

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

John P. Beasley, Mayor  
Kenny Sims, Council President  
Lee Pickett, Council Pro Tem  
Joe Michaels, Councilman  
Jared Wollitz, Councilman  
Dallis Hunter, Councilman

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Cory Hobbs, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

**THURSDAY, SEPTEMBER 18, 2025, 7:00 PM**

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### 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

## PRESENTATIONS

### ITEM-1

Florida League of Cities to Present Mayor John P. Beasley with the Mayor John Land Years of Service Award for 25 Years of Service to the Town of Hilliard  
***Chris Holley, Director of Member Services & Training – Florida League of Cities***

## REGULAR MEETING

### ITEM-2

Additions/Deletions to Agenda

### ITEM-3

Town Council approval of Septic Exception Application No. 20250903.01, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 15656 CR 108. Parcel ID No. 20-3N-24-2020-0028-0000.  
***Cory Hobbs – Public Works Director***

### ITEM-4

Town Council approval of Resolution 2025-11, for the creation of private street to serve as frontage for Parcel ID No. 17-3N-24-2020-0016-0010.  
***Lee Anne Wollitz – Land Use Administrator***

- ITEM-5** Town Council approval of Septic Exception Application No. 20250911.01, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 Magnolia Parcel ID No. 17-3N-24-2020-0016-0010.  
***Cory Hobbs – Public Works Director***
- ITEM-6** Town Council to adopt Resolution No. 2025-12, authorizing the Hilliard Middle Senior High School Homecoming Parade on Friday, September 19, 2025, beginning at 2:45 p.m.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-7** Town Council approval to adopt Resolution No. 2025-13, Authorizing the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection for State of Florida Fiscal Year 2026-2027, for the development of Oxford Street Park Ph V.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-8** Town Council approval to adopt Resolution No. 2025-14, Authorizing the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection for State of Florida Fiscal Year 2026-2027, for the development of Town Hall Park Ph II.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-9** Town Council approval of the Minutes for the September 4, 2025, Public Hearing & Regular Meeting and September 8, 2025, Workshop.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-10** Town Council approval of AECOM, Payable through August 29, 2025, Project Name: Design & Construct New Box Hangar at the Hilliard Airpark in the amount of \$10,029.69.  
**FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441**
- ITEM-11** Town Council approval of PQH Group, Payable through September 9, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$3,576.02.  
**FDEM 100% GRANT FUNDED PROJECT \$5,890,200; PQH GROUP LUMP SUM CONTRACT \$572,000**
- ITEM-12** Town Council approval of Triple B Dirt LLC, Payable through September 4, 2025, Project Name: Northwest Quadrant Upgrades Project in the amount of \$29,750.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$40,000**
- ITEM-13** Town Council approval of Payables through September 18, 2025, Project Name: Town Hall Park Improvements \$50,539.67.  
**NASSAU COUNTY BOCC FY 2023/2024 MUNICIPAL GRANT IN THE AMOUNT OF \$50,000**

**ADDED ITEMS**

## **ADDITIONAL COMMENTS**

### **PUBLIC**

### **MAYOR & TOWN COUNCIL**

### **ADMINISTRATIVE STAFF**

### **TOWN ATTORNEY**

## **ADJOURNMENT**

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

## **TOWN COUNCIL MEETINGS**

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

## **PLANNING & ZONING BOARD MEETINGS**

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

## **MINUTES & TRANSCRIPTS**

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

## **TOWN WEBSITE & YOUTUBE MEETING VIDEO**

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).

Live & recorded videos can be accessed at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

## **ADA NOTICE**

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

## **APPEALS**

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

## **PUBLIC PARTICIPATION**

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

## **EXPARTE COMMUNICATIONS**

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

## **2025 HOLIDAYS**

### **TOWN HALL OFFICES CLOSED**

|                                  |                              |
|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 20, 2025     |
| 2. Memorial Day                  | Monday, May 26, 2025         |
| 3. Independence Day              | Friday, July 4, 2025         |
| 4. Labor Day                     | Monday, September 1, 2025    |
| 5. Veterans Day                  | Tuesday, November 11, 2025   |
| 6. Thanksgiving Day              | Thursday, November 27, 2025  |
| 7. Friday after Thanksgiving Day | Friday, November 28, 2025    |
| 8. Christmas Eve                 | Wednesday, December 24, 2025 |
| 9. Christmas Day                 | Thursday, December 25, 2025  |
| 10. New Year's Eve               | Wednesday, December 31, 2025 |
| 11. New Year's Day               | Thursday, January 1, 2026    |





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: Sept. 18, 2025

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

SUBJECT: Florida League of Cities to Present Mayor John P. Beasley with the Mayor John Land Years of Service Award for 25 Years of Service to the Town of Hilliard.

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#### **BACKGROUND:**

Florida League of Cities Mayor John Land, Years of Service Awards named in honor of long-time Apopka Mayor John Land who served his city for more than 60 years, this award honors elected municipal officials for their years of dedicated public service. Tonight, we are honoring Mayor Beasley for 25 Years of Service to the Town of Hilliard. Mayor Beasley was elected on November 7, 2000, and took his first Oath of Office on January 4, 2001. Attached please find the 25-year journey that Mayor Beasley had serving the Town of Hilliard.

#### **FINANCIAL IMPACT:**

N/A

#### **RECOMMENDATION:**

Florida League of Cities to Present Mayor John P. Beasley with the Mayor John Land Years of Service Award for 25 Years of Service to the Town of Hilliard.

**SEPTEMBER 18, 2025 - 7PM  
MAYOR BEASLEY  
25 YEARS - PUBLIC SERVICE AWARD**

**FLOC MAYOR JOHN LAND YEARS OF SERVICE AWARD HONORING ELECTED MUNICIPAL  
OFFICIALS FOR THEIR YEARS OF DEDICATED PUBLIC SERVICE**

**COUNCIL PRO TEM BEASLEY - 1 YEAR (2001)  
COUNCIL PRESIDENT BEASLEY - 21 YEARS (2002-2022)  
MAYOR BEASLEY - 4 YEARS (2023-2026)**

**Mayor & Two Council Seat Election  
Three Year Term  
November 7, 2000 Election**

|                   |           |
|-------------------|-----------|
| David W. Buchanan | UNOPPOSED |
| Wanda Arnold      | 118       |
| *John Beasley     | 202       |
| Janice Hodges     | 144       |
| *Clinton Phillips | 184       |
| BLANK             | 2         |
| TOTAL VOTES CAST  | 650       |

**1st Oath of Office - January 4, 2001 - 3 Years**

**2001**

|                   |                      |
|-------------------|----------------------|
| Mayor             | *David Buchanan      |
| Council President | Kevin Burnett        |
| Council Pro Tem   | *John Beasley        |
| Councilman        | Cris McConnell       |
| Councilwoman      | Sonja Douglas        |
| Councilman        | *Clinton R. Phillips |
| Town Attorney     | Robert Peters        |

**2002**

|                   |                     |
|-------------------|---------------------|
| Mayor             | David Buchanan      |
| Council President | John Beasley        |
| Council Pro Tem   | Clinton R. Phillips |
| Council Pro Tem   | Andy Anderson       |
| Councilman        | Cris McConnell      |
| Councilwoman      | Sonja Douglas       |
| Councilwoman      | *Patricia Webb      |
| Town Attorney     | Robert Peters       |

**2003**

|                   |                 |
|-------------------|-----------------|
| Mayor             | David Buchanan  |
| Council President | John Beasley    |
| Council Pro Tem   | Patricia Webb   |
| Councilman        | *Cris McConnell |
| Councilman        | Andy Anderson   |
| Councilman        | *Alton Crews    |
| Town Attorney     | Robert Peters   |

**Mayor & Two Council Seat Election****Three Year Term****November 4, 2003 Election**

|                       |     |
|-----------------------|-----|
| Audie Ash             | 68  |
| David W. Buchanan     | 161 |
| G.L. Andy Anderson    | 106 |
| John P. Beasley       | 136 |
| Stephen Covington     | 87  |
| Clint R. Phillips Jr. | 96  |
| TOTAL VOTES CAST      | 654 |

**January 5, 2004 - 2nd Oath of Office****2004**

|                   |                 |
|-------------------|-----------------|
| Mayor             | *David Buchanan |
| Council President | *John Beasley   |
| Council Pro Tem   | Patricia Webb   |
| Councilman        | Cris McConnell  |
| Councilman        | *Andy Anderson  |
| Councilman        | Alton Crews     |
| Town Attorney     | Robert Peters   |

**2005**

|                   |                     |
|-------------------|---------------------|
| Mayor             | David Buchanan      |
| Council President | John Beasley        |
| Council Pro Tem   | Andy Anderson       |
| Councilman        | Cris McConnell      |
| Councilman        | Alton Crews         |
| Councilman        | Jack Bailey (Crews) |
| Councilman        | *Kenny Sims         |
| Town Attorney     | Robert Peters       |

**2006**

|                   |                  |
|-------------------|------------------|
| Mayor             | David Buchanan   |
| Council President | John Beasley     |
| Council Pro Tem   | Andy Anderson    |
| Councilman        | *Jack Bailey     |
| Councilman        | Kenny Sims       |
| Councilman        | *Donald Humphrey |
| Town Attorney     | Robert Peters    |

**Mayor & Two Council Seat Election**  
**Three Year Term Extended to Four Year Term**  
**November 7, 2006 Election**

|                    |           |
|--------------------|-----------|
| David W. Buchanan  | UNOPPOSED |
| G.L. Andy Anderson | UNOPPOSED |
| John P. Beasley    | UNOPPOSED |

**January 4, 2007 - 3rd Oath of Office****2007**

|                   |                       |
|-------------------|-----------------------|
| Mayor             | *David Buchanan       |
| Council President | *John Beasley         |
| Council Pro Tem   | *Andy Anderson        |
| Councilman        | Jack Bailey           |
| Councilman        | Kenny Sims            |
| Councilman        | Donald Humphrey       |
| Town Attorney     | Robert Peters         |
| Town Attorney     | Steve Fahlgren 6/2007 |

**2008**

|                   |                 |
|-------------------|-----------------|
| Mayor             | David Buchanan  |
| Council President | John Beasley    |
| Council Pro Tem   | Andy Anderson   |
| Councilman        | Jack Bailey     |
| Councilman        | *Kenny Sims     |
| Councilman        | Donald Humphrey |
| Town Attorney     | Steve Fahlgren  |

**November 4, 2008 Election**

**ORD NO. 2008-14 ADOPTED 10/16/2008 EXTENDED BEASLEY TERM 1 YEARS FROM 2009 TO 2010**  
**REFERENDUM ON BALLOT TO HOLD ELECTIONS EVEN YEARS ONLY 3 YEAR TERMS TO 4 YEAR TERMS**

**2009**

|                   |                  |
|-------------------|------------------|
| Mayor             | David Buchanan   |
| Council President | John Beasley     |
| Council Pro Tem   | Andy Anderson    |
| Councilman        | *Jack Bailey     |
| Councilman        | Kenny Sims       |
| Councilman        | *Donald Humphrey |
| Town Attorney     | Steve Fahlgren   |

**2010**

|                              |                           |
|------------------------------|---------------------------|
| Mayor                        | David Buchanan            |
| Council President            | John Beasley              |
| Council Pro Tem              | Andy Anderson             |
| Councilman (Council Pro Tem) | Jack Bailey               |
| Councilman                   | Kenny Sims                |
| Councilman                   | Donald Humphrey           |
| Councilman                   | Cris McConnell (Anderson) |
| Town Attorney                | Steve Fahlgren            |

**Mayor & Two Council Seat Election****Four Year Term****November 2, 2010 Election**

|                   |           |
|-------------------|-----------|
| David W. Buchanan | UNOPPOSED |
| John P. Beasley   | UNOPPOSED |
| Cris McConnell    | UNOPPOSED |

**January 6, 2011 - 4th Oath of Office****2011**

|                   |                 |
|-------------------|-----------------|
| Mayor             | *David Buchanan |
| Council President | *John Beasley   |
| Council Pro Tem   | Jack Bailey     |
| Councilman        | Kenny Sims      |
| Councilman        | Donald Humphrey |
| Councilman        | *Cris McConnell |
| Town Attorney     | Steve Fahlgren  |

**2012**

|                   |                 |
|-------------------|-----------------|
| Mayor             | David Buchanan  |
| Council President | John Beasley    |
| Council Pro Tem   | Jack Bailey     |
| Councilman        | Kenny Sims      |
| Councilman        | Donald Humphrey |
| Councilman        | Cris McConnell  |
| Town Attorney     | Steve Fahlgren  |

**2013**

|                   |                |
|-------------------|----------------|
| Mayor             | David Buchanan |
| Council President | John Beasley   |
| Council Pro Tem   | *Kenny Sims    |
| Councilman        | Cris McConnell |
| Councilwoman      | *Patricia Webb |
| Councilman        | *Lee Pickett   |
| Town Attorney     | Steve Fahlgren |

**2014**

|                   |                |
|-------------------|----------------|
| Mayor             | David Buchanan |
| Council President | John Beasley   |
| Council Pro Tem   | Kenny Sims     |
| Councilman        | Cris McConnell |
| Councilwoman      | Patricia Webb  |
| Councilman        | Lee Pickett    |
| Town Attorney     | Steve Fahlgren |

**Mayor & Two Council Seat Election****Four Year Term****November 4, 2014 Election**

|                   |           |
|-------------------|-----------|
| David W. Buchanan | UNOPPOSED |
|-------------------|-----------|

|                 |           |
|-----------------|-----------|
| John P. Beasley | UNOPPOSED |
|-----------------|-----------|

|                |           |
|----------------|-----------|
| Cris McConnell | UNOPPOSED |
|----------------|-----------|

**January 5, 2015 - 5th Oath of Office****2015**

|                   |                        |
|-------------------|------------------------|
| Mayor             | *David Buchanan        |
| Council President | *John Beasley          |
| Council Pro Tem   | Kenny Sims             |
| Councilman        | *Cris McConnell        |
| Councilwoman      | Patricia Webb          |
| Councilman        | Lee Pickett            |
| Town Attorney     | Steve Fahlgren         |
| Town Attorney     | Sherri Renner (6/2015) |

**2016**

|                   |                |
|-------------------|----------------|
| Mayor             | David Buchanan |
| Council President | John Beasley   |
| Council Pro Tem   | Kenny Sims     |
| Councilman        | Cris McConnell |
| Councilwoman      | Patricia Webb  |
| Councilman        | Lee Pickett    |
| Town Attorney     | Sherri Renner  |

**2017**

|                   |                          |
|-------------------|--------------------------|
| Mayor             | David Buchanan           |
| Mayor             | Cris McConnell (1/19/17) |
| Council President | John Beasley             |
| Council Pro Tem   | *Kenny Sims              |
| Councilman        | Cris McConnell           |
| Councilman        | *Lee Pickett             |
| Councilman        | *Jared Wollitz           |
| Councilman        | Jack Bailey (1/19/17)    |
| Town Attorney     | Sherri Renner            |
| Town Attorney     | Reba Pearce (12/1/17)    |

**2018**

|                   |                           |
|-------------------|---------------------------|
| Mayor             | Cris McConnell            |
| Council President | John Beasley              |
| Council Pro Tem   | Kenny Sims                |
| Councilman        | Lee Pickett               |
| Councilman        | Jared Wollitz             |
| Councilman        | Jack Bailey               |
| Town Attorney     | Reba Pearce               |
| Town Attorney     | Christian Waugh (12/1/18) |

**Mayor & Two Council Seat Election****Four Year Term****November 6, 2018 Election**

|                |      |
|----------------|------|
| Floyd Vanzant  | 554  |
| Cris McConnell | 475  |
| TOTAL MAYOR    | 1029 |

|                     |      |
|---------------------|------|
| John Beasley        | 486  |
| Callie Kay Bishop   | 509  |
| Robert Scully       | 269  |
| Debbie Sherwood     | 198  |
| Kim Frey (write-in) | 129  |
| TOTAL COUNCIL       | 1591 |

|             |      |
|-------------|------|
| TOTAL VOTES | 1046 |
|-------------|------|

**November 6, 2018 Election**

STRAW POLL LIQUOR YES OR NO IN TOWN LIMITS    YES = 631    NO = 415

**January 3, 2019 - 6th Oath of Office****2019**

|                   |                    |
|-------------------|--------------------|
| Mayor             | *Floyd Vanzant     |
| Council President | *John Beasley      |
| Council Pro Tem   | Kenny Sims         |
| Councilman        | Lee Pickett        |
| Councilman        | Jared Wollitz      |
| Councilwoman      | *Callie Kay Bishop |
| Town Attorney     | Christian Waugh    |

**2020**

|                   |                   |
|-------------------|-------------------|
| Mayor             | Floyd Vanzant     |
| Council President | John Beasley      |
| Council Pro Tem   | Kenny Sims        |
| Councilman        | Lee Pickett       |
| Councilman        | Jared Wollitz     |
| Councilwoman      | Callie Kay Bishop |
| Town Attorney     | Christian Waugh   |

**2021**

|                   |                   |
|-------------------|-------------------|
| Mayor             | Floyd Vanzant     |
| Council President | John Beasley      |
| Council Pro Tem   | *Kenny Sims       |
| Councilman        | *Lee Pickett      |
| Councilman        | *Jared Wolitz     |
| Councilwoman      | Callie Kay Bishop |
| Town Attorney     | Christian Waugh   |

**2022**

|                   |                   |
|-------------------|-------------------|
| Mayor             | Floyd Vanzant     |
| Council President | John Beasley      |
| Council Pro Tem   | Kenny Sims        |
| Councilman        | Lee Pickett       |
| Councilman        | Jared Wolitz      |
| Councilwoman      | Callie Kay Bishop |
| Town Attorney     | Christian Waugh   |

**Mayor & Two Council Seat Election****Four Year Term****November 8, 2022 Election**

|                 |           |
|-----------------|-----------|
| John P. Beasley | UNOPPOSED |
|-----------------|-----------|

|              |           |
|--------------|-----------|
| Joe Michaels | UNOPPOSED |
|--------------|-----------|

|               |           |
|---------------|-----------|
| Dallis Hunter | UNOPPOSED |
|---------------|-----------|

**January 5, 2023 - 7th Oath of Office****2023**

|                   |                  |
|-------------------|------------------|
| Mayor             | *John P. Beasley |
| Council President | Kenny Sims       |
| Council Pro Tem   | Lee Pickett      |
| Councilman        | Jared Wolitz     |
| Councilman        | *Joe Michaels    |
| Councilman        | *Dallis Hunter   |
| Town Attorney     | Christian Waugh  |

**2024**

|                   |                 |
|-------------------|-----------------|
| Mayor             | John P. Beasley |
| Council President | Kenny Sims      |
| Council Pro Tem   | Lee Pickett     |
| Councilman        | Jared Wolitz    |
| Councilman        | Joe Michaels    |
| Councilman        | Dallis Hunter   |
| Town Attorney     | Christian Waugh |



**2025**

|                   |                 |
|-------------------|-----------------|
| Mayor             | John P. Beasley |
| Council President | *Kenny Sims     |
| Council Pro Tem   | *Lee Pickett    |
| Councilman        | *Jared Wolitz   |
| Councilman        | Joe Michaels    |
| Councilman        | Dallis Hunter   |
| Town Attorney     | Christian Waugh |

| YEARS  | MEETINGS | ORDINANCES | RESOLUTIONS | COMMISSIONER  |
|--------|----------|------------|-------------|---------------|
| 2001   | 51       | 7          | 12          | AIRPARK       |
| 2002   | 55       | 16         | 18          | WATER & SEWER |
| 2003   | 56       | 9          | 15          | WATER & SEWER |
| 2004   | 57       | 19         | 11          | WATER & SEWER |
| 2005   | 54       | 12         | 17          | RECREATION    |
| 2006   | 45       | 12         | 11          | RECREATION    |
| 2007   | 51       | 19         | 9           | RECREATION    |
| 2008   | 65       | 19         | 12          | RECREATION    |
| 2009   | 57       | 8          | 12          | RECREATION    |
| 2010   | 49       | 8          | 22          | RECREATION    |
| 2011   | 51       | 13         | 17          | RECREATION    |
| 2012   | 34       | 2          | 11          | RECREATION    |
| 2013   | 45       | 2          | 17          | RECREATION    |
| 2014   | 40       | 3          | 17          | RECREATION    |
| 2015   | 62       | 4          | 15          | RECREATION    |
| 2016   | 49       | 5          | 21          | RECREATION    |
| 2017   | 46       | 19         | 14          | WATER & SEWER |
| 2018   | 52       | 11         | 21          | RECREATION    |
| 2019   | 53       | 12         | 17          | RECREATION    |
| 2020   | 66       | 12         | 15          | RECREATION    |
| 2021   | 58       | 10         | 28          | RECREATION    |
| 2022   | 55       | 8          | 16          | RECREATION    |
| 2023   | 67       | 17         | 24          | MAYOR/HAC     |
| 2024   | 49       | 14         | 21          | MAYOR/HAC     |
| 2025   | 56       | 15         | 11          | MAYOR/HAC     |
| TOTALS | 1323     | 276        | 404         |               |

**2023-Present Mayor**

2002-2022 Council President

2021 Council Pro Tem

11/7/2000 Election - Qualified Candidate Elected

11/4/2003 Election - Qualified Candidate Elected

2006-2016 No Elections - Qualified Candidates Unopposed

11/6/2018 Election - Qualified Candidate Elected

11/8/2022 No Elections - Qualified Candidates Unopposed

7 Oaths of Office

**4 - MAYORS**

- 1 - 16 YEARS Mayor - David Buchanan 2/1999-1/2017 (1/2001-1/2017)
- 2 - 2 YEARS Mayor - Cris McConnell 1/2017-12/2018
- 3 - 4 YEARS Mayor - Floyd L. Vanzant 1/2019-12/2022
- 4 - 3 YEARS Mayor - John P. Beasley 1/2023-Present

**5 - TOWN ATTORNEYS**

- 1 - 6 YEAR 7 MOS. Town Attorney - Robert Peters 1/1998-7/2007 (1/2001-7/2007)
- 2 - 7 YEARS 11 MOS. Town Attorney - Steve Fahlgren 8/2007-6/2015
- 3 - 3 YEARS 4 MOS. Town Attorney - Sherri Renner 6/2015-10/2018
- 4 - 1 YEAR Town Attorney - Reba Pearce 12/2018-12/2019
- 5 - 5 YEARS Town Attorney - Christian Waugh 1/2020-Present

**12 - TOWN COUNCIL MEMBERS**

- 1 - 1 YEAR Town Council - Kevin Burnette 1/1996-12/2001 (1/2001-12/2001)
- 2 - 11 YEARS 5 MOS. Town Council - Cris McConnell 2/1997-12/2005 & 9/2010-1/2017 (1/2001-12/2005 & 9/2010-1/2017)
- 3 - 2 YEARS Town Council - Sonja Douglas 1/2000-12/2002 (1/2001-12/2002)
- 4 - 1 YEAR 10 MOS. Town Council - Clint Phillips 1/2001-10/2002
- 5 - 7 YEARS Town Council - Patricia Webb 1/2002-12/2004 & 1/2013-12/2016
- 6 - 7 YEARS 11 MOS. Town Council - Andy Anderson 11/2002-9/2010
- 7 - 2 YEARS 1 MOS. Town Council - Alton Crews 1/2003-1/2005
- 8 - 21 YEARS + Town Council - Kenny Sims 1/2005-Present
- 9 - 9 YEARS 11 MOS. Town Council - Jack Bailey 2/2005-12/2012 & 1/2017-12/2018
- 10 - 7 YEARS Town Council - Donald Humphrey 1/2006-12/2012
- 11 - 13 YEARS + Town Council - Lee Pickett 1/2013-Present
- 12 - 9 YEARS + Town Council - Jared Wollitz 1/2017-Present
- 13 - 4 YEARS Town Council - Callie Kay Bishop 1/2019-12/2022
- 14 - 3 YEARS + Town Council - Dallis Hunter 1/2023-Present
- 15 - 3 YEARS + Town Council - Joe Michaels 1/2023-Present



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: Sept. 18, 2025

FROM: **Cory Hobbs – Public Works Director**

SUBJECT: Town Council approval of Septic Exception Application No. 20250903.01, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 15656 CR 108. Parcel ID No. 20-3N-24-2020-0028-0000.

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#### BACKGROUND:

On August 28, 2025, a development investigation was submitted for 15656 CR 108. The recommendation of the Public Works Department is for a septic exception application to be submitted, as the closest sewer connection is approx. 1.1 miles from this parcel.

#### **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.

#### FINANCIAL IMPACT:

None.

#### RECOMMENDATION:

Town Council approval of Septic Exception Application No. 20250903.01, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 15656 CR 108. Parcel ID No. 20-3N-24-2020-0028-0000. With the following condition:  
Public Works and/or the Land Use Administrator of the Town of Hilliard must approve proposed/staking out location of drain field before soil testing. If the location is moved due to test results a second location approval is needed prior to installation of drain field.



# Town of Hilliard Septic Tank Exception Application

ITEM-3

**FOR OFFICE USE ONLY**File # 20250903.01Application Fee: \$250-Filing Date: 9/3/25 by: QC

Acceptance Date: \_\_\_\_\_ by: \_\_\_\_\_

Received \$250 via cc**A. PROJECT**

1. Project Name: Stokes Residence
2. Address of Subject Property: 15656 C.R 108 Hilliard FL 32046
3. Parcel ID Number(s): 20-3N-24-2020-0028-0000
4. Existing Use of Property: Agriculture
5. Future Land Use Map Designation: Residence / Agriculture
6. Zoning Designation: A-1
7. Acreage: 10.

**B. APPLICANT/CONTRACTOR\***

1. Applicant's Status ☒ Owner (title holder) ☐ Agent
2. Name of Applicant(s) or Contact Person(s): Jonathan C Stokes Title: Owner  
Company (if applicable): \_\_\_\_\_  
Mailing address: P.O Box 354  
City: Hilliard State: FL ZIP: 32046  
Telephone: (904) 361-8017 FAX: ( ) e-mail: JC.Stokes22@gmail.com
3. Contractor:  
Name of Contractor: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_ e-mail: \_\_\_\_\_

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

**C. ATTACHMENTS** (One copy plus one copy in PDF format)

1. Site Plan including but not limited to:
  - a. Name, location, owner, and designer of the proposed development.
  - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
  - c. Statement of Proposed Uses.
  - d. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
  - e. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
  - f. Area and dimensions of site.
  - g. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
  - h. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
  - i. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
  - j. Required buffers.
  - k. Location of existing trees, identifying any trees to be removed.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.

**D. FEE**

1. \$250.00

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

**All 3 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

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

Jonathan C. Stokes  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

Jonathan C. Stokes  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

9/13/25  
Date

\_\_\_\_\_  
Date

State of FL County of NASSAU

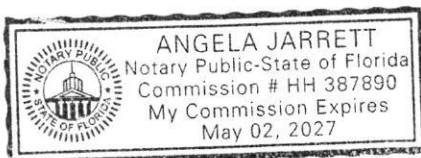
The foregoing application is acknowledged before me this 3rd day of September, 2025, by Jonathan C. Stokes, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL

Angela Jarrett

Signature of Notary Public, State of \_\_\_\_\_

Town of Hilliard ♦ 15859 West CR 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555



Return to: (enclose self-addressed stamped envelope)  
Name: **Amelia Title Agency, Inc.**

Address: **2227 Sadler Road  
Fernandina Beach, FL 32034  
Fernandina Beach, Florida 32034**

This Instrument Prepared by: **Jennifer L. Panke**

Address: **Amelia Title Agency, Inc.  
2227 Sadler Road  
Fernandina Beach, FL 32034**

Property Appraisers Parcel Identification (Folio) Number(s):  
**20-3N-24-2020-0028-0000**

Grantee(s) S.S. #(s):

----- SPACE ABOVE THIS LINE FOR PROCESSING DATA -----

----- SPACE ABOVE THIS LINE FOR RECORDING DATA -----

## Warranty Deed

*(The terms "grantor" and "grantee" herein shall be construed to include all genders and singular or plural as the context indicates.)*

Made this **2nd** day of **June 2015**, BETWEEN  
**Chadwick Brock a Married Man**

whose post office address is: **P.O Box 1325, Hilliard Florida 32046**

of the County of \_\_\_\_\_, State of **Florida**, grantor, and  
**Jonathan Cody Stokes a Single Man**

whose post office address is: **27194 Dump Truck Lane, Hilliard Florida 32046**

of the County of \_\_\_\_\_, State of **Florida**, grantee,

WITNESSETH: That said grantor, for and in consideration of the sum of **Ten and no/100**

Dollars,  
and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is  
hereby acknowledged, has granted, bargained and sold to the said grantee, and grantee's heirs, successors and  
assigns forever, the following described land, situate, lying and being in **Nassau**

County, Florida, to-wit:

**All that certain piece, parcel or tract of land lying and being in the County of NASSAU and the State  
of FLORIDA, known and described as follows:**

**Lot 28, Cornwall Farm and Land Company of North Florida, a subdivision according to the plat  
thereof recorded at Plat Book 0, Page 31, in Section 20, Township 3 North, Range 24 East, in the  
Public Records of Nassau County, Florida.**

THE REAL PROPERTY DESCRIBED HEREIN IS NOT THE CONSTITUTIONAL  
HOMESTEAD NOR THE PRIMARY RESIDENCE OF THE GRANTOR.

and said grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims  
of all persons whomsoever.

IN WITNESS WHEREOF, Grantor has hereunto set grantor's hand and seal the day and year first above written.  
Signed, Sealed and Delivered in Our Presence:

Witness

Chadwick Brock

(Seal)

Witness

(Seal)

(Seal)

(Seal)

(Seal)

(Seal)

STATE OF FLORIDA  
COUNTY OF Nassau

The foregoing instrument was acknowledged before me this **2nd** day of **June 2015** by  
**Chadwick Brock, a Married Man**  
who is personally known to me or who has produced a **Driver's License**  
as identification.

My Commission expires:

(Seal)



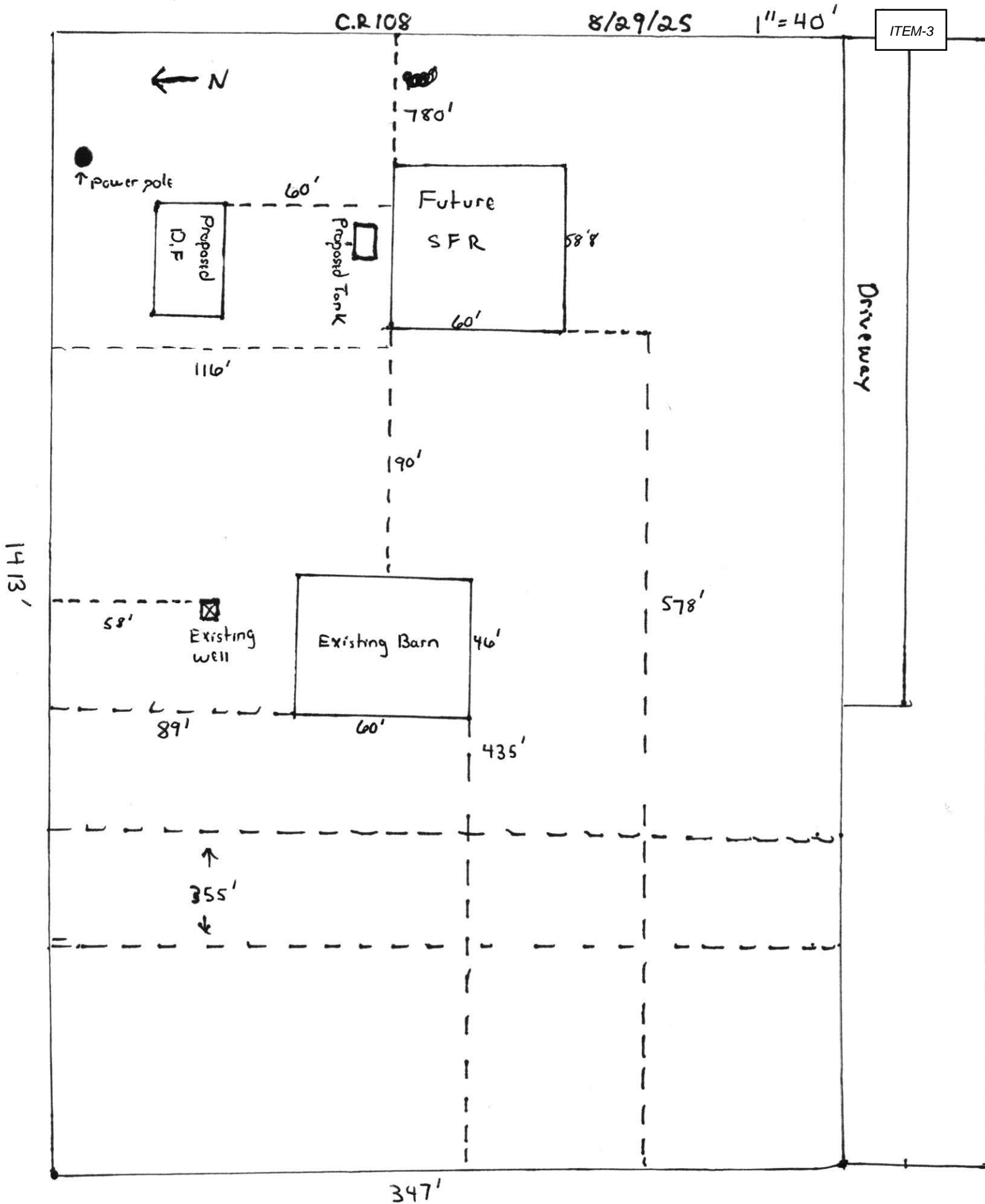
Notary Public

C.R. 108

8/29/25

1" = 40'

ITEM-3





26/9/88

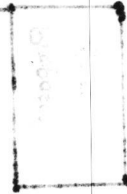
C.R. 108

ITEM-3

Demolish

100'

N →



↑  
3  
↓





## STATE OF FLORIDA WELL COMPLETION REPORT

- ☐ Southwest  
☐ Northwest  
☒ St. Johns River  
☐ South Florida  
☐ Suwannee River  
☐ DEP  
☐ Delegated Authority (If Applicable)

PLEASE, FILL OUT ALL APPLICABLE FIELDS  
 (\* Denotes Required Fields Where Applicable)

Date Stamp

RECEIVED

NOV 02 2016

ENVIRONMENTAL HEALTH

1. Permit Number 089-09223-016 CUPWUP Number \_\_\_\_\_ \*DID Number \_\_\_\_\_ 62-524 Delineation No. \_\_\_\_\_

2. Number of permitted wells constructed, repaired, or abandoned 1 Number of permitted wells not constructed, repaired, or abandoned \_\_\_\_\_

3. Owner's Name Cody Stokes 4. Completion Date 10-31-16 5. Florida Unique ID \_\_\_\_\_

6. CR 108 Hilliard FL 32046  
 \*Well Location - Address, Road Name or Number, City, ZIP

7. County NASSAU Section 20 Land Grant \_\_\_\_\_ Township 3N Range 24

8. Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

9. Data Obtained From: ☒ GPS ☐ Map ☐ Survey Datum: ☐ NAD 27 ☐ NAD 83 ☐ WGS 84

10. Type of Work: ☒ Construction ☐ Repair ☐ Modification ☐ Abandonment

11. Specify Intended Use(s) of Well(s):  
☒ Domestic ☐ Landscape Irrigation ☐ Agricultural Irrigation ☐ Site Investigation  
☐ Bottled Water Supply ☐ Recreation Area Irrigation ☐ Livestock ☐ Monitoring  
☐ Public Water Supply (Limited Use/DOH) ☐ Nursery Irrigation ☐ Test  
☐ Public Water Supply (Community or Non-Community/DEP) ☐ Commercial/Industrial ☐ Earth-Coupled Geothermal  
☐ Class I Injection ☐ Golf Course Irrigation ☐ HVAC Supply  
☐ Class V Injection: ☐ Recharge ☐ Commercial/Industrial Disposal ☐ Aquifer Storage and Recovery ☐ Drainage  
 Remediation: ☐ Recovery ☐ Air Sparge ☐ Other (Describe) \_\_\_\_\_  
 Other (Describe) \_\_\_\_\_

12. Drill Method: ☐ Auger ☐ Cable Tool ☒ Rotary ☐ Combination (Two or More Methods) ☐ Jetted ☐ Sonic  
☐ Horizontal Drilling ☐ Hydraulic Point (Direct Push) ☐ Other \_\_\_\_\_

13. Measured Static Water Level 50 ft. Measured Pumping Water Level \_\_\_\_\_ ft. After \_\_\_\_\_ Hours at 30 GPM

14. Measuring Point (Describe) Top Casing Which is 1 ft. Above Below Land Surface \*Flowing: ☐ Yes ☒ No

15. Casing Material: ☐ Black Steel ☐ Galvanized ☒ PVC ☐ Stainless Steel ☐ Not Cased ☐ Other \_\_\_\_\_

16. Total Well Depth 130 ft. Cased Depth 116 ft. \*Open Hole: From 116 To 130 ft. \*Screen: From \_\_\_\_\_ To \_\_\_\_\_ ft. Slot Size \_\_\_\_\_

17. Abandonment: ☐ Other (Explain) \_\_\_\_\_

| From | ft. | To | ft. | No. of Bags | Seal Material (Check One): | Neat Cement | Bentonite | Other |
|------|-----|----|-----|-------------|----------------------------|-------------|-----------|-------|
| From | ft. | To | ft. | No. of Bags | Seal Material (Check One): | Neat Cement | Bentonite | Other |
| From | ft. | To | ft. | No. of Bags | Seal Material (Check One): | Neat Cement | Bentonite | Other |
| From | ft. | To | ft. | No. of Bags | Seal Material (Check One): | Neat Cement | Bentonite | Other |
| From | ft. | To | ft. | No. of Bags | Seal Material (Check One): | Neat Cement | Bentonite | Other |

18. Surface Casing Diameter and Depth:

| Dia | in. | From | ft. | To | ft. | No. of Bags | Seal Material (Check One): | Neat Cement | Bentonite | Other |
|-----|-----|------|-----|----|-----|-------------|----------------------------|-------------|-----------|-------|
| Dia | in. | From | ft. | To | ft. | No. of Bags | Seal Material (Check One): | Neat Cement | Bentonite | Other |

19. Primary Casing Diameter and Depth:

| Dia | in. | From | ft. | To | ft. | No. of Bags  | Seal Material (Check One): | Neat Cement | Bentonite | Other |
|-----|-----|------|-----|----|-----|--|----------------------------|-------------|-----------|-------|
| Dia | in. | From | ft. | To | ft. | No. of Bags <td>Seal Material (Check One):</td> <td>Neat Cement</td> <td>Bentonite</td> <td>Other</td> | Seal Material (Check One): | Neat Cement | Bentonite | Other |
| Dia | in. | From | ft. | To | ft. | No. of Bags <td>Seal Material (Check One):</td> <td>Neat Cement</td> <td>Bentonite</td> <td>Other</td> | Seal Material (Check One): | Neat Cement | Bentonite | Other |
| Dia | in. | From | ft. | To | ft. | No. of Bags <td>Seal Material (Check One):</td> <td>Neat Cement</td> <td>Bentonite</td> <td>Other</td> | Seal Material (Check One): | Neat Cement | Bentonite | Other |
| Dia | in. | From | ft. | To | ft. | No. of Bags <td>Seal Material (Check One):</td> <td>Neat Cement</td> <td>Bentonite</td> <td>Other</td> | Seal Material (Check One): | Neat Cement | Bentonite | Other |

20. Liner Casing Diameter and Depth:

| Dia | in. | From | ft. | To | ft. | No. of Bags  | Seal Material (Check One): | Neat Cement | Bentonite | Other |
|-----|-----|------|-----|----|-----|--|----------------------------|-------------|-----------|-------|
| Dia | in. | From | ft. | To | ft. | No. of Bags <td>Seal Material (Check One):</td> <td>Neat Cement</td> <td>Bentonite</td> <td>Other</td> | Seal Material (Check One): | Neat Cement | Bentonite | Other |

21. Telescope Casing Diameter and Depth:

| Dia | in. | From | ft. | To | ft. | No. of Bags  | Seal Material (Check One): | Neat Cement | Bentonite | Other |
|-----|-----|------|-----|----|-----|--|----------------------------|-------------|-----------|-------|
| Dia | in. | From | ft. | To | ft. | No. of Bags <td>Seal Material (Check One):</td> <td>Neat Cement</td> <td>Bentonite</td> <td>Other</td> | Seal Material (Check One): | Neat Cement | Bentonite | Other |
| Dia | in. | From | ft. | To | ft. | No. of Bags <td>Seal Material (Check One):</td> <td>Neat Cement</td> <td>Bentonite</td> <td>Other</td> | Seal Material (Check One): | Neat Cement | Bentonite | Other |

22. Pump Type (If Known): ☐ Centrifugal ☐ Jet ☐ Submersible ☐ Turbine  
 Horsepower \_\_\_\_\_ Pump Capacity (GPM) \_\_\_\_\_  
 Pump Depth \_\_\_\_\_ ft. Intake Depth \_\_\_\_\_ ft.

23. Chemical Analysis (When Required):  
 Iron \_\_\_\_\_ ppm Sulfate \_\_\_\_\_ ppm Chloride \_\_\_\_\_ ppm  
 \_\_\_\_\_ Laboratory Test \_\_\_\_\_ Field Test Kit

24. Water Well Contractor:  
 \*Contractor Name Harry J. Mumford License Number 7212 E-mail Address \_\_\_\_\_  
 \*Contractor's Signature Harry J. Mumford \*Driller's Name (Print or Type) Tommy Higginbotham







**STATE OF FLORIDA PERMIT APPLICATION TO CONSTRUCT,  
REPAIR, MODIFY, OR ABANDON A WELL**

- ☐ Southwest  
☐ Northwest  
☐ St. Johns River  
☐ South Florida  
☐ Suwannee River  
☐ DEP  
☐ Delegated Authority (If Applicable)

PLEASE FILL OUT ALL APPLICABLE FIELDS  
 (\*Denotes Required Fields Where Applicable)

The water well contractor is responsible for completing  
 this form and forwarding the permit application to the  
 appropriate delegated authority where applicable.

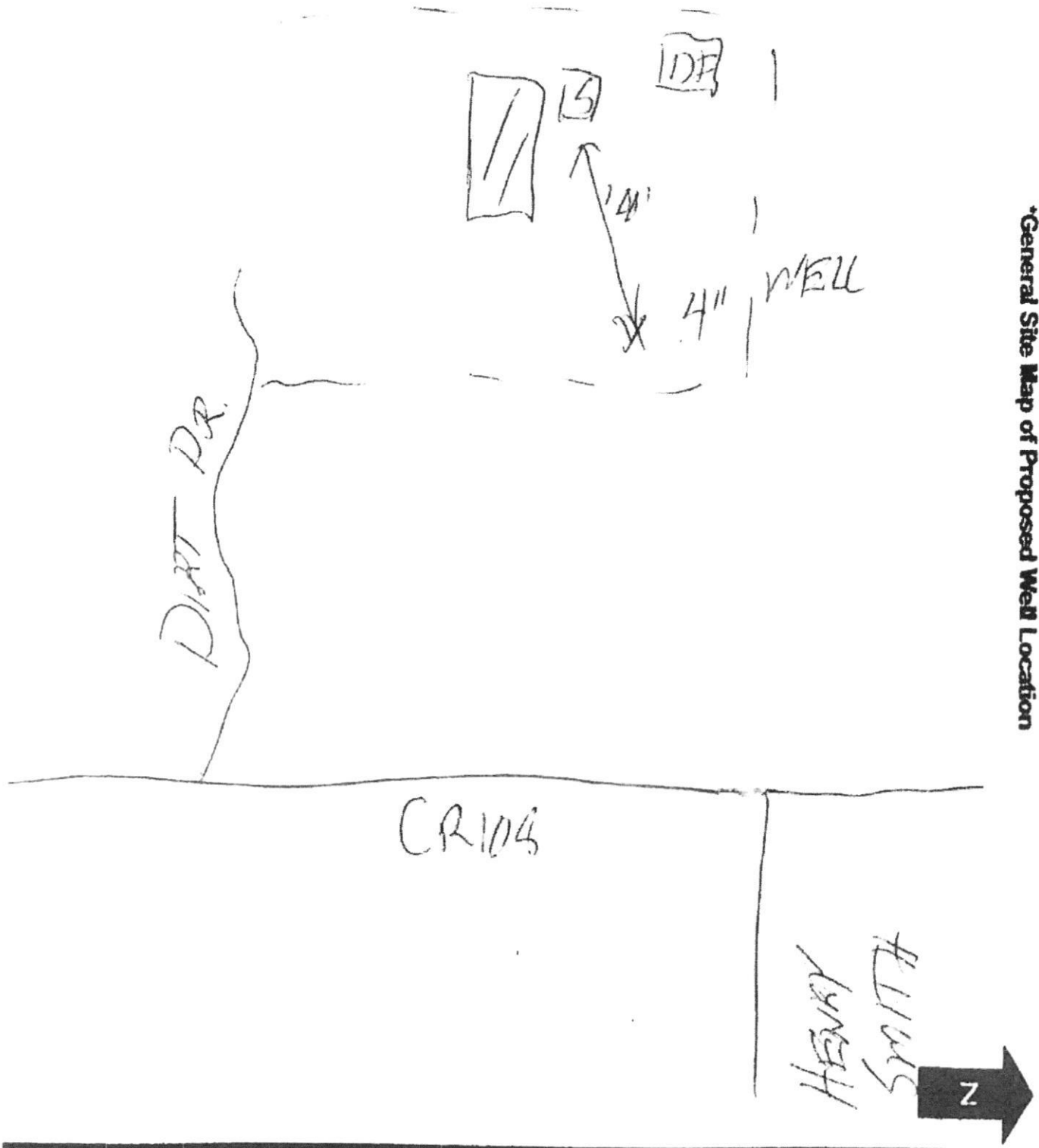
Permit No. 089-09223-016  
 Florida Unique ID \_\_\_\_\_  
 Permit Stipulations Required (See Attached) \_\_\_\_\_  
 62-524 Quad No \_\_\_\_\_ Delineation No. \_\_\_\_\_  
 CUP/WUP Application No. \_\_\_\_\_  
 ABOVE THIS LINE - FOR OFFICIAL USE ONLY

1. CODY STAKES P.O. BOX 780 HILLIARD, FL. 32046  
 \*Owner, Legal Name if Corporation \*Address \*City \*State \*ZIP \*Telephone Number  
 2. CR 108- HILLIARD, FL 32046  
 \*Well Location - Address, Road Name or Number, City  
 3. 20-3N-24-2020-0028-0000  
 \*Parcel ID No. (PIN) or Alternate Key (Circle One)  
 4. 26 3N 24 N81W Lot Block Unit  
 \*Section or Land Grant \*Township \*Range \*County Subdivision Check if 62-524: Yes ☒ No  
 5. MURFORD & SON 7212 977-2870  
 \*Water Well Contractor \*License Number \*Telephone Number E-mail Address  
 6. P.O. Box 1957 CALLAHAN FL 32046  
 \*Water Well Contractor's Address City State ZIP  
 7. \*Type of Work: ☒ Construction ☐ Repair ☐ Modification ☐ Abandonment  
 8. \*Number of Proposed Wells 1  
 9. \*Specify Intended Use(s) of Well(s):  
☒ Domestic ☐ Landscape Irrigation ☐ Agricultural Irrigation ☐ Site Investigation  
☐ Bottled Water Supply ☐ Recreation Area Irrigation ☐ Livestock ☐ Monitoring  
☐ Public Water Supply (Limited Use/DOH) ☐ Nursery Irrigation ☐ Test  
☐ Public Water Supply (Community or Non-Community/DEP) ☐ Commercial/Industrial ☐ Earth-Coupled Geothermal  
☐ Class I Injection ☐ Golf Course Irrigation ☐ HVAC Supply  
☐ HVAC Return  
 Class V Injection: ☐ Recharge ☐ Commercial/Industrial Disposal ☐ Aquifer Storage and Recovery ☐ Drainage  
 Remediation: ☐ Recovery ☐ Air Sparge ☐ Other (Describe) \_\_\_\_\_  
 Other (Describe) \_\_\_\_\_ (Note: Not all types of wells are permitted by a given permitting authority)  
 10. \*Distance from Septic System if  $\leq 200$  ft. 100' 11. Facility Description SFR 12. Estimated Start Date 11-20-16  
 13. \*Estimated Well Depth 140 ft. \*Estimated Casing Depth 110 ft. \*Primary Casing Diameter 4" in. Open Hole: From 10 To 140 ft.  
 14. Estimated Screen Interval: From \_\_\_\_\_ To \_\_\_\_\_ ft.  
 15. \*Primary Casing Material: ☐ Black Steel ☐ Galvanized ☒ PVC ☐ Stainless Steel  
☐ Not Cased ☐ Other: \_\_\_\_\_  
 16. Secondary Casing: NA Telescope Casing ☐ Liner ☐ Surface Casing Diameter \_\_\_\_\_ in.  
 17. Secondary Casing Material: NA Black Steel ☐ Galvanized ☐ PVC ☐ Stainless Steel ☐ Other  
 18. \*Method of Construction, Repair, or Abandonment: ☐ Auger ☐ Cable Tool ☐ Jetted ☒ Rotary ☐ Sonic  
☐ Combination (Two or More Methods) ☐ Hand Driven (Well Point, Sand Point) ☐ Hydraulic Point (Direct Push)  
☐ Horizontal Drilling ☐ Plugged by Approved Method ☐ Other (Describe) \_\_\_\_\_  
 19. Proposed Grouting Interval for the Primary, Secondary, and Additional Casing:  
 From 0 To 16 Seal Material ( ☐ Bentonite ☒ Neat Cement ☐ Other )  
 From \_\_\_\_\_ To \_\_\_\_\_ Seal Material ( ☐ Bentonite ☐ Neat Cement ☐ Other )  
 From \_\_\_\_\_ To \_\_\_\_\_ Seal Material ( ☐ Bentonite ☐ Neat Cement ☐ Other )  
 From \_\_\_\_\_ To \_\_\_\_\_ Seal Material ( ☐ Bentonite ☐ Neat Cement ☐ Other )  
 20. Indicate total number of existing wells on site 0 List number of existing unused wells on site 0  
 21. \*Is this well or any existing well or water withdrawal on the owner's contiguous property covered under a Consumptive/Water Use Permit (CUP/WUP)  
 or CUP/WUP Application? Yes ☒ No ☐ If yes, complete the following: CUP/WUP No. \_\_\_\_\_ District Well ID No. \_\_\_\_\_  
 22. Latitude \_\_\_\_\_ Longitude \_\_\_\_\_  
 23. Data Obtained From: ☐ GPS ☐ Map ☐ Survey Datum: ☐ NAD 27 ☐ NAD 83 ☐ WGS 84  
 I hereby certify that I will comply with the applicable rules of Title 40, Florida Administrative Code, and that a water  
 use permit or artificial recharge permit, if needed, has been or will be obtained prior to commencement of well  
 construction. I further certify that all information provided in this application is accurate and that I will obtain  
 necessary approval from other federal, state, or local governments, if applicable. I agree to provide a well  
 completion report to the District within 30 days after completion of the construction, repair, modification, or  
 abandonment authorized by this permit, or the permit expiration, whichever occurs first.  
 \*Signature of Contractor [Signature] \*License No. 7212 \*Signature of Owner or Agent [Signature] \*Date 11-28-16

BELOW THIS LINE - FOR OFFICIAL USE ONLY

Approval Granted By Megan Bedra Issue Date 10/28/16 Expiration Date \_\_\_\_\_ Hydrologist Approval \_\_\_\_\_  
 Fee Received \$ 105.00 Receipt No. \_\_\_\_\_ Check No. \_\_\_\_\_

\*General Site Map of Proposed Well Location





# Town of Hilliard Development Investigation Application

## FOR OFFICE USE ONLY

File # 20250828.01

Application Fee 280.<sup>00</sup>

Filing Date: 08/28/25 By: GC

Acceptance Date: \_\_\_\_\_ By: \_\_\_\_\_

Received by CC.

### A. PROJECT

1. Address of Subject Property: 15656 C.R. 108 Hilliard FL
2. Parcel ID Number(s): 20-3N-24-2020-0028-0000
3. Acreage of Project: \_\_\_\_\_

### B. APPLICANT

1. Name of Applicant(s) or Contact Person(s): Jonathan Cody Stokes Title: Owner  
Company (if applicable): \_\_\_\_\_  
Mailing address: P.O. Box 354  
City: Hilliard State: FL ZIP: 32046  
Telephone: (904) 361-8017 FAX: ( ) e-mail: JCStokes22@gmail.com

### C. ATTACHMENTS, if available (One copy, no larger than 8 1/2 x 11)

1. Site Plan of proposed development
2. Survey of proposed development
3. Design of the proposed of development
4. Vicinity map - indicating general location of the site and all abutting streets and properties (\*Required)
5. Statement of proposed development

### D. APPLICATION FEE

1. \$100 plus \$20 per acre

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE (REVIEWS ARE COMPLETED WITHIN 14 DAYS)

Zoning A-1 Reviewed By: [Signature]

Water Service Available NO Location of Service Hwy 301 CR 108 1442 feet Approx.

Improvements Required for Water Service Well Exception APP Reviewed By: CH

Sewer Service Available NO Location of Service Lake drive 1.10 miles

Improvements Required for Sewer Service Septic Exception App Reviewed By: CH

Access onto Public Right of Way or Approved Private Road \_\_\_\_\_ Paved Road X Unpaved Road \_\_\_\_\_

Improvements Required for Access NC Drive Way Permit needed Reviewed By: CH

Temporary Culvert needed during construction? Y \_\_\_\_\_ N ✓ Location? \_\_\_\_\_

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





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: Sept. 18 ,2025

FROM: **Lee Anne Wollitz- Land Use Administrator**

SUBJECT: Town Council approval of Resolution 2025-11, for the creation of private street to serve as frontage for Parcel ID No. 17-3N-24-2020-0016-0010.

---

#### **BACKGROUND:**

Applicant wishes to build a home on a 1-acre parcel connected in the northeast corner of the "primary parcel" of the owner. These parcels are separate and do not require lot split approval. The 1-acre parcel does not have frontage on a private or public road within the Town. As frontage is a requirement for a buildable lot within the town, according to town code 62-342. The Parson family will be constructing a 60 feet right-of-way for approval by the Town Council across the primary parcel (9 acres) to connect Magnolia Ave to the 1-acre parcel, allowing for frontage on the new right-of-way.

*Sec. 62-342. Frontage requirements.*

*Every building hereafter erected or moved shall be located on a lot or parcel of land which provides frontage on a public street or an approved private street*

*Sec. 62-1 definitions.*

*Private street or road. A private street or road shall have a minimum width of 60 feet approved by the tow council.*

This applicate received Site Work approval for the start of construction of the private right-of-way from the Planning & Zoning board at their 9.29.2025 meeting.

A Resolution for Town Council approval of right-of-way will be necessary prior to the issuance of building permits for the 1-acre parcel.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council approval of Resolution 2025-11, for the creation of private street to serve as frontage for Parcel ID No. 17-3N-24-2020-0016-0010.



## RESOLUTION NO. 2025-11

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION APPROVING THE CREATION OF A PRIVATE STREET THAT WILL REMAIN UNNAMED; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Hilliard Town Code Chapter 62 Zoning and Land Development Regulations, section 62-342 requires every building hereafter erected or moved shall be on a lot adjacent to a public street or private street approved by the town council, provided that such private street right-of-way shall be not less than 60 feet in width and further provided that all structures shall be so located on lots as to provide safe and convenient access for servicing, fire protection and required off-street parking, and existing easements or rights-of-way of record shall be excluded;

**WHEREAS**, Nassau County has established the "911" rescue system;

**WHEREAS**, the rescue system requires that each residence and business establishment have a street address;

**WHEREAS**, certain property owners within the Town of Hilliard, Troy Lee Parsons and Tina L Smith, now require a private street;

**WHEREAS**, the property owners in coordination with the Land Use Administrator have designated real property to be set aside for the private street, which is more particularly described as:

A 60 FOOT INGRESS, EGRESS, AND UTILITY EASEMENT LYING IN THE SOUTH HALF OF THE SOUTH HALF OF THE THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 17, ALSO BEING KNOWN AS LOT 16, IN TOWNSHIP 3 NORTH, RANGE 24 EAST OF THE TALLAHASSEE MERIDIAN, LYING IN NASSAU COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
 COMMENCE AT THE SOUTHEAST CORNER OF SAID LOT 16, BEING ON THE NORTHERLY RIGHT OF WAY OF MAGNOLIA AVE (A 30 FOOT, MORE OR LESS, PRESCRIPTIVE RIGHT OF WAY), THENCE NORTH 89°13'00" WEST ALONG THE SOUTH LINE OF SAID LOT 16, A DISTANCE OF 1.00 FOOT TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 89°13'00" WEST ALONG THE SOUTH LINE OF SAID LOT 16, A DISTANCE OF 60.04 FEET; THENCE NORTH 01°19'00" WEST PARALLEL TO THE EAST LINE OF AFORESAID LOT 16, A DISTANCE OF 165.00 FEET TO THE SOUTH LINE OF LANDS DESCRIBED BY DEED AS RECORDED IN OFFICIAL RECORDS BOOK 2702, PAGE 1985 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE SOUTH 89°13'00" EAST ALONG AFORESAID SOUTH LINE, A DISTANCE OF 60.04 FEET; THENCE DEPARTING AFORESAID SOUTH LINE, SOUTH 01°19'00" EAST PARALLEL TO THE EAST LINE OF AFORESAID LOT 16, A DISTANCE OF 165.00 FEET TO THE POINT OF BEGINNING. CONTAINING 0.23 ACRES, MORE OR LESS.

**WHEREAS**, the property owners of aforementioned described property have requested that the private street remain unnamed until the Nassau County Property Appraisers Office makes the determination to issue a name;

**WHEREAS**, the Land Use Administrator recommends this private street to be created so that the property owners will comply with Town Code § 62-342 as they proceed to subdivide their property;

**WHEREAS**, the Planning and Zoning Board reviewed the street location and issued site work permit for the work needed to construct the private street so long as the property owners receive Town Council approval of the private street; and

**WHEREAS**, Nassau County has approved the use of the unnamed street for the purposes of addressing this buildable lot.

**NOW THEREFORE**, be it resolved by the Town Council of Hilliard that the private street owned by Troy Lee Parsons and Tina L. Smith be approved.

**APPROVED AND ADOPTED** by the Town Council of the Town of Hilliard, Florida on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Kenneth A. Sims  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor

**FOR OFFICE USE ONLY**

ITEM-4

File # 20250826.02Application Fee: \$ 100.00Filing Date: 8/26/25 Acceptance Date: \_\_\_\_\_Received payment by check #208. gc

# Town of Hilliard

## Site Clearing/Site Work Application

**A. PROJECT**

1. Project Name: Smith-Parson Row
2. Address of Subject Property: 27281 Magnolia Ave Hilliard FL 32046
3. Parcel ID Number(s): 17-3N-24-2020-0616-0000
4. Existing Use of Property: Residential Primary
5. Zoning Designation: Residential - A-1?
6. Description of Work: Splitting off 1 acre to prep for mobile home/land clearing
7. Acreage of Parcel: 10

**B. Owner**

1. Name of Owner(s) or Contact Person(s): Tina Smith Title: Owner  
Company (if applicable): \_\_\_\_\_  
Mailing address: 27281 Magnolia Ave Hilliard FL 32046  
City: Hilliard State: FL ZIP: 32046  
Telephone: (904) 507-1078 FAX: ( ) e-mail: \_\_\_\_\_

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

**D. ATTACHMENTS** (One copy plus one copy in PDF format)

1. Site Plan and Survey including but not limited to:
  - a. Name, location, owner, and designer of the proposed development.
  - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
  - e. Statement of Proposed Work.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.
4. Permit or Letter of Exemption from the St. Johns River Water Management District.

## 5. Fee.

- a. \$100 plus \$20 per acre:

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

**All 5 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

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

Tina L. Smith Troy Lee Parsons  
Signature of Applicant Signature of Co-applicant

Tina L. Smith Troy Lee Parsons  
Typed or printed name and title of applicant Typed or printed name of co-applicant

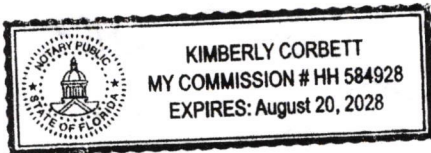
8-21-25 8-21-25  
Date Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 21 day of August, 2025 by Tina Smith

\_\_\_\_\_, who is/are personally known to me, or who has/have produced FL DL  
as identification.

NOTARY SEAL



Kimberly Corbett

Signature of Notary Public, State of Florida

To whom it may concern,

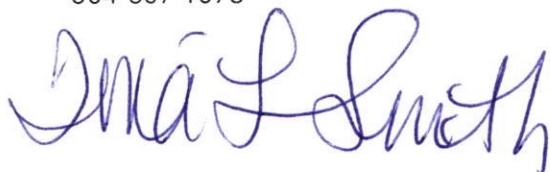
We are looking to improve the land and add a mobile home to the property located at (parcel ID) 173N24202000160010. We have been in contact with your office in regard to the items that will need to be taken care of to make this happen,

We have an easement with ingress and egress in process to be recorded and a plan to separate this parcel from our remaining acreage.

I will be more than happy to fulfill any further requests to get this moving forward as we are looking to get my mother on the property so she can be looked after.

Tina Smith

904-507-1078





Road Survey is being worked  
by Alan Glass and should be  
available in a few weeks  
per his office



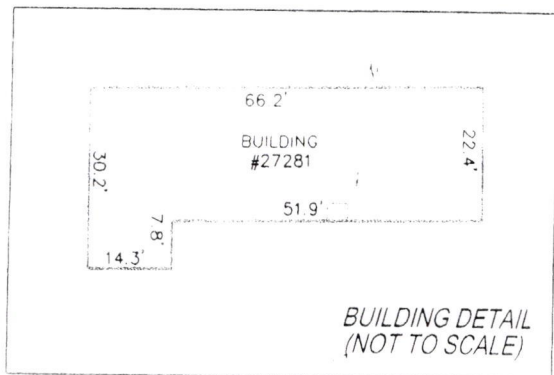


proposed  
home location

street entry

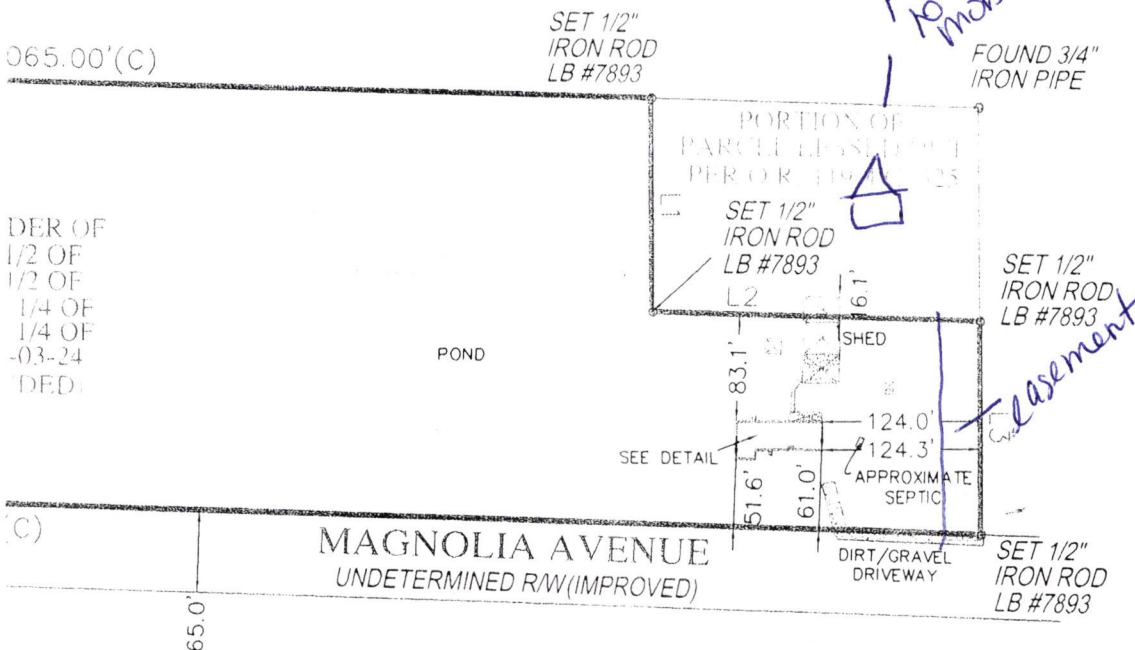
proposed easement





| FLA REQUIREMENTS           | DIST |
|----------------------------|------|
| SEPTIC TO HOUSE            | 30'± |
| SEPTIC TO EAST PROP. LINE  | 95'± |
| SEPTIC TO SOUTH PROP. LINE | 67'± |

*Plan to install mobile home*



DESCRIPTIONS:

- = CATCH BASIN
- = CENTERLINE ROAD
- = COVERED AREA
- = EXISTING ELEVATION
- = HYDRANT
- = MANHOLE
- = METAL FENCE
- = MISC. FENCE
- = PROPERTY CORNER
- = UTILITY BOX
- = UTILITY POLE
- = WATER METER
- = WELL
- = WOOD FENCE

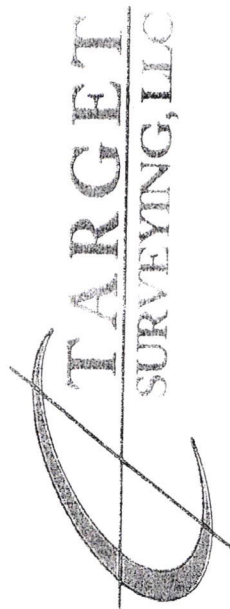
**SURVEY NOTES**  
COVERED AREA CROSSING OVER  
THE PROPERTY LINE ON THE  
NORTHEASTERLY SIDE OF LOT

REVISIONS:

MEASURED UNLESS OTHERWISE NOTED

V.D. 1929 DATUM, UNLESS OTHERWISE NOTED  
DIMENSIONS HAVE BEEN EXAGGERATED TO MORE CLEARLY ILLUSTRATE  
FEATURES AND/OR LOT LINES. IN ALL CASES, DIMENSIONS SHALL  
CONTROL OVER SCALED POSITIONS

LB #7893  
SERVING FLORIDA  
6250 N. MILITARY TRAIL, SUITE 102  
WEST PALM BEACH, FL 33407  
PHONE (561) 640-4800  
STATEWIDE PHONE (800) 226-4807  
STATEWIDE FACSIMILE (800) 741-057  
WEBSITE <http://targetsurveying.net>



**SURVEYORS CERTIFICATE:**  
I HEREBY CERTIFY THAT THIS BOUNDARY SURVEY IS A TRUE  
AND CORRECT REPRESENTATION OF A SURVEY PREPARED  
UNDER MY DIRECTION. NOT VALID WITHOUT A RAISED  
EMBOSSED SEAL AND SIGNATURE

*Kenneth J Osborne*

(SIGNED)

KENNETH J OSBORNE  
PROFESSIONAL SURVEYOR AND MAPPER #6415



**PROPERTY INFORMATION**

**Parcel Number 17-3N-24-2020-0016-0010**

Owner Name **HICKOX, A. MICHAEL**

Mailing Address **HICKOX, A. MICHAEL**

Location Address **0 MAGNOLIA AV**

**HILLIARD 32046**

Tax District **003 - HILLIARD**

Milage **15.8365**

Homestead **No**

Property Usage **VACANT 000000**

Deed Acres **1.00**

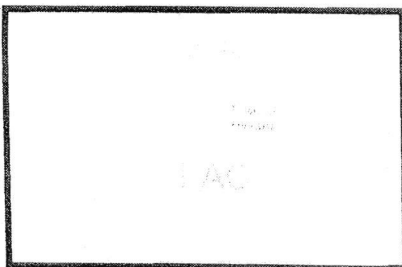
Short Legal **LOT 16 IN OR 1206/730 (EX OR 2016/119) CORNWALL SURVEY**

**2023 Certified Values**

|  |          |
|--|----------|
| Land Value                             | \$27,000 |
| (+) Improved Value                     | \$0      |
| (=) Market Value                       | \$27,000 |
| (-) Agricultural Classification        | \$0      |
| (-) SOH or Non-Hx* Capped Savings      | \$3,042  |
| (=) Assessed Value                     | \$23,958 |
| (-) Homestead                          | \$0      |
| (-) Additional Exemptions              | \$0      |
| (=) School Taxable Value               | \$27,000 |
| (-) Non-School HX & Other Exempt Value | \$0      |
| (=) County Taxable Value               | \$23,958 |

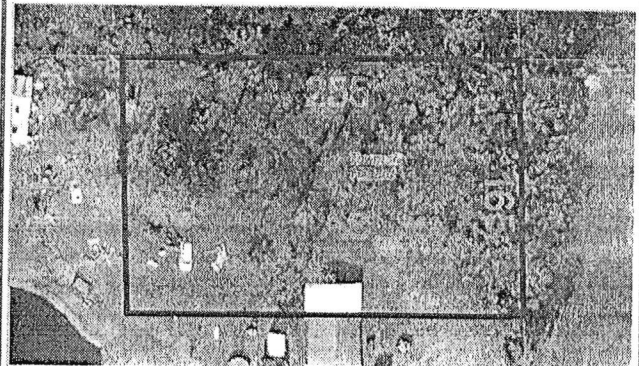
Note - \*10% Cap does not apply to School Taxable Value

**PARCEL MAP**



Esri, HERE, Garmin, INCREM...

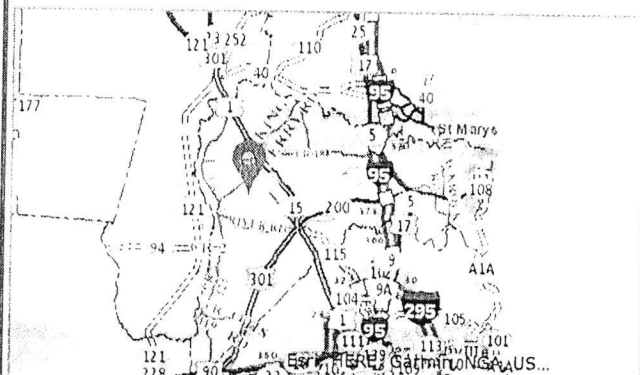
**2023 AERIAL MAP**



**PROPERTY PHOTO**

If this picture is incorrect, please email [info@nassaulpa.com](mailto:info@nassaulpa.com)

**LOCATION MAP**



**BUILDING INFORMATION**

| Type   | Total Area | Heated Area | Bedrooms | Baths | Primary Exterior | Secondary Exterior | Heating | Cooling | Actual Year Built |
|--------|------------|-------------|----------|-------|------------------|--------------------|---------|---------|-------------------|
| VACANT |            |             |          |       |                  |                    |         |         |                   |

**MISCELLANEOUS INFORMATION**

| Description | Dimensions L X W | Units | Year Built |
|-------------|------------------|-------|------------|
|-------------|------------------|-------|------------|

**SALES INFORMATION**

**Prepared by and Return to:**

Jessica Smith  
 MTI Title Insurance Agency, Inc.  
 1914 Southside Boulevard, Suite 2  
 Jacksonville, FL 32216

-Incidental to the issuance of title insurance

Property Appraiser's Parcel ID #17-3N-24-2020-0016-0000

File- MFL-2230905

Consideration Amount \$143,100.00

### TRUSTEE DEED

This Indenture, Made this **December 13, 2019**, between Linda G. Green, a single person, **individually and Linda G. Green, Trustee of the Linda G Green Revocable Living Trust dated February 6, 2018**, whose post office address is: 5224 Kennerly Rd, Jacksonville, FL 32207, hereinafter called the "Grantor"\*, and, **Troy Lee Parsons and Tina L. Smith, husband and wife** whose post office address is: 27281 Magnolia Avenue, Hilliard, Florida 32046, , hereinafter called the "Grantee":

**Witnesseth:** That said Grantor, for and in consideration of the sum of Ten (\$10.00) Dollars and other valuable consideration, to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying, and being in Nassau County, FL., and being further described as follows:

The South Half (S 1/2) of the South Half (S 1/2) of the Southwest Quarter (SW 1/4) of the Southwest Quarter (SW 1/4) of Section 17, otherwise known as Lot 16, in Township 3 North, Range 24 East of the Tallahassee Meridian, subject to highways, according to Government Survey. Excepting therefrom that portion previously conveyed to Jake Latham by deed recorded in Official Records Book 119, page 325, dated, filed and recorded January 17, 1972, Nassau County, Florida.

**Property Address:** 27281 Magnolia Avenue, Hilliard, FL 32046

AND THE SAID Grantor will only warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of those persons claiming by, through or under Grantor, but not otherwise.

\*"Grantor" and "grantee" are used for singular or plural, as context requires.

Subject to easements, restrictions, and covenants of record, and real property taxes for the current year which are prorated.

Said property is not the homestead of the grantor under the laws and constitution of the State of Florida in that neither grantor nor any member of the household of grantor resides thereon.

This conveyance hereby Terminates the Lease Agreement dated September 21, 2018, and recorded as Book 2226, Page 1302, of the Public Records of Nassau County, Florida. Further, this conveyance Satisfies the Option to Purchase, item # 18, as described in said Lease Agreement.

Prepared by and Return to:  
Jessica Smith  
MTI Title Insurance Agency, Inc.  
1914 Southside Boulevard, Suite 2  
Jacksonville, FL 32216

-Incidental to the issuance of title insurance  
Property Appraiser's Parcel ID #173N24202000160010  
File- MFL-2267232  
Consideration Amount \$8,000.00

### WARRANTY DEED

**This Indenture, Made this March 28, 2024, between Joey E. Hearn and David H. Hearn whose post office address is: 36365 Dyal Road, Callahan, FL 32011, hereinafter called the "Grantor"\*, and, Troy L Parsons and Tina L Smith, a married couple, whose post office address is: 27281 Magnolia Ave, Hilliard, FL 32046, hereinafter called the "Grantee".**

[Whenever used herein the terms Grantor and Grantee include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees. "Grantor" and "Grantee" are used for singular or plural, as context requires.]

**Witnesseth:** That said Grantor, for and in consideration of the sum of Ten (\$10.00) Dollars and other valuable consideration, to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying, and being in Nassau County, FL, and being further described as follows:

**The Northeast corner (255 feet by 165 feet) of The South 1/2 of the South 1/2 of the Southwest 1/4 of the Southwest 1/4 of Section 17 otherwise known as Lot 16 in Township 3 North, Range 24 East of the Tallahassee Meridian subject to highway right of way.**

Property Address: 000 Magnolia Avenue, Hilliard, FL 32046

**Said property is not the homestead of the Grantor under the laws and constitution of the State of Florida in that neither Grantor nor any member of the household of Grantor resides thereon.**

**Subject To:** (1) Easements, conditions, restrictions, limitations of record, if any, without reimposing same;  
(2) Taxes and assessments for the current and subsequent years.

**Together with** all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

**To Have and to Hold**, the same in fee simple forever.

**And** the Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land; that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons.

A 60 FOOT INGRESS, EGRESS, AND UTILITY EASEMENT LYING IN THE SOUTH HALF OF THE SOUTH HALF OF THE THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 17, ALSO BEING KNOWN AS LOT 16, IN TOWNSHIP 3 NORTH, RANGE 24 EAST OF THE TALLAHASSEE MERIDIAN, LYING IN NASSAU COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**COMMENCE** AT THE SOUTHEAST CORNER OF SAID LOT 16, BEING ON THE NORTHERLY RIGHT OF WAY OF MAGNOLIA AVE (A 30 FOOT, MORE OR LESS, PRESCRIPTIVE RIGHT OF WAY), THENCE NORTH 89°13'00" WEST ALONG THE SOUTH LINE OF SAID LOT 16, A DISTANCE OF 1.00 FOOT TO THE **POINT OF BEGINNING**; THENCE CONTINUE NORTH 89°13'00" WEST ALONG THE SOUTH LINE OF SAID LOT 16, A DISTANCE OF 60.04 FEET; THENCE NORTH 01°19'00" WEST PARALLEL TO THE EAST LINE OF AFORESAID LOT 16, A DISTANCE OF 165.00 FEET TO THE SOUTH LINE OF LANDS DESCRIBED BY DEED AS RECORDED IN OFFICIAL RECORDS BOOK 2702, PAGE 1985 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE SOUTH 89°13'00" EAST ALONG AFORESAID SOUTH LINE, A DISTANCE OF 60.04 FEET; THENCE DEPARTING AFORESAID SOUTH LINE, SOUTH 01°19'00" EAST PARALLEL TO THE EAST LINE OF AFORESAID LOT 16, A DISTANCE OF 165.00 FEET TO THE **POINT OF BEGINNING**. CONTAINING 0.23 ACRES, MORE OR LESS.

**Lee Anne Wollitz**

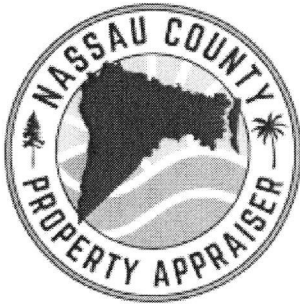
---

**From:** Dawn Barnes <[dbarnes@ncpafl.com](mailto:dbarnes@ncpafl.com)>  
**Sent:** Friday, August 22, 2025 2:36 PM  
**To:** Lee Anne Wollitz  
**Subject:** 27281 Magnolia Ave.

You don't often get email from [dbarnes@ncpafl.com](mailto:dbarnes@ncpafl.com). [Learn why this is important](#)

Lee Anne, The Property Appraisers Office does not find it necessary and will not name the Right of Way easement for Tina Smith's new dwelling. Her new address will be an extension off of Magnolia Way. Please let me know if you have any questions or concerns

Thank you  
Dawn



**Dawn Barnes CFE, CCF, MCF**  
**GIS Parcel Mapping & Deed Specialist**  
**"Representing" Kevin J. Lilly, Property Appraiser**  
Direct: 904.491.7325  
Office: 904.491.7300 | Fax: 904.491.3629  
Website: [www.ncpafl.com](http://www.ncpafl.com)  
Email: [dbarnes@ncpafl.com](mailto:dbarnes@ncpafl.com)  
96135 Nassau Place, Ste. 4, Yulee, FL 32097

Please note that our website and email addresses have changed from @nassauflpa.com to @ncpafl.com. The @nassauflpa.com will no longer be available for use beginning 9/1/25. Please update contact information as needed to the following information: [www.ncpafl.com](http://www.ncpafl.com) | [dbarnes@ncpafl.com](mailto:dbarnes@ncpafl.com)







## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: Sept. 18, 2025

FROM: **Cory Hobbs – Public Works Director**

SUBJECT: Town Council approval of Septic Exception Application No. 20250911.01, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 Magnolia Parcel ID No. 17-3N-24-2020-0016-0010.

---

#### BACKGROUND:

On August 26, 2025, a development investigation was submitted for 0 Magnolia Ave. The recommendation of the Public Works Department is for a septic exception application to be submitted, as the closest sewer connection is approx. 1.13 miles from this parcel.

#### **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.

#### FINANCIAL IMPACT:

None.

#### RECOMMENDATION:

Town Council approval of Septic Exception Application No. 20250911.01, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 Magnolia Parcel ID No. 17-3N-24-2020-0016-0010. With the following condition:  
Public Works and/or the Land Use Administrator of the Town of Hilliard must approve proposed/staking out location of drain field before soil testing. If the location is moved due to test results a second location approval is needed prior to installation of drain field.



# Town of Hilliard Septic Tank Exception Application

ITEM-5

**FOR OFFICE USE ONLY**

File #

20250911.01

Application Fee:

\$250-

Filing Date:

09/11/25

by:

gc

Acceptance Date:

by:

paid by check #209

**A. PROJECT**

1. Project Name: \_\_\_\_\_
2. Address of Subject Property: 000 magnolia Ave Hilliard FL 32046
3. Parcel ID Number(s): 173 N242 02 000 1600 10
4. Existing Use of Property: Vacant
5. Future Land Use Map Designation: mobile home Residence
6. Zoning Designation: Residential
7. Acreage: 1

**B. APPLICANT/CONTRACTOR\***

1. Applicant's Status ☒ Owner (title holder) ☐ Agent
2. Name of Applicant(s) or Contact Person(s): Tina Smith Title: Owner  
Company (if applicable): \_\_\_\_\_  
Mailing address: 27281 magnolia Ave  
City: Hilliard State: FL ZIP: 32046  
Telephone: (904) 507-1078 FAX: ( ) e-mail: westeastlandhome@gmail.com

**3. Contractor:**

Name of Contractor: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_ e-mail: \_\_\_\_\_

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



**C. ATTACHMENTS** (One copy plus one copy in PDF format)

1. Site Plan including but not limited to:
  - a. Name, location, owner, and designer of the proposed development.
  - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
  - c. Statement of Proposed Uses.
  - d. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
  - e. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
  - f. Area and dimensions of site.
  - g. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
  - h. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
  - i. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
  - j. Required buffers.
  - k. Location of existing trees, identifying any trees to be removed.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.

**D. FEE**

1. \$250.00

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

**All 3 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

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

[Signature]  
Signature of Applicant

[Signature]  
Signature of Co-applicant

Tina L. Smith  
Typed or printed name and title of applicant

Tru Lee Parsons  
Typed or printed name of co-applicant

9-11-25  
Date

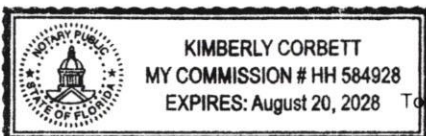
9-11-25  
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 11<sup>th</sup> day of Sept, 2025 by Tina Smith, who is/are personally known to me, or who has/have produced FLDL as identification.

NOTARY SEAL

[Signature]  
Signature of Notary Public, State of Florida  
8/20/28



Town of Hilliard ♦ 15859 West CR 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555

Prepared by and Return to:  
Jessica Smith  
MTI Title Insurance Agency, Inc.  
1914 Southside Boulevard, Suite 2  
Jacksonville, FL 32216

-Incidental to the issuance of title insurance  
Property Appraiser's Parcel ID #173N24202000160010  
File- MFL-2267232  
Consideration Amount \$8,000.00

### WARRANTY DEED

**This Indenture, Made this March 28, 2024, between Joey E. Hearn and David H. Hearn whose post office address is: 36365 Dyal Road, Callahan, FL 32011, hereinafter called the "Grantor"\*, and, Troy L. Parsons and Tina L. Smith, a married couple, whose post office address is: 27281 Magnolia Ave, Hilliard, FL 32046, hereinafter called the "Grantee".**

[Whenever used herein the terms Grantor and Grantee include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees. "Grantor" and "Grantee" are used for singular or plural, as context requires.]

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**The Northeast corner (255 feet by 165 feet) of The South 1/2 of the South 1/2 of the Southwest 1/4 of the Southwest 1/4 of Section 17 otherwise known as Lot 16 in Township 3 North, Range 24 East of the Tallahassee Meridian subject to highway right of way.**

Property Address: 000 Magnolia Avenue, Hilliard, FL 32046

**Said property is not the homestead of the Grantor under the laws and constitution of the State of Florida in that neither Grantor nor any member of the household of Grantor resides thereon.**

**Subject To:** (1) Easements, conditions, restrictions, limitations of record, if any, without reimposing same;  
(2) Taxes and assessments for the current and subsequent years.

**Together with** all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining

**To Have and to Hold**, the same in fee simple forever.

**And** the Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land; that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons.

REVISIONS















SURVEYORS CERTIFICATE:

I HEREBY CERTIFY THAT THIS BOUNDARY SURVEY IS A TRUE  
 AND CORRECT REPRESENTATION OF A SURVEY PREPARED  
 UNDER MY DIRECTION NOT VALID WITHOUT A RAISED  
 EMBOSSED SEAL AND SIGNATURE

(SIGNID)

KENNETH J OSBORNE  
PROFESSIONAL SURVEYOR AND MAPPER #6415

## ABOL DESCRIPTIONS

- |   |                      |   |                |
|---|----------------------|---|----------------|
|  | = CATCH BASIN        |  | = METAL FENCE  |
|  | = CENTERLINE ROAD    |  | = MISC FENCE   |
|  | = PROPERTY CORNER    |  | = UTILITY BOX  |
|  | = COVERED AREA       |  | = UTILITY POLE |
|  | = EXISTING ELEVATION |  | = WATER METER  |
|  | = HYDRANT            |  | = WELL         |
|  | = MANHOLE            |  | = WOOD FENCE   |

65.0'

3) (

INDEX OF  
1/2 OF  
1/2 OF  
W. 1/4 OF  
W. 1/4 OF  
17-03-24  
(L.DED)

1065.00(C)

MAGNOLIA AVENUE  
UNDETERMINED RM (IMPROVED)

SEE DETAIL

OND

SET 1/2"  
IRON ROD  
LB #7893

SET 1/2"  
IRON ROD  
LB #7893

SET 1/2"  
IRON ROD  
LB #7893  
-W 211

25m x 50m  
30 x 50  
ON PIPE  
UND 3/4"

|                           |      |
|---------------------------|------|
| SEPTIC TO HOUSE           | 30.± |
| SEPTIC TO EAST PROP LINE  | 95.± |
| SEPTIC TO SOUTH PROP LINE | 67.± |

BUILDING DETAIL  
(NOT TO SCALE)

|      |        |      |
|------|--------|------|
| 14.3 | 7.8    | 30.2 |
| 51.9 | 27.281 | 66.2 |
| 22.4 |        |      |

# THE GREAT ESCAPE

SERVING FLORIDA

LB #7893

6250 N. MILITARY TRAIL, SUITE 102  
WEST PALM BEACH, FL 33407

PHONE (561) 640-4800

STATEWIDE PHONE (800) 226-4807

STATEWIDE FACSIMILE (800) 741-0576  
WEBSITE <http://targetsurveying.net>

GENERAL NOTES

- 1) LEGAL DESCRIPTION PROVIDED BY OTHERS
  - 2) THE LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR EASEMENTS OR OTHER RECORDED
  - 3) ENCUMBRANCES NOT SHOWN ON THE PLAT
  - 4) UNDERGROUND PORTIONS OF FOUNDATIONS, FOUNDATIONS OR OTHER IMPROVEMENTS WERE NOT LOCATED
  - 5) ONLY VISIBLE ENCUMBRANCES ARE LOCATED
  - 6) DIMENSIONS SHOWN HEREON
  - 7) FENCE OWNERSHIP NOT SHOWN
  - 8) ELEVATIONS, IF SHOWN
  - 9) IN SOME INSTANCES, G
- RELATIONSHIPS BETWEEN  
CONTROL THE LOCATION

SURVEY NUMBER: 393898

PROPERTY ADDRESS:  
27281 MAGNOLIA AVENUE  
HILLIARD, FL 32046

FIELD WORK: 11/20/2019  
FLOOD ZONE: X

SUFFIX: F  
PANEL: 0145  
COMMUNITY NUMBER: 120573

CERTIFIED TO:  
TROY LEE PARSONS, MTI TITLE  
INSURANCE AGENCY, INC., JACKSONVILLE  
STEWART TITLE GUARANTY COMPANY  
HAMILTON GROUP FUNDING, INC.  
ISAO/ATIMA

THE SOUTH 1/2 OF THE SOUTH 1/2 OF  
THE SOUTHWEST 1/4, OF THE  
SOUTHWEST 1/4 OF SECTION 17,  
OTHERWISE KNOWN AS LOT 16 IN  
TOWNSHIP 3 NORTH, RANGE 24 EAST, OF  
THE TALLAHASSEE MERIDIAN, SUBJECT  
TO HIGHWAYS, ACCORDING TO  
GOVERNMENT SURVEY, EXCEPTING  
THEREFROM THAT PORTION PREVIOUSLY  
CONVEYED TO JAKE LATHAM BY DEED  
RECORDED IN OFFICIAL RECORDS BOOK  
119, PAGE 325, DATED, FILED AND  
RECORDED JANUARY 17, 1972, NASSAU  
COUNTY, FLORIDA.

LEGAL DESCRIPTION:

SCALE  
1"=150'



SET 1/2"  
IRON ROD  
LB #7893

330' 00" 00"  
M 01° 19' 00" 00"

SET 1/2"  
IRON ROD  
LB #7893

| LINE TABLE(C) |        |             |  |
|---------------|--------|-------------|--|
| LINE          | LENGTH | BEARING     |  |
| L1            | 165.00 | N01°19'00"W |  |
| L2            | 255.00 | N89°13'00"W |  |
| L3            | 165.00 | N01°19'00"W |  |

A. Michael Hickox, CFA  
 Cert. Res. RD1941

*[Handwritten Signature]*

NASSAU COUNTY  
 PROPERTY APPRAISER

**PROPERTY INFORMATION**

**Parcel Number 17-3N-24-2020-0016-0010**

Owner Name      HEARN JOEY E

Mailing Address    45619 MUSSLEWHITE RD

                         CALLAHAN, FL 32011

Location Address   0 MAGNOLIA AV

                         HILLIARD 32046

Tax District        003 - HILLIARD

Milage              15.8365

Homestead         No

Property Usage     VACANT 000000

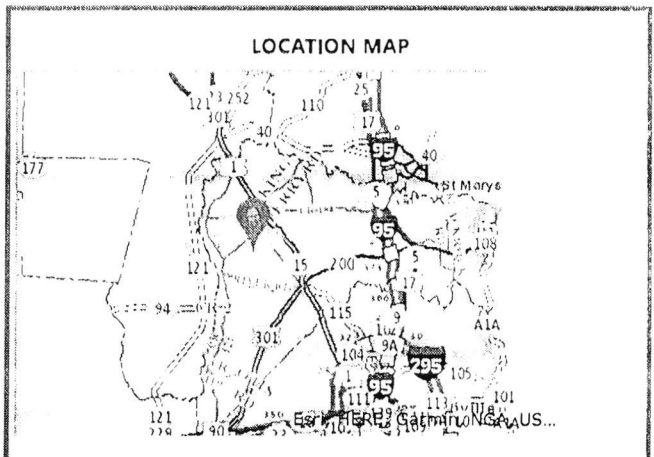
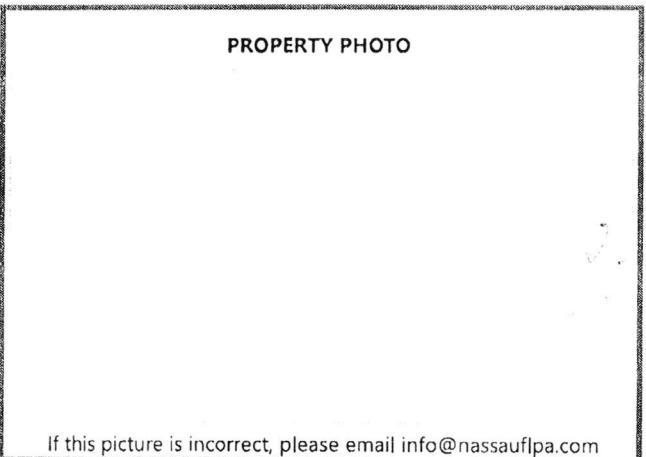
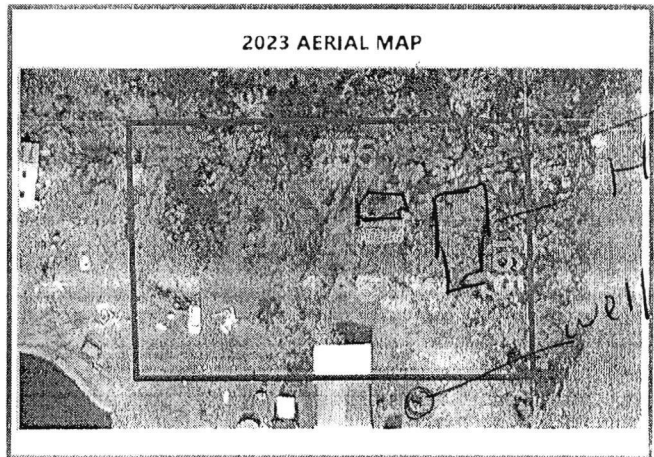
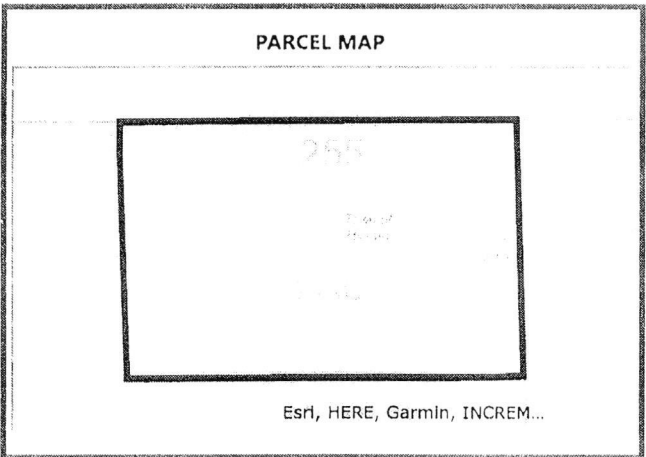
Deed Acres         1.00

Short Legal         LOT 16 IN OR 1206/730 (EX OR 2016/119) CORNWALL SURVEY

**2023 Certified Values**

|  |                 |
|--|-----------------|
| Land Value                             | \$27,000        |
| (+) Improved Value                     | \$0             |
| <b>(=) Market Value</b>                | <b>\$27,000</b> |
| (-) Agricultural Classification        | \$0             |
| (-) SOH or Non-Hx* Capped Savings      | \$3,042         |
| <b>(=) Assessed Value</b>              | <b>\$23,958</b> |
| (-) Homestead                          | \$0             |
| (-) Additional Exemptions              | \$0             |
| (=) School Taxable Value               | \$27,000        |
| (-) Non-School HX & Other Exempt Value | \$0             |
| <b>(=) County Taxable Value</b>        | <b>\$23,958</b> |

Note - \*10% Cap does not apply to School Taxable Value



**BUILDING INFORMATION**

| Type   | Total Area | Heated Area | Bedrooms | Baths | Primary Exterior | Secondary Exterior | Heating | Cooling | Actual Year Built |
|--------|------------|-------------|----------|-------|------------------|--------------------|---------|---------|-------------------|
| VACANT |            |             |          |       |                  |                    |         |         |                   |

**MISCELLANEOUS INFORMATION**

| Description | Dimensions L X W | Units | Year Built |
|-------------|------------------|-------|------------|
|             |                  |       |            |





# Town of Hilliard Development Investigation Application

FOR OFFICE USE ONLY

ITEM-5

File # 20250826.01

Application Fee \$100.00

Filing Date: \_\_\_\_\_ By: \_\_\_\_\_

Acceptance Date: 8/26/25 By gc

Received payment by check #  
208. gc

## A. PROJECT

1. Address of Subject Property: 000 magnolia Ave Hilliard, FL 32046
2. Parcel ID Number(s): 173N 242 02000160010
3. Acreage of Project: 1

## B. APPLICANT

1. Name of Applicant(s) or Contact Person(s): Tina Smith Title: Owner

Company (if applicable): \_\_\_\_\_

Mailing address: 27281 magnolia Ave

City: Hilliard State: FL ZIP: 32046

Telephone: (904) 507-1078 FAX: ( ) e-mail: westeastlandmom@gmail.com

## C. ATTACHMENTS, if available (One copy, no larger than 8 1/2 x 11)

1. Site Plan of proposed development
2. Survey of proposed development
3. Design of the proposed development
4. Vicinity map - indicating general location of the site and all abutting streets and properties (\*Required)
5. Statement of proposed development

## D. APPLICATION FEE

1. \$100 plus \$20 per acre

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE (REVIEWS ARE COMPLETED WITHIN 14 DAYS)

Zoning A-1 Reviewed By: gc

Water Service Available NO Location of Service Henry Smith e 02100 Approx 1314 feet,

Improvements Required for Water Service Well exception App Reviewed By: CH

Sewer Service Available NO Location of Service 02100 Lake Drive

Improvements Required for Sewer Service Septic exception App Reviewed By: CH

Access onto Public Right of Way or Approved Private Road X Paved Road \_\_\_\_\_ Unpaved Road \_\_\_\_\_

Improvements Required for Access Council Approved Private Road Reviewed By: CH

Temporary Culvert needed during construction? Y \_\_\_\_\_ N X Location? \_\_\_\_\_



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: Sept. 18, 2025

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

SUBJECT: Town Council to adopt Resolution No. 2025-12, authorizing the Hilliard Middle Senior High School Homecoming Parade on Friday, September 19, 2025, beginning at 2:45 p.m.

---

#### **BACKGROUND:**

See attached resolution required to temporarily close the Town of Hilliard public right of ways.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council adoption of Resolution No. 2025-12, authorizing the HMSHS Homecoming Parade on Friday, September 19, 2025.

**RESOLUTION NO. 2025-12**

**A RESOLUTION AUTHORIZING THE PERMITTING OF A HOMECOMING PARADE FOR THE LOCAL HIGH SCHOOL ON BOTH LOCAL AND COUNTY ROADS, WHICH INCLUDES COUNTY ROAD 108; RESPONSIBILITY FOR TRAFFIC CONTROL; FOR CLAIMS ARISING FROM SUCH EVENT DUE TO ACTION ON THE PART OF OR AUTHORIZED BY THE TOWN; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Hilliard, Florida is required by various individuals and or organizations from time to time, to allow the use of streets and highways within the Town limits for the purpose of holding parades, or other special events, and

**WHEREAS**, the Town of Hilliard, determines that the homecoming parade for the local high school will proceed down local and county roads, which includes County Road 108 is an event that is acceptable, appropriate, beneficial and in the best interest of the Town, and

**WHEREAS**, the Town of Hilliard is willing to assume the responsibility for this decision as it is related to acts done or authorized by the Town employees or its agents.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF HILLIARD:**

1. That this Resolution be said and the same is hereby declared and determined to constitute the authority for the Town to obtain permission from the Nassau County Board of County Commissioners for the approved parade on both town and county roads, which includes County Road 108, on the 19<sup>th</sup>, day of September 2025.
2. That the Nassau County Sheriff's Department will assume responsibility for traffic control.
3. That the Nassau County Sheriff's Department is responsible only for the claims arising from and based upon the activities of its officers, agents or employees at this event.
4. The Nassau County Sheriff's Office is hereby authorized to carry out the intent and purposes of this Resolution.
5. That this Resolution shall take effect immediately upon its adoption.



**THIS RESOLUTION** adopted this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_ by the Town Council of the Town of Hilliard, Florida.

\_\_\_\_\_  
Kenneth A. Sims  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor



# CERTIFICATE OF LIABILITY INSURANCE

DATE (M)  
8/2  
ITEM-6

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

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

|   |   |   |               |
|---|---|---|---------------|
| <b>PRODUCER</b><br>Arthur J. Gallagher Risk Management Services, LLC<br>200 South Orange Avenue<br>Orlando FL 32801 | <b>CONTACT NAME:</b> Jessica Montgomery     | <b>FAX (A/C, No):</b>                             |               |
|   | <b>PHONE (A/C, No, Ext):</b>                | <b>E-MAIL ADDRESS:</b> Jessica_Montgomery@ajg.com |               |
| <b>INSURED</b><br>Nassau County School District<br>c/o NEFEC<br>3841 Reid Street<br>Palatka FL 32177                | <b>INSURER(S) AFFORDING COVERAGE</b>        |   | <b>NAIC #</b> |
|   | INSURER A : Underwriters at Lloyd's, London |   | 32727         |
|   | INSURER B :                                 |   |               |
|   | INSURER C :                                 |   |               |
|   | INSURER D :                                 |   |               |
|   | INSURER E :                                 |   |               |
| INSURER F :   |   |   |               |

**COVERAGES** **CERTIFICATE NUMBER:** 612219589 **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD  | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|--|----------|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input checked="" type="checkbox"/> OTHER: Occurrence |  |          | See Below     | 7/1/2025                | 7/1/2026                | EACH OCCURRENCE \$ Per Statute<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$ Per Statute<br>PRODUCTS - COMP/OP AGG \$<br>\$ |
| A        | <input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  |  |          | See Below     | 7/1/2025                | 7/1/2026                | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
|          | <input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$  |  |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | <input type="checkbox"/> Y <input checked="" type="checkbox"/> N | N/A      |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$   |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Self Insured per FL Statute 768.28. Limits per Statute.

Hilliard Middle Senior High School Homecoming Parade on 9/19/ 2025 at 2:45PM

## CERTIFICATE HOLDER

## CANCELLATION

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## Board of County Commissioners

**Item Title:** 2025 Hilliard Middle Senior High School Homecoming Parade Request  
**Date:** August 25, 2025  
**Department:** County Manager

### Background:

Hilliard Middle Senior High is holding a homecoming parade on Friday, September 19, 2025 at 2:45 p.m. They are seeking permission to close County Road 108 between Oxford Street and Ohio Street from approximately 2:00 P.M. to 4:00 P.M. Though this is in the Town of Hilliard limits, the road is County maintained, therefore this request would need permission from the Board of County Commissioners prior to closing the roads.

### Request:

Approve request from Hilliard Middle Senior High to hold a parade on September 19, 2025 from approximately 2:00 PM to 4:00 PM on County Road 108 between Oxford and Ohio Street.

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

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

### Action Requested and Recommendation:

Approve request from Hilliard Middle Senior High to hold a parade on September 19, 2025 from approximately 2:00 PM to 4:00 PM on County Road 108 between Oxford and Ohio Street.

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

N/A

### Funding Source:

N/A

# APPROVED BOCC

DATE 8/25/2025 AM

### Additional Information Needed for Contracts/Agreements (If Applicable)

#### Contract Number assigned by Contracts Management:

N/A

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

N/A

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

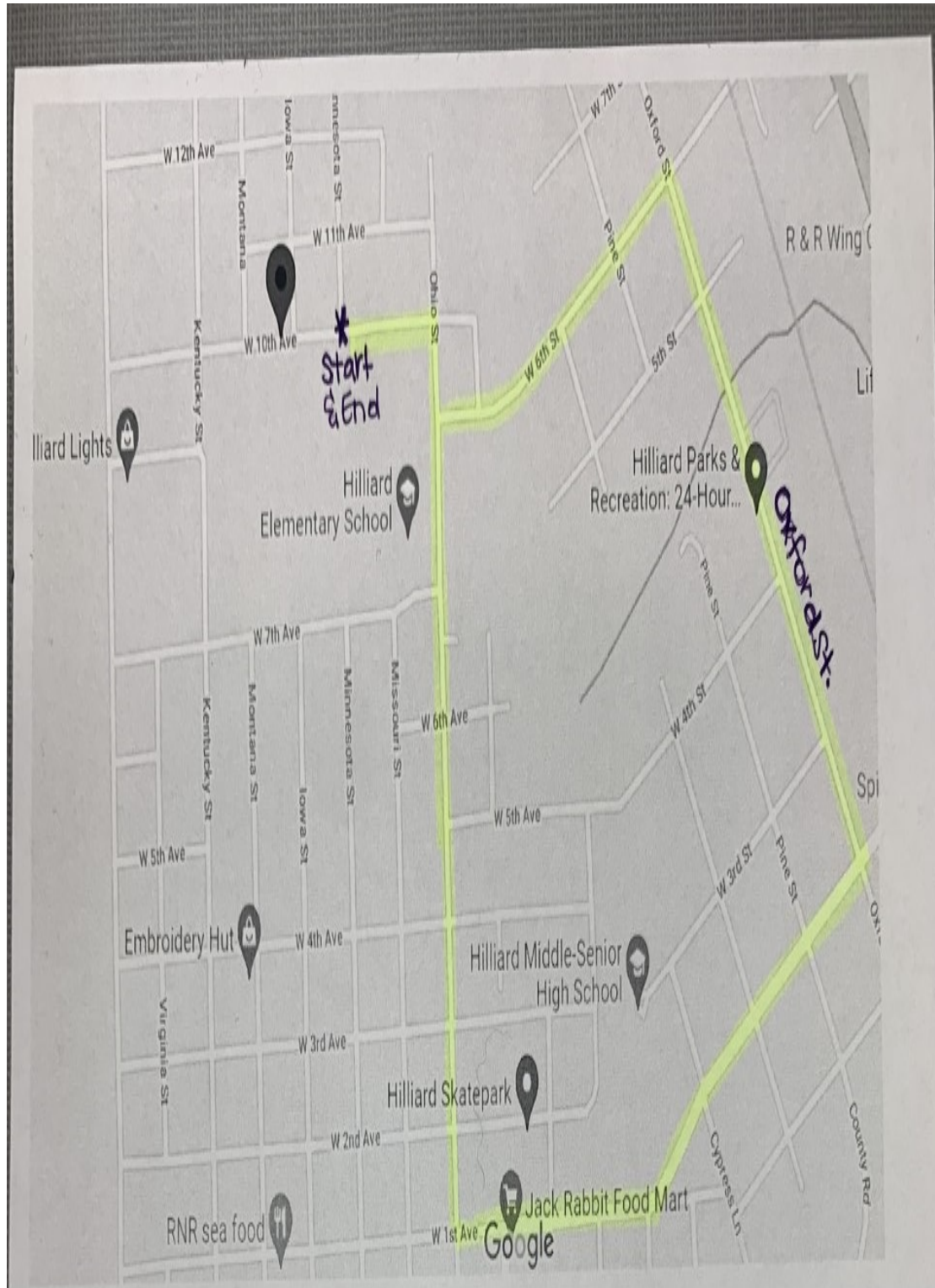
N/A

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

Email approved item to:  
 Mandy Rau - rauam@nassau.k12.fl.us  
 Jobeth Vanzant - vanzantjo1@nassau.k12.fl.us

**How many originals are needed?**

N/A



Is the route the same  
for the homecoming  
parade

ITEM-6

I'm checking

Same route

Tell her we will be  
there all setup

Ok

Can you email her so



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: Sept. 18, 2025

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

SUBJECT: Town Council approval to adopt Resolution No. 2025-13, Authorizing the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection for State of Florida Fiscal Year 2026-2027, for the development of Oxford Street Park Ph V.

---

#### **BACKGROUND:**

See attached.

#### **FINANCIAL IMPACT:**

Requested Grant Funds - \$200,000

#### **RECOMMENDATION:**

Town Council approval to adopt Resolution No. 2025-13, Authorizing the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection for State of Florida Fiscal Year 2026-2027, for the development of Oxford Street Park Ph V.



## RESOLUTION NO. 2025-13

**A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR STATE OF FLORIDA FISCAL YEAR 2026-2027.**

**WHEREAS**, the Town of Hilliard desires to submit an application to the Florida Department of Environmental Protection for a Florida Recreation Development Assistance Program Grant to benefit the local residents.

**WHEREAS**, there is a present and growing need for outdoor recreation opportunities among persons of all ages within the Town of Hilliard, Florida corporate limits and among those visiting the area, and

**WHEREAS**, the Town recognizes this need for additional recreational opportunities; and

**WHEREAS**, meeting the increasing demand for, recreation opportunities can best be met with the development of Oxford Street Park Phase V as detailed in the application for funding in which the Town is submitting an application in the September 30, 2025, application cycle requesting \$200,000.00 in grant funds.

**NOW THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Hilliard as follows:

1. That the Town of Hilliard hereby authorizes the filing of an application for a Florida Recreation Development Assistance Program Grant, and
2. That the Mayor of the Town of Hilliard is hereby authorized to execute all documents required in connection with the filing of said application to be submitted on September 30, 2025.

**THIS RESOLUTION** adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the Town Council of the Town of Hilliard, Florida.

\_\_\_\_\_  
Kenneth A. Sims  
Council President

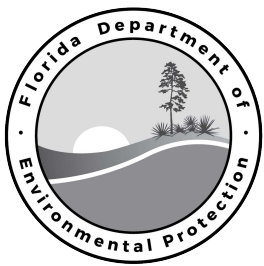
ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

---

John P. Beasley  
Mayor

**FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM  
GRANT APPLICATION PACKAGE**Required Signatures: **Adobe Signature****PART I — GENERAL INFORMATION****(DEP USE ONLY)**

Received: \_\_\_\_\_

Postmarked: \_\_\_\_\_

Application Number: \_\_\_\_\_

**1. APPLICANT INFORMATION**A. Name of Applicant: Town of HilliardB. Federal Employer Identification Number: \*\*59-6018372  
**\*\*(This number must be registered at My Florida Market Place with the address the warrant will be forwarded)**C. Population: 3,100D. Current Operating Budget: \$21,027,843.00  
**(This is the operating budget for the city, county or special district, and not just the department budget)**E. Contact Person: Lisa Purvis Title: Town Clerk  
**(The contact person is someone who will be in direct contact with DEP and be responsible for administering this grant if awarded)**F. Mailing Address: P. O. Box 249City/State: Hilliard, Florida Zip Code: 32046-0249Telephone : (904) 845-3555 E-mail: lpurvis@townofhilliard.comFAX: (904) 845-1221

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

\_\_\_\_\_  
Signature of City or County Manager/Title

DRP-106 (Effective 06-05-2015)

09/18/2025\_\_\_\_\_  
Date

Page 1 of 28

## 2. PROJECT INFORMATION

A. Name of Project: Oxford Street Park Phase V

B. Project Type (Check One): Project cannot be a combination of acquisition and development

Acquisition: ☐

Development: ☒

☒ On land owned by applicant

☐ On land currently under site control by applicant

Date site control expires: \_\_\_\_\_

Trail Construction: ☐

☐ On land owned by applicant

☐ On land currently under site control by applicant

Date site control expires: \_\_\_\_\_

**Development projects must be under site control (owned by deed, or leased or dedicated for minimum of 30 years from the date of application) by the close of the submission period (September 30, 2024).**

- **School board property is ineligible** either by lease or ownership.
- Include a copy of the site control documents (e.g., deed, lease, etc.). **If providing a Quit Claim Deed, please attach a copy of a 30 year title search or title opinion.**

**(Tab as Exhibit “N”)**

**C. PROJECT LOCATION:**

Street Address: 37516 Oxford Street

City: Hilliard County: Nassau Zip Code: 32046 -

GIS Coordinates: Latitude: 30°-41'-32.90" North Longitude: 81°-55'-25.74" West

1. Submit a boundary map of the project area providing a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. **Aerial photographs are accepted as boundary maps, as long as the boundaries are identified (Visit website for example).**

**(Tab as Exhibit "K")**

2. Submit color, on-site photographs for **all three copies** of your application, sufficient to depict the physical characteristics of the project area.

**(Tab as Exhibit "L")**

3. Location map and directions: Submit a detailed road map precisely locating the project site along with clear written driving instructions from the nearest federal or state highway. **NOTE:** Confirm that street names listed are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this.

**(Tab as Exhibit "M")**

**D. LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED:**

This should be the Florida Senate and Florida House district in which the **proposed project site is located**. If you are not sure of the district, contact your local office of the Supervisor of Elections. **(There is only one each.)**

State Senator: Clay Yarborough Senate District Number: 4

State Representative: Dean Black House District Number: 15

**E. TOTAL NUMBER OF ACRES BEING ACQUIRED OR TOTAL NUMBER OF ACRES BEING DEVELOPED: 8 Acres**



**F. DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT.****1) For Development Projects:**

- (a) Provide a description of the proposed project which includes existing and future uses, existing and proposed physical improvements, natural and historical resources, any proposed resource protection/conservation and any existing buildings on site.

See Exhibit "P"

- (b) Indicate if a natural spring is located on project site:

☐ Yes ☒ No

- (c) Indicate if there is public access to the park either through an existing street or easement:

☒ Yes ☐ No

Describe Public Access:

Oxford Street Park can be accessed by automobile, bicycle or foot and is adjacent to Oxford Street. Oxford Street Park has vehicular parking at the front of the park.

**(If additional room needed - Tab as Exhibit "P")**

**2) For Acquisition Projects: (in addition to the above information)**

- (a) If the proposed project consists of acquiring multiple parcels or from multiple owners, identify specific order in which the parcels will be acquired to ensure that in the event that all parcels cannot be acquired, the purposes of the project can be achieved. Also address the ability to have public access to the park either through an existing street or easement.

N/A

**(If additional room needed - Tab as Exhibit "P")**

### 3. FINANCIAL INFORMATION

ITEM-7

#### GRANT MATCH RATIOS: (Based on the grant cap of \$200,000)

| Project Cost              | State Share | Grantee Share |
|---------------------------|-------------|---------------|
| \$50,000 or less          | 100%        | 0%            |
| \$50,001 to \$150,000     | 75%         | 25%           |
| \$150,001 up to \$400,000 | 50%         | 50%           |

Project Cost = State Share + Grantee Share

Refer to Chapter 62D-5.055(4), F.A.C. for complete information on match requirements and match types.

**The Total Project Cost (Line F) must equal the grant request (Line A) plus the total local match (Line E). This figure (Line F) should not total more than \$400,000 for the purpose of this application.**

A. FRDAP Funds Requested (State Share) Line A \$200000

B. Local Funds Available: (Grantee Share)

1. Cash: Line B \$0.00

2. In-Kind: Line C \$0.00

3. Land Value: Line D \$0.00

**If property is developed, land value CANNOT be used as a match.**

Total Local Match: Line E \$0  
Sum of lines B, C and D

C. Total Cost of Proposed Project: Line F \$200000

**Sum of Lines A and E**  
**(Should not total more than \$400,000)**

(If approved for REDI Match Waiver, fill out REDI Waiver Form located under FRDAP Administrative Forms at [http://dep.state.fl.us/lands/Land\\_and\\_Recreation/Land\\_Recreation.htm](http://dep.state.fl.us/lands/Land_and_Recreation/Land_Recreation.htm)).  
(Tab as Exhibit "O")

**D. PROJECT WORK PLAN (COMPLETE FOR ALL PROJECTS, DEVELOPMENT AND ACQUISITION):**

On page 7 & 8 as attachment 1, list the project Work Plan for the elements for this application. The Project elements are listed with the related tasks and deliverables. Primary elements and support elements should be listed separately. Use as many project elements and tasks needed to complete the project.

**Remember to include each element in your conceptual site plan. Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 7 & 8 of this application. The site plan must correlate with the project boundary map and work plan elements. The site plan must CLEARLY DELINEATE using color codes between facilities/opportunities currently existing, facilities proposed for funding (page 7 & 8) in this application and facilities planned for future development. If project is an acquisition project, be sure to submit on the site plan the proposed elements to be developed as listed on page 17 of this application. Also identify different FRDAP phases on the site plan and any LWCF phases.**

**DEVELOPMENT PROJECTS:**

**PRIMARY RECREATION AREAS AND FACILITIES:** Primary facilities include all recreation facilities and opportunities. **Primary cost must be equal to or greater than fifty percent (50%) of the total cost.** Primary examples are: beach access, picnic facilities, fishing piers, ball fields, tennis courts, trails, trailheads, shade structures for recreational facilities, etc. Enclosed structures are not eligible costs. Costs of planning and site preparation should be included within the cost of each element. If land value is used as match, it should be included under primary cost. If this is a trail project, list the uses or types of trails. If developing one trail for multi-purposes state multi-purpose trail, but if doing several different trails list separately with each use (example: walking trail or bike trail).

**SUPPORT FACILITIES AND IMPROVEMENTS:** Support facilities are facilities which cannot stand alone, or which would have little or no public outdoor recreational value without the primary facility. No enclosed structures are eligible except restrooms, bathhouses or restroom/concession stands. Other support examples are: parking, landscaping, and security lighting. Amenities such as benches, or bike racks will receive no points when being scored. The enclosed structures listed above cannot be phased and must be completed with one grant.

**ACQUISITION PROJECTS:**

If acquisition project, on page 7 & 8, list the project work plan for the acquisition phase of the project.

**(Tab as Exhibit “H”)**

**FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)**  
**DEVELOPMENT**  
**PROJECT BUDGET DETAIL**

ITEM-7

**Project Name:** Oxford Street Park Phase V

**Grantee Name:** Town of Hilliard

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements listed below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

**Project Tasks, Deliverables and Required Documentation**

| <b>Task #1:</b><br>Development<br>of: <u>Oxford Street Park</u> | <b>Amount of Costs<br/>to be Paid with<br/>Grant Funds</b> | <b>Amount of Costs<br/>to be Paid with<br/>Grantee Match</b> | <b>Deliverables and Documentation To<br/>Be Submitted Upon Completion<br/>And Before Reimbursement Can Be<br/>Approved</b> |
|---|--|--|--|
| <u>(List each <b>Primary</b> project<br/>element)</u>           | Provide Budget<br>Detail                                   | Provide Budget<br>Detail                                     |  |
| Picnic Facilities - New   | \$105,000.00   | 0.00   | Project Completion Certification   |
| Playground - Renovation   | \$10,000.00  | 0.00   | Final as-built site plan   |
| Basketball Court -Renovation                                    | \$25,000.00  | 0.00   | Florida Recreation and Parks<br>Inventory Form   |
| Picnic Facilities - Renovation                                  | \$5,000.00   | 0.00   | Color Photographs of Project   |
|   |  |  | Notice of Limitation of Use  |
|   |  |  | Boundary Survey  |

|  |                  |                |  |
|--|------------------|----------------|--|
| <u>(List each <b>Support</b> project element)</u>                      |                  |                |  |
| Bleachers - Football Field - Support - New                             | \$10,000.00      | 0.00           |  |
| Restrooms - Renovation   | \$5,000.00       | 0.00           |  |
| Replace Pool Cool Deck - Support - Renovation                          | \$25,000.00      | 0.00           |  |
| Grant Writing, Survey  | \$15,000.00      | 0.00           |  |
| <br>*All work will be completed in accordance with the approved plans. |                  |                |  |
| <b>TOTALS:</b>   | <b>\$ 200000</b> | <b>\$ 0.00</b> |  |

**Performance Standard:** Approval of deliverables is based upon review for compliance with the requirements for funding under the Florida Recreation Development Assistance Program (FRDAP); approved plans and application approved for funding.



## **INSTRUCTIONS FOR COMPLETING PROJECT WORK PLAN:**

ITEM-7

**DELIVERABLES/ELEMENTS/WORK TO BE COMPLETED:** Identify **ALL** elements that will be completed under this Agreement.

**DELIVERABLE/ELEMENT BUDGET AMOUNT FOR REIMBURSEMENT:** Must provide a budget for each element and identify the expense category and budget detail. Provide description of the costs as follows: **Salaries:** identify the position title/hourly rate/# of hours to complete the deliverable; **Fringe benefits:** identify the % used to calculate the fringe benefits; **Contractual Services:** identify what service will be paid for under the contract for services; **Equipment:** the purchase of equipment is not allowed under this Agreement, the rental of equipment is the only costs allowed that are associated with equipment; **Supplies and Materials:** identify what supplies/materials will be purchased; **Other costs:** identify what other costs are being requested (such as printing costs, other costs that do not fit into the other established cost categories (salaries, fringe benefits, equipment, supplies, indirect, contractual services); **Indirect Costs:** identify the percentage that is used for the indirect being claimed for reimbursement (cannot exceed 15% unless prior approval has been obtained by the Department)..

**MATCH AMOUNT TO BE CLAIMED:** The same level of detail must be provided for match as for reimbursement.

**DOCUMENTATION/DELIVERABLES TO BE SUBMITTED UPON COMPLETION:** All of these deliverables must be submitted before final reimbursement can be processed.

**Completion Documentation required prior to Reimbursement**

## GENERAL CRITERIA

## 1. CAPITAL IMPROVEMENT PLAN

- A. Is the proposed project identified, in whole or in part, in the applicant's capital improvement plan or schedule during the current or next three (3) fiscal years?

**Provide:**

1) A letter from the agency's city or county manager certifying the five year capital improvement schedule is **officially adopted and date adopted**. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

- AND -

2) A copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules) **Please highlight project name, amount and year.**

(20 points)

☒ Yes ☐ No

--- OR ---

- B. Is the proposed project identified as part of the plan through an adopted resolution committing the applicant to amend their capital improvement plan or schedule and complete the project should it receive program funds?

**Provide:** a copy of a fully executed resolution amending the existing schedule to include the proposed project. The resolution must **clearly indicate the proposed project by name, amount and year and cannot be older than 3 years.**

☐ Yes ☒ No

(10 points)

(Tab as Exhibit "A")

## 2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

- A. Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. Use the **OUTDOOR RECREATION IN FLORIDA-2008 (Chapter 6 & 7)**. **Provide quotations or other appropriate references with explanations to justify the correlation.** To receive points, must give a detailed explanation as to how the project meets the goals, cannot only list the goals.

(Tab as Exhibit "B") (4 points)

See Exhibit "B"

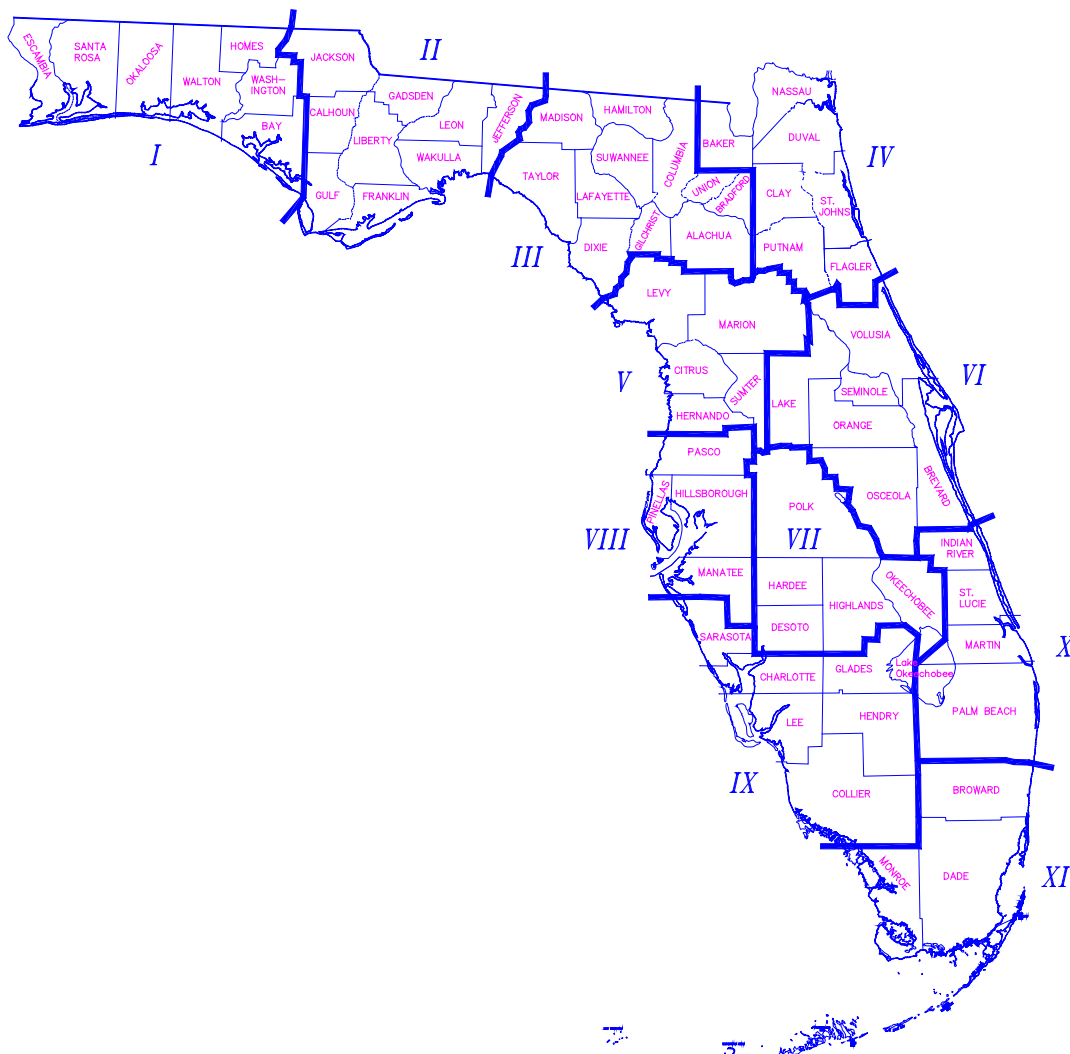
## B. 2008 Relative Need Index by Region

The proposed project provides for a priority resource or facility need in the applicant's planning region identified in the Statewide Comprehensive Outdoor Recreation Plan. Locate the applicant's region and circle each priority resource/facility need as **proposed in the project** cost on page 7 & 8 of this application:

(7 points)

- ☐ I Saltwater Beach Activities \* Baseball or Softball \* Picnicking \* Football  
Outdoor Swimming Pool Use \* Saltwater Non-Boat Fishing \* Golf  
RV / Trailer Camping \* Freshwater Boat Ramp Use \* Soccer or Rugby
- ☐ II Saltwater Beach Activities \* Nature Study \* Historical or Archeological Sites  
Baseball or Softball \* Picnicking \* Freshwater Boat Ramp Use \* Football  
Hunting \* Horseback Riding \* Outdoor Swimming Pool Use
- ☐ III Football \* Picnicking \* Nature Study \* Soccer or Rugby \* Baseball or Softball  
Horseback Riding \* Outdoor Basketball \* RV / Trailer Camping  
Freshwater Boat Ramp Use \* Bicycle Riding – Unpaved Trails
- ☒ IV Historical or Archeological Sites \* Baseball or Softball \* Football  
Saltwater Beach Activities \* Picnicking \* Outdoor Swimming Pool Use \* Outdoor  
Basketball \* Nature Study \* Golf \* Soccer or Rugby
- ☐ V Picnicking \* Football \* RV / Trailer Camping \* Nature Study \* Baseball or Softball  
Bicycle Riding - Unpaved Trails \* Outdoor Basketball \* Soccer or Rugby  
Horseback Riding \* Outdoor Swimming Pool Use
- ☐ VI Picnicking \* RV / Trailer Camping \* Football \* Baseball or Softball  
Outdoor Swimming Pool Use \* Nature Study \* Historical or Archeological Sites  
Outdoor Basketball \* Saltwater Beach Activities \* Soccer or Rugby
- ☐ VII RV / Trailer Camping \* Picnicking \* Baseball or Softball \* Outdoor Swimming Pool Use  
Nature Study \* Freshwater Boat Ramp Use \* Football \* Golf \* Horseback Riding  
Outdoor Basketball
- ☐ VIII Picnicking \* RV / Trailer Camping \* Baseball or Softball \* Football \* Outdoor  
Swimming Pool Use Saltwater Beach Activities \* Golf \* Outdoor Basketball \* Outdoor  
Tennis \* Soccer or Rugby
- ☐ IX Picnicking \* RV / Trailer Camping \* Saltwater Beach Activities \* Outdoor Swimming  
Pool Use Golf \* Football \* Nature Study \* Baseball or Softball \* Outdoor Tennis \*  
Historical or Archaeological Sites
- ☐ X Football \* Golf \* Baseball or Softball \* Outdoor Swimming Pool Use \* Picnicking \*  
Outdoor Tennis Saltwater Beach Activities \* Outdoor Basketball \* RV / Trailer Camping  
\* Soccer or Rugby

Outdoor Swimming Pool Use \* Picnicking \* Football \* Baseball or Softball \* Saltwater Non-Boat  
Beach Activities \* Outdoor Tennis \* Golf \* Outdoor Basketball \* Saltwater Non-Boat  
Fishing \* RV / Trailer Camping



### 3. PUBLIC PARTICIPATION

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Indicate which of the following apply (**Check ALL that apply**):

(To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the **previous 3 years** of application and each of **the three meetings must be held separately** to receive each set of points. **Meetings also must be held prior to the application submittal.**)

- ☒ A. A pre-advertised public meeting was held **solely** for the purpose of discussing the proposed project. Attach a copy of ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised. **If submitting 2 applications, must hold separate meeting for each project (unless they are phased projects of the same park). If not advertised in a newspaper, need a written explanation as to how, when and where advertised, along with a copy of notice/advertisement.**

(Tab as Exhibit "C-1") (10 points)

- ☒ B. The project was discussed at a **regularly** scheduled meeting of the applicant's advisory board responsible for park, recreation or leisure service activities. Provide **a copy of the minutes** of the advisory board meeting(s) where **this project** was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist. **CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS.**

(Tab as Exhibit "C-2") (7 points)

- ☒ C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. Provide documentation (**minutes from the meeting which the project was discussed** with date or thank-you letter from an organization, association, etc.) showing that presentations **regarding this project** were made to community organizations or groups **OR** provide a **copy of the survey, who surveyed and summary of the results.** **Letters of support are not acceptable to receive points.**

(Tab as Exhibit "C-3") (4 points)

#### 4. OPERATION AND MAINTENANCE

ITEM-7

Capability to develop, operate and maintain the project site: **(Check ONLY one):**

Provide **a brief description** of how development, programming and maintenance will be provided and **a copy of an agency organizational chart. Must provide both to receive points.**

- ☒ The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance. **(Tab as Exhibit "D") (6 points)**
- ☐ The applicant has demonstrated the existence of a full-time ability to provide facility development, programming and maintenance. **(Tab as Exhibit "D") (4 points)**
- ☐ The applicant has other means of providing facility development, programming and maintenance. **(Tab as Exhibit "D") (2 points)**

#### 5. PARK PARTNERSHIP

The proposed project is supported through a fully executed written cooperative agreement between the applicant and a private or public entity **(within the current or past 3 years)** in which said entity agrees to furnish 10% or more of the total project costs in cash, land, or labor services for the **development/construction** of this project with the applicant holding the leading management responsibility. **The written agreement must be executed by the end of the submission period and quantify the donation in monetary units. This can be a cooperative agreement between either parties or a letter from the entity agreeing to furnish 10% of the total project costs in cash, materials, land, or labor services.**

**(A management or maintenance agreement is not acceptable.)**

☐ Yes ☒ No

**(Tab as Exhibit "E") (3 points)**

#### 6. TRAIL CONNECTIVITY

The project provides for increased trail access by connecting an existing, publicly owned and designated recreational trail which is **outside the project boundary. Indicate on the site plan the project trail/connection and name and location of existing trail(s) outside the boundaries.**

☐ Yes ☒ No

**(Tab as Exhibit "G") (5 points)**



**1. NEW DEVELOPMENT**

List the existing facilities/improvements on the project site. Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. (Bullet lists are encouraged) **(If undeveloped, state None)**. The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. **Identify and color code different funding phases from the existing facilities.**

**(Tab as Exhibit "G") (5 points, if undeveloped)**

|                      |               |
|----------------------|---------------|
| Picnic Facilities    | Swimming Pool |
| Splash Park          | Soccer Field  |
| Football Field       |               |
| Basketball Court     |               |
| Volleyball Court     |               |
| Playground Equipment |               |
| Restrooms            |               |
| Shuffleboard Court   |               |

**2. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**

- A) List the facilities which are addressed on page 7 & 8 of this application which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida" effective December 1995. (See attached pages 22-26 for Priority Ranked Index Clusters. A project facility not listed in the priority ranked indexes will receive a score of a similar facility included in the indexes, as determined by the Department staff.) **(If developing trails, must have separate trails to receive separate points.**

**(Maximum 30 points)**

| Activity                                      | Points |
|---|--------|
| Playground - Renovation                       | 6      |
| Replace Pool Cool Deck - Support - Renovation | 5      |
| Picnic Facilities - Renovation                | 4      |
| Bleachers - Football Field - Support - New    | 4      |
| Restrooms - Renovation                        | 5      |
| Picnic Table - New                            | 3      |
| Basketball Court -Renovation                  | 4      |
| Total   | 31     |

- B) Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled **"1995 INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA"**. Use the table below to determine in which priority funding need ranking the project falls. **(Check ONLY one):**

☐ Highest Priority Funding Need (13 points)

☒ Second Highest Priority Funding Need (8 points)

|   |               |                     |
|---|---------------|---------------------|
| <b>Population Density 1 – Population Under 10,000</b>     | <b>Rank 1</b> | <b>Construction</b> |
|   | <b>Rank 2</b> | <b>Renovation</b>   |
| <b>Population Density 2 – Population 10,000 to 24,999</b> | <b>Rank 1</b> | <b>Renovation</b>   |
|   | <b>Rank 2</b> | <b>Construction</b> |
| <b>Population Density 3 – Population 25,000 to 49,999</b> | <b>Rank 1</b> | <b>Construction</b> |
|   | <b>Rank 2</b> | <b>Renovation</b>   |
| <b>Population Density 4 – Population 50,000 to 99,999</b> | <b>Rank 1</b> | <b>Construction</b> |
|   | <b>Rank 2</b> | <b>Renovation</b>   |
| <b>Population Density 5 – Population 100,000 and Over</b> | <b>Rank 1</b> | <b>Renovation</b>   |
|   | <b>Rank 2</b> | <b>Construction</b> |

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Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida

**1. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**

List all the facilities that will be developed for this project. Only facilities identified in the top three priority ranked index clusters of outdoor facilities needs for new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida", effective December 1995, will receive these points. (Priority ranked index clusters are attached as pages 22-26.)

**(15 points)****2. NEEDED RECREATIONAL ACREAGE**

Describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant's adopted local comprehensive plan. **Provide the following:**

- A.  Needed acres/Person and  Total Acreage Under Local Control
- B. Provide excerpts of the applicant's local comprehensive plan as supporting back-up documentation and highlight the information that pertains to this section.

**(Tab as Exhibit "F") (15 points)**

### 3. CAPITAL IMPROVEMENT PLAN

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A) Is the proposed **development** of the property identified in the applicant's capital improvement plan (CIP) or schedule during the current or next three (3) fiscal years?

- 1). **Provide:** a letter from the agency's city or county manager certifying the five year capital improvement schedule is officially adopted and date adopted. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

- AND-

- 2). **Provide:** a copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules). **Highlight project name, amount and year.**

(6 points)

☐ Yes ☐ No

----OR----

B) Is the proposed **development** of the property included as part of the plan through an adopted resolution committing the applicant to amend their CIP and develop the property should it receive program funds?

**Provide:** a copy of a fully executed resolution amending the existing schedule to include the development of the proposed project. The resolution must **clearly indicate the development of the proposed project by name, year and amount and cannot be older than 3 years.**

(3 points)

☐ Yes ☐ No

(Tab as Exhibit "A")

## TRAIL CONSTRUCTION CRITERIA (COMPLETE ONLY FOR CONSTRUCTION OF TRAIL PROJECTS)

### 1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. Include improvements such as trails, trailheads, ball fields, basketball courts, etc. (Bullet lists are encouraged. **If undeveloped, state None.**) The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. Identify and color code different funding phases from the existing facilities.

(Tab as Exhibit “G”) (5 points, if undeveloped)

### 2. STATE GREENWAYS AND TRAILS PLAN

Explain how the proposed project would address one or more issues or goals as identified in the Florida Greenways and Trails System Plan. Use “**Florida Greenways and Trails System Plan– 2013-2017**”. **Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary.**

(Tab as Exhibit “H”) (6 points)

**3. STATE OF FLORIDA DESIGNATED RECREATIONAL GREENWAY OR TRAIL**

The project is located on or connects with a State of Florida designated greenway or trail.

Provide a map and documentation (letter from Office of Greenways and Trails) indicating connectivity.

**Designation Agreements must be fully executed by the end of submission period.**

☐ Yes    ☐ No

(Tab as Exhibit “I”)    (3 points)

**4. REGIONAL OR LOCAL GREENWAYS AND TRAILS PLAN**

Explain how the proposed project would implement a Greenway and Trail Plan adopted by either a regional or local governmental entity. Provide quotations or appropriate references with **explanations** to justify correlation. **Enclose a copy of the regional or local governmental adopted Greenway Plan.**

(Tab as Exhibit “J”)    (4 points)



**5. MIXED USE OR SINGLE USE TRAILS**

Does the specific trail design demonstrate that the project will support:  
Mixed use recreational trail opportunities, either motorized or non-motorized, or both?

☐ Yes ☐ No

**(8 points)****-----OR-----**

Single use recreational trail opportunities?

☐ Yes ☐ No

**(6 points)****6. INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**

Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled "**1995 INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**". Use the table below to determine in which priority funding need ranking the project falls. **(Check ONLY one)**:

☐ Highest Priority Funding Need

**(13 points)**

☐ Second Highest Priority Funding Need

**(8 points)**

|   |               |                     |
|---|---------------|---------------------|
| <b>Population Density 1 – Population Under 10,000</b>     | <b>Rank 1</b> | <b>Construction</b> |
|   | <b>Rank 2</b> | <b>Renovation</b>   |
| <b>Population Density 2 – Population 10,000 to 24,999</b> | <b>Rank 1</b> | <b>Renovation</b>   |
|   | <b>Rank 2</b> | <b>Construction</b> |
| <b>Population Density 3 – Population 25,000 to 49,999</b> | <b>Rank 1</b> | <b>Construction</b> |
|   | <b>Rank 2</b> | <b>Renovation</b>   |
| <b>Population Density 4 – Population 50,000 to 99,999</b> | <b>Rank 1</b> | <b>Construction</b> |
|   | <b>Rank 2</b> | <b>Renovation</b>   |
| <b>Population Density 5 – Population 100,000 and Over</b> | <b>Rank 1</b> | <b>Renovation</b>   |
|   | <b>Rank 2</b> | <b>Construction</b> |

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida

## POPULATION DENSITIES

## Outdoor Facility Needs Ranked by Priority Index: Population Density 1

| Rank | Renovation            | Construction  |                       |
|------|-----------------------|---------------|-----------------------|
|      | <u>Facility</u>       | <u>Points</u> | <u>Facility</u>       |
| 1    | Playgrounds           | 6             | Baseball Fields       |
| 2    | Support Facilities    | 5             | Softball Fields       |
| 3    | Tennis Courts         | 5             | Playgrounds           |
| 4    | Rest Rooms            | 5             | Rest Rooms            |
| 5    | Picnic Facilities     | 4             | Support Facilities    |
| 6    | Baseball Fields       | 4             | Soccer Fields         |
| 7    | Basketball Courts     | 4             | Basketball Courts     |
| 8    | Softball Fields       | 4             | Bike Trails           |
| 9    | Swimming Pools        | 4             | Swimming Pools        |
| 10   | Boating Facilities    | 4             | Tennis Courts         |
| 11   | Fishing Piers         | 3             | Picnic Facilities     |
| 12   | Camping               | 3             | Handball Courts       |
| 13   | Handball Courts       | 3             | Fishing Piers         |
| 14   | Football Fields       | 3             | Football Fields       |
| 15   | Soccer Fields         | 3             | Boating Facilities    |
| 16   | Beach Access          | 2             | Exercise Trails       |
| 17   | Historical Facilities | 2             | Camping               |
| 18   | Shuffleboard Courts   | 2             | Beach Access          |
| 19   | Nature Trails         | 2             | Historical Facilities |
| 20   | Other                 | 2             | Shuffleboard Courts   |
| 21   | Golf Courses          | 2             | Nature Trails         |
| 22   | Bike Trails           | 1             | Golf Courses          |
| 23   | Exercise Trails       | 1             | Hiking Trails         |
| 24   | Hiking Trails         | 1             | Horse Trails          |
| 25   | Horse Trails          | 1             | Other                 |

Population Density 1 - Population Under 10,000

# Outdoor Facility Needs Ranked by Priority Index: Population Density 2

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| Rank | Renovation            | Construction  |                       |               |             |
|------|-----------------------|---------------|-----------------------|---------------|-------------|
|      | <u>Facility</u>       | <u>Points</u> | <u>Facility</u>       | <u>Points</u> |             |
| 1    | Rest Rooms            | 6             | Support Facilities    | 6             | Cluster I   |
| 2    | Support Facilities    | 6             | Rest Rooms            | 6             |             |
| 3    | Playgrounds           | 6             | Playgrounds           | 6             |             |
| 4    | Baseball Fields       | 5             | Softball Fields       | 5             | Cluster II  |
| 5    | Tennis Courts         | 5             | Soccer Fields         | 5             |             |
| 6    | Softball Fields       | 5             | Baseball Fields       | 5             |             |
| 7    | Basketball Courts     | 4             | Basketball Courts     | 4             | Cluster III |
| 8    | Boating Facilities    | 4             | Picnic Facilities     | 4             |             |
| 9    | Swimming Pools        | 4             | Swimming Pools        | 4             |             |
| 10   | Picnic Facilities     | 4             | Football Fields       | 4             |             |
| 11   | Soccer Fields         | 4             | Tennis Courts         | 4             |             |
| 12   | Exercise Trails       | 3             | Handball Courts       | 3             | Cluster IV  |
| 13   | Football Fields       | 3             | Nature Trails         | 3             |             |
| 14   | Shuffleboard Courts   | 3             | Bike Trails           | 3             |             |
| 15   | Handball Courts       | 2             | Boating Facilities    | 2             | Cluster V   |
| 16   | Beach Access          | 2             | Other                 | 2             |             |
| 17   | Fishing Piers         | 2             | Exercise Trails       | 2             |             |
| 18   | Camping               | 2             | Golf Courses          | 2             |             |
| 19   | Bike Trails           | 2             | Hiking Trails         | 2             |             |
| 20   | Nature Trails         | 2             | Fishing Piers         | 2             |             |
| 21   | Other                 | 2             | Camping               | 2             |             |
| 22   | Golf Courses          | 1             | Beach Access          | 1             | Cluster VI  |
| 23   | Hiking Trails         | 1             | Historical Facilities | 1             |             |
| 24   | Historical Facilities | 1             | Horse Trails          | 1             |             |
| 25   | Horse Trails          | 1             | Shuffleboard Courts   | 1             |             |

Population Density 2 - Population From 10,000 to 24,999

# Outdoor Facility Needs Ranked by Priority Index: Population Density 3

ITEM-7

| Rank | Renovation            | Construction |                       |        |             |
|------|-----------------------|--------------|-----------------------|--------|-------------|
|      | Facility              | Points       | Facility              | Points |             |
| 1    | Rest Rooms            | 6            | Baseball Fields       | 6      | Cluster I   |
| 2    | Playgrounds           | 6            | Soccer Fields         | 6      |             |
| 3    | Support Facilities    | 5            | Support Facilities    | 5      | Cluster II  |
| 4    | Tennis Courts         | 5            | Softball Fields       | 5      |             |
| 5    | Baseball Fields       | 5            | Playgrounds           | 5      |             |
| 6    | Basketball Courts     | 5            | Boating Facilities    | 5      |             |
| 7    | Beach Access          | 4            | Football Fields       | 4      | Cluster III |
| 8    | Swimming Pools        | 4            | Tennis Courts         | 4      |             |
| 9    | Soccer Fields         | 4            | Rest Rooms            | 4      |             |
| 10   | Picnic Facilities     | 4            | Picnic Facilities     | 4      |             |
| 11   | Football Fields       | 3            | Basketball Courts     | 3      | Cluster IV  |
| 12   | Softball Fields       | 3            | Other                 | 3      |             |
| 13   | Boating Facilities    | 3            | Exercise Trails       | 3      |             |
| 14   | Exercise Trails       | 2            | Bike Trails           | 2      | Cluster V   |
| 15   | Handball Courts       | 2            | Nature Trails         | 2      |             |
| 16   | Other                 | 2            | Camping               | 2      |             |
| 17   | Golf Courses          | 2            | Handball Courts       | 2      |             |
| 18   | Shuffleboard Courts   | 2            | Historical Facilities | 2      |             |
| 19   | Fishing Piers         | 2            | Swimming Pools        | 2      |             |
| 20   | Bike Trails           | 2            | Hiking Trails         | 2      |             |
| 21   | Hiking Trails         | 2            | Golf Courses          | 2      |             |
| 22   | Nature Trails         | 2            | Beach Access          | 2      |             |
| 23   | Camping               | 2            | Fishing Piers         | 2      |             |
| 24   | Historical Facilities | 1            | Horse Trails          | 1      | Cluster VI  |
| 25   | Horse Trails          | 1            | Shuffleboard Courts   | 1      |             |

Population Density 3 - Population From 25,000 to 49,999

# Outdoor Facility Needs Ranked by Priority Index: Population Density 4

| Rank | Renovation            | Construction  |                       |
|------|-----------------------|---------------|-----------------------|
|      | <u>Facility</u>       | <u>Points</u> | <u>Facility</u>       |
| 1    | Playgrounds           | 6             | Soccer Fields         |
| 2    | Rest Rooms            | 5             | Playgrounds           |
| 3    | Support Facilities    | 5             | Picnic Facilities     |
| 4    | Tennis Courts         | 5             | Baseball Fields       |
| 5    | Soccer Fields         | 5             | Support Facilities    |
| 6    | Baseball Fields       | 5             | Swimming Pools        |
| 7    | Swimming Pools        | 4             | Softball Fields       |
| 8    | Exercise Trails       | 4             | Basketball Courts     |
| 9    | Softball Fields       | 4             | Rest Rooms            |
| 10   | Basketball Courts     | 4             | Other                 |
| 11   | Handball Courts       | 3             | Exercise Trails       |
| 12   | Picnic Facilities     | 3             | Golf Courses          |
| 13   | Boating Facilities    | 2             | Tennis Courts         |
| 14   | Beach Access          | 2             | Boating Facilities    |
| 15   | Fishing Piers         | 2             | Fishing Piers         |
| 16   | Shuffleboard Courts   | 2             | Football Fields       |
| 17   | Football Fields       | 2             | Handball Courts       |
| 18   | Golf Courses          | 2             | Bike Trails           |
| 19   | Nature Trails         | 2             | Nature Trails         |
| 20   | Other                 | 2             | Hiking Trails         |
| 21   | Bike Trails           | 2             | Horse Trails          |
| 22   | Camping               | 2             | Beach Access          |
| 23   | Hiking Trails         | 2             | Camping               |
| 24   | Historical Facilities | 1             | Historical Facilities |
| 25   | Horse Trails          | 1             | Shuffleboard Courts   |

Population Density 4 - Population From 50,000 to 99,999

# Outdoor Facility Needs Ranked by Priority Index: Population Density 5

ITEM-7

| Rank | Renovation            | Construction |                       |        |             |
|------|-----------------------|--------------|-----------------------|--------|-------------|
|      | Facility              | Points       | Facility              | Points |             |
| 1    | Support Facilities    | 6            | Support Facilities    | 6      | Cluster I   |
| 2    | Rest Rooms            | 5            | Baseball Fields       | 5      | Cluster II  |
| 3    | Playgrounds           | 5            | Playgrounds           | 5      |             |
| 4    | Tennis Courts         | 4            | Softball Fields       | 4      | Cluster III |
| 5    | Swimming Pools        | 4            | Rest Rooms            | 4      |             |
| 6    | Boating Facilities    | 4            | Soccer Fields         | 4      |             |
| 7    | Basketball Courts     | 4            | Picnic Facilities     | 4      |             |
| 8    | Golf Courses          | 3            | Bike Trails           | 3      | Cluster IV  |
| 9    | Softball Fields       | 3            | Swimming Pools        | 3      |             |
| 10   | Picnic Facilities     | 3            | Exercise Trails       | 3      |             |
| 11   | Historical Facilities | 3            | Hiking Trails         | 3      |             |
| 12   | Baseball Fields       | 3            | Other                 | 3      |             |
| 13   | Fishing Piers         | 3            | Golf Courses          | 3      |             |
| 14   | Exercise Trails       | 3            | Camping               | 3      |             |
| 15   | Soccer Fields         | 3            | Beach Access          | 3      |             |
| 16   | Handball Courts       | 2            | Historical Facilities | 2      | Cluster V   |
| 17   | Camping               | 2            | Tennis Courts         | 2      |             |
| 18   | Football Fields       | 2            | Basketball Courts     | 2      |             |
| 19   | Nature Trails         | 2            | Boating Facilities    | 2      |             |
| 20   | Beach Access          | 2            | Fishing Piers         | 2      |             |
| 21   | Bike Trails           | 2            | Football Fields       | 2      |             |
| 22   | Other                 | 2            | Nature Trails         | 2      |             |
| 23   | Hiking Trails         | 2            | Handball Courts       | 2      |             |
| 24   | Horse Trails          | 1            | Horse Trails          | 1      | Cluster VI  |
| 25   | Shuffleboard Courts   | 1            | Shuffleboard Courts   | 1      |             |

Population Density 5 - Population From 100,000 & Over



**CONTACT FOR ADDITIONAL INFORMATION:**

ITEM-7

| Contact   | Phone        |
|---|--------------|
| A. FRDAP Application Information & Help   | 850/245-2501 |
| B. FRDAP Administrative Rule<br><a href="https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program">https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program</a> | 850/245-2501 |
| C. Statewide Comprehensive Outdoor Recreation Plan (SCORP)<br><a href="https://floridadep.gov/parks/parks-office-park-planning/content/state-park-planning">https://floridadep.gov/parks/parks-office-park-planning/content/state-park-planning</a>                           | 850/245-3051 |
| D. State Lands, Bureau of Appraisal   | 850/245-2555 |
| E. Recreation Accessibility and Safety Program Manager, Florida Park Service  | 850/245-3031 |
| F. Office of Greenways & Trails and the Florida Statewide Greenways & Trails Plan   | 850/245-2052 |



# Division of State Lands

## Land and Recreation Grants Section

### Staff Assignments



(850) 245-2501  
[floridadep.gov/Grants](http://floridadep.gov/Grants)

The Land and Recreation Grants team administers four local, state, and federal grant programs which provide acquisition and recreational program grants throughout Florida each fiscal year. The grant programs are:

- Florida Communities Trust - Park and Open Space Program and Stan Mayfield Working Waterfronts Program
- Florida Recreation and Development Assistance Program
- Land and Water Conservation Fund Program
- Recreational Trails Program



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: Sept. 18, 2025

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

SUBJECT: Town Council approval to adopt Resolution No. 2025-14, Authorizing the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection for State of Florida Fiscal Year 2026-2027, for the development of Town Hall Park Ph II.

---

#### **BACKGROUND:**

See attached.

#### **FINANCIAL IMPACT:**

Requested Grant Funds - \$200,000

#### **RECOMMENDATION:**

Town Council approval to adopt Resolution No. 2025-14, Authorizing the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection for State of Florida Fiscal Year 2026-2027, for the development of Town Hall Park Ph II.

## RESOLUTION NO. 2025-14

**A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR STATE OF FLORIDA FISCAL YEAR 2026-2027.**

**WHEREAS**, the Town of Hilliard desires to submit an application to the Florida Department of Environmental Protection for a Florida Recreation Development Assistance Program Grant to benefit the local residents.

**WHEREAS**, there is a present and growing need for outdoor recreation opportunities among persons of all ages within the Town of Hilliard, Florida corporate limits and among those visiting the area, and

**WHEREAS**, the Town recognizes this need for additional recreational opportunities; and

**WHEREAS**, meeting the increasing demand for, recreation opportunities can best be met with the development of Town Hall Park Phase II as detailed in the application for funding in which the Town is submitting an application in the September 30, 2025 application cycle requesting \$200,000.00 in grant funds.

**NOW THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Hilliard as follows:

1. That the Town of Hilliard hereby authorizes the filing of an application for a Florida Recreation Development Assistance Program Grant, and
2. That the Mayor of the Town of Hilliard is hereby authorized to execute all documents required in connection with the filing of said application to be submitted on September 30, 2024.

**THIS RESOLUTION** adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the Town Council of the Town of Hilliard, Florida.

\_\_\_\_\_  
Kenneth A. Sims  
Council President

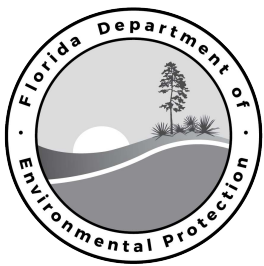
ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

---

John P. Beasley  
Mayor

**FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM  
GRANT APPLICATION PACKAGE**Required Signatures: **Adobe Signature****PART I — GENERAL INFORMATION****(DEP USE ONLY)**

Received: \_\_\_\_\_

Postmarked: \_\_\_\_\_

Application Number: \_\_\_\_\_

**1. APPLICANT INFORMATION**A. Name of Applicant: Town of HilliardB. Federal Employer Identification Number: \*\*59-6018372  
**\*\*(This number must be registered at My Florida Market Place with the address the warrant will be forwarded)**C. Population: 3,100D. Current Operating Budget: \$21,027,843.00  
**(This is the operating budget for the city, county or special district, and not just the department budget)**E. Contact Person: Lisa Purvis Title: Town Clerk  
**(The contact person is someone who will be in direct contact with DEP and be responsible for administering this grant if awarded)**F. Mailing Address: P. O. Box 249City/State: Hilliard, Florida Zip Code: 32046-0249Telephone : (904) 845-3555 E-mail: lpurvis@townofhilliard.comFAX: (904) 845-1221

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

\_\_\_\_\_  
Signature of City or County Manager/Title

DRP-106 (Effective 06-05-2015)

09/18/2025\_\_\_\_\_  
Date

Page 1 of 28



## 2. PROJECT INFORMATION

A. Name of Project: Town Hall Park Phase II

B. Project Type (Check One): Project cannot be a combination of acquisition and development

Acquisition: ☐

Development: ☒

☒ On land owned by applicant

☐ On land currently under site control by applicant

Date site control expires: \_\_\_\_\_

Trail Construction: ☐

☐ On land owned by applicant

☐ On land currently under site control by applicant

Date site control expires: \_\_\_\_\_

**Development projects must be under site control (owned by deed, or leased or dedicated for minimum of 30 years from the date of application) by the close of the submission period (September 30, 2024).**

- **School board property is ineligible** either by lease or ownership.
- Include a copy of the site control documents (e.g., deed, lease, etc.). **If providing a Quit Claim Deed, please attach a copy of a 30 year title search or title opinion.**

**(Tab as Exhibit “N”)**

**C. PROJECT LOCATION:**

Street Address: 15859 West CR 108

City: Hilliard County: Nassau Zip Code: 32046 -

GIS Coordinates: Latitude: 30°-41'-19.10" North Longitude: 81°-55'-17.47" West

1. Submit a boundary map of the project area providing a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. **Aerial photographs are accepted as boundary maps, as long as the boundaries are identified (Visit website for example).**

**(Tab as Exhibit "K")**

2. Submit color, on-site photographs for **all three copies** of your application, sufficient to depict the physical characteristics of the project area.

**(Tab as Exhibit "L")**

3. Location map and directions: Submit a detailed road map precisely locating the project site along with clear written driving instructions from the nearest federal or state highway. **NOTE:** Confirm that street names listed are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this.

**(Tab as Exhibit "M")**

**D. LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED:**

This should be the Florida Senate and Florida House district in which the **proposed project site is located**. If you are not sure of the district, contact your local office of the Supervisor of Elections. **(There is only one each.)**

State Senator: Clay Yarborough Senate District Number: 4

State Representative: Dean Black House District Number: 15

**E. TOTAL NUMBER OF ACRES BEING ACQUIRED OR TOTAL NUMBER OF ACRES BEING DEVELOPED: 2 acres**

**F. DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT.****1) For Development Projects:**

- (a) Provide a description of the proposed project which includes existing and future uses, existing and proposed physical improvements, natural and historical resources, any proposed resource protection/conservation and any existing buildings on site.

Please see Exhibit "P"

- (b) Indicate if a natural spring is located on project site:

☐ Yes ☒ No

- (c) Indicate if there is public access to the park either through an existing street or easement:

☒ Yes ☐ No

Describe Public Access:

Town Hall Park can be accessed by automobile, bicycle, or foot and is adjacent to County Road 108, Oxford Street and west 1st Street.

**(If additional room needed - Tab as Exhibit "P")**

**2) For Acquisition Projects: (in addition to the above information)**

- (a) If the proposed project consists of acquiring multiple parcels or from multiple owners, identify specific order in which the parcels will be acquired to ensure that in the event that all parcels cannot be acquired, the purposes of the project can be achieved. Also address the ability to have public access to the park either through an existing street or easement.

N/A

**(If additional room needed - Tab as Exhibit "P")**

### 3. FINANCIAL INFORMATION

ITEM-8

#### GRANT MATCH RATIOS: (Based on the grant cap of \$200,000)

| Project Cost              | State Share | Grantee Share |
|---------------------------|-------------|---------------|
| \$50,000 or less          | 100%        | 0%            |
| \$50,001 to \$150,000     | 75%         | 25%           |
| \$150,001 up to \$400,000 | 50%         | 50%           |

Project Cost = State Share + Grantee Share

Refer to Chapter 62D-5.055(4), F.A.C. for complete information on match requirements and match types.

**The Total Project Cost (Line F) must equal the grant request (Line A) plus the total local match (Line E). This figure (Line F) should not total more than \$400,000 for the purpose of this application.**

A. FRDAP Funds Requested (State Share) Line A \$200000

B. Local Funds Available: (Grantee Share)

1. Cash: Line B \$0.00

2. In-Kind: Line C \$0.00

3. Land Value: Line D \$0.00

**If property is developed, land value CANNOT be used as a match.**

Total Local Match: Line E \$0  
Sum of lines B, C and D

C. Total Cost of Proposed Project: Line F \$200000

**Sum of Lines A and E**  
**(Should not total more than \$400,000)**

(If approved for REDI Match Waiver, fill out REDI Waiver Form located under FRDAP Administrative Forms at [http://dep.state.fl.us/lands/Land\\_and\\_Recreation/Land\\_Recreation.htm](http://dep.state.fl.us/lands/Land_and_Recreation/Land_Recreation.htm)).  
(Tab as Exhibit "O")

**D. PROJECT WORK PLAN (COMPLETE FOR ALL PROJECTS, DEVELOPMENT AND ACQUISITION):**

On page 7 & 8 as attachment 1, list the project Work Plan for the elements for this application. The Project elements are listed with the related tasks and deliverables. Primary elements and support elements should be listed separately. Use as many project elements and tasks needed to complete the project.

**Remember to include each element in your conceptual site plan. Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 7 & 8 of this application. The site plan must correlate with the project boundary map and work plan elements. The site plan must CLEARLY DELINEATE using color codes between facilities/opportunities currently existing, facilities proposed for funding (page 7 & 8) in this application and facilities planned for future development. If project is an acquisition project, be sure to submit on the site plan the proposed elements to be developed as listed on page 17 of this application. Also identify different FRDAP phases on the site plan and any LWCF phases.**

**DEVELOPMENT PROJECTS:**

**PRIMARY RECREATION AREAS AND FACILITIES:** Primary facilities include all recreation facilities and opportunities. **Primary cost must be equal to or greater than fifty percent (50%) of the total cost.** Primary examples are: beach access, picnic facilities, fishing piers, ball fields, tennis courts, trails, trailheads, shade structures for recreational facilities, etc. Enclosed structures are not eligible costs. Costs of planning and site preparation should be included within the cost of each element. If land value is used as match, it should be included under primary cost. If this is a trail project, list the uses or types of trails. If developing one trail for multi-purposes state multi-purpose trail, but if doing several different trails list separately with each use (example: walking trail or bike trail).

**SUPPORT FACILITIES AND IMPROVEMENTS:** Support facilities are facilities which cannot stand alone, or which would have little or no public outdoor recreational value without the primary facility. No enclosed structures are eligible except restrooms, bathhouses or restroom/concession stands. Other support examples are: parking, landscaping, and security lighting. Amenities such as benches, or bike racks will receive no points when being scored. The enclosed structures listed above cannot be phased and must be completed with one grant.

**ACQUISITION PROJECTS:**

If acquisition project, on page 7 & 8, list the project work plan for the acquisition phase of the project.

**(Tab as Exhibit “H”)**

**FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)**  
**DEVELOPMENT**  
**PROJECT BUDGET DETAIL**

ITEM-8

**Project Name:** Town Hall Park Phase II

**Grantee Name:** Town of Hilliard

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements listed below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

**Project Tasks, Deliverables and Required Documentation**

| <b>Task #1:<br/>Development<br/>of: <u>Town Hall Park</u></b> | <b>Amount of Costs<br/>to be Paid with<br/>Grant Funds</b> | <b>Amount of Costs<br/>to be Paid with<br/>Grantee Match</b> | <b>Deliverables and Documentation To<br/>Be Submitted Upon Completion<br/>And Before Reimbursement Can Be<br/>Approved</b> |
|---|--|--|--|
| <u>(List each <b>Primary</b> project<br/>element)</u>         | Provide Budget<br>Detail                                   | Provide Budget<br>Detail                                     |  |
| Pickle-ball Courts - New                                      | \$30,000.00  | 0.00   | Project Completion Certification   |
| Picnic Tables with Grills - New                               | \$7,500.00   | 0.00   | Final as-built site plan   |
| Playground - Renovation                                       | \$62,500.00  | 0.00   | Florida Recreation and Parks<br>Inventory Form   |
| Exercise Trail - Renovation                                   | \$25,000.00  | 0.00   | Color Photographs of Project   |
| Picnic Facilities - Renovation                                | \$5,000.00   | 0.00   | Notice of Limitation of Use  |
| Nature Trail - Renovation                                     | \$10,000.00  | 0.00   | Boundary Survey  |

|  |             |         |        |
|--|-------------|---------|--------|
|  |             |         | ITEM-8 |
| (List each <b>Support</b> project element)                         |             |         |        |
| Restroom - Renovation  | \$5,000.00  | 0.00    |        |
| Resurface Parking Lot - Renovation                                 | \$25,000.00 | 0.00    |        |
| Security Lighting - Support - New                                  | \$15,000.00 | 0.00    |        |
| Grant Writing, Survey  | \$15,000.00 | 0.00    |        |
| *All work will be completed in accordance with the approved plans. |             |         |        |
| <b>TOTALS:</b>   | \$ 200000   | \$ 0.00 |        |

**Performance Standard:** Approval of deliverables is based upon review for compliance with the requirements for funding under the Florida Recreation Development Assistance Program (FRDAP); approved plans and application approved for funding.



## **INSTRUCTIONS FOR COMPLETING PROJECT WORK PLAN:**

ITEM-8

**DELIVERABLES/ELEMENTS/WORK TO BE COMPLETED:** Identify **ALL** elements that will be completed under this Agreement.

**DELIVERABLE/ELEMENT BUDGET AMOUNT FOR REIMBURSEMENT:** Must provide a budget for each element and identify the expense category and budget detail. Provide description of the costs as follows: **Salaries:** identify the position title/hourly rate/# of hours to complete the deliverable; **Fringe benefits:** identify the % used to calculate the fringe benefits; **Contractual Services:** identify what service will be paid for under the contract for services; **Equipment:** the purchase of equipment is not allowed under this Agreement, the rental of equipment is the only costs allowed that are associated with equipment; **Supplies and Materials:** identify what supplies/materials will be purchased; **Other costs:** identify what other costs are being requested (such as printing costs, other costs that do not fit into the other established cost categories (salaries, fringe benefits, equipment, supplies, indirect, contractual services); **Indirect Costs:** identify the percentage that is used for the indirect being claimed for reimbursement (cannot exceed 15% unless prior approval has been obtained by the Department)..

**MATCH AMOUNT TO BE CLAIMED:** The same level of detail must be provided for match as for reimbursement.

**DOCUMENTATION/DELIVERABLES TO BE SUBMITTED UPON COMPLETION:** All of these deliverables must be submitted before final reimbursement can be processed.

**Completion Documentation required prior to Reimbursement**

## GENERAL CRITERIA

## 1. CAPITAL IMPROVEMENT PLAN

- A. Is the proposed project identified, in whole or in part, in the applicant's capital improvement plan or schedule during the current or next three (3) fiscal years?

**Provide:**

1) A letter from the agency's city or county manager certifying the five year capital improvement schedule is **officially adopted and date adopted**. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

- AND -

2) A copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules) **Please highlight project name, amount and year.**

(20 points)

☒ Yes      ☐ No

--- OR ---

- B. Is the proposed project identified as part of the plan through an adopted resolution committing the applicant to amend their capital improvement plan or schedule and complete the project should it receive program funds?

**Provide:** a copy of a fully executed resolution amending the existing schedule to include the proposed project. The resolution must **clearly indicate the proposed project by name, amount and year and cannot be older than 3 years.**

☐ Yes      ☒ No

(10 points)

(Tab as Exhibit "A")

## 2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

- A. Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. Use the **OUTDOOR RECREATION IN FLORIDA-2008 (Chapter 6 & 7)**. **Provide quotations or other appropriate references with explanations to justify the correlation.** To receive points, must give a detailed explanation as to how the project meets the goals, cannot only list the goals.

(Tab as Exhibit "B") (4 points)

Please see Exhibit "B"

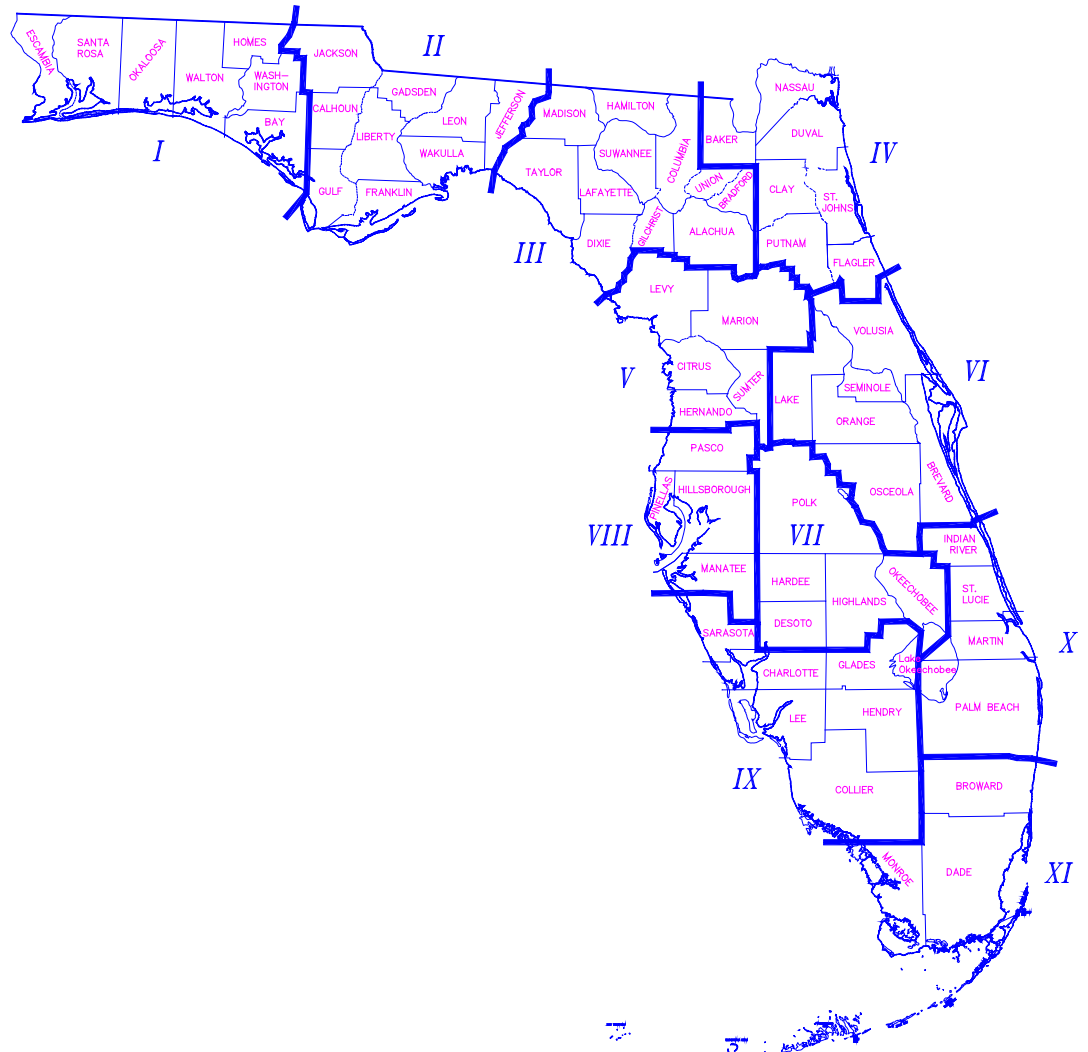
## B. 2008 Relative Need Index by Region

The proposed project provides for a priority resource or facility need in the applicant's planning region identified in the Statewide Comprehensive Outdoor Recreation Plan. Locate the applicant's region and circle each priority resource/facility need as **proposed in the project** cost on page 7 & 8 of this application:

(7 points)

- ☐ I Saltwater Beach Activities \* Baseball or Softball \* Picnicking \* Football  
Outdoor Swimming Pool Use \* Saltwater Non-Boat Fishing \* Golf  
RV / Trailer Camping \* Freshwater Boat Ramp Use \* Soccer or Rugby
- ☐ II Saltwater Beach Activities \* Nature Study \* Historical or Archeological Sites  
Baseball or Softball \* Picnicking \* Freshwater Boat Ramp Use \* Football  
Hunting \* Horseback Riding \* Outdoor Swimming Pool Use
- ☐ III Football \* Picnicking \* Nature Study \* Soccer or Rugby \* Baseball or Softball  
Horseback Riding \* Outdoor Basketball \* RV / Trailer Camping  
Freshwater Boat Ramp Use \* Bicycle Riding – Unpaved Trails
- ☒ IV Historical or Archeological Sites \* Baseball or Softball \* Football  
Saltwater Beach Activities \* Picnicking \* Outdoor Swimming Pool Use \* Outdoor  
Basketball \* Nature Study \* Golf \* Soccer or Rugby
- ☐ V Picnicking \* Football \* RV / Trailer Camping \* Nature Study \* Baseball or Softball  
Bicycle Riding - Unpaved Trails \* Outdoor Basketball \* Soccer or Rugby  
Horseback Riding \* Outdoor Swimming Pool Use
- ☐ VI Picnicking \* RV / Trailer Camping \* Football \* Baseball or Softball  
Outdoor Swimming Pool Use \* Nature Study \* Historical or Archeological Sites  
Outdoor Basketball \* Saltwater Beach Activities \* Soccer or Rugby
- ☐ VII RV / Trailer Camping \* Picnicking \* Baseball or Softball \* Outdoor Swimming Pool Use  
Nature Study \* Freshwater Boat Ramp Use \* Football \* Golf \* Horseback Riding  
Outdoor Basketball
- ☐ VIII Picnicking \* RV / Trailer Camping \* Baseball or Softball \* Football \* Outdoor  
Swimming Pool Use Saltwater Beach Activities \* Golf \* Outdoor Basketball \* Outdoor  
Tennis \* Soccer or Rugby
- ☐ IX Picnicking \* RV / Trailer Camping \* Saltwater Beach Activities \* Outdoor Swimming  
Pool Use Golf \* Football \* Nature Study \* Baseball or Softball \* Outdoor Tennis \*  
Historical or Archaeological Sites
- ☐ X Football \* Golf \* Baseball or Softball \* Outdoor Swimming Pool Use \* Picnicking \*  
Outdoor Tennis Saltwater Beach Activities \* Outdoor Basketball \* RV / Trailer Camping  
\* Soccer or Rugby

Outdoor Swimming Pool Use \* Picnicking \* Football \* Baseball or Softball \* Saltwater Non-Boat Fishing \* RV / Trailer Camping



### 3. PUBLIC PARTICIPATION

ITEM-8

Indicate which of the following apply (**Check ALL that apply**):

(To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the **previous 3 years** of application and each of **the three meetings must be held separately** to receive each set of points. **Meetings also must be held prior to the application submittal.**)

- ☒ A. A pre-advertised public meeting was held **solely** for the purpose of discussing the proposed project. Attach a copy of ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised. **If submitting 2 applications, must hold separate meeting for each project (unless they are phased projects of the same park). If not advertised in a newspaper, need a written explanation as to how, when and where advertised, along with a copy of notice/advertisement.**

(Tab as Exhibit "C-1") (10 points)

- ☒ B. The project was discussed at a **regularly** scheduled meeting of the applicant's advisory board responsible for park, recreation or leisure service activities. Provide **a copy of the minutes** of the advisory board meeting(s) where **this project** was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist. **CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS.**

(Tab as Exhibit "C-2") (7 points)

- ☒ C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. Provide documentation (**minutes from the meeting which the project was discussed** with date or thank-you letter from an organization, association, etc.) showing that presentations **regarding this project** were made to community organizations or groups **OR** provide a **copy of the survey, who surveyed and summary of the results.** **Letters of support are not acceptable to receive points.**

(Tab as Exhibit "C-3") (4 points)

#### 4. OPERATION AND MAINTENANCE

ITEM-8

Capability to develop, operate and maintain the project site: **(Check ONLY one):**

Provide **a brief description** of how development, programming and maintenance will be provided and **a copy of an agency organizational chart. Must provide both to receive points.**

- ☒ The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance. **(Tab as Exhibit "D") (6 points)**
- ☐ The applicant has demonstrated the existence of a full-time ability to provide facility development, programming and maintenance. **(Tab as Exhibit "D") (4 points)**
- ☐ The applicant has other means of providing facility development, programming and maintenance. **(Tab as Exhibit "D") (2 points)**

#### 5. PARK PARTNERSHIP

The proposed project is supported through a fully executed written cooperative agreement between the applicant and a private or public entity **(within the current or past 3 years)** in which said entity agrees to furnish 10% or more of the total project costs in cash, land, or labor services for the **development/construction** of this project with the applicant holding the leading management responsibility. **The written agreement must be executed by the end of the submission period and quantify the donation in monetary units. This can be a cooperative agreement between either parties or a letter from the entity agreeing to furnish 10% of the total project costs in cash, materials, land, or labor services.**

**(A management or maintenance agreement is not acceptable.)**

☐ Yes ☒ No

**(Tab as Exhibit "E") (3 points)**

#### 6. TRAIL CONNECTIVITY

The project provides for increased trail access by connecting an existing, publicly owned and designated recreational trail which is **outside the project boundary. Indicate on the site plan the project trail/connection and name and location of existing trail(s) outside the boundaries.**

☐ Yes ☒ No

**(Tab as Exhibit "G") (5 points)**

**1. NEW DEVELOPMENT**

List the existing facilities/improvements on the project site. Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. (Bullet lists are encouraged) (**If undeveloped, state None**). The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. **Identify and color code different funding phases from the existing facilities.**

(Tab as Exhibit "G") (5 points, if undeveloped)

Playground  
Picnic Pavilion  
Nature Trail  
Exercise Trail  
Parking Lot  
Restrooms  
Drinking Fountain

**2. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**

- A) List the facilities which are addressed on page 7 & 8 of this application which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida" effective December 1995. (See attached pages 22-26 for Priority Ranked Index Clusters. A project facility not listed in the priority ranked indexes will receive a score of a similar facility included in the indexes, as determined by the Department staff.) (**If developing trails, must have separate trails to receive separate points.**)

(Maximum 30 points)

| Activities                         | Points |
|------------------------------------|--------|
| Resurface Parking Lot - Renovation | 5      |
| Exercise Trail - Renovation        | 1      |
| Security Lighting - Support - New  | 4      |
| Grant Writing, Survey              | 0      |
| Pickle-ball Courts - New           | 1      |
| Picnic Tables with grills - New    | 3      |
| Picnic Facilities - Renovation     | 4      |
| Nature Trail - Renovation          | 2      |
| Restroom - Renovation              | 5      |
| Playground - Renovation            | 6      |
| Total                              | 31     |

- B) Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled **"1995 INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA"**. Use the table below to determine in which priority funding need ranking the project falls. **(Check ONLY one):**

☐ Highest Priority Funding Need (13 points)

☒ Second Highest Priority Funding Need (8 points)

|   |               |                     |
|---|---------------|---------------------|
| <b>Population Density 1 – Population Under 10,000</b>     | <b>Rank 1</b> | <b>Construction</b> |
|   | <b>Rank 2</b> | <b>Renovation</b>   |
| <b>Population Density 2 – Population 10,000 to 24,999</b> | <b>Rank 1</b> | <b>Renovation</b>   |
|   | <b>Rank 2</b> | <b>Construction</b> |
| <b>Population Density 3 – Population 25,000 to 49,999</b> | <b>Rank 1</b> | <b>Construction</b> |
|   | <b>Rank 2</b> | <b>Renovation</b>   |
| <b>Population Density 4 – Population 50,000 to 99,999</b> | <b>Rank 1</b> | <b>Construction</b> |
|   | <b>Rank 2</b> | <b>Renovation</b>   |
| <b>Population Density 5 – Population 100,000 and Over</b> | <b>Rank 1</b> | <b>Renovation</b>   |
|   | <b>Rank 2</b> | <b>Construction</b> |

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Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida



**1. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**

List all the facilities that will be developed for this project. Only facilities identified in the top three priority ranked index clusters of outdoor facilities needs for new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida", effective December 1995, will receive these points. (Priority ranked index clusters are attached as pages 22-26.)

**(15 points)****2. NEEDED RECREATIONAL ACREAGE**

Describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant's adopted local comprehensive plan. **Provide the following:**

- A.  Needed acres/Person and  Total Acreage Under Local Control
- B. Provide excerpts of the applicant's local comprehensive plan as supporting back-up documentation and highlight the information that pertains to this section.

**(Tab as Exhibit "F") (15 points)**

### 3. CAPITAL IMPROVEMENT PLAN

ITEM-8

A) Is the proposed **development** of the property identified in the applicant's capital improvement plan (CIP) or schedule during the current or next three (3) fiscal years?

- 1). **Provide:** a letter from the agency's city or county manager certifying the five year capital improvement schedule is officially adopted and date adopted. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

- AND-

- 2). **Provide:** a copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules). **Highlight project name, amount and year.**

(6 points)

☐ Yes ☐ No

----OR----

B) Is the proposed **development** of the property included as part of the plan through an adopted resolution committing the applicant to amend their CIP and develop the property should it receive program funds?

**Provide:** a copy of a fully executed resolution amending the existing schedule to include the development of the proposed project. The resolution must **clearly indicate the development of the proposed project by name, year and amount and cannot be older than 3 years.**

(3 points)

☐ Yes ☐ No

(Tab as Exhibit "A")

## TRAIL CONSTRUCTION CRITERIA (COMPLETE ONLY FOR CONSTRUCTION OF TRAIL PROJECTS)

### 1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. Include improvements such as trails, trailheads, ball fields, basketball courts, etc. (Bullet lists are encouraged. **If undeveloped, state None.**) The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. Identify and color code different funding phases from the existing facilities.

(Tab as Exhibit “G”) (5 points, if undeveloped)

### 2. STATE GREENWAYS AND TRAILS PLAN

Explain how the proposed project would address one or more issues or goals as identified in the Florida Greenways and Trails System Plan. Use “**Florida Greenways and Trails System Plan– 2013-2017**”. **Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary.**

(Tab as Exhibit “H”) (6 points)

**3. STATE OF FLORIDA DESIGNATED RECREATIONAL GREENWAY OR TRAIL**

The project is located on or connects with a State of Florida designated greenway or trail.

Provide a map and documentation (letter from Office of Greenways and Trails) indicating connectivity.

**Designation Agreements must be fully executed by the end of submission period.**

☐ Yes    ☐ No

(Tab as Exhibit “I”)    (3 points)

**4. REGIONAL OR LOCAL GREENWAYS AND TRAILS PLAN**

Explain how the proposed project would implement a Greenway and Trail Plan adopted by either a regional or local governmental entity. Provide quotations or appropriate references with **explanations** to justify correlation. **Enclose a copy of the regional or local governmental adopted Greenway Plan.**

(Tab as Exhibit “J”)    (4 points)

**5. MIXED USE OR SINGLE USE TRAILS**

Does the specific trail design demonstrate that the project will support:  
Mixed use recreational trail opportunities, either motorized or non-motorized, or both?

☐ Yes ☐ No

(8 points)

-----OR-----

Single use recreational trail opportunities?

☐ Yes ☐ No

(6 points)

**6. INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**

Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled "1995 INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA". Use the table below to determine in which priority funding need ranking the project falls. (Check ONLY one):

☐ Highest Priority Funding Need

(13 points)

☐ Second Highest Priority Funding Need

(8 points)

|   |               |                     |
|---|---------------|---------------------|
| <b>Population Density 1 – Population Under 10,000</b>     | <b>Rank 1</b> | <b>Construction</b> |
|   | <b>Rank 2</b> | <b>Renovation</b>   |
| <b>Population Density 2 – Population 10,000 to 24,999</b> | <b>Rank 1</b> | <b>Renovation</b>   |
|   | <b>Rank 2</b> | <b>Construction</b> |
| <b>Population Density 3 – Population 25,000 to 49,999</b> | <b>Rank 1</b> | <b>Construction</b> |
|   | <b>Rank 2</b> | <b>Renovation</b>   |
| <b>Population Density 4 – Population 50,000 to 99,999</b> | <b>Rank 1</b> | <b>Construction</b> |
|   | <b>Rank 2</b> | <b>Renovation</b>   |
| <b>Population Density 5 – Population 100,000 and Over</b> | <b>Rank 1</b> | <b>Renovation</b>   |
|   | <b>Rank 2</b> | <b>Construction</b> |

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida

## POPULATION DENSITIES

## Outdoor Facility Needs Ranked by Priority Index: Population Density 1

| Rank | Renovation            | Construction  |                       |
|------|-----------------------|---------------|-----------------------|
|      | <u>Facility</u>       | <u>Points</u> | <u>Facility</u>       |
| 1    | Playgrounds           | 6             | Baseball Fields       |
| 2    | Support Facilities    | 5             | Softball Fields       |
| 3    | Tennis Courts         | 5             | Playgrounds           |
| 4    | Rest Rooms            | 5             | Rest Rooms            |
| 5    | Picnic Facilities     | 4             | Support Facilities    |
| 6    | Baseball Fields       | 4             | Soccer Fields         |
| 7    | Basketball Courts     | 4             | Basketball Courts     |
| 8    | Softball Fields       | 4             | Bike Trails           |
| 9    | Swimming Pools        | 4             | Swimming Pools        |
| 10   | Boating Facilities    | 4             | Tennis Courts         |
| 11   | Fishing Piers         | 3             | Picnic Facilities     |
| 12   | Camping               | 3             | Handball Courts       |
| 13   | Handball Courts       | 3             | Fishing Piers         |
| 14   | Football Fields       | 3             | Football Fields       |
| 15   | Soccer Fields         | 3             | Boating Facilities    |
| 16   | Beach Access          | 2             | Exercise Trails       |
| 17   | Historical Facilities | 2             | Camping               |
| 18   | Shuffleboard Courts   | 2             | Beach Access          |
| 19   | Nature Trails         | 2             | Historical Facilities |
| 20   | Other                 | 2             | Shuffleboard Courts   |
| 21   | Golf Courses          | 2             | Nature Trails         |
| 22   | Bike Trails           | 1             | Golf Courses          |
| 23   | Exercise Trails       | 1             | Hiking Trails         |
| 24   | Hiking Trails         | 1             | Horse Trails          |
| 25   | Horse Trails          | 1             | Other                 |

Population Density 1 - Population Under 10,000

# Outdoor Facility Needs Ranked by Priority Index: Population Density 2

ITEM-8

| Rank | Renovation            | Construction |                       |        |             |
|------|-----------------------|--------------|-----------------------|--------|-------------|
|      | Facility              | Points       | Facility              | Points |             |
| 1    | Rest Rooms            | 6            | Support Facilities    | 6      | Cluster I   |
| 2    | Support Facilities    | 6            | Rest Rooms            | 6      |             |
| 3    | Playgrounds           | 6            | Playgrounds           | 6      |             |
| 4    | Baseball Fields       | 5            | Softball Fields       | 5      | Cluster II  |
| 5    | Tennis Courts         | 5            | Soccer Fields         | 5      |             |
| 6    | Softball Fields       | 5            | Baseball Fields       | 5      |             |
| 7    | Basketball Courts     | 4            | Basketball Courts     | 4      | Cluster III |
| 8    | Boating Facilities    | 4            | Picnic Facilities     | 4      |             |
| 9    | Swimming Pools        | 4            | Swimming Pools        | 4      |             |
| 10   | Picnic Facilities     | 4            | Football Fields       | 4      |             |
| 11   | Soccer Fields         | 4            | Tennis Courts         | 4      |             |
| 12   | Exercise Trails       | 3            | Handball Courts       | 3      | Cluster IV  |
| 13   | Football Fields       | 3            | Nature Trails         | 3      |             |
| 14   | Shuffleboard Courts   | 3            | Bike Trails           | 3      |             |
| 15   | Handball Courts       | 2            | Boating Facilities    | 2      | Cluster V   |
| 16   | Beach Access          | 2            | Other                 | 2      |             |
| 17   | Fishing Piers         | 2            | Exercise Trails       | 2      |             |
| 18   | Camping               | 2            | Golf Courses          | 2      |             |
| 19   | Bike Trails           | 2            | Hiking Trails         | 2      |             |
| 20   | Nature Trails         | 2            | Fishing Piers         | 2      |             |
| 21   | Other                 | 2            | Camping               | 2      |             |
| 22   | Golf Courses          | 1            | Beach Access          | 1      | Cluster VI  |
| 23   | Hiking Trails         | 1            | Historical Facilities | 1      |             |
| 24   | Historical Facilities | 1            | Horse Trails          | 1      |             |
| 25   | Horse Trails          | 1            | Shuffleboard Courts   | 1      |             |

Population Density 2 - Population From 10,000 to 24,999

# Outdoor Facility Needs Ranked by Priority Index: Population Density 3

ITEM-8

| Rank | Renovation            | Construction |                       |        |             |
|------|-----------------------|--------------|-----------------------|--------|-------------|
|      | Facility              | Points       | Facility              | Points |             |
| 1    | Rest Rooms            | 6            | Baseball Fields       | 6      | Cluster I   |
| 2    | Playgrounds           | 6            | Soccer Fields         | 6      |             |
| 3    | Support Facilities    | 5            | Support Facilities    | 5      | Cluster II  |
| 4    | Tennis Courts         | 5            | Softball Fields       | 5      |             |
| 5    | Baseball Fields       | 5            | Playgrounds           | 5      |             |
| 6    | Basketball Courts     | 5            | Boating Facilities    | 5      |             |
| 7    | Beach Access          | 4            | Football Fields       | 4      | Cluster III |
| 8    | Swimming Pools        | 4            | Tennis Courts         | 4      |             |
| 9    | Soccer Fields         | 4            | Rest Rooms            | 4      |             |
| 10   | Picnic Facilities     | 4            | Picnic Facilities     | 4      |             |
| 11   | Football Fields       | 3            | Basketball Courts     | 3      | Cluster IV  |
| 12   | Softball Fields       | 3            | Other                 | 3      |             |
| 13   | Boating Facilities    | 3            | Exercise Trails       | 3      |             |
| 14   | Exercise Trails       | 2            | Bike Trails           | 2      | Cluster V   |
| 15   | Handball Courts       | 2            | Nature Trails         | 2      |             |
| 16   | Other                 | 2            | Camping               | 2      |             |
| 17   | Golf Courses          | 2            | Handball Courts       | 2      |             |
| 18   | Shuffleboard Courts   | 2            | Historical Facilities | 2      |             |
| 19   | Fishing Piers         | 2            | Swimming Pools        | 2      |             |
| 20   | Bike Trails           | 2            | Hiking Trails         | 2      |             |
| 21   | Hiking Trails         | 2            | Golf Courses          | 2      |             |
| 22   | Nature Trails         | 2            | Beach Access          | 2      |             |
| 23   | Camping               | 2            | Fishing Piers         | 2      |             |
| 24   | Historical Facilities | 1            | Horse Trails          | 1      | Cluster VI  |
| 25   | Horse Trails          | 1            | Shuffleboard Courts   | 1      |             |

Population Density 3 - Population From 25,000 to 49,999



# Outdoor Facility Needs Ranked by Priority Index: Population Density 4

| Rank | Renovation            | Construction |                       |        |             |
|------|-----------------------|--------------|-----------------------|--------|-------------|
|      | Facility              | Points       | Facility              | Points |             |
| 1    | Playgrounds           | 6            | Soccer Fields         | 6      | Cluster I   |
| 2    | Rest Rooms            | 5            | Playgrounds           | 5      |             |
| 3    | Support Facilities    | 5            | Picnic Facilities     | 5      | Cluster II  |
| 4    | Tennis Courts         | 5            | Baseball Fields       | 5      |             |
| 5    | Soccer Fields         | 5            | Support Facilities    | 5      |             |
| 6    | Baseball Fields       | 5            | Swimming Pools        | 5      |             |
| 7    | Swimming Pools        | 4            | Softball Fields       | 4      | Cluster III |
| 8    | Exercise Trails       | 4            | Basketball Courts     | 4      |             |
| 9    | Softball Fields       | 4            | Rest Rooms            | 4      |             |
| 10   | Basketball Courts     | 4            | Other                 | 4      |             |
| 11   | Handball Courts       | 3            | Exercise Trails       | 3      | Cluster IV  |
| 12   | Picnic Facilities     | 3            | Golf Courses          | 3      |             |
| 13   | Boating Facilities    | 2            | Tennis Courts         | 2      | Cluster V   |
| 14   | Beach Access          | 2            | Boating Facilities    | 2      |             |
| 15   | Fishing Piers         | 2            | Fishing Piers         | 2      |             |
| 16   | Shuffleboard Courts   | 2            | Football Fields       | 2      |             |
| 17   | Football Fields       | 2            | Handball Courts       | 2      |             |
| 18   | Golf Courses          | 2            | Bike Trails           | 2      |             |
| 19   | Nature Trails         | 2            | Nature Trails         | 2      |             |
| 20   | Other                 | 2            | Hiking Trails         | 2      |             |
| 21   | Bike Trails           | 2            | Horse Trails          | 2      |             |
| 22   | Camping               | 2            | Beach Access          | 2      |             |
| 23   | Hiking Trails         | 2            | Camping               | 2      |             |
| 24   | Historical Facilities | 1            | Historical Facilities | 1      | Cluster VI  |
| 25   | Horse Trails          | 1            | Shuffleboard Courts   | 1      |             |

Population Density 4 - Population From 50,000 to 99,999

# Outdoor Facility Needs Ranked by Priority Index: Population Density 5

ITEM-8

| Rank | Renovation            | Construction |                       |        |             |
|------|-----------------------|--------------|-----------------------|--------|-------------|
|      | Facility              | Points       | Facility              | Points |             |
| 1    | Support Facilities    | 6            | Support Facilities    | 6      | Cluster I   |
| 2    | Rest Rooms            | 5            | Baseball Fields       | 5      | Cluster II  |
| 3    | Playgrounds           | 5            | Playgrounds           | 5      |             |
| 4    | Tennis Courts         | 4            | Softball Fields       | 4      | Cluster III |
| 5    | Swimming Pools        | 4            | Rest Rooms            | 4      |             |
| 6    | Boating Facilities    | 4            | Soccer Fields         | 4      |             |
| 7    | Basketball Courts     | 4            | Picnic Facilities     | 4      |             |
| 8    | Golf Courses          | 3            | Bike Trails           | 3      | Cluster IV  |
| 9    | Softball Fields       | 3            | Swimming Pools        | 3      |             |
| 10   | Picnic Facilities     | 3            | Exercise Trails       | 3      |             |
| 11   | Historical Facilities | 3            | Hiking Trails         | 3      |             |
| 12   | Baseball Fields       | 3            | Other                 | 3      |             |
| 13   | Fishing Piers         | 3            | Golf Courses          | 3      |             |
| 14   | Exercise Trails       | 3            | Camping               | 3      |             |
| 15   | Soccer Fields         | 3            | Beach Access          | 3      |             |
| 16   | Handball Courts       | 2            | Historical Facilities | 2      | Cluster V   |
| 17   | Camping               | 2            | Tennis Courts         | 2      |             |
| 18   | Football Fields       | 2            | Basketball Courts     | 2      |             |
| 19   | Nature Trails         | 2            | Boating Facilities    | 2      |             |
| 20   | Beach Access          | 2            | Fishing Piers         | 2      |             |
| 21   | Bike Trails           | 2            | Football Fields       | 2      |             |
| 22   | Other                 | 2            | Nature Trails         | 2      |             |
| 23   | Hiking Trails         | 2            | Handball Courts       | 2      |             |
| 24   | Horse Trails          | 1            | Horse Trails          | 1      | Cluster VI  |
| 25   | Shuffleboard Courts   | 1            | Shuffleboard Courts   | 1      |             |

Population Density 5 - Population From 100,000 & Over

**CONTACT FOR ADDITIONAL INFORMATION:**

ITEM-8

| Contact   | Phone        |
|---|--------------|
| A. FRDAP Application Information & Help   | 850/245-2501 |
| B. FRDAP Administrative Rule<br><a href="https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program">https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program</a> | 850/245-2501 |
| C. Statewide Comprehensive Outdoor Recreation Plan (SCORP)<br><a href="https://floridadep.gov/parks/parks-office-park-planning/content/state-park-planning">https://floridadep.gov/parks/parks-office-park-planning/content/state-park-planning</a>                           | 850/245-3051 |
| D. State Lands, Bureau of Appraisal   | 850/245-2555 |
| E. Recreation Accessibility and Safety Program Manager, Florida Park Service  | 850/245-3031 |
| F. Office of Greenways & Trails and the Florida Statewide Greenways & Trails Plan   | 850/245-2052 |



# Division of State Lands

## Land and Recreation Grants Section

### Staff Assignments



(850) 245-2501  
[floridadep.gov/Grants](http://floridadep.gov/Grants)

The Land and Recreation Grants team administers four local, state, and federal grant programs which provide acquisition and recreational program grants throughout Florida each fiscal year. The grant programs are:

- Florida Communities Trust - Park and Open Space Program and Stan Mayfield Working Waterfronts Program
- Florida Recreation and Development Assistance Program
- Land and Water Conservation Fund Program
- Recreational Trails Program

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

John P. Beasley, Mayor  
Kenny Sims, Council President  
Lee Pickett, Council Pro Tem  
Joe Michaels, Councilman  
Jared Wollitz, Councilman  
Dallis Hunter, Councilman

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Cory Hobbs, Interim Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, SEPTEMBER 04, 2025, 7:00 PM

### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PRESENT

Mayor John Beasley  
Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Councilman Dallis Hunter  
Councilman Joe Michaels

## PUBLIC HEARING

ITEM-1 Ordinance No 2025-09 – Setting the Town of Hilliard, Tentative Millage Rate for the Fiscal Year 2025-2026.

***Mayor Beasley***

Open Public Hearing  
Call for Public Comments

**Harry Godwin, 37125 Southern Glenn Way, Hilliard,** states he is confused about the proposed 0.25 mill increase. He questions why Hilliard is considering

raising taxes when other jurisdictions are lowering theirs, noting this would equal about \$250 per \$100,000 in property value and potentially \$800,000 more in revenue. He argues Hilliard already has one of the highest tax rates in the county and questions whether the increase is truly needed.

**Deborah Mayo, 36152 Pine Street, Hilliard,** states that Governor Ron DeSantis has called for rolling back taxes, not raising them. She states that the Town Council will be held responsible and criticizes bonds and spending, suggesting fraud concerns.

**Phyllis Godwin, 37125 Southern Glenn Way, Hilliard,** notes there are currently 151 properties for sale, with hundreds more homes planned for new developments. She fears raising taxes will drive people away, including her daughter, a single mother, who may not be able to afford a higher mortgage.

**Sally Singleton, 2940 Jane Lane, Hilliard,** asks questions about the millage rate and who sets it since she lives outside Town limits.

Close Public Hearing on Ordinance No. 2025-09

Motion to close Public Hearing at 7:12 p.m.

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

### **TOWN COUNCIL ACTION**

Town Council to consider adopting Ordinance No. 2025-09, on First Reading and to set a Second Public Hearing & Final Reading on Friday, September 19, 2025, at 6:00 p.m.

**Councilman Wollitz,** clarifies that there are 47 homes for sale in Hilliard. He explains that raises are tied to budget challenges, noting that the Nassau County Local Option Gas Tax was miscalculated for Callahan, causing Hilliard to lose \$100,000 in next year's budget. Comparing millage rates, he calculates his own property taxes will rise by about \$37.13 and stresses that the Town is now compensating for years of lowering the millage rate while surrounding counties raised theirs.

**Council President Sims,** adds that the Town believed it was serving residents well by keeping the millage rate among the lowest in Florida and by keeping water and sewer rates low. However, with the Town no longer qualifying as a REDI Community, grants have diminished, largely because Hilliard hasn't adjusted its own rates.

**Council Pro Tem Pickett,** reiterates that Council members pay the same taxes as citizens. He says while they took pride in rolling back rates, the decision has created challenges now.

**Town Clerk Lisa Purvis,** emphasizes that the tax difference this year funds quality-of-life services such as sidewalks, streetlights, mosquito spraying, and public facilities.

**Public Works Director Cory Hobbs,** adds that the Town tracks and reports mosquito spraying dates and locations.

**Town Attorney Waugh,** advises he has reviews the process for budget hearings and that the Town Council are following the rules.

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

- ITEM-2 Ordinance No. 2025-10 – Setting the Town of Hilliard, Tentative Budget for the Fiscal Year 2025-2026.

**Mayor Beasley**

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2025-10

Following no public comments, motion to close Public Hearing at 7:25 p.m.

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

### **TOWN COUNCIL ACTION**

Town Council to consider adopting Ordinance No. 2025-10, on First Reading and set a Second Public Hearing & Final Reading on Friday, September 19, 2025, at 6:00 p.m..

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

### **REGULAR MEETING**

- ITEM-3 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

- ITEM-4 Town Council approval of the monthly retainer increase to Mr. James A. “Butch” Williams’ agreement with the Town of Hilliard for Fire Safety Inspection Services.  
**Lisa Purvis, MMC – Town Clerk**

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

- ITEM-5 Town Council approval of the Public Works Director’s recommendation to fill the vacant Public Works Technician/Heavy Equipment Operator position.  
**Cory Hobbs – Public Works Director**

Public Works Director Cory Hobbs explains that this individual has already started under emergency circumstances.

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

- ITEM-6 Town Council approval of the Public Works Director's recommendation to fill the vacant Public Works Technician/Heavy Equipment Operator position.

***Cory Hobbs – Public Works Director***

Public Works Director Cory Hobbs explains that this individual has already started under emergency circumstances.

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

- ITEM-7 Town Council approval of the Public Works Director's recommendation to fill the vacant Public Works Technician position.

***Cory Hobbs – Public Works Director***

Public Works Director Cory Hobbs, states that this individual is to begin work Monday, September 8, 2025.

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

- ITEM-8 Town Council approval of the Public Works Director's recommendation to fill the vacant Public Works Technician position.

***Cory Hobbs – Public Works Director***

Public Works Director Cory Hobbs, states that this individual is to begin work in two weeks.

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

- ITEM-9 Town Council to accept the resignation of Jody Wildes, Lead Wastewater Specialist, effective September 5, 2025.

***Cory Hobbs – Public Works Director***

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

- ITEM-10 Town Council to accept the resignation of Calen Burnette, Administrative Financial Assistant, effective September 19, 2025.

***Lisa Purvis, MMC – Town Clerk***

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



- ITEM-11 Town Council to Reschedule the September 8, 2025, Budget Workshop for the review and discussion of the Fiscal Year 2025-2026 Budget.

***Lisa Purvis, MMC – Town Clerk***

Councilman Wollitz motions to keep Workshop as originally scheduled on Monday, September 8, 2025, at 6:00 p.m.

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

- ITEM-12 Town Council approval of the Minutes for the August 14, 2025, Workshop, August 18, 2025, Workshop, and August 21, 2025, Workshop & Regular Meeting.

***Lisa Purvis, MMC – Town Clerk***

**Mayor Beasley**, asks why former Mayor Vanzant's picture is not on the agenda and requests during discussion at the August 21, 2025, Regular Meeting. Town Clerk Lisa Purvis replies stating that she was not sure how to word the item for the agenda as discussion items are taken up at either workshops or at the end of the meeting under Additional Comments. Further states that she is not sure how you can force someone to provide a picture but assures as soon as one is received, she will immediately have it ready framed and ready for Mayor Beasley to have placed up on the wall.

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

- ITEM-13 Town Council approval of Municipal Equipment Company, LLC, Payable through August 22, 2025, Project Name: 2 Sets of Bunker Gear in the amount of \$1,748.05.

**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$9,794.10**

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

## **ADDITIONAL COMMENTS**

### **PUBLIC**

No public comments.

### **MAYOR & TOWN COUNCIL**

**Councilman Wollitz**, reports that he has emailed Nassau County regarding low-hanging tree branches and roadside overgrowth, along Pine Street noting that Public Works and several citizens have also raised the issue.

He thanks staff for starting work in the Northwest Quadrant.

**Councilman Michaels**, shares that he spoke with Parks & Recreation Director Gabe Whittenburg earlier, who is currently off. He highlights strong participation in recreation programs, with over 100 kids in soccer and more than 25 in gymnastics.

**Council Pro Tem Pickett**, emphasizes that the Town Council is working hard to make the best decisions for the residents of both the Town and Nassau County.

**Mayor Beasley**, reminds everyone that the Car Show will be held this Saturday, September 6, 2025, starting at 8:00 a.m., and encourages attendance. Further states that Alicia Head Town PIO & Events Coordinator has sent out emails regarding the upcoming events that she has planned for City Government Week, October 20<sup>th</sup> through 24<sup>th</sup>, asking that all council members & staff participate.

## **ADMINISTRATIVE STAFF**

### **PRESENT:**

Town Clerk Lisa Purvis

Public Works Director Cory Hobbs

### **ABSENT:**

Parks & Recreation Director Gabe Whittenburg

**Town Clerk Lisa Purvis**, provides several updates to the Town Council.

She reports that she spent several hours today with the Florida Rural Water Association (FRWA) and consulted with auditors regarding the unrestricted fund balance. She notes that reducing the Bond Reserve Account by \$93,000 could help offset water and sewer revenue needs. She emphasizes that she is working to minimize the impact of the water and sewer rate increase and announces that FRWA will present be presenting the rate study at the Thursday, September 11, 2025, at 6:00 p.m. monthly workshop.

The Hilliard Airpark Box Hangar Project went out to bid this week, with a pre-bid meeting September 17, 2025, at 10:00 a.m., a bid opening October 8, 2025, at 2:00 p.m., and award scheduled for November 6, 2025, at 7:00 p.m.

Thanks to the help of Councilman Michaels, the marketing for the Mikkleson Estate (land only) will begin soon.

On September 10, 2025, the Request for Qualifications (RFQ) for the Water and Wastewater Treatment Plant Operator will be advertised in the Nassau County Record and on the Town's website. RFQs are due October 2, 2025, at 4:00 p.m. and will be reviewed at the October 9, 2025, Monthly Workshop.

The Greenbrier Groundbreaking Ceremony is scheduled for September 16, 2025, at 11:30 a.m., and the Town Council has been invited.

Mayor Beasley will be recognized for his 25 years of service to the Town by both the Town and the Florida League of Cities at the September 18, 2025, regular meeting.

She reminds all that on September 23, 2025, the Nassau Delegation Speaker's requests are due.

On October 1, 2025, the Nassau Delegation meeting will be held at the Nassau County BOCC chambers from 1:00–3:00 p.m. in Yulee.

Rural Counties Day in Tallahassee is scheduled for January 22, 2026, and she states that she will coordinate with Sherri Mitchell of the Nassau County Economic Development Board regarding participation.

She also revisits Council President Sims' earlier point about the Town no longer qualifying as a REDI Community, explaining that because the east side of Nassau County is more affluent than the west, eligibility is determined based on the county as a whole. However,

efforts are being made to have the Town evaluated independently. Councilman Sims agrees stating that only one to two counties in the state are looked at separately due to one half being considered rural.

#### **TOWN ATTORNEY**

No comment.

#### **ADJOURNMENT**

Motion to adjourn at 7:48 p.m.

Motion made by Council President Sims, Seconded by Councilman Wollitz.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

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

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

John P. Beasley, Mayor  
Kenny Sims, Council President  
Lee Pickett, Council Pro Tem  
Joe Michaels, Councilman  
Jared Wollitz, Councilman  
Dallis Hunter, Councilman

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Cory Hobbs, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

## MINUTES

MONDAY, SEPTEMBER 08, 2025, 6:00 PM

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PRESENT

Mayor John Beasley  
Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Town Clerk Lisa Purvis  
Public Works Director Cory Hobbs  
Parks & Recreation Director Gabe Whittenburg  
Assistant Public Works Director Charles Chavarria  
Land Use Administrator Lee Anne Wollitz

## ABSENT

Councilman Dallis Hunter  
Councilman Joe Michaels  
Town Attorney Christian Waugh

## WORKSHOP

ITEM-1 Town Council to review and discuss the Fiscal Year 2025-2026 Capital Budget.  
***Lisa Purvis, MMC – Town Clerk***

**Parks & Recreation Director Gabe Whittenburg**, presents his requested salary increases for his department.

**Council President Sims** suggests a one-step raise for the Town Clerk and Parks & Recreation Director, with all other employees receiving a \$1.00 per hour increase.

**Public Works Director Cory Hobbs**, presents his requested salary increases for his department.

**Town Clerk Lisa Purvis** explains her requested salary increases for her department and that not all employees perform the same type or level of work, referencing Sims' proposal.

**Parks & Recreation Director Gabe Whittenburg** recommends using savings from this year's insurance costs to fund raises for employees.

**Councilman Wollitz** suggests implementing a cap after a certain number of years of service.

**Mayor Beasley** requests Town Clerk Purvis to calculate the costs of the Directors' requests and Sims' proposal and report back at the next Town Council Workshop.

**Council President Sims** further suggests starting the compensation study as soon as possible for the next budget year and ensuring it includes updated job descriptions where applicable.

## ADJOURNMENT

Motion to adjourn at 7:01 p.m.

Motion made by Councilman Wollitz, Seconded by Council President Sims.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz

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

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor

## IMPORTANT REMITTANCE INFORMATION

**Please include the AECOM invoice number when sending payment**

**INVOICE NUMBER: 2001060223**

**Invoice Date: 09-SEP-25**

**Invoice Due Date: 09-OCT-25**

**Amount Due: \$10,029.69 USD**

**Project Number: 60732142**

To process your payment timely and ensure credit is given, please include the AECOM invoice number when sending payment. Including this invoice number will allow AECOM to promptly apply your payment without delay or additional information requests placed upon your organization.

Failure to reference the AECOM invoice number when sending payment may result in delay of your account being credited.

To expedite payment processing, AECOM is asking its clients to submit payments electronically by ACH (Automated Clearing House) if possible.

ACH payments provide an alternative to paper checks, affording you the following advantages:

- Certainty of delivery
- Reduced operating costs through the elimination of paper check mailing

Regards,

AECOM Cash Application Department  
[CashAppsRemittance@aecom.com](mailto:CashAppsRemittance@aecom.com)

Check Payment to:  
AECOM Technical Services, Inc.  
An AECOM Company  
1178 Paysphere Circle  
Chicago, IL 60674

ACH Payment to:  
AECOM Technical Services, Inc.  
An AECOM Company  
Bank of America  
Account Number 5800937020  
ABA Number 071000039

Wire Transfer Payment to:  
AECOM Technical Services, Inc.  
An AECOM Company  
Bank of America  
New York, NY 10001  
Account Number 5800937020  
ABA Number 026009593  
SWIFT CODE BOFAUS3N



7650 West Courtney Campbell Causeway, Tampa, FL 33607-1462

Tel: 813-286-1711

Fax: 813-287-8591

Federal Tax ID No. 95-2661922

ATTN : Lisa Purvis  
TOWN OF HILLIARD  
15859 West County Road 108  
Hilliard, FL 32046  
United States

Invoice Date: 09-SEP-25  
Invoice Number: 2001060223

Agreement Number: 60732142  
Agreement Description:

Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60732142  
Bill Through Date : 02-AUG-25 - 29-AUG-25  
Bil Prange

Project Name : 01J\_Hilliard Airpark-Hangar Building - SA No. 20

| Phase Lump Sum   |                                  | Percent    |          | Earned    | Previous  | Current   |
|--|----------------------------------|------------|----------|-----------|-----------|-----------|
| Project Number   | Description                      | Fee        | Complete |           |           |           |
| 60732142   | 01J_Hilliard Airpark-Hangar Buil | 111,441.00 | 60.00%   | 66,864.60 | 56,834.91 | 10,029.69 |
| Total Phase Lump Sum:  |                                  |            |          |           |           | 10,029.69 |
| Project Total : 01J_Hilliard Airpark-Hangar Building - SA No. 20 |                                  |            |          |           |           | 10,029.69 |

#### Invoice Summaries

|                        |           |
|------------------------|-----------|
| Total Current Amount : | 10,029.69 |
| Retention Amount :     | 0.00      |
| Pre-Tax Amount :       | 10,029.69 |
| Tax Amount :           | 0.00      |
| Total Invoice Amount : | 10,029.69 |

#### Billing Summaries

| Billing Summary | Current   | Prior     | Total     | Total Fee  | Percent Complete |
|-----------------|-----------|-----------|-----------|------------|------------------|
| Billings        | 10,029.69 | 56,834.91 | 66,864.60 | 111,441.00 | 60.00            |
| Tax             | 0.00      | 0.00      | 0.00      |            |                  |
| Billing Total : | 10,029.69 | 56,834.91 | 66,864.60 |            |                  |

**INVOICE FOR PROFESSIONAL SERVICES**

ITEM-11

PROJECT: Town of Hilliard Hurricane Shelter  
Hilliard, FL

DATE: 09/09/25

INVOICE NO. 24022-9

TO: Lisa Purvis  
Town of Hilliard  
PO Box 249  
Hilliard, FL 32046

PROJECT NO. 24022

[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)  
[payables@townofhilliard.com](mailto:payables@townofhilliard.com)

IN ACCORDANCE WITH THE AGREEMENT DATED

11/7/24

THERE IS DUE AT THIS TIME FOR PROFESSIONAL SERVICES AND REIMBURSABLE ITEMS ON THE ABOVE PROJECT, FOR THE PERIOD ENDING

09/09/25

THE SUM OF

DOLLARS \$ \$3,576.02

THE ABOVE AMOUNT SHALL BECOME DUE AND PAYABLE

30

DAYS FROM THE DATE HEREOF.

**INTEREST ON OVERDUE ACCOUNTS SHALL ACCRUE AT****1.5% PERCENT****PER****Month**

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

|               |                     |
|---------------|---------------------|
| Fee           | \$572,000.00        |
| Reimbursables | \$376.02            |
| Total Fee     | <u>\$572,376.02</u> |

|                  |              |
|------------------|--------------|
| Fee Earned       | \$379,826.02 |
| Invoiced to Date | \$376,250.00 |

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|                                      |                   |
|--------------------------------------|-------------------|
| <b>Total Amount Due this Invoice</b> | <b>\$3,576.02</b> |
|--------------------------------------|-------------------|

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Invoice Reviewed and Approved by:

  
Aldo Minozzi, AIA, Vice President**PQH**  
GROUP4141 Southpoint Dr. E. #200  
Jacksonville, Florida 32216  
904 - 224 - 0001  
FAX - 224 - 0023[www.pqh.com](http://www.pqh.com)



## INVOICE FOR PROFESSIONAL SERVICES

ITEM-11

Project: Town of Hilliard Hurricane Shelter  
Hilliard, FL

To:  
Town of Hilliard  
PO Box 249  
Hilliard, FL 32046

Invoice Date: 09/09/25

Invoice Number: 24022-9

Project Number: 24022

TOTAL AMOUNT DUE  
THIS INVOICE: \$3,576.02

| SERVICE RENDERED                     | TOTAL<br>FEE        | %<br>COMPLETE | TOTAL DUE<br>TO DATE | PREVIOUSLY<br>INVOICED | AMOUNT<br>DUE     |
|--------------------------------------|---------------------|---------------|----------------------|------------------------|-------------------|
| Site Assess & Prelim Design          | 22,000.00           | 100%          | 22,000.00            | 22,000.00              | 0.00              |
| Schematic Design                     | 30,000.00           | 100%          | 30,000.00            | 30,000.00              | 0.00              |
| Design Development 30%               | 60,000.00           | 100%          | 60,000.00            | 60,000.00              | 0.00              |
| Const. Documents 60%                 | 76,000.00           | 100%          | 76,000.00            | 76,000.00              | 0.00              |
| Const. Documents 90%                 | 76,000.00           | 100%          | 76,000.00            | 76,000.00              | 0.00              |
| Const. Documents 100%                | 40,000.00           | 100%          | 40,000.00            | 40,000.00              | 0.00              |
| Bidding/Permitting                   | 16,000.00           | 20%           | 3,200.00             | 0.00                   | 3,200.00          |
| Construction Observation             | 48,000.00           | 0%            | 0.00                 | 0.00                   | 0.00              |
| Project Punch & Closeout             | 8,000.00            | 0%            | 0.00                 | 0.00                   | 0.00              |
| Interior Design; Finish Selection    | 15,000.00           | 0%            | 0.00                 | 0.00                   | 0.00              |
| Topo/Boundary Survey                 | 8,000.00            | 100%          | 8,000.00             | 8,000.00               | 0.00              |
| Geotechnical Engineering Rpt         | 8,000.00            | 100%          | 8,000.00             | 8,000.00               | 0.00              |
| Civil Engineering                    | 75,000.00           | 75%           | 56,250.00            | 56,250.00              | 0.00              |
| Landscaping                          | 15,000.00           | 0%            | 0.00                 | 0.00                   | 0.00              |
| Design Contingency Allowance         | 75,000.00           | 0%            | 0.00                 | 0.00                   | 0.00              |
| Previous Reimbursables               | 0.00                | 0%            | 0.00                 | 0.00                   | 0.00              |
| Reimbursables this invoice<br>x 1.15 | 376.02              | 100%          | 376.02               | 0.00                   | 376.02            |
| <b>TOTAL</b>                         | <b>\$572,376.02</b> | <b>66%</b>    | <b>\$379,826.02</b>  | <b>\$376,250.00</b>    | <b>\$3,576.02</b> |



## REIMBURSABLE EXPENSES

|             |                                   |               |          |
|-------------|-----------------------------------|---------------|----------|
| PROJ. NAME: | Hilliard                          | DATE:         | 9/9/2025 |
| PROJ. NO:   | 24022                             |               |          |
| EXPENSES:   |                                   | AMOUNT:       |          |
|             |                                   |               |          |
|             | AIM prints - Multi Use Submission |               |          |
|             | (Drawings and Specs)              |               | \$326.97 |
|             |                                   |               |          |
|             |                                   |               |          |
|             |                                   |               |          |
|             |                                   |               |          |
|             |                                   |               |          |
|             |                                   |               |          |
|             |                                   |               |          |
|             |                                   |               |          |
|             |                                   |               |          |
|             |                                   | TOTAL:        | \$326.97 |
|             |                                   | Total x 1.15: | \$376.02 |

Triple B Dirt LLC  
28207 Lake Hampton Rd. Hilliard ,FL 32046

# INVOICE

town of hilliard  
15859 w co 108. Hilliard Fl 32046

**Invoice #** 0000359

**Invoice Date** 09/04/2025

**Due Date** 09/26/2025

| Item    | Description | Unit Price             | Quantity | Amount    |
|---------|-------------|------------------------|----------|-----------|
| Product | millings    | 850.00                 | 24.00    | 20,400.00 |
|         |             | Subtotal20,400.00      |          |           |
|         |             | Total20,400.00         |          |           |
|         |             | Amount Paid0.00        |          |           |
|         |             | Balance Due\$20,400.00 |          |           |

Cory Hobbs 9-8-25

Capital Northwest Quadrant

Triple B Dirt LLC  
28207 Lake Hampton Rd. Hilliard ,FL 32046

# INVOICE

town of hilliard  
15859 w co 108. Hilliard Fl 32046

Invoice # 0000362

**Invoice Date** 09/10/2025

**Due Date** 09/19/2025

| Item    | Description | Unit Price  | Quantity | Amount     |
|---------|-------------|-------------|----------|------------|
| Product | millings    | 850.00      | 11.00    | 9,350.00   |
|         |             | Subtotal    |          | 9,350.00   |
|         |             | Total       |          | 9,350.00   |
|         |             | Amount Paid |          | 0.00       |
|         |             | Balance Due |          | \$9,350.00 |

Cory Hobbs 9-11-25

Capital Northwest Quadrant

RECEIVED  
SEP 11 2025  
TOWN OF HILLIARD

| TOWN HALL PARK - NASSAU COUNTY MUNICIPAL GRANT IMPROVEMENTS |  |            |     |                           |           |                         |
|---|--|------------|-----|---------------------------|-----------|-------------------------|
| ITEM  | DESCRIPTION  | COST EACH  | QTY | COST TOTAL                | PAID DATE | TOTAL PAID              |
| FIBER BUILD   | EXTEND FIBER FROM TOWN HALL TO PUBLIC WORKS BUILDING AT PARK. INCLUDING HAND HOLDS FOR EXTENDING FIBER ONWARD. 24CT FIBER. | \$9,000.00 | 1   | \$9,000.00                | NA        | NA                      |
| TERMINATIONS  | FIBER TERMINATIONS   | \$100.00   | 16  | \$1,600.00                | NA        | NA                      |
| IT ROOM BUILD OUT   | BUILD OUT CONDITIONED ROOM INSIDE BUILDING. WALLS, DOOR, A/C, RACK, UPS, POWER.  | \$3,700.00 | 1   | \$3,700.00                | 5/2/2024  | 2,750.00                |
| MONITORING  | TEMP / OOWER MONITORING  | \$800.00   | 1   | \$800.00                  | 4/25/2024 | 995.57                  |
| SWITCH  | USW-PRO-24-POE-DEFERRED  | \$699.00   | 1   | \$699.00                  |           |                         |
| ACCESS POINTS   | U6-MESH  | \$179.00   | 3   | \$537.00                  |           |                         |
| CAMERAS   | M2036-LE   | \$475.00   | 4   | \$1,900.00                | 5/2/2024  | 2,146.70                |
| CAMERA  | M4317-PLVE (360 FOR COVERED AREA)  | \$875.00   | 1   | \$875.00                  | 5/2/2024  | 729.80                  |
| NVR LICENSES  | CAMERAS LICENSES   | \$150.00   | 5   | \$750.00                  |           |                         |
| PAVILLION CABINET   | POLL MOUNT   | \$500.00   | 1   | \$500.00                  |           |                         |
| SWITCH  | USW-PRO-8-POE (120W) OUT OF STOCK  | \$349.00   | 1   | \$349.00                  |           |                         |
| UPS   | HARSH ENVIROMENT UPS   | \$200.00   | 1   | \$200.00                  | 5/16/2024 | 77.15                   |
| PARTS   | WORK BOXES, PATCH CABLES, JUMPERS  | \$350.00   | 1   | \$350.00                  | 6/6/2024  | 32.95                   |
| MISC PARTS  | TRANSRECIEVER, CONVERTER, ADAPTER  | \$97.80    | 1   | \$97.80                   | 5/16/2024 | 97.80                   |
| SIDE WALK EXPANSION   | REMOVAL & REPLACEMENT OF SIDEWALK (LABOR)  | \$7,600.00 | 1   | \$7,600.00                | 4/18/2024 | 7,600.00                |
| SIDE WALK EXPANSION   | 5- 9YARD LOADS 2500 PSI CONCRETE FOR SIDEWALK (MATERIAL+DISC)  | \$1,543.00 | 5   | \$7,715.00                | 5/2/2024  | 7,625.00                |
| SIDE WALK EXPANSION   | 1- 9YARD LOADS 2500 PSI CONCRETE FOR SIDEWALK (MATERIAL)   | \$1,543.00 | 1   | \$1,543.00                | 5/16/2024 | 1,543.00                |
| RETENTION POND FENCING                                      | 380LF 6FT BLACK CHAIN LINK FENCE W/12FT DOUBLE DRIVE GATE (LABOR & MATERIAL)   | \$5,975.00 | 1   | \$5,975.00                | 5/2/2024  | 5,975.00                |
| 20X20 PAD FOR EXERCISE EQUIP                                | FORMING & POUR (LABOR)   | \$2,350.00 | 1   | \$2,350.00                | 5/1/2025  | 2,350.00                |
| 20X20 PAD FOR EXERCISE EQUIP                                | 5 LOADS OF CONCRETE TH PARK (MATERIAL)   | \$916.70   | 1   | \$916.70                  | 5/15/2025 | 916.70                  |
| PARKING LOT   | GROUND PREP FOR INSTALL OF MILLINGS  | \$2,600.00 | 1   | \$2,600.00                | 9/18/2025 | 2,600.00                |
| PARKING LOT   | DEBRIS REMOVAL FOR GROUND PREP   | \$3,500.00 | 1   | \$3,500.00                | 9/18/2025 | 3,500.00                |
| FENCING FOR PARK  | INSTALL OF 325' OF 4 BOARD FARM STYLE FENCING  | \$4,800.00 | 1   | \$4,800.00                | 9/18/2025 | 4,800.00                |
| PARKING LOT   | MILLING FOR PARKING  | \$850.00   | 8   | \$6,800.00                | 9/18/2025 | 6,800.00                |
| TOTAL PROJECT   |  |            |     | <b><u>\$65,157.50</u></b> |           | <b><u>50,539.67</u></b> |
|   |  |            |     | <b>2023/2024</b>          |           | 50,000.00               |
|   |  |            |     |                           |           | <u>50,539.67</u>        |
|   |  |            |     |                           |           | <b>(539.67)</b>         |