

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

AGENDA

THURSDAY, MARCH 16, 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

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 approval of Final Plat for the Whisper Ridge Subdivision, Application # 20220728, Parcel No. ID. 04-3N-24-0000-0006-0010 and 04-3N-24-0000-0004-0100 and acceptance of the Performance Bond for Completion of the Infrastructure Improvements for the Whisper Ridge Subdivision
Janis K. Fleet, AICP – Town Planning Consultant

ITEM-3 Town Council to discuss the Asset Management Program presented by Patrick Dangelo from the Florida Rural Water Association.
Jason Bergendahl - Public Works Employee

ITEM-4 Town Council approval of Parks & Recreation Seasonal Staffing Request.
Gabe Whittenburg – Parks & Recreation Director

ITEM-5 Town Council approval of Legal Services Contract Amendment to increase Principal Attorney hourly rate from \$150 to \$165 and Associate Attorneys hourly rate from \$115 to \$125.
Christian Waugh – Town Attorney

ITEM-6 Town Council approval of the Town of Hilliard Security Camera(s) Policy.
Tiffany Bowden – Deputy Town Clerk

ITEM-7 Town Council to set the final Joint Workshop with the Planning & Zoning Board to review and discuss the Land Development Regulations.
Janis K. Fleet, AICP - Town Planning Consultant

ITEM-8 Town Council approval of the Minutes from the February 27, 2023, Workshop, the February 28, 2023, Joint Workshop, the March 2, 2023, Joint Workshop, and the March 2, 2023, Regular Meeting.
Lisa Purvis, MMC - Town Clerk

ITEM-9 Town Council approval of Mittauer & Associates, Inc., Payable through February 24, 2023, Project Name: FDEP LPA0302 Oxford Street Force Main Rerouting in the amount of \$12,000.00.
FDEP LPA0302 GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$101,900.00

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.

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 | Monday, January 1, 2024 |
| 11. New Year's Day | Tuesday, January 2, 2024 |



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 2, 2023

FROM: **Janis K. Fleet, AICP – Town Planning Consultant**

SUBJECT: Town Council approval of Final Plat for the Whisper Ridge Subdivision, Application # 20220728, Parcel No. ID. 04-3N-24-0000-0006-0010 and 04-3N-24-0000-0004-0100 and acceptance of the Performance Bond for Completion of the Infrastructure Improvements for the Whisper Ridge Subdivision

BACKGROUND:

Mr. Ed Kassik has applied for the Final Plat approval to create the Whisper Ridge Subdivision. The plat complies with the site plan and written description of the approved Whisper Ridge PUD. The engineering plans for the infrastructure for the subdivision have been previously submitted to the Town. A site plan application for the infrastructure with the engineering plans has been reviewed and approved by the Town Engineers and the Planning & Zoning Board. A Performance Bond has been submitted in a form approved by the Town Attorney and the cost estimate for the remaining items has been approved by the Town’s Engineer.

The Town Council approved the Preliminary Plat for the Whisper Ridge Subdivision on October 20, 2022. The Final Plat and a draft of the Performance bond is attached to the agenda item report.

FINANCIAL IMPACT:

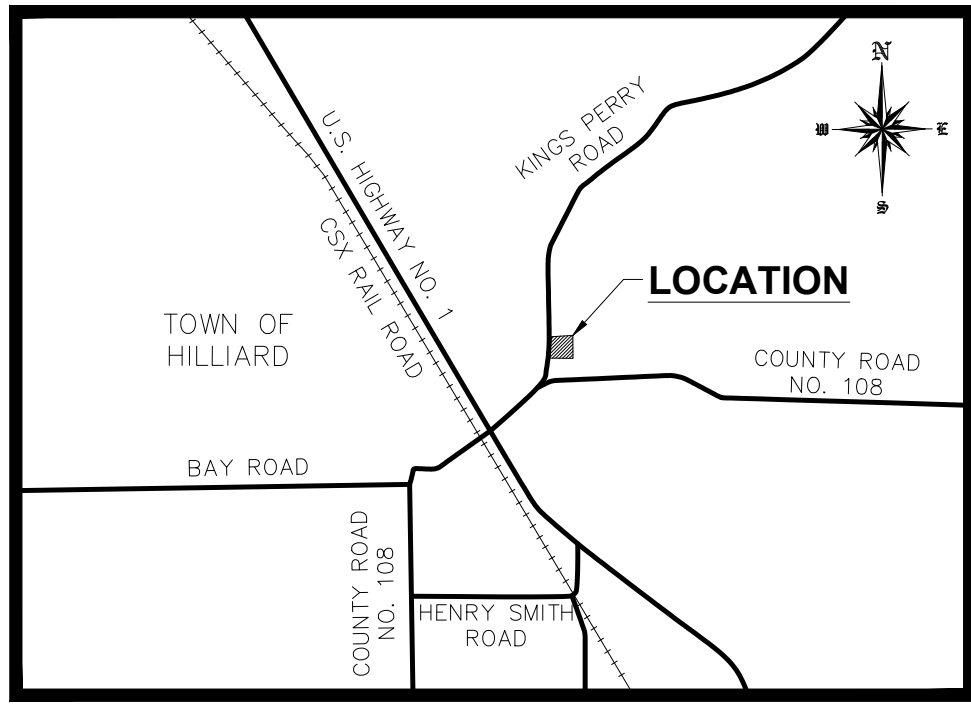
None to the Town. The applicant is required to pay for all costs for reviews by the Town’s consultants and any permitting costs.

RECOMMENDATION:

Approve the Final Plat for the Whisper Ridge Subdivision for the property with the Parcel ID No. 04-3N-24-0000-0006-0010 and 04-3N-24-0000-0004-0100, authorize the Mayor and Town Clerk to sign the Final Plat after the executed Performance Bond had been received by the Town and for the Town to accept the Performance Bond.

WHISPER RIDGE

A PART OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, TOWN OF HILLIARD, NASSAU COUNTY, FLORIDA



VICINITY MAP
NOT TO SCALE

CAPTION

PARCEL 1

ALL THAT CERTAIN TRACT OF LAND BEING A PORTION OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

POINT OF BEGINNING IS A 2 1/2" IRON PIPE AS SHOWN ON THE FLORIDA STATE ROAD DEPARTMENT RIGHT OF WAY MAP, SECTION NO. 7452-150 AS RECORDED IN MAP BOOK 6, PAGE 26 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE PROCEED SOUTH 87°57'25" WEST, ALONG THE SOUTH LINE OF SAID SECTION 4, A DISTANCE OF 16.86 FEET TO THE EAST LINE OF THE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 97, PAGE 47, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE NORTH 00°36'17" WEST, ALONG SAID EAST LINE, A DISTANCE OF 417.89 FEET TO A CONCRETE MONUMENT; THENCE SOUTH 89°45'45" WEST, ALONG THE NORTH LINE OF SAID LANDS, A DISTANCE OF 1144.09 FEET TO A CONCRETE MONUMENT ON THE EASTERLY RIGHT OF WAY LINE OF COUNTY ROAD 115-A (FORMERLY STATE ROAD NO. 115-A) (A 100 FOOT PUBLIC RIGHT OF WAY); THENCE NORTH 07°59'22" EAST, ALONG SAID EASTERLY RIGHT OF WAY OF SAID COUNTY ROAD NO. 115-A, A DISTANCE OF 687.25 FEET TO A CONCRETE MONUMENT AND A POINT OF CURVE SAID CURVE BEING CONCAVE TO THE NORTHWEST WITH A RADIUS OF 2914.79 FEET, A CENTRAL ANGLE OF 04°31'07" AND A CHORD BEARING OF NORTH 05°43'48" EAST AND A DISTANCE OF 229.82 FEET; THENCE NORTHEASTERLY ALONG SAID RIGHT OF WAY LINE AND ALONG THE ARC OF SAID CURVE, AN ARC DISTANCE OF 229.88 FEET TO A CONCRETE MONUMENT; THENCE NORTH 87°16'05" EAST, DEPARTING SAID EASTERLY RIGHT OF WAY LINE OF COUNTY ROAD NO. 115-A AND ALONG THE NORTH LINE OF THE SOUTH 1/2 OF THE NORTHEAST 1/4 AS MONUMENTED AND OCCUPIED, A DISTANCE OF 1029.48 FEET TO AN OLD AXLE; THENCE SOUTH 00°46'33" EAST, ALONG THE EAST LINE OF SECTION 4, A DISTANCE OF 1370.96 FEET TO THE POINT OF BEGINNING.

CONTAINING 23.44 ACRES, MORE OR LESS

PARCEL IDENTIFICATION NUMBER: 04-3N-24-0000-0006-0010

PARCEL 2

THAT PORTION OF THE NORTH ONE-HALF (N 1/2) OF THE SOUTHEAST ONE-QUARTER (SE 1/4) OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, BEING BOUNDED AS FOLLOWS:

ON THE NORTH: BY THE SOUTHERLY RIGHT-OF-WAY LINE OF OLD PINE RIDGE ROAD AS NOW LAID OUT AND IN USE.

ON THE EAST: BY THE EAST LINE OF THE NORTH ONE-HALF (N 1/2) OF THE SOUTHEAST ONE-QUARTER (SE 1/4) OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA. ON THE SOUTH: BY THE SOUTH LINE OF THE NORTH ONE-HALF (N 1/2) OF THE SOUTHEAST ONE-QUARTER (SE 1/4) OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

ON THE WEST: BY THE EASTERLY RIGHT-OF-WAY LINE OF COUNTY ROAD C-115-A (KINGS FERRY ROAD A 100 FOOT RIGHT-OF-WAY) AS NOW LAID OUT AND IN USE.

AND MORE FULLY DESCRIBED AS FOLLOWS:

ALL THAT CERTAIN TRACT OF LAND BEING A PORTION OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEING AT THE INTERSECTION OF THE EASTERLY RIGHT OF WAY LINE OF KINGS FERRY ROAD (COUNTY ROAD NO. 115-A) (A 100 FOOT RIGHT OF WAY) WITH THE SOUTHERLY RIGHT OF WAY LINE OF OLD PINERIDGE ROAD (A 60 FOOT RIGHT OF WAY); THENCE NORTH 86°59'42" EAST, ALONG SAID SOUTHERLY RIGHT OF WAY LINE OF OLD PINERIDGE ROAD, 952.07 FEET TO A POINT OF CURVE TO THE LEFT AND HAVING A RADIUS OF 1301.00 FEET; THENCE ALONG AND AROUND SAID CURVE TO THE LEFT AN ARC DISTANCE OF 70.51 FEET TO ITS INTERSECTION WITH THE WESTERLY LINE OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 901, PAGE 1124, OF THE PUBLIC RECORDS OF SAID COUNTY AND BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 85°26'52" EAST, 70.50 FEET; THENCE SOUTH 01°10'38" EAST, ALONG SAID WESTERLY LINE OF OFFICIAL RECORDS BOOK 901, PAGE 1124, 123.69 FEET TO THE NORTHEAST CORNER OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1076, PAGE 1440, OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTH 87°17'33" WEST, ALONG THE NORTH LINE OF SAID OFFICIAL RECORDS BOOK 1076, PAGE 1440, 1029.68 FEET TO ITS INTERSECTION OF THE EASTERLY RIGHT OF WAY LINE OF KINGS FERRY ROAD (COUNTY ROAD NO. 115-A) SAID POINT BEING A POINT OF NON TANGENT CURVE TO THE LEFT AND HAVING A RADIUS OF 2914.79 FEET; THENCE NORTHERLY, ALONG SAID EASTERLY RIGHT OF WAY LINE OF KINGS FERRY ROAD AND ALONG THE ARC OF SAID CURVE, AN ARC DISTANCE OF 116.91 FEET, SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 02°25'35" EAST, 116.90 FEET TO THE POINT OF BEGINNING.

THIS PARCEL CONTAINS 2.80 ACRES, MORE OR LESS.

PARCEL IDENTIFICATION NUMBER: 04-3N-24-0000-0004-0100

ADOPTION AND DEDICATION

THIS IS TO CERTIFY THAT LGI HOMES - FLORIDA, LLC, A FLORIDA LIMITED LIABILITY COMPANY ("OWNER") IS THE SIMPLE OWNER OF THE LANDS DESCRIBED IN THIS CAPTION HEREON KNOWN AS WHISPER RIDGE, HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AND THAT THIS PLAT, MADE IN ACCORDANCE WITH SAID SURVEY, IS HEREBY ADOPTED AS THE TRUE AND CORRECT PLAT OF SAID LANDS.

ALL EASEMENTS, RIGHTS OF WAY (WHISPER WAY, WHIPPOORWILL COURT, AND WARDIER LANE), AND PUBLIC AREAS SHOWN ON THIS PLAT ARE DEDICATED TO THE TOWN OF HILLIARD FOR THE USES AND PURPOSES THEREON STATED. NOTHING HEREIN SHALL BE CONSTRUED AS CREATING AN OBLIGATION UPON TOWN OF HILLIARD, FLORIDA TO PERFORM ANY ACT OF CONSTRUCTION WITHIN SUCH DEDICATED AREAS.

TRACT A (LIFT STATION), TRACTS B, G, H, AND I (OPEN SPACES), TRACT C, F (RECREATION), AND TRACT E (STORM WATER MANAGEMENT FACILITY AND DRAINAGE, ACCESS AND MAINTENANCE EASEMENT), TRACT J (VEGETATED BUFFER) ARE HEREBY RETAINED BY THE UNDERSIGNED OWNER, ITS SUCCESSORS AND ASSIGNS; PROVIDED, HOWEVER, THE UNDERSIGNED OWNER RESERVES THE RIGHT TO CONVEY TITLE TO SAID TRACTS TO ANY ENTITY, INCLUDING WITHOUT LIMITATION, A PROPERTY OWNERS' ASSOCIATION, A MUNICIPAL SERVICES TAXING UNIT, COMMUNITY DEVELOPMENT DISTRICT, OR OTHER SUCH ENTITY AS WILL ASSUME ALL OBLIGATION OF MAINTENANCE AND OPERATION THEREOF UNDER THE PLAT.

TRACT D IS FOR CONSERVATION AND SHALL REMAIN PRIVATELY OWNED AND THE SOLE AND EXCLUSIVE PROPERTY OF THE OWNER, ITS SUCCESSORS AND ASSIGNS.

THOSE EASEMENTS DESIGNATED AS OKEEFENOKEE RURAL POWER COOPERATIVE (OREM-C EASEMENT) ARE HEREBY IRREVOCABLY DEDICATED TO OKEEFENOKEE RURAL POWER COOPERATIVE, ITS SUCCESSORS AND ASSIGNS, FOR ITS NON-EXCLUSIVE USE IN CONJUNCTION WITH ITS UNDERGROUND ELECTRICAL SYSTEM. ADDITIONAL UTILITY EASEMENTS MAY BE GRANTED TO OKEEFENOKEE RURAL POWER COOPERATIVE OVER ADDITIONAL PORTIONS OF THE PLAT AS NEEDED, THE RIGHTS RESERVED HEREBY FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF ELECTRICAL SERVICE.

ALL UTILITY EASEMENTS SHOWN ON THIS PLAT SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE AND OPERATION OF CABLE TELEVISION SERVICES IN THE MANNER AND SUBJECT TO THE PROVISIONS OF CHAPTER 177, PART 1, SECTION 177.0091 (28) OF THE FLORIDA STATUTES. HOWEVER, ONLY CABLE TELEVISION SERVICE PROVIDERS SPECIFICALLY AUTHORIZED BY THE UNDERSIGNED OWNERS, THEIR SUCCESSORS AND ASSIGNS, TO SERVE THE LANDS SHOWN ON THIS PLAT, SHALL HAVE THE BENEFIT OF SAID CABLE TELEVISION SERVICE EASEMENTS.

ALL PLATTED UTILITY EASEMENTS SHALL PROVIDE THAT SUCH EASEMENTS SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICE; PROVIDED, HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS, OR OTHER PUBLIC UTILITY. IN THE EVENT A CABLE TELEVISION COMPANY DAMAGES THE FACILITIES OF A PUBLIC UTILITY, IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES. THE SECTION SHALL NOT APPLY TO THOSE PRIVATE EASEMENTS GRANTED TO OR OBTAINED BY A PARTICULAR ELECTRIC, TELEPHONE, GAS OR OTHER PUBLIC UTILITY. SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION SHALL COMPLY WITH THE NATIONAL ELECTRIC SAFETY CODE AS ADOPTED BY THE FLORIDA PUBLIC SERVICE COMMISSION.

IN WITNESS WHEREOF, THE "OWNER" HAS CAUSED THIS PLAT AND DEDICATION TO BE EXECUTED BY ITS DULY ELECTED OFFICERS, ACTING BY AND WITH THE AUTHORITY OF ITS BOARD OF DIRECTORS.

WITNESS

OWNER: BRIAN MARTIN

PRINTED NAME

BY: _____
BRIAN MARTIN, VP OF LAND DEVELOPMENT AND ACQUISITION
LGI HOMES - FLORIDA, LLC
A FLORIDA LIMITED LIABILITY COMPANY

WITNESS

PRINTED NAME

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BY MEANS OF _____ PHYSICAL PRESENCE OR _____ ONLINE NOTARIZATION BEFORE ME THIS _____ DAY OF _____, 2022, BY _____ ON BEHALF OF LGI HOMES - FLORIDA, LLC, A FLORIDA LIMITED LIABILITY COMPANY, HE BEING KNOWN TO ME DID NOT TAKE AN OATH.

NOTARY PUBLIC, STATE OF FLORIDA AT LARGE

MY COMMISSION EXPIRES _____

PRINT NAME

COMMISSION NUMBER _____

SURVEYOR'S CERTIFICATE:

KNOW ALL YE MEN BY THESE PRESENTS, THAT THE UNDERSIGNED, BEING CURRENTLY LICENSED AND REGISTERED BY THE STATE OF FLORIDA AS A PROFESSIONAL SURVEYOR AND MAPPER, DOES HEREBY CERTIFY THAT THE ABOVE PLAT WAS MADE UNDER THE UNDERSIGNED'S RESPONSIBLE DIRECTION AND SUPERVISION, AND THAT THE PLAT COMPLIES WITH ALL OF THE SURVEY REQUIREMENTS OF PART 1, CHAPTER 177 FLORIDA STATUTES.

SIGNED AND SEALED THIS ____ DAY OF _____, 2022 A.D.

JOHN S. THOMAS
PROFESSIONAL SURVEYOR & MAPPER, LICENSE NUMBER 6223
SURVEYING AND MAPPING, LLC. CERTIFICATE OF AUTHORIZATION No. LB 7908

COUNTY HEALTH CERTIFICATE:

THIS IS TO CERTIFY THAT I HAVE REVIEWED THE ABOVE PLAT THIS _____ DAY OF _____, ANNO DOMINI 2022, AND THESE LOTS ARE APPROVED TO BE PLACED ON APPROVED PUBLIC WATER AND APPROVED PUBLIC SEWAGE SYSTEMS.

BY: _____

COUNTY HEALTH DEPARTMENT

MAYOR CERTIFICATION:

THIS IS TO CERTIFY THAT THIS THAT THE ABOVE PLAT BEEN EXAMINED AND APPROVED BY THE MAYOR OF TOWN OF HILLIARD, FLORIDA. THIS _____ DAY OF _____, ANNO DOMINI 2022.

TOWN OF HILLIARD MAYOR

TOWN CLERK CERTIFICATION:

THIS IS TO CERTIFY THAT THIS THAT THE ABOVE PLAT BEEN EXAMINED AND APPROVED BY THE TOWN CLERK OF TOWN OF HILLIARD, FLORIDA. THIS _____ DAY OF _____, ANNO DOMINI 2022.

TOWN OF HILLIARD CLERK

TOWN ENGINEER CERTIFICATION:

THIS IS TO CERTIFY THAT THIS THAT THE ABOVE PLAT BEEN EXAMINED AND APPROVED BY THE TOWN ENGINEER OF TOWN OF HILLIARD, FLORIDA. THIS _____ DAY OF _____, ANNO DOMINI 2022.

TOWN OF HILLIARD ENGINEER

CERTIFICATE OF APPROVAL BY TOWN ATTORNEY:

APPROVED FOR THE RECORDS, THIS IS TO CERTIFY THAT THIS PLAT HAS BEEN EXAMINED AND APPROVED BY THE TOWN OF HILLIARD ATTORNEY, THIS _____ DAY OF _____, ANNO DOMINI 2022.

TOWN OF HILLIARD ATTORNEY

COUNTY TAX COLLECTOR CERTIFICATE:

TAX IDENTIFICATION NUMBER: 04-3N-24-0000-0006-0010 (PARCEL 1), 04-3N-24-0000-0004-0100 (PARCEL 2)
I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THERE ARE NO UNPAID REAL PROPERTY TAXES APPLICATION TO THE LANDS SUBJECT TO THIS PLAT:

SIGNED THIS _____ DAY OF _____, ANNO DOMINI 2022.

TAX COLLECTOR
NASSAU COUNTY, FLORIDA

CERTIFICATE OF THE CLERK:

THIS IS TO CERTIFY THAT THIS PLAT HAS BEEN EXAMINED AND APPROVED AND THAT IT COMPLIES IN FORM WITH THE PLATTING REQUIREMENTS SET FORTH IN PART 1 OF CHAPTER 177 OF THE FLORIDA STATUTES, AND IS RECORDED IN MAP BOOK _____ PAGE(S) _____ OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA ON THIS _____ DAY OF _____, ANNO DOMINI 2022.

CLERK OF COURTS NASSAU COUNTY, FLORIDA

CERTIFICATION OF REVIEW BY COUNTY EMPLOYED/CONTRACTED SURVEYOR AND MAPPER

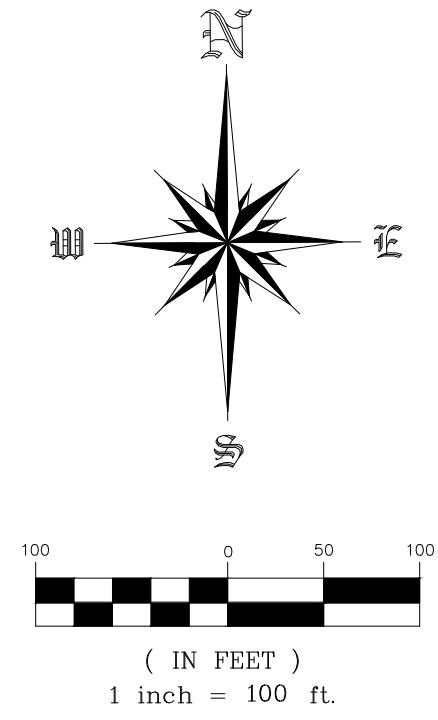
I HEREBY CERTIFY THAT I HAVE REVIEWED THIS PLAT FOR CONFORMITY TO CHARTER 177, F.S., AND THAT I AM EMPLOYED BY OR UNDER CONTRACT TO THE APPROPRIATE LOCAL GOVERNING BODY AND ACTING HERETO AS AN AGENT THEREOF. THIS LIMITED CERTIFICATION AS TO FACIAL CONFORMITY WITH THE REQUIREMENTS OF CHARTER 177, F.S., IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS A CERTIFICATION OF THE ACCURACY OR QUALITY OF THE SURVEYING / MAPPING REFLECTED ON THIS PLAT.

BY: _____ DAY _____

PRINT NAME _____
FLORIDA REGISTRATION NO. : _____

WHISPER RIDGE

A PART OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, TOWN OF HILLIARD,
NASSAU COUNTY, FLORIDA

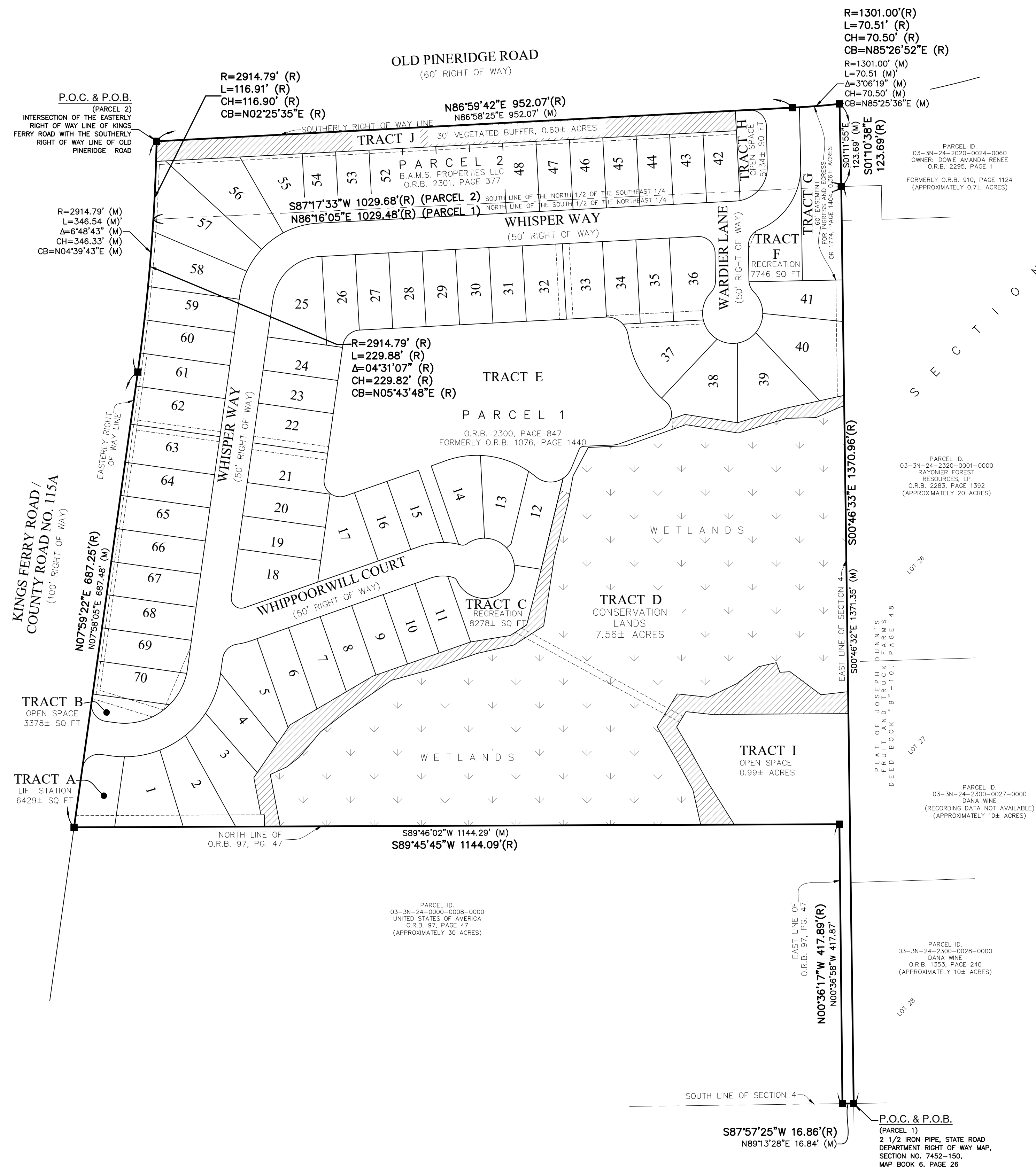


GENERAL NOTES

- BEARINGS SHOWN HEREON ARE BASED ON FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, U.S. SURVEY FOOT, (NAD '83, 2011 ADJUSTMENT) AND ARE REFERENCED TO THE SOUTHERLY RIGHT OF WAY LINE OF OLD PINERIDGE ROAD, HAVING BEARING OF NORTH 86°58'25" EAST.
- COORDINATES ARE GPS DERIVED. COORDINATE DATUM: STATE PLANE VALUES REFERENCE FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, U.S. SURVEY FOOT, (NAD '83, 2011 ADJUSTMENT).
- THE CURRENT ZONING FOR THE LANDS SHOWN ON THIS PLAT AS OF THE DATE OF RECORDING IS PLANNED UNIT DEVELOPMENT (PUD) PER ORDINANCE NO. 2012-02.
- BUILDING RESTRICTION SETBACK LINES SHALL BE IN ACCORDANCE WITH THE CURRENT COUNTY ZONING ORDINANCE AND CURRENTLY ARE AS FOLLOWS:
BUILDING RESTRICTION LINE (B.R.L.):
FRONT LINES: TWENTY (20) FEET
SIDE LINES: FIVE (5) FEET
REAR LINES: TEN (10) FEET
MAXIMUM BUILDING HEIGHT: THIRTY-FIVE (35) FEET
REFER TO WHISPER RIDGE PUD FOR ADDITIONAL SETBACK CONDITIONS.
- ACCORDING TO THE STORM SURGE MAP PROVIDED ON THE NASSAU COUNTY GIS, AS OF NOVEMBER 23, 2021, THIS PROPERTY IS NOT SUBJECT TO STORM SURGE INUNDATION DURING A CATEGORY 1, 2, 3, 4, OR 5 HURRICANE.
- NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHICAL FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.
- BEARINGS AND DISTANCES SHOWN ON CURVES REFER TO CHORD BEARINGS AND DISTANCES.
- THE TABULATED CURVE TABLE(S) SHOWN ON EACH SHEET IS APPLICABLE ONLY TO THE CURVES THAT APPEAR ON THAT SHEET.
- LAKES AND TOPS OF BANK SHOWN HEREON AREA FOR PICTORIAL PURPOSES ONLY AND DO NOT REPRESENT ACTUAL "AS-BUILT" SITUATIONS. THEY AREA BASED ON THE ENGINEERING PLANS FOR THIS PLAT.
- BY GRAPHICAL PLOTTING ONLY, THIS PROPERTY LIES WITHIN THE FOLLOWING FLOOD ZONE: ZONE X AS SHOWN ON THE FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NUMBER 12089C 0135F, EFFECTIVE DECEMBER 17, 2010.
- CURRENT LAW PROVIDES THAT NO CONSTRUCTION, FILLING REMOVAL OF EARTH, CUTTING OF TREES OR OTHER PLANTS SHALL TAKE PLACE WATERWARD OF THE JURISDICTIONAL WETLAND LINES AS DEPICTED ON THIS PLAT, WITHOUT THE WRITTEN APPROVAL OF THE CITY OF ST. AUGUSTINE AND OTHER REGULATORY AGENCIES WITH JURISDICTION OVER SUCH WETLANDS. IT IS THE RESPONSIBILITY OF THE LOT OWNER, HIS AGENT, AND THE ENTITY PERFORMING ANY ACTIVITY WITHIN THE WETLAND AREA, TO ACQUIRE THE NECESSARY WRITTEN APPROVALS PRIOR TO THE BEGINNING OF WORK. THIS WETLANDS JURISDICTIONAL LINE MAY BE SUPERSEDED AND REFINED FROM TIME TO TIME BY APPROPRIATE GOVERNMENT AGENCIES.
- "OREMC-E" DENOTES OKEEFENOKE RURAL ELECTRIC MEMBERSHIP COOPERATIVE (OREMC) EASEMENT. OREMC WILL ALLOW CERTAIN NON-PERMANENT IMPROVEMENTS WHICH DO NOT IMPED THE USE OF SAID EASEMENTS BY OREMC. THE INSTALLATION OF FENCES, HEDGES, AND LANDSCAPING IS PERMISSIBLE BUT SUBJECT TO REMOVAL BY OREMC AT THE EXPENSE OF EACH LOT OWNER FOR THE REMOVAL AND FOR REPLACEMENT OF SUCH ITEMS.
- UPLAND BUFFERS ARE TO REMAIN NATURALLY VEGETATED AND UNDISTURBED.
- TOTAL NUMBER OF LOTS: 70 LOTS, 10 TRACTS.
- TOTAL ACREAGE: 26.35± ACRES.
- THE LANDS SHOWN HEREON AREA SUBJECT TO THE FOLLOWING RECORDINGS (NUMBERS SHOWN BELOW DIRECTLY CORRESPOND TO THOSE IN ALLIANT NATIONAL TITLE INSURANCE COMPANY, POLICY NUMBER: 2321313, OWNER'S POLICY OF TITLE INSURANCE, POLICY EFFECTIVE DATE: NOVEMBER 3, 2021 AT 2:50 PM):
6. INGRESS AND EGRESS AND UTILITY EASEMENT AS CONTAINED IN THAT CERTAIN INSTRUMENT RECORDED IN OFFICIAL RECORDS BOOK 2420, PAGE 106, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA. (SHOWN HEREON)
- ALL PLATTED UTILITY EASEMENTS SHALL PROVIDED THAT SUCH EASEMENTS SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES; PROVIDED, HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS, OR OTHER PUBLIC UTILITY. IN THE EVENT A CABLE TELEVISION COMPANY DAMAGES THE FACILITIES OF A PUBLIC UTILITY, IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES. THIS SECTION SHALL NOT APPLY TO THOSE PRIVATE EASEMENTS GRANTED TO OR OBTAINED BY A PARTICULAR ELECTRIC, TELEPHONE, GAS, OR OTHER PUBLIC UTILITY. SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION SHALL COMPLY WITH THE NATIONAL ELECTRICAL SAFETY CODE AS ADOPTED BY THE FLORIDA PUBLIC SERVICE COMMISSION.

LEGEND:

- = SET 4"x4" CONCRETE MONUMENT STAMPED "LB 6508", UNLESS OTHERWISE NOTED
- = SET NAIL & DISK STAMPED "LB 6508"
- ⋯ = WETLAND AREA
- ▨ = WETLAND SETBACK
- P.C. = POINT OF CURVATURE
- P.O.B. = POINT OF BEGINNING
- P.O.C. = POINT OF COMMENCE
- P.R.C. = POINT OF REVERSE CURVATURE
- P.C.P. = PERMANENT CONTROL POINT
- P.T. = POINT OF TANGENCY
- CL.I. = CENTERLINE INTERSECTION
- CH = CURVE NUMBER
- CC# = CENTERLINE CURVE NUMBER
- RC# = RIGHT OF WAY CURVE NUMBER
- FPLE = FLORIDA POWER & LIGHT EASEMENT
- OREMC-E = OKEEFENOKE RURAL ELECTRIC MEMBERSHIP COOPERATIVE EASEMENT
- O.R.B. = OFFICIAL RECORDS BOOK
- PG. = PAGE
- ESMT. = EASEMENT
- R.P. = RADIUS POINT
- ℄ = CENTERLINE
- ± = MORE OR LESS
- R = ARC RADIUS
- L = ARC LENGTH
- Δ = ARC CENTRAL ANGLE (DELTA)
- CH = ARC CHORD LENGTH
- CB = ARCH CHORD BEARING
- SQ.FT. = SQUARE FEET
- UDE = UTILITY DRAINAGE EASEMENT
- ID. = IDENTIFICATION
- (M) = MEASURED
- (R) = RECORD



KEY MAP
SCALE 1" = 100'

PROPERTY IDENTIFICATION NUMBER (PIN) PARCEL 1: 04-3N-24-0000-0006-0010
PROPERTY IDENTIFICATION NUMBER (PIN) PARCEL 2: 04-3N-24-0000-0004-0100

PREPARED BY
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WHISPER RIDGE

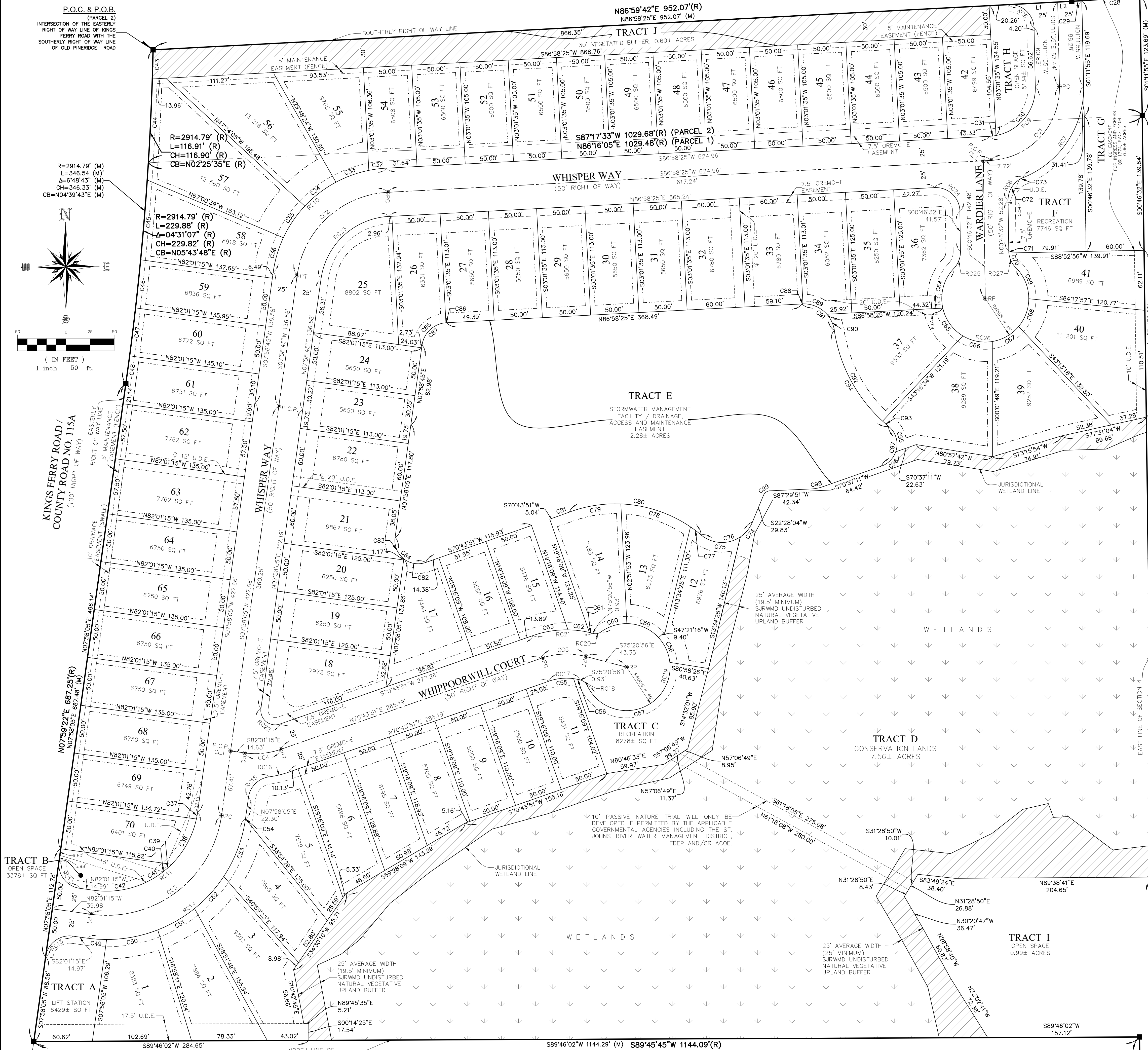
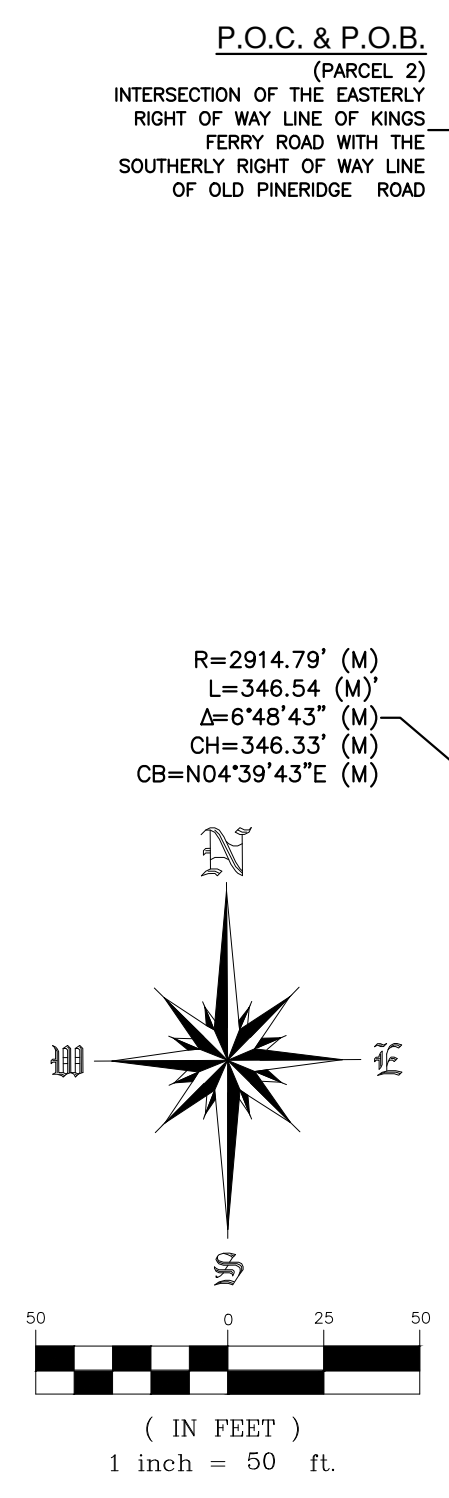
A PART OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, TOWN OF HILLIARD, NASSAU COUNTY, FLORIDA

OLD PINERIDGE ROAD
(60' RIGHT OF WAY)

R=1301.00'(M)
L=70.51'(R)
L=308.19'(M)
L=70.51'(R)
CH=70.50'(M)
CB=N85°25'36"E (M)
R=1301.00'(R)
L=70.51'(R)
L=70.51'(R)
CH=70.50'(R)
CB=N85°26'52"E (R)

LINE #	BEARING	LENGTH
L1	N86°58'25"E	50.82'
L2	N86°58'25"E	14.63'

CURVE TABLE					CURVE TABLE						
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE	CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C28	60.12'	1301.00'	2°38'52"	N85°11'52"E	60.12'	C78	76.83'	138.00'	31°53'53"	N71°44'35"W	75.84'
C29	10.39'	1301.00'	0°27'27"	N86°45'02"E	10.39'	C79	54.23'	138.00'	22°31'01"	S81°02'59"W	53.88'
C30	70.25'	50.00'	80°30'12"	N39°03'11"E	64.61'	C80	144.65'	138.00'	60°03'25"	N80°10'49"W	138.12'
C31	6.69'	50.00'	7°40'08"	N83°08'21"E	6.69'	C81	16.60'	1012.00'	0°56'23"	N70°15'40"E	16.60'
C32	18.43'	125.00'	8°26'53"	S82°44'59"W	18.41'	C82	23.98'	24.00'	57°14'13"	S80°39'02"E	22.99'
C33	36.25'	125.00'	16°37'04"	S70°13'00"W	36.13'	C83	25.13'	24.00'	60°00'00"	S20°15'55"E	24.00'
C34	40.79'	125.00'	18°41'44"	S52°33'36"W	40.61'	C84	49.11'	24.00'	117°14'13"	S50°39'02"E	40.98'
C35	39.73'	125.00'	18°12'43"	S34°06'22"W	39.57'	C85	36.61'	27.00'	77°41'35"	S46°49'33"W	33.87'
C36	37.13'	125.00'	17°01'16"	S16°29'23"W	37.00'	C86	6.61'	27.00'	11°18'05"	S86°19'22"W	0.61'
C37	7.25'	95.00'	4°22'23"	N10°09'16"E	7.25'	C87	37.23'	27.00'	78°59'40"	S47°28'35"W	34.35'
C38	54.18'	95.00'	32°40'41"	N28°40'48"E	53.45'	C88	0.90'	32.00'	1°36'17"	S87°46'34"W	0.90'
C39	11.06'	95.00'	6°40'22"	N48°21'19"E	11.06'	C89	27.77'	32.00'	49°42'47"	N66°33'54"W	26.90'
C40	0.64'	95.00'	0°23'04"	N51°53'02"E	0.64'	C90	18.64'	32.00'	33°22'41"	N25°01'10"W	18.38'
C41	19.92'	95.00'	12°00'55"	N58°05'01"E	19.89'	C91	47.30'	32.00'	84°41'45"	N50°40'42"W	43.11'
C42	56.19'	95.00'	33°53'17"	N81°02'07"E	55.37'	C92	108.49'	158.00'	39°20'34"	S28°00'06"E	106.37'
C43	30.10'	2914.79'	0°23'04"	N1°33'06"E	30.10'	C93	8.12'	158.00'	2°56'39"	S49°08'43"E	8.12'
C44	104.69'	2914.79'	2°03'29"	N2°52'35"E	104.69'	C94	116.61'	158.00'	42°17'13"	S29°28'26"E	113.98'
C45	82.85'	2914.79'	1°37'43"	N4°43'11"E	82.85'	C95	29.29'	24.00'	69°55'09"	N15°39'28"W	27.50'
C46	50.03'	2914.79'	0°59'00"	N6°01'33"E	50.03'	C96	21.50'	24.00'	51°19'04"	N44°57'39"E	20.78'
C47	50.01'	2914.79'	0°58'59"	N7°00'32"E	50.01'	C97	50.78'	24.00'	121°14'13"	N10°00'04"E	41.83'
C48	28.86'	2914.79'	0°34'02"	N7°47'03"E	28.86'	C98	12.37'	42.00'	16°52'40"	N79°03'31"E	12.33'
C49	20.09'	145.00'	7°56'21"	S85°59'26"E	20.08'	C99	9.08'	8.00'	65°01'47"	S54°58'57"W	8.60'
C50	54.16'	145.00'	21°24'01"	N79°20'23"E	53.84'	CC1	115.42'	75.00'	88°10'20"	N42°53'15"E	104.36'
C51	44.19'	145.00'	17°27'45"	N59°54'30"E	44.02'	CC2	137.87'	100.00'	78°59'40"	S47°28'35"W	127.21'
C52	45.09'	145.00'	17°48'56"	N42°16'10"E	44.90'	CC3	188.52'	120.00'	90°00'40"	N52°58'25"E	169.72'
C53	64.17'	145.00'	25°21'16"	N20°41'04"E	63.64'	CC4	38.05'	80.00'	27°14'54"	N84°21'18"E	37.69'
C54	0.10'	145.00'	0°02'21"	N7°59'15"E	0.10'	CC5	47.36'	80.00'	33°55'13"	S87°41'28"W	46.67'
C55	25.89'	55.00'	36°22'27"	N24°27'31"W	28.09'	RC6	30.01'	25.00'	68°47'14"	S33°37'05"W	28.24'
C56	6.67'	55.00'	6°56'49"	N78°49'20"W	6.66'	RC7	120.79'	100.00'	69°12'37"	N33°24'24"E	113.58'
C57	126.76'	45.00'	161°24'05"	N74°25'45"E	88.82'	RC8	40.07'	25.00'	91°49'40"	N47°06'45"W	35.91'
C58	28.57'	45.00'	36°22'27"	N24°27'31"W	28.09'	RC9	76.94'	50.00'	88°10'20"	N42°53'15"E	69.57'
C59	36.89'	45.00'	46°57'48"	N66°07'39"W	35.86'	RC10	172.34'	125.00'	78°59'40"	S47°28'35"W	159.01'
C60	28.45'	45.00'	36°13'07"	S72°16'54"W	27.97'	RC11	149.24'	95.00'	90°00'40"	N52°58'25"E	134.36'
C61	2.97'	105.00'	1°37'08"	N76°09'30"W	2.97'	RC12	39.27'	25.00'	89°59'20"	S37°01'35"E	35.35'
C62	22.33'	105.00'	12°11'13"	N83°03'40"W	22.29'	RC13	39.27'	25.00'	90°00'40"	S52°58'24"W	35.36'
C63	36.86'	105.00'	20°06'52"	S80°47'17"W	36.67'	RC14	227.79'	145.00'	90°00'40"	N52°58'25"E	205.08'
C64	44.23'	45.00'	56°19'05"	S15°28'34"W	42.47'	RC15	32.38'	25.00'	74°13'13"	S45°04'41"W	30.17'
C65	36.37'	45.00'	46°18'47"	S35°50'22"E	35.39'	RC16	21.00'	105.00'	11°27'26"	N76°27'34"E	20.96'
C66	31.71'	45.00'	40°22'31"	S79°11'01"E	31.06'	RC17	32.56'	55.00'	33°55'13"	S87°41'28"W	32.09'
C67	32.01'	45.00'	40°45'34"	N60°14'56"E	31.34'	RC18	8.81'	10.00'	50°28'44"	N50°06'34"W	8.53'
C68	31.15'	45.00'	39°39'26"	N20°02'26"E	30.53'	RC19	220.66'	45.00'	280°57'27"	N14°39'04"E	57.27'
C69	35.66'	45.00'	45°24'27"	N22°29'30"W	34.74'	RC20	8.81'	10.00'	50°28'44"	N79°24'42"E	8.53'
C70	17.26'	25.00'	39°33'40"	S25°24'53"E	16.92'	RC21	62.16'	105.00'	33°55'13"	S87°41'28"W	61.26'
C71	2.12'	25.00'	4°51'31"	S3°12'17"E	2.12'	RC22	30.84'	14.88'	118°43'59"	S50°39'02"E	25.61'
C72	25.42'	25.00'	58°16'01"	S28°21'29"W	24.34'	RC23	103.40'	75.00'	78°59'40"	S47°28'35"W	95.41'
C73	4.59'	25.00'	10°31'13"	S62°45'06"W	4.58'	RC24	40.25'	25.00'	92°15'03"	N46°54'03"W	36.04'
C74	19.93'	34.00'	33°35'36"	N39°15'52"E	19.65'	RC25	19.38'	25.00'	44°24'39"	N21°25'48"E	18.90'
C75	43.79'	34.00'	73°47'13"	S87°02'44"E	40.82'	RC26	211.14'	45.00'	268°49'50"	N89°13'12"E	64.29'
C76	63.72'	34.00'	107°22'49"	N76°09'28"E	54.80'	RC27	19.38'	25.00'	44°25'12"	S22°59'08"E	18.90'
C77	13.59'	138.00'	5°38'31"	N52°58'23"W	13.58'						



- LEGEND:**
- = SET 4"x4" CONCRETE MONUMENT STAMPED "LB 6508", UNLESS OTHERWISE NOTED
 - = SET NAIL & DISK STAMPED "LB 6508"
 - = WETLAND AREA
 - ▨ = WETLAND SETBACK
 - P.C. = POINT OF CURVATURE
 - P.O.B. = POINT OF BEGINNING
 - P.O.C. = POINT OF COMMENCEMENT
 - P.R.C. = POINT OF REVERSE CURVATURE
 - P.C.P. = PERMANENT CONTROL POINT
 - C.L.I. = CENTERLINE INTERSECTION
 - P.T. = POINT OF TANGENCY
 - CR = CURVE NUMBER
 - CC# = CENTERLINE CURVE NUMBER
 - RC# = RIGHT OF WAY CURVE NUMBER
 - FPLE = FLORIDA POWER & LIGHT EASEMENT
 - O.R.B. = OFFICIAL RECORDS BOOK
 - PG. = PAGE
 - ESMT. = EASEMENT
 - R.P. = RADIUS POINT
 - ± = CENTERLINE
 - ± = PLUS OR MINUS
 - R = ARC RADIUS
 - L = ARC LENGTH
 - Δ = ARC CENTRAL ANGLE (DELTA)
 - CH = ARC CHORD LENGTH
 - CB = ARCH CHORD BEARING
 - SQ FT = SQUARE FEET
 - UDE = UTILITY DRAINAGE EASEMENT
 - ID. = IDENTIFICATION

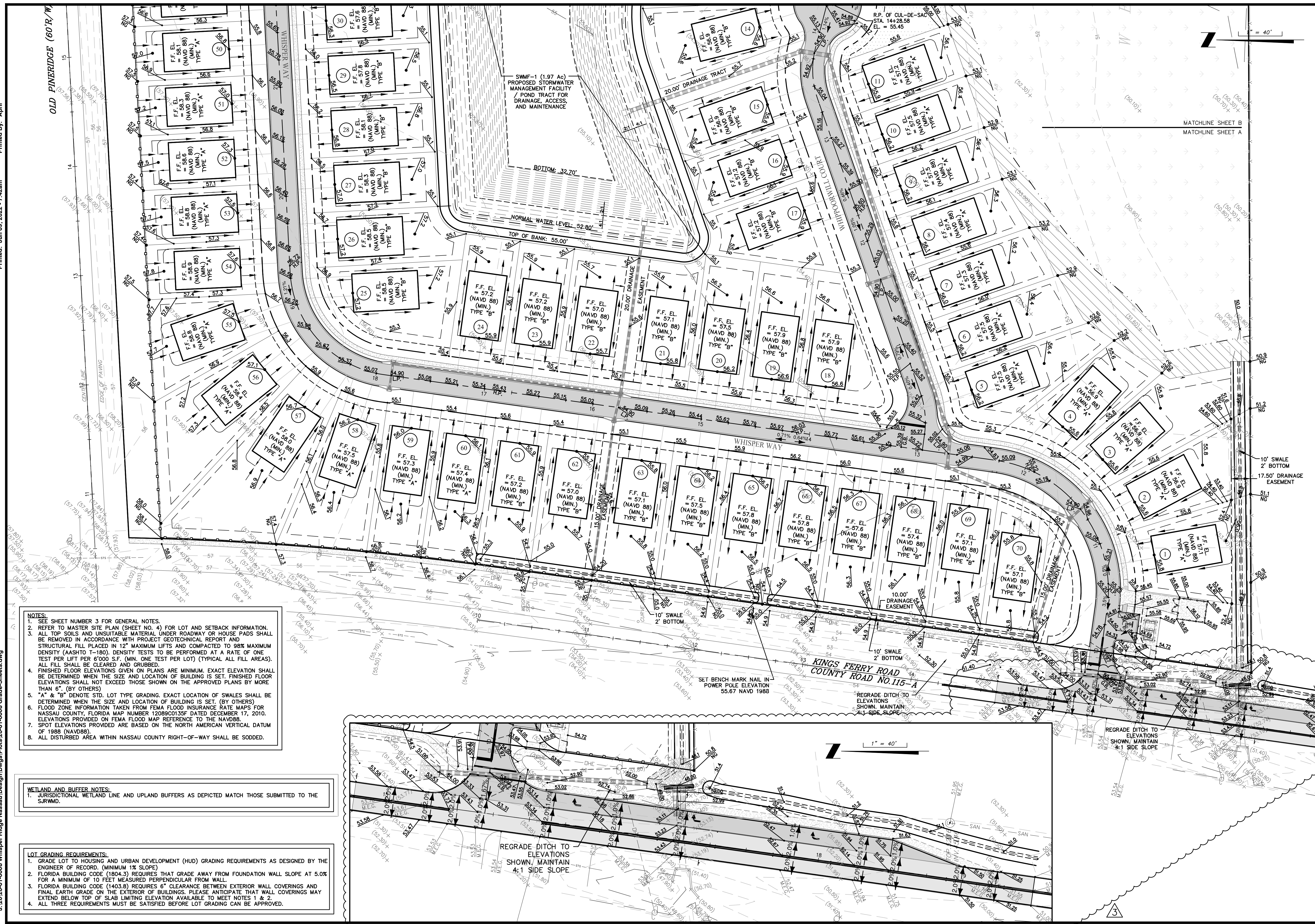
PREPARED BY
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JACKSONVILLE, FLORIDA 32207
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PROPERTY IDENTIFICATION NUMBER (PIN):
PARCEL 1: 04-3N-24-0000-0006-0010
PARCEL 2: 04-3N-24-0000-0004-0100

SEE SHEET 2 (KEY MAP) OF 3 FOR P.O.B. (PARCEL 1)

Printed: Jun 09, 2022 7:42am Printed By: April

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- NOTES:**
- SEE SHEET NUMBER 3 FOR GENERAL NOTES.
 - REFER TO MASTER SITE PLAN (SHEET NO. 4) FOR LOT AND SETBACK INFORMATION.
 - ALL TOP SOILS AND UNSUITABLE MATERIAL UNDER ROADWAY OR HOUSE PADS SHALL BE REMOVED IN ACCORDANCE WITH PROJECT GEOTECHNICAL REPORT AND STRUCTURAL FILL PLACED IN 12" MAXIMUM LIFTS AND COMPACTED TO 98% MAXIMUM DENSITY (AASHTO T-180). DENSITY TESTS TO BE PERFORMED AT A RATE OF ONE TEST PER LIFT PER 6'000 S.F. (MIN. ONE TEST PER LOT) (TYPICAL ALL FILL AREAS). ALL FILL SHALL BE CLEARED AND GRUBBED.
 - FINISHED FLOOR ELEVATIONS GIVEN ON PLANS ARE MINIMUM. EXACT ELEVATION SHALL BE DETERMINED WHEN THE SIZE AND LOCATION OF BUILDING IS SET. FINISHED FLOOR ELEVATIONS SHALL NOT EXCEED THOSE SHOWN ON THE APPROVED PLANS BY MORE THAN 6" (BY OTHERS).
 - "A" & "B" DENOTE STD. LOT TYPE GRADING. EXACT LOCATION OF SWALES SHALL BE DETERMINED WHEN THE SIZE AND LOCATION OF BUILDING IS SET. (BY OTHERS).
 - FLOOD ZONE INFORMATION TAKEN FROM FEMA FLOOD INSURANCE RATE MAPS FOR NASSAU COUNTY, FLORIDA MAP NUMBER 12089C0135F DATED DECEMBER 17, 2010. ELEVATIONS PROVIDED ON FEMA FLOOD MAP REFERENCE TO THE NAVD88.
 - SPOT ELEVATIONS PROVIDED ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88).
 - ALL DISTURBED AREA WITHIN NASSAU COUNTY RIGHT-OF-WAY SHALL BE SODDED.

- WETLAND AND BUFFER NOTES:**
- JURISDICTIONAL WETLAND LINE AND UPLAND BUFFERS AS DEPICTED MATCH THOSE SUBMITTED TO THE SURVMD.

- LOT GRADING REQUIREMENTS:**
- GRADE LOT TO HOUSING AND URBAN DEVELOPMENT (HUD) GRADING REQUIREMENTS AS DESIGNED BY THE ENGINEER OF RECORD. (MINIMUM 1% SLOPE)
 - FLORIDA BUILDING CODE (1804.3) REQUIRES THAT GRADE AWAY FROM FOUNDATION WALL SLOPE AT 5.0% FOR A MINIMUM OF 10 FEET MEASURED PERPENDICULAR FROM WALL.
 - FLORIDA BUILDING CODE (1403.8) REQUIRES 6" CLEARANCE BETWEEN EXTERIOR WALL COVERINGS AND FINAL EARTH GRADE ON THE EXTERIOR OF BUILDINGS. PLEASE ANTICIPATE THAT WALL COVERINGS MAY EXTEND BELOW TOP OF SLAB LIMITING ELEVATION AVAILABLE TO MEET NOTES 1 & 2.
 - ALL THREE REQUIREMENTS MUST BE SATISFIED BEFORE LOT GRADING CAN BE APPROVED.

Connelly & Wicker Inc.
 Planning · Engineering · Landscape Architecture
 10060 Skimmer Lake Drive, Suite 500 Jacksonville, Florida 32246
 (904) 256-3030 FAX: (904) 265-3031 www.cwinc.com
 Florida Registry 3650 L.A. Number: LC26000311

No.	Date	Revision
4/25		NASSAU COUNTY ROW REVISIONS.

NEIGHBORHOOD SITE PLAN (GRADING PLAN)

PREPARED FOR
B.A.M.S. PROPERTIES LLC

THIS DRAWING IS THE PROPERTY OF CONNELLY & WICKER INC. AND IS NOT TO BE REPRODUCED OR COPIED IN WHOLE OR IN PART. IT IS NOT TO BE USED ON ANY OTHER PROJECT AND IS TO BE RETURNED ON REQUEST.

Professional Engineer
 No. 61449
 STATE OF FLORIDA

Project No.: 20-01-0008
 Designed: MEL
 Date: 12/21/21
 Drawn: ANB
 Scale: 1"=40'
 Sheet **7A**

Printed: Jun 09, 2022 7:42am Printed By: April

J:\20-01-0008 Whisper Ridge Nassau\Design\Drawings\20-01-0008 Grade-Sheets.dwg



NOTES:

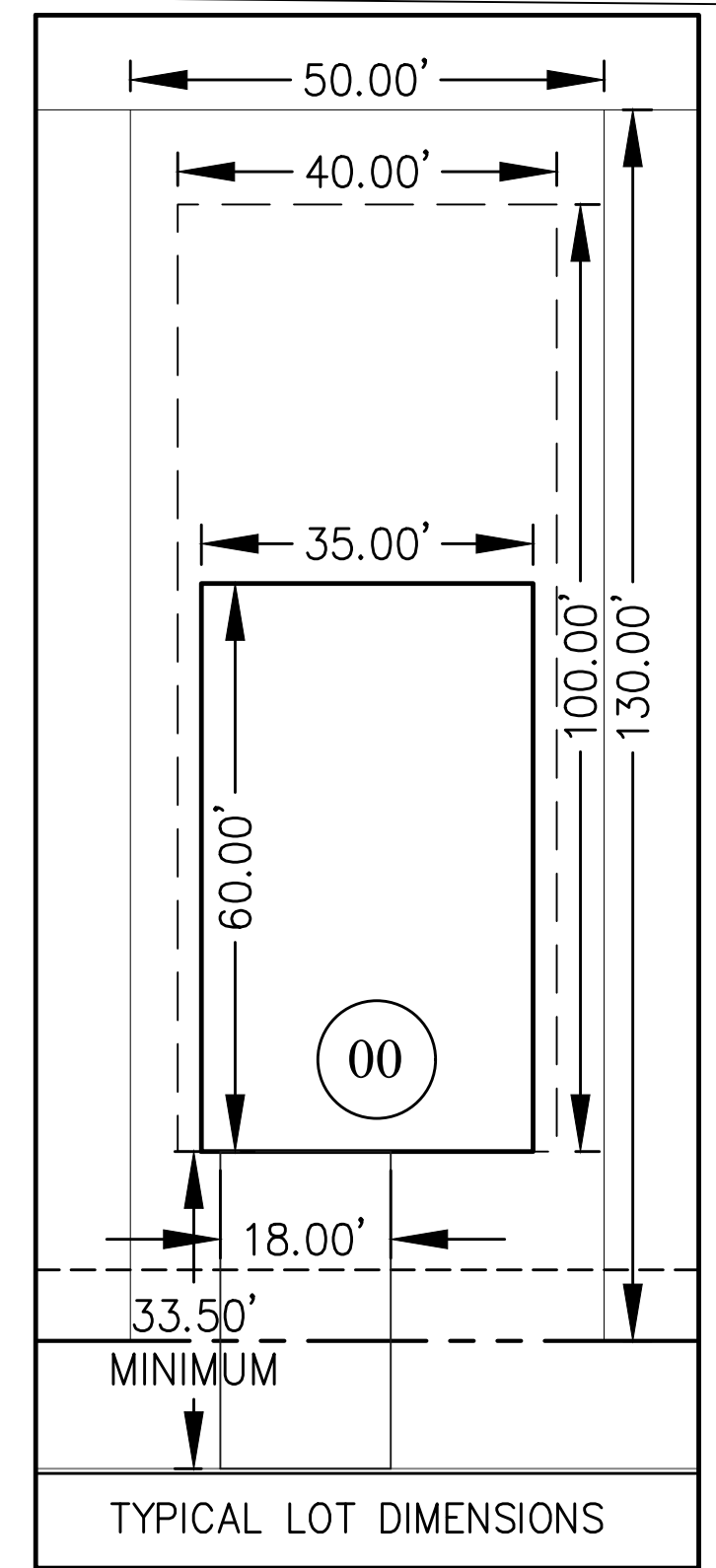
- SEE SHEET NUMBER 3 FOR GENERAL NOTES.
- REFER TO MASTER SITE PLAN (SHEET NO. 4) FOR LOT AND SETBACK INFORMATION.
- ALL TOP SOILS AND UNSUITABLE MATERIAL UNDER ROADWAY OR HOUSE PADS SHALL BE REMOVED IN ACCORDANCE WITH PROJECT GEOTECHNICAL REPORT AND STRUCTURAL FILL PLACED IN 4" MAXIMUM LIFTS AND COMPACTED TO 98% MAXIMUM DENSITY (ASHTO T-180). DENSITY TESTS TO BE PERFORMED AT A RATE OF ONE TEST PER LIFT PER 6'000 S.F. (MIN. ONE TEST PER LOT) (TYPICAL ALL FILL AREAS). ALL FILL SHALL BE CLEARED AND GRUBBED.
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LOT GRADING REQUIREMENTS:

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- ALL THREE REQUIREMENTS MUST BE SATISFIED BEFORE LOT GRADING CAN BE APPROVED.

WETLAND AND BUFFER NOTES:

- JURISDICTIONAL WETLAND LINE AND UPLAND BUFFERS AS DEPICTED MATCH THOSE SUBMITTED TO THE SJRWMD.



10.00' PASSIVE NATURE TRIAL WILL ONLY BE DEVELOPED IF PERMITTED BY THE APPLICABLE GOVERNMENTAL AGENCIES INCLUDING THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT, FDEP AND/OR ACOE.

1" = 40'

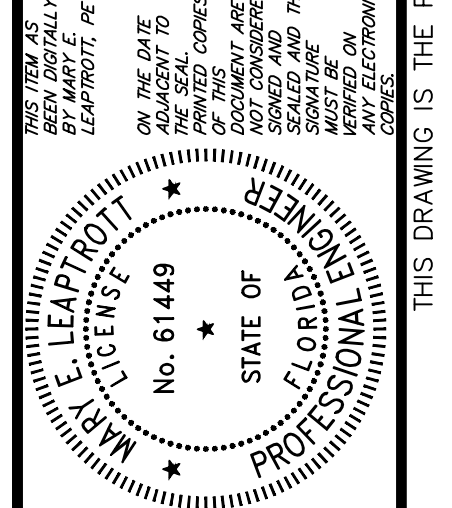
MATCHLINE SHEET B
MATCHLINE SHEET A

Connelly & Wicker Inc.
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 Florida Registry 5650 L.A. Number: LC26000311

No.	Date	Revision
1		ISSUED FOR PERMIT
2		REVISIONS
3		REVISIONS
4		REVISIONS
5		REVISIONS
6		REVISIONS
7		REVISIONS
8		REVISIONS
9		REVISIONS
10		REVISIONS

**WHISPER RIDGE
NEIGHBORHOOD SITE
PLAN (GRADING PLAN)**

PREPARED FOR
B.A.M.S. PROPERTIES LLC



Project No.: 20-01-0008
 Designed: MEL Drawn: ANB
 Date: 12/21/21 Scale: 1"=40'
 Sheet **7B**

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Completion Bond for Plat Recording

Bond No. _____

KNOW ALL MEN BY THESE PRESENT, that we, LGI Homes – Florida, LLC, hereinafter called Principal, and (BOND ISSUER), hereinafter called Surety, are held and firmly bound unto The Town of Hilliard, hereinafter called Obligee, in the full and just sum of \$ Six Hundred thirty two thousand five hundred fourteen dollars and 74/100 (\$632,514.74, lawful money of the United States, for the payment of which we bind ourselves, our heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION ON THIS OBLIGATION is such that, Principal will perform certain work as described in the Engineering Plans prepared by Connelly & Whicker dated September 14th, 2021 approved by the Town of Hilliard, Town Council on September 14th, 2021 hereinafter the “Plans”, and that such work shall be completed no later than two years from the date hereof.

WHEREAS, the said Principal will complete the remaining items per Exhibit “A” at Whisper Ridge within the Town of Hilliard, Nassau County, State of Florida.

NOW THEREFORE if the said Principal shall indemnify and save harmless the Obligee against any loss or damage occasioned by the failure of the workmanship or materials, then this obligation is to be void, otherwise to remain in full force and effect until such time as the Obligee approves the work on which this obligation is conditioned. It is understood, however, the Obligee may call the bond based on an estimate of the cost to complete deficiencies if, in the sole discretion of the Obligee, the Obligee determines a deficiency exists. This bond shall not include loss or damage due to hurricane, cyclone, tornado, earthquake, volcanic eruption or similar disturbance of nature, or military, naval or usurped power, insurrection, riot or civil commotion, nor any act of God.

No right of action shall accrue upon or by reason of this obligation, to or for the benefit of any persons, firm, or corporation other than the Obligee herein named. This bond shall be governed by the laws of the State of Florida, and any and all legal action necessary to enforce it will be held in The Town of Hilliard, Nassau County, Florida.

SIGNED, sealed and dated this _____ day of _____, 20__.

Witness as to Principal

Principal Name
By LGI Homes – Florida, LLC
Name _____
Title Charles Merdian, Chief Financial Officer

Witness as to Surety

Surety Name
By _____

Exhibit "A"
PLAT BOND LETTER

Town of Hilliard
15859 West County Road 108
Hilliard, FL 32046
904.845.3555

February 7, 2023

Re: **Whisper Ridge Subdivision**

I hereby request approval by your department for a plat bond in the amount of **\$632,514.74** for the above referenced project. I have made a recent site inspection of the project and have found it to be in substantial compliance with the approved site development plans on file with the Department of Planning and Development. To the best of my knowledge and belief, the attached Schedule of Values is accurate and the total is adequate to complete the improvements in accordance with the approved plans.

Improvements already paid for, not subject to the plat bond, include underground electric, street signs, and street lights.

WORK ITEMS	CONTRACT AMOUNT	COMPLETE TO DATE	BALANCE TO COMPLETE
1. Seeding, Mulch, Sod	\$ 146,292.50	\$ 146,292.50	\$ 00.00
2. Roadway Construction	\$ 213,215.00	\$ 170,572.00	\$ 42,643.00
3. Storm Drainage	\$ 323,982.16	\$ 323,982.16	\$ 00.00
4. Roadway Under Drain	\$ 92,902.04	\$ 92,902.04	\$ 00.00
5. Onsite Water and Gravity Sewer	\$ 640,581.97	\$ 640,581.97	\$ 00.00
6. Lift Station	\$ 224,899.62	\$ 179,919.70	\$ 44,979.92
7. Turn Lane	\$ 25,499.75	\$ 25,499.75	\$ 00.00
8. Mill and Resurface	\$ 28,770.00	\$ 28,770.00	\$ 00.00
9. Offsite Water and Force Main	\$ 147,734.54	\$ 147,734.54	\$ 00.00
10. Parks & Landscaping (Gardenology)	\$ 392,827.90	\$ 00.00	\$ 392,827.90
11. Superior Fence	\$ 69,562.00	\$ 00.00	\$ 69,562.00
Total	\$2,306,267.48	\$ 1,756,254.66	\$ 550,012.82
			15% \$ 85,501.92
TOTAL BOND AMOUNT			\$ 632,514.74

* Roadway includes curb and gutter, sub-base, base, prime, and asphalt.

I have attached a copy of the latest pay request and schedule of values for your use in reviewing this request. If you have any questions or comments, please don't hesitate to call.

Sincerely,
Connolly & Wicker Inc.

Mary E. Leaptrott, P.E.
Senior Project Manager



Town of Hilliard Subdivision Application

FOR OFFICE USE ONLY	ITEM-2
File # _____	
Application Fee: _____	
Filing Date: _____ Acceptance Date: _____	

- Major Subdivision – Over 5 Lots
 Preliminary Plat Final Plat
- Minor Subdivision - 3 to 5 Lot
 Preliminary Plat Final Plat

A. PROJECT

1. Project Name: Whisper Ridge
2. Address of Subject Property: Southeast corner of Kings Ferry Road and Old Pine Ridge Road
3. Parcel ID Number(s): 04-3N-24-0000-0006-0010 and 04-3N-0000-0004-0100
4. Existing Use of Property: Agricultural
5. Future Land Use Map Designation: PUD
6. Zoning Designation: PUD
7. Acreage: 26.24

B. APPLICANT

1. Applicant's Status Owner (title holder) Agent
2. Name of Applicant(s) or Contact Person(s): Ed Kassik Title: Land Development Manager
Company (if applicable): LGI Homes - Florida, LLC
Mailing address: 17425 Bridge Hill Ct Suite 101
City: Tampa State: Florida ZIP: 33647
Telephone: (407) 452-7871 FAX: () e-mail: ed.kassik@lgihomes.com
3. If the applicant is agent for the property owner*:
Name of Owner (title holder): LGI Homes - Florida, LLC Brian Martin (authorized signatory)
Company (if applicable): LGI Homes - Florida, LLC
Mailing address: 17425 Bridge Hill Ct Suite 101
City: Tampa State: Florida ZIP: 33647
Telephone: (813) 204-9074 FAX: () e-mail: brian.martin@lgihomes.com

* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

C. ATTACHMENTS

ITEM-2

PRELIMINARY PLAT ATTACHMENTS (One copy: 24" X 36" with 3" left margin and ½" top, bottom, and right margins, one copy reduced to no greater than 11 x 17, plus one copy in PDF format)

1. Plans, including but not limited to:
 - a. Scale: at least 1" = 200'.
 - b. Proposed Name of Subdivision.
 - c. Name, address, and telephone number of the subdivider and agent of the subdivider.
 - d. Name, address, telephone number and registration number of the surveyor or engineer.
 - e. Date of boundary survey, north arrow, graphic scale, date of plat drawing, and space for revision dates. f. Vicinity map.
 - g. Total acreage of lots and total number of lots.
 - h. Legal description of property to be subdivided.
 - i. Names of owners of adjoining land with their approximate acreage or, if developed, names of abutting subdivisions.
 - j. Preliminary layout including streets and easements with dimensions, lot lines with approximate dimensions, land to be reserved or dedicated for public or common uses, and any land to be used for purposes other than single-family dwellings.
 - k. Block letters and lot numbers, lot lines, and scaled dimensions.
 - l. Zoning district boundaries on abutting properties.
 - m. Proposed method of water supply, sewage disposal, and drainage, and electric service.
 - n. Minimum building setback lines as required by the Land Development Regulations.
 - o. Natural features, including lakes, marshes or swamps, water courses, wooded areas, and land subject to the 100-year flood as defined by FEMA official flood maps.
 - p. Surface drainage and direction of flow and method of disposition and retention indicated. q. Tree survey.
2. Existing and/or proposed covenants and restrictions.
3. Stormwater management plan - including the following:
 - a. Existing contours at one (1) foot intervals.
 - b. Proposed finished floor elevation of each building site.
 - c. Existing and proposed stormwater management facilities with size and grades.
 - d. Proposed orderly disposal of surface water runoff.
 - e. Centerline elevations along adjacent streets.
4. Legal description with tax parcel number.
5. Warranty Deed or other proof of ownership.
6. Proof of payment of taxes.
7. Permit or Letter of Exemption from the St. Johns River Water Management District.
8. Concurrency Application

Fee.

- a. Major Subdivision – More than 5 lots: \$500 plus \$20 per lot
- i. Minor Subdivision – 3 to 5 lots: \$300

ITEM-2

No application shall be accepted for processing until the required application fee and a \$1,000 refundable deposit for consultant reviews is paid by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

All 9 attachments are required for a complete application. A completeness review of the application will be conducted within ten (10) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

Within twelve (12) months of the approval of the Subdivision Preliminary Plat, Construction Plans must be reviewed

Within six (6) months of the approval of Construction Plans, the applicant must submit an application for Final Plat for review.

FINAL PLAT ATTACHMENTS - ATTACHMENTS (One copy: 24" X 36" with 3" left margin and ½" top, bottom, and right margins, one copy reduced to no greater than 11 x 17, plus one copy in PDF format)

1. A copy of this original application must accompany the submission.
2. Plans, to include but not limited to:
 - a. Name of subdivision shall be shown in bold legible letters, as stated in Chapter 177, Florida Statutes. The name of the subdivision shall be shown on each sheet included and shall have legible lettering of the same size and type including the words "section," "unit," "replat," "amended," etc.
 - b. Name and address of subdivider.
 - c. North arrow, graphic scale, and date of plat drawing.
 - d. Vicinity map.
 - e. Exact boundary line of the tract, determined by a field survey, giving distances to the nearest one-hundredth foot and angles to the nearest minute, shall be balanced and closed with an apparent error of closure not to exceed one in 5,000.
 - f. Legal description of the property to be subdivided.
 - g. Names of owners of adjoining lands with their approximate acreage or, if developed, names of abutting subdivisions.
 - h. Location of streams, lakes and swamps, and land subject to the 100-year flood as defined by the Federal Emergency Management Agency, official flood maps.
 - i. Bearing and distance to permanent points on the nearest existing street lines of bench marks or other permanent monuments (not less than three (3)) shall be accurately described on the plat.
 - j. Municipal lines shall be accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
 - k. The closest land lot corner shall be accurately tied to the lines of the subdivision by distance and angles.
 - l. Location, dimensions, and purposes of any land reserved or dedicated for public use.
 - m. Exact locations, width, and names of all streets within and immediately adjoining the proposed subdivision.
 - n. Street right-of-way lines must show deflection angles of intersection, radii, and lines of tangents.
 - o. Lot lines, dimensions, and bearings must be shown to the nearest one hundredth (1/100) foot.
 - p. Lots must be numbered in numerical order and blocks lettered alphabetically.
 - q. Accurate location and description of monuments and markers.

- r. Minimum building front yard setback lines as required by the Land Development Regulations as determined by the property's zoning.
 - s. Reference to recorded subdivision plats of adjoining platted land shall be shown by recorded names, plat book, and page number.
 - t. Covenants and restrictions notice in accordance with Chapter 177.091(28), Florida Statutes.
 - u. Dedication to the public by the owners of the land involved of all streets, drainage easements, and other rights-of-way however designated and shown on the plat for perpetual use for public purposes, including vehicular access rights where required. If the property is encumbered by a mortgage, the owner of the mortgage shall join in the dedication or in some other manner subordinate the mortgagee's interest to the dedication of public right-of-way.
 - v. Certification that all payable taxes have been paid and all tax sales against the land redeemed.
 - w. Title certification as required by Chapter 177, Florida Statutes.
3. Legal description with tax parcel number.
 4. Warranty Deed or other proof of ownership.
 5. Proof of payment of taxes.
 6. Permit or Letter of Exemption from the St. Johns River Water Management District or the Florida Department of Environmental Regulations.
 7. Fee.
 - a. Major Subdivision – More than 5 lots: \$500 plus \$20 per lot
 - b. Minor Subdivision – 3 to 5 lots: \$300

No application shall be accepted for processing until the required application fee and a \$1,000 refundable deposit is paid by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

All 7 attachments are required for a complete application. A completeness review of the application will be conducted within ten (10) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Brian Martin
Signature of Applicant

Signature of Co-applicant

Brian Martin
Typed or printed name and title of applicant

Typed or printed name of co-applicant

6/30/22
Date

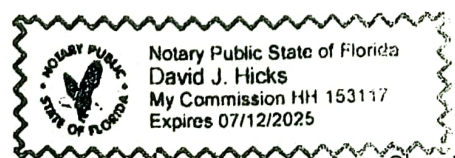
Date

State of Florida County of Hillsborough

The foregoing application is acknowledged before me this 30th day of June, 2022, by Brian

Martin, who is/are personally known to me, or who has/have produced _____
as identification.

NOTARY SEAL



David J. Hicks
Signature of Notary Public, State of Florida

Town of Hilliard 15859 C.R. 108 Hilliard, FL 32046 (904) 845-3555



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 16, 2023

FROM: **Jason Bergendahl - Public Works Employee**

SUBJECT: Town Council to discuss the Asset Management Program presented by Patrick Dangelo from the Florida Rural Water Association.

BACKGROUND:

Patrick Dangelo, Asset Management Circuit Rider with Florida Rural Water, would like to provide an update on The Asset Management Program by Florida Rural Water.

FINANCIAL IMPACT:

None

RECOMMENDATION:

None; informative only



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 16, 2023

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

SUBJECT: Town Council approval of Parks & Recreation Seasonal Staffing Request.

BACKGROUND:

Annual Staffing Request for Summer Camp and Pool Opening.

FINANCIAL IMPACT:

These positions are seasonal and are an annual projected expense to P&R. These positions will end prior to the six month employment window for FRS.

RECOMMENDATION:

Approve the number of requested summer temporary positions upon interviewing, review of references and receipt of required certifications per hire.

Parks & Recreation Seasonal Staffing Requests

AQUATICS CENTER (Temporary Part-Time Positions)

Lifeguards & Swim Instructors to start one week prior to pool open (Memorial Day Weekend) and will end when the pool closes for the 2023 summer season. The staffing numbers and hourly rates are for Temporary Lifeguards and/or Swim Instructors that will work 25 to 30 hours per week. A minimum of 2 lifeguards always need to be present.

(Hourly Rates will be based on experience)

1. TBD \$11.75 per hour Lifeguard / Swim Instructor – Lifeguard Experience
2. TBD \$11.25 per hour Lifeguard – Lifeguard Experience
3. TBD \$11.25 per hour Lifeguard – Lifeguard Experience
4. TBD \$11.25 per hour Lifeguard – Lifeguard Experience
5. TBD \$11.00 per hour Lifeguard – Certified Lifeguard
6. TBD \$11.00 per hour Lifeguard – Certified Lifeguard
7. TBD \$11.00 per hour Lifeguard – Certified Lifeguard
8. TBD \$11.00 per hour Lifeguard – Certified Lifeguard
9. TBD \$11.00 per hour Lifeguard – Certified Lifeguard
10. TBD \$11.00 per hour Lifeguard – Certified Lifeguard

SUMMER CAMP (Temporary Part-Time Positions)

The Camp Counselors positions will start a week before summer starts, to allow for staff training, and will end consistent with the Nassau County School system summer break schedule. Camp Counselors will work 20-30 hours per week with the rate of pay as listed for each. Hours/shifts are subject to change based on need (1 counselor/10 camper ratio)

1. TBD \$12.50 per hour Head Counselor (Shelby Turner)
2. TBD \$11.25 per hour Head Counselor
3. TBD \$11.25 per hour Counselor
4. TBD \$11.15 per hour Counselor
5. TBD \$11.00 per hour Counselor
6. TBD \$11.00 per hour Counselor
7. TBD \$11.00 per hour Counselor
8. TBD \$11.00 per hour Counselor
9. TBD \$11.00 per hour Counselor
10. TBD \$11.00 per hour Counselor

Administrative Assistant (Temporary Part-Time Position)

The Administrative Assistant position will start a week before summer starts, to allow for staff training, and will end consistent with the Nassau County School system summer break schedule. S/he will work 20-30 hours per week with the rate of pay as listed. Hours/shifts are subject to change based on need.

AM (6:00 AM – 12:00 PM) – Summer

1. TBD \$11.50 per hour – previous administrative experience preferred.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 16, 2023

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

SUBJECT: Town Council approval of Legal Services Contract Amendment to increase Principal Attorney hourly rate from \$150 to \$165 and Associate Attorneys hourly rate from \$115 to \$125.

BACKGROUND:

Specifically, I'd like to request that my rate go from \$150 to \$165/hour and that associates go from \$115 to \$125/hour. Expected cost impact to the Town would likely be a 9-10% increase on invoices depending on what portion is done by me or the associate attorneys. However, it would bring the rates to be consistent with Callahan's rates to us, and inflation has gone up 17% since we started so we believe this would be fair.

FINANCIAL IMPACT:

9-10% increase on invoices depending on Principal or Associate doing work.

RECOMMENDATION:

Town Council approval.



AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 16, 2023

FROM: *Tiffany Bowden – Deputy Town Clerk*

SUBJECT: Town Council approval of the Town of Hilliard Security Camera(s) Policy.

BACKGROUND:

At the Monday, February 27, 2023, 6:30 PM Workshop I had been asked by the Council to contact other municipalities with regards to their Security Camera Policy. I contacted regional municipalities and had put a request on the Florida Association of City Clerks Forum which reaches multiple municipalities across the state. Several municipalities advised they did not have a policy and would appreciate a copy of the Town's once adopted. I was able to pull several policies from municipalities in other states as well as educational entities. After review and based on comments from the workshop, the Town's Security Camera Policy was created.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval.

TOWN OF HILLIARD SECURITY CAMERA(S) POLICY

1. POLICY STATEMENT

The Town of Hilliard recognizes the need to balance an individual's right to privacy and the need for the safety and security of its residents, visitors, municipal employees, and property, while integrating best practices with a responsible use of technology to minimize privacy intrusions.

2. PURPOSE

The Town of Hilliard has installed surveillance technology in the form of security cameras at various public locations throughout the Town to enhance the safety and security to prevent unauthorized activities and reduce risk and liability exposures. Cameras are not a guarantee of safety; however, they do serve as deterrents. Cameras are not actively monitored.

3. ACCEPTABLE USE

The installation or removal of a security camera must be coordinated with Information Technology and with direction from Town Council; no one shall install cameras on their own. All employees shall be notified of security camera installations.

Signs may be posted at the entrances to Town buildings or other public facilities informing the public and staff that security cameras are in use.

When an incident is suspected to have occurred, only authorized personnel may review the images from security camera data. However, cameras are not installed, nor will they be used for the purposes of routinely monitoring employees and/or citizens.

Video surveillance will be conducted only in areas where the public does not have a reasonable expectation of privacy.

4. AUTHORIZED PERSONNEL

Only Information Technology, the Town Clerk, Public Works Director, Parks & Recreation Director, or personnel authorized by Information Technology, the Town Clerk, Public Works Director, or Parks & Recreation Director, shall be permitted to operate camera use system.

5. ACCESS LOGS

Access to cameras will be monitored with a record of all activities related to camera devices in a digital audit log and a manual access log. All digital audit logs will detail authorized personnel,

date, time, and activity. All manual access log entries will detail authorized staff, date, time, and detail use of recorded material. All digital and manual access logs must reconcile monthly.

6. DATA RETENTION AND DELETION

Surveillance data will be retained in compliance with the State of Florida GENERAL RECORDS SCHEDULE GS1-SL FOR STATE AND LOCAL GOVERNMENT AGENCIES Item #302 SURVEILLANCE RECORDINGS - This record series consists of surveillance recordings created by public agencies to monitor activities and document incidents. The series may include, but is not limited to, recordings showing the inside and/or outside of public buildings; public property (including in public vehicles such as school buses and municipal buses); public roadways such as intersections monitored by red light cameras; and broad views created via aerial surveillance such as from drones or helicopters. Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained for further investigation. Recordings relating to law enforcement investigations should be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item in the General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners.

RETENTION: 30 days.

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

MINUTES

MONDAY, FEBRUARY 27, 2023, 6:30 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 Discussion of the Town Clerk's Authority and Duties as the Chief Administrator Officer of the Town of Hilliard, responsible to the Council for the Administration of all Town affairs placed in the Clerk's charge by or under the Charter.

Council President Sims states there has been a bunch of camera watching going on. Further states he does not have a problem with the camera's but feels there should be a log kept. Further states he made the decision, right or wrong, to have access disabled on the Clerk's computer to three of the cameras at Town Hall. States the cameras are still recording, but access has been revoked. Asks if there is a sticker on the drive through window to let the public know they are being recorded. Further states Guy should have a contact person, since he was told to do one thing by a Councilmember and was told to do something else by the Clerk.

Mayor Beasley reads the Charter and states the Council can create another department.

Town Attorney Waugh explains Town Organization. Further states a policy and a log could be created for camera usage. Further states the cameras will record for 90 days now.

Mayor Beasley reads Section 6.01 Establish Department from the Town Code.

Town Attorney Waugh states the Council can establish an IT Office, but the Town really needs a policy.

Deputy Town Clerk Bowden states she can pull policies from other cities.
Town Employee Kim Corbett states there needs to be a camera placed outside the back door and another in the Clerk’s office since the Clerk works late hours.
Councilman Hunter agrees and states it would be good to have copies of policies from other cities.
Mayor Beasley states there needs to be a camera on the new park.
Council Pro Tem Pickett states the Town Clerk needs to try her finger prints again on the time clock.
Town Attorney Waugh to research if 30 day recording is sufficient.
Deputy Town Clerk Bowden to get copies of policies and see about getting a camera outside Town Hall.
Mayor Beasley asks Guy if everything discussed tonight can be accomplished.
Town Attorney Waugh states the letter provided by Town Employee Hannah Martinez can be brought up on the March 2, 2023, Regular Meeting agenda.
Town Clerk Purvis states the cameras for her office and outside Town Hall can be purchased as operating and does not need to be added to the agenda.

ADJOURNMENT

Motion to adjourn at 7:30 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

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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

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Harold "Skip" Frey, Chair
Wendy Prather, Vice Chair
Josetta Lawson
Charles Reed
Kevin Webb

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

MINUTES

TUESDAY, FEBRUARY 28, 2023, 6:30 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Council President Kenny Sims
Councilman Jared Wollitz
Councilman Joe Michaels
Planning & Zoning Board Chair Harold "Skip" Frey
Planning & Zoning Board Vice Chair Wendy Prather
Planning & Zoning Board Member Josetta Lawson
Planning & Zoning Board Member Kevin Webb
Town Clerk Lisa Purvis
Land Use Administrator Lee Anne Wollitz
Town Planner Janis Fleet

ABSENT

Mayor John Beasley
Council Pro Tem Lee Pickett
Councilman Dallis Hunter
Planning & Zoning Board Member Charles Reed
Public Works Director Richie Rowe
Parks & Recreation Director Gabe Whittenburg
Town Attorney Christian Waugh
Planning & Zoning Board Attorney Mary Norberg

WORKSHOP

ITEM-1 Town Council and Planning & Zoning Board to review and discuss the Land Development Regulations.

Janis K. Fleet, AICP - Town Planning Consultant

Town Planner Fleet presents a PowerPoint and discusses the following items:

Slide 2 – LDRs (Chapter 62) Update

- Part 1 – Charter
- Part 2 – Code of Ordinances
- Part 3 – Land Development Regulations
- Chapter 62 will become Part 3

Slide 3 – Compliance with Future Land Use Map (FLUM) Categories

- Main Street Commercial

Slide 5 – LDRs Proposed Revisions

- Definitions of Guesthouses
Councilman Wollitz asks what the difference is between an Accessory Dwelling Unit versus a Guest House.
Town Planner Fleet provides definitions and states they must meet the districts minimum set back requirements.
Council President Sims states to change to setbacks for an Accessory Dwelling Unit versus a Dwelling.

Slide 6 – LDRs Proposed Revisions

- Nonconforming Structures & Notifying Property Owners.
- Notify at 90 days and advise 90 more to come into conformity to include in this section of code.
- Letters to be sent certified, cost charged to the property owner, and the letters to be sent to the address provided by the Property Appraiser.

Slide 7 – LRDs Proposed Revisions

- Chart of Uses – Advise Town Planner Fleet if anyone notices anything.
- Minimum Lot Size and Area in R2 – Legislation will require density to overrule zoning so Medium Density R-2 would allow 75' lot width.

Strike out Page 42 Section 62-284 (c)

Slide 8 – LDRs Proposed Revisions

- Planned Unit Development Requirements – 4 acres for Residential and 0 acres for Commercial.
- Width of Streets – Planned Unit Development requires 50' Right of Way. Public and Private is now 50' also.

Slide 9 – LDRs Proposed Revisions

- Page 57 Section 62-348
- All allowed as long as on private property.
- Through-lots (Section 62-351) reduced to 10' rear.

Slide 10 – LDRs Proposed Revisions

- Lot Fill – Everyone okay with 4 loads.
- Parking – Section 62-382 is consistent with Nassau County.

Page 73 (a) 600' changed to match.

Slide 11 – LDRs Proposed Revisions

- Shared Parking – Section 62-385 is consistent with Nassau County.
- Paving Streets – Everyone okay with requirements.

Slide 12 – LDRs Proposed Revisions

- Landscaping
- Tree Mitigation
- Preliminary Plat

Slide 13 – LDRs Proposed Revisions

- Final Plat – Consistent with Nassau County.
- Engineering Review for Subdivision – Consistent with Nassau County.

The following items are discussed after the PowerPoint Presentation:

Preliminary Plat and Site Plan are completed and signed off on prior to Final Plat being accepted as complete. Developer to submit Bond to cover infrastructure if not complete.

Page 139: Section 62-592(e) – 1.5" thick asphalt. The surface of the road should match the existing or the surrounding road.

Page 140: Section 62-593(a) – Allow Corrugated Pipe

Page 59: Section 62-354 & Section 62-367 – Waste Disposal

Page 47: Section 62-288 – Main Street Commercial

Page 12: Section 62-33 – Land Use Administrator to make site visits before signing off on Building Permits.

Page 13: Section 62-35 – Limit Special Exceptions change to not go with property.

Town Planner Fleet asks if the Town Council wants a repeal and replace version versus a strike-through and underline version.

Town Clerk Lisa Purvis asks can the document be placed by section.

All agree to one more Workshop with a clean copy to go over by section.

ADJOURNMENT

Motion to adjourn at 8:19 p.m.

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

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

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Harold "Skip" Frey, Chair
Wendy Prather, Vice Chair
Josetta Lawson
Charles Reed
Kevin Webb

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

MINUTES

THURSDAY, MARCH 02, 2023, 6:00 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
Planning & Zoning Board Vice Chair Wendy Prather
Planning & Zoning Board Member Charles Reed
Town Clerk Lisa Purvis
Public Works Director Richie Rowe
Land Use Administrator Lee Anne Wollitz
Town Attorney Christian Waugh – TEAMS

ABSENT

Planning & Zoning Board Chair Harold "Skip" Frey
Planning & Zoning Board Member Josetta Lawson
Planning & Zoning Board Member Kevin Webb

WORKSHOP

ITEM-1 Town Council to review and discuss establishing a Process to Close, Abandon, or Vacate, Streets, Alleys, Easements, or Right of Ways, within the Town of Hilliard.

Christian Waugh - Town Attorney

Town Attorney Waugh opens and explains.

The following items are discussed:

- To incorporate fees to match Resolution into the ordinance.
- Establish cost requirements.
- Partial Block versus Whole Block cost can be determined under the \$200.00 preapplication fee.
- \$200.00 application fee.
- Reviewing applications on a case-by-case basis.

ADJOURNMENT

Motion to adjourn at 6:29 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
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Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, MARCH 02, 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
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-17 Town Council to add the approval of the final primary and support items to complete the Oxford Street Park, Phase IV.

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-18 Town Council to add the approval of the final primary and support items to complete the Town Hall Park, Phase I.

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-19 Town Council to add the request from First Baptist Church to have Easter Egg Hunt at the Town Hall Park.

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-2

Town Council approval of Final Plat for the Whisper Ridge Subdivision, Application # 20220728, Parcel No. ID. 04-3N-24-0000-0006-0010 and 04-3N-24-0000-0004-0100 and acceptance of the Performance Bond for Completion of the Infrastructure Improvements for the Whisper Ridge Subdivision
Janis K. Fleet, AICP – Town Planning Consultant

Town Planner Fleet states that Surveyor Manzie & Drake found Whisper Ridge's plat unacceptable so LGI Homes will have to reprint. Further requests the item be tabled.

Motion to table item to the March 16, 2023, agenda.

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-3

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

Motion to set a Joint Workshop for Tuesday, March 14, 2023, at 6:30 p.m.

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-4

Town Council approval of Right of Way Mowing Contract for mowing, weed eating, and trash clean-up, a quantity of eight (8) times per contract year, at a bid unit price from April 10, 2023, through the last cycle in 2025.
Richie Rowe – Public Works Director

Public Works Director Richie Rowe presents the Bids.
Town Clerk Lisa Purvis asks Town Employee Hannah Martinez if she

presented Public Works Director Rowe with the list of missing items.
Town Employee Hannah Martinez states she was not given a list by the Clerk.
Council decide the first choice is North Florida Lawn Maintenance.
Council decide the second choice is Eagle Lawn Care of NEFL Inc.
Council decide the third choice is Dixon Tree & Lawn Service.
Council President Sims states that the Town has to go with the lowest bid, North Florida Lawn Maintenance, and because their bid is half of the other two bids they should be given until the close of business on Monday, March 6, 2023, to sign the contract or forfeit their bid bond.
Mike Cole, 55114 Jewel Thomas Road, Callahan Florida, states he is representing Dixon Tree & Lawn Service. Further states Dixon Tree & Lawn Service has had the mowing contract in the past year and has enjoyed working with the Town. Further states Dixon Tree & Lawn Service does not sub out the work.
Bobby Williams, 542201 Paddock Ct., Callahan Florida, states he is representing Eagle Lawn Care of NEFL, Inc., states he has been working with JEA, has all required equipment, does not sub out work, does all work with his staff, and would love to work with the Town.

Motion to award bid to North Florida Lawn Maintenance and if they do not sign contract, go to the next lowest bid, Eagle Lawn Care of NEFL, Inc. If they do not accept, go to the third bid, Dixon Tree & Lawn Service.

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-5 Town Council to discuss a Car show lead by David Taylor to be held on Town Hall Property at the Town Hall Park in October 2023.
Alicia Head – Administrative Assistant
Town Employee Alicia Head and David Taylor speak regarding using the Town Hall Park to hold a car show. Further states she would like to add the car show to the Town Event List. Further states the Callahan Cruisers will be helping to get Town started, and this event will bring in revenue.

Motion to allow the car show and for it to be a Town Annual Event held at the Town Hall Park.

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

ITEM-6 Town Council Adoption of Resolution No. 2023-06; Water and Wastewater Utility Specifications and Documentation Requirements; Manual of Standards and Specifications for Utilities Construction, for the Town of Hilliard; and providing for an effective date.
Lee Anne Wollitz - Land Use Administrator

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-7 Town Council approval to hire Justin C. Tuten as a Streets and Water & Wastewater Technician at \$15.00 per hour as a Non-Exempt, Introductory or Probationary Employee.
Richie Rowe - Public Works Director

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

- ITEM-8 Town Council approval of Contract for Audit and Accounting Services for the fiscal years ended September 30, 2023, 2024, and 2025, with Powell and Jones CPA.
Lisa Purvis, MMC - Town Clerk

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-9 Town Council to approve Town Attorney entering, into discussion with CSX Railroad to renegotiate maintenance of the Easement Agreement with the Town of Hilliard.
Christian Waugh – Town Attorney

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-10 Town Council approval of Resolution No. 2023-05; a Resolution amending Resolution No. 2022-08, adding a fee for Development Investigation Applications; adding a deposit in addition to consultant cost plus 10%, for the Town of Hilliard; and providing for an effective date.
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-11 Town Council approval of the FY 2023 Revenues and Expenditures Report for the period ending December 31, 2022.
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-12 Town Council discussion and approval to allow the Hilliard Gardening Club to Landscape around the Welcome to Hilliard sign on US Highway 1 Northbound,

and for the Town of Hilliard to fund the project.

Lisa Purvis, MMC - Town Clerk

Public Works Director Richie Rowe to assist with safety, lifting heavy items, and to direct purchase items to save on sales tax.

Motion to approve the project not to exceed \$1,000.00.

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-13 Town Council approval of the Minutes from the February 16, 2023, Regular Meeting.

Lisa Purvis, MMC - Town Clerk

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

ITEM-14 Town Council approval of CXT Incorporated, Payable through February 23, 2023, Project Name: Town Hall Park Phase I, FRDAP Project No. A21009 at the Hilliard Town Hall Park in the amount of \$82,217.73.

**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$200,000.00**

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-15 Town Council approval of MAE Contracting, LLC, Payable through February 20, 2023, Project Name: Oxford Street Park Phase IV, FRDAP Project No, A21011 at the Hilliard Oxford Street Park in the amount of \$15,267.00.

**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$200,000.00**

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

ITEM-16 Town Council approval of MAE Contracting, LLC, Payable through February 20, 2023, Project Name: Oxford Street Park Phase IV, FRDAP Project No. A21011 at the Hilliard Oxford Street Park in the amount of \$10,936.00.

**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$200,00.00**

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

ADDED ITEMS

- ITEM-17 Town Council approval of the final primary and support items to complete the Florida Recreation Development Assistance Program, Grant Agreement No. A1011 – Oxford Street Park, Phase IV, in the amount of \$34,339.97.
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-18 Town Council approval of the final primary and support items to complete the Florida Recreation Development Assistance Program, Grant Agreement No. A1009 – Town Hall Park, Phase I, in the amount of \$23,168.81.
Lisa Purvis, MMC – Town Clerk
- 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-19 Town Council approval for the First Baptist Church to hold their Easter Egg Hunt at the Town Hall Park.
- Councilman Wollitz and Council President Sims** stipulate the time for 2:00 p.m. on April 8, 2023, after the Town Clean Up. Further states the church needs to provide proof of a Certificate of Insurance.
- Motion made by Councilman Wollitz, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-20 Town Council to set a Workshop to discuss Town Employee Complaint.
- Motion made to set the Workshop for March 16, 2023, following the close of the Regular Meeting.
- 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-21 Town Council to set a Special Meeting to discuss Town Employee Complaint.
- Motion made to set the Special Meeting for March 16, 2023, following the close of the Workshop.
- Motion made by Councilman Wollitz, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ADDITIONAL COMMENTS**PUBLIC**

Hannah Martinez, 272401 Murrhee Road, Hilliard, clarifies that the Town Clerk did give her a list of items that were missing for the Mowing Bids, and she did pass that list along to the Public Works Director.

MAYOR & TOWN COUNCIL

Councilman Wollitz wishes congratulations to Daniel Thomas on becoming the new Football Head Coach at Hilliard Middle Senior High School.

Councilman Michaels states to keep Parks & Recreation Director Gabe Whittenburg's father in your prayers as he is having surgery on his leg.

Mayor Beasley reminds everyone of the car show at Journey Church on Saturday, March 4, 2023.

Town Employee Alicia Head gives an update on Girl Scout Cookies.

ADMINISTRATIVE STAFF**PRESENT**

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

Parks & Recreation Director, Gabe Whittenburg

Parks & Recreation Director Gabe Whittenburg states that basketball is over and provides an update on the teams. States there were 350 kids that played, 44 teams, and 7 divisions.

Town Clerk Lisa Purvis thanks the Town Council for approving the Parks to be completed.

TOWN ATTORNEY

Town Attorney Christian Waugh states that Parks & Recreation Director Gabe Whittenburg needs to create a Swim Team. Further states he and his wife are expecting their second baby, and the baby is due September 19, 2023.

ADJOURNMENT

Motion made to adjourn at 7:54 p.m.

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

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

MITTAUER &
 ASSOCIATES, INC.
 580-1 WELLS ROAD
 ORANGE PARK, FL 32073
 904-278-0030

Invoice 23135

ITEM-9



BILL TO

Town of Hilliard
 15859 West County Road
 108
 Hilliard, FL 32046

DATE 03/02/2023	PLEASE PAY \$12,000.00	DUE DATE 03/22/2023
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M&A PROJECT NO.

9610-55-1

DESCRIPTION	AMOUNT
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OXFORD STREET FORCE MAIN REROUTING
 TOWN OF HILLIARD, FLORIDA

Engineering services concerning the Oxford Street Force Main Rerouting project for the Town of Hilliard including completion of preliminary engineering and progress toward topographic surveying services during the period ending February 24, 2023.

LUMP SUM CONTRACT AMOUNT: \$101,900.00

- Item A. Preliminary Engineering, \$3,000 (100% complete)
- Item B. Engineering Design, \$41,400 (0% complete)
- Item C. Topographic Survey, \$10,000 (90% complete)
- Item D. Permit Applications, \$12,000 (0% complete)
- Item E. Construction Bidding Services, \$3,000 (0% complete)
- Item F. Construction Administration, \$13,800 (0% complete)
- Item G. Resident Project Representative Services, \$16,000 (0% complete)
- Item H. Start-up Services, \$1,500 (0% complete)
- Item I. O&M Manual, \$1,200 (0% complete)

AMOUNT PREVIOUSLY INVOICED: \$0.00

Amount Earned This Period	12,000.00
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Thank you for your business.

TOTAL DUE	\$12,000.00
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THANK YOU.