second, the motion dies for lack of second.

Motion to set the proposed millage rate at 2.5 mills.

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

Voting Yea: Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop and Council President Beasley.

ITEM-3 Town Council approval to terminate probationary employee Krystle Sweat within introductory probationary period of employment as Administrative Assistant in the Town Hall Office.

Town Clerk – Lisa Purvis, MMC

Motion to terminate probationary employee Krystle Sweatt.

Motion made by Councilman Wollitz, Seconded by Councilman Pickett.

Voting Yea: Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop and Council President Beasley.

ITEM-4 Town Council approval to hire Alicia Head for an introductory probationary period of employment as Administrative Assistant in the Town Hall Office at \$14 per hour.

Town Clerk – Lisa Purvis, MMC

Motion to hire probationary employee Alicia Head.

Motion made by Councilman Wollitz, Seconded by Councilman Pickett.

Voting Yea: Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop and Council President Beasley.

ITEM-5 Town Council approval to nominate an elected municipal official from the Hilliard Town Council to fill the vacancy on the Amelia Island Tourist Development Council as requested by letter from Nassau County Manager, Taco Pope, AICP dated July 13, 2021.

Council President – John Beasley

Motion to nominate Council President Beasley to serve and fill the AITDC vacancy.

Motion made by Councilman Wollitz, Seconded by Councilman Pickett.

Voting Yea: Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop and Council President Beasley.

ADDITIONAL COMMENTS

PUBLIC

No public comments.

MAYOR & TOWN COUNCIL

No comments.

ADMINISTRATIVE STAFF

No comments.

TOWN ATTORNEY

Absent.

ADJOURNMENT

There being no additional business.

Motion to adjourn the meeting at 8:00 p.m.

Motion made by Councilman Wollitz, Seconded by Council Pro Tem Sims.

Voting Yea: Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop and Council President Beasley

Approved this _____ day of _____, _____ by the Hilliard Town Council, Hilliard, Florida.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

Lisa Purvis

From: Jessica Mitchell <jessmmitchell17@gmail.com>
Sent: Sunday, August 1, 2021 8:10 PM
To: Lisa Purvis
Subject: Resignation

Mrs. Lisa,

Please accept this correspondence as my resignation from the town of Hilliard effective July 30, 2021. I am extremely grateful to have had the opportunity to work in my role as an administrative assistant. I have thoroughly enjoyed the time I've worked for you. However, I have been provided an opportunity to work for the Charlton County School System that allows me the ability to work the same schedule as my children. I apologize for the short notice, and want to again thank you for the opportunity.

Respectfully,

Jessica Mitchell