

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

AGENDA

THURSDAY, FEBRUARY 03, 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

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

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council to review and accept the Code Enforcement Officers Quarterly Report for October 1, 2021, through December 31, 2021.
Del Miley – Code Enforcement Officer

ITEM-3 Town Council to review and accept the Land Use Administrators Quarterly Report for October 1, 2021, through December 31, 2021.
Janis K. Fleet, AICP – Land Use Administrator

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

- ITEM-5** Town Council approval for CDBG Water Main Replacement Change Order No. 4 which is an increase in time by 60 days due to delays in generator delivery.
Lisa Purvis, MMC – Town Clerk
- ITEM-6** Town Council approval of the Minutes from the January 18, 2022, Joint Workshop, the January 20, 2022, Regular Meeting, the January 24, 2022, Workshop at 6:00 p.m., and the January 24, 2022, Workshop at 7:00 p.m.
Lisa Purvis, MMC - Town Clerk
- ITEM-7** Town Council approval of AEC Electrical Contractors Inc., Payable for Pay Request No. 4 through January 31, 2022, Project Name: Security & Lighting at the Hilliard Airpark in the amount of \$19,950.00.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$165,000.00
- ITEM-8** Town Council approval of AECOM, Payable through January 7, 2022, Project Name: New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$2,947.00.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$58,940.00
- ITEM-9** Town Council approval of AECOM, Payable through January 7, 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
- ITEM-10** Town Council approval of McInnis Services, LLC dba LMC Steel, Payable for Pay Request No.6 through January 31, 2022, Project Name: New Box Hangar, Hangar Repair & New Equipment Storage Building at the Hilliard Airpark in the amount of \$47,638.40.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$544,157.00
- ITEM-11** Town Council Review and Discussion of Classification and Compensation Study for the Town of Hilliard Draft Salary Study Analysis.
Gabe Whittenburg - Parks & Recreation Director

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 access 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 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.

2022 HOLIDAYS

TOWN HALL OFFICES CLOSED

- | | |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 17, 2022 |
| 2. Memorial Day | Monday, May 30, 2022 |
| 3. Independence Day Monday | Monday, July 4, 2022 |
| 4. Labor Day | Monday, September 5, 2022 |
| 5. Veterans Day | Friday, November 11, 2022 |
| 6. Thanksgiving Day | Thursday, November 24, 2022 |
| 7. Friday after Thanksgiving Day | Friday, November 25, 2022 |
| 8. Christmas Eve | Friday, December 23, 2022 |
| 9. Christmas Day | Monday, December 26, 2022 |
| 10. New Year's Eve | Friday, December 30, 2022 |
| 11. New Year's Day | Monday, January 2, 2023 |



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 20, 2022

FROM: ***Del Miley – Code Enforcement Officer***

SUBJECT: Town Council to review and accept the Code Enforcement Officers Quarterly Report for October 1, 2021, through December 31, 2021

BACKGROUND:

- (2) Posted Zoning Signs for Janis Land Use
- (2) Zoning Signs removed
- (18) Lien Letter Inspections
- (7) Permit Inspections
- (1) Citation
- (7) Closed Cases
- (36) Miscellaneous Inspections

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Accept of Report.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 20, 2022

FROM: ***Janis K. Fleet, AICP – Land Use Administrator***

SUBJECT: Town Council to review and accept the Land Use Administrators Quarterly Report for October 1, 2021, through December 31, 2021.

BACKGROUND: The following is a summary of activities performed from October 1, 2021, through December 31, 2021:

- Planning and Zoning Board
 - Prepared agenda for the October, November, and December meetings.
 - Reviewed and finalized minutes for the October, November, and December meetings.
 - Prepared staff reports for all agenda items.
 - October Meeting– 5 agenda Items
 - November Meeting – 2 agenda items
 - September Meeting - 5 agenda items
 - Presented potential revisions to Land Developments Regulations required by Comprehensive Plan update at workshops in October, November, and December.
 - Prepared staff report and ordinance for Greenbrier PUD rezoning.
 - Prepared staff report for Special Exception for the Mobile Home at 3737 Webb Street.
 - Prepared staff report for the Site Clearing/Site Work permits for Dawn and Carey Carter.
 - Prepared staff report for lot split for Mr. Pokorski.
 - Prepared staff report for the Tracks Subdivision.
 - Prepared staff report for Special Exception for Chickens, Roosters, and Ducks for Ms. Morgan.
 - Prepared staff report for Special Exception for Busy Bee Laundromat.
 - Prepared staff report for Special Exception for Site Clearing/Site Work for the Whisper Ridge PUD.
- Worked with Ben Buchanan and Nassau County Engineering on driveway permits for 3 lots off County Road 108.
- Attended meeting with FDOT and Nassau Count Engineering on the traffic impacts of the Greenbrier PUD.
- Worked with Marcus Medlock and Chris Goodin on the development of 6 single family dwelling units.
- Coordinated with local surveyor on reviewing plats on behalf of the Town.
- Continue to work with Doug Adkins to assist with the PUD application for a potential Day Springs Health project in Hilliard.

- Worked with the applicant and their engineer on the revisions to the site plan and written description for the Bayside PUD.
- Met with Wayne Bishop on potential multi-family development.
- Assisted with the review and approval of the construction plans for infrastructure for the Whisper Ridge PUD.
- Met with Chris Goodin and Tamara Garber on developing single family dwellings and a mobile home park in the Town.
- Answered questions from property owners to discuss process for development.
- Met with Tim Norman, Kellen Lindsay, Richie Rowes, Myra Cockerham, and Lisa Purvis to develop a system to assure that infrastructure (water, sewer, and drainage) impacts are accounted for when developing housing on platted lots.
- Responded to zoning/development requests submitted, an average of 2 to 3 a week.
- Reviews and signed off on business licenses.
- Reviewed and signed off on building permits, an average of 5 to 6 a week.
- Signed off on the “Certificate of Occupancy” for completed single family dwelling units.
- Prepared staff report for 1st reading of the ordinance for the Greenbrier PUD
- Attended Town Council meeting for 1st reading of the ordinance adopting the Greenbrier PUD.
- Attended Town Council workshop planning issues.

FINANCIAL IMPACT: None

RECOMMENDATION: Accept report.

" PINE STREET ESTATES "

CAPTION:

A TRACT OF LAND BEING LOTS 2, 3, AND 4 IN BLOCK 64 OF "MAP OF HILLIARD", ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 1 ON PAGE 28 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGIN AT A CONCRETE MONUMENT AT THE NORTHEAST CORNER OF SAID LOT 4, BLOCK 64 AND RUN S 58 DEG 47 MIN 58 SEC W, ALONG THE NORTHERLY LINE OF SAID BLOCK 64, A DISTANCE OF 419.78 FEET TO THE NORTHWEST CORNER THEREOF; THENCE RUN S 30 DEG 52 MIN 14 SEC E, ALONG THE WESTERLY LINE OF SAID BLOCK 64, A DISTANCE OF 209.87 FEET; THENCE RUN S 31 DEG 01 MIN 32 SEC E, ALONG SAID WESTERLY LINE, 210.17 FEET TO THE SOUTHWESTERLY CORNER OF SAID BLOCK 64; THENCE RUN N 58 DEG 52 MIN 42 SEC E, ALONG THE SOUTHERLY LINE OF SAID BLOCK 64, A DISTANCE OF 209.70 FEET TO THE SOUTHEASTERLY CORNER OF SAID LOT 2, BLOCK 64; THENCE RUN N 30 DEG 54 MIN 45 SEC W, ALONG THE EASTERLY LINE OF SAID LOT 2, A DISTANCE OF 210.20 FEET TO THE SOUTHWESTERLY CORNER OF SAID LOT 4; THENCE RUN N 58 DEG 52 MIN 33 SEC E, ALONG THE SOUTHERLY LINE OF SAID LOT 4, A DISTANCE OF 210.14 FEET TO THE SOUTHEASTERLY CORNER THEREOF; THENCE RUN N 31 DEG 00 MIN 00 SEC W, ALONG THE EASTERLY LINE OF SAID LOT 4 AND THE EASTERLY LINE OF SAID BLOCK 64, A DISTANCE OF 210.41 FEET TO THE POINT OF BEGINNING.

ADOPTION AND DEDICATION:

THIS IS TO CERTIFY THAT THE UNDERSIGNED, BENNETT'S PROPERTY SERVICES, INC. (OWNER) IS THE LAWFUL OWNER OF THE LANDS DESCRIBED IN THE CAPTION HEREON WHICH SHALL HEREAFTER BE KNOWN AS "PINE ESTATES", AND THAT IT HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AND THIS PLAT MADE IN ACCORDANCE WITH SAID SURVEY IS HEREBY ADOPTED AS A TRUE AND CORRECT PLAT OF SAID LANDS.

IN WITNESS WHEREOF, THE OWNER HAS CAUSED THIS PLAT AND DEDICATION TO BE EXECUTED BY ITS DULY ELECTED OFFICERS ACTING BY AND WITH THE AUTHORITY OF THE BOARD OF DIRECTORS.

BENNETT'S PROPERTY SERVICES, INC. (OWNER)

BY: _____ WITNESS: _____
RALPH BENNETT - PRESIDENT

STATE OF FLORIDA: COUNTY OF _____

THIS IS TO CERTIFY THAT ON THIS DAY PERSONALLY APPEARED BEFORE ME, AN OFFICER DULY AUTHORIZED TO ADMINISTER OATHS AND TAKE ACKNOWLEDGEMENTS, RALPH BENNETT, AS PRESIDENT OF BENNETT'S PROPERTY SERVICES, INC. TO ME WELL KNOWN AND KNOWN TO BE THE PERSON DESCRIBED IN THE AND WHOM EXECUTED THE AFORESAID ADOPTION AND DEDICATION AND WHO ACKNOWLEDGED BEFORE ME THAT HE EXECUTED THE SAME FREELY AND VOLUNTARILY FOR THE USE AND PURPOSES THEREIN EXPRESSED.

WITNESS MY SIGNATURE AND OFFICIAL SEAL AT THE CITY OF _____ IN THE COUNTY OF _____ AND THE STATE OF FLORIDA, THIS _____ DAY OF _____, 2021.

NOTARY PUBLIC, STATE OF FLORIDA MY COMMISSION EXPIRES: _____
COMMISSION No: _____

HEALTH CERTIFICATION: COUNTY OF NASSAU:

THIS PLAT HAS BEEN EXAMINED AND REVIEWED THIS _____ DAY OF _____, 2021, BY ME AND THE LOTS SHOWN HEREON ARE APPROVED TO BE PLACED ON TOWN OF HILLIARD PUBLIC UTILITIES SYSTEM

ENGINEER APPROVAL: TOWN OF HILLIARD:

THIS PLAT HAS BEEN EXAMINED FOR ENGINEERING REQUIREMENTS AND APPROVED THIS _____ DAY OF _____, 2021.

ATTORNEY'S CERTIFICATION: TOWN OF HILLIARD:

THIS PLAT HAS BEEN EXAMINED FOR LEGAL SUFFICIENCY, COMPLIANCE AND APPROVED THIS _____ DAY OF _____, 2021.

TOWN COUNCIL CERTIFICATION: TOWN OF HILLIARD:

THIS PLAT HAS BEEN EXAMINED AND APPROVED THIS _____ DAY OF _____, 2021.

CLERK'S CERTIFICATION: TOWN OF HILLIARD:

THIS PLAT HAS BEEN EXAMINED AND APPROVED THIS _____ DAY OF _____, 2021.

CLERK OF CIRCUIT COURT CERTIFICATION: COUNTY OF NASSAU:

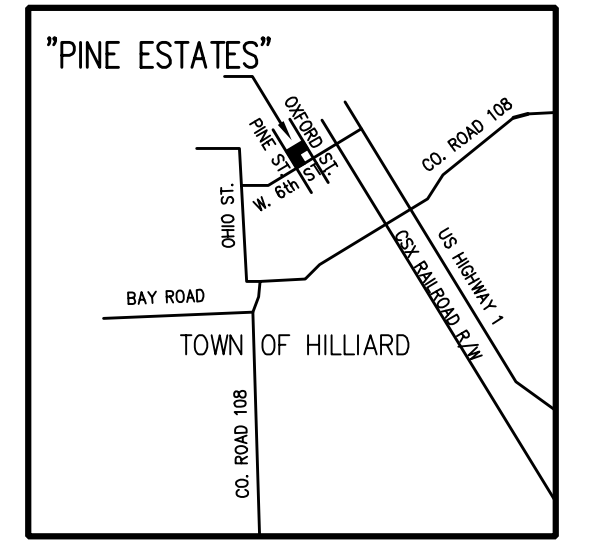
THIS PLAT HAS BEEN RECORDED IN OFFICIAL RECORDS BOOK _____ ON PAGE _____ OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA ON THIS _____ DAY OF _____, 2021.

SURVEYORS CERTIFICATE OF REVIEW

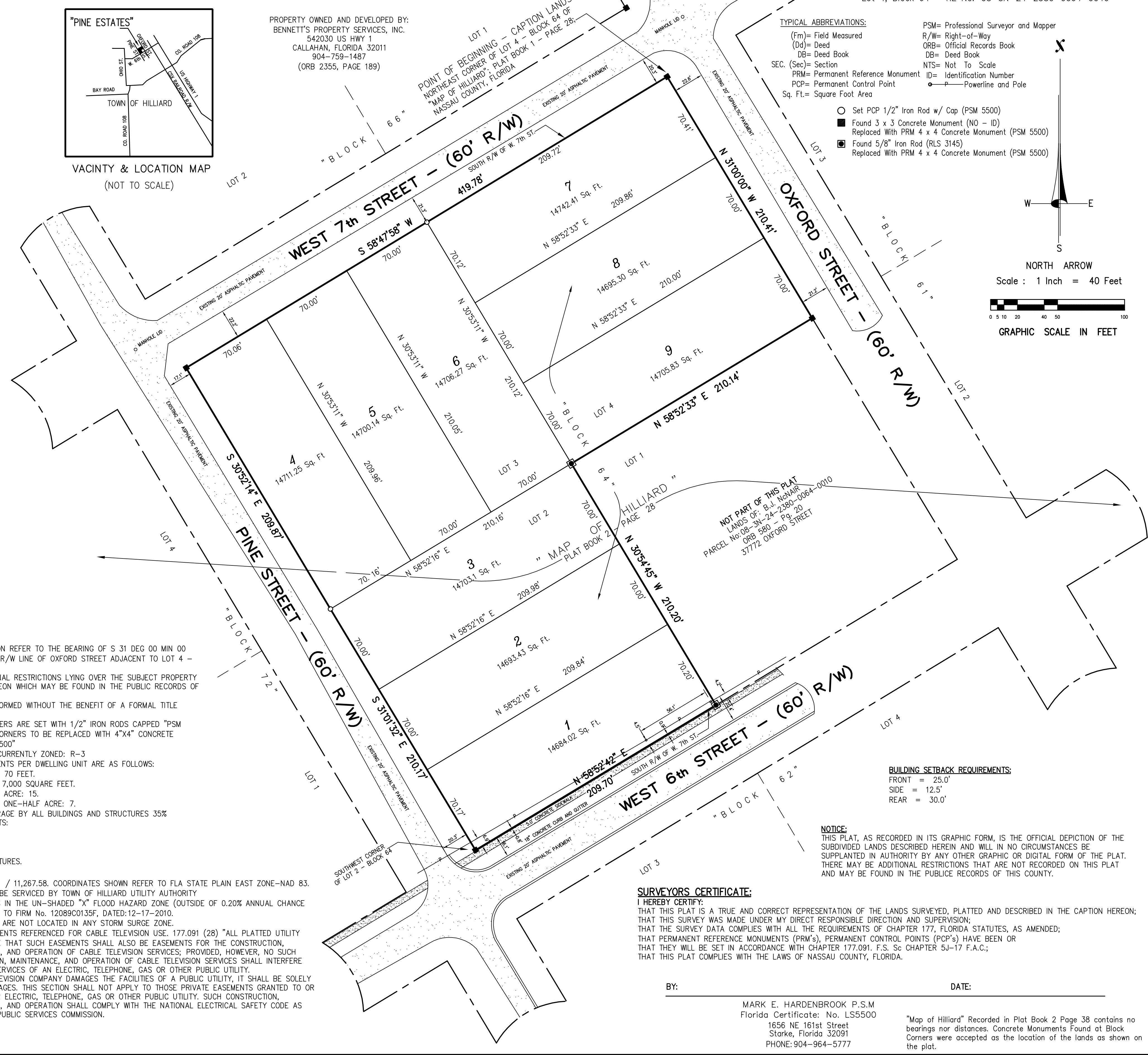
I HEREBY CERTIFY THAT: I HAVE REVIEWED THIS PLAT FOR CONFORMITY TO CHAPTER 177, FLORIDA STATUTES AND THAT I AM EMPLOYED BY OR UNDER CONTRACT TO THE APPROPRIATE LOCAL GOVERNMENT BODY AND ACTING HERETO AS AN AGENT THEREOF, THIS LIMITED CERTIFICATION AS TO FACIAL CONFORMITY WITH REQUIREMENTS OF CHAPTER 177, FLORIDA STATUTES, IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS A CERTIFICATION OF ACCURACY OR QUALITY OF THE SURVEYING/MAPPING REFLECTED ON THIS PLAT.

BY: _____ DATE: _____
MICHAEL A. MANZIE P.L.S. No. 4069
MANZIE AND DRAKE SURVEYING
117 S. 9TH STREET
FERNANDINA BEACH, FL. 32034

A REPLAT OF
LOT'S 2, 3 AND 4 OF BLOCK 64 AS SHOWN ON "MAP OF HILLIARD",
ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 1 ON PAGE 28
OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.
SECTION 8 - TOWNSHIP 3 NORTH - RANGE 24 EAST
"TOWN OF HILLIARD"



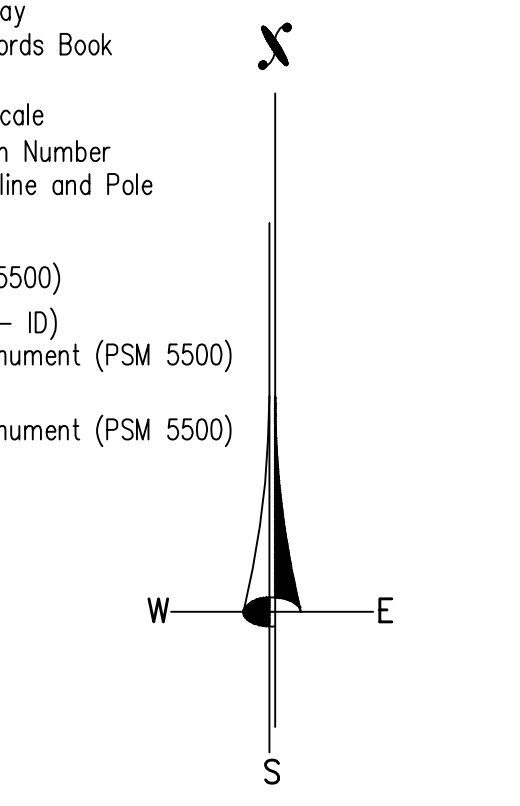
PROPERTY OWNED AND DEVELOPED BY:
BENNETT'S PROPERTY SERVICES, INC.
542030 US HWY 1
CALLAHAN, FLORIDA 32011
904-759-1487
(ORB 2355, PAGE 189)



INSTRUMENT NUMBER _____
REAL ESTATE PARCEL NUMBERS
Lot 2, Block 64 - RE No: 08-3N-24-2380-0064-0020
Lot 3, Block 64 - RE No: 08-3N-24-2380-0064-0030
Lot 4, Block 64 - RE No: 08-3N-24-2380-0064-0040

TYPICAL ABBREVIATIONS:
(Fm)= Field Measured
(Dd)= Deed
DB= Deed Book
SEC. (Sec)= Section
PRM= Permanent Reference Monument
PCP= Permanent Control Point
Sq. Ft.= Square Foot Area

- Set PCP 1/2" Iron Rod w/ Cap (PSM 5500)
- Found 3 x 3 Concrete Monument (NO - ID)
Replaced With PRM 4 x 4 Concrete Monument (PSM 5500)
- Found 5/8" Iron Rod (RLS 3145)
Replaced With PRM 4 x 4 Concrete Monument (PSM 5500)



NOTES:

- 1.) BEARINGS SHOWN HEREON REFER TO THE BEARING OF S 31 DEG 00 MIN 00 SEC E, FOR THE WESTERLY R/W LINE OF OXFORD STREET ADJACENT TO LOT 4 - BLOCK 64
- 2.) THERE MAY BE ADDITIONAL RESTRICTIONS LYING OVER THE SUBJECT PROPERTY THAT ARE NOT SHOWN HEREON WHICH MAY BE FOUND IN THE PUBLIC RECORDS OF NASSAU COUNTY.
- 3.) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A FORMAL TITLE REVIEW.
- 4.) ALL INTERIOR LOT CORNERS ARE SET WITH 1/2" IRON RODS CAPPED "PSM 5500". OUTER BOUNDARY CORNERS TO BE REPLACED WITH 4"x4" CONCRETE MONUMENTS CAPPED "PSM5500"
- 5.) SUBJECT PROPERTY IS CURRENTLY ZONED: R-3
- 6.) MINIMUM LOT REQUIREMENTS PER DWELLING UNIT ARE AS FOLLOWS:
(A) MINIMUM LOT WIDTH: 70 FEET.
(B) MINIMUM LOT AREA: 7,000 SQUARE FEET.
(C) MAXIMUM UNITS PER ACRE: 15.
(D) MAXIMUM UNITS PER ONE-HALF ACRE: 7.
(E) MAXIMUM LOT COVERAGE BY ALL BUILDINGS AND STRUCTURES 35%
- MINIMUM YARD REQUIREMENTS:
(1) FRONT: 25 FEET.
(2) SIDE: 12.5 FEET.
(3) REAR: 30 FEET.
MAXIMUM HEIGHT OF STRUCTURES:
(1) 30 FEET.
- 7.) ERROR OF CLOSURE = 1 / 11,267.58. COORDINATES SHOWN REFER TO FLA STATE PLAIN EAST ZONE-NAD 83.
- 8.) SUBJECT PROPERTY TO BE SERVICED BY TOWN OF HILLIARD UTILITY AUTHORITY
- 9.) SUBJECT PROPERTY LIES IN THE UN-SHADED "X" FLOOD HAZARD ZONE (OUTSIDE OF 0.20% ANNUAL CHANCE FLOOD HAZARD) ACCORDING TO FIRM No. 12089C0135F, DATED:12-17-2010.
- 10.) LANDS SHOWN HEREON ARE NOT LOCATED IN ANY STORM SURGE ZONE.
- 11.) ANY ADDITIONAL EASEMENTS REFERENCED FOR CABLE TELEVISION USE: 177.091 (28) "ALL PLATTED UTILITY EASEMENTS" SHALL PROVIDE THAT SUCH EASEMENTS SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES; PROVIDED, HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS OR OTHER PUBLIC UTILITY. IN THE EVENT A CABLE TELEVISION COMPANY DAMAGES THE FACILITIES OF A PUBLIC UTILITY, IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES. THIS SECTION SHALL NOT APPLY TO THOSE PRIVATE EASEMENTS GRANTED TO OR OBTAINED BY A PARTICULAR ELECTRIC, TELEPHONE, GAS OR OTHER PUBLIC UTILITY. SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION SHALL COMPLY WITH THE NATIONAL ELECTRICAL SAFETY CODE AS ADOPTED BY THE FLORIDA PUBLIC SERVICES COMMISSION.

BUILDING SETBACK REQUIREMENTS:
FRONT = 25.0'
SIDE = 12.5'
REAR = 30.0'

NOTICE:
THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT AND MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

SURVEYORS CERTIFICATE:

I HEREBY CERTIFY: THAT THIS PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LANDS SURVEYED, PLATTED AND DESCRIBED IN THE CAPTION HEREON; THAT THIS SURVEY WAS MADE UNDER MY DIRECT RESPONSIBLE DIRECTION AND SUPERVISION; THAT THE SURVEY DATA COMPLIES WITH ALL THE REQUIREMENTS OF CHAPTER 177, FLORIDA STATUTES, AS AMENDED; THAT PERMANENT REFERENCE MONUMENTS (PRM's), PERMANENT CONTROL POINTS (PCP's) HAVE BEEN OR THAT THEY WILL BE SET IN ACCORDANCE WITH CHAPTER 177.091, F.S. SEC CHAPTER 5J-17 F.A.C.; THAT THIS PLAT COMPLIES WITH THE LAWS OF NASSAU COUNTY, FLORIDA.

BY: _____ DATE: _____
MARK E. HARDENBROOK P.S.M
Florida Certificate: No. LS5500
1656 NE 161st Street
Starke, Florida 32091
PHONE: 904-964-5777

"Map of Hilliard" Recorded in Plat Book 2 Page 38 contains no bearings nor distances. Concrete Monuments Found at Block Corners were accepted as the location of the lands as shown on the plat.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 20, 2022

FROM: ***Janis K. Fleet, AICP – Land Use Administrator***

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

BACKGROUND: Mr. Ralph Bennett has applied for a Final Plat to create the Pine Street Estates Subdivision, with 9 lots from 3 lots. The development will add 6 lots, and therefore is subject to all the State requirements for a subdivision and Chapter 46, of the Town Code.

Pursuant to the applicable provisions of the Town Code, the Town Engineer and Town Attorney have reviewed and approved the final plat as to form. The Land Use Administrator, upon request of the Town Attorney, has reviewed the final plat for consistency with Chapter 62 and found that it complies. The matter is now provided to the Town Council to decide with a staff recommendation for approval.

FINANCIAL IMPACT: None to the Town. The applicant is required to pay for all costs for reviews by the Town's consultants and any permitting costs.

RECOMMENDATION: Approve the Final plat to create the Pine Street Estates Subdivision for the property with the following Parcel ID Numbers:

Parcel ID No. 08-3N-24-2380-0064-0040

Parcel ID No. 08-3N-24-2380-0064-0030

Parcel ID No. 08-3N-24-2380-0064-0020

1. Pay all consultant review fees to the Town of Hilliard.
2. Record the plat with the Nassau County Clerk of the Courts.
3. Submit a site plan application to the Town for approval. The site plan application will provide details for the water, sewer, and drainage to serve the development.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 3, 2022

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council approval for CDBG Water Main Replacement Change Order No. 4 which is an increase in time by 60 days due to delays in generator delivery.

BACKGROUND:

The Town was awarded a Community Development Block Grant in the amount of \$700,000.00.

On September 19, 2019, Mittauer & Associates, Inc., Engineering Services Agreement in the amount of \$105,700.00 was approved for the CDBG 20 NR Water Main Replacement Project.

On September 19, 2019, Fred Fox Enterprises, Inc. General Administration Contract in the amount of \$52,000.00 was approved for the CDBG 20 NR Water Main Replacement Project.

On April 15, 2021, DB Civil Construction, LLC Construct Bid Contract in the amount of \$669,300.00 was approved for the CDBG 20 NR Water Main Replacement Project.

Change Order No. 1, approved May 24, 2021, Davis Bacon Wage Decision Change.

Change Order No. 2, approved August 5, 2021, increased the contract price \$22,981.03 increase price in materials.

Change Order No. 3, approved January 6, 2022, increased the contract price \$15,088.39 directional drill at road crossing from change in field conditions.

Change Order No. 4, increases the contract days for substantial and final completions by 60 days, making the new days for substantial completion 240 days and for ready for final payment 270 days.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Town Council approval of Change Order No. 4 for the increase of 60 days in contract time for completion. Changing the contract times from 180 days for substantial completions to 240 days and 210 days for ready for final payment to 270 days due to delays in generator delivery. Reviewed and recommended by Town engineer.

CHANGE ORDER NO. 4

PROJECT: CDBG 20 NR Water Main Replacement

DATE OF ISSUANCE: January 14, 2022 EFFECTIVE DATE: January 14, 2022

OWNER: Town of Hilliard, Florida CDBG CONTRACT NO.: 20DB-OO-04-55-02-N08

CONTRACTOR: DB Civil Construction, LLC

ENGINEER: Mittauer & Associates, Inc. ENGINEER'S PROJECT NO.: 9610-52-1

You are directed to make the following changes in the Contract Documents.

Description: Increase in Contract Times due to delays in generator delivery.

Reason for Change Order: Delivery delay.

Attachments (list documents supporting change): N/A


CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>669,300.00</u>	Original Contract Times Substantial Completion: <u>180</u> Ready for final payment: <u>210</u> days
Net changes from previous Change Orders No. <u>0</u> to No. <u>3</u> \$ <u>38,069.42</u>	Net changes from previous Change Orders No. <u>0</u> to No. <u>3</u> <u>0</u> days
Contract Price prior to this Change Order \$ <u>707,369.42</u>	Contract Times prior to this Change Order Substantial Completion: <u>180</u> Ready for final payment: <u>210</u> days
Net Increase (Decrease) of this Change Order \$ <u>0</u>	Net Increase (Decrease) of this Change Order <u>60</u> days
Contract Price with all approved Change Orders \$ <u>707,369.42</u>	Contract Times with all approved Change Orders Substantial Completion: <u>240</u> Ready for final payment: <u>270</u> days

APPROVED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: 
Contractor (Authorized Signature)

Date: 1/14/2022

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
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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

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Wendy Prather, Chair
Charles Reed, Vice Chair
Josetta Lawson
Harold "Skip" Frey
Dallis Hunter

ADMINISTRATIVE STAFF

Janis Fleet, AICP
Land Use Administrator

TOWN ATTORNEY

Christian Waugh

MINUTES

TUESDAY, JANUARY 18, 2022, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor Floyd Vanzant
Council President John Beasley
Council Pro Tem Kenny Sims
Councilman Jared Wollitz
Councilwoman Callie Kay Bishop
Planning and Zoning Board Vice Chair Charles Reed
Planning and Zoning Board Member Harold "Skip" Frey
Land Use Administrator Janis Fleet
Town Clerk Lisa Purvis
Town Attorney Christian Waugh (via Zoom)

ABSENT

Councilman Lee Pickett
Planning and Zoning Chair Wendy Prather
Planning and Zoning member Josetta Lawson
Planning and Zoning member Dallis Hunter
Public Works Director Richie Rowe
Parks & Recreation Director Gabe Whittenburg

WORKSHOP

ITEM-1 Discussion regarding infrastructure requirements for development on individual lots within the Town limits.

Lisa Purvis, MMC – Town Clerk

Town Engineers Tim Norman and Kellen Lindsey are present for discussion regarding development on individual lots within the Town.

Town Engineer Tim Norman presents a list of seven potential requirements regarding infrastructure for individual lots for discussion and review by the Town Council. Several of the items presented on the list are discussed.

ADDITIONAL COMMENTS

Town Clerk Lisa Purvis asks Town Engineer Tim Norman to talk with the Town Council about the SJRWMD REDI Grant cycle.

Town Engineer Tim Norman explains the SJRWMD REDI Grant and states that the grant will only pay for construction, not engineering, and the project must improve water quality, conserve water, or reduce flooding. The deadline to apply for the grant is February 18, 2022.

Council Pro Tem Sims states that he would like both the development and grant to be placed on the next agenda to set another workshop to discuss further.

ADJOURNMENT

Motion to adjourn at 7:17 p.m.

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

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

Approved this _____ day of _____, _____ by the Hilliard Town Council, Hilliard, Florida.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

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

- ITEM-20 Town Council to set 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

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 _____ day of _____, _____ by the Hilliard Town Council, Hilliard, Florida.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant

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

MONDAY, JANUARY 24, 2022, 6:00 PM

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
Town Clerk Lisa Purvis
Public Works Director Ritchie Rowe

ABSENT

Parks & Recreation Director Gabe Whittenburg
Town Attorney Christian Waugh

WORKSHOP

ITEM-1 Discussion regarding infrastructure requirements for development on individual lots within the Town limits.
Tim Norman, Engineer & Kellen Lindsey, Engineer - Mittauer & Associations, Inc.

Town Engineers Tim Norman and Kellen Lindsey are present, and Land Use Administrator Janis Fleet is present by Zoom for discussion regarding development on individual lots within the Town.

Town Engineer Tim Norman opens the discussion on the list of seven potential requirements regarding infrastructure for individual lots that was presented at the last workshop. Several items are discussed at length.

Town Engineer, Tim Norman is asked to give the town basic criteria with cost for basic infrastructure.

Land Use Administrator, Janis Fleet states the Town needs something to give to developers, because the Town does not like the back and forth any more than

developers do.

Council President Beasley asks Town Engineer, Tim Norman, to put something together with Land Use Administrator, Janis Fleet, to be given to the Town Council for review.

ITEM-2 Discussion regarding SJRWMD REDI Grant Cycle now open with applications due February 18, 2022, with the Town being eligible up to \$500,000 of grant funding.

Tim Norman, Engineer & Kellen Lindsey, Engineer - Mittauer & Associations, Inc.

Town Clerk Lisa Purvis states that drainage is a big concern of the Town's with all the past years rain fall. If we could see if SJRWMD would consider allowing the Town to go in and de-s snag the outfall ditches that the Town attempted to do back in 2004. This would definitely help the Town's drainage issues.

Town Engineer Tim Norman states he will put together an agreement for engineering services on the February 3, 2022, agenda since the REDI Grant does not pay for engineering. The application for funding is due on February 18, 2022.

ADJOURNMENT

Motion to adjourn at 7:08 p.m.

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

Approved this _____ day of _____, _____ by the Hilliard Town Council, Hilliard, Florida.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

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

MONDAY, JANUARY 24, 2022, 7:00 PM

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
Town Clerk Lisa Purvis
Public Works Director Ritchie Rowe
Parks & Recreation Director Gabe Whittenburg

ABSENT

Town Attorney Christian Waugh

WORKSHOP

ITEM-1 Review and discussion of Classification and Compensation Study for the Town of Hilliard Draft Salary Study Analysis.

Gabe Whittenburg - Parks & Recreation Director

Town Council discusses moving one employee from a grade three step four to a grade three step six and another from grade seven step one to a grade seven step two.

Town Council also discusses paying Parks & Recreation Director Gabe Whittenburg for the hours he has put into creating the study by his hourly rate.

Parks & Recreation Director Gabe Whittenburg states he put in around 20 hours, but he was doing the study for the Town, not for his own gain.

Town Council states the changes should be made and presented on the February 3, 2022, agenda for review and discussion.

ADJOURNMENT

Motion to adjourn at 7:51 p.m.

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

Approved this _____ day of _____, _____ by the Hilliard Town Council,
Hilliard, Florida.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

TO OWNER: **Town of Hilliard**
15859 West CR 108
Hilliard FL 32046

FROM: **AEC Electrical Contractors Inc.**
7005 Lloyd Road West
Jacksonville, FL 32220

CONTRACT FOR:

PROJECT: **Hilliard Airport Security and lighting**
 FDOT FPID No.443125-1-94-18

Engineer: **AECOM**
7650 West Courtney Camp
Tampa FL 33607

APPLICATION #: 4

APPLICATION DATE: 1/24/2022

PERIOD FROM: 1/1/2022

PERIOD TO: 1/31/2022

PROJECT #: 6598

SUBCONTRACT# _____

CONTRACT DATE: 10/5/2021

Distribution to:
 Owner _____
 Architect _____
 Contractor _____

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner			
Total approved this Month		3,250.00	
Number			
TOTALS		\$3,250.00	
NET CHANGES by Change Order		\$3,250.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR **AEC Electrical Contractors Inc.**

by: 

January 25 2022

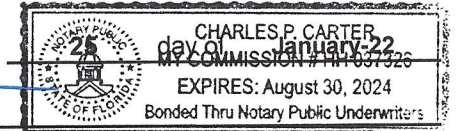
Application is made for payment, as shown below, in connection with Contract.

Continuation Sheet (Schedule of Values), is attached.

1. ORIGINAL CONTRACT SUM.....	<u>\$165,000.00</u>
2. Net change by Change Orders.....	<u>\$3,250.00</u>
3. CONTRACT SUM TO DATE	<u>\$168,250.00</u>
4. TOTAL COMPLETED AND STORED TO DATE.....	<u>\$136,500.00</u>
5. RETAINAGE:	
a. <u>5</u> % of Completed work.....	<u>\$6,825.00</u>
b. <u>5</u> % of Stored Material.....	<u>\$0.00</u>
Total Retainage (Line 5a + 5b or Total in Column I)	<u>\$6,825.00</u>
6. TOTAL EARNED LESS RETAINAGE.....	<u>\$129,675.00</u>
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	<u>\$109,725.00</u>
(Line 6 from prior certificate)	
8. CURRENT PAYMENT DUE.....	<u>\$19,950.00</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	<u>\$38,575.00</u>

State of: Florida County of: Duval
 Subscribed and sworn to before me this

Notary Public: 
 My Commission expires: 8/30/24



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation of amount differs from the amount applied for)

ARCHITECT: Digitally signed by Prange, Bill
 DN: cn=Prange, Bill, ou=USTPA1,
 email=bill.prange@aecom.com
 By: Date: 2022.01.24 15:53:04 -05'00'

January 24, 2022

This Certificate is not negotiable, The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703 (Instruction on reverse side)

**AEC Electrical Contractors Inc.
7005 Lloyd Road West
Jacksonville, FL 32220**

APPLICATION #: 4
APPLICATION DATE 1/24/2022
PERIOD FROM: 1/1/2022
PERIOD TO: 1/31/2022
PROJECT #: 6598

WORK COMPLETED

DESCRIPTION OF WORK	SCHEDULED VALUE	WORK FROM PREVIOUS APPLICATION (D + E)	COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% COMPLETE (G - C)	BALANCE TO FINISH (C - G)	RETAINAGE 5%
mobilization	\$ 10,500.00	\$ 10,500.00		\$ -	\$ 10,500.00	100%	\$ -	\$525.00
Gate 1	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Set pole and conduit	\$ 13,500.00	\$ 12,000.00	\$ 1,500.00	\$ -	\$ 13,500.00	100%	\$ -	\$675.00
Electrcial	\$ 6,000.00	\$ 2,000.00	\$ 1,500.00	\$ -	\$ 3,500.00	58%	\$ 2,500.00	\$175.00
Comm	\$ 12,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 8,000.00	67%	\$ 4,000.00	\$400.00
Gate 2	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Set pole and conduit	\$ 13,500.00	\$ 12,000.00	\$ 1,500.00	\$ -	\$ 13,500.00	100%	\$ -	\$675.00
Electrcial	\$ 6,000.00	\$ 2,000.00	\$ 1,500.00	\$ -	\$ 3,500.00	58%	\$ 2,500.00	\$175.00
Comm	\$ 12,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 8,000.00	67%	\$ 4,000.00	\$400.00
Gate 3	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Set pole and conduit	\$ 13,500.00	\$ 12,000.00	\$ 1,500.00	\$ -	\$ 13,500.00	100%	\$ -	\$675.00
Electrcial	\$ 6,000.00	\$ 2,000.00	\$ 1,500.00	\$ -	\$ 3,500.00	58%	\$ 2,500.00	\$175.00
Comm	\$ 12,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 8,000.00	67%	\$ 4,000.00	\$400.00
FBO		\$ -	\$ -	\$ -	\$ -		\$ -	
rough-in data	\$ 10,000.00	\$ 10,000.00		\$ -	\$ 10,000.00	100%	\$ -	\$500.00
trim -out data	\$ 3,000.00	\$ 2,000.00		\$ -	\$ 2,000.00	67%	\$ 1,000.00	\$100.00
test-label	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,000.00	
Cameras	\$ 45,000.00	\$ 39,000.00		\$ -	\$ 39,000.00	87%	\$ 6,000.00	\$1,950.00
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	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
TOTAL	\$ 165,000.00	\$ 115,500.00	\$ 21,000.00	\$ -	\$ 136,500.00	83%	\$ 28,500.00	\$6,825.00

A.E.C. Electrical Contracting, Inc.

In ITEM-7

7005 Lloyd Rd. W.
 Jacksonville, Fl. 32220
 904-766-6848

DATE	INVOICE #
1/24/2022	9982

BILL TO
Town of Hilliard Steve Wingate P.O. Box 249 Hilliard, Fl. 32046

P.O. NO.	TERMS	PROJECT
App# 4	Net 30	#6598-Security...

ITEM	DESCRIPTION	Est Amt	Prior ...	Prior %	QTY	RATE	Curr %	Total %	AMO...
Service	Electrical Installation of Security, Cameras-NVR Workstations at Hilliard Airpark, Town of Hilliard, 37792 Eastwood Road Hilliard Florida 32046 AEC's Job#6598 FAA AIP No. N/A FDOT FM No.443125-1-94-18	*****	*****	65.22%	0.11857	*****	11.86%	77.07%	19950.00
We Now Accept Most Major Credit Cards						Total	\$19,950.00		



Check Payment to:
AECOM Technical Services, Inc.
An AECOM Company
1178 Paysphere Circle
Chicago, IL 60674

ACH Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
Account Number 5800937020
ABA Number 071000039

Wire Transfer Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
New York, NY 10001
Account Number 5800937020
ABA Number 026009593
SWIFT CODE BOFAUS3N

7650 West Courtney Campbell Causeway, Tampa, FL 33607-1462
Tel: 813-286-1711
Fax: 813-287-8591

Federal Tax ID No. 95-2661922

ATTN : Lisa Purvis
TOWN OF HILLIARD
15859 West County Road 108
Hilliard, FL 32046
United States

Invoice Date: 12-JAN-22
Invoice Number: 2000581183
Agreement Number: 60600917-1
Agreement Description:
Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60600917 Project Name : 01J NEW BOX HANGER & HANGER REPAIRS TO-13
Bill Through Date : 04-DEC-21 - 07-JAN-22
Bill Prange

Project Number	Phase Lump Sum Description	Percent		Earned	Previous	Current
		Fee	Complete			
60600917	01J NEW BOX HANGER & HANGER REPA	58,940.00	85.00%	50,099.00	47,152.00	2,947.00
Total Phase Lump Sum:						2,947.00
Project Total : 01J NEW BOX HANGER & HANGER REPAIRS TO-13						2,947.00

Invoice Summaries	
Total Current Amount :	2,947.00
Retention Amount :	0.00
Pre-Tax Amount :	2,947.00
Tax Amount :	0.00
Total Invoice Amount :	2,947.00

Billing Summaries						
Billing Summary	Current	Prior	Total	Total Fee	Percent Complete	
Billings	2,947.00	47,152.00	50,099.00	58,940.00	85.00	
Tax	0.00	0.00	0.00			
Billing Total :	2,947.00	47,152.00	50,099.00			

Outstanding Invoices		
Invoice Number	Invoice Date	Invoice Balance
2000571842	13-DEC-21	1,768.20
Outstanding Total :		1,768.20

RECEIVED
JAN 24 2022

TOWN OF HILLIARD

Check Payment to:
AECOM Technical Services, Inc.
An AECOM Company
1178 Paysphere Circle
Chicago, IL 60674

ACH Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
Account Number 5800937020
ABA Number 071000039

Wire Transfer Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
New York, NY 10001
Account Number 5800937020
ABA Number 026009593
SWIFT CODE BOFAUS3N



7650 West Courtney Campbell Causeway, Tampa, FL 33607-1462
Tel: 813-286-1711
Fax: 813-287-8591

Federal Tax ID No. 95-2661922

ATTN : Lisa Purvis
TOWN OF HILLIARD
15859 West County Road 108
Hilliard, FL 32046
United States

Invoice Date: 11-JAN-22
Invoice Number: 2000580801

Agreement Number: 60600918-1
Agreement Description:

Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60600918
Bill Through Date : 06-NOV-21 - 07-JAN-22
Bill Prange

Project Name : 01J 2019 AIRFIELD SECURITY IMPROVEMENTS TO-14

Phase Lump Sum		Percent		Fee	Earned	Previous	Current
Project Number	Description	Fee	Complete				
60600918	01J 2019 AIRFIELD SECURITY IMPRO	51,370.00	85.00%		43,664.50	41,096.00	2,568.50
Total Phase Lump Sum:							2,568.50
Project Total : 01J 2019 AIRFIELD SECURITY IMPROVEMENTS TO-14							2,568.50

Invoice Summaries		
Total Current Amount :		2,568.50
Retention Amount :		0.00
Pre-Tax Amount :		2,568.50
Tax Amount :		0.00
Total Invoice Amount :		2,568.50

Billing Summaries						
Billing Summary	Current	Prior	Total	Total Fee	Percent Complete	
Billings	2,568.50	41,096.00	43,664.50	51,370.00	85.00	
Tax	0.00	0.00	0.00			
Billing Total :	2,568.50	41,096.00	43,664.50			

Outstanding Invoices		
Invoice Number	Invoice Date	Invoice Balance
2000559574	11-NOV-21	5,137.00
Outstanding Total :		5,137.00

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JAN 19 2022

TOWN OF HILLIARD

Exhibit M

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 of 2 PAGES

TO OWNER: Town of Hilliard
15859 West CR 108
Hilliard, FL 32046

PROJECT: New Box Hangar, Hangar Repairs and New Equipment Storage Bldg.
Hilliard Airpark
37792 Eastwood Rd. Hilliard FL 3246

APPLICATION NO: 6

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: McInnis Services, LLC dba LMC Steel
PO Box 367
Obrien, FL 32071

ARCHITECT: AECOM
7650 W Courtney Campbell Cswy
Tampa, FL 33607

PERIOD TO: 1/31/2022

FDOT FPID Nos. 431303-1-94-18 and 444413-1-94-01

CONTRACT FOR: New Box Hangar, Hangar Repairs and New Equipment Storage Bldg.

CONTRACT DATE: 8/19/2021

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$ 515,857.00
2. Net change by Change Orders	\$ 28,300.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 544,157.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 386,538.68
5. RETAINAGE:	
a. 5 % of Completed Work (Column D + E on G703)	\$ 17,911.93
b. % of Stored Material (Column F on G703)	\$ -
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 17,911.93
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 368,626.75
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 320,988.35
8. CURRENT PAYMENT DUE TO McInnis Services, LLC	\$ 47,638.40
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 175,530.25

CONTRACTOR: McInnis Services, LLC dba LMC Steel

By:  Date: 1/20/22

State of: _____ County of: _____
Subscribed and sworn to before me this day of _____
Notary Public: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 47,638.40

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

Digitally signed by Prange, Bill
DN: cn=Prange, Bill, ou=USTPA1,
email=bill.prange@aecom.com
Date: 2022.01.24 15:06:29 -05'00'

January 24, 2022

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Added work in Hangars 12 and 13 See CO #1	\$28,300.00	\$0.00
Total approved prior months	\$28,300.00	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$28,300.00	\$0.00
NET CHANGES by Change Order	\$28,300.00	

CONTINUATION SHEET

ALA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are listed to the nearest dollar.

APPLICATION NUMBER: 6
 APPLICATION DATE: 1/20/2022
 PERIOD TO: 1/31/2022
 PROJECT NAME: New Box Hangar, Hangar Repairs and New Equipment Storage Bldg.

A	B	C	D	E	F	G	I	J	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUS APPLICATIONS	WORK COMPLETE THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D+E+F)	% COMPLETE (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE (5% OF G)
BOX HANGAR BUILDING (FPID 431303-1-94-18)									
C-105-2.1	MOBILIZATION	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 12,000.00	\$ -
13125-1	PREFABRICATED BOX HANGAR WITH HYDRAULIC DOOR, INCLUDING FINAL DESIGN, PERMITTING, FOUNDATION, SITE WORK, BUILDING ELECTRICAL WORK, AND ALL NECESSARY APPURTENANCES, COMPLETE IN PLACE	\$ 193,891.00	\$ 93,917.00	\$ 25,072.84	\$ -	\$ 118,989.84	61%	\$ 74,901.16	\$ 5,949.49
U-1	SITE UTILITIES, WATER, AND SITE ELECTRIC	\$ 7,800.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 7,800.00	\$ -
SUBTOTAL - BOX HANGAR BUILDING (FPID 431303-1-94-18)		\$ 213,691.00	\$ 93,917.00	\$ 25,072.84	\$ -	\$ 118,989.84	56%	\$ 94,701.16	\$ 5,949.49
REPAIRS TO MULTIPLE HANGARS (FPID 431303-1-94-18)									
C-105-2.1	MOBILIZATION	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -
REPAIR-1	HANGAR #12 REPAIRS	\$ 19,410.00	\$ 19,410.00	\$ -	\$ -	\$ 19,410.00	100%	\$ -	\$ 970.50
REPAIR-2	HANGAR #7 REPAIRS	\$ 24,820.00	\$ 24,820.00	\$ -	\$ -	\$ 24,820.00	100%	\$ -	\$ 1,241.00
REPAIR-3	HANGAR #13 REPAIRS	\$ 6,800.00	\$ 6,800.00	\$ -	\$ -	\$ 6,800.00	100%	\$ -	\$ 340.00
REPAIR-4	HANGAR #5 REPAIRS	\$ 24,820.00	\$ 24,800.00	\$ -	\$ -	\$ 24,800.00	100%	\$ 20.00	\$ 1,240.00
REPAIR-5	HANGAR #3 REPAIRS	\$ 17,490.00	\$ 17,490.00	\$ -	\$ -	\$ 17,490.00	100%	\$ -	\$ 874.50
REPAIR-6	HANGAR #14 (FBO) REPAIRS	\$ 1,620.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,620.00	\$ -
REPAIR-7	HANGAR #6 REPAIRS	\$ 19,910.00	\$ 19,910.00	\$ -	\$ -	\$ 19,910.00	100%	\$ -	\$ 995.50
REPAIR-8	HANGAR #8 REPAIRS	\$ 16,900.00	\$ 16,900.00	\$ -	\$ -	\$ 16,900.00	100%	\$ -	\$ 845.00
REPAIR-9	HANGAR #22 REPAIRS	\$ 980.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 980.00	\$ -
SUBTOTAL - REPAIRS TO MULTIPLE HANGARS (FPID 431303-1-94-18)		\$ 132,750.00	\$ 130,130.00	\$ -	\$ -	\$ 130,130.00	98%	\$ 2,620.00	\$ 6,506.50
AIRPORT EQUIPMENT STORAGE BUILDING (FPID 444413-1-94-01)									
C-105-2.21	MOBILIZATION	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 12,000.00	\$ -
13125-2	PREFABRICATED STORAGE BUILDING WITH ROLL-UP DOORS, INCLUDING FINAL DESIGN, PERMITTING, FOUNDATION, SITE WORK, BUILDING ELECTRICAL AND ALL NECESSARY APPURTENANCES, COMPLETE IN PLACE	\$ 147,916.00	\$ 84,046.00	\$ 25,072.84	\$ -	\$ 109,118.84	74%	\$ 38,797.16	\$ 5,455.94
U-2	SITE UTILITIES, WATER, AND SITE ELECTRIC	\$ 9,500.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 9,500.00	\$ -
SUBTOTAL - AIRPORT EQUIPMENT STORAGE BUILDING (FPID 444413-1-94-01)		\$ 169,416.00	\$ 84,046.00	\$ -	\$ -	\$ 109,118.84	64%	\$ 60,297.16	\$ 5,455.94
TOTAL PROJECT COST		\$ 515,857.00	\$ 308,093.00	\$ 25,072.84	\$ -	\$ 358,238.68		\$ 157,618.32	\$ 17,911.93
Change Orders									
	added work Hangar 12	\$ 12,500.00	\$ 12,500.00	\$ -	\$ -	\$ 12,500.00	100%	\$ -	\$ -
	added work Hangar 13	\$ 15,800.00	\$ 15,800.00	\$ -	\$ -	\$ 15,800.00	100%	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
TOTAL CHANGE ORDERS		\$ 28,300.00	\$ 28,300.00	\$ -	\$ -	\$ 28,300.00	100%	\$ -	\$ -
GRAND TOTALS:		\$ 544,157.00	\$ 336,393.00	\$ 50,145.08	\$ -	\$ 386,538.68		\$ 157,618.32	\$ 17,911.93



Town of Hilliard

Salary Study Analysis



Salary Study - Raw Data Analysis

Title	# Resp.	Avg. Midpoint	# EE	Hilliard Average	Percent Difference
Administrative Assistant	9	\$42,613.64 (\$20.49)	6	\$36,920.00 (\$17.75)	15%
Asst. Public Works Dir.	3	\$72,144.38 (\$34.68)	1	\$57,000.00 (\$27.40)	26%
Deputy Town Clerk	4	\$47,997.53 (\$23.08)	1	\$44,720.00 (\$21.50)	7%
Fitness Center Attendant	1*	\$42,877.72 (\$20.61)	1	\$22,360.00 (\$10.75)	90%
P&R Director	5	\$69,362.05 (\$23.30)	1	\$55,000.00 (\$26.44)	26%
P&R Facility Maintenance	4	\$48,465.25 (\$23.30)	1	\$33,280.00 (\$16.00)	50%
Public Works Director	7	\$89,980.76 (\$43.26)	1	\$61,000.00 (\$29.33)	47%
PW Heavy Equipment Operator	8	\$45,914.42 (\$22.07)	2	\$45,760.00 (\$22.00)	0.5%
Public Works Specialist	1*	\$27,290.83 (\$13.12)	1	\$37,440.00 (\$18.00)	37%
PW Lead Water Plant Specialist	4	\$56,995.29 (\$27.40)	1	\$41,600.00 (\$20.00)	37%
PW Wastewater Specialist	7	\$58,419.61 (\$28.09)	1	\$33,280.00 (\$16.00)	75%
PW Water Plant Specialist	7	\$51,377.00 (\$24.70)	1	\$33,280.00 (\$16.00)	54%
Town Clerk	6	\$78,117.03 (\$37.56)	1	\$80,000.00 (\$38.46)	3%

Survey Respondents:

- Fellsmere, FL
- Folkston, GA
- Green Cove Springs, FL
- Kingsland, GA
- Nassau County Schools
- Nassau County Florida
- Palatka, FL
- Trenton, FL
- City of Chipley, FL

NOTE: High and Low results from salary survey were dropped to determine Avg. Midpoint.



Study Analysis - Variable Step Rate

Grade	Step												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	\$24,960.00 (\$12.00)	\$26,000.00 (\$12.50)	\$27,040.00 (\$13.00)	\$28,080.00 (\$13.50)	\$29,120.00 (\$14.00)	\$30,160.00 (\$14.50)	\$31,200.00 (\$15.00)	\$32,240.00 (\$15.50)	\$33,280.00 (\$16.00)	\$34,320.00 (\$16.50)	\$35,360.00 (\$17.00)	\$36,400.00 (\$17.50)	\$37,440.00 (\$18.00)
2	\$29,036.80 (\$13.96)	\$30,246.67 (\$14.54)	\$31,456.54 (\$15.12)	\$32,666.40 (\$15.70)	\$33,876.27 (\$16.29)	\$35,083.14 (\$16.87)	\$36,296.00 (\$17.45)	\$37,505.87 (\$18.03)	\$38,715.73 (\$18.61)	\$39,925.60 (\$19.20)	\$41,135.47 (\$19.78)	\$42,345.33 (\$20.36)	\$43,555.20 (\$20.94)
3	\$33,760.94 (\$16.23)	\$35,171.81 (\$16.91)	\$36,582.69 (\$17.59)	\$37,993.56 (\$18.27)	\$39,404.43 (\$18.94)	\$40,815.31 (\$19.62)	\$42,226.18 (\$20.30)	\$43,633.72 (\$20.98)	\$45,041.26 (\$21.65)	\$46,448.80 (\$22.33)	\$47,856.33 (\$23.01)	\$49,263.87 (\$24.36)	\$50,671.41 (\$24.36)
4	\$39,299.35 (\$18.89)	\$40,936.82 (\$19.68)	\$42,574.29 (\$20.47)	\$44,211.77 (\$21.26)	\$45,849.24 (\$22.04)	\$47,486.71 (\$22.83)	\$49,124.18 (\$23.62)	\$50,761.65 (\$24.40)	\$52,399.13 (\$25.19)	\$54,036.60 (\$25.98)	\$55,674.07 (\$26.77)	\$57,311.55 (\$27.55)	\$58,949.02 (\$28.34)
5	\$45,719.23 (\$21.98)	\$47,624.20 (\$22.90)	\$49,529.17 (\$23.81)	\$51,434.14 (\$24.73)	\$53,339.10 (\$25.64)	\$55,244.07 (\$26.56)	\$57,149.04 (\$27.48)	\$59,054.01 (\$28.39)	\$60,958.97 (\$29.31)	\$62,863.94 (\$30.22)	\$64,768.91 (\$31.14)	\$66,673.87 (\$32.05)	\$68,578.84 (\$32.97)
6	\$53,187.86 (\$25.57)	\$55,404.02 (\$26.64)	\$57,620.18 (\$27.70)	\$59,836.34 (\$28.77)	\$62,052.50 (\$29.83)	\$64,268.66 (\$30.90)	\$66,484.82 (\$31.96)	\$68,700.98 (\$33.03)	\$70,917.14 (\$34.09)	\$73,133.30 (\$35.16)	\$75,349.46 (\$36.23)	\$77,565.62 (\$37.29)	\$79,781.78 (\$38.36)
7	\$61,876.55 (\$29.75)	\$64,454.74 (\$30.99)	\$67,032.93 (\$32.23)	\$69,611.12 (\$33.47)	\$72,189.30 (\$34.71)	\$74,767.49 (\$35.95)	\$77,345.68 (\$37.19)	\$79,923.87 (\$38.42)	\$82,080.25 (\$39.66)	\$85,080.25 (\$40.90)	\$87,658.44 (\$42.14)	\$90,236.63 (\$43.38)	\$92,814.82 (\$44.62)
8	\$71,984.61 (\$34.61)	\$74,983.97 (\$36.05)	\$77,983.33 (\$37.49)	\$80,982.69 (\$38.93)	\$83,982.69 (\$40.38)	\$86,981.40 (\$41.82)	\$89,980.76 (\$43.26)	\$92,980.12 (\$44.70)	\$95,979.48 (\$46.14)	\$98,978.84 (\$47.59)	\$101,978.19 (\$49.03)	\$104,977.55 (\$50.47)	\$107,976.91 (\$51.91)

The Variable Step Rate Proposal is similar to an automatic step-rate program but also includes a performance modifier. Performance would be evaluated annually as follows:

- Exceeds Standards: 2 Steps
- Meets Standards: 1 Step
- Sometimes Meets Standards: 0-1 Step
- Does Not Meet Standards: 0 Step



Study Analysis - Job to Grade Mapping

New Title	Department	Hire Date	Service	Hourly	Annual	Recommended Grade
Administrative Assistant	P&R	6/25/2018	3	\$ 12.00	\$ 12,480.00	Grade 3
Fitness Center Attendant	P&R	6/30/2015	6	\$ 10.75	\$ 11,180.00	Grade 2
P&R Director	P&R	10/19/2020	1	\$ 26.44	\$ 55,000.00	Grade 7
P&R Facility Maintenance	P&R	5/7/2012	9	\$ 16.00	\$ 33,280.00	Grade 3

New Title	Department	Hire Date	Service	Hourly	Annual	Recommended Grade
Administrative Assistant II	Public Works	10/7/1993	28	\$ 22.75	\$ 47,320.00	Grade 4
Assistant PW Director	Public Works	4/22/2002	19	\$ 27.40	\$ 57,000.00	Grade 6
Public Works Director	Public Works	10/7/2010	11	\$ 29.33	\$ 61,000.00	Grade 7
PW Heavy Equip. Operator	Public Works	8/6/2018	6	\$ 22.00	\$ 45,760.00	Grade 4
PW Heavy Equip. Operator	Public Works	10/14/2002	19	\$ 22.00	\$ 45,760.00	Grade 4
Public Works Specialist	Public Works	3/21/2016	5	\$ 18.00	\$ 37,440.00	Grade 3
PW Lead Water Plant Specialist	Public Works	8/21/2008	13	\$ 20.00	\$ 41,600.00	Grade 5
PW Wastewater Specialist	Public Works	7/30/2018	3	\$ 16.00	\$ 33,280.00	Grade 5
PW Water Plant Specialist	Public Works	7/30/2018	3	\$ 16.00	\$ 33,280.00	Grade 5

New Title	Department	Hire Date	Service	Hourly	Annual	Recommended Grade
Administrative Assistant I	Town Hall	7/26/2021	0.3333	\$ 14.00	\$ 29,120.00	Grade 3
Administrative Assistant II	Town Hall	8/4/2014	7	\$ 17.25	\$ 35,880.00	Grade 4
Administrative Assistant II	Town Hall	9/6/2021	0.1667	\$ 17.00	\$ 35,360.00	Grade 4
Administrative Assistant III	Town Hall	9/7/1994	27	\$ 23.50	\$ 48,880.00	Grade 5
Deputy Town Clerk	Town Hall	6/6/2019	7	\$ 21.50	\$ 44,720.00	Grade 6
Town Clerk	Town Hall	11/27/1995	25	\$ 38.46	\$ 80,000.00	Grade 7

To Do:

- **Group Like Jobs / Roles**
 - Admin. Assistant / PW Roles.
- **Map Job Title to Grade.**
 - Cross Reference Across Dept.



FY 21-22 Salary Recommendations

Title	Department	Grade	Current Rate	Proposed Rate
Administrative Assistant I (BM)	Parks & Recreation	Grade 3	\$12,480.00 (\$12.00)	Step 4 - \$28,501.20 (\$18.27)*
Fitness Center Attendant (MS)	Parks & Recreation	Grade 2	\$11,180.00 (\$10.75)	Step 3 - \$23,587.20 (\$15.12)*
P&R Facility Maintenance (JB)	Parks & Recreation	Grade 3	\$33,280.00 (\$16.00)	
P&R Director (GW)	Parks & Recreation	Grade 7	\$55,000.00 (\$26.44)	
Administrative Assistant II (DC)	Public Works	Grade 4	\$47,320.00 (\$22.75)	Step 6 - \$47,486.71 (\$22.83)
Assistant Public Works Director (GG)	Public Works	Grade 6	\$57,000.00 (\$27.40)	Step 3 - \$57,620.18 (\$27.70)
Public Works Director (RR)	Public Works	Grade 7	\$61,000.00 (\$29.33)	Step 2 - \$64,454.74 (\$30.99)*
PW Heavy Equipment Operator (CH)	Public Works	Grade 4	\$45,760.00 (\$22.00)	Step 7 - \$49,124.18 (\$23.62)*
PW Heavy Equipment Operator (MS)	Public Works	Grade 4	\$45,760.00 (\$22.00)	Step 6 - \$47,486.71 (\$22.83)
Public Works Specialist (CC)	Public Works	Grade 3	\$37,440.00 (\$18.00)	Step 6 - \$40,815.31 (\$19.62)*
PW Lead Water Plant Specialist (JM)	Public Works	Grade 5	\$41,600.00 (\$20.00)	Step 1 - \$45,719.23 (\$21.98)^
PW Water Plant Specialist (JB)	Public Works	Grade 5	\$33,280.00 (\$16.00)	Step 1 - \$45,719.23 (\$21.98)^
PW Wastewater Specialist (JW)	Public Works	Grade 5	\$33,280.00 (\$16.00)	Step 1 - \$45,719.23 (\$21.98)^
Administrative Assistant I (AH)	Town Hall	Grade 3	\$29,120.00 (\$14.00)	Step 1 - \$33,760.94 (\$16.23)^
Administrative Assistant II (KC)	Town Hall	Grade 4	\$35,880.00 (\$17.25)	Step 4 - \$44,211.77 (\$21.26)*
Administrative Assistant II (HM)	Town Hall	Grade 4	\$35,360.00 (\$17.00)	Step 1 - \$39,299.35 (\$18.89)^
Administrative Assistant III (MC)	Town Hall	Grade 5	\$48,880.00 (\$23.50)	Step 5 - \$53,359.10 (\$25.64)*
Deputy Town Clerk (TB)	Town Hall	Grade 6	\$44,720.00 (\$21.50)	Step 1 - \$53,187.86 (\$25.57)^
Town Clerk (LP)	Town Hall	Grade 7	\$80,000.00 (\$38.46)	Step 9 - \$82,080.25 (\$39.66)

^ Bring to Minimum * > 1 Step



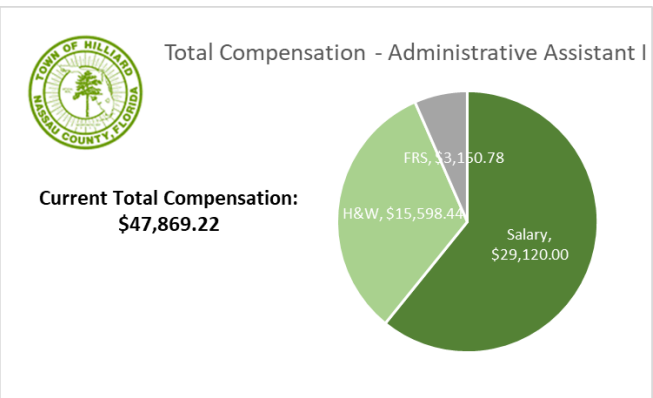
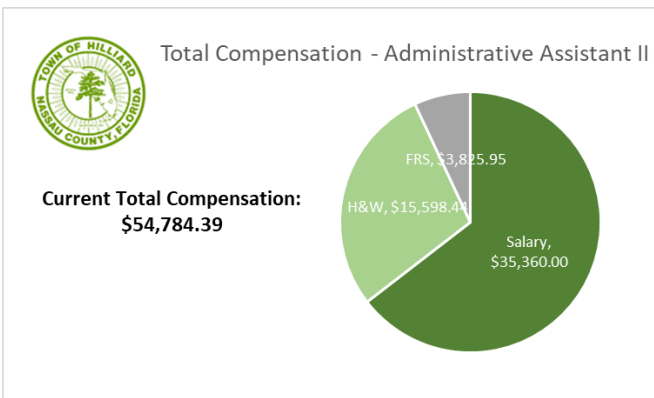
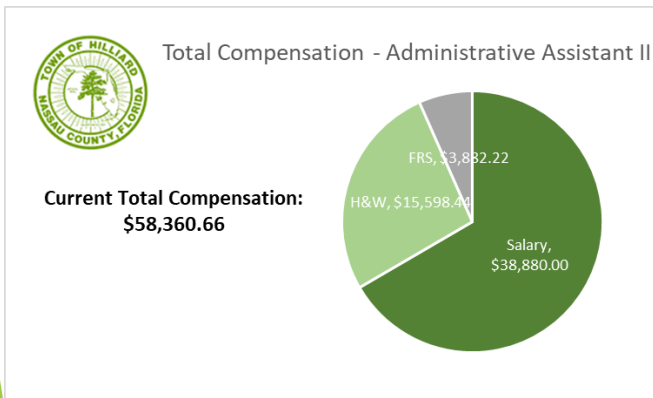
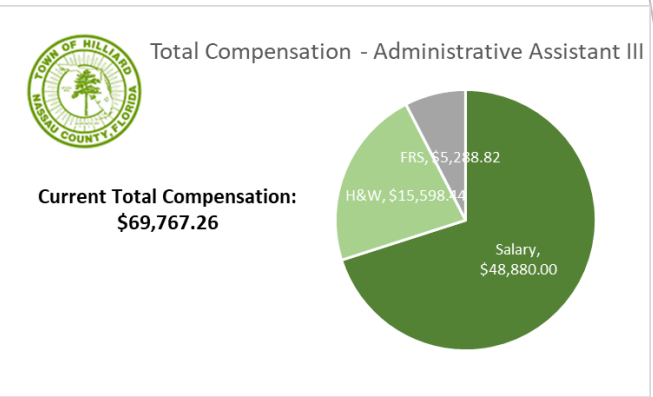
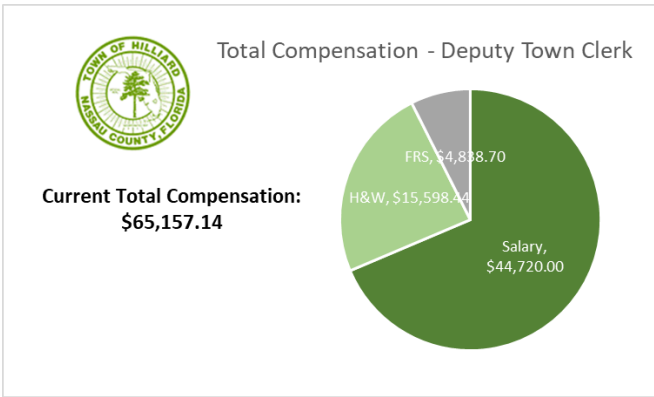
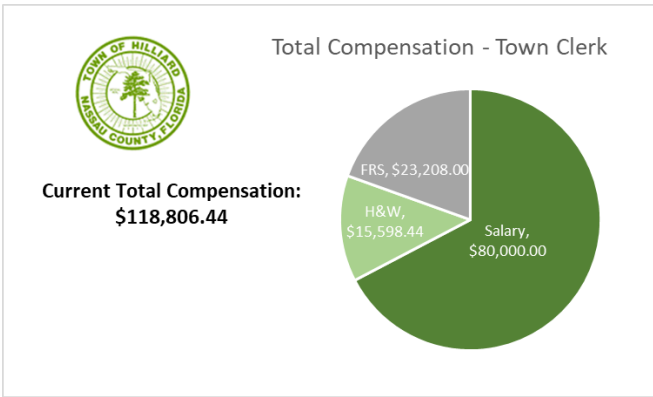
FY 21-22 Salary Recommendations

Title	Grade	Current Rate	Proposed Rate	Proposed Rate (Under Minimum)
Administrative Assistant I (BM)	Grade 3	\$12,480.00 (\$12.00)	Step 4 - \$28,501.20 (\$18.27)*	
Fitness Center Attendant (MS)	Grade 2	\$11,180.00 (\$10.75)	Step 3 - \$23,587.20 (\$15.12)*	
P&R Facility Maintenance (JB)	Grade 3	\$33,280.00 (\$16.00)		
P&R Director (GW)	Grade 7	\$55,000.00 (\$26.44)		
Administrative Assistant II (DC)	Grade 4	\$47,320.00 (\$22.75)	Step 6 - \$47,486.71 (\$22.83)	
Assistant Public Works Director (GG)	Grade 6	\$57,000.00 (\$27.40)	Step 3 - \$57,620.18 (\$27.70)	
Public Works Director (RR)	Grade 7	\$61,000.00 (\$29.33)	Step 2 - \$64,454.74 (\$30.99)*	
PW Heavy Equipment Operator (CH)	Grade 4	\$45,760.00 (\$22.00)	Step 7 - \$49,124.18 (\$23.62)*	
PW Heavy Equipment Operator (MS)	Grade 4	\$45,760.00 (\$22.00)	Step 6 - \$47,486.71 (\$22.83)	
Public Works Specialist (CC)	Grade 3	\$37,440.00 (\$18.00)	Step 6 - \$40,815.31 (\$19.62)*	
PW Lead Water Plant Specialist (JM)	Grade 5	\$41,600.00 (\$20.00)	Step 1 - \$45,719.23 (\$21.98)^	\$43,659.61 (\$20.99) - mid. Current & Step 1
PW Water Plant Specialist (JB)	Grade 5	\$33,280.00 (\$16.00)	Step 1 - \$45,719.23 (\$21.98)^	\$39,499.61 (\$18.99) - mid. Current & Step 1
PW Wastewater Specialist (JW)	Grade 5	\$33,280.00 (\$16.00)	Step 1 - \$45,719.23 (\$21.98)^	\$39,499.61 (\$18.99) - mid. Current & Step 1
Administrative Assistant I (AH)	Grade 3	\$29,120.00 (\$14.00)	Step 1 - \$33,760.94 (\$16.23)^	\$31,440.47 (\$15.12) - mid. Current & Step 1
Administrative Assistant II (KC)	Grade 4	\$35,880.00 (\$17.25)	Step 4 - \$44,211.77 (\$21.26)*	
Administrative Assistant II (HM)	Grade 4	\$35,360.00 (\$17.00)	Step 1 - \$39,299.35 (\$18.89)^	\$37,329.67 (\$17.95) - mid. Current & Step 1
Administrative Assistant III (MC)	Grade 5	\$48,880.00 (\$23.50)	Step 5 - \$53,359.10 (\$25.64)*	
Deputy Town Clerk (TB)	Grade 6	\$44,720.00 (\$21.50)	Step 1 - \$53,187.86 (\$25.57)^	\$48,973.93 (\$23.55) - mid. Current & Step 1
Town Clerk (LP)	Grade 7	\$80,000.00 (\$38.46)	Step 9 - \$82,080.25 (\$39.66)	

^ Bring to Minimum * > 1 Step

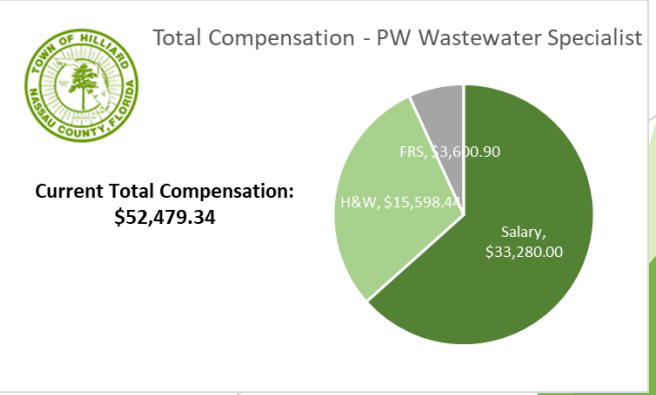
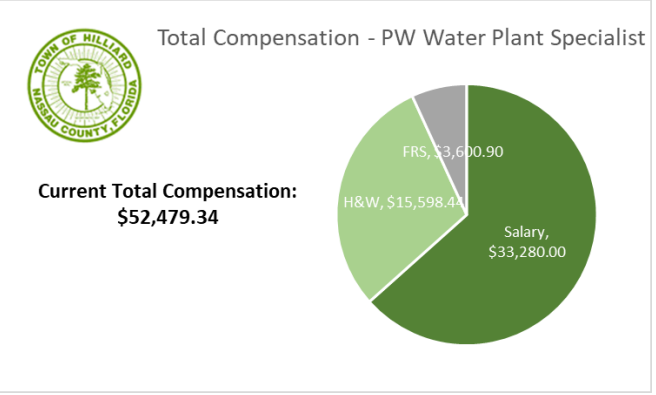
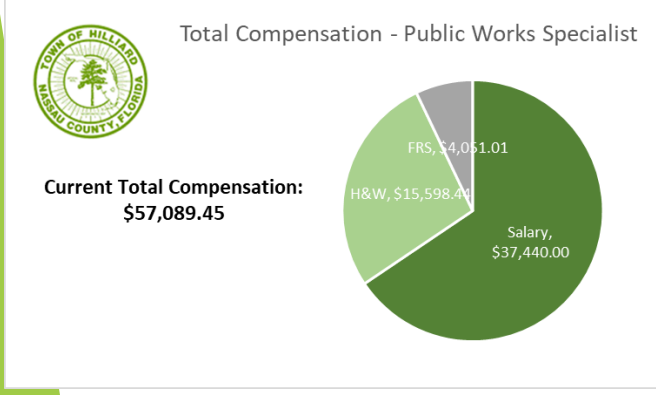
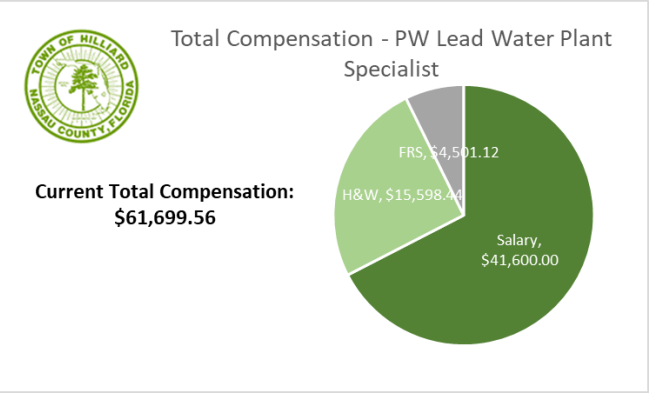
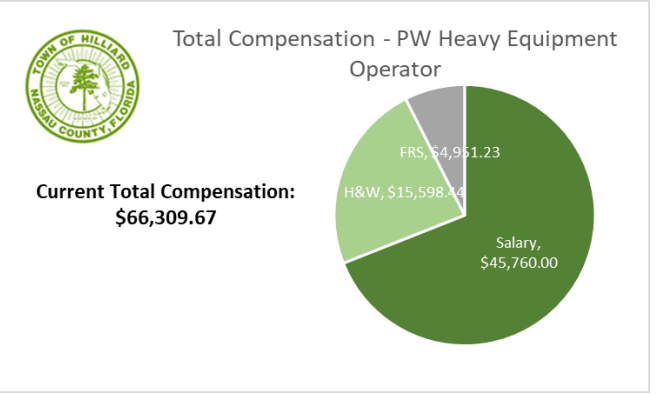
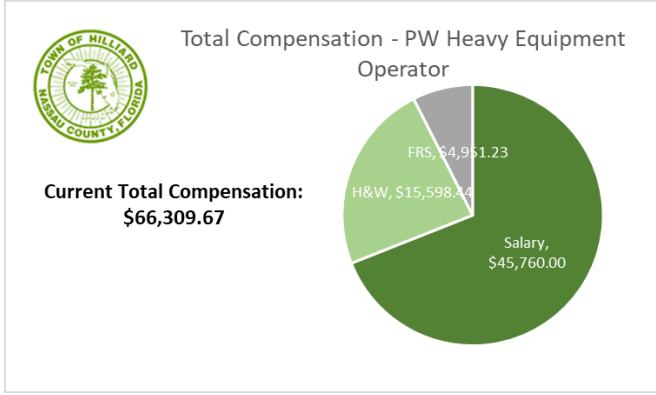
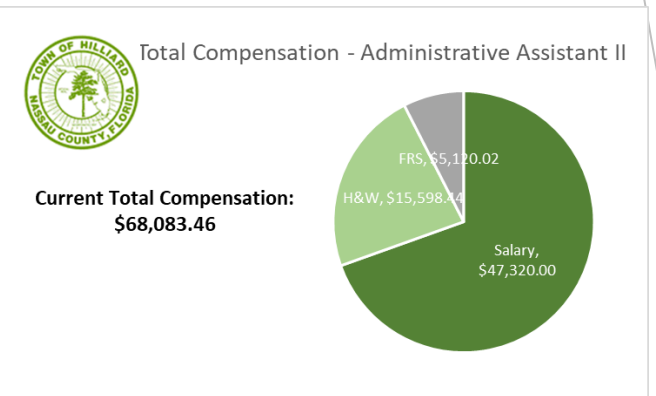
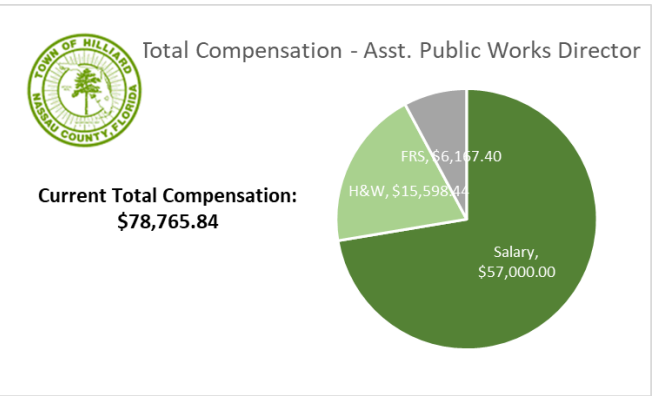
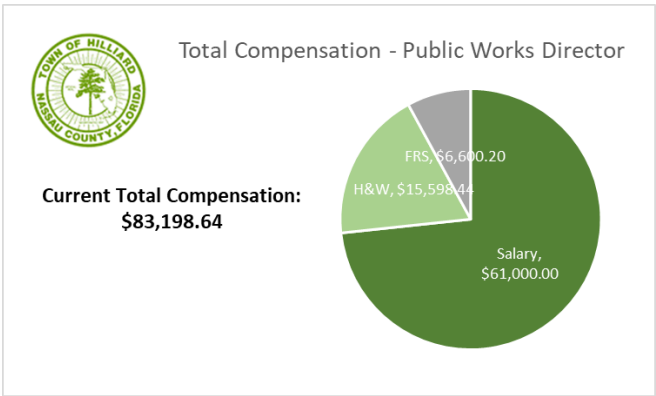


Total Compensation - Town Hall





Total Compensation - Public Works



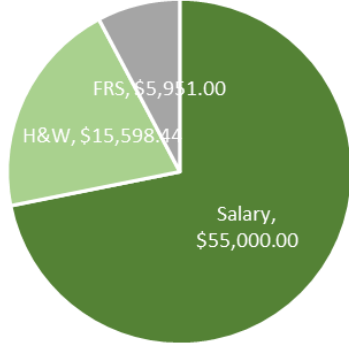


Total Compensation - Parks & Rec



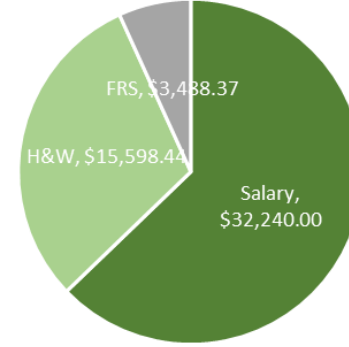
Total Compensation - P&R Director

Current Total Compensation:
\$76,549.44



Total Compensation - P&R Facility Maintenance

Current Total Compensation:
\$51,326.81



Total Compensation - Administrative Assistant I

Current Total Compensation:
\$12,480.00



Total Compensation - Fitness Center Attendant

Current Total Compensation:
\$11,180.00

