

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
Cory Hobbs, Interim Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, AUGUST 15, 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. 2024-05 – 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.

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2024-05

TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2024-05, on Second & Final Reading.

PRESENTATIONS

- ITEM-2** Presentation to the Town Council of the Nassau County Economic Development Board's Annual Report and the Fiscal Year 2024-2025, Funding Request.
Sherri Mitchell, Executive Director – Nassau County Economic Development Board

REGULAR MEETING

- ITEM-3** Additions/Deletions to Agenda
- ITEM-4** Town Council to approve the Request for Proposal for Grant Administration Services from Fred Fox Enterprises, Inc. for the FDEM Hurricane/Community Shelter Grant # F0122 Project.
Lisa Purvis, MMC – Town Clerk
- ITEM-5** Town Council to approve the Request for Qualifications for Architectural & Engineering Services from the selected firm at the negotiated cost for the FDEM Hurricane/Community Shelter Grant # F0122 Project.
Lisa Purvis, MMC – Town Clerk
- ITEM-6** Town Council approval to proceed with the Florida Commerce Rural Infrastructure Fund Grant application for the FAA Water Main Extension Project, which will cover 100% of the infrastructure needs of the project and using the Town's State Recovery Funds for the engineering services portion.
Lisa Purvis, MMC – Town Clerk
- ITEM-7** Town Council approval of the Capital Purchase of the Aerzen Turbo Blower & Package for the Wastewater Treatment Plant Digester in the amount of \$27,540.18.
Cory Hobbs – Interim Public Works Director
- ITEM-8** Town Council approval of the request for an additional Parks & Recreation Department staff member for the new position of Program Manager.
Gabe Whittenburg – Parks & Recreation Director
- ITEM-9** Town Council approval of the purchasing of the 125' x 25' single Parcel No. 08-3N-24-2380-0094-0130, located on Georgia Street at West Seventh Avenue from Dayspring Property Services LLC.
Lisa Purvis, MMC – Town Clerk
- ITEM-10** Town Council approval of the Contract Services Agreement between the Town of Hilliard and Joel Hall, P.E. to perform Public Works related services through September 30, 2024.
Christian Waugh – Town Attorney
- ITEM-11** Town Council approval of the Town Clerk's recommendation to fill the Administrative Assistant vacant position.
Lisa Purvis, MMC – Town Clerk

- ITEM-12** Town Council approval of the Minutes for the August 1, 2024, Workshop, and the August 1, 2024, Public Hearing & Regular Meeting.
Lisa Purvis, MMC – Town Clerk
- ITEM-13** Town Council approval of Cantrell Ray Real Estate, LLC, Payable through August 5, 2024, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$2,500.
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$464,000.00**
- ITEM-14** Town Council approval of Mittauer & Associates, Inc., Payable through August 25, 2024, Project Name: Oxford Street Force Main Rerouting in the amount of \$1,380.
**FDEP LPA0302 GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$101,900**
- ITEM-15** Town Council approval of Mittauer & Associates, Inc., Payable through August 25, 2024, Project Name: WWTP Permit Renewal in the amount of \$360.
CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$11,000
- ITEM-16** Town Council approval of Pay Request No. 4 for T B Landmark Construction, Inc., Payable through August 8, 2024, Project Name: Oxford Street Force Main Rerouting in the amount of \$26,766.25.
**FDEP LPA0302 GRANT FUNDED \$507,100 & CAPITAL FUNDED \$55,170
PROJECT LUMP SUM CONTRACT \$562,270**
- ITEM-17** Town Council approval of T B Landmark Construction, Inc., Payable through July 30, 2024, Project Name: Emergency Manhole Repair at Pine Street & Shady Lane in the amount of \$203,837.18.
CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$203.837.18

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

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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 |