

# 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, MAY 16, 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

## WORKSHOP

## PRESENTATIONS

**ITEM-1** Mayor Beasley to present a donation in the amount of \$500 on behalf of the Northeast Florida League of Cities to Hilliard Youth Football.  
***John P. Beasley – Mayor***

## REGULAR MEETING

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

**ITEM-3** Town Council approval of the Annual Financial Statements & Audit for the fiscal year ending September 30, 2023.  
***Brad Hough, CPA – Powell & Jones, CPA's***

**ITEM-4** Town Council approval of Supplemental Agreement No. 20 to AECOM's Basic Agreement dated March 17, 2022, for the Design and Building of Contract

documents for a Hangar Building at the Hilliard Airpark.  
**Bill Prange, PE - AECOM**

**ITEM-5** Town Council approval of Supplemental Agreement No. 22 to AECOM's Basic Agreement dated March 17, 2022, for Runway Protection Zone clearing at the Hilliard Airpark.

**Bill Prange, P.E. - AECOM**

**ITEM-6** Town Council approval of Supplemental Agreement No. 21 to AECOM's Basic Agreement dated March 17, 2022, for the Environmental Assessment for the North and South Property Acquisitions at the Hilliard Airpark.

**Bill Prange, PE – AECOM**

**ITEM-7** Town Council approval of capital expenditure for the Wastewater Collection SCADA System Expansion from Energy Engineering Systems, LLC., in the amount of \$18,722.00.

**Joel Hall P.E. – Public Works Director**

**ITEM-8** Town Council approval of the capital expenditure for the repair of Well #4's Seal from Complete Services Well Drilling, INC., in not to exceed the quoted amount of \$6,950.00.

**Joel Hall P.E. – Public Works Director**

**ITEM-9** Town Council approval of the request for additional Parks & Recreation Seasonal Staff.

**Gabe Whittenburg – Parks & Recreation Director**

**ITEM-10** Town Council approval to surplus the Hilliard Volunteer Fire Department's 2007 Ford Explorer donated command vehicle, and to authorize the sale to the Town of Callahan.

**Mike Sadler – Hilliard Volunteer Fire Department**

**ITEM-11** Town Council to consider the Hilliard Middle School High School's request for a sports poster advertisement.

**Lisa Purvis, MMC – Town Clerk**

**ITEM-12** Town Council approval of the Minutes for the May 2, 2024, Regular Meeting.

**Lisa Purvis, MMC – Town Clerk**

**ITEM-13** Town Council approval of the Complete Services Well Drilling, INC., Payable through April 30, 2024, Project Name: Well Pump 5 in the amount of \$46,540.

**CAPITAL FUNDED PROJECT LUMP SUM PROJECT**

**ITEM-14** Town Council approval of Mittauer & Associates, Inc., Payable through April 30, 2024, Project Name FDEP PA0302 Oxford Street Force Main Rerouting in the amount of \$4,830.

**FDEP LPA0302 GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$101,900**

**ITEM-15** Town Council approval of the Payable through April 29, 2024, Project Name: 2024 IT Town Hall Refresh in the amount \$49.59.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$43,624.55**

**ITEM-16** Town Council approval of the Payables through April 17, 2024, Project Name: 2024 IT Town Hall Park Expansion in the amount \$1,640.80.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$25,512**

**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 accessed 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   |