

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
Cory Hobbs, Interim Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, OCTOBER 03, 2024, 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

PROCLAMATIONS

ITEM-1

Mayor & Town Council to Proclaim October 2024 as "Emily Adkins Blood Clot Awareness Month".
Mayor Beasley

REGULAR MEETING

ITEM-2

Additions/Deletions to Agenda

ITEM-3

Town Council to adopt Resolution No. 2024-17, authorizing the Hilliard Middle Senior High School Homecoming Parade on Friday, October 4, 2024, beginning at 2:45 p.m.
Lisa Purvis, MMC – Town Clerk

ITEM-4

Town Council to set a workshop for the Hilliard Elementary School to have a 'Mock Town Council Meeting' in honor of City Government Week October 21st – 27th, 2024.
John P. Beasley – Mayor

ITEM-5 Town Council to adopt the Five-Year Capital Improvement Plan, Fiscal Years 2025-2029, for the Town of Hilliard.
Lisa Purvis, MMC – Town Clerk

ITEM-6 Town Council approval of Town Employee Grade/Step Pay Increases and Benefits for Fiscal Year 2024-2025.
Lisa Purvis, MMC – Town Clerk

ITEM-7 Town Council approval of the Minutes for the September 12, 2024, Workshop, the September 19, 2024, Regular Meeting & Workshop, and the September 20, 2024, Public Hearing & Special Meeting.
Lisa Purvis, MMC – Town Clerk

ITEM-8 Town Council approval of the Lamp, Roy & Associates, Inc., Payable through August 21, 2024, Project Name: Florida Department of Transportation Land North in the amount of \$500.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$464,000.00

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 first 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 accessed at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2024 HOLIDAYS

TOWN HALL OFFICES CLOSED

- | | |
|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 15, 2024 |
| 2. Memorial Day | Monday, May 27, 2024 |
| 3. Independence Day Monday | Thursday, July 4, 2024 |
| 4. Labor Day | Monday, September 2, 2024 |
| 5. Veterans Day | Monday, November 11, 2024 |
| 6. Thanksgiving Day | Thursday, November 28, 2024 |
| 7. Friday after Thanksgiving Day | Friday, November 29, 2024 |
| 8. Christmas Eve | Tuesday, December 24, 2024 |
| 9. Christmas Day | Wednesday, December 25, 2024 |
| 10. New Year's Eve | Tuesday, December 31, 2024 |
| 11. New Year's Day | Wednesday, January 1, 2025 |

PROCLAMATION

Emily's Promise Emily Adkins Blood Clot Awareness Month

WHEREAS, the nonprofit Emily's Promise works with medical professionals and the public to educate Floridians about the life-threatening risks associated with blood clots; and

WHEREAS, October is a significant month as Emily Adkins, the namesake of Emily's Promise, passed away on October 21, 2022, from a pulmonary embolism caused by a preventable blood clot; and

WHEREAS, Emily Adkins was a rising star in Nassau County health care, a dedicated community volunteer, and a proud graduate of Fernandina Beach High School and The University of North Florida; and

WHEREAS, according to the National Blood Clot Alliance, an estimated 900,000 Americans are affected by blood clots each year, with 100,000 lives lost to this preventable condition annually; and

WHEREAS, the Centers for Disease Control and Prevention reports that blood clots can strike anyone at any age, with risk factors including surgery, pregnancy, and cancer treatment—killing more Americans than car accidents, AIDS, and breast cancer combined; and

WHEREAS, advocacy efforts by Emily's Promise led to the enactment of the Emily Adkins Prevention Act in Florida, which directed the Secretary of the Agency for Health Care Administration, in conjunction with the State Surgeon General, to establish a policy workgroup aimed at improving the detection and prevention of blood clots across the state; and

WHEREAS, Emily's Promise continues its mission to raise public awareness, promote the use of the Caprini Risk Score to assess individual blood clot risk, encourage the creation of blood clot prevention plans with health care providers, and advocate for life-saving treatments for those at risk; and

WHEREAS, recognizing emerging medical advancements, such as medical thrombectomy, can lead to improved detection and removal of blood clots, ultimately saving more lives; and

NOW, THEREFORE, I, John P. Beasley, Mayor of the Town of Hilliard, do hereby proclaim October 2024 as "Emily Adkins Blood Clot Awareness Month" and urge health care professionals, leaders in the Town of Hilliard, Nassau County, Florida, and the public to dedicate their efforts to spreading awareness, educating on prevention, and recognizing the serious threat blood clots pose to lives across Hilliard and beyond.

John P. Beasley, Mayor

Date



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 3, 2024

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

SUBJECT: Town Council to adopt Resolution No. 2024-17, authorizing the Hilliard Middle Senior High School Homecoming Parade on Friday, October 4, 2024, beginning at 2:45 p.m.

BACKGROUND:

A resolution is required to temporarily close the Town of Hilliard public right of ways.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council adoption of Resolution No. 2024-17, authorizing the HMSHS Homecoming Parade on Friday, October 4, 2024.

RESOLUTION NO. 2024-17

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 4th, day of October 2024.
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.

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor



CERTIFICATE OF LIABILITY INSURANCE

DATE (M)	ITEM-3
6/2	

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 200 South Orange Avenue Orlando FL 32801	CONTACT NAME: Jessica Montgomery	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS: Jessica_Montgomery@ajg.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Underwriters at Lloyd's London		15792
INSURER B : Underwriters at Lloyd's, London		32727
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** 2027622090 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

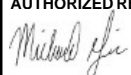
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Occurrence			See Below	7/1/2024	7/1/2025	EACH OCCURRENCE \$ Per Statute DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ Per Statute PRODUCTS - COMP/OP AGG \$ \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			See below	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ Per Statute BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			Y / N <input type="checkbox"/> N / A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Self Insured per FL Statute 768.28. Limits per Statute.

REF: NASSAU COUNTY SCHOOL DISTRICT's use of Certificate Holder's premises and pool facilities. All dates within the term shown above. The referenced School District is a public entity subject to FL Statute 768.28 and accordingly does not name third parties as "Additional Insured". You may wish to consult your local legal resources with regard to the statute provision referenced and related application as regards a Florida public entity.

CERTIFICATE HOLDER

CANCELLATION

Town of Hilliard P.O. Box 249 Hilliard FL 32046 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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BOCC AGENDA ITEM

Item Title: 2024 Hilliard Middle Senior High School Homecoming Parade Request

Date: 9/18/2024

Department: County Manager

Background:

Hilliard Middle Senior High is holding a homecoming parade on Friday, October 4, 2024 at 2:45 p.m. They are seeking permission to close County Road 108 between Oxford Street and Ohio Street from approximately 2:00 P.M. to 4:00 P.M. Though this is in the Town of Hilliard limits, the road is County maintained, therefore this request would need permission from the Board of County Commissioners prior to closing the roads.

Request:

Approve request from Hilliard Middle Senior High to hold a parade on October 4, 2024 from approximately 2:00 PM to 4:00 PM on County Road 108 between Oxford and Ohio Street.

Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens:

While the parade does not have any financial impact, citizen based community events are critical to creating vibrant and engaged communities. As a local government, we should promote and support citizen based efforts to create a sense of community and increased quality of life.

Action Requested and Recommendation:

Approve request from Hilliard Middle Senior High to hold a parade on October 4, 2024 from approximately 2:00 PM to 4:00 PM on County Road 108 between Oxford and Ohio Street.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?

NA

Funding Source:

N/A

APPROVED BOCC

Additional Information Needed for Contracts/Agreements (If Applicable)

DATE 9.18.2024 AM

Contract Number assigned by Contracts Management:

N/A

For non-governmental agencies, has the document been sent to the vendor for signature?

N/A

Does the document need to be recorded? If so, who will pay the recordation fee?

N/A

Are there any special mailing instructions? (Include contact name, address, deadline for submittal, how to mail such as express mail, FedEx, etc):

N/A

How many originals are needed?

N/A

ATTACHMENTS:

Description
Parade Route

Upload Date
9/10/2024

Type
Cover Memo

Elise Earnest

From: Renee Graham <lrgraham@nassauso.com>
Sent: Wednesday, August 21, 2024 3:50 PM
To: Amanda Rau; Chauncey C. Mason; Jeremy M. Hyers; Wilfred Quick; Samantha Quinn
Cc: Jobeth Vanzant; John Crawford; Jacqueline Smith
Subject: RE: HMSHS Homecoming Parade 2024

CAUTION: This email originated from outside of the Nassau County School District network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ms. Rau,

Thank you for always being proactive in planning for the parade. We look forward to working with you every year and are happy to assist in providing an escort and traffic control for the homecoming parade. I have CC'd Lt. Mason and Sgt. Hyers who will coordinate all activities with and for you and Ms. Vanzant. If there is anything you need please do not hesitate to ask.

Capt. L. R. Graham

Nassau County Sheriff's Office
 Special Operations and Community Affairs
 904-548-4028

From: Amanda Rau <rauam@nassau.k12.fl.us>
Sent: Wednesday, August 21, 2024 3:40 PM
To: Renee Graham <lrgraham@nassauso.com>
Cc: Jobeth Vanzant <vanzantjo1@nassau.k12.fl.us>; John Crawford <crawfordjo@nassau.k12.fl.us>; Jacqueline Smith <smithja13@nassau.k12.fl.us>
Subject: HMSHS Homecoming Parade 2024

Caution EXTERNAL EMAIL: This is an external email and may contain suspicious or malicious content. Please take care when clicking links or opening attachments. When in doubt, contact the I.T. Department.

Good afternoon,

Jobeth Vanzant and I are currently coordinating the week and events for Hilliard Middle Senior High School's Homecoming. We are in the process of arranging the Homecoming Parade, which will take place on October 4 at 2:45 pm. We are asking you and the Nassau County Sheriff's Department to provide traffic control and the motorcade for the parade. In addition, we will need multiple officers to close the intersections along the parade route. We must provide the Town of Hilliard with an agreement for traffic control in writing or an email stating that we have permission. I will be emailing the County Commissioners to get permission to close sections of CR 108 for the parade and am waiting to receive the okay from them. We would also be very appreciative if you could provide officers to lead our parade. If you have any questions for us, please feel free to email me or call me at (904) 314-8247. Thank you so much for any and all help that you can give us! We look forward to

hearing from you soon! (Our parade route will be the same as last year, but I have attached that in this email as well for reference.) 😊

Amanda Rau

Hilliard Middle Senior High School

English Language Arts

amanda.rau@nassau.k12.fl.us



NOTICE: 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 message (and any associated files) may contain information that is confidential. Any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Nassau County School District. Employees of the Nassau County School District are expressly required not to make defamatory statements and not to infringe or authorize any infringement of copyright or any other legal right by email communications. Any such communication is contrary to the School Board policy and outside the scope of the employment of the individual concerned. The Nassau County School District will not accept any liability in respect of such communication, and the employee responsible will be personally liable for any damages or other liability arising. The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in it's educational programs, services or activities, or in its hiring or employment practices.

NOTICE: Please note that Florida has a very broad Public Records Law. Most written communications to or from the Nassau County Sheriff's Office are public records available to anyone upon request. E-mails, including email addresses, may therefore be subject to public disclosure. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to NCSO. Instead, contact our office by phone or by mail. The contents of this e-mail message and any attachments are intended solely for the addressee(s) named in this message. This communication may be confidential or exempt from Chapter 119, Florida Statutes, and may be subject to applicable privileges. If you are not the intended recipient of this message, or if this message has been addressed to you in error, please immediately alert the sender by reply e-mail and then delete this message and its attachments. Do not deliver, distribute or copy this message and/or any attachments and if you are not the intended recipient, do not disclose the contents or take any action in reliance upon the information contained in this communication or any attachments. Any reply to this email may also be considered a public record subject to disclosure under Chapter 119, Florida Statutes.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 3, 2024

FROM: ***John P. Beasley – Mayor***

SUBJECT: Town Council to set a workshop for the Hilliard Elementary School to have a 'Mock Town Council Meeting' in honor of City Government Week October 21st – 27th, 2024.

BACKGROUND:

The Mock Town Council Meeting would be the fifth-grade students at Hilliard Elementary School with the assistance from the Mayor, Town Council and City Staff holding a "Mock Town Council Meeting".

The "Mock Town Council Meeting" will be an additional activity to the "If I were the Mayor of Hilliard" essays that the students at Hilliard Elementary School write each year. The essay winners as well as the Resolution announcing City Government Week will be on the October 17, 2024, agenda.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to set a workshop for the Hilliard Elementary School to have a 'Mock Town Council Meeting' in honor of City Government Week October 21st – 27th, 2024.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 3, 2024

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

SUBJECT: Town Council to adopt the Five-Year Capital Improvement Plan, Fiscal Years 2025-2029, for the Town of Hilliard.

BACKGROUND:

To be sent out October 2, 2024, following the Workshop on October 1, 2024.

FINANCIAL IMPACT:

TBD

Funding of the Five-Year Capital Plan is from the One Cent Sales Sur Tax that was enacted by Nassau County in April 1996 and grant funds from the State as well as the Federal Government.

RECOMMENDATION:

Town Council to adopt the Five-Year Capital Improvement Plan, Fiscal Years 2025-2029, for the Town of Hilliard.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 3, 2024

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council approval of Town Employee Grade/Step Pay Increases and Benefits for Fiscal Year 2024-2025.

BACKGROUND:

To be sent out October 2, 2024, following the Workshop on October 1, 2024.

FINANCIAL IMPACT:

TBD.

RECOMMENDATION:

Town Council approval of Town Employee Grade/Step Pay Increases and Benefits for Fiscal Year 2024-2025.

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Cory Hobbs, Interim Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, SEPTEMBER 12, 2024, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley
Council President Kenny Sims
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels
Town Clerk, Lisa Purvis
Parks & Recreation Director, Gabe Whittenburg
Town Attorney, Christian Waugh

ABSENT

Council Pro Tem Lee Pickett
Interim Public Works Director, Cory Hobbs

WORKSHOP

ITEM-1 Town Council to continue negotiations with PQH Group, for Architectural & Engineering Services for the FDEM Hurricane Shelter / Community Center Grant from the Requests for Qualifications received on August 1, 2024, ranked on August 8, 2024, interviewed on August 15, 2024, and negotiated with on August 26, 2024.

Lisa Purvis, MMC – Town Clerk

Town Clerk, Lisa Purvis to provide PQH Group the drawings and report for the Oxford Street Storm Drain.

Town Clerk, Lisa Purvis provides PQH and the Town Attorney with a draft of Nassau County continuing services contract so that they can add the requested and required information.

The Town Attorney advises that he send the updated draft of the Architectural & Engineering Services contract to PQH Group following his review. This item will be reviewed at the October 10, 2024, monthly workshop and on the October 17, 2024, regular meeting for consideration of approval.

ITEM-2 Town Council to review and discuss Town Hall's Phone Tree.
Guy Riner – Town IT

Town Council request Town IT, Guy Riner, to remove phone tree, as they would like an individual to answer each phone call.

Council President Sims asks IT, Guy Riner if he would like to be over the technology side of the shelter building. Mr. Riner advises that he like to have input.

ITEM-3 Town Council to review and discuss Zoning and Land Use Administrator's workload.
Lee Anne Wollitz – Land Use Administrator

Land Use Administrator, Lee Anne Wollitz, provides answers to questions frequently asked, covering the following topics:

Sign Ordinances

Pay and Timekeeping for billing purposes.

LMS Projects.

Planning & Zoning Board has moved their meeting to the First Tuesday of the month.

Road ownership.

Updates on Developments currently in progress.

Nassau County drone.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion to adjourn at 8:25 p.m.

Motion made by Council President Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Sims, 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:

John P. Beasley
Mayor

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TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, SEPTEMBER 19, 2024, 7:00 PM

NOTICE TO PUBLIC

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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 Dallis Hunter
Councilman Joe Michaels

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from the Agenda.

ITEM-2 Town Council to approve the Grant Administration Services Contract from Fred Fox Enterprises, Inc. for the FDEM Hurricane/Community Shelter Grant # F0122 Project in the amount of \$189,900.00.

Lisa Purvis, MMC – Town Clerk

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

- ITEM-3 Town Council approval to adopt Resolution No. 2024-15, authorizing the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection for State of Florida Fiscal Year 2025-2026. For the Oxford Street Park Phase V.
Lisa Purvis, MMC – Town Clerk

Motion made by Councilman Wollitz, 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 approval to adopt Resolution No. 2024-16, authorizing the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection for State of Florida Fiscal Year 2025-2026. For the Town Hall Park Phase II.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-5 Town Council approval of the capital expenditure for the Old Town Hall & Volunteer Fire Department Generator Project, from Miller Electric Company in the amount of \$35,694.03.
Cory Hobbs – Interim Public Works Director

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-6 Town Council approval of a 3% increase to Mr. Bryan Higginbotham's agreement with the Town of Hilliard for Building Official, Building Inspection, and Plan Review Services.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-7 Town Council approval of the Minutes for the August 26, 2024, Workshop, the September 5, 2024, Public Hearing & Regular Meeting, and the September 10, 2024, Workshop.
Lisa Purvis, MMC – Town Clerk

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

ITEM-8 Town Council approval of AECOM Technical Services, Inc., Payable through August 30, 2024, Project Name: Environmental Assessment in the amount of \$8,250.00.

FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$55,000

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

ADDITIONAL COMMENTS

PUBLIC

Robin Smith with North Florida Professional Services, Inc., states that his company has submitted a Request for Proposal and Request for Qualifications on the Hurricane Shelter grant. Although they did not rank the highest, he wanted to still come up and introduce himself to the Council to let everyone know if in the future they can be of service they would be grateful for the opportunity.

MAYOR & TOWN COUNCIL

Councilman Wollitz congratulates Myra Cockerham on her retirement from the Town. He continues stating he had the opportunity to work with Mr. and Mrs. Cockerham in 1999, as they ran the Hilliard Volunteer Fire Department, and it created a friendship that has lasted.

Council Pro Tem Pickett adds that the Town will miss her and that he too served on the Hilliard Volunteer Fire Department with Myra and her husband Jerry.

Council President Sims also states the Town will miss her.

Mayor Beasley emphasizes that Mrs. Cockerham will be missed at Town Hall.

He invites everyone to join us at the Hilliard Harvest Festival, which is Saturday, September 28, 2024.

On September 26, 2024, there is a Prayer Breakfast that was planned by the Westside Business Leaders, and he urges all who were invited to attend.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk, Lisa Purvis

Interim Public Works Director, Cory Hobbs

Parks & Recreation Director, Gabe Whittenburg

No comments.

TOWN ATTORNEY

Town Attorney Waugh, states that it has always been a pleasure working with Mrs. Cockerham.

ADJOURNMENT

Motion to adjourn at 7:18 p.m.

Motion made by Council President Sims, Seconded by Councilman Hunter.
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:

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

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
Cory Hobbs, Interim Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, SEPTEMBER 19, 2024, 7:00 PM

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
Councilman Joe Michaels

WORKSHOP

- ITEM-1 Town Council review and discussion of the Fiscal Year 2024/2025 Budget.
Lisa Purvis, MMC – Town Clerk

The Ad Valorem Tax Millage Rate is discussed and the need for additional revenue to cover necessary expenses.

- ITEM-2 Town Council review and discussion of the Fiscal Year 2024/2025 Capital Budget and Five-Year Capital Improvement Plan.
Lisa Purvis, MMC – Town Clerk

Town Council discusses Five-Year Capital Improvement Plan.
Town Hall remodel to be moved two years out in the plan so that additional funds can be spent on critical areas in need of sewer rehabilitation.
Discussion ensues regarding Town drainage.
Parks & Recreation playgrounds and facilities were also discussed.

- ITEM-3 Town Council review and discussion of the Fiscal Year 2024/2025 Town Employee Step Pay Increases and Benefits.
Lisa Purvis, MMC – Town Clerk

Town Council to further discuss at the October 1, 2024, workshop.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion to adjourn at 8:21 p.m.

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

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

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
Cory Hobbs, Interim Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

FRIDAY, SEPTEMBER 20, 2024, 6:00 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
Councilman Joe Michaels

PUBLIC HEARING

ITEM-1 Ordinance No. 2024-11 – Open Public Hearing
AD Valorem Tax Millage Rate Fiscal Year 2024-2025
An Ordinance of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation concerning the AD Valorem Tax Millage Rate for the 2024-2025 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.

Call for Public Comments

Close Public Hearing on Ordinance No. 2024-11

Following no public comments, motion to close Public Hearing on Ordinance No. 2024-11 at 6:02 p.m.

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

SPECIAL MEETING – TOWN COUNCIL ACTION

Motion to adopt Ordinance No. 2024-11, on Second and Final Reading, setting the Town of Hilliard’s Fiscal Year 2024-2025, millage rate at 3.2500.

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

ITEM-2

Ordinance No. 2024-12 – Open Public Hearing
Budget Fiscal Year 2024-2025

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 2024-2025 fiscal year for the Town of Hilliard; providing an effective date.

Call for Public Comments
Close Public Hearing on Ordinance No. 2024-12

Following no public comments, motion to close Public Hearing on Ordinance No. 2024-12 at 6:015 p.m.

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

SPECIAL MEETING – TOWN COUNCIL ACTION

Motion to adopt Ordinance No. 2024-12, on Second and Final Reading, adopting the Town of Hilliard’s Fiscal Year 2024-2025, Budget.

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

SPECIAL MEETING

ITEM-3

Town Council adoption of the Current Year Capital Budget for the Fiscal Year 2024-2025.

Lisa Purvis, MMC – Town Clerk

Motion to set a workshop for Tuesday, October 1, 2024, at 6:00 p.m. in the Town Hall Conference Room.

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

ITEM-4 Town Council adoption of the Five-Year Capital Improvements Plans for Fiscal
 Years 2024-2029.

Lisa Purvis, MMC – Town Clerk

ITEM-5 Town Council approval of Town Employee Step Pay Increases and Benefits for
 Fiscal Year 2024-2025.

Lisa Purvis, MMC – Town Clerk

ADDITIONAL COMMENTS

PUBLIC

No public comments.

MAYOR & TOWN COUNCIL

No comments.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

ABSENT

Interim Public Works Director, Cory Hobbs
 Parks & Recreation Director, Gabe Whittenburg

Town Clerk Lisa Purvis, states that she forwarded an email from the PQH Group to all
 Town Council regarding the Hurricane Shelter RFQ and Contract.

TOWN ATTORNEY

No comments.

ADJOURNMENT

Motion to adjourn at 6:16 p.m.

Motion made by Council Pro Tem Pickett, Seconded by Councilman Hunter.
 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:

John P. Beasley
Mayor

INVOICE

FROM:

James R. Long, MAI, SRA
 Lampe, Roy & Associates, Inc.
 1912 Hamilton St Ste 204
 Jacksonville, FL 32210-2078

Telephone Number: (904) 388-7020 Fax Number: (904) 388-9298

INVOICE NUMBER

5203

DATE

08/23/2024

REFERENCE

Internal Order #: 5203

Lender Case #:

Client File #:

Main File # on form: 5203

Other File # on form:

Federal Tax ID:

Employer ID:

TO:

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

Telephone Number: 904-845-3555 Fax Number: 904-845-1221

Alternate Number: --- E-Mail: lpurvis@townofhilliard.com

For the appraisal review of the Moody Williams Appraisal Group Appraisal (As of August 21, 2024) of:
 371260 Eastwood Road
 Hilliard, FL 32046
 Property Owner: Freddie L. and Linda J. Geiger

DESCRIPTION

Lender: Lisa Purvis MMC, Town Clerk, Town of Hilliard Client:
 Purchaser/Borrower: Freddie L. and Linda J. Geiger
 Property Address: 371260 Eastwood Rd
 City: Hilliard
 County: Nassau State: FL Zip: 32046
 Legal Description:

FEES

AMOUNT

500.00

SUBTOTAL

500.00

PAYMENTS

AMOUNT

Check #: Date: Description:
 Check #: Date: Description:
 Check #: Date: Description:

SUBTOTAL

JRL

TOTAL DUE

\$

500.00