

# 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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## AGENDA

**TUESDAY, AUGUST 29, 2023, 5:00 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

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

## SPECIAL MEETING

**ITEM-1** Additions/Deletions to Agenda

**ITEM-2** Town Council to set dates for closure of Town Hall Offices and Facilities to the public and non-essential staff.  
***Lisa Purvis, MMC – Town Clerk***

## ADDED ITEMS

## 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 second 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](http://www.townofhilliard.com).  
Live & recorded videos can be access at [www.youtube.com](http://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 Statutes, 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.

**2023 HOLIDAYS**

**TOWN HALL OFFICES CLOSED**

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 16, 2023    |
| 2. Memorial Day                  | Monday, May 29, 2023        |
| 3. Independence Day Monday       | Tuesday, July 4, 2023       |
| 4. Labor Day                     | Monday, September 4, 2023   |
| 5. Veterans Day                  | Friday, November 10, 2023   |
| 6. Thanksgiving Day              | Thursday, November 23, 2023 |
| 7. Friday after Thanksgiving Day | Friday, November 24, 2023   |
| 8. Christmas Eve                 | Monday, December 25, 2023   |
| 9. Christmas Day                 | Tuesday, December 26, 2023  |
| 10. New Year's Eve               | Monday, January 1, 2024     |
| 11. New Year's Day               | Tuesday, January 2, 2024    |



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Special Meeting Meeting Date: August 29, 2023

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council to set dates for closure of Town Hall Offices and Facilities to the public and non-essential staff.

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#### **BACKGROUND:**

See attached Press Release by Nassau EM.

#### **FINANCIAL IMPACT:**

To be determined.

#### **RECOMMENDATION:**

Town Council to close all Town Facilities and Offices to the Public for Wednesday, August 30, 2023.

Town Council to empower each department head to extend closure to include Thursday, August 31, 2023, at the advisement of Nassau EM, if needed.

Town Council to approve all needed regular and overtime pay for essential staff as well as hours needed to make public notice of closures.

## NEWS RELEASE

FOR IMMEDIATE RELEASE 08/28/2023, 2:15 p.m.

Nassau County Emergency Management  
Contact: Jami McCormick  
(904) 206-3262  
E-mail: [JA1503@NassauSO.com](mailto:JA1503@NassauSO.com)  
Website: [OneNassau.com](http://OneNassau.com)  
Facebook: NassauEM  
Twitter: NassauEM  
Nextdoor: Nassau County Emergency Management

## Preparations for Tropical Storm Idalia are Underway

The National Weather Service has issued a Tropical Storm Watch for our entire area. Tropical Storm Idalia is a concern to the area due to forecasted hurricane-force winds, increased threat of tornadoes, and substantial projected rainfall amounts. Nassau County wants to emphasize the need for residents who reside in mobile homes and vulnerable structures to shelter in site-built locations during the storm. A shelter will open tomorrow morning at 8:00 a.m. at Wildlight Elementary, 550 Curiosity Ave, Yulee, FL 32097. This shelter will accept the general population, special needs residents and is pet friendly.

Nassau County School District will be closed on Tuesday and Wednesday of this week. This closure includes all school operations, school activities, and any other extracurricular events.

County offices will be close at noon on Tuesday and remain closed Wednesday. The Nassau County Courthouse will be closed Tuesday through Thursday.

Residents in flood-prone areas should take appropriate precautions. Sandbags are available at two locations:

\* Yulee Road Department: 86200 Gene Lasserre Boulevard, Yulee, FL 32097

\* Hilliard Road Department: 37356 Pea Farm Road, Hilliard, FL 32046

Both sites are open now and will close at 7:00 p.m. tonight. Tomorrow, the sites will operate from 7:00 a.m. – 7:00 p.m. The bags are pre-filled and ready for pickup. Public Works personnel will be onsite to assist residents. Residents will be required to show proof of residency.

The next news release will be late this afternoon.

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# NEWS RELEASE

ITEM-2

FOR IMMEDIATE RELEASE 08/28/2023, 5:00p.m.

Nassau County Emergency Management

Contact: Jami McCormick

(904) 206-3262

E-mail: [JA1503@NassauSO.com](mailto:JA1503@NassauSO.com)

Website: OneNassau.com

Facebook: NassauEM

Twitter: NassauEM

Nextdoor: Nassau County Emergency Management

## Preparations for Tropical Storm Idalia Continue

Effective 8:00 a.m. on August 29, 2023, an evacuation order is hereby issued countywide for residents of Nassau County for the following: power-dependent special needs individuals, flood-prone structures, vulnerable structures, and mobile homes. A shelter will open on August 29, 2023, at 8:00 a.m. at Wildlight Elementary, 550 Curiosity Ave, Yulee, FL 32097. This shelter will accept the general population, special needs residents, and pets with Rabies vaccinations. Residents needing transportation to the shelter should contact the Emergency Operations Center at 904-548-0900 to arrange for transport.

The next news release will be Tuesday morning.

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All employees shall have the appropriate license for the vehicle(s) operated. You are required to immediately notify the Town Clerk in writing if your license privileges have been suspended or restricted for whatever reason.

### **507 Emergency Closings**

At times, emergencies such as severe weather, fires or power failures can disrupt Town operations. In extreme cases, these circumstances may require the closing of operations. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations broadcast notification of the closing.

When operations are officially closed due to emergency situations, the time off from scheduled work will be paid if the employee uses vacation, sick (personal) leave. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will be paid for hours worked, which may include overtime.

### **508 Travel and Training**

The Town will pay employees for reasonable business travel expenses incurred while away from the normal work location for training and other official business purposes. All business travel must be approved in advance by the Department Head and the Mayor.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

The Town will allow expenses as stated in the Florida Statutes under section 112.061 for per diem and travel expenses of public officers, employees, and authorized persons. Motel/Hotel expense shall be paid at actual cost.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the Town may not be used for personal use without prior approval.

Prior to travel, employees should submit a complete travel expense report that shall include if applicable, mileage if traveling in personal vehicle, meals, motel name, address and cost, class/meeting name, address and cost, date and time of departure and return from travel.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.