

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

STAFF

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

TOWN ATTORNEY

Christian Waugh

Minutes

Thursday, February 4, 2021 at 7:00 PM

Call to Order

Roll Call

Prayer & Pledge of Allegiance

PRESENT

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

PUBLIC HEARING

ITEM-1

Open Public Hearing on Ordinance No. 2021-02

Rezoning A-1 to PUD

Whisper Ridge PUD – B.A.M.S. Properties

Courtney Gaver and Emily Pierce, Rowers Towers, P.A., Applicant

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, REZONING THE PROPERTY LOCATED ON THE EAST SIDE OF KINGS FERRY ROAD AND SOUTH OF OLD PINERIDGE ROAD, DESCRIBED IN ATTACHMENT "A", LEGAL DESCRIPTION FROM A-1, AGRICULTURAL TO PUD, PLANNED UNIT DEVELOPMENT, SPECIFICALLY DESCRIBED IN ATTACHMENT "B" WRITTEN DESCRIPTION, AND ATTACHMENT "C" SITE PLAN; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.

Call for Public Comment

Close Public Hearing on Ordinance No. 2021-02

Town Attorney Waugh reads Ordinance No. 2021-02, by title.

Courtney Gaver from Rogers Towers gives a presentation and overview of the Whisper Ridge Planned Unit Development.

Jessica Mekara 371086 Kings ferry Road, Hilliard, Florida speaks regarding the Whisper Ridge PUD and stresses that the building lots need to be larger than 50 feet lots.

Motions to close the Public Hearing on Ordinance No. 2021-02.

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

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

Motion to add Item-20 Set Workshop between Town of Hilliard, Town of Callahan,
Callahan Business Owners & the Northeast Florida Fair Association following the
February 18, 2021, Regular Meeting at 7:00 p.m.

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

Motion to move Item-17 Hilliard Airpark Land Acquisition FDOT & FAA Funded –
Contract Approval – Hilliard Congregation of Jehovah's Witnesses, to follow Item-5
Hilliard Airpark Projects Updates – Bill Prange, PE.

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

PAYABLES

ITEM-3 January 2021 \$48,245.23

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

MINUTES

ITEM-4 01-07-2021 Public Hearing & Regular Meeting 01-21-2021 Regular Meeting

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

TOWN COUNCIL

ITEM-5 Hilliard Airpark Projects Updates – Bill Prange, PE

Mr. Bill Prange with AECOM is present and updates the Town Council on the Hilliard
Airpark Project.

Current Projects:

FDOT JPA Renovation of Existing Hangars & the Design Construction of New Box
Hangar – Balance \$202,000.

FDOT JPA Design & Construction of a Security Camera & Video Recording System –
Balance \$193,775.97.

FDOT JPA Maintenance & Improvements to the Turf Runway 18/36 – Balance \$81,000.

Are currently Joint Participation Agreement's (JPA) that the FDOT is in the process of
closing out and will be reopening them as Public Transportation Grant Agreements
(PTGA) in April 2021. The FDOT has found that the language in the JPA's was not in
line with the Florida Statutes therefore they have re written and they are now called
PTGA's.

FDOT PTGA Design & Construct Maintenance Building – Balance \$260,376.23.
Will be bid with the hangar renovation and new hangar to save bidding and construction costs.

FDOT JPA Acquire Land for the RPZ on South Side of Airpark – Balance \$146,235.50.
FAA Acquire 5.42 Acres of Property for Runway Protection Zone to Runway 36 – Balance \$136,253.

The FDOT JPA will close out in June 2021 and the land to the South of the Runway 36 is currently pending contract and our Town Attorney will discuss next.

FDOT PTGA Install Perimeter Security Fencing for Acquired Land South – Balance \$36,000.

This project is on hold until additional Environmental Assessment work can be done to satisfy the Seminole Tribe and we should receive funding from the FDOT around August – September 2021. Before future land can be acquired to the North to realign Pea Farm Road outside of the Runway Protection Zone this additional EA work will need to be done.

FAA CARES ACT – Balance \$13,705.

Approximately \$16,300 in funds were used to purchase a digital card reading system for the fuel tank and the balance of these funds Hilliard Aviation, Inc. will discuss, spending the balance with Town Clerk Purvis.

Future Projects:

FDOT PTGA Environmental Study 2021

FAA 2022 or 2023 Funds

Clearing & Fencing 2022 90% FAA.

FAA Pre Application 2018 Funds

Runway edge lighting & end lights & pre-path indicator lights & windsock FAA 90% and FDOT 10%

Recap of the Five-Year Plan:

Acquisition of parcel South

Construction of Hangars

Acquisition of parcel North

FDOT deferred all equipment purchase projects out four years with revenues lost due to COVID.

TOWN ATTORNEY

ITEM-17 Hilliard Airpark Land Acquisition FDOT & FAA Funded –
Contract Approval – Hilliard Congregation of Jehovah's Witnesses

Town Attorney Waugh explains easement .5-acre drainage only, .09-acre shed access only and that we can add a number 23 to the contact to state pending FDOT approval. Council President Beasley questions the shed fence. Bill Prange states the fence in on the property line with gate and fence around shed

Motion to approve contact with the sale contingent on FDOT's approval.

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

ITEM-6 P&Z Board Recommendation – Janis Fleet, AICP, LUA
Lot Split / Reconfiguration – Tim & Iris Campbell

Land Use Administrator Janis Fleet provides the Planning & Zoning Board recommendation for the Lot Split/ Lot Reconfiguration request by Tim and Iris Campbell, Property Owners of Parcel # 08-3N-24-2380-0078-0010. Located at the corner of Pine Street and Third Avenue.

Council Pro Tem Sims asks about the structure that is shown on the survey.

Mr. Tim Campbell 361622 Pine Street states that it is an old fence shown on the survey.

Motion to approve lot split of Parcel #08-3N-24-2380-0078-0010.

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

ITEM-7 P&Z Board Recommendation – Janis Fleet, AICP, LUA
Whisper Ridge PUD – B.A.M.S. Properties, Owner

Land Use Administrator, Janis Fleet updates the Council from the Planning & Zoning Board Meeting on February 2, 2021 and advises that Planning and Zoning Board recommends to the Town Council the rezoning of parcels #04-3N-24-0000-0006-0010 and #04-3N-24-0000-0004-0100, from A-1 Agricultural to PUD, Planned Unit Development to create the Whisper Ridge PUD. The proposed rezoning provides for orderly growth and use of the subject property and the only item not included in the update that the Planning & Zoning Board recommended was that sidewalks be on both side of the road verses just one side.

Items discussed between the Town Council and the developer were:

If cars parked on street buses or fire truck won't be able to fit down the street. Ms. Gaver states that the HOA (homeowners association) will not allow parking on the street.

The need for a school bus stop with a covered bench waiting area should be added at the entrance of the development.

Sidewalks on both sides of road is discussed as to the pros and cons. The developer states that it gives the property owner that flexibility as to if they want a sidewalk in their front yard or not.

ITEM-8 Ordinance No. 2021-02 - Rezoning A-1 to PUD
Whisper Ridge PUD – B.A.M.S. Properties, Owner
Courtney Gaver and Emily Pierce, Rowers Towers, P.A., Applicant
First Reading & Set Second Public Hearing
AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, REZONING THE PROPERTY LOCATED ON THE EAST SIDE OF KINGS FERRY ROAD AND SOUTH OF OLD PINERIDGE ROAD, DESCRIBED IN ATTACHMENT "A", LEGAL DESCRIPTION FROM A-1, AGRICULTURAL TO PUD, PLANNED UNIT DEVELOPMENT, SPECIFICALLY DESCRIBED IN ATTACHMENT "B" WRITTEN DESCRIPTION, AND ATTACHMENT "C" SITE PLAN; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.

Town Attorney Waugh reads Ordinance No. 2021-02, by title.

Motion to approve Ordinance No. 2021-02, on First Reading with having sidewalks on one side verses the recommendation of the Planning & Zoning Board to have them on both sides of the street. The Second Public Hearing is set for Thursday, April 1, 2021 at 7:00 p.m.

Council Pro Tem Sims and Councilwoman Bishop both state that they would like sidewalks to be only on one side of the street. Planning & Zoning Board Member Harold Frey comments on having sidewalks on both sides of the street and states that regardless of the traffic study there needs to be a turning lane off Kings Ferry Road. Councilman Wollitz state that Kings Ferry Road is a County road and that Nassau County has said over the turn lane not the Town of Hilliard. Planning & Zoning Board Member Harold Frey also, states that he would like to see the lift station that the development will be installing have capacity for future growth. The Wisper Ridge Engineer speaks regarding the lift station and adding capacity and states that it can be done and that they can provide the cost to the Town for the additional capacity.

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

ITEM-9 Land Use Administrator - Quarterly Report October – December 2020 – Janis Fleet

Land Use Administrator, Janis Fleet provides quarterly report. Councilwoman Bishop questions what is included when Ms. Fleet signs off on building permits. Ms. Fleet explain the build permit procedures.

ITEM-10 Building Inspector – Quarterly Report October – December 2020 – Larry Hogan

Building Inspector, Larry Hogan provides a report from Town Hall regarding permits that were paid for during the period of October – December 2020. Mr. Hogan comments that he is unable to produce what the Council is asking for without the Town paying him additional funds even if his contract states he shall provide reasonable requests made by the Council. Town Attorney Waugh advises what the Council is asking for is a reasonable request and that per his contract Section 2.3 he should provide. Councilman Pickett ask how many final inspections he completed during this quarter. Mr. Hogan advises he would say six. Council and Mr. Hogan discuss what each considers to be reasonable and Mr. Hogan comments that he is not willing to give consulting time as part of his contract with the Town. Attorney Waugh advises Mr. Hogan that when he refuses a reasonable request its potential a breach of the agreement. Mr. Hogan ask if he should submit a termination notice so that he does not have a potential breach of agreement. Mr. Hogan also advises the Council on CS/CS/HB 7103 – Community Development and Housing, specifically with regards to Private Providers and that a refund is due to him.

ITEM-11 Code Enforcement – Quarterly Report October – December 2020 – Del Miley

Code Enforcement Officer, Del Miley provides a summary report.

ITEM-12 Set Workshop – P&R Director Accomplishments & Town Hall Additional Office Staff Member – Thursday, March 18, 2021, 6:00 p.m.

Motion to set another workshop for March 18, 2021 at 6:00 p.m.

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

TOWN CLERK

ITEM-13 Southeastern Bank Credit Cards – IT & Department Head's Card Holders

Motion to approve 4 Southeastern Bank Credit Cards with a total credit limit of \$20,000.00.

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

PARKS & RECREATION DIRECTOR

ITEM-14 Resolution No. 2021-03 – Hilliard Parks & Recreation Programs & Fees
A RESOLUTION BY THE HILLIARD TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA; AMENDING RESOLUTION NO. 2020-07; SETTING FORTH THE RULES & REGULATIONS; PROGRAMS & FEES; AND FACILITIES & PROPERTIES FOR THE TOWN OF HILLIARD PARKS & RECREATION DEPARTMENT; PROVIDING AN EFFECTIVE DATE.

Town Attorney Waugh reads Resolution No. 2021-03, by title.

Parks & Recreation Director Gabe Whittenburg explains the changes that he is recommending.

Motion to adopt Resolution No. 2021-03, Hilliard Parks & Recreation Programs & Fees.

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

ITEM-15 Position Process Non-Exempt Temporary Position – P&R Gymnastics Instructure/Coach

Motion to approve P&R Gymnastics Instructor / Coach at \$20.00 per class with 2 classes per week.

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

ITEM-16 Monthly Summary Report HPR – February 2021

Parks & Recreation Director Gabe Whittenburg presents the February 2021 monthly summary report for Hilliard Parks and Recreation and advises that basketball season is going great. That temporary lighting over the bleachers was installed at the Town Gym, that the lighting is helped brighten up the Gym, a special thank you to Hal Keene for doing this. The Fitness Center received a much-needed LED lighting upgrade. A special thank you goes out to Ryan Jackson at Nassau Electric for supporting this project. The Historical Recovery Association of North Florida visited the North Oxford Street Park on Saturday, January 23rd although nothing of value was found our park was able to benefit from their visit.

TOWN ATTORNEY

ITEM-17 Hilliard Airpark Land Acquisition FDOT & FAA Funded –
Contract Approval – Hilliard Congregation of Jehovah's Witnesses

Moved under Item-5 to be discussed while the Hilliard Airpark Engineer Mr. Bill Prange is present.

ITEM-18 Scussell House – Orange Street Right of Way

Town Attorney Waugh reports on options and advises that using taxpayer dollars to move a private citizen's house or to vacate a right of way are both not recommended options as they would set legal precedence.

ITEM-19 National League of Cities – Service Line Warranty Program

Nothing to report currently.

ADD

ITEM-20 Set Workshop Fireworks Display Town of Hilliard & Town of Callahan

Motion to set a Workshop between Town of Hilliard & Town of Callahan, and to invite the Callahan Businessmen Group & the Northeast Fair Association to discuss Fireworks, following the February 18, 2021 Regular Meeting at 7:00 p.m.

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

PUBLIC COMMENTS:

Charlie Reed Illinois Street, Hilliard, FL advises that he liked to donate to the Parks & Recreation Department to go towards the Summer Camp Field Trips.

Michael Franklin CR 108, Hilliard, FL states there has been no injustice to the Scussell Family that the Town has not asked the family to move the house nor did they while Ms. May Scussell was residing in her home.

MAYOR & COUNCIL CLOSING COMMENTS:**Mayor Vanzant****February Meetings:**

Thursday, 02-18-2021 @ 7PM

Regular Meeting (PAYABLES ONLY)

Thursday, 02-18-2021 @ 7PM

Workshop (TOH & TOC Fireworks Display)

March Meetings:

Thursday, 03-04-2021 @ 7PM

Public Hearing & Regular Meeting

Thursday, 03-18-2021 @ 7PM

Regular Meeting (PAYABLES ONLY)

Councilman Sims

Congratulates Public Works Director Ritchie Rowe.

Councilwoman Bishop

Thanks, the public for sticking around for the entire meeting.

ADMINISTRATIVE STAFF COMMENTS:

Town Clerk Lisa Purvis

No comment.

Public Works Director Ritchie Rowe

Advises the timber removed from the Mikkelsen Estate equaled 9 loads @ \$335.00 per load totaling a little over \$3,000.

Parks & Recreation Director Gabe Whittenburg

Advises that he met with some local citizen that are interested in having a Farmers Market similar to what they do in Callahan and that they discussed setting up in the parking lot in front of the Annex Building.

LEGAL COMMENTS:

Town Attorney Christian Waugh

Congratulates Public Works Director Ritchie Rowe.

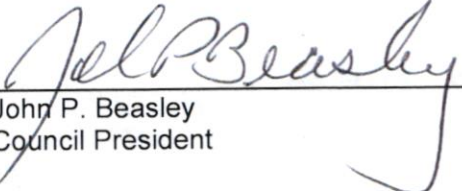
ADJOURNMENT

There being no additional business.

Motion to adjourn the meeting at 10:10 p.m.


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

Approved this 4th day of March, 2021 by the Hilliard Town Council, Hilliard, Florida.



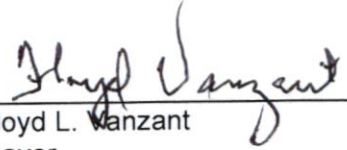
John P. Beasley
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



Floyd L. Vanzant
Mayor