

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

John P. Beasley, Mayor  
Kenny Sims, Council President  
Lee Pickett, Council Pro Tem  
Joe Michaels, Councilman  
Jared Wollitz, Councilman  
Dallis Hunter, Councilman

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

THURSDAY, JUNE 15, 2023, 6:00 PM

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### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

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

## REGULAR MEETING

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

**ITEM-2** Town Council discussion regarding the results of Fire Hydrant Testing as it relates to the Whisper Ridge Development.  
***Christian Waugh – Town Attorney***

**ITEM-3** Town Council approval of Hilliard Airpark FAA Runway Lighting Rehabilitation Project Change Order No. 2. Decrease of \$15,534.00, in contract total to actual quantities used with TCA Electrical Contractors, Inc.  
***Bill Prange – AECOM, Airpark Engineer***

**ITEM-4** Town Council discussion regarding land adjacent to the Hilliard Airpark that is being offered for sale by property owner Gerald Nyren.  
***John P. Beasley - Mayor***

- ITEM-5** Town Council approval to accept Public Works Director recommendation to move Public Works Department employee Justin Tuten from Introductory Probationary status to Regular Full Time Employment status.  
***Ritchie Rowe – Public Works Director***
- ITEM-6** Town Council discussion and possible action regarding Fire Hydrant Pressure Standards and Public Safety as it relates to the Whisper Ridge Development.  
***Christian Waugh – Town Attorney***
- ITEM-7** Town Council approval of the Minutes from the June 1,2023, Workshop and the June 1, 2023, Regular Meeting.  
***Lisa Purvis, MMC - Town Clerk***
- ITEM-8** Town Council approval of Lampe, Roy & Associates, Inc., Payable through May 15, 2023, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$3,000.00  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT  
\$454,000.00**
- ITEM-9** Town Council approval of Professional Engineering Services Agreement in the amount of \$1,800.00, to prepare As-Built Site Plans for the Town Hall Park Phase I & Oxford Street Park Phase IV, a requirement of the FRDAP Close Out Package.  
***Lisa Purvis, MMC – Town Clerk***

**ADDED ITEMS**

**ADDITIONAL COMMENTS**

**PUBLIC**

**MAYOR & TOWN COUNCIL**

**ADMINISTRATIVE STAFF**

**TOWN ATTORNEY**

**ADJOURNMENT**

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

**TOWN COUNCIL MEETINGS**

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

**PLANNING & ZONING BOARD MEETINGS**

The Planning & Zoning Board meets the second Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located

at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

### **MINUTES & TRANSCRIPTS**

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

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

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

### **ADA NOTICE**

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

### **APPEALS**

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

### **PUBLIC PARTICIPATION**

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

### **EXPARTE COMMUNICATIONS**

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

### **2023 HOLIDAYS**

#### **TOWN HALL OFFICES CLOSED**

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 16, 2023    |
| 2. Memorial Day                  | Monday, May 29, 2023        |
| 3. Independence Day Monday       | Tuesday, July 4, 2023       |
| 4. Labor Day                     | Monday, September 4, 2023   |
| 5. Veterans Day                  | Friday, November 10, 2023   |
| 6. Thanksgiving Day              | Thursday, November 23, 2023 |
| 7. Friday after Thanksgiving Day | Friday, November 24, 2023   |
| 8. Christmas Eve                 | Monday, December 25, 2023   |
| 9. Christmas Day                 | Tuesday, December 26, 2023  |

10. New Year's Eve  
11. New Year's Day

Monday, January 1, 2024  
Tuesday, January 2, 2024



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: June 15, 2023

FROM: ***Christian Waugh – Town Attorney***

SUBJECT: Town Council discussion regarding the results of Fire Hydrant Testing as it relates to the Whisper Ridge Development.

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**BACKGROUND:**

See attached.

**FINANCIAL IMPACT:**

None

**RECOMMENDATION:**

Town Council to discuss conversations between the Volunteer Fire Department members and the Fire Commissioner.

**From:** Christian Waugh <waughlaw@townofhilliard.com>  
**Sent:** Wednesday, June 7, 2023 8:56 AM  
**To:** Hannah Martinez <hmartinez@townofhilliard.com>  
**Cc:** Lisa Purvis <lpurvis@townofhilliard.com>  
**Subject:** Re: ITEMS for the 06.15.2023 Agendas

Hannah,

I'd like to request that an item be added to the agenda, for discussion purposes, the Results of Fire Hydrant Testing. Some of our volunteer firemen went out to a hydrant to test it, and I believe Lee Anne was there, and I believe we need to disclose everything that occurred and was discussed at the event. No financial impact to the Town. Not sure really what else I need to say?

CWW

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Christian W. Waugh  
*Town Attorney*  
Town of Hilliard, Florida  
Waugh Grant PLLC  
201 E. Pine Street, Suite 315  
Orlando, FL 32801  
321-800-6008: Phone  
844-206-0245: Fax  
[waughlaw@townofhilliard.com](mailto:waughlaw@townofhilliard.com)

#### Board Certified Real Estate Attorney

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**From:** Hannah Martinez <hmartinez@townofhilliard.com>  
**Date:** Monday, June 5, 2023 at 11:30 AM  
**To:** Dallis Hunter <dhunter@townofhilliard.com>, Kenny Sims <ksims@townofhilliard.com>, John Beasley <jbeasley@townofhilliard.com>, Lee Pickett <lpickett@townofhilliard.com>, Jared Wollitz <jwollitz@townofhilliard.com>, Joe Michaels <jmichaels@townofhilliard.com>  
**Cc:** Richie Rowe <rrowe@townofhilliard.com>, Cory Hobbs <chobbs@townofhilliard.com>, Gabe Whittenburg <gwhittenburg@townofhilliard.com>, Lisa Purvis <lpurvis@townofhilliard.com>, Tiffany Bowden <tbowden@townofhilliard.com>, Alicia Head <ahead@townofhilliard.com>, Myra Cockerham <mcockerham@townofhilliard.com>, Kim Corbett <kcorbett@townofhilliard.com>, Christian Waugh <waughlaw@townofhilliard.com>, Lee Anne Wollitz <lwollitz@townofhilliard.com>  
**Subject:** ITEMS for the 06.15.2023 Agendas

Hello All,

I am working on creating the Agenda for the June 15, 2023, Town Council Meetings. Please have any items you wish to have added, emailed to me no later than 10:00AM on Thursday, June 8, 2023.

Feel free to call the office if you have any questions or concerns.

Lisa Purvis

**From:** Lee Anne Wollitz  
**Sent:** Wednesday, June 7, 2023 4:16 PM  
**To:** Richie Rowe; Christian Waugh  
**Cc:** Myra Cockerham; Lisa Purvis  
**Subject:** Whisper Ridge Hydrant test.

This morning the fire department did a coupe test on the new hydrants in Whisper Ridge to try and understand the concerns with the supply numbers that were given to the town. Just want to be clear that these test were done using apparatus gauges that have not been calibrated and several factors have to be considered. These include the facts that the tests were done about 9am on a weekday when school was out so they were done in probably the best case scenario as far as total town consumption and demand on the system.

The conducted the test using two different hydrants. We placed the first truck at hydrant #2 and connected to the hydrant. We found a static pressure of about 60-65 psi. The 2nd truck was placed at hydrant #8 at the back of Whisper Ridge. It was connected and the same static pressure was found. At this point truck #2 at hydrant #8 started flowing at 400-500 gallons a minute. This left a residual pressure of about 25-30 psi on hydrant #2. We then opened a truck discharge at hydrant #2 which was flowing between 100 and 150 gallons per minute. This dropped the residual pressure down to about 15-18 psi. At that point our supply hoses were soft and we were pulling maximum water from the system.

This very non scientific test tells us a couple things. It appears were can draw about 550 - 600 gallons a minute from the system in the best case scenario. From a firefighting standpoint this would support basic fire suppression. A more severe fire where suppression operations had to be sustained for a long period of time with high volumes of water would need additional tanker support and would put a strain on the system dropping it below safe psi's.

If you have any further questions about the test please let me know.

Dallis

*Regards,*  
*Lee Anne Wollitz*  
Land Use Administrator  
Town of Hilliard  
PO Box 249  
15859 West CR 108  
Hilliard, FL 32046  
904.845.3555 Phone  
904.845.1221 Fax  
[www.townofhilliard.com](http://www.townofhilliard.com)



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# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: June 1, 2023

FROM: **Bill Prange – AECOM, Airpark Engineer**

SUBJECT: Town Council approval of Hilliard Airpark FAA Runway Lighting Rehabilitation Project Change Order No. 2. Decrease of \$15,534.00, in contract total to actual quantities used with TCA Electrical Contractors, Inc.

**BACKGROUND:**

TCA Electrical Contractors, Inc. were awarded the contract on June 17, 2021, for the R/W 18/36 Lighting Rehab Project, in the amount of \$307,025.00.

Federal funding appropriations provides stimulus funds to allow the FAA to fund 100% of this project.

TCA Electrical Contractors, Inc., Change Order No. 1, was approved on June 2, 2022, which resulted in a contract increase of \$11,650.00 and increase in contract time by 14 days due to unforeseen conflict of existing drainage piping and swales with the proposed new signage layout. This resulted in the total contract being \$31,675.00.

TCA Electrical Contractors, Inc. Change Order No. 2, final reconciliation of installed quantities. Results in a decrease of \$15,534.00, this resulted in the final total contract being \$303,141.00.

**FINANCIAL IMPACT:**

None to Town of Hilliard this is a 100% FAA Grant Funded Project in the amount of \$489,143.

\$60,943	AECOM SA 18	Engineer Design and Bid phase services
\$86,388	AECOM SA 19	Engineer Construction phase services
\$307,025	TCA Contractors, Inc.	Contractor Replace Runway 18-36 Lighting
\$11,650	TCA Contractors, Inc.	Contractor Change Order No. 1
(\$15,534)	TCA Contractors, Inc.	Contractor Change Order No. 2
<u>\$450,472</u>	TOTAL Expenditures	

**RECOMMENDATION:**

Town Council approval of Change Order No. 2 in the amount of \$15,534.00, decreasing the total contract price to \$303,141.00.

# CHANGE ORDER

ITEM-3

## HILLIARD AIRPARK, TOWN OF HILLIARD

<b>PROJECT TITLE:</b>	Replace Runway 18-36 Edge Lighting, Signs, REILs, Wind Cone and PAPIs	<b>CHANGE ORDER NO.:</b>	2 (FINAL)
	Hilliard Airpark		
	Town of Hilliard		
	15859 West CR 108		
	Hilliard FL 32046		
	FAA AIP No. 03-12-0099-013-2021		
<b>CONTRACTOR:</b>	TCA Electrical Contractors, Inc.	<b>INITIATION DATE:</b>	June 9, 2023
	P.O. Box 345		
	Omega, GA 31775	<b>CONTRACT DATE:</b>	August 5, 2021

You are directed to make the following changes in this Contract dated August 5, 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.

<b>DESCRIPTION:</b>	Reconciliation of Final Quantities
<b>FACTS:</b>	Monetary reconciliation of deleted or reduced work by Construction Change Directives. See attached change order tabulation and Finding of Fact.
<b>ATTACHMENTS:</b>	Change order tabulation, 2 pages. Finding of Fact, 1 page.

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.....	\$307,025.00
Net change by previously authorized Change Orders.....	\$11,650.00
The Contract Sum prior to this Change Order .....	\$318,675.00
The Contract Sum will be increased by this Change Order.....	-\$15,534.00
The new Contract Sum including this Change Order will be .....	\$303,141.00
The Contract Time will be increased by .....	0 days

**ISSUED AND APPROVED BY:**  
 AECOM  
 ENGINEER:  
 7650 W. Courtney Campbell Cswy  
 Tampa, FL 33607-1462

**APPROVED BY:**  
 FEDERAL AVIATION ADMINISTRATION

Approved by Prange, Bill  
 DN: cn=Prange, Bill, ou=USTPA1,  
 email=bill.prange@aecom.com  
 Date: 2023.06.08 15:34:48 -04'00'

June 9, 2023

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPROVED BY:**  
 NA  
 FLORIDA DEPARTMENT OF TRANSPORTATION

**AGREE TO:**  
 TCA Electrical Contractors, Inc.  
 CONTRACTOR:  
 P.O. Box 345  
 Omega, GA 31775  
 ADDRESS:

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

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FINDING OF FACT										
BID NO.	ITEM NO.	ITEM DESCRIPTION	UNITS	ORIGINAL QUANTITY	UNIT PRICE	INITIAL TOTAL	QUANTITY CHANGE	FINAL QUANTITY	PRICE ADJUSTMENT	FINAL TOTAL
BASE BID SCHEDULE										
1	C-105-6.1	MOBILIZATION	LS	1	\$10,000.00	\$10,000.00	0	1	\$0.00	\$10,000.00
2	P-610-6.1	EXISTING CONCRETE MAINTENANCE APRON WIDENING AT DISPLACED THRESHOLD LIGHTS	SY	45	\$80.00	\$3,600.00	0	45	\$0.00	\$3,600.00
3	P-610-6.2	NEW CONCRETE MAINTENANCE APRON AT RUNWAY END LIGHTS	SY	73	\$65.00	\$4,745.00	0	73	\$0.00	\$4,745.00
4	T-904-5.1	DELIVER AND INSTALL TIFWAY 419 BEREMUDA SOD, INCLUDING FERTILIZER AND ROLLING	SY	2700	\$8.00	\$21,600.00	0	2,700	\$0.00	\$21,600.00
5	L-107-5.1	L-806(L), STYLE I-B, SIZE 1, LED, INTERNALLY-LIGHTED, 8-FOOT SUPPLEMENTAL WIND CONE MOUNTED ON NEW FOUNDATION WITH NEW BASE CAN AND L-810(L) OBSTRUCTION LIGHT, WITH SEGMENTED CIRCLE	EA	1	\$16,000.00	\$16,000.00	0	1	\$0.00	\$16,000.00
6	L-108-5.1	L-824, 1/C, NO. 8 TYPE C STRANDED COPPER, 5 KV CABLE, INCLUDING L-823 CONNECTORS INSTALLED IN DUCT OR CONDUIT	LF	10700	\$1.50	\$16,050.00	0	10,700	\$0.00	\$16,050.00
7	L-108-5.2	NO. 6 BARE COUNTERPOISE WIRE, INSTALLED IN DUCT OR TRENCH, INCLUDING GROUND RODS AND GROUND CONNECTORS	LF	2500	\$1.50	\$3,750.00	-250	2,250	-\$375.00	\$3,375.00
8	L-108-5.3	2/C, NO. 8 COPPER, 1/C NO. 8 COPPER EQUIPMENT GROUND INSTALLED IN DUCT OR TRENCH	LF	4100	\$3.00	\$12,300.00	-600	3,500	-\$1,800.00	\$10,500.00
9	L-109-7.1	FURNISH AND INSTALL 10KW, 6.6 AMP, 3-STEP, L-828 AIR COOLED REGULATOR WITH 240V INPUT, COMPLETE IN PLACE	EA	1	\$9,800.00	\$9,800.00	0	1	\$0.00	\$9,800.00
10	L-109-7.2	VAULT MODIFICATIONS	LS	1	\$500.00	\$500.00	0	1	\$0.00	\$500.00
11	L-110-5.1	1W2" UNDERGROUND ELECTRICAL DUCT, SCHEDULE 40 PVC, NON-CONCRETE ENCASED, INCLUDING TRENCHING	LF	2500	\$7.00	\$17,500.00	-1037	1,463	-\$7,259.00	\$10,241.00
12	L-110-5.2	2W4" UNDERGROUND ELECTRICAL DUCT, SCHEDULE 40 PVC, NON-CONCRETE ENCASED, INCLUDING TRENCHING	LF	130	\$10.00	\$1,300.00	-130	0	-\$1,300.00	\$0.00
13	L-115-5.1	ELECTRICAL JUNCTION CAN, L-867D, WITH GALVANIZED STEEL COVER	EA	8	\$700.00	\$5,600.00	0	8	\$0.00	\$5,600.00
14	L-115-5.2	L-867B BASE CAN TO REPLACE DAMAGED EXISTING BASE CAN	EA	8	\$600.00	\$4,800.00	-8	0	-\$4,800.00	\$0.00
15	L-125-5.1	L-861(L), MEDIUM INTENSITY, BI-DIRECTIONAL OR OMNIDIRECTIONAL, ELEVATED, LED, R/W EDGE LIGHT FIXTURE AND NEW TRANSFORMER, ON EXISTING L-867B BASE CAN, WITH NEW BASE PLATE IN TURF	EA	32	\$525.00	\$16,800.00	0	32	\$0.00	\$16,800.00
16	L-125-5.2	L-861E(L), MEDIUM INTENSITY, BI-DIRECTIONAL OR UNIDIRECTIONAL, ELEVATED, LED, R/W THRESHOLD LIGHT FIXTURE AND NEW TRANSFORMER, ON EXISTING L-867B BASE CAN, WITH NEW BASE PLATE IN TURF	EA	18	\$655.00	\$11,790.00	0	18	\$0.00	\$11,790.00
17	L-125-5.3	L-861E(L), MEDIUM INTENSITY, BI-DIRECTIONAL OR UNIDIRECTIONAL, ELEVATED, LED, R/W THRESHOLD LIGHT FIXTURE AND NEW TRANSFORMER, ON EXISTING RELOCATED L-867B BASE CAN, WITH NEW BASE PLATE IN TURF	EA	6	\$725.00	\$4,350.00	0	6	\$0.00	\$4,350.00
18	L-125-5.4	L-861T(L), MEDIUM INTENSITY, OMNIDIRECTIONAL, ELEVATED, LED, T/W EDGE LIGHT FIXTURE AND NEW TRANSFORMER, ON EXISTING L-867B BASE CAN, WITH NEW BASE PLATE IN TURF	EA	4	\$435.00	\$1,740.00	0	4	\$0.00	\$1,740.00
19	L-125-5.5	L-861T(L), MEDIUM INTENSITY, OMNIDIRECTIONAL, ELEVATED, LED, T/W EDGE LIGHT FIXTURE AND NEW TRANSFORMER, ON NEW L-867B BASE CAN	EA	4	\$700.00	\$2,800.00	0	4	\$0.00	\$2,800.00
20	L-125-5.8	NEW L-858 (L), 1 MODULE, SIZE 1, STYLE 2 INTERNALLY LIGHTED TAXIWAY GUIDANCE SIGN, INSTALLED ON NEW FOUNDATION, L-867 BASE CAN, L-830-1 TRANSFORMER AND ALL APPURTENANCES NECESSARY	EA	2	\$3,800.00	\$7,600.00	0	2	\$0.00	\$7,600.00
21	L-125-5.9	NEW L-858 (L), 2 MODULE, SIZE 1, STYLE 2 INTERNALLY LIGHTED TAXIWAY GUIDANCE SIGN, INSTALLED ON NEW FOUNDATION, L-867 BASE CAN, L-830-1 TRANSFORMER AND ALL APPURTENANCES NECESSARY	EA	2	\$4,500.00	\$9,000.00	0	2	\$0.00	\$9,000.00
22	L-125-5.10	L-881(L), STYLE A, CLASS I, PRECISION APPROACH PATH INDICATOR (PAPI) 2-UNIT SYSTEM MOUNTED ON NEW FOUNDATIONS WITH NEW BASE CANS, INCLUDING CONCRETE MAINTENANCE APRON, HARDWARE, CONDUITS, CABLES, INSTALLATION GRADING, RUNWAY 18 END	LS	1	\$28,000.00	\$28,000.00	0	1	\$0.00	\$28,000.00
23	L-125-5.11	L-881(L), STYLE A, CLASS I, PRECISION APPROACH PATH INDICATOR (PAPI) 2-UNIT SYSTEM MOUNTED ON NEW FOUNDATIONS WITH NEW BASE CANS, INCLUDING CONCRETE MAINTENANCE APRON, HARDWARE, CONDUITS, CABLES, INSTALLATION GRADING, RUNWAY 36 END	LS	1	\$28,000.00	\$28,000.00	0	1	\$0.00	\$28,000.00
24	L-125-5.12	AIRFIELD LIGHTING DEMOLITION	LS	1	\$5,400.00	\$5,400.00	0	1	\$0.00	\$5,400.00

ADDITIVE ALTERNATE 1 - REILS										
25	L-125-5.6	L-849(L), STYLE E, R/W END IDENTIFICATION LIGHT (REIL), CURRENT POWERED, WITH CURRENT SENSING, MOUNTED WITH ENCLOSURE, STEEL (PAINTED AVIATION ORANGE), WITH BAFFLE KIT, TO BE INSTALLED ON NEW CONCRETE PAD AND BASE CAN TIED INTO THE NEW R/W EDGE LIGHT CIRCUIT, RUNWAY 18 END	LS	1	\$20,000.00	\$20,000.00	0	1	\$0.00	\$20,000.00
26	L-125-5.7	L-849(L), STYLE E, R/W END IDENTIFICATION LIGHT (REIL), CURRENT POWERED, WITH CURRENT SENSING, MOUNTED WITH ENCLOSURE, STEEL (PAINTED AVIATION ORANGE), WITH BAFFLE KIT, TO BE INSTALLED ON NEW CONCRETE PAD AND BASE CAN TIED INTO THE NEW R/W EDGE LIGHT CIRCUIT, RUNWAY 36 END	LS	1	\$20,000.00	\$20,000.00	0	1	\$0.00	\$20,000.00
ADDITIVE ALTERNATE 2 - RUNWAY EXIT SIGNS										
27	L-125-5.9	NEW L-858 (L), 2 MODULE, SIZE 1, STYLE 2 INTERNALLY LIGHTED TAXIWAY GUIDANCE SIGN, INSTALLED ON NEW FOUNDATION, L-867 BASE CAN, L-830-1 TRANSFORMER AND ALL APPURTENANCES NECESSARY	EA	6	\$4,000.00	\$24,000.00	0	6	\$0.00	\$24,000.00
<b>ORIGINAL CONTRACT AMOUNT</b>										\$307,025.00
<b>(PREVIOUS) CHANGE ORDER ONE AMOUNT</b>										\$11,650.00
<b>CHANGE ORDER TWO AMOUNT</b>										-\$15,534.00
<b>NEW REVISED CONTRACT AMOUNT</b>										\$303,141.00

## FINDING OF FACT

CHANGE ORDER NO. 2 (FINAL)

TCA ELECTRICAL CONTRACTORS, INC.

TOWN OF HILLIARD

FAA FPID NO. 03-12-0099-013-2021

**REPLACE RUNWAY 18-36 EDGE LIGHTING, SIGNS, REILS, WIND CONE AND PAPIs**

HILLIARD AIRPARK

JUNE 9, 2023

Hilliard Airpark is in the northern region of Florida, in the Town of Hilliard in Nassau County. The Airpark is approximately 8 miles from the Florida-Georgia state line. The project includes new MIRL LED edge and threshold/end light fixtures, new REILs at each end of the runway, a new 2 box PAPI system on each end, a new LED wind cone and a segmented circle. The project also includes a replacement regulator in the vault with new, more efficient equipment. Where possible, existing light bases were reused. Lights remained in the same location from runway edge.

AECOM designed the project and performed construction administration and Resident Inspection services. TCA Electrical Contractors, Inc. was awarded the construction contract on August 5, 2021 in the bid amount of \$307,025.00. Change Order One was executed on June 3, 2022 and increased the Contract Sum to \$318,675.00.

Change Order Two (FINAL) is being presented to the Town of Hilliard approval of a \$15,534.00 decrease to the original Contract amount. The revised contract amount is \$303,141.00, an overall decrease of 5% from the awarded contract value.

Below is a list of the items that make up Change Order Two.

**Replace Runway 18-36 Edge Lighting, Signs, REILs, Wind Cone and PAPIs:**

1. Various quantity decreases to account for actual installed quantities (electrical cable, conduit and counterpoise, electrical base cans, and electrical ducts).

**These changes resolve all claims and issues regarding these items.** There will be no further compensation in either time or money related to these issues. No liquidated damages are being assessed on the project.

**END OF FINDING OF FACT**



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 1, 2023

FROM: ***John P. Beasley - Mayor***

SUBJECT: Town Council discussion regarding land adjacent to the Hilliard Airpark that is being offered for sale by property owner Gerald Nyren.

---

#### **BACKGROUND:**

See attached.

#### **FINANCIAL IMPACT:**

Unknown.

#### **RECOMMENDATION:**

Town Council to review Mr. Nyren's offer.

**Lisa Purvis**

---

**From:** John Beasley  
**Sent:** Tuesday, May 23, 2023 10:28 AM  
**To:** Lisa Purvis  
**Subject:** Re: Nyren land adjacent to Hilliard and County Lands - For Sale

Add it to the next agenda

Sent from my iPad

On May 22, 2023, at 11:15 AM, Lisa Purvis <lpurvis@townofhilliard.com> wrote:

John,

See below regarding the email from Gerald Nyren, the property owner adjacent to the Hilliard Airpark.

Sincerely,

*Lisa Purvis, MMC*  
Town Clerk  
Town of Hilliard  
PO Box 249  
15859 West CR 108  
Hilliard, FL 32046  
904.845.3555 Phone  
904.845.1221 Fax  
[www.townofhilliard.com](http://www.townofhilliard.com)  
<image001.png>

---

**From:** Lisa Purvis  
**Sent:** Monday, May 22, 2023 11:15 AM  
**To:** Taco Pope <tpope@nassaucountyfl.com>  
**Subject:** RE: Nyren land adjacent to Hilliard and County Lands - For Sale

Taco,

Thank you. I have sent it on to our Airpark Engineer to see if we should look into pursuing with grant funding for the airpark.

Sincerely,

Lisa Purvis, MMC

Town Clerk  
Town of Hilliard  
PO Box 249  
15859 West CR 108  
Hilliard, FL 32046  
904.845.3555 Phone  
904.845.1221 Fax  
[www.townofhilliard.com](http://www.townofhilliard.com)  
<image001.png>

---

**From:** Taco Pope <[tpope@nassaucountyfl.com](mailto:tpope@nassaucountyfl.com)>  
**Sent:** Monday, May 22, 2023 10:11 AM  
**To:** Lisa Purvis <[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)>  
**Subject:** Fw: Nyren land adjacent to Hilliard and County Lands - For Sale

Hey Lisa,  
I am sure the Mayor has forwarded along the below. I don't see the BOCC pursuing acquisition of any of these properties.

**Taco E. Pope, AICP | County Manager**

Nassau County, FL | Board of County Commissioners  
  
96135 Nassau Place | Yulee, FL 32097  
  
P: (904) 530-6010 E: [tpope@nassaucountyfl.com](mailto:tpope@nassaucountyfl.com)

---

**From:** jerry nyren <[jerryren@yahoo.com](mailto:jerryren@yahoo.com)>  
**Sent:** Sunday, May 21, 2023 12:46 AM  
**To:** Denise May <[dmay@nassaucountyfl.com](mailto:dmay@nassaucountyfl.com)>; [jbeasley@townofhilliard.com](mailto:jbeasley@townofhilliard.com) <[jbeasley@townofhilliard.com](mailto:jbeasley@townofhilliard.com)>; Taco Pope <[tpope@nassaucountyfl.com](mailto:tpope@nassaucountyfl.com)>  
**Subject:** Nyren land adjacent to Hilliard and County Lands - For Sale

John Beasley, Mayor of Hilliard  
Taco Pope, County Manager

I have three parcels of land shown in red on the attached sketch which I have been told either of you may want. I would like to sell them for \$91,100.00 net to me. The price is based on the County Appraiser's appraisal.  
I am prepared to close anytime.  
According to the County Appraiser:  
Parcel 1: \$57,890



Parcel 2: \$27,000

Parcel 3: \$ 6,210

Total: \$91,100

Call me if you have any questions.

Please reply to let me know if either of you are interested.

You may call or email at your convenience.

Thank you.

Sincerely,

Jerry

Gerald Nyren, Architect

NyrenArchitecture

Healthcare, Commercial, Residential, Custom, New and Remodeling

Call for Free Consultation

904 786 7296

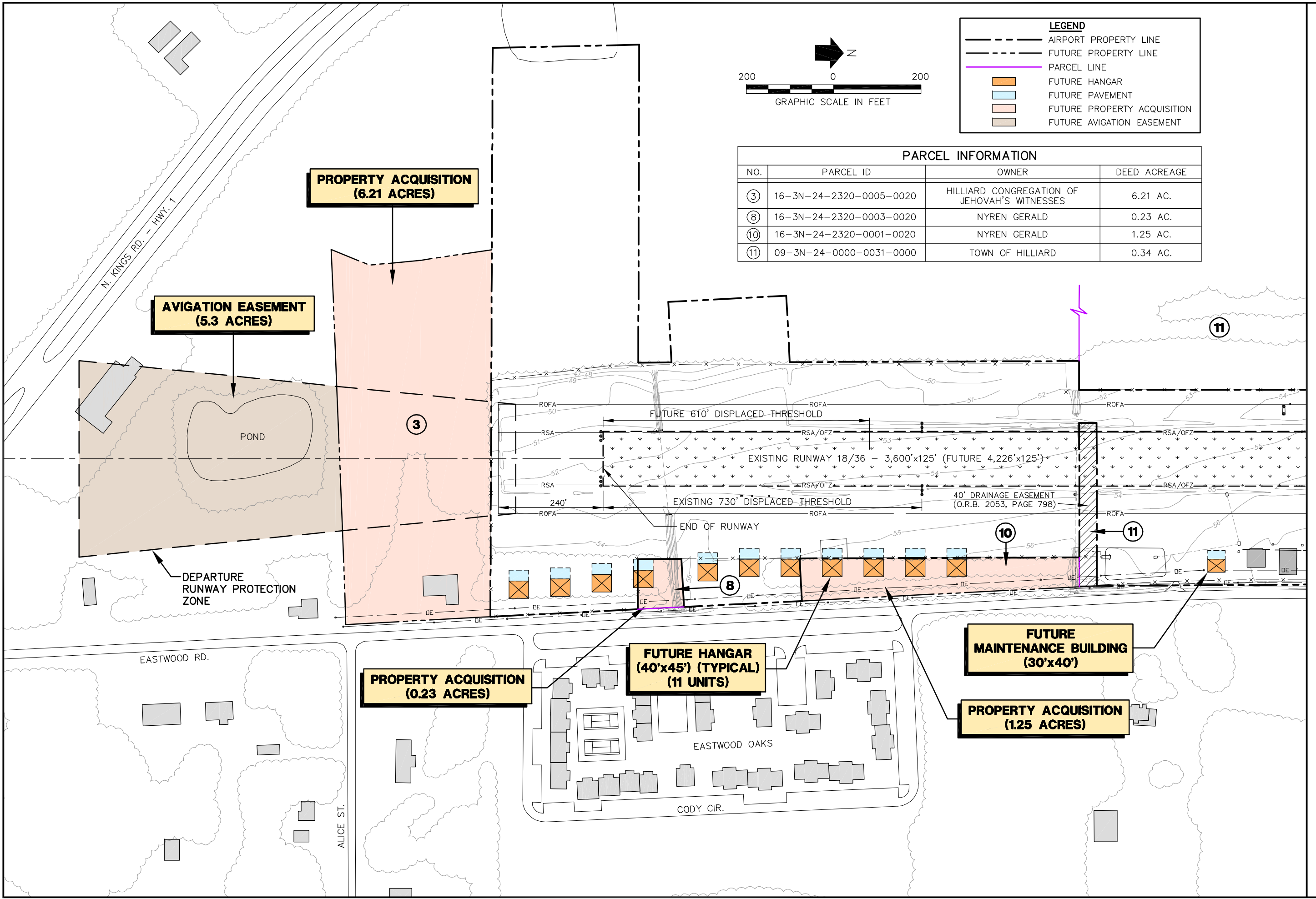
[jerrynyren@yahoo.com](mailto:jerrynyren@yahoo.com)

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, please do not send electronic mail to this entity. Instead, please contact this office by phone or in writing.

"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing." This email and any files transmitted with it may contain privileged or confidential information and may be read or used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, dissemination, distribution, forwarding, printing or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments and notify the sender by reply mail. "This institution is an equal opportunity provider and employer" If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)."

"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing." This email and any files transmitted with it may contain privileged or confidential information and may be read or used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, dissemination, distribution, forwarding, printing or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments and notify the sender by reply mail. "This institution is an equal opportunity provider and employer" If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)."

S:\Projects\APPLAN\Hilliard Airport Master Plan Update\C-Technical Data\C09 - Figures\FIG 5-2.dwg 08/05/2016 10:37





# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: June 15, 2023

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

SUBJECT: Town Council approval to accept Public Works Director recommendation to move Public Works Department employee Justin Tuten from Introductory Probationary status to Regular Full Time Employment status.

---

### **BACKGROUND:**

Justin Tuten was approved for hire on May 2, 2023, at \$15.00 per hour as a Non-Exempt, Introductory or Probationary employee.

### **FINANCIAL IMPACT:**

None.

### **RECOMMENDATION:**

Town Council to accept recommendation to move Justin Tuten into Regular Full Time Employment Status.

**TOWN OF HILLIARD  
PUBLIC WORKS DEPARTMENT  
Position Process**

Regular Meeting: March 2, 2023

Applicant: Justin C. Tuten  
374331 Kings Ferry Rd.  
Hilliard, Florida 32046

Position: Streets and Water & Wastewater Technician

Pay Rate: \$15.00 per hour

Position Starts: March 6, 2023 – Introductory/Probationary Period  
Position Status: June 15, 2023 – Non-Exempt – Regular Full Time Position

**Position Requirements:**

A current Driver's License and High School Diploma are required. Certification in Water or Wastewater Plant Operation preferred or two years' experience in Water or Wastewater. Experience in landscaping, water, and sewer utility work is a plus.

**Position Information:**

- Maintain accurate records of all duties performed.
- Assist in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed,
- Perform the installation of street signs throughout the Town.
- Maintain inventory of the Town's Street signs.
- Assist in maintaining the Town right of ways and parks.
- Assist in trimming trees on Town right of ways.
- Assist in the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Assist in reading water meters on an as needed basis for billing purposes.
- Performs water service cutoffs for non-payment as directed.
- Assists in maintenance of water main valved as scheduled.
- Perform water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Help to maintain inventory of water and wastewater supplies and stock.
- Locate and mark Town utilities as required for construction purposes.
- Check and maintain lift stations as needed.
- Assist in preventative and emergency maintenance of all equipment and property of the Town.
- Assist with special projects as directed by the Public Works Director, i.e., Holiday Decorations, July 4<sup>th</sup> celebration, Town Cleanup, etc.
- Monitors and stays current with technology as it pertains to the operations of this department.

- Take on additional duties as required by the Public Works Director and/or the Assistant Public Works Director.
- Assist with afterhours emergencies.
- Check generator equipment weekly.

These examples are intended only as illustrations of various types of work performed and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

**Conditions of Employment:**

Offer of employment is contingent upon the following: An interview of references and previous employers. Satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test.

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

**Employee Information:**

Justin C. Tuten has the following work experience:

2021- Present: J.B. Coxwell – Pipelayer

2020 – 2021: Advanced Utilities and Septic – Pipelayer

2019 – 2020: Precision Cuts Tree Specialists – Laborer

2019 – 2020: J.B. Coxwell – Laborer/Operator



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: June 15, 2023

FROM: **Christian Waugh – Town Attorney**

SUBJECT: Town Council discussion and possible action regarding Fire Hydrant Pressure Standards and Public Safety as it relates to the Whisper Ridge Development.

**BACKGROUND:**

On Wednesday June 7<sup>th</sup>, there was a conference call concerning the water issues involved at Whisper Ridge. This call was set up in response to an email sent from the offices of Christian after the discussion at Town council meeting on June 1<sup>st</sup>. A copy of the above-mentioned email is attached for your review.

Meeting attendance:

- Councilman Lee Picket
- Public Works Director Richie Rowe
- Town Clerk Lisa Purvis
- Land Use Administrator Lee Anne Wollitz
- Town staff Myra Cockerham and Hannah Martinez,
- Town Attorney Christian Waugh and staff
- Mittauer team - Tim Norman, Engineer, and Kellen Lindsay, Engineer.
- Whisper Ridge team - Beth Leamptrott, Engineer, and Ed Kassik, Project Manager.

The concerns of the town were presented and discussed. All parties agreed to work toward a solution. We requested all on the call to send a suggestion for resolving the issues for the Land Use Administrator to review. Staff and Town legal team will present a recommendation to the Council as soon as the options have been reviewed.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

The Town Council to give staff direction regarding process moving forward as it relates to Fire Hydrant Pressure Standards and Public Safety for the Whisper Ridge Development.

**Beth Leaptrott, P.E.**

Senior Project Manager  
Direct: 904-265-3089  
Office: 904-265-3030  
[bleaptrott@cweng.com](mailto:bleaptrott@cweng.com)



**From:** Sofie Bayer <[SBayer@waughgrant.com](mailto:SBayer@waughgrant.com)>

**Sent:** Friday, June 2, 2023 5:08 PM

**To:** Kellen Lindsey <[KLindsey@mittauer.com](mailto:KLindsey@mittauer.com)>; TNorman@mittauer.com; Beth Leaptrott <[bleaptrott@cweng.com](mailto:bleaptrott@cweng.com)>; [patrick.dangelo@frwa.net](mailto:patrick.dangelo@frwa.net); Lee Anne Wollitz <[lwollitz@townofhilliard.com](mailto:lwollitz@townofhilliard.com)>; [lpickett@townofhilliard.com](mailto:lpickett@townofhilliard.com); Richie Rowe <[rrowe@townofhilliard.com](mailto:rrowe@townofhilliard.com)>; [kcorbett@townofhilliard.com](mailto:kcorbett@townofhilliard.com)

**Cc:** Christian Waugh <[cwaugh@waughgrant.com](mailto:cwaugh@waughgrant.com)>; Lisa Purvis <[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)>

**Subject:** Hilliard Whisper Ridge Development - Fire Hydrant Pressure Standards and Public Safety

[EXTERNAL EMAIL]

Good afternoon,

I am writing to you on behalf of Waugh PLLC, attorneys for the Town of Hilliard, Florida. The Town has asked us to step in and facilitate discussions surrounding the Whisper Ridge community development project.

Our understanding is that there are serious concerns with the fire hydrant pressure levels. These concerns, primarily raised by the Public Works Director, Mr. Richie Rowe, indicate that the current pressure levels of the fire hydrants do not meet the necessary standards. This is an issue of utmost importance, as it directly pertains to the health, safety, and welfare of the residents of the community.

We kindly request that all parties involved, especially the town and development engineers, refrain from insisting Mr. Rowe to sign off on the engineering until these issues are fully resolved. Certificates of occupancy are reliant on the fulfillment of these standards, and the Town is legally obligated to ensure that these are met.

While we stand by the assessment that the current pressure levels do not meet the Town's standards, we are fully committed to working with all parties involved to find a solution. As such, the Town is open to conducting further testing, assessments, and potential reconstruction to address these concerns. Moving forward, we would recommend including the Fire Marshal, Mr. Butch Williams, in these discussions.

It is our understanding that the Town will issue permits for the construction of three model homes for the Whisper Ridge community. This decision was based on the Fire Marshal's belief that the current hydrant pressure levels are sufficient for these particular structures. However, this should not be seen as an acceptance of the current overall situation.

Thank you for your understanding and cooperation, we look forward to working closely with each of you. Please reach out to our office with any questions or concerns.

I hope everyone has a lovely weekend.

Sincerely,

Sofie Bayer  
Associate Attorney  
Waugh Grant, PLLC  
201 E. Pine Street, Suite 315



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**From:** Kellen Lindsey <[KLindsey@mittauer.com](mailto:KLindsey@mittauer.com)>  
**Sent:** Friday, June 9, 2023 9:41 AM  
**To:** Lee Anne Wollitz <[lwollitz@townofhilliard.com](mailto:lwollitz@townofhilliard.com)>; Hannah Martinez <[hmartinez@townofhilliard.com](mailto:hmartinez@townofhilliard.com)>; Richie Rowe <[rrowe@townofhilliard.com](mailto:rrowe@townofhilliard.com)>  
**Cc:** Lisa Purvis <[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)>; Lee Pickett <[lpickett@townofhilliard.com](mailto:lpickett@townofhilliard.com)>; Christian Waugh <[waughlaw@townofhilliard.com](mailto:waughlaw@townofhilliard.com)>; Timothy Norman <[TNorman@mittauer.com](mailto:TNorman@mittauer.com)>  
**Subject:** RE: Hilliard Whisper Ridge Development - Fire Hydrant Pressure Standards and Public Safety - Solutions Meeting Follow Up 9610-23-08

Town of Hilliard:

As a follow up to our Whisper Ridge Teams Meeting on Wednesday regarding the concerns with the fire hydrants and associated pressures, we propose the following solutions for the short-term:

1. Have the developer remove the fire hydrants and deliver to the Town of Hilliard for future installation/use when adequate pressure/fire flow is available.
  - a. This would eliminate the concerns with significant pressure drops in Whisper Ridge, at FAA, and into Town and the need for boil water notices if a hydrant was opened.
  - b. 2" Flushing Hydrants are installed at the dead ends which would allow the Town to perform periodic flushing without significantly decreasing system pressures.
  - c. The downside is that no hydrant would be available for use in the event of a fire in Whisper Ridge.
2. Paint the fire hydrants in coordination with Fire Depts identifying all hydrants that cannot meet fire flow and/or require a boil water notice to be issued if opened.
  - a. Alternatively, can cover / bag the fire hydrants with an "out of service" or "Not in Service" notice.



In addition, as we've mentioned in recent correspondence, the following items should be addressed prior to any FDEP Certification of Completion submittal and the Town taking ownership of the system:

- **Water Main Pressure Test Results**
  - Test results list Public Pipe Segment as 12" Diam, and Private Pipe Segment as 10" Diam. It's our understanding all water mains will be turned over/dedicated to the Town upon completion and acceptance of the Work. It's also our understanding the larger diameter water main installed as part of this project was 8", with no 10" or 12" proposed. Clarify the differentiation between these segments and the size discrepancy. Revise or update as needed.
  - Verify with Richie or PW that they witnessed pressure test and are in agreement;
- **Bacteriological Test Results**
  - The submitted Bac-T results passed, although FDEP will consider these results unacceptable if the samples were taken more than 60 days prior. If these have not already been submitted to FDEP, they will have to re-sample
- **5/17/23 Fire Hydrant Flow Tests (see attached 5/31 email)**
  - Developer and WW Gay should provide updated/correct fire flow test results, as the provided results were the exact same for each hydrant.
  - Recommend performing additional flow tests upstream to determine static and residual pressures at FAA at CR 108 and into town at FH #8 on Mill. It would be beneficial to know if the Town's system can maintain adequate pressure if the FH at FAA is opened, or if the FH at FAA is capable of providing adequate fire flow, independent of Whisper Ridge.

Long-term, the Town may want to consider and/or pursue the following options:

1. Upsizing and looping the distribution system in this area (and other critical areas) as needed. This was discussed as a long-term solution early on when this project was in the design stages, and was more recently discussed during the Development Investigation Request for the proposed Kings Crossing development (see attached 4/4 email).
2. The installation of an in-line booster pump station closer to Town (Town side of the creek) which could improve/boost pressures downstream on CR 108 and Kings Ferry Road where development is occurring.
3. Town can also consider additional / upgraded Water Storage and Pumping Facilities to further improve capacities.

These could be pursued by the Town or in collaboration with the developers.

Please let us know if we can provide any additional information to assist on this matter.

Sincerely,

**KELLEN A. LINDSEY, P.E.**  
**SENIOR PROJECT DIRECTOR**  
**MITTAUER & ASSOCIATES, INC.**  
 580-1 Wells Road  
 Orange Park, FL 32073  
 Office: (904) 278-0030  
 Direct: (904) 644-0642  
 Email: [klindsey@mittauer.com](mailto:klindsey@mittauer.com)



**From:** Kellen Lindsey  
**Sent:** Tuesday, June 6, 2023 10:32 AM  
**To:** 'Lee Anne Wollitz' <[lwollitz@townofhilliard.com](mailto:lwollitz@townofhilliard.com)>; Hannah Martinez <[hmartinez@townofhilliard.com](mailto:hmartinez@townofhilliard.com)>  
**Cc:** Lisa Purvis <[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)>; Richie Rowe <[rrowe@townofhilliard.com](mailto:rrowe@townofhilliard.com)>; Lee Pickett <[lpickett@townofhilliard.com](mailto:lpickett@townofhilliard.com)>; Christian Waugh <[waughlaw@townofhilliard.com](mailto:waughlaw@townofhilliard.com)>; Timothy Norman

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

John P. Beasley, Mayor  
Kenny Sims, Council President  
Lee Pickett, Council Pro Tem  
Joe Michaels, Councilman  
Jared Wollitz, Councilman  
Dallis Hunter, Councilman

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

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## MINUTES

THURSDAY, JUNE 01, 2023, 6:30 PM

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### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

#### PRESENT

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

#### ABSENT

Councilman Dallis Hunter

### WORKSHOP

ITEM-1 Town Council review and discussion regarding adding a Consent Agenda to the Town's Regular Meeting Agendas.

### CONSENT AGENDA

All matters under the consent agenda are considered to be routine by the Town Council and will be enacting by one motion in the form listed below. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Backup documentation and staff recommendations have been previously submitted to the Town Council on these items.

Consensus of Council is to not move forward with a consent Agenda.

**ADJOURNMENT**

Motion to adjourn at 6:50 p.m.

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

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

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

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

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

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor

# HILLIARD TOWN COUNCIL MEETING

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

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Dallis Hunter, Councilman

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, JUNE 01, 2023, 7:00 PM

### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

### PRESENT

Mayor John Beasley  
Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Councilman Dallis Hunter – By Phone  
Councilman Joe Michaels

### MAYOR

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

No public wish to address the Council.

## REGULAR MEETING

### ITEM-1

Additions/Deletions to Agenda

Item-9 Town Council to set a Workshop to discuss Public Records Request.

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

Item-10 Town Council to discuss Whisper Ridge Fire Hydrants.

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

Item-11 Town Council to set a Workshop to discuss Town Hall Office Staff.

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

ITEM-2 Town Council to discuss partnering up with Nassau County to make the July 4th (2024) Celebration the major Bicentennial event for Western Nassau.  
**John P. Beasley - Mayor**

**Mayor Beasley** explains the event and states that Nassau County would like this to be a two-day event with the fireworks on July 4<sup>th</sup>. The Council state they would like in the future for the fireworks to be done on the fourth.

ITEM-3 Town Council to approve decision moving forward regarding the Florida Retirement System audit findings contribution and penalties.  
**Tiffany Bowden, CMC - Deputy Town Clerk**

Motion to pay the Florida Retirement System penalty in the amount of \$40,556.65.

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

ITEM-4 Town Council discussion and review of the Town of Hilliard's current Public Records Policy concerning records request.  
**Christian Waugh - Town Attorney**

**Town Attorney Waugh** states the policy from 10 years ago is excellent. Further states the Council should consider lowering the time limit from one hour to 30-minutes; FDLE policy is 15-minutes. Also states the Council should consider adding checking the spam mail on a regular basis to the policy, since the Town may still be responsible for the Public Records Request.

**Mayor Beasley** asks questions about the requestor being anonymous.

**Council President Sims** states he read on FDLE's website about why you have to know or have contact information for an anonymous requestor.

**Councilman Hunter** asks if the IT Department can set a rule in the email system to retrieve Public Records Requests from the Spam Folder, so it can be placed in the inbox.

ITEM-5 Town Council approval of the Minutes from the May 16, 2023, Workshop, the May 18, 2023, Public Hearing & Regular Meeting, the May 18, 2023, Workshop, and the May 22, 2023, Joint Workshop.

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

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

ITEM-6 Town Council approval of AECOM, Payable through April 28, 2023, Project Name: Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Cone, and PAPIs at the Hilliard Airpark, Final Invoice in the amount of \$15,981.90.

**FAA AIP 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$86,388.00**

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

ITEM-7 Town Council approval of TCA Electrical Contractors, Inc., Payable through April 18, 2023, Project Name: Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Cone, and PAPIs at the Hilliard Airpark, Final Invoice in the amount of \$24,009.15.

**FAA AIP 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$318,675.00**

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

ITEM-8 Town Council approval of KYNEX, Inc., Payable through June 22, 2023, Project Name: 2023 Fireworks Display in the amount of \$7,500.00.

**SPECIAL EVENTS PROJECT HILLIARD'S HALF LUMP SUM CONTRACT  
\$15,000.00**

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

## ADDED ITEMS

ITEM-9 Town Council to set a Workshop to discuss Public Record Request.

**Councilman Hunter** states a Town employee was instructed to disclose information by the Town Council, and the employee did not. Further states it is a problem that needs to be addressed.

Motion made to set Workshop for June 15, 2023, at 6:00 p.m.

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

ITEM-10 Town Council to discuss Whisper Ridge's Fire Hydrants.

**Land Use Administrator Lee Anne Wollitz and Public Works Director**

**Ritchie Rowe** explain to the Town Council the flow of the six hydrants, and not having the potential flow required for fire protection.

**Planning and Zoning Board Chair Frey** states that when the developers came before the Planning and Zoning Board, he voted that no homes should be built before the infrastructure was complete.

Motion made for Town Attorney Waugh to reach out to the Town engineer regarding what is being asked of the Town, and then to get back with Public Works Director Rowe.

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

ITEM-11 Town Council to set a Workshop to discuss Town staff within the Town Hall Office.

Discussion to combine this item with Add Item-9 on the June 15, 2023, Workshop.

**Town Attorney Waugh and Councilman Hunter** recommend having the Regular Meeting, then Workshop, then Special Meeting.

**Mayor Beasley** recommends having the Workshop, then Regular Meeting, then Workshop.

**Council President Sims and Councilman Wollitz** state no to Mayor Beasley's recommendation.

Motion made to move the Regular Meeting to 6:00 p.m. on June 15, 2023, have the Workshop following adjournment of the Regular Meeting, and then a Special Meeting following adjournment of the Workshop, if needed.

Motion made by Councilman Hunter, Seconded by Councilman Wollitz.

**Councilman Hunter** asks if Employee Tiffany Bowden should be given notice of the meeting regarding the Public Records Request, since it is about her.

**Town Attorney Waugh** states yes, she should be given notice.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

**ADDITIONAL COMMENTS**

**PUBLIC**

No comment.

**MAYOR & TOWN COUNCIL**

**Councilman Hunter** thanks everyone for reaching out to his mom and thanks the Council for making accommodation for tonight’s meeting, so that he could attend by phone.

**Council President Sims** states graduation was great, and the Veterans crosses with the flags look beautiful in front of Town Hall.

**Mayor Beasley** states the flags definitely do look good.

**ADMINISTRATIVE STAFF**

PRESENT

Town Clerk, Lisa Purvis

Parks & Recreation Director, Gabe Whittenburg

Public Works Director, Ritchie Rowe

**TOWN ATTORNEY**

No comment.

**ADJOURNMENT**

Motion made to adjourn at 8:21 p.m.

Motion made by Councilman Wollitz, Seconded by Councilman Michaels.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

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

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

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



APPROVED:

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John P. Beasley  
Mayor

LAMPE, ROY & ASSOCIATES, INC.

APPRAISERS - CONSULTANTS

1912 Hamilton Street, Suite 204  
Jacksonville, Florida 32210  
(904) 388-7020  
FAX (904) 388-9298

June 2, 2023

Lisa Purvis, MMC  
Town Clerk  
The Town of Hilliard  
15859 County Road 108  
Hilliard, FL 32046  
[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)

Appraisal Reviews of the Appraisals Prepared on May 15, 2023 by  
Cantrell Ray Real Estate:

Our File 5130-B	371232 Eastwood Road, Hilliard, FL	.....\$1,000
Our File 5131-B	371260 Eastwood Road, Hilliard, FL	.....\$1,000
Our File 5132-B	371118 Eastwood Road, Hilliard, FL	..... <u>\$1,000</u>
AMOUNT DUE:		<u>\$3,000</u>

JRL

*Payment is appreciated upon receipt. Balances which remain unpaid for  
thirty days will accrue late fees at the rate of 1.5% per month.*



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: June 15, 2023

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council approval of Professional Engineering Services Agreement in the amount of \$1,800.00, to prepare As-Built Site Plans for the Town Hall Park Phase I & Oxford Street Park Phase IV, a requirement of the FRDAP Close Out Package.

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#### **BACKGROUND:**

As-Built Site Plans are a requirement of the Florida Department of Environmental Protection, Florida Recreation Assistance Program grant agreements, as part of the close out process that has to be completed to receive reimbursement for the grants.

#### **FINANCIAL IMPACT:**

Engineering Services Agreement - \$1,800.00

#### **RECOMMENDATION:**

Town Council approval of Mittauer & Associates, Inc. Engineering Services Agreement in the amount of \$1,800.00.



**MITTAUER**  
**& ASSOCIATES, INC.**  
 CONSULTING ENGINEERS &  
 PROJECT FUNDING SPECIALISTS

580-1 WELLS ROAD  
 ORANGE PARK, FL 32073  
 PHONE: (904) 278-0030  
 FAX: (904) 278-0840  
 WWW.MITTAUER.COM

June 12, 2023

The Honorable John Beasley, Mayor, and Town Council  
 Town of Hilliard  
 15859 West County Road 108  
 Hilliard, FL 32046

RE: Engineering Services Agreement  
 DEP FRDAP As-Built Drawings, Town Hall Park & Oxford Park 2023  
 Town of Hilliard, Florida  
 Mittauer & Associates Project No. 9610-23-1

Dear Mayor and Town Council:

We are pleased to present the following proposal for Engineering Services in conjunction with the proposed Hilliard Town Hall Park and Oxford Park Florida Recreation Development Assistance Program (FRDAP) projects located in Hilliard, Florida. Mittauer & Associates, Inc., hereinafter referred to as the Engineer, proposes to provide services as described in the Scope of Services to the Town of Hilliard, the Client, for the fees stipulated hereafter.

### **SCOPE OF SERVICES**

The Engineer shall provide the following engineering services in order to prepare as-built drawings, signed and sealed by a professional engineer, for the Town's preparation of two (2) FRDAP grant agreement close-out submittals. As-built record drawings shall be prepared for the Town of Hilliard-Town Hall Park, Grant Agreement No. A21009, and the Town of Hilliard-Oxford Park, Grant Agreement No. A21011.

#### **ITEM A - FIELD SURVEYS**

The Engineer shall conduct a field assessment and survey the project sites to map improvements for the purpose of developing as-built site plans of the existing conditions. All existing site improvements shall be identified and recorded.

#### **ITEM B - AS-BUILT DRAWINGS**

The Engineer shall prepare site plans delineating existing features and new improvements developed with the assistance of the FRDAP funding. Identification of FRDAP-funded improvements shall conform to the activity labeling requirements as set forth in the grant agreements.

Town of Hilliard, Florida  
Engineering Services Agreement  
June 12, 2023  
Page 2

**CONDITIONS AND EXCLUSIONS**

The Client shall provide copies of the associated FRDAP Agreements.

**PURSUANT TO FLORIDA STATUTES, SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

**SCHEDULE OF FEES**

For Items A and B of the Scope of Services, Field Surveys and As-built Drawings, the Engineer shall be paid a Lump Sum Fee of \$1,800.

Invoices for services in progress are prepared monthly and are due in accordance with Florida Statute 218, The Local Government Prompt Payment Act. Payments which are not received in accordance herewith are subject to late fees as outlined in the Act and may cause the Engineer to stop work on the Client’s projects. The fee listed above does not include state sales tax, federal sales tax, or value added tax (VAT), should they be required by law.

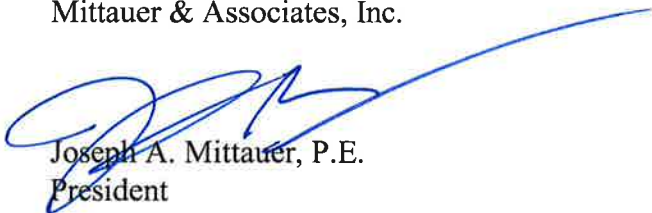
**ACCEPTANCE**

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of the proposal returned to the Engineer shall serve as Notice to Proceed. Should this proposal not be accepted within a period of thirty (30) days, it shall become null and void.

Thank you for the opportunity to serve the Town of Hilliard.

Sincerely,  
Mittauer & Associates, Inc.

Accepted by  
Town of Hilliard, Florida



Joseph A. Mittauer, P.E.  
President

By: \_\_\_\_\_

Date: \_\_\_\_\_

JAM/TPN/DSH/pj