

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, JANUARY 20, 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

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

PROCLAMATIONS

ITEM-1 The Town of Hilliard recognizes Mr. Donald J. Humphrey, Sr. - November 27, 1961 - January 6, 2022

Town Attorney Christian Waugh reads Proclamation so proclaiming January 20, 2022, as Donald J. Humphrey, Sr. Day

MAYOR 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-19 Town Council approval to advertise RFQ for Airpark Engineering Services in the January 26, 2022, Nassau County Record Publication and to place on the March 3, 2022, agenda.

Lisa Purvis, MMC – Town Clerk

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-20 Town Council to set a Workshop for January 24, 2022, at 6:00 p.m. regarding Development and SJRWMD REDI Grant.

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-3 Ordinance No. 2022-01

An Ordinance relating to Public right-of-way; making findings; vacating Public right-of-way within the proposed Greenbrier PUD within the Town of Hilliard, Florida; authorizing recording of a certified copy of this Ordinance; providing for severability; and providing for an effective date.

Town Attorney Waugh

Town Council to discuss and review Ordinance No. 2022-01, on First Reading and Set the Public Hearing and Final Reading for Thursday, February 17, 2022, at 7:00 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

ITEM-4 Town Council approval of the Final Plat Application No. 20211202 for the Pine Street Estates Subdivision, Property Owner – Ralph Bennett.

Janis K. Fleet, AICP – Land Use Administrator

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

Council Pro Tem Sims withdraws his motion.
Councilman Pickett withdraws his second.

Motion is made to table item until the Property Owner, Ralph Bennett, has an engineer add water, sewer, and drainage to the plat, and until the Town Engineer reviews.

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

- ITEM-5 Town Council to review and approve the Land Use Administrators Quarterly Report for October 1, 2021, through December 31, 2021.
Janis K. Fleet, AICP – Land Use Administrator

Motion is made to table item to the February 3, 2022, agenda so Land Use Administrator, Janis Fleet, can be present.

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-6 Town Council to review and approve the Building Official/Inspectors Quarterly Report for October 1, 2021, through December 31, 2021.
Bryan Higginbotham – Town Building Official / Inspector Services

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-7 Town Council to review and approve the Code Enforcement Officers Quarterly Report for October 1, 2021, through December 31, 2021.
Del Miley – Code Enforcement Officer

Motion is made to table item to the February 3, 2022, agenda so Code Enforcement Officer, Del Miley, can be present.

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-8 Town Council approval of the Minutes from the January 6, 2022, Public Hearing & Regular Meeting, the January 10, 2022, Workshop, and the January 13, 2022, Special Meeting.
Lisa Purvis, MMC - Town Clerk

Councilwoman Bishop states she would like to have the January 6, 2022, minutes amended to include a comment she made regarding an email the Council received from Mr. Scott Jones.

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

- ITEM-9 Town Council approval of Chad Brock Enterprises, Inc., Payable through January 12, 2022, Project Name: Turf Runway Maintenance and Improvements at the Hilliard Airpark in the amount of \$25,500.00.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$90,800.00**

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

- ITEM-10 Town Council approval of First Coast Mulch, Payable through December 15, 2021, Project Name: Installation of Certified Mulch Chips in the amount of \$14,625.00.

MAINTENANCE FUNDED PROJECT LUMP SUM CONTRACT \$14,625.00

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

- ITEM-11 Town Council approval of McInnis Services, LLC dba LMC Steel, Payable for Pay Request No. 5 through January 5, 2022, Project Name: New Box Hangar, Hangar Repair & New Equipment Storage Building at the Hilliard Airpark in the amount of \$87,912.05.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$544,157.00**

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

- ITEM-12 Town Council approval of Mittauer & Associates, Inc., Payable through December 31, 2021, Project Name: CDBG 20 NR Water Main Replacement in the amount of \$3,830.00.

**DEO CDBG GRANT FUNDED PROJECT AND CAPITAL FUNDED PROJECT
MATCH LUMP SUM CONTRACT \$105,700.00**

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-13 Town Council approval of Suez, Utility Services Co., Inc., Payable, Project Name: Interior Renovation on Chlorine Contact Tank in the amount of \$81,252.00.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$82,000.00

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-14 Town Council approval of Suez, Utility Services Co., Inc., Payable, Project Name: Repairs Performed on the 100,000 concrete WTP GST 1 Tank in the amount of \$77,311.00.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$77,500.00

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-15 Town Council approval of Suez, Utility Services Co., Inc., Payable, Project Name: Repairs Performed on the 100,000 concrete WTP GST 2 Tank in the amount of \$77,311.00.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$77,500.00

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-16 Town Council approval of Capital purchase of a 2022 Ford Super Cab Truck equipped with accessories for Water and Sewer Line repair on State Contract #120716-NAF & 060920-NAF from Alan Jay Fleet sales total cost \$46,885.00.

Ritchie Rowe - Public Works Director

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-17 Town Council approval of Capital expense to upgrade the Aqua Aerobic Filter Electronic System from Energy Engineering System, LLC total cost \$7,200.00

Ritchie Rowe - Public Works Director

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-18 Town Council Review and Discussion of Classification and Compensation Study for the Town of Hilliard Draft Salary Study Analysis.

Gabe Whittenburg - Parks & Recreation Director

Councilwoman Bishop makes motion to approve Salary Study as presented, and discussion follows the motion without a second. Councilwoman Bishop withdraws her motion.

Council Pro Tem Sims states he asked Parks & Recreation Director Gabe Whittenburg to run numbers and move all Directors a grade down, but a step up over their current pay, and Assistant Directors the same. Council Pro Tem Sims then states he would like to have a Workshop for everyone to review and discuss this change prior to voting.

Motion is made to set a Workshop for January 24, 2022, at 7:00 p.m. and to put on the agenda for February 3, 2022, so a decision can be made.

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

ADDED ITEMS

- ITEM-19 Town Council approval to advertise RFQ for Airpark Engineering Services in the January 26, 2022, Nassau County Record Publication and to place on the March 3, 2022, agenda.

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

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ADDITIONAL COMMENTS

PUBLIC

Mary Humphrey, 3610 Pine Street, Hilliard, thanks the Town for recognizing her son, Donald J. Humphrey, Sr., and knowing him for who he was.

Marcus Gates, 27306 West Fifth Avenue, Hilliard, requests sidewalks on West Fourth Street behind the football field. He also states there are no posted speed limit signs on Town roads. He stated that he had been in touch with Assistant Public Works Director Greg Grooms about installing them, but there were still no signs to date. He requested the Town look into this.

MAYOR & TOWN COUNCIL

Mayor Vanzant reads the upcoming meeting dates

January Meetings:

Monday, 01-24-2022 @6PM Workshop (Development)

Monday, 01-24-2022 @7PM Workshop (Compensation Study)

February Meetings:

Thursday, 02-03-2022 @7PM Regular Meeting

Thursday, 02-17-2022 @7PM Public Hearing & Regular Meeting

All Council Members and Mayor Vanzant thanks the Humphrey family for coming to the meeting.

Council President Beasley states that the Town Clean-up will be held this year on the second Saturday in April.

Council Pro Tem Sims states that a citizen asked about the Town's Holidays and if the Town would consider observing Presidents Day.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

Parks & Recreation Director, Gabe Whittenburg

Public Works Director, Ritchie Rowe states the Town should know about the test results regarding the Boiled Water Notice by January 21, 2022.

Parks & Recreation Director, Gabe Whittenburg states the basketball teams are doing well and working hard.

Town Clerk, Lisa Purvis states the Nassau County Council on Aging will have their annual meeting as well as the opening of the new addition remodel on January 25, 2022, starting at 11:00 a.m. and ending at 11:45 a.m.

TOWN ATTORNEY

No comment.

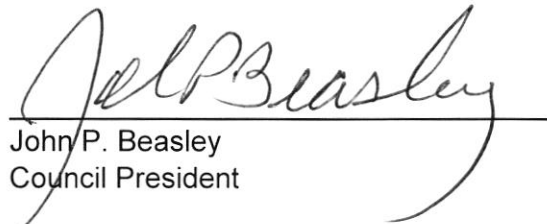
ADJOURNMENT

Motion to adjourn at 8:28 p.m.

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

Approved this 3rd day of February, 2022 by the Hilliard Town Council, Hilliard, Florida.



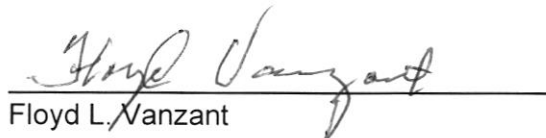
John P. Beasley
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



Floyd L. Vanzant