

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, April 1, 2021 at 7:00 p.m.

Call to Order

Roll Call

Prayer & Pledge of Allegiance

PRESENT

Mayor Floyd Vanzant
Council President John Beasley
Council Pro Tem Kenny Sims
Councilman Jared Wollitz
Councilman Lee Pickett
Councilwoman Callie Kay Bishop (Arrives at 7:11 p.m.)

PUBLIC HEARING

ITEM-1 Open Public Hearing on Ordinance No. 2021-02
Rezoning A-1 to PUD – Whisper Ridge PUD – B.A.M.S. Properties
Second Presentation with Additional Conditions
Courtney Gaver and Emily Pierce, Rowers Towers, P.A., Applicant

Following the presentation there are no public comment.

Motions to close the Public Hearing on Ordinance No. 2021-02 7:08 p.m.

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.

Absent: Councilwoman Bishop.

Town Attorney Waugh reads Ordinance No. 2021-02, by title.

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, REZONING THE PROPERTY LOCATED ON THE EAST SIDE OF KINGS FERRY ROAD AND SOUTH OF OLD PINERIDGE ROAD, DESCRIBED IN ATTACHMENT "A", LEGAL DESCRIPTION FROM A-1, AGRICULTURAL TO PUD, PLANNED UNIT DEVELOPMENT, SPECIFICALLY DESCRIBED IN ATTACHMENT "B" WRITTEN DESCRIPTION, AND ATTACHMENT "C" SITE PLAN; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.

Land Use Administrator Janis Fleet speaks about procedures. That this is the second and final reading for the rezoning from A-1 Agriculture to PUD Planned Unit Development to form the Whisper Ridge PUD.

Motions to adopt Ordinance No. 2021-02, on second and final reading.

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.

REGULAR MEETING

Additions/Deletions to Agenda

Motion to add Item-17 Decide on Consent Agenda and Item-18 Go back to two Regular Meetings per Month.

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

PROCLAMATION

ITEM-2 Water Conservation Month April 2021 – Mr. Geoffrey Samples,
SJRWMD

Town Attorney Waugh read the Water Conservation Proclamation in its entirety.
Proclaiming April as Water Conservation Month.

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.

PRESENTATION

ITEM-3 September 30, 2020 Annual Financial Statements & Single Audit – Powell
& Jones, Certified Public Accountants – Approval

Richard Powell reviews and presents the Annual Financial & Single Audit Statements.

Motion to approve September 30, 2020 Annual Financial Statements & Single Audit.

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.

PAYABLES

ITEM-4 March 2021 Payables
March 2021 Utility Drafts Payables \$56,954.46

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

MINUTES

ITEM-5 03-04-2021 Public Hearing & Regular Meeting Minutes
03-18-2021 Regular Meeting Minutes

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.

REGULAR MEETING

ITEM-6 Resolution No. 2021-09 – Hilliard Airpark Runway 18/36 Lighting Rehabilitation - Approval
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION ACCEPTING A FLORIDA DEPARTMENT OF TRANSPORTATION OFFER OF A PUBLIC TRANSPORTATION GRANT AGREEMENT AND AUTHORIZING AND DIRECTING THE HILLIARD TOWN COUNCIL TO ACCEPT SUCH AGREEMENT.

Town Attorney Waugh reads Resolution No. 2021-09, by title. AECOM Engineer, Mr. Bill Prange explains the FDOT & FAA funding for the project. Mr. Prange recommends that the Council approve and accept the FDOT funding.

Motion to adopt Resolution No. 2021-09 – Hilliard Airpark Runway 18/36 Lighting Rehabilitation.

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

ITEM-7 Supplemental Agreement (Task Order) No. 18 - Bill Prange, AECOM Design Contract Documents and Bid & Award Phase Services “Runway 18-36 Edge Lighting, Signs, REILs, Wind Cone, and PAPIs” at Hilliard Airpark - Approval

Motion to approve the Supplemental Agreement (Task Order) No. 18 for the Design Contract Documents and Bid & Award Phase Services for the Runway Lighting Project at the Hilliard Airpark with Mr. Bill Prange, Engineer with AECOM.

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-8 Contract Services Award – Town Building Official Services Bryan Higginbotham – Approval

Motion to approve entering Contract for Town Building Official, Building Inspection, and Plan Review Services with Mr. Bryan Higginbotham in the amount of \$33,000.00 annually.

With Mr. Higginbotham agreeing that he shall make himself available up to once per quarter in the calendar year to provide a report at a regular Town Council meeting.

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.

ITEM-9 Contract Services Award – Town of Hilliard Right-of-Ways Mowing
Services Dixon Tree and Lawn Services – Approval

Motion to approve entering into a one-year Contract for Right-of-Way Mowing Services
with Dixon Tree and Lawn Service in the amount of \$50,880.00 which includes 12
Mowing, Weed Eating, and Trash Clean-ups (April 15 through October 15) and 3 Trash
Clean-ups only (October 15 through April 15).

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.

ITEM-10 Joint Fireworks Display – Town of Hilliard & Town of Callahan –
Northeast Florida Fairgrounds, Display Presented by Kynex, Inc. –
Approval

Motion to approve Joint Fireworks Display between the Town of Hilliard & Town of
Callahan to be held at the Northeast Florida Fairgrounds on Saturday, July 3, 2021 and
to contract with Kynex, Inc. with each Town paying \$11,450.00 and Mr. Paul Schwend
and the business group paying the difference \$2,700.00 for a \$25,600.00 total show.

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.

ITEM-11 Land Development Regulations & Land Use Administrator Additional
Hours - Approval

Motion to approve for the review and update of the Land Development Regulations at a
total cost of \$15,000.00 and to authorize an additional 3 hours per week at \$125 per hour
for the Land Use Administrator. Allowing these hours to be performed remotely.

Motion made by Council President Beasley, Seconded by Councilman Wollitz.
Voting Yea: Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz and Council
President Beasley.
Voting No: Councilwoman Bishop.

ITEM-12 Add additional Town Hall Office Administrative Assistant Position –
Approval

Motion to approve adding an additional Town Hall Office Position to perform
administrative assistant duties.

Motion made by Council Pro Tem Sims, Seconded by Councilman Pickett.
Voting Yea: Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz and Council
President Beasley.
Voting No: Councilwoman Bishop.

ITEM-13 Increase Parks & Recreation Director Salary Performance Based – Approval

Motion to approve increase of Parks & Recreation Director, Gabe Whittenburg salary by \$5,000.00 based on Performance.

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

ITEM-14 2021 Hiring Temporary Summer Staff Position Process – Approval

Motion to approve authorizing the Parks & Recreation Director to hire the 2021 Temporary Summer Staff Employees to fill the positions of Summer Camp Counselors, Lifeguards, Swim Instructor and Facilities/Grounds Keeper.

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.

ITEM-15 Medical Marijuana Moratorium Municipality Regulation - Decision

Motion to approve for Town Attorney Waugh to pursue his Option #2 Permanent Regulation, by ordinance permitted treatment centers, but the regulations shall in large part be no more onerous than those against pharmacies, as stated in his memo dated August 9, 2019.

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.

ITEM-16 Gravity Sewer Overflow Pipe on Fourth Street Project - Approval

Motion to approve with additive alternate work and with Public Works Director Ritchie Rowe talking to the Town engineer to see if pipe size can be increased from 15" to pump stations.

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.

ADD ITEM-17 Decide on Consent Agenda

Motion not to have a consent agenda.

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.
Councilman Wollitz withdraws his second, Council Pro Tem Sims withdraws his motion.

Motion to set a workshop for Thursday, April 15, 2021 at 6:00 p.m.

Motion made by Councilman Wollitz, Seconded by Councilman Pickett.
Voting Yea: Councilman Pickett, Councilman Wollitz, Councilwoman Bishop and Council President Beasley.
Voting No: Council Pro Tem Sims

ADD ITEM-18 Return to 2 Regular Meetings a Month

Motion to return to two regular meeting per month.

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.

PUBLIC COMMENTS:

No public comments.

MAYOR & COUNCIL CLOSING COMMENTS:

Mayor Vanzant
States upcoming meetings.

April Meetings:
Thursday, 04-15-2021 @ 6PM Workshop (Consent Agenda)
Thursday, 04-15-2021 @ 7PM Regular Meeting
Monday, 04-26-2021 @ 6PM Workshop Joint P&Z (Greenbrier PUD)

May Meetings:
Thursday, 05-06-2021 @ 7PM Regular Meeting
Thursday, 05-20-2021 @ 7PM Regular Meeting

Council President Beasley
Reminds everyone of the Easter Sunrise Service that will be held at Town Hall Park adjacent to Town Hall this Sunday.
States how many meetings that the Town Council has had each year for the past three years.

Councilman Wollitz
Attended Pastor Ted's retirement party.

ADMINISTRATIVE STAFF COMMENTS:

Town Clerk Lisa Purvis
Adds a workshop for the Greenbrier Property on Monday, April 26, 2021 at 6:00 p.m.

Public Works Director Ritchie Rowe
No comment.

Parks & Recreation Director Gabe Whittenburg
No comment.

LEGAL COMMENTS:

Town Attorney Christian Waugh
A Litigation Proposal coming soon hopefully at the April 15, 2021 meeting.

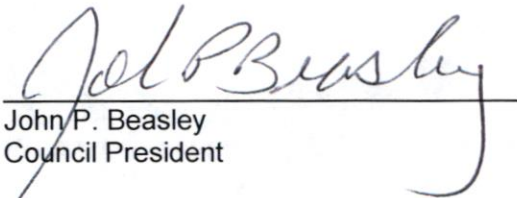
ADJOURNMENT

There being no additional business.

Motion to adjourn the meeting at 9:26 p.m.


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.

Approved this 15th day of April, 2021 by the Hilliard Town
Council, Hilliard, Florida.



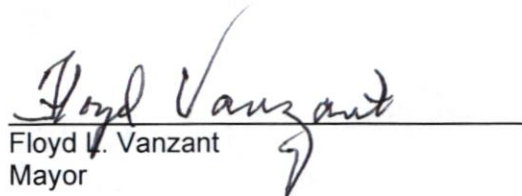
John P. Beasley
Council President

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		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 4-21, 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:

Payable to father's business MFC Inc.

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.

4-21
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.