

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, May 6, 2021 at 7:00 PM

Call to Order

Roll Call

Prayer & Pledge of Allegiance

PRESENT

Mayor Floyd Vanzant
Council President John Beasley – via phone
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-13 Mowing of Town of Hilliard Right of Ways Contract.

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.

Motion to add ITEM-14 & ITEM-15 Hire Two Office Staff Positions, One New Position
and One Vacant Position.

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

PRESENTATIONS

ITEM-2 Transportation Improvement Program (TIP) for Fiscal Years 2021/2022
through 2025/2026. The TIP identifies all publicly funded highway, transit
and aviation projects within the North Florida TPO area.

North Florida TPO – Milton Locklear

North Florida TPO, Milton Locklear presents & speaks about the Transportation
Improvement Program (TIP) for fiscal years 2021/2022 through 2025/2026.

ITEM-3 Consideration of Adoption of the Nassau County / NCEM Local Mitigation Strategy.

Nassau County EOC – Greg Foster

Nassau County EOC Director, Greg Foster presents & speaks about the Nassau County Local Mitigation Strategy 2021 through 2025 Plan Update.

ITEM-4 Consideration of a Cooperative Purchasing Agreement in the Event of a Disaster.

Phillips & Jordan, Inc. – Tommy Webster, Program Manager-Disaster Services

Phillips & Jordan, Inc. Program Manager, Tommy Webster is present and speaks with regards to the cooperative purchasing agreement in the event of a disaster.

PAYABLES

ITEM-5 Town Council approval of the April 2021 Payables

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

MINUTES

ITEM-6 Town Council approval of the Minutes from the April 15, 2021 Regular Meetings.

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

ITEM-7 Town Council approval of Ordinance No. 2021-03 on First Reading and to set the Public Hearing and Second/Final Reading for June 3, 2021. An Ordinance of the Town Council of Hilliard, Florida, proposing amendments to the Utilities Chapter 58 of the Hilliard Town Code; amending maintenance of plumbing system; providing for severability; providing for codification and providing for an effective date.

Town Attorney – Christian Waugh

Town Attorney Waugh reads Ordinance No. 2021-03, by title.

Motion to table this item until future notice.

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

ITEM-8 Town Council approval of Resolution No. 2021-11 – a Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation Amending Resolution No. 2021-08, Amending Building Valuation Data to 100% of the International Code Council; and providing for an effective date.

Town Attorney – Christian Waugh

Town Attorney Waugh reads Resolution No. 2021-11, by title.

Motion to adopt Resolution No. 2021-11.

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

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

Voting Nay: Councilwoman Bishop.

ITEM-9 Town Council approval of Resolution No. 2021-12 – a Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation Adopting Rules for an Exemption from the Florida Building Code for Single-Family Residences relating to Certain Additions, Alterations, or Repairs not to exceed 250 square feet; and providing for an effective date.

Town Attorney – Christian Waugh

Town Attorney Waugh reads Resolution No. 2021-12, by title.

Motion to adopt Resolution No. 2021-12.

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

Council President Beasley questions if the exemption only pertains to homesteaded properties. Town Attorney Waugh states that the Affidavit of Owner which is an attachment to the Resolution does state that the exemption is for homeowners. If the Council want it to be specific for homesteaded properties only that 2 or 3 words will need to be added to the Resolution and they should be added so it will match the Affidavit.

Motion to adopt as amended Resolution No. 2021-12.

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

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

ITEM-10 Town Council approval of new rules and procedures for the Town Agenda.
Town Clerk – Lisa Purvis, MMC

Town Clerk Lisa Purvis goes over the agenda and advises about payables under \$5,000.00 or normal operating items to conduct business not needing approval based on the Town's procurement policy amendment that was adopted in January 2021. Councilman Sims states that he would still like all the payables on the agenda so that he can review for accountability. Councilman Sims states that he would also like to see clapping and cheering removed from under the Civility Pledge.

Motion to approve new rules and procedures layout for the Town Agenda.

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

Council President Beasley would like to see the civility statement on the agenda to match the plaque in the Town Council Chambers.

Motion to approve as amended new rules and procedures layout for the Town Agenda.

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

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

ITEM-11 Parks & Recreation update regarding revenues of current programs.
Parks & Recreation Director – Gabe Whittenburg

Parks & Recreation Director Gabe Whittenburg updates the Council and states that the Tuesday & Thursday evening classes that Becky has been doing have resulted in several all-inclusive & family memberships. He also advises that the Farmers Market will be held on the 15th, Dodge Ball Players are needed for the tournament & that Tennis will begin soon. Director Gabe Whittenburg states he is in the process of interviewing the temporary summer employees. Council President Beasley commends Director Gabe Whittenburg on the new programs he is implementing.

ITEM-12 Town Council approval of the Town of Hilliard Employee Salary Increases for Fiscal Year 2020/2021.

Administrative Staff Recommendations

Motion to approve 15 Full-Time Employees & 4 Part-Time Employees currently with the Town each with a \$500 bonus in lieu of salary increases for fiscal year 2020/2021.

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

ADD

ITEM-13 Town Council Approval of the Mowing of Town of Hilliard Right of Ways Contract.

Smart Quality Lawn Care, Richard Smart

Motion to approve Mowing of Town Right of Ways Contract with Smart Quality Lawn Care in the amount of \$66,000.00 to include 12 Mowing, Weed Eating, and Trash Clean-up at \$5,500.00 each.

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

ADD

ITEM-14 Town Council Approval to Hire Vacant Office Staff Regular Full Time Administrative Assistant Position.

Motion to approve hiring Krystal Sweatt at \$14.00 per hour, for the Town Hall Administrative Assistant full time position starting May 17, 2021, with an initial 90 days/3-month probationary period.

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

ADD

ITEM-15 Town Council Approval to Hire New Office Staff Regular Full Time Administrative Assistant Position.

Motion to approve hiring Jessica Mitchell at \$17.00 per hour, for the Town Hall Administrative Assistant full time position starting May 24, 2021, with an initial 90 days/3-month probationary period.

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

PUBLIC COMMENTS:

No public comment.

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

Thursday, 05-20-2021 @ 7PM Regular Meeting

Council Pro-Tem Sims

Questions Town Attorney Waugh if Council Members attend a Zoning Board Meeting and other Council Members are there, can they comment? Attorney Waugh advises that yes Council Members can attend Zoning Board Meetings and they can comment but not on the same topic or item.

Councilman Pickett

Thanks everyone for attending and would like for this to be the last meeting that everyone must be social distancing.

Councilman Wollitz

Thanks Hilliard Volunteer Fire Department with the burning of the wetlands and Chad Brock for helping.

Council President Beasley

Wishes he could be present. All wish John to get well soon.

ADMINISTRATIVE STAFF COMMENTS:**Town Clerk Lisa Purvis**

Advises that Brian Martin with LGI Homes will be at Town Hall Monday, May 5, 2021 at 1:00 p.m. to meet regarding the Whisper Ridge PUD and asks if the Council would like to attend and advises it can be noticed as a workshop so everyone can attend.

States that the American Rescue Plan is preparing for dispersing of funds that the Florida League of Cities has already reached out to all the Cities under 50,000 to obtain contacts.

Thanks, the Council for the approval of the new employees tonight that after thinking about it there was no way that this could wait until next meeting to hire the additional staff and it is appreciated. Councilman Sims states that he would like to thank Lisa and the office staff for all the work that they do that they have been understaffed and Lisa works a lot of hours.

Sets a workshop is set for Monday, May 10, 2021 at 1:00 p.m. to meet with LGI Homes the potential builder for Whisper Ridge Subdivision PUD.

Also advises the Council of the \$750.00 donation to Hilliard Volunteer Fire Department received from the Woodsman of the World.

Public Works Director Ritchie Rowe

States the wetland burn was a big success and that Hilliard Volunteer Fire Department Chief Jerry Johnson and Chad Brock were a big help.

Parks & Recreation Director Gabe Whittenburg

No comment.

LEGAL COMMENTS:

Town Attorney Christian Waugh

Advises the emergency order does not impose mandates on individuals therefore, it does not apply to the State Governor's Executive Order and the Council can decide to drop the emergency order at any time. Council agrees to no longer extend the State of Emergency and to open Town Hall to the public on Monday, May 10, 2021.

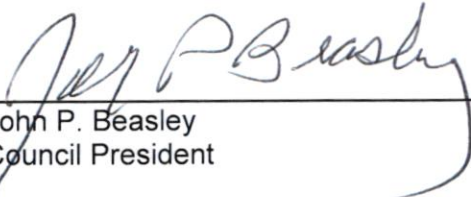
ADJOURNMENT

There being no additional business.

Motion to adjourn the meeting at 9:05 p.m.

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

Approved this 20th day of May, 2021 by the Hilliard Town Council, Hilliard, Florida.



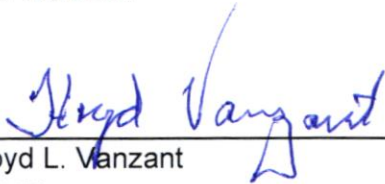
John P. Beasley
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



Floyd L. Vanzant
Mayor