

# 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

**MONDAY, NOVEMBER 08, 2021, 7:00 PM**

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### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

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

## SPECIAL MEETING

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

**ITEM-2** Town Council approval to request Legislative Appropriation Funding for the Construction and Paving of Sixth Street.  
***Douglas D. Adkins - Dayspring Health***

**ITEM-3** Town Council to set a Special Meeting to Discuss and Decide on Classification and Compensation Study for the Town of Hilliard.  
***Lisa Purvis, MMC – Town Clerk***

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

**PUBLIC PARTICIPATION**

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes

official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

**EXPARTE COMMUNICATIONS**

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

**2021 HOLIDAYS**

**TOWN HALL OFFICES CLOSED**

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 18, 2021    |
| 2. Memorial Day                  | Monday, May 31, 2021        |
| 3. Independence Day Monday       | Monday, July 5, 2021        |
| 4. Labor Day                     | Monday, September 6, 2021   |
| 5. Veterans Day                  | Thursday, November 11, 2021 |
| 6. Thanksgiving Day              | Thursday, November 25, 2021 |
| 7. Friday after Thanksgiving Day | Friday, November 26, 2021   |
| 8. Christmas Eve                 | Thursday, December 23, 2021 |
| 9. Christmas Day                 | Friday, December 24, 2021   |
| 10. New Year's Eve               | Thursday, December 30, 2021 |
| 11. New Year's Day               | Friday, December 31, 2021   |



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: Month DD, 2021

FROM: ***DOUGLAS D. ADKINS - DAYSPRING HEALTH***

SUBJECT: Town Council approval to request Legislative Appropriation Funding for the Construction and Paving of Sixth Street.

**BACKGROUND:** The legislature is expected to have significant non-recurring funding during the 2022 legislative session. These funds can be used to help fund economic development projects that require one-time appropriations aimed at helping small communities and towns expand employment and attract new economic development. The deadline for a request to be filed is November 17, 2021. This request would need to be filed by Rep. Cord Byrd and Senator Aaron Bean at the request of the Town of Hilliard. Dayspring Health is a locally owned company that desires to develop property adjacent to Sixth Street in the Town of Hilliard. This proposed request for economic development funding from the Transportation/ Economic Development funding would enable the Town of Hilliard to secure the necessary funding to ensure that sixth street located East of US Highway #1 could be paved and side walks added to help improve traffic flow in and out of the new development now known as Dayspring Commons. The estimated request for the appropriation would be \$389,000 for complete construction.

**FINANCIAL IMPACT:** This proposal would have zero financial impact on the Town of Hilliard.

**RECOMMENDATION:** It is recommended that the Town of Hilliard send a letter to Rep Cord Byrd and Senator Aaron Bean to request sponsorship of legislation to fund the paving and road construction of Sixth Street in the Town of Hilliard for \$389,000.

The cost of legislative lobbyist needed to help ensure this legislation is adopted and the funds appropriated to the Town of Hilliard would be paid for by Dayspring Health whose property is adjacent to Sixth Street and desires to construct an integrated housing campus to help serve the growing needs of the Hilliard Community.

October 22, 2021

The Honorable Aaron Bean  
Duval Station  
13453 North Main Street  
Suite 301  
Jacksonville, FL 32218

RE: CDBG Disaster Recovery Mitigation Infrastructure Application for the Town of Hilliard

Dear Senator Bean:

We are excited to announce that the Town of Hilliard has applied for Round Two of the Rebuild Florida General Infrastructure Program (GIP) funding provided by the U.S. Department of Housing and Urban Development (HUD) to support long-term mitigation efforts by assisting the State of Florida and its local governments in minimizing or eliminating the risks and reducing losses from future disasters. Eligible types of projects are those that demonstrate increased community resiliency. Of the over 400 applicants in the first phase of this program, only 20 were funded and all the communities were from South Florida.

The Town of Hilliard's Sanitary Sewer collection system (SSCS) experiences significant Infiltration & Inflow due to the age of the system. During significant storm events, a substantial amount of stormwater enters the existing wastewater collection system through damaged pipe and degraded manholes and must be processed by the Town's Wastewater Treatment Facility (WWTF). This causes major problems throughout the collection system and the Town's WWTF, including wear and tear on the WWTF and surges in the collections system causing overflows throughout the SSCS and at the WWTF. This uncontrolled discharge of untreated sewage in the community creates a public health and safety risk. The Town of Hilliard has applied for funding to mitigate this Inflow and Infiltration of stormwater into its Sanitary Sewer Collection System (SSCS) by rehabilitating and replacing portions of the Town's SSCS.

The Town of Hilliard is asking for your help and support in receiving funding from Round Two of the Rebuild Florida General Infrastructure Program (GIP) funding.

Sincerely,

Lisa Purvis, MMC  
Town Clerk  
Town of Hilliard  
PO Box 249  
15859 West CR 108  
Hilliard, FL 32046  
904.845.3555 Phone

CLAY PIPE

WASTEWATER

125 HOUSES

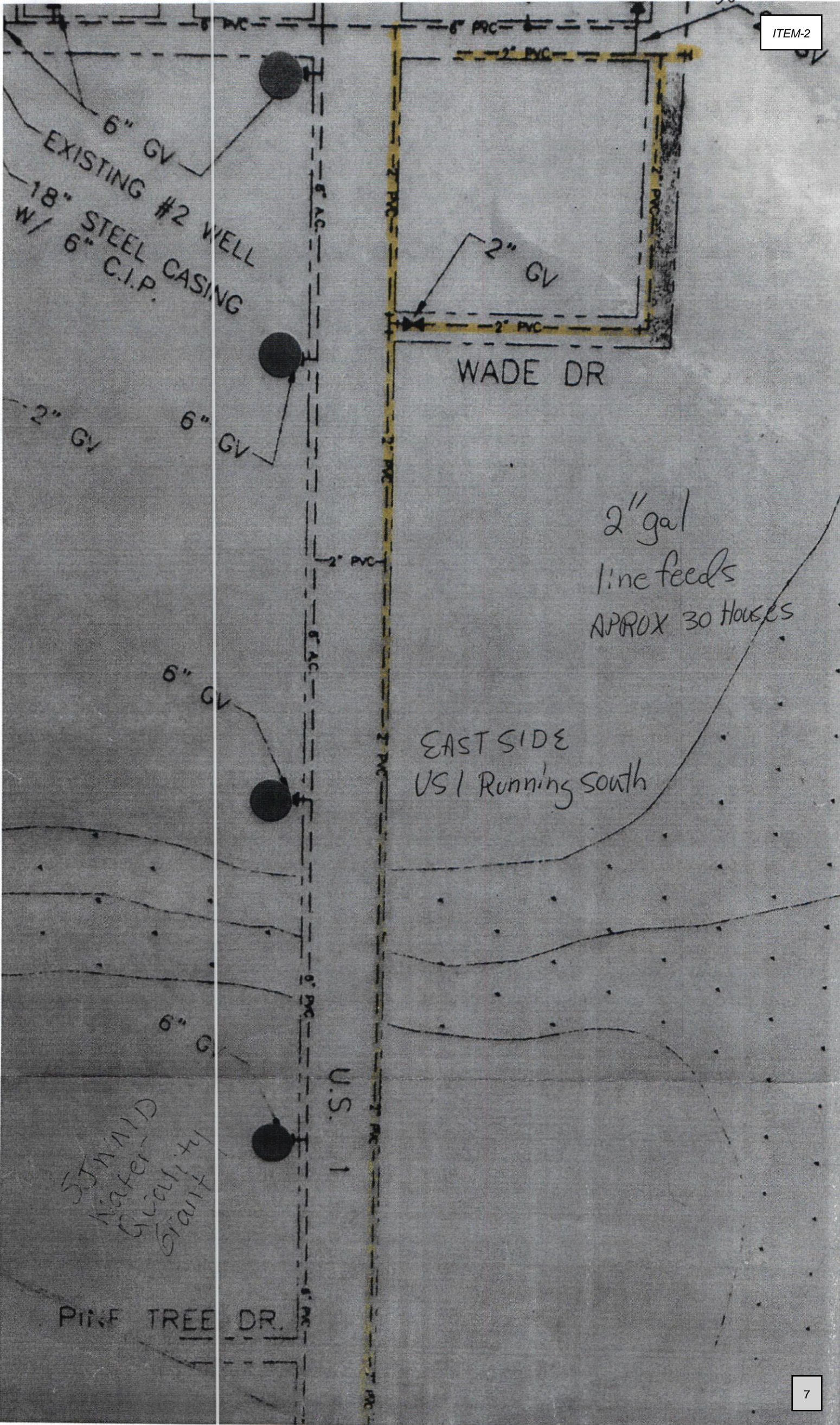
GEORGIA

STREET

ITEM-2



Wastewater  
Clay pipe  
Infiltration



S.R. 108

6" GV

WATER PUMPING STATION

ADD 6" PVC

CONTINUE 6" PVC TO CONNECT THE LOOP

Add 6" water line between Apartments and Hwy CR 108

PEA FARM RD.

EASTWOOD ROAD

AIRPORT

MATCH LINE B-B

MATCH LINE B-B

8" GV

6" GV





# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: 11/04/2021

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

SUBJECT: Town Council to set a Special Meeting to Discuss and Decide on Classification and Compensation Study for the Town of Hilliard.

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**BACKGROUND:**

Due to the COVID-19 pandemic and the uncertainty of its financial impact, it was decided that Town of Hilliard Employees would not receive salary increases in October 2020, but instead to review employee salaries at a later date. Following a workshop held on May 3, 2021, to review employee salaries it was discussed that the Clerk would investigate companies that perform salary studies. At the May 20, 2021, Regular Meeting a Classification and Compensation study with Evergreen Solutions, LLC was approved in the amount of \$5,000. The study was delivered first on Monday October 18, 2021, at a Workshop and then reviewed a second time on November 1, 2021, at a workshop with Mark Holcombe, Senior Consultant for Evergreen Solutions, LLC in attendance. Several options were presented within the study.

**FINANCIAL IMPACT:**

To Be Determined.

**RECOMMENDATION:**

The Town Council set a date to have a Special Meeting to discuss and decide on findings from Compensation Study that was presented before the council by Evergreen Solutions, LLC.