

# 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

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## Minutes

Thursday, September 3, 2020 at 7:00 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  
Councilman Lee Pickett

### ABSENT

Mayor Floyd Vanzant  
Councilwoman Callie Kay Bishop

### PUBLIC HEARING

#### ITEM-1

Open Transmittal Public Hearing on the Comprehensive Plan Amendment  
Department of Economic Opportunity

**THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA PROPOSES TO  
TRANSMIT AMENDMENTS TO THE HILLIARD COMPREHENSIVE PLAN AFTER AN  
EVALUATION AND APPRAISAL OF THE COMPREHENSIVE PLAN.**

Call for Public Comment

Close Public Hearing on the Comprehensive Plan Amendment

Council President Beasley reads the Comprehensive Plan Amendment to the Department of Economic Opportunity, by title.

No public comments.

Motions to close the Public Hearing on the Comprehensive Plan Amendment to Department of Economic Opportunity.

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

**ITEM-2** Open Public Hearing on Ordinance No. 2020-06  
Temporary Moratorium Medical Marijuana  
**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, EXTENDING THAT CERTAIN ORDINANCE NO. 2017-05, KNOWN AS THE "MEDICAL MARIJUANA MORATORIUM ORDINANCE," APPROVED AND ADOPTED BY THE TOWN COUNCIL ON MARCH 2, 2017, FOR A PERIOD OF AN ADDITIONAL SIX MONTHS FROM SEPTEMBER 1, 2020 TO MARCH 1, 2021; PROVIDING FOR THE CONTINUED VALIDITY OF ALL OTHER PROVISIONS OF ORDINANCE NO. 2017-05; AND PROVIDING AN EFFECTIVE DATE.**  
Call for Public Comment  
Close Public Hearing on Ordinance No. 2020-06

Council President Beasley reads Ordinance No. 2020-06, by title.

No public comments.

Motions to close the Public Hearing on Ordinance No. 2020-06.

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

**ITEM-3** Open Public Hearing on Ordinance No. 2020-07  
Fiscal Year 2020-2021 Tentative Millage Rate (TRIM)  
**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION CONCERNING THE AD VALOREM TAX MILLAGE RATE FOR THE 2020-2021 YEAR FOR THE TOWN OF HILLIARD, FLORIDA; ADVISING THE NASSAU COUNTY PROPERTY APPRAISER OF THE "ROLLED BACK RATE" AND OF THE FINAL ADOPTED MILLAGE RATE; PROVIDING AN EFFECTIVE DATE.**  
Call for Public Comment  
Close Public Hearing on Ordinance No. 2020-07

Council President Beasley reads Ordinance No. 2020-07, by title.

No public comments.

Motions to close the Public Hearing on Ordinance No. 2020-07.

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

**ITEM-4** Open Public Hearing on Ordinance No. 2020-08  
Fiscal Year 2020-2021 Tentative Budget

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA,  
A MUNICIPAL CORPORATION ESTIMATING INCOME, APPROPRIATING FUNDS  
AND ADOPTING A BUDGET FOR THE 2020-2021 FISCAL YEAR FOR THE TOWN OF  
HILLIARD; PROVIDING AN EFFECTIVE DATE.**

Call for Public Comment

Close Public Hearing on Ordinance No. 2020-08

Council President Beasley reads Ordinance No. 2020-08, by title.

No public comments.

Motions to close the Public Hearing on Ordinance No. 2020-08.

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

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop.

**REGULAR MEETING**

**ITEM-5** Additions/Deletions to Agenda

Motion to table Item-15 Hilliard Parks & Recreation Gymnastics Program – Fundraiser Port A Cool Town Gym – Jenni Bradley, John Bradley & Belinda Cook, to the October 1, 2020 regular meeting.

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop.

Motion to add as Item-15 Veteran's Day Ceremony – Discussion & Action.

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

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop

**PAYABLES**

**ITEM-6** August 2020

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett and Council President Beasley.

Absent: Councilwoman Bishop.

**MINUTES**

**ITEM-7** 07-30-2020 Special Meeting  
08-06-2020 Public Hearing & Regular Meeting  
08-20-2020 Regular Meeting

Town Clerk Lisa Purvis advises that the 08-06-2020 Public Hearing & Regular Meeting minutes are incomplete and will be present on the October 1, 2020 regular meeting agenda.

Council President Beasley states that Parks & Recreation Director Kyle Malucci was present at the 07/30/2020 Special Meeting to advise the Property Appraiser's Office of the proposed tentative millage rate through TEAMS and the minutes need to be amended to reflect him as present not absent.

Motion to approve the minutes presented as amended.

Motion made by Councilman Wollitz, Seconded by Councilman Pickett.

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop.

## **PRESENTATION**

**ITEM-8** Nassau County Economic Development Board Update & Fiscal Year 2020-2021 Request – Sherri Mitchell, Interim Executive Director

Sherri Mitchell, Interim Executive Director for Nassau County Economic Development Board advises that Laura DiBella is no longer with NCEDB and the Board had asked Ms. Mitchell to step into the position on an interim basis. Ms. Mitchell updates the Council on the current status of the NCEDB. Council President Beasley advises Ms. Mitchell that the Town is still in the budget phase and have not looked at donations yet but will let her know if approved.

## **TOWN COUNCIL**

**ITEM-9** Transmittal - Comprehensive Plan Amendment – Department of Economic Opportunity – Approve to Transmit

**THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA PROPOSES TO TRANSMIT AMENDMENTS TO THE HILLIARD COMPREHENSIVE PLAN AFTER AN EVALUATION AND APPRAISAL OF THE COMPREHENSIVE PLAN.**

Land Use Administrator Janis Fleet updates the Council on the transmittal process to the Department of Economic Opportunity if the Council was to pass the Comprehensive Plan Amendment tonight. Mrs. Fleet will transmit to DEO the amendments included on the future land use map and include the future PUD for Whisper Ridge, PUD for Franklin Apartments and the newly outlined Main Street Commercial District.

Council President Beasley reads the Comprehensive Plan Amendment transmittal to the Department of Economic Opportunity, by title.

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

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop.

**ITEM-10** Community Development Block Grant – Department of Economic Opportunity Mitigation Grant - Funding Request Submittal Approval

Mr. Tim Norman of Mittauer & Associates, Inc. the Town's Engineer explains the grant opportunity available through the Department of Economic Opportunity and explains the area that qualifies for funding within the Town for sewer rehabilitation.

Motion to submit the application for funding request to the Department of Economic Opportunity for the Mitigation Grant.

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

**ITEM-11** Capital Expense Approval – Oxford Street Park Drainage Improvements Engineering Agreement

Motion to approve the capital expense for the Oxford Street Park Drainage Improvements Engineering Agreement in the amount of \$22,500.

Town Clerk Lisa Purvis asks if the engineering and design work can start immediately as the Town has secured a Florida Recreation Development Assistance Program Grant in the amount of \$200,000 and cannot start the grant project until the drainage work is complete on the property. When asked about programs that he may be running at the park Parks & Recreation Director Kyle Malucci states that he has alternate fields that they can utilize if needed.

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

**ITEM-12** Ordinance No. 2020-06 – Temporary Moratorium Medical Marijuana Second and Final Reading

**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, EXTENDING THAT CERTAIN ORDINANCE NO. 2017-05, KNOWN AS THE "MEDICAL MARIJUANA MORATORIUM ORDINANCE," APPROVED AND ADOPTED BY THE TOWN COUNCIL ON MARCH 2, 2017, FOR A PERIOD OF AN ADDITIONAL SIX MONTHS FROM SEPTEMBER 1, 2020 TO MARCH 1, 2021; PROVIDING FOR THE CONTINUED VALIDITY OF ALL OTHER PROVISIONS OF ORDINANCE NO. 2017-05; AND PROVIDING AN EFFECTIVE DATE.**

Council President Beasley reads Ordinance No. 2020-06, by title.

Motion to approve Ordinance No. 2020-06, on second and final reading.

Town Attorney Waugh advises the Council that acting needs to be taken to address verses continuing to extend the moratorium. The Council agree to set a workshop to discuss in November following the budget workshops.

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

**ITEM-13** Ordinance No. 2020-07 – Fiscal Year 2020-2021 Tentative Millage Rate (TRIM) Tentative Reading & Set Final Public Hearing  
**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION CONCERNING THE AD VALOREM TAX MILLAGE RATE FOR THE 2020-2021 YEAR FOR THE TOWN OF HILLIARD, FLORIDA; ADVISING THE NASSAU COUNTY PROPERTY APPRAISER OF THE "ROLLED BACK RATE" AND OF THE FINAL ADOPTED MILLAGE RATE; PROVIDING AN EFFECTIVE DATE.**

Council President Beasley reads Ordinance No. 2020-07, by title.

Town Clerk Purvis explains process regarding millage rate.

Motion to approve Ordinance No. 2020-07, on tentative reading and to set the Public Hearing and final reading for September 21, 2020.

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

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop.

**ITEM-14** Ordinance No. 2020-08 – Fiscal Year 2020-2021 Tentative Budget  
Tentative Reading & Set Final Public Hearing  
**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA,  
A MUNICIPAL CORPORATION ESTIMATING INCOME, APPROPRIATING FUNDS  
AND ADOPTING A BUDGET FOR THE 2020-2021 FISCAL YEAR FOR THE TOWN OF  
HILLIARD; PROVIDING AN EFFECTIVE DATE.**

Council President Beasley reads Ordinance No. 2020-08, by title.

Town Clerk Purvis explains process regarding budget.

Motion to approve Ordinance No. 2020-08, on tentative reading and to set the Public Hearing and final reading for September 21, 2020.

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

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop.

**ITEM-15** Hilliard Parks & Recreation Gymnastics Program – Fundraiser Port A Cool Town Gym – Jenni Bradley, John Bradley & Belinda Cook

Item tabled to the October 1, 2020 Regular Meeting at the request of the Bradley's and Ms. Cook.

#### **ADD**

**ITEM-15** Veterans Day Ceremony – Discussion & Action – Mr. Bobby Franklin

Town Clerk Lisa Purvis advises that in error this item was not included on the agenda and that it was an oversight and apologizes as it was tabled from the August 6, 2020 agenda so that Mr. Franklin could be present for the discussion and decision.

Mr. Bobby Franklin states that the American Legion understands if the Town may not be able to hold the ceremony this year due to the Corona Virus and social distancing, but they would like to have the ceremony as scheduled. Mr. Franklin welcomes the Town Council to the volunteer if they would like at the 2020 Veterans Day Ceremony that will be held at the American Legion on Saturday, November 7, 2020. Mr. Franklin further states that he would like to ask the Town for a \$2,000. donation so that they can continue and have the ceremony. The ceremony is much needed, and our Veterans deserve this recognition for all that they done for this Country.



Motion to approve the \$2,000. donation to the American Legion so that they may continue and have the 2020 Veterans Day Ceremony, Saturday, November 7, 2020.

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

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop.

**ITEM-16 Parks & Recreation Director – 30 of 90 Day Review**

Motion to separate employment with Parks & Recreation Director, Kyle Malucci effective immediately.

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

Discussion: Attorney Waugh points out that the Council can now decide on how to separate employment. Councilman Wollitz explains that he was one of the three that stood up for Mr. Malucci but just does not feel he is the person for the position. Mr. Malucci states he was not expecting this tonight but would like to resign instead of being terminated. Council Pro Tem Sims states that he felt Mr. Malucci was vindictive to the lifeguards that spoke before the Council against him.

Motion to reconsider vote on decision.

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

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop.

Motion to accept Mr. Kyle Malucci's resignation as the Parks & Recreation Director effective in two weeks at 5:00 p.m. on Thursday, September 17, 2020.

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

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop.

**PUBLIC WORKS DIRECTOR**

**ITEM-17 Capital Expense Approval – Mikkelsen Estate Installation Culvert & Mitered Ends Project**

Motion to approve D.T. Services Inc. proposal in the amount of \$6,950.00 for the Mikkelsen Estate property installation of concrete culvert mitered ends.

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

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop.

**PARKS & RECREATION DIRECTOR****ITEM-18** Fall Flag Football Below 50 Participants Minimum Approval & Cost Analysis

Motion to allow having less than 50 participants for the 2020 Fall Flag Football season.

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

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop.

**TOWN ATTORNEY****ITEM-19** Draft Ordinance Amending Town Code Chapter 2 – Administration, Article I, Division 1 Purchasing and Procurement Procedures

Town Attorney Waugh presents a draft ordinance for amending the Purchasing and Procurement Procedure. A workshop is requested to be set at the October 1, 2020 regular meeting to review and discuss.

**ITEM-20** Metal Detector Club Permission Request – Chip Kirkpatrick, Historical Recovery Association of NE Florida

Motion to table this item to the October 1, 2020 regular meeting for a new Parks & Recreation Director to be put in place so that he or she may work with the club on scheduling.

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

Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop.

Town Attorney Waugh presents for review a new waiver form for the club to sign and provide the requested information prior to scheduling. Town Clerk Lisa Purvis is asked to contact Mr. Kirkpatrick and advise that we would like to hold off on scheduling until a new director is in place.

**PUBLIC COMMENTS:**

Leeann Wollitz, 370240 South Oak Street, Hilliard, Fl. Mrs. Wollitz states that the Veterans Day ceremony is very important and is pleased that the Town is helping fund the event.

**MAYOR & COUNCIL CLOSING COMMENTS:****Mayor Vanzant**

Absent.

**Council President Beasley**

Monday, 09-14-2020 @ 6PM

Thursday, 09-17-2020 @ 7PM

Monday, 09-21-2020 @ 7PM

Workshop (Budget)

Regular Meeting (TEAMS PAYABLES ONLY)

Public Hearing & Special Meeting (TRIM & Budget)

Saturday, 11-07-2020

Veterans Day Ceremony

**Councilman Pickett**

Thanks, the audience for their attendance at the meeting.



**ADMINISTRATIVE STAFF COMMENTS:**

**Town Clerk Lisa Purvis**

Reads aloud an email from Nassau County Assistant Manager Taco Pope regarding the CARES ACT funds and advises a copy has been sent to the Town Council.

**Public Works Director Ritchie Rowe**

Advise moving ahead with AML meters, at the FAA Center then to Eastwood Oaks Apartments and then bypass master meter.

**Parks & Recreation Director Malucci**

Prayers for Mayor Vanzant & Councilwoman Bishop.

**LEGAL COMMENTS:**

**Town Attorney Christian Waugh**

Wishes good luck Kyle Malucci.

**ADJOURNMENT**

There being no additional business.

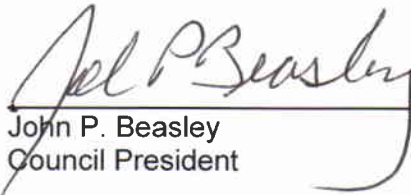
Motion to adjourn the meeting at 8:43 p.m.

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


Vote Yea: Councilman Wollitz, Council Pro Tem Sims, Councilman Pickett, Council President Beasley.

Absent: Councilwoman Bishop.

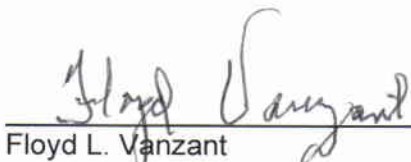
Approved this 18<sup>th</sup> day of October, 2020, by the Hilliard Town Council, Hilliard, Florida.

  
John P. Beasley  
Council President

ATTEST:

  
Lisa Purvis  
Town Clerk

APPROVED:

  
Floyd L. Vanzant  
Mayor