

# 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  
Joel Hall P.E., Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

---

## AGENDA

**THURSDAY, JANUARY 04, 2024, 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

## REGULAR MEETING

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

**ITEM-2** Town Council to Appoint the Town Council President and Town Council Pro Tem for the 2024 Calendar Year for the Organization of Office.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-3** Town Council to Appoint the Town Council Department Commissioners for the 2024 Calendar Year for the Organization of Departments.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-4** Town Council Adoption of Resolution No. 2024-01, Approving the 2024 Holiday Schedule for the Town of Hilliard Business Offices.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-5** Town Council Adoption of Resolution No. 2024-02, Authorizing the Permitting of a Martin Luther King, Jr. Walk.  
***Lisa Purvis, MMC – Town Clerk***

- ITEM-6** Town Council Approval to Adopt Resolution No. 2024-03, Accepting a Florida Department of Transportation offer of a Public Transportation Grant Agreement and Authorizing and Directing the Hilliard Town Council to Accept such Agreement.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-7** Town Council to Set the Annual Joint Workshop with the Nassau County School Board for either Monday, January 8, 2024, at 6:00 p.m. or Monday, January 29, 2024, at 6:00 p.m.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-8** Town Council to Set a Date for a Joint Workshop with the Planning & Zoning Board to discuss Lofty Annexation and Companion Applications.  
***Lee Anne Wollitz - Land Use Administrator***
- ITEM-9** Town Council Approval of the Minutes for the November 30, 2023, Special Meeting, and for the December 21, 2023, Regular Meeting.  
***Lisa Purvis, MMC - Town Clerk***
- ITEM-10** Town Council Approval of Franklin Equipment Sales, Payable through December 20, 2023, Project Name: Mower, in the amount of \$7,182.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$7,182.00.**

#### **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

---

TO: Town Council Regular Meeting Meeting Date: January 4, 2024

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council to Appoint the Town Council President and Town Council Pro Tem for the 2024 Calendar Year for the Organization of Office.

---

#### **BACKGROUND:**

The Organization of Office is held the first meeting in January of each year and is for the Town Council to appoint the Council President and Pro Tem for the calendar year.

Currently:  
Council President Kenny Sims  
Council Pro Tem Lee Pickett

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

For the Town Council to Appoint the Council President and Council Pro Tem for the 2024 Calendar Year by motion and majority vote.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 4, 2024

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council to Appoint the Town Council Department Commissioners for the 2024 Calendar Year for the Organization of Departments.

---

#### **BACKGROUND:**

The Organization of Departments is held the first meeting in January of each year and is for the Town Council to appoint the Department Commissioners for the calendar year.

Currently:

Council President Kenny Sims, Streets Department Commissioner

Council Pro Tem Lee Pickett, Water & Sewer Department Commissioner

Council Member Joe Michaels, Parks & Recreation Department Commissioner

Council Member Jared Wollitz, Fire Department Commissioner

Council Member Dallis Hunter, Airpark Department Commissioner

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

For the Town Council to Appoint the Department Commissioners for the 2024 Calendar Year by motion and majority vote.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 4, 2023

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council Adoption of Resolution No. 2024-01, Approving the 2024 Holiday Schedule for the Town of Hilliard Business Offices.

---

#### **BACKGROUND:**

See supporting document.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council Adoption of Resolution No. 2024-01, Approving the 2024 Holiday Schedule for the Town of Hilliard Business Offices.

## RESOLUTION NO. 2024-01

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; ADOPTING RECOGNIZED HOLIDAY DATES FOR THE TOWN OF HILLIARD; AT ITS FIRST MEETING OF THE TOWN COUNCIL HELD IN JANUARY; AS OUTLINED IN THE PERSONNEL POLICY MANUAL; AS IT RELATES TO HOLIDAYS UNDER THE EMPLOYEE BENEFIT PROGRAMS SECTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Hilliard desires to adopt recognized holiday dates annually at the first regular meeting of the Town Council held in January.

**NOW THEREFORE BE IT RESOLVED**, by the Hilliard Town Council that:

### **SECTION 1.**

The Town of Hilliard Town Hall Office will be closed in observance of the following Holiday's and Holiday time off will be granted to all regular full-time employees on the dates listed below:

- |                                  |                              |
|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 15, 2024     |
| 2. Memorial Day                  | Monday, May 27, 2024         |
| 3. Independence Day              | Thursday, July 4, 2024       |
| 4. Labor Day                     | Monday, September 2, 2024    |
| 5. Veterans Day                  | Monday, November 11, 2024    |
| 6. Thanksgiving Day              | Thursday, November 28, 2024  |
| 7. Friday after Thanksgiving Day | Friday, November 29, 2024    |
| 8. Christmas Eve                 | Tuesday, December 24, 2024   |
| 9. Christmas Day                 | Wednesday, December 25, 2024 |
| 10. New Year's Eve               | Tuesday, December 31, 2024   |
| 11. New Year's Day               | Wednesday, January 1, 2025   |

### **SECTION 2.**

This resolution shall become effective upon adoption.

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

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



ATTEST:

---

Lisa Purvis  
Town Clerk

APPROVED:

---

John P. Beasley  
Mayor



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 4, 2024

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council Adoption of Resolution No. 2024-02, Authorizing the Permitting of a Martin Luther King, Jr. Walk

---

#### **BACKGROUND:**

Resumed the Martin Luther King, Jr. Walk in January of 2023.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council Adoption of Resolution No. 2024-02, Authorizing the Permitting of a Martin Luther King, JR. Walk

**RESOLUTION NO. 2024-02**

**A RESOLUTION AUTHORIZING THE PERMITTING OF A MARTIN LUTHER KING, JR. WALK FOR THE CONCERNED CITIZENS OF HILLIARD, FLORIDA; ON BOTH LOCAL AND COUNTY ROADS, WHICH INCLUDES COUNTY ROAD 108; RESPONSIBILITY FOR TRAFFIC CONTROL; FOR CLAIMS ARISING FROM SUCH EVENT DUE TO ACTION ON THE PART OF OR AUTHORIZED BY THE TOWN; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Hilliard, Florida is required by various individuals and or organizations from time to time, to allow the use of streets and highways within the Town limits for the purpose of holding parades, or other special events, and

**WHEREAS**, the Town of Hilliard, determines that the Martin Luther King, Jr. Walk for the Concerned Citizens of Hilliard, Florida, will proceed down local and county roads, which includes County Road 108, is an event that is acceptable, appropriate, beneficial and in the best interest of the Town, and

**WHEREAS**, the Town of Hilliard, is willing to assume the responsibility for this decision as it is related to acts done or authorized by the Town employees or its agents.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF HILLIARD:**

1. That this Resolution be said and the same is hereby declared and determined to constitute the authority for the Town to obtain permission from the Nassau County Board of County Commissioners for the approved event on both town and county roads, which includes County Road 108, on the 15<sup>th</sup> day of January 2024.
2. That the Nassau County Sheriff's Department will assume responsibility for traffic control.
3. That the Nassau County Sheriff's Department is responsible only for the claims arising from and based upon the activities of its officers, agents or employees at this event.

4. The Nassau County Sheriff's Office is hereby authorized to carry out the intent and purposes of this Resolution.
5. That this Resolution shall take effect immediately upon its adoption.

**THIS RESOLUTION** adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the Town Council of the Town of Hilliard, Florida.

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

ATTEST:

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

APPROVED:

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



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 4, 2024

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council Approval to Adopt Resolution No. 2024-03, Accepting a Florida Department of Transportation offer of a Public Transportation Grant Agreement and Authorizing and Directing the Hilliard Town Council to Accept such Agreement.

---

#### **BACKGROUND:**

Land Acquisition of the 3 parcels at the North End of the Hilliard Airpark that are within the Runway Protection Zone and will allow the relocation of Pea Farm Road.

#### **FINANCIAL IMPACT:**

FDOT PTGA 10% Grant Funded Project and the other 90% FAA Grant Funded.

#### **RECOMMENDATION:**

Town Council Approval to Adopt Resolution No. 2024-03, accepting a FDOT PTGA and authorizing the signing of such agreement in the amount of \$116,444. for land acquisition for the Runway Protection Zone of the Hilliard Airpark.

## RESOLUTION NO. 2024-03

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION ACCEPTING A FLORIDA DEPARTMENT OF TRANSPORTATION OFFER OF A PUBLIC TRANSPORTATION GRANT AGREEMENT AND AUTHORIZING AND DIRECTING THE HILLIARD TOWN COUNCIL TO ACCEPT SUCH AGREEMENT.**

**WHEREAS**, the Town of Hilliard, and the State of Florida Department of Transportation (FDOT) has determined it to be in their mutual interest to facilitate the development of the herein described project at the Hilliard Airpark, to wit:

**ACQUIRE LAND FOR THE RUNWAY PROTECTION ZONE (RPZ)  
ON THE NORTHSIDE OF THE AIRPARK WHICH IS NOT  
LOCATED WITHIN THE AIRPARK PROPERT AT HILLIARD  
AIRPARK.**

### FDOT F.P. NUMBER

**WHEREAS**, the Town of Hilliard is eligible for and has requested a Rural Economic Development Initiative (REDI) waiver; and

**WHEREAS**, the estimated total cost of the Project is \$1,164,444.00 and the State of Florida Department of Transportation agrees to participate in the Project cost up to the maximum amount of \$116,444. and the Department's participation in the Project shall not exceed 10% of the total eligible cost of the Project; and

**WHEREAS**, both parties now wish to formalize the arrangement in the form of a Public Transportation Grant Agreement (PTGA).

**NOW THEREFORE**, be it resolved, as follows:

1. The Town of Hilliard confirms its desire to enter into a Public Transportation Grant Agreement with the State of Florida Department of Transportation; and
2. The Town of Hilliard has requested a Rural Economic Development Initiative (REDI) waiver; and
3. Local project funds will initially be available for the project equating to Ten Percent (10%) under the Rural Economic Development initiative (REDI) or \$116,444. in facilitating the project; and

4. The Council President Kenneth A. Sims, Town Clerk Lisa Purvis, and Mayor John P. Beasley, are hereby authorized to execute this Resolution on behalf of the Town of Hilliard; and
5. The Council President, Town Clerk and Mayor, of the Town of Hilliard, Kenneth A. Sims, Lisa Purvis and John P. Beasley, are herein specifically authorized to enter into and sign such documents as may be necessary, including the referenced Public Transportation Grant Agreement, future modifications, time extensions, and project scope changes with the State of Florida Department of Transportation.

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

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

ATTEST:

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

APPROVED:

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



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 4, 2024

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council to Set the Annual Joint Workshop with the Nassau County School Board for either Monday, January 8, 2024, at 6:00 p.m. or Monday, January 29, 2024, at 6:00 p.m.

---

#### **BACKGROUND:**

2024 Annual Joint Workshop with the NCSB. Dates provided by Town Council on December 21, 2023, Regular Meeting.

The following Joint Workshops have been held with the Nassau County School Board:

07/17/2017, 02/25/2019, 03/23/2020 Cancelled, 02/01/2021, 01/10/2022 & 02/06/2023.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to Set the Annual Joint Workshop with the Nassau County School Board on either of the dates provided.





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: December 21, 2023

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council to provide dates to set the Annual Joint Workshop with the Nassau County School Board for some time in January or February 2024.

---

#### **BACKGROUND:**

2024 Annual Joint Workshop with the NCSB.

The following Joint Workshops have been held with the Nassau County School Board:

07/17/2017, 02/25/2019, 03/23/2020 Cancelled, 02/01/2021, 01/10/2022 & 02/06/2023.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to provide dates to set the Annual Joint Workshop with the Nassau County School Board.

Lisa Purvis

---

**From:** Connie Daughtry <daughtryco@nassau.k12.fl.us>  
**Sent:** Wednesday, November 29, 2023 12:36 AM  
**To:** clerk@townofcallahan-fl.gov; Lisa Purvis; Amy Bell; Caroline Best  
**Subject:** Annual Joint Meeting

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good Morning!

It is time to schedule the annual joint meeting with the School Board members, City Commissioners and Town Councils. Please provide me with a couple of available dates and times we could consider in January or early February. Also, let me know If you would like us to host the meeting. I look forward to hearing from you soon. Thank you

Connie Daughtry  
Curriculum & Instruction Help Desk Specialist  
Nassau County School Board  
1201 Atlantic Avenue  
Phone: (904) 491-9898 ext 1258

NOTICE: 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 message (and any associated files) may contain information that is confidential. Any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Nassau County School District. Employees of the Nassau County School District are expressly required not to make defamatory statements and not to infringe or authorize any infringement of copyright or any other legal right by email communications. Any such communication is contrary to the School Board policy and outside the scope of the employment of the individual concerned. The Nassau County School District will not accept any liability in respect of such communication, and the employee responsible will be personally liable for any damages or other liability arising. The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in it's educational programs, services or activities, or in its hiring or employment practices.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 4, 2023

FROM: ***Lee Anne Wollitz - Land Use Administrator***

SUBJECT: Town Council to Set a Date for a Joint Workshop with the Planning & Zoning Board to discuss Lofty Annexation and Companion Applications.

---

#### **BACKGROUND:**

Workshop will include discussion concerning a potential Annexation of 3 Parcels on US 1, FLUM designation for all parcels, Zoning Districts for Parcels and a Proposed PUD at Cosmos Trail and Town Requirements for this development.

Suggested date and time for Joint Workshop:  
With a preference for a Tuesday evening.

1/16, 1/23, 1/30, 2/1, 2/15, 2/20, 2/29

#### **FINANCIAL IMPACT:**

None

#### **RECOMMENDATION:**

Town Council to Set the Date for a Joint Workshop with the Planning & Zoning Board.

# 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  
Joel Hall P.E., Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

## MINUTES

**THURSDAY, NOVEMBER 30, 2023, 6:10 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 Dallis Hunter

### ABSENT

Councilman Joe Michaels

## SPECIAL MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

ITEM-2 Resolution No. 2023-23  
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation Adopting an Amended Budget for the Fiscal Year 2022-2023, for the

Town of Hilliard; and providing for an effective date.

**Mayor Beasley**

Town Council to Adopt Resolution No. 2023-23 for the Fiscal Year 2022-2023.

**Lisa Purvis, MMC – Town Clerk**

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

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

## **ADDITIONAL COMMENTS**

### **PUBLIC**

No public comment.

### **MAYOR & TOWN COUNCIL**

No comments.

### **ADMINISTRATIVE STAFF**

#### **PRESENT**

Town Clerk, Lisa Purvis

Public Works Director, Joel Hall

Parks & Recreation Director, Gabe Whittenburg

**Joel Hall P.E., the Town's newly hired Public Works Director,** thanks the Town for the opportunity and states that he is really enjoying the job and that Cory Hobbs has been a great assistant.

### **TOWN ATTORNEY**

Absent

## **ADJOURNMENT**

Motion made to adjourn at 6:23 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 Hunter

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  
Joel Hall P.E., Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, DECEMBER 21, 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 Dallis Hunter  
Councilman Joe Michaels

## REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from Agenda.

ITEM-2 Town Council to consider Ordinance No. 2023-17, An Ordinance relating to Public Right-of-Way or Alley; Making Findings; Vacating Public Right-of-Way or Alley within or surrounded by Block 166; Plat of the West Portion of Hilliard; within Town of Hilliard, Florida; Authorizing Recording of a Certified Copy of this Ordinance. Adopting on First Reading and Set Public Hearing & Final Reading

for January 18, 2024.

**Lee Anne Wollitz – Land Use Administrator**

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

- ITEM-3 Town Council to Adopt Resolution No. 2023-24, Amending the Town of Hilliard Personnel Policy Procedures Manual as it relates to Vacation Benefits.

**Lisa Purvis, MMC – Town Clerk**

Motion to adopt Resolution No. 2023-24 and for Town Attorney, Christian Waugh, to send a letter to the Advisory Council.

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

- ITEM-4 Town Council Approval to Adopt Resolution No. 2023-25, Accepting a Florida Department of Transportation offer of a Public Transportation Grant Agreement and Authorizing and Directing the Hilliard Town Council to Accept such Agreement.

**Lisa Purvis, MMC – Town Clerk**

Motion to table Item-4 to the January 4, 2024, Regular Meeting Agenda.

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

- ITEM-5 Town Council to provide dates to set the Annual Joint Workshop with the Nassau County School Board for some time in January or February 2024.

**Lisa Purvis, MMC – Town Clerk**

Dates provided by Town Council being Monday, January 8, 2024, at 6:00 p.m. & Monday, January 29, 2023, at 6:00 p.m.

- ITEM-6 Town Council to Set a Workshop to Discuss Commercial Drivers Licenses for the Public Works Department.

**Joel Hall P.E. – Public Works Director**

Motion to set a Workshop for Thursday, January 4, 2023, at 6:00 p.m.

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

- ITEM-7 Town Council Approval of the Reappointment of Wendy Prather and Kevin Webb Zoning Board Members for an additional Three-Year Term beginning January 2024.

**Lee Anne Wollitz – Land Use Administrator**



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

- ITEM-8 Town Council Approval of the Hilliard Volunteer Fire Department 2023 Run Reimbursements.

***Dallis Hunter – HVFD***

Councilman Wollitz, states that he will be abstaining from voting due to his son receiving reimbursement.

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

- ITEM-9 Town Council Approval of Position Process for Elise Earnest's Transition from Introductory/Probationary Status to Regular Full-Time.

***Lisa Purvis, MMC – Town Clerk***

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

- ITEM-10 Town Council Approval of the Minutes for the December 7, 2023, Public Hearing & Regular Meeting.

***Lisa Purvis, MMC - Town Clerk***

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

- ITEM-11 Town Council Approval of Site Savy Inc., Payable through December 8, 2023, Project Name: Sewer Rehabilitation in the amount of \$32,213.15.

**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$32,213.15.**

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

## ADDITIONAL COMMENTS

### PUBLIC

**Alzada Hall Harrell 371044 North Oxford Street, Hilliard**, asks what the status is on the North Oxford Park Grant.

**Town Clerk, Lisa Purvis**, replies and states that at the beginning of December she received the signed contract from the Department of Environmental Protection and that beginning in January 2024, four large projects are going to be started, and the North Oxford Park Grant being one of those projects.

## MAYOR & TOWN COUNCIL

**Mayor Beasley**, states that he attended the Leadership Nassau Forum, and it was a great opportunity to speak on the current information in the Town.

Since the last meeting, the Town held the Golf Cart Parade, with over 31 golf carts in attendance of the parade, and thanks all who participated. He continues by stating the Town is having its annual Staff Christmas Party and hopes that all staff can come and enjoy.

He reads a card received from a resident of the Town thanking the Town for the tree lighting event. He continues stating how fortunate the Town has been with the good weather we've had at all of the events.

As a part of the TDC, he was invited to help stuff backpacks.

**Councilman Wollitz**, wishes all a Merry Christmas and a Happy New Year.

**Councilman Michaels**, tells all to have a safe Holiday Season.

**Councilman Hunter**, wishes all a Merry Christmas and mentions that this year has been his first full year on Town Council.

**Council Pro Tem Pickett**, wishes all a Merry Christmas and congratulates Councilman Hunter and Councilman Michaels.

**Council President Sims**, wishes all a Merry Christmas and states how much he loved the Golf Cart Parade, and apologizes to all who participated in the Parade of Trees since we had to take them down so early due to inclement weather conditions.

## ADMINISTRATIVE STAFF

### PRESENT

Town Clerk, Lisa Purvis

Public Works Director, Joel Hall

Parks & Recreation Director, Gabe Whittenburg

**Public Works Director, Joel Hall**, states that he is working on monthly reports for Town Council.

**Parks & Recreation Director, Gabe Whittenburg**, states that basketball signups have closed and that they are now in need of Sponsors and thanks members of the Town Council for sponsoring a team again this year and for Councilman Michaels and his business for sponsoring a team this year. Town Attorney Christian Waugh state that he and his firm will sponsor a team.

## TOWN ATTORNEY

**Town Attorney Christian Waugh**, states that he is sorry that he was unable to attend tonight that his daughter is still very sick and wishes all a Merry Christmas.

## ADJOURNMENT

Motion made at 7:32 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 Hunter, 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

# INVOICE

ITEM-10



FRANKLIN EQUIPMENT SALES  
P.O. Box 610  
551797 US Hwy 1  
Hilliard, FL 32046 USA  
Phone #: (904)675-9129  
Fax #: (904)675-9135

PHONE #: (904)845-3555  
CELL #: (904)813-1221  
FAX #:  
P.O.#: 20231220-01JH  
TERMS: Net 30

DATE: 12/20/2023 8:31:43 AM  
INVOICE #: 94901  
CUSTOMER#: 100011  
LOCATION: 1

SALES ORDER#: 51542

SALES TYPE#:

CP: Greg F

SALES REP: Greg F

## BILL TO 100011

Town of Hilliard  
15859 C.R 108  
PO Box 249  
Hilliard, FL 32046 USA

## SHIP TO

Town of Hilliard  
15859 C.R 108  
PO Box 249  
Hilliard, FL 32046 USA

MFR	PRODUCT NUMBER	DESCRIPTION	SOLD	B/O	PRICE	NET	TOTAL
BAD	BMH48FX691	Maverick HD 48" Kawasaki FX691 22HP S/N: BMH48FX69110220005	1	0	\$10,660.00	\$7,182.00	\$7,182.00

No returns on electrical or special order items. There may be a 20% restocking fee imposed on returned items. All returns must be accompanied by the original receipt and be made within 15 days. Thank you for your business!

ALL USED EQUIPMENT IS SOLD AS IS WITH NO IMPLIED OR EXPRESSED WARRANTY.

SUBTOTAL: \$7,182.00  
TAX: \$0.00  
INVOICE TOTAL: \$7,182.00  
AMOUNT DUE: \$7,182.00

Picked Up By:

*Joel G. Hall*