

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, DECEMBER 15, 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

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 if a Fire Hydrant on Ohio Street between West Sixth Street and West Seventh Street is needed.
Ritchie Rowe - Public Works Director

ITEM-3 Town Council approval of Town Employee Cory Hobbs' pay increase from Grade 6 Step 1 to Grade 6 Step 3, following his recent promotion to Assistant Public Works Director.
Ritchie Rowe - Public Works Director

ITEM-4 Town Council approval to enter into a Consulting and Retainer Agreement between the Town of Hilliard and Fleet & Associates Architects/Planners, Inc.
Christian Waugh - Town Attorney

ITEM-5 Town Council to accept Lee Anne Wollitz's resignation from the Planning & Zoning Board and approval to enter into Land Use Administrator Agreement between the Town of Hilliard and Lee Anne Wollitz.
Christian Waugh - Town Attorney

ITEM-6 Town Council direction regarding litigation from defendants that reside in the affected area of lawsuit by the Town of Hilliard, FL.
Christian Waugh - Town Attorney

ITEM-7 Town Council to set annual workshop with the Nassau County School Board for Monday, January 30th, February 6th or February 13th, 2023 at 6:00 p.m.
Lisa Purvis, MMC - Town Clerk

ITEM-8 Town Council approval of the Minutes from the November 29, 2022, Workshop, the November 29, 2022, Special Meeting, the December 1, 2022, Regular Meeting, and the December 5, 2022, Special Meeting.
Lisa Purvis, MMC - Town Clerk

ITEM-9 Town Council approval of Office Resources-Jax, LLC, Final Payment; Project Name: Town Hall Office Renovations in the amount of \$14,246.71.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$70,000.00

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.

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

ADA NOTICE

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

APPEALS

Pursuant to the requirements of Section 286.0105, Florida 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.

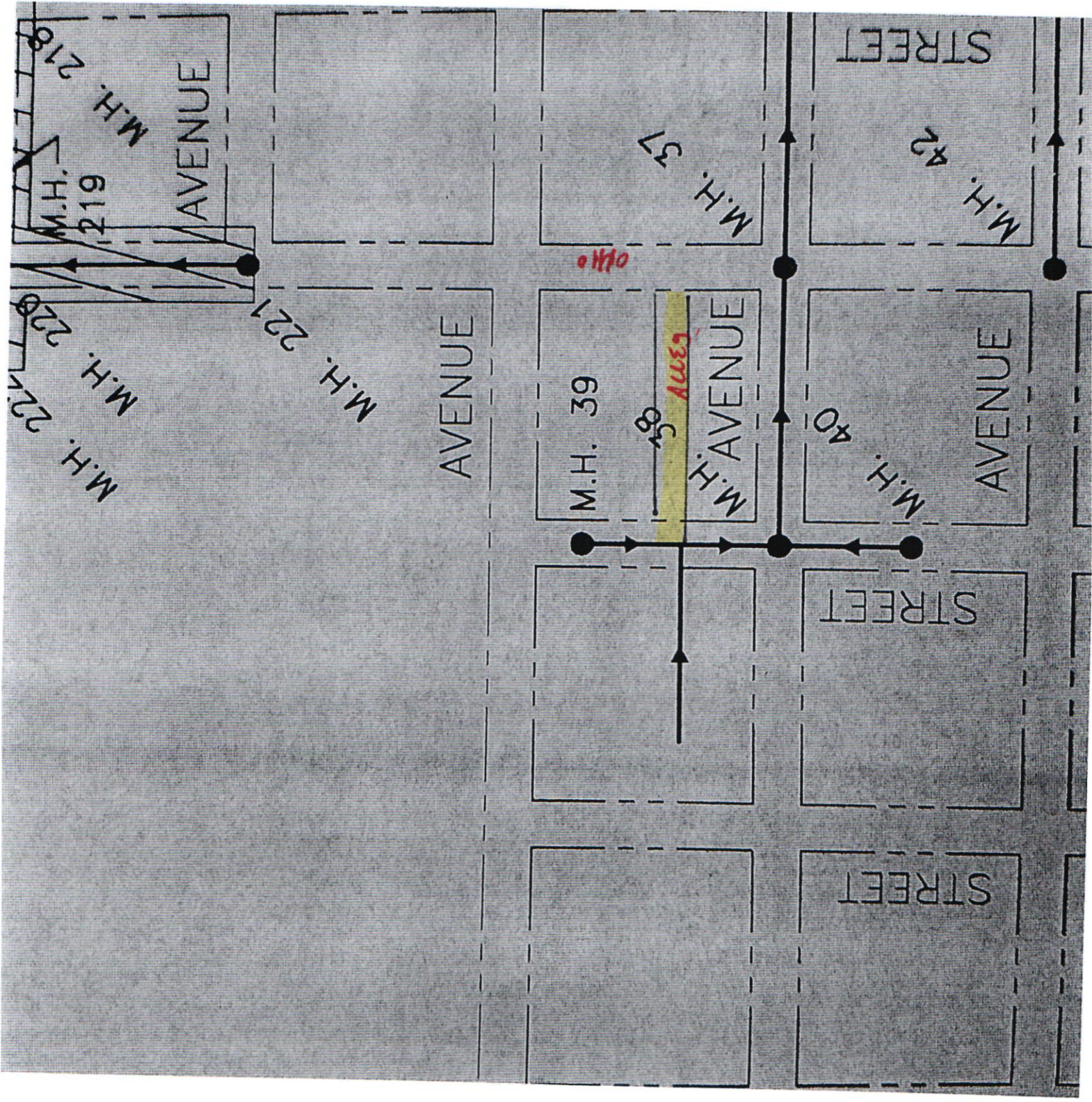
EXPARTE COMMUNICATIONS

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 |



HILLIARD





Study Analysis - Variable Step Rate

Grade	Step												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	\$24,960.00 (\$12.00)	\$26,000.00 (\$12.50)	\$27,040.00 (\$13.00)	\$28,080.00 (\$13.50)	\$29,120.00 (\$14.00)	\$30,160.00 (\$14.50)	\$31,200.00 (\$15.00)	\$32,240.00 (\$15.50)	\$33,280.00 (\$16.00)	\$34,320.00 (\$16.50)	\$35,360.00 (\$17.00)	\$36,400.00 (\$17.50)	\$37,440.00 (\$18.00)
2	\$29,036.80 (\$13.96)	\$30,246.67 (\$14.54)	\$31,456.54 (\$15.12)	\$32,666.40 (\$15.70)	\$33,876.27 (\$16.29)	\$35,083.14 (\$16.87)	\$36,296.00 (\$17.45)	\$37,505.87 (\$18.03)	\$38,715.73 (\$18.61)	\$39,925.60 (\$19.20)	\$41,135.47 (\$19.78)	\$42,345.33 (\$20.36)	\$43,555.20 (\$20.94)
3	\$33,760.94 (\$16.23)	\$35,171.81 (\$16.91)	\$36,582.69 (\$17.59)	\$37,993.56 (\$18.27)	\$39,404.43 (\$18.94)	\$40,815.31 (\$19.62)	\$42,226.18 (\$20.30)	\$43,633.72 (\$20.98)	\$45,041.26 (\$21.65)	\$46,448.80 (\$22.33)	\$47,856.33 (\$23.01)	\$49,263.87 (\$24.36)	\$50,671.41 (\$24.36)
4	\$39,299.35 (\$18.89)	\$40,936.82 (\$19.68)	\$42,574.29 (\$20.47)	\$44,211.77 (\$21.26)	\$45,849.24 (\$22.04)	\$47,486.71 (\$22.83)	\$49,124.18 (\$23.62)	\$50,761.65 (\$24.40)	\$52,399.13 (\$25.19)	\$54,036.60 (\$25.98)	\$55,674.07 (\$26.77)	\$57,311.55 (\$27.55)	\$58,949.02 (\$28.34)
5	\$45,719.23 (\$21.98)	\$47,624.20 (\$22.90)	\$49,529.17 (\$23.81)	\$51,434.14 (\$24.73)	\$53,339.10 (\$25.64)	\$55,244.07 (\$26.56)	\$57,149.04 (\$27.48)	\$59,054.01 (\$28.39)	\$60,958.97 (\$29.31)	\$62,863.94 (\$30.22)	\$64,768.91 (\$31.14)	\$66,673.87 (\$32.05)	\$68,578.84 (\$32.97)
6	\$53,187.86 (\$25.57)	\$55,404.02 (\$26.64)	\$57,620.18 (\$27.70)	\$59,836.34 (\$28.77)	\$62,052.50 (\$29.83)	\$64,268.66 (\$30.90)	\$66,484.82 (\$31.96)	\$68,700.98 (\$33.03)	\$70,917.14 (\$34.09)	\$73,133.30 (\$35.16)	\$75,349.46 (\$36.23)	\$77,565.62 (\$37.29)	\$79,781.78 (\$38.36)
7	\$61,876.55 (\$29.75)	\$64,454.74 (\$30.99)	\$67,032.93 (\$32.23)	\$69,611.12 (\$33.47)	\$72,189.30 (\$34.71)	\$74,767.49 (\$35.95)	\$77,345.68 (\$37.19)	\$79,923.87 (\$38.42)	\$82,080.25 (\$39.66)	\$85,080.25 (\$40.90)	\$87,658.44 (\$42.14)	\$90,236.63 (\$43.38)	\$92,814.82 (\$44.62)
8	\$71,984.61 (\$34.61)	\$74,983.97 (\$36.05)	\$77,983.33 (\$37.49)	\$80,982.69 (\$38.93)	\$83,982.69 (\$40.38)	\$86,981.40 (\$41.82)	\$89,980.76 (\$43.26)	\$92,980.12 (\$44.70)	\$95,979.48 (\$46.14)	\$98,978.84 (\$47.59)	\$101,978.19 (\$49.03)	\$104,977.55 (\$50.47)	\$107,976.91 (\$51.91)

The Variable Step Rate Proposal is similar to an automatic step-rate program but also includes a performance modifier. Performance would be evaluated annually as follows:

- Exceeds Standards: 2 Steps
- Meets Standards: 1 Step
- Sometimes Meets Standards: 0-1 Step
- Does Not Meet Standards: 0 Step

December 7, 2022

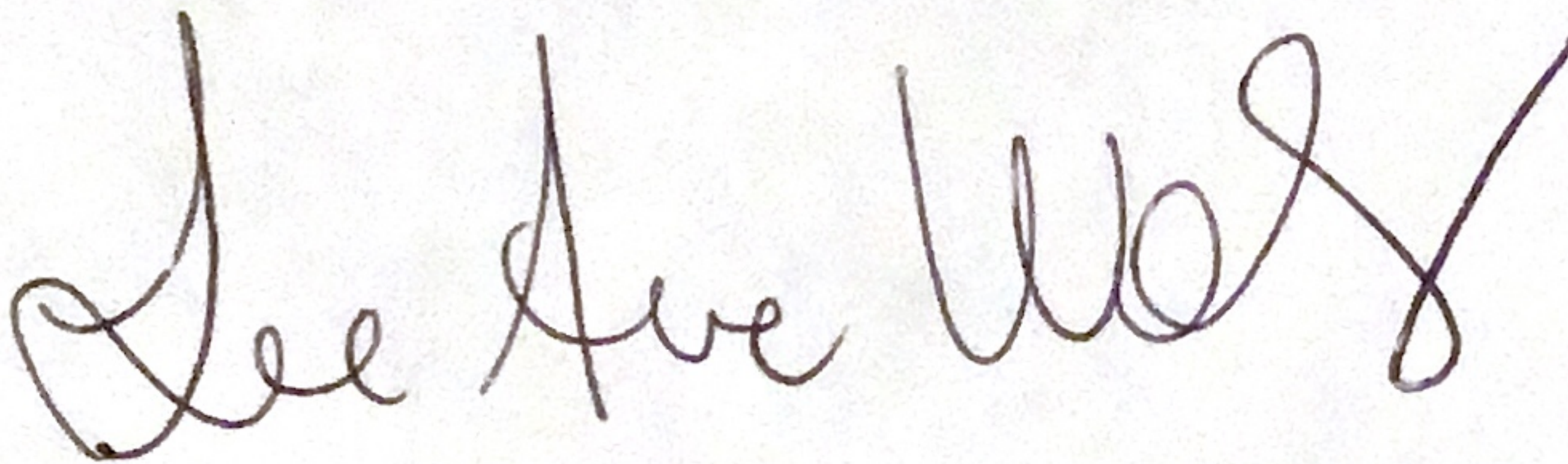
Dear Town of Hilliard,

Thank you for your willingness to allow me to serve on the Planning and Zoning Board during the fall of 2022. I am excited for the opportunity to transition into the Land Use Administrator position for the Town this December.

As part of that transition, please accept my resignation effective at the close of the regular scheduled Planning and Zoning meeting on December 13, 2022.

I am excited about all that the future holds for the Town of Hilliard.

Thank you again,

A handwritten signature in dark ink, reading "Lee Anne Wollitz". The signature is written in a cursive style with a large, sweeping initial "L".

Lee Anne Wollitz

lwollitz@townofhilliard.com

LAND USE ADMINISTRATOR AGREEMENT

THIS LAND USE ADMINISTRATOR AGREEMENT (hereinafter, the “Agreement”) is entered into by and between the Town of Hilliard, Florida, a Florida municipal corporation (the “TOWN”), and LEE ANNE WOLLITZ (“WOLLITZ”). The TOWN and WOLLITZ may be referred to cumulatively or collectively as the “Parties.”

WHEREAS:

- The TOWN will soon have a vacancy in the position of Land Use Administrator;
- The Land Use Administrator position is vital for the continuing health, safety, and welfare of the Town;
- The Land Use Administrator’s responsibilities are defined in Chapter 62 of the Town Code, but, in summary, is in charge of the day-to-day administration of Chapter 62 of the Town Code and all of its numerous sections;
- WOLLITZ is qualified, experienced, and able to perform the responsibilities of the TOWN’s Land Use Administrator;
- WOLLITZ is willing to act as Land Use Administrator upon appointment and pursuant to the terms of this Agreement and the TOWN desires appointing it to act as Land Use Administrator; and
- The Parties desire memorializing the terms of their agreement for how WOLLITZ should perform as Land Use Administrator and be compensated for it.

NOW, THEREFORE, in consideration of the matters set forth above (which are hereby incorporated herein by reference), the mutual promises and covenants described herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the TOWN and WOLLITZ agree as follows:

1. Agreement Execution. The date on which the last Party executes the Agreement shall be the “Effective Date.”

2. Land Use Administrator Responsibilities.

2.1. Duties. WOLLITZ agrees to perform the responsibilities of the Land Use Administrator, as described in Section 62-33 of the Town Code, which is attached as Exhibit A to this Agreement. WOLLITZ also agrees to perform the responsibilities of the Land Use Administrator pursuant to any amendments to Section 62-33.

2.2. Conflicts. WOLLITZ agrees to inform the Planning and Zoning Board of any conflict of interest that she is aware of that could potentially impact her duties as Land Use Administrator.

2.3. Responses. WOLLITZ agrees to promptly comply with all lawful, reasonable requests from the Town Clerk, Town Council, Town Attorney, or Planning and Zoning Board. WOLLITZ also agrees to use her best reasonable efforts to respond to members of the public.

2.4. Quarterly Reports. WOLLITZ agrees that she shall make herself available up to once per quarter in the calendar year to provide a report to a regular Town Council meeting or duly noticed workshop called by the Town Council.

2.5. Unavailability. WOLLITZ shall provide written notice to the Planning and Zoning Board at any time she will be unable to comply with the regulations or laws applicable to the Land Use Administrator, or that she is unable to perform her duties as Land Use Administrator for more than a week, and that she will further provide advance notice as early as practicable of any unavailability from the jurisdiction.

2.6. Invoices. WOLLITZ shall remit her invoices for work performed on the last day of each month for the work performed in that month, or the next business day as is applicable.

3. Town Responsibilities.

3.1. Payment. In exchange for the performance of the services described in Section 2, *supra*, the TOWN shall pay THIRTY AND 00/100 DOLLARS (\$30.00) per hour to WOLLITZ each month. The TOWN shall pay this no later than the 20th day of the month after the month billed. WOLLITZ shall not be reimbursed for any expenses, including for travel, without written approval from the TOWN prior to WOLLITZ incurring the expense.

3.2. Legal Fees. In the event that WOLLITZ as Land Use Administrator, while acting in her official capacity as Land Use Administrator, is required to defend litigation, the TOWN shall provide qualified legal counsel for the legal defense at the TOWN's expense. However, in the event that WOLLITZ as Land Use Administrator, while acting in her official capacity as Land Use Administrator, is required to instigate litigation, the TOWN shall provide qualified legal counsel for the legal defense only upon TOWN approval of the litigation.

4. Duration. The Agreement shall be in effect beginning on the day after FLEET & ASSOCIATES ARCHITECTS/PLANNERS, INC. ceases to be Land Use Administrator until one of the Parties provides written notice to the other Party of its election to terminate the Agreement. Either Party may provide such notice but it must be provided at least thirty (30) days prior to the month in which the Agreement will terminate unless such termination is for cause.

5. Warranties.

5.1. Qualifications. WOLLITZ warrants and represents to the TOWN that she possesses the qualifications to serve as a Land Use Administrator for the TOWN and that she has never been convicted of a felony in any jurisdiction in the United States of America or had any applicable or relevant licenses revoked by any regulatory agency for disciplinary reasons.

5.2. Review of Applicable Codes. WOLLITZ warrants and represents to the TOWN that she has reviewed Chapter 62 of the Town Code in its entirety and that she understands the requirements and responsibilities contemplated by Chapter 62 of the Town Code on the Land Use Administrator.

5.3. Proposal. WOLLITZ warrants and represents to the TOWN that her application attached as Exhibit B is a true and accurate representation of her relevant experience

and qualifications and that the TOWN may rely upon it in considering her qualifications to serve as a Land Use Administrator. Exhibit B is not incorporated for any other purpose besides WOLLITZ's representations regarding her qualifications and experience.

6. Independent Contractor. This Agreement calls for WOLLITZ to act as an independent contractor in her capacity as the TOWN's Land Use Administrator and WOLLITZ will not be considered an employee for any purpose.

7. Miscellaneous Provisions.

7.1. Dispute Resolution. In the event of any disagreement or claim arising out of this Agreement between the Parties, the Parties shall first confer and exercise reasonable efforts to resolve such a dispute.

7.2. No Oral Agreements. The Parties agree that this Agreement constitutes the entire agreement of the Parties, that this Agreement supersedes any prior understandings or agreements between them, and that there are no representations, warranties, or oral agreements other than those expressly set forth herein.

7.3. No Waiver of Breach. The failure of a Party to insist on strict performance of any provision of this Agreement shall not be construed to constitute a waiver of a breach of any other provision or of a subsequent breach of the same provision.

7.4. Severability. This Agreement is severable, and if any term or provision is determined to be unenforceable, this shall not render the remainder of the Agreement unenforceable.

7.5. Other Acts. Each Party agrees to timely perform such other acts that are reasonably necessary or that may be reasonably requested by the other Party to effectuate the provisions of this Agreement.

7.6. Mutuality of Negotiation. The Parties acknowledge that this Agreement is a result of negotiations between the Parties and the Agreement shall not be construed in favor of, or against, either Party as a result of that Party having been more involved in the drafting of the Agreement. The Parties represent that they have voluntarily entered into this Agreement.

7.7. Attorney Fees. In any litigation, including breach enforcement, or interpretation of this Agreement, the prevailing Party shall be entitled to recover reasonable attorney fees and costs from the non-prevailing Party.

7.8. Assignment. Neither Party shall or may assign the rights or responsibilities described in this Agreement, or any portion thereof, without written consent of the other Party.

7.9. Amendment. No amendment to this Agreement shall be effective except those agreed by the Parties in writing.

7.10. Venue and Governing Law. The Parties agree that Nassau County, Florida shall be the exclusive venue for any action arising out of or relating to this Agreement and that Florida law shall govern any such dispute.

REST OF THIS PAGE IS INTENTIONALLY BLANK

SIGNATURES ON THE FOLLOWING PAGE

I, LEE ANNE WOLLITZ, certify that I have been open and honest in entering into this Agreement. I am satisfied with this Agreement and shall be bound by it.

Dated: November _____, 2022.

LEE ANNE WOLLITZ

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and subscribed before me on _____ by LEE ANNE WOLLITZ.

NOTARY PUBLIC - STATE OF FLORIDA

Printed Name of Notary

____ Personally known
____ Produced identification
Type of identification produced _____

I, LISA PURVIS, acting as TOWN CLERK of the TOWN OF HILLIARD, FLORIDA certify that I have been open and honest in entering into this Agreement. I am satisfied with this Agreement and intend to be bound by it.

Dated: November _____, 2022.

LISA PURVIS, Town Clerk

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and subscribed before me on _____ by LISA PURVIS as TOWN CLERK of the TOWN OF HILLIARD, FLORIDA.

NOTARY PUBLIC - STATE OF FLORIDA

Printed Name of Notary

____ Personally known
____ Produced identification
____ Type of identification produced _____

FLOYD VANZANT, Mayor

EXHIBIT A

Sec. 62-33. Powers and duties of the land use administrator's office.

The land use administrator shall administer and enforce the provisions of this chapter. The duties of the land use administrator are to:

- (1) Provide for the processing of all applications for zoning amendments, variances, and conditional uses.
- (2) Keep comprehensive records of applications, permits and certificates issued, complaints filed, inspections made and notices or orders issued. The land use administrator shall retain on file copies of required drawings and all related legal documents.
- (3) Record changes in district boundaries of the zoning atlas. If in accordance with the provisions of this chapter when changes are made in district boundaries or other matters portrayed on the official zoning atlas, such changes shall be made on the official zoning map promptly after the amending ordinance has been legally approved by the town council, together with an entry on the official zoning map as follows: "On (date) by official action of the town council the following change(s) were made on the official zoning atlas (brief description of nature of change)," which entry shall be signed by the president, attested by the town clerk, and approved by the mayor.
- (4) Mail notices of zoning requests to be considered at the next scheduled meeting of the planning and zoning board to its respective members seven days prior to the meeting date. This will allow the planning and zoning board members sufficient time to make the necessary site inspections.
- (5) Assist applicants in understanding the provisions of this chapter.
- (6) Enter any building, structure, or premises to perform any duty imposed by this chapter.
- (7) Suggest to the planning and zoning board and the town council modifications to this chapter and map, with written statement outlining the need for such changes.
- (8) Conduct the necessary inspections required to make rational zoning decisions and to properly advise the town council and the planning and zoning board on zoning matters.
- (9) Review all applications for building permits including plot plans to determine whether the proposed construction, alteration, repair, enlargement, and the proposed use is in compliance with the provisions of this chapter. The land use administrator's signature, stating approval or disapproval, is required on all building permit applications before a building permit is issued.
- (10) Review all applications for permits proposing to construct, alter, or allow an airport obstruction in an airport hazard area. The land use administrator's signature, stating approval or disapproval, is required on all building permit applications before a building permit is issued.
- (11) Periodically canvass the town for zoning violations.
- (12) Initiate the appropriate proceedings against violators of this chapter in accordance with the provisions of this chapter.
- (13) In the event the land use administrator is unable to perform these duties the mayor shall appoint a planning and zoning board member to serve in that capacity or a designee as directed by the planning and zoning board.

(Code 1997, § 62-33; Ord. No. 87-119, § 3-4, 12-29-1987; Ord. No. 92-139; Ord. No 97-93, § 1, 4-6-1998; Ord. No. 2001-06, § 1, 2-21-2002; Ord. No. 2004-19, § 2, 1-6-2005; Ord. No. 2017-12, § 2, 7-20-2017)

EXHIBIT B

Employment Proposal - Land Use Administrator (Part-Time)

Purpose of Proposed Position:

The proposed part-time Land Use Administrator will perform executive-level administrative tasks to include all aspects of land use including zoning, site plan review, special permits, and subdivisions as delineated by state statutes and local code - unless directed to outside consultants; All other related work as required under the general direction of the Town Council and in coordination with the Planning and Zoning board.

Essential Function of Proposed Position:

To Interact with land owners, developers, attorneys, engineers, realtors and the general public on behalf of the Town, demonstrating a high degree of diplomacy and judgment in representing the Town so as to protect and promote its overall interests.

The Land Use Administrator Specific Responsibilities:

As delineated in Town of Hilliard Municipal Code and Documents.

Hours and Salary:

This is a part-time position of at least 10 office hours per week based on job demands but not to exceed 15 office hours per week and is not eligible for benefits.

This would be a 1099 independent contractor position with a rate of pay of \$30 per hour. Additional compensation would include costs for annual continuing education in the field of Land Use or related disciplines. Costs of any Town of Hilliard mandated conferences, travel, food, and lodging.

Regular work hours and weekly schedule will be determined based on the Town's needs, but will require attendance at all Planning and Zoning Board meetings as scheduled, Town Council meetings as requested, and special meetings and workshops as requested and paid in addition to the regular 10 + hours per week.

Lee Anne Wollitz

37024 S. Oak Street
 Hilliard FL 32046
 (904)507-8766
lawollitz@gmail.com
lwollitz@townofhilliard.com

Skills

Exhibits excellent communication and conflict resolution skills, Budget and record Keeping skills, Intermediate skills using Microsoft Office Programs, Excellent organizational and time management skills. Problem solving and database management skills are above average.

Experience

January 2019 - PRESENT

Rivers Edge Church - *Administrative assistant*

- Bookkeeper. Database management.
- Oversee all Volunteer teams.
- Office administrative task..

May 2020 - PRESENT

First Baptist Church of Boulougne - *Bookkeeper*

- Weekly Bookkeeping.
- Large project oversight/ rewriting of founding documents.

January 2014- January 2019

Rivers Edge Church - *Children's Director*

- Oversee Budget Development.
- Oversee Volunteer teams.
- Recruit and Train Staff
- Program implementation and quality assurance

Education

August 1998 - May 1999

Brewton Parker College - *Mt. Vernon, Georgia*

Some college coursework completed.

August 1990 - May 1997

Hilliard Middle Senior High School - *Hilliard, Florida*

Graduated May 1997

Lisa Purvis

From: Christian Waugh <cwaugh@waughgrant.com>
Sent: Wednesday, November 30, 2022 1:08 PM
To: Lisa Purvis
Subject: FW: TOWN OF HILLIARD, FLORIDA, a Florida

Follow Up Flag: Follow up
Flag Status: Flagged

Lisa,

I would like to seek an addition to the agenda regarding the litigation. I don't think that I need a shade session for this. See below for information. This is very similar to what the Fales' response was, so I think I would like to get some feedback.

CWW

--

Christian W. Waugh
Board Certified Real Estate Attorney
 Waugh Grant PLLC
 201 E. Pine Street, Suite 315
 Orlando, FL 32801
 321-800-6008: Phone
 844-206-0245: Fax
cwaugh@waughgrant.com

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From: B Ackerman <bsa3315@gmail.com>
Date: Wednesday, November 30, 2022 at 11:07 AM
To: Christian Waugh <cwaugh@waughgrant.com>
Subject: TOWN OF HILLIARD, FLORIDA, a Florida

TOWN OF HILLIARD, FLORIDA, a Florida
 Municipal Corporation,
 C/O CHRISTIAN W. WAUGH

Plaintiff,

Vs.

Case No. 2022-CA-318

BRENDA ACKERMAN

And other Defendants

This letter serves as a response to the complaint to the Quiet Title lawsuit against Brenda Ackerman and other defendants that reside in the affected area of lawsuit by the Town of Hilliard FL, a Florida Municipal Corporation

The Town of Hilliard, FL. a Florida Municipal Corporation, is requesting for right of an easement to reform what the town of Hilliard is referring to a triangle parcel utility ROW (Right Of Way)and easement into a utility easement on Brenda Ackerman’s property.

I, Brenda Ackerman, the individual who owns the Real Property located at 175873 and 175879 Bay Rd, Hilliard FL ,32046 Nassau County parcel ID # 17 -3N -24 2680-0031-0130 more particularly described in Exhibit C (“Property 3”) will grant the utilities easement request under the following stipulations,

1. Town of Hilliard and or Nassau County will not build any land structures on the proposed utilities easement located at 175873 and /or 175879 Bay Rd Hilliard FL 32046 Nassau County Parcel #ID 17-3N-24-2680 -0031-0130 and on or around what the town of Hilliard refers to as triangle parcel, utility row easement and or any other Ackerman properties.
2. The town of Hilliard and or Nassau County Florida will be held liable for all damages to both the utilities easement and any or all surrounding Brenda Ackerman property during any time frame in which the town of Hilliard and or Nassau County Florida are performing any and all services, routine or otherwise. any and all repair cost and or expenses to bring Brenda Ackerman property up to pre damaged condition will be the responsibility of the Town of Hilliard Florida and or Nassau County Florida.
3. I am requesting a new or updated culvert, asphalt rocks and other construction materials as required to allow pass through the minor ravine/ditch that gives proper access to the parcels on Bay Rd , specifically addresses 175873 and 175879 Bay Rd ,Hilliard Florida 32046 as this will allow access through requested utility easement directly from Bay Road , and all costs associated with the construction of and/or culvert and/or updated existing ,will be the responsibility of the Town of Hilliard and Nassau County Florida to include any and all contractors or subcontractors , materials and labor that may be attained by the town of Hilliard and Nassau County.
4. There be an option to have sewage to be run from the utility row to my property in the future, if need be, since there is already a water tap on the property.
5. There be an option to be compensated for any or all property obtained by you, The Town of Hilliard Florida in Nassau County.
6. This Lawsuit will not hinder now nor in the future of placing a home or Mobile Home or other structures on said property, when and/or if rezoning is or is not required or passed by Town of Hilliard meeting.
7. I reserve right to add any new stipulations if all are not granted.

11/30/2022_____DATED

BRENDA ACKERMAN_____Signed

Brenda Ackerman 45208 Bismack Rd, Callahan, Fl. 32011.
904-945-0262
Bsa3315@gmail.com

Copy emailed to Christian W. Waugh @ cwaugh@waughgrant.com and Filed @ Clerk of Courts in Nassau County Fl. 76347 Veterans way Yulee, Florida 32097

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

TUESDAY, NOVEMBER 29, 2022, 5:00 PM

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

WORKSHOP

ITEM-1 Town Council to look at and discuss the trees at the Town Hall Park.

Town Council walk to where the Town Hall Park will be placed and discuss how many and which trees need to be removed.

ADDITIONAL COMMENTS

No comments.

ADJOURNMENT

Motion to adjourn at 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

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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ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

TUESDAY, NOVEMBER 29, 2022, 5:30 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

MAYOR

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

No public comment.

SPECIAL MEETING

ITEM-1 Additions/Deletions to Agenda

Item-3 Town Council to direct Public Works Director Ritchie Rowe regarding the trees to be cut down at the future Town Hall Park adjacent to the Town Hall.

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-2 Resolution No. 2022-16
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation adopting an Amended Budget for the Fiscal Year 2021-2022, for the Town of Hilliard; and providing for an effective date.
Mayor Vanzant

Town Council to adopt Resolution No. 2022-16 for the Fiscal Year 2021-2022.
Lisa Purvis, MMC - Town Clerk

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

ADDED ITEMS

ITEM-3 Town Council to direct Public Works Director Ritchie Rowe to have eleven (11) Pine and Hardwood trees cut down at the future Town Hall Park adjacent to the Town Hall.

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
No comment.

MAYOR & TOWN COUNCIL
No comment from the Council.

ADMINISTRATIVE STAFF
PRESENT
Town Clerk, Lisa Purvis
Public Works Director, Ritchie Rowe
Parks & Recreation Director, Gabe Whittenburg

TOWN ATTORNEY
Not required to be present.

ADJOURNMENT

Motion to adjourn at 6:00 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

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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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, DECEMBER 01, 2022, 7:00 PM

NOTICE TO PUBLIC

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CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

ABSENT

Council Pro Tem Kenny Sims

MAYOR

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

No public comment.

Town Attorney Waugh reads Proclamation honoring Mrs. Kay from the Hilliard Pharmacy.

Mayor Vanzant presents Proclamation to Mrs. Kay.

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

Item-7 Hilliard Volunteer Fire Department 2022 Run Reimbursements.

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

Item-8 Town Council to decide if the Town will continue to pay for Health Insurance for retired employees and their eligible dependents.

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

Item-9 Town Council to discuss adding Fire Hydrant on Ohio Street.

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

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**

Motion made to set a Joint Workshop for Monday, February 27, 2023, at 6:00 p.m.

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

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**

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

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**

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

- ITEM-5 Town Council to approve Brailen Fossick's Transition from Temporary Staff to Regular Part-Time Staff.
Gabe Whittenburg – Parks & Recreation Director
- Motion made by Council President Beasley, Seconded by Councilwoman Bishop.
Voting Yea: Council President Beasley, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- 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
- Motion made by Council President Beasley, Seconded by Councilman Pickett.
Voting Yea: Council President Beasley, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ADDED ITEMS

- ITEM-7 Town Council approval of Hilliard Volunteer Fire Department 2022 Run Reimbursements.
- Motion made by Council President Beasley, Seconded by Councilman Wollitz.
Voting Yea: Council President Beasley, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-8 Town Council to decide if the Town will continue to pay for Health Insurance for retired employees and their eligible dependents.
- Florida State Statute 112.0801 Group Insurance; participation by retired employees, is present to the Town Council. The Clerk advises that coverage is to be offered to retirees but if coverage is declined, they cannot ever be added back on the plan. That it is a one-time opt in at the time of retirement. Retirees are not offered COBRA because they can stay on the plan, but it is up to the Town as the employer if they want to pay the cost for the continued coverage or require the employee to do so.
- Following discussion, motion is made to not continue to pay for employees Health Insurance, upon retirement.
- Motion made by Council President Beasley, Seconded by Councilman Pickett.
Voting Yea: Council President Beasley, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-9 Town Council to discuss if a fire hydrant on Ohio Street between West Sixth Street and West Seventh Street is needed.
- Following discussion, Council President Beasley requests this item be added to the December 15, 2022, Agenda.

ADDITIONAL COMMENTS

PUBLIC

No comment.

MAYOR & TOWN COUNCIL

Mayor Vanzant reads the upcoming meeting dates:

December Meetings:

Thursday, 12-15-2022	@ 6PM	Workshop (FRS Audit)
Thursday, 12-15-2022	@ 7PM	Regular Meeting

Councilman Wollitz thanks the Town Staff for their help with the Christmas Tree Lighting.

Councilman Pickett and Councilwoman Bishop thank the Town Staff for their help with the Christmas Tree Lighting at Town Hall and at the Life Care Center.

Council President Beasley thanks all Town Staff, especially Alicia, for organizing the Christmas Tree Lighting and the Parade of Trees.

ADMINISTRATIVE STAFF**PRESENT**

Town Clerk, Lisa Purvis
Public Works Director, Ritchie Rowe
Assistant Public Works Director, Cory Hobbs
Parks & Recreation Director, Gabe Whittenburg

Public Works Director Ritchie Rowe states that he thinks the Christmas Tree Lighting turned out good.

Parks & Recreation Director Gabe Whittenburg states that he has had 200 sign up for Basketball and he is hoping for 200 more.

Town Clerk Lisa Purvis reminds everyone to RSVP Town Hall for the Staff Christmas Party.

TOWN ATTORNEY

Town Attorney Waugh states he will have an update on the December 15, 2022, Agenda regarding the Hern litigation.

ADJOURNMENT

Motion to adjourn at 7:36 p.m.

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

Voting Yea: Council President Beasley, 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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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

MONDAY, DECEMBER 05, 2022, 7:00 PM

NOTICE TO PUBLIC

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

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

ABSENT
Mayor Floyd Vanzant

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

No public comment.

SPECIAL MEETING

ITEM-1 Additions/Deletions to Agenda

Item-3 Town Council decision regarding the Pavilion Installation Expenditure for the Oxford Street Park.

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-2 Town Council approval of the Pavilion Installation Expenditure in the amount of \$44,010.00 using MAE Contracting, LLC.

Gabe Whittenburg - Parks & Recreation Director

Parks & Recreation Director Gabe Whittenburg explains that the grants being used to help purchase the Pavilions has a time limit and all money will need to be expended by April 2023.

Motion is made to approve the 24' x18' with 2 15' Lean-To-Size Pole Barn "Pavilion Installation Expenditure" using MAE Contracting, LLC, at a total cost of \$44,010.00 for the Town Hall Park.

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

ADDED ITEMS

ITEM-3 Town Council approval of the Pavilion Installation Expenditure in the amount of \$7,750.00 using MAE Contracting, LLC.

Gabe Whittenburg - Parks & Recreation Director

Motion made to approve the 20' x 20' Pole Barn "Pavilion Installation Expenditure" using MAE Contracting, LLC, at a total cost of \$7,750.00 for the Oxford Street 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

ADDITIONAL COMMENTS

PUBLIC

No comment.

MAYOR & TOWN COUNCIL

No comment.

ADMINISTRATIVE STAFF

PRESENT

Parks & Recreation Director, Gabe Whittenburg
Administrative Assistant, Hannah Martinez

ABSENT
Town Clerk, Lisa Purvis
Public Works Director, Ritchie Rowe

TOWN ATTORNEY
No comment.

ADJOURNMENT

Motion to adjourn at 7:22 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.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

Office Resource-Jax, LLC
 12338 Trailblazer Dr
 Jacksonville, FL 32220
 +1 9045454058
 mchappell@or-jax.com

Invoice



BILL TO
 Town of Hilliard
 15859 County Road 108
 Hilliard, FL 32046-6712 USA

SHIP TO
 Town of Hilliard
 15859 County Road 108
 Hilliard, FL 32046-6712 USA

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1293	10/19/2022	\$14,246.71	10/19/2022	Due on receipt	

DESCRIPTION	QTY	UNIT COST	AMOUNT
Office Furniture and Fixtures including Installation Balance Due	1	14,246.71	14,246.71
Office Furniture and Fixtures including Installation Balance Due		SUBTOTAL	14,246.71
		TAX	0.00
		TOTAL	14,246.71
		BALANCE DUE	\$14,246.71

Make all checks payable to:
 Office Resource-Jax, LLC
 12338 Trailblazer Dr
 Jacksonville FL 32220

If you have any questions concerning this invoice Please contact Mark Chappell (904) 545-4058 mchappell@or-jax.com

Thanks you for your business