

# 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

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Richie Rowe, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

**THURSDAY, OCTOBER 07, 2021, 7:00 PM**

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### 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

**MAYOR** To call on members of the audience wishing to address the Council on matters not on the Agenda.

## REGULAR MEETING

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

**ITEM-2** Town Council approval to grant a septic tank exception for Kristin & Jessie Pickett for their property located off Old Pine Ridge Road on the private drive named Soli Deo Gloria Way, Parcel ID No. 04-3N-24-0000-0004-0150.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-3** Planning & Zoning Board recommends the Town Council approval of the Final Replat for Lots 36-40 and 58-63 of the Deer Run Subdivision (between Kristie Circle South & North on CR 108), to create the SSI Subdivision Lots 1, 2 & 3, Parcel ID No. 17-3N-2020-0023-0360, complying with Chapter 46 of the Town Code and Chapter 177, Florida Statutes.  
***Janis Fleet, AICP – Land Use Administrator***

- ITEM-4** Town Council approval to grant three septic tank exceptions for SSI Subdivision, Lots 1, 2 & 3. Addressed as 15726, 15728 & 15730 CR 108, Hilliard, FL 32046, located between Kristie Circle North and Kristie Circle South, Parcel ID No. 17-3N-24-2020-0023-0360.  
**Lisa Purvis, MMC – Town Clerk**
- ITEM-5** Resolution No. 2021-25  
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 Amendment to the Public Transportation Grant Agreement and authorizing and directing the Hilliard Town Council to accept such agreement.  
**Town Attorney Waugh**
- Town Council to adopt Resolution No. 2021-25 accepting the Florida Department of Transportation Amendment to the Public Transportation Grant Agreement for the Design & Construct Hangar & Hangar Rehabilitation at the Hilliard Airpark. The funding shall be at 100% under the Rural Economic Development Initiative (REDI) or \$368,000.00 related to eligible project costs.  
**Lisa Purvis, MMC - Town Clerk**
- ITEM-6** Resolution No. 2021-26  
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 Amendment to the Public Transportation Grant Agreement and authorizing and directing the Hilliard Town Council to accept such agreement.  
**Town Attorney Waugh**
- Town Council to adopt Resolution No. 2021-26 accepting the Florida Department of Transportation Amendment to the Public Transportation Grant Agreement for the Construct Camera & Video Recording System at the Hilliard Airpark. The funding shall be at 100% under the Rural Economic Development Initiative (REDI) or \$193,775.00 related to eligible project costs.  
**Lisa Purvis, MMC - Town Clerk**
- ITEM-7** Town Council approval of Capital Budgeted first year cost of the Interior & Exterior Renovation for the 100,000 Gallon Ground Storage Tanks 1 & 2 at the Water Treatment Plant in the amount of \$154,622.00. Town Council approval of the CPR Maintenance Service Agreement between Utility Services Co., Inc. and the Town of Hilliard, Florida with the annual cost year two at \$8,244.00 adjusting annually to reflect current cost of service, limited to a maximum of 5% annually.  
**Lisa Purvis, MMC – Town Clerk**
- ITEM-8** Town Council approval of Capital purchase of a Folder Inserter Application Envelope Stuffing Machine on State of Florida Contract Number 44102100-17-1 from Quadient Inc. total cost \$9,475.00.  
**Lisa Purvis, MMC – Town Clerk**
- ITEM-9** Town Council approval of the Minutes from the September 16, 2021, Regular Meeting.  
**Lisa Purvis, MMC - Town Clerk**

- ITEM-10** Town Council approval of Mittauer & Associates, Inc. Payable through August 27, 2021, Project Name: CDBG 20 NR Water Main Replacement in the amount of \$3,830.00.  
**DEO CDBG GRANT FUNDED PROJECT AND CAPITAL FUNDED MATCH LUMP SUM CONTRACT \$105,700.00**
- ITEM-11** Town Council approval of Mittauer & Associates, Inc. Payable through September 24, 2021, Project Name: CDBG 20 NR Water Main Replacement in the amount of \$5,745.00.  
**DEO CDBG GRANT FUNDED PROJECT AND CAPITAL FUNDED MATCH LUMP SUM CONTRACT \$105,700.00**
- ITEM-12** Town Council approval of Chad Brock Enterprises, Inc. Payable through September 30, 2021, Project Name: Turf Runway Maintenance and Improvements at the Hilliard Airpark in the amount of \$4,100.00.  
**FDOT PTGA 100% FUNDED PROJECT LUMP SUM CONTRACT AMOUNT \$90,800.00**
- ITEM-13** Town Council approval of Sunbelt Rentals Payable for the rental of a By Pass Pump on Fourth Street for a period of 4 weeks in the amount of \$5,539.50. Rental will continue until the Gravity Sewer Pipe Project is in service.
- ITEM-14** Town Council approval to set workshop to review Evergreen Solutions, LLC Compensation and Classification Study for Monday, October 18, 2021, at 6:00 p.m. with Mark Holcombe, Senior Consultant at Evergreen Solutions, LLC  
***Lisa Purvis, MMC - Town Clerk***

**ADDED ITEMS**

- ITEM-15** Town Council approval to set workshop to review Land Use Administrators duties and work schedule for Thursday, November 4, 2021, at 6:00 p.m. with Land Use Administrator, Town Attorney and the Planning & Zoning Board Members present for discussion.  
***Lisa Purvis, MMC - Town Clerk***
- ITEM-16** Resolution No. 2021-27  
 A Resolution authorizing the permitting of a Homecoming Parade for the local high school on both local and county roads, which includes county road 108; responsibility for traffic control; for claims arising from such event due to action on the part of or authorized by the Town; and providing for an effective date.  
***Town Attorney Waugh***
- Town Council to adopt Resolution No. 2021-27 authorizing the Hilliard Middle Senior High School Homecoming Parade on Friday, October 15, 2021 beginning at 2:45 p.m.  
***Lisa Purvis, MMC - Town Clerk***

**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](http://www.townofhilliard.com).  
Live & recorded videos can be access at [www.youtube.com](http://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.

**2021 HOLIDAYS**

**TOWN HALL OFFICES CLOSED**

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|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 18, 2021    |
| 2. Memorial Day                  | Monday, May 31, 2021        |
| 3. Independence Day Monday       | Monday, July 5, 2021        |
| 4. Labor Day                     | Monday, September 6, 2021   |
| 5. Veterans Day                  | Thursday, November 11, 2021 |
| 6. Thanksgiving Day              | Thursday, November 25, 2021 |
| 7. Friday after Thanksgiving Day | Friday, November 26, 2021   |
| 8. Christmas Eve                 | Thursday, December 23, 2021 |
| 9. Christmas Day                 | Friday, December 24, 2021   |
| 10. New Year's Eve               | Thursday, December 30, 2021 |
| 11. New Year's Day               | Friday, December 31, 2021   |