

HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers
15859 West County Road 108
Post Office Box 249
Hilliard, FL 32046

TOWN COUNCIL MEMBERS

John P. Beasley, Mayor
Kenny Sims, Council President
Lee Pickett, Council Pro Tem
Joe Michaels, Councilman
Jared Wollitz, Councilman
Dallis Hunter, Councilman

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Joel Hall P.E., Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, JULY 18, 2024, 7:00 PM

NOTICE TO PUBLIC

Anyone wishing to address the Town Council regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Town Clerk. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.
WE WILL AVOID PERSONAL ATTACKS.
"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC HEARING

ITEM-1

Ordinance No. 2024-04 – Amending Chapter 42, Streets, Sidewalks and Other Public Places of the Hilliard Town Code

An Ordinance amending Section 42-2 Tree Cutting deposit amount and adding drainage system; Amending Section 42-3 Good Cause; additional exceptions; adding regulations regarding Tree Harvesting and Cutting on private property within the Town of Hilliard.

Mayor Beasley

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2024-04

TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2024-04, on Second and Final Reading.

ITEM-2 Ordinance No. 2024-06 – Annexing into the corporate limits three parcels real property containing approximately 37.35 acres; described with particularity herein; finding said annexation to be consistent with the Town of Hilliard’s Comprehensive Plan and the Town Code; An Ordinance amending Section 2.03 of the Charter of the Town of Hilliard to include said land; Providing for and authorizing the updating of the official Town maps.
Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2024-06

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2024-06, and to set a Public Hearing & Final Reading for August 1, 2024.

PRESENTATIONS

ITEM-3 Mayor Recognition of Parks & Recreation Spring Soccer Program Age Division Champions.
Gabe Whittenburg – Parks & Recreation Director

REGULAR MEETING

ITEM-4 Additions/Deletions to Agenda

ITEM-5 Town Council to consider Ordinance No. 2024-05, An Ordinance regulating the Water and Sewer Usage Rates; In accordance with the Town Charter Section 4.11 (5) Action Requiring an Ordinance; and further stated in Chapter 58 Utilities of the Town Code; and providing for an effective date. Adopting on First Reading and Setting Public Hearing & Final Reading for August 15, 2024.
Lisa Purvis, MMC – Town Clerk

ITEM-6 Town Council approval of Whisper Ridge Subdivision Bond Reduction of 75% to \$41,294.26, based on the completion of the warranty period, with agreement that curbs will be repaired at the construction closeout and providing instruction to Town Clerk to issue reduction letter.
Lee Anne Wollitz – Land Use Administrator

ITEM-7 Town Council approval of Septic Tank Exception Application No. 20240625, Parcel ID No. 17-3N-24-2020-0023-0050, Property Owner, Bobby Franklin.
Cory Hobbs – Assistant Public Works Director

ITEM-8 Town Council approval of the position process for Kimberly Corbett to transition into the Lead Administrative Assistant position.
Lisa Purvis, MMC – Town Clerk

ITEM-9 Town Council approval of the position process for Alicia Head to transition into the Administrative Assistant – Information & Events Coordinator position.
Lisa Purvis, MMC – Town Clerk

- ITEM-10** Town Council approval of the Town Clerk’s recommendation to fill the Administrative Assistant Vacant position.
Lisa Purvis, MMC – Town Clerk
- ITEM-11** Town Council approval of the Town Clerk’s recommendation to fill the new Temporary Clerical Assistant position.
Lisa Purvis, MMC – Town Clerk
- ITEM-12** Town Council to review and accept the Land Use Administrator’s Quarterly Report for April 1, 2024, through June 30, 2024.
Lee Anne Wollitz – Land Use Administrator
- ITEM-13** Town Council to review and accept the Building Official’s Quarterly Report for April 1, 2024, through June 30, 2024.
Bryan Higginbotham – Building Official
- ITEM-14** Town Council to review and accept the Code Enforcement Officer’s Quarterly Report for April 1, 2024, through June 30, 2024.
Delvin Miley, Jr. – Code Enforcement Officer
- ITEM-15** Town Council approval of Capital Expenditures for Emergency Repairs to Standby Generators for Water and Wastewater Systems totaling \$34,629.96.
Joel Hall, P.E. – Public Works Director
- ITEM-16** Town Council to consider the Public Works Director, Joel Hall’s, revised Resignation date/Transition letter.
Joel Hall, P.E. – Public Works Director
- ITEM-17** Town Council approval of the Minutes for the June 13, 2024, Workshop, and the June 20, 2024, Regular Meeting.
Lisa Purvis, MMC – Town Clerk
- ITEM-18** Town Council approval of AECOM S.A. No. 20, Payable through July 5, 2024, Project Name: Hangar Building at the Hilliard Airpark in the amount of \$22,288.20.
FDOT PTGA GRANT FUNDED PROJECT LUMP SUM PROJECT \$111,441
- ITEM-19** Town Council approval of AECOM S.A. 22, Payable through July 5, 2024, Project Name: Runway Protection Zone Clearing at the Hilliard Airpark in the amount of \$6,260.50.
FDOT PTGA GRANT FUNDED PROJECT LUMP SUM PROJECT \$62,605
- ITEM-20** Town Council approval of Mittauer & Associates, Inc., Payable through June 28, 2024, Project Name: Oxford Street Force Main Rerouting in the amount of \$2,760.
FDEP LPA0302 GRANT FUNDED PROJECT LUMP SUM CONTRACT \$101,900
- ITEM-21** Town Council approval of Mittauer & Associates, Inc., Payable through June 28, 2024, Project Name: WWTP Permit Renewal in the amount of \$9,120.
CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$11,000

ITEM-22 Town Council approval of Pay Request No. 3 for T B Landmark Construction, Inc., Payable through June 30, 2024, Project Name: Oxford Street Force Main Rerouting in the amount of \$189,762.50.
**FDEP LPA0302 GRANT FUNDED \$507,100 & CAPITAL FUNDED \$55,170
PROJECT LUMP SUM CONTRACT \$562,270**

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

TOWN COUNCIL MEETINGS

The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the second Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

MINUTES & TRANSCRIPTS

Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.
Live & recorded videos can be accessed at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk's Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

APPEALS

Pursuant to the requirements of Section 286.0105, Florida Statutes, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

PUBLIC PARTICIPATION

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any “proposition” before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

2024 HOLIDAYS

TOWN HALL OFFICES CLOSED

- 1. Martin Luther King, Jr. Day Monday, January 15, 2024
- 2. Memorial Day Monday, May 27, 2024
- 3. Independence Day Monday Thursday, July 4, 2024
- 4. Labor Day Monday, September 2, 2024
- 5. Veterans Day Monday, November 11, 2024
- 6. Thanksgiving Day Thursday, November 28, 2024
- 7. Friday after Thanksgiving Day Friday, November 29, 2024
- 8. Christmas Eve Tuesday, December 24, 2024
- 9. Christmas Day Wednesday, December 25, 2024
- 10. New Year’s Eve Tuesday, December 31, 2024
- 11. New Year’s Day Wednesday, January 1, 2025