

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

**THURSDAY, DECEMBER 01, 2022, 7:00 PM**

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### NOTICE TO PUBLIC

*Anyone wishing to address the Town Council regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Town Clerk. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.*

### PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER  
EVEN WHEN WE DISAGREE.  
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.  
WE WILL AVOID PERSONAL ATTACKS.  
***"Politeness costs so little." – ABRAHAM LINCOLN***

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

**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 set additional Joint Workshop to review and discuss the proposed amendments to the Zoning and Land Development Regulations.  
***Janis K. Fleet, AICP - Land Use Administrator***

**ITEM-3** Town Council to set a Workshop for Thursday, December 15, 2022, at 6:00 p.m. to discuss the Florida Retirement System audit findings.  
***Lisa Purvis, MMC - Town Clerk***

**ITEM-4** Town Council approval of Parks & Recreation Capital Budget Item 'Equipment - Truck' in the amount of \$36,270 from Alan Jay Fleet Sales.  
***Gabe Whittenburg – Parks & Recreation Director***

**ITEM-5** Town Council to approve Brailen Fossick's Transition from Temporary Staff to Regular Part-Time Staff.  
***Gabe Whittenburg – Parks & Recreation Director***

**ITEM-6** Town Council approval of the Minutes from the November 14, 2022, Special Meeting, the November 17, 2022, Workshop, and the November 17, 2022, Regular Meeting.  
***Lisa Purvis, MMC - Town Clerk***

**ADDED ITEMS**

**ADDITIONAL COMMENTS**

**PUBLIC**

**MAYOR & TOWN COUNCIL**

**ADMINISTRATIVE STAFF**

**TOWN ATTORNEY**

**ADJOURNMENT**

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

**TOWN COUNCIL MEETINGS**

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

**PLANNING & ZONING BOARD MEETINGS**

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

**MINUTES & TRANSCRIPTS**

Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

**TOWN WEBSITE & YOUTUBE MEETING VIDEO**

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).  
Live & recorded videos can be access at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

**ADA NOTICE**

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

### **APPEALS**

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

### **PUBLIC PARTICIPATION**

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

### **EXPARTE COMMUNICATIONS**

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

### **2022 HOLIDAYS**

#### **TOWN HALL OFFICES CLOSED**

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 17, 2022    |
| 2. Memorial Day                  | Monday, May 30, 2022        |
| 3. Independence Day Monday       | Monday, July 4, 2022        |
| 4. Labor Day                     | Monday, September 5, 2022   |
| 5. Veterans Day                  | Friday, November 11, 2022   |
| 6. Thanksgiving Day              | Thursday, November 24, 2022 |
| 7. Friday after Thanksgiving Day | Friday, November 25, 2022   |
| 8. Christmas Eve                 | Friday, December 23, 2022   |
| 9. Christmas Day                 | Monday, December 26, 2022   |
| 10. New Year's Eve               | Friday, December 30, 2022   |
| 11. New Year's Day               | Monday, January 2, 2023     |



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: December 1, 2022

FROM: ***Gabe Whittenburg – Parks & Recreation Director***

SUBJECT: Town Council approval of Parks & Recreation Capital Budget Item 'EQUIPMENT - TRUCK' in the amount of \$36,270 from Alan Jay Fleet Sales.

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#### **BACKGROUND:**

This is a capital item that has been budgeted for 2022-2023. The current P&R Truck is the oldest in the town fleet. Currently the P&R Director uses his personal vehicle to make trips to pick up supplies or materials when they are needed outside of the Hilliard / Callahan area.

#### **FINANCIAL IMPACT:**

This is a budgeted capital item for the Parks & Recreation Department. This is a significant expenditure but is budgeted and needed. This truck was quoted via state contract.

#### **RECOMMENDATION:**

Approve purchase of truck from Alan Jay Fleet Sales in the amount of \$36,270. This budget is over forecasted amount. Justification for purchase is due to the need of the department and expected cost savings of capital funds not expected to be expended this budget cycle.

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	42536-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE  
11/17/2022

## QUICK QUOTE SHEET

REVISED QUOTE DATE  
11/17/2022

REQUESTING AGENCY	HILLIARD, TOWN OF		
CONTACT PERSON	CORY HOBBS	EMAIL	<a href="mailto:kdcarrroll@townofhilliard.com">kdcarrroll@townofhilliard.com</a>
PHONE	904-327-8250	MOBILE	FAX

**SOURCEWELL (FORMERLY NJPA) CONTRACT # 2023 091521-NAF & 060920-NAF** [www.NationalAutoFleetGroup.com](http://www.NationalAutoFleetGroup.com)

MODEL	CC10903 1WT	MSRP	\$35,800.00
2023 CHEVY SILVERADO 1500 REGULAR CAB 2WD 8' BED WORK TRUCK 140" WB			

CUSTOMER ID	BASE VEHICLE PRICE	\$32,703.00
BED LENGTH	8' BED	

\*\* All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
GAZ H2G	EXTERIOR COLOR SUMMIT WHITE WITH JET BLACK VINYL INTERIOR.	\$0.00
L3B MQE	Engine, 2.7L Turbo with Transmission, 8-speed automatic, electronically controlled, also requires the following add options; (310 hp [231 kW] @ 5600 rpm, 348 lb-ft of torque [471 Nm] @ 1500 rpm)(Requires (PEB) WT Value Package, (PCV) WT Convenience Package or (PEF) Work Truck 2.7L Fleet Package, (H1T) or (H0U) Jet Black cloth interior, (C4P) semi-automatic air conditioning, (UE1) OnStar, (KI4) 120-volt power outlet and (KC9) 120-volt bed mounted power outlet.Includes (MQE) 8-speed automatic transmission and (KW5) 220-amp alternator. Included with (PEF) Work Truck 2.7L Fleet Package. Not available with (Z71) Z71 Off-Road Package, (PQA) WT Safety Package, (UD7) Rear Park Assist, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.)*GROSS*	\$0.00
BT	BLUE TOOTH (STD)	\$0.00
ZLQ	Fleet Convenience Package (When (ZW9) pickup bed delete is ordered tailgates will be deleted ) includes (K34) cruise control(Not available with (PCI) Convenience Package or (PEB) Pro Value Package. Available to upgrade to (DPO) outside power-adjustable vertical trailing mirrors.Includes (QT5) Lift power lock and release tailgate when (H0U) Jet Black interior trim is ordered.and is not available with (H0U) Jet Black interior trim.)	\$220.00
BUC	FACTORY BACK UP CAMERA(STD).	\$0.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.		\$0.00
HD SOB LG	HD Scorpion spray on bed liner (long bed) under rail.		\$700.00

CONTRACT OPTIONS \$700.00

TRADE IN	VEHICLE TOTAL	\$32,923.00
	MSRP DISCOUNT	12.9%
	ACCESSORY TOTAL	\$700.00
	CUSTOMER PRICE	\$33,623.00

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~ \$0.00

TOTAL COST LESS TRADE IN(S) QTY 1 \$33,623.00

Estimated Annual payments for 60 months paid in advance: \$7,530.17  
Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments **ORDERED UNIT VIN: [VIN NA]**

VEHICLE QUOTED BY CHRISTY SELF GOVERNMENT ACCOUNT MANAGER [christy.self@alanjay.com](mailto:christy.self@alanjay.com)

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.



Vehicle: [Fleet] 2023 Chevrolet Silverado 1500 (CC10903) 2WD Reg Cab 140" Work Truck (✔ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

### Window Sticker

#### SUMMARY

[Fleet] 2023 Chevrolet Silverado 1500 (CC10903) 2WD Reg Cab 140" Work Truck MSRP:\$35,800.00

Interior:Jet Black, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 2.7L Turbo High-Output

Transmission, 8-speed automatic, electronically controlled

#### OPTIONS

CODE	MODEL	MSRP
CC10903	[Fleet] 2023 Chevrolet Silverado 1500 (CC10903) 2WD Reg Cab 140" Work Truck	\$35,800.00
<b>OPTIONS</b>		
1WT	Work Truck Preferred Equipment Group	\$0.00
AZ3	Seats, front 40/20/40 split-bench	\$0.00
E63	Durabed, pickup bed	\$0.00
FE9	Emissions, Federal requirements	\$0.00
GAZ	Summit White	\$0.00
GU6	Rear axle, 3.42 ratio	\$0.00
H2G	Jet Black, Vinyl seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00

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Data Version: 16803. Data Updated: Jun 27, 2022 6:50:00 PM PDT.



Vehicle: [Fleet] 2023 Chevrolet Silverado 1500 (CC10903) 2WD Reg Cab 140" Work Truck (✔ Complete)

K34	Cruise control, electronic	Inc.	
L3B	Engine, 2.7L Turbo High-Output		\$0.00
MQE	Transmission, 8-speed automatic, electronically controlled		\$0.00
QBN	Tires, 255/70R17 all-season, blackwall		\$0.00
QBR	Tire, spare 255/70R17 all-season, blackwall		\$0.00
R7N	Not Equipped with Steering Column Lock, see dealer for details		(\$50.00)
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel		\$0.00
VK3	License plate kit, front		\$0.00
VQ2	Fleet Processing Option		\$0.00
ZLQ	WT Fleet Convenience Package		\$225.00
—	Option/package discount		(\$1,500.00)

<b>SUBTOTAL</b>	<b>\$34,475.00</b>
Adjustments Total	\$0.00
Destination Charge	\$1,795.00
<b>TOTAL PRICE</b>	<b>\$36,270.00</b>

**FUEL ECONOMY**

Est City:19 (2022) MPG

Est Highway:22 (2022) MPG

Est Highway Cruising Range:622.60 mi

**Standard Equipment**

**Package**

Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam

**Mechanical**

Engine, 2.7L Turbo High-Output (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.)

Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) 2.7L Turbo engine.)

Durabed, pickup bed (STD)

GVWR, 6800 lbs. (3084 kg) (Requires 2WD model with (L3B) 2.7L Turbo engine or Double Cab or Regular Cab Long Bed 2WD model and (L84) 5.3L EcoTec3 V8 engine.)

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**Mechanical**

- Rear axle, 3.42 ratio
- Push Button Start
- Automatic Stop/Start (Not available with (5W4) Special Services Package, (9C1) Police Pursuit Package or (FHS) E85 FlexFuel capability.)
- Rear wheel drive
- Battery, heavy-duty 730 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power
- Alternator, 220 amps (Included with (L3B) 2.7L Turbo engine, (VYU) Snow Plow Prep Package, (5W4) Special Service Package or (9C1) Police Pursuit Package.)
- Frame, fully-boxed, hydroformed front section
- Suspension Package, Standard
- Steering, Electric Power Steering (EPS) assist, rack-and-pinion
- Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors
- Brake lining wear indicator
- Capless Fuel Fill
- Exhaust, single outlet

**Exterior**

- Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)
- Tires, 255/70R17 all-season, blackwall (STD)
- Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)
- Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare
- Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door (Deleted with (ZW9) pickup bed delete.)
- Bumpers, front, Black (semi-gloss)
- Bumpers, rear, Black (semi-gloss)
- CornerStep, rear bumper
- Cargo tie downs (12), fixed rated at 500 lbs per corner (Deleted with (ZW9) pickup bed delete.)
- Headlamps, halogen reflector with halogen Daytime Running Lamps
- IntelliBeam, automatic high beam on/off
- Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel (incandescent on Regular Cab models, LED on Crew Cab and Double Cab models)
- Taillamps with incandescent tail, stop and reverse lights

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Vehicle: [Fleet] 2023 Chevrolet Silverado 1500 (CC10903) 2WD Reg Cab 140" Work Truck (✔ Complete)

**Exterior**

Mirrors, outside heated power-adjustable (Standard on Regular Cab models. Included and only available with (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package on Crew Cab and Double Cab models. When (PQA) WT Safety Package is ordered, includes (DP6) high gloss Black mirror caps.)

Glass, solar absorbing, tinted

Door handles, Black

Tailgate and bed rail protection cap, top

Tailgate, standard (Deleted with (ZW9) pickup bed delete.)

Tailgate, locking utilizes same key as ignition and door (Removed when (QT5) EZ Lift power lock and release tailgate is ordered.)

Tailgate, gate function manual, no EZ Lift (Deleted with (ZW9) pickup bed delete.)

**Entertainment**

Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, wired Apple CarPlay and Android Auto capable. (STD)

Audio system feature, 2-speaker system (Requires Regular Cab model.)

Bluetooth for phone, connectivity to vehicle infotainment system

**Interior**

Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)

Seat trim, Vinyl

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Floor covering, rubberized-vinyl (Not available with LPO floor liners.)

Steering wheel, urethane

Steering column, Tilt-Wheel, manual with wheel locking security feature

Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

Exterior Temperature Display located in radio display

Window, power front, drivers express up/down

Window, power front, passenger express down

Door locks, power

Remote Keyless Entry, with 2 transmitters

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Vehicle: [Fleet] 2023 Chevrolet Silverado 1500 (CC10903) 2WD Reg Cab 140" Work Truck (✔ Complete)

**Interior**

Power outlet, front auxiliary, 12-volt

USB Ports, 2, Charge/Data ports located on instrument panel

Air conditioning, single-zone manual

Mirror, inside rearview, manual tilt

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

**Safety-Mechanical**

Automatic Emergency Braking

Front Pedestrian Braking

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

**Safety-Exterior**

Daytime Running Lamps with automatic exterior lamp control

**Safety-Interior**

Airbags, dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

HD Rear Vision Camera (Deleted with (ZW9) pickup bed delete.)

Lane Keep Assist with Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Tire Pressure Monitoring System, auto learn includes Tire Fill Alert (does not apply to spare tire)

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**WARRANTY**

Warranty Note: <<< Preliminary 2023 Warranty >>>  
Basic Years: 3  
Basic Miles/km: 36,000  
Drivetrain Years: 5  
Drivetrain Miles/km: 60,000  
Drivetrain Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles  
Corrosion Years (Rust-Through): 6  
Corrosion Years: 3  
Corrosion Miles/km (Rust-Through): 100,000  
Corrosion Miles/km: 36,000  
Roadside Assistance Years: 5  
Roadside Assistance Miles/km: 60,000  
Roadside Assistance Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles  
Maintenance Note: 1 Year/1 Visit

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## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: December 1, 2022

FROM: ***Gabe Whittenburg – Parks & Recreation Director***

SUBJECT: Position Process – Brailen Fossick Transition from Temporary to Regular Part-Time

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#### **BACKGROUND:**

Brailen started with P&R as a Lifeguard in our 2022 Summer Pool Season. She has since transitioned into one of our After School Program Kid Attendant / Child Watch Attendants.

#### **FINANCIAL IMPACT:**

Brailen is currently employed in our After School Program, replacing Jasmine Booth, so there is no addition to staffing headcount.

#### **RECOMMENDATION:**

Transition Brailen from Temporary to Regular Part-Time.

**TOWN OF HILLIARD  
TOWN CLERK'S OFFICE  
Position Process**

Regular Meeting: December 1, 2022

Applicant: Brailen Fossick

Position: Kid Attendant/Child Watch

Pay Rate: \$11.00 per hour

Position Starts: Regular Part Time – January 2022

Position Status: Temporary to Regular Part Time Position

Summer Lifeguard 1<sup>st</sup> Year  
Child Watch & After School Program  
Temporary – May 2022 - Present

**Position Requirements:**

Valid Florida Driver's License  
CPR/First Aid Certified  
DCF Fingerprint Background (18+ only)

**Position Information:**

Will implement Child Watch and/or After School programs with exercise, craft, and homework activities that are fun and age appropriate while maintaining a high standard of customer satisfaction. Responsible for cleaning all areas that include activates related to this position. Work is performed under the administrative direction of the Parks and Recreation Director.

The Town of Hilliard is an Equal Opportunity Employer and a Drug Free Workplace.

# HILLIARD TOWN COUNCIL MEETING

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

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**ADMINISTRATIVE STAFF**

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

**TOWN ATTORNEY**

Christian Waugh

**MINUTES**

**MONDAY, NOVEMBER 14, 2022, 6:30 PM**

**NOTICE TO PUBLIC**

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**PLEDGE OF CIVILITY**

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**CALL TO ORDER  
PRAYER & PLEDGE OF ALLEGIANCE  
ROLL CALL**

**PRESENT**  
Mayor Floyd Vanzant  
Council President John Beasley  
Council Pro Tem Kenny Sims  
Councilman Lee Pickett  
Councilman Jared Wollitz  
Councilwoman Callie Kay Bishop – Came into meeting during Item-2

**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.

**SPECIAL MEETING**

ITEM-1      Additions/Deletions to Agenda  
  
Item-3 Town Council to discuss the Life Care Center Christmas Tree Lighting.

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

ITEM-2

Town Council Review and Discussion of the Future of the Land Use Administrator Position.

***Council Pro Tem Sims***

Motion to approve Lee Anne Wollitz to take position as the Land Use Administrator on December 15, 2022, while still using Janis Fleet for Planned Unit Developments and allow Lee Anne Wollitz to reach out to Janis Fleet with any questions, giving Janis Fleet a 30-day notice.

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

**Town Attorney Waugh** states that if a hiring decision is incorporated into motion, the rate and hour requirements should also be included into the motion.

**Council President Beasley** asks if the Council needs to have two separate motions to do the letter of dismissal to Janis Fleet then make the offer to Lee Anne Wollitz.

**Town Attorney Waugh** states that yes, the Council should have two separate motions because the details of Lee Anne Wollitz being hired need to be included into the motion.

Motion and Second withdrawn.

Motion is made to give Janis Fleet a 30-day notice and for her to finish the Land Development Regulations.

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

Motion is made to hire Lee Anne Wollitz as the Land Use Administrator at the rate of \$30.00 per hour, up to 20 hours per week with the ability to contact Janis Fleet on an as needed basis.

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

Motion is made to use Janis Fleet on an as needed basis for Planning or Planned Unit Developments, or as Lee Anne Wollitz needs her input.

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



**ADDED ITEMS**

ITEM-3 Town Council approval to rent a lift for the Life Care Center Tree Christmas Lights.

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

**ADDITIONAL COMMENTS****PUBLIC**

**Marcus Holley, 17671 Holley Oaks Lane, Hilliard,** states that he would like to donate the \$500.00 from the Variance that he is to be reimbursed from the Town, to help pay for the cost to put the lights on the tree at the Life Care Center.

**MAYOR & TOWN COUNCIL**

No comment from the Council.

**ADMINISTRATIVE STAFF****PRESENT**

Town Clerk, Lisa Purvis  
Assistant Public Works Director, Cory Hobbs

**ABSENT**

Public Works Director, Ritchie Rowe  
Parks & Recreation Director, Gabe Whittenburg

**TOWN ATTORNEY**

No comment.

**ADJOURNMENT**

Motion to adjourn at 7:38 p.m.

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ 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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Floyd L. Vanzant  
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

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, NOVEMBER 17, 2022, 6:00 PM

### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

#### PRESENT

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

#### ABSENT

Council President John Beasley

### WORKSHOP

ITEM-1 Town Council to host the Hilliard Girl Scout Troop (Daisies and Brownies) to talk with the Mayor and Council Members as part of the Girl Scouts earning their Democracy Badge.

**Amanda and Mickey Hodges** introduce four girl scouts, three Daisies and one Brownie.

**Each Council Member, Town Clerk, and the Mayor introduce** themselves.

**The girls** ask questions of the Council and then they say what their favorite thing about being a girl scout is.

**Amanda Hodges** asks several questions.

**Councilman Wollitz** explains how a rule is made and gives an examples like passing an ordinance for a golf-cart friendly community.

**Council Pro Tem Sims** speaks about growth and explains to the girl scouts some changes that were made at the last Town Council meeting.

**Councilman Pickett** explains that he is over Water and Sewer in the Town.

**Councilman Wollitz** explains that he is over the Volunteer Fire Department.

**Council Pro Tem Sims** explains that he is over the Streets in the Town.

**Councilwoman Bishop** explains that she is over the Hilliard Airpark.

**ADDITIONAL COMMENTS**

No comments.

**ADJOURNMENT**

Motion to adjourn at 6:18 p.m.

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

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

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

\_\_\_\_\_  
John P. Beasley  
Council President

ATTEST:

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

APPROVED:

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

# HILLIARD TOWN COUNCIL MEETING

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## TOWN COUNCIL MEMBERS

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Jared Wollitz, Councilman  
Callie Kay Bishop, Councilwoman

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

## MINUTES

**THURSDAY, NOVEMBER 17, 2022, 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 Floyd Vanzant  
Council President John Beasley  
Council Pro Tem Kenny Sims  
Councilman Lee Pickett  
Councilman Jared Wollitz  
Councilwoman Callie Kay Bishop

## MAYOR

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

**Brittany Newsome, 23796 Family Lane, Hilliard,** states she is concerned that there are too many trees being removed for the park next to Town Hall.  
**Douglas Conkey, Intergovernmental Coordinator for St. Johns River Water Management District,** informs the Town of funding opportunities.

## REGULAR MEETING

## ITEM-1 Additions/Deletions to Agenda

Item-11 Town Council to set a Special Meeting prior to November 30, 2022, to adopt the Amended Budget for Fiscal Year 2021-2022.

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

Item-12 Town Council to discuss trees at Town Hall Park.

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

ITEM-2 Town Council to establish a Process to Close, Abandon, or Vacate; Streets, Alleys, Easements, or Right of Ways, within the Town of Hilliard.  
**Christian Waugh - Town Attorney**

Motion to table item until asked to be put back on the agenda.

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

ITEM-3 Town Council to set additional Joint Workshop to review and discuss the proposed amendments to the Zoning and Land Development Regulations.  
**Janis K. Fleet, AICP - Land Use Administrator**

Motion to table item until the December 1, 2022, Town Council Regular Meeting.

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

ITEM-4 Town Council approval of Capital Budgeted purchase of the turkey replacement of Cloth and Actuator Replacement for One (4) Disk Filter from Aqua-Aerobic Systems. Inc. in the amount of \$25,808.23.  
**Cory Hobbs – Assistant Public Works Director**

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

ITEM-5 Town Council approval of the Minutes from the November 3, 2022, Joint Workshop, the November 3, 2022, Regular Meeting, and the November 8, 2022, Joint Workshop.  
**Lisa Purvis, MMC - Town Clerk**

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

- ITEM-6 Town Council approval of AECOM, Payable through October 28, 2022, Project Name: Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Cone, and PAPIs at the Hilliard Airpark, in the amount of \$15,562.20.  
**FAA AIP 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$86,388.00**

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

- ITEM-7 Town Council approval of Nassau County Public Library System Donation for Fiscal Year 2022-2023, to Friends of the Hilliard Branch Library in the amount of \$8,000.00.  
**BUDGETED DONATION FROM GENERAL FUND TO CULTURE AND RECREATION**

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

- ITEM-8 Town Council approval of Nassau County Council on Aging Donation for Fiscal Year 2022-2023, to assist Seniors in Hilliard with their Water and Sewer Bills in the amount of \$10,000.00.  
**BUDGETED DONATION FROM WATER AND SEWER PENALTY FEES COLLECTED**

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

- ITEM-9 Town Council approval of Mittauer & Associates, Inc., Final Payable through October 28, 2022, Project Name: CDBG 20 NR Water Main Replacement in the amount of \$3,915.00.  
**DEO CDBG GRANT FUNDED PROJECT AND CAPITAL FUNDED PROJECT MATCH LUMP SUM CONTRACT \$105,700.00**

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

- ITEM-10 Town Council approval of D.B. Civil Construction, Final Payable through August 25, 2022, Project Name: CDBG 20 NR Water Main Replacement in the amount of \$75,643.94.  
**DEO CDBG GRANT FUNDED PROJECT AND CAPITAL FUNDED PROJECT MATCH LUMP SUM CONTRACT \$719,539.42 (106,239.42 TOWN MATCH)**

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

## ADDED ITEMS

ITEM-11 Town Council to set a Special Meeting for Tuesday, November 29, 2022, at 6:00 p.m. to adopt the Amended Budget for Fiscal Year 2021-2022

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

Following Discussion, motion is made to change Special Meeting from 6:00 p.m. to 5:30 p.m.

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

ITEM-12 Town Council to discuss trees at Town Hall Park.

Motion is made to set a Walking Workshop on Tuesday, November 29, 2022, at 5:00 p.m. to look at and discuss the trees.

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

## ADDITIONAL COMMENTS

### PUBLIC

**Brittany Newsome, 23796 Family Lane, Hilliard,** thanks the Town Council for taking what she said regarding the trees into consideration.

### MAYOR & TOWN COUNCIL

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

#### **November Meetings:**

Tuesday, 11-29-2022	@ 5PM	Workshop (Town Hall Park Trees)
Tuesday, 11-29-2022	@ 530PM	Special Meeting (Amend Budget FY 2021/22)

#### **December Meetings:**

Thursday, 12-01-2022	@ 7PM	Regular Meeting
Thursday, 12-15-2022	@ 7PM	Regular Meeting

**Councilwoman Bishop** wishes everyone a Happy Thanksgiving.



**Council President Beasley** reminds everyone that the Hilliard Flashes Football team will be playing Friday, November 18, 2022, at 7:30 p.m.

**Councilman Pickett** asks everyone to pray for his son since he will be having surgery.

**Councilman Wollitz** thanks Marcus Holley again for his donation to help fund the tree lighting at the Life Care Center.

#### **ADMINISTRATIVE STAFF**

PRESENT

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

Assistant Public Works Director, Cory Hobbs

Parks & Recreation Director, Gabe Whittenburg

**Assistant Public Works Director Cory Hobbs** asks when the Council would like the Christmas lights on the telephone poles put up.

**Town Council** respond that it is okay to start installing the lights now.

**Town Clerk Lisa Purvis** wishes to discuss the Culvert being installed on Ohio and West Tenth Avenue for Developer Doug Lloyd.

Motion is made to add Culvert Decision as an Emergency Item to Agenda.

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

ITEM -13 Town Council to discuss culvert issue on Ohio and West Tenth Avenue.

Motion is made to install the culvert pipe and developer Doug Lloyd is to pay the cost of the culvert only, not the cost of installation.

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

#### **TOWN ATTORNEY**

No comment.

#### **ADJOURNMENT**

Motion to adjourn at 7:46 p.m.

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ 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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Floyd L. Vanzant  
Mayor