

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, FEBRUARY 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 review of the requested First Quarter FY 2021/2022 & FY 2022/2023 Water & Sewer Fund Financial Reports.
Lisa Purvis, MMC – Town Clerk

ITEM-3 Resolution No. 2023-05
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation amending Resolution No. 2022-08, amending Water and Sewer usage rates; 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.
Mayor Beasley

Town Council to adopt Resolution No. 2023-05 amending the Water and Sewer usage rates, adding a fee for Development Investigation Applications, and adding a deposit in addition to consultant cost plus 10%.
Lisa Purvis, MMC - Town Clerk

ITEM-4 Town Council review and approval of authority to deliver Non-Binding Letters of Intent to purchase the property adjacent to the North End of the Hilliard Airpark.
Christian Waugh – Town Attorney

ITEM-5 Town Council approval of the Minutes from the January 31, 2023, Joint Workshop, the February 2, 2023, Public Hearing & Regular Meeting, the February 2, 2023, Workshop, and the February 6, 2023, Workshop.
Lisa Purvis, MMC - Town Clerk

ITEM-6 Town Council approval of Court Surfaces, Payable through February 8, 2023, Project Name: Oxford Street Park Phase IV, FRDAP Project No. A21011 at the Hilliard Oxford Street Park in the amount of \$7,005.00.
**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$200,000.00**

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the second Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.
Live & recorded videos can be access at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

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

APPEALS

Pursuant to the requirements of Section 286.0105, Florida 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.

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: February 16, 2023

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

SUBJECT: Town Council review of the requested First Quarter FY 2021/2022 & FY 2022/2023 Water & Sewer Fund Financial Reports.

BACKGROUND:

The attached Water & Sewer Fund Financial Reports are for the first quarter periods October 1, 2021, through December 31, 2021 and October 1, 2022 through December 31, 2022. Revenues are listed by category and/or major funding sources. The budgeted figures are presented first with the actual revenue and expenditures next. Then the budget balance with the variance between the budget and actual listed last. The percent of actual is the amount that has been received or the amounts expended as a percent of the budget for the periods ending December 31st.

The Financial Reports are being provided for review of the Water & Sewer Fund only at this time the other funds will be provided at another meeting.

The last page of each fiscal year report I have provided a recap of operating revenues and expenditures.

Fiscal year 2021/2022, expenditures were under revenues by \$11,250.

*Fiscal year 2022/2023 expenditures were (over) revenues by \$51,557.

*Water & Sewer Rate increased by 11.40% effective with July 1, 2022.

Also, attached are spreadsheets showing the historical Water & Sewer Rates information.

FINANCIAL IMPACT:

For review.

RECOMMENDATION:

Use this information to understand the need for a rate increase currently.

**ENTERPRISE FUND
REVENUES AND EXPENDITURES
AS OF DECEMBER 31, 2021
25% OF YEAR**

	ORIGINAL BUDGET	FY 2021/2022 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
ENTERPRISE FUND REVENUES				
CASH CARRY FORWARD	<u>167,920</u>	<u>0</u>	<u>167,920</u>	0.00%
WATER & SEWER REVENUE				
WATER UTILITY REVENUE	478,300	118,570	359,730	24.79%
SEWER UTILITY REVENUE	489,100	123,362	365,738	25.22%
TAP-ON FEES - W&S	35,000	7,700	27,300	22.00%
TRANSFER FEES - W&S	1,000	60	940	6.00%
TURN ON/OFF FEES - W&S	10,000	1,440	8,560	14.40%
WATER LINE EXTENSION FEES	0	0	0	0.00%
SEWER LINE EXTENSION FEE	0	0	0	0.00%
RECONNECT FEE - W&S	300	0	300	0.00%
INTEREST INCOME SBA	2,000	425	1,575	21.23%
INTEREST INCOME CKG	100	14	86	14.42%
LEASE - WATER TOWER	18,890	18,889	1	100.00%
SYSTEM DEVELOPMENT CHARGES	0	12,956	(12,956)	0.00%
SURPLUS MATERIALS - W&S	1,000	0	1,000	0.00%
NSF FEES - W&S	500	85	415	17.00%
PENALTIES - W&S	40,000	10,220	29,780	25.55%
METER TAMPERING FEES - W&S	0	0	0	0.00%
CONVENIENCE CHARGE	8,000	3,332	4,668	41.65%
MISCELLANEOUS REVENUE - W&S	5,000	744	4,256	14.87%
W&S SINGLE LOT	0	0	0	0.00%
W&S INVESTIGATION	0	0	0	0.00%
W&S SEPTIC TANK EXCEPTION	0	0	0	0.00%
W&S NC ROW PERMIT	0	0	0	0.00%
	<u>1,089,190</u>	<u>297,796</u>	<u>791,394</u>	27.34%
GRANTS:				
GRANTS USDA RD - W&S	0	0	0	0.00%
GRANTS DEP LEG CBIR - W&S	40,000	0	40,000	0.00%
CDBG - WM & GENERATOR	647,050	109,953	537,097	16.99%
SUB TOTAL GRANTS	<u>687,050</u>	<u>109,953</u>	<u>577,097</u>	16.00%
TRANSFERS:				
TRANS FROM GENERAL	21,000	5,250	15,750	25.00%
TRANS FROM SALES TAX	772,531	0	772,531	0.00%
SUB TOTAL TRANSFERS	<u>793,531</u>	<u>5,250</u>	<u>788,281</u>	99.34%
TOTAL REVENUES	<u>2,737,691</u>	<u>412,999</u>	<u>2,324,692</u>	15.09%

	ORIGINAL BUDGET	FY 2021/2022 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
ENTERPRISE FUND EXPENDITURES				
WATER & SEWER EXPENDITURES				
PERSONNEL EXPENSES:				
REGULAR SALARIES & WAGES	400,000	81,821	318,179	20.46%
OVERTIME	8,000	2,628	5,372	32.85%
FICA TAXES	31,212	6,217	24,995	19.92%
RETIREMENT CONTRIBUTIONS	44,146	8,164	35,982	18.49%
LIFE & HEALTH INSURANCE	140,386	44,196	96,190	31.48%
WORKER'S COMPENSATION	3,896	1,948	1,948	50.00%
	627,640	144,973	482,667	23.10%
OPERATING EXPENSES:				
PROFESSIONAL SERVICES	25,000	3,851	21,149	15.40%
ACCOUNTING & AUDITING	20,000	570	19,430	2.85%
WASTE DISPOSAL	8,000	0	8,000	0.00%
TRAVEL & EDUCATION	3,500	0	3,500	0.00%
COMMUNICATIONS & FREIGHT	17,000	8,139	8,861	47.88%
WATER PLANT ELECTRICITY	15,000	3,935	11,065	26.23%
SEWER PLANT ELECTRICITY	50,000	15,148	34,852	30.30%
RENTALS & LEASES	0	0	0	0.00%
INSURANCE	18,125	9,063	9,062	50.00%
REPAIRS & MAINTENANCE	100,000	24,906	75,094	24.91%
PROMOTIONAL ACT-PUBLIC NOTICE	1,000	0	1,000	0.00%
OTHER CURRENT OBLIGATIONS	0	1,487	(1,487)	0.00%
OPERATING SUPPLIES	150,000	64,925	85,075	43.28%
BOOKS, SUBSCRIP & PUBLICATIONS	8,200	2,611	5,589	31.84%
INTEREST EXPENSE BONDS	124,645	0	124,645	0.00%
BANK SERVICE CHARGES	8,000	2,188	5,812	27.35%
	548,470	136,823	411,647	24.95%
SUB TOTAL OPERATING EXPENSES	<u>1,176,110</u>	<u>281,797</u>	<u>894,313</u>	23.96%
CAPITAL IMPROVEMENTS:				
LAND	0	0	0	0.00%
BUILDINGS	243,500	0	243,500	0.00%
INFRASTRUCTURE	1,090,081	103,050	987,031	9.45%
MACHINERY & EQUIPMENT	126,000	9,475	116,525	7.52%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
SUB TOTAL CAPITAL EXPENSES	<u>1,459,581</u>	<u>112,525</u>	<u>1,347,056</u>	7.71%
NON OPERATING				
AMORTIZATION EXPENSE	0	0	0	0.00%
DEPRECIATION EXPENSE	0	0	0	0.00%
BAD DEBT EXPENSE	0	0	0	0.00%
RESERVE	92,000	0	92,000	0.00%
SUB TOTAL NON OPERATING EXPENSE	<u>92,000</u>	<u>0</u>	<u>92,000</u>	0.00%

	ORIGINAL BUDGET	FY 2021/2022 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
WATER & SEWER EXPENDITURES				
DONATIONS:				
AID TO PRIVATE ORGANIZATION	10,000	10,000	0	100.00%
SUB TOTAL DONATIONS	<u>10,000</u>	<u>10,000</u>	<u>0</u>	100.00%
TOTAL EXPENDITURES	<u>2,737,691</u>	<u>404,321</u>	<u>2,333,370</u>	14.77%
REVENUES	2,737,691	412,999	2,324,692	15.09%
EXPENDITURES	<u>2,737,691</u>	<u>404,321</u>	<u>2,333,370</u>	14.77%
(OVER) UNDER	<u>0</u>	<u>8,678</u>	<u>(8,678)</u>	

OCTOBER 1ST - DECEMBER 31ST 2021

WATER & SEWER				
OPERATING REVENUE	1,089,190	297,796	791,394	27.34%
TRANS FROM GENERAL	21,000	5,250	15,750	25.00%
	<u>1,110,190</u>	<u>303,046</u>	<u>807,144</u>	27.30%
WATER & SEWER				
OPERATING EXPENDITURES	1,176,110	281,797	894,313	23.96%
RESERVE (BONDS PRINCIPAL)	92,000	0	92,000	0.00%
AID TO PRIVATE ORGANIZATION (COUNCIL ON AGING DONATION)	10,000	10,000	0	100.00%
	<u>1,278,110</u>	<u>291,797</u>	<u>986,313</u>	22.83%
(OVER) UNDER	(167,920)	11,250	(179,170)	

**ENTERPRISE FUND
REVENUES AND EXPENDITURES
AS OF DECEMBER 31, 2022
25% OF YEAR**

	ORIGINAL BUDGET	FY 2022/2023 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
ENTERPRISE FUND REVENUES				
CASH CARRY FORWARD	<u>253,783</u>	<u>0</u>	<u>253,783</u>	0.00%
WATER & SEWER REVENUE				
WATER UTILITY REVENUE	542,778	128,199	414,579	23.62%
SEWER UTILITY REVENUE	555,690	132,076	423,614	23.77%
TAP-ON FEES - W&S	86,500	0	86,500	0.00%
TRANSFER FEES - W&S	500	0	500	0.00%
TURN ON/OFF FEES - W&S	8,000	2,285	5,715	28.56%
WATER LINE EXTENSION FEES	20,000	0	20,000	0.00%
SEWER LINE EXTENSION FEE	30,000	0	30,000	0.00%
RECONNECT FEE - W&S	300	50	250	16.67%
INTEREST INCOME SBA	10,000	16,808	(6,808)	168.08%
INTEREST INCOME CKG	100	12	88	12.00%
LEASE - WATER TOWER	18,889	18,889	(0)	100.00%
SYSTEM DEVELOPMENT CHARGES	0	386	(386)	0.00%
SURPLUS MATERIALS - W&S	1,000	0	1,000	0.00%
NSF FEES - W&S	200	90	110	45.00%
PENALTIES - W&S	40,000	10,650	29,350	26.62%
METER TAMPERING FEES - W&S	0	0	0	0.00%
CONVENIENCE CHARGE	8,000	2,761	5,239	34.51%
MISCELLANEOUS REVENUE - W&S	0	(146)	146	0.00%
W&S SINGLE LOT	0	500	(500)	0.00%
W&S INVESTIGATION	0	0	0	0.00%
W&S SEPTIC TANK EXCEPTION	0	250	(250)	0.00%
W&S NC ROW PERMIT	0	0	0	0.00%
	<u>1,321,957</u>	<u>312,810</u>	<u>1,009,147</u>	23.66%
GRANTS:				
GRANTS USDA RD - W&S	0		0	
GRANTS DEP LEG CBIR - W&S	40,000	0	40,000	0.00%
GRANTS DEP LEG CBIR - W&S	609,000	0	609,000	0.00%
CDBG - WM & GENERATOR	0	0	0	0.00%
SUB TOTAL GRANTS	<u>649,000</u>	<u>0</u>	<u>649,000</u>	0.00%
TRANSFERS:				
TRANS FROM GENERAL	0	0	0	0.00%
TRANS FROM SALES TAX	507,385	0	507,385	0.00%
SUB TOTAL TRANSFERS	<u>507,385</u>	<u>0</u>	<u>507,385</u>	0.00%
TOTAL REVENUES	<u>2,732,125</u>	<u>312,810</u>	<u>2,419,315</u>	11.45%

	ORIGINAL BUDGET	FY 2022/2023 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
ENTERPRISE FUND EXPENDITURES				
WATER & SEWER EXPENDITURES				
PERSONNEL EXPENSES:				
REGULAR SALARIES & WAGES	403,791	85,406	318,385	21.15%
OVERTIME	16,000	3,616	12,384	22.60%
FICA TAXES	32,115	6,618	25,497	20.61%
RETIREMENT CONTRIBUTIONS	49,997	10,603	39,394	21.21%
LIFE & HEALTH INSURANCE	155,032	51,678	103,354	33.33%
WORKER'S COMPENSATION	4,864	2,432	2,432	50.00%
	661,799	160,353	501,446	24.23%
OPERATING EXPENSES:				
PROFESSIONAL SERVICES	42,000	5,242	36,758	12.48%
ACCOUNTING & AUDITING	19,000	0	19,000	0.00%
WASTE DISPOSAL	20,000	3,300	16,700	16.50%
TRAVEL & EDUCATION	4,000	0	4,000	0.00%
COMMUNICATIONS & FREIGHT	24,000	4,315	19,685	17.98%
WATER PLANT ELECTRICITY	20,000	4,759	15,241	23.80%
SEWER PLANT ELECTRICITY	75,000	19,056	55,944	25.41%
RENTALS & LEASES	5,000	0	5,000	0.00%
INSURANCE	22,298	11,149	11,149	50.00%
REPAIRS & MAINTENANCE	170,000	81,408	88,592	47.89%
PROMOTIONAL ACT-PUBLIC NOTICE	1,000	0	1,000	0.00%
OTHER CURRENT OBLIGATIONS	5,000	0	5,000	0.00%
OPERATING SUPPLIES	260,000	56,095	203,905	21.58%
BOOKS, SUBSCRIP & PUBLICATIONS	12,000	4,970	7,030	41.41%
INTEREST EXPENSE BONDS	121,643	0	121,643	0.00%
BANK SERVICE CHARGES	8,000	3,722	4,278	46.53%
	808,941	194,014	614,927	23.98%
SUB TOTAL OPERATING EXPENSES	<u>1,470,740</u>	<u>354,367</u>	<u>1,116,373</u>	24.09%
CAPITAL IMPROVEMENTS:				
LAND	27,500	27,500	0	100.00%
BUILDINGS	8,000	0	8,000	0.00%
INFRASTRUCTURE	999,000	109,553	889,447	10.97%
MACHINERY & EQUIPMENT	121,885	0	121,885	0.00%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
SUB TOTAL CAPITAL EXPENSES	<u>1,156,385</u>	<u>137,053</u>	<u>1,019,332</u>	11.85%
NON OPERATING				
AMORTIZATION EXPENSE	0	0	0	0.00%
DEPRECIATION EXPENSE	0	0	0	0.00%
BAD DEBT EXPENSE	0	0	0	0.00%
RESERVE	95,000	0	95,000	0.00%
SUB TOTAL NON OPERATING EXPENSE	<u>95,000</u>	<u>0</u>	<u>95,000</u>	0.00%

	ORIGINAL BUDGET	FY 2022/2023 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
WATER & SEWER EXPENDITURES				
DONATIONS:				
AID TO PRIVATE ORGANIZATION	10,000	10,000	0	100.00%
SUB TOTAL DONATIONS	<u>10,000</u>	<u>10,000</u>	<u>0</u>	100.00%
TOTAL EXPENDITURES	<u>2,732,125</u>	<u>501,420</u>	<u>2,230,705</u>	18.35%
REVENUES	2,732,125	312,810	2,419,315	11.45%
EXPENDITURES	<u>2,732,125</u>	<u>501,420</u>	<u>2,230,705</u>	18.35%
(OVER) UNDER	<u>0</u>	<u>(188,610)</u>	<u>188,610</u>	

OCTOBER 1ST - DECEMBER 31ST 2022

WATER & SEWER				
OPERATING REVENUE	1,321,957	312,810	1,009,147	23.66%
	<u>1,321,957</u>	<u>312,810</u>	<u>1,009,147</u>	23.66%
WATER & SEWER				
OPERATING EXPENDITURES	1,470,740	354,367	1,116,373	24.09%
RESERVE (BONDS PRINCIPAL)	95,000	0	92,000	0.00%
AID TO PRIVATE ORGANIZATION (COUNCIL ON AGING DONATION)	10,000	10,000	0	100.00%
	<u>1,575,740</u>	<u>364,367</u>	<u>1,208,373</u>	23.12%
(OVER) UNDER	(253,783)	(51,557)	(199,226)	

TOWN OF HILLIARD WATER & SEWER RATES W/BASE & STEP RATE INCREASES

WATER & SEWER RATE INCREASES W/BASE PLUS PER 1,000 GAL W/STEP INCREASES SINCE 2010

WATER & SEWER RATE INCREASES BASED ON MCI PER TOWN CODE CH 58-86 SINCE 2018

RESOLUTION NO.	2023-05	2022-08	2021-23	2020-08	2018-19	2014-06	2010-12
EFFECTIVE DATE	4/1/2023	7/1/2022	10/1/2021	3/1/2020	1/1/2019	5/1/2014	11/1/2010
INCREASE	8.01%	11.40%	1.08%	4.01%	5.78%		
WATER RES BASE	\$16.86	\$15.61	\$14.01	\$13.86	\$13.33	\$12.60	\$12.00
WATER RES 1ST INC (0-6,000) PER 1,000	\$3.16	\$2.93	\$2.63	\$2.60	\$2.50	\$2.36	\$2.25
WATER RES 2ND INC (OVER-6,000) PER 1,000	\$5.62	\$5.20	\$4.67	\$4.62	\$4.44	\$4.20	\$4.00
SEWER RES BASE	\$21.08	\$19.52	\$17.52	\$17.33	\$16.66	\$15.75	\$15.00
SEWER RES 1ST INC (0-6,000) PER 1,000	\$3.96	\$3.67	\$3.29	\$3.25	\$3.12	\$2.95	\$2.81
SEWER RES 2ND INC (OVER-6,000) PER 1,000	\$5.62	\$5.20	\$4.67	\$4.62	\$4.44	\$4.20	\$4.00
WATER COM BASE	\$39.35	\$36.43	\$32.70	\$32.35	\$31.10	\$29.40	\$28.00
WATER COM 1ST INC (0-2,000) PER 1,000	\$1.39	\$1.29	\$1.16	\$1.15	\$1.11	\$1.05	\$1.00
WATER COM 2ND INC (2,001-10,000) PER 1,000	\$4.21	\$3.90	\$3.50	\$3.46	\$3.33	\$3.15	\$3.00
WATER COM 3RD INC (OVER-10,000) PER 1,000	\$5.62	\$5.20	\$4.67	\$4.62	\$4.44	\$4.20	\$4.00
SEWER COM BASE	\$48.83	\$45.21	\$40.58	\$40.15	\$38.60	\$36.49	\$34.75
SEWER COM 1ST INC (0-2,000) PER 1,000	\$2.81	\$2.60	\$2.33	\$2.31	\$2.22	\$2.10	\$2.00
SEWER COM 2ND INC (2,001-10,000) PER 1,000	\$5.62	\$5.20	\$4.67	\$4.62	\$4.44	\$4.20	\$4.00
SEWER COM 3RD INC (OVER-10,000) PER 1,000	\$7.01	\$6.49	\$5.83	\$5.77	\$5.55	\$5.25	\$5.00
PUBLIC SERVICE TAX ADD ON WATER RATES	5%	5%	5%	5%	5%	5%	5%
WATER RES DEP	\$70.00	\$70.00	\$70.00	\$70.00	\$55.00	\$55.00	\$55.00
SEWER RES DEP	\$80.00	\$80.00	\$80.00	\$80.00	\$70.00	\$70.00	\$70.00
WATER COM DEP UNDER 10,000	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
WATER COM DEP OVER 10,000	\$150.00	\$150.00	\$150.00	\$150.00	\$100.00	\$100.00	\$100.00
SEWER COM DEP UNDER 10,000	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
SEWER COM DEP OVER 10,000	\$200.00	\$200.00	\$200.00	\$200.00	\$150.00	\$150.00	\$150.00
WATER TAP SHORT	\$1,700.00	\$1,700.00	\$700.00	\$700.00	\$500.00	\$500.00	\$500.00
WATER TAP LONG	\$2,500.00	\$2,500.00	\$700.00	\$700.00	\$500.00	\$500.00	\$500.00
SEWER TAP SINGLE	\$3,500.00	\$3,500.00	\$700.00	\$700.00	\$600.00	\$600.00	\$600.00
SEWR TAP DOUBLE	\$3,800.00	\$3,800.00	\$700.00	\$700.00	\$600.00	\$600.00	\$600.00
TURN ON/OFF	\$45.00	\$45.00	\$45.00	\$45.00	\$40.00	\$40.00	\$40.00
TURN ON/OFF ER REPAIR	\$25.00	\$25.00	\$25.00	\$25.00	\$20.00	\$20.00	\$20.00
TURN ON/OFF ER REPAIR AFTER HOURS	\$45.00	\$45.00	\$45.00	\$45.00	\$40.00	\$40.00	\$40.00
TRANSFER SERVICE	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$25.00	\$25.00
PENALTY 15TH 5PM	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
PENALTY 25TH 5PM	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
PENALTY CONTRACT LARGE USERS	3%	3%	3%	3%	3%	3%	3%
RESTORATION CHARGES AFTER TERMINATION	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
RESTORATION CHARGES AFTER METER TAMPERING	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500
RETURN CHECK OR DRAFT \$.01 TO \$50.00	\$25.00	\$25.00	\$25.00	\$25.00	\$15.00	\$15.00	\$15.00
RETURN CHECK OR DRAFT \$50.01 TO \$300.00	\$30.00	\$30.00	\$30.00	\$30.00	\$15.00	\$15.00	\$15.00
RETURN CHECK OR DRAFT OVER \$300	\$40.00	\$40.00	\$40.00	\$40.00	\$15.00	\$15.00	\$15.00
APPLICATION SEPTIC TANK EXCEPTION	\$250.00	\$250.00	NA	NA	NA	NA	NA
APPLICATION ROW PERMIT PWD & ENGINEER	\$2,000.00	\$2,000.00	NA	NA	NA	NA	NA
APPLICATION DEVELOP INVESTIGATION PWD	\$100.00	UNDER P&Z	NA	NA	NA	NA	NA
APPLICATION DEVELOP INVESTIGATION ENGINEER	\$1,000.00	UNDER P&Z	NA	NA	NA	NA	NA
DEPOSIT & CONSULTANT COST PLUS 10%							

TOWN OF HILLIARD WATER & SEWER RATES W/BASE PLUS 3,000 GAL RES & 5,000 GAL COM
NO WATER & SEWER RATE INCREASE PRIOR TO 1998 TO 2010

RESOLUTION NO.	2009-06	2004-04	2002-08	2002-04	2001-02	1998-15
EFFECTIVE DATE	5/21/2009	6/3/2004	6/6/2002	2/21/2002	6/7/2001	1/21/1999
INCREASE	NA	NA	NA	NA	NA	NA
WATER RES BASE TO INCLUDE 3,000 GAL	\$12.70	\$12.70	\$12.70	\$12.70	\$12.70	\$12.70
WATER RES OVER 3,000 GAL PER 1,000	\$2.25	\$2.25	\$2.25	\$2.25	\$2.25	\$2.25
SEWER RES BASE TO INCLUDE 3,000 GAL	\$15.88	\$15.88	\$15.88	\$15.88	\$15.88	\$15.88
SEWER RES OVER 3,000 GAL PER 1,000	\$2.81	\$2.81	\$2.81	\$2.81	\$2.81	\$2.81
WATER COM BASE TO INCLUDE 5,000 GAL	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
WATER COM OVER 5,000 GAL PER 1,000	\$2.75	\$2.75	\$2.75	\$2.75	\$2.75	\$2.75
SEWER COM BASE TO INCLUDE 5,000 GAL	\$31.25	\$31.25	\$31.25	\$31.25	\$31.25	\$31.25
SEWER COM OVER 5,000 GAL PER 1,000	\$3.44	\$3.44	\$3.44	\$3.44	\$3.44	\$3.44
PUBLIC SERVICE TAX ADD ON WATER RATES	5%	5%	5%	5%	5%	5%
WATER RES DEP	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
SEWER RES DEP	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
WATER COM DEP	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
SEWER COM DEP	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
WATER TAP	\$500.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
SEWER TAP	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
TURN ON/OFF	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
TURN ON/OFF ER REPAIR	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$40.00
TURN ON/OFF ER REPAIR AFTER HOURS	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$60.00
TRANSFER SERVICE	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
LATE CHARGE	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
RESTORATION CHARGES AFTER TERMINATION	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
RESTORATION CHARGES AFTER METER TAMPERING	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500
NSF CHECK	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00

RESOLUTION NO. 2023-05

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION AMENDING RESOLUTION NO. 2022-08, AMENDING WATER AND SEWER USAGE RATES; 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.

WHEREAS, the Town of Hilliard has found it necessary to amend Resolution No. 2022-08 to ensure adequate funds to pay for the annual debt service and annual operating and maintenance costs for the water and wastewater treatment plants and in an effort to meet the goals of USDA Rural Development with respect to sufficient revenue to fund the municipal bond payments and the goals of the St. John's River Water Management District with respect to encouraging conservation; and

WHEREAS, Chapter 58 of the Hilliard Utilities Code, Section 58-81 states that the Town Council shall conduct, annually a review of charges and fees for water and sewer services, and it shall set such fees and charges as are necessary to adequately maintain, repair and replace the system by resolution. Water and sewer usage rates shall increase annually using the Municipal Cost Index as set forth in this chapter; and

WHEREAS, the Town of Hilliard in providing services has found it necessary to establish a process with an application fee associated for providing the service of determining if adequate infrastructure is currently in place for the development; and

WHEREAS, the Town of Hilliard in providing the services has found it necessary to establish a process with an application to determine if adequate infrastructure is in place and if not a process to determine what may be necessary to service the proposed development; and

NOW, THEREFORE, BE IT RESOLVED, that the Town of Hilliard, has established that the following fees shall apply as the water and sewer rates and usage and fees schedule under Chapter 58 of the Hilliard Utilities Code as an attachment to this Resolution.

THIS RESOLUTION adopted this _____ day of _____, _____, by the Town Council of the Town of Hilliard, Florida, and shall become effective this date other than Water & Sewer Usage Rates and Taxes that shall become effective based on rates billed that are payable on or thereafter, April 1, 2023.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

**ATTACHMENT
TOWN OF HILLIARD
RESOLUTION NO. 2023-05
WATER & SEWER RATES**

SECTION 1. WATER & SEWER USAGE RATES AND TAXES
8.01% INCREASE (October 2022 Municipal Cost Index)

The monthly water and sewer use rates for residential property are established as follows:

BASE CHARGE	WATER	SEWER
	\$16.86	\$21.08

The Base Charge shall be prorated for the portion of the month in which service was in use.

In addition to the Base Charge, the charge for usage shall also include a charge based on the gallons used as follows:

FIRST INCREMENT (0-6,000 gallons)	SECOND INCREMENT (over-6,000 gallons)
WATER	WATER
\$3.16	\$5.62
per whole thousand	per whole thousand
SEWER	SEWER
\$3.96	\$5.62
per whole thousand	per whole thousand

The monthly water and sewer use rates for commercial property are established as follows:

BASE CHARGE	WATER	SEWER
	\$39.35	\$48.83

The Base Charge shall be prorated for the portion of the month in which service was in use.

In addition to the Base Charge, the charge for usage shall also include a charge based on the gallons used as follows:

FIRST INCREMENT (0-2,000 gallons)	SECOND INCREMENT (2,001-10,000 gallons)	THIRD INCREMENT (over-10,000 gallons)
WATER	WATER	WATER
\$1.39	\$4.21	\$5.62
per whole thousand	per whole thousand	per whole thousand
SEWER	SEWER	SEWER
\$2.81	\$5.62	\$7.01
per whole thousand	per whole thousand	per whole thousand

TAXES

A public service tax of 5% shall be added to the water service rates.

SECTION 2. DEPOSITS

A new user shall provide a deposit to guarantee payment of delinquent bills, according to the following schedule:

\$70.00		Residential Water
\$80.00		Residential Sewer
Under 10,000	Over 10,000	Gallons
\$100.00	\$150.00	Commercial Water
\$150.00	\$200.00	Commercial Sewer

SECTION 3. TAP-IN, TURN-ON/OFF AND TRANSFER FEES

WATER TAP-IN FEES

\$1,700.00 **Single Short (existing water main on same side of the road)** - Tap-in fee includes the following: locating and excavating existing water main to be tapped; furnishing and installing tapping saddle, corporation stop, 1' poly service tubing, angle yoke valve, meter yoke, radio read water meter, gate valve, and meter box; and associated restoration.

\$2,500.00 **Single Long (existing water main on opposite side of the road)** - Tap-in fee includes the following: locating and excavating existing water main to be tapped; furnishing and installing tapping saddle, corporation stop, punching or directional drilling 1' poly service tubing under existing roadway, angle yoke valve, meter yoke, radio read water meter, gate valve, and meter box; and associated restoration.

SEWER TAP-IN FEES

\$3,500.00 **Single Service** - Tap-in fee includes the following: locating and excavating existing sewer main to be tapped; tapping existing sewer main; installing 6" PVC service pipe and fittings; installing cleanout; and associated restoration (including asphalt pavement patch).

\$3,800.00 **Double Service** - Tap-in fee includes the following: locating and excavating existing sewer main to be tapped; tapping existing sewer main; installing 6" PVC service pipe and fittings; installing cleanout; and associated restoration (including asphalt pavement patch).

Additional charges shall apply for any items not included in a standard water and/or sewer tap-in fees listed above.

TURN-ON/OFF FEES

- \$45.00 Turn-on/off fee for all new water and/or sewer service, in addition to the deposits.
- \$25.00 Turn-on/off fee for emergency maintenance and repairs.
- \$45.00 Turn-on/off fee for emergency maintenance and repairs required outside of normal working hours.

TRANSFER FEES

- \$30.00 Turn-on/off fee for all new water and/or sewer service, in addition to the deposits.

SECTION 4. PENALTIES

Penalties shall be added to the amount of the bill if not paid by 5 pm on the 15th day of the month following the reading date, if the bill remains unpaid at 5 pm on the 25th day of the month a second penalty shall be added, which shall be payable as if a part of the amount originally billed. If the 15th or 25th day of the month falls on a weekend or a holiday, penalties shall be assessed on the next working day at 5 pm. Hilliard Town Code Chapter 58, Section 58-85(e).

- \$15.00 A penalty shall be added to monthly bill if not paid by 5 pm on the 15th day of the month following the reading date.
- \$25.00 An additional penalty shall be added to monthly bill if not paid by 5 pm on the 25th day of the month following the reading date.
- 3% Contracts entered into with large and/or out of town commercial and/or residential users of water and/or sewer service shall be assessed percentage penalties based on the unpaid bill amount.

SECTION 5. RESTORATION CHARGES

Charges for restoration of services shall be collected as follows:

- \$50.00 Restoration after termination for non-payment (meter still in place) requested outside of normal working hours.
- \$50.00-\$500.00 Restoration fee as a result of meter tampering and based upon any damages to meter tap including installation of removed meter.

SECTION 6. TERMINATION OF SERVICE

Termination of services due to non payment.

If services are terminated, the user shall have two business days prior to the end of the month in which services were terminated to have services restored. If services are not paid the deposit on the account shall be applied toward payment of the delinquent amount, including late penalties. A new deposit will have to be paid to restore services and reopen the account. Hilliard Town Code Chapter 58, Section 58-7(a).

Any customer whose water and/or sewer service is terminated a second time due to non payment or a returned check or draft shall have his water and/or sewer deposit increased to the current deposit fee plus an additional 50 percent, prior to the water and/or sewer service being restored. Hilliard Town Code Chapter 58, Section 58-84.

SECTION 7. RETURN CHECK OR DRAFT SERVICE CHARGE

\$25.00	If face value of check is \$0.01 to \$50.00.
\$30.00	If face value of check is \$50.01 to \$300.00.
\$40.00	If face value of check is over \$300.00.

Upon receipt of two return checks or drafts within a period of one year, the customer shall be required to pay by certified funds (cash or money order) for a period of three years from the date of the redemption of the second returned check or draft.

SECTION 8. APPLICATION FEES

\$250.00	Septic Tank Exception Application Fee - Request for information and recommendation to Town Council.
\$2,000.00	Right-of-Way Permit Application Fee - Request for Town Engineer to prepare necessary documents and obtain Nassau County Right-of-Way Permit for Town Utilities to cross Nassau County Roads.
\$100.00	Plus \$20 per acre Development Investigation Application Fee - For Public Works to determine if adequate infrastrucute is in place for the proposed development.
\$1,000.00	Deposit & Consultant Cost plus 10% Development Investigation Application (Consultant Needed) - In addition to Development Investigation Application Fee, if a consultant is needed to determine what may be necessary to service the proposed develoment.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

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

FROM: **Christian Waugh – Town Attorney**

SUBJECT: Town Council review and approval of authority to deliver Non-Binding Letters of Intent to purchase the property adjacent to the North End of the Hilliard Airpark.

BACKGROUND:

The Town of Hilliard through grant funding from the Federal Aviation Administration and the Florida Department of Transportation are in the process of obtaining approval and securing funding to purchase the property adjacent to the north end of the Hilliard Airpark for the purpose of relocating Pea Farm Road outside of the Runway Protection Zone.

The parcels are described as:

Parcel ID No. 09-3N-24-0000-0008-0020	Edward & Sue Vanzant	33.09 Acres
Parcel ID No. 09-3N-24-0000-0008-0000	Freddie & Linda Geiger	2.09 Acres
Parcel ID No. 09-3N-24-0000-0009-0010	John & Mary Ann Vanzant	2.23 Acres

All three property owners have disclosed an interest in selling their property.

FINANCIAL IMPACT:

Federal & State Grant Funded Project.

RECOMMENDATION:

Town Council approval to move forward with delivering the three separate Non-Binding Letters of Intent to each property owners.

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
Charles A. Reed, Board Member
Josetta Lawson, Board Member
Kevin Webb, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

MINUTES

TUESDAY, JANUARY 31, 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

PLANNING AND ZONING BOARD MEMBERS PRESENT

Harold "Skip" Frey, Chair
Wendy Prather, Vice Chair
Charles A. Reed, Board Member
Josetta Lawson, Board Member
Kevin Webb, Board Member
Lee Anne Wollitz, Land Use Administrator

WORKSHOP

- ITEM-1 Town Council and Planning and Zoning Board to review and discuss the Dayspring Commons submitted by Courtney Gaver/Roger Towers, P.A., applicant and Dayspring Health, LLC/Douglas Adkins, property owner.
Janis K. Fleet, AICP – Town Planning Consultant

Town Planning Consultant Janis Fleet opens and explains the Dayspring Commons project includes a Text Change to allow the project as it has been proposed, changing the property's Future Land Use from Medium Density Residential to Institutional, and to rezone the property from R-2 to PUD to allow the proposed project. Further states the property consists of +-6 acres, and a portion of West Sixth Street Right-of-Way will need to be vacated, otherwise the project would have to be redesigned. Further explains the need for compatibility between Senior Care and RTF Level II Care.

Property Owner Doug Adkins introduces Joe and John who would be future residents at Dayspring Commons. Further states they are Care Advocates and would be living there in addition to assisting the Seniors with doctor's appointments, taking notes, and arranging transportation.

Property Owner Doug Adkins and Councilman Wollitz have disagreement over RTF Level II Care Facility.

Property Owner Doug Adkins states that in Phase I, all infrastructure would be in place including Building A with parking.

Land Use Administrator Lee Anne Wollitz states the Bell/Brock property owners have asked about a 10-foot buffer between their property and the Dayspring Commons property.

Applicant Courtney Gaver explains the project and states:

- They are requesting to change the Future Land Use to Institutional.
- They are requesting to make a FLUM change.
- They are requesting rezoning to PUD since Building A will be Senior Living, Building B Bottom Floor will be Commercial, Building B Top floor will be Health Care, and Building C will be RTF.

Applicant Courtney Gaver proposes one parking spot per four beds. Further states only 35 parking spots are needed, but 76 are being proposed. Further discusses Mental Health.

Property Owner Doug Adkins states he will not be able to attend the February 14, 2023, Planning & Zoning Meeting, but Courtney (the applicant), and Henry Vorpe (the engineer), will be available.

All present discuss parking, buffers at Orange Street and Building C, and the set back from Building A from the Right-of-Way. Further discuss Building B going to 3-stories, a Force Main going on West Fifth Street, and maintaining a 30-foot easement on West Sixth Street if the town decides to vacate the Right-of-Way.

Town Clerk Lisa Purvis to add to the February 2, 2023, Town Council agenda approval to add West Sixth Street project to the Legislative Appropriations Request.

Property Owner Doug Adkins states that Level II allows for recovery and that is what he wants to see. Further states he is okay with changing RTF Level II to Level III.

Planning and Zoning Board Member Kevin Webb asks if this development will bring crime into the neighborhood.

ADDITIONAL COMMENTS

Carlos Slaton, Citizen, states to set aside politics and do what is best for the people.

ADJOURNMENT

Motion made to adjourn at 7:51 p.m.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

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Dallis Hunter, Councilman

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, FEBRUARY 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

PUBLIC HEARING

ITEM-1 Ordinance No. 2022-08 - Amending Comp Plan Property Rights Element
Open Public Hearing
An Ordinance of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation amending the Comprehensive Plan by adding a New Property Rights Element; under the goals, objectives, and policies; and providing for an effective date.
Mayor Beasley

Town Planning Consultant, Janis Fleet, explains the item.

Call for Public Comment

Raymond Schmoldt 37138 Lee St., Hilliard, asks what exactly this Ordinance is about, what it pertains to, and how it affects property owners in the Town of Hilliard.

Town Attorney Waugh reads the Ordinance and Exhibit A, and explains to Mr. Schmoldt.

Town Planning Consultant, Janis Fleet, explains to Mr. Schmoldt.

Close Public Hearing on Ordinance No. 2022-08 at 7:07 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

TOWN COUNCIL ACTION

Town Council adoption of Ordinance No. 2022-08, on Second and Final Reading, adding a New Property Rights Element to the Town of Hilliard Comprehensive Plan, and directing staff to send to the State for compliance.

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

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

No public wish to address the Council.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

Item-14 Town Council approval to add as emergency to set a Joint Workshop to discuss Draft Ordinance Enacting a Process for Vacating Right of Ways.

Christian Waugh – Town Attorney

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-15 Town Council approval to add as emergency to the Agenda the West Sixth Street Paving Project to the Nassau Delegation Legislation Appropriation.

Lisa Purvis, MMC – Town Clerk

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-3 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 of 2023.
Alicia Head – Administrative Assistant

Motion made to table item to the March 2, 2023, agenda.

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-4 Town Council Discussion and Adoption of Water & Wastewater Utility Specifications and Documentation Requirements, for the Town of Hilliard, Florida, prepared by Mittauer & Associates, Inc. and setting an effective date.
Jared Wollitz - Town Councilman

Motion made to table item to the March 2, 2023, agenda and to be brought before the Council with amendments and in Resolution form.

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

- ITEM-5 Town Council approval to pave the Walker Street Cul-de-Sac and Mr. John Russell's driveway using Kudzue 3 Trucking and Paving, in the amount of \$15,492.40.
Ritchie Rowe - 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 to ammend the Town of Hilliard Mowing Contract from a 1-Year Term to a 3-Year Term.
Ritchie Rowe - Public Works Director

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-7 Town Council approval of the estimate provided by MAE Contracting, LLC, for the FRDAP Grant – Oxford Street Park Phase IV, FRDAP Project No. A21022 at the Hilliard Oxford Street Park, renovation adding a pavilion to cover the existing picnic area in the amount of \$10,936.00.
Lisa Purvis, MMC – Town Clerk

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

ITEM-8 Town Council approval of the estimate provided by MAE Contracting, LLC, for the FRDAP Grant - Oxford Street Park Phase IV, FRDAP Project No, A21022 at the Hilliard Oxford Street Park, renovation adding a pavilion to provide shade area at the Swimming Pool Facility in the amount of \$17,187.00.

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-9 Town Council approval of the Minutes from the January 19, 2023, Regular Meeting.

Lisa Purvis, MMC - Town Clerk

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

ITEM-10 Town Council approval of Big Z Pool Service, LLC, Payable through January 19, 2023, Project Name: Oxford Street Park Phase IV, FRDAP Project No. A21011 at the Hilliard Oxford Street Park in the amount of \$19,906.42.

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

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

ITEM-11 Town Council approval of Big Z Pool Service, LLC, Payable through January 19, 2023, Project Name: Oxford Street Park Phase IV, FRDAP Project No. A21011 at the Hilliard Oxford Street Park in the amount of \$21,060.36.

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

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

ITEM-12 Town Council approval of Cantrell Ray Real Estate, LLC, Payable through January 13, 2023, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$10,000.00.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$464,000.00**

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-13 Town Council approval of J.B. Coxwell Contracting, Inc., Payable through January 9, 2023, Project Name: Walker Street Drainage and Paving in the

amount of \$1,440.00.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$45,000.00

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

ADDED ITEMS

ITEM-14 Town Council approval to set a Joint Workshop to discuss the Draft Ordinance prepared by the Town Attorney, Enacting a Process for Vacating of Right of Ways within the Town of Hilliard.
Christian Waugh – Town Attorney

Motion made to set a Joint Workshop for March 2, 2023, at 6:00 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

ITEM-15 Town Council approval to add request for the West Sixth Street Paving to the Town of Hilliard’s Legislative Appropriation Funding Requests and to Submit the appropriate request forms.
Lisa Purvis, MMC – Town Clerk

Motion made to add request, contingent on Doug Adkins’ lobbyist representing all the Town’s submitted requests.

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

ADDITIONAL COMMENTS

PUBLIC

Ray Schmoltdt, 37138 Lee St., Hilliard, states he wants Walker Street pavement repaired at the opposite end of the Cul-de-Sac.

Council agree that they will look into fixing it at the same time.

MAYOR & TOWN COUNCIL

Councilman Hunter states that he attended Corbin’s Corner Pet Rescue’s ribbon cutting since Mayor Beasley was sick. He states it was a great grand opening and they gifted a shirt to Mayor Beasley.

Mayor Beasley reminds everyone of the Workshop with the Nassau County School Board on Monday, February 6, 2023, at 6:00 p.m.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis
Public Works Director, Ritchie Rowe

ABSENT
Parks & Recreation Director, Gabe Whittenburg

Public Works Director Ritchie Rowe states that the Building Pad at the Town Hall Park is ready for the delivery of the building. He further states the Ralph Bennett Pine Street Estates project is almost finished. Lastly states he hopes to finish up the Walker Street project soon.

Town Clerk Lisa Purvis reminds everyone of the HAC Meeting on February 16, 2023, at 6:00 p.m.

TOWN ATTORNEY

Town Attorney Waugh announces that Laura DiBella, the prior Executive Director of the Nassau County Economic Development Board, was just named the Secretary of Commerce by the Governor DeSantis.

ADJOURNMENT

Motion to adjourn at 7:37 p.m.

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

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

MINUTES

THURSDAY, FEBRUARY 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

WORKSHOP

ITEM-1 Town Council discussion and review of the Water & Wastewater Utility Specifications and Documentation Requirements, prepared by the Town's Consulting Engineers Mittauer & Associates, Inc. Establishing Standards and Specifications for Utilities Construction in the Town of Hilliard, Florida.

The following items are discussed at length:

Pg. 23-2 Section 23.3.2:	Diameter
Pg. 30-1 Section 30.2.1:	Location of Utilities
Pg. 30-5 Section 30.7:	Construction Hours
Pg. 30-6 Section 30.14:	Salvage
Pg. 32-2 Section 32.5:	Notification and Connection to Existing Mains
Pg. 40-8 Section 40.3.7(6):	Installation of Gravity Sewers & Services
Pg. 40-11 Section 40.3.9:	Culvert Removal and Replacement
Pg. 40-13 Section 40.3.12:	Restoration of Damaged Surfaces, Structures, & Property
Pg.42-15 Section 42.14.1:	Horizontal Separation
Pg. 42-15 Section 42.14.2:	Vertical Separation
Pg. 44-4 Section 44.8:	Tools and Spare Parts
Pg. 45-1 Section 45.1:	Pump Station Electrical Power & Control System
Pg. 50-15 Section 50.24:	Water & Sewer Line Orientation

- Pg. A-1 Appendix A:** List of Materials & Approved Manufacturers
- Figure S-1 Appendix C:** Sanitary Sewer Service Connections (Plan View)
- Figure W-15 Appendix C:** Temporary Sample Tap

The following items are requested changes to the manual from the Council:

- Pg. 23-2 Section 23.3.2:** **Diameter** – Remove the sentence that states “Where looping of mains is not practical minimum 8-inch mains shall be required unless detailed calculations are submitted to substantiate the sufficiency of a 6-inch main.”
- Pg. 30-5 Section 30.7:** **Construction Hours** – Remove “6:00 p.m. and 7:00 a.m.” and replace with “dusk to dawn”.
- Pg. 44-4 Section 44.8.1:** **Tools & Spare Parts** – In addition to the listed tools and spare parts, the Town would like to also require a fixed generator, a water spigot, and an electric hookup where any lift stations are added.
- Pg. A-9 Appendix A:** **List of Materials & Approved Manufacturers** – Substitute Flygt in the Manufacturers column to replace Myers.
- Figure W-15 Appendix C:** **Project No. 9610-23-1** – If applicable, move connection from a top connection to a side connection.

ADDITIONAL COMMENTS

Land Use Administrator Lee Anne Wollitz to send the requested changes to the Engineer.

ADJOURNMENT

Motion made to adjourn at 6:45 p.m.

Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman 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
Richie Rowe, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

MONDAY, FEBRUARY 06, 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

ABSENT

Councilman Joe Michaels

NASSAU COUNTY SCHOOL BOARD MEMBERS PRESENT:

Dr. Kathy Burns, Superintendent
Gail Cook, Board Member
Lissa Braddock, Board Member
Curtis Gaus, Board Member
Dr. Cindy Grooms, Board Member
Shannon Hogue, Board Member

WORKSHOP

ITEM-1 Hilliard Town Council and Nassau County School Board to discuss and receive updates concerning the Town of Hilliard and the Nassau County School District.

Mayor John P. Beasley

Nassau County Superintendent Dr. Kathy Burns presents the following items to the Town Council in regard to the Nassau County School District:

- State of the Schools
- Mission Statement
- Demographics
- Ranking
- Strategic Goals

- Capital Projects that have been completed, are in progress, and plans for the future.
- Budget
- Steps to Improve
- How to sign up for the Nassau Notebook Newsletter to follow-up on progress.

ADDITIONAL COMMENTS

Dr. Burns speaks in depth about the 1 Mill and that the Nassau County School Board will be receiving 13.7 million over the next four years. It will then go back before the voters to reinstate or not. Further states that a three-month campaign was launched to educate the citizens about the need and to explain that the revenues would be used for personnel, safety and arts & athletics.

Dr. Burns explains Governor DeSantis mandated teacher salaries and that the 1 Mill is to expand the gap between new teachers and veteran teachers' salaries.

Dr. Burns advises that there are no major plans for Hilliard in the Five-Year Capital Facilities Plan.

Town Council Members advise the School Board that the Town has 40 acres of property if a new school needs to be built.

Brett Steger the School Board Attorney explains that they are in the process of updating the School Concurrency Agreement to make it more uniformed across the County and once it is complete, they will be presenting to the County and Municipalities.

Councilman Wollitz states that currently the agreement values property at \$75,000 per acre and that is for all parts of the County.

Dr. Burns further states that there are only three schools in the district that have capacity and they are Hilliard Elementary, Bryceville Elementary and Callahan Intermediate.

Town Clerk Lisa Purvis questions the concurrence process for collecting the Educational Impact Fee with the Greenbrier PUD since it must pay for concurrency.

Dr. Burns and Attorney Steger both advise that they will get the information and advise the Clerk.

ADJOURNMENT

Motion to adjourn at 7:12 p.m.

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

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

BILL TO
Town of Hilliard
Attn. Lisa Purvis
P.O.Box 249
15859 West CR 108
Hilliard, FL 32046

INVOICE 1563
DATE 02/08/2023
TERMS Due on receipt

DESCRIPTION	AMOUNT
Town of Hilliard - Oxford Street Park Basketball Court- Repairs And Pickleball Lines Added	
As per Agreement dated Nov. 8, 2022: For Total Of \$3,950. (Payable In Two Draws) To pressure wash one basketball court and add one set of pickleball lines to same court	
Additional Approved Work Request: Add-On #1- For Total Of \$4,545. To remove existing backboards and replace with new fiberglass (First Team-FT280) 42'X72' backboards with double heavy-duty rims (FT172D) Add-On #2- For Total Of \$485. Provide one Deluxe Portable Pickleball Unit On Wheels .	
Second/Final Draw: Due upon completion pf work	1,975.00
Add-On #1- To remove existing backboards and replace with new fiberglass backboards with rims	4,545.00
Add-On #2- Provide one Deluxe Portable Pickleball Unit On Wheels	485.00
<hr/>	
Melissa@courtsurfacesfla.com	BALANCE DUE \$7,005.00