

# 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

Monday, March 9, 2020 at 8:00 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 Jared Wollitz  
Councilwoman Callie Kay Bishop

### ABSENT

Councilman Lee Pickett

### REGULAR MEETING

#### ITEM-1 Additions/Deletions to Agenda

Motion to add Item-10 Mowing Services Contract Town Right-of-Ways.

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

Absent: Councilman Pickett

Motion to add Item-3A Proclamation – Take Stock in Children Month.

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

Absent: Councilman Pickett

**PAYABLES**

**ITEM-2** February 2020 \$78,093.45

Motion made by Council President Beasley to approve payables.

Motion made by Council President Beasley to rescind his motion to approve payables.

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

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

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

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

**MINUTES**

**ITEM-3** 02-20-2020 Regular Meeting

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

**PROCLAMATION**

**ITEM-3A** Take Stock in Children Month – Mrs. Dottie Williams

Attorney Waugh reads the Take Stock in Children Proclamation in its entirety and proclaiming March as Take Stock in Children Month. Mayor Vanzant presents Mrs. Williams.

**TOWN COUNCIL**

**ITEM-4** Planning & Zoning Board Recommendation Lot Split – Ms. Patricia Sullivan for Mr. Wayne Bishop

Motion to approve the recommendation of the Planning & Zoning Board to allow the lot split for Ms. Patricia Sullivan for Mr. Wayne Bishop.

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

**ITEM-5** Joint Workshop Update Planning & Zoning Board and Town Council – Ordinance No. 2019-12 Amending Chapter 62 Section 62-361 Zoning & Land Development Regulations Code Ponds & Borrow Pits

Items dies due to lack of motion.

**ITEM-6** Town of Hilliard Personnel Workshop – Set Workshop

Motion to table and set a workshop at the April 2, 2020 meeting. Council is asked to get comments to Attorney Waugh by April 2, 2020 and for Attorney Waugh to draft a policy to be reviewed at the workshop that is to be set.

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

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

Absent: Councilman Pickett

**ITEM-7** Planning & Zoning Board Land Use Administrator & Planner Office Hours

Motion to amend Janis Fleet's contract for the approve 5 hours per week to be spent in the office and with meetings being in addition to those hours.

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

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

Absent: Councilman Pickett

**TOWN CLERK**

**ITEM-8** Town Clerk's Office – Request to Add Part-Time Position

Motion to table this item to the April 2, 2020 meeting.

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

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

Absent: Councilman Pickett

**ITEM-9** Mikkelsen Property Estate Mulching – Ritchie Rowe, Public Works Director

Motion to accept the proposed bid from NEFL-Warren Vining at an hourly rate of \$160.00 not to exceed 30 hours or totaling \$4,800.00.

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

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

Absent: Councilman Pickett

**ADDITIONS**

**PUBLIC WORKS DIRECTOR**

**ITEM-10** Mowing Services Contract Town Right-of-Ways

Motion to approve the advertising for Moving Services Contract of Town Right-of-Ways. With Bids due on Monday, March 30, 2020 at 2:00 p.m. Then this item will be on the April 2, 2020 meeting.

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

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

Absent: Councilman Pickett

**PUBLIC COMMENTS:**

No comment.

**MAYOR & COUNCIL CLOSING COMMENTS:**

**Mayor Vanzant**

**February Meetings:**

Thursday, 02-27-2020 @ 6PM Workshop (Add Employee & Janis Fleet Hours)

**March Meetings:**

Monday, 03-09-2020 @ 6PM Workshop (Personnel Policy)

Monday, 03-09-2020 @ 8PM Regular Meeting

Thursday, 03-19-2020 @ 7PM Regular Meeting

Monday, 03-23-2020 @ 6PM Workshop (NCSB)

Monday, 03-23-2020 @ 7PM HAC (Town Clean up)

Tuesday, 03-31-2020 @ 6PM Workshop (Audit)

**April Meetings:**

Thursday, 04-02-2020 @ 7PM Regular Meeting

Monday, 04-06-2020 @ 7PM HAC (Town Clean up)

Thursday, 04-16-2020 @ 7PM Regular Meeting

Motion to change the Audit Workshop from Tuesday, March 31, 2020 at 6:00 p.m. to Monday, March 30, 2020 at 6:00 p.m. and to add the Mowing Services Contract of the Town's right-of-ways Bids for review, to the Workshop.

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

**Council Pro Tem Kenny Sims**

Big shout out to the Hilliard Highschool Basketball team for making it to the final four, last time Hilliard was in the final four was 1979 and the last time they won 1963.

**Council Member Jared Wollitz**

Comments on the three new sheds that have been put in at the WWTP and with all of the Town's equipment parked under them and how good everything looks.

**ADMINISTRATIVE STAFF COMMENTS:**

**Town Clerk Lisa Purvis**

Thanks the Town Council for consideration to add a new part-time position.

**Public Works Director Ritchie Rowe**

Comments on having a great meeting with SUEZ.

**Parks & Recreation Director Malucci**

No comment.

**Council President John Beasley**

Thanks Harold "Skip" Frey for attending & representing the Town of Hilliard at the Growth Management meeting for Nassau County School Board. Mr. Frey speaks about what all is going on in Nassau County and states that the meeting was a real eye opener to all of the development that is going on in the County.

**LEGAL COMMENTS:**

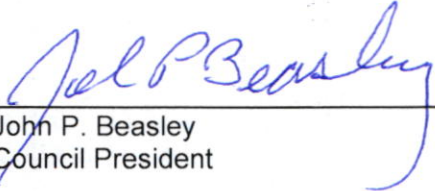
**Town Attorney Christian Waugh**

No comment.

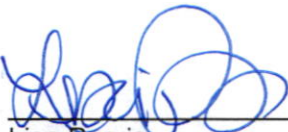
**ADJOURNMENT**

There being no additional business, the meeting adjourns at 8:53 p.m.

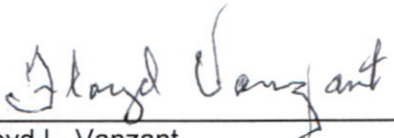
Approved this 17<sup>th</sup> day of March, 2020 by the Hilliard Town Council, Hilliard, Florida.

  
\_\_\_\_\_  
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: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY HILLIARD	COUNTY NASSAU
DATE ON WHICH VOTE OCCURRED 3/9/20	NAME OF POLITICAL SUBDIVISION: TOWN OF HILLIARD
	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

## 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 March 9, 20 20:

(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:

owner of Michael Franklin Contracting is my father & has a payable to him.

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.

3-9-20

Date Filed

Callie Kay 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.

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- inured to the special gain or loss of my relative, Wayne Bishop;
- 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:

Wayne Bishop is my husband & he requested to split a lot.

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.

3-9-20  
Date Filed

Callie Kay Bishop  
Signature

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