

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

MINUTES

THURSDAY, APRIL 07, 2022, 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

PRESENT

Council President John Beasley
Council Pro Tem Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz
Councilwoman Callie Kay Bishop

ABSENT

Mayor Floyd Vanzant

PROCLAMATIONS

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

Council President Beasley read Proclamation in its entirety.

Douglas Conkey, Intergovernmental Coordinator Governmental Affairs with St. Johns River Water Management District accepts the proclamation and thanks the Town.

Motion made by Council Pro Tem Sims, Seconded by Councilman Pickett.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

COUNCIL PRESIDENT BEASLEY

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

No public wish to address the Council.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

Item-25 Town Attorney Christian Waugh requests to add Resolution No. 2022-07 concerning Chapter 46 of the Hilliard Town Code and to establish procedure.

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

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*

Motion made by Council Pro Tem Sims, Seconded by Councilman Pickett.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

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*

Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

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*

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- 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
- Motion made by Councilman Wollitz, Seconded by Councilwoman Bishop.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- 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
- Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- 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
- Motion made by Councilman Pickett, Seconded by Councilman Wollitz.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- 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.
Council President Beasley
- 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
- Motion made by Council Pro Tem Sims, Seconded by Councilman Pickett.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- 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.
Council President Beasley

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

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

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.

Council President Beasley

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

Motion made by Council Pro Tem Sims, Seconded by Councilman Pickett.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

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.

Council President Beasley

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

Michael Franklin 151012 County Road 108, Hilliard states he does not agree with either application or the fees. He states it is a double taxation.

Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz
Voting Nay: Councilwoman Bishop

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

Parks & Recreation Director, Gabe Whittenburg, states he will have Hilliard First Baptist Church fill out a Town of Hilliard Park Facility Use Agreement.

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- 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

Town Clerk Lisa Purvis advises she will have a letter ready for Mr. Bishop regarding the Septic Tank Exception, April 8, 2022.

Motion made by Councilman Wollitz, Seconded by Council Pro Tem Sims.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz
Voting Abstaining: Councilwoman Bishop

- ITEM-15 Town Council approval to grant Septic Tank Exception for Michael Franklin, property located off Twelfth Avenue.
Ritchie Rowe – Public Works Director

Town Clerk Lisa Purvis advises she will have a letter ready for Mr. Franklin regarding the Septic Tank Exception, April 8, 2022.

Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz
Voting Abstaining: Councilwoman Bishop

- ITEM-16 Town Council approval of Parks & Recreation Employee Jack Burnette, Grounds/Facilities Maintenance resignation effective March 22, 2022.
Gabe Whittenburg – Parks & Recreation Director

Motion made by Council Pro Tem Sims, Seconded by Councilman Pickett.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- 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

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- 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**

Motion made by Councilman Wollitz, Seconded by Councilwoman Bishop.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman
Pickett, Councilman Wollitz, Councilwoman Bishop

- 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

Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman
Pickett, Councilman Wollitz, Councilwoman Bishop

- 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**

Motion made by Council Pro Tem Sims, Seconded by Councilman Pickett.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman
Pickett, Councilman Wollitz, Councilwoman Bishop

- 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**

Motion made by Councilman Wollitz, Seconded by Councilwoman Bishop.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman
Pickett, Councilman Wollitz, Councilwoman Bishop

- 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

Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman
Pickett, Councilman Wollitz, Councilwoman Bishop

- 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

Motion made by Councilman Wollitz, Seconded by Council Pro Tem Sims.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- 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

Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ADDED ITEMS

- ITEM-25 Resolution No. 2022-07 – Chapter 46 of the Hilliard Town Code
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation, adopting a process for administering Chapter 46, Town Code, Statutes and providing for an effective date.
Town Attorney Waugh

Town Council to adopt Resolution No. 2022-07, adopting a process for administering Chapter 46, Subdivision of the Town Code.
Lisa Purvis, MMC - Town Clerk

Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz
Voting Nay: Councilwoman Bishop

ADDITIONAL COMMENTS

PUBLIC

No public wish to address the Council.

MAYOR & TOWN COUNCIL

Council President Beasley reads the upcoming meeting dates:

April Meetings:

Thursday, 04-21-2022 @7PM Regular Meeting

Council President Beasley reminds everyone the Town Clean-up will be held on Saturday, April 9, 2022.

Councilwoman Bishop states Mayor Vanzant is not feeling well.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

Parks & Recreation Director, Gabe Whittenburg

Town Clerk Lisa Purvis states the Nassau County Economic Development Board needs a representative from the Town.

TOWN ATTORNEY

No comment.

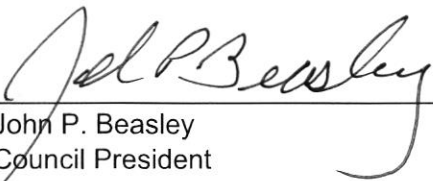
ADJOURNMENT

Motion to adjourn at 8:15 p.m.

Motion made by Council Pro Tem Sims, Seconded by Councilman Pickett.


Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

Approved this 21st day of April, 2022 by the Hilliard Town Council, Hilliard, Florida.



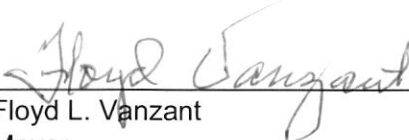
John P. Beasley
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



Floyd L. Vanzant
Mayor