

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 17, 2020 at 7:00 p.m.

Microsoft Teams Meeting

Conference ID: 605 859 660#

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
Councilman Lee Pickett

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

Motion to add as Item-3 Set Parks & Recreation Director Exit Interview & Final Pay Date.

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

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

Motion to add as Item-4 Recreation Department Special Audit – Richard Powell, Powell & Jones CPA.

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

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

Motion to add as Item-5 Set Workshop(s) – Review & Interview Parks & Recreation Director

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

ITEM-2	September 2020	\$46,464.81
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Motion made by Council Pro Tem Sims, Seconded by Council President Beasley.
Voting Yea: Council Pro Tem Sims, Councilman Wollitz, Councilman Pickett, Councilwoman Bishop, Council President Beasley.

ITEM-3 Set Parks & Recreation Director Exit Interview & Final Pay Date

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

ITEM-4 Recreation Department Special Audit – Richard Powell, Powell & Jones CPA

- A special audit of the Recreation Department in connection with the recent resignation of this department head needs to be performed.
- The special audit would cover the fiscal year ended 9/30/2020 and would be focused on the cash receipts collected, revenues billed, and related accounts receivable related to the Recreation Department.
- A report would be prepared of the findings at the conclusion of this audit, conducted in accordance with the AICPA Agreed Upon Procedures Standards.
- The Auditors have agreed to have the work on this engagement completed by October 15th.
- The estimated time required for this audit would be 80-100 professional hours.
- Since the Auditors can design the procedures to be compatible with the requirements of the Town's annual audit, they can discount the required fee by 40% and propose a total fee for this audit to range from \$4,500 to \$5,000.
- The Auditors have advised that if the Town need any additional information on this proposal, they will be glad to provide and that once approved they will send an engagement letter and a request list for documents and reports required for the audit.

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

ADD

ITEM-5 Set Workshop(s) – Review & Interview Parks & Recreation Director Position

Motion to set the following workshops to review, interview and rank a new Parks & Recreation Director:

Monday, September 21, 2020 Workshop @ 7:30P (Set) following special meeting 7P

Monday, September 28, 2020 Workshop @ 6P (Set)

Thursday, October 1, 2020 Workshop @ 6P (Set) prior to regular meeting 7P

Motion made by Council Pro Tem Sims, Second by Council President Beasley.

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

PUBLIC COMMENTS:

No public comments.

MAYOR & COUNCIL CLOSING COMMENTS:

Mayor Vanzant

September Meetings:

Thursday, 09-03-2020 @ 6PM

Workshop (P&R Department)

Thursday, 09-03-2020 @ 7PM

Public Hearing & Regular Meeting (Comp Plan, Medical Marj, TRIM & Budget)

Monday, 09-14-2020 @ 6PM

Workshop (Budget)

Thursday, 09-17-2020 @ 7PM

Regular Meeting (TEAMS PAYABLES ONLY)

Monday, 09-21-2020 @ 7PM

Public Hearing & Special Meeting (TRIM & Budget)

Monday, 09-21-2020 @ 7:30PM

Workshop (P&R Department)

Monday, 09-28-2020 @ 6PM

Workshop (P&R Department)

October Meetings:

Thursday, 10-01-2020 @ 6PM

Workshop (P&R Department)

Thursday, 10-01-2020 @ 7PM

Regular Meeting

Thursday, 10-15-2020 @ 7PM

Regular Meeting (TEAMS PAYABLES ONLY)

Councilman Wollitz

States that there is a company out of Orange Park, FL putting out solicitations asking for water samples by everyone in the Town's mailbox and it is going to cause a mess for our mowing contractors to clean up and that he is looking into having them pick them up and stop because it people think it is the Town putting them out.

Council President Beasley

Updates regarding the P&R Department the following:

SWIM TEAM – LIFEGUARDS:

1. Taylor Bramblette – New Hilliard (guard at end of summer was Summer Camp)
2. Carter Knolls – Hilliard Swim Team (guarded this summer for Town)
3. Ramsey Krolak – WN Swim Team (guarded for Fernandina Beach-Ocean Rescue this summer)
4. Grace Mosely – WN Swim Team (guarded for Baldwin-Pool)

OXFORD PARK FLAG FOOTBALL FIELDS USE:

Vice Principal John Crawford called to ask if there was any way possible that the Hilliard Middle Senior High School Band could practice on our fields through November 5 on Tuesday & Thursday 3:30 to 5:00 p.m.

I checked with Becky and she gave me the following Flag Football Schedule:

October 3rd – November 7th – Saturday game schedule 6 wks.

Practices:

Y7 2-Teams (5, 6 & 7 ages) Tuesday & Thursday – 5:30-6:30 p.m.

Y9 2-Teams (8 & 9 ages) Tuesday & Friday – 4:00-5:00 p.m.

Y13 2-Teams ((10+ ages) Tuesday & Friday – 5:30-6:30 p.m.

Y9 2-Teams Kyle coaches and has been looking for someone to take over. Parents want to move time they cannot all get there by 4:00 p.m. If Y9 2-Teams practice time changes then the band is welcome to use the field during the time that they have requested otherwise they will need to change their practice time to Monday and Thursday.

Y13 2-Teams (large teams) Kristin Pickett husband coaches and she advised that they like to change into 4-Teams if they can get dads to coach and change games schedule to September 26th – October 31st.

Becky also stated that Jesse Pickett & Ryan Hern are basically running this program and she is reaching out to them for additional coaches to take over Kyle's team.

ADMINISTRATIVE STAFF COMMENTS:

Town Clerk Lisa Purvis

None.

Public Works Director Ritchie Rowe

None.

LEGAL COMMENTS:

Town Attorney Christian Waugh

None.

ADJOURNMENT

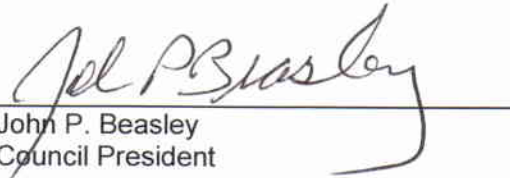
There being no additional business.

Motion to adjourn the meeting at 7:12 p.m.

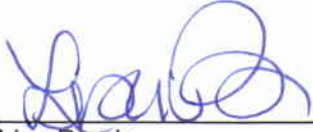
Motion made by Council Pro Tem Sims. Seconded by Council President Beasley.

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

Approved this 18th 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

Lisa Purvis

Subject: Town Council Meeting - Payables
Location: Microsoft Teams Meeting

Start: Thu 9/17/2020 7:00 PM
End: Thu 9/17/2020 8:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Guy Riner
Required Attendees: Lisa Purvis; Kyle Malucci; Christian Waugh; Floyd Vanzant; Callie Kay Bishop; John Beasley; Kenny Sims; Jared Wollitz; Lee Pickett; Richie Rowe
Optional Attendees: Tiffany Bowden

OnlineMeetingConfLink: conf:sip:griner@townofhilliard.com;gruu;opaque=app:conf:focus:id:teams:2:0!
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SchedulingServiceMeetingOptionsUrl:
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SchedulingServiceUpdateUrl:
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Join Microsoft Teams Meeting

+1 786-687-2607 United States, Miami (Toll)

Conference ID: 605 859 660#

Local numbers | Reset PIN | Learn more about Teams | Meeting options

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