

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

MONDAY, DECEMBER 13, 2021, 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.

SPECIAL MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council approval for all current full-time and part-time regular class Town employees to be paid premium pay from the American Recovery Act for performing essential work during the COVID-19 public health emergency.
John Beasley - Council President

ITEM-3 Town Council approval of the Minutes from 2019, 2020, and 2021 Workshops only.
Lisa Purvis, MMC - Town Clerk

ITEM-4 Town Council approval of AECOM, Payable through November 26, 2021, Project Name: Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Code, and PAPIs at the Hilliard Airpark in the amount of \$2,853.30

**FAA AIP 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$86,388.00**

ITEM-5

Town Council approval of Mittauer & Associates, Inc., Payable through November 26, 2021, Project Name: CDBG 20 NR Water Main Replacement in the amount of \$10,660.00

**DEO CDBG GRANT FUNDED PROJECT AND CAPITAL FUNDED PROJECT
MATCH LUMP SUM CONTRACT \$105,700.00**

ITEM-6

Town Council approval of Phoenix Process Equipment Co., Payable through November 29, 2021, Project Name: WWTP Belt Press Repair Project in the amount of \$4,546.92

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$15,000.00

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.
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.

2021 HOLIDAYS

TOWN HALL OFFICES CLOSED

- | | |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 18, 2021 |
| 2. Memorial Day | Monday, May 31, 2021 |
| 3. Independence Day Monday | Monday, July 5, 2021 |
| 4. Labor Day | Monday, September 6, 2021 |
| 5. Veterans Day | Thursday, November 11, 2021 |
| 6. Thanksgiving Day | Thursday, November 25, 2021 |
| 7. Friday after Thanksgiving Day | Friday, November 26, 2021 |
| 8. Christmas Eve | Thursday, December 23, 2021 |
| 9. Christmas Day | Friday, December 24, 2021 |
| 10. New Year's Eve | Thursday, December 30, 2021 |
| 11. New Year's Day | Friday, December 31, 2021 |

AMERICAN RECOVERY ACT

As a proposed use of the funds provided as grant payments from the State by federal appropriation under section 603 of the Social Security Act.

Premium pay to eligible workers of non-entitlement unit of local government (are local governments typically serving populations of less than 50,000).

ARPA CORONAVIRUS LOCAL FISCAL RECOVERY FUND ELIGIBILITY

b. to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, non-entitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work.

CURRENT FULL-TIME AND PART-TIME REGULAR CLASS TOWN EMPLOYEES

1	10/7/1993 Full Time	Dawn Carroll	\$3,000
2	9/7/1994 Full Time	Myra Cockerham	\$3,000
3	11/27/1995 Full Time	Lisa Purvis	\$3,000
7	4/22/2002 Full Time	Greg Grooms	\$3,000
8	10/14/2002 Full Time	Mark Strickland	\$3,000
16	8/26/2008 Full Time	John Maze	\$3,000
18	10/7/2010 Full Time	Ritchie Rowe	\$3,000
19	7/19/2018 Full Time	Cory Hobbs (PLUS 3YRS)	\$3,000
25	6/10/2019 Full Time	Tiffany Bowden (PLUS 5YRS)	\$3,000
50	10/1/2012 Full Time	Jack Burnette	\$3,000
91	8/4/2014 Full Time	Kim Corbett	\$3,000
104	8/6/2015 Part Time	Myron Saunders	\$3,000
106	3/21/2016 Full Time	Charles Chavarria	\$3,000
130	6/21/2018 Part Time	Becky Mirando	\$3,000
131	7/19/2018 Full Time	Jody Wildes	\$3,000
132	7/19/2018 Full Time	Jason Bergendahl	\$3,000
170	10/1/2020 Full Time	Gabe Whitenburg	\$3,000
192	7/26/2021 Full Time	Alicia Head	\$3,000
194	9/2/2021 Full Time	Hannah Martinez	\$3,000
			\$57,000

Exhibit 1
Funding Sources

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT, SUBJECT TO SECTION 215.97, FLORIDA STATUTES, CONSIST OF THE FOLLOWING:

State Project -

State awarding agency: Florida Division of Emergency Management
Catalog of State Financial Assistance title: Coronavirus State and Local Fiscal Recovery Funds (CSFRF)
Catalog of Federal Domestic Assistance number: 21.027
Amount of State Funding: \$1,634,285.00

received \$817,143 09/22/2021

Attachment A

ARPA Coronavirus Local Fiscal Recovery Fund Eligibility Certification

I, Floyd L. Vanzant, am the Authorized Agent of Hilliard, Town of ("Recipient") and I certify that:

- 1. I have the authority on behalf of the Recipient to request fund payments from the State of Florida ("State") for federal funds appropriated pursuant to section 603 of the Social Security Act, as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2, Title VI (March 11, 2021).
- 2. I have submitted to the State the Recipient's Total Budget in effect as of January 27, 2020, as defined by the United States Department of the Treasury, the annual operating budget including general fund and other funds.
- 3. I understand that the State will rely on this certification as a material representation in making grant payments to the Recipient.
- 4. I acknowledge that the Recipient should keep records sufficient to demonstrate that the expenditure of funds it has received is in accordance with section 603(a) of the Social Security Act.
- 5. I acknowledge that all records and expenditures are subject to audit by the United States Department of Treasury's Inspector General, the Florida Division of Emergency Management, and the Florida State Auditor General, or designee.
- 6. I acknowledge that the Recipient has an affirmative obligation to identify and report any duplication of benefits. I understand that the State has an obligation and the authority to de-obligate or offset any duplicated benefits.
- 7. I acknowledge and agree that the Recipient shall be liable for any costs disallowed pursuant to financial or compliance audits of funds received.
- 8. I acknowledge that if the Recipient has not obligated the funds it has received to cover costs that were incurred by December 31, 2024, as required by the statute, those funds must be returned to the United States Department of the Treasury.
- 9. I acknowledge that the Recipient's proposed uses of the funds provided as grant payments from the State by federal appropriation under section 603 of the Social Security Act will be used only to cover those costs that:
 - a. to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
 - b. to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, non-entitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
 - c. for the provision of government services to the extent of the reduction in revenue of such metropolitan city, non-entitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, non-entitlement unit of local government, or county prior to the emergency; or
 - d. to make necessary investments in water, sewer, or broadband infrastructure.

In addition to each of the statements above, I acknowledge on submission of this certification that my jurisdiction has incurred eligible expenses during the period that begins on March 3, 2021 and ends on December 31, 2024.

2019 MINUTES

NO.	DATE	DESCRIPTION	COMPLETE?	NEED SIGNED	SIGNED	DATE SIGNED
1	1/17/2019	UTILIZING P&R SOCCER FIELD FOR COMPETITION SOCCER CLUB	Y		Y	2/7/2019
2	1/28/2019	ADVANCED METERING INFRASTRUCTURE - REVIEW AND DISCUSSION	Y		Y	2/21/2019
3	2/21/2019	TECHNOLOGY UPGRADES - REVIEW & DISCUSSION W/ GUY RINER, IT	Y		Y	4/18/2019
4	2/25/2019	NASSAU COUNTY SCHOOL BOARD - DISTRICT STRATEGIC SCHOOL PLAN	Y		Y	4/18/2019
5	3/4/2019	HILLIARD DRAINAGE IMPROVEMENTS - SJRWMD PERMITTING REQUIREMENTS	Y		Y	5/2/2019
6	3/25/2019	ANNUAL FINANCIAL STATEMENTS - SEPTEMBER 30, 2018	Y		Y	5/2/2019
7	4/8/2019	STATE OF THE TOWN	Y		Y	5/2/2019
8	5/6/2019	STATE OF THE TOWN	Y		Y	6/6/2019
9	6/10/2019	STATE OF THE TOWN	Y	X		
10	7/22/2019	BUDGET	Y	X		
11	8/5/2019	BUDGET	Y	X		
12	8/15/2019	BUILDING INSPECTOR	Y	X		
13	8/19/2019	BUDGET	Y	X		
14	8/26/2019	BUDGET	Y	X		
15	9/5/2019	LUA & PLANNING	Y	X		
16	9/9/2019	BUDGET	Y	X		
17	9/16/2019	FRANKLIN PUD	Y	X		
18	10/8/2019	LOBBYIST	Y	X		
19	12/5/2019	PUBLIC COMMUNITY #1	Y	X		
20	12/16/2019	PERSONNEL POLICY	Y	X		

HILLIARD TOWN COUNCIL MINUTES

Hilliard Town Hall / Council Chambers
Post Office Box 249

15859 West County Road 108
Hilliard, FL 32046

<u>MAYOR</u> Floyd L. Vanzant	<u>COUNCIL PRESIDENT</u> John P. Beasley	<u>COUNCIL PRO-TEM</u> Kenny Sims	<u>TOWN COUNCIL</u> Callie Kay Bishop Lee Pickett Jared Wollitz
<u>TOWN ATTORNEY</u> Christian Waugh	<u>PARKS & RECREATION DIRECTOR</u> Kyle Malucci	<u>TOWN CLERK</u> Lisa Purvis	<u>PUBLIC WORKS DIRECTOR</u> Richie Rowe

AGENDA

- ITEM-1** Workshop Meeting Minutes
- Monday, June 10, 2019 @ 6PM
 - Roll Call

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

- Prayer & Pledge of Allegiance

ITEM-2 State of the Town - Discussion

The Town Council review and discuss the following:

AMI (Advanced Metering Infrastructure) SUEZ
 Meter Numbers per "Meter Location" – SUEZ to contact TYLER/Incode Software
 FCC Frequency Antennas Location (3 Sites) Gym, WTP, WWTP
 *Flyers in water bills notifying customers of AMI
 John Maze to sample meters with SUEZ week of 5/13
 Storage Building or Carport for supplies WTP

APWA (American Public Works Association) Florida Chapter Northeast District IV –
 Education – Institute, Academy & Webinars
 Facility Maintenance Schedule (Log)
 Fleet Maintenance Schedule (Log)
 Inventory Control Program
 Purchasing Authorization System (PO)
 Safety Program (FLOC Evan MacClellan Risk & Safety Consultant)
 PWD Certifications (WTP-2, WWTP-1, Pool-2, Mosquito-1)
 *Certifications & Licensing Procedures – See Personnel Policy Travel & Training
 Mowing of Right of Ways (Outsource)
 Drainage Improvements Maintenance Schedule (Identify Areas for Improvement)
 SJRWMD
 Five Year Capital Program (Forecast future needs or phase areas of improvement)
 *See updated Capital Budget FY 2018-2019
 *Revenues & Expense Budget Report – Financial Statements April 2019

*Detail of Revenues & Expenses

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:45 p.m.

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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Lee Pickett, Councilman
Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, July 22, 2019, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

Mayor Floyd Vanzant
Council President John Beasley
Council Pro Tem Kenny Sims
Councilman Lee Pickett
Councilwoman Callie Kay Bishop

ABSENT

Councilman Jared Wollitz

OTHERS PRESENT

Michael Franklin, Citizen

WORKSHOP

ITEM-1 Budget Fiscal Year 2019-2020 – Millage Rate & General Overview

The Town’s millage rate and budget history is discussed and the fact that the Town has rolled back its millage rate for the past 21 years and the need for additional revenue to make improvements to the Town’s failing infrastructure. The State Revenue Estimates are reviewed and discussed. The detail ledgers of all revenues and expenditures for the 2019-2020 fiscal year through June 2020, are provided for the Council to review and refer to for upcoming budget workshops.

ADJOURNMENT

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

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

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers
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 Post Office Box 249
 Hilliard, FL 32046

TOWN COUNCIL MEMBERS

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 Kenny Sims, Council Pro Tem
 Lee Pickett, Councilman
 Jared Wollitz, Councilman
 Callie Kay Bishop, Councilwoman

STAFF

Lisa Purvis, Town Clerk
 Richie Rowe, Public Works Director
 Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, August 05, 2019, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Assistant Public Works Director Greg Grooms
 Deputy Town Clerk Tiffany Bowden
 Michael Franklin, Citizen

WORKSHOP

- ITEM-1 Budget Fiscal Year 2019-2020 General Overview
- ITEM-2 Excel – Budget Worksheet 06.30.2019
- ITEM-3 Departmental Revenue & Expense Report 06/30/2019
- ITEM-4 GL Detail Listing – Capital Fund 10/01/2018 – 06/30/2019
- ITEM-5 GL Detail Listing – General Fund General 10/01/2018 – 06/30/2019
- ITEM-6 GL Detail Listing – General Fund Streets 10/01/2018 – 06/30/2019
- ITEM-7 GL Detail Listing – General Fund Parks & Recreation 10/01/2018 – 06/30/2019
- ITEM-8 GL Detail Listing – General Fund Fire 10/01/2018 – 06/30/2019
- ITEM-9 GL Detail Listing – Water & Sewer Fund 10/01/2018 – 06/30/2019
- ITEM-10 GL Detail Listing – Special Revenue Fund 10/01/2018 – 06/30/2019
- ITEM-11 GL Detail Listing – General Fund Airpark 10/01/2018 – 06/30/2019

The Town Council review and discuss the following:
General Government, Streets, Recreation, Fire and Water & Sewer Department
Capital Expenditure Requests. \$ 50,000 40 Acres Site Work, \$ 30,000 Interior
Town Hall, TBD Sound System, \$80,000 Dump Truck, \$8,500 Mower, \$ 6,000
Portable Welder, \$ 200,000 Culverts & Drainage, \$60,000 Road & Patch, \$35,000
30x80 Equipment Shed, \$56,000 Drainage, TBD LED Interior Lighting Fitness
Center, \$13,000 Insulation Fitness Center, TBD Fitness Equipment, TBD Outside
Lighting, TBD Field Maintenance Oxford Street, \$6,600 Fire Department
Equipment, \$50,000 CDBG, \$109,000 AMI, \$35,000 R&M, \$30,000 Digester, \$50,000
SBR (2), \$50,000 Hydrant, \$10,000 Value Exerciser,

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:00 p.m.

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

Hilliard Town Hall / Council Chambers
 15859 West County Road 108
 Post Office Box 249
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TOWN COUNCIL MEMBERS

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 Lee Pickett, Councilman
 Jared Wollitz, Councilman
 Callie Kay Bishop, Councilwoman

STAFF

Lisa Purvis, Town Clerk
 Richie Rowe, Public Works Director
 Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, August 15, 2019, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Town Attorney Christian Waugh
 Larry Hogan, Town Building Inspector
 Skip Frey, Citizen
 Michael Franklin, Citizen

WORKSHOP

ITEM-1 Advertisement – Building Official Inspector

The discussion for a new Building Official Inspector is opened with discussing the description, requirements, and contract of the job position.

Town Attorney, Christian Waugh, adds an addendum to the contract that the selected candidate will sign, that the Building Official Inspector will be required to present a quarterly report.

Michael Franklin, 151012 CR 108, Hilliard, Florida states that he is a contractor in the Town of Hilliard as well as an active member in the community and asks what days the Building Official/Inspector will be required to work.

ITEM-2 Resume – Larry Hogan

The Town Council review and discuss Mr. Larry Hogan’s Resume as a potential candidate for the Building Official Inspector position.

Mr. Hogan advises the Council that in 2020 the State is set to start requiring that governmental entities start listing how many Certificates of Occupancy and commercial and residential permits are issued per month.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:25 p.m.

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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Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, August 19, 2019, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

ABSENT

Mayor Floyd Vanzant
Councilman Lee Pickett

OTHERS PRESENT

Volunteer Fire Department Dallis Hunter
Volunteer Fire Department Tommy Lee
Volunteer Fire Department Owen Merwarth
Volunteer Fire Department Chase Taylor
Michael Franklin, Citizen

WORKSHOP

- ITEM-1 Budget FY 2019-2020 – Workshop Dates
- ITEM-2 Budget – Capital FY 2018-2019The Town Council Discusses the
- ITEM-3 Budget – Capital FY 2019-2020
- ITEM-4 Budget Fiscal Year 2019-2020 – Capital Improvement Plan
- ITEM-5 Budget Fiscal Year 2019-2020 – Parks & Recreation Department
- ITEM-6 Budget Fiscal Year 2019-2020 – Fire Department
- ITEM-7 Budget Fiscal Year 2019-2020 – Special Revenue
- ITEM-8 Budget Fiscal Year 2019-2020 – Airpark Department

The Town Council review and discuss the following:
Budget workshop dates for the fiscal year 2019-2020, the proposed capital budget for the fiscal year 2018-2019 compared to what the actual capital budget ended up being, the proposed general operating and capital budget for the fiscal year 2019-2020 and the five-year capital plan.

Parks & Recreation Director, Kyle Malucci reviews the proposed Parks & Recreation Budget with the Council and advises the following:
The department received a \$5,000 grant from Make A Splash organization, sports revenues only five kids have signed up for the after school program so far, swim lesson are up, summer camp is up, child watch is not doing well.

Town Clerk Lisa Purvis explains the Culture part of the Recreation Budget that has the funds for donations and town events such as the fireworks and Hilliard Branch Library donation.

Assistant Fire Chief Dallis Hunter provides a binder of the Fiscal Year 2019-2020 HVFD Proposed Budget totaling \$95,150 to the Council and discusses the expenses and capital items as well as their proposal of a contingency plan to set aside funds for a proposed new engine as the current engine is 21 years old.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:30 p.m.

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

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STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, August 26, 2019, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Skip Frey, Citizen
Michael Franklin, Citizen

WORKSHOP

- ITEM-1** Budget FY 2019-2020 – Workshop Dates
- ITEM-2** Budget – Capital FY 2018-2019
- ITEM-3** Budget – Capital FY 2019-2020
- ITEM-4** Budget Fiscal Year 2019-2020 – Capital Improvement Plan
- ITEM-5** Budget Fiscal Year 2019-2020 – Streets Department
- ITEM-6** Budget Fiscal Year 2019-2020 – Water & Sewer Department

The Town Council review and discuss the following:
Streets Department – FEMA Orange Street Box Culvert, Gas Tax, Culverts, Travel & Education, Rentals & Leases, Road Materials and Mosquito Spraying.
Water & Sewer Department – Tap Fees, Construction & AMI Costs.

Town Clerk Lisa Purvis to have the Town’s Engineer Mittauer & Associates, Inc. to look at the MCI Rating to see what the water and sewer rates need to be adjusted to.

Public Works Director Richie Rowe brings up the Town's Lift Stations & the new AMI system.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:45 p.m.

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

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STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, September 5, 2019, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Town Attorney Christian Waugh
Land Use Administrator Janis Fleet
Michael Franklin, Citizen

WORKSHOP

ITEM-1 Municipal Planning & Zoning Services – RFP 19-01 Interview Planner
Mrs. Janis Fleet, AICP President Fleet & Associates Architects/Planners,
Inc.

Town Clerk, Lisa Purvis, opens the discussion with the position description, requirements, and responsibilities for the job position.

Potential Candidate Janis Fleet, AICP President Fleet & Associates Architects/Planners Inc. discusses with the Town Council the details of the position including her hourly fee and working hours.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:50 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, September 9, 2019, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Assistant Public Works Director Greg Grooms
Deputy Town Clerk Tiffany Bowden
Michael Franklin, Citizen

WORKSHOP

- ITEM-1** Workshop Dates FY 2019.2020
- ITEM-2** Budget FY 2019.2020 – Summary & Full Budget
- ITEM-3** Budget FY 2019-2020 – General Fund
- ITEM-4** Budget FY 2019-2020 – Special Revenue Fund
- ITEM-5** Budget FY 2019-2020 – Capital Projects Fund
- ITEM-6** Budget FY 2019-2020 – Enterprise Fund (Water & Sewer)
- ITEM-7** Capital Improvements Plan – FY 2019.2020
- ITEM-8** Employee Salaries FY 2019.2020
- ITEM-9** Donations - FY 2019-2020

The Town Council review and discuss the following:
Employee reviews are passed around for the Council members to review.

Public Works Director Richie Rowe talks about WWTP permit renewal and Capital Costs.

Discussion of keeping \$5,860 in the General Fund donation line item and then moving the rest to the miscellaneous line item.

Council President Beasley and Council Pro Tem Sims discuss increasing Public Works Director and Assistant Public Works Director salaries which were not originally requested on the proposed employee rate increase request.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:20 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, September 16, 2019, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Town Clerk Lisa Purvis
Land Use Administrator Janis Fleet
Bobby Franklin, Citizen/Developer
James Cason, Citizen
Gerald & LeeAnn Wollitz, Citizens

WORKSHOP

ITEM-1 Possible Mixed-Use Project US1 Discussion – Mr. Bobby Franklin

Mr. Bobby Franklin opens the discussion with advising the Council that he wants a consensus from the Council that they will support his project before moving forward with the project.

Land Use Administrator, Janis Fleet presents the current Zoning and Future Land Use Maps and recommends PUD Zoning and Mixed-Use Land Use. Land Use Administrator, Fleet expresses her concern with there only being one entrance and exit from Ingham Road.

Council President Beasley, states that closing off Ingham Road at the railroad tracks has been previously discussed but no decision has been made.

Council Pro Tem Sims requests a traffic study be done to decide if one entrance and exit is sufficient for a development of this size.

It is determined that no application has been filed by Mr. Franklin for the Council to take any action at the September 19, 2019, Town Council meeting.

Mr. Bobby Franklin advises he will contact his engineer North Florida Engineering to discuss having a traffic study done and report back to the Town.

ADJOURNMENT

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

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

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, October 8, 2019, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Assistant Public Works Director Greg Grooms
Bobby Franklin, Citizen
Michael Franklin, Citizen
Mark Anderson, Lobbyist

WORKSHOP

ITEM-1 Lobbyist Services – Mr. Mark Anderson

The discussion opens with Mr. Mark Anderson introducing himself to the Council and members present for the workshop.

Public Works Director Richie Rowe presents the following three projects: Sewer Systems Rehabilitation West Second Avenue to West Sixth Avenue and Illinois Street to Georgia Street; Upgrading 2-inch Water Line to 6-inch Water Line at US HWY 1 and CR 108 to Eastwood Road; and Extend 6-inch Water Line from Eastwood Oaks Apartments on Eastwood Road to CR 108.

Mr. Mark Anderson asks if septic tanks are still an issue in the Town of Hilliard.

Public Works Director Ritchie Rowe advises only in the Northwest Area of the Town of Hilliard.

Mr. Michael Franklin states that there have been about 48 Septic Tanks installed over the past 20 years.

Mr. Mark Anderson's fee of \$33,000 for the Town of Hilliard when Nassau County pays him \$75,000 and why the Town's fee would be so high is brought up. Mr. Anderson states that he will negotiate his fee if the Town wants to reduce the projects that we want him to lobby for the Town. Councilman Wollitz states that Green Cove Springs is a larger municipality and is double the Town of Hilliard's size and they are charged half this amount. Mr. Anderson assures that his fees are appropriate. Mr. Anderson explains the process of how to get a project heard and that the deadline to get a project in is November for 2019.

ADJOURNMENT

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

Approved this ____ day of _____, _____ by the Hilliard Town Council, Hilliard, Florida.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, December 5, 2019, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

Mayor Floyd Vanzant
Council President John Beasley – arrived at 6:20 pm
Council Pro Tem Kenny Sims
Councilwoman Callie Kay Bishop
Councilman Lee Pickett
Councilman Jared Wollitz

OTHERS PRESENT

Land Use Administrator Janis Fleet & Bob Fleet, Assisting
Planning & Zoning Board Chair Prather
Planning & Zoning Board Vice Chair Higginbotham
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Frey
Planning & Zoning Board Member Reed
Town Attorney Christian Waugh – arrived at 6:15 pm
LeeAnn Wollitz, Citizen
Michael Franklin, Citizen

WORKSHOP

ITEM-1 Public Community Workshop #1

Janis Fleet, AICP Planner opens the discussion with the expansion that is expected to occur between now and the year 2045. Mrs. Fleet also includes the community's concerns and input on the growth of the Town.

Council Pro Tem Sims, states that a master plan to put sewer all over the Town's incorporated limits and then paving all roads needs to be put in place.

Council President Beasley agrees that we need more sewer lines ran and then roads paved.

Councilman Wollitz, states that he would like to see the Town add bike and jogging paths, as well as rehabbing the existing sewer system.

Zoning Board Member Reed states that the existing water system needs rehabilitating.

Zoning Board Member Frey adds that infrastructure is aging and lacking.

Councilman Pickett states that the Town needs to address the drainage issues.

Zoning Board Member Reed further states the drainage as well as the wetlands need addressing.

Council Pro Tem Sims, suggest that the Town researches a grant to help with funding for the improvements.

Zoning Board Chair Prather expresses her concerns for the construction that is planned. She explains that the small-town atmosphere needs to be maintained even with all the additions and changes.

Council Pro Tem Sims states the need for a Main Street within the Town.

LeAnn Wollitz, 37024 S Oak Street Hilliard, FL., expresses that there should be a more affordable housing plan included in the expansion on the Town.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, December 16, 2019, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Town of Hilliard Personnel Workshop

The Town's employee personnel policy is reviewed and discussed.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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

2020 MINUTES

NO.	DATE	DESCRIPTION	COMPLETE?	NEED SIGNED	SIGNED	DATE SIGNED
1	1/7/2020	JOINT WHISPER RIDGE PUD	Y	x		
2	1/13/2020	FEE RESOLUTIONS	Y	x		
3	1/16/2020	PUBLIC COMMUNITY #2	Y	x		
4	1/21/2020	FEE RESOLUTIONS	Y	x		
5	1/30/2020	FRANKLIN PUD	Y	x		
6	2/4/2020	JOINT COMMUNITY PLANNING	Y	x		
7	2/6/2020	PERSONNEL POLICY	Y	x		
8	2/27/2020	ADD EMPLOYEE & J FLEET ADD HOURS	Y	x		
9	3/3/2020	JOINT P&Z FENCING PONDS	Y	x		
10	3/9/2020	PERSONNEL POLICY	Y	x		
11	3/23/2020	JOINT TOWN OF HILLIARD & NASSAU COUNTY SCHOOL BOARD	CANCELED			
12	4/2/2020	MOWING (WEBEX)	Y	x		
13	4/7/2020	PANDEMIC POLICY (WEBEX)	Y	x		
14	5/4/2020	AUDIT	Y	x		
15	6/1/2020	MAYORS DUTIES/TOWN CLERK COMPLAINT	Y	x		
16	6/29/2020	DEO WORKSHOP	Y	x		
17	6/29/2020	PARKS & RECREATION	Y	x		
18	7/21/2020	PARKS & RECREATION	Y	x		
19	7/27/2020	TRIM	Y	x		
20	8/10/2020	BUDGET	Y	x		
21	8/17/2020	BUDGET	Y	x		
22	8/24/2020	BUDGET	CANCELED			
23	8/31/2020	BUDGET	Y	x		
24	9/3/2020	PARKS & RECREATION	Y	x		
25	9/14/2020	BUDGET	Y	x		
26	9/21/2020	PARKS & RECREATION	Y	x		
27	9/28/2020	PARKS & RECREATION	Y	x		
28	10/1/2020	PARKS & RECREATION	Y	x		
29	10/8/2020	SUEZ ADVANCED METERING INFRASTRUCTURAL - UPDATE & DISCUSSION	Y	x		
30	10/13/2020	DRAFT ORD. AMENDING TOWN CODE CH.2 - PURCHASING & PROCUREMENT PROC.	CANCELED			
31	11/19/2020	DRAFT ORD. AMENDING TOWN CODE CH.2 - PURCHASING & PROCUREMENT PROC.	Y	x		

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Wendy Prather, Chair
Glenn Higginbotham, Vice Chair
Charles A. Reed
Josetta Lawson
Harold "Skip" Frey

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, January 7, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

ABSENT

Council President John Beasley

PRESENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Higginbotham
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Frey
Land Use Administrator Janis Fleet

ABSENT

Charles A. Reed

OTHERS PRESENT

Tim Shay, Developer Consultant
Buddy Higginbotham, Property Owner
Courtney Gaver, Attorney
Emily Pierce, Attorney

WORKSHOP

ITEM-1 Whisper Ridge PUD – Kings Ferry Road at Old Pineridge Road – Discussion

Land Use Administrator, Janis Fleet, opens the discussion by introducing Attorney Courtney Gaver, Developer Consultant Tim Shay, Attorney Emily Pierce and Property Owner Buddy Higginbotham. The discussion is then transitioned to talk about the construction of the community, Whisper Ridge, and the size of the lots that will potentially be in the development as well as the setbacks for those lots. Ms. Gaver discusses there being a Homeowner's Association for those who will live in Whisper Ridge.

Terry Higginbotham, 37605 Kings Ferry Road, Hilliard, Florida, Mr. Higginbotham expresses his concerns about building the development in such a small area.

Harry Pickett, 37752 Kings Ferry Road, Hilliard, Florida, Mr. Pickett expresses his concerns about building the development in such a small area.

Kristin Pickett, 37575 Kings Ferry Road, Hilliard, Florida, Ms. Pickett expresses her concerns about building the development in such a small area.

Lee Ann Wollitz, 37024 South Oak Street, Hilliard, Florida, Ms. Wollitz states she loves the PUD proposal but not the quantity of homes that are potentially going to be built. She also asks what the fencing code for the development will be.

ADJOURNMENT

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

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

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, January 13, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Skip Frey, Citizen
Michael Franklin, Citizen

WORKSHOP

ITEM-1 Town of Hilliard Fee Resolutions Discussion

Town council reviews Ordinance No. 2006-06 and makes final changes as needed to correct fee amounts before submitting for final adoption.

ITEM-2 Resolution No. 2020-04 - Water & Sewer Rates & Fees

Town Council reviews Water & Sewer Rates & Fees for Resolution No. 2020-04 and agrees that they all are content with the prices that are currently set.

ITEM-3 Resolution No. 2020-05 - Building Permits & Inspection Fees

Town Council opens discussion to review Building Permits & Inspection Fees and discusses setting a workshop with The Town's Building Inspector Larry Hogan.

ITEM-4 Resolution No. 2020-06 - Zoning & Land Development Fees

The Council reviews and discusses Resolution No. 2020-06 Zoning & Land Development Fees. Land Use Administrator, Janis Fleet advises the Council of price changes and prices that will remain the same as well as what services and documents come with those prices.

ITEM-5 Resolution No. 2020-07 - Parks & Recreation Programs & Fees

The Town Council consults with Parks and Recreation Director Kyle Malucci to review Fees for the Parks and Recreation Department and makes changes as needed. Mr. Malucci advises the Council of the following changes for Resolution No. 2020-07. CPR Certification Class taught by Mr. Malucci for \$25.00, Hometown Hero Membership, 1-month free membership with purchase of key fob to active-duty military with Hilliard address as their hometown, the key fob is a \$5.00 charge.

Mr. Malucci also discusses with Councilman Wollitz about the Parks and Recreation Fitness Center itself and the multiple uses of it as well as the maintenance for the Fitness Center.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:25 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, January 16, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Land Use Administrator Janis Fleet & Bob Fleet, Assisting
Planning and Zoning Board Vice Chair Reed
Planning and Zoning Board Chair Prather
Planning and Zoning Board Member Lawson
Adrienne Burke, Nassau County Director of Planning & Economic Opportunity
Gerald and LeeAnn Wollitz, Citizens
Michael Franklin, Citizen
Myra Cockerham, Town Employee
Kathie Colgrove, Nassau County Record

WORKSHOP

ITEM-1 Public Community Workshop #2 – Identify Community Preferences & Provide Input on Public Facilities, Land Uses, How to Address Growth in Hilliard through 2045, and Other Community Issues

Land Use Administrator Janis Fleet opens the discussion and advises the Council of the items that would contribute to the Town of Hilliard expanding over the next several years including a “Main Street” which was lost due to the expansion of US HWY 1 and adding more businesses to meet the needs of the Town. The current recreation sites and buildings need to have improved

maintenance and such as updated access sites to keep them available to the public and including access for a “walkable community”. There is also a need for more housing but smaller houses and more affordable housing. There was also discussion regarding inadequate infrastructure such as potholes, dirt roads, lack of sidewalks.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, January 21, 2020 at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

Mayor Floyd Vanzant
Council President John Beasley
Council Pro Tem Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz

ABSENT

Councilwoman Callie Kay Bishop

OTHERS PRESENT

Larry Hogan, Town Building Inspector
Myra Cockerham, Town Employee
Skip Frey, Citizen
Michael Franklin, Citizen
LeeAnn Wollitz, Citizen

WORKSHOP

ITEM-1 Resolution No. 2020-05 - Building Permits & Inspection Fees

Town Council Reviews Ordinance No. 2020-05 Building Permits & Inspections Fees comparing them to other municipalities to assure the correct amount is being charged for these documents and services.

Town Clerk, Lisa Purvis, advises the Council that she will consult Town Attorney Christian Waugh to potentially amend the fees for portable sheds and pools to be a lower cost permit.

Michael Franklin, 51012 CR 108, Hilliard, Florida, advises the Council that he believes the ICC Evaluation Fee that Nassau County uses is not appropriate for the westside of Nassau County.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:55 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, January 30, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Land Use Administrator Janis Fleet
Planning and Zoning Board Member Frey
Michael Franklin, Citizen
Bobby Franklin, Citizen/Developer
James Cason, Citizen

WORKSHOP

ITEM-1 Possible Mixed-Use Project US1 Discussion – Mr. Bobby Franklin

The Hilliard Town Council reviews the “Hilliard Apartment Traffic Study” document to have a better understanding of the traffic patterns that are currently in effect and how to plan accordingly if the Town and were to expand. The Traffic Study that Mr. Franklin has had prepared reveals that there would not need to be any changes made to the current intersections for his proposed project.

Public Works Director, Richie Rowe, presents a summary before the Council of the lift stations and Myer’s pumps that would be used for this new construction. Mr. Rowe advises the Council that there were some complications with the pumps and lift stations that needed to be further researched.

ADJOURNMENT

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

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

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Wendy Prather, Chair
Glenn Higginbotham, Vice Chair
Charles A. Reed
Josetta Lawson
Harold "Skip" Frey

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, February 4, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

PRESENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Higginbotham
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Frey
Planning & Zoning Board Member Reed
Land Use Administrator Janis Fleet

OTHERS PRESENT

Michael Franklin, Citizen
LeeAnn Wollitz, Citizen

WORKSHOP

ITEM-1 Public Community Joint Workshop – Planning & Zoning Board and Town Council Identify Community Preferences & Provide Input on Public Facilities, Land Uses, How to Address Growth in Hilliard through 2045, and Other Community Issues

Land Use Administrator, Janis Fleet, opens the discussion with items previously discussed including what citizens of the Town would like to see happen to help improve the infrastructure.

The discussion continues and lists of the improvements that the citizens who attend the Town meetings and workshops would like to see happen in their community are prepared ranging from the following: a larger recreation center for all ages; to smaller lot sizes with a more urbanized neighborhood to attract more people; to a larger variety of commercial businesses; and more options for health care. With these ideas of expansion for the community, citizens also want to see more jobs closer to their homes and having more options for health care and businesses would bring those new employment opportunities requested. The input of the active members of the community will be taken into consideration when making new changes to the Town and there will be a written summary of the projected plans over the next several years.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, February 6, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Town of Hilliard Personnel Workshop

The Town Council reviews the Town of Hilliard’s Personnel Policy and making changes as needed to each section as they go through the policy.

The following sections have been modified:

Section 106 Conflicts of interest

Section 108 Personnel Records

Section 302 Vacation Benefits

Ending the workshop on Section 303 Holidays and will resume at the next personnel policy workshop.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, February 27, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Michael Franklin, Citizen
Skip Frey, Citizen

WORKSHOP

ITEM-1.0 Town Clerk's Office Additional Position Discussion

Town Clerk, Lisa Purvis opens the discussion with advising the Council of the need for an additional Administrative Assistant to work in Town Hall.

ITEM-1.1 Administrative Assistant II – Kim Corbett

Town Clerk, Lisa Purvis advises the Council on Mrs. Corbett's duties as Administrative Assistant including her responsibilities of assisting customers with utility payments and account updates. As well as organizing and keeping record of building permits for the building official and assist the Town Clerk and Deputy Town Clerk as needed.

ITEM-1.2 Administrative Assistant III – Myra Cockerham

Town Clerk, Lisa Purvis advises the Council on Mrs. Cockerham's duties as an Administrative Assistant including her responsibilities of maintaining records of building permits for the Building

Official and issuing them to contractors. Mrs. Cockerham also helps order things needed for the office such as supplies or signs. As well as assist with utility payments and cash handling when needed while also providing support to the Town Clerk and Deputy Town Clerk when needed.

ITEM-1.3 Administrative Assistant III – Dawn Carroll

Town Clerk, Lisa Purvis advises the Council of Mrs. Carroll's everyday responsibilities including preparing the daily bank deposit and verifying invoices for the accounts and maintaining records for the handheld devices for meter reading. Mrs. Carroll also maintains a record of business licenses for the Town and assures they are kept up to date yearly.

ITEM-1.4 Deputy Town Clerk – Tiffany Bowden

Town Clerk, Lisa Purvis advises the Council of Mrs. Bowden's everyday responsibilities including keeping record of all financial reports for the Town and assisting the Town Clerk when needed. Mrs. Bowden also prepares and disperse payroll each pay period.

ITEM-1.5 Town Clerk – Lisa Purvis

Town Clerk, Lisa Purvis, advises the Council of her own everyday responsibilities including maintaining records and applications for grants awarded to the Town as well as providing guidance to any concerned citizens. Mrs. Purvis also does research for projects, grants and new ways to improve the Town and prepares agendas for Town Council meetings and workshops.

ITEM-2.0 Planning & Zoning Board Land Use Administrator & Planner Office Hours

The Town Council reviews Land Use Administrator Janis Fleet's hours worked and progress made over the last quarter.

ITEM-2.1 Schedule of Office Hours & Meetings Attended 09/10/2019 – 03/03/2020

The Council and Mrs. Fleet agree on the hours worked and meetings attended.

ITEM-2.2 Quarterly Report of Tasks Completed 10/01/2019 – 12/31/2019

Mrs. Fleet advises the Council in her quarterly report of all the tasks she has completed throughout the quarter including approving special exception applications, writing minutes for Planning and Zoning Board meetings as well as preparing agendas for those meetings and attending.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:45 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Wendy Prather, Chair
Glenn Higginbotham, Vice Chair
Charles A. Reed
Josetta Lawson
Harold "Skip" Frey

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, March 3, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

PRESENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Higginbotham
Planning & Zoning Board Member Reed
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Frey
Land Use Administrator Janis Fleet

ABSENT

Lee Pickett, Councilman

WORKSHOP

ITEM-1 Planning & Zoning Board and Town Council – Ordinance No. 2019-12 Amending Chapter 62 Section 62-361 Zoning & Land Development Regulations Code

Land Use Administrator, Janice Fleet, opens the discussion with reading Ordinance No. 2019-12 Amending Section 62-361 Ponds and Borrow Pits. Board Vice Chair Higginbotham, states that it should be treated as a pool regarding needing a fence. Mrs. Fleet states that there is six feet of chain link fencing around pools in the municipality Green Cove Springs. The Council and Zoning Board discusses, and they are not in favor of fencing ponds.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:41 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
 Richie Rowe, Public Works Director
 Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, March 9, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

Mayor Floyd Vanzant
 Council President John Beasley
 Council Pro Tem Kenny Sims
 Councilwoman Callie Kay Bishop
 Councilman Jared Wollitz

ABSENT

Councilman Lee Pickett

WORKSHOP

ITEM-1.0 Town of Hilliard Personnel Workshop – Review & Discussion

Discussion continues from the last workshop held on February 6, 2021.

ITEM-1.1 Personnel Policy Manual 2004

Town Attorney, Christian Waugh opens the discussion with page 19 Section 304, Injury Reporting and Worker's Compensation of The Town of Hilliard's Personnel Policy Manual. Mr. Waugh continues through the Policy Manual and pauses throughout to make corrections or change items in the policy that were commented on by the Council.

The following sections have been modified:

305 Sick Leave Benefits
 306 Bereavement Leave
 307 Jury Duty
 310 Life & AD & D Insurance
 311 Employee Retirement Plan
 402 Paydays
 405 Pay deduction
 501 Safety

503 Use of Phone and Mail System
505 Overtime
508 Travel and Training
The workshop ends with stopping at the beginning of Section 509 Computer and E-mail Usage.

ITEM-1.2 Town Charter Article VI

Article VI of the Town Charter was not discussed.

ITEM-1.3 Town Code Chapter 2 Administration

Chapter 2 Administration of the Town Code was not discussed.

ITEM-1.4 Complaint Form

Complaint Forms were not discussed.

ITEM-1.5 WTP & WWTP License Procedures

WTP & WWTP License Procedures were not discussed.

ADJOURNMENT

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

Approved this ____ day of _____ by the Hilliard Town Council,
Hilliard, Florida.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, April 2, 2020, at 6:00 p.m.

WEBEX PHONE CONFERENCING MEETING

WILL BE RECORDED DIAL: 408-418-9388

(If busy wait 10 seconds and call again)

ENTER ACCESS CODE: 621 746 556

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Richard Smart, Smart Quality Lawn Care
Shawn McClinton, 3MC Mobile Mechanical Repair LLC
Robert Foster, Mills Creek Services LLC

WORKSHOP

ITEM-1

- Mowing Services Contract – Bid Review & Discussion
 - A. Bids Received March 30, 2020, by 2PM
 - B. Mowing Services Advertisements for Bids
 - C. Mowing Services Contractor Requirements
 - D. Mowing Services Extent Right of Ways Map
 - E. Mowing Services Bid Form
 - F. Mowing Services Contract

The meeting started later than 6:00 pm due to recording issues.

Town Clerk, Lisa Purvis, opens the discussion with naming the three contractors that have submitted bids for the Mowing of the Town of Hilliard Right of Ways. Each Council Member is asked if they have any questions.

Councilman Pickett asks if the contractors have submitted their insurance and Mrs. Purvis informs Councilman Pickett that the contractors do not have to disclose that information unless they get the job, but they are aware of the insurance requirements if awarded the bid.

Councilman Wollitz asks if each contractor will answer the following three questions: What type of equipment and much of the equipment; how many employees; and roadside mowing experience.

Richard Smart:

Z Ride, Walk Behind, Zero Turn 5 mowers in total and weed eaters.

5 employees.

Circle K Stores, Pinetree Apartments, Canterbury Apartments and Clay County Road Department.

Shawn McClinton:

John Deer Tractor and 2 zero turns and would buy additional if needed.

32 Full time employees.

Right of Ways.

Robert Foster:

Scag zero turn and Flail mower (if awarded will purchase boom arm to mow ditch banks).

2 Full time employees, extra to hire by the job.

Right of Ways.

Assistant Public Works Director, Greg Grooms, makes it known that one of the contractors only has two employees and it would take them two weeks to mow the entire town.

No other Council members had questions.

Richard Smart advise he has no further questions or comments.

Shawn McClinton states that he can have the insurance on Monday if awarded the job.

Robert Foster advises he has no further questions or comments.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:38 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, April 7, 2020, at 6:00 p.m.

**WEBEX PHONE CONFERENCING MEETING
WILL BE RECORDED DIAL: 408-418-9388
(If busy wait 10 seconds and call again)
ENTER ACCESS CODE: 621 746 556**

**Call to Order
Roll Call
Prayer and Pledge of Allegiance**

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

OTHERS PRESENT
Greg Grooms, Assistant Public Works Director

WORKSHOP
ITEM-1 Town of Hilliard Pandemic Policy

Councilman Pickett opens the discussion with a question to Town Attorney Christian Waugh, "Does the Town legally need a Pandemic Policy in place?"
The Council discusses with Mr. Waugh the precautions that need to be set in place in case of an exposure to a Town employee. Mr. Waugh suggests the idea of telecommuting.
The question of how many days leave an employee will get if they are exposed and need to take time off to quarantine properly. As well as proof from a doctor and documentation of test results whether positive or negative in order to receive paid leave. All department heads and Council members are content with the current protocols and precautionary steps that are stated in the policy at this time.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:52 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh
Richard Powell, CPA

Minutes

Monday, May 4, 2020, at 6:00 p.m.

WEBEX PHONE CONFERENCING MEETING

WILL BE RECORDED DIAL: 408-418-9388

(If busy wait 10 seconds and call again)

ENTER ACCESS CODE: 621 746 556

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Annual Financial Statements - September 30, 2019, Preliminary & Tentative Review – Powell & Jones, CPAs

Richard Powell, Certified Public Account presents his formal presentation before the Council. Comments were made regarding the following pages of his presentation:
Pages 7-9: Independent Auditor's report
Pages 10-21: Management's Discussion and Analysis
Page 26: Governmental Funds Balance Sheet
Page 27: Governmental Funds Statement of Revenues, Expenditures and Changes in Fund balances
Pages 29-30: Proprietary Fund Statement of Net Position
Page 31: Proprietary Fund Statement of Revenues, Expenses and changes in net position
Page 47: Capital Assets, Property Tax Revenues, Depreciation

Pages 49-50: Long Term Liabilities
 Page 61: Risk Management, Contingent Liabilities, Subsequent event
 Page 63: Governmental Fund, General Fund, Statement of Revenues, Expenditures and changes in fund balances, budget and actual
 Page 74: Grants
 Pages 76-77: Independent Auditor's Report
 Pages 78-79: Management Letter
 Page 80: Independent Accountant's Letter
 Page 81-82: Communication with Those Charged with Governance

ITEM-2 Audit Renewal Proposal – Schedule of Professional Fees and Expenses 2020-2022 Audits of Financial Statements – Powel & Jones, CPAs

Richard Powell, Certified Public Account of Powel & Jones, CPA's presents his contract for audit and account services as requested by the Council for review. Mr. Powell fees for the three years are presented as follows:

2020 - \$34,000 Basic audit services and \$2,500 Additional if single audit required.

2021 - \$35,000 Basic audit services and \$2,500 Additional if single audit required.

2022 - \$36,000 Basic audit services and \$2,500 Additional if single audit required.

Town Clerk Lisa Purvis provides a copy of the contract for the 2017 through 2019 years showing that the cost at that time were, \$33,000, \$34,000 and \$34,500 with the single audit if required \$2,500. Mr. Powell states that the Town's records are kept in excellent order and based on the number of hours that it takes his office to complete the audit he felt comfortable with the fees as presented.

The Mayor, Mr. Floyd Vanzant, addresses each member of the Council and asks if they have any questions.

Council Pro Tem Sims, asks if the costs under section G. Other Services have went up.

Mr. Powell states that they are listed in both the previous contract as well as the new contract and he believes there was a slight increase.

Councilwoman Bishop states yes that is looks like the costs have gone up approximately \$5 to \$10 per hour depending on what level of expertise of services would be requested.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:31 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, June 1, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Skip Frey, Citizen
Kim Frey, Citizen
Michael Franklin, Citizen
LeeAnn Wollitz, Citizen

WORKSHOP

ITEM-1 Mayor’s Duties – Discussion

Mayor Vanzant opens the discussion with why he wants the mayor to have duties.

Town Attorney, Christian Waugh, explains that the item that the Clerk put on the agenda is what he will be discussing tonight. When started full time as the Town’s Attorney he had sent out a memorandum regarding the Sunshine Law dated January 2, 2019. The mayor wanted powers and duties A being Duties and B being Veto Powers.

Mayor Vanzant states he did not come up with the Veto Powers that was the Town’s Attorney. That he agreed that if four members vote than he could go along with them and agree on the matter.

Council President Beasley asks Town Attorney Waugh if he did what he had asked and make the Town Code match the Town Charter.

Following a lengthy discussion, the Clerk advises that Chapter 2 Administration, Article I, Purchasing and Procurement Procedures is already in the process of being amended at this time to remove the mayor to match the Town Charter.

ITEM-2 Town Clerk’s Employee Complaint- Discussion

Town Attorney Christian Waugh opens the discussion explaining to the Town Council what exactly occurred which was the Town Clerk, Lisa Purvis filed a formal written complaint about Public Works Director Mr. Ritchie Rowe. Mr. Rowe is questioned by the Council on the incident and what occurred from his point of view. The Council discusses which members talked to the witnesses and who did not and what should happen from this point based on the evidence provided about the incident.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:20 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Wendy Prather, Chair
Charles A. Reed, Vice Chair
Josetta Lawson
Dallis Hunter
Harold "Skip" Frey

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, June 29, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

PRESENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Reed
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Frey
Land Use Administrator Janis Fleet

ABSENT

Planning & Zoning Board Member Hunter

JOINT WORKSHOP

ITEM-1 Joint Workshop- Planning & Zoning Board and Town Council DEO Planning Grant Comprehensive Plan Draft Review & FLUM

The Town Council and Zoning Board collaboratively review the following items:
Existing Land Use Map, Future Land Use Map, Future Transportation, Recreation, Portable Water, Sewer, Wetlands, Flood Zone, Soil Types, Topography.

The Town Council and Zoning Board also review the Future Land Use Element Overview and make comments regarding the following pages:
Page 2 Main Street Commercial

Page 5 Mixed Use
 Page 6 FAA / Code Enforcement
 Page 8 Well Head S/B Head(s)
 Page 12 Tree Ordinance/ Landscaping
 Following a review of the Future Land Use Map Land Use Administrator Janis Fleet asks that the map with any corrections be given back to her. The Capital Improvement Plan is also asked to be reviewed.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, June 29, 2020, at 7:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Parks & Recreation Department – Discussion

Council President Beasley starts the discussion by advising those present for the workshop that they should follow social distance protocol due to the current Corona Virus Pandemic. Council President Beasley also advises that Parks & Recreation Director Kyle Malucci has advised that he will not be present for the workshop due to being exposed to the virus.

Council President Beasley begin the discussion by stating that the recent text messages that have been brought to his attention are a problem.

Council Pro Tem Sims states that the Director being absent from his position is the problem also.

Councilwoman Bishop states that she does not want to discuss Parks & Recreation Director Kyle Malucci’s position without him being present.

Mayor Vanzant states that if he is on leave his job has to be covered and, in the meeting, when he was asked he had advised that he has been being absent due to personal reasons.

Several of the Parks & Recreation Department Lifeguards are present and wish to speak regarding the working conditions at the Town's Swimming Pool Facility this summer.

Bailey Tomlinson, 3670 Charles Green Road, Hilliard, Florida advises that she is currently a lifeguard for the Parks & Recreation Department. She spoke concerning her position and having Mr. Malucci as her boss and the working conditions that she has been enduring, that the lifeguard room currently has no refrigerator to keep your water, snacks or lunch cold or ice for your drinks. Also, that the air conditioner stopped working the previous year and there is nowhere to cool down when on break.

Courtney Hengerer, 55248 Bartram Trail, Callahan, Florida advises that she is currently a second-year lifeguard for the Parks & Recreation Department. She spoke concerning her position and having Mr. Malucci as her boss and the working conditions that she has been enduring and advises at this time she would like to submit her two weeks' notice to terminate.

Hailey Thornton, 37152 Power Drive, Hilliard, Florida advises that she is the second year Swim Instructor for the Parks & Recreation Department. She spoke concerning her position and having Mr. Malucci as her boss and the working conditions that she has been enduring and how she was reprimanded for assisting the lifeguards while on duty as she was advised to do.

Alexis Barber, 37154 South Pine Street, Hilliard, Florida advises that she is currently a second year Head Lifeguard for the Parks & Recreation Department. She spoke concerning her position and having Mr. Malucci as her boss and the working conditions that she has been enduring with the lack of sufficient guards, no air conditioner no refrigerator or cooler in the lifeguard room. Most of all the lack of communication between the Director and the lifeguards.

Council President Beasley states that he feels that all of this needs to be discussed with the Parks & Recreation Director when he is present and he will set a workshop to do so at the July 2, 2020, regular meeting.

Skip Frey, 37132 West Fourth Street, Hilliard, Florida states that he assisted with coaching basketball and that the numbers of players have reduced under Director Malucci.

Holly Hengerer, 55248 Bartram Trail, Callahan, Florida states that she is the mother of a former lifeguard. Ms. Hengerer speaks regarding the unprofessionalism shown by Director Malucci when he terminated her son with no grace or warning. The fact that he did so by text while her son was driving home from after he had completed his second shift that he was filling due to someone calling out at Director's Malucci's request.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:50 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, July 21, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Parks & Recreation Department – Department Director Discussion

The Mayor and the Town Council question Parks and Recreation Director Kyle Malucci on his position and his performance.

Councilman Wollitz asks Director Malucci if he is a certified pool operator? Mr. Malucci said that yes, he was but it laps about a year ago.

Councilwoman Bishop stated that Director Malucci should be given guidance on how to improve and ethically we should give him another chance.

Councilman Wollitz stated that Director Malucci had been given several opportunities to improve and they were all insufficient.

Council Pro Tem Sims stated that Director Malucci needs to be vested in the community and should be here in Town. Further states that Director Malucci comes off unapproachable at the gym but is good one on one at the pool.

Director Malucci states that he has been involved in the community, and he was a member of the Chamber of Commerce Leadership Nassau Class of 2020, as well as being a Co-chair on a Nassau County Health Coalition, is a member of the School Advisory Committee and will be taking part in the Take Stock Program for Children this year as a mentor. Director Malucci states that none of this was an issue last year and this year it seems to be being blown out of proportion.

Council President Beasley asks if the Fitness Center ceilings have been sprayed with insulations yet. Director Malucci answers yes that they have. Council President Beasley asks if the Fitness Center heating and cooling controller has been moved off the exterior wall yet. Director Malucci answers no that he has not received any more complaints about the temperature inside the building.

Councilwoman Bishop asks if Director Malucci has ever been reprimanded. Director Malucci advises that he has never received a disciplinary form. Councilwoman Bishop states that it may shed a new light with him having a form outlining what he is not doing correctly.

Leanne Wollitz, 37024 South Oak Street, Hilliard, Florida stated she has attended all meetings including budget meetings and would look at those meetings as reprimands.

Michael Franklin, 151012 CR 108, Hilliard, Florida asks Council President Beasley if he is OK that he looks mad. Then states that he believes Director Malucci wants to do the right thing he just don't know how, and the Town Council should give him a second chance and not terminate but instead put him on probation.

Councilman Wollitz, Council President Beasley, Council Pro Tem Sims all question how many chances an employee should be given to improve.

Hailey Thornton, 37152 Power Drive, Hilliard, Florida is currently the Swim Instructor at the Parks & Recreation Department and stated that the working conditions have improved.

Glenda Cook, Post Office Box 23, Hilliard, Florida was a former volunteer gymnastics coach at the Parks & Recreation Department and spoke on Director Malucci's behalf about his character and his strong work ethic.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:00 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, July 27, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Budget Fiscal Year 2020-2021 – Millage Rate & State Revenues

Town Clerk, Lisa Purvis, opens the discussion about the Budget for Fiscal Year 2020-2021 and uses previous Fiscal Year's budgets as an example for the upcoming Fiscal Year. Ms. Purvis then advises the Council of the TRIM meetings that are on the calendar and discusses whether to advertise the meetings and the new millage rates in the Nassau County Record. The Council reviews the budget history and millage rate history to discuss what the millage rate for Fiscal Year 2020-2021 should be. The Town reviews state revenues alongside the Towns revenues for October 2019 through June 2020.

ADJOURNMENT

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

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

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, August 10, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Budget Fiscal Year 2020-2021:
Streets Department & Capital Improvements Plan
Water & Sewer Department & Capital Improvements Plan

Public Works Director Ritchie Rowe presents the following capital budget items and some major operating items for the Streets and Water & Sewer Departments:

Streets Capital Budget

2003 Massey Ferguson Replace \$37,000
Milling \$60,000
First Street \$40,000
Backhoe \$110,000 or 5-year purchase \$23,000 a year

Streets Operating Budget

Mowing Contract \$66,000 2019/2020
CSX Add \$16,000 2020/2021
Rent & Lease \$20,000 2019/2020 for Tree Trimming rent bucket truck

Water & Sewer Capital Budget

SUEZ Chlorine Contact Chamber \$82,000 or \$32,000 X 3
SUEZ Two Ground Water Storage Tanks Water Plant \$122,000 or \$46,000 X 5
Constructed Wetlands

MNT Spraying \$50,000
 MNT Burning \$20,000
 Franklin Park \$80,000
 Clean Digester 1/2 of \$80,000= \$40,000
 Water Truck \$48,000
 Three Wetland Pumps Rebuilt \$17,000
 Jet Rig \$15,000

Public Works Director Ritchie Rowe further states that the Wastewater Treatment Plant Permit Renewal action items that are due August 31, 2020, are to be extended due to the Corona Virus.

Town Clerk Lisa Purvis advises that the department needs to work on and submit a five-year capital outlay plan to submit for the Comprehensive Plan. Any future grant request will need to be shown in the Town's Capital Plan that will be amended annually in the Comprehensive Plan.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:30 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
 Richie Rowe, Public Works Director
 Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, August 17, 2020, at 6:00 p.m.

Call to Order
 Roll Call
 Prayer & Pledge of Allegiance

PRESENT

Mayor Floyd Vanzant
 Council President John Beasley 6:08 p.m.
 Council Pro Tem Kenny Sims
 Councilman Lee Pickett
 Councilman Jared Wollitz
 Councilwoman Callie Kay Bishop

WORKSHOP

ITEM-1 Budget Fiscal Year 2020-2021:
 Parks & Recreation Department & Capital Improvements Plan
 Fire Department & Capital Improvements Plan

HVFD Member Dallis Hunter provides the Council with a report for the calendar year 2019 that provides the number of calls and call types that the fire department has responded along with the 2020-2021 Budget Proposal for the Hilliard Volunteer Fire Department totaling \$74,920, which includes \$15,800 for capital equipment of two sets of bunker gear \$6,800 and hose, intake and adapters \$9,000.

Parks & Recreation Director Kyle Malucci provides all of his projected revenues and expenditures for the 2020-2021 fiscal year and the following capital items:

Parks & Recreation Capital

Gym Floor \$13,000
 Exterior Paint Gym \$30,000
 Heat & Cool Gym \$60,000
 Gymnastic Equipment \$20,000
 Annex Building Roof \$40,000
 Playground Surfacing \$300,000

Fitness Center Lighting \$10,000
Fitness Center Flooring \$10,000
Fitness Center Equipment \$5,000
Drainage Design & Construction Oxford Park \$56,500
Capital totaling \$194,500

Council President Beasley asks about park benches and picnic tables at North Oxford Street Ball Park.

P&R Director Malucci states that volleyball equipment was purchased with grant funds that he received and has never been used yet.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:40 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, August 31, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

ABSENT

Mayor Floyd Vanzant
Councilwoman Callie Kay Bishop

WORKSHOP

ITEM-1 Budget Fiscal Year 2020-2021

The General Fund, Special Revenue Fund, Capital Improvements Fund and the Enterprise Fund are all reviewed, and the following comments are made by the Council:

Council President Beasley asked if Council Pro Tem Sims called Duval Asphalt. Council Pro Tem Sims did call but doesn't have any news.

Town Clerk Lisa Purvis explains August 14, 2020, email regarding projects with culverts. Public Works Director Richie Rowe states he will review and get back.

On Agenda, Gymnastics fundraiser for air conditioning in the gym.

Public Works Director, Richie Rowe will have Greg Grooms talk to the Harris' about how much they would be willing to sell their lot that is 100' X 200' and is located adjacent to the Town's water plant.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:15 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, September 3, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

ABSENT

Mayor Floyd Vanzant
Councilwoman Callie Kay Bishop

WORKSHOP

ITEM-1 Parks & Recreation Department – Department & Director 30 Day Review

Discussion regarding what has happened in the Parks & Recreation Department over the past 30 days. First the Parks & Recreation Director’s time sheets are reviewed.

Councilman Wollitz mentions that he did not see the three- or five-year goals plan presented again this year that has been requested each year.

Public Works Director Richie Rowe advises that Public Works doesn’t mind mowing or helping with the pool maintenance, but trash cans are not being kept cleaned.

Council President John Beasley asks about the condition of parks.

Parks & Recreation Director Kyle Malucci advises of next year’s capital items that he has budgeted. That the gym needs wood replaced and painted, gymnastic equipment and flooring, and playground base resurfaced.

Council President Beasley asked him to investigate North Oxford Street about park benches and tables.

Discussion about lightning detection plan for pool. Director Malucci advises that he has not investigated that yet.

Zackery Knoll, 37098 Southern Glenn Way, Hilliard, Florida states that weather bug can detect lightning and asks has this ever been a thought to utilize this tool.

Shane Barber, 3754 South Pine Street, Hilliard, Florida we are just continuing kicking the can down the road again. Here we are thirty days later, and we are in the same place.

Holly Hengerer, 55248 Bartram Trail, Callahan, Florida thanks the Council for giving grace and advises that she has been meeting with the others about sports programs. That the new lifeguards hired need to have ongoing training and last that Kyle Malucci owes Courtney Hengerer and apology.

ADJOURNMENT

There being no additional business, the workshop is adjourned at 6:55 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, September 14, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Budget Fiscal Year 2020-2021

Following a review of the budget and due to the uncertain impact that COVID will have on the Town's revenues the Council would like to put off discussion of employee increases and instead consider \$500 employee bonuses at budget approval and revisit all employees pay increases in 6 months.

ITEM-2 PR Employee Reviews & Position Descriptions

Parks & Recreation Director Kyle Malucci is present for the discussion.

ITEM-3 TH Employee Reviews & Position Descriptions

Town Clerk Lisa Purvis asks if the Town Council again for consideration of an additional Town Hall employee. The Council agree to review adding a new Town Hall staff member after January 1, 2021. Councilwoman Bishop does states that she just does not understand why five people cannot run an office in Hilliard its Hilliard.

ITEM-4 PW Employee Review & Position Descriptions

Public Works Director Ritchie Rowe asks the Council if they will also consider a \$125 Boot allowance for the Public Works Department at Callie Kay's. The Council agree to

add for approval an annual boot allowance starting October 2020.

Public Works Director Ritchie Rowe asks if the Council will consider approving employees being able to cash in vacation hours at the end of the year verses losing those hours. The Council agree to consider at budget approval allowing employees with an excess of 160 vacation hours on December 1st to be allowed to cash in 40 hours maximum if they maintain a balance at year end of \$160 hours.

ITEM-5 Donations FY 2020-2021

The following donations are reviewed and discussed: JROTC- \$250 only if they attend Camp, NCEDB \$1,250, Keep Nassau Beautiful \$1,500 only if the Town can have the 2021 Town Clean-up, Relay for Life \$250 only if there is a Relay Ceremony for 2021, Nassau Ferst \$360 with Contingency Funds of \$1,390 with Pride of Hilliard and Second to None Riders both receiving \$250 each if they are able to hold their programs.

ITEM-6 State Revenues FY 2020-2021

The Town Council review the latest estimates received from the legislative office for the State Revenues and discuss the impact that COVID has had and those projected estimates.

ITEM-7 Ordinance No. 2020-07 TRIM FY 2020-2021

The Town Council reviews Ordinance No. 2020-07.

ITEM-8 Ordinance No. 2020-08 BUDGET FY 2020-2021

The Town Council reviews Ordinance No. 2020-08.

ITEM-9 Capital Outlay FY 1996-2026

Public Works Director Ritchie Rowe advises that the Chlorine Contact Chamber and the 2 Ground Water Storage Tanks complete interior and exterior refurbishes needs to be done as soon as possible. That he has contacted Stephen with SUEZ regarding if the Town pays from Capital \$122,000 for the 2 Ground Water Storage Tanks and \$82,000 for the Chlorine Contact Chamber. How much would the annual maintenance program be starting 2021/2022 and he is waiting to hear back from him.

Public Works Director Rowe advised that Tim Norman the Town's engineer has stated that Franklin Park Orange Street sewer issue will be on October 1, 2020, Agenda. Mr. Norman has a larger scope of work and that he is not sure why and what the cost will be.

Town Clerk Lisa Purvis will have Tim Norman at the October 1, 2021, meeting to update the Town Council.

Lengthy discussion regarding the Town developing a safety program through the Florida League of Cities. The Florida League of Cities has a risk manager that will come to the Town and work with the Town to develop the program and the Town can qualify for 2% discount on workman's comprehension insurance.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:15 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Open – Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, September 21, 2020, at 7:30 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

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 Parks & Recreation Director Position – Applicant Review & Ranking

The Town Council review and rank the following applicants for the position of Parks & Recreation Director:
Jay Robertson, Fernandina Beach, Florida
Gabe Whittenburg, Hilliard, Florida
Kevin Wathen, Hilliard, Florida

The Clerk is asked to have the three-finalist contacted as soon as possible to set up interviews for September 28, 2021, in 30-minute increments starting at 6:00 p.m., in hopes that a new director can be hired at the October 1, 2020, meeting.

ADJOURNMENT

There being no additional business, the meeting adjourns at 9:26 p.m.

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

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

TOWN COUNCIL MEMBERS

Floyd L. Vanzant, Mayor
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Kenny Sims, Council Pro Tem
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Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
OPEN – Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, September 28, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Parks & Recreation Director Position – Applicant Interviewing
30-minute interview with each applicant and discussion of all 3.

The Town Council interview the three candidates for the position of Parks & Recreation Director and rank them as follows:
1 Jay Robertson
2 Gabe Whittenburg
3 Kevin Wathen
The Council then decides to make offer to their number one choice and if acceptable to place on the October 1, 2021, agenda for approval.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:15 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
OPEN – Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, October 1, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

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 Parks & Recreation Director Position – Applicant Interviewing Review

Gabe Whittenburg, the second choice for the position states he will accept the position at \$50,000, to start when asked by the Council.

Council Present Beasley asks and gives guidance regarding what would be expected if selected for the position.

Councilman Wollitz states that management of the department is a need, and that Mr. Whittenburg has a management background. Councilman Wollitz also states the Department needs community involvement.

Council Pro Tem Sims places a lot of emphasis on the fact that the Parks & Recreation Department has not been doing well knowing that the Town is vested and states if Mr. Whittenburg is offered the position, the Town will be vested in him.

The Council continues to discuss the need for a director that is invested in the Town of Hilliard, as well as the position.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:20 p.m.

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

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, October 8, 2020, at 9:00 a.m.

Call to Order
 Roll Call
 Prayer & Pledge of Allegiance

PRESENT

TOWN OF HILLIARD

Council Pro Tem Kenny Sims
 Councilman Jared Wollitz
 Deputy Town Clerk Tiffany Bowden
 Public Works Director Ritchie Rowe
 Public Works Employee John Maze
 Public Works Employee Jason Bergendahl
 Administrative Assistant Kim Corbett
 Administrative Assistant Myra Cockerham

SUEZ

Vice President, South Region Angelo Missos
 Maintenance Manager, Justin Hayes
 Director of Metering Implantation Services, Frank Sublett
 Project Manager, South Region Kristen Click
 Water Systems Consultant, Stephen Calhoun

WORKSHOP

ITEM-1 SUEZ Advanced Metering Infrastructural – Update & Discussion

Meters Installed:
 August 4, 2020, Large meter started.
 August 27, 2020, Residential meter started.
 Approximately 450 meters started.
 December of this year competition.

Current Changes:

Sandy- Soil black windows
Justin- Bring vacuum
Ritchie- Dump sediment in back field

Antique Pipes:
10% of breakage is causing issues. They are trying to evaluate each install if they are bad, they call John, and he fixes our pipes. Ritchie wants to help. What happen to key he complained about? John is to let Kim know when we have a water break. Crew is an inhouse crew that has been with Suez for 2 years. Kristen Click will get with Town Hall staff to sign in to Alcara.

ADJOURNMENT

There being no additional business, the meeting adjourns at 10:10 a.m.

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

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, November 19, 2020, at 6:00 p.m.

Call to Order
 Roll Call
 Prayer & Pledge of Allegiance

PRESENT

Mayor Floyd Vanzant
 Council President John Beasley
 Council Pro Tem Kenny Sims
 Councilman Jared Wollitz
 Councilwoman Callie Kay Bishop

ABSENT

Councilman Lee Pickett

WORKSHOP

ITEM-1 Draft Ordinance Amending Town Code Chapter 2 – Administration, Article I General, Division 1 - Purchasing and Procurement Procedures

Discussion on Ordinance Amending Chapter 2 Administration; Amending Sec. 2-2 Authority of the Mayor; Amending Sec 2-3 Delegation of Purchasing Authority; Amending Sec 2-5 Processing of contracts for the Provision of Commodities or services; Amending Sec. 2-7 Exemptions from Competitive Procurement Requirement; and Providing an Effective Date.

Public Works Director Ritchie Rowe has several questions regarding the procurement policy.

Michael Franklin, 151012 CR 108, Hilliard, Florida asks why strike the Mayor from just this Ordinance when the whole code needs to be rewrote.

Following further discussion, the Town Attorney advises that he will finish up the amendment and have this item placed on the December 3, 2020, agenda.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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

2021 MINUTES

NO.	DATE	DESCRIPTION	COMPLETE?	NEED SIGNED	SIGNED	DATE SIGNED
1	1/21/2021	JW- P&R 90 Day Accomplishments/Add Town Hall FT Position	Y	x		
2	2/1/2021	JW- Hilliard Town Council & NCSB	Y	x		
3	2/18/2021	JW- TOH Members, TOC Members & NE FL Fair Assoc. Fireworks Display	Y	x		
4	3/8/2021	JW-TOH Members & KNB Lynda Bell Town Clean Up	Y	x		
5	3/18/2021	JW- P&R 90 Day Accomplishments/Add Town Hall FT Position	Y	x		
6	3/22/2021	JW- TOH Members, TOC Members & NE FL Fair Assoc. Fireworks Display	N	x		
7	3/29/2021	Annual Financial Statements Preliminary & Tentative Review (9/30/2020)	Y	x		
8	3/29/2021	New Agenda Format Consent Agenda	Y	x		
9	4/1/2021	Building Official Services Contract Review of Proposal	Y	x		
10	4/15/2021	New Agenda Format Consent Agenda	Y	x		
11	4/26/2021	JW- TOH Members & P&Z Board Greenbrier PUD	Y	x		
12	4/27/2021	Building Permit Fees & Exemptions	Y	x		
13	5/3/2021	Employee Bonuses & Benefits	Y	x		
14	5/10/2021	Whisper Ridge PUD LGI Homes Brian Martin, VP Land Acquisitions	Y	x		
15	6/8/2021	JW- TOH Members & P&Z Board Vacating an Alley, Right of Ways, or Street	Y	x		
16	7/12/2021	JW- TOH Members & P&Z Board Daysprings Commons PUD	Y	x		
17	7/12/2021	JW- TOH Members & P&Z Board Golf-Cart	?	x		
18	7/26/2021	Capital Long Term Goals for P&R Department	?	x		
19	8/5/2021	Budget and Capital Improvements Fiscal Year 2021-22	?	x		
20	8/19/2021	Budget and Capital Improvements Fiscal Year 2021-22	?	x		
21	9/2/2021	Budget and Capital Improvements Fiscal Year 2021-22	?	x		
22	9/14/2021	JW- TOH Members & P&Z Board Vacating an Alley, Right of Ways, or Street	Y	x		
23	9/16/2021	Budget and Capital Improvements Fiscal Year 2021-22	Y	x		
24	10/18/2021	Classification and Compensation Study	Y	x		
25	11/1/2021	Classification and Compensation Study	Y	x		
26	11/4/2021	Land Use Administrator	Y		Y	11/18/2021
27	11/18/2021	Golf-Cart	Y		Y	12/2/2021

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, January 21, 2021, at 6:00 p.m.

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 Parks & Recreation Director Gabe Whittenburg – 90 Day Accomplishments

Discussed accomplishments and certifications with Parks & Recreation Director Gabe Whittenburg.

ITEM-2 Town Hall Office – Add Additional Full Time Position – Duties

Discussion regarding setting a second workshop at the second meeting in March.
Council Pro Tem Sims would rather see current employees have overtime versus a new hire until we see what the outcome from Covid is going to be.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:45 p.m.

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

Hilliard Town Hall / Council Chambers
 15859 West County Road 108
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 Hilliard, FL 32046

TOWN COUNCIL MEMBERS

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 Kenny Sims, Council Pro Tem
 Lee Pickett, Councilman
 Jared Wollitz, Councilman
 Callie Kay Bishop, Councilwoman

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, February 1, 2021, at 6:00 p.m.

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

NASSAU COUNTY SCHOOL BOARD MEMBERS

Superintendent Dr. Kathy Burns
 Board Members Ms. Gail Cook, District 2
 Board Member Ms. Lissa Braddock, District 5
 Board Member Mr. Jamie Deonas, District 3 – By Phone
 Board Member Mrs. Donna Martin, District 1 – Chairman
 Board Member Dr. Cindy Grooms, District 4
 Brett Steger, Nassau County School Board Attorney
 Abby Weiss, Nassau County Board of County Commission Planning Department

OTHERS PRESENT

Planning & Zoning Vice Chair Reed
 Planning & Zoning Board Member Frey
 Parks & Recreation Director Gabe Whittenburg
 Assistant Public Works Director Greg Grooms
 Town Clerk Lisa Purvis
 LeeAnn Wollitz, Citizen

JOINT WORKSHOP

ITEM-1 Discussion 2021 Joint Workshop
Hilliard Town Council & Nassau County School Board

Nassau County School Board 2018-2019 Work Plan

Town Clerk Lisa Purvis starts the discussion by stating that the outstanding discussion item that was listed in the School Board 5-Year Capital Plan regarding the drop off and pick up line at Hilliard Elementary School has been addressed. Council Wollitz states that he did not feel like what was done has resolved the issue of the traffic backing up on Ohio Street but that he would like to discuss further down on the agenda.

Nassau County School Board – State of the School

Superintendent Dr. Kathy Burns presents a power point presentation that she has printed and handed out titled, Nassau County School District State of the Schools. She states that she also presented this earlier to Nassau County Board of County Commission and plans to present to the Town of Callahan.

Councilman Sims asks about the funding cuts due to COVID and what funding the school board receives for virtual learning verses in classroom learning. Dr. Burns responds by stating very little funding for virtual.

Nassau County School Board – Land/Growth

Dr. Burns states that Council President Beasley and now Zoning Board Member Skip Frey have been an asset to have on the Development Review Committee and that the School Board appreciates them serving on this board.

Town Clerk Lisa Purvis states that the Town will be having its first development over 10 homes since the school concurrency and planning was adopted. Dr. Burn’s asks if that development has begun yet or not. Town Clerk Lisa Purvis states that we have the first public hearing set for February 4, 2021, then reaches out to the Town’s Land Use Administrator Mrs. Janis Fleet and she advises that she submitted the school planning form to Connie Daughtry by email back on December 15, 2021 for Whisper Ridge PUD which will have 72 homes beside the FAA Center.

Council President Beasley asks when the School Board is estimating growth how they come up with their numbers. Councilman Sims also asks about how they determine capacity. Dr. Burns states that is why they look at development to determine capacity and the upfront funding is required from larger developments so that they can submit to the State to be approved to building additional schools.

Council President Beasley then brings up the funding that the School Board receives from the Florida Lottery and that he will get the funding percentages that are allocated by the Florida Lottery for K-12 learning.

Town of Hilliard & Hilliard Schools Facility Use

Parks & Recreation Director Gabe Whittenburg states that the shared use of the gymnasium facilities between the Town and the High School have been working really good with the Town having 23 youth teams this year.

Hilliard Elementary School – Traffic Issues & Safety Concerns

Councilman Wollitz states that Hilliard Elementary pickup traffic is insufficient for the current school capacity. Dr. Burns states since COVID more children are being driven to school verses riding the bus. Councilman Wollitz further states that the project was not only three years past the budgeted date but that over \$800,000 was budgeted. The project came in at \$350,000, and if they would have spent the full budgeted amount, they may have been able to resolve the issue. He would of rather the School Board discuss their plans prior to so that the Town could have input on the plan. Dr. Burns states that they did not cut the budget that when the project was bid that is what was designed and that is what the bid came in at.

Additional Comments

School Board Attorney Brett Steger states that they celebrated School Appreciation last week. He congratulates the School Board on the many hours worked with the changes that have had to be accommodated due to COVID. Mayor Vanzant speaks on behalf of the Town of Hilliard and thanks the Board Members for all that they have done and are continuing to do during this time.

PAST JOINT WORKSHOPS DISCUSSION INFORMATION

ITEM-2 Cancelled due to COVID 2020 Joint Workshop – March 23, 2020

ITEM-3 Items Discussed at 2019 Joint Workshop February 25, 2019

Nassau County School Board – State of the School – District Strategic Plan
Nassau County School Board – Land/Growth
Nassau County School Board 2018-2019 Work Plan
Town of Hilliard & Hilliard Schools Facility Use
Hilliard Elementary School – Traffic Issues & Safety Concerns

ITEM-4 Items Discussed at 2017 Joint Workshop – July 17, 2017

Nassau County School Board – A School District
Hilliard Town Gym – Hilliard Middle School Team Use
Hilliard Town Swimming Pool – Swim Team Use
Hilliard Elementary School – Traffic Issues & Safety Concern

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:52 p.m.

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

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, February 18, 2021, at 7:00 p.m.

Call to Order
Prayer & Pledge of Allegiance
Roll Call

PRESENT

TOWN OF HILLIARD

Mayor Floyd Vanzant
Council President John Beasley, Recreation Commissioner
Council Pro Tem Kenny Sims, Streets Commissioner
Councilman Lee Pickett, Water & Sewer Commissioner
Councilman Jared Wollitz, Fire Commissioner
Councilwoman Callie Kay Bishop, Airpark Commissioner
Town Clerk Lisa Purvis
Public Works Director Ritchie Rowe
Parks & Recreation Director Gabe Whittenburg

TOWN OF CALLAHAN

Mayor Matthew Davis
Councilwoman Jacquelyn Fleming, Water & Sewer Commissioner
Councilwoman Ashton Vargas, Streets Commissioner
Town Manager & Public Works Director Michael Williams
Deputy Town Clerk & Administrative Assistant Krista King

NEFL FAIR ASSOCIATION

Brian Simmons
Keith Wingate
Peggy Johnston
Paulette Kirkland
Paul Schwend
Paster Allen, Anchor Church
Emily Bamgardner

OTHERS PRESENT

Jeff Carter, Anchor Church
James Kyne, Kynex Inc

JOINT WORKSHOP

ITEM-1 Fireworks Display Joint Workshop Discussion

Northeast Florida Fair Association is not interested in doing fireworks on their own but willing to host and help with the venue.

All day event in July is too hot and December is too cold for Veteran’s Day Event. Two shows are discussed. Split costs 50/50 between both Towns. Businesses can also contribute.

Fourth of July evening event on July 3, 2021. 25-30% discount on fireworks for the first year, when having it on July 3rd instead of July 4th.

Council President John Beasley asks to put on the Agenda for March 4, 2021, to set a date to sit on committee with Town of Callahan Public Works Director Mike Williams, Northeast Florida Fair Associates Keith Wingate, and Paul Schwend, and Anchor Church’s Pastor Allen to further discuss.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:22 p.m.

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

Hilliard Town Hall / Council Chambers
 15859 West County Road 108
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TOWN COUNCIL MEMBERS

Floyd L. Vanzant, Mayor
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 Jared Wollitz, Councilman
 Callie Kay Bishop, Councilwoman

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, March 8, 2021, at 7:00 p.m.

Call to Order

Prayer & Pledge of Allegiance

Roll Call

PRESENT

Council President John Beasley
 Councilman Lee Pickett

OTHERS PRESENT

Town Clerk Lisa Purvis
 Public Works Director Richie Rowe
 Parks and Rec Director Gabe Whittenburg
 Myra Cockerham, Town Employee
 Keep Nassau Beautiful Lynda Bell

WORKSHOP

ITEM-1 2021 Annual Hilliard Town Clean Up – Event Planning
 Saturday, April 10, 2021

Discussion regarding getting the compactor trucks. New owners of Advance/Waste Management are advising they cannot provide.

Discussion regarding Nassau County Amnesty Day and people bringing tires to the Convenience Center will be held April 10, 2021.

Discussion of having the Bloodmobile and Ultra Shred in attendance.

Discussion of having Parks & Recreation Fitness Center Re-opening.

If the compactors can't come, then we have to have commitment that they will bring roll offs and hauling as they fill by 12:00 p.m.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:15 p.m.

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

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, March 18, 2021, at 6:00 p.m.

Call to Order

Roll Call

Prayer & Pledge of Allegiance

PRESENT

Mayor Floyd Vanzant
 Council President John Beasley 6:15 p.m.
 Council Pro Tem Kenny Sims 6:10 p.m.
 Councilman Lee Pickett
 Councilman Jared Wollitz
 Councilwoman Callie Kay Bishop

WORKSHOP

ITEM-1 Parks & Recreation Director Gabe Whittenburg – Accomplishments

Parks & Recreation Director Gabe Whittenburg speaks about staffing part-time versus full-time. He would like to wait until the new budget begins to decide.

Pro Tem Sims and Councilman Pickett compliment Whittenburg on a job well done. They discuss only hearing positive things from the public and advise that he was a perfect fit for the position.

Pro Tem Sims suggests the need to increase his pay. \$55,000 was offered to another candidate that was interviewed for the position and that Whittenburg should be raised to that.

Town Clerk, Lisa Purvis will add this to the next Agenda for approval on April 1, 2021.

ITEM-2

Town Hall Office – Add Additional Full Time Position – Discussion of Need & Duties State Revenues First Quarter 2020-2021 to First Quarter 2019-2020

Town Clerk, Lisa Purvis reads each item and explains each one. She will add hiring an additional full-time position to the next Agenda on April 1, 2021, for approval.

- 2.1 State Revenues First Quarter 2020-2021 to First Quarter 2019-2020
- 2.2.1 Florida Municipal Revenue Impact One Page with Key Finding
- 2.2.2 Florida Municipal Revenue Impact Executive Summary
- 2.2.3 Florida Municipal Revenue Impact Full Report
- 2.3 Florida League of Cities Direct Aid to Cities – COVID-19 Funds
- 2.4 Additional Employee Position Description
- 2.5 Town Clerk Chartered Duties
- 2.6 Town Clerk’s Office Calendar
- 2.7 Town Clerk Important Dates
- 2.8 Federal & State Grant Award & Open Grant

ADJOURNMENT

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

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

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

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
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Kenny Sims, Council Pro Tem
Lee Pickett, Councilman
Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

HELD AT THE NASSAU COUNTY FAIR GROUNDS

Monday, March 22, 2021, at 6:00 p.m.

Call to Order
Prayer & Pledge of Allegiance
Roll Call

PRESENT

Council President John Beasley, Recreation Commissioner
Council Pro Tem Kenny Sims, Streets Commissioner
Councilman Lee Pickett, Water & Sewer Commissioner
Councilman Jared Wollitz, Fire Commissioner

JOINT WORKSHOP

ITEM-1 Fireworks Display Joint Workshop Discussion

Members from Town of Hilliard, Town of Callahan, and the Northeast Florida Fair Association all meet at the Fair grounds to view the preliminary grounds that the fireworks will potentially be set from to get a better idea of which type, and size of shells will work best for the fireworks display that will be held tentatively on July 3, 2021.

ADJOURNMENT

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

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

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, March 29, 2021, at 7:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

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 Meeting Agenda Discussion

Town Clerk Lisa Purvis proposes the use of a consent agenda and provides several examples of other governmental entities that also utilize consent agendas to the Town Council. Town Council Members are not in favor of changing to have a consent agenda within the Towns agenda.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:16 p.m.

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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Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, March 29, 2021, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

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 Annual Financial Statements - September 30, 2020 Preliminary & Tentative Review – Richard Powell, Powell & Jones, CPAs

Richard Powell goes through the report. Council President Beasley asks Mr. Powell if he feels that it will be a problem in the future for the Town not having an accountant on staff. Mr. Powell advises no not to his knowledge for a municipality of our size it is not uncommon not to have.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:25 p.m.

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, April 1, 2021, at 6:00 p.m.

Call to Order
 Roll Call
 Prayer & Pledge of Allegiance

PRESENT

Mayor Floyd Vanzant
 Council President John Beasley
 Council Pro Tem Kenny Sims
 Councilman Lee Pickett
 Councilwoman Callie Kay Bishop

ABSENT

Councilman Wollitz

OTHERS PRESENT

Myra Cockerham, Administrative Assistant
 Bryan Higginbotham, Town Building Inspector/Official
 Michael Franklin, Citizen

WORKSHOP

ITEM-1 Town of Hilliard Building Official Services Contract
 Review & Discussion of Proposals Received March 25, 2021, 5:00 PM

Bryan Higginbotham is present to answer questions from the Town Council. Town Council asks several questions regarding Mr. Higginbotham's contract terms.

PUBLIC COMMENTS

Michael Franklin, 151012 County Road 108, Hilliard, Florida asks if an inspection fails will it have to wait. Higginbotham advised if he could see it on his next visit, it would not.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:15 p.m.

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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Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, April 15, 2021, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

ABSENT

Mayor Vanzant
Councilwoman Bishop

WORKSHOP

ITEM-1 Meeting Agenda Format Discussion

Town Council reviews and discusses City of Green Cove Springs' agenda and minutes from the City's meeting that was held February 2, 2021. Discussion is regarding the change from the current agenda format to a format that includes a Content Agenda section proposed by Town Clerk Lisa Purvis.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:40 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Wendy Prather, Chair
Charles A. Reed, Vice Chair
Josetta Lawson
Dallis Hunter
Harold "Skip" Frey

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, April 26, 2021, at 6:00 p.m.

Call to Order
Roll Call
Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Applicant/Developer, Brian Patten
Rogers Tower, Courtney Gaber
Rogers Tower, Jon Lasserre
AVA Engineers, Inc., Henry Vorp
Richard Walker, Property Owner

PRESENT

Planning & Zoning Vice Chair Reed
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Frey
Land Use Administrator Janis Fleet

ABSENT

Planning & Zoning Board Chair Prather
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Hunter

JOINT WORKSHOP**ITEM-1** Greenbrier PUD – Henry Smith Road & US Highway 1 – Discussion

Courtney Gaber introduces Brian Patten, the applicant and developer for the proposed Greenbrier PUD.

Mr. Patten states that he loves Hilliard and sees the development opportunities.

Courtney Gaber explains the project and asks for questions.

Council Pro Tem Sims states the bridge is the only way out and asks if it will be enough or will be the exit bottle neck.

Councilman Wollitz has a mitigation bank question regarding the wetlands.

Engineer Henry Vorp explains they are looking to run sewer to the master pumping station down Eastwood Road and across US Highway 1 to the Sewer Plant from County Road 108.

Mittauer Engineer, Tim, advises there is enough capacity in the master pumping station for this suggestion.

Council Pro Tem Sims asks Public Works Director Ritchie Rowe if he agrees with running sewer as proposed.

Public Works Director Ritchie Rowe answers yes.

Councilman Wollitz asks regarding the implementation of traffic lights.

Planning and Zoning Board Member Skip Frey inquiries about a turning lane and School Bus turn around space. He asks about sidewalks being on both sides of road and sidewalks to and from Winn Dixie, US Highway 1, and Henry Smith Road.

Land Use Administrator Janis Fleet inquires about landscaping for commercial as well as residential.

Councilman Wollitz inquiries about a fire/police concurrency.

Land Use administrator answers by stating there is no concurrency, but the Town can go to the Sherriff and Fire Chief. Land Use Administrator further explains the process.

Councilman Pickett inquiries about a 6-inch line.

Engineer Henry Vorp states an 8-inch line will be used as it is not much more in material cost.

Council Pro Tem Sims asks about use of a road instead of a bridge.

Brian Patten states the Town should ask for what is wanted because the requests may be within reason.

ITEM-2 Land Development Regulations – Discussion

Discussion regarding the land development regulations is delayed to a future date.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:02 p.m.

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

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, April 27, 2021, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Myra Cockerham, Town Employee
Bryan Higginbotham, Town Building Inspector/Official
Leann Wollitz, Citizen
Carol Pope, Citizen
Mary Lou Humphrey, Citizen
Gerald & Louella Thomas, Citizens

WORKSHOP

ITEM-1 Discussion of the Town of Hilliard’s Building Permit Fees and Nassau County’s Building Permit Fees & Exemptions.

Town Building Inspector/Official Bryan Higginbotham explains to the Town Council that the Building Code allows the Town to adopt an exemption for construction under 250 square feet that is not lived in such as sheds, porches, pump houses, etc. The Town Council review and discuss the following:
Exemption of 250 square feet or less charge a \$25.00 set back review fee.
Updating the Town’s ICC valuations from 85% to 100% valuations.
Discussion regarding what to require a survey for or not.

Items to be placed on the May 6, 2021, agenda include:

Exemption
Valuation
Surveys

Gerald & Louella Thomas, 37498 New Oak Street, Hilliard, Florida is present, and both speak to the fact that they would like to add a small front porch to their house so that they can sit outside to eat when having family gatherings. When they came to Town Hall to inquire, they were advised that the Town did not currently have an exemption therefore they would be required to submit engineered drawings. After checking into the cost, the engineered drawings would cost more than the materials and labor to add the front porch to their house. They are here tonight to see if the Town will consider adopting an exemption so that they will not have get the costly engineer drawings in order to add a front porch to their house.

ADJOURNMENT

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

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

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

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
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Kenny Sims, Council Pro Tem
Lee Pickett, Councilman
Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, May 3, 2021, at 6:45 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Michael Franklin, Citizen
LeeAnn Wollitz, Citizen

WORKSHOP

ITEM-1 Fiscal Year 2020-2021 – Employee Bonuses & Benefits – Discussion & Approval

Town Council reviews and discuss employee bonuses and benefits.

Councilman Wollitz explains that he does not understand how yearly raises are determined.

Public Works Director Richie Rowe states that he does not like the way that employee raises are determined.

Council Pro Tem Sims suggests a \$750 bonus for full-time employees and a \$500 bonus for part-time employees.

Councilwoman Bishop, Councilman Wollitz and Council President Beasley suggest \$500 for all employees.

This item will be placed on the next agenda for Council action.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:55 p.m.

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

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, May 10, 2021, at 1:00 p.m.

Call to Order
 Roll Call
 Prayer & Pledge of Allegiance

PRESENT

Councilman Lee Pickett

ABSENT

Mayor Floyd Vanzant
 Council President John Beasley
 Council Pro Tem Kenny Sims
 Councilman Jared Wollitz
 Councilwoman Callie Kay Bishop

OTHERS PRESENT

Town Clerk Lisa Purvis
 Public Works Director Richie Rowe
 Brian Martin Vice President Land Acquisitions for LGI Homes
 Fernando Socias Land Acquisitions Analyst for LGI Homes
 David Hides Land Development Analyst for LGI Homes

WORKSHOP

ITEM-1 Whisper Ridge PUD – LGI Homes Brian Martin, VP Land Acquisitions

LGI Homes, Brian Martin introduces his staff and provides the following overview of the LGI Team. LGI will be purchasing the Whisper Ridge PUD and be the home builders. 10th in the nation
 Received the Clean Builder Award
 Good to their employees
 Did not shut down during the pandemic
 Each employee received a \$2,000 Bonus

Public Works Director Richie Rowe was asked for water capacity letter.

Town Clerk Lisa Purvis advised of amenities which include two schools, three parks, and a 7,000 square foot public library.

LGI Homes representatives are impressed that there is not a Parks & Recreation impact fee and only a Water & Sewer.

Town Clerk Lisa Purvis advises that in the past PUD developments have offered an annual or semi-annual membership to the Town's Parks & Recreation Fitness Center to new home buyers in their developments.

Representatives advise they could offer a Parks & Recreation membership with each new home purchase.

ADJOURNMENT

There being no additional business, the meeting adjourns at 2:00 p.m.

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

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

TOWN COUNCIL MEMBERS

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Wendy Prather, Chair
Charles A. Reed, Vice Chair
Josetta Lawson
Harold "Skip" Frey
Dallis Hunter

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, June 8, 2021, 7:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

Council Pro Tem, Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz
Councilwoman Callie Kay Bishop

ABSENT

Mayor Floyd Vanzant
Council President John Beasley

PRESENT

Planning & Zoning Board Member Frey
Land Use Administrator Janis Fleet

ABSENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Reed
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Hunter

JOINT WORKSHOP

ITEM-1 Town Council and Planning & Zoning Board to review, discuss and make recommendations to develop policy and procedures regarding vacating an Alley, Right-of-Way, or Street within the Town of Hilliard.

Town Council has discussion regarding the Lucas' request to put an accessory structure on three lots without a primary structure included.

Council Pro Tem Sims states there should be a special exception to allow the accessory structure with certain criteria.

Land Use Administrator Fleet states she will continue to do research on Alleyway Applications.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:34 p.m.

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

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

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Wendy Prather, Chair
Charles Reed, Vice Chair
Josetta Lawson
Harold "Skip" Frey
Dallis Hunter

ADMINISTRATIVE STAFF

Janis Fleet, AICP
Land Use Administrator

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, July 12, 2021, 7:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

PRESENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Reed
Planning & Zoning Board Member Frey
Planning & Zoning Board Member Hunter
Land Use Administrator Janis Fleet
Town Attorney Christian Waugh

OTHERS PRESENT

Town Citizen Raymond Schmoltd
Town Citizen Ernie and Beth Wine

JOINT WORKSHOP

ITEM-1# Town Council and Planning & Zoning Board to review, discuss and make recommendations to develop policy and procedures regarding establishing the Town of Hilliard as a Golf Cart Friendly Community.

Land Use Administrator, Janis Fleet, asks is Planning and Zoning Board meetings can be moved to the second Tuesday of the month, beginning in August. She also suggests posting

something on the Town's website to inform the Public of this change.

Council President Beasley reads Ordinance and turns conversation over to Land Use Administrator Fleet. LUA states Green Cove Springs code has been provided.

Councilman Pickett states Nassau County has a code on Golf Carts.

Council President Beasley asks LUA Fleet if she and Town Attorney Waugh can work together to come up with a code for the Town of Hilliard. He also asks if LUA Fleet and Town Attorney Waugh will speak with Nassau County regarding adding County Road 108, Pine Street, Bay Road, Eastwood Road, and Henry Smith Road for golf cart use.

ADDITIONAL COMMENTS

Raymond Schmoltdt, 37138 Lee Street Hilliard, Florida suggested getting ahead of the RV Park that is coming to Hilliard.

Ernie and Beth Wine state they just bought a golf cart and wants to know where they will be allowed to drive it.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:35 p.m.

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

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

TOWN COUNCIL MEMBERS

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Wendy Prather, Chair
Charles A. Reed, Vice Chair
Josetta Lawson
Harold "Skip" Frey
Dallis Hunter

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, July 12, 2021, 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

Council Pro Tem, Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz
Councilwoman Callie Kay Bishop

ABSENT

Mayor Floyd Vanzant
Councilman Jared Wollitz

OTHERS PRESENT

Chad Brock, Citizen
Stanley Bell, Citizen
Doug Adkins, Citizen
Shep Brock, Citizen

JOINT WORKSHOP

ITEM-1 Town Council and Planning & Zoning Board to review, discuss and make recommendations for Daysprings Common Planned Unit Development Project. A Mixed-Use Development to be Constructed and Operated by Dayspring Health, LLC. Located at Orange Street and West Sixth Street on 4.17 acres.

PRESENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Reed
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Frey
Planning & Zoning Board Member Hunter
Land Use Administrator Janis Fleet
Town Attorney Christian Waugh

Town Council Present Beasley reads recommendations for Daysprings Common PUD then turns the conversation over to Land Use Administrator Fleet.

Land Use Administrator Fleet introduces Doug Adkins who presents his development plan to the Town Council.

Doug Adkins states he has purchased the last two parcels and wishes to work with the Town to improve sixth street access into the Daysprings Commons. He states he is not interested in Orange Street since he knows there are issues there.

Council Pro Tem Sims asks if this housing project would be Healthcare Worker Housing for Mr. Adkins' healthcare workers.

Doug Adkins responds Fair Housing would not allow for only specific workers.

Town Citizen Chad Brock states that he would like for there to continue to be access to Orange Street from the large track of property from the north end of Orange Street. This property exits out onto Orange Street to get to Sixth Street then to US1 that is their access when timbering the trees from their property.

Doug Adkins responds that he does not wish to improve Sixth Street if log trucks would continue to use it.

Town Clerk Lisa Purvis states that all roads must be up to Department of Transportation standards, therefore Sixth Street would be able to withstand log truck usage.

Doug Adkins states the project is dead.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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

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

Monday, July 26, 2021, 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

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 and Parks & Recreation Director to discuss Capital Long Term Goals for the Parks & Recreation Department.

Gabe Whittenburg presents the following to the Council Members:
Parks & Recreation Usage
Parks & Recreation Facilities
Parks & Recreation Technology
Parks & Recreation Vision

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:10 p.m.

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

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, AUGUST 05, 2021, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor Floyd Vanzant
Council President John Beasley
Council Pro Tem Kenny Sims
Councilman Jared Wollitz
Councilwoman Callie Kay Bishop

ABSENT

Councilman Lee Pickett

WORKSHOP

ITEM-1# Town Council and Department Directors review and discussion of the Fiscal Year 2021-2022 Budget and Capital Improvements Plan for the following Departments:

General Fund – General, Streets, Parks & Recreation, Fire & Airpark.

Enterprise Fund – Water & Sewer.

Capital Improvements Fund – All Departments.

Town Clerk – Lisa Purvis, MMC

Public Works Director – Ritchie Rowe

Parks & Recreation Director – Gabe Whittenburg

Town Council reviews and discusses Fiscal Year 2021-2022 Budget and Capital Improvements Plan with Town Clerk Lisa Purvis, Public Works Director Ritchie Rowe, and Parks & Recreation Director Gabe Whittenburg.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion made to adjourn at 6:40 p.m.

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

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, AUGUST 19, 2021, 6:00 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 and Department Directors review and discussion of the Fiscal Year 2021-2022 Budget and Capital Improvements Plan for the following Departments:
General Fund – General, Streets, Parks & Recreation, Fire & Airpark.
Enterprise Fund – Water & Sewer.
Capital Improvements Fund – All Departments.
Town Clerk – Lisa Purvis, MMC
Public Works Director – Ritchie Rowe
Parks & Recreation Director – Gabe Whittenburg

Town Clerk Lisa Purvis inserts figures into the spreadsheet generated for General Fund- Streets, General Airpark, Parks and Recreation, and Special Revenue has already been provided.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion made to adjourn at 7:00 p.m.

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

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

Hilliard Town Hall / Council Chambers
15859 West County Road 108
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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, SEPTEMBER 02, 2021, 6:00 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 and Department Directors review and discussion of the Fiscal Year 2021-2022 Budget and Capital Improvements Plan for the following Departments:
General Fund – General, Streets, Parks & Recreation, Fire & Airpark.
Enterprise Fund – Water & Sewer.
Capital Improvements Fund – All Departments.
Town Clerk – Lisa Purvis, MMC
Public Works Director – Ritchie Rowe
Parks & Recreation Director – Gabe Whittenburg

Town Clerk Lisa Purvis reviews State Revenues with new estimates and Capital including Water & Sewer for the potential Lift Station at the Franklin Mini Mall. Town Clerk Purvis states the Budget for Fiscal Year 2021-2022 is balanced for General, Special Revenue, Water and Sewer, and Capital but there are significant cash carry forwards included.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion is made to adjourn at 6:50 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

Hilliard Town Hall / Council Chambers
15859 West County Road 108
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TOWN COUNCIL MEMBERS

Floyd L. Vanzant, Mayor
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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

TUESDAY, SEPTEMBER 14, 2021, 6:00 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

PRESENT

P&Z Chair Wendy Prather
P&Z Vice Chair Charles Reed
P&Z Member Harold "Skip" Frey
P&Z Member Dallis Hunter
P&Z Member Joesetta Lawson
Town Attorney Christian Waugh

OTHERS PRESENT

Michael Franklin, Citizen
LeAnne Wollitz, Citizen
Ursula Jones, Citizen

JOINT WORKSHOP

ITEM-1# Town Council and Planning & Zoning Board discussion regarding Vacating an Alley, Right-of-Way, or Street and creating a standardized method and policy for how this is achieved.

Several options are discussed concerning a citizen paying a fee and then being denied. Implementing a preapplication fee to review prior to submitting a full application, phase application fee process or per square footage closure fee

versus flat fee, or non-refundable application fee to Planning & Zoning versus a full fee to Town Council is discussed.

ADDITIONAL COMMENTS

Michael Franklin, 151012 CR 108, Hilliard, Florida states the Land Use Administrator Janis Fleet does not return calls or help citizens. He also states the Town does not want development since he has tried to market his properties in the Town and Mrs. Fleet and the Town overregulates.

Town Clerk Lisa Purvis reads fees from January 13, 2020, Workshop, which states the Town of Hilliard fees are almost half of what Nassau County’s development fees are.

ADJOURNMENT

Motion to adjourn at 6:55 p.m.

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

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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Richie Rowe, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, SEPTEMBER 16, 2021, 6:00 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 and Department Directors review and discussion of the Fiscal Year 2021-2022 Budget and Capital Improvements Plan for the following Departments:
General Fund - General, Streets, Parks & Recreation, Fire & Airpark.
Enterprise Fund - Water & Sewer.
Capital Improvements Fund - All Departments.
Town Clerk - Lisa Purvis, MMC
Public Works Director - Ritchie Rowe
Parks & Recreation Director - Gabe Whittenburg

Town Council and Department Heads Lisa Purvis, Ritchie Rowe, and Gabe Whittenburg, discuss employee reviews for the fiscal year ending September 30, 2021.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion to adjourn at 6:35 p.m.

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

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

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

MONDAY, OCTOBER 18, 2021, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Council Pro Tem Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz

ABSENT

Mayor Floyd Vanzant
Council President John Beasley
Councilwoman Callie Kay Bishop

WORKSHOP

ITEM-1# Town Council Review and Discussion of Classification and Compensation Study for the Town of Hilliard Prepared by Evergreen Solutions, LLC
Mark Holcombe, Senior Consultant - Evergreen Solutions, LLC

Senior Consultant Mark Holcombe presents a PowerPoint presentation to the Town Council and the following is discussed:

- Project Phases
 - Phase one: Outreach
 - Phase two: Classification
 - Phase three: Compensation
 - Phase four: Solution
- Employee Comments: Positive
- Employee Comments: Concerns
- Compiles Survey from 10 Organizations
- Solution Options
 - Option one: Bring to Minimum
 - Option two: Across the Board (4% recommended)
 - Option three: Parity Implementation

ADDITIONAL COMMENTS

Town Clerk Lisa Purvis states she will print out the information presented, and it will be available for Town Council Members for the Thursday, October 21, 2021, meeting so a second meeting can be set.

Many Town employees ask questions regarding the survey study to obtain a better understanding of what all the information means.

Town Council states an email will be sent to Mark Holcombe on Thursday, October 21, 2021, to ask his availability for a second workshop or special meeting.

ADJOURNMENT

Motion to adjourn at 7:08 p.m.

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

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

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

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

MONDAY, NOVEMBER 01, 2021, 6:00 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

PRESENT

Tiffany Bowden, Deputy Town Clerk
Hannah Martinez, Administrative Assistant
Jody Wildes, Wastewater Treatment Specialist

WORKSHOP

ITEM-1 Town Council Review and Discussion of Classification and Compensation Study for the Town of Hilliard Prepared by Evergreen Solutions, LLC
Mark Holcombe, Senior Consultant - Evergreen Solutions, LLC

Council Pro Tem Sims requests Market Data from surveys with titles, including the Market Detail and Market Comparison files.

Mark Holcombe discusses the multiyear plan and states to look for a change in minimum wage to affect this plan when this plan is compliant.

Council Pro Tem Sims asks for employee numbers and overall benefits costs from the ten entities that were surveyed.

Mark Holcombe advises that obtaining benefits from the other entities surveyed was not part of the scope of work that was done. The information can be easily found based on the open records laws and all the entities being governmental entities.

ADDITIONAL COMMENTS

Town Council discusses Parks and Recreation Director Gabe Whittenburg creating a shorter grading system with more stretched out pay scales for Department Heads to place their employees on step/grade pay scales. They also suggest deleting the maximum salary and the middle salary becoming the maximum in the new pay range that is created.

ADJOURNMENT

Motion to adjourn at 7:46 p.m.

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

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

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

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

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



7650 West Courtney Campbell Causeway, Tampa, FL 33607-1462
 Tel: 813-286-1711
 Fax: 813-287-8591

Federal Tax ID No. 95-2661922

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

Invoice Date: 06-DEC-21
Invoice Number: 2000568210

Agreement Number: 60664394
Agreement Description:

Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60664394 **Project Name : O1J - Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Cone & PAPIs at Hilliard Airpark**
Bill Through Date : 04-SEP-21 - 26-NOV-21
Bill Prange

Phase Lump Sum

<u>Task Number</u>	<u>Description</u>	<u>Percent</u>		<u>Earned</u>	<u>Previous</u>	<u>Current</u>
		<u>Fee</u>	<u>Complete</u>			
01	AECOM Lbr	57,066.00	15.00%	8,559.90	5,706.60	2,853.30
02	RPR Lbr	24,336.00	0.00%	0.00	0.00	0.00
03	Expenses	4,986.00	0.00%	0.00	0.00	0.00
Total Phase Lump Sum:						2,853.30

Project Total : O1J - Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Cone & PAPIs at Hilliard Airpark **2,853.30**

Invoice Summaries

Total Current Amount :	2,853.30
Retention Amount :	0.00
Pre-Tax Amount :	2,853.30
Tax Amount :	0.00
Total Invoice Amount :	2,853.30

Billing Summaries

<u>Billing Summary</u>	<u>Current</u>	<u>Prior</u>	<u>Total</u>	<u>Total Fee</u>	<u>Percent Complete</u>
Billings	2,853.30	5,706.60	8,559.90	86,388.00	9.91
Tax	0.00	0.00	0.00		
Billing Total :	2,853.30	5,706.60	8,559.90		

MITTAUER &
 ASSOCIATES, INC.
 580-1 WELLS ROAD
 ORANGE PARK, FL 32073
 904-278-0030



Invoice 21569

ITEM-5

BILL TO

Town of Hilliard
 P.O. Box 249
 Hilliard, FL 32046
 Attn: Lisa Purvis

DATE	PLEASE PAY	DUE DATE
11/30/2021	\$10,660.00	12/20/2021

M&A PROJECT NO.

9610-52-1

DESCRIPTION	AMOUNT
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CDBG 20 NR WATER MAIN REPLACEMENT
 CDBG CONTRACT NO. 20DB-OO-04-55-02-N08
 TOWN OF HILLIARD, FLORIDA

Engineering services concerning the CDBG 20 NR Water Main Replacement project for the Town of Hilliard including completion of permitting services and progress toward construction administration and resident project representative services during the period October 30, 2021 through November 26, 2021.

LUMP SUM CONTRACT AMOUNT: \$105,700.00

- Item A. Preliminary Engineering, \$3,100 (100% complete)
- Item B. Basic Engineering, \$39,300 (100% complete)
- Item C. Construction Administration, \$10,000 (70% complete)
- Item D. Resident Project Representative Services, \$28,300 (70% complete)
- Item D. Additional Engineering Services, \$25,000 (92% complete)
 (Topographic Surveying, \$20,000 | Permit Applications, \$3,000 | Record Drawings, \$2,000)

AMOUNT PREVIOUSLY INVOICED: \$81,550.00

Amount Earned This Period	10,660.00
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Thank you for your business.

TOTAL DUE	\$10,660.00
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THANK YOU.



PHOENIX Process Equipment Co.
2402 Watterson Trail * Louisville, KY 40299
502 499 6198 * FAX 502 499 1079

Invoice

Please Remit Checks To:
PHOENIX Process Equipment Co.
P.O. Box 634996
Cincinnati, OH 45263-4996

Invoice Number 0008104-IN
Invoice Date: 11/29/2021
Salesperson: 0639

Sold To:

TOWN OF HILLIARD
P.O. BOX 249
HILLIARD, FL 32046

Customer Number HILLIAR
Customer P.O.: 100421RR-01
Ship VIA:

United States

Terms: NET 30 DAYS

Description	Quantity	Price	Amount
SOLD SERVICE PERFORMED NOVEMBER 8 - 11, 2021 SOLD SERVICE TECHNICIAN: MARTY HOOD			
11-8-21 TRAVEL	6.00	95.00	570.00
TRAVEL			
11-8-21 ON SITE	1.00	125.00	125.00
ON SITE EVALUATION			
11-9-21 ON SITE	8.00	125.00	1,000.00
ON SITE. ASSIST WITH LC1200 REBUILD.			
11-10-21 ON SITE	8.00	125.00	1,000.00
ON SITE. ASSIST WITH LC1200 REBUILD.			
11-11-21 ON SITE	3.00	125.00	375.00
ON SITE. ASSIST WITH LC1200 REBUILD.			
11-11-21 TRAVEL HOME	6.00	0.00	0.00
TRAVEL HOME (NO CHARGE)			
SERVICE TECHNICIAN EXPENSES			
LODGING	1.00	436.43	436.43
AUTO RENTAL/FUEL	1.00	193.91	193.91
AIRFARE	1.00	522.96	522.96
MISC. EXPENSES	1.00	323.62	323.62

Approval @ Rowe 11/30/21

Fifth Third Bank, Cincinnati, OH
PHOENIX Account # 7140514063
ACH Payments: ABA # 083002342
Wire Transfers: ABA # 042000314
SWIFT: FTBCUS3C

Net Invoice: 4,546.92
Freight: 0.00
Sales Tax: 0.00
Invoice Total 4,546.92

*CAPITAL PURCHASE Belt Press
Approval 10/4/21*