

# 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

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## AGENDA

**THURSDAY, FEBRUARY 15, 2024, 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

## PRESENTATIONS

**ITEM-1** Presentation to the Town Council of the Annual Report and Funding Request from the Nassau County Economic Development Board's Executive Director, Sherri Mitchell.

***Sherri Mitchell, Executive Director – Nassau County Economic Development Board***

## REGULAR MEETING

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

**ITEM-3** Town Council approval to award DEP Agreement No. LPA0302 Hilliard - Oxford Street Force Main Routing Project contingent upon approval by the Department of Environmental Protection and the Town Attorney, as well as the receipt of proper bonds and insurance certificates, to the low bidder, T B Landmark Construction, Inc. total award amount \$562,270.00.

***Tim Norman, Mittauer & Associates, Inc. – Town Engineer***

- ITEM-4** Town Council approval of the Engineering Services Agreement from Mittauer & Associates, Inc. in the amount of \$100,300.00, to prepare construction drawings and specifications, for the Water Main Replacements Project identified in the Town's CDBG Contract with the Department of Commerce.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-5** Town Council approval of the Administration Services Agreement from Fred Fox Enterprises, Inc. in the amount of \$52,000.00, to provide the general administration aspects of the Water Main Replacements Project identified in the Town's CDBG Contract with the Department of Commerce.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-6** Town Council approval of the capital purchases for the five-year IT Refresh Project in the amount of \$42,095.78.  
***Guy Riner – Town IT***
- ITEM-7** Town Council approval of the Expansion of Technology to the Hilliard Town Hall Park in the amount of \$25,512.00 to be paid by the Municipal Grant received from Nassau County.  
***Guy Riner – Town IT***
- ITEM-8** Town Council approval of the capital purchase of the Ingham Road area drainage improvements with an estimated cost of \$39,940.  
***Joel Hall P.E. – Public Works Director***
- ITEM-9** Town Council approval of the capital expenditure for Well #5 Pump Repair from Complete Services, a sole source vendor, not to exceed the estimated amount of \$46,540.00.  
***Joel Hall P.E. – Public Works Director***
- ITEM-10** Town Council discussion and advisement on the research conducted in response to Jon Hart's petition to open right of way originally heard on 10.05.2023. Parcel ID 08-3N-24-0000-0004-0010.  
***Lee Anne Wollitz – Land Use Administrator***
- ITEM-11** Town Council approval of position process for Joel Hall's transition from introductory/probationary status to regular full-time.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-12** Town Council approval of the 2024 Hilliard Action Committee (HAC) events schedule.  
***John P. Beasley, Hilliard Action Committee Chair – Mayor***
- ITEM-13** Town Council approval of the February 1, 2024, Regular Meeting Minutes.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-14** Town Council approval of Fluidyne Corporation, Payable through January 29, 2024, Project Name: WWTP Panel, in the amount of \$6,767.72  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$6,767.72**

**ITEM-15** Town Council approval of Lampe, Roy & Associates, Inc., Payable through January 31, 2024, Project Name: Florida Department of Transportation Land North in the amount of \$1,100.00  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT**  
**\$464,000.00**

## **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 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**

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|----------------------------------|------------------------------|
| 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   |