

# 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, APRIL 07, 2022, 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

## PROCLAMATIONS

**ITEM-1**      The Town of Hilliard Designates April 2022 as "Water Conservation Month" in the Town of Hilliard.

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

## REGULAR MEETING

**ITEM-2**      Additions/Deletions to Agenda

**ITEM-3**      Town Council approval of the Final Annual Financial Statements & Audit for the fiscal year ending September 30, 2021.  
***Richard Powell, CPA - Powell & Jones, CPA's***

- ITEM-4** Town Council approval of the contract renewal between the Town of Hilliard and Mr. Bryan Higginbotham for Building Official Services with a 3% pay increase for a total annual contract amount of \$33,990.00.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-5** Town Council to review and accept the Building Official/Inspectors Quarterly Report for January 1, 2022, through March 30, 2022.  
***Bryan Higginbotham - Town Building Official / Inspector Services***
- ITEM-6** Town Council to review and accept the Code Enforcement Officers Quarterly Report for January 1, 2022, through March 30, 2022.  
***Del Miley – Code Enforcement Officer***
- ITEM-7** Town Council to review and accept the Land Use Administrators Quarterly Report for January 1, 2022, through March 31, 2022.  
***Janis K. Fleet, AICP – Land Use Administrator***
- ITEM-8** Town Council approval for Hilliard Gravity Sewer Overflow Pipe Project Change Order No. 1. Increase of \$4,520.00 in Contractor Price for addition cost for 20" PVC Pipe, Core Drill Wetwell for 20" PVC Pipe, with credit for 15' PVC Pipe and Core Drill Wetwell.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-9** Resolution No. 2022-03 - FDOT Public Transportation Grant Agreement offer for Land Acquisition  
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***
- Town Council to adopt Resolution No. 2022-03, accepting the Florida Department of Transportation, Public Transportation Grant Agreement to Acquire Land on the North Side at the Hilliard Airpark. The funding shall be at 100% under the Rural Economic Development Initiative (REDI) or \$464,000.00 related to eligible project costs.  
***Lisa Purvis, MMC - Town Clerk***
- ITEM-10** Resolution No. 2022-04 - SJRWMD Reduce Permit Application Fee  
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation; requesting St. Johns River Water Management District to reduce permit application fees.  
***Town Attorney Waugh***
- Town Council to adopt Resolution No. 2022-04 to submit to SJRWMD for the Town of Hilliard to Qualify for reduced permit application fee of \$100.00 per permit for public purpose project.  
***Lisa Purvis, MMC - Town Clerk***

- ITEM-11** Resolution No. 2022-05 - Amending Zoning & Land Use Application Fees  
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation; amending Resolution No. 2020-06, adding a deposit to applications that require a consultant review to the schedule of fees; and providing for an effective date.  
***Town Attorney Waugh***
- Town Council to adopt Resolution No. 2022-05, amending the Zoning & Land Use Application Fees by adding a \$1,000.00 refundable deposit to all applications requiring consultant review.  
***Lisa Purvis, MMC - Town Clerk***
- ITEM-12** Resolution No. 2022-06 - Amending Water and Sewer Rates & Fees  
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation; amending Resolution No. 2021-23, amending Water and Sewer Usage Rates; amending Water and Sewer Tap-in fees; adding a fee for Septic Tank Exception Applications; adding a fee for Right of Way Permit Applications; for the Town of Hilliard; and providing for an effective date.  
***Town Attorney Waugh***
- Town Council to adopt Resolution No. 2022-06, amending the Water and Sewer Usage Rates, Water and Sewer Tap-in Fees, adding a Septic Tank Application Permit fee, and adding a Right-of-Way Application Permit fee.  
***Lisa Purvis, MMC - Town Clerk***
- ITEM-13** Town Council approval of Hilliard First Baptist Church hosting a community Easter Egg Hunt at Oxford Street Park on Saturday, April 16th, 2022, from 4-5pm.  
***Gabe Whittenburg – Parks & Recreation Director***
- ITEM-14** Town Council approval to grant Septic Tank Exception for David W. & Callie K. Bishop, property located off Twelfth Avenue.  
***Ritchie Rowe – Public Works Director***
- ITEM-15** Town Council approval to grant Septic Tank Exception for Michael Franklin, property located off Twelfth Avenue.  
***Ritchie Rowe – Public Works Director***
- ITEM-16** Town Council approval of Parks & Recreation Employee Jack Burnette, Grounds/Facilities Maintenance resignation effective March 22, 2022.  
***Gabe Whittenburg – Parks & Recreation Director***
- ITEM-17** Town Council approval of the Minutes from the March 17, 2022, Regular Meeting and the March 28, 2022, Workshop.  
***Lisa Purvis, MMC - Town Clerk***
- ITEM-18** Town Council approval of AEC Electrical Contractors Inc., Payable for Pay Request No. 6 through March 25, 2022, Project Name: Security & Lighting at the Hilliard Airpark in the amount of \$19,237.50.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$165,000.00**

- ITEM-19** Town Council approval of The Kenton Group dba Baldwin Quality Plumbing, Pay Request No. 4 through January 6, 2022, Project Name: Gravity Sewer Overflow Pipe on 4th Street in the amount of \$15,527.50.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$110,075.00**
- ITEM-20** Town Council approval of McInnis Services, LLC dba LMC Steel, Payable for Pay Request No. 8 through March 31, 2022, Project Name: New Box Hangar, Hangar Repair & New Equipment Storage Building at the Hilliard Airpark in the amount of \$74,449.90.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$544,157.00**
- ITEM-21** Town Council approval of AECOM, Payable through March 4, 2022, Project Name: Security Improvements at the Hilliard Airpark in the amount of \$2,568.50.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$51,370.00**
- ITEM-22** Town Council approval of Bulk Culvert Purchase, Payable through March 29, 2022, Project Name: Culvert Bundle in the amount of \$20,664.12.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$22,000.00**
- ITEM-23** Town Council approval of Dixon Tree and Lawn Service, Payable for pay request No. 1 through March 21, 2022, Project Name: Mowing of Town Right of Ways in the amount of \$8,750.00  
**MAINTENANCE FUNDED PROJECT LUMP SUM CONTRACT \$70,000.00**
- ITEM-24** Town Council approval of Energy Engineering Systems, Payable through February 4, 2022, Project Name: Filter Aqua Aerobic in the amount of \$7,200.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$11,000.00**

#### **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](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 Statues, 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.

## **2022 HOLIDAYS**

### **TOWN HALL OFFICES CLOSED**

1. Martin Luther King, Jr. Day	Monday, January 17, 2022
2. Memorial Day	Monday, May 30, 2022
3. Independence Day Monday	Monday, July 4, 2022
4. Labor Day	Monday, September 5, 2022
5. Veterans Day	Friday, November 11, 2022
6. Thanksgiving Day	Thursday, November 24, 2022
7. Friday after Thanksgiving Day	Friday, November 25, 2022
8. Christmas Eve	Friday, December 23, 2022
9. Christmas Day	Monday, December 26, 2022
10. New Year's Eve	Friday, December 30, 2022
11. New Year's Day	Monday, January 2, 2023