

# 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

**THURSDAY, JUNE 01, 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

**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 to discuss partnering up with Nassau County to make the July 4th (2024) Celebration the major Bicentennial event for Western Nassau.  
***John P. Beasley - Mayor***

**ITEM-3** Town Council to approve decision moving forward regarding the Florida Retirement System audit findings contribution and penalties.  
***Tiffany Bowden, CMC - Deputy Town Clerk***

**ITEM-4** Town Council discussion and review of the Town of Hilliard's current Public Records Policy concerning records request.  
***Christian Waugh - Town Attorney***

**ITEM-5** Town Council approval of the Minutes from the May 16, 2023, Workshop, the May 18, 2023, Public Hearing & Regular Meeting, the May 18, 2023, Workshop, and the May 22, 2023, Joint Workshop.  
***Lisa Purvis, MMC - Town Clerk***

**ITEM-6** Town Council approval of AECOM, Payable through April 28, 2023, Project Name: Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Cone, and PAPIs at the Hilliard Airpark, Final Invoice in the amount of \$15,981.90.  
**FAA AIP 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT**  
**\$86,388.00**

**ITEM-7** Town Council approval of TCA Electrical Contractors, Inc., Payable through April 18, 2023, Project Name: Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Cone, and PAPIs at the Hilliard Airpark, Final Invoice in the amount of \$24,009.15.  
**FAA AIP 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT**  
**\$318,675.00**

**ITEM-8** Town Council approval of KYNEX, Inc., Payable through June 22, 2023, Project Name: 2023 Fireworks Display in the amount of \$7,500.00.  
**SPECIAL EVENTS PROJECT HILLIARD'S HALF LUMP SUM CONTRACT**  
**\$15,000.00**

#### **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 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.

## **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: Town Council Regular Meeting

Meeting Date: June 1, 2023

FROM: ***John P. Beasley – Mayor***

SUBJECT: Town Council to discuss partnering up with Nassau County to make the July 4<sup>th</sup> (2024) Celebration the major Bicentennial event for Western Nassau.

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#### **BACKGROUND:**

A meeting was held at the Northeast Florida Fairgrounds on May 22, 2023, to discuss this year's joint firework display between the Towns of Hilliard and Callahan. During this meeting, Brandy Carvalho presented an outline of what the BOCC has in store for the Bicentennial Celebration for Nassau County in 2024. Brandy shared with us that the county wanted to partner with the towns for next year's firework display and possibly make this a two-day event.

Also, see email attached.

#### **FINANCIAL IMPACT:**

TBD

#### **RECOMMENDATION:**

Town Council to decide if partnering with Nassau County may be something that would be of interest to the Town and set a future workshop between the Town of Hilliard, Town of Callahan and Nassau County to further discuss.

**Lisa Purvis**

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**From:** Lisa Purvis  
**Sent:** Monday, May 22, 2023 4:34 PM  
**To:** Brandy Carvalho; Taco Pope; clerk@townofcallahan-fl.gov  
**Cc:** Mike Williams (pwd@townofcallahan-fl.gov); John Beasley; Jay Robertson  
**Subject:** RE: Bicentennial Celebration

Brandy,

Yes, you are welcome to attend because I know John was going to bring it up at the 6pm workshop tonight at the Fair Grounds.

Sincerely,

*Lisa Purvis, MMC*

Town Clerk  
Town of Hilliard  
PO Box 249  
15859 West CR 108  
Hilliard, FL 32046  
904.845.3555 Phone  
904.845.1221 Fax  
[www.townofhilliard.com](http://www.townofhilliard.com)



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**From:** Brandy Carvalho <bcarvalho@nassaucountyfl.com>  
**Sent:** Friday, May 19, 2023 1:17 PM  
**To:** Lisa Purvis <lpurvis@townofhilliard.com>; Taco Pope <tpope@nassaucountyfl.com>; clerk@townofcallahan-fl.gov  
**Cc:** Mike Williams (pwd@townofcallahan-fl.gov) <pwd@townofcallahan-fl.gov>; John Beasley <jbeasley@townofhilliard.com>; Jay Robertson <jrobertson@nassaucountyfl.com>  
**Subject:** RE: Bicentennial Celebration

Hi Lisa,

Happy Friday! I can plan on attending the workshop, and answer any questions and discuss our plans. Outside of 9-10:30, I am available on Monday as well if anyone would like some information beforehand.

Brandy

**Brandy Carvalho | Director of Strategic Advancement & Economic Resources**

Nassau County, FL | Board of County Commissioners

96135 Nassau Place | Yulee FL 32097

P: (904) 530-6013 E: [bcarvalho@nassaucountyfl.com](mailto:bcarvalho@nassaucountyfl.com)

ITEM-2

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**From:** Lisa Purvis <[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)>

**Sent:** Thursday, May 18, 2023 3:32 PM

**To:** Taco Pope <[tpope@nassaucountyfl.com](mailto:tpope@nassaucountyfl.com)>; [clerk@townofcallahan-fl.gov](mailto:clerk@townofcallahan-fl.gov)

**Cc:** Mike Williams ([pwd@townofcallahan-fl.gov](mailto:pwd@townofcallahan-fl.gov)) <[pwd@townofcallahan-fl.gov](mailto:pwd@townofcallahan-fl.gov)>; John Beasley <[jbeasley@townofhilliard.com](mailto:jbeasley@townofhilliard.com)>; Brandy Carvalho <[bcarvalho@nassaucountyfl.com](mailto:bcarvalho@nassaucountyfl.com)>; Jay Robertson <[jrobertson@nassaucountyfl.com](mailto:jrobertson@nassaucountyfl.com)>

**Subject:** RE: Bicentennial Celebration

Taco,

I think it would be a wonderful idea but I will defer to John for his thoughts. I do know that several have stated that they would like to go back to having the display on the actual 4<sup>th</sup> verses the Saturday prior to and that we have a workshop scheduled with the Town of Callahan, next Monday on the 22<sup>nd</sup> at the Fair Grounds at 6pm where this can be discussed.

Sincerely,

*Lisa Purvis, MMC*

Town Clerk

Town of Hilliard

PO Box 249

15859 West CR 108

Hilliard, FL 32046

904.845.3555 Phone

904.845.1221 Fax

[www.townofhilliard.com](http://www.townofhilliard.com)



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**From:** Taco Pope <[tpope@nassaucountyfl.com](mailto:tpope@nassaucountyfl.com)>

**Sent:** Thursday, May 18, 2023 1:40 PM

**To:** Lisa Purvis <[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)>; [clerk@townofcallahan-fl.gov](mailto:clerk@townofcallahan-fl.gov)

**Cc:** Mike Williams ([pwd@townofcallahan-fl.gov](mailto:pwd@townofcallahan-fl.gov)) <[pwd@townofcallahan-fl.gov](mailto:pwd@townofcallahan-fl.gov)>; John Beasley <[jbeasley@townofhilliard.com](mailto:jbeasley@townofhilliard.com)>; Brandy Carvalho <[bcarvalho@nassaucountyfl.com](mailto:bcarvalho@nassaucountyfl.com)>; Jay Robertson <[jrobertson@nassaucountyfl.com](mailto:jrobertson@nassaucountyfl.com)>

**Subject:** Bicentennial Celebration

Hey Lisa/Shawna,

I hope y'all are doing well. We are preparing to execute a year-long Bicentennial Celebration. The County was founded in December of 1824. Our plan is to host a series of events starting in January 2024 and culminating in a County-wide celebration in December of 2024. Along the way, we wanted to host events in Western Nassau. More particularly, we wanted to see if the Town's would be interested in partnering up and making the July 4<sup>th</sup> (2024) celebration the major Bicentennial event for Western Nassau? The BOCC gave us a budget and we are also seeking significant sponsorships from the AICVB and corporate entities.

However, the 4<sup>th</sup> of July celebration is the Towns and we don't want to step on toes. We certainly don't want to insert ourselves uninvited. If y'all are interested in exploring partnering up, we'd be interested. Brandy in my office is lead. She planned to reach out and have a conversation with the two of you. If it looks like we could work together, we can ratchet things up and pull Keith [the fair] into the conversation along with the AICVB team.

thx  
-taco

**Taco E. Pope, AICP | County Manager**

Nassau County, FL | Board of County Commissioners

96135 Nassau Place | Yulee, FL 32097

P: (904) 530-6010 E: [tpope@nassaucountyfl.com](mailto:tpope@nassaucountyfl.com)

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, please do not send electronic mail to this entity. Instead, please contact this office by phone or in writing.

"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing." This email and any files transmitted with it may contain privileged or confidential information and may be read or used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, dissemination, distribution, forwarding, printing or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments and notify the sender by reply mail. "This institution is an equal opportunity provider and employer" If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)."



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: June 1, 2023

FROM: ***Tiffany Bowden, CMC – Deputy Town Clerk***

SUBJECT: Town Council to approve decision moving forward regarding the Florida Retirement System audit findings contribution and penalties.

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**BACKGROUND:**

In April 2022, the Office of Inspector General of the Florida Department of Management Services conducted a retirement compliance audit of the Town's Florida Retirement System account and found several non-compliance issues for which the Town has been assessed penalties.

An initial workshop was held on December 15, 2022, with the Town Attorney and Town Auditor both present. Since, the Town Attorney has had discussions with DMS regarding the Town receiving a waiver from the penalties. A second workshop was held at 6 p.m. to discuss a finalized resolution to the compliance audit.

April 20, 2023, Regular Meeting a motion was made to file and pay contribution only and bring back before the Council prior to paying any penalties if assessed. Two invoices have been submitted for payment.

**FINANCIAL IMPACT:**

Florida Retirement System penalties in the amount of \$40,556.65.

**RECOMMENDATION:**

The Town Council to approve payment to the Florida Retirement System.





Division of Retirement  
P.O. Box 9000  
Tallahassee, FL 32315-9000

**Ron DeSantis, Governor**  
Pedro Allende, Secretary

55100  
TOWN OF HILLIARD  
PO BOX 249  
HILLIARD FL 32046

Invoice Number	305374
Invoice Date	5/10/2023
Section	CONTRIBUTIONS
Contact Number	Local: (850) 907-6500 Toll-Free: 1-844-377-1888

Invoice Description	Amount Due
<b>Contributions Adjustment Invoice</b>	37,257.19
Attention: To ensure accurate processing of your account, indicate invoice number with your payment.	

**PLEASE MAKE CHECKS PAYABLE TO THE FLORIDA RETIREMENT SYSTEM AND MAIL TO :**

Regular Mail  
Division of Retirement  
PO Box 9000  
Tallahassee, FL 32315-9000

Overnight Delivery  
Division of Retirement  
3189 South Blair Stone Road  
Tallahassee, FL 32301-6812

**A DELINQUENT FEE OF 1% PER MONTH WILL BE ASSESSED ON AMOUNTS NOT PAID WITHIN 30 DAYS FROM THE DATE OF THE INVOICE.**



Division of Retirement  
P.O. Box 9000  
Tallahassee, FL 32315-9000

**Ron DeSantis, Governor**  
Pedro Allende, Secretary

55100  
TOWN OF HILLIARD  
PO BOX 249  
HILLIARD FL 32046

Invoice Number	304880
Invoice Date	5/5/2023
Section	CONTRIBUTIONS
Contact Number	Local: (850) 907-6500 Toll-Free: 1-844-377-1888

Invoice Description	Amount Due
<b>Contributions Adjustment Invoice</b>	3,299.46
Attention: To ensure accurate processing of your account, indicate invoice number with your payment.	

**PLEASE MAKE CHECKS PAYABLE TO THE FLORIDA RETIREMENT SYSTEM AND MAIL TO :**

Regular Mail

Division of Retirement  
PO Box 9000  
Tallahassee, FL 32315-9000

Overnight Delivery

Division of Retirement  
3189 South Blair Stone Road  
Tallahassee, FL 32301-6812

**A DELINQUENT FEE OF 1% PER MONTH WILL BE ASSESSED ON AMOUNTS NOT PAID WITHIN 30 DAYS FROM THE DATE OF THE INVOICE.**



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: June 1, 2023

FROM: ***Christian Waugh – Town Attorney***

SUBJECT: Town Council discussion and review of the Town of Hilliard's current Public Records Policy concerning records request.

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#### BACKGROUND:

#### FINANCIAL IMPACT:

#### RECOMMENDATION:

## RESOLUTION NO. 2013-17

### A RESOLUTION BY THE HILLIARD TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA; ADOPTING A PUBLIC RECORDS REQUEST POLICY AND PROCEDURES TO PROVIDE GUIDANCE IN COMPLYING WITH THE EFFICIENT AND EFFECTIVE MANAGEMENT OF PUBLIC RECORDS REQUESTS; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, Section 119.011( 12), F.S. defines Public Records as, " all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency "; and

**WHEREAS**, Article I, Section 24, of the Florida Constitution establishes a constitutional right of access to any non - exempt public record made or received in connection with the official business of any public body, officer, or employee of the state, or persons acting on their behalf; and

**WHEREAS**, it is the policy of the Town of Hilliard that openness leads to a better - informed citizenry, which leads to a more transparent government, and to strictly adhere to Public Records Law, Chapter 119, F.S., and other state and federal laws; and

**WHEREAS**, providing access to public records is a duty of each agency, and a Public Records Request Policy and Procedures for the Town of Hilliard is necessary for compliance with Chapter 119, F.S. for the efficient and effective management of public records requests.

**NOW, THEREFORE**, Be It Resolved By The Council of Hilliard, Florida That:

#### **SECTION 1.**

The Town Council hereby adopts the Town of Hilliard Public Records Request Policy and Procedures, attached hereto as Exhibit A.

#### **SECTION 2.**

The Town Clerk is hereby authorized to execute and/ or implement all aspects of the policy, upon review and approval by the Town Attorney.

#### **SECTION 3.**

This resolution shall become effective upon adoption.

Adopted this 19th day of December, 2013 by the  
Hilliard Town Council, Hilliard, Florida.

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John P. Beasley  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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David Buchanan  
Mayor

**Resolution 2013-17**  
**Exhibit “A”**

**Town of Hilliard**  
**Policies and Procedures**

**Records Management and Public Records Request Policy**

**1. Introduction**

The records that the Town of Hilliard keeps in the course of carrying out their duties and responsibilities are public records. Public records are different from records of businesses and private organizations because Florida law requires public records to be readily accessible and available to the public upon request. All employees must ensure that public records in their custody are maintained and accessible as required by Florida law. Employees and agencies do not have the authority to withhold records deemed “sensitive.” The only records that can be withheld from public disclosure are those specifically designated by the Florida Statutes as confidential or exempt. This policy will provide employees with the information necessary to understand and carry out their public records responsibilities.

**2. Purpose**

The purpose of this policy is to provide Town of Hilliard employees with the information and procedures necessary to understand and carry out their responsibilities under the Florida Public Records Law, including:

- i. The requirements for managing Town of Hilliard public records;
- ii. The manner in which public records requests are to be processed to ensure that responses to the requests are organized, inclusive, and in compliance with applicable statutes and rules; and
- iii. To ensure Town of Hilliard employees properly manage and retain e-mail as public records in accordance with Florida’s Public Records Law, Chapter 119, Florida Statutes (F.S), when using the Town of Hilliard’s email system.

**3. Scope**

This policy applies to all Town of Hilliard employees, as well as publicly created advisory boards and private organizations (such as Citizen Support Organizations), that have been delegated the authority to perform some governmental function. This policy applies to all public records of the Town of Hilliard, regardless of the medium in which they exist (i.e., paper, electronic, or other). This policy applies to the entire Town of Hilliard’s email system.

**4. Definitions**

- a. **“Actual cost of duplication”** means the cost of materials and supplies used to duplicate the public record, but does not include labor or overhead cost associated with such duplication. F.S. 119.011(1).

- b. **"Agency"** means any state, county, district, authority, or municipal officer, department, division, board, bureau, commission.... and any other public or private agency, person, partnership, corporation, business entity acting on behalf of any public agency. F.S. 119.011(2).
- c. **"AGO"** means the *Office of the Attorney General of Florida*, which is available at <http://www.myfloridalegal.com>.
- d. **"Custodian"** refers to all agency personnel who have it within their power to release or communicate public records.
- e. **"Custodian of public records"** means the elected or appointed state, county, or municipal officer charged with the responsibility of maintaining the office having public records, or his or her designee. F.S. 119.011(5). (The courts have concluded that the statutory reference to the records custodian does not alter the "duty of disclosure" imposed by F.S. 119.07(1), upon "every person who has custody of a public record)."
- f. **"E-mail"** the electronic transfer of information, typically in the form of electronic messages, memoranda, and attached documents, from a sending party to one or more receiving parties by means of an intermediate telecommunications system.
- g. **"Exemption"** means a provision of general law which provides that a specified record or meeting, or portion thereof, is not subject to the access requirements of F.S. 119.07(1), F.S. 286.011, or s. 24, Art. I of the State Constitution. F.S. 119.011(8).
- h. **"Extensive Use"** see page 10.
- i. **"GS1-SL"** means the *General Records Schedule GS1-SL for State and Local Government Agencies*, which is available at [http://info.florida.gov/recordsmgmt/gen\\_records\\_schedules.cfm](http://info.florida.gov/recordsmgmt/gen_records_schedules.cfm).
- j. **"Information technology resources"** means data processing hardware and software and services, communications, supplies, personnel, facility resources, maintenance, and training. F.S. 119.011(9).
- k. **" Public records"** means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. F.S. 119.011(12).
  - Any material prepared in connection with official agency business which is intended to "perpetuate, communicate, or formalize" knowledge is classified as a public record. *Shevin v. Bryon, Harless, Schaffer, Reid and Assoc.*, 379 So. 2d 633, 640 (Fla. 1980).
  - E -mail created or received by Town of Hilliard employees in connection with official business, which perpetuates, communicates, or formalizes knowledge, is subject to the public records law and open for inspection.
- l. **"Redact"** means to conceal from a copy of an original record, or to conceal from an electronic image that is available for public viewing, that portion of the record containing exempt or confidential information. F.S. 119.011(13).

## 5. Exemptions

- a. PRESUMPTION OF OPENNESS:** All records are presumed open unless there is a specific statutory exemption. See F.S. 119.07(1)(e). Accordingly, Town employees must be aware of current Florida Statutes that define public records exemptions. See exemptions below.
- If a records custodian asserts that all or part of a record is exempt from inspection and copying, she/he must provide to the requestor the specific statutory citation authorizing denial of access to the record. F.S. 119.07(1)(e).
- b. EXAMINE RECORDS FOR EXEMPT INFORMATION:** Each document shall be examined by the records custodian of the record to ensure that all exempt information is redacted.
- 1) If records contain both exempt and non-exempt information, the records custodian must redact that which is exempt and provide access to the remainder. F.S. 119.07(1)(d).
  - 2) An agency may not ordinarily charge for the cost to review records for exempt information. AGO 84 -81. However, an extensive use charge (see page 10) may be imposed if review and redaction require an extensive use of agency resources. Fla. Inst. Legal Serv. v. Fla. Dep't of Corr., 579 So. 2d 267, 269 (Fla. 1st DCA, review denied, 592 So. 2d 680 (Fla. 1991A)).
  - 3) If you are unsure about whether a record contains exempt information or whether any charges for review apply, check with your supervisor, the Town Clerk, or the Town Attorney.
- c. TO REDACT INFORMATION FROM A DOCUMENT:** Make a copy of the requested record. Use correction tape/ liquid or a black marker on the copy to redact or hide protected information. Then make a copy of the redacted copy to provide to the requestor. **Do not alter any original document.**
- d. STATUTORY EXEMPTION CITATION:** If a record or a portion thereof is exempt from public view, the custodian of the record must provide the requestor with the Florida Statute that specifically exempts the record or portion thereof from public view. F.S. 119.07(1)(e).
- e. EXEMPTIONS:** If a document that is otherwise a public record contains exempt information (such as social security numbers, bank, debit, and /or credit account numbers) then the exempt portion of the record should be redacted and access to the remainder of the document should be provided to the requestor.
- 1) **General Exemptions** See F.S. 119.071 for general exemptions from inspection or copying of public records
  - 2) **Two major exemptions from public record are:**
    - (i) Social Security numbers. F.S. 119.071(5)(a) 5. If a document that is otherwise a public record contains exempt information (such as social security numbers) then the exempt information shall be redacted and access to the remainder of the document shall be provided to the requestor.
    - (ii) Bank account numbers and debit, charge, and credit card numbers.
      - F.S. 119.071(5)(b). If a document that is otherwise a public record contains exempt information (such as bank, debit, and /or credit account numbers) then the exempt information shall be



redacted and access to the remainder of the document shall be provided to the requestor.

3) **Also note the following exemptions:**

- (i) **Audit report of an internal auditor** becomes a public record when the audit becomes final. Audit work papers and notes are exempt from 119.07(1) until the audit is complete and the audit report becomes final. See F.S. 119.0713(2)
- (ii) **Emergency contact information** furnished by a person to an agency for the purpose of being provided with emergency notification by the agency, including the person's name, address, telephone number, e-mail address, or other electronic communication address. This exemption applies to information held by an agency, before, on, or after the effective date of this exemption. (Effective July 1, 2011, Fla. Chapter Law 2011 - 85) F.S. 119.071(5)(0)1.
- (iii) **Litigation exemptions** see F.S. 119.071(1)(d) 1. And 2., F.S. 286.011(8).
- (iv) **Medical information** pertaining to a prospective, current, or former employee of an agency, which, if disclosed, would identify that employee as exempt from F.S. 119.07(1). However, such information may be disclosed pursuant to a court order or if the person's legal representative provides written permission. See F.S. 119.071(4)(b) 1.
- (v) **Retiree lists (DROP participants)**, lists of retirees' names with their addresses are confidential and exempt from the provisions of F.S. 119.071(1) to the extent that no state or governmental agency may provide the name or addresses of such person in aggregate, compiled, or list form to any person except to a public agency engaged in official business. F.S. 121.031(5).
- (vi) **Security system plans** including threat response, emergency evacuation, and building plans are exempt from FS. 119.07(1). See F.S. 119.0713(a)-(b).

6. **Policies**

- a. **GENERAL STATE POLICY:** It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency. F.S. 119.01(1).
- b. **PRESUMPTION OF OPENNESS:** All records are presumed open unless there is a specific statutory exemption. See F.S. 119.07(1)(a). If a staff member of the Clerk's Office contends that all or part of a record is exempt from inspection and copying, she/he shall provide the exact statutory citation authorizing the denial to the requestor. F.S. 119.07(e).
- c. **EMAIL POLICY:** E-mail that is created or received by a Town of Hilliard employee in connection with the transaction of official business is considered a public record and is subject to inspection and/or copying in accordance with Chapter 119, Florida Statutes, and is subject to applicable state retention laws and regulations, unless expressly exempted by law.

- No Right of Privacy : Town of Hilliard employees have no right of personal privacy in any material created, stored in, received, or sent over the Town's e-mail system. The Town of Hilliard reserves and may exercise the right, at any time and without prior notice or permission, to intercept, monitor, access, search, retrieve, record, copy, inspect, review, block, delete and/or disclose any material created, stored in, received, or sent over the Town's e-mail system for the purpose of protecting the system from unauthorized or improper use or criminal activity.
- d. RECORDS REQUESTED IN MEDIUM NOT ROUTINELY MAINTAINED BY CLERK:** An agency must provide a copy of a record in the medium requested if the agency maintains the record in that medium and may charge a fee for such a copy in accordance with F.S. 119.07(4). F.S. 119.01(2)(f).
- Florida Law does not require an agency to compile reports from records in a medium not routinely maintained by that agency. See F.S. 119.01(2)(f).
  - However, the Town Clerk's office may elect to provide records in a medium not routinely maintained in accordance with F.S. 119.01(2)(f).
  - If such election is made, any fee charged must be in accordance with F.S. 119.07(4).
- e. RECORDS vs. INFORMATION:** Florida Public Records Law requires agencies to provide access to public records; it does not require that agencies provide information from the records. The Florida Public Records Handbook 2nd edition, p. 10.
- f. IDENTIFYING RECORDS SOUGHT:** A request for inspection or copying of records which is sufficient to identify the records must be honored by the records custodian whether the request is made in person, by telephone, or in writing. AGO 80-57. If the request is insufficient to identify the records sought, Town staff should help the requestor clarify the request.
- Public records requests are **NOT REQUIRED TO BE MADE IN WRITING** per F.S. Chapter 119.
  - A person who requests records from Town staff is **NOT REQUIRED TO PROVIDE HIS / HER NAME** in order to receive the records requested per F.S. Chapter 119.
- g. REASONS FOR REQUEST ARE IRRELEVANT:** A status of a party seeking public records is irrelevant, and there is no necessity to show a special interest to view a public record. *Bevan v. Wanicka*, 505 So. 2d 1116 (Fla. 2nd DCA 1987).
- h. TIMELINESS OF RESPONSE:** Every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records. F.S. 119.07(1)(a). Although Florida Statutes do not prescribe a time period in which a request must be completed, records requests are to be completed in a reasonable amount of time.
- **Florida Law requires public record requests to be acknowledged promptly** and afforded a good faith response. F.S. 119.07(1)(c).

- Town Staff should keep requestors reasonably apprised of the status of their requests as a courtesy.
- **Responding to public records requests is a top priority.**
- i. **PRIORITY OF RESPONSE:** All public records requests should be treated as equally important and should be answered in the order that they are received.
- j. **CANCELLED OR UNCOLLECTED REQUESTS:** The Town Clerk's staff or any other Town department staff is entitled to receive payment for the entire amount of the value of their services when responding to public records requests.. If a records requestor does not collect documents or advises Town staff that the documents are no longer needed, the Town staff is entitled to retain the deposit received for copying and other services related to the records request. Likewise, the Town staff may bill the requestor for the difference between the deposit and the actual cost if full payment was not initially received.
- k. **RESPONDING TO A PUBLIC RECORDS REQUEST:** The Town Clerk's office will serve as coordinator of public records requests in order to ensure that requests are completed within a reasonable amount of time.
  - **IMPORTANT:** However, access to public records shall not be hindered in any way by this process. If routing a request through the Town Clerk's office will delay a response to a public records request, the department (or individual if he or she is not part of a department) that is custodian of the requested record will complete the request.

## 7. **Procedures**

### a. **For Requests Made In Person:**

- 1) If the information requested is immediately available, provide access to or copies of the record(s) to the requestor immediately.
  - If a charge is associated with the request (ex. hard copies or extensive use), advise requestor that a fee for copies applies and provide the requestor with an estimate of the cost (cost per page and /or extensive use charges).
- 2) If the records are **not immediately available**, provide the requestor with an estimate of when the records will be available and ask the requestor: (a) if she/he would like to wait, or (b) if the requestor would prefer being notified when record copies are ready.
  - If the requestor prefers to be notified when the record copies are ready, ask the requestor how she/he would like to be made aware that the record copies are ready for pick up.
  - **Remember:** A requestor is **not required** to provide (a) his or her name, or (b) a reason for making the request in order to receive copies of or access to public records.

### b. **For Requests Made by Telephone, Fax, Mail, or E-mail:**

- 1) When a public records request is received by telephone, fax, mail, or e-mail, Town staff must provide the requestor with an acknowledgement that the request

was received and provide a good faith estimate of when the information will be available for inspection or copying F.S. 119. 07(1)( c).

- If a charge is associated with the request (i.e., hard copies or extensive use), advise requestor that a fee for copies applies and provide the requestor with an estimate of the cost (or cost per page).
- 2) When taking a request by telephone, write down the caller' s request as specifically as possible. Be sure to repeat the request back to the requestor to ensure accuracy.

## 8. **Fees**

### a. **Fee Collection:**

- 1) **Time of Payment:** When all allowable fees /charges applicable to a particular request can be calculated in advance, they may be collected in advance of copying such records.
  - (i) If copies are to be mailed to a requestor, the fees /charges applicable shall be collected prior to mailing, including postage costs.
  - (ii) If an excessive use fee is imposed (see page 10), the requestor should be informed of the charge and provided a cost estimate prior to record duplication.
  - (iii) Fee and duplication costs should be received prior to the Town staff releasing the copies of records.
- 2) **Deposit:** Depending on the total cost of duplication and /or extensive use charge, a deposit may be required which will be determined by the records custodian. Any deposit collected by the records custodian must be reasonable based on F.S. 119.07(4) and reflect the actual costs of producing copies.
  - (i) The Clerk's Office will refund any monies deposited in excess of the actual charges incurred to fulfill the request.
  - (ii) If the actual cost exceeds the monies deposited, the requestor will be required to pay the difference before receiving copies of records.
- 3) **Mailing:** If the records requested are mailed to the requestor, additional charges will be added to cover the cost of postage and packaging.
- 4) **Acceptable Forms of Payment:**
  - (i) Most major credit cards, including Visa and MasterCard
  - (ii) Cash, money order (payable to the Town of Hilliard)
  - (iii) Check (payable to the Town of Hilliard, subject to the following conditions)
    - Personal checks will not be accepted by mail.
    - Checks will only be accepted over the counter with Driver License or State - issued photo ID.

- The above limitations do not apply to: governmental agencies, title companies, and officer of the courts.

5) **Sales Tax:** Sales tax is not currently charged on public records requests.

**b. Fee Schedule:**

<u>Duplication Medium</u>	<u>Fee*</u>
1) Letter page, one-sided	15¢ /page
2) Legal page, one-sided	15¢ /page
3) Letter page, double-sided	20¢ /page
4) Legal page, double-sided	20¢ /page
5) Certified copy (Non-Court)	\$1.00 /page
6) Electronic copy (e-mail or fax)	No Charge*
7) CD	Actual Cost (50¢ per CD)
8) Audio Tape	Actual Cost (\$1.00 per Tape)
9) Plat Map	Town Staff will take the map(s) to a local vendor for copies. Requestor will pay in accordance with the local vendor's fee schedule.

**If a requestor provides his or her own Tape or CD (it must be brand new and unopened), then the above charges do not apply.**

***\*These fee amounts do not include extensive use fees.***

- **If records are duplicated using a medium other than those listed above, the records custodian shall consult with the Town Clerk's Office to determine the actual cost of duplication.**
- **The same fees apply to color and black/white copies.**

**9. Extensive Use**

**a. Extensive Use Policy (See FS 119.07(4)(d))**

These guidelines establish policy regarding fees to be charged for extensive use of staff time and /or information technology resources. Extensive use charges should be applied uniformly throughout Town departments.

- 1) **LABOR COSTS:** When more than **1 hour** of clerical and /or supervisory time is spent in the inspection or duplication of a record, the extensive use fee shall be calculated from the hourly cost of the salary of the employee(s) required to fulfill the request. When extensive use consists of clerical tasks (i.e., locating documents, making photocopies) the Clerk's Office shall charge a clerical rate even if, due to staff shortages, a more highly paid person actually does the work.

- An agency may not ordinarily charge for the cost to review records for exempt information. AGO 84 -81. However, an extensive use fee may be charged if review and redaction require an extensive use of agency resources. *Florida Institutional Legal Services v. Florida Department of Corrections*, 579 So. 2d 267 (Fla.1st DCA 1991), review denied, 592 So. 2d 680 (Fla. 1991).
- Labor cost is determined by salary plus benefits. *Bd. of County Comm' rs. Highland County v. Colby*, 976 So. 2d 31 (Fla. 2d DCA 2008).

**2) INFORMATION TECHNOLOGY RESOURCE COSTS:** Information technology resources include use of personal computers, microfiche readers, or other office machinery. An extensive use fee shall be collected if the time reasonably required to produce or display the record is over 1 hour.

**3) DEPOSITS:** See Section 8(a)(2) of this policy for information regarding deposits.

**b. Extensive Use Procedures**

If the nature or volume of the public records requested to be inspected or copied requires the use of more than one (1) hour of information technology resources and /or clerical or supervisory assistance by Town staff, an extensive use service charge based upon the cost incurred for such extensive use of information technology resources or labor cost of the personnel providing the service shall be charged to the requestor.

**GUIDELINES**

- 1) The extensive use charge will be added to the actual cost of duplication of the records requested.
- 2) The extensive use charge will be based on the labor costs of the personnel providing the service.
- 3) The extensive use charge will be computed **to the nearest quarter hour exceeding one (1) hour** based on the current rate of pay for the pay grade of the person who performed the service.
- 4) When extensive use consists of clerical tasks (i.e., locating documents, making photocopies), a clerical rate should be charged, even if a more highly paid person actually does the work.

This Extensive Use Policy and Procedure is established in accordance with Florida Statute 119.07(4)(d) for the purpose of recovering costs incurred for extensive use of information technology resources and /or clerical or supervisory assistance.

**10. Records Management and Retention**

The Town of Hilliard is committed to preserving records in accordance with Florida law. The Town of Hilliard complies with Florida's records management program as outlined by the State Library & Archives of Florida which promotes the efficient, effective, and economical management of public records. Proper records management ensures that information is available when and where it is needed, in an organized and efficient manner, and in an appropriate environment.

Records management is more than retention, storage, and disposition of records; it entails all record - keeping requirements and practices that allow an organization to establish and maintain control over information flow and administrative operations. Florida's records management program is authorized by section 257.36, Florida Statutes, and applies to public records as defined in section 119.011(11), Florida Statutes.

Records management seeks to control and manage records throughout their life cycle, from their creation through active use, inactive storage, and final disposition.

## 11. Email

### a. Retention Requirements:

- (1) All public records must have an approved retention schedule in place before they can be destroyed or otherwise disposed of. Retention periods are determined by the content, nature and purpose of records, and are set based on their legal, fiscal, administrative and historical values, regardless of their form. Therefore, there is no single retention schedule that would apply across the board to all e-mails. E-mail, like other records, irrespective of its form, can have a variety of purposes and relate to a variety of program functions and activities. The retention period of any particular e-mail message will generally be the same as the retention for records in any other form that document the same program function or activity.
- (2) Town of Hilliard employees are required to relate each e-mail that is created or received by the employee through the Town's e-mail system to the activity it documents, as well as to other records documenting that activity, and apply the appropriate retention period based on that activity or function.
- (3) It is the responsibility of each Town of Hilliard employee to ensure that e-mail and other public records in their custody are maintained for the required retention period(s). Exchange Online mailboxes are replicated to multiple database copies, in geographically dispersed Microsoft data centers, to provide data restoration capability in the event of a messaging infrastructure failure. For large scale failures, service continuity management is initiated.
- (4) In the event that an Town of Hilliard employee wishes to retain a record that has met retention, they must request approval from the Town Clerk.

### b. Transitory Messages:

Many, though not all, e-mails fall under the retention schedule for "TRANSITORY MESSAGES" (*General Records Schedule GS1-SL for State and Local Government Agencies*, Item #146). "Transitory Messages" are messages that do not set policy, establish guidelines or procedures certify a transaction or become a receipt. For instance, an e-mail notifying or reminding employees of an upcoming meeting would only have value until the meeting has been attended or the employee receiving the message has marked the date and time in the calendar. The informal nature of transitory messages might be compared to a telephone conversation or a conversation in an office hallway. The retention requirement for transitory messages is to *retain until obsolete, superseded or administrative value is lost* (OSA). Therefore, e-mails that fall into this category can be disposed of at any time once they are no longer needed.

### c. Deleted E-Mail:

- (1) It is the responsibility of each Town of Hilliard employee to delete e-mail that has met retention on a regular basis adhering to the applicable general

records schedule. All e-mail placed in the *Deleted Items* folder will be automatically deleted from the system within 24 hours . **Once deleted, it cannot be retrieved.**

- (2) Personal e-mail is to be deleted regularly from the system. In the event of a public records request that encompasses personal e-mail, those e-mails kept on the Town of Hilliard system will be provided to the requestor. The Town of Hilliard will not defend cases pertaining to personal e-mail items in a court of law.

**d. Invalid Recipient:**

If an e-mail is received for a former employee, temporary employee, etc., the e-mail is automatically purged and a non-delivery receipt is returned to the sender.

**e. Employment Separation:**

When an employee separates from employment with the Town of Hilliard, that employee's electronic public records, including but not limited to his/her computer user drive and e-mail, shall be transferred to the RMLO and Information Technology Director for appropriate management, retention, and disposition. Hard copy public records shall remain in the custody of the Town of Hilliard for appropriate use, retention, and disposition.

**f. Managing E-mail**

- (1) Sorting e-mail into appropriate personal folders is a helpful way to manage these records and to ensure that appropriate retention requirements are identified and met. That is, just as file cabinets are set up to house different sets of files and employees know where to file paper records in those files, e-mail files and folders shall be set up with the appropriate retention period designated for each of those files and folders. If no retention schedule exists for records relating to a particular activity, then one must be established and that retention schedule would then apply to all documentation of that activity, regardless of form (paper, film, electronic, etc.).
- (2) At a minimum, Town of Hilliard employees shall review e-mail on weekly basis and delete items that have met retention, are transitory messages or categorized as OSA.

**g. Violations**

Violations of this policy may result in disciplinary action, up to and including termination of employment.

The Town of Hilliard follows the Florida Department of State Division of Library and Information Services General Records Schedules. Specifically the following:

## **General Records Schedules**

These General Records Schedules established by the Department of State are intended for use by state, county, city and special district public records custodians.



Schedule No.	Agency	Last Revised	PDF	Word	Excel
GS1-SL	State and Local Government Agencies	October 2013	<a href="#">PDF</a> 426KB	<a href="#">WORD</a> 542KB	<a href="#">Excel</a> 355KB
GS2	Law Enforcement, Correctional Facilities, and District Medical Examiners	May 2008 <i>With December 1, 2010 Revisions</i>	<a href="#">PDF</a> 267KB	<a href="#">WORD</a> 380KB	<a href="#">Excel</a> 224KB
GS3	Election Records	September 2010 with <i>February 1, 2011</i> and <i>September 1, 2012</i> <i>Updates</i>	<a href="#">PDF</a> 618KB	<a href="#">WORD</a> 311KB	<a href="#">Excel</a> 132KB
GS6	Building Departments	This schedule has been incorporated into the GS1-SL			
GS8	Fire Department Records	May 1999	<a href="#">PDF</a> 50KB	<a href="#">WORD</a> 96KB	
GS14	Public Utilities	Created September 2002	<a href="#">PDF</a> 128KB	<a href="#">WORD</a> 202KB	

These schedules may be accessed at the following website address:  
[http://dlis.dos.state.fl.us/recordsmgmt/gen\\_records\\_schedules.cfm](http://dlis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm)

# 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

TUESDAY, MAY 16, 2023, 6:00 PM

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### 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 Joe Michaels

#### ABSENT

Councilman Dallis Hunter

### WORKSHOP

ITEM-1 Town Council review of the Preliminary & Tentative Annual Financial Statements, for the fiscal year ending September 30, 2022.

***Richard Powell, CPA - Powell & Jones, CPA's***

**Richard Powell, CPA for Powell & Jones, CPA's** reviews the Annual Financial Statements. The following items are discussed:

- **Pages 7-10: Independent Auditor's Report and Audit Opinion.**
- **Pages 11-23: Management Discussion and Analysis**
  - o As of the close of the current Fiscal Year, the Town's governmental funds reported a combined ending fund balances of \$2,134,268.00, a decrease of \$27,565.00 in comparison with the prior year. Of this amount, \$504,277.00 is available for spending at the government's discretion (unassigned or assigned fund balance).
- **Page 25: Statement of Net Position**
  - o ARPA Funds in the amount of \$1,635,526.00 can now be used for loss revenues.

- Move ARPA Funds to Water and Sewer and pay Bond No. 4 off in the amount of \$648,000.00 at 4.5% interest.
- **Page 29: Governmental Funds**
  - The General Government Budget has been overspent by \$27,565.00.
- **Page 32: Proprietary Fund**
  - Enterprise/Bus Fund (Water and Sewer) Unrestricted Assets went from \$810,021.00 in 2021 to \$40,983.00 in 2022. Financially, the General Government Fund did the same as last year, but the Enterprise/Bus Fund spending more than making.
- **Page 80: Compliance Section**
- **Page 81: Schedule of Expenditures of Federal Awards and State Financial Assistance**
  - Both Federal and State Single Audits were in compliance with no findings.
- No findings were found for the 2021-2022 Fiscal Year.

### ADDITIONAL COMMENTS

**Mr. Richard Powell** states that he and Mrs. Jones, his wife and partner, will be starting their succession plan and both Brad Hough and Caleb Perla, CPA's, have been named partners in Powell & Jones, CPA's. They will be taking over the firm.

### ADJOURNMENT

Motion to adjourn at 6:46 p.m.

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

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

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

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

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

APPROVED:

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John P. Beasley  
Mayor

# 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

## MINUTES

THURSDAY, MAY 18, 2023, 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

### PRESENT

Mayor John Beasley  
Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Councilman Joe Michaels

### ABSENT

Councilman Dallis Hunter

## PUBLIC HEARING

ITEM-1      Ordinance No. 2023-01 - Amending Chapter 46 Subdivisions - Vacating ROW's  
Open Public Hearing  
An Ordinance Amending Chapter 46 of the Hilliard Town Code, Subdivisions to  
Enact a Process for the Vacation of Public Right-of-Ways within the Town Limits;  
Providing for Severability; Providing for Codification; and Providing for an  
Effective Date.  
***Mayor Beasley***

Open Public Comment  
No public comment.

Close Public Hearing on Ordinance No. 2023-01 at 7:03 p.m.

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

### **TOWN COUNCIL ACTION**

Town Council adoption of Ordinance No. 2023-01, on Second and Final Reading.

**Council** discusses how the cost of the Right of Way/Alley is to be determined.  
**Town Clerk Lisa Purvis** advises an appraisal would be the best way.

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

### ITEM-2

Ordinance No. 2023-02 - Amending Chapter 58 Utilities Code

Open Public Hearing

An Ordinance Amending Chapter 58 of the Hilliard Town Code; Amending Article I. In General; Section 58-6. Extensions of Water and Sewer Mains; Article III. Rates and Charges; Billing and Collection Procedures; Section 58-81. Free Service; Adjustments; Review of Fees and Charges; Section 58-83. Water and Sewer Usage Rates; Section 58-86. Annual Rate Increases Tied to Inflation; and Providing for an Effective Date.

***Mayor Beasley***

Open Public Comment  
No public comment.

Close Public Hearing on Ordinance No. 2023-02 at 7:12

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

### **TOWN COUNCIL ACTION**

Town Council adoption of Ordinance No. 2023-02, on Second and Final Reading.

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

### ITEM-3

Ordinance No. 2023-03 - Amending Chapter 58 Utilities Code

Open Public Hearing

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.

**Mayor Beasley**

Call for Public Comment

No public comment.

Close Public Hearing on Ordinance No. 2023-03 at 7:14 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 Michaels

### **TOWN COUNCIL ACTION**

Town Council adoption of Ordinance No. 2023-03, on Second and Final Reading.

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

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

ITEM-4 Ordinance No. 2023-04 - Dayspring Commons - Comp Plan Text Amendment  
Open Public Hearing  
An Ordinance of the Town of Hilliard, Florida, Amending the Hilliard Comprehensive Plan Policy A.1.1.3.H., to revise the description of the Institutional Future Land Use Category to add Memory Care, Independent Senior Living Facilities, and to allow Neighborhood Commercial Uses and Offices in the Institutional Future Land Use Category, as part of a Planned Unit Development Zoning for the Institutional Development; Providing for Severability; Repealer, and Providing for an Effective Date.  
**Mayor Beasley**

ITEM-5 Ordinance No. 2023-05 - Dayspring Commons - Comp Plan FLUM Amendment  
Open Public Hearing  
An Ordinance of the Town of Hilliard, Florida, a Municipal Corporation, Amending the Hilliard Comprehensive Plan, Future Land Use Map Designation of that certain property consisting of approximately 5.97 acres, more or less located off West Sixth Street and Orange Street and more particularly described in Exhibit "A" Legal Description, Hilliard, Florida, Nassau County Parcel ID: #08-3N-24-2380-0024-0040, 08-3N-24-2380-0039-0012, 08-3N-24-2380-0039-0031, 08-3N-24-2380-0037-0020, 08-3N-24-2380-0024-0010, 08-3N-24-2380-0039-0025, and 08-3N-24-2380-0037-0010, from MDR, Medium Density Residential to INS, Institutional; Providing for Severability; Repealer, and Providing for an Effective Date.  
**Mayor Beasley**

ITEM-6 Ordinance No. 2023-06 - Dayspring Commons - Planned Unit Development Zoning  
Open Public Hearing  
An Ordinance of the Town of Hilliard, Florida, Rezoning the property consisting of approximately 5.97 acres, more or less located off West Sixth Street and Orange Street and more particularly described in Exhibit "A" Legal Description, Hilliard, Florida, Nassau County Parcel ID: #08-3N-24-2380-0024-0040, 08-3N-24-2380-

0039-0012, 08-3N-24-2380-0039-0031, 08-3N-24-2380-0037-0020, 08-3N-24-2380-0024-0010, 08-3N-24-2380-0039-0025, and 08-3N-24-2380-0037-0010, from R-2, Single Family to PUD, Planned Unit Development to create the Dayspring Commons PUD; specifically described in Exhibit "B" Written Description, and Exhibit "C" Site Plan; and Providing for Severability; Repealer, and Providing for an Effective Date.

***Mayor Beasley***

Call for Public Comment

No public comment.

Close Public Hearing on Ordinance No. 2023-04, Ordinance No. 2023-05 and Ordinance No. 2023-06 at 7:19 p.m.

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

**TOWN COUNCIL ACTION – ORDINANCE NO. 2023-04**

Town Council adoption of Ordinance No. 2023-04, on First Reading and to submit to the State for their review and comments prior to setting the second Public Hearing and Final Reading.

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

**TOWN COUNCIL ACTION – ORDINANCE NO. 2023-05**

Town Council adoption of First Public Reading and to hold until Ordinance No. 2023-04, Text Amendment comes back from the State to set Second Public Hearing and Final Reading.

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

**TOWN COUNCIL ACTION – ORDINANCE NO. 2023-06**

Town Council adoption of First Reading and to hold until Ordinance No. 2023-04, Text Amendment comes back from the State and to set Second Public Hearing and Final Reading.

Motion made to add condition to have a minimum set back of 30' for accessory structure on the Southwest corner from Orange Street Right of Way.

Motion made by Councilman Wollitz, Seconded by Councilman Michaels. Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman 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-7 Additions/Deletions to Agenda

Item-19 Town Council discussion concerning a Public Records Request.

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

Item-20 Town Council to set a Workshop to discuss consent agenda.

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

### ITEM-8 Town Council approval of the Annual Financial Statements & Audit for the fiscal year ending September 30, 2022.

***Brad Hough, CPA Partner – Powell and Jones, CPA's***

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

### ITEM-9 Town Council approval of a donation request for the Hilliard Middle Senior High School to send the Future Business Leaders of America, Network Design Team to the National Leadership Conference in Atlanta.

***Paul Mizenko – HMSHS FBLA Advisor***

***Kaitlynn Williams – HMSHS FBLA President***

Motion made to approve a \$500.00 donation to the Future Business Leaders of America, Network Design Team.

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

### ITEM-10 Town Council discussion and approval to purchase a Christmas Tree to be used at the Town of Hilliard's annual Christmas events.

***Alicia Head - Administrative Assistant***

Motion made to purchase a Town Christmas Tree from Holiday Designs in the amount of \$11,066.25 plus shipping.

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

- ITEM-11 Town Council Approval of the FY 2023 Revenues and Expenditures Report for the period ending March 31, 2023.  
***Lisa Purvis, MMC – Town Clerk***
- Motion made by Councilman Wollitz, Seconded by Councilman Michaels.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels
- ITEM-12 Town Council approval to use Capital Funds for the extra funds expended to complete the Town Hall Park & Oxford Street Park FRDAP Grant Improvements.  
***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 Michaels
- ITEM-13 Town Council approval of the Minutes from the May 4, 2023, Joint Workshop, and the May 4, 2023, Public Hearing & Regular Meeting.  
***Lisa Purvis, MMC - Town Clerk***
- Motion made by Councilman Wollitz, Seconded by Councilman Michaels.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels
- ITEM-14 Town Council approval of Alan Jay Fleet Sales, Payable through April 12, 2023, Project Name: Mosquito Truck in the amount of \$48,162.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$48,162.00.**
- Motion made by Councilman Wollitz, Seconded by Council Pro Tem Pickett.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels
- ITEM-15 Town Council approval of Alan Jay Fleet Sales, Payable through May 5, 2023, Project Name: Parks & Recreation Truck in the amount of \$33,623.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$33,623.00.**
- Motion made by Council President Sims, Seconded by Councilman Wollitz.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels
- ITEM-16 Town Council approval of Cantrell Ray Real Estate, LLC, Payable through May 15, 2023, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$2,500.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$454,000.00**
- Motion made by Council Pro Tem Pickett, Seconded by Councilman Michaels.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

- ITEM-17 Town Council approval of Lampe, Roy & Associates, Inc., Payable through April 17, 2023, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$6,600.00.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT  
\$454,000.00**

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

- ITEM-18 Town Council approval of Moody Williams Appraisal Group, Payable through April 28, 2023, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$2,600.00.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT  
\$454,000.00**

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

#### ADDED ITEMS

- ITEM-19 Town Council discussion and direction regarding a Public Records Request  
***Christian Waugh – Town Attorney***

**Town Attorney Christian Waugh** states the Town, through the Deputy Town Clerk, has received a Public Records Request for all of the Town Clerk's emails for the past three years.

**Council Pro Tem Pickett** states he knows that Council cannot ask who submitted the request, and asks if the Town Attorney is allowed to ask who submitted the request.

**Town Attorney Christian Waugh** states we can always ask who they are.

**Council President Sims** states whatever it takes to respond, the Town needs to respond. Further asks Town Attorney Waugh what direction he needs.

**Town Attorney Christian Waugh** states he would like the Town Council to instruct that the identity be disclosed to him.

Motion made for the identity to be disclosed.

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

- ITEM-20 Town Council to set a Workshop to discuss Consent Agendas.  
***John P. Beasley - Mayor***

Motion made to set a Workshop for June 1, 2023, at 6:30 p.m.

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

**ADDITIONAL COMMENTS****PUBLIC**

No comment.

**MAYOR & TOWN COUNCIL**

**Councilman Michaels** states that Parks and Recreation Director Whittenburg is working on getting lifeguards certified.

**Council President Sims** states the Gardening Club did a great job on the Welcome to Hilliard sign.

**Mayor Beasley** thanks the Public Works Department for putting up the crosses, and states they are looking good.

**ADMINISTRATIVE STAFF****PRESENT**

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

**ABSENT**

Parks & Recreation Director, Gabe Whittenburg (at Gymnastics)

**TOWN ATTORNEY**

No comment.

**ADJOURNMENT**

Motion made to adjourn at 8:36 p.m.

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

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

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

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

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

APPROVED:

---

John P. Beasley  
Mayor

# 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

## MINUTES

THURSDAY, MAY 18, 2023, 6:00 PM

### 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 Joe Michaels

### ABSENT

Councilman Dallis Hunter

### WORKSHOP

ITEM-1 Presentation providing update on the Westside Regional Park with Nassau County Team.

***Taco Pope - Nassau County Manager***

***Jay Robertson - Nassau County Parks and Recreation Director***

**Taco Pope, Nassau County Manager**, introduces both items that are being presented.

**Jay Robertson, Nassau County Parks and Recreation Director** presents presentation to the Town Council. The following items are discussed:

- In 2007, the Nassau County Board of County Commissioners purchased a 107.65-acre tract of land with the intent of creating a first in class regional park to support the growing community.
- In May 2021. The selected design firm, Prosser, Inc., presented a series of renderings of what the master plan could look like at the property to the Board of County Commissioners. The Board moved to adopt the conceptual plan known as "The Lakeside Loop".
- December 2007

- Nassau County BOCC purchased parcel with hopes of cultivating a regional park.
- October 2015
  - First Iteration of possible park design released after community meetings held.
- 2019/2020
  - RFP posted to the public for concept design planning for the park. Prosser, Inc. chosen to work with BOCC Staff and Public to formalize a final concept plan.
- May 2021
  - Concepts presented to the BOCC and “Lakeside Loop” model chosen.
- June 2021
  - BOCC approves 5-year CAPITAL Improvement Plan, identifying accepted projects, allocated finding and funding sources and projects to be considered in future years.
  - As part of that approved plan, the BOCC identified WRP as a funded project and allocated funding.
- November 2021
  - BOCC awards engineering contract to Prosser, Inc.
- July 2023
  - Engineering plans scheduled to be at 100% completion and submitted for review.
- September 2023
  - Project scheduled to go out for bid.
- December 2023/2024
  - Project anticipated to commence.
  - Construction to take roughly 18-24 months.

**Mayor Beasley** inquires about rental options.

**Jay Robertson, Nassau County Parks and Recreation Director** advises they envision having a full staff when complete.

## ITEM-2

Presentation and Town Council discussion and input regarding the possible expansion of tourism throughout Nassau County.

***Gil Langley, President & CEO and Amy Boek, Chief Marketing Officer - Amelia Island Convention & Visitors Bureau Jones Lang LaSalle (JLL) – Consultants***

**Gil Langley, President, and CEO of Amelia Island Convention & Visitors Bureau,** introduces the Tourism Development Council. States the Council was created in 1988 when the decision was made to enact the bed tax. Further states since being founded in 1988, Mayor Beasley is the first person from the West Side of the County to sit on the Tourism Development Council.

**Gil Langley, President, and CEO of Amelia Island Convention & Visitors Bureau,** introduces Dan Fenton from Jones Lang LaSalle (JLL).

**Dan Fenton, JLL,** presents a PowerPoint regarding the Nassau County Tourism Development Plan to the Town Council. The following items are discussed:

- Tourism Works for Nassau County
  - \$1 billion economic impact

- ¼ of Nassau County jobs
  - Lower taxes for locals
  - Quality of life
- Agenda
  - Overview of Parties involved
  - Tourist Development Tax
  - Our Mission
  - Planning Process
  - Research Components
  - Outcomes
  - Draft Priorities
- Parties Involved
  - Nassau County Board of County Commissioners (BOCC)
  - Amelia Island Tourist Development Council (AITDC)
  - Amelia Island Convention & Visitors Bureau (AICVB)
  - Jones Lang LaSalle (JLL)
- Tourist Development Tax = Bed Tax
- JLL's mission is to leverage the impact of tourism to positively enhance quality of life.
- Where the project has been and where it is headed
- Nassau County Tourism Strategic Plan
  - Research components across the destination ecosystem
  - Additional factors and data points considered
- Strengths
  - Beaches
  - Restaurants
  - Historic
  - Relaxing
  - Natural Resources
  - Downtown Fernandina Beach
- Weaknesses
  - Access
  - Hotel Inventory (Mainland)
  - Experiences
  - Traffic
  - Parking
  - Crowded
- Opportunities
  - Improvements to Parks
  - Expansion of Trails
  - Connectivity and Transit
  - Entertainment and Events
  - Experiential Evolution
  - Unfinished Amenities
  - Conservation
  - Parking
  - Waterfront
- Threats
  - Lack of Infrastructure
  - Congestion
  - Overdevelopment



- Overcrowding
  - Workforce
  - Workforce Housing
  - Uneven Community Support
- Residents and Stakeholders were aligned on key themes;
  - Desire for smart growth plan
  - Product development in the western county
  - Investment in infrastructure
  - Increased amenities
  - Need for upkeep of primary visitor assets (natural resources and downtown Fernandina)
- Levels of readiness and destination archetypes.
- Plan recommendations based geographically:
  - Established Tourism Destination
    - Amelia Island
    - Countywide
  - Resource Expansion
    - Mainland
    - Callahan
    - Hilliard
    - Bryceville
    - Yulee
    - Countywide
- Short Term Versus Long Term Cost of Doing Nothing
  - Short Term (0-5 years)
    - Improve Current Infrastructure
    - Add Amenities
    - Engage Community
    - Experience Enhancement
  - Long Term (5-10+ years)
    - Addition of New Experiences
    - Development Milestones
    - Build Brand Trust and Recognition
    - Workforce/Housing
- Mainland Priorities Expansion of Funding Sources
  - Expansion of Tourist Development Tax Countywide, for creation of initial seed funding
  - Recommended allocations for new county collections
  - Tourism product development recommendations

**Town Council** asks about funding and how the Town will benefit.

**Dan Fenton, JLL**, answers it is based on the Budget that is determined by the County.

**Mayor Beasley** asks about funding and if there will be a Westside Convention Center. Further explains the process would start with the group going to Gil Langley, then Gil would address the Tourism Development Council, and finally the Tourism Development Council would address the Board of County Commissioners.

**ADJOURNMENT**

Motion to adjourn at 6:55 p.m.

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

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

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

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

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

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor

# 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

**MONDAY, MAY 22, 2023, 6:00 PM**

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### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

### PRESENT

#### TOWN OF HILLIARD

Mayor John Beasley  
Council President Kenny Sims

### NEFL FAIR ASSOCIATION

Keith Wingate  
Mike Weiscoph

### ABSENT

Council Pro Tem Lee Pickett  
Councilman Joe Michaels  
Councilman Jared Wollitz  
Councilman Dallis Hunter

### PRESENT

#### TOWN OF CALLAHAN

Mayor Randy Knagge  
Town Clerk Shawna Gugliuzza  
Zoning Board Member Paul Schwend

### ABSENT

Council President Ken Bass  
Councilwoman Janet Shaw  
Councilwoman Jacquelyn Fleming  
Councilman David Mellecke  
Councilwoman Ashton Bishop-Vargas

### OTHERS PRESENT

Larry Downry, CVFD  
James Kyne, Kynex Inc  
Merrill Taylor, Kynex Inc  
Pastor Dwight Allen  
Lt. Chauncey O. Mason, NCSO  
Brandy Carvalho, NCBOCC

## WORKSHOP

ITEM-1 Hilliard Town Council to discuss with the Callahan Town Council, the Northeast Florida Fair Association, Kynex Representative, Fire Department, and the Sheriff's Department the Saturday, July 1, 2023, fireworks display.

***John P. Beasley - Hilliard Town Council President***

Firework Payments – Discussion regarding payment, bill was resent and will be on June 1, 2023, agenda.

Firework Area – James with Kynex will visit the area after the meeting to make sure the area will be ready. The make-up date will be July 2, 2023, if it is cancelled on July 1, 2023.

Fire Protection – Larry Downey CFD states fire protection is covered with the Callahan Volunteer Fire Department.

Traffic Control - Lt Mason will check on getting officers to help with expected larger crowd and additional hours with additional officers the flat rate is \$50.00 per hour and both Towns can expect a split cost of \$3,500.00 for 9 deputies and 1 supervisor.

Midway - Will be open for vendors and crowd can bring chairs to view fireworks from there. Gates will open @ 5pm Vendors will arrive no later than 4:00 pm and the midway will open to the crowd at 5:00 pm. This year the FFA will have a petting zoo. Chairs and Blankets are encouraged. No pets.

Restrooms - Midway restrooms will be used. Both towns will have to pay a deposit and clean afterwards. Shawna is checking on getting hand washing stations. One deposit of \$500.00 that can be refunded if no damages to the midway restrooms.

Food Trucks – Ten food trucks have already agreed to be there.

Music – The same DJ as last year will be there.

Trash – Keith Wingate he will reach out to either trash companies to get dumpster.

Parking Gates – Gates will open at 5:00 p.m., Fireworks will go off at around 9:30 p.m. Pastor Allen will lead us in prayer and Leann Purvis will sing the National Anthem before the Fireworks.

2024 Fireworks – Brandy Carvalho with the BOCC presented an offer to have a joint show with the Towns and County, possibly a two-day event and fireworks will be held on July 4<sup>th</sup>.

The next meeting to discuss the 2023 Fireworks display will be on June 12, 2023, at 6:00 p.m. at the Fairgrounds.

**ADJOURNMENT**

There being no additional business, the meeting adjourns at 7:00 p.m.

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

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

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

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor

Check Payment to:  
AECOM Technical Services, Inc.  
An AECOM Company  
1178 Paysphere Circle  
Chicago, IL 60674

ACH Payment to:  
AECOM Technical Services, Inc.  
An AECOM Company  
Bank of America  
Account Number 5800937020  
ABA Number 071000039

Wire Transfer Payment to:  
AECOM Technical Services, Inc.  
An AECOM Company  
Bank of America  
New York, NY 10001  
Account Number 5800937020  
ABA Number 026009593  
SWIFT CODE BOFAUS3N



7650 West Courtney Campbell Causeway, Tampa, FL 33607-1462

Tel: 813-286-1711

Fax: 813-287-8591

Federal Tax ID No. 95-2661922

ATTN : Lisa Purvis  
TOWN OF HILLIARD  
15859 West County Road 108  
Hilliard, FL 32046  
United States

Invoice Date: 12-MAY-23  
Invoice Number: 2000754564

Agreement Number: 60664394  
Agreement Description:

Payment Term: 30 DAYS

*Please reference Invoice Number and Project Number with Remittance*

Project Number : 60664394

Project Name : O1J - Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Cone  
& PAPIs at Hilliard Airpark

Bill Through Date : 29-OCT-22 - 28-APR-23  
Bill Prange

#### Phase Lump Sum

Task Number	Description	Percent		Earned	Previous	Current
		Fee	Complete			
01	AECOM Lbr	57,066.00	100.00%	57,066.00	42,799.50	14,266.50
02	RPR Lbr	24,336.00	100.00%	24,336.00	23,119.20	1,216.80
03	Expenses	4,986.00	100.00%	4,986.00	4,487.40	498.60

Total Phase Lump Sum: 15,981.90

Project Total : O1J - Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Cone & PAPIs at Hilliard Airpark 15,981.90


#### Invoice Summaries

Total Current Amount :	15,981.90
Retention Amount :	0.00
Pre-Tax Amount :	15,981.90
Tax Amount :	0.00

Total Invoice Amount : 15,981.90

#### Billing Summaries

Billing Summary	Current	Prior	Total	Total Fee	Percent Complete
Billings	15,981.90	70,406.10	86,388.00	86,388.00	100.00
Tax	0.00	0.00	0.00		
Billing Total :	15,981.90	70,406.10	86,388.00		

OWNER: Town of Hilliard 15859 West CR 108 Hilliard, FL 32046		<u>APPLICATION FOR PAYMENT</u>	
CONTRACTOR & ADDRESS: TCA Electrical Contractors, Inc. PO. Box 345 Omega, GA 31775		CONTRACT NO. AND DESCRIPTION: Hilliard Airpark Hilliard, FL Replace RW 18-36 Edge Lighting, Signs, Reils, Wind Cone & PAPI's	
PERIOD COVERED BY THIS ESTIMATE	From: 08/16/22 To: 04/18/23	APPLICATION NO: Final DATE: 4/18/23	PAGE NO: 1 OF 1
NOTICE TO PROCEED DATE		<u>CONTRACTOR'S CERTIFICATION</u>	
COMPLETION DATE		<p>The undersigned Contractor certifies that to the best of his knowledge, information and belief, that (1) the work covered by this application for payment has been completed in accordance with the Contract Documents, (2) all previous progress payment received from Owner on account of work done under the Contract referred to above have been applied to discharge in full all obligations of Contractor incurred in connection with work covered by prior Applications for Payment and (3) title to all materials and equipment and equipment incorporated in said work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all liens, claims, security interest and encumbrances (except such as covered by Bond acceptable to Owner).</p> <p>CONTRACTOR: T.C.A. ELECTRICAL CONTRACTORS, INC.</p> <p>BY:  DATE: 4/18/23</p>	
PROPOSED TIME (calendar days)			
CALENDAR DAYS USED TO DATE			
TIME EXTENDED			
CONTRACT AWARD PRICE	\$ 307,025.00		
APPROVED CHANGE ORDERS & SUPPLEMENTAL AGREEMENTS	\$ 11,650.00		
TOTAL AMOUNT INCL. CO'S & SUPPLEMENTAL AGREEMENTS	\$ 318,675.00		
TOTAL WORK COMPLETE TO DATE	\$ 303,141.00	<u>ENGINEER'S CERTIFICATION</u>	
LESS:DIRECT MATERIAL PAYMENTS THIS ESTIMATE	\$ -	<p>We have examined this application for payment and certify to the best of our knowledge and belief that the materials used and the constructions accomplished meet the requirements of the Plans and Specifications, and payment of the amount due this Application is recommended.</p> <p>Digitally signed by 01790010625 DN: cn=01790010625, c=US, o=Palo Alto Networks Date: 2023.05.05 13:38:07 -04'00'</p> <p>BY: _____ TITLE: Project Representative</p> <p>DATE: <b>May 5, 2023</b></p>	
SUBTOTAL	\$ 303,141.00		
RETAINAGE (5%)	\$ -		
LESS PAYMENTS RECEIVED	\$ 279,131.85		
TOTAL PAYABLE TO DATE	\$ 24,009.15		
Payment Amount		<p>BY: <b>William R. Prange</b> TITLE: <b>Project Engineer</b></p> <p>DATE: <b>May 5, 2023</b></p>	
Construction incl. previous Eng./Insp. during suspension \$0.00			
DAYS LIQUIDATED DAMAGES @ _____ PER DAY			
INSPECTIONS THIS PERIOD (see attached)		<u>OWNER'S APPROVAL FOR PAYMENT</u>	
AMOUNT PAYABLE THIS ESTIMATE	\$ 24,009.15	BY: _____ TITLE: _____	
Attach bill of materials and affidavit if amount is requested for materials stored.		DATE: _____	

## APPLICATION FOR PAYMENT

Page 1 of 4

ITEM-7

## OWNER:

Town of Hilliard  
15859 West CR 108  
Hilliard, FL 32046

Hilliard Airpark

Replace RW 18-36 Edge Lighting, Signs, Reils, Wind Cone, & Papi's  
Hilliard, FL

## CONTRACTOR &amp; ADDRESS:

TCA Electrical Contractors, Inc.  
PO. Box 345  
Omega, GA 31775

APPROVED C.O.'s THROUGH  
ESTIMATE #Final

PERIOD COVERED BY THIS ESTIMATE:				FROM: 8/16/2022		TO: 4/18/2023		ESTIMATE #Final				
				CONTRACT		PREVIOUS WORK TO DATE		WORK COMPLETED THIS ESTIMATE		WORK COMPLETED TO DATE		COMP
SPEC NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	CONTRACT PRICE	QTY.	AMT.	QTY.	AMT.	QTY.	AMT.	
C-105-6.1	Mobilization	LS	1	10,000.00	\$10,000.00	1	\$10,000.00		\$0.00	1	\$10,000.00	100%
P-610-6.1	Existing Concrete Maintenance Apron Widening at Displaced Threshold Lights	SY	45	80.00	\$3,600.00	45	\$3,600.00		\$0.00	45	\$3,600.00	100%
P-610-6.2	New concrete Maintenance Apron at Runway End Lights	SY	73	65.00	\$4,745.00	73	\$4,745.00		\$0.00	73	\$4,745.00	100%
T-904-5.1	Deliver and Install Tifway 419 Bermuda Sod, Including Fertilizer and Rolling	SY	2700	8.00	\$21,600.00	2700	\$21,600.00		\$0.00	2700	\$21,600.00	100%
L-107-5.1	L-806(L), Style I-B, Size 1, LED, Internally-Lighted, 8-foot Supplemental Wind Cone Mounted on New foundation with New Base Can and L-810(L) Obstruction Light, with Segmented Circle	EA	1	16,000.00	\$16,000.00	1	\$16,000.00		\$0.00	1	\$16,000.00	100%
L-108-5.1	L-824, 1/C, No. 8 Type C Stranded Copper, 5 KV Cable, Including L-823 Connectors Installed in Duct or Conduit	LF	10700	1.50	\$16,050.00	10700	\$16,050.00		\$0.00	10700	\$16,050.00	100%
L-108-5.2	No. 6 Bare Counterpoise Wire, Installed in Duct or Trench, Including Ground Rods and Ground Connectors	LF	2500	1.50	\$3,750.00	938	\$1,407.00	1312	\$1,968.00	2250	\$3,375.00	90%
L-108-5.3	2/C, No. 8 Copper, 1/C No. 8 Copper Equipment Ground Installed in Duct or Trench	LF	4100	3.00	\$12,300.00	2100	\$6,300.00	1400	\$4,200.00	3500	\$10,500.00	85%
L-109-7.1	Furnish and Install 10KW, 6.6 Amp, 3-Step, L-828 Air Cooled Regulator with 240V Input, Complete in Place	EA	1	9,800.00	\$9,800.00	1	\$9,800.00		\$0.00	1	\$9,800.00	100%
L-109-7.2	Vault Modifications	LS	1	500.00	\$500.00	1	\$500.00		\$0.00	1	\$500.00	100%
L-110-5.1	1W2" Underground Electrical Duct, Schedule 40 PVC, Non-Concrete Encased, Including Trenching	LF	2500	7.00	\$17,500.00	1463	\$10,241.00		\$0.00	1463	\$10,241.00	59%
L-110-5.2	2W4" Underground Electrical Duct, Schedule 40 PVC, Non-Concrete Encased, Including Trenching	LF	130	10.00	\$1,300.00		\$0.00		\$0.00	0	\$0.00	0%
L-115-5.1	Electrical Junction Can, L-867D, with Galvanized Steel Cover	EA	8	700.00	\$5,600.00	8	\$5,600.00		\$0.00	8	\$5,600.00	100%



## APPLICATION FOR PAYMENT

Page 2 of 4

ITEM-7

PERIOD COVERED BY THIS ESTIMATE:

FROM: 8/16/2022

TO: 4/18/2023

ESTIMATE #Final

				CONTRACT		PREVIOUS WORK TO DATE		WORK COMPLETED THIS ESTIMATE		WORK COMPLETED TO DATE		COMP
SPEC NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	CONTRACT PRICE	QTY.	AMT.	QTY.	AMT.	QTY.	AMT.	
L-115-5.2	L-867B Base Can to Replace Damaged Existing Base Can	EA	8	600.00	\$4,800.00		\$0.00		\$0.00	0	\$0.00	0%
L-125-5.1	L-861(L), Medium Intensity, Bi-Directional or Omnidirectional, Elevated, LED, R/W Edge Light Fixture and New Transformer, on Existing L-867B Base Can, with New Base Plate in Turf	EA	32	525.00	\$16,800.00	32	\$16,800.00		\$0.00	32	\$16,800.00	100%
L-125-5.2	L-861E(L), Medium Intensity, Bi-Directional or Unidirectional, Elevated, LED, R/W Threshold Light Fixture and New Transformer, on Existing L-867B Base an, with New Base Plate in Turf	EA	18	655.00	\$11,790.00	18	\$11,790.00		\$0.00	18	\$11,790.00	100%
L-125-5.3	L-861E(L), Medium Intensity, Bi-Directional or Unidirectional, Elevated, LED, R/W Threshold Light Fixture and New Transformer, on Existing Relocated L-867B Base Can, with New Base Plate in Turf	EA	6	725.00	\$4,350.00	6	\$4,350.00		\$0.00	6	\$4,350.00	100%
L-125-5.4	L-861T(L), Medium Intensity, Omnidirectional, Elevated, LED, T/W Edge Light Fixture and New Transformer, on Existing L-867B Base Can, with New Base Plate in Turf	EA	4	435.00	\$1,740.00	4	\$1,740.00		\$0.00	4	\$1,740.00	100%
L-125-5.5	L-861T(L), Medium Intensity, Omnidirectional, Elevated, LED, T/W Edge Light Fixture and New Transformer, on New L-867B Base Can	EA	4	700.00	\$2,800.00	4	\$2,800.00		\$0.00	4	\$2,800.00	100%
L-125-5.8	New L-858(L), 1 Module, Size 1, Style 2 Internally Lighted Taxiway Guidance Sign, Installed on New Foundation, L-867 Base Can, L-830-1 Transformer and All Appurtenances Necessary	EA	2	3,800.00	\$7,600.00	2	\$7,600.00		\$0.00	2	\$7,600.00	100%
L-125-5.9	New L-858(L), 2 Module, Size 1, Style 2 Internally Lighted Taxiway Guidance Sign, Installed on New Foundation, L-867 Base Can, L-830-1 Transformer and All appurtenances Necessary	EA	2	4,500.00	\$9,000.00	2	\$9,000.00		\$0.00	2	\$9,000.00	100%
L-125-5.10	L-881(L), Style A, Class I, Precision Approach Path Indicator (PAPI) 2-Unit System Mounted on New Foundations with New Base Cans, Including Concrete Maintenance Apron, Hardware, Conduits, Cables, Installation Grading, Runway 18 End	LS	1	28,000.00	\$28,000.00	1	\$28,000.00		\$0.00	1	\$28,000.00	100%

## APPLICATION FOR PAYMENT

Page 3 of 4

ITEM-7

PERIOD COVERED BY THIS ESTIMATE:

FROM: 8/16/2022

TO: 4/18/2023

ESTIMATE #Final

				CONTRACT		PREVIOUS WORK TO DATE		WORK COMPLETED THIS ESTIMATE		WORK COMPLETED TO DATE		COMP
SPEC NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	CONTRACT PRICE	QTY.	AMT.	QTY.	AMT.	QTY.	AMT.	
L-125-5.11	L-881(L), Style A, Class I, Precision Approach Path Indicator (PAPI) 2-Unit System Mounted on New Foundations with New Base Cans, Including Concrete Maintenance Apron, Hardware, Conduits, Cables, Installation Grading, Runway 36 End	LS	1	28,000.00	\$28,000.00	1	\$28,000.00		\$0.00	1	\$28,000.00	100%
L-125-5.12	Airfield Lighting Demolition	LS	1	5,400.00	\$5,400.00	1	\$5,400.00		\$0.00	1	\$5,400.00	100%
	<b>Total Base Bid</b>				\$243,025.00		\$221,323.00		\$6,168.00		\$227,491.00	
	<b>Additive Alternate 1 - REILS</b>											
L-125-5.6	L-849(L), Style E, R/W End Identification Light (REIL), Current Powered, with Current Sensing, Mounted with Enclosure, Steel (Painted Aviation Orange), with Baffle Kit, to be Installed on New concrete Pad and Base Can Tied into the New R/W Edge Light Circuit, Runway 18 End	LS	1	20,000.00	\$20,000.00	\$1.00	\$20,000.00		\$0.00	1	\$20,000.00	100%
L-125-5.7	L-849(L), Style E, R/W End Identification Light (REIL), Current Powered, with Current Sensing, Mounted with Enclosure, Steel (Painted Aviation Orange), with Baffle Kit, to be Installed on New concrete Pad and Base Can Tied into the New R/W Edge Light Circuit, Runway 36 End	LS	1	20,000.00	\$20,000.00	\$1.00	\$20,000.00		\$0.00	1	\$20,000.00	100%
	<b>Total Additive Alternate 1 - REILS</b>				\$40,000.00		\$40,000.00		\$0.00		\$40,000.00	
	<b>Additive Alternate 2 - Runway Exit Signs</b>											
L-125-5.9	New L-858(L), 2 Module, Size 1, Style 2 Internally Lighted Taxiway Guidance Sign, Installed on New Foundation, L-867 Base Can, L-830-1 Transformer and all Appurtenances Necessary	EA	6	4,000.00	\$24,000.00	6	\$24,000.00		\$0.00	6	\$24,000.00	100%
	<b>Total Additive Alternate 2 - Runway Exit Signs</b>				\$24,000.00		\$24,000.00		\$0.00		\$24,000.00	100%
	<b>Change Order #1 - May 20, 2022</b>	LS	1	11,650.00	\$11,650.00	0.729614	\$8,500.00	.270386	\$3,150.00	1	\$11,650.00	100%
	<b>Total Bid</b>				\$318,675.00		\$293,823.00		\$9,318.00		\$303,141.00	

## APPLICATION FOR PAYMENT

Page 4 of 4

ITEM-7

PERIOD COVERED BY THIS ESTIMATE:

FROM: 8/16/2022

TO: 4/18/2023

ESTIMATE #Final

				CONTRACT		PREVIOUS WORK TO DATE		WORK COMPLETED THIS ESTIMATE		WORK COMPLETED TO DATE		COMP
SPEC NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	CONTRACT PRICE	QTY.	AMT.	QTY.	AMT.	QTY.	AMT.	
	TOTAL COMPLETED TO DATE			\$	303,141.00							
	WORK COMPLETED THIS ESTIMATE			\$	9,318.00							
	RETAINAGE (5%)			\$	14,691.15							
	LESS PAYMENTS RECEIVED			\$	-							
	TOTAL AMOUNT DUE THIS ESTIMATE			\$	24,009.15							

approved, WRP

**Kynex, Inc.**

4160 Elizabeth Lane  
Middleburg, FL 32068 US  
(352) 275-9135  
james@kynexplosives.com  
www.kynexplosives.com



# INVOICE

**BILL TO**

Town of Hilliard

**INVOICE #** 1123**DATE** 05/23/2023**DUE DATE** 06/22/2023**TERMS** Net 30

DESCRIPTION	QTY	RATE	AMOUNT
<b>Fireworks Display</b> Deposit	1	7,500.00	7,500.00

Please make checks payable to Kynex, Inc.  
4160 Elizabeth Lane  
Middleburg FL 32068

**BALANCE DUE****\$7,500.00**