

# HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers  
15859 West County Road 108  
Post Office Box 249  
Hilliard, FL 32046

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Richie Rowe, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

**THURSDAY, APRIL 21, 2022, 7:00 PM**

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### NOTICE TO PUBLIC

*Anyone wishing to address the Town Council regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Town Clerk. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.*

### PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER  
EVEN WHEN WE DISAGREE.  
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.  
WE WILL AVOID PERSONAL ATTACKS.  
***"Politeness costs so little." – ABRAHAM LINCOLN***

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

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

## REGULAR MEETING

**ITEM-1** Additions/Deletions to Agenda

**ITEM-2** Nassau County, Florida's First Best Impression, Nassau County Economic Development Board Presentation.  
***Sherri Mitchell - Executive Director***

**ITEM-3** Town Council approval to Purchase 5 acres of land that adjoins the Wastewater Treatment Plant, Parcel No. 04-3N-24-2020-0012-0000, from Chad Brock.  
***Ritchie Rowe - Public Works Director***

**ITEM-4** Town Council approval of the Minutes from the April 4, 2022, Workshop and the April 7, 2022, Regular Meeting.  
***Lisa Purvis, MMC - Town Clerk***

**ITEM-5** Town Council approval of AECOM, Payable through March 18, 2022, Project Name: Equipment Storage Building at the Hilliard Airpark in the amount of \$2,099.00.  
**FDOT PTGA 100% FUNDED PROJECT LUMP SUM CONTRACT \$41,980.00**

**ITEM-6** Town Council approval of AECOM, Payable through March 18, 2022, Project Name: New Box Hanger & Hanger Repair at the Hilliard Airpark in the amount of \$5,894.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$58,940.00**

**ITEM-7** Town Council approval of Chad Brock Enterprises, Inc., Payable through April 12, 2022, Project Name: Turf Runway Maintenance and Improvements at the Hilliard Airpark in the amount of \$6,700.00  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$90,800.00**

**ITEM-8** Town Council approval of Superior Design Pools and Spas, Inc., Payable through April 8, 2022, Project Name: Swimming Pool Marsite in the amount of \$53,058.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$88,429.00**

**ADDED ITEMS**

**ADDITIONAL COMMENTS**

**PUBLIC**

**MAYOR & TOWN COUNCIL**

**ADMINISTRATIVE STAFF**

**TOWN ATTORNEY**

**ADJOURNMENT**

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

**TOWN COUNCIL MEETINGS**

The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

**PLANNING & ZONING BOARD MEETINGS**

The Planning & Zoning Board meets the second Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

## **MINUTES & TRANSCRIPTS**

Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

## **TOWN WEBSITE & YOUTUBE MEETING VIDEO**

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).  
Live & recorded videos can be access at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

## **ADA NOTICE**

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk's Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

## **APPEALS**

Pursuant to the requirements of Section 286.0105, Florida Statues, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

## **PUBLIC PARTICIPATION**

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

## **EXPARTE COMMUNICATIONS**

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

## **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     |



**CALLAHAN**



**FERNANDINA BEACH**



**HILLIARD**



**BRYCEVILLE**



# NASSAU COUNTY

Florida's First Best Impression

**NASSAU COUNTY ECONOMIC DEVELOPMENT BOARD**





**Latitude**  
30° 41' 27" N  
**Longitude**  
81° 55' 2" W

**3,070** 2022 Estimated Population

Estimated Population 3,312 in 2026



**25**

Two-Year and four-Year colleges are located within 50 miles of Hilliard



**\$65,104**

Median household Income in Hilliard.  
14% less than the county.



**1,355**

Labor force in 2022 in Hilliard



**1,728**

Registered businesses in Hilliard.  
(SBDC)



**393**

Jobs in Transportation and Warehousing in 2021 in Hilliard, up 377 jobs from 2020



**186**

Jobs in Health Care and Social Services in 2021 in Hilliard, down 55 jobs from 2020

**2**

Rail lines serving Nassau county  
- Class I CSX/Norfolk Southern



**13**

Airports located within 50 miles of Hilliard



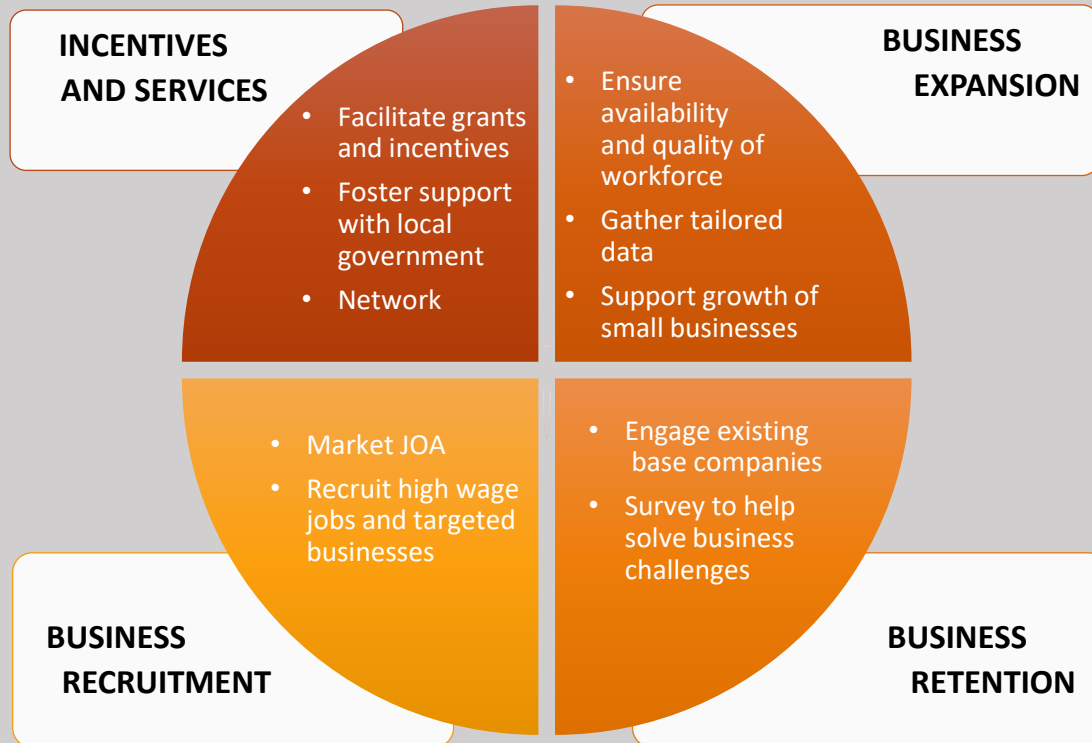
**6**

Major interstates reaching over 60 million customers in an 8 hour drive.  
(I-95, I-295, I-10, US1, US17, US301)

Source: Statista, US Bureau Labor Statistics, GIS Planning, SBDC

# NCEDB Roles and Responsibilities

ITEM-2





**Business Retention Expansion  
Program (BRE)**

ITEM-2



**Business Recruitment and  
Marketing Program (BRM)**



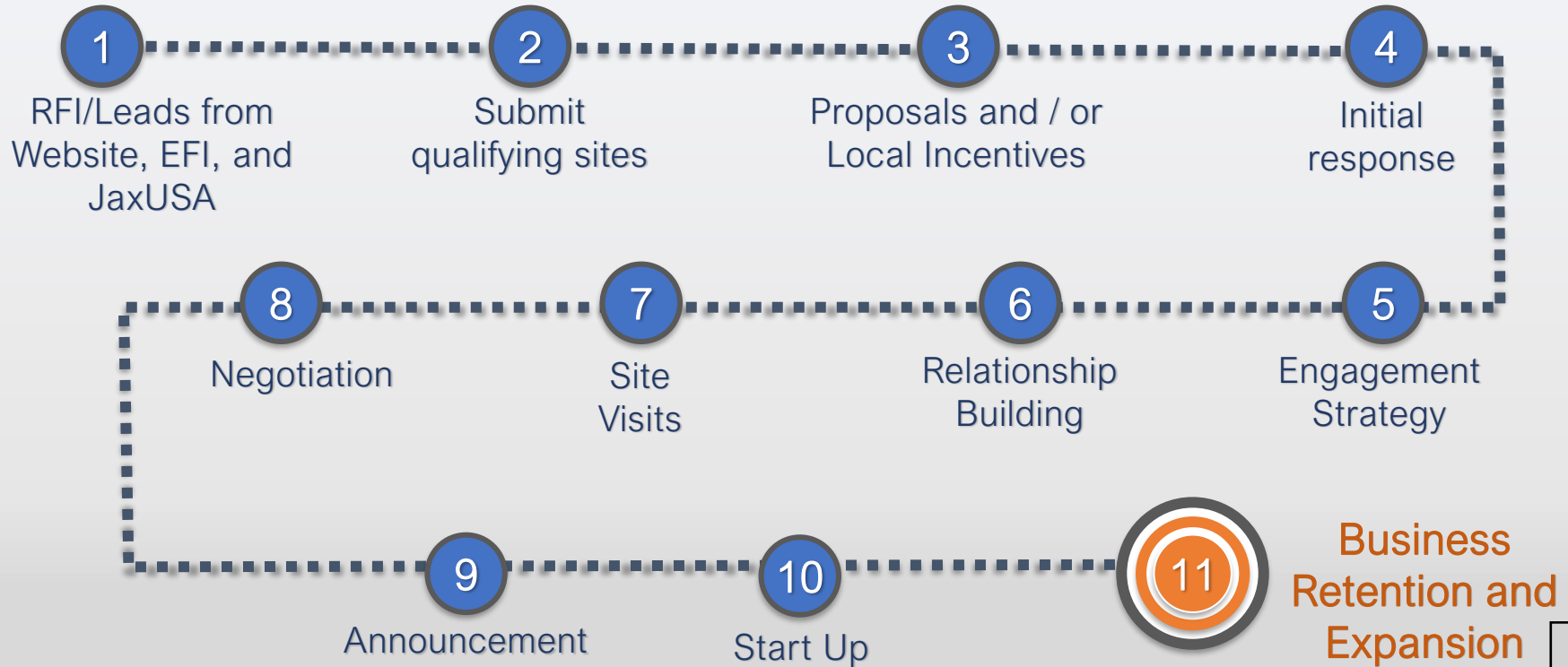
**Public Relations and Communications  
Program (PRC)**



**Sustainable Revenue Source Program  
(SRS)**

# NCEDB Prospect Management Process

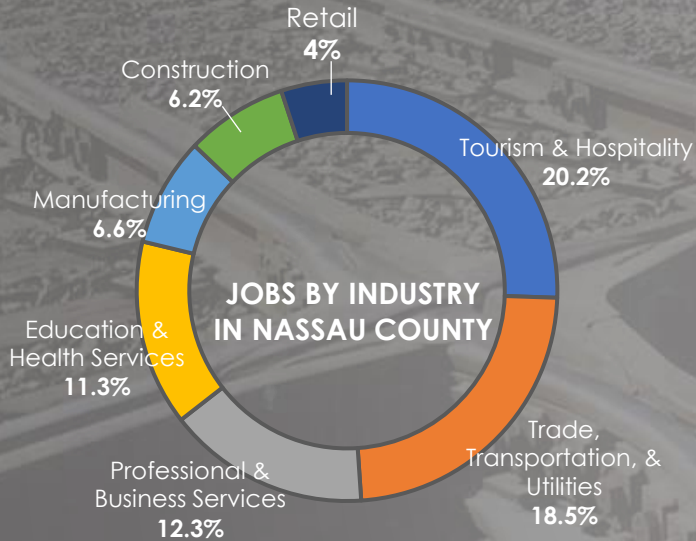
ITEM-2





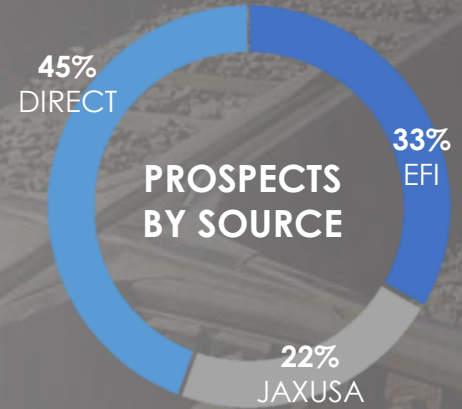
# 2021-2022 FY NASSAU COUNTY ECONOMIC DEVELOPMENT METRICS

ITEM-2



## TOTAL PROJECTS

# 13



## PROJECTS BY STAGE

11 12 12 12 5



## PROSPECTIVE CAPITAL INVESTMENT

# \$1,423,400,000

## PROSPECTIVE JOBS

# 7,423

## EXPANSION / RECRUITMENT

# 4

## LOCAL EXPANSION INQUIRIES

# 3

# BRE PROGRAM

## Business Retention & Expansion





## TOWN OF HILLIARD

### Legislative Appropriations Request 2022

#### Funded:

- HB3479 and LFIR 1601-Water Main Extensions - **\$2,115,000.00**
- HB3147/LFRI1599-Oxford Street Force Main Rerouting - **\$609,000.00**
- HB3025/LFRI 1943 Hurricane Shelter/Community Center - **\$5,144,800.00**



Rural Counties Day  
2022

# NCEDB Partners

ITEM-2



Live, Work, and Play in Nassau County

# Thank You

Sherri Mitchell, Executive Director  
Nassau County Economic Development Board  
(904) 225-8878  
[www.NassauFlorida.com](http://www.NassauFlorida.com)





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: April 21, 2022

FROM: ***Ritchie Rowe, Public Works Director***

SUBJECT: Town Council approval to Purchase 5 acres of land that adjoins the Wastewater Treatment Plant, Parcel No. 04-3N-24-2020-0012-0000, from Chad Brock.

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#### **BACKGROUND:**

Chad Brock, a resident of Hilliard, contacted me with interest in selling 5 acres of land that adjoins the Wastewater Treatment Plant wetland. This purchase would square our boundary on the Northwest corner. He is asking \$5,500.00 an acre, totaling \$27,500.00. This property is mostly high ground.

#### **FINANCIAL IMPACT:**

\$27,500.00

#### **RECOMMENDATION:**

Approval to purchase 5 acres from Chad Brock in the amount of \$27,500.00.

Lisa Purvis

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**From:** Chad Brock <cbrocklandscape@windstream.net>  
**Sent:** Sunday, March 6, 2022 12:12 PM  
**To:** John Beasley  
**Cc:** Lisa Purvis  
**Subject:** Chad Brock/land  
**Attachments:** Town of Hilliard land.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

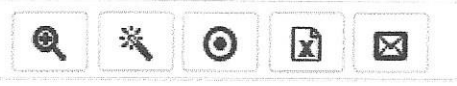
Good afternoon. Seeing if there was a interest to square up the town sewer plant land. This is good high land. I have purchased over 250 acres this past year to the North so letting go of the East half of this 10 acre piece makes sense as it is on that side of creek and is cleared, maintained around the line and would be easy to fence. I purchased it 3 years back to keep encroachment behind my pond. Please pass along and any thoughts just call. Thanks Chad Brock 904 507 3299

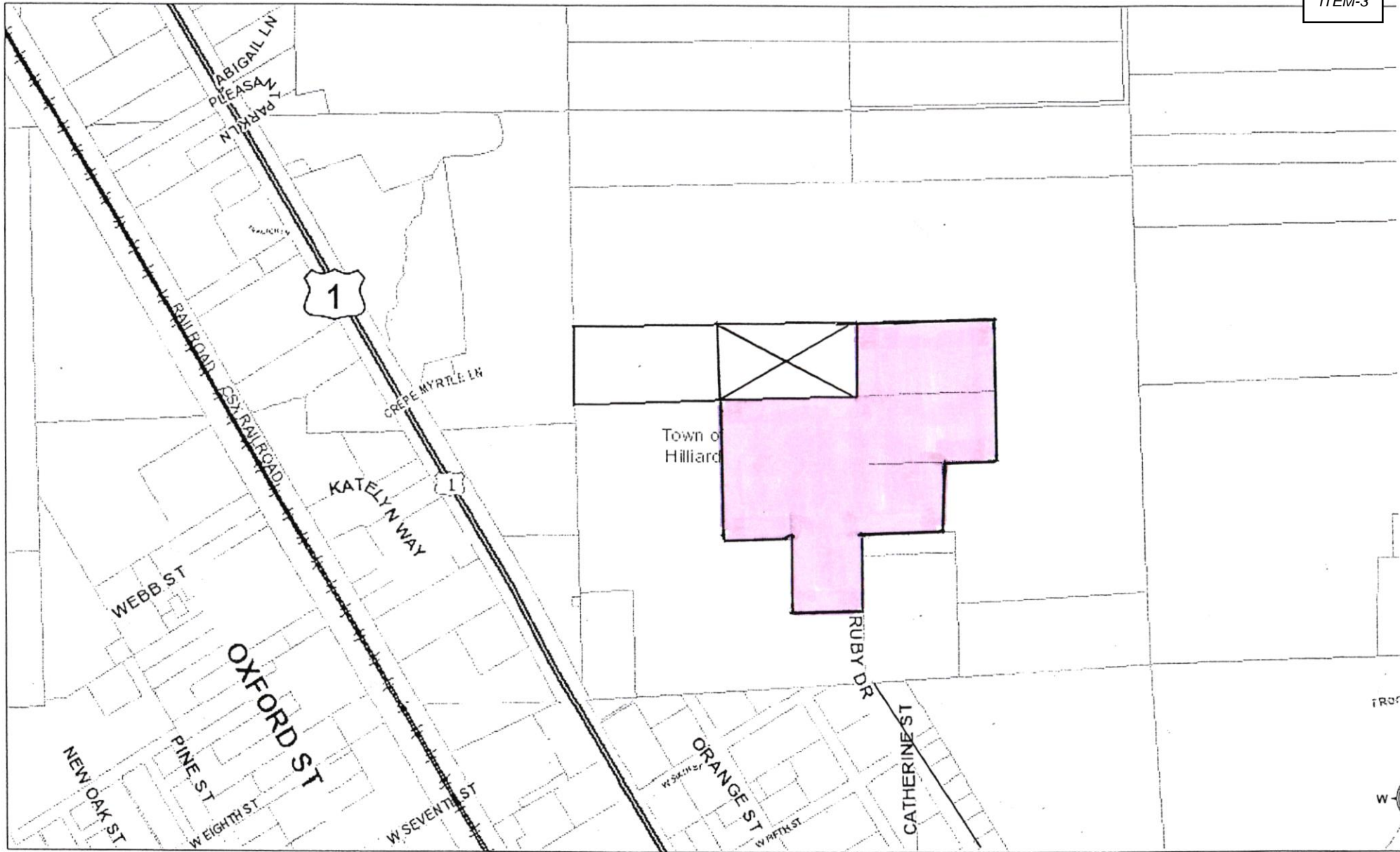




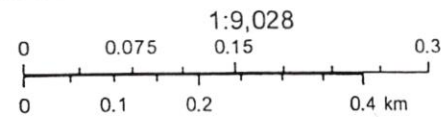
SQUARE UP TOWN OF HILLIARD SEWER PLOT.  
ANY INTEREST. THIS IS GOOD WORKABLE  
LAND.

1 Results 100m 300ft





April 5, 2022



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), OpenStreetMap contributors, and the GIS User Community

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Callie Kay Bishop, Councilwoman

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Richie Rowe, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## MINUTES

MONDAY, APRIL 04, 2022, 6:00 PM

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### 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

### WORKSHOP

ITEM-1 Town Council review of the Preliminary & Tentative Annual Financial Statements, for the fiscal year ending September 30, 2021.

***Richard Powell, CPA - Powell & Jones, CPA's***

Richard Powell, CPA of Powell & Jones, CPA's provides an overview of the Annual Financial Statements, for the fiscal year ending September 30, 2021.

### ADJOURNMENT

Motion to adjourn at 6:35 p.m.

Motion made by Council President Beasley, 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.

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John P. Beasley  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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Floyd L. Vanzant  
Mayor

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**TOWN ATTORNEY**

Christian Waugh

**MINUTES**

**THURSDAY, APRIL 07, 2022, 7:00 PM**

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**PLEDGE OF CIVILITY**

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EVEN WHEN WE DISAGREE.  
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***"Politeness costs so little." – ABRAHAM LINCOLN***

**CALL TO ORDER  
PRAYER & PLEDGE OF ALLEGIANCE  
ROLL CALL**

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

**ABSENT**  
Mayor Floyd Vanzant

**PROCLAMATIONS**

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

Council President Beasley read Proclamation in its entirety.

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

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

## COUNCIL PRESIDENT BEASLEY

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

No public wish to address the Council.

## REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

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

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

ITEM-3 Town Council approval of the Final Annual Financial Statements & Audit for the fiscal year ending September 30, 2021.  
***Richard Powell, CPA - Powell & Jones, CPA's***

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

ITEM-4 Town Council approval of the contract renewal between the Town of Hilliard and Mr. Bryan Higginbotham for Building Official Services with a 3% pay increase for a total annual contract amount of \$33,990.00.  
***Lisa Purvis, MMC – Town Clerk***

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

ITEM-5 Town Council to review and accept the Building Official/Inspectors Quarterly Report for January 1, 2022, through March 30, 2022.  
***Bryan Higginbotham - Town Building Official / Inspector Services***

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

- ITEM-6      Town Council to review and accept the Code Enforcement Officers Quarterly Report for January 1, 2022, through March 30, 2022.  
***Del Miley – Code Enforcement Officer***
- Motion made by Councilman Wollitz, Seconded by Councilwoman Bishop.  
 Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-7      Town Council to review and accept the Land Use Administrators Quarterly Report for January 1, 2022, through March 31, 2022.  
***Janis K. Fleet, AICP – Land Use Administrator***
- Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.  
 Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-8      Town Council approval for Hilliard Gravity Sewer Overflow Pipe Project Change Order No. 1. Increase of \$4,520.00 in Contractor Price for addition cost for 20” PVC Pipe, Core Drill Wetwell for 20” PVC Pipe, with credit for 15’ PVC Pipe and Core Drill Wetwell.  
***Lisa Purvis, MMC – Town Clerk***
- Motion made by Councilman Pickett, Seconded by Councilman Wollitz.  
 Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-9      Resolution No. 2022-03 - FDOT Public Transportation Grant Agreement offer for Land Acquisition  
 A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation accepting a Florida Department of Transportation offer of a Public Transportation Grant Agreement and authorizing and directing the Hilliard Town Council to accept such agreement.  
***Council President Beasley***
- Town Council to adopt Resolution No. 2022-03, accepting the Florida Department of Transportation, Public Transportation Grant Agreement to Acquire Land on the North Side at the Hilliard Airpark. The funding shall be at 100% under the Rural Economic Development Initiative (REDI) or \$464,000.00 related to eligible project costs.  
***Lisa Purvis, MMC - Town Clerk***
- Motion made by Council Pro Tem Sims, Seconded by Councilman Pickett.  
 Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-10     Resolution No. 2022-04 - SJRWMD Reduce Permit Application Fee  
 A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation; requesting St. Johns River Water Management District to reduce permit application fees.  
***Council President Beasley***

Town Council to adopt Resolution No. 2022-04 to submit to SJRWMD for the Town of Hilliard to Qualify for reduced permit application fee of \$100.00 per permit for public purpose project.

**Lisa Purvis, MMC - Town Clerk**

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

ITEM-11 Resolution No. 2022-05 - Amending Zoning & Land Use Application Fees  
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation; amending Resolution No. 2020-06, adding a deposit to applications that require a consultant review to the schedule of fees; and providing for an effective date.

**Council President Beasley**

Town Council to adopt Resolution No. 2022-05, amending the Zoning & Land Use Application Fees by adding a \$1,000.00 refundable deposit to all applications requiring consultant review.

**Lisa Purvis, MMC - Town Clerk**

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

ITEM-12 Resolution No. 2022-06 - Amending Water and Sewer Rates & Fees  
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation; amending Resolution No. 2021-23, amending Water and Sewer Usage Rates; amending Water and Sewer Tap-in fees; adding a fee for Septic Tank Exception Applications; adding a fee for Right of Way Permit Applications; for the Town of Hilliard; and providing for an effective date.

**Council President Beasley**

Town Council to adopt Resolution No. 2022-06, amending the Water and Sewer Usage Rates, Water and Sewer Tap-in Fees, adding a Septic Tank Application Permit fee, and adding a Right-of-Way Application Permit fee.

**Lisa Purvis, MMC - Town Clerk**

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

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

Voting Nay: Councilwoman Bishop

ITEM-13 Town Council approval of Hilliard First Baptist Church hosting a community Easter Egg Hunt at Oxford Street Park on Saturday, April 16th, 2022, from 4-5pm.

**Gabe Whittenburg – Parks & Recreation Director**



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

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

- ITEM-14 Town Council approval to grant Septic Tank Exception for David W. & Callie K. Bishop, property located off Twelfth Avenue.  
***Ritchie Rowe – Public Works Director***

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

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

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

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

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

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

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

- ITEM-17 Town Council approval of the Minutes from the March 17, 2022, Regular Meeting and the March 28, 2022, Workshop.  
***Lisa Purvis, MMC - Town Clerk***

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

- ITEM-18 Town Council approval of AEC Electrical Contractors Inc., Payable for Pay Request No. 6 through March 25, 2022, Project Name: Security & Lighting at the Hilliard Airpark in the amount of \$19,237.50.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$165,000.00**

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

- ITEM-19 Town Council approval of The Kenton Group dba Baldwin Quality Plumbing, Pay Request No. 4 through January 6, 2022, Project Name: Gravity Sewer Overflow Pipe on 4th Street in the amount of \$15,527.50.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$110,075.00**

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

- ITEM-20 Town Council approval of McInnis Services, LLC dba LMC Steel, Payable for Pay Request No. 8 through March 31, 2022, Project Name: New Box Hangar, Hangar Repair & New Equipment Storage Building at the Hilliard Airpark in the amount of \$74,449.90.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$544,157.00**

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

- ITEM-21 Town Council approval of AECOM, Payable through March 4, 2022, Project Name: Security Improvements at the Hilliard Airpark in the amount of \$2,568.50.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$51,370.00**

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

- ITEM-22 Town Council approval of Bulk Culvert Purchase, Payable through March 29, 2022, Project Name: Culvert Bundle in the amount of \$20,664.12.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$22,000.00**

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

- ITEM-23 Town Council approval of Dixon Tree and Lawn Service, Payable for pay request No. 1 through March 21, 2022, Project Name: Mowing of Town Right of Ways in the amount of \$8,750.00  
**MAINTENANCE FUNDED PROJECT LUMP SUM CONTRACT \$70,000.00**

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

- ITEM-24 Town Council approval of Energy Engineering Systems, Payable through February 4, 2022, Project Name: Filter Aqua Aerobic in the amount of \$7,200.00.

**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$11,000.00**

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

**ADDED ITEMS**

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

***Town Attorney Waugh***

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

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

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

**ADDITIONAL COMMENTS**

**PUBLIC**

No public wish to address the Council.

**MAYOR & TOWN COUNCIL**

**Council President Beasley** reads the upcoming meeting dates:

**April Meetings:**

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

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

**Councilwoman Bishop** states Mayor Vanzant is not feeling well.

**ADMINISTRATIVE STAFF**

**PRESENT**

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

Parks & Recreation Director, Gabe Whittenburg

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

**TOWN ATTORNEY**

No comment.

**ADJOURNMENT**

Motion to adjourn at 8:15 p.m.

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

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

\_\_\_\_\_  
John P. Beasley  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

\_\_\_\_\_  
Floyd L. Vanzant  
Mayor



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

Rec'd  
4/1/22  
(Signature)

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: 24-MAR-22  
Invoice Number: 2000606389

Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60611456 Project Name : 01J EQUIPMENT STORAGE BUILDING SA16  
Bill Through Date : 29-JAN-22 - 18-MAR-22  
Bill Prange

Project Number	Phase Lump Sum Description	Fee	Percent Complete	Earned	Previous	Current
60611456	01J EQUIPMENT STORAGE BUILDING S	41,980.00	98.00%	41,140.40	39,041.40	2,099.00
<b>Total Phase Lump Sum:</b>						<b>2,099.00</b>
<b>Project Total : 01J EQUIPMENT STORAGE BUILDING SA16</b>						<b>2,099.00</b>

Invoice Summaries	
Total Current Amount :	2,099.00
Retention Amount :	0.00
Pre-Tax Amount :	2,099.00
Tax Amount :	0.00
<b>Total Invoice Amount :</b>	<b>2,099.00</b>

Task Billing Summaries			
Task Number/Name	Current	Prior	Total
01	9.00	1,913.50	1,922.50
02	0.00	4,935.00	4,935.00
<b>Task Billing Total :</b>	<b>9.00</b>	<b>6,848.50</b>	<b>6,857.50</b>

Billing Summaries					
Billing Summary	Current	Prior	Total	Total Fee	Percent Complete
Billings	2,099.00	39,041.40	41,140.40	41,980.00	98.00
Tax	0.00	0.00	0.00		
<b>Billing Total :</b>	<b>2,099.00</b>	<b>39,041.40</b>	<b>41,140.40</b>		

001-08-54262



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: 28-MAR-22  
Invoice Number: 2000607176

Agreement Number: 60600917-1  
Agreement Description:

Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60600917  
Bill Through Date : 08-JAN-22 - 18-MAR-22  
Bill Prange

Project Name : 01J NEW BOX HANGER & HANGER REPAIRS TO-13

Phase Lump Sum		Percent		Earned	Previous	Current
Project Number	Description	Fee	Complete			
60600917	01J NEW BOX HANGER & HANGER REPA	58,940.00	95.00%	55,993.00	50,099.00	5,894.00
Total Phase Lump Sum:						5,894.00
Project Total : 01J NEW BOX HANGER & HANGER REPAIRS TO-13						5,894.00

Invoice Summaries	
Total Current Amount :	5,894.00
Retention Amount :	0.00
Pre-Tax Amount :	5,894.00
Tax Amount :	0.00
<b>Total Invoice Amount :</b>	<b>5,894.00</b>

Billing Summaries						
Billing Summary	Current	Prior	Total	Total Fee	Percent Complete	
Billings	5,894.00	50,099.00	55,993.00	58,940.00	95.00	
Tax	0.00	0.00	0.00			
<b>Billing Total :</b>	<b>5,894.00</b>	<b>50,099.00</b>	<b>55,993.00</b>			

Outstanding Invoices		
Invoice Number	Invoice Date	Invoice Balance
2000607176	28-MAR-22	5,894.00
<b>Outstanding Total :</b>		<b>5,894.00</b>

RECEIVED  
APR 12 2022

**Chad Brock Enterprises, Inc.**  
**P.O. Box 1325**  
**Hilliard, FL 32046**  
**P: 904-507-3299**  
**Fax: 904-845-1296**  
**cbrocklandscape@windstream.net**

Date	Invoice
4/13/2022	11562

ITEM-7

**Town Of Hilliard**  
**P.O. Box 249**  
**15859 C.R. 108**  
**Hilliard, FL 32046**

P.O. No.

Item	Quantity	Description	Rate	Amount
Spraying	1	Turf Runway Improvements. Project NO. 60611457. Spraying of Runway. Completed April 12, 2022.	4,100.00	4,100.00
Fertilizer	1	Granular fertilization of runway. Completed April 12, 2022	2,600.00	2,600.00
April Service			Total	\$6,700.00

ITEM-8

Superior Design Pools and Spas, Inc.

12489-7 San Jose Blvd.

Jacksonville, FL 32223

Lic.# CPC057252

# Invoice

Date	Invoice #
4/8/2022	11198

Bill To
Town of Hilliard 37516 Oxford St. PO BOX 249 Hilliard, FL 32046

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			4/8/2022			

Quantity	Item Code	Description	Price Each	Amount
	Remarcite	DRAW 1 - Re-plaster and replace tile	53,058.00	53,058.00

			<b>Total</b>	\$53,058.00
--	--	--	--------------	-------------

Phone #	Fax #	E-mail
(904) 262-7946	(904) 262-7815	supdespools@yahoo.com

<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$53,058.00