

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, SEPTEMBER 15, 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

AD Valorem Tax Millage Rate

Ordinance No. 2022-06 - Open Public Hearing

An Ordinance of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation concerning the Ad Valorem Tax Millage Rate for the 2022-2023 year for the Town of Hilliard, Florida; advising the Nassau County Property Appraiser of the "Rolled Back Rate" and of the final adopted Millage Rate; providing an effective date.

Town Attorney Waugh

Call for Public Comment

Close Public Hearing on Ordinance No. 2022-06

REGULAR MEETING - Town Council Action

Town Council adoption of Tentative Ordinance No. 2022-06 and set Public Hearing & Final Reading for Monday, October 3, 2022.

ITEM-2

Budget Fiscal Year 2022-2023
Ordinance No. 2022-07 - Open Public Hearing
An Ordinance of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation estimating income, appropriating funds, and adopting a budget for the 2022-2023 Fiscal Year for the Town of Hilliard; providing for an effective date.
Town Attorney Waugh

Call for Public Comment
Close Public Hearing on Ordinance No. 2022-07

REGULAR MEETING - Town Council Action

Town Council adoption of Tentative Ordinance No. 2022-07 and set Public Hearing & Final Reading for Monday, October 3, 2022.

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

REGULAR MEETING

ITEM-3 Additions/Deletions to Agenda

ITEM-4 Town Council approval to execute a Florida Department of Transportation Termination of Public Transportation Grant Agreement.
Lisa Purvis, MMC - Town Clerk

ITEM-5 Town Council approval for CDBG Water Main Replacement Change Order No. 6. increase of \$10,570.00 in Contractor Price for Adjustment for Quantities Actually Installed with Attached Documentation Supporting Change.
Lisa Purvis, MMC – Town Clerk

ITEM-6 Resolution No. 2022-12
A Resolution authorizing the permitting of a Homecoming Parade for the local high school on both local and county roads, which includes County Road 108; responsibility for traffic control; for claims arising from such event due to action on the part of or authorized by the Town; and providing for an effective date.
Town Attorney Waugh

Town Council to adopt Resolution No. 2022-12 authorizing the Hilliard Middle Senior High School Homecoming Parade on Friday, September 30, 2022 beginning at 2:45 p.m.
Lisa Purvis, MMC - Town Clerk

ITEM-7 Town Council approval of the Minutes from the September 1, 2022, Public Hearing and Regular Meeting.
Lisa Purvis, MMC - Town Clerk

ITEM-8 Town Council approval of Jordan and Family Construction, LLC, Payable through September 8, 2022, Project Name: Walker Street Drainage and Paving in the amount of \$1,800.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$45,000.00

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 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.

2022 HOLIDAYS

TOWN HALL OFFICES CLOSED

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

ORDINANCE NO. 2022-06

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION CONCERNING THE AD VALOREM TAX MILLAGE RATE FOR THE 2022-2023 YEAR FOR THE TOWN OF HILLIARD, FLORIDA; ADVISING THE NASSAU COUNTY PROPERTY APPRAISER OF THE “ROLLED BACK RATE” AND OF THE FINAL ADOPTED MILLAGE RATE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 200.065, Florida Statutes requires that the Town Council ascertain the “rolled back rate” of millage and propose a millage rate which is necessary to fund the tentative budget for the Town for the 2022-2023 fiscal year; and

WHEREAS, the Nassau County Property Appraiser has certified to the Town Council the preliminary taxable value for the real and personal property situated within the taxing jurisdiction of the Town, which certification was provided on June 28, 2022; and

WHEREAS, Section 200.065, Florida Statutes further requires that the Town Council advise the Property Appraiser of the “rolled back rate”, the final adopted millage rate and public hearing on the rate and the budget within seventy-five (75) days of the certification by the Property Appraiser,

NOW THEREFORE BE IT ORDAINED, by the Hilliard Town Council that this ordinance be passed to include the following:

Section 1. The Nassau County Property Appraiser has duly certified to the Town Council that the preliminary taxable value for the real and personal property in the Town of Hilliard is \$125,973,917. Based upon the above certified taxable values, the Town Council has computed the “rolled back rate”, of millage under Section 200.065 (1), Florida Statutes, at 2.3092 mills.

Section 2. The Town Council has adopted a budget for the Town of Hilliard for the 2022-2023 fiscal year, and a levy of ad valorem taxes sufficient to raise gross receipts of \$389,836., or budgeted receipts of \$389,836. Based upon the certified taxable value stated in Section 1 and upon the budget adopted by the Town Council and as may be amended by the Town Council, the Town Council hereby levies ad valorem taxes upon all taxable real and personal property for the 2022-2023 tax year at the rate of 3.0000 mills, which is a 29.92% increase over the roll back rate of 2.3092.

Section 3. This ordinance shall become effective this _____ day of _____, _____ A.D.

TOWN OF HILLIARD

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

First Public Hearing: September 15, 2022
First Reading: September 15, 2022
Publication Date: September 28, 2022
Final Public Hearing: October 3, 2022
Second/Final Reading: October 3, 2022

ORDINANCE NO. 2022-07

BUDGET FISCAL YEAR 2022-2023

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION ESTIMATING INCOME, APPROPRIATING FUNDS AND ADOPTING A BUDGET FOR THE 2022-2023 FISCAL YEAR FOR THE TOWN OF HILLIARD; PROVIDING AN EFFECTIVE DATE.

NOW THEREFORE BE IT ORDAINED, by the Hilliard Town Council that the following is established as the Budget for the said Town for the fiscal year 2022-2023 (October 1, 2022 through September 30, 2023), and is established as the estimated projected income and the appropriation of funds for said fiscal year.

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

TOWN OF HILLIARD

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

First Public Hearing: September 15, 2022
First Reading: September 15, 2022
Publication Date: September 28, 2022
Final Public Hearing: October 3, 2022
Second/Final Reading: October 3, 2022

BUDGET SUMMARY
TOWN OF HILLIARD - FISCAL YEAR 2022-2023

ITEM-2

THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF HILLIARD ARE 5.38% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.

	GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECT FUND	ENTERPRISE FUND	TOTAL BUDGET
ESTIMATED REVENUES:					
CASH CARRIED FORWARD	\$250,492		\$614,550	\$253,783	\$1,118,825
Taxes:					
Ad Valorem Taxes 3.0000	\$389,836				\$389,836
Sales and Use Taxes	\$108,500				\$108,500
Charges for Services	\$217,850			\$1,098,468	\$1,316,318
State Shared Revenue	\$490,677	\$220,872	\$468,108		\$1,179,657
Licenses & Permits	\$144,100				\$144,100
Fees & Penalties	\$2,000			\$193,500	\$195,500
Franchise Fees	\$200,000				\$200,000
Interest Earned/Other	\$54,689		\$3,500	\$29,989	\$88,178
TOTAL ESTIMATED REVENUE	<u>\$1,858,144</u>	<u>\$220,872</u>	<u>\$1,086,158</u>	<u>\$1,575,740</u>	<u>\$4,740,914</u>
Grants/Reimbursements	\$2,167,545	\$0	\$0	\$649,000	\$2,816,545
Transfers In:	\$1,372,763	\$0	\$0	\$507,385	\$1,880,148
TOTAL ESTIMATED REVENUES AND FUND TRANSFERS	<u>\$5,398,452</u>	<u>\$220,872</u>	<u>\$1,086,158</u>	<u>\$2,732,125</u>	<u>\$9,437,607</u>
EXPENDITURES/EXPENSES:					
General Government	\$853,428				\$853,428
Public Safety	\$137,322				\$137,322
Physical Environment				\$2,637,125	\$2,637,125
Transportation	\$2,528,946				\$2,528,946
Debt Services					
Human Services	\$23,000				\$23,000
Culture/Recreation	\$1,061,766				\$1,061,766
TOTAL EXPENDITURES/EXPENSES	<u>\$4,604,462</u>	<u>\$0</u>	<u>\$0</u>	<u>\$2,637,125</u>	<u>\$7,241,587</u>
Reserves	\$0	\$220,872	\$0	\$95,000	\$315,872
Transfers Out:	\$793,990	\$0	\$1,086,158	\$0	\$1,880,148
TOTAL APPROPRIATED EXPENDITURES, FUND TRANSFERS AND RESERVES	<u>\$5,398,452</u>	<u>\$220,872</u>	<u>\$1,086,158</u>	<u>\$2,732,125</u>	<u>\$9,437,607</u>
THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD.					

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**TERMINATION OF THE PUBLIC TRANSPORTATION
GRANT AGREEMENT**

Form 725-000-05
STRATEGIC
DEVELOPMENT
OGC 02/19

Financial Project Number(s): <small>(item-segment-phase-sequence)</small> 441746-2	Fund(s): Work Activity Code/Function: Federal Number/Federal Award Identification Number (FAIN) – Transit only:	DPTO 215 N/A	FLAIR Category: 088719 Object Code: 740100 Org. Code: 55022020228 Vendor Number: VF596018372005
Contract Number: G1W38	DUNS Number:		Amendment Number:
CFDA Number: N/A	Agency SAM/UEI Number:		
CFDA Title: N/A			
CSFA Number: N/A			
CSFA Title: N/A			

THIS TERMINATION OF THE PUBLIC TRANSPORTATION GRANT AGREEMENT ("Termination Agreement") is made and entered into on _____, by and between the State of Florida, Department of Transportation ("Department"), and Town of Hilliard, ("Agency"), collectively referred to as the "Parties."

WITNESSETH

WHEREAS, the parties have determined that the performance of the PUBLIC TRANSPORTATION GRANT AGREEMENT entered into between the parties on 4/13/2021 is not in their best interests.

WHEREAS, the parties agree to terminate the referenced PUBLIC TRANSPORTATION GRANT AGREEMENT; and

WHEREAS, there are no outstanding invoices related to this PUBLIC TRANSPORTATION GRANT AGREEMENT.

NOW, THEREFORE, in consideration of the premises it is agreed that the above described agreement is terminated and each party relieves the other of any obligations.

IN WITNESS WHEREOF, the Parties have executed this Termination Agreement on the day and year written above.

AGENCY,

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____
Name: _____
Title: _____

By: _____
Name: James M. Knight, P.E.
Title: Urban Planning and Modal Administrator

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
Legal Review:

RESOLUTION NO. 2021-09

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION ACCEPTING A FLORIDA DEPARTMENT OF TRANSPORTATION OFFER OF A PUBLIC TRANSPORTATION GRANT AGREEMENT AND AUTHORIZING AND DIRECTING THE HILLIARD TOWN COUNCIL TO ACCEPT SUCH AGREEMENT.

WHEREAS, the Town of Hilliard, and the State of Florida Department of Transportation (FDOT) has determined it to be in their mutual interest to facilitate the development of the herein described project at the Hilliard Airpark, to wit:

DESIGN AND CONSTRUCTION OF RUNWAY 18/36 LIGHTING REHABILITATION INCLUDING PAPI's GUIDANCE SIGNS, WINDSOCK, SEGMENTED CIRCLE, AND REGULATORS AT HILLIARD AIRPARK

FDOT F.P. NUMBER 441746-2-94-21

WHEREAS, the Town of Hilliard is eligible for and has requested a Rural Economic Development Initiative (REDI) waiver; and

WHEREAS, the estimated total cost of the Project is \$60,000. and the State of Florida Department of Transportation agrees to participate in the Project cost up to the maximum amount of \$6,000 and, the Department's participation in the Project shall not exceed 10% of the total eligible cost of the Project; and

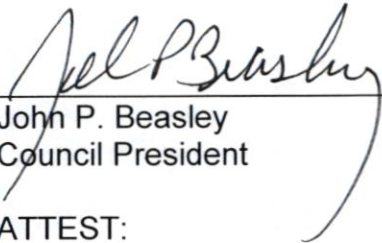
WHEREAS, both parties now wish to formalize the arrangement in the form of a Public Transportation Grant Agreement (PTGA).

NOW THEREFORE, be it resolved, as follows:

1. The Town of Hilliard confirms its desire to enter into a Public Transportation Grant Agreement with the State of Florida Department of Transportation; and
2. The Town of Hilliard has requested a Rural Economic Development Initiative (REDI) waiver; and
3. Local project funds will initially be available for the project equating to Ten Percent (10%) under the Rural Economic Development initiative (REDI) or \$36,000. in facilitating the project; and


4. The Council President John P. Beasley, Town Clerk Lisa Purvis, and Mayor Floyd L. Vanzant, are hereby authorized to execute this Resolution on behalf of the Town of Hilliard; and
5. The Council President, Town Clerk and Mayor, of the Town of Hilliard, John P. Beasley, Lisa Purvis and Floyd L. Vanzant, are herein specifically authorized to enter into and sign such documents as may be necessary, including the referenced Public Transportation Grant Agreement, future modifications, time extensions, and project scope changes with the State of Florida Department of Transportation.

ADOPTED this 1st, day of April, 2021, by the Hilliard Town Council, Hilliard, Florida.



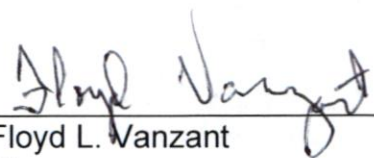
John P. Beasley
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



Floyd L. Vanzant
Mayor



Florida Department of Transportation

RON DESANTIS
GOVERNOR

2198 Edison Avenue, MS 2806
Jacksonville, Florida 32204

KEVIN J. THIBAUT, P.E.
SECRETARY

DATE: March 16, 2021

TO: Lisa Purvis
Town Clerk - Town of Hilliard
PO Box 249
Hilliard FL 32046

FROM: Kyle Coffman
Freight & Logistics Supervisor
Florida Department of Transportation District Two

SUBJECT: Public Transportation Grant Agreement for Execution
Financial Project No. 441746-2-94-21; Contract No. TBD

Please see the attached Public Transportation Grant Agreement which covers the design and construction of Runway 18/36 Lighting Rehabilitation including PAPI's, Guidance Signs, Windsock, Segmented Circle, and Regulators at Hilliard Airpark. Please print and execute two copies of the attached agreement and return to my office along with a copy of the Town Council's resolution for final review, encumbrance of funding, and execution by FDOT

Should you require additional information or a meeting with Department representatives please contact me at (904) 360-5686.

Sincerely,
Kyle Coffman

Kyle Coffman
District Freight & Logistics Supervisor
P: 904-360-5686
Kyle.Coffman@dot.state.fl.us
2198 Edison Ave, MS 2806
Jacksonville FL 32204-2730



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: Sept 15, 2022

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

SUBJECT: Town Council approval for CDBG Water Main Replacement Change Order No. 6. increase of \$10,570.00 in Contractor Price for Adjustment for Quantities Actually Installed with Attached Documentation Supporting Change.

BACKGROUND:

The Town was awarded a Community Development Block Grant in the amount of \$700,000.00. On September 19, 2019, Mittauer & Associates, Inc., Engineering Services Agreement in the amount of \$105,700.00 was approved for the CDBG 20 NR Water Main Replacement Project. On September 19, 2019, Fred Fox Enterprises, Inc. General Administration Contract in the amount of \$52,000.00 was approved for the CDBG 20 NR Water Main Replacement Project. On April 15, 2021, DB Civil Construction, LLC Construct Bid Contract in the amount of \$669,300.00 was approved for the CDBG 20 NR Water Main Replacement Project.

- Change Order No. 1, approved May 24, 2021, Davis Bacon Wage Decision Change.
- Change Order No. 2, approved August 5, 2021, increased the contract price \$22,981.03 increase price in materials.
- Change Order No. 3, approved January 6, 2022, increased the contract price \$15,088.39 directional drill at road crossing from change in field conditions.
- Change Order No. 4, approved February 3, 2022, increases the contract days for substantial and final completions by 60 days, making the new days for substantial completion 240 days and for ready for final payment 270 days.
- Change Order No. 5, approved February 17, 2022, increase the contractor price \$1,600.00 Ground Penetrating Radar (GPR) scans to locate Town utilities prior to installation of new service lines. increases the contract days for substantial and final completions by 60 days, making the new days for substantial completion 300 days and for ready for final payment 330 days.
- Change Order No. 6, increase the contractor price \$10,570.00 for actual quantities installed with documents supporting change.

FINANCIAL IMPACT:

\$10,570.00

RECOMMENDATION:

Town Council approval of Change Order No. 6 increase in contractor price of \$10,570.00 for actual quantities installed to close out project.

CHANGE ORDER NO. 6

PROJECT: CDBG 20 NR Water Main Replacement

DATE OF ISSUANCE: September 7, 2022 EFFECTIVE DATE: September 7, 2022

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

CONTRACTOR: DB Civil Construction, LLC

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

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

Description: Increase in Contract Price of \$10,570.00 for actual quantities installed.

Reason for Change Order: Adjustment for quantities actually installed.

Attachments (list documents supporting change): Final Contract Quantity Adjustment spreadsheet dated September 7, 2022.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>669,300.00</u>	Original Contract Times Substantial Completion: <u>180</u> Ready for final payment: <u>210</u> days
Net changes from previous Change Orders No. <u>0</u> to No. <u>5</u> \$ <u>39,669.42</u>	Net changes from previous Change Orders No. <u>0</u> to No. <u>5</u> <u>120</u> days
Contract Price prior to this Change Order \$ <u>708,969.42</u>	Contract Times prior to this Change Order Substantial Completion: <u>300</u> Ready for final payment: <u>330</u> days
Net Increase Decrease of this Change Order \$ <u>10,570.00</u>	Net Increase (Decrease) of this Change Order <u>0</u> days
Contract Price with all approved Change Orders \$ <u>719,539.42</u>	Contract Times with all approved Change Orders Substantial Completion: <u>300</u> Ready for final payment: <u>330</u> days

APPROVED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: Michael Toble
Contractor (Authorized Signature)

Date: 9/8/22

Change Order No. 6 - Final Contract Quantity Adjustment
 CDBG 20 NR Water Main Replacement
 CDBG Contract No. 20DB-OO-04-55-02-N08
 Town of Hilliard, Florida
 Mittauer & Associates, Inc. Project No. 9610-52-1
 9/7/2022

Item No.	Item Description	Unit	Unit Price	Original Est. Qty.	Actual Qty.	Actual - Original	Adjustment to Contract Price
1	Mobilization and General Conditions	LS	\$65,000.00	1	1	0	\$0.00
2	6" PVC Water Main	LF	\$25.00	6,500	6,400	-100	-\$2,500.00
3	6" Gate Valves and Boxes	Each	\$980.00	16	16	0	\$0.00
4	6" x 6" Tapping Sleeve and Valve	Each	\$2,600.00	2	2	0	\$0.00
5	Ductile Iron Fittings - Cement Lined	Lbs	\$5.00	1,000	1,000	0	\$0.00
6	Fire Hydrant Assembly	Each	\$4,100.00	10	10	0	\$0.00
7	Remove Existing Fire Hydrants	Each	\$550.00	1	1	0	\$0.00
8	Branch Connection						
a.	2" Type A	Each	\$870.00	3	3	0	\$0.00
b.	2" Type B	Each	\$725.00	8	8	0	\$0.00
9	Cut, Cap, and Abandon Existing 2" Mains	Each	\$400.00	2	2	0	\$0.00
10	Reconnect Existing Water Services						
a.	Short	Each	\$770.00	26	37	11	\$8,470.00
b.	Long	Each	\$1,800.00	17	27	10	\$18,000.00
11	Removal and Replacement of Unsuitable Soils	LF	\$8.00	1,300	0	-1300	-\$10,400.00
12	Concrete Encasement and Specials	CY	\$150.00	20	0	-20	-\$3,000.00
13	Asphaltic Roadway/Driveway Restoration	LF	\$65.00	600	600	0	\$0.00
14	Asphaltic Overlay	SY	\$20.00	600	600	0	\$0.00
15	Concrete Sidewalk/Driveway Restoration	LF	\$35.00	2,600	2,600	0	\$0.00
16	Stabilized Roadway/Driveway Restoration	LF	\$40.00	60	60	0	\$0.00
17	Grassing						
a.	Seed and Mulch	LF	\$2.00	1,300	1,300	0	\$0.00
b.	Sodding	LF	\$7.00	2,000	2,000	0	\$0.00
18	Flushing, Pressure Testing, and Disinfection	LS	\$15,140.00	1	1	0	\$0.00
19	Emergency Generator for Oxford Street Lift Station	LS	\$105,000.00	1	1	0	\$0.00
20	Demobilization and Closeout	LS	\$20,000.00	1	1	0	\$0.00
TOTAL ADJUSTMENT TO CONTRACT PRICE =							\$10,570.00

RESOLUTION NO. 2022-12

A RESOLUTION AUTHORIZING THE PERMITTING OF A HOMECOMING PARADE FOR THE LOCAL HIGH SCHOOL ON BOTH LOCAL AND COUNTY ROADS, WHICH INCLUDES COUNTY ROAD 108; RESPONSIBILITY FOR TRAFFIC CONTROL; FOR CLAIMS ARISING FROM SUCH EVENT DUE TO ACTION ON THE PART OF OR AUTHORIZED BY THE TOWN; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Hilliard, Florida is required by various individuals and or organizations from time to time, to allow the use of streets and highways within the Town limits for the purpose of holding parades, or other special events, and

WHEREAS, the Town of Hilliard, determines that the homecoming parade for the local high school will proceed down local and county roads, which includes County Road 108 is an event that is acceptable, appropriate, beneficial and in the best interest of the Town, and

WHEREAS, the Town of Hilliard, is willing to assume the responsibility for this decision as it is related to acts done or authorized by the Town employees or its agents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF HILLIARD:

1. That this Resolution be said and the same is hereby declared and determined to constitute the authority for the Town to obtain permission from the Nassau County Board of County Commissioners for the approved parade on both town and county roads, which includes County Road 108, on the 30th, day of September 2022.
2. That the Nassau County Sheriff's Department will assume responsibility for traffic control.
3. That the Nassau County Sheriff's Department is responsible only for the claims arising from and based upon the activities of its officers, agents or employees at this event.
4. The Nassau County Sheriff's Office is hereby authorized to carry out the intent and purposes of this Resolution.
5. That this Resolution shall take effect immediately upon its adoption.

THIS RESOLUTION adopted this _____ day of _____, _____ by the Town Council of the Town of 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 01, 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

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

PUBLIC HEARING

ITEM-1 Ordinance No. 2022-05 - Open Public Hearing
An Ordinance of the Town of Hilliard, Florida, Rezoning certain property consisting of 1.25 acres, more or less located between Ohio Street, New Front Street, County Road 108 and Bay Road, Hilliard, FL, Parcel # 08-3N-24-2380-0182-0010, from R-2, Single Family District to R-3, Multiple-Family District;

Providing for Severability; and providing for an effective date.
Town Attorney Waugh

Call for Public Comment

No public comments.

Councilman Wollitz announces that Tracey Conner contacts him and advised that she would not be able to attend tonight's meeting as she was out of Town for her anniversary.

Council Pro Tem Sims announces that he will be abstaining tonight on this item due to Mrs. Conner being his sister.

Close Public Hearing on Ordinance No. 2022-05 at 7:02 p.m.

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

REGULAR MEETING - Town Council Action

Town Council adoption of First Reading Ordinance No. 2022-05 Amending Zoning and Land Development Regulations and Set Public Hearing & Final Reading for Thursday, October 20, 2022, at 7:00 p.m.

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

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

No public wish to address the Council.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

Item-14 Motion to add Resolution No. 2022-11 FRDAP North Oxford Street Park Phase II.

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 Final Plat Application #20220609 for 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 Councilman Pickett, Seconded by Councilman Wollitz.

Following lengthy discussion by Council and applicant Ben Buchanan, Councilman Wollitz removes his second.

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

ITEM-4 Town Council to discuss Site Work/Site Clearing Application Permit Fee Refund(s).

John P. Beasley - Council President

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

Following discussion to refund the two homeowners that paid the \$100.00 application fee for bringing in fill dirt for landscaping and the need to amend the code, Council President Beasley removes his motion and Councilman Pickett removes his second.

Motion is made to table item until the Land Development Regulations are adopted.

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

ITEM-5 Town Council approval to set Budget Workshops for September 6th or 8th at 6:00 p.m. to discuss Department Revenues and Operating & Capital Expenditures. To establish a Budget for the 2022-2023 Fiscal Year and Five Capital Improvement Plan.

Lisa Purvis, MMC - Town Clerk

Motion to set Budget Workshop for Tuesday, September 6, 2022, at 6:00 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

ITEM-6 Town Council to set additional Joint Workshop to review and discuss the proposed amendments to the Zoning and Land Development Regulations.

Janis K. Fleet, AICP - Land Use Administrator

Motion is made to set Joint Workshop for September 13, 2022, and October 11, 2022, both at 6:00 p.m. prior to the Planning and Zoning Board Meeting.

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

- ITEM-7 Town Council to establish a Process to Close, Abandon, or Vacate; Streets, Alleys, Easements, or Right of Ways, within the Town of Hilliard.
Christian Waugh - Town Attorney
Janis K. Fleet, AICP - Land Use Administrator
- Motion is made to set Joint Workshop for October 6, 2022, at 6:00 p.m. prior to the Town Council Meeting.
- Motion made by Council President Beasley, 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 August 18, 2022, Regular Meeting.
Lisa Purvis, MMC - Town Clerk
- Motion made by Council President Beasley, 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 AECOM, Payable through July 29, 2022, Project Name: Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Cone, and PAPIs at the Hilliard Airpark, in the amount of \$5,785.50.
FAA AIP 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$86,388.00
- 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-10 Town Council approval of Chad Brock Enterprises, Inc., Final Payable through July 19, 2022, Project Name: Turf Runway Maintenance and Improvements at the Hilliard Airpark in the amount of \$3,500.00.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$90,800.00
- Motion made by Councilman Pickett, Seconded by Councilwoman Bishop.
 Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop
- ITEM-11 Town Council approval of Dixon Tree and Lawn Service, Payable for Mow No. 6 through August 22, 2022, Project Name: Mowing of Town Right of Ways in the amount of \$8,750.00.
MAINTENANCE FUNDED PROJECT LUMP SUM CONTRACT \$70,000.00
- Motion made by Councilman Wollitz, Seconded by Council President Beasley.
 Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ITEM-12 Town Council approval of Office Resources-Jax, LLC, Payable for 50% down, Project Name: Town Hall Office Renovations in the amount of \$14,246.71.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$70,000.00

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

ITEM-13 Town Council approval of TCA Electrical Contractors, Inc., Payable for Pay No. 2 through June 10, 2022, Project Name: Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Cone, and PAPIs at the Hilliard Airpark in the amount of \$12,160.00.
FAA AIP 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$307,025.00

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

ADDED ITEMS

ITEM-14 Resolution No. 2022-11 – FRDAP Grant North Oxford Street Ball Park Phase II

A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation; authorizing the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection for Federal fiscal year 2023-2024.

Town Council to adopt Resolution No. 2022-11 authorizing the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection for Federal fiscal year 2023-2024 for which the deadline is August 31, 2022, and the Town is requesting \$200,000.00 in grant funds.
Lisa Purvis, MMC - Town Clerk

Motion is made to adopt Resolution No. 2022-11 amending by removing item three that states the Town will amended to include the development of the North Oxford Street Park Phase II if the projected is funded in the 2023/2024 application cycle and to supersede Resolution No. 2022-11 that was adopted on August 18, 2022.

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

ADDITIONAL COMMENTS**PUBLIC**

Michael Franklin, 151012 CR 108, Hilliard, states he is shaking his head that the Council approved tonight's plat and not following the Code once again.

Public Works Director Richie Rowe states that Ben came to the Town about a year ago and wanted to work out a plan. Director Rowe wants it known that Mr. Buchanan said it was not his job to go out and look at the Water and Sewer and Director Rowe stated he knows his job and has no problem going out and looking at the Water and Sewer.

MAYOR & TOWN COUNCIL

Mayor Vanzant reads the upcoming meeting dates:

September Meetings:

Tuesday, 09-06-2022	@ 6PM	Workshop (BUDGET)
Tuesday, 09-13-2022	@ 6PM	Joint Workshop (LDR'S)
Thursday, 09-15-2022	@ 7PM	Public Hearing & Regular Meeting (TRIM & BUD)

October Meetings:

Thursday, 10-06-2022	@ 6PM	Joint Workshop (Alleyways)
Thursday, 10-06-2022	@ 7PM	Regular Meeting
Tuesday, 10-11-2022	@ 6PM	Joint Workshop (LDR'S)
Thursday, 10-20-2022	@ 7PM	Public Hearing & Regular Meeting (Rezone)

Councilwoman Bishop states she is glad no one was hurt in the plane crash that happened across from the Hilliard Airpark on Eastwood Road.

Council President Beasley thanks Dawn West for the article about Town Employee Alicia Head and the Veterans Crosses in the Westside Journal.

ADMINISTRATIVE STAFF

PRESENT

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

Town Clerk Lisa Purvis states that she would like to set a HAC Meeting for September 15, 2022, at 6:00 p.m. to plan for Veterans Day.

TOWN ATTORNEY

No comment.

ADJOURNMENT

Motion to adjourn at 8:06 p.m.

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

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

