

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

Floyd L. Vanzant, Mayor
John P. Beasley, Council President
Kenny Sims, Council Pro Tem
Lee Pickett, Councilman
Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, MARCH 03, 2022, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

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

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council discussion and approval of the "Infrastructure Requirements for Individual Lots" provided by Mittauer & Associates, Inc.
Lisa Purvis, MMC - Town Clerk

ITEM-3 Town Council approval of the Addendum to Meter Maintenance Contract with Utility Service Co., Inc.: An Addendum to Original Contract dated March 7, 2019.
Lisa Purvis, MMC – Town Clerk

ITEM-4 Town Council approval of Parks & Recreation Capital Budget Item 'BUILDING - SWIMMING POOL MARSITE', Pinnacle Pool Plastering, Inc., using Stonescapes Aqua Cool total amount \$88,429 including 10-year warranty.
Gabe Whittenburg – Parks & Recreation Director

ITEM-5 Town Council approval of the Minutes from the February 17, 2022, Public Hearing & Regular Meeting.
Lisa Purvis, MMC - Town Clerk

ITEM-6 Town Council approval of Chad Brock Enterprises, Inc., Payable through February 21, 2022, Project Name: Turf Runway Maintenance and Improvements at the Hilliard Airpark in the amount of \$4,100.00.
FDOT PTGA 100% GRANT FUNDED PROJECT LMP SUM CONTRACT
\$90,800.00

ITEM-7 Town Council approval of AEC Electrical Contractors Inc., Payable for Pay Request No. 5 through February 28, 2022, Project Name: Security & Lighting at the Hilliard Airpark in the amount of \$10,925.00.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$165,000.00

ITEM-8 Town Council approval of McInnis Services, LLC dba LMC Steel, Payable for Pay Request No. 7 through February 28, 2022, Project Name: New Box Hangar, Hangar Repair & New Equipment Storage Building at the Hilliard Airpark in the amount of \$75,287.50.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$544,157.00

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2022 HOLIDAYS

TOWN HALL OFFICES CLOSED

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 03, 2022

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

SUBJECT: Town Council discussion and approval of the “Infrastructure Requirements for Individual Lots” provided by Mittauer & Associates, Inc.

BACKGROUND:

This list was presented by Tim Norman and Kellen Lindsey with Mittauer & Associates, Inc. at the January 18, 2022, Hilliard Town Council Workshop regarding infrastructure requirements for individual lots in the Town of Hilliard. The Town Council discussed these items at length. Council President Beasley asks the Town Engineer, Tim Norman, to put something together with the Land Use Administrator, Janis Fleet, to be given to the Town Council for review.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Approval of Infrastructure Requirements for Individual Lots provided by Mittauer & Associates, Inc.

SUGGESTED REVISIONS TO TOWN ORDINANCES FOR UTILITIES AND SINGLE-FAMILY DEVELOPMENT

Town of Hilliard, Florida
Mittauer & Associates, Inc., Project No. 9610-23-1
February 24, 2022

GENERAL RECOMMENDATIONS

- Consider adopting latest edition of JEA Water and Wastewater Standards for City of Hilliard standards.
- Increase Town Water and Sewer Fees as adopted in Resolution No. 2021-23 to adequately cover Town costs. Revise scope of Tap-Ins / Connections per recommended revisions below in Section 58-6.
- Town to review existing Code of Ordinances as they relate to development and ensure these are properly enforced. See Appendix A - Specific Ordinance sections included after Suggested Revisions for reference.
- Town should also be consistent in enforcing the requirements listed on the Town's Site Clearing/Site Work Application, Subdivision Application, Site Plan Application, and Building Permit Application. All developers, builders, and property owners shall meet all requirements and provide all submittals and permit forms.
- Per M&A Workshop Presentation on 1-18-22, Council to further consider impact fees to allow for development costs on undeveloped streets.

SUGGESTED REVISIONS / CODE TO REVIEW

Chapter 46 - Subdivisions

Sec. 46-4. Exceptions.

- (a) Abutting publicly owned and maintained right-of-way. Property may be subdivided into two or more lots provided the subdivided property abuts a publicly owned and maintained right-of-way and the subdivided property meets the requirements for the zoning district the property is within.
- **Recommend Town review 46-4 (a) language with Town Attorney. This exception may allow developers to not be required to address minimum required improvements and/or meet design standards.**

ARTICLE IV. REQUIRED IMPROVEMENTS

Sec. 46-114. Street improvements.

- **See attached M&A Typical Section for reference, which will reflect the Town's existing Street Improvements subdivision requirements.**

Chapter 58 - Utilities

Sec. 58-6. Extensions of water and sewer mains.

- (a) Where applicable, potable water lines and sanitary sewer shall be properly extended to serve property, lot, or building being developed.
- (b) At a minimum, the water main extension shall be 6" polyvinyl chloride (PVC) DR-18 and allow for future extensions and fire hydrants for fire protection. The gravity sewer extension shall be 8" PVC SDR-26 laid at maximum depth with 0.40% slope to allow for future connections with an upstream manhole installed at the end of the extension. All extensions shall be constructed within Town right-of-way or utility easement in coordination with Town.
- (c) For all development requiring Site Plan Review, the extension of water mains and/or sanitary sewer mains will be the responsibility of the Developer and/or Owner, and shall be designed by the developer's engineer and constructed by a licensed Contractor following the Town's review and approval.
- (d) For development not subject to a Site Plan Review but requiring the extension of water main and/or sanitary sewer, or for development only requiring a water main or sanitary sewer tap-in connection, the following charges will apply for installation of extensions of the water and sewer mains to property when requested by the owners:
 - (1) Any and all work performed on the town's water and sewer system, done so at the request of the owner, shall be at an amount equal to the town's cost, plus 30 percent.
 - (2) All approved tap-ins shall include up to 60 feet of standard service connection line at no cost to the customer. Any service line exceeding 60 feet shall be at an amount equal to the town's cost, plus 30 percent.
 - (3) Water meters installed by the town for new service connections shall be and remain the property of the town and will be located on public property. Plumbing on the user's side of the water meter and connection from the user's plumbing to a new service tap-in shall be installed at the expense of the user. The town will install a cutoff valve on the town's side of the water meter. In addition, the customer shall at his cost install a cutoff valve on the customer's side of the meter between the meter and the service connection to the structure.

- (4) Leaks or other problems on the user's side of the water meter shall be the responsibility of the customer.
- ~~(5) No property owner shall be permitted to make any extension of water or sewer mains or to connect to existing mains to serve his property by any other means than construction by employees of the town.~~
- ~~(6) If it becomes necessary to extend the water main to provide a sanitary sewer service connection, the property owner requesting the service shall be responsible for the town's cost of the entire main extension footage, plus 30 percent.~~
- (7) Sewer pipe for four-inch sanitary sewer service shall be polyvinyl chloride SDR-35 D-3034 with compression or solvent weld couplings or compression joint vitrified clay bell and spigot pipe.
- (8) Sanitary sewer service connections shall not be covered over until inspected and approved by designated town public works department personnel.

Appendix A - Existing Town Code of Ordinances to be Enforced/Implemented

Chapter 14 - Building and Building Regulations

Section 14-52. Building official qualifications

The building official shall have at least ten years experience or equivalent as an architect, engineer, inspector, contractor or superintendent of construction or any combination of these with at least five years of which shall have been in responsible charge of work. The building official shall be certified as a building official through a recognized certification program. The building official shall be appointed or hired by the town council and shall not be removed from office except for cause after full opportunity has been given to be heard on specific charges before such town council.

Sec. 14-60. Scope of building official's powers.

Wherever in the building regulations it is provided that anything must be done to the approval of, or subject to the direction of, the building official or any other officer of the city, this shall be construed to give such officer only the discretion of determining whether the rules and standards established by ordinance have been complied with. No such provision shall be construed as giving any officer discretionary powers as to what such regulations or standards shall be, or the power to require conditions not prescribed by ordinance, or to enforce ordinance provisions in an arbitrary or discriminatory manner.

Sec. 14-61. Construction, remodeling or repairing; plans to accompany permit application.

No permit shall be issued for the construction of any building or structure, or for remodeling or repairing affecting bearing walls, roofs (other than resurfacing) or chimneys, or from moving a building onto premises in the city, unless the application is accompanied by a plat or sketch of the proposed location showing the lot boundaries, and by plans and specifications showing the work to be done. Such plans, excluding private residential, shall bear the seal or signature of a licensed architect.

Chapter 42 - Streets, Sidewalks and Other Public Places

Sec. 42-31. Permits required for installation.

- (a) No person shall install, or cause to have installed, any culvert pipe on any public right-of-way in the confines of the town without having first applied to the proper authority and been issued a permit for such installation.
- (b) All public rights-of-way in the town, with noted exceptions, are under the authority of the town, and no construction for installation of any culvert pipe shall commence until a permit is obtained from the town hall prior to construction.
- (c) Exceptions to subsection (b) of this section are county roads, because they are under the authority of the county, and U.S. 1/301 which is under the authority of the state department of transportation. Application for installation shall be with the appropriate authority.

Sec. 42-32. Installation site.

The proposed installation site shall be inspected and approved by the public works director prior to construction on any town right-of-way. The approval by the public works director shall be so noted on the permit issued by the town.

Sec. 42-33. Pipe size.

The minimum size of any culvert pipe installed in the town shall be 12 inches in diameter. The public works director shall reserve the right to require a larger size pipe when the installation site and surrounding land indicates or warrants the need for a size larger than 12 inches. The standard length of a driveway culvert pipe shall be 20 feet, and any variance shall only be with the written approval of the public works director in accordance with uniform town standards. In addition to the pipe size, the permit shall indicate the invert elevation to which the culvert is to be laid.

Sec. 42-34. Installation requirements and charges.

- (a) Responsibility of permittee. The person named on the permit shall ensure that all provisions required by the issuing authority are met and complied with during the construction and installation of such culvert pipe. The permittee shall be responsible for the cost of any and all installation charges, whether the work is done by himself or contracted to a second person.
- (b) Permit fee established. A fee established by resolution of the town council shall be paid to the town at the time of application for a site location inspection by the public works director and a followup inspection to ensure that all work performed and material used are in compliance with the requirements of this article. This fee shall not be refundable, whether or not a permit is issued.
- (c) Installation by the town. If the owner requests the town to purchase and/or install the permitted pipe, the fees established by resolution of the town council for the cost of the pipe, installation charges and walkway culverts shall be paid for, in full, prior to any work being performed.

Chapter 46 - Subdivisions

Sec. 46-1. Definitions.

Developer means a person or his duly authorized agent who undertakes the subdivision of land as defined in this section. The term "developer" includes the term "subdivider."

Developer's engineer means a professional engineer registered in the state and engaged by the developer to prepare engineering plans and to supervise construction.

Plat means a map on which the developer's plan for subdivision is presented and which he submits for approval and intends, in final form, to record.

Subdivision means one of the following:

- (1) The division of any parcel of land, of any size whatsoever, into two or more lots of any size.
- (2) The establishment or dedication of a road, street or alley through a tract of land, regardless of area.
- (3) The resubdivision of land heretofore or hereafter divided or platted into lots.

Surveyor means a land surveyor registered in the state and engaged by the developer to survey and plat the land for subdivision.

ARTICLE II. PLATTING

Sec. 46-32. Preliminary plat.

The developer shall submit three prints of the proposed plat accompanied by two copies of the preliminary plat that will show the following:

- (1) The location of present property and section line boundaries of existing lots, streets, buildings, lakes and watercourses.
- (2) Any existing sanitary or storm sewers, water mains and culverts within the tract or adjacent thereto.
- (3) The proposed location and width of streets, lots, setback lines, easements and typical street cross sections showing proposed pavements, wearing surfaces, curbs, shoulders and the like.
- (4) The title under which the proposed subdivision is to be recorded and the name of the developer platting the tract.
- (5) The names of adjoining subdivisions and the ownership of adjoining parcels of unsubdivided land.
- (6) North point, scale and date.
- (7) Contours of the land on one-foot and 50-foot grid or less on current geodetic datum and an area outside the boundaries that will show the final disposition of all surface drainage.
- (8) Benchmarks at convenient points with locations and elevations indicated on the preliminary plat.
- (9) A location key map that will show the relation of the proposed subdivision to existing community facilities, main traffic arteries and the like.
- (10) Department of agriculture survey results for property.
- (11) A written statement regarding proposed grades of streets and the facilities for surface water drainage

Sec. 46-33. Final plans.

The final plans shall be submitted in triplicate on black and white or blue line prints drawn at a scale of not more than 50 feet to the inch on sheets 24 inches by 36 inches in size, with a one-half-inch margin at the right, top and bottom edges and a three-inch margin at the left (binding) edge. If more than two sheets are required, the title sheet shall show the entire subdivision on one sheet and the various areas shall be shown on other sheets. The final plans shall be signed by the developer's engineer.

Sec. 46-34. Final plat.

The final plat shall have the dimensions prescribed in section 46-33, shall be submitted in triplicate and shall show the following:

- (1) The boundary lines of the area platted with distance and bearings and the legal description of the property. The property appraiser's parcel identification number is not acceptable as legal description.
- (2) The lines of all proposed streets with their widths and names.
- (3) The outline of any portions of the property intended to be dedicated for public use, such as for schools, parks and so forth.
- (4) The lines of adjoining streets with their widths and names.
- (5) All lot lines, together with the identification system of all lots and blocks, and the square foot area of each lot. The lot numbers within a subdivision shall be assigned counterclockwise from the northeast corner and shall follow in a logical numerical order within a particular block.
- (6) The location of all setback lines and easements provided for public use, service, utilities or drainage.
- (7) All dimensions, both linear and angular, for locating the boundaries of the subdivision, lots, streets, easements and any other areas for public or private use. Linear dimensions shall be given to the nearest 1/100 of a foot. Closure shall be shown on the plat.
- (8) The radii, arcs, chords, chord bearings, points of tangencies and central angles for curved streets and rounded block corners.
- (9) The location of all survey monuments and benchmarks with their descriptions.
- (10) The name of the subdivision, the scale of the plat, points of the compass and the name of the owner of the subdivision.
- (11) The certificate of the surveyor as to the correct representation of the plat and as to F.S. ch. 177, pt. I (F.S. § 177.011 et seq.).
- (12) Private restrictions and trusteeships and their period of existence.
- (13) Acknowledgment of the owner to the plat and restrictions, including dedication to public use of all streets and parks, the dedication of or granting of required easements and a statement that all streets are paved and drained or will be paved and drained before any lots are sold.

ARTICLE III. DESIGN STANDARDS

Sec. 46-82. Street widths.

- (a) As a minimum requirement for streets, sidewalks and public utilities, the plat shall dedicate a minimum width of 60 feet. Dead-end streets and/or culs-de-sac, streets that terminate within a subdivision other than at boundary line, shall have a minimum width of 60 feet and shall terminate in a turnaround with a minimum radius of 50 feet.
- (b) The council may, after proper study, require a street width in excess of 60 feet, if traffic engineering surveys indicate that present or anticipated future traffic densities justify a street of greater width.

- (c) Where streets parallel and adjoin section and half-section lines adjoining unsubdivided property, a half-street, 50 feet in width, shall be dedicated and, whenever subdivision property adjoins a half-street on a section or half-section line, the remainder of a 100-foot right-of-way shall be dedicated. Water systems shall be placed within 43½ feet of the section and half-section lines.
- (d) The council may, after proper study and due consideration, reduce the right-of-way on certain half-section lines to a width of 80 feet.
- (e) Alleys are not recommended in a residential district.

Sec. 46-84. Lots.

- (a) The minimum building setbacks required are 25 feet from the right-of-way of the street. Side lot setbacks will be ten percent of the front lot width, with a minimum of ten feet.
- (b) Lots shall comply with the zoning district that the subdivision is located within.
- (c) A corner lot shall have widths sufficient to permit the establishment of front building lines on both the front and side of the lot adjoining the streets.
- (d) The arrangement and design shall be such that all lots will provide satisfactory and desirable building sites, properly related to topography and the character of the surrounding development.
- (e) Restrictions requiring buildings to be set back to the building lines shall be shown on the plat. Restrictions shall also be made and shown on the plat requiring all residential buildings to be set a minimum of ten feet off each side lot line and not less than 25 feet from rear lot lines.
- (f) All side lines of lots shall be at right angles to straight street lines and radial to curved street lines, except where a variation to this rule will provide a better street and lot layout.

Sec. 46-85. Easements.

- (a) Easements at least 7 ½ feet in width shall be provided on each side of all back lot lines and five feet in width on each side of side lot lines where necessary for poles, wires, conduits, sewers, gas or water lines or drainage swales. Easements of greater width may be required along or across lots where necessary for proper drainage for street rights-of-way.
- (b) Whenever any stream or important surface drainage course is located in an area being subdivided, the developer shall provide an adequate easement along the stream for sanitary sewer installations and for the purpose of widening, deepening or improving or for drainage use.

ARTICLE IV. REQUIRED IMPROVEMENTS

Sec. 46-111. Preparation of plans and specifications for improvements.

Receipt of the signed copy of the approved preliminary plat is authorization for the developer to proceed with the preparation of plans and specifications for the minimum improvements required by this article and with preparation of the final plat. Prior to the construction of any required improvements, the developer shall furnish the town engineer all plans, information and data necessary to determine the character of the improvements. These plans shall be examined and will be approved if in accordance with this article.

Following this approval, construction can be started or the amount of the bond guaranteeing the improvements determined. No final or official plat of a subdivision shall be approved unless either:

- (1) The improvements listed in this article have been installed prior to the approval; or
- (2) The developer files with the town a surety bond to secure the construction of the improvements listed in this article in a satisfactory manner and within a period specified by the council, this period not to exceed 12 months. The bond shall be in an amount at least equal to the cost of constructing the improvements as estimated by the developer's engineer and approved by the town engineer and in a form approved by the town attorney.

Sec. 46-113. Acceptance for maintenance by town.

- (a) Prior to acceptance by the town, the developer shall furnish a certificate prepared by the developer's engineer to the effect that all improvements have been completed in accordance with the approved plans and specifications. Where the developer elects to post a bond ensuring that the work will be completed in a stated period of time, the certificate required by this section will be required at the time of completion of construction.
- (b) Upon completion of the work covered by the plans and a unilateral agreement, the owner shall notify the town engineer in writing. Upon receipt of notification, the town will make an inspection of the construction work. If all work is found to be satisfactorily completed, then the town, after a period of 90 days from the time of inspection, will make a final inspection. If the work is found satisfactory and if all deficiencies are repaired or corrected, then the town will accept the improvements for maintenance. A performance bond in the amount of 100 percent of the estimated cost of street improvements will be required in all subdivisions.

Sec. 46-114. Street improvements.

- (a) All streets and public ways shall be cleared and graded to their full width of right-of-way, including side slopes, and to the appropriate grade and shall be surfaced in accordance with the applicable standard specifications of the state department of transportation and the manual of uniform minimum standards. They shall meet the following minimum specifications:
 - (1) Pavement shall be 22 feet in width.
 - (2) Shoulders shall be six feet in width.
 - (3) Front and back slopes shall not be less than 3:1.
 - (4) All shoulders and slopes shall be seeded, mulched and fertilized.
 - (5) Paving specifications and application shall be according to the current edition of the state department of transportation specifications for road and bridge construction.
 - (6) Street cross drains will have headwalls and endwalls.

- (b) If required to prevent erosion or excessive washing of the shoulders, protective measures shall be taken as required by the town or its representative.
- (c) Curbs and gutters shall be constructed along both sides of all streets and in accordance with the standards of the state department of transportation. A modified curb, constructed in accordance with county specifications, may be used on streets with gradients of two percent or less. Where required, turnouts will comply with town specifications and be constructed before the building is completed and before the lot or building is sold.
- (d) The following pavement bases shall be constructed of the following type having a minimum thickness of six inches:
 - (1) Sand-bituminous road mix.
 - (2) Florida limerock base.
 - (3) Limerock stabilized base (300 pounds per square yard).
 - (4) Shell cement mix.
 - (5) Soil cement mix.
- (e) All pavement bases shall have a surface wearing course of one of the following types, as outlined in the state department of transportation specifications:
 - (1) Double surface treatment.
 - (2) Asphaltic concrete surface course, one-inch minimum thickness.
 - (3) Hot sand asphalt surface course, one-inch minimum thickness.
 - (4) Concrete roads are not acceptable.
- (f) Subgrades, paving bases and surface wearing course shall be constructed in accordance with the specifications of the state department of transportation.
- (g) The owner or developer shall retain a reputable recognition commercial laboratory which shall certify to the town that all materials entering into the completed work are in accordance with these specifications. Where the pavement base is to be sand-bituminous road mix or soil cement mix, the laboratory shall furnish a report covering the blending of soil materials with bituminous materials or cement prior to base construction. A report of the laboratory shall be submitted covering the completed pavement.
- (h) Concrete sidewalks shall not be required in residential areas unless, in the opinion of the council after proper study, pedestrian traffic will justify the installation of sidewalks as a safety precaution.
- (i) All street markers will be constructed, painted and erected in accordance with town specifications. Street markers will be installed by the developer at the locations shown on the drawings.
- (j) Radii at intersections shall be a minimum of 25 feet.
- (k) A developer shall place appropriate road signs, within the area described by the plat to be recorded. The signs shall be constructed by the town and paid for by the developer.
- (l) All design shall meet requirements of the Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways prepared by the state department of transportation.

Sec. 46-115. Drainage requirements.

- (a) All drainage pipe shall have adequate capacity to carry the runoff resulting from a rainfall intensity which may be exceeded on the average of at least once every year. All drainage facilities shall be designed for a positive outfall to existing storm sewer system, lakes, canals, rivers, streams or previously constructed town, county or state road ditches. If the added runoff from the developed area overtaxes the existing road or outfall ditches, the developer shall include in the plans sufficient work to enlarge the present facilities to care for the added drainage imposed on the system.
- (b) Where storm sewers are provided, the maximum overland flow shall be 400 feet. Minimum grade for curb and gutter shall be three-tenths of one percent; provided that one-half percent grade shall be held insofar as practical.
- (c) Drainage pipe shall be corrugated metal pipe, plain or reinforced concrete pipe or plain or extra strength vitrified clay pipe, except that corrugated metal pipe shall not be installed under a paved road unless it is asphalt coated. Minimum pipe size shall be 15 inches in diameter.
- (d) All plans shall show, in addition to contours, the outlines and sizes in acres of drainage areas at the various points of concentration.
- (e) Catchbasins, drop inlets, curb inlets and manholes shall be of a class A concrete or brick construction and in accordance with state department of transportation standards. All grates shall be cast iron or steel with minimum size of two square feet net open area.
- (f) Where land is subject to periodic flooding by the overflow from creeks, rivers or streams, a floodplain must be established and no building will be permitted within the area of the floodplain, unless the entire area is filled to two feet above the floodplain.
- (g) Permits shall be obtained from St. Johns River Water Management District prior to final approval.

Sec. 46-116. Water lines.

- (a) Where an approved public water supply is reasonably accessible or procurable, each lot within the subdivision shall be provided with a connection to the water supply. The water service for each lot will be installed at the time of the application for a building permit. All mains, to the under paving, shall be constructed prior to the paving installation. Fire hydrants will be installed in all subdivisions where a public water supply is available.
- (b) Where no approved public water supply is available, the installation of a private water supply system will be required at the time of the application for a building permit. The private water supply system shall be constructed in such a manner that an adequate supply of potable water will be available to each lot. All applicable state rules and regulations shall govern the installation of the system.
- (c) The developer shall pay all costs required to process the permit.

Sec. 46-117. Sanitary sewers.

- (a) Where an adequate sanitary sewer is reasonably accessible, each lot in the subdivision shall be provided with a connection to the sanitary sewer. All connections and the subdivision sewer system shall comply with all applicable state rules.
- (b) Where sewers are not accessible and where septic tanks are not permissible, the owner or developer shall install and operate a sewage collection and treatment system of a capacity sufficient to serve the entire subdivision and all contemplated additions. The system shall be constructed in accordance with the regulations and requirements of and approval of the county health officer and the state department of environmental protection.
- (c) The developer shall pay all costs required to process the permit.

Chapter 58 - Utilities

Sec. 58-2. Application for water or sewer service by user.

- (a) A person desiring to obtain water or sewer service, or both, shall make application therefore at the town hall. Before service is authorized, the user shall pay to the town water clerk all fees and charges applicable to the class of service for which the user has applied. The application shall contain the following information:
 - (1) Complete name of the person who is applying for the account and the owner of the lot or parcel.
 - (2) Current mailing address of such persons.
 - (3) Location of the new service, including the street address, if available.

Sec. 58-4. Septic tanks.

No septic tank, without exception from the town council upon good cause shown and approved by the county health department, shall be constructed within the corporate limits of the town. The town council is more likely to grant an exception if the applicant can show that the boundary line of any lot containing a building or trailer is more than 1,000 feet from the sewer line.

Sec. 58-5. Maintenance of plumbing system.

- (a) The owner of the property shall be responsible for maintaining and keeping clean the water and sewer pipes leading to and connecting from the plumbing system to the town's distribution lines and main sewers.
- (b) Failure to keep the sewer pipe (i.e., the pipe leading from the plumbing system to the town main) clean and maintained in a proper manner will give the town the right to cut off the water connection, which shall not be reconnected until the sewer pipe is cleaned and properly maintained. In those instances where the owner has a private water supply to the plumbing system, the owner shall have no right to reconnect the private water supply until the sewer pipe leading from the plumbing system to the

town main has been cleaned, found to be in a proper condition, and the water supply metered. Any violation of this subsection by reconnecting a private water supply or the connection from the town water line, until such sewer pipes are cleaned and maintained, is unlawful.

- (c) If an employee of the town determines that a customer of the town's water supply has a leak that is consuming a large amount of water, written notification shall be posted at the service location advising the customer that he has three business days to repair the leak or services will be disconnected until such leak is repaired.

ARTICLE II. CONNECTIONS

Sec. 58-41. With waterworks system.

The owner of each lot or parcel of land within the town, upon which lot or parcel of land any building or trailer used as a dwelling is now situated or shall be hereafter situated, for either residential, commercial or industrial use, shall connect or cause such building or trailer to be connected with the municipal waterworks system of the town, and use such facilities within 12 months following notification to do so by the town clerk. All such connections shall be made in accordance with rules and regulations which shall be adopted as necessary by the town council, which rules and regulations shall provide for a charge for making any such connections in such reasonable amounts as such town council may fix and determine. No connection shall be required where the waterworks system or line is more than 200 feet from the boundary line of any lot containing a building or trailer. The owner may apply for an exception from the town council upon good cause shown.

Sec. 58-42. With sewer system.

The owner of each lot or parcel of land within the town, upon which lot or parcel of land any building or trailer used as a dwelling is now situated or shall be hereafter situated, for either residential, commercial or industrial use, shall connect or cause such building or trailer to be connected with the public sewer facilities of the municipal sewer system of the town, and use such facilities within 12 months following notification to do so by the town clerk. All such connections shall be made in accordance with rules and regulations which shall be adopted as necessary by the town council, which rules and regulations shall provide for a charge for making any such connections in such reasonable amounts as such town council may fix and determine. The owner may apply for an exception from the town council upon good cause shown.

Sec. 58-48. Covering of sewer connections.

Sanitary sewer service connections shall not be covered over until inspected and approved by designated town water department personnel.

Sec. 58-49. Separate connections for each separate unit.

Each building and trailer, whether occupying one or more lots and whether it shall occupy any lot or parcel jointly with any other building or trailer, shall be considered a separate unit for the payment of water fees and sewage disposal fees. Separate connections and meters will be required for each of such units.

ARTICLE III. RATES AND CHARGES; BILLING AND COLLECTION PROCEDURES

Sec. 58-82. Tap-in, turn-on and turnoff fees.

All requests for, and any tap-ins, turn-ons and turnoffs required for maintenance, shall be at the rate established by the town for standard three-quarters-inch water and four-inch sewer lateral line.

ARTICLE IV. WATER AND SEWER SYSTEM DEVELOPMENT CHARGES

Sec. 58-123. System development charge imposed.

- (a) There is hereby imposed a system development charge, based on the equitable portion of the cost of financing the extension or expansion of the town's sewer and water systems, on the equivalent single-family residential unit (ERU) responsible for creating the need for additional construction of the water and sewer systems.
- (b) For existing structures situated inside the corporate limits of the town, the obligation for payment of the charge shall occur at the time application for water service or sewer service is made to the town. For existing structures situated outside the corporate limits of the town, the obligation for payment of the system development charge shall occur at the time application for water service or sewer service is made to the town.
- (c) For new structures situated inside the corporate limits of the town, the obligation for payment of the charge shall occur at the time the building permit is issued by the building official. For new structures situated outside the corporate limits of the town, the obligation for payment of the system development charge shall occur at the time application for water service or sewer service is made to the town.
- (d) The system development charge shall be as follows for each equivalent single-family residential unit. The methodology is outlined in the attached schedule A "Capacity Fee Analysis Report (Revised 07/04) for the Town of Hilliard by Mittauer and Associates, Inc."
 - (1) Water system development charge \$330.00
 - (2) Sewer system development charge \$1,885.00
 - (3) Total for both water and sewer \$2,215.00
- (e) Payment of fees. System development charges shall be due and payable prior to issuance by the town building department of any building permit and no permit shall be issued until the system development charges have been paid in full.

Chapter 62 - Zoning and Land Development Regulations

Sec. 62-40. Site plan review.

- (a) Site plans, as a condition to the issuance of building permits, are required for special exceptions and for all multifamily, commercial, industrial, mobile home parks, and mobile home subdivisions, planned unit developments, and flood hazard or wetland development. A building permit for a project requiring a site plan shall not be issued until such site plan is approved.
- (b) An application for rezoning shall be accompanied by the following, in sufficient copies as deemed necessary by the planning and zoning board for referrals and recommendations:
 - (1) Plans, maps, studies and reports, as may reasonably be required by the planning and zoning board in order to make the findings and determinations called for in the particular case.
 - (2) Written description of the intended plan of development including present and future ownership, clearly indicating where approval will benefit the future occupants of the proposed development and the town in general.
 - (3) General location map with a north arrow, site boundaries and adjacent land uses.
 - (4) A site plan at an appropriate scale supporting the above statement illustrating:
 - a. The location, grouping and height of all uses and facilities.
 - b. In the case of residential development, the number of residential units proposed their general location and number of stories, indicating those areas to be owner occupied and those to be renter occupied.
 - c. A vehicular and pedestrian circulation system including driveways, walkways, parking areas, and streets to be dedicated.
 - d. A system of planting screens and buffers, open space and recreational uses, with estimates of acreage to be dedicated and that to be retained in common ownership.
 - e. A topographic map at a minimum five-foot interval scale showing contour lines, including all existing buildings, wooded areas, and wetlands.
 - (5) Statements indicating how the problems of maintenance and ownership of common facilities will be resolved.
 - (6) Plans and schedules of development, including the staging and phasing of:
 - a. Areas to be developed, in order of priority;
 - b. The construction of streets, utilities, stormwater management and drainage and other improvements necessary to serve the proposed development; and
 - c. The dedication of land to public use.
 - (7) Each of the above elements shall be listed as to their relative order of improvement with an estimated time schedule for their accomplishment.
- (c) In reaching a decision as to whether or not the site and development plan as submitted should be approved or approved with changes, the planning and zoning board shall be guided in its decision and the exercise of its discretion to approve, to approve with conditions, or to deny by the following criteria. The planning and

zoning board shall record its findings in regard to the following criteria, where applicable:

- (1) Sufficiency of statements on ownership and control of the development and permanent maintenance of common open spaces.
- (2) Density and/or use of the proposed development with particular attention to its relationship to adjacent and nearby properties and the effect thereon and in accordance with the town's comprehensive plan.
- (3) Ingress and egress to the site and proposed structures thereon, with particular reference to automotive and pedestrian safety, separation of automotive traffic and pedestrian traffic, traffic flow and control, provision of services and servicing of utilities and refuse collection, and access in case of fire, catastrophe, or emergency.
- (4) Location and relationship of off-street parking and loading facilities to thoroughfares and internal traffic patterns within the proposed development, with particular reference to automotive and pedestrian safety, traffic flow and control, access in case of fire or catastrophe, screening and landscaping.
- (5) Sufficiency of proposed screens and buffers to preserve internal and external harmony and compatibility with uses inside and outside the proposed development.
- (6) A stormwater management and drainage plan for the property in accordance with all town, county and state requirements.
- (7) Utilities, with reference to hook-in locations and availability and capacity for the uses projected.
- (8) Recreation facilities and open spaces, with attention to the size, location, and development of the areas as to adequacy, effect on privacy of adjacent and nearby properties and uses within the proposed development, and relationship to communitywide open spaces and recreation facilities.
- (9) General site arrangement, amenities and convenience, with particular reference to ensuring that appearance and general layout of the proposed development will be compatible and harmonious with properties in the general area and will not be so at variance with other development in the area as to cause a substantial depreciation of property values.
- (10) Such other standards as may be imposed by this chapter for the particular use or activity involved.

DIVISION 7. BUILDING PERMITS AND INSPECTIONS

Sec. 62-211. Building permit application.

- (a) All applicants for a building permit, in addition to the other requirements in this chapter, shall submit with their applications the following:
 - (1) Duplicate prints or drawings at an adequate scale of the building or structures to be built upon the lot, showing plumbing and electrical layout.
 - (2) A survey with monuments and stakes as required by a licensed surveyor, in duplicate, and drawn at an adequate scale, showing the actual dimensions and

shape of the lot to be built upon. Original survey will be furnished as proof that proposed and existing buildings are within equal dimensions. The location of the building on the property, the location of waste collection areas, the layout of the trees, land and structure elevations, drainageways, off-street parking or loading spaces and other constructions are as required under the provisions of this chapter showing access and maneuvering space.

- (3) Permits, as applicable, from state agencies such as the state department of environmental protection and the St. Johns River Water Management District.
- (b) The following provisions apply to application for building, electrical, mechanical and plumbing permits:
- (1) The applicant for a building permit shall be made by the owner or lessees, or agent of either, or the architect, engineer or builder employed in connection with the proposed work.
 - (2) The electrical contractor or person responsible for performing electrical work shall make application for the electrical permit, certifying that installation will be made in accordance with prints or drawings specified in subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed.
 - (3) The plumbing contractor or person responsible for performing plumbing installation shall make application for a permit, certifying that installation will be in accordance with prints or drawings specified in subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed. The mechanical contractor or person responsible for performing mechanical installation shall make application for a permit, certifying that installation will be in accordance with the prints or drawings specified under subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed.

Sec. 62-215. Permit fees.

- (a) No permits as provided in this division shall be issued until the appropriate permit fee shall have been paid to the deputy town clerk. The fee charged by the town for building, electrical, mechanical and plumbing permits shall be consistent with fees recommended in the various codes or separately established by the town.
- (b) If after completion it is determined by the person issuing such permit that the cost or description of the work is more than was shown on the permit, then the permit shall be corrected accordingly and any additional fees paid thereon. All fees received by the town clerk under this section shall be put into the general fund of the town.

Sec. 62-357. Excavation and/or filling.

No excavation or filling for purposes other than the construction of a driveway, walk, swimming pool, a permitted wall or building or part thereof, or accessory thereto, or to remove topsoil from one part of the lands of an owner to another part of the same premises, when such removal is necessary as an accessory use or is for the purpose of farming or improving such property, shall be made unless permission is granted by the planning and zoning board and any necessary state permits are secured, if applicable. Further, excavation or filling new development of any type or the enlargement or alteration of any existing use or structure shall be prohibited in the identified flood hazard areas of the town unless permission is granted by the planning and zoning board and necessary permits are secured from applicable agencies. This does not include ponds and borrow pits.

ARTICLE X. PROPORTIONATE FAIR-SHARE PROGRAM

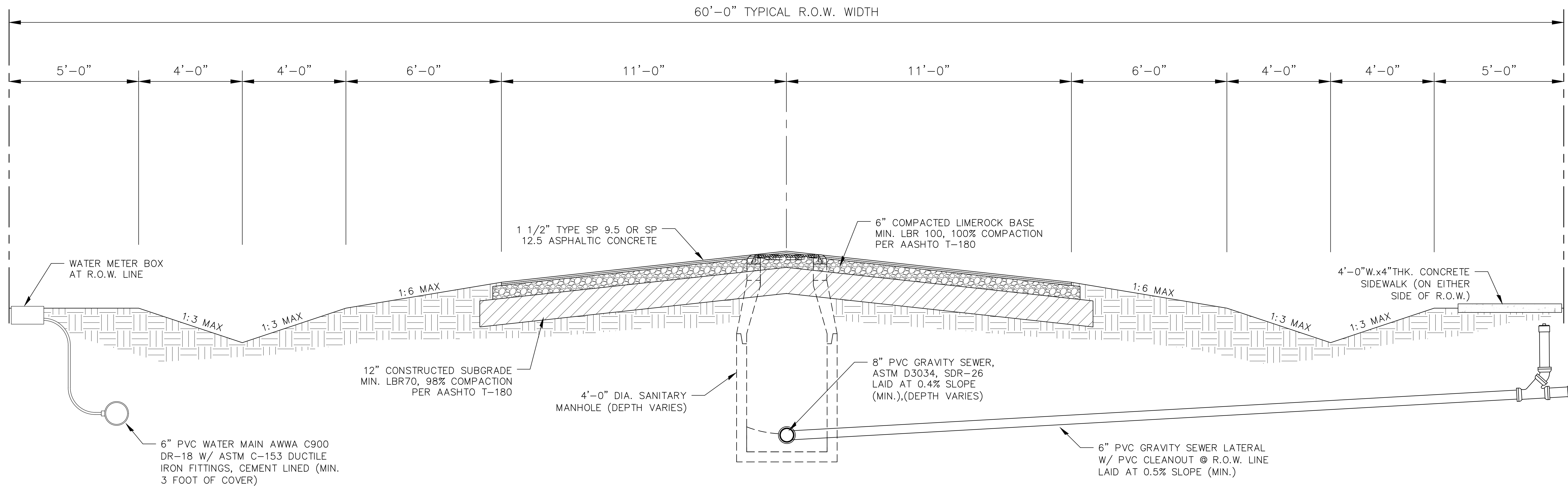
Sec. 62-552. Applicability.

- (a) The proportionate fair-share program shall apply to all developments for which the applicant has been notified of a lack of capacity to satisfy transportation concurrency on a transportation facility, including transportation facilities maintained by the state department of transportation (FDOT), or another jurisdiction that are relied upon for concurrency determinations. The proportionate fair-share program shall also apply to all developments for which the applicant has been notified of a lack of drainage, sewer, solid waste or water capacity or access to the town water or sewer. The proportionate fair-share program does not apply to developments of regional impact (DRIs) using proportionate fair-share under F.S. § 163.3180(12), or to developments exempted from concurrency, or to lots of record which were purchased by the land owner prior to May 7, 1992.
- (b) The term development shall include any of the following activities:
 - (1) Construction, clearing, filling, excavating, grading, paving, dredging, mining, drilling or otherwise significantly disturbing the soil of a site.
 - (2) Building, installing, enlarging, replacing or substantially restoring a structure, impervious surface, or water management system, and including the longterm storage of materials.

Sec. 62-562. Specific requirements for transportation concurrency to required paved roads for developments.

The Town of Hilliard finds that a specific requirement of transportation concurrency applies to developments that do not abut a paved road. Accordingly, no building permit shall be issued unless the applicant can show that in the case of a common plan of development, as defined below, the lot or lots for which a permit has been sought also abut a paved town street. A common plan of development is defined as a development larger than one single-family dwelling unit, duplex, triplex, or quadruplex. The St. Johns River Water Management District has regulations relating to "common plans of development" but does not appear to have defined this term. Nevertheless, it expects the town and residents to comply with this requirement. The town seeks to comply with the District's regulations even

though there apparently has not been any formal rulemaking to define the term common plan of development. In the absence of better guidance from the district and any amendment to these provisions, the town shall consider all property under construction by the same owner within 1,000 feet of the property for which a building permit is sought that does not already abut a paved road to be part of any common plan of development. Property shall be considered "under construction" if a building permit has been applied for until such time the permit is denied, it expires or a certificate of occupancy has been issued for the property. An owner shall be a person with a direct or indirect ownership interest in the property, including without limitation, an ownership interest in an entity that owns an interest in the property. Permit applicants shall, upon written request, provide a notarized statement setting forth to his best knowledge, information and belief, the property owned by the following within 1,000 feet of the property for which a building permit is sought: The applicant and all owners, as defined above, of the property for which the permit is sought. The town council may waive the application of the provisions herein upon appeal for good cause shown. The town council may also approve a fair share agreement that allows for the permit to be issued despite the lack of this special requirement of transportation concurrency so long as this specific requirement of transportation concurrency is met at the conclusion of the project and adequate guarantees are provided to the town.



TOWN OF HILLIARD – TYPICAL R.O.W. CROSS SECTION
NTS

HILLIARD TOWN COUNCIL AND PLANNING & ZONING BOARD MEETING**WORKSHOP REGARDING INFRASTRUCTURE
REQUIREMENTS FOR INDIVIDUAL LOTS****Mittauer & Associates, Inc. Project No. 9610-23-1****January 18, 2022, 6:00 p.m.**

1. Definition of a “developer”, in regard to single platted lots.
2. Circumvention of subdivision requirements through “piecemeal” construction.
3. Differentiation for lots on “developed” streets that already have water, sewer, paving, and drainage vs. platted streets with little to no existing infrastructure.
4. Basic development template for single family lots on developed streets. Show footprint of house with FF elevation, connection points for water and sewer, driveway location (with or without culvert information), swales, and sidewalk (if required). Will require topographic survey of parcel with required information shown.
5. Handling of individual lots on undeveloped (or partially developed) tracts is much more problematic. Each development aspect would need to be looked at individually.
 - a. Extend water lines to serve lot. Recommend a minimum of 6" water main be installed to allow for future extensions and fire hydrants.
 - b. Extending gravity sewer to serve a lot is likely not feasible in most cases. Minimum 8" gravity sewer laid at maximum depth with 0.40% slope to allow for future extensions. Could also allow low pressure sewer (grinder pumps), but Town would have to be the responsible maintenance authority. Although not desirable, the Town could also allow septic tanks, provided lot is also served with potable water from the Town.
 - c. Extension of existing paving to serve a lot which is not adjacent to existing paving is not practical. Town would need to have a typical paving detail for Town streets.
 - d. Drainage for individual lots along undeveloped streets would need to be a typical swale section located in the right-of-way. Some master planning of drainage in the area would be very beneficial, but likely impractical unless the Town pays for it to be done.
6. Town should strongly consider impact fees for lots along undeveloped streets. Each lot could be assessed for water, sewer, paving, and drainage in accordance with the front footage of the lot. Based on current development costs, the linear foot cost would be on the order of \$200 to \$300. Assessments would not occur until time of development. When sufficient impact fees for an undeveloped segment of street were collected, the Town could hire a contractor to install the infrastructure. Impact fees can only be held for a period of seven (7) years.
7. Town should also consider increasing Water and Sewer Tap-in Fees (\$700 each) to cover costs Town incurs from equipment, materials, installation, and restoration, at a minimum.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 03, 2022

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

SUBJECT: Town Council approval of the Addendum to Meter Maintenance Contract with Utility Service Co., Inc.: An Addendum to Original Contract dated March 7, 2019.

BACKGROUND:

During the March 7, 2019, Town Council Regular Meeting, the Town Council entered into a purchase and maintenance agreement for a complete AMI/Water Meter Turnkey Installation Project and Suez (USCI) Asset Maintenance Program. Although there were delays in the project start date, the project has recently been completed. Due to the start date delays the terms and payment schedule have been adjusted. We are now in acceptance of the project as complete and are ready to begin making annual payments.

FINANCIAL IMPACT:

AMI System approved on March 7, 2019, in the amount of \$547,236 spread annually over a five-year period, with an annual maintenance cost of \$24,190 for a fifteen-year period.

RECOMMENDATION:

Approval of the addendum to the Meter Maintenance Contract between Utility Services Co., Inc. and the Town of Hilliard.



March 23, 2021

Town of Hilliard
 Lisa Purvis
 7400 SW 59TH Terrace Suite 100
 Miami, FL 33155

RE: Addendum to Meter Maintenance Contract with Utility Service Co., Inc.

Dear Lisa Purvis:

This letter agreement shall serve as an addendum to the Meter Maintenance Contract ("Original Contract") described as follows:

Original Contract Date	Tank Name	Gallons	Type	Tank#	Customer #
07-MAR-19	1300 METERS	NULL	METERS	145872	6299

TERMS: We are adjusting the payment schedule due to the delay in the project start date.

Contract Year 1 Fees will be billed on ~~March~~ 1, 2021 in the amount of \$133,743.00.
 Contract Year 2 Fees will be billed on ~~March~~ 1, 2022 in the amount of \$134,599.33.
 Contract Year 3 Fees will be billed on ~~March~~ 1, 2023 in the amount of \$135,485.97.
 Contract Year 4 Fees will be billed on ~~March~~ 1, 2024 in the amount of \$136,404.00.
 Contract Year 5 Fees will be billed on ~~March~~ 1, 2025 in the amount of \$137,354.53.
 Contract Year 6 Fees will be billed on ~~March~~ 1, 2026 in the amount of \$28785.70.
 Contract Year 7 Fees will be billed on ~~March~~ 1, 2027 in the amount of \$29,804.71.

OCT

Invoice 530748 will be adjusted to reflect the Contract Year 1 amount.

Any and all other aspects of the Original Contract not addressed in this addendum shall remain unmodified and in full force and effect. I appreciate this opportunity and look forward to working with you in the future.

Sincerely,

Alan Raymond
 Director of Sales, South Region

Town of Hilliard, FL

Authorizing Signature: _____ **Title:** _____
 The above signatory certifies that he or she is duly authorized to sign this Addendum on behalf of the entity(ies) represented.

Printed Name: _____ **Date:** _____

AMENDMENT TO SCOPE OF WORK NO. 1
TO THE MASTER SERVICES AGREEMENT BETWEEN
UTILITY SERVICE CO., INC.
AND
TOWN OF HILLIARD, FL

METER MAINTENANCE PROGRAM

- 1. **Effective Date.** The Effective Date for this Amendment to Scope of Work No. 1 ("Amendment to SOW1") shall be _____, 2022.
- 2. **Modification Section 6. Fee and Payment Terms.** Due to project delays, the Owner's payment schedule requires revision. Section 6.c. is hereby deleted in its entirety and replaced with the following:

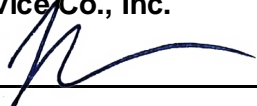
The Investment Fee and Maintenance Fee for Contract Year 1, plus all applicable taxes, shall be due and payable on March 1, 2022. The Investment Fee and Maintenance Fee for Contract Year 2, plus all applicable taxes, shall be due and payable on October 1, 2022. Each subsequent Investment Fee and Maintenance Fee, plus all applicable taxes, shall be due and payable on October 1 of each Contract Year thereafter. Furthermore, if the Owner elects to terminate this SOW1 prior to remitting the first five (5) Investment Fees, then the balance for work completed in the initial investment phase plus any outstanding Maintenance Fee(s) through the terminate date shall be due and payable within thirty (30) days of the termination.

Invoice 530748 will be adjusted to the March 1, 2022 invoice date, and will be in the amount of \$133,743.00.

- 3. **Ratification of Original Contract.** Except as expressly amended and modified herein, the parties do hereby ratify and affirm SOW1 and acknowledge its binding effect upon the parties.
- 4. **Authorization to Execute.** The signatories below certify that they are duly authorized to execute this Amendment to SOW1 on behalf of the entities represented.

IN WITNESS WHEREOF, the Parties have executed this Amendment to SOW1 effective the day and year first above written.

OWNER
Town of Hilliard
By: _____
Name: _____
Title: _____
Date: _____

COMPANY
Utility Service Co., Inc.
By:  _____
Name: Jonathan Cato
Title: Senior VP, Advanced Solutions LOB
Date: February 25, 2022

HILLIARD TOWN COUNCIL MINUTES

Hilliard Town Hall / Council Chambers
Post Office Box 249

15859 West County Road 108
Hilliard, FL 32046

<u>MAYOR</u> Floyd L. Vanzant	<u>COUNCIL PRESIDENT</u> John P. Beasley	<u>COUNCIL PRO-TEM</u> Kenny Sims	<u>TOWN COUNCIL</u> Callie Kay Bishop Lee Pickett Jared Wollitz
<u>TOWN ATTORNEY</u> Christian Waugh	<u>PARKS & RECREATION DIRECTOR</u> Kyle Malucci	<u>TOWN CLERK</u> Lisa Purvis	<u>PUBLIC WORKS DIRECTOR</u> Richie Rowe

AGENDA

- ITEM-1** Regular Meeting Agenda
- Thursday, March 7, 2019 @ 7PM
 - Roll Call

Mayor Floyd L. Vanzant	Present
Council President John Beasley	Present
Council Pro Tem Kenny Sims	Present
Councilwoman Callie Kay Bishop	Absent
Councilman Lee Pickett	Present
Councilman Jared Wollitz	Present

- Prayer & Pledge of Allegiance

ITEM-2 Additions/Deletions to Agenda

No additions or deletions.

PAYABLES

ITEM-3 February 2019 \$74,839.35

Motion	Result	M	2 nd	CB	LP	JW	KS	JB
Approve	Approved	JB	LP	A	Y	Y	Y	Y

MINUTES

- ITEM-4** 01-17-2019 Regular Meeting – Amended
02-21-2019 Regular Meeting

Motion	Result	M	2 nd	CB	LP	JW	KS	JB
Approve	Approved	JB	KS	A	Y	Y	Y	Y

PRESENTATION

- ITEM-5** Starting Point Behavioral – Improvement & Renovation – Laureen Pagel & John Mosley

Ms. Laureen Pagel and Mr. John Mosley are present to advise the Council on what Starting Point Behavioral Healthcare does for the community and also update the Council on upcoming improvements and renovations happening at Starting Point. Ms. Pagel advises there is a bill in the house for legislative appropriations funding and they are seeking support to receive healthcare appropriations funding for their renovations and

expansion of their facility in Hilliard. Both Representative Byrd in the House and Senator Bean in the Senate are supporting the bill. They would like a letter from the Town supporting Starting Point Behavioral Healthcare. Ms. Pagel advises she will email a list of House and Senate Representatives along with their contact information so if the Council wishes, they can reach out to help Starting Point get funding for their project. Councilman Sims advises depending on the water renovations they may want to check with the Town on connecting to the Town's water supply. Mr. Paul Barns is on the board at Starting Point and explains what Starting Point has done for his family and what led him to join their board. Motion to have Town Attorney, Christian Waugh or Town Clerk, Lisa Purvis, draft a letter in support of Starting Point Behavioral Healthcare.

Motion	Result	M	2 nd	CB	LP	JW	KS	JB
Approve	Approved	JB	KS	A	Y	Y	Y	Y

ITEM-6 Nassau County Library System – Hilliard Branch Library – Susan Stanley & Dawn Bostwick

Ms. Susan Stanley is present and passes out a Florida Memory calendar to the Mayor, Town Council, Town Attorney and Town Clerk.

TOWN COUNCIL

ITEM-7 Ordinance No. 2018-07 – Temporary Moratorium Medical Marijuana – Discussion of Expiration Date March 1, 2019

Motion to extend the moratorium, Ordinance No. 2018-07 for an additional 6 months expiring September 2019. First reading of the new Ordinance will be held at the March 21, 2019 meeting.

Motion	Result	M	2 nd	CB	LP	JW	KS	JB
Approve	Approved	KS	LP	A	Y	Y	Y	Y

ITEM-8 Hilliard Airpark – Engineering SA No. 13 Box Hanger Building and Repairs to Multiple Hangers – Bill Prange, Engineer AECOM

Motion to approve Engineering Supplemental Agreement Task No. 13, Box Hanger Building and Repairs to Multiple Hangers with Bill Prange, Engineer with AECOM.

Motion	Result	M	2 nd	CB	LP	JW	KS	JB
Approve	Approved	LP	JW	A	Y	Y	Y	Y

ITEM-9 Hilliard Airpark – Engineering SA No. 14 Airfield Security Improvements – Bill Prange, Engineer AECOM

Motion to approve Engineering Supplemental Agreement Task No. 14, Airfield Security Improvements with Bill Prange, Engineer with AECOM.

Motion	Result	M	2 nd	CB	LP	JW	KS	JB
Approve	Approved	JB	KS	A	Y	Y	Y	Y

ITEM-10 Capital Purchase – SUEZ Advanced Metering Infrastructure – Water & Sewer Billing

Mr. Stephen Calhoun and Mr. Andre Noel with Suez are present for any questions the Town Council may have on the water metering system. Town Attorney, Christian Waugh advises that Suez met all of our legal requests in the contract agreement and therefore, he is good with contracts as presented.

Mr. Tim Norman is present to present the numbers on the new water metering system that show the Town will in seven years be even and earning addition revenue based on cost verses water revenue.

Mr. Michael Franklin of County Road 108, Hilliard, speaks concerning the new water meter system and agrees with the Town Council on the decision to move forward. Mr. Franklin asks what the cost is of this new system. Town Clerk, Lisa Purvis states that the new system will cost \$547,236 and will be spread annually over a five year period with an annual maintenance cost of \$24,190 for a fifteen year period.

Motion to enter into purchase and maintenance agreements for a complete AMI/Water Meter Turnkey Installation Project and Suez (USCI) Asset Maintenance Program.

Motion	Result	M	2 nd	CB	LP	JW	KS	JB
Approve	Approved	JB	KS	A	Y	Y	Y	Y

ITEM-11 CDBG 17 NR Water Main & Force Main Replacements Project – Change Order Approval

Motion to set a special meeting to approve the change order for Thursday, March 14, 2019 at 7:00 p.m.

Motion	Result	M	2 nd	CB	LP	JW	KS	JB
Approve	Approved	JB	KS	A	Y	Y	Y	Y

ITEM-12 Set Workshop – Annual Financial Statements - September 30, 2018 Preliminary & Tentative Review – Powell & Jones, Certified Public Accountants

Town Clerk, Lisa Purvis advises a workshop needs to be set for Mr. Richard Powell of Powell & Jones to deliver the preliminary audit review with the final audit review being delivered at the April 4, 2019 regular meeting.

Motion to set a workshop for Monday, March 25, 2019 at 6:00 p.m.

Motion	Result	M	2 nd	CB	LP	JW	KS	JB
Approve	Approved	KS	JW	A	Y	Y	Y	Y

PARKS & RECREATION DIRECTOR

ITEM-13 Employee Resignation – Kid Attendant

Motion to accept Ta'Nasia Pasters resignation as Kid Attendant with March 8, 2019, as her last day.

Motion	Result	M	2 nd	CB	LP	JW	KS	JB
Approve	Approved	LP	JB	A	Y	Y	Y	Y

PUBLIC COMMENTS:

No comments.

MAYOR'S CLOSING COMMENTS:

March Meetings:

Monday, 03-04-2019 @ 7PM	HAC (Town Clean Up)
Thursday, 03-07-2019 @ 7PM	Regular Meeting
Thursday, 03-14-2019 @ 7 PM	Special Meeting (Change Order)
Thursday, 03-21-2019 @ 7PM	Public Hearing & Regular Meeting
Monday, 03-25-2019 @ 6PM	Workshop (Audit Review)

Monday, 03-25-2019 @ 7PM HAC (Town Clean Up)

2019 Town Events

04-13-2019 Hilliard Annual Town Clean Up, Shred It & Blood Drive
 05-27-2019 Memorial Day Ceremony at Oakwood Cemetery
 07-04-2019 Fourth of July Fireworks Display
 11-11-2019 Veterans Day Ceremony
 11-30-2019 Christmas tree Lighting at Life Care
 12-23-2019 Town Staff Christmas Party

COUNCIL MEMBER COMMENTS:

Councilman Wollitz

- Thank you to St. John's River Water Management District for meeting with the Town Council.

ADMINISTRATIVE COMMENT

Town Clerk, Lisa Purvis

- Advises that a septic tank exception was granted and now the owner is wanting to sell the property. Ms. Purvis asks Town Attorney Christian Waugh, if the current owner sells the property will the exception carryover to the new owner? Mr. Waugh advises he will need to review the exception and then advise her on the answer.
- Advises recently there were two items that came up about Chapter 62 Zoning and Land Development Regulations Code and would like to request amending the code. Section 62-287 to allow multi and single-family residents to be re-built in the C-1 General Commercial District if damaged by an act of god and Section 62-360 to add allowing RV's as a permissible use in the RMH Mobile Home District.

Public Works Director, Richie Rowe

- No comment.

Parks & Recreation Director, Kyle Malucci

- Advises so far there are 30 kids registered for Spring Soccer with registration ending March 15, 2019.

LEGAL

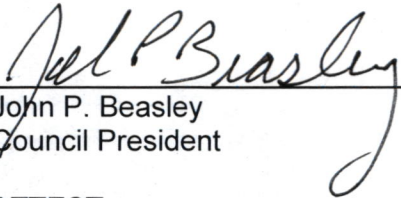
Town Attorney, Christian Waugh

- Advises that a new law is being looked at that would change concerning the code enforcement law, on the per day fines for violations that may lead up to the foreclosure of the property.

ADJOURNMENT


There being no additional business, the meeting adjourns at 8:25 p.m.

Approved this 21st day of March, 2019, by the
Hilliard Town Council, Hilliard, Florida.



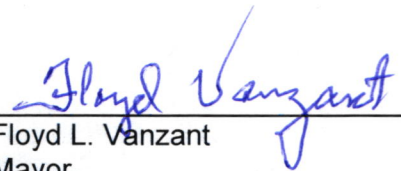
John P. Beasley
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



Floyd L. Vanzant
Mayor



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 3, 2022

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

SUBJECT: Town Council approval of Parks & Recreation Capital Budget Item ‘BUILDING - SWIMMING POOL MARSITE’, Pinnacle Pool Plastering, Inc., using Stonescapes Aqua Cool total amount \$88,429 including 10-year warranty.

BACKGROUND:

Currently, the marsite in the pool is in poor condition. The annual inspection has identified this as an issue for multiple years. It is severely discolored and has begun to break down.

FINANCIAL IMPACT:

This is a budgeted capital item for the Parks & Recreation Department. This is a significant expenditure but is budged and needed. Three quotes were received with one being under budget.

RECOMMENDATION:

Select Pinnacle Plastering at \$88,429 (10yr. Warranty). This is based on price and from collecting feedback from individuals in the pool industry. Pinnacle was most responsive and can fit completion of job prior to pool opening.



January 7, 2022

To: Hillard Community Pool
From: Todd Whelan
Job Address: 37516 Oxford St, Hillard FL 32046

Contact information: Gwhittenburg@townofhillard.com

We propose to provide all labor, supervision and materials needed to complete the following work:

POOL RE-PLASTER (approximately 4366 SQ FT)

- 1) Remove existing material around all fixtures and fittings and replace with new SP1022 fittings
- 2) Pressure clean the entire pool surface using a 5000psi commercial pressure washer, removing any degraded or hollow material
- 3) Install two new anti-vortex code compliant main drains
- 4) Install SGM bond-kote bonding agent over prepared surface
- 5) Install Material TBD on the entire surface of pool
- 6) Install Material TBD and steps
- 7) Remove existing lights and Install 8 new LED lights

NEW TILE

- 1) Remove layer of existing tile and down chip for new tile install
- 2) Install bonding agent over prepared tile line surface
- 3) Install 135 linear feet of 2X6 nonskid captile
- 4) Install 462 linear feet of Racing lanes

Price is subject to change with industry market increase and can also change upon site inspection on the pool. Prices can also change in the demo process if unknown issues arise outside initial quoted project.

Pinnacle Plastering is not responsible for any concrete driveways, pavers driveways or sidewalks, ect.

Total using Diamond Brite Cool Blue \$81,880

5 Year Warranty

Total using Stonescapes Aqua Cool \$88,429

10 Year Warranty

Total using Commercial Grade Sky Blue \$97,161

Limited Lifetime Warranty

Commencement draw due upon start day 60%
Prep Draw due at completion of prep work 30%
Final Draw due when pool is filling with water 10%

APPROVED: _____

DATE: _____

Capital T Enterprises, Inc.

Commercial Pool Business for over 30 years
8505 Florence Cove Road
St. Augustine, FL. 32092
CPC # 1457199



ITEM-4

*** PROPOSAL for * Town of Hilliard**
Atten.: Gabe Whittenbury

November 2, 2021

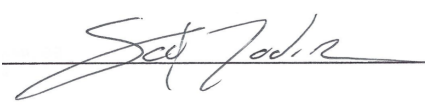
Project Scope:

1) Remarcite Pool	
a) Dewater ground water, then drain pool	
b) remove 2" of gutter to service wall jets	\$117,600
c) Mechanically scarify/ pressure wash entire pool surface to remove old & loose marcite	
d) Install new waterline, gutter and non skid step tile per Code	
e) Pressure wash and acid wash pool surface	
f) install new scum gutter grates, eyeballs, floor inlets & main drains grates	
g) Apply a two part Bon Kote to insure proper bond for new marcite	
h) Re-plaster pool with pre-mix materials, which carries 10 yr. manufacturer warranty	
6) Step Tile	
a) Furnish / Install skid resistance tile	\$3,058
6) Lane Marker	
a) Furnish / Install one non skid lane marker tile in pool floor	\$10,200
Total Price for above . .	\$130,858
 Option: LED Pool Lights, Electrical	 \$9,600
a) Furnish / Install eight new underwater LED lights in existing niches & existing conduit	

* This Proposal is good for 30 days from the above date.
 * Progress payments are expected within 10 days of payment request.
 * Decking, Fencing, & Landscaping, if required by others & not included in this proposal
 * Equipment warranties furnished by manufacturer. One year labor warranty on workmanship
 * Owner to provide water to fill the pool and responsible for water balance after startup

_____ Date: _____
 (Authorized Signature)

_____ (Printed Authorized Person's Name) _____ (Title)

Thank You


 Scot Todor, President

904-591-7360
capitalpools@gmail.com



Tempool, Inc.
 1512 Millcoe Rd., Jacksonville, FL 32225
 Phone (904) 721-2610 - (904) 724-8967
 Fax (904) 724-8155
 CPC 1457065

Customer	town Of Hilliard	Email	gwhittenburg@townofhilliard.com
Address:	37516 oxford street	Email	gwhittenburg@townofhilliard.com
	32046	Referred	
Neighborhood		Date	1/24/22 Monday
Phone H		Time	1st Available Start
	Cell (904) 314-3566		

		Item / Description				Example	
		Drain Pool, Pressure Wash, Acid Wash, Bond Kote				Length of pump to far side:	
	Crystalstone Pebble		Spa	N/A	Vilana		
	Sunstone Pebble					\$150,000.00	
	Tile 6" x 6" Labor Only	N/A	Glass Tile Labor Only	N/A			
	Tile: 6" x 6" No upgrade	N/A	Upgrade	N/A	Glass	N/A	\$5,000.00
	Step Tiles	Not Recommended	Spot Tiles	Not Recommended			
	Racing Lanes					\$10,000.00	
	Plumbing:						
	Salt Generator - Install New		Remove	Included with Install			
3	Pump - Install New		Remove	Included with Install		\$7,500.00	
3	Filter - Install New	Change Sand	Remove	Included with Install		\$3,000.00	
	Jet Installation - No. of Jets to be installed						
	Skimmer Replace	Dual Port	Single Port				
	Light 120v	Install New	\$1,200	\$2,200 w/ new niche			
	Ladder	Install New	/	Remove			
	Plastic Steps	Install New	/	Remove			
	Hand Rail	Install New		New Cost			
2	Main Drain	Frame & Grate		VGB Pebble Top		\$1,000.00	
	Cut Coping	/					
	Floorheads		Brand Name	Delete			
	Spillway	Length		Shape			
	Other :	*** Start-Up / Pressure Check ***				Included	
**	*Well Points (if required)	\$800	Drilled for pressure relief				
**	*Cam Locks (if required)	\$250	Used to maintain shell integrity				
				Total for Example		\$176,500.00	

Customer Signature: _____ **Date** _____

THERE IS NO WARRANTY, EITHER WRITTEN OR IMPLIED, FOR EXISTING LEAKS. Owner will furnish water and utilities at no cost to Tempool, Inc.

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

Floyd L. Vanzant, Mayor
John P. Beasley, Council President
Kenny Sims, Council Pro Tem
Lee Pickett, Councilman
Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, FEBRUARY 17, 2022, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

**CALL TO ORDER
PRAYER & PLEDGE OF ALLEGIANCE
ROLL CALL**

PRESENT
Mayor Floyd Vanzant
Council President John Beasley
Council Pro Tem Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz
Councilwoman Callie Kay Bishop

PUBLIC HEARING

ITEM-1 Ordinance No. 2022-01 - Open Public Hearing
An Ordinance relating to public right-of-way; making findings; vacating public right-of-way within the proposed Greenbrier PUD within the Town of Hilliard, Florida; authorizing recording of a certified copy of this Ordinance; providing for severability; and providing for an effective date.
Town Attorney Waugh

Applicant: Courtney Gaver with Rodgers Towers, P.A. for National Land Partners II, LLC, authorized agents for Hilliard Equity Resources, Property Owner is

present and advises if there are any questions from the public, she will be happy to explain.

Call for Public Comment

No public comments.

Close Public Hearing on Ordinance No. 2022-01.

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

REGULAR MEETING - Town Council Action

Town Council Final Reading and adoption of Ordinance 2022-01.

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

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

Jason Bergendahl with the Town’s Public Works Department advises the Town Council that he wants to offer his sincere gratification and thanks the Council for the Salary increase.

Mike Cole, 55114 Jewel Thomas Road, Callahan, Florida states that he would like to update the Council on the following:

- He serves on the NCEDB and hey have a lot going on.
- Commissioner for OHPA and wants the Town to know that they have Bonding powers and are here to assist the Town if needed.
- Chair for KNB and they are having free tree give away on March 12, 2022 in Callahan and states their website has the link to sign up. He also states he will be at the Town Clean up Planning Meeting on February 28, 2022.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-6 Parks & Recreation Director Gabe Whittenburg to add hiring additional Temporary employee.

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

ITEM-7 Public Works Director Richie Rowe to add the 2022 Right of Way Mowing Contract.

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

ITEM-8 Town Clerk Lisa Purvis to add CDBG Water Main Replacement Change Order No. 5.

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

ITEM-9 Town Council President Beasley to add discussion regarding Fireworks Display with the Town of Callahan.

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

ITEM-3 Town Council approval of Public-School Concurrency Proportionate Share Mitigation Agreement between the School District of Nassau County, the Town of Hilliard, and Hilliard Equity's Resources, LLC, for the Greenbrier PUD.
Lisa Purvis, MMC - Town Clerk

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

ITEM-4 Town Council approval of the Minutes from the February 3, 2022, Regular Meeting.
Lisa Purvis, MMC - Town Clerk

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

ITEM-5 Town Council approval of Mittauer & Associates, Inc., Payable through January 28, 2022, Project Name: CDBG 20 NR Water Main Replacement in the amount of \$3,830.00.
DEO CDBG GRANT FUNDED PROJECT AND CAPITAL FUNDED PROJECT MATCH LUMP SUM CONTRACT \$105,700.00

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

ADDED ITEMS

ITEM-6 Town Council approval to hire Terrah Gardner at \$10.00 per hour, in the Temporary Part-Time Position of Kid Attendant for the After School and Summer Camp Programs in the Parks & Recreation Department.

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

- ITEM-7 Town Council approval of Right of Way Mowing Contract award to Dixon Tree and Lawn Service in the amount of \$70,000.00 for mowing, weed eating, and trash clean-up, a quantity of eight (8) times, at a bid unit price of \$8,750.00, each from March 14, 2022, through October 27, 2022.

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

- ITEM-8 Town Council approval for CDBG Water Main Replacement Change Order No. 5 increase of \$1,600.00 in Contractor Price for the addition of Ground Penetrating Radar (GPR) scans to locate Town utilities prior to installation of new service lines. Increase of 60 days in Contractor Times due to equipment delivery delays.

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

- ITEM-9 Council President Beasley advises that he wants to meet with the Town of Callahan regarding the Fireworks Display for this year and requests their agreement to do so. The Town Council all concur that he should do so.

ADDITIONAL COMMENTS

PUBLIC

Brent Newton, 37116 Lee Street Hilliard, Florida states that he is concerned about the speeders down Lee Street due to small children in the community. He asks about adding speed bumps on this road.

Raymond Schmoldt, 37138 Lee Street Hilliard, Florida agrees with Mr. Newton's statement and states something needs to be done.

MAYOR & TOWN COUNCIL

Mayor Vanzant reads the upcoming meeting dates

March Meetings:

Thursday, 03-03-2022 @7PM Regular Meeting

Thursday, 03-17-2022 @7PM Regular Meeting

Public Works Director Richie Rowe states he will look into flashing speed signs.

Council Pro Tem Sims states he will ask the attorney about the possibility of reducing the speed limit from 30 mph to 25 mph.

Council Pro Tem Sims advises the Council and Public that Public Works Director Richie Rowe apologized that the Mowing Contract was added to the agenda with such short notice. He states the Mowing Contract required it to be awarded within 24 hours or he would not have rushed to put it on the agenda.

Mayor Vanzant advises that we can reach out to the Sheriff for added patrol.

Council President Beasley advises Mrs. Van will be at the Town Clean-Up. He also

reminds everyone about the Hilliard Action Committee meeting on February 28, 2022, at 7:00 p.m. to plan the Town Clean-Up.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

Parks & Recreation Director, Gabe Whittenburg

Town Clerk Lisa Purvis advises the Council that the Westside Republicans Meeting will be held on March 1, 2022, at 7:00 p.m. Town Clerk Purvis also states that the Town should be funded for two of the eight projects so far: the two being the Oxford Force Main and the Sixth Street Paving.

Council President Beasley states that he was invited to speak at the Westside Republicans Meeting at the Woodshed.

TOWN ATTORNEY

Not requested to attend.

ADJOURNMENT

Motion to adjourn at 7:40 p.m.

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

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

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:


Floyd L. Vanzant

Chad Brock Enterprises, Inc.
 P.O. Box 1325
 Hilliard, FL 32046
 P: 904-507-3299
 Fax: 904-845-1296
 cbrocklandscape@windstream.net

Date	Invoice #
2/21/2022	11305

Town Of Hilliard
 P.O. Box 249
 15859 C.R. 108
 Hilliard, FL 32046

P.O. No.

Item	Quantity	Description	Rate	Amount
Spraying	1	Turf Runway Improvements. Project NO. 60611457. Bimonthly Spraying of Runway. Completed Feb 21, 2022. Approved 2-21-2022 by Michael R. Arnold 	4,100.00	4,100.00
Feb Service			Total	\$4,100.00

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

FROM: **AEC Electrical Contractors Inc.**
7005 Lloyd Road West
Jacksonville, FL 32220

CONTRACT FOR:

PROJECT:
Hilliard Airport Security and lighting
 FDOT FPID No.443125-1-94-18

Engineer:
AECOM
7650 West Courtney Camp
Tampa FL 33607

APPLICATION #: **5**

APPLICATION DATE: **2/25/2022**

PERIOD FROM: **2/1/2022**

PERIOD TO: **2/28/2022**

PROJECT #: **6598**

SUBCONTRACT#

CONTRACT DATE: **10/5/2021**

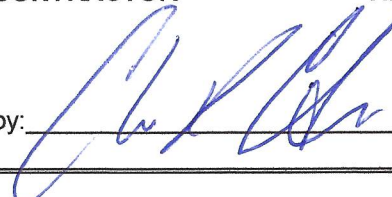
Distribution to:
 Owner
 Architect
 Contractor

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Total changes approved in previous months by Owner	ADDITIONS	DEDUCTIONS
Total approved this Month	3,250.00	
Number		
TOTALS	\$3,250.00	
NET CHANGES by Change Order	\$3,250.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR **AEC Electrical Contractors Inc.**

by:  **February 25 2022**

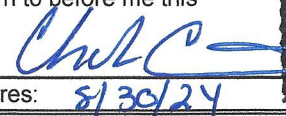
Application is made for payment, as shown below, in connection with Contract.

Continuation Sheet (Schedule of Values), is attached.

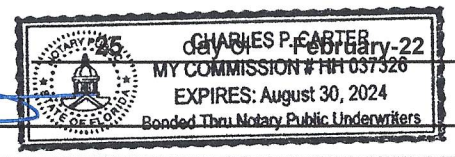
1. ORIGINAL CONTRACT SUM.....	\$165,000.00
2. Net change by Change Orders.....	\$3,250.00
3. CONTRACT SUM TO DATE	\$168,250.00
4. TOTAL COMPLETED AND STORED TO DATE.....	\$148,000.00
5. RETAINAGE:	
a. <u> 5 </u> % of Completed work.....	\$7,400.00
b. <u> 5 </u> % of Stored Material.....	\$0.00
Total Retainage (Line 5a + 5b or Total in Column I)	\$7,400.00
6. TOTAL EARNED LESS RETAINAGE.....	\$140,600.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$129,675.00
(Line 6 from prior certificate)	
8. CURRENT PAYMENT DUE.....	\$10,925.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	\$27,650.00

State of: Florida County of: Duval

Subscribed and sworn to before me this

Notary Public: 

My Commission expires: **8/30/24**



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation of amount differs from the amount applied for)

ARCHITECT: Digitally signed by Prange, Bill
 DN: cn=Prange, Bill, ou=USTPA1,
 email=bill.prange@aecom.com

By: **February 25, 2022**
 Date: 2022.02.25 12:04:13 -05'00'

This Certificate is not negotiable, The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703 (Instruction on reverse side)

AEC Electrical Contractors Inc.
 7005 Lloyd Road West
 Jacksonville, FL 32220

APPLICATION #: 5
 APPLICATION DATE 2/25/2022
 PERIOD FROM: 2/1/2022
 PERIOD TO: 2/28/2022
 PROJECT #: 6598

WORK COMPLETED

DESCRIPTION OF WORK	SCHEDULED VALUE	WORK FROM PREVIOUS APPLICATION (D + E)	COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% COMPLETE (G -- C)	BALANCE TO FINISH (C -- G)	RETAINAGE 5%
mobilization	\$ 10,500.00	\$ 10,500.00		\$ -	\$ 10,500.00	100%	\$ -	\$525.00
Gate 1	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Set pole and conduit	\$ 13,500.00	\$ 13,500.00		\$ -	\$ 13,500.00	100%	\$ -	\$675.00
Electrcial	\$ 6,000.00	\$ 3,500.00	\$ 2,500.00	\$ -	\$ 6,000.00	100%	\$ -	\$300.00
Comm	\$ 12,000.00	\$ 8,000.00	\$ 2,000.00	\$ -	\$ 10,000.00	83%	\$ 2,000.00	\$500.00
Gate 2	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Set pole and conduit	\$ 13,500.00	\$ 13,500.00		\$ -	\$ 13,500.00	100%	\$ -	\$675.00
Electrcial	\$ 6,000.00	\$ 3,500.00	\$ 2,500.00	\$ -	\$ 6,000.00	100%	\$ -	\$300.00
Comm	\$ 12,000.00	\$ 8,000.00	\$ 2,000.00	\$ -	\$ 10,000.00	83%	\$ 2,000.00	\$500.00
Gate 3	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Set pole and conduit	\$ 13,500.00	\$ 13,500.00		\$ -	\$ 13,500.00	100%	\$ -	\$675.00
Electrcial	\$ 6,000.00	\$ 3,500.00	\$ 2,500.00	\$ -	\$ 6,000.00	100%	\$ -	\$300.00
Comm	\$ 12,000.00	\$ 8,000.00	\$ 2,000.00	\$ -	\$ 8,000.00	67%	\$ 4,000.00	\$400.00
FBO		\$ -	\$ -	\$ -	\$ -		\$ -	
rough-in data	\$ 10,000.00	\$ 10,000.00		\$ -	\$ 10,000.00	100%	\$ -	\$500.00
trim -out data	\$ 3,000.00	\$ 2,000.00		\$ -	\$ 2,000.00	67%	\$ 1,000.00	\$100.00
test-label	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,000.00	
Cameras	\$ 45,000.00	\$ 39,000.00		\$ -	\$ 39,000.00	87%	\$ 6,000.00	\$1,950.00
		\$ -	\$ -	\$ -	\$ -		\$ -	
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	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
TOTAL	\$ 165,000.00	\$ 136,500.00	\$ 11,500.00	\$ -	\$ 148,000.00	90%	\$ 17,000.00	\$7,400.00

A.E.C. Electrical Contracting, Inc.

In ITEM-7

7005 Lloyd Rd. W.
 Jacksonville , Fl. 32220
 904-766-6848

DATE	INVOICE #
2/25/2022	10033

BILL TO
Town of Hilliard Steve Wingate P.O. Box 249 Hilliard, Fl. 32046

P.O. NO.	TERMS	PROJECT
APP# 5	Net 30	#6598-Security...

ITEM	DESCRIPTION	Est Amt	Prior ...	Prior %	QTY	RATE	Curr %	Total %	AMO...
Service	Electrical Installation of Security, Cameras-NVR Workstations at Hilliard Airpark, Town of Hilliard, 37792 Eastwood Road Hilliard Florida 32046 AEC's Job#6598 FAA AIP No. N/A FDOT FM No.443125-1-94-18	*****	*****	77.07%	0.06493	*****	6.49%	83.57%	10925.00

We Now Accept Most Major Credit Cards						Total	\$10,925.00		
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Exhibit M

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 of 2 PAGES

TO OWNER: Town of Hilliard... PROJECT: New Box Hangar, Hangar Repairs and New Equipment Storage Bldg... APPLICATION NO: 7... Distribution to: OWNER [X] ARCHITECT CONTRACTOR... FROM CONTRACTOR: McInnis Services, LLC dba LMC Steel... ARCHITECT: AECOM... PERIOD TO: 2/28/2022... FDOT FPID Nos. 431303-1-94-18 and 444413-1-94-01... CONTRACT FOR: New Box Hangar, Hangar Repairs and New Equipment Storage Bldg. CONTRACT DATE: 8/19/2021

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Table with 2 columns: Description and Amount. Rows include: 1. ORIGINAL CONTRACT SUM (\$ 515,857.00), 2. Net change by Change Orders (\$ 28,300.00), 3. CONTRACT SUM TO DATE (Line 1 ± 2) (\$ 544,157.00), 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) (\$ 465,788.68), 5. RETAINAGE: a. 5 % of Completed Work (\$ 21,874.43), b. % of Stored Material (\$ -), Total Retainage (Lines 5a + 5b or Total in Column I of G703) (\$ 21,874.43), 6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) (\$ 443,914.25), 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (\$ 368,626.75), 8. CURRENT PAYMENT DUE TO McInnis Services, LLC (\$ 75,287.50), 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) (\$ 100,242.75)

CONTRACTOR: McInnis Services, LLC dba LMC Steel
By: [Signature] Date: 2/18/2022
State of: County of:
Subscribed and sworn to before me this day of
Notary Public:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 75,287.50

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Digitally signed by Prange, Bill DN: cn=Prange, Bill, ou=USTPA1, email=bill.prange@aecom.com Date: 2022.02.25 16:55:13 -05'00' February 25, 2022

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY table with columns: CHANGE ORDER SUMMARY, ADDITIONS, DEDUCTIONS. Rows include: Added work in Hangars 12 and 13 See CO #1 (\$28,300.00), Total approved prior months (\$28,300.00), Total approved this month (\$0.00), TOTALS (\$28,300.00), NET CHANGES by Change Order (\$28,300.00)

CONTINUATION SHEET

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulations below, amounts are listed to the nearest dollar.

APPLICATION NUMBER: 7
APPLICATION DATE: 2/15/2022
PERIOD TO: 2/28/2022
PROJECT NAME: New Box Hangar, Hangar Repairs and New Equipment Storage Bldg.

A	B	C	D	E	F	G	I	J	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUS APPLICATIONS	WORK COMPLETE THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D+E+F)	% COMPLETE (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE (5% OF G)
BOX HANGAR BUILDING (FPID 431303-1-94-18)									
C-105-2.1	MOBILIZATION	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00	100%	\$ -	\$ 600.00
13125-1	PREFABRICATED BOX HANGAR WITH HYDRAULIC DOOR, INCLUDING FINAL DESIGN, PERMITTING, FOUNDATION, SITE WORK, BUILDING ELECTRICAL WORK, AND ALL NECESSARY APPURTENANCES, COMPLETE IN PLACE	\$ 193,891.00	\$ 118,989.84	\$ 35,000.00	\$ -	\$ 153,989.84	79%	\$ 39,901.16	\$ 7,699.49
U-1	SITE UTILITIES, WATER, AND SITE ELECTRIC	\$ 7,800.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	64%	\$ 2,800.00	\$ 250.00
SUBTOTAL - BOX HANGAR BUILDING (FPID 431303-1-94-18)		\$ 213,691.00	\$ 118,989.84	\$ 52,000.00	\$ -	\$ 170,989.84	80%	\$ 42,701.16	\$ 8,549.49
REPAIRS TO MULTIPLE HANGARS (FPID 431303-1-94-18)									
C-105-2.1	MOBILIZATION	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -
REPAIR-1	HANGAR #12 REPAIRS	\$ 19,410.00	\$ 19,410.00	\$ -	\$ -	\$ 19,410.00	100%	\$ -	\$ 970.50
REPAIR-2	HANGAR #7 REPAIRS	\$ 24,820.00	\$ 24,820.00	\$ -	\$ -	\$ 24,820.00	100%	\$ -	\$ 1,241.00
REPAIR-3	HANGAR #13 REPAIRS	\$ 6,800.00	\$ 6,800.00	\$ -	\$ -	\$ 6,800.00	100%	\$ -	\$ 340.00
REPAIR-4	HANGAR #5 REPAIRS	\$ 24,820.00	\$ 24,800.00	\$ -	\$ -	\$ 24,800.00	100%	\$ 20.00	\$ 1,240.00
REPAIR-5	HANGAR #3 REPAIRS	\$ 17,490.00	\$ 17,490.00	\$ -	\$ -	\$ 17,490.00	100%	\$ -	\$ 874.50
REPAIR-6	HANGAR #14 (FBO) REPAIRS	\$ 1,620.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,620.00	\$ -
REPAIR-7	HANGAR #6 REPAIRS	\$ 19,910.00	\$ 19,910.00	\$ -	\$ -	\$ 19,910.00	100%	\$ -	\$ 995.50
REPAIR-8	HANGAR #8 REPAIRS	\$ 16,900.00	\$ 16,900.00	\$ -	\$ -	\$ 16,900.00	100%	\$ -	\$ 845.00
REPAIR-9	HANGAR #22 REPAIRS	\$ 980.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 980.00	\$ -
SUBTOTAL - REPAIRS TO MULTIPLE HANGARS (FPID 431303-1-94-18)		\$ 132,750.00	\$ 130,130.00	\$ -	\$ -	\$ 130,130.00	98%	\$ 2,620.00	\$ 6,506.50
AIRPORT EQUIPMENT STORAGE BUILDING (FPID 444413-1-94-01)									
C-105-2.21	MOBILIZATION	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 12,000.00	\$ -
13125-2	PREFABRICATED STORAGE BUILDING WITH ROLL-UP DOORS, INCLUDING FINAL DESIGN, PERMITTING, FOUNDATION, SITE WORK, BUILDING ELECTRICAL AND ALL NECESSARY APPURTENANCES, COMPLETE IN PLACE	\$ 147,916.00	\$ 109,118.84	\$ 27,250.00	\$ -	\$ 136,368.84	92%	\$ 11,547.16	\$ 6,818.44
U-2	SITE UTILITIES, WATER, AND SITE ELECTRIC	\$ 9,500.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 9,500.00	\$ -
SUBTOTAL - AIRPORT EQUIPMENT STORAGE BUILDING (FPID 444413-1-94-01)		\$ 169,416.00	\$ 84,046.00	\$ 27,250.00	\$ -	\$ 136,368.84	80%	\$ 33,047.16	\$ 6,818.44
TOTAL PROJECT COST		\$ 515,857.00	\$ 333,165.84	\$ 79,250.00	\$ -	\$ 437,488.68	259%	\$ 78,368.32	\$ 21,874.43
Change Orders									
	added work Hangar 12	\$ 12,500.00	\$ 12,500.00	\$ -	\$ -	\$ 12,500.00	100%	\$ -	\$ -
	added work Hangar 13	\$ 15,800.00	\$ 15,800.00	\$ -	\$ -	\$ 15,800.00	100%	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
TOTAL CHANGE ORDERS		\$ 28,300.00	\$ 28,300.00	\$ -	\$ -	\$ 28,300.00	100%	\$ -	\$ -
GRAND TOTALS:		\$ 544,157.00	\$ 361,465.84	\$ 79,250.00	\$ -	\$ 465,788.68	\$	\$ 78,368.32	\$ 43