

# 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, AUGUST 19, 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.

## PUBLIC HEARING

**ITEM-1** Amending Chapter 62 Zoning and Land Development Regulations Code, Section 62-359 – Accessory Uses and Structures (Clarifying Contiguous Lot).

Ordinance No. 2021-06

An Ordinance amending Chapter 62 Zoning and Land Development Regulations of the Hilliard Town Code; amending Section 62-359. Accessory Uses and Structures; adding language to subsection (a) to include a lot split by a right of way of no more than 25 feet as a contiguous lot; and providing for an effective date.

***Town Attorney Waugh***

Disclosure of Ex Parte Communication.

Open Public Hearing on Ordinance No. 2021-06.

Call for Public Comments.

Close Public Hearing on Ordinance No. 2021-06.

Ordinance No. 2021-06 – Town Council Action

Town Council to adopt Ordinance No. 2021-06, on Second and Final Reading.

## REGULAR MEETING

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

**ITEM-3** “Northeast Florida COVID-19 Economic Recovery Plan” The recovery plan outlines detailed recommendations for economic recovery and was developed by the Northeast Florida Economic Resilience Task Force, a policy group of more than 20 leaders from across the region.

***Northeast Florida Regional Council - Sean Lahav, Resiliency Coordinator***

**ITEM-4** Town Council approval of contract for Security Cameras, Lighting and Video Recording System at the Hilliard Airpark to the low bidder AEC Electrical Contracting, subject to FDOT approval and legal review in the amount of \$165,000.00.

***Hilliard Airpark Engineer – Bill Prange, AECOM***

### **ADD**

Resolution No. 2021-18

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. 2021-18 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.

***Hilliard Airpark Engineer – Bill Prange, AECOM***

**ITEM-5** Town Council approval of contract for Turf Runway Improvements at the Hilliard Airpark to the low bidder Chad Brock Enterprises, Inc., subject to FDOT approval and legal review in the amount of \$90,800.00.

***Hilliard Airpark Engineer - Bill Prange, AECOM***

### **ADD**

Resolution No. 2021-19

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. 2021-19 accepting the Florida Department of Transportation Amendment to the Public Transportation Grant Agreement for the Turf Runway maintenance and Improvements at the Hilliard Airpark. The funding shall be at 100% under the Rural Economic Development Initiative (REDI) or \$91,000.00 related to eligible project costs.

**Hilliard Airpark Engineer – Bill Prange, AECOM**

**ITEM-6**

Town Council approval of contract for the construction of New Box Hangar Building, New Airport Equipment Storage Building and Repairs to Multiple Hangars at the Hilliard Airpark to the low bidder LMC Steel, subject to FDOT approval and additional funding and legal review in the amount of \$515,857.00.

**Hilliard Airpark Engineer – Bill Prange, AECOM**

**ADD**

Resolution No. 2021-20

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. 2021-20 accepting the Florida Department of Transportation Amendment to the Public Transportation Grant Agreement for the Design & Construct Maintenance Building at the Hilliard Airpark. The funding shall be at 100% under the Rural Economic Development Initiative (REDI) or \$287,500.00 related to eligible project costs.

**Hilliard Airpark Engineer – Bill Prange, AECOM**

**ADD**

Resolution No. 2021-21

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. 2021-21 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 \$346,441.00 related to eligible project costs.

**Hilliard Airpark Engineer – Bill Prange, AECOM**

**ITEM-7**

Resolution No. 2021-17

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. 2021-17 accepting the Florida Department of Transportation Public Transportation Grant Agreement for the Environmental Assessment for the North & South Property Acquisitions at Hilliard Airpark. The funding shall be at 100% under the Rural Economic Development Initiative (REDI) or \$40,000.00 related to eligible project costs.

***Hilliard Airpark Engineer – Bill Prange, AECOM***

**ITEM-8** Town Council approval of the Four Factor Analysis completed as a requirement for the Rebuild Florida CDBG Mitigation General Infrastructure Program. The analysis conducted by Fred Fox Enterprises, Inc. determined that a Language Plan would not be required and the Town of Hilliard's notice for the project will only need to be posted in English.

***Town Clerk - Lisa Purvis, MMC***

**ITEM-9** Town Council approval of the Minutes from the August 5, 2021, Regular Meeting.

***Town Clerk – Lisa Purvis, MMC***

#### **ADDED ITEMS**

**ITEM-10** Town Council review and approval of application to Close, Abandon, or Vacate Street, Alley, Easement, or Right of Way that consists of an application fee of \$2,000 per right of way and \$1,000 per easement and for applicant to pay the cost of postage, signs, advertisements, and outside consultants and provide a survey of the right of way or alley.

***Land Use Administrator - Janis Fleet, AICP***

#### **ADDITIONAL COMMENTS**

**PUBLIC**

**MAYOR & TOWN COUNCIL**

**ADMINISTRATIVE STAFF**

**TOWN ATTORNEY**

#### **ADJOURNMENT**

#### **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.

### **2021 HOLIDAYS**

#### **TOWN HALL OFFICES CLOSED**

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