

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, JANUARY 06, 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

PUBLIC HEARING

ITEM-1

PUD Rezoning No. 20210809 - Rezoning A-1 to Establish the Greenbrier PUD
Ordinance No. 2021-09 - Open Public Hearing

An Ordinance of the Town Council of the Town of Hilliard, Florida, Rezoning the Property Located on the Westside of U.S. 301 (U.S. Highway 1/State Road No. 5) to the South of the Intersection with Henry Smith Road, and West of Old Dixie Highway/Kings Road, Described in Attachment "A", Legal Description from A-1, Agricultural to PUD, Planned Unit Development, Specifically Described in Attachment "B" Written Description, and Attachment "C" Site Plan; Providing for Severability, Repealer, and Setting an Effective Date.

Town Attorney Waugh

Disclosure of Ex Parte Communication

Applicant: Rodgers Towers, P.A. and National Land Partners II, LLC, authorized agents for Hilliard Equity Resources, Property Owner

Call for Public Comment

Close Public Hearing on Ordinance No. 2021-09

Planning and Zoning Board recommendation of Town Council approval of Ordinance No. 2021-09 Greenbrier PUD
Janis Fleet, AICP - Land Use Administrator

REGULAR MEETING - Town Council Action

Town Council Final Reading and adoption of Ordinance 2021-09.

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

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-3 Town Council to appoint the Town Council President and Town Council Pro Tem for the 2022 Calendar Year for the Organization of Office.
Lisa Purvis, MMC – Town Clerk

ITEM-4 Town Council to appoint the Town Council Department Commissioners for the 2022 Calendar Year for the Organization of Departments.
Lisa Purvis, MMC – Town Clerk

ITEM-5 Town Council approval to Reappoint Charles Reed and Skip Frey to the Planning and Zoning Board for another 3-Year Term.
Janis K. Fleet, AICP - Land Use Administrator

ITEM-6 Town Council to set Joint Workshop between Nassau County School Board and the Hilliard Town Council for Monday, January 10, 2022, at 6:00 p.m.
Lisa Purvis, MMC - Town Clerk

ITEM-7 Town Council to set Special Meeting Review and Discussion of Classification and Compensation Study for the Town of Hilliard.
Lisa Purvis, MMC - Town Clerk

ITEM-8 Town Council to approve Jasmine Booth's Transition from Temporary to Regular Part-Time.
Gabe Whittenburg – Parks & Recreation Director

ITEM-9 Town Council approval for CDBG Water Main Replacement Change Order No. 3 which is an increase in contract price of \$15,088.39 due to addition of a directional drill at road crossing from change in field conditions.
Lisa Purvis, MMC – Town Clerk

ITEM-10 Resolution No. 2022-01 - Town of Hilliard 2022 Holidays
A Resolution of the Town Council of the Town of Hilliard, Florida, a municipal corporation; adopting recognized holiday dates for the Town of Hilliard; at its first meeting of the Town Council held in January; as outlined in the personnel policy manual; as it relates to holidays under the employee benefit programs section; and providing for an effective date.
Town Attorney Waugh

Town Council to adopt Resolution No. 2022-01 approving the Town of Hilliard 2022 Holidays as outlined in the personnel policy manual.

Lisa Purvis, MMC - Town Clerk

ITEM-11

Town Council approval of the Minutes from 2020 and 2021 Workshops, as well as the Minutes from the November 29, 2021, Special Meeting, the December 2, 2021, Public Hearing and Regular Meeting, and the December 13, 2021, Special Meeting.

Lisa Purvis, MMC - Town Clerk

ITEM-12

Town Council approval of FDOT PTGA Security Camera, Lighting and Video Recording System Change Order No. 1 which is an increase in contract price of \$3,250.00 to add and install one dome camera inside the FBO building in the Vending Area.

Lisa Purvis, MMC – Town Clerk

ITEM-13

Town Council approval of AEC Electrical Contractors Inc., Payable for Pay Request No. 3 through December 27, 2021, 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-14

Town Council approval of AECOM, Payable through December 3, 2021, Project Name: New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$1,768.20.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$58,940.00**

ITEM-15

Town Council approval of AECOM, Payable through November 5, 2021, Project Name: Security Improvements at the Hilliard Airpark in the amount of \$5,137.00.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$51,370.00**

ITEM-16

Town Council approval of McInnis Services, LLC dba LMC Steel, Payable for Pay Request No. 4 through December 31, 2021, Project Name: New Box Hangar, Hangar Repair & New Equipment Storage Building at the Hilliard Airpark in the amount of \$47,883.80.

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

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.
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.

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

ORDINANCE NO. 2021-09

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, REZONING THE PROPERTY LOCATED ON THE WEST SIDE OF U.S. 301 (U.S. HIGHWAY 1/STATE ROAD NO. 5) TO THE SOUTH OF THE INTERSECTION WITH HENRY SMITH ROAD, AND WEST OF OLD DIXIE HIGHWAY/KINGS ROAD, DESCRIBED IN **ATTACHMENT “A”**, LEGAL DESCRIPTION FROM A-1, AGRICULTURAL TO PUD, PLANNED UNIT DEVELOPMENT, DESCRIBED **IN ATTACHMENT “B”, AND ATTACHMENT “C” SITE PLAN**; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.

WHEREAS, the property described below is currently designated as A-1, Agricultural, and

WHEREAS, the owner has requested to rezone the property described below to PUD, Planned Unit Development;

WHEREAS, the Town Council has completed a review of the PUD request and finds it in compliance with the Comprehensive Plan and does not adversely impact the health, safety and welfare of the Town’s **residents**.

NOW THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, AS FOLLOWS:

SECTION 1. Recitals. The foregoing findings are true and correct and are hereby adopted and made a part hereof.

SECTION 2. Legal Description. The property described in Attachment “A”, Legal Description is hereby rezoned from A-1, Agricultural, to PUD, Planned Unit Development:

Parcel Nos.: #15-3N-24-2320-0019-0000
 #15-3N-24-2320-0020-0000
 #15-3N-24-2320-0021-0000
 #22-3N-24-2320-0025-0000
 #22-3N-24-2320-0041-0000

SECTION 3. PUD Plan. This ordinance and Attachments “B” and “C” are the land use plan for the PUD created by this ordinance. Development of and uses within the PUD shall conform to the limitations and conditions set forth in this ordinance and land use plan. If this ordinance and the attachments conflict, this ordinance controls.

SECTION 4. Recording. The Town Clerk is authorized and directed to forward a certified copy of this Ordinance to the Clerk of the Circuit Court for recordation and to the Nassau County Property Appraiser to update any records as may be deemed necessary.

SECTION 5. Severability. The various parts, sections and clauses of this Ordinance are hereby declared severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

SECTION 6. Repealed. Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 7. Effective Date. This Ordinance shall become effective upon passage.

Adopted this _____ day of _____, 2021, by the Hilliard Town Council, Hilliard, Florida.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

P&Z Publication: September 22, 2021
P&Z Public Hearing: October 12, 2021
TC 1st Publication: October 27, 2021
TC 1st Public Hearing: November 4, 2021
TC 2nd Publication: December 1, 2021
TC 2nd Public Hearing: January 6, 2022

ATTACHMENT "A"
LEGAL DESCRIPTION

LEGAL DESCRIPTION

A PART OF SECTION 15 AND 22, TOWNSHIP 3 NORTH, RANGE 24 EAST, ALSO BEING A PART OF LOTS 19 THROUGH 33 AND LOT 41 AND 42, OF THE PLAT OF JOSEPH R. DUNNS FRUIT AND TRUCK FARMS, DEED BOOK B-10, PAGE 48, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE, COMMENCE AT THE NORTHWEST CORNER OF THOSE LANDS, AS DESCRIBED IN OFFICIAL RECORDS BOOK 1499, PAGE 1567, OF SAID PUBLIC RECORDS SAID POINT LYING ON THE EASTERLY RIGHT OF WAY LINE OF HENRY SMITH ROAD (AN 80.00 FOOT RIGHT OF WAY AS NOW ESTABLISHED); THENCE NORTH $87^{\circ}39'23''$ EAST, ALONG THE NORTHERLY LINE OF SAID LANDS AND ALONG THE NORTHERLY LINE OF SAID LOT 21, A DISTANCE OF 290.39 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID NORTHERLY LINE OF LOT 21, NORTH $87^{\circ}39'23''$ EAST, A DISTANCE OF 85.71 FEET TO A POINT ON THE NORTHEASTERLY RIGHT OF WAY LINE OF A 33.00 FOOT WIDE AT&T EASEMENT, AS RECORDED IN DEED BOOK 161, PAGE 141, OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTH $46^{\circ}44'38''$ EAST ALONG SAID NORTHEASTERLY LINE, A DISTANCE OF 204.23 FEET TO AN ANGLE POINT IN SAID EASEMENT LINE; THENCE SOUTH $51^{\circ}40'39''$ EAST CONTINUING ALONG SAID NORTHEASTERLY LINE, A DISTANCE OF 443.23 FEET; THENCE NORTH $87^{\circ}37'19''$ EAST LEAVING SAID NORTHEASTERLY LINE, A DISTANCE OF 448.48 FEET; THENCE SOUTH $01^{\circ}08'07''$ EAST, A DISTANCE OF 240.90 FEET; TO THE NORTHWEST CORNER OF SAID LOT 19; THENCE NORTH $89^{\circ}23'00''$ EAST, ALONG THE NORTH LINE THEREOF, A DISTANCE OF 707.97 FEET TO ITS INTERSECTION WITH THE SOUTHWESTERLY RIGHT OF WAY LINE OF U.S. HIGHWAY No. 1, STATE ROAD No. 5 (A 150.00 FOOT RIGHT OF WAY AS NOW ESTABLISHED); THENCE SOUTH $52^{\circ}21'44''$ EAST, ALONG SAID SOUTHWESTERLY RIGHT OF WAY LINE, A DISTANCE OF 1003.50 FEET; THENCE SOUTH $00^{\circ}48'01''$ EAST, LEAVING SAID SOUTHWESTERLY RIGHT OF WAY LINE AND ALONG THE EASTERLY LINE OF A PORTION OF LOT 20 AND THE EASTERLY LINE OF SAID LOTS 25 THROUGH 33, A DISTANCE OF 3027.16 FEET; THENCE SOUTH $89^{\circ}07'00''$ WEST ALONG THE SOUTHERLY LINE OF SAID LOT 33, A DISTANCE OF 1346.53 FEET; THENCE NORTH $01^{\circ}36'17''$ WEST ALONG THE WESTERLY LINE OF SAID LOTS 33, 32, 31, 30, 29, 28 AND 27, A DISTANCE OF 2310.07 FEET TO THE POINT ON THE SOUTHERLY LINE OF LOT 42; THENCE SOUTH $89^{\circ}06'58''$ WEST ALONG SAID SOUTHERLY LINE OF LOT 42, A DISTANCE OF 1236.89 FEET; THENCE NORTH $01^{\circ}35'16''$ WEST, ALONG THE WEST LINE OF SAID SECTION 22, A DISTANCE OF 660.02 FEET TO A POINT AT THE NORTHEAST CORNER OF SAID SECTION 21; THENCE SOUTH $89^{\circ}37'27''$ WEST ALONG THE SOUTHERLY LINE OF SECTION 15, A DISTANCE OF 194.14 FEET TO THE SOUTHWEST CORNER OF SAID SECTION 15; THENCE NORTH $02^{\circ}09'17''$ WEST ALONG THE WEST LINE OF SAID SECTION 15, A DISTANCE OF 331.25 FEET TO A POINT ON THE EASTERLY RIGHT OF WAY LINE OF HENRY SMITH ROAD (AN 80 FOOT RIGHT OF WAY AS NOW ESTABLISHED); THENCE IN A NORTHEASTERLY DIRECTION ALONG AND AROUND AN ARC OF A CURVE (CONCAVE WESTERLY AND HAVING A RADIUS OF 561.62 FEET) A DISTANCE OF 213.52 FEET, (SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH $08^{\circ}14'29''$ EAST, 212.23 FEET) TO A POINT OF TANGENCY;

THENCE NORTH $02^{\circ}01'26''$ WEST CONTINUING ALONG SAID EASTERLY RIGHT OF WAY LINE, A DISTANCE OF 510.06 FEET TO A POINT AT THE SOUTHWEST CORNER OF SAID LANDS RECORDED IN OFFICIAL RECORDS BOOK 1499, PAGE 1567, SAID POINT BEING THE CUSP OF A CURVE, THENCE IN A SOUTHEASTERLY DIRECTION ALONG AND AROUND AN ARC OF A CURVE (CONCAVE NORTHEASTERLY AND HAVING A RADIUS OF 25.00 FEET) A DISTANCE OF 39.24 FEET (SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH $47^{\circ}22'06''$ EAST, 35.34 FEET) TO A POINT OF TANGENCY; THENCE NORTH $87^{\circ}47'15''$ EAST ALONG SAID SOUTHERLY LINE, A DISTANCE OF 265.90 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE NORTH $02^{\circ}08'54''$ WEST ALONG THE EAST LINE OF SAID LANDS, A DISTANCE OF 300.84 FEET TO THE POINT OF BEGINNING.

ATTACHMENT **T “B”**
WRITTEN DESCRIPTION

**Greenbrier Planned Unit Development
PUD Written Description
August 9, 2021
Revised December 7, 2021**

I. PROJECT DESCRIPTION

This application is for the Greenbrier Planned Unit Development (“PUD”) and is submitted by National Land Partners II, LLC, a Delaware limited liability company (“Applicant”), the contract purchaser of the property as described herein. The Greenbrier PUD proposes to rezone approximately 161.25 acres located at the Town’s southwest boundary, from A-1 to PUD to develop a maximum of 350 single-family residential units with related amenities and a maximum of 70,000 square feet of commercial uses. All references herein to the Applicant shall include the Applicant’s successors and assigns.

The property, as more particularly described in **Exhibit “A”** attached hereto (the “Property”), is located west of U.S. 301/U.S. Highway 1/State Road No. 5 (hereinafter, “U.S. 1”) to the south of the intersection with Henry Smith Road, and west of Old Dixie Highway/Kings Road. The Property has Real Estate Identification Nos. 15-3N-24-2320-0019-0000; 15-3N-24-2320-0020-0000; 15-3N-24-2320-0021-0000; 22-3N-24-2320-0025-0000; and 22-3N-24-2320-0041-0000.

The Property has a Future Land Use map designation (“FLUM”) of Mixed Use and Conservation. The Mixed Use portion of the site includes approximately 126.7 acres (126.04 uplands plus 0.66 acres of wetland impacts) and the Conservation portion of the site is approximately 34.55 acres. The Mixed Use FLUM designation seeks to promote a combination of residential and commercial development, and allows for up to 12 dwelling units per acre and a maximum intensity of 50 percent of lot/parcel coverage for commercial uses. The Property meets the requirements of the Mixed Use District FLUM designation by promoting a diversity of land uses including residential, commercial and office. As designed the project includes approximately 50.71 +/- acres of residential lots (40% of the Mixed Use area), 25.19 acres of non-residential uses (20% of the Mixed Use area), with the remaining portion of the Mixed Use lands being a combination of open space and shared infrastructure.

The purpose of this application is to reinstate and amend the maximum development approvals which the Town approved in 2004 under the Greenbrier Planned Unit Development (PUD Conditions dated September 14, 2004) in Ordinance No. 2004-15 (the “Original PUD”). The PUD text revises and expands upon the Original PUD to incorporate site-specific regulations to address development and topographic conditions and transitioning land uses.

A preliminary conceptual site plan indicating the general layout of the site is attached to the PUD as **Exhibit “B”** (the “Conceptual Site Plan”). The Conceptual Site Plan is conceptual only and may be subject to change due to site characteristics, design and engineering factors. The Conceptual Site Plan shows the locations of the proposed uses within the Property. The project would allow for densities and intensities within the parameters of the Mixed Use FLUM district

within the 126.04 developable acres, for a maximum of 350 single-family residential units and a maximum of 70,000 square feet of commercial uses. The Applicant has taken steps to preserve a majority of the wetlands on-site.

The project will provide public benefits including (i) providing family and active adult housing for Town residents, (ii) provision of 70,000 square feet of commercial space, (iii) extending the water distribution and sanitary sewer systems which will improve fire flows and safety in adjoining neighborhoods, (iv) preservation of 34.55 acres of wetlands, (v) creation of jobs for Town residents with commercial development, (vi) provision of housing where people who work at businesses located within the Property can live, (vii) provision of multi-purpose parks, open to the public, and (viii) property taxes and other revenues generated which shall pay for public services for new residents.

Through this PUD application, the Applicant is requesting for vacation, abandonment and closing of a variable, platted right-of-way, which road bisects the Property and has never been open since the May 14, 1909 recordation of the Plat of Joseph R. Dunns Fruit and Truck Farms Plat, recorded in Deed Book B-10, Page 48 of the Nassau County Public Records. The right-of-way to be vacated by the Town through this PUD is depicted on the Conceptual Site Plan as the Variable Platted Right of Way to be Abandoned.

II. USES AND RESTRICTIONS

A. Permitted Uses: The development will be constructed in an orderly manner, and the allowable uses will include the following:

Within the Residential area and Tract “1” as depicted on the Conceptual Site Plan, all Residential Uses as defined within the Zoning and Land Development Regulations (hereafter, “LDR” or the “Code”), allowing for residential dwellings and related recreational amenities and facilities. In addition, all typical residential accessory and ancillary uses will be allowed as outlined in the LDR and provided herein. Temporary construction/sales trailers may be utilized and placed on the Property until completion of the development. Model homes may be constructed within the development. Upon approval of the construction plans for the infrastructure improvements within the PUD, the Applicant may seek and obtain building permits for the construction of up to five (5) model homes within the residential portion of the PUD. The model homes may be constructed during construction of related infrastructure and may include real estate services, sales activities, administration, and construction offices within the model homes. Associated parking for the model homes and sales offices may be located within the driveway or adjacent to the model homes.

Within the “Commercial” tract as depicted on the Conceptual Site Plan, non-residential uses may include those uses permitted as a principal use and by use by exception within the Main Street Commercial (MSC)¹ and Commercial General (C-1) designation of the LDR, as follows:

- Bank and financial institutions;

¹ As of the date of this PUD Written Description, the Town is in the process of revising its LDR to replace its Neighborhood Commercial (C-N) designation with the MSC rezoning. In the event the Town fails to enact such change, the Applicant shall have the right to include neighborhood-type commercial uses as detailed in this text.

- Bowling Alley;
- Churches;
- Commercial recreation facilities;
- Community Center;
- Convenience stores;
- Day nurseries and kindergartens;
- Delicatessen, bake shop;
- Employment offices;
- Family day care homes;
- Gasoline sales;
- General store;
- Governmental uses;
- Hospitals;
- Hotels and motels;
- Medical and dental clinic/office;
- Museum, and art gallery;
- Outdoor fruit, vegetable, poultry or fish markets;
- Parcel delivery office;
- Printing, publishing or similar establishment;
- Professional and business office;
- Recreational vehicle parks;
- Restaurants with or without drive-through facilities;
- Restaurant with alcohol sales;
- Retail sales;
- Retail facilities for the sale of beer and wine for consumption off premises;
- Research laboratories;
- Sanitariums, nursing homes, assisted living facilities, convalescent homes, and homes for orphans and the aged;
- Schools, colleges and universities;
- Self-service laundries or dry-cleaners;
- Service establishments in an enclosed building;
- Skating rinks;
- Veterinary Clinic; and
- Vocational, trade and business schools.

B. Uses by Special Exception: Restaurants, sidewalk cafés, bars, liquor stores, grocery stores, pharmacies, specialty food stores and other commercial establishments within the project shall be permitted to sell alcoholic beverages for on-premises and off-premises consumption, as applicable; provided, however, the vendor of alcoholic beverages must meet the criteria set forth in Chapter 6, Article I of the Town Code.

C. Accessory Uses: Accessory uses and structures will be allowed as prescribed in the LDR, provided such uses and structures are of the nature customarily incidental and clearly subordinate to the permitted or principal use of a residential structure. Such standard residential accessory uses allowed within the building area of the lots, include, without limitation, decks, patios, pools, pool enclosures, storage shed, garages, workshops, and guest houses. Accessory

uses will be subject to the same setbacks as the residence. Air conditioning units and pool equipment shall not be considered structures and may be included within the setback line without violating the setback requirements. Driveways may be allowed within the front and side yard setbacks. Accessory uses such as customary home occupations, pets, and yard sales will be allowed as per the requirements for residential districts stipulated within the LDR and in accordance with any applicable neighborhood covenants and restrictions.

D. Restriction on Uses: As provided, the development will only include the uses described in Section II.A.-C. above.

III. DESIGN GUIDELINES

A. Lot Requirements:

Commercial Development Standards:

- a. Setbacks: Setbacks shall be measured per the LDR and shall be as follows:
 - 1) Front Yard: 10 feet; Lots having a second frontage shall have a setback of 10 feet for the second frontage.
 - 2) Rear Yard: 5 feet
 - 3) Side Yard: 10 feet
 - 4) All structures shall have a minimum separation of 20 feet, as measured from the furthest projection on the structure to the furthest projection of any other structure.
- b. Building height: Buildings shall not exceed 35 feet in height.
- c. Maximum impervious surface ratio: 75 percent.
- d. Maximum lot coverage by buildings: 50 percent of the overall commercial Parcels (not to include parking or drainage facilities)

Single-Family Development Standards:

The Property will contain a maximum of 350 single-family dwelling units, subject to the final engineering.

- | | |
|-------------------------|--|
| a. Minimum Lot Area | 5,500 square feet |
| b. Minimum Lot Width | 50 feet at front building line
35 feet frontage on cul-de-sac |
| c. Maximum Lot Coverage | All buildings including accessory buildings |

- | | |
|-----------------------|--|
| | Shall not cover more than 35% of the total lot area. |
| d. Minimum Front Yard | 20 feet* |
| e. Minimum Side Yard | 5 feet, Corner Lots, 10 feet* |
| f. Minimum Rear Yard | 10 feet |
| | *For double-frontage or through lots, the front yard shall be deemed as that part of the lot with the front of the house facing forward. For the purposes of corner lots the portion of the yard with the face of the house shall be deemed the front yard, with the second yard being deemed a side yard. |
| g. Maximum Height | 35 feet from established grade |

The development will be constructed in one (1), 15-year phase; provided construction of the non-residential portions of the project may be initiated when needed and feasible so long as completed within the timeframe set forth herein. Construction shall commence within five (5) years of PUD Ordinance approval. For purposes of this PUD, “commencement” shall mean securing approved construction drawings of all or of a portion of the site. “Completion” shall be defined as the installation of horizontal infrastructure and Town approval of as-builts. Upon request from the Applicant, the Town Council may extend the commencement period by an additional one (1) year for good cause.

The Conceptual Site Plan indicates the preliminary, general layout for the PUD for construction of the development. The location and size of all lots, roads, project entrances, recreation/open space and other areas shown on the Conceptual Site Plan are conceptual such that the final location of any roads, project entrances, recreation/open space and other areas will be depicted on the final development plan and the final engineering plans for the particular phase of the project.

B. Ingress, Egress and Circulation:

- a) **Parking Requirements:** Two (2) parking spaces per residential unit will be provided through a garage for each single-family unit with a driveway paved to the roadway. The PUD shall comply with applicable off-street parking and loading requirements of the LDRs. Individual commercial parcels may share parking with other facilities pursuant to shared parking agreements, provided the uses sharing the parking areas do not result in a lack of required parking.
- b) **Vehicular Access/Interconnectivity:** The Conceptual Site Plan depicts preliminary vehicular circulation system and shows all points of connection with public rights-of-way. Access to the Property will be provided via two (2) entrances, both off of U.S. 1 as depicted on the Conceptual Site Plan. The internal streets shall be

designed and constructed with a minimum 50' right-of-way, curb and gutter, potable water and sanitary sewer treatment and collection systems and maintenance thereof shall be dedicated or granted to the Town of Hilliard in accordance with the Town's standards for acceptance and dedication. The Applicant will coordinate with the Florida Department of Transportation ("FDOT") for roadway improvements to U.S. 1 as provided in subsection (c) below. The Applicant will also provide pedestrian interconnectivity with neighboring commercial areas to the north, where feasible. In addition, the Applicant has reserved an easement for utilities along Henry Smith Road which could provide future ingress and egress into the Property. In the event the Applicant provides said access to the project, the Applicant would coordinate with the Town of Hilliard and Nassau County for roadway improvements to Henry Smith Road based on the project traffic generated by the PUD at project buildout.

- c) **Traffic Improvements:** The PUD is proposing ingress and egress drives from U.S. 1 for safety and efficient traffic flow purposes in the locations depicted on the Conceptual Site Plan. The locations of the access drives from U.S. 1 will be determined by FDOT. The Applicant will provide the Town with an FDOT driveway permit for the final access drives during the construction planning process for any development within the Property. As part of the driveway permit application with FDOT, the Applicant shall be required to conduct a traffic study by a professional traffic engineer (the "Traffic Study"), which shall be submitted and subject to the review and approval of the Town and FDOT. The Traffic Study shall be comprehensive and shall evaluate the impact of the PUD through buildout and evaluate individual thresholds or phases of development in the PUD. The applicant shall be responsible for roadway improvements to U.S. 1 as identified in the Traffic Study and as required by FDOT based upon the Traffic Study. Additionally, this condition shall not preclude the applicant from seeking mobility or impact fee credits for improvements which meet applicable LDR provisions for credits. It is anticipated that FDOT will require the Applicant to undertake an Intersection Control Analysis (ICE) as part of the Traffic Study which shall determine whether a signal is warranted at the main site drive access at U.S. 1, as depicted as Entrance 1 on the Conceptual Site Plan. If warranted, the Applicant will be responsible for the cost of design, materials and installation of signalization at the intersection on a proportionate share basis, based on the project traffic generated by the PUD at project buildout.

- d) **Pedestrian Access & Streetlights:** Pedestrian circulation will be provided via sidewalks that are a minimum width of six (6) feet. Sidewalk will be located on one side of all internal rights-of-ways within the project, which locations are depicted on the Conceptual Site Plan. In addition, sidewalks will be located on one side of the entrance roadways depicted as Entrance 1 and Entrance 2 on the Conceptual Site Plan to provide pedestrian interconnectivity between the commercial and residential areas of the project. All pedestrian accessible routes shall meet the requirements of the LDR, Florida Accessibility Code for Building Construction (“FACBC”) and Americans Disability Act Accessibility Guidelines (“ADAAG”) established by Florida law and 28 CFR Part 36. Sidewalks abutting residential lots will be installed by builders as they construct homes. Common area sidewalks located along any parks, ponds and open space will be constructed during the roadway construction phase. Streetlights will be purchased and installed at the Applicant’s expense along all streets as approved by the Town of Hilliard’s Engineering Department. Electrical services and maintenance of the streetlights shall be the responsibility of the Town once the Town accepts dedication of the streets.

C. Signs and Entry: Greenbrier will have an entry feature and related community identification signage at the main entrances along U.S. 301. All project signage will comply with applicable provisions of the Town Signage Code. Exact sign locations will be depicted on construction plans. The Applicant shall be permitted to erect temporary on-site construction and real estate signage on the Property, in conformance with the Code. Because construction of the Project may be phased, the Applicant shall be permitted to place temporary signage within portions of the Property in which construction is underway to direct tenants, customers and other visitors to other areas of the Property that are in operation.

D. Landscaping: Landscaping for the Project will be designed to establish a high-quality environment that provides for visibility, safety and low maintenance. The landscape will be designed to enhance the site and to coordinate with the proposed architecture. The design of the landscaping shall provide a pleasant appearance from the adjacent roadways, and special emphasis will be placed on screening service areas and parking fields from internal roadways. Landscaping will be consistent with typical plantings found in Nassau County.

A landscaped entrance will be constructed at all entrances to the development. The landscaped entrancing will be designed to be aesthetically compatible with each other so as to result in a uniform aesthetically pleasing appearance. Compatibility of design shall be achieved by the repetition of certain plant varieties and other landscape materials.

Commercial Requirements: Within the Commercial Tract of Greenbrier (as depicted on the Conceptual Site Plan), the parking areas will be landscaped at a minimum of five (5) percent of vehicle use area, utilizing parking islands and greenspace interspersed throughout the parking fields. Terminal islands will be a minimum of 12 feet in width and internal islands being a

minimum of eight (8) feet wide and containing at least one (1) tree. Spacing of internal islands may be a maximum of 130 feet or 14 spaces. Continuous landscaping will be provided along the perimeter of the Commercial Tract to provide screening of parking and service areas. Trees will be a mixture of canopy and non-canopy trees intermingled throughout the Commercial Tract, with a minimum of 70 percent of proposed trees being canopy trees. A minimum of 30 percent non-canopy trees will be utilized where appropriate to accommodate views and lighting.

Residential Requirements: Within the residential areas, trees will be provided on each single-family lot by the builder(s) as they construct the homes. Trees will be planted within the front yard of each single-family unit, outside the right-of-way and any utility easements, at a minimum 2-inch caliper and spaced appropriately to avoid any conflicts with the homesite and utilities.

In order to emphasize water conservation, plantings will be selected from the St. Johns River Water Management District's Florida Waterwise plant database as appropriate to the local climate. Landscaping shall be in conformance with all LDR provisions.

E. Recreation and Open Space: The design of the PUD incorporates common open space, as well as varied active and passive recreation opportunities, meeting and exceeding the standards of the LDR. Open space and common areas will exceed the 20% open space requirement of LDR Section 62-316(b). The Conceptual Site Plan provides approximately 39% of open space which is comprised of preserved onsite wetlands, the upland buffer, pond area, and recreation areas. The Applicant intends to dedicate all recreation areas to the homeowners' association for active and passive recreation uses. Active recreation uses may include, at the developer's and/or homeowners' association's sole discretion, a playground, dog park, open sports field area, walking trails, community garden, and similar uses.

F. Utilities:

- a) **Potable Water/Sanitary Sewer:** Existing water lines are located within Henry Smith Road and U.S. 301 rights-of-way. These mains will be looped throughout the subdivision to reinforce the Town system. Waste water shall consist of an internal master pump station complete with a standby emergency generator. There will be a sanitary force main installed that will convey wastewater directly to the Town treatment facility located at 37261 Rugby Drive. This work will be installed by the Applicant and no public funds shall be needed for the provision of new infrastructure. The aforesaid infrastructure improvements will also greatly enhance the Town's ability to serve areas located within the southside of the Town boundaries.
- b) **Electrical Utilities:** All electrical and telephone lines will be installed underground on the site. Electrical power will be provided by Okefenokee Rural Electric Membership.

- c) **Fire Protection:** The Applicant will install fire hydrants in accordance with the LDR.
- d) **Solid Waste:** Solid waste will be handled by the licensed franchisee in the area.

G. Wetlands/Environmental: The Property contains approximately 35.21 acres of jurisdictional wetlands as depicted on the Conceptual Site Plan, of which approximately 34.55 acres will be retained to preserve and enhance the natural attributes of the Property. An estimated 0.66 acres of wetlands will be impacted to provide connection between the eastern and western portion of the site. Such required impacts will be in accordance with the St. Johns River Water Management District (“SJRWMD”) and FDEP requirements. Appropriate buffers will be provided as required by the LDR and SJRWMD requirements.

There are no Significant Natural Communities Habitat on the proposed site and no listed species were observed at this time. As there may be a potential for gopher tortoise habitat in the future, any gopher tortoise burrows which may become active prior to construction, will be relocated in accordance with Florida Fish and Wildlife Conservation Commission (“FWC”) requirements.

H. Stormwater: Stormwater will be handled on site within retention areas, with conveyance via the roadways and/or piping within appropriate easements. The drainage structures and facilities will be designed and constructed in compliance with the LDR in effect at the time of permitting, subject to SJRWMD standards. The stormwater treatment facility will be maintained by a property owners’ association.

I. Homeowners’ Association Restrictions: The Applicant shall establish a not-for-profit homeowners’ association for the residential portion of the PUD prior to the sale of any lots. Membership shall be mandatory for all residential property owners. The homeowners’ association shall own and be responsible to manage and maintain all residential common areas, open spaces, recreational areas, and enforce the covenants and restrictions of the community to be recorded in the Public Records of Nassau County, Florida. The covenants and restrictions shall notify all property owners that they are living in a Planned Unit Development, and shall run with the land in order to protect both present and future property owners within the development.

IV. ADDITIONAL CONDITIONS

1. In coordination with the Nassau County School District, the Town of Hilliard, and Nassau County, the Applicant may install a school bus stop, if appropriate, within or adjacent to the PUD, and shall install a minimum of one (1) covered bench to provide a safe waiting area for school children. The Applicant shall coordinate with the Nassau County School District on the location of the school bus stop and waiting area during the preliminary platting process.

2. Silvicultural practices may continue in areas of the Property where constructed has not commenced (except in upland buffers or preserved wetland areas) and so long as no requirements set forth herein or on the Conceptual Site Plan are compromised. Silvicultural operations would be subject to any applicable provisions of the Code.

3. A natural landscaped buffer a minimum of ten (10)-foot-wide shall be located along Henry Smith Road at the perimeter of the Property, as depicted as 10' Landscape Buffer & Non-Access Easement on the Conceptual Site Plan. No fencing will be allowed within the buffer.

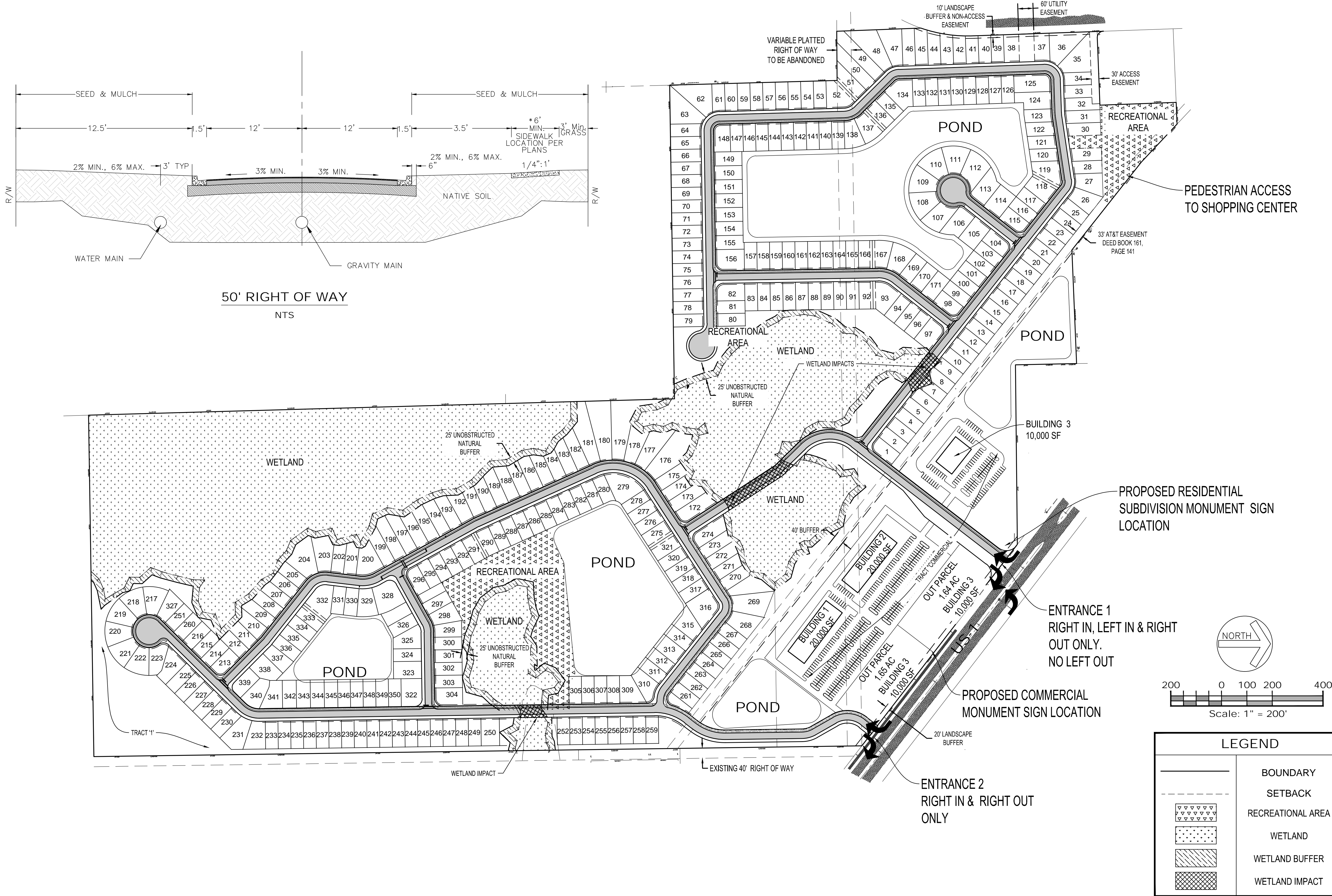
4. The 30' Access Easement depicted on the Conceptual Site Plan on the west side of the Property boundary is a private driveway known as Pudgys Place, which provides the adjacent property owner with access to and from Henry Smith Road. The 30' Access Easement/Pudgys Place shall not be interconnected with the adjacent recreation area and will not provide any ingress and egress into the Property from Henry Smith Road.

ATTACHMENT “C”
SITE DEVELOPMENT PLAN

(SURVEYOR'S DESCRIPTION)

A PART OF SECTION 15 AND 22, TOWNSHIP 3 NORTH, RANGE 24 EAST, ALSO BEING A PART OF LOTS 19 THROUGH 33 AND LOT 41 AND 42, OF THE PLAT OF JOSEPH R. DUNNS FRUIT AND TRUCK FARMS, DEED BOOK 8-10, PAGE 48, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE, COMMENCE AT THE NORTHWEST CORNER OF THOSE LANDS, AS DESCRIBED IN OFFICIAL RECORDS BOOK 1499, PAGE 1567, OF SAID PUBLIC RECORDS SAID POINT LYING ON THE EASTERLY RIGHT OF WAY LINE OF HENRY SMITH ROAD (AN 80.00 FOOT RIGHT OF WAY AS NOW ESTABLISHED); THENCE NORTH 87°39'23" EAST, ALONG THE NORTHERLY LINE OF SAID LANDS AND ALONG THE NORTHERLY LINE OF SAID LOT 21, A DISTANCE OF 290.39 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID NORTHERLY LINE OF LOT 21, NORTH 87°39'23" EAST, A DISTANCE OF 85.71 FEET TO A POINT ON THE NORTHEASTERLY RIGHT OF WAY LINE OF A 33.00 FOOT WIDE AT&T EASEMENT, AS RECORDED IN DEED BOOK 161, PAGE 141, OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTH 46°44'38" EAST ALONG SAID NORTHEASTERLY LINE, A DISTANCE OF 204.23 FEET TO AN ANGLE POINT IN SAID EASEMENT LINE; THENCE SOUTH 51°40'39" EAST CONTINUING ALONG SAID NORTHEASTERLY LINE, A DISTANCE OF 443.23 FEET; THENCE NORTH 87°37'19" EAST LEAVING SAID NORTHEASTERLY LINE, A DISTANCE OF 448.48 FEET; THENCE SOUTH 01°08'07" EAST, A DISTANCE OF 240.90 FEET; TO THE NORTHWEST CORNER OF SAID LOT 19; THENCE NORTH 89°23'00" EAST, ALONG THE NORTH LINE THEREOF, A DISTANCE OF 707.97 FEET TO ITS INTERSECTION WITH THE SOUTHWESTERLY RIGHT OF WAY LINE OF U.S. HIGHWAY NO. 1, STATE ROAD NO. 5 (A 150.00 FOOT RIGHT OF WAY AS NOW ESTABLISHED); THENCE SOUTH 52°21'44" EAST, ALONG SAID SOUTHWESTERLY RIGHT OF WAY LINE, A DISTANCE OF 1003.50 FEET; THENCE SOUTH 00°48'01" EAST, LEAVING SAID SOUTHWESTERLY RIGHT OF WAY LINE AND ALONG THE EASTERLY LINE OF A PORTION OF LOT 20 AND THE EASTERLY LINE OF SAID LOTS 25 THROUGH 33, A DISTANCE OF 3027.16 FEET; THENCE SOUTH 89°07'00" WEST ALONG THE SOUTHERLY LINE OF SAID LOT 33, A DISTANCE OF 1346.53 FEET; THENCE NORTH 01°36'17" WEST ALONG THE WESTERLY LINE OF SAID LOTS 33, 32, 31, 30, 29, 28 AND 27, A DISTANCE OF 2310.07 FEET TO THE POINT ON THE SOUTHERLY LINE OF LOT 42; THENCE SOUTH 89°06'58" WEST ALONG SAID SOUTHERLY LINE OF LOT 42, A DISTANCE OF 1236.89 FEET; THENCE NORTH 01°35'16" WEST, ALONG THE WEST LINE OF SAID SECTION 22, A DISTANCE OF 660.02 FEET TO A POINT AT THE NORTHEAST CORNER OF SAID SECTION 21; THENCE SOUTH 89°37'27" WEST ALONG THE SOUTHERLY LINE OF SECTION 15, A DISTANCE OF 194.14 FEET TO THE SOUTHWEST CORNER OF SAID SECTION 15; THENCE NORTH 02°09'17" WEST ALONG THE WEST LINE OF SAID SECTION 15, A DISTANCE OF 331.25 FEET TO A POINT ON THE EASTERLY RIGHT OF WAY LINE OF HENRY SMITH ROAD (AN 80 FOOT RIGHT OF WAY AS NOW ESTABLISHED); THENCE IN A NORTHEASTERLY DIRECTION ALONG AND AROUND AN ARC OF A CURVE (CONCAVE WESTERLY AND HAVING A RADIUS OF 561.62 FEET) A DISTANCE OF 213.52 FEET, (SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 08°14'29" EAST, 212.23 FEET) TO A POINT OF TANGENCY; THENCE NORTH 02°01'26" WEST CONTINUING ALONG SAID EASTERLY RIGHT OF WAY LINE, A DISTANCE OF 510.06 FEET TO A POINT AT THE SOUTHWEST CORNER OF SAID LANDS RECORDED IN OFFICIAL RECORDS BOOK 1499, PAGE 1567, SAID POINT BEING THE CUSP OF A CURVE, THENCE IN A SOUTHEASTERLY DIRECTION ALONG AND AROUND AN ARC OF A CURVE (CONCAVE NORTHEASTERLY AND HAVING A RADIUS OF 25.00 FEET) A DISTANCE OF 39.24 FEET (SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 47°22'06" EAST, 35.34 FEET) TO A POINT OF TANGENCY; THENCE NORTH 87°47'15" EAST ALONG SAID SOUTHERLY LINE, A DISTANCE OF 265.90 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE NORTH 02°08'54" WEST ALONG THE EAST LINE OF SAID LANDS, A DISTANCE OF 300.84 FEET TO THE POINT OF BEGINNING.



DATA SUMMARY

TOTAL SINGLE FAMILY UNITS	350
TOTAL COMMERCIAL BUILDING SQUARE FOOTAGE	70,000 SF
TOTAL TRACT 1 AREA	3.37ac
TOTAL COMMERCIAL TRACT AREA	25.19 ac
TOTAL SITE AREA	161.25 ac
UPLAND AREA (BEFORE IMPACTS)	126.04
TOTAL WETLAND AREA	35.21 ac
WETLAND IMPACTS	0.66 ac
WETLANDS TO REMAIN	34.55 ac
POND AREA	19.74 ac (12%)
RECREATION AREA	5.58 ac
RIGHT OF WAY AREA	16.66 ac
TOTAL WETLAND LENGTH	10,269 lf
WETLAND BUFFER PROVIDED	208,704 sf (4.79 ac)
*Open Space	(34.55+5.58+4.79+19.74) = 64.65 ac (40.09%)

HENRY SMITH ROAD

AVA ENGINEERS, INC.
Commercial | Residential | Marine
Florida Certificate No. 00008161
4200 BAYMEADOWS RD. SUITE 3 | JACKSONVILLE, FLORIDA 32217
Ph: (904) 730-3223 | Fx: (904) 730-3226
Henry A. Virge, Jr. No. 49049

UNLESS THIS DRAWING BEARS THE EMBOSSED SEAL OF A PROFESSIONAL ENGINEER, IT IS NOT TO BE USED FOR ANY PURPOSES OTHER THAN INFORMATION PURPOSES ONLY AND IS NOT VALID. THIS DRAWING HAS BEEN PREPARED IN ACCORDANCE WITH THE STANDARDS AND PRACTICES OF THE PROFESSION OF ENGINEERING AS ACCEPTED BY THE BOARD OF ENGINEERING REGULATION BY OTHERS (i.e. CITY, COUNTY, STATE, FEDERAL, etc.) AND SUCH STANDARDS PRACTICES. THE ENGINEER DOES NOT GUARANTEE THE ACCURACY OF THE INFORMATION FOR RETENTION AND TREATMENT OF STORMWATER.

GREENBRIER SUBDIVISION

OVERALL SITE PLAN

NASSAU COUNTY FLORIDA

Date: 11/21
Designer: HAV
Job #: 21-019
Drawn: CMW
Scale:

Sheet: 4
of 52



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 6, 2022

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

SUBJECT: Town Council Second and Final Reading on Ordinance No. 2021-09, Greenbrier PUD

BACKGROUND:

APPLICANT/AGENT:

Brian Patton
National Land Partners II, LLC
665 Simond Road
Williamstown, MA 01267

Courtney Gaver
Rogers Towers, P.A.
100 Whetstone Place, Suite 200
St. Augustine, FL 32086

OWNER:

Hilliard Equity Resources, LLC
8691 Commonwealth Avenue
Jacksonville, FL 32220

PROPERTY LOCATION:

West of U.S. Highway 1/U.S. 301/State Road No. 5
to the South of the Intersection with Henry Smith
Road, and West of Old Dixie Highway/Kings Road.

PARCEL NUMBER:

15-3N-24-2320-0019-0000
15-3N-24-2320-0020-0000
15-3N-24-2320-0021-0000
22-3N-24-2320-0025-0000
22-3N-24-2320-0041-0000

CURRENT ZONING:

A-1, Agricultural

FUTURE LAND USE DESIGNATION:

Mixed Use

STAFF COMMENTS:

The subject property has a Future Land Use map designation ("FLUM") of Mixed Use and Conservation. The Mixed-Use portion of the site includes approximately 126.7 acres (126.04 uplands plus 0.66 acres of wetland impacts) and the Conservation portion of the site is approximately 34.55 acres. The Mixed Use FLUM designation seeks to promote a combination of residential and commercial development and allows for up to 12 dwelling units per acre and a maximum intensity of 50 percent of lot/parcel coverage for commercial uses. The Property meets the requirements of the Mixed-Use District FLUM designation by promoting a diversity of land uses including residential, commercial and office. As designed the project includes approximately 50.71 +/- acres of residential lots (40% of the Mixed Use area), 25.19 acres of non-residential uses (20% of the Mixed Use area) with the remaining portion of the Mixed-Use lands being a combination of open space and shared infrastructure. The Greenbrier PUD will be developed based on the site plan and written description included in the application. The site plan and written description are attachments to the ordinance rezoning the property and any change in the written description or site plan, will require a PUD to PUD rezoning.

The purpose of this application is to reinstate and amend the maximum development approvals which the Town approved in 2004 under the Greenbrier Planned Unit Development (PUD Conditions dated September 14, 2004) in Ordinance No. 2004-15 (the "Original PUD"). The PUD text revises and expands upon the Original PUD to incorporate site-specific regulations to address development and topographic conditions and transitioning land uses.

The Site Plan shows the locations of the proposed uses within the Property. The project would allow for densities and intensities within the parameters of the Mixed Use FLUM district within the 126.04 developable acres, for a maximum of 350 single-family residential units and a maximum of 70,000 square feet of commercial uses. The permitted uses in the commercial uses included in the written description of the PUD. The Applicant has taken steps to preserve a majority of the wetlands on-site.

The PUD will be a planned community with a Homeowners Association (HOA) that will be responsible for the maintenance and control of all landscaping, recreation, and stormwater retention areas within this development. The Greenbrier PUD proposes the following lot requirements:

A. Lot Requirements:

Commercial Development Standards:

a. Setbacks: Setbacks shall be measured per the LDR and shall be as follows:

- 1) Front Yard: 10 feet; Lots having a second frontage shall have a setback of 10 feet for the second frontage.
- 2) Rear Yard: 5 feet
- 3) Side Yard: 10 feet

- 4) All structures shall have a minimum separation of 20 feet, as measured from the furthest projection on the structure to the furthest projection of any other structure.
- b. Building height: Buildings shall not exceed 35 feet in height.
- c. Maximum impervious surface ratio: 75 percent.
- d. Maximum lot coverage by buildings: 50 percent of the overall commercial Parcels (not to include parking or drainage facilities)

Single-Family Development Standards:

The Property will contain a maximum of 350 single-family dwelling units, subject to the final engineering.

- | | |
|-------------------------|---|
| a. Minimum Lot Area | 5,500 square feet |
| b. Minimum Lot Width | 50 feet at front building line
35 feet frontage on cul-de-sac |
| c. Maximum Lot Coverage | All buildings including accessory buildings
Shall not cover more than 35% of the total lot area. |
| d. Minimum Front Yard | 20 feet* |
| e. Minimum Side Yard | 5 feet, Corner Lots, 10 feet* |
| f. Minimum Rear Yard | 10 feet |
| g. Maximum Height | 35 feet from established grade |

The development will be constructed in one phase over a 15-year period. Construction shall commence within five years of PUD Ordinance approval.

The developer will extend water and sewer to serve the PUD and construct paved streets with curbs and gutters to be dedicated and accepted by the Town. Streetlights will be installed by the developer and 6 ft. wide sidewalk on one side of all streets in the development.

The site plan was revised after the Planning and Zoning Board meeting. The site plan reviewed at the Planning and Zoning Board public hearing included 3 points of ingress and egress, two access points on U.S. 1 and one access point on Henry Smith Road. The revised site plan included for the Town Council review was submitted on October 20, 2021 and eliminates the access on Henry Smith Road. The site plan was revised after a meeting with the applicant's development team, the Hilliard Land Use Administrator, representatives of FDOT and Nassau County Traffic Engineering. At the meeting it was discussed that with the three access points Henry Smith Road would fail, with the LOS (level of service) standard for Henry Smith Road being downgraded to "F", with backup of at least 9 vehicles trying to access U.S. 1. from Henry Smith Road.

It was recommended by FDOT and Nassau County Traffic Engineering that it would better remove any access to Henry Smith Road and just have the access for the development on U.S. 1. The developer will be responsible to pay for the traffic improvements on U.S.1 to mitigate the traffic impacts of the Greenbrier PUD. The traffic improvements required will be determined after traffic analysis of the project is performed which will probably include an Intersection Control Analysis (ICE), to determine if a traffic signal is warranted and improvements to U.S. 1.

The revised site plan maintains a utility easement along Henry Smith Road. The utility access will not have access to the development, as the site plan indicates single family dwelling units backing up to Henry Smith Road. If an access to Henry Smith is desired in the future, a rezoning from PUD to PUD would be required to amend the adopted site plan.

The applicant has submitted an application for school concurrency. The applicant is working with the Nassau County School Board for proportionate share mitigation agreement for the development impact on area schools.

The property included in the Greenbrier PUD includes a right of way that needs to be closed. The applicant has requested an application for road closure from the Town.

Consistency with Comprehensive Plan

The Future Land Use Map (FLUM) designation for the property is Mixed Use. Lands designated in the Mixed Use FLUM category are those used for a planned development with a combination of residential and commercial development that promote walkable communities. This category allows up to 70% residential and 30% commercial land uses. The residential land uses can up to 12 dwelling units per acre. The commercial land uses primarily consist of retail and service establishments, such as business and professional offices, hotels and restaurants. Commercial land uses will be permitted at an intensity of use up to 50 percent of lot coverage not to include parking or drainage facilities.

The density of the residential property will 6.4 dwelling units per acre, less than the 12 dwelling units per acre allowed the FLUM category. The lot coverage for the commercial is 50%, consistent with the Mixed Use FLUM category. The acreage of the residential and commercial development is consistent with the 70% residential/30% commercial requirements of the Mixed Use FLUM. The planned community, constructed with paved roads, public water, public sewer, and drainage is consistent with the goals, objectives, and policies of the Hilliard Comprehensive Plan.

Planning and Zoning Board Public Hearing - October 12, 2021

Adjoining property owners expressed concerns about drainage in the area and the impact Greenbrier PUD will have drainage in the area. The design engineer for the Greenbrier PUD stated at the public hearing he will meet with residents in the area to assure their concerns related to drainage are expressed.

The Paster of the First Assembly of God expressed his concerns related to access to the church. The traffic engineer for the Greenbrier PUD stated he will work with the church and make them aware of access issues.

Planning and Zoning Board Recommendation

At the October 12, 2021, Planning and Zoning voted to recommend to the Town Council the rezoning of parcels #15-3N-24-2320-0019-0000; 15-3N-24-2320-0020-0000; 15-3N-24-2320-0021-0000; 22-3N-24-2320-0025-0000; and 22-3N-24-2320-0041-0000, from A-1, Agricultural to PUD, Planned Unit Development to create the Greenbrier PUD. The proposed rezoning provides for orderly growth and use of the subject property. The rezoning will be consistent with the goals, objectives and policies of the Comprehensive Plan. The Planning and Zoning Board recommended approval of the PUD rezoning with the following conditions:

1. The Developer shall work with the Town, Nassau County and Florida Department of Transportation to mitigate traffic impact of the development.
2. The Developer shall provide the Town with copies of Permitting Applications, Approved Permits for this development.

Town Council Public Hearing and Meeting – November 4, 2021

The need for bus stops was discussed and adding a buffer along Henry Smith Road.

A revised site plan and written description has been submitted to respond to the comments at the November 4, 2021 meeting. The following conditions were added to the written description

- The Applicant shall coordinate with the Nassau County School District on the location of the school bus stop and waiting area during the preliminary platting process.
- A natural landscaped buffer a minimum of ten (10)-foot-wide shall be located along Henry Smith Road at the perimeter of the Property, as depicted as 10' Landscape Buffer & Non-Access Easement on the Conceptual Site Plan. No fencing will be allowed within the buffer.

FINANCIAL IMPACT: None, the applicant is required to pay all application, advertising, and review fees.

RECOMMENDATION: Approve Ordinance 2021-09 on Second and Final Reading



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 6, 2022

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

SUBJECT: Town Council to appoint the Town Council President and Town Council Pro Tem for the 2022 Calendar Year for the Organization of Office.

BACKGROUND:

The Organization of Office is held the first meeting in January of each year and is for the Town Council to appoint the Council President and Pro Tem for the calendar year.

Currently:
Council President John Beasley
Council Pro Tem Kenny Sims

FINANCIAL IMPACT:

None.

RECOMMENDATION:

For the Town Council to appoint the Council President and Council Pro Tem for the 2022 Calendar Year by motion and majority vote.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 6, 2022

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

SUBJECT: Town Council to appoint the Town Council Department Commissioners for the 2022 Calendar Year for the Organization of Departments.

BACKGROUND:

The Organization of Departments is held the first meeting in January of each year and is for the Town Council to appoint the Department Commissioners for the calendar year.

Currently:

Council President John Beasley, Recreation Department Commissioner
Council Pro Tem Kenny Sims, Streets Department Commissioner
Council Member Lee Pickett, Water & Sewer Department Commissioner
Council Member Jared Wollitz, Fire Department Commissioner
Council Member Callie Kay Bishop, Airpark Department Commissioner

FINANCIAL IMPACT:

None.

RECOMMENDATION:

For the Town Council to appoint the Department Commissioners for the 2022 Calendar Year by motion and majority vote.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 6, 2022

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

SUBJECT: Town Council approval to Reappoint Charles Reed and Skip Frey to the Planning and Zoning Board for another 3-Year Term.

BACKGROUND: Information has been added on the Town's website about inquiring to become a member of the Planning and Zoning Board. There have not been any inquiries to date.

Planning & Zoning Board members Charles Reed and Skip Frey terms are expiring at the end of December 2021. At their regular meeting of December 14, 2021, the Planning and Zoning Board decided by a unanimous vote to recommend to the Town Council to reappoint Board Members Reed and Frey for another 3 year term beginning January 2022 and ending December 2024.

FINANCIAL IMPACT: None

RECOMMENDATION: Town Council approval to Reappoint Charles Reed and Skip Frey to the Planning & Zoning Board for another 3-year term beginning January 2022 and ending December 2024.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 6, 2022

FROM: ***Gabe Whittenburg – Parks & Recreation Director***

SUBJECT: Town Council to approve Jasmine Booth's Transition from Temporary to Regular Part-Time

BACKGROUND:

Jasmine started with P&R as a Camp Counselor in our 2021 Summer Camp. She has since transitioned into one of our After School Program Kid Attendant / Child Watch Attendants.

FINANCIAL IMPACT:

Jasmine is currently employed in our After School Program so there is no addition to staffing headcount.

RECOMMENDATION:

Transition Jasmine from Temporary to Regular Part-Time.

**TOWN OF HILLIARD
TOWN CLERK'S OFFICE
Position Process**

Regular Meeting: January 6, 2022

Applicant: Jasmine Booth
27510 Iowa St.
Hilliard, FL 32046

Position: Kid Attendant/Child Watch

Pay Rate: \$10.00 per hour

Position Starts: Regular Part Time – January 2022

Position Status: Temporary to Regular Part Time Position

Summer Camp Counselor 1st Year
Child Watch & After School Program
Temporary – June 2021 - Present

Position Requirements:

Valid Florida Driver's License
CPR/First Aid Certified
DCF Fingerprint Background (18+ only)

Position Information:

Will implement Child Watch and/or After School programs with exercise, craft, and homework activities that are fun and age appropriate while maintaining a high standard of customer satisfaction. Responsible for cleaning all areas that include activates related to this position. Work is performed under the administrative direction of the Parks and Recreation Director.

The Town of Hilliard is an Equal Opportunity Employer and a Drug Free Workplace.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 6, 2022

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

SUBJECT: Town Council approval for CDBG Water Main Replacement Change Order No. 3 which is an increase in contract price of \$15,088.39 due to addition of a directional drill at road crossing from change in field conditions.

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, increase the contract price \$15,088.39, making the new contract price \$707,369.42.

FINANCIAL IMPACT:

\$865,069.42 Project Total (\$105,700.00 + \$52,000.00 + \$707,369.42)
 \$700,000.00 DEO CDBG Funds
 \$165,069.42 Town Capital Funds

RECOMMENDATION:

Town Council approval of Change Order No. 3 for the increased contract price of \$15,088.39. Due to addition of a directional drill at road crossing from change in field conditions with contractor's documents supporting change. Reviewed and recommended by Town engineer.

CHANGE ORDER NO. 3PROJECT: CDBG 20 NR Water Main ReplacementDATE OF ISSUANCE: December 2, 2021 EFFECTIVE DATE: December 2, 2021OWNER: Town of Hilliard, Florida CDBG CONTRACT NO.: 20DB-OO-04-55-02-N08CONTRACTOR: DB Civil Construction, LLCENGINEER: 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 price of \$15,088.39 due to addition of a directional drill at road crossing.Reason for Change Order: Change in field conditions.Attachments (list documents supporting change): Contractor's pricing documentation dated October 28, 2021.**CHANGE IN CONTRACT PRICE:**

Original Contract Price

\$ 669,300.00**CHANGE IN CONTRACT TIMES:**

Original Contract Times

Substantial Completion: 180Ready for final payment: 210

days

Net changes from previous Change Orders No. 0 to No. 2\$ 22,981.03Net changes from previous Change Orders No. 0 to No. 20

days

Contract Price prior to this Change Order

\$ 692,281.03

Contract Times prior to this Change Order

Substantial Completion: 180Ready for final payment: 210

days

Net Increase (~~Decrease~~) of this Change Order\$ 15,088.39

Net Increase (Decrease) of this Change Order

0

days

Contract Price with all approved Change Orders

\$ 707,369.42

Contract Times with all approved Change Orders

Substantial Completion: 180Ready for final payment: 210

days

APPROVED:

ACCEPTED:

By: _____
Owner (Authorized Signature)By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

ITEM-9

DATE: 10/28/2021
COR #003

LABOR					EQUIPMENT				
NAME	Class	RATE	HRS	TOTAL	DESCRIPTION	QTY	RATE	Unit	TOTAL
Foreman		\$ 32.00	4.0	\$ 128.00	Link Belt 235 Excavator	2.00	\$ 112.26	HR	\$ 224.52
Pipe Layer		\$ 18.00	4.0	\$ 72.00	Loader Hitachi	2.00	\$ 69.64	HR	\$ 139.28
Operator		\$ 16.00	4.0	\$ 64.00	Ford F-550	2.00	\$ 25.00	HR	\$ 50.00
Laborer		\$ 13.00	4.0	\$ 52.00	Small Tools	2.00	\$ 10.00	HR	\$ 20.00
Laborer		\$ 13.00	4.0	\$ 52.00			\$ -		\$ -
				\$ -			\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
SUBTOTAL LABOR				\$ 368.00	SUBTOTAL EQUIPMENT				\$ 433.80
LABOR BURDEN				7.0% \$ 25.76					
LABOR MARK-UP				10.0% \$ 39.38	EQUIPMENT MARK-UP				10.0% \$ 43.38
TOTAL LABOR				\$ 433.14	TOTAL EQUIPMENT				\$ 477.18
SUBCONTRACTOR					MATERIAL				
DESCRIPTION	PRICE	UNIT	QTY	TOTAL	DESCRIPTION	PRICE	QTY	UNIT	TOTAL
Wyatt Drilling	\$ 9,500.00	LS	1.0	\$ 9,500.00	Furgeson	\$ 3,246.00	1.0	LS	\$ 3,246.00
	\$ -		0.0	\$ -	#57 Stone	\$ 65.00	5	TN	\$ 325.00
	\$ -		0.0	\$ -					\$ -
	\$ -		0.0	\$ -					\$ -
	\$ -		0.0	\$ -					\$ -
	\$ -		0.0	\$ -					
	\$ -		0.0	\$ -					
SUBTOTAL MATERIAL				\$ 9,500.00	SUBTOTAL MATERIAL				\$ 3,571.00
SALES TAX				\$ -	SALES TAX				\$ 249.97
DBCC MARK-UP				5.0% \$ 475.00	MATERIAL MARK-UP				10.0% \$ 382.10
TOTAL SUBCONTRACT				\$ 9,975.00	TOTAL MATERIAL				\$ 4,203.07
CONTRACTORS REP				DATE	LABOR				\$ 433.14
					EQUIPMENT				\$ 477.18
SUBCONTRACTORS REP				DATE	SUBCONTRACT				\$ 9,975.00
					MATERIAL				\$ 4,203.07
OWNERS REP				DATE	BOND				0.00% \$ -
					TOTAL				\$ 15,088.33



FERGUSON WATERWORKS-JAX #149
9692 FLORIDA MINING BLVD W
BUILDING #100
JACKSONVILLE, FL 32257
Phone: 904-268-2551
Fax: 904-268-2053

Deliver To:

From: Zach Laroche

Comments:

ITEM-9

09:58:02 OCT 28 2021

Page 1 of 1

FEL-JACKSONVILLE WW -#149

Order Confirmation

Phone: 904-268-2551

Fax: 904-268-2053

Order No: 1884754

Order Date: 10/28/21

Writer: ZL

Req Date: 11/01/21

Ship Via: COUNTER PICK-UP

Terms: NET 10TH PROX

Sold To: DB CIVIL
4475 US-1 SOUTH
SUITE 707
SAINT AUGUSTINE, FL 32086

Ship To: CUSTOMER PICK-UP

Cust PO#: HILLARD

Job Name: HILLARD

Item	Description	Quantity	Net Price	UM	Total
PED11BX40	8X40 DIPS DR11 HDPE PIPE BL STRIPE	120	2000.000	C	2400.00
PED11MJAX	8 DIPS PC200 DR11 MJ ADPT	2	120.000	EA	240.00
IMJAPHDIX	8 HDPE DIPS IPS ACCY MJ PK W/GLND	2	86.000	EA	172.00
MJRLAXU	8X6 MJ C153 RED L/A	2	132.000	EA	264.00
SSLCE6	6 PVC WDG REST GLND *ONELOK	2	50.000	EA	100.00
SMGP6	6 MJ GSKT & BLT PK L/ GLAND	2	35.000	EA	70.00

Net Total: \$3246.00

Tax: \$243.45

Freight: \$0.00

Total: \$3489.45

WARRANTY PROVISIONS

The purchaser's sole and exclusive warranty is that provided by the manufacturer, if any. Seller makes no express or implied warranties. SELLER DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL SELLER BE LIABLE FOR ANY INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING DIRECTLY OR INDIRECTLY FROM THE OPERATION OR USE OF THE PRODUCT. SELLER'S LIABILITY, IF ANY, SHALL BE LIMITED TO THE NET SALES PRICE RECEIVED BY SELLER. Complete Terms and Conditions are available upon request or can be viewed on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



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<https://survey.medallia.com/?bidsorder&fc=149&on=51485>

38

RESOLUTION NO. 2022-01

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; ADOPTING RECOGNIZED HOLIDAY DATES FOR THE TOWN OF HILLIARD; AT ITS FIRST MEETING OF THE TOWN COUNCIL HELD IN JANUARY; AS OUTLINED IN THE PERSONNEL POLICY MANUAL; AS IT RELATES TO HOLIDAYS UNDER THE EMPLOYEE BENEFIT PROGRAMS SECTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Hilliard desires to adopt recognized holiday dates annually at the first regular meeting of the Town Council held in January.

NOW THEREFORE BE IT RESOLVED, by the Hilliard Town Council that:

SECTION 1.

The Town of Hilliard Town Hall Office will be closed in observance of the following Holiday's and Holiday time off will be granted to all regular full-time employees on the dates listed below:

- | | |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 17, 2022 |
| 2. Memorial Day | Monday, May 30, 2022 |
| 3. Independence Day | 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 |

SECTION 2.

This resolution shall become effective upon adoption.

Adopted 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

2020 MINUTES

NO.	DATE	DESCRIPTION	COMPLETE?	NEED SIGNED	SIGNED	DATE SIGNED
1	1/7/2020	JOINT WHISPER RIDGE PUD	Y	x		
2	1/13/2020	FEE RESOLUTIONS	Y	x		
3	1/16/2020	PUBLIC COMMUNITY #2	Y	x		
4	1/21/2020	FEE RESOLUTIONS	Y	x		
5	1/30/2020	FRANKLIN PUD	Y	x		
6	2/4/2020	JOINT COMMUNITY PLANNING	Y	x		
7	2/6/2020	PERSONNEL POLICY	Y	x		
8	2/27/2020	ADD EMPLOYEE & J FLEET ADD HOURS	Y	x		
9	3/3/2020	JOINT P&Z FENCING PONDS	Y	x		
10	3/9/2020	PERSONNEL POLICY	Y	x		
11	3/23/2020	JOINT TOWN OF HILLIARD & NASSAU COUNTY SCHOOL BOARD	CANCELED			
12	4/2/2020	MOWING (WEBEX)	Y	x		
13	4/7/2020	PANDEMIC POLICY (WEBEX)	Y	x		
14	5/4/2020	AUDIT	Y	x		
15	6/1/2020	MAYORS DUTIES/TOWN CLERK COMPLAINT	Y	x		
16	6/29/2020	DEO WORKSHOP	Y	x		
17	6/29/2020	PARKS & RECREATION	Y	x		
18	7/21/2020	PARKS & RECREATION	Y	x		
19	7/27/2020	TRIM	Y	x		
20	8/10/2020	BUDGET	Y	x		
21	8/17/2020	BUDGET	Y	x		
22	8/24/2020	BUDGET	CANCELED			
23	8/31/2020	BUDGET	Y	x		
24	9/3/2020	PARKS & RECREATION	Y	x		
25	9/14/2020	BUDGET	Y	x		
26	9/21/2020	PARKS & RECREATION	Y	x		
27	9/28/2020	PARKS & RECREATION	Y	x		
28	10/1/2020	PARKS & RECREATION	Y	x		
29	10/8/2020	SUEZ ADVANCED METERING INFRASTRUCTURAL - UPDATE & DISCUSSION	Y	x		
30	10/13/2020	DRAFT ORD. AMENDING TOWN CODE CH.2 - PURCHASING & PROCUREMENT PROC.	CANCELED			
31	11/19/2020	DRAFT ORD. AMENDING TOWN CODE CH.2 - PURCHASING & PROCUREMENT PROC.	Y	x		

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Wendy Prather, Chair
Glenn Higginbotham, Vice Chair
Charles A. Reed
Josetta Lawson
Harold "Skip" Frey

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, January 7, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

ABSENT

Council President John Beasley

PRESENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Higginbotham
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Frey
Land Use Administrator Janis Fleet

ABSENT

Charles A. Reed

OTHERS PRESENT

Tim Shay, Developer Consultant
Buddy Higginbotham, Property Owner
Courtney Gaver, Attorney
Emily Pierce, Attorney

WORKSHOP

ITEM-1 Whisper Ridge PUD – Kings Ferry Road at Old Pineridge Road – Discussion

Land Use Administrator, Janis Fleet, opens the discussion by introducing Attorney Courtney Gaver, Developer Consultant Tim Shay, Attorney Emily Pierce and Property Owner Buddy Higginbotham. The discussion is then transitioned to talk about the construction of the community, Whisper Ridge, and the size of the lots that will potentially be in the development as well as the setbacks for those lots. Ms. Gaver discusses there being a Homeowner's Association for those who will live in Whisper Ridge.

Terry Higginbotham, 37605 Kings Ferry Road, Hilliard, Florida, Mr. Higginbotham expresses his concerns about building the development in such a small area.

Harry Pickett, 37752 Kings Ferry Road, Hilliard, Florida, Mr. Pickett expresses his concerns about building the development in such a small area.

Kristin Pickett, 37575 Kings Ferry Road, Hilliard, Florida, Ms. Pickett expresses her concerns about building the development in such a small area.

Lee Ann Wollitz, 37024 South Oak Street, Hilliard, Florida, Ms. Wollitz states she loves the PUD proposal but not the quantity of homes that are potentially going to be built. She also asks what the fencing code for the development will be.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:00 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, January 13, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Skip Frey, Citizen
Michael Franklin, Citizen

WORKSHOP

ITEM-1 Town of Hilliard Fee Resolutions Discussion

Town council reviews Ordinance No. 2006-06 and makes final changes as needed to correct fee amounts before submitting for final adoption.

ITEM-2 Resolution No. 2020-04 - Water & Sewer Rates & Fees

Town Council reviews Water & Sewer Rates & Fees for Resolution No. 2020-04 and agrees that they all are content with the prices that are currently set.

ITEM-3 Resolution No. 2020-05 - Building Permits & Inspection Fees

Town Council opens discussion to review Building Permits & Inspection Fees and discusses setting a workshop with The Town's Building Inspector Larry Hogan.

ITEM-4 Resolution No. 2020-06 - Zoning & Land Development Fees

The Council reviews and discusses Resolution No. 2020-06 Zoning & Land Development Fees. Land Use Administrator, Janis Fleet advises the Council of price changes and prices that will remain the same as well as what services and documents come with those prices.

ITEM-5 Resolution No. 2020-07 - Parks & Recreation Programs & Fees

The Town Council consults with Parks and Recreation Director Kyle Malucci to review Fees for the Parks and Recreation Department and makes changes as needed. Mr. Malucci advises the Council of the following changes for Resolution No. 2020-07. CPR Certification Class taught by Mr. Malucci for \$25.00, Hometown Hero Membership, 1-month free membership with purchase of key fob to active-duty military with Hilliard address as their hometown, the key fob is a \$5.00 charge.

Mr. Malucci also discusses with Councilman Wollitz about the Parks and Recreation Fitness Center itself and the multiple uses of it as well as the maintenance for the Fitness Center.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:25 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, January 16, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Land Use Administrator Janis Fleet & Bob Fleet, Assisting
Planning and Zoning Board Vice Chair Reed
Planning and Zoning Board Chair Prather
Planning and Zoning Board Member Lawson
Adrienne Burke, Nassau County Director of Planning & Economic Opportunity
Gerald and LeeAnn Wollitz, Citizens
Michael Franklin, Citizen
Myra Cockerham, Town Employee
Kathie Colgrove, Nassau County Record

WORKSHOP

ITEM-1 Public Community Workshop #2 – Identify Community Preferences & Provide Input on Public Facilities, Land Uses, How to Address Growth in Hilliard through 2045, and Other Community Issues

Land Use Administrator Janis Fleet opens the discussion and advises the Council of the items that would contribute to the Town of Hilliard expanding over the next several years including a “Main Street” which was lost due to the expansion of US HWY 1 and adding more businesses to meet the needs of the Town. The current recreation sites and buildings need to have improved

maintenance and such as updated access sites to keep them available to the public and including access for a “walkable community”. There is also a need for more housing but smaller houses and more affordable housing. There was also discussion regarding inadequate infrastructure such as potholes, dirt roads, lack of sidewalks.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, January 21, 2020 at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

ABSENT

Councilwoman Callie Kay Bishop

OTHERS PRESENT

Larry Hogan, Town Building Inspector
Myra Cockerham, Town Employee
Skip Frey, Citizen
Michael Franklin, Citizen
LeeAnn Wollitz, Citizen

WORKSHOP

ITEM-1 Resolution No. 2020-05 - Building Permits & Inspection Fees

Town Council Reviews Ordinance No. 2020-05 Building Permits & Inspections Fees comparing them to other municipalities to assure the correct amount is being charged for these documents and services.

Town Clerk, Lisa Purvis, advises the Council that she will consult Town Attorney Christian Waugh to potentially amend the fees for portable sheds and pools to be a lower cost permit.

Michael Franklin, 51012 CR 108, Hilliard, Florida, advises the Council that he believes the ICC Evaluation Fee that Nassau County uses is not appropriate for the westside of Nassau County.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:55 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, January 30, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Land Use Administrator Janis Fleet
Planning and Zoning Board Member Frey
Michael Franklin, Citizen
Bobby Franklin, Citizen/Developer
James Cason, Citizen

WORKSHOP

ITEM-1 Possible Mixed-Use Project US1 Discussion – Mr. Bobby Franklin

The Hilliard Town Council reviews the “Hilliard Apartment Traffic Study” document to have a better understanding of the traffic patterns that are currently in effect and how to plan accordingly if the Town and were to expand. The Traffic Study that Mr. Franklin has had prepared reveals that there would not need to be any changes made to the current intersections for his proposed project.

Public Works Director, Richie Rowe, presents a summary before the Council of the lift stations and Myer's pumps that would be used for this new construction. Mr. Rowe advises the Council that there were some complications with the pumps and lift stations that needed to be further researched.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:00 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Wendy Prather, Chair
Glenn Higginbotham, Vice Chair
Charles A. Reed
Josetta Lawson
Harold "Skip" Frey

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, February 4, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

PRESENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Higginbotham
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Frey
Planning & Zoning Board Member Reed
Land Use Administrator Janis Fleet

OTHERS PRESENT

Michael Franklin, Citizen
LeeAnn Wollitz, Citizen

WORKSHOP

ITEM-1 Public Community Joint Workshop – Planning & Zoning Board and Town Council
Identify Community Preferences & Provide Input on Public Facilities, Land Uses,
How to Address Growth in Hilliard through 2045, and Other Community Issues

Land Use Administrator, Janis Fleet, opens the discussion with items previously discussed
including what citizens of the Town would like to see happen to help improve the infrastructure.

The discussion continues and lists of the improvements that the citizens who attend the Town meetings and workshops would like to see happen in their community are prepared ranging from the following: a larger recreation center for all ages; to smaller lot sizes with a more urbanized neighborhood to attract more people; to a larger variety of commercial businesses; and more options for health care. With these ideas of expansion for the community, citizens also want to see more jobs closer to their homes and having more options for health care and businesses would bring those new employment opportunities requested. The input of the active members of the community will be taken into consideration when making new changes to the Town and there will be a written summary of the projected plans over the next several years.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, February 6, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Town of Hilliard Personnel Workshop

The Town Council reviews the Town of Hilliard's Personnel Policy and making changes as needed to each section as they go through the policy.

The following sections have been modified:

Section 106 Conflicts of interest

Section 108 Personnel Records

Section 302 Vacation Benefits

Ending the workshop on Section 303 Holidays and will resume at the next personnel policy workshop.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, February 27, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Michael Franklin, Citizen
Skip Frey, Citizen

WORKSHOP

ITEM-1.0 Town Clerk's Office Additional Position Discussion

Town Clerk, Lisa Purvis opens the discussion with advising the Council of the need for an additional Administrative Assistant to work in Town Hall.

ITEM-1.1 Administrative Assistant II – Kim Corbett

Town Clerk, Lisa Purvis advises the Council on Mrs. Corbett's duties as Administrative Assistant including her responsibilities of assisting customers with utility payments and account updates. As well as organizing and keeping record of building permits for the building official and assist the Town Clerk and Deputy Town Clerk as needed.

ITEM-1.2 Administrative Assistant III – Myra Cockerham

Town Clerk, Lisa Purvis advises the Council on Mrs. Cockerham's duties as an Administrative Assistant including her responsibilities of maintaining records of building permits for the Building

Official and issuing them to contractors. Mrs. Cockerham also helps order things needed for the office such as supplies or signs. As well as assist with utility payments and cash handling when needed while also providing support to the Town Clerk and Deputy Town Clerk when needed.

ITEM-1.3 Administrative Assistant III – Dawn Carroll

Town Clerk, Lisa Purvis advises the Council of Mrs. Carroll's everyday responsibilities including preparing the daily bank deposit and verifying invoices for the accounts and maintaining records for the handheld devices for meter reading. Mrs. Carroll also maintains a record of business licenses for the Town and assures they are kept up to date yearly.

ITEM-1.4 Deputy Town Clerk – Tiffany Bowden

Town Clerk, Lisa Purvis advises the Council of Mrs. Bowden's everyday responsibilities including keeping record of all financial reports for the Town and assisting the Town Clerk when needed. Mrs. Bowden also prepares and disperse payroll each pay period.

ITEM-1.5 Town Clerk – Lisa Purvis

Town Clerk, Lisa Purvis, advises the Council of her own everyday responsibilities including maintaining records and applications for grants awarded to the Town as well as providing guidance to any concerned citizens. Mrs. Purvis also does research for projects, grants and new ways to improve the Town and prepares agendas for Town Council meetings and workshops.

ITEM-2.0 Planning & Zoning Board Land Use Administrator & Planner Office Hours

The Town Council reviews Land Use Administrator Janis Fleet's hours worked and progress made over the last quarter.

ITEM-2.1 Schedule of Office Hours & Meetings Attended 09/10/2019 – 03/03/2020

The Council and Mrs. Fleet agree on the hours worked and meetings attended.

ITEM-2.2 Quarterly Report of Tasks Completed 10/01/2019 – 12/31/2019

Mrs. Fleet advises the Council in her quarterly report of all the tasks she has completed throughout the quarter including approving special exception applications, writing minutes for Planning and Zoning Board meetings as well as preparing agendas for those meetings and attending.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:45 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Wendy Prather, Chair
Glenn Higginbotham, Vice Chair
Charles A. Reed
Josetta Lawson
Harold "Skip" Frey

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, March 3, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

ABSENT

Lee Pickett, Councilman

PRESENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Higginbotham
Planning & Zoning Board Member Reed
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Frey
Land Use Administrator Janis Fleet

WORKSHOP

ITEM-1 Planning & Zoning Board and Town Council – Ordinance No. 2019-12 Amending Chapter 62 Section 62-361 Zoning & Land Development Regulations Code

Land Use Administrator, Janice Fleet, opens the discussion with reading Ordinance No. 2019-12 Amending Section 62-361 Ponds and Borrow Pits. Board Vice Chair Higginbotham, states that it should be treated as a pool regarding needing a fence. Mrs. Fleet states that there is six feet of chain link fencing around pools in the municipality Green Cove Springs. The Council and Zoning Board discusses, and they are not in favor of fencing ponds.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:41 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, March 9, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

ABSENT

Councilman Lee Pickett

WORKSHOP

ITEM-1.0 Town of Hilliard Personnel Workshop – Review & Discussion

Discussion continues from the last workshop held on February 6, 2021.

ITEM-1.1 Personnel Policy Manual 2004

Town Attorney, Christian Waugh opens the discussion with page 19 Section 304, Injury Reporting and Worker's Compensation of The Town of Hilliard's Personnel Policy Manual. Mr. Waugh continues through the Policy Manual and pauses throughout to make corrections or change items in the policy that were commented on by the Council.

The following sections have been modified:

305 Sick Leave Benefits
306 Bereavement Leave
307 Jury Duty
310 Life & AD & D Insurance
311 Employee Retirement Plan
402 Paydays
405 Pay deduction
501 Safety

503 Use of Phone and Mail System
 505 Overtime
 508 Travel and Training
 The workshop ends with stopping at the beginning of Section 509 Computer and E-mail Usage.

ITEM-1.2 Town Charter Article VI

Article VI of the Town Charter was not discussed.

ITEM-1.3 Town Code Chapter 2 Administration

Chapter 2 Administration of the Town Code was not discussed.

ITEM-1.4 Complaint Form

Complaint Forms were not discussed.

ITEM-1.5 WTP & WWTP License Procedures

WTP & WWTP License Procedures were not discussed.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:00 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, April 2, 2020, at 6:00 p.m.

WEBEX PHONE CONFERENCING MEETING

WILL BE RECORDED DIAL: 408-418-9388

(If busy wait 10 seconds and call again)

ENTER ACCESS CODE: 621 746 556

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Richard Smart, Smart Quality Lawn Care
Shawn McClinton, 3MC Mobile Mechanical Repair LLC
Robert Foster, Mills Creek Services LLC

WORKSHOP

ITEM-1

- Mowing Services Contract – Bid Review & Discussion
 - A. Bids Received March 30, 2020, by 2PM
 - B. Mowing Services Advertisements for Bids
 - C. Mowing Services Contractor Requirements
 - D. Mowing Services Extent Right of Ways Map
 - E. Mowing Services Bid Form
 - F. Mowing Services Contract

The meeting started later than 6:00 pm due to recording issues.

Town Clerk, Lisa Purvis, opens the discussion with naming the three contractors that have submitted bids for the Mowing of the Town of Hilliard Right of Ways. Each Council Member is asked if they have any questions.

Councilman Pickett asks if the contractors have submitted their insurance and Mrs. Purvis informs Councilman Pickett that the contractors do not have to disclose that information unless they get the job, but they are aware of the insurance requirements if awarded the bid.

Councilman Wollitz asks if each contractor will answer the following three questions: What type of equipment and much of the equipment; how many employees; and roadside mowing experience.

Richard Smart:

Z Ride, Walk Behind, Zero Turn 5 mowers in total and weed eaters.

5 employees.

Circle K Stores, Pinetree Apartments, Canterbury Apartments and Clay County Road Department.

Shawn McClinton:

John Deer Tractor and 2 zero turns and would buy additional if needed.

32 Full time employees.

Right of Ways.

Robert Foster:

Scag zero turn and Flail mower (if awarded will purchase boom arm to mow ditch banks).

2 Full time employees, extra to hire by the job.

Right of Ways.

Assistant Public Works Director, Greg Grooms, makes it known that one of the contractors only has two employees and it would take them two weeks to mow the entire town.

No other Council members had questions.

Richard Smart advise he has no further questions or comments.

Shawn McClinton states that he can have the insurance on Monday if awarded the job.

Robert Foster advises he has no further questions or comments.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:38 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, April 7, 2020, at 6:00 p.m.

WEBEX PHONE CONFERENCING MEETING

WILL BE RECORDED DIAL: 408-418-9388

(If busy wait 10 seconds and call again)

ENTER ACCESS CODE: 621 746 556

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Greg Grooms, Assistant Public Works Director

WORKSHOP

ITEM-1 Town of Hilliard Pandemic Policy

Councilman Pickett opens the discussion with a question to Town Attorney Christian Waugh, "Does the Town legally need a Pandemic Policy in place?"

The Council discusses with Mr. Waugh the precautions that need to be set in place in case of an exposure to a Town employee. Mr. Waugh suggests the idea of telecommuting.

The question of how many days leave an employee will get if they are exposed and need to take time off to quarantine properly. As well as proof from a doctor and documentation of test results whether positive or negative in order to receive paid leave. All department heads and Council members are content with the current protocols and precautionary steps that are stated in the policy at this time.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:52 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh
Richard Powell, CPA

Minutes

Monday, May 4, 2020, at 6:00 p.m.

WEBEX PHONE CONFERENCING MEETING

WILL BE RECORDED DIAL: 408-418-9388

(If busy wait 10 seconds and call again)

ENTER ACCESS CODE: 621 746 556

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Annual Financial Statements - September 30, 2019, Preliminary & Tentative
Review – Powell & Jones, CPAs

Richard Powell, Certified Public Account presents his formal presentation before the Council.
Comments were made regarding the following pages of his presentation:

Pages 7-9: Independent Auditor's report

Pages 10-21: Management's Discussion and Analysis

Page 26: Governmental Funds Balance Sheet

Page 27: Governmental Funds Statement of Revenues, Expenditures and Changes in Fund
balances

Pages 29-30: Proprietary Fund Statement of Net Position

Page 31: Proprietary Fund Statement of Revenues, Expenses and changes in net position

Page 47: Capital Assets, Property Tax Revenues, Depreciation

Pages 49-50: Long Term Liabilities
 Page 61: Risk Management, Contingent Liabilities, Subsequent event
 Page 63: Governmental Fund, General Fund, Statement of Revenues, Expenditures and changes in fund balances, budget and actual
 Page 74: Grants
 Pages 76-77: Independent Auditor's Report
 Pages 78-79: Management Letter
 Page 80: Independent Accountant's Letter
 Page 81-82: Communication with Those Charged with Governance

ITEM-2 Audit Renewal Proposal – Schedule of Professional Fees and Expenses 2020-2022 Audits of Financial Statements – Powel & Jones, CPAs

Richard Powell, Certified Public Account of Powel & Jones, CPA's presents his contract for audit and account services as requested by the Council for review. Mr. Powell fees for the three years are presented as follows:

2020 - \$34,000 Basic audit services and \$2,500 Additional if single audit required.

2021 - \$35,000 Basic audit services and \$2,500 Additional if single audit required.

2022 - \$36,000 Basic audit services and \$2,500 Additional if single audit required.

Town Clerk Lisa Purvis provides a copy of the contract for the 2017 through 2019 years showing that the cost at that time were, \$33,000, \$34,000 and \$34,500 with the single audit if required \$2,500. Mr. Powell states that the Town's records are kept in excellent order and based on the number of hours that it takes his office to complete the audit he felt comfortable with the fees as presented.

The Mayor, Mr. Floyd Vanzant, addresses each member of the Council and asks if they have any questions.

Council Pro Tem Sims, asks if the costs under section G. Other Services have went up.

Mr. Powell states that they are listed in both the previous contract as well as the new contract and he believes there was a slight increase.

Councilwoman Bishop states yes that is looks like the costs have gone up approximately \$5 to \$10 per hour depending on what level of expertise of services would be requested.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:31 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, June 1, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Skip Frey, Citizen
Kim Frey, Citizen
Michael Franklin, Citizen
LeeAnn Wollitz, Citizen

WORKSHOP

ITEM-1 Mayor's Duties – Discussion

Mayor Vanzant opens the discussion with why he wants the mayor to have duties.

Town Attorney, Christian Waugh, explains that the item that the Clerk put on the agenda is what he will be discussing tonight. When started full time as the Town's Attorney he had sent out a memorandum regarding the Sunshine Law dated January 2, 2019. The mayor wanted powers and duties A being Duties and B being Veto Powers.

Mayor Vanzant states he did not come up with the Veto Powers that was the Town's Attorney. That he agreed that if four members vote than he could go along with them and agree on the matter.

Council President Beasley asks Town Attorney Waugh if he did what he had asked and make the Town Code match the Town Charter.

Following a lengthy discussion, the Clerk advises that Chapter 2 Administration, Article I, Purchasing and Procurement Procedures is already in the process of being amended at this time to remove the mayor to match the Town Charter.

ITEM-2 Town Clerk's Employee Complaint- Discussion

Town Attorney Christian Waugh opens the discussion explaining to the Town Council what exactly occurred which was the Town Clerk, Lisa Purvis filed a formal written complaint about Public Works Director Mr. Ritchie Rowe. Mr. Rowe is questioned by the Council on the incident and what occurred from his point of view. The Council discusses which members talked to the witnesses and who did not and what should happen from this point based on the evidence provided about the incident.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:20 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

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

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, June 29, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

PRESENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Reed
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Frey
Land Use Administrator Janis Fleet

ABSENT

Planning & Zoning Board Member Hunter

JOINT WORKSHOP

ITEM-1 Joint Workshop- Planning & Zoning Board and Town Council DEO Planning Grant Comprehensive Plan Draft Review & FLUM

The Town Council and Zoning Board collaboratively review the following items:
Existing Land Use Map, Future Land Use Map, Future Transportation, Recreation, Portable Water, Sewer, Wetlands, Flood Zone, Soil Types, Topography.

The Town Council and Zoning Board also review the Future Land Use Element Overview and make comments regarding the following pages:
Page 2 Main Street Commercial

Page 5 Mixed Use

Page 6 FAA / Code Enforcement

Page 8 Well Head S/B Head(s)

Page 12 Tree Ordinance/ Landscaping

Following a review of the Future Land Use Map Land Use Administrator Janis Fleet asks that the map with any corrections be given back to her. The Capital Improvement Plan is also asked to be reviewed.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, June 29, 2020, at 7:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Parks & Recreation Department – Discussion

Council President Beasley starts the discussion by advising those present for the workshop that they should follow social distance protocol due to the current Corona Virus Pandemic. Council President Beasley also advises that Parks & Recreation Director Kyle Malucci has advised that he will not be present for the workshop due to being exposed to the virus.

Council President Beasley begin the discussion by stating that the recent text messages that have been brought to his attention are a problem.

Council Pro Tem Sims states that the Director being absent from his position is the problem also.

Councilwoman Bishop states that she does not want to discuss Parks & Recreation Director Kyle Malucci's position without him being present.

Mayor Vanzant states that if he is on leave his job has to be covered and, in the meeting, when he was asked he had advised that he has been being absent due to personal reasons.

Several of the Parks & Recreation Department Lifeguards are present and wish to speak regarding the working conditions at the Town's Swimming Pool Facility this summer.

Bailey Tomlinson, 3670 Charles Green Road, Hilliard, Florida advises that she is currently a lifeguard for the Parks & Recreation Department. She spoke concerning her position and having Mr. Malucci as her boss and the working conditions that she has been enduring, that the lifeguard room currently has no refrigerator to keep your water, snacks or lunch cold or ice for your drinks. Also, that the air conditioner stopped working the previous year and there is nowhere to cool down when on break.

Courtney Hengerer, 55248 Bartram Trail, Callahan, Florida advises that she is currently a second-year lifeguard for the Parks & Recreation Department. She spoke concerning her position and having Mr. Malucci as her boss and the working conditions that she has been enduring and advises at this time she would like to submit her two weeks' notice to terminate.

Hailey Thornton, 37152 Power Drive, Hilliard, Florida advises that she is the second year Swim Instructor for the Parks & Recreation Department. She spoke concerning her position and having Mr. Malucci as her boss and the working conditions that she has been enduring and how she was reprimanded for assisting the lifeguards while on duty as she was advised to do.

Alexis Barber, 37154 South Pine Street, Hilliard, Florida advises that she is currently a second year Head Lifeguard for the Parks & Recreation Department. She spoke concerning her position and having Mr. Malucci as her boss and the working conditions that she has been enduring with the lack of sufficient guards, no air conditioner no refrigerator or cooler in the lifeguard room. Most of all the lack of communication between the Director and the lifeguards.

Council President Beasley states that he feels that all of this needs to be discussed with the Parks & Recreation Director when he is present and he will set a workshop to do so at the July 2, 2020, regular meeting.

Skip Frey, 37132 West Fourth Street, Hilliard, Florida states that he assisted with coaching basketball and that the numbers of players have reduced under Director Malucci.

Holly Hengerer, 55248 Bartram Trail, Callahan, Florida states that she is the mother of a former lifeguard. Ms. Hengerer speaks regarding the unprofessionalism shown by Director Malucci when he terminated her son with no grace or warning. The fact that he did so by text while her son was driving home from after he had completed his second shift that he was filling due to someone calling out at Director's Malucci's request.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:50 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, July 21, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Parks & Recreation Department – Department Director Discussion

The Mayor and the Town Council question Parks and Recreation Director Kyle Malucci on his position and his performance.

Councilman Wollitz asks Director Malucci if he is a certified pool operator? Mr. Malucci said that yes, he was but it laps about a year ago.

Councilwoman Bishop stated that Director Malucci should be given guidance on how to improve and ethically we should give him another chance.

Councilman Wollitz stated that Director Malucci had been given several opportunities to improve and they were all insufficient.

Council Pro Tem Sims stated that Director Malucci needs to be vested in the community and should be here in Town. Further states that Director Malucci comes off unapproachable at the gym but is good one on one at the pool.

Director Malucci states that he has been involved in the community, and he was a member of the Chamber of Commerce Leadership Nassau Class of 2020, as well as being a Co-chair on a Nassau County Health Coalition, is a member of the School Advisory Committee and will be taking part in the Take Stock Program for Children this year as a mentor. Director Malucci states that none of this was an issue last year and this year it seems to be being blown out of proportion.

Council President Beasley asks if the Fitness Center ceilings have been sprayed with insulations yet. Director Malucci answers yes that they have. Council President Beasley asks if the Fitness Center heating and cooling controller has been moved off the exterior wall yet. Director Malucci answers no that he has not received any more complaints about the temperature inside the building.

Councilwoman Bishop asks if Director Malucci has ever been reprimanded. Director Malucci advises that he has never received a disciplinary form. Councilwoman Bishop states that it may shed a new light with him having a form outlining what he is not doing correctly.

Leanne Wollitz, 37024 South Oak Street, Hilliard, Florida stated she has attended all meetings including budget meetings and would look at those meetings as reprimands.

Michael Franklin, 151012 CR 108, Hilliard, Florida asks Council President Beasley if he is OK that he looks mad. Then states that he believes Director Malucci wants to do the right thing he just don't know how, and the Town Council should give him a second chance and not terminate but instead put him on probation.

Councilman Wollitz, Council President Beasley, Council Pro Tem Sims all question how many chances an employee should be given to improve.

Hailey Thornton, 37152 Power Drive, Hilliard, Florida is currently the Swim Instructor at the Parks & Recreation Department and stated that the working conditions have improved.

Glenda Cook, Post Office Box 23, Hilliard, Florida was a former volunteer gymnastics coach at the Parks & Recreation Department and spoke on Director Malucci's behalf about his character and his strong work ethic.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:00 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, July 27, 2020, at 6:00 p.m.

Call to Order

Roll Call

Prayer and Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Budget Fiscal Year 2020-2021 – Millage Rate & State Revenues

Town Clerk, Lisa Purvis, opens the discussion about the Budget for Fiscal Year 2020-2021 and uses previous Fiscal Year's budgets as an example for the upcoming Fiscal Year. Ms. Purvis then advises the Council of the TRIM meetings that are on the calendar and discusses whether to advertise the meetings and the new millage rates in the Nassau County Record. The Council reviews the budget history and millage rate history to discuss what the millage rate for Fiscal Year 2020-2021 should be. The Town reviews state revenues alongside the Towns revenues for October 2019 through June 2020.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:00 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, August 10, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Budget Fiscal Year 2020-2021:
Streets Department & Capital Improvements Plan
Water & Sewer Department & Capital Improvements Plan

Public Works Director Ritchie Rowe presents the following capital budget items and some major operating items for the Streets and Water & Sewer Departments:

Streets Capital Budget

2003 Massey Ferguson Replace \$37,000
Milling \$60,000
First Street \$40,000
Backhoe \$110,000 or 5-year purchase \$23,000 a year

Streets Operating Budget

Mowing Contract \$66,000 2019/2020
CSX Add \$16,000 2020/2021
Rent & Lease \$20,000 2019/2020 for Tree Trimming rent bucket truck

Water & Sewer Capital Budget

SUEZ Chlorine Contact Chamber \$82,000 or \$32,000 X 3
SUEZ Two Ground Water Storage Tanks Water Plant \$122,000 or \$46,000 X 5
Constructed Wetlands

MNT Spraying \$50,000
 MNT Burning \$20,000
 Franklin Park \$80,000
 Clean Digester ½ of \$80,000= \$40,000
 Water Truck \$48,000
 Three Wetland Pumps Rebuilt \$17,000
 Jet Rig \$15,000

Public Works Director Ritchie Rowe further states that the Wastewater Treatment Plant Permit Renewal action items that are due August 31, 2020, are to be extended due to the Corona Virus.

Town Clerk Lisa Purvis advises that the department needs to work on and submit a five-year capital outlay plan to submit for the Comprehensive Plan. Any future grant request will need to be shown in the Town's Capital Plan that will be amended annually in the Comprehensive Plan.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:30 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, August 17, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

Mayor Floyd Vanzant
Council President John Beasley 6:08 p.m.
Council Pro Tem Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz
Councilwoman Callie Kay Bishop

WORKSHOP

ITEM-1 Budget Fiscal Year 2020-2021:
Parks & Recreation Department & Capital Improvements Plan
Fire Department & Capital Improvements Plan

HVFD Member Dallis Hunter provides the Council with a report for the calendar year 2019 that provides the number of calls and call types that the fire department has responded along with the 2020-2021 Budget Proposal for the Hilliard Volunteer Fire Department totaling \$74,920, which includes \$15,800 for capital equipment of two sets of bunker gear \$6,800 and hose, intake and adapters \$9,000.

Parks & Recreation Director Kyle Malucci provides all of his projected revenues and expenditures for the 2020-2021 fiscal year and the following capital items:

Parks & Recreation Capital

Gym Floor \$13,000
Exterior Paint Gym \$30,000
Heat & Cool Gym \$60,000
Gymnastic Equipment \$20,000
Annex Building Roof \$40,000
Playground Surfacing \$300,000

Fitness Center Lighting \$10,000
 Fitness Center Flooring \$10,000
 Fitness Center Equipment \$5,000
 Drainage Design & Construction Oxford Park \$56,500
 Capital totaling \$194,500

Council President Beasley asks about park benches and picnic tables at North Oxford Street Ball Park.

P&R Director Malucci states that volleyball equipment was purchased with grant funds that he received and has never been used yet.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:40 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, August 31, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

Council President John Beasley
Council Pro Tem Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz

ABSENT

Mayor Floyd Vanzant
Councilwoman Callie Kay Bishop

WORKSHOP

ITEM-1 Budget Fiscal Year 2020-2021

The General Fund, Special Revenue Fund, Capital Improvements Fund and the Enterprise Fund are all reviewed, and the following comments are made by the Council:

Council President Beasley asked if Council Pro Tem Sims called Duval Asphalt. Council Pro Tem Sims did call but doesn't have any news.

Town Clerk Lisa Purvis explains August 14, 2020, email regarding projects with culverts. Public Works Director Richie Rowe states he will review and get back.

On Agenda, Gymnastics fundraiser for air conditioning in the gym.

Public Works Director, Richie Rowe will have Greg Grooms talk to the Harris' about how much they would be willing to sell their lot that is 100' X 200' and is located adjacent to the Town's water plant.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:15 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, September 3, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

Council President John Beasley
Council Pro Tem Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz

ABSENT

Mayor Floyd Vanzant
Councilwoman Callie Kay Bishop

WORKSHOP

ITEM-1 Parks & Recreation Department – Department & Director 30 Day Review

Discussion regarding what has happened in the Parks & Recreation Department over the past 30 days. First the Parks & Recreation Director's time sheets are reviewed.

Councilman Wollitz mentions that he did not see the three- or five-year goals plan presented again this year that has been requested each year.

Public Works Director Richie Rowe advises that Public Works doesn't mind mowing or helping with the pool maintenance, but trash cans are not being kept cleaned.

Council President John Beasley asks about the condition of parks.

Parks & Recreation Director Kyle Malucci advises of next year's capital items that he has budgeted. That the gym needs wood replaced and painted, gymnastic equipment and flooring, and playground base resurfaced.

Council President Beasley asked him to investigate North Oxford Street about park benches and tables.

Discussion about lightning detection plan for pool. Director Malucci advises that he has not investigated that yet.

Zackery Knoll, 37098 Southern Glenn Way, Hilliard, Florida states that weather bug can detect lighting and asks has this ever been a thought to utilize this tool.

Shane Barber, 3754 South Pine Street, Hilliard, Florida we are just continuing kicking the can down the road again. Here we are thirty days later, and we are in the same place.

Holly Hengerer, 55248 Bartram Trail, Callahan, Florida thanks the Council for giving grace and advises that she has been meeting with the others about sports programs. That the new lifeguards hired need to have ongoing training and last that Kyle Malucci owes Courtney Hengerer and apology.

ADJOURNMENT

There being no additional business, the workshop is adjourned at 6:55 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, September 14, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Budget Fiscal Year 2020-2021

Following a review of the budget and due to the uncertain impact that COVID will have on the Town's revenues the Council would like to put off discussion of employee increases and instead consider \$500 employee bonuses at budget approval and revisit all employees pay increases in 6 months.

ITEM-2 PR Employee Reviews & Position Descriptions

Parks & Recreation Director Kyle Malucci is present for the discussion.

ITEM-3 TH Employee Reviews & Position Descriptions

Town Clerk Lisa Purvis asks if the Town Council again for consideration of an additional Town Hall employee. The Council agree to review adding a new Town Hall staff member after January 1, 2021. Councilwoman Bishop does states that she just does not understand why five people cannot run an office in Hilliard its Hilliard.

ITEM-4 PW Employee Review & Position Descriptions

Public Works Director Ritchie Rowe asks the Council if they will also consider a \$125 Boot allowance for the Public Works Department at Callie Kay's. The Council agree to

add for approval an annual boot allowance starting October 2020.

Public Works Director Ritchie Rowe asks if the Council will consider approving employees being able to cash in vacation hours at the end of the year verses losing those hours. The Council agree to consider at budget approval allowing employees with an excess of 160 vacation hours on December 1st to be allowed to cash in 40 hours maximum if they maintain a balance at year end of \$160 hours.

ITEM-5 Donations FY 2020-2021

The following donations are reviewed and discussed: JROTC- \$250 only if they attend Camp, NCEDB \$1,250, Keep Nassau Beautiful \$1,500 only if the Town can have the 2021 Town Clean-up, Relay for Life \$250 only if there is a Relay Ceremony for 2021, Nassau Ferst \$360 with Contingency Funds of \$1,390 with Pride of Hilliard and Second to None Riders both receiving \$250 each if they are able to hold their programs.

ITEM-6 State Revenues FY 2020-2021

The Town Council review the latest estimates received from the legislative office for the State Revenues and discuss the impact that COVID has had and those projected estimates.

ITEM-7 Ordinance No. 2020-07 TRIM FY 2020-2021

The Town Council reviews Ordinance No. 2020-07.

ITEM-8 Ordinance No. 2020-08 BUDGET FY 2020-2021

The Town Council reviews Ordinance No. 2020-08.

ITEM-9 Capital Outlay FY 1996-2026

Public Works Director Ritchie Rowe advises that the Chlorine Contact Chamber and the 2 Ground Water Storage Tanks complete interior and exterior refurbishes needs to be done as soon as possible. That he has contacted Stephen with SUEZ regarding if the Town pays from Capital \$122,000 for the 2 Ground Water Storage Tanks and \$82,000 for the Chlorine Contact Chamber. How much would the annual maintenance program be starting 2021/2022 and he is waiting to hear back from him.

Public Works Director Rowe advised that Tim Norman the Town's engineer has stated that Franklin Park Orange Street sewer issue will be on October 1, 2020, Agenda. Mr. Norman has a larger scope of work and that he is not sure why and what the cost will be.

Town Clerk Lisa Purvis will have Tim Norman at the October 1, 2021, meeting to update the Town Council.

Lengthy discussion regarding the Town developing a safety program through the Florida League of Cities. The Florida League of Cities has a risk manager that will come to the Town and work with the Town to develop the program and the Town can qualify for 2% discount on workman's comprehension insurance.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:15 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Open – Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, September 21, 2020, at 7:30 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

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 Parks & Recreation Director Position – Applicant Review & Ranking

The Town Council review and rank the following applicants for the position of Parks & Recreation Director:

Jay Robertson, Fernandina Beach, Florida
Gabe Whittenburg, Hilliard, Florida
Kevin Wathen, Hilliard, Florida

The Clerk is asked to have the three-finalist contacted as soon as possible to set up interviews for September 28, 2021, in 30-minute increments starting at 6:00 p.m., in hopes that a new director can be hired at the October 1, 2020, meeting.

ADJOURNMENT

There being no additional business, the meeting adjourns at 9:26 p.m.

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
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Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
OPEN – Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, September 28, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

WORKSHOP

ITEM-1 Parks & Recreation Director Position – Applicant Interviewing
30-minute interview with each applicant and discussion of all 3.

The Town Council interview the three candidates for the position of Parks & Recreation Director and rank them as follows:

- 1 Jay Robertson
- 2 Gabe Whittenburg
- 3 Kevin Wathen

The Council then decides to make offer to their number one choice and if acceptable to place on the October 1, 2021, agenda for approval.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:15 p.m.

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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
OPEN – Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, October 1, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

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 Parks & Recreation Director Position – Applicant Interviewing Review

Gabe Whittenburg, the second choice for the position states he will accept the position at \$50,000, to start when asked by the Council.

Council Present Beasley asks and gives guidance regarding what would be expected if selected for the position.

Councilman Wollitz states that management of the department is a need, and that Mr. Whittenburg has a management background. Councilman Wollitz also states the Department needs community involvement.

Council Pro Tem Sims places a lot of emphasis on the fact that the Parks & Recreation Department has not been doing well knowing that the Town is vested and states if Mr. Whittenburg is offered the position, the Town will be vested in him.

The Council continues to discuss the need for a director that is invested in the Town of Hilliard, as well as the position.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:20 p.m.

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, October 8, 2020, at 9:00 a.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

TOWN OF HILLIARD

Council Pro Tem Kenny Sims
Councilman Jared Wollitz
Deputy Town Clerk Tiffany Bowden
Public Works Director Ritchie Rowe
Public Works Employee John Maze
Public Works Employee Jason Bergendahl
Administrative Assistant Kim Corbett
Administrative Assistant Myra Cockerham

SUEZ

Vice President, South Region Angelo Missos
Maintenance Manager, Justin Hayes
Director of Metering Implantation Services, Frank Sublett
Project Manager, South Region Kristen Click
Water Systems Consultant, Stephen Calhoun

WORKSHOP

ITEM-1 SUEZ Advanced Metering Infrastructural – Update & Discussion

Meters Installed:
August 4, 2020, Large meter started.
August 27, 2020, Residential meter started.
Approximately 450 meters started.
December of this year competition.

Current Changes:

Sandy- Soil black windows
 Justin- Bring vacuum
 Ritchie- Dump sediment in back field

Antique Pipes:

10% of breakage is causing issues. They are trying to evaluate each install if they are bad, they call John, and he fixes our pipes. Ritchie wants to help. What happen to key he complained about? John is to let Kim know when we have a water break. Crew is an inhouse crew that has been with Suez for 2 years. Kristen Click will get with Town Hall staff to sign in to Alcara.

ADJOURNMENT

There being no additional business, the meeting adjourns at 10:10 a.m.

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, November 19, 2020, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

ABSENT

Councilman Lee Pickett

WORKSHOP

ITEM-1 Draft Ordinance Amending Town Code Chapter 2 – Administration, Article I General, Division 1 - Purchasing and Procurement Procedures

Discussion on Ordinance Amending Chapter 2 Administration; Amending Sec. 2-2 Authority of the Mayor; Amending Sec 2-3 Delegation of Purchasing Authority; Amending Sec 2-5 Processing of contracts for the Provision of Commodities or services; Amending Sec. 2-7 Exemptions from Competitive Procurement Requirement; and Providing an Effective Date.

Public Works Director Ritchie Rowe has several questions regarding the procurement policy.

Michael Franklin, 151012 CR 108, Hilliard, Florida asks why strike the Mayor from just this Ordinance when the whole code needs to be rewrote.

Following further discussion, the Town Attorney advises that he will finish up the amendment and have this item placed on the December 3, 2020, agenda.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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

2021 MINUTES

NO.	DATE	DESCRIPTION	COMPLETE?	NEED SIGNED	SIGNED	DATE SIGNED
1	1/21/2021	JW- P&R 90 Day Accomplishments/Add Town Hall FT Position	Y	x		
2	2/1/2021	JW- Hilliard Town Council & NCSB	CANCELED			
3	2/18/2021	JW- TOH Members, TOC Members & NE FL Fair Assoc. Fireworks Display	Y	x		
4	3/8/2021	JW-TOH Members & KNB Lynda Bell Town Clean Up	Y	x		
5	3/18/2021	JW- P&R 90 Day Accomplishments/Add Town Hall FT Position	Y	x		
6	3/22/2021	JW- TOH Members, TOC Members & NE FL Fair Assoc. Fireworks Display	N	x		
7	3/29/2021	Annual Financial Statements Preliminary & Tentative Review (9/30/2020)	Y	x		
8	3/29/2021	New Agenda Format Consent Agenda	Y	x		
9	4/1/2021	Building Official Services Contract Review of Proposal	Y	x		
10	4/15/2021	New Agenda Format Consent Agenda	Y	x		
11	4/26/2021	JW- TOH Members & P&Z Board Greenbrier PUD	Y	x		
12	4/27/2021	Building Permit Fees & Exemptions	Y	x		
13	5/3/2021	Employee Bonuses & Benefits	Y	x		
14	5/10/2021	Whisper Ridge PUD LGI Homes Brian Martin, VP Land Acquisitions	Y	x		
15	6/8/2021	JW- TOH Members & P&Z Board Vacating an Alley, Right of Ways, or Street	Y	x		
16	7/12/2021	JW- TOH Members & P&Z Board Daysprings Commons PUD	Y	x		
17	7/12/2021	JW- TOH Members & P&Z Board Golf-Cart	?	x		
18	7/26/2021	Capital Long Term Goals for P&R Department	?	x		
19	8/5/2021	Budget and Capital Improvements Fiscal Year 2021-22	?	x		
20	8/19/2021	Budget and Capital Improvements Fiscal Year 2021-22	?	x		
21	9/2/2021	Budget and Capital Improvements Fiscal Year 2021-22	?	x		
22	9/14/2021	JW- TOH Members & P&Z Board Vacating an Alley, Right of Ways, or Street	Y	x		
23	9/16/2021	Budget and Capital Improvements Fiscal Year 2021-22	Y	x		
24	10/18/2021	Classification and Compensation Study	Y	x		
25	11/1/2021	Classification and Compensation Study	Y	x		
26	11/4/2021	Land Use Administrator	Y		Y	11/18/2021
27	11/18/2021	Golf-Cart	Y		Y	12/2/2021

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, January 21, 2021, at 6:00 p.m.

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 Parks & Recreation Director Gabe Whittenburg – 90 Day Accomplishments

Discussed accomplishments and certifications with Parks & Recreation Director Gabe Whittenburg.

ITEM-2 Town Hall Office – Add Additional Full Time Position – Duties

Discussion regarding setting a second workshop at the second meeting in March.

Council Pro Tem Sims would rather see current employees have overtime versus a new hire until we see what the outcome from Covid is going to be.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:45 p.m.

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
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Post Office Box 249
Hilliard, FL 32046

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Lee Pickett, Councilman
Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, February 1, 2021, at 6:00 p.m.

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

NASSAU COUNTY SCHOOL BOARD MEMBERS

Superintendent Dr. Kathy Burns
Board Members Ms. Gail Cook, District 2
Board Member Ms. Lissa Braddock, District 5
Board Member Mr. Jamie Deonas, District 3 – By Phone
Board Member Mrs. Donna Martin, District 1 – Chairman
Board Member Dr. Cindy Grooms, District 4
Brett Steger, Nassau County School Board Attorney
Abby Weiss, Nassau County Board of County Commission Planning Department

OTHERS PRESENT

Planning & Zoning Vice Chair Reed
Planning & Zoning Board Member Frey
Parks & Recreation Director Gabe Whittenburg
Assistant Public Works Director Greg Grooms
Town Clerk Lisa Purvis
LeeAnn Wollitz, Citizen

JOINT WORKSHOP**ITEM-1**

Discussion 2021 Joint Workshop

Hilliard Town Council & Nassau County School Board

Nassau County School Board 2018-2019 Work Plan

Town Clerk Lisa Purvis starts the discussion by stating that the outstanding discussion item that was listed in the School Board 5-Year Capital Plan regarding the drop off and pick up line at Hilliard Elementary School has been addressed. Council Wollitz states that he did not feel like what was done has resolved the issue of the traffic backing up on Ohio Street but that he would like to discuss further down on the agenda.

Nassau County School Board – State of the School

Superintendent Dr. Kathy Burns presents a power point presentation that she has printed and handed out titled, Nassau County School District State of the Schools. She states that she also presented this earlier to Nassau County Board of County Commission and plans to present to the Town of Callahan.

Councilman Sims asks about the funding cuts due to COVID and what funding the school board receives for virtual learning verses in classroom learning. Dr. Burns responds by stating very little funding for virtual.

Nassau County School Board – Land/Growth

Dr. Burns states that Council President Beasley and now Zoning Board Member Skip Frey have been an asset to have on the Development Review Committee and that the School Board appreciates them serving on this board.

Town Clerk Lisa Purvis states that the Town will be having its first development over 10 homes since the school concurrency and planning was adopted. Dr. Burn's asks if that development has begun yet or not. Town Clerk Lisa Purvis states that we have the first public hearing set for February 4, 2021, then reaches out to the Town's Land Use Administrator Mrs. Janis Fleet and she advises that she submitted the school planning form to Connie Daughtry by email back on December 15, 2021 for Whisper Ridge PUD which will have 72 homes beside the FAA Center.

Council President Beasley asks when the School Board is estimating growth how they come up with their numbers. Councilman Sims also asks about how they determine capacity. Dr. Burns states that is why they look at development to determine capacity and the upfront funding is required from larger developments so that they can submit to the State to be approved to building additional schools.

Council President Beasley then brings up the funding that the School Board receives from the Florida Lottery and that he will get the funding percentages that are allocated by the Florida Lottery for K-12 learning.

Town of Hilliard & Hilliard Schools Facility Use

Parks & Recreation Director Gabe Whittenburg states that the shared use of the gymnasium facilities between the Town and the High School have been working really good with the Town having 23 youth teams this year.

Hilliard Elementary School – Traffic Issues & Safety Concerns

Councilman Wollitz states that Hilliard Elementary pickup traffic is insufficient for the current school capacity. Dr. Burns states since COVID more children are being driven to school verses riding the bus. Councilman Wollitz further states that the project was not only three years past the budgeted date but that over \$800,000 was budgeted. The project came in at \$350,000, and if they would have spent the full budgeted amount, they may have been able to resolve the issue. He would of rather the School Board discuss their plans prior to so that the Town could have input on the plan. Dr. Burns states that they did not cut the budget that when the project was bid that is what was designed and that is what the bid came in at.

Additional Comments

School Board Attorney Brett Steger states that they celebrated School Appreciation last week. He congratulates the School Board on the many hours worked with the changes that have had to be accommodated due to COVID. Mayor Vanzant speaks on behalf of the Town of Hilliard and thanks the Board Members for all that they have done and are continuing to do during this time.

PAST JOINT WORKSHOPS DISCUSSION INFORMATION

ITEM-2 Canceled due to COVID 2020 Joint Workshop – March 23, 2020

ITEM-3 Items Discussed at 2019 Joint Workshop February 25, 2019

Nassau County School Board – State of the School – District Strategic Plan
Nassau County School Board – Land/Growth
Nassau County School Board 2018-2019 Work Plan
Town of Hilliard & Hilliard Schools Facility Use
Hilliard Elementary School – Traffic Issues & Safety Concerns

ITEM-4 Items Discussed at 2017 Joint Workshop – July 17, 2017

Nassau County School Board – A School District
Hilliard Town Gym – Hilliard Middle School Team Use
Hilliard Town Swimming Pool – Swim Team Use
Hilliard Elementary School – Traffic Issues & Safety Concern

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:52 p.m.

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, February 18, 2021, at 7:00 p.m.

Call to Order
Prayer & Pledge of Allegiance
Roll Call

PRESENT

TOWN OF HILLIARD

Mayor Floyd Vanzant
Council President John Beasley, Recreation Commissioner
Council Pro Tem Kenny Sims, Streets Commissioner
Councilman Lee Pickett, Water & Sewer Commissioner
Councilman Jared Wollitz, Fire Commissioner
Councilwoman Callie Kay Bishop, Airpark Commissioner
Town Clerk Lisa Purvis
Public Works Director Ritchie Rowe
Parks & Recreation Director Gabe Whittenburg

TOWN OF CALLAHAN

Mayor Matthew Davis
Councilwoman Jacquelyn Fleming, Water & Sewer Commissioner
Councilwoman Ashton Vargas, Streets Commissioner
Town Manager & Public Works Director Michael Williams
Deputy Town Clerk & Administrative Assistant Krista King

NEFL FAIR ASSOCIATION

Brian Simmons
Keith Wingate
Peggy Johnston
Paulette Kirkland
Paul Schwend
Paster Allen, Anchor Church
Emily Bamgardner

OTHERS PRESENT

Jeff Carter, Anchor Church
James Kyne, Kynex Inc

JOINT WORKSHOP**ITEM-1 Fireworks Display Joint Workshop Discussion**

Northeast Florida Fair Association is not interested in doing fireworks on their own but willing to host and help with the venue.

All day event in July is too hot and December is too cold for Veteran's Day Event. Two shows are discussed. Split costs 50/50 between both Towns. Businesses can also contribute.

Fourth of July evening event on July 3, 2021. 25-30% discount on fireworks for the first year, when having it on July 3rd instead of July 4th.

Council President John Beasley asks to put on the Agenda for March 4, 2021, to set a date to sit on committee with Town of Callahan Public Works Director Mike Williams, Northeast Florida Fair Associates Keith Wingate, and Paul Schwend, and Anchor Church's Pastor Allen to further discuss.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:22 p.m.

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
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TOWN COUNCIL MEMBERS

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Kenny Sims, Council Pro Tem
Lee Pickett, Councilman
Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, March 8, 2021, at 7:00 p.m.

Call to Order

Prayer & Pledge of Allegiance

Roll Call

PRESENT

Council President John Beasley
Councilman Lee Pickett

OTHERS PRESENT

Town Clerk Lisa Purvis
Public Works Director Richie Rowe
Parks and Rec Director Gabe Whittenburg
Myra Cockerham, Town Employee
Keep Nassau Beautiful Lynda Bell

WORKSHOP

ITEM-1 2021 Annual Hilliard Town Clean Up – Event Planning
Saturday, April 10, 2021

Discussion regarding getting the compactor trucks. New owners of Advance/Waste Management are advising they cannot provide.

Discussion regarding Nassau County Amnesty Day and people bringing tires to the Convenience Center will be held April 10, 2021.

Discussion of having the Bloodmobile and Ultra Shred in attendance.

Discussion of having Parks & Recreation Fitness Center Re-opening.

If the compactors can't come, then we have to have commitment that they will bring roll offs and hauling as they fill by 12:00 p.m.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:15 p.m.

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, March 18, 2021, at 6:00 p.m.

Call to Order

Roll Call

Prayer & Pledge of Allegiance

PRESENT

Mayor Floyd Vanzant
Council President John Beasley 6:15 p.m.
Council Pro Tem Kenny Sims 6:10 p.m.
Councilman Lee Pickett
Councilman Jared Wollitz
Councilwoman Callie Kay Bishop

WORKSHOP

ITEM-1 Parks & Recreation Director Gabe Whittenburg – Accomplishments

Parks & Recreation Director Gabe Whittenburg speaks about staffing part-time versus full-time. He would like to wait until the new budget begins to decide.

Pro Tem Sims and Councilman Pickett compliment Whittenburg on a job well done. They discuss only hearing positive things from the public and advise that he was a perfect fit for the position.

Pro Tem Sims suggests the need to increase his pay. \$55,000 was offered to another candidate that was interviewed for the position and that Whittenburg should be raised to that.

Town Clerk, Lisa Purvis will add this to the next Agenda for approval on April 1, 2021.

ITEM-2

Town Hall Office – Add Additional Full Time Position – Discussion of Need & Duties State Revenues First Quarter 2020-2021 to First Quarter 2019-2020

Town Clerk, Lisa Purvis reads each item and explains each one. She will add hiring an additional full-time position to the next Agenda on April 1, 2021, for approval.

- 2.1 State Revenues First Quarter 2020-2021 to First Quarter 2019-2020
- 2.2.1 Florida Municipal Revenue Impact One Page with Key Finding
- 2.2.2 Florida Municipal Revenue Impact Executive Summary
- 2.2.3 Florida Municipal Revenue Impact Full Report
- 2.3 Florida League of Cities Direct Aid to Cities – COVID-19 Funds
- 2.4 Additional Employee Position Description
- 2.5 Town Clerk Chartered Duties
- 2.6 Town Clerk's Office Calendar
- 2.7 Town Clerk Important Dates
- 2.8 Federal & State Grant Award & Open Grant

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:00 p.m.

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
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Kenny Sims, Council Pro Tem
Lee Pickett, Councilman
Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

HELD AT THE NASSAU COUNTY FAIR GROUNDS

Monday, March 22, 2021, at 6:00 p.m.

Call to Order
Prayer & Pledge of Allegiance
Roll Call

PRESENT

Council President John Beasley, Recreation Commissioner
Council Pro Tem Kenny Sims, Streets Commissioner
Councilman Lee Pickett, Water & Sewer Commissioner
Councilman Jared Wollitz, Fire Commissioner

JOINT WORKSHOP

ITEM-1 Fireworks Display Joint Workshop Discussion

Members from Town of Hilliard, Town of Callahan, and the Northeast Florida Fair Association all meet at the Fair grounds to view the preliminary grounds that the fireworks will potentially be set from to get a better idea of which type, and size of shells will work best for the fireworks display that will be held tentatively on July 3, 2021.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:00 p.m.

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, March 29, 2021, at 7:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

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 Meeting Agenda Discussion

Town Clerk Lisa Purvis proposes the use of a consent agenda and provides several examples of other governmental entities that also utilize consent agendas to the Town Council. Town Council Members are not in favor of changing to have a consent agenda within the Towns agenda.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:16 p.m.

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

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Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, March 29, 2021, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

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 Annual Financial Statements - September 30, 2020 Preliminary & Tentative Review – Richard Powell, Powell & Jones, CPAs

Richard Powell goes through the report. Council President Beasley asks Mr. Powell if he feels that it will be a problem in the future for the Town not having an accountant on staff. Mr. Powell advises no not to his knowledge for a municipality of our size it is not uncommon not to have.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:25 p.m.

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

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Callie Kay Bishop, Councilwoman

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, April 1, 2021, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

ABSENT

Councilman Wollitz

OTHERS PRESENT

Myra Cockerham, Administrative Assistant
Bryan Higginbotham, Town Building Inspector/Official
Michael Franklin, Citizen

WORKSHOP

ITEM-1 Town of Hilliard Building Official Services Contract
Review & Discussion of Proposals Received March 25, 2021, 5:00 PM

Bryan Higginbotham is present to answer questions from the Town Council. Town Council asks several questions regarding Mr. Higginbotham's contract terms.

PUBLIC COMMENTS

Michael Franklin, 151012 County Road 108, Hilliard, Florida asks if an inspection fails will it have to wait. Higginbotham advised if he could see it on his next visit, it would not.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:15 p.m.

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

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Lee Pickett, Councilman
Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, April 15, 2021, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

Council President John Beasley
Council Pro Tem Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz

ABSENT

Mayor Vanzant
Councilwoman Bishop

WORKSHOP

ITEM-1 Meeting Agenda Format Discussion

Town Council reviews and discusses City of Green Cove Springs' agenda and minutes from the City's meeting that was held February 2, 2021. Discussion is regarding the change from the current agenda format to a format that includes a Content Agenda section proposed by Town Clerk Lisa Purvis.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:40 p.m.

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

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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

STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Kyle Malucci, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

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

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, April 26, 2021, at 6:00 p.m.

Call to Order
Roll Call
Prayer and Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Applicant/Developer, Brian Patten
Rogers Tower, Courtney Gaber
Rogers Tower, Jon Lasserre
AVA Engineers, Inc., Henry Vorp
Richard Walker, Property Owner

PRESENT

Planning & Zoning Vice Chair Reed
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Frey
Land Use Administrator Janis Fleet

ABSENT

Planning & Zoning Board Chair Prather
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Hunter

JOINT WORKSHOP**ITEM-1** Greenbrier PUD – Henry Smith Road & US Highway 1 – Discussion

Courtney Gaber introduces Brian Patten, the applicant and developer for the proposed Greenbrier PUD.

Mr. Patten states that he loves Hilliard and sees the development opportunities.

Courtney Gaber explains the project and asks for questions.

Council Pro Tem Sims states the bridge is the only way out and asks if it will be enough or will the exit bottle neck.

Councilman Wollitz has a mitigation bank question regarding the wetlands.

Engineer Henry Vorp explains they are looking to run sewer to the master pumping station down Eastwood Road and across US Highway 1 to the Sewer Plant from County Road 108.

Mittauer Engineer, Tim, advises there is enough capacity in the master pumping station for this suggestion.

Council Pro Tem Sims asks Public Works Director Ritchie Rowe if he agrees with running sewer as proposed.

Public Works Director Ritchie Rowe answers yes.

Councilman Wollitz asks regarding the implementation of traffic lights.

Planning and Zoning Board Member Skip Frey inquiries about a turning lane and School Bus turn around space. He asks about sidewalks being on both sides of road and sidewalks to and from Winn Dixie, US Highway 1, and Henry Smith Road.

Land Use Administrator Janis Fleet inquires about landscaping for commercial as well as residential.

Councilman Wollitz inquiries about a fire/police concurrency.

Land Use administrator answers by stating there is no concurrency, but the Town can go to the Sherriff and Fire Chief. Land Use Administrator further explains the process.

Councilman Pickett inquiries about a 6-inch line.

Engineer Henry Vorp states an 8-inch line will be used as it is not much more in material cost.

Council Pro Tem Sims asks about use of a road instead of a bridge.

Brian Patten states the Town should ask for what is wanted because the requests may be within reason.

ITEM-2 Land Development Regulations – Discussion

Discussion regarding the land development regulations is delayed to a future date.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:02 p.m.

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, April 27, 2021, at 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Myra Cockerham, Town Employee
Bryan Higginbotham, Town Building Inspector/Official
Leann Wollitz, Citizen
Carol Pope, Citizen
Mary Lou Humphrey, Citizen
Gerald & Louella Thomas, Citizens

WORKSHOP

ITEM-1 Discussion of the Town of Hilliard's Building Permit Fees and Nassau County's Building Permit Fees & Exemptions.

Town Building Inspector/Official Bryan Higginbotham explains to the Town Council that the Building Code allows the Town to adopt an exemption for construction under 250 square feet that is not lived in such as sheds, porches, pump houses, etc. The Town Council review and discuss the following:
Exemption of 250 square feet or less charge a \$25.00 set back review fee.
Updating the Town's ICC valuations from 85% to 100% valuations.
Discussion regarding what to require a survey for or not.

Items to be placed on the May 6, 2021, agenda include:

Exemption

Valuation

Surveys

Gerald & Louella Thomas, 37498 New Oak Street, Hilliard, Florida is present, and both speak to the fact that they would like to add a small front porch to their house so that they can sit outside to eat when having family gatherings. When they came to Town Hall to inquire, they were advised that the Town did not currently have an exemption therefore they would be required to submit engineered drawings. After checking into the cost, the engineered drawings would cost more than the materials and labor to add the front porch to their house. They are here tonight to see if the Town will consider adopting an exemption so that they will not have get the costly engineer drawings in order to add a front porch to their house.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:00 p.m.

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, May 3, 2021, at 6:45 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

OTHERS PRESENT

Michael Franklin, Citizen
LeeAnn Wollitz, Citizen

WORKSHOP

ITEM-1 Fiscal Year 2020-2021 – Employee Bonuses & Benefits – Discussion & Approval

Town Council reviews and discuss employee bonuses and benefits.

Councilman Wollitz explains that he does not understand how yearly raises are determined.

Public Works Director Richie Rowe states that he does not like the way that employee raises are determined.

Council Pro Tem Sims suggests a \$750 bonus for full-time employees and a \$500 bonus for part-time employees.

Councilwoman Bishop, Councilman Wollitz and Council President Beasley suggest \$500 for all employees.

This item will be placed on the next agenda for Council action.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:55 p.m.

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, May 10, 2021, at 1:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

Councilman Lee Pickett

ABSENT

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

OTHERS PRESENT

Town Clerk Lisa Purvis
Public Works Director Richie Rowe
Brian Martin Vice President Land Acquisitions for LGI Homes
Fernando Socias Land Acquisitions Analyst for LGI Homes
David Hides Land Development Analyst for LGI Homes

WORKSHOP

ITEM-1 Whisper Ridge PUD – LGI Homes Brian Martin, VP Land Acquisitions

LGI Homes, Brian Martin introduces his staff and provides the following overview of the LGI Team. LGI will be purchasing the Whisper Ridge PUD and be the home builders. 10th in the nation
Received the Clean Builder Award
Good to their employees
Did not shut down during the pandemic
Each employee received a \$2,000 Bonus

Public Works Director Richie Rowe was asked for water capacity letter.

Town Clerk Lisa Purvis advised of amenities which include two schools, three parks, and a 7,000 square foot public library.

LGI Homes representatives are impressed that there is not a Parks & Recreation impact fee and only a Water & Sewer.

Town Clerk Lisa Purvis advises that in the past PUD developments have offered an annual or semi-annual membership to the Town's Parks & Recreation Fitness Center to new home buyers in their developments.

Representatives advise they could offer a Parks & Recreation membership with each new home purchase.

ADJOURNMENT

There being no additional business, the meeting adjourns at 2:00 p.m.

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

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 A. Reed, Vice Chair
Josetta Lawson
Harold "Skip" Frey
Dallis Hunter

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, June 8, 2021, 7:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

Council Pro Tem, Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz
Councilwoman Callie Kay Bishop

ABSENT

Mayor Floyd Vanzant
Council President John Beasley

PRESENT

Planning & Zoning Board Member Frey
Land Use Administrator Janis Fleet

ABSENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Reed
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Hunter

JOINT WORKSHOP

ITEM-1 Town Council and Planning & Zoning Board to review, discuss and make recommendations to develop policy and procedures regarding vacating an Alley, Right-of-Way, or Street within the Town of Hilliard.

Town Council has discussion regarding the Lucas' request to put an accessory structure on three lots without a primary structure included.

Council Pro Tem Sims states there should be a special exception to allow the accessory structure with certain criteria.

Land Use Administrator Fleet states she will continue to do research on Alleyway Applications.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:34 p.m.

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

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

Monday, July 12, 2021, 7:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

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

PRESENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Reed
Planning & Zoning Board Member Frey
Planning & Zoning Board Member Hunter
Land Use Administrator Janis Fleet
Town Attorney Christian Waugh

OTHERS PRESENT

Town Citizen Raymond Schmoldt
Town Citizen Ernie and Beth Wine

JOINT WORKSHOP

ITEM-1# Town Council and Planning & Zoning Board to review, discuss and make recommendations to develop policy and procedures regarding establishing the Town of Hilliard as a Golf Cart Friendly Community.

Land Use Administrator, Janis Fleet, asks is Planning and Zoning Board meetings can be moved to the second Tuesday of the month, beginning in August. She also suggests posting

something on the Town's website to inform the Public of this change.

Council President Beasley reads Ordinance and turns conversation over to Land Use Administrator Fleet. LUA states Green Cove Springs code has been provided.

Councilman Pickett states Nassau County has a code on Golf Carts.

Council President Beasley asks LUA Fleet if she and Town Attorney Waugh can work together to come up with a code for the Town of Hilliard. He also asks if LUA Fleet and Town Attorney Waugh will speak with Nassau County regarding adding County Road 108, Pine Street, Bay Road, Eastwood Road, and Henry Smith Road for golf cart use.

ADDITIONAL COMMENTS

Raymond Schmoldt, 37138 Lee Street Hilliard, Florida suggested getting ahead of the RV Park that is coming to Hilliard.

Ernie and Beth Wine state they just bought a golf cart and wants to know where they will be allowed to drive it.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:35 p.m.

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

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 A. Reed, Vice Chair
Josetta Lawson
Harold "Skip" Frey
Dallis Hunter

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Monday, July 12, 2021, 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

PRESENT

Council Pro Tem, Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz
Councilwoman Callie Kay Bishop

ABSENT

Mayor Floyd Vanzant
Councilman Jared Wollitz

PRESENT

Planning & Zoning Chair Prather
Planning & Zoning Vice Chair Reed
Planning & Zoning Board Member Lawson
Planning & Zoning Board Member Frey
Planning & Zoning Board Member Hunter
Land Use Administrator Janis Fleet
Town Attorney Christian Waugh

OTHERS PRESENT

Chad Brock, Citizen
Stanley Bell, Citizen
Doug Adkins, Citizen
Shep Brock, Citizen

JOINT WORKSHOP

ITEM-1

Town Council and Planning & Zoning Board to review, discuss and make recommendations for Daysprings Common Planned Unit Development Project. A Mixed-Use Development to be Constructed and Operated by Dayspring Health, LLC. Located at Orange Street and West Sixth Street on 4.17 acres.

Town Council Present Beasley reads recommendations for Daysprings Common PUD then turns the conversation over to Land Use Administrator Fleet.

Land Use Administrator Fleet introduces Doug Adkins who presents his development plan to the Town Council.

Doug Adkins states he has purchased the last two parcels and wishes to work with the Town to improve sixth street access into the Daysprings Commons. He states he is not interested in Orange Street since he knows there are issues there.

Council Pro Tem Sims asks if this housing project would be Healthcare Worker Housing for Mr. Adkins' healthcare workers.

Doug Adkins responds Fair Housing would not allow for only specific workers.

Town Citizen Chad Brock states that he would like for there to continue to be access to Orange Street from the large track of property from the north end of Orange Street. This property exits out onto Orange Street to get to Sixth Street then to US1 that is their access when timbering the trees from their property.

Doug Adkins responds that he does not wish to improve Sixth Street if log trucks would continue to use it.

Town Clerk Lisa Purvis states that all roads must be up to Department of Transportation standards, therefore Sixth Street would be able to withstand log truck usage.

Doug Adkins states the project is dead.

ADJOURNMENT

There being no additional business, the meeting adjourns at 6:55 p.m.

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, July 26, 2021, 6:00 p.m.

Call to Order
Roll Call
Prayer & Pledge of Allegiance

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 and Parks & Recreation Director to discuss Capital Long Term Goals for the Parks & Recreation Department.

Gabe Whittenburg presents the following to the Council Members:

Parks & Recreation Usage
Parks & Recreation Facilities
Parks & Recreation Technology
Parks & Recreation Vision

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:10 p.m.

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, AUGUST 05, 2021, 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

ABSENT

Councilman Lee Pickett

WORKSHOP

ITEM-1# Town Council and Department Directors review and discussion of the Fiscal Year 2021-2022 Budget and Capital Improvements Plan for the following Departments:

General Fund – General, Streets, Parks & Recreation, Fire & Airpark.

Enterprise Fund – Water & Sewer.

Capital Improvements Fund – All Departments.

Town Clerk – Lisa Purvis, MMC

Public Works Director – Ritchie Rowe

Parks & Recreation Director – Gabe Whittenburg

Town Council reviews and discusses Fiscal Year 2021-2022 Budget and Capital Improvements Plan with Town Clerk Lisa Purvis, Public Works Director Ritchie Rowe, and Parks & Recreation Director Gabe Whittenburg.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion made to adjourn at 6:40 p.m.

Motion made by Council Pro Tem Sims, Seconded by Council President Beasley.
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, AUGUST 19, 2021, 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

WORKSHOP

- ITEM-1# Town Council and Department Directors review and discussion of the Fiscal Year 2021-2022 Budget and Capital Improvements Plan for the following Departments:
General Fund – General, Streets, Parks & Recreation, Fire & Airpark.
Enterprise Fund – Water & Sewer.
Capital Improvements Fund – All Departments.
Town Clerk – Lisa Purvis, MMC
Public Works Director – Ritchie Rowe
Parks & Recreation Director – Gabe Whittenburg

Town Clerk Lisa Purvis inserts figures into the spreadsheet generated for General Fund- Streets. General Airpark, Parks and Recreation, and Special Revenue has already been provided.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion made to adjourn at 7:00 p.m.

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

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, SEPTEMBER 02, 2021, 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

WORKSHOP

- ITEM-1# Town Council and Department Directors review and discussion of the Fiscal Year 2021-2022 Budget and Capital Improvements Plan for the following Departments:
General Fund – General, Streets, Parks & Recreation, Fire & Airpark.
Enterprise Fund – Water & Sewer.
Capital Improvements Fund – All Departments.
Town Clerk – Lisa Purvis, MMC
Public Works Director – Ritchie Rowe
Parks & Recreation Director – Gabe Whittenburg

Town Clerk Lisa Purvis reviews State Revenues with new estimates and Capital including Water & Sewer for the potential Lift Station at the Franklin Mini Mall. Town Clerk Purvis states the Budget for Fiscal Year 2021-2022 is balanced for General, Special Revenue, Water and Sewer, and Capital but there are significant cash carry forwards included.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion is made to adjourn at 6:50 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.

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

TUESDAY, SEPTEMBER 14, 2021, 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

PRESENT

P&Z Chair Wendy Prather
P&Z Vice Chair Charles Reed
P&Z Member Harold "Skip" Frey
P&Z Member Dallis Hunter
P&Z Member Josetta Lawson
Town Attorney Christian Waugh

OTHERS PRESENT

Michael Franklin, Citizen
LeAnne Wollitz, Citizen
Ursula Jones, Citizen

JOINT WORKSHOP

ITEM-1# Town Council and Planning & Zoning Board discussion regarding Vacating an Alley, Right-of-Way, or Street and creating a standardized method and policy for how this is achieved.

Several options are discussed concerning a citizen paying a fee and then being denied. Implementing a preapplication fee to review prior to submitting a full application, phase application fee process or per square footage closure fee

versus flat fee, or non-refundable application fee to Planning & Zoning versus a full fee to Town Council is discussed.

ADDITIONAL COMMENTS

Michael Franklin, 151012 CR 108, Hilliard, Florida states the Land Use Administrator Janis Fleet does not return calls or help citizens. He also states the Town does not want development since he has tried to market his properties in the Town and Mrs. Fleet and the Town overregulates.

Town Clerk Lisa Purvis reads fees from January 13, 2020, Workshop, which states the Town of Hilliard fees are almost half of what Nassau County's development fees are.

ADJOURNMENT

Motion to adjourn at 6:55 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
Mayor

HILLIARD TOWN COUNCIL MEETING

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TOWN COUNCIL MEMBERS

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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, SEPTEMBER 16, 2021, 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

WORKSHOP

- ITEM-1# Town Council and Department Directors review and discussion of the Fiscal Year 2021-2022 Budget and Capital Improvements Plan for the following Departments:
General Fund - General, Streets, Parks & Recreation, Fire & Airpark.
Enterprise Fund - Water & Sewer.
Capital Improvements Fund - All Departments.
Town Clerk - Lisa Purvis, MMC
Public Works Director - Ritchie Rowe
Parks & Recreation Director - Gabe Whittenburg

Town Council and Department Heads Lisa Purvis, Ritchie Rowe, and Gabe Whittenburg, discuss employee reviews for the fiscal year ending September 30, 2021.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion to adjourn at 6:35 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

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, OCTOBER 18, 2021, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Council Pro Tem Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz

ABSENT

Mayor Floyd Vanzant
Council President John Beasley
Councilwoman Callie Kay Bishop

WORKSHOP

ITEM-1# Town Council Review and Discussion of Classification and Compensation Study for the Town of Hilliard Prepared by Evergreen Solutions, LLC
Mark Holcombe, Senior Consultant - Evergreen Solutions, LLC

Senior Consultant Mark Holcombe presents a PowerPoint presentation to the Town Council and the following is discussed:

- Project Phases
 - Phase one: Outreach
 - Phase two: Classification
 - Phase three: Compensation
 - Phase four: Solution
- Employee Comments: Positive
- Employee Comments: Concerns
- Compiles Survey from 10 Organizations
- Solution Options
 - Option one: Bring to Minimum
 - Option two: Across the Board (4% recommended)
 - Option three: Parity Implementation

ADDITIONAL COMMENTS

Town Clerk Lisa Purvis states she will print out the information presented, and it will be available for Town Council Members for the Thursday, October 21, 2021, meeting so a second meeting can be set.

Many Town employees ask questions regarding the survey study to obtain a better understanding of what all the information means.

Town Council states an email will be sent to Mark Holcombe on Thursday, October 21, 2021, to ask his availability for a second workshop or special meeting.

ADJOURNMENT

Motion to adjourn at 7:08 p.m.

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

Voting Yea: Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz

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, NOVEMBER 01, 2021, 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

PRESENT

Tiffany Bowden, Deputy Town Clerk
Hannah Martinez, Administrative Assistant
Jody Wildes, Wastewater Treatment Specialist

WORKSHOP

ITEM-1 Town Council Review and Discussion of Classification and Compensation Study for the Town of Hilliard Prepared by Evergreen Solutions, LLC
Mark Holcombe, Senior Consultant - Evergreen Solutions, LLC

Council Pro Tem Sims requests Market Data from surveys with titles, including the Market Detail and Market Comparison files.

Mark Holcombe discusses the multiyear plan and states to look for a change in minimum wage to affect this plan when this plan is compliant.

Council Pro Tem Sims asks for employee numbers and overall benefits costs from the ten entities that were surveyed.

Mark Holcombe advises that obtaining benefits from the other entities surveyed was not part of the scope of work that was done. The information can be easily found based on the open records laws and all the entities being governmental entities.

ADDITIONAL COMMENTS

Town Council discusses Parks and Recreation Director Gabe Whittenburg creating a shorter grading system with more stretched out pay scales for Department Heads to place their employees on step/grade pay scales. They also suggest deleting the maximum salary and the middle salary becoming the maximum in the new pay range that is created.

ADJOURNMENT

Motion to adjourn at 7:46 p.m.

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

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, NOVEMBER 29, 2021, 7:00 PM

NOTICE TO PUBLIC

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PLEDGE OF CIVILITY

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WE WILL AVOID PERSONAL ATTACKS.
"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

ABSENT

Mayor Floyd Vanzant

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.

SPECIAL MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

- ITEM-2 Town Council Review and Discussion of Classification and Compensation Study for the Town of Hilliard Draft Salary Study Analysis
Gabe Whittenburg - Parks & Recreation Director

Gabe Whittenburg presents the following to the Council Members:

- Key Assumptions/Factors
- Salary Study/ Raw Data Analysis
- Study Analysis: Graded Salary Structure
- Study Analysis: Salary Grade Spread
- Study Analysis: Variable Step Rate
- Study Analysis: Job to Grade Mapping

Parks and Recreation Director Whittenburg, states that he will need the recommended grades per employee from the Department Heads Ritchie Rowe and Lisa Purvis and their employee salary recommendations. Once complete, another meeting will be set.

Council Pro Tem Sims states that employees may be retro paid.

- ITEM-3 Resolution No. 2021-28
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation adopting an Amended Budget for the Fiscal Year 2020-2021, for the Town of Hilliard; and providing an effective date.
Council President Beasley

Town Council to adopt Resolution No. 2021-28 for the Fiscal Year 2020-2021.
Lisa Purvis, MMC - Town Clerk

Town Clerk, Lisa Purvis presents highlights from the Amended Budget. The General Government cash carried forward was reduced by \$164,571.00, and Water and Sewer was reduced by \$59,252.00. Parks and Recreation General Fund transferred \$64,797.00; Town Clerk Lisa Purvis explains this is the lowest transfer to date.

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

ADDITIONAL COMMENTS

PUBLIC

No comment.

MAYOR & TOWN COUNCIL

Councilwoman Bishop states there should be compensation for Parks and Recreation Director Whittenburg for his work on the Classification and Compensation Study.

Councilman Wollitz thanks Parks and Recreation Director Whittenburg for his work on the Study.

Council Pro Tem Sims, Councilman Pickett, and Council President Beasley state that the Hilliard Tree Lighting was a success.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

Parks & Recreation Director, Gabe Whittenburg

Public Works Director, Ritchie Rowe states the Christmas Lights will be hung this week on the street poles.

TOWN ATTORNEY

Not requested to attend.

ADJOURNMENT

Motion made to adjourn at 8:10 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

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, DECEMBER 02, 2021, 7:00 PM

NOTICE TO PUBLIC

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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

PUBLIC HEARING

ITEM-1 Ordinance No. 2021-10- Open Public Hearing
An Ordinance Amending Chapter 54 of the Hilliard Town Code, Traffic and Vehicles to permit the use of Golf Carts on roads within the Town limits; providing for severability; providing for codification; and providing for an effective date.
Council President Beasley

Call for Public Comment

Raymond Schmoldt 37138 Lee Street, Hilliard, Florida recalls from the last

meeting that the speed limit for Golf Carts was set to 30 miles per hour. He states the State has a law for 35 miles per hour and feels the Town should also.

Close Public Hearing on Ordinance 2021-10

Motion to close at 7:02 p.m.

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

REGULAR MEETING - Town Council Action

Town Council Final Reading and Adoption of Ordinance No.2021-10.

Town Council has discussion regarding speed limit for Golf Carts, 35 versus 30 miles per hour and whether the registration fee will be charged annually or only once.

Town Attorney Waugh states both can be changed easily at a future date if the Town decides to do so.

Motion made by Councilman Pickett, Seconded by Councilwoman Bishop.
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.

Jimmy Davis 37375 Mill Street, Hilliard, Florida states there is an oak tree on Mill Street that needs to be looked at due to the limb being too close to the road. Also states trees on Ruby Drive need to be trimmed.

Ben Buchanan 37242 Lee Street, Hilliard, Florida states, regarding the SSI Subdivision on County Road 108, that he missed the July 1, 2021, Preliminary Plat approval meeting where the Town Council stated Mr. Buchanan's houses had to face County Road 108. Mr. Buchanan then states Nassau County requires driveways no less than 100 feet, and he would have to file a variance with Nassau County but would like to find a resolution without a time delay.

Councilman Wollitz advises he would like to add Mr. Buchanan's concerns to the agenda for discussion under additions and deletions.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-14 Town Council discussion regarding SSI Subdivision Lots 1 and 3 driveways issues off County Road 108.

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-15 Town Council to provide potential dates for Joint Workshop with Nassau County School Board in January.

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-16 Town Council to cancel December 16, 2021, Regular Meeting and add a Special Meeting on December 13, 2021.

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 Town Council approval of the Preliminary Plat Application #20211026
The Tracks Subdivision
Property Owner – Mason & Magnolia LLC
Agent - Ben Buchanan - Parcel ID No. 08-3N-24-2380-0051-0030
Janis K. Fleet. AICP – Land Use Administrator

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

ITEM-4 Town Council approval of Hilliard Volunteer Fire Department 2021 Run Reimbursements.
Dallis Hunter – HVFD

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-5 Town Council approval to accept Town Clerks recommendation to move Town Hall Administrative Assistant Hannah Martinez from Introductory Probationary status to Regular Full Time Employment status.
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-6 Town Council approval of Streets Bulk Drainage Culvert Capital Purchase
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-7 Town Council approval of Playground Mulch Installation by First Coast Mulch, Operating Budget Repairs and Maintenance Expenditure in the amount of

\$14,625.00.

Gabe Whittenburg – Parks & Recreation Director

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 November 18, 2021, Workshop and Regular Meeting.

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 Town Council approval of AEC Electrical Contractors Inc., Payable for Pay Request No. 2 through November 30, 2021, Project Name: Security & Lighting at the Hilliard Airpark in the amount of \$49,400.00.

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

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-10 Town Council approval of Chad Brock Enterprises, Inc., Payable through November 16, 2021, Project Name: Turf Runway Maintenance and Improvements at the Hilliard Airpark in the amount of \$4,100.00.

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

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-11 Town Council approval of Chad Brock Enterprises, Inc., Payable through November 20, 2021, 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 Councilman Wollitz, Seconded by Councilman Pickett.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-12 Town Council approval of Nassau County Public Library System Donation for Fiscal Year 2021-2022, to Friends of the Hilliard Branch Library in the amount of \$8,000.00.

BUDGETED DONATION FROM GENERAL FUND TO CULTURE AND RECREATION

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-13 Town Council approval of McInnis Services, LLC dba LMC Steel, Payable for Pay Request No. 3 through November 30, 2021, Project Name: New Box Hangar, Hangar Repair & New Equipment Storage Building at Hilliard Airpark in the amount of \$58,548.50.

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

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

ADDED ITEMS

- ITEM-14 Town Council discussion regarding SSI Subdivision Lots 1 and 3 driveways issues off County Road 108.

Town Council asks Town Attorney Waugh to research and contact Nassau County regarding allowing two extra driveways on County Road 108.

- ITEM-15 Town Council to provide potential dates for Joint Workshop with Nassau County School Board in January.

Dates provided are Mondays at 6:00 p.m.: January 10, 2022, January 24, 2022, or January 31, 2022. Council will set Workshop date at the January 6, 2022, meeting.

- ITEM-16 Town Council to cancel December 16, 2021, Regular Meeting and add a Special Meeting on December 13, 2021.

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

ADDITIONAL COMMENTS

PUBLIC

Jimmy Davis 37138 Lee Street asks why tractors are allowed on all roads and Golf Carts are not.

MAYOR & TOWN COUNCIL

Council President Beasley reads the upcoming meeting dates.

December Meeting:

Monday, 12/13/2021 @ 7PM Special Meeting

Councilwoman Bishop states she is still receiving complaints about the Land Use Administrator, Janis Fleet. She states she has done her part and is now advising people to contact the other Council Members.

ADMINISTRATIVE STAFF**PRESENT**

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

Parks & Recreation Director, Gabe Whittenburg

Parks & Recreation Director, Gabe Whittenburg states there have been 233 Basketball sign-ups with one day of sign-ups remaining. Advises games will begin mid-January with three weeks of practice and there will be 30+ teams.

TOWN ATTORNEY

Town Attorney, Christian Waugh asks Town Clerk, Lisa Purvis, if Planning and Zoning has always handled subdivisions.

Town Clerk, Lisa Purvis advises that Planning and Zoning has not since there has only been two PUDs, Southern Glenn and Cedar Haven. The first subdivision was Wayne and Councilwoman Bishop's at County Road 108 and Eastwood Road. Town Clerk then states a committee tried to handle these, but since then, Land Use Administrator Janis Fleet, has helped due to her extensive knowledge in plats and lot splits.

ADJOURNMENT

Motion to adjourn at 8:07 p.m.

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.

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, DECEMBER 13, 2021, 7:00 PM

NOTICE TO PUBLIC

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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 Jared Wollitz
Councilwoman Callie Kay Bishop

ABSENT

Councilman Lee Pickett

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.

SPECIAL MEETING

ITEM-1

Additions/Deletions to Agenda

No additions to or deletions from the agenda.

ITEM-2 Town Council approval for all current full-time and part-time regular class Town employees to be paid premium pay from the American Recovery Act for performing essential work during the COVID-19 public health emergency.
John Beasley - Council President

Council President Beasley opens the conversation and explains the American Recovery Act.

Town Attorney Christian Waugh states that the Town can spend American Relief Funds on employee premium pay.

Councilman Wollitz states that the Town employees have already received a bonus during COVID-19, even though the budget was uncertain at the time.

Council Pro Tem Sims states that the Town's employees did not miss work and therefor did not miss pay.

Mayor Vanzant states that while other places could not work, the Town employees did.

Councilwoman Bishop states she does not think the Town employees should receive \$3,000.00 and instead states the Town can put that money towards the Town's infrastructure.

Motion made by Council Pro Tem Sims, Seconded by Council President Beasley.

Motion is made to give \$1,000.00 to each employee with the clear understanding that any money received will have no impact on the salary study or the employee pay increase decision that will be made in 2022.

Town Attorney Christian Waugh states employees will have to work 76.92 hours at \$13.00 to earn \$1,000.00, to put the amount given into perspective.

Town Employee Cory Hobbs speaks to advise the Council that Public Works employees work in severe conditions with raw sewer and are still potentially being impacted by COVID-19.

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

ITEM-3 Town Council approval of the Minutes from 2019, 2020, and 2021 Workshops only.
Lisa Purvis, MMC - Town Clerk

Motion made by Council President Beasley, Seconded by Councilman Wollitz.

Councilwoman Bishop states because she received the minutes on Friday, she did not have time to read all minutes provided but did read all of 2019 minutes. Councilwoman Bishop proposed only approving minutes from 2019 and approving 2020 and 2021 minutes at a later date.

Councilman Wollitz withdraws his Second to the motion.

Amended motion to approve only 2019 Workshop minutes.

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

- ITEM-4 Town Council approval of AECOM, Payable through November 26, 2021, Project Name: Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Code, and PAPIs at the Hilliard Airpark in the amount of \$2,853.30
FAA AIP 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$86,388.00

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

- ITEM-5 Town Council approval of Mittauer & Associates, Inc., Payable through November 26, 2021, Project Name: CDBG 20 NR Water Main Replacement in the amount of \$10,660.00
DEO CDBG GRANT FUNDED PROJECT AND CAPITAL FUNDED PROJECT MATCH LUMP SUM CONTRACT \$105,700.00

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

- ITEM-6 Town Council approval of Phoenix Process Equipment Co., Payable through November 29, 2021, Project Name: WWTP Belt Press Repair Project in the amount of \$4,546.92
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$15,000.00

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

ADDITIONAL COMMENTS

PUBLIC

Jody Wildes, 28170 Quick Fox Run Hilliard, Florida asks where the process is with the respect to the Town employee pay raises.

Parks & Recreation Director Gabe Whittenburg states he is working on 13 steps versus the original 7 steps to the Classification and Compensation Study.

Council Pro Tem Sims states there will be another meeting set in January 2022 to finalize pay raises.

MAYOR & TOWN COUNCIL

Mayor Vanzant reads the upcoming meeting dates and wishes everyone a Merry Christmas and Happy New Year.

January Meeting:

Thursday, 1/06/2022 @ 7PM Public Hearing & Regular Meeting (GB PUD)
 Thursday, 1/20/2022 @7PM Regular Meeting

Councilman Wollitz states that Dr. Lyons has Christmas lights up and will be doing it every other year. He also mentions CDBG sidewalks are almost finished. He wishes everyone a Merry Christmas and Happy New Year.

Council Pro Tem Sims speaks to the CDBG sidewalk signs and cones. He also states to

keep Councilman Pickett's family in prayer. He wishes everyone a Merry Christmas and Happy New Year.

Council President Beasley wishes everyone a Merry Christmas and Happy New Year and reminds everyone to stay safe.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

Parks & Recreation Director, Gabe Whittenburg

Public Works Director Ritchie Rowe wishes everyone a Merry Christmas.

Parks & Recreation Director Gabe Whittenburg states he has over 300 sign ups for Basketball.

TOWN ATTORNEY

Town Attorney wishes everyone a Merry Christmas and reminds all that Die Hard is not a Christmas movie.

ADJOURNMENT

Motion to adjourn at 7:24 p.m.

Motion made by Council President Beasley, 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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 6, 2022

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

SUBJECT: Town Council approval of FDOT PTGA Security Camera, Lighting and Video Recording System Change Order No. 1 which is an increase in contract price of \$3,250.00 to add and install one dome camera inside the FBO building in the Vending Area

BACKGROUND:

The Town was awarded a Joint Participation Agreement in the amount of \$227,000. That was later reissued as a Public Transportation Grant Agreement from the Florida Department of Transportation in the amount of the JPA balance \$193,775.

On March 7, 2019, AECOM, Inc., Engineering Services Agreement in the amount of \$51,370 was approved for the Bid, Award and Construction Phase Services for the Airpark Security Project.

On August 19, 2021, AEC Electrical Contracting, Inc. Construction Bid Contract in the amount of \$165,000. was approved for the Security Cameras, Lighting and Video Recording System Project.

Change Order No. 1 increase the contract price \$3,250.00, making the new contract price \$168,250.00

FINANCIAL IMPACT:

\$227,000.00 Project Total (\$193,775. PTGA + \$33,000. AECOM + 225.00 NCR)
 \$ 51,370.00 AECOM Contract
 \$168,250.00 AEC Contract
 \$ 7,380.00 Remaining Surplus 100% Grant Funds

RECOMMENDATION:

Town Council approval of Change Order No. 1 for the increased contract price of \$3,250.00. Due to addition of one dome camera inside the FBO Building in the Vending Area including all mounting hardware, wiring and programming to add to the video recording system with contractor's documents supporting change. Reviewed and recommended by Town engineer.

CHANGE ORDER

ITEM-12

HILLIARD AIRPARK, TOWN OF HILLIARD

PROJECT TITLE:	Security Cameras, Lighting and Video	CHANGE ORDER NO.:	1
	Recording System -- FPID Number 443125-1-94-18		
	Hilliard Airpark		
	Town of Hilliard		
	15859 West CR 108		
	Hilliard, FL 32046		
<hr/>			
CONTRACTOR:	A.E.C. Electrical Contracting, Inc.	INITIATION DATE:	December 22, 2021
	7005 Lloyd Road West		
	Jacksonville, FL 32220	CONTRACT DATE:	August 19, 2021

You are directed to make the following changes in this Contract dated August 19, 2021 by and between yourself and the Town of Hilliard, in accordance with its conditions. The Work under this Contract shall be changed and the Contract Sum and/or Contract Time adjusted to reflect all additions and/or deletions described and indicated by modifications to the Contract Documents, including any and all drawings and attachments thereto, all of which form a part of this Change Order. The Contract Documents shall apply to this Change Orders.

DESCRIPTION:	ADD one 5MP dome camera inside the FBO building in the Vending Area.
	Including all mounting hardware, wiring and programming to add the new camera to the video recording system.
ATTACHMENTS:	Contractor proposal
Not valid until signed by the Owner. Signature by the Contractor indicates final agreement herewith, including all adjustments in the Contract Sum and/or Contract Time.	
The original Contract Sum was.....	
	\$165,000.00
Net change by previously authorized Change Orders.....	
	\$0.00
The Contract Sum prior to this Change Order	
	\$165,000.00
The Contract Sum will be increased by this Change Order.....	
	\$3,250.00
The new Contract Sum including this Change Order will be	
	\$168,250.00
The Contract Time will be increased by	
	30 Days

ISSUED AND APPROVED BY:

AECOM
ENGINEER:
7650 W. Courtney Campbell Cswy
Tampa, FL 33607-1462

ADDRESS:
Digitally signed by Prange, Bill
DN: cn=Prange, Bill, ou=USTPA1,
email=bill.prange@aecom.com
Date: 2021.12.22 08:27:13 -05'00'

12/22/21

BY: DATE:

AGREE TO:

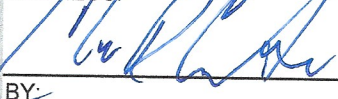
A.E.C. Electrical Contracting, Inc.

CONTRACTOR:

7005 Lloyd Road West

Jacksonville, FL 32220

ADDRESS:



12-22-21

BY: DATE:

APPROVED BY:

N/A

FEDERAL AVIATION ADMINISTRATION

APPROVED BY:

approved via email

FLORIDA DEPARTMENT OF TRANSPORTATION

AUTHORIZED:

Town of Hilliard

OWNER:

15859 West CR 108

Hilliard, FL 32046

ADDRESS:

BY: DATE:



AEC Electrical Contractors
 7005 Lloyd Road West, Jacksonville FL. 32220
 904-766-6848

December 14, 2021
 Hilliard AirPark
 Change Order 1
 AECOM
 Att. Bill Prange

Scope of work

Hilliard Airpark 37792 Eastwood Road, Hilliard, FL 32046

AEC will install two CAT 6A plenum cables to the required new camera location.
 AEC will install camera provided by Convergent. (Estimated 9 weeks to arrive)

1. Head End

- i. Provide (1) ACC7-STD license and Install licenses on Server
- ii. Program Camera recording rate, frame rates, field of view focus and assist with camera position alignment (See notes and exclusions)
- iii. (1) Camera device hardening

2. Field Equipment

- i. Provide (1) indoor 5MP dome cameras with IR

Notes

- i. Hilliard County to provide IP addresses
- ii. Patch panels, fiber patch panel and transceivers will be provided by others
- iii. Connections to cameras, Cat-6, Fiber, fiber equipment, and testing/certification will be provided by others
- iv. Camera mounting will be done by others
- v. Convergent will assist with camera position alignment at server while others are on lift and/or at camera for acceptance testing

Our price for this project is \$3,250.00

Thank you for the opportunity to work with you on this project.

Cleve R Carter
RCDD
VP Operations

A.E.C. Electrical Contracting, Inc.

ITEM-13

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

DATE	INVOICE #
12/27/2021	9934

BILL TO

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

P.O. NO.

TERMS

PROJECT

APP# 3

#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	*****	89775.00	54.41%	0.12091	*****	12.09%	66.50%	19950.00
We Now Accept Most Major Credit Cards						Total		\$19,950.00	

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 #: **3**

APPLICATION DATE: **12/27/2021**

PERIOD FROM: **12/1/2021**

PERIOD TO: **12/30/2021**

PROJECT #: **6598**

SUBCONTRACT#

CONTRACT DATE: **10/5/2021**

Distribution to:
 Owner
 Architect
 Contractor

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Total changes approved in previous months by Owner	ADDITIONS	DEDUCTIONS
Total approved this Month		
Number		
TOTALS	\$0.00	
NET CHANGES by Change Order	\$0.00	

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: 

December 27 2021

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

Continuation Sheet (Schedule of Values), is attached.

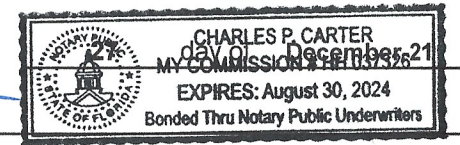
1. ORIGINAL CONTRACT SUM.....	\$165,000.00
2. Net change by Change Orders.....	\$0.00
3. CONTRACT SUM TO DATE	\$165,000.00
4. TOTAL COMPLETED AND STORED TO DATE.....	\$115,500.00
5. RETAINAGE:	
a. <u>5</u> % of Completed work.....	\$5,775.00
b. <u>5</u> % of Stored Material.....	\$0.00
Total Retainage (Line 5a + 5b or Total in Column I)	\$5,775.00
6. TOTAL EARNED LESS RETAINAGE.....	\$109,725.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$89,775.00
(Line 6 from prior certificate)	
8. CURRENT PAYMENT DUE.....	\$19,950.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	\$55,275.00

State of: Florida County of: Duval

Subscribed and sworn to before me this

Notary Public:

My Commission expires:



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: 2021.12.28 09:19:59 -05'00'

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)

Page 2

ITEM-13

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

APPLICATION #: 3
APPLICATION DATE 12/27/2021
PERIOD FROM: 12/1/2021
PERIOD TO: 12/30/2021
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	\$ 9,000.00	\$ 3,000.00	\$ -	\$ 12,000.00	89%	\$ 1,500.00	\$600.00
Electrcial	\$ 6,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	33%	\$ 4,000.00	\$100.00
Comm	\$ 12,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 4,000.00	33%	\$ 8,000.00	\$200.00
Gate 2	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Set pole and conduit	\$ 13,500.00	\$ 9,000.00	\$ 3,000.00	\$ -	\$ 12,000.00	89%	\$ 1,500.00	\$600.00
Electrcial	\$ 6,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	33%	\$ 4,000.00	\$100.00
Comm	\$ 12,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 4,000.00	33%	\$ 8,000.00	\$200.00
Gate 3	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Set pole and conduit	\$ 13,500.00	\$ 9,000.00	\$ 3,000.00	\$ -	\$ 12,000.00	89%	\$ 1,500.00	\$600.00
Electrcial	\$ 6,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	33%	\$ 4,000.00	\$100.00
Comm	\$ 12,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 4,000.00	33%	\$ 8,000.00	\$200.00
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	\$ 94,500.00	\$ 21,000.00	\$ -	\$ 115,500.00	70%	\$ 49,500.00	\$5,775.00

AECOM

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: 13-DEC-21
Invoice Number: 2000571842

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 : 06-NOV-21 - 03-DEC-21
Bill Prange

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

Project Number	Description	Fee	Percent Complete	Earned	Previous	Current
60600917	01J NEW BOX HANGER & HANGER REPA	58,940.00	80.00%	47,152.00	45,383.80	1,768.20

Total Phase Lump Sum: 1,768.20

Project Total : 01J NEW BOX HANGER & HANGER REPAIRS TO-13 1,768.20

Invoice Summaries	
Total Current Amount :	1,768.20
Retention Amount :	0.00
Pre-Tax Amount :	1,768.20
Tax Amount :	0.00
Total Invoice Amount :	1,768.20

Billing Summaries					
Billing Summary	Current	Prior	Total	Total Fee	Percent Complete
Billings	1,768.20	45,383.80	47,152.00	58,940.00	80.00
Tax	0.00	0.00	0.00		
Billing Total :	1,768.20	45,383.80	47,152.00		

RECEIVED
DEC 20 2021
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-NOV-21
Invoice Number: 2000559574

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 : 09-OCT-21 - 05-NOV-21
Bill Prange

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

Phase Lump Sum					
Project Number	Description	Fee	Percent Complete	Earned	Previous
60600918	01J 2019 AIRFIELD SECURITY IMPRO	51,370.00	80.00%	41,096.00	35,959.00
Total Phase Lump Sum:					5,137.00
Project Total : 01J 2019 AIRFIELD SECURITY IMPROVEMENTS TO-14					5,137.00

Invoice Summaries

Total Current Amount :	5,137.00
Retention Amount :	0.00
Pre-Tax Amount :	5,137.00
Tax Amount :	0.00
Total Invoice Amount :	5,137.00

Billing Summaries

Billing Summary	Current	Prior	Total	Total Fee	Percent Complete
Billings	5,137.00	35,959.00	41,096.00	51,370.00	80.00
Tax	0.00	0.00	0.00		
Billing Total :	5,137.00	35,959.00	41,096.00		

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: 4

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: 12/31/2021

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.

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)	\$ 243,854.00
5. RETAINAGE:	
a. 5 % of Completed Work (Column D + E on G703)	\$ 10,777.70
b. % of Stored Material (Column F on G703)	\$ -
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 10,777.70
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 233,076.30
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 185,192.50
8. CURRENT PAYMENT DUE TO McInnis Services, LLC	\$ 47,883.80
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 311,080.70

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	

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: McInnis Services, LLC dba LMC Steel

By:  Date: 12/20/2021

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 \$ 47,883.80

(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: 2021.12.21 09:47:14 -05'00'

December 21, 2021

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.

CONTINUATION SHEET

AIA 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:

4

APPLICATION DATE:

12/20/2021

PERIOD TO:

12/31/2021

PROJECT NAME: New Box Hangar, Hangar Repairs and New Equipment Storage Bldg.

ITEM-16

A	B	C	D	E	F	G	H	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	\$ 20,000.00	\$ 25,212.00	\$ -	\$ 45,212.00	23%	\$ 148,679.00	\$ 2,260.60
	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	\$ 20,000.00	\$ 25,212.00	\$ -	\$ 45,212.00	21%	\$ 168,479.00	\$ 2,260.60
	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	\$ 6,505.50
	AIRPORT EQUIPMENT STORAGE BUILDING (FPID 444413-1-94-01)								
C-105-2.2.1	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	\$ 15,000.00	\$ 25,212.00	\$ -	\$ 40,212.00	27%	\$ 107,704.00	\$ 2,010.60
	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	\$ 15,000.00	\$ 25,212.00	\$ -	\$ 40,212.00	24%	\$ 129,204.00	\$ 2,010.60
	TOTAL PROJECT COST	\$ 515,857.00	\$ 165,130.00	\$ 50,424.00	\$ -	\$ 215,554.00	143%	\$ 300,303.00	\$ 10,777.70
	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	\$ 193,430.00	\$ 50,424.00	\$ -	\$ 243,854.00	\$ 2.43	\$ 300,303.00	\$ 183 70