

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 1, 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 Jared Wollitz
Councilman Lee Pickett

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

Motion to add Item-14, Position Process Introductory / Probationary Period to Regular Full Time Position.

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

Motion to add Item-15, Set Workshop SUEZ Meter Installation Update.

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

PAYABLES

ITEM-2 September 2020 \$145,276.69

Motion to approve all payables except the payable to Councilwoman Bishop's father, Michael Franklin Contracting, Inc.

Motion made by Councilwoman Bishop, Seconded by Council Pro Tem Sims.

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

Motion to approve the payable to Michael Franklin Contracting, Inc.

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

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

Abstain: Councilwoman Bishop.

MINUTES

ITEM-3 08-06-2020 Public Hearing & Regular Meeting
09-03-2020 Public Hearing & Regular Meeting
09-17-2020 Regular Meeting TEAMS
09-21-2020 Public Hearing & Special Meeting

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

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

TOWN COUNCIL

ITEM-4 Capital Expense Approval – Gravity Sewer Overflow Pipe on Fourth Street –
Engineering Service Agreement – Tim Norman, Mittauer & Associates, Inc.

Mr. Tim Norman with Mittauer & Associates, Inc. the Town's engineering firm provides the Town Council two options to correct the sewer issue on Fourth Street.

Motion to approve the scope of services agreement with Mittauer & Associates, Inc. in the amount of \$8,600.00.

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

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

ITEM-5 Chapter 58 Utilities Code, Section 58-126 Charge for Water Service for Fire
Protection Purposes – Discussion & Decision

Motion to table this item to the November 5, 2020 regular meeting so that the Town Attorney can review and give options.

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.

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

ITEM-6 Parks & Recreation Director – Appointment of New Director
Hilliard Parks & Recreation

Motion to appoint Mr. Gabriel Whittenburg as Parks & Recreation Director at \$50,000.00 per year and to start the position on Monday, October 19, 2020. To also include the Council re-evaluating the position with incentive pay based on certifications obtained in January 2021.

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

ITEM-7 Gymnastics Program – Fundraiser Port A Cool Town Gym – Jenni Bradley, John Bradley & Belinda Cook

Ms. Cook states that she now knows that the port a cool will not work with the Gym's wood floors. Ms. Cook further states that she would like to do a drive through trick or treat and give out Halloween candy outside the Gym on Halloween with the help of the parents and volunteers from the gymnastics class and give out two free passes to try out the Gymnastics Program.

Motion to allow Belinda Cook to do a drive thru trick or treat & give two free lessons to bring in new kids to the gymnastics program and help raise money for the Hilliard Parks & Recreation Department to purchase gymnastics equipment.

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

ITEM-8 Set Workshop – Draft Ordinance Amending Town Code Chapter 2 –
Administration, Article I General, Division 1 - Purchasing and Procurement
Procedures

Motion to set workshop for Tuesday, October 13, 2020 at 6:00 p.m.

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

ITEM-9 Metal Detector Club Permission Request – Chip Kirkpatrick, Historical Recovery
Association of NE Florida – Update

Town Clerk Lisa Purvis updates the Council and advises them that she spoke with Mr. Chip Kirkpatrick about waiting until a new Director is hired so that he can schedule through them to Treasure Hunt aka Metal Detecting at Oxford Park. Town Clerk Lisa Purvis further states that she also sent Mr. Kirkpatrick the waiver that Attorney Waugh provide for his review and use. Mr. Kirkpatrick agreed to wait and schedule a time with the new Parks & Recreation Director, after they start working.

ITEM-10 Resolution No. 2020-13 – Florida Department of Transportation Construction and
Maintenance Agreement – Authorizing Execution
**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA,
A MUNICIPAL CORPORATION ACCEPTING A FLORIDA DEPARTMENT OF
TRANSPORTATION CONSTRUCTION AND MAINTENANCE AGREEMENT FOR
DISTRICT WIDE SCHOOL ZONE IMPROVEMENTS AND AUTHORIZING AND**

**DIRECTING THE HILLIARD TOWN COUNCIL TO EXECUTE SUCH AGREEMENT;
AND PROVIDE FOR AN EFFECTIVE DATE.**

Town Attorney Waugh reads Resolution No. 2020-13, by title.

Motion to adopt Resolution No. 2020-13, Florida Department of Transportation Construction and Maintenance Agreement – Authorizing Execution.

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

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

ITEM-11 Florida Department of Transportation – District Wide School Zone Improvements
– Construction & Maintenance Agreement

Motion to execute the Florida Department of Transportation Agreement.

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.

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

PUBLIC WORKS DIRECTOR

ITEM-12 Capital Expense Approval – Georgia Street Asphalt & Concrete Repair – D.T.
Services, Inc.

Town Attorney Waugh is asked to confirm if replacing an existing three feet wide sidewalk follows ADA compliance prior to the pouring of new sidewalk. Attorney Waugh will research and report back.

Motion to have the Public Works Department acquire 1,000 square feet of hot asphalt from Duval Asphalt and tap it in with the Town's tapper to fix the repairs on Georgia Street and to hold off on the replacement of the concrete sidewalk until there is more concrete work to do in the area.

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.

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

ITEM-13 Capital Expense Approval – Culvert & Drainage Bulk Culvert Purchase – Core &
Main

Motion to approve capital expense for a bulk culvert order totaling \$12,805.24 from Core & Main.

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

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

ADDITIONAL ITEMS

ITEM-14 Position Process Introductory / Probationary Period to Regular Full Time
Position.

Motion to move Macie Franzese from introductory / probationary period status to regular full-time position status.

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

ITEM-15 Set Workshop SUEZ Meter Installation Update.

Motion to note the October 8, 2020, 9:00 a.m. SUEZ meeting as a workshop so that more than one Council Member can attend if they choose.

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

PUBLIC COMMENTS:

Mrs. LeeAnn Wollitz of 37024 S. Oak Street, Hilliard, questions that the CDC has cancelled Halloween Trick or Treating this year.

MAYOR & COUNCIL CLOSING COMMENTS:

Mayor Vanzant

Welcomes the new Parks & Recreation Director, Gabe Whittenburg.

October Meetings:

Tuesday, 10-13-2020 @ 6PM Workshop (Amending Town Code, Chapter 2)
Thursday, 10-15-2020 @ 7PM Regular Meeting (TEAMS PAYABLES ONLY)

Council Pro Tem Sims

States he is glad to welcome Gabe Whittenburg and thanks everyone that have helped the P&R Department.

Councilman Pickett

Welcomes Gabe Whittenburg.

Councilman Wollitz

Welcomes Gabe Whittenburg.

Councilwoman Bishop

Commends Hilliard Aviation Inc. on hangar & fence line maintenance.
Welcomes Gabe Whittenburg.

Council President Beasley

Councilwoman Bishop sent texts that Kyle Malucci had sent her regarding issues at the Hilliard Parks & Recreation Department.
States that the fireworks are scheduled to be set off on December 31, 2020 at 6:00 p.m.
Welcomes Gabe Whittenburg.

ADMINISTRATIVE STAFF COMMENTS:

Town Clerk Lisa Purvis

Advised the Council that during the meeting she received an email from Fred Fox advising that the DEO Mitigation Grant deadline that we had missed has now been extended and that she will have the Mayor electronically sign and submitted following the meeting tonight.

Public Works Director Ritchie Rowe

Absent.

Assistant Public Works Director Greg Grooms
Is present and has no comments.

Parks & Recreation Director Gabe Whittenburg

Is excited and thanks the Council for the opportunity.

LEGAL COMMENTS:

Town Attorney Christian Waugh

States ex parte communication must be disclosed when they come up.

ADJOURNMENT

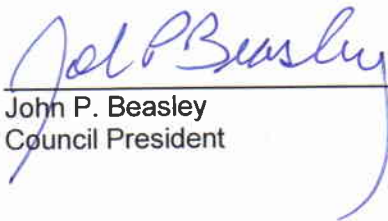
There being no additional business.

Motion to adjourn the meeting at 8:38 p.m.

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

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

Approved this 5th day of November, 2020 by the Hilliard Town Council,
Hilliard, Florida.



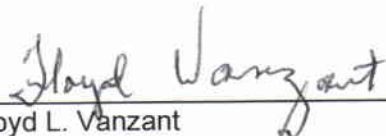
John P. Beasley
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



Floyd L. Vanzant
Mayor

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME BISHOP, CALLIE KAY		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE HILLIARD TOWN COUNCIL	
MAILING ADDRESS 15977 COUNTY ROAD 108		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY HILLIARD	COUNTY NASSAU	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 10-1-2020		NAME OF POLITICAL SUBDIVISION: TOWN OF HILLIARD	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTEE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, CALLIE KAY BISHOP, hereby disclose that on October 1st, 2020:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☒ inured to the special gain or loss of my relative, Michael Franklin;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Payable to Michael Franklin Contracting, abstained due to him being my father

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

10/22/20
Date Filed

Callie K. Bishop
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.