

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

THURSDAY, JANUARY 05, 2023, 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

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

## REGULAR MEETING

**ITEM-1** Additions/Deletions to Agenda

**ITEM-2** Town Clerk to administer the Oath of Office for the New Mayor, John Beasley, and New Town Council Members, Dallis Hunter and Joe Michaels.  
***Lisa Purvis, MMC - Town Clerk***

**ITEM-3** Town Council to appoint the Town Council President and Town Council Pro Tem for the 2023 Calendar Year for the Organization of Office.  
***Lisa Purvis, MMC - Town Clerk***

**ITEM-4** Town Council to appoint the Town Council Department Commissioners for the 2023 Calendar Year for the Organization of Departments.  
***Lisa Purvis, MMC - Town Clerk***

**ITEM-5**

Resolution No. 2023-01 - Town of Hilliard 2023 Holidays  
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation; adopting recognized holiday dates for the Town of Hilliard; at its first meeting of the Town Council held in January; as outlined in the Personnel Policy Manual; as it relates to Holidays under the employee benefit programs section; and providing for an effective date.

***Mayor Beasley***

Town Council to adopt Resolution No. 2023-01 approving the Town of Hilliard 2023 Holidays as outlined in the Personnel Policy Manual.

***Lisa Purvis, MMC - Town Clerk***

**ITEM-6**

Resolution No. 2023-02 - MLK Walk January 16, 2023  
A Resolution authorizing the permitting of a Martin Luther King Jr. walk for the concerned citizens of Hilliard, Florida; 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.

***Mayor Beasley***

Town Council to adopt Resolution No. 2023-02 approving the permitting of a Martin Luther King Jr. Walk.

***Lisa Purvis, MMC - Town Clerk***

**ITEM-7**

Town Council approval of Minor Subdivision Application No. 20220915 for Property Owner Taylor Built Homes; Parcel ID No. 09-3N-24-0000-0018-0000.

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

**ITEM-8**

Town Council approval of Minor Subdivision Application No. 20221129 for Property Owner Cynthia Hicks, Parcel ID No. 08-3N-24-2380-0020-0010

***Lee Anne Wollitz – Land Use Administrator***

**ITEM-9**

Town Council approval to reappoint Josetta Lawson to the Planning and Zoning Board for another 3-Year Term and to appoint either Kevin Webb or Jacqui Galbreath to fill the vacant seat for the remaining term that will expire December 2023.

***Lisa Purvis, MMC - Town Clerk***

**ITEM-10**

Town Council approval of Town Employee Cory Hobbs' pay increase from Grade 6 Step 1 to Grade 6 Step 3, following his recent promotion to Assistant Public Works Director.

***Ritchie Rowe - Public Works Director***

**ITEM-11**

Town Council approval to present Legislative Appropriation Funding Requests at the Nassau County Legislative Delegation Public Hearing to be held on Wednesday, January 11, 2023, and to submit the appropriate request forms.

***Lisa Purvis, MMC - Town Clerk***

**ITEM-12**

Town Council approval of the Minutes from the December 15, 2022, Workshop and the December 15, 2022, Regular Meeting.

***Lisa Purvis, MMC - Town Clerk***

**ITEM-13** Town Council approval of Aqua-Aerobic Systems, Inc., Payable through December 14, 2022, Project Name: Turnkey Replacement of Cloth and Actuator Replacement for One (4) Disk Filter in the amount of \$11,508.23.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$25,808.23**

**ITEM-14** Town Council approval of Hobbs Tractor Service, Inc., Payable for Tractor Rental through December 8, 2022, Project Name: Town Hall Park Phase I, FRDAP Project No. A21009 at the Hilliard Town Hall Park in the amount of \$4,000.00.  
**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$400,000.00**

**ITEM-15** Town Council approval of MAE Contracting, LLC, Payable for 24x48x16 Pole Barn (Pavilion) through January 4, 2023, Project Name: Town Hall Park Phase I, FRDAP Project No. A21009 at the Hilliard Town Hall Park in the amount of \$44,010.00.  
**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$400,000.00**

**ITEM-16** Town Council approval of MAE Contracting, LLC, Payable for 20x20x10 Pole Barn (Pavilion) through January 4, 2023, Project Name: Oxford Street Park Phase IV, FRDAP Project No. A21011 at the Hilliard Oxford Street Park in the amount of \$7,750.00.  
**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$400,000.00**

**ADDED ITEMS**

**ADDITIONAL COMMENTS**

**PUBLIC**

**MAYOR & TOWN COUNCIL**

**ADMINISTRATIVE STAFF**

**TOWN ATTORNEY**

**ADJOURNMENT**

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

**TOWN COUNCIL MEETINGS**

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

**PLANNING & ZONING BOARD MEETINGS**

The Planning & Zoning Board meets the second Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located

at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

### **MINUTES & TRANSCRIPTS**

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

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

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).  
Live & recorded videos can be access 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 Statutes, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

### **PUBLIC PARTICIPATION**

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

### **EXPARTE COMMUNICATIONS**

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

### **2022 HOLIDAYS**

#### **TOWN HALL OFFICES CLOSED**

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

10. New Year's Eve  
11. New Year's Day

Friday, December 30, 2022  
Monday, January 2, 2023



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: January 5, 2023

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

SUBJECT: Town Clerk to administer the Oath of Office for the New Mayor, John Beasley and New Town Council Members, Dallis Hunter and Joe Michaels.

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**BACKGROUND**

The Oath of Office is administered by the Town Clerk the first meeting in January of each year following the General Election held the prior November.

Oath of Office:  
Mayor, John Beasley – 4 Year Term  
Council Member, Dallis Hunter – 4 Year Term  
Council Member, Joe Michael – 4 Year Term

**FINANCIAL IMPACT**

None.

**RECOMMENDATION**

None.

**Section 11 All officers of the Town of Hilliard, before entering upon the duties of their respective office, shall take oath of office before some judicial officer in the following form:**

**So, if you will each repeat after me....**

- 1. I \_\_\_\_\_ (each member's name taking the oath)**
- 2. do solemnly swear**
- 3. that I will support the Constitution and Government**
- 4. of the United States of America,**
- 5. and of the State of Florida,**
- 6. against all enemies**
- 7. domestic or foreign,**
- 8. and that I will bear faith**
- 9. and allegiance to the same,**
- 10. that I will support the Charter**
- 11. and ordinances of the Town of Hilliard,**
- 12. in Nassau County, Florida,**
- 13. and that I am entitled to hold office**
- 14. under the Constitution**
- 15. and Laws of the State of Florida,**
- 16. and under the Charter of Hilliard,**
- 17. in Nassau County, Florida,**
- 18. and that I will perform the duties of**
- 19. Town Council Member / Mayor**
- 20. in and for said Town,**
- 21. upon which I am now about to enter**
- 22. so, help me God.**



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 5, 2023

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

SUBJECT: Town Council to appoint the Town Council President and Town Council Pro Tem for the 2023 Calendar Year for the Organization of Office.

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#### **BACKGROUND**

The Organization of Office is held the first meeting in January of each year and is for the Town Council to appoint the Council President and Pro Tem for the calendar year.

Previously:  
Council President John Beasley  
Council Pro Tem Kenny Sims

#### **FINANCIAL IMPACT**

None.

#### **RECOMMENDATION**

For the Town Council to appoint the Council President and Council Pro Tem for the 2023 Calendar Year by motion and majority vote.





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: January 5, 2023

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

SUBJECT: Town Council to appoint the Town Council Department Commissioners for the 2023 Calendar Year for the Organization of Departments.

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#### **BACKGROUND**

The Organization of Departments is held the first meeting in January of each year and is for the Town Council to appoint the Department Commissioners for the calendar year.

Previously:

Council President John Beasley, Recreation Department Commissioner  
Council Pro Tem Kenny Sims, Streets Department Commissioner  
Council Member Lee Pickett, Water & Sewer Department Commissioner  
Council Member Jared Wollitz, Fire Department Commissioner  
Council Member Callie Kay Bishop, Airpark Department Commissioner

#### **FINANCIAL IMPACT**

None.

#### **RECOMMENDATION**

For the Town Council to appoint the Department Commissioners for the 2023 Calendar Year by motion and majority vote.

**RESOLUTION NO. 2023-01**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; ADOPTING RECOGNIZED HOLIDAY DATES FOR THE TOWN OF HILLIARD; AT ITS FIRST MEETING OF THE TOWN COUNCIL HELD IN JANUARY; AS OUTLINED IN THE PERSONNEL POLICY MANUAL; AS IT RELATES TO HOLIDAYS UNDER THE EMPLOYEE BENEFIT PROGRAMS SECTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Hilliard desires to adopt recognized holiday dates annually at the first regular meeting of the Town Council held in January.

**NOW THEREFORE BE IT RESOLVED**, by the Hilliard Town Council that:

**SECTION 1.**

The Town of Hilliard Town Hall Office will be closed in observance of the following Holiday’s and Holiday time off will be granted to all regular full-time employees on the dates listed below:

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 16, 2023    |
| 2. Memorial Day                  | Monday, May 29, 2023        |
| 3. Independence Day              | Tuesday, July 4, 2023       |
| 4. Labor Day                     | Monday, September 4, 2023   |
| 5. Veterans Day                  | Friday, November 10, 2023   |
| 6. Thanksgiving Day              | Thursday, November 23, 2023 |
| 7. Friday after Thanksgiving Day | Friday, November 24, 2023   |
| 8. Christmas Eve                 | Monday, December 25, 2023   |
| 9. Christmas Day                 | Tuesday, December 26, 2023  |
| 10. New Year’s Eve               | Monday, January 1, 2023     |
| 11. New Year’s Day               | Tuesday, January 2, 2023    |

**SECTION 2.**

This resolution shall become effective upon adoption.

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

\_\_\_\_\_

Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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John P. Beasley  
Mayor

**RESOLUTION NO. 2023-02**

**A RESOLUTION AUTHORIZING THE PERMITTING OF A MARTIN LUTHER KING, JR. WALK FOR THE CONCERNED CITIZENS OF HILLIARD, FLORIDA; 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 Martin Luther King, Jr. Walk for the Concerned Citizens of Hilliard, Florida, 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 event on both town and county roads, which includes County Road 108, on the 16<sup>th</sup> day of January 2023.
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.

\_\_\_\_\_

Council President

ATTEST:

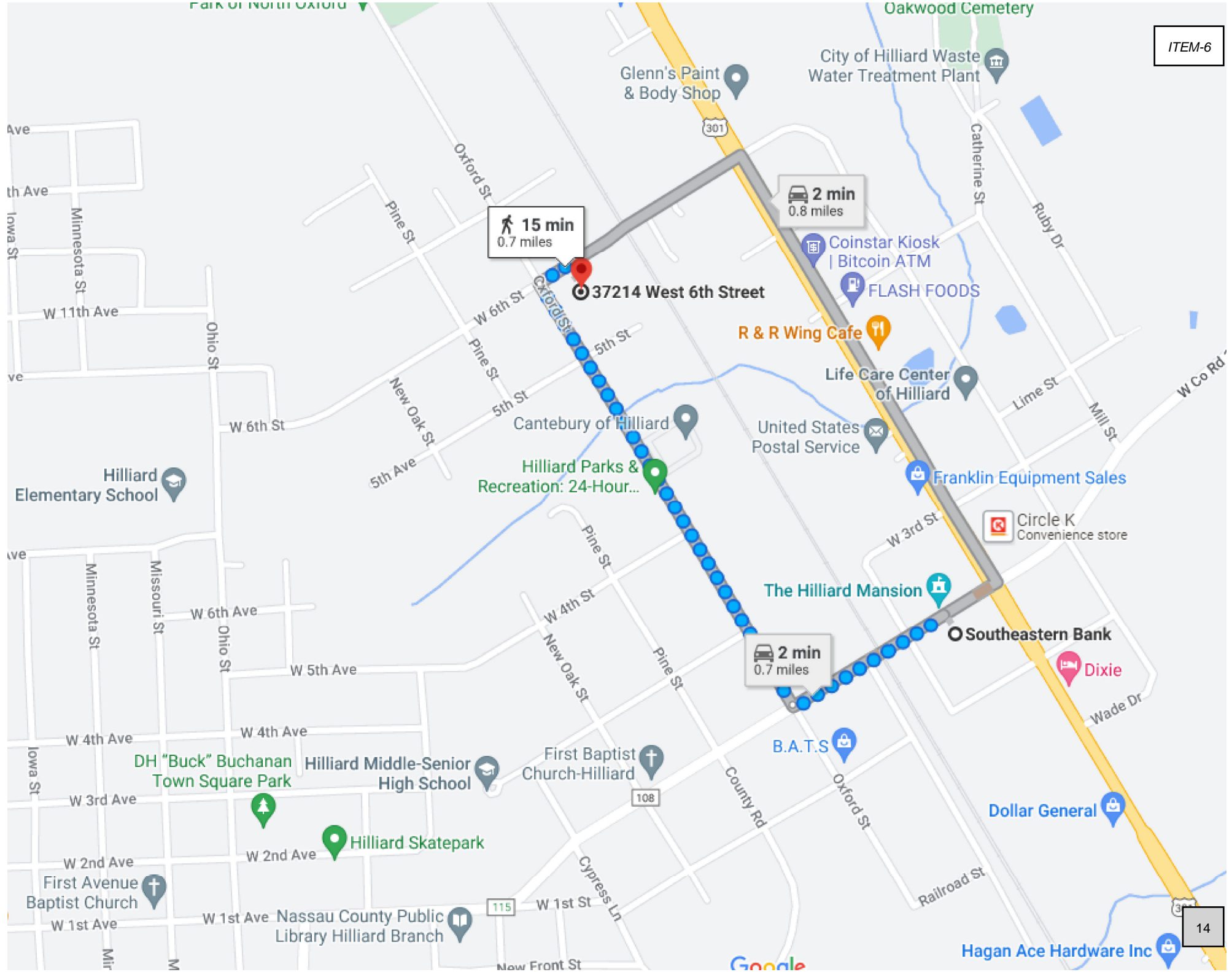
\_\_\_\_\_

Lisa Purvis  
Town Clerk

APPROVED:

\_\_\_\_\_

John P. Beasley  
Mayor



**Lisa Purvis**

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**From:** Charlene <crossmith@yahoo.com>  
**Sent:** Wednesday, November 30, 2022 1:09 PM  
**To:** Lisa Purvis  
**Cc:** Pastor Green  
**Subject:** Re: Agenda Item Request - MLK Walk 2023

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

You don't often get email from crossmith@yahoo.com. [Learn why this is important](#)

Ok yes will do--thanks Lisa!

+ Rev Green

Charlene Smith

(904) 707-5599

[crossmith@yahoo.com](mailto:crossmith@yahoo.com)

*SERVICE is the rent we pay for being. It is the very purpose of life, and not something you do in your spare time. --Marian Wright Edelman*

On Tuesday, November 29, 2022 at 07:01:37 PM EST, Lisa Purvis <lpurvis@townofhilliard.com> wrote:

Charlene,

I will have this on the January 5<sup>th</sup> meeting agenda with the Resolution to close the Town streets. Can you please forward the information you mentioned (BOCC and NCSD written approval) below once you receive it so that I can have everything with the Resolution on the January agenda.

Sincerely,

**Lisa Purvis, MMC**

Town Clerk

Town of Hilliard  
PO Box 249  
15859 West CR 108  
Hilliard, FL 32046  
904.845.3555 Phone  
904.845.1221 Fax

[www.townofhilliard.com](http://www.townofhilliard.com)



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**From:** Charlene <crossmith@yahoo.com>  
**Sent:** Tuesday, November 22, 2022 11:17 AM  
**To:** Lisa Purvis <lpurvis@townofhilliard.com>  
**Cc:** Pastor Green <jpastorgreen@aol.com>  
**Subject:** Agenda Item Request - MLK Walk 2023

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

Hi Lisa,

The Concerned Citizens of Hilliard are looking forward to resuming the Annual MLK Walk next year.

Attached is an Agenda Item Request form for road closure approval from the city.

The Road Closure permit is with the BOCC--their contact is Sabrina Robertson ([srobertson@nassaucountyfl.com](mailto:srobertson@nassaucountyfl.com)).



Traffic control is with Nassau Sheriff's Office. Contacts/officers are Renee Graham ([lrgraham@nassauso.com](mailto:lrgraham@nassauso.com)) and Chauncey Mason ([cmason@nassauso.com](mailto:cmason@nassauso.com)).

Pastor Green on copy to this email/his contact # is (904) 707-9399.

Thank you!

Charlene Smith

(904) 707-5599

[crossmith@yahoo.com](mailto:crossmith@yahoo.com)

*SERVICE is the rent we pay for being. It is the very purpose of life, and not something you do in your spare time. --Marian Wright Edelman*

"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing." This email and any files transmitted with it may contain privileged or confidential information and may be read or used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, dissemination, distribution, forwarding, printing or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments and notify the sender by reply mail. "This institution is an equal opportunity provider and employer" If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)."

TOWN OF HILLIARD  
A Florida Municipality

AGENDA ITEM REQUEST

12-1-2022 ~~OR~~ 1-5-2023 if 12-1 not available

PROPOSED MEETING DATE

- PRESENTATION
- DONATION
- PROCLAMATION
- DISCUSSION ITEM
- REQUEST FOR APPROVAL
- REGULAR MEETING
- PUBLIC HEARING
- SPECIAL MEETING
- WORKSHOP

Title of topic for discussion / decision:

MLK WALK - January 16, 2023

Information regarding topic for discussion / decision:

MLK WALK down 108 county Road to Oxford Street.  
(Sign-off paper work currently @ Board of County Commissioners)

Recommended action:

Town approval

List any funds required:

0

If necessary, please attach a summary of any additional information needed, requested or required to support this request.

Name: Pastor Johnnie Green Organization: Concerned Citizens of Hilliard

Contact Number: 904 707 9399 Email Address: jpastargreen@aol.com

Additional Persons Attending Meeting: \_\_\_\_\_

Quah Smith for  
Pastor Johnnie Green

Date: 11-22-2022



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: January 05, 2023

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

SUBJECT: Town Council approval of Minor Subdivision Application No. 20220915 for Property Owner Taylor Built Homes; Parcel ID No. 09-3N-24-0000-0018-0000

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#### **BACKGROUND**

Mr. Taylor, on behalf of Taylor Built Homes, Inc., has applied for a lot reconfiguration/lot split to create two lots from one lot. The development will only add 1 more lot, and therefore is not subject to all the State requirements for a subdivision. The Town needs to review the lot reconfiguration to assure the lots created meet the requirements of the Land Development Code.

The property is zoned R-2 Residential. The parcel is approximately 1.71 acres and is currently vacant. The request is to split the parcel into two lots, both parcels will have access on Oxford Street, a 60 ft. right of way, according to the survey submitted with the application. The R-2 zoning district requires a minimum lot width of 90 feet and a minimum lot size of 10,000 square feet.

The attached surveys of the proposed lot reconfiguration indicate that each of the lots will meet requirements of the minimum of zoning district that they will be in. Parcel 1 will be 11,325.6 s.f and have a 90 ft. of frontage on Oxford Street. Parcel 2 will be 62,726.4 s.f and have a 343 ft. of frontage on Oxford Street. The developer of the parcels would be responsible for extension of Oxford Street and any infrastructure required to serve the parcels.

At the Planning and Zoning Board Meeting on December 13, 2022, the Board recommended approval to the Town Council with the following conditions:

1. The applicant shall record the lot split with the Clerk of the Court and provide the Town evidence of the recordation.
2. The applicant shall obtain real estate parcel numbers for each parcel from the Property Appraiser and provide those real estate parcel numbers to the Town.
3. Prior to developing parcels, the applicant/developer would be responsible for the extension of Oxford Street and any infrastructure required to serve the parcels. All infrastructure improvements are required to meet Town standards.

#### **FINANCIAL IMPACT**

None; the applicant is required to pay all application, advertising, and review fees.

#### **RECOMMENDATION**

Town Council approve Minor Subdivision Application No. 20220915 with the proposed three (3) conditions.



**FOR OFFICE USE ONLY**

File # 20220915

Application Fee: \$100.00 paid by check

Filing Date: 9.15.22 Acceptance Date: \_\_\_\_\_

# Town of Hilliard Lot Split/Reconfiguration Application

(Applicable for creating no more than 2 lots from 1 lot)

**A. PROJECT**

1. Project Name: OXFORD ST SPLIT
2. Address of Subject Property: 37002 OXFORD ST HILLIARD FL 32046
3. Parcel ID Number(s): 09-3N-24-0000-0018-0000
4. Existing Use of Property: VACANT LOT
5. Zoning Designation: R-2
6. Future Land Use Map Designation: MEDIUM DENSITY RESIDENTIAL
7. Acreage of Parcel: 1.71

**B. Owner**

1. Name of Owner(s) or Contact Person(s): TAYLOR BUILT HOMES INC. Title: OWNER  
 Company (if applicable): TAYLOR BUILT HOMES INC.  
 Mailing address: 46211 SAULS RD  
 City: CALLAHAN State: FL ZIP: 32011  
 Telephone: (904) 509-1060 FAX: ( ) E-mail: MATT@TAYLORBUILTINC.COM

\* 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. Legal description with tax parcel number.
2. Survey of Existing Property, including all structures and driveways
3. Survey of Proposed Lot Split
4. Warranty Deed or other proof of ownership.

5. Fee - \$100

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 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 of Co-applicant

MATTHEW A. TAYLOR OWNER  
Typed or printed name and title of applicant

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

9-14-22  
Date

\_\_\_\_\_  
Date

State of Florida County of Nassau

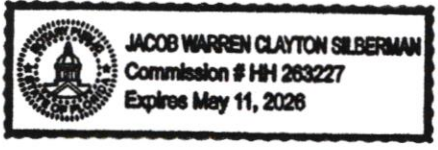
The foregoing application is acknowledged before me this 14<sup>th</sup> day of September, 2022 by Matthew A.

Taylor, 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





**A. Michael Hickox**  
Nassau County Property Appraiser



<b>Parcel Report</b>	<b>Results</b>
<b>Parcel ID</b>	09-3N-24-0000-0018-0000
<b>Owner Information</b>	TAYLOR BUILT HOMES INC
	46211 SAULS ROAD
<b>Mailing Address</b>	CALLAHAN, FL 32011
	37002 OXFORD ST
<b>Site Address</b>	HILLIARD
	32046
<b>Previous Site Address (If Changed by 911)</b>	2369 OXFORD ST
<b>Deed Acre</b>	0.00
<b>Approximate Acres (GIS Calculated)</b>	1.71
<b>Property Use Code</b>	000000
<b>Municipality</b>	Town of Hilliard
<b>Census Tract</b>	
<b>MLS Zone</b>	9 - Mainland
<b>Subdivision</b>	Not in a Subdivision

<b>Value &amp; Sales Report</b>	<b>Results</b>
<b>Land Value</b>	\$77,520.00
	Value of land

**Building Value** \$0.00  
**Misc. Value** \$0.00  
**Just Value (Market Value)** \$77,520.00  
**Assessed Value** \$22,980.00  
**Taxable Value**

Value of all improvement on the land  
 Any extra features to the land and/or building(s)  
 The Just, or Market Value, for tax purposes  
 Market Value minus assessment limits  
 Assessed Value minus any Exemptions

**Sales Information**

Date	Price
20220615	\$37,000.00
20220128	\$25,000.00

Vacant?	Qual
Y	Q
Y	U

**Land Use Report**

**Results**

**Zoning** R-2  
**Future Land Use** Contact the Town of Hilliard  
**Community Development District** No  
**Community Redevelopment Area** No  
**Historic District** No  
**Municipal Service Benefit Unit (MSBU)** No  
**Mobility Fee Zone** Zone 3

Note: (Must be verified with Municipality)  
 Note: (Must be verified with Municipality)

Note: (Must be verified with City of Fernandina Beach)  
 Note: (Must be verified with City of Fernandina Beach)

**Topographical Report**

**Results**

**Soil Map Unit Name** BOULOGNE FINE  
 SAND,RUTLEGE MUCKY FINE  
 SAND, FREQUENTLY FLOODED  
**Drainage Basin** St. Marys River  
**Drainage Basin Number** Coming Soon  
**Vegetation**  
**Approximate Elevation** Coming Soon

Not a jurisdictional survey

**Utility Report**

**Results**

**Water Source** Town of Hilliard  
**Waste Water** Town of Hilliard  
**Electric Provider** Okefenokee Rural Electric

**Emergency Management Report**

**Results**

**Fire District** 40  
**USNG** 17R MP 08 95  
**Storm Surge Zone** Coming Soon  
**Hurricane Evacuation Zone** Coming Soon  
**Special Flood Hazard Area** X  
**DFIRM Panel** 12089C  
**Building Wind Zone** Coming Soon

Note: (Must be verified with Nassau County Fire & Rescue)  
 Note: (Must be verified with Nassau County Emergency Management )  
 Note: (Must be verified with Nassau County Emergency Management )  
 Note: (Must be verified with Nassau County Emergency Management )  
 Note: (Must be verified with Nassau County Building Dept.)  
 Note: (Must be verified with Nassau County Building Dept.)

**School Board Report**

**Results**

**Elementary School Zone** Hilliard Elementary School

Note: (Must be verified with NCSB)

Prepared by and return to:

Ronald J. Conte, Esq.  
The Law Office of Ronald J. Conte, P.L.  
5850 T.G. Lee Blvd., #180  
Orlando, FL 32822

File Number: 22-0282

(Space Above This Line For Recording Data)

## Special Warranty Deed

**This Special Warranty Deed** made this 15th day of June, 2022, between Alan Glass, a married man, whose post office address is 23884 Crescent Park Court, Fernandina Beach, FL 32034, grantor, and Taylor Built Homes, Inc., a Florida corporation, whose post office address is 46211 Sauls Road, Callahan, FL 32011, 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)

**Witnesseth**, that said grantor, for and in consideration of the sum of **THIRTY SEVEN THOUSAND AND 00/100 DOLLARS** (U.S. \$37,000.00) 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 and assigns forever, the following described land, situate, lying and being in the Nassau County, Florida, to-wit:

Part of Section 9, Township 3 North, Range 24 East, Nassau County, Florida, being more particularly described as follows:

Commence at the Intersection of the West line of Oxford Street (a 90.0 foot right of way) with the South line of First Street (a 60.0 foot right-of-way); thence South 31 degrees 03 minutes 16 seconds East, 534.0 feet, along the West line of said Oxford Street, to the Point of Beginning; thence continue South 31 degrees 03 minutes 16 seconds East, 433.0 feet, along the West line of said Oxford Street; thence South 58 degrees 63 minutes 07 seconds West, 250.0 feet, parallel to said First Street; thence North 31 degrees 03 minutes 16 seconds West, 83.68 feet, parallel to said Oxford Street, to the East Line of an old dirt grade; thence North 07 degrees 31 minutes 64 seconds East, 200.42 feet, along the East line of said road; thence North 31 degrees 03 minutes 16 seconds West, 192.79 feet, parallel to the West line of said Oxford Street; thence North 58 degrees 63 minutes 07 seconds East, 125.0 feet, parallel to said First Street, to the point of beginning, all as lies within the bounds of Deed Book 143, Page 189 and Official Records Book 8, page 221, of the public records of Nassau County, Florida.

Less and Except any portion of the lands in Official Records Book 1117, Page 1765 as re-recorded in Official Records Book 1160, Page 1010.

Parcel Identification Number: 09-3N-24-0000-0018-0000

Subject to taxes for 2022 and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.

Grantor warrants that at the time of this conveyance, the subject property is not the Grantor's homestead within the meaning set forth in the constitution of the state of Florida, nor is it contiguous to or a part of homestead property.

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

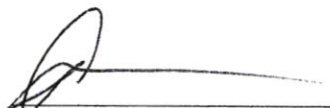


To Have and to Hold, the same in fee simple forever.

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 claiming by, through or under grantors.

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:

  
Alan Glass

Mary Mathis  
Witness Name: Mary Mathis

MB Wll.  
M. BRUCE WILLIAMS  
Witness Name: \_\_\_\_\_

State of FLORIDA  
County of NASSAU

The foregoing instrument was acknowledged before me this 15 day of June, 2022, by Alan Glass, he ( ) is personally known to me or ( ) has produced Drivers License as identification.

(SEAL)

Mary Mathis  
Notary Public  
Printed Name: Mary Mathis  
My Commission Expires: April 22, 2024



# MAP OF BOUNDARY SURVEY

**POINT OF COMMENCEMENT**  
INTERSECTION OF THE WEST LINE OF OXFORD STREET WITH THE SOUTH LINE OF PARCEL 1 & 2 FOUND 1.27" IRON PIPE, NO CAP

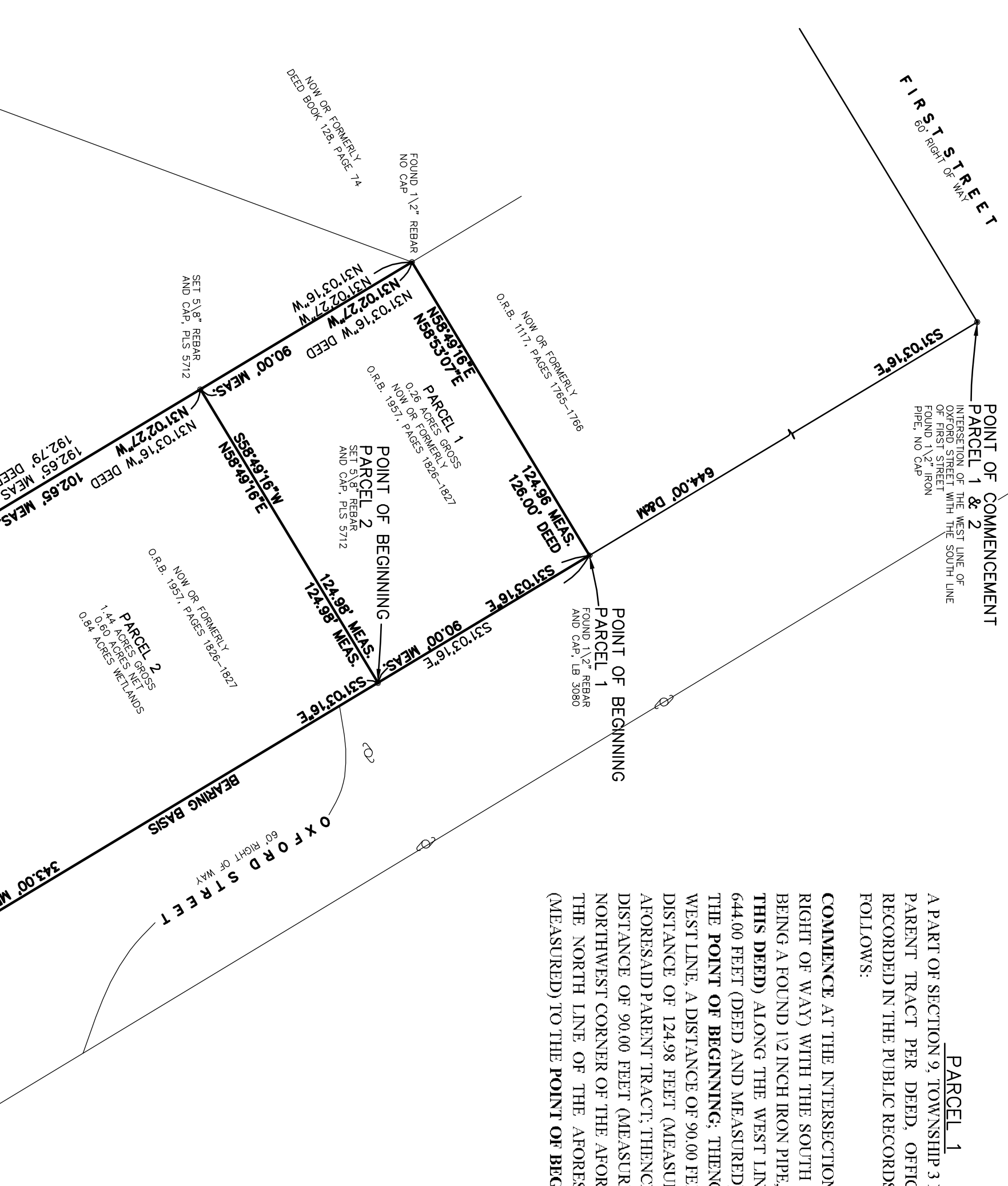
**PARCEL 1**

**PARCEL 2**

A PART OF SECTION 9, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA. PARENT TRACT PER DEED, OFFICIAL RECORD BOOK 1957, PAGES 1826 AND 1827, RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY AND STATE, BEING DESCRIBED AS FOLLOWS:

**COMMENCE** AT THE INTERSECTION OF THE WEST LINE OF OXFORD STREET (A 60 FOOT RIGHT OF WAY) WITH THE SOUTH LINE OF FIRST STREET (A 60 FOOT RIGHT OF WAY), BEING A FOUND 1/2 INCH IRON PIPE, NO CAP; THENCE S 31°03'16" E (BEARING BASIS FOR THIS DEED) ALONG THE WEST LINE OF OXFORD STREET AFORESAID, A DISTANCE OF 644.00 FEET (DEED AND MEASURED) TO A FOUND 1/2 INCH REBAR AND CAP, 1B 3080 AT THE POINT OF BEGINNING; THENCE CONTINUE S 31°03'16" E ALONG THE AFORESAID WEST LINE, A DISTANCE OF 90.00 FEET (MEASURED) TO A POINT ON THE WESTERLY LINE OF THE AFORESAID PARENT TRACT; THENCE N 31°02'27" W ALONG THE AFORESAID WEST LINE, A DISTANCE OF 124.98 FEET (MEASURED) TO A POINT ON THE WESTERLY LINE OF THE AFORESAID PARENT TRACT; THENCE N 58°49'16" E ALONG THE NORTHWEST CORNER OF THE AFORESAID PARENT TRACT; THENCE N 58°49'16" E ALONG THE NORTH LINE OF THE AFORESAID PARENT TRACT, A DISTANCE OF 124.98 FEET (MEASURED) TO THE POINT OF BEGINNING, CONTAINING 0.26 ACRES MORE OR LESS

**COMMENCE** AT THE INTERSECTION OF THE WEST LINE OF OXFORD STREET (A 60 FOOT RIGHT OF WAY) WITH THE SOUTH LINE OF FIRST STREET (A 60 FOOT RIGHT OF WAY), BEING A FOUND 1/2 INCH IRON PIPE, NO CAP THENCE S 31°03'16" E (BEARING BASIS FOR THIS DEED) ALONG THE WEST LINE OF OXFORD STREET AFORESAID, A DISTANCE OF 644.00 FEET (DEED AND MEASURED) TO A FOUND 1/2 INCH REBAR AND CAP, 1B 3080 AT THE NORTHEAST CORNER OF THE AFORESAID PARENT TRACT; THENCE CONTINUE S 31°03'16" E ALONG THE AFORESAID WEST LINE, A DISTANCE OF 90.00 FEET (MEASURED) TO THE POINT OF BEGINNING; THENCE CONTINUE S 31°03'16" E ALONG THE WEST LINE OF OXFORD STREET AFORESAID, A DISTANCE OF 343.00 FEET (MEASURED) TO A FOUND 1/2 INCH IRON PIPE, NO CAP AT THE SOUTHEAST CORNER OF THE AFORESAID PARENT TRACT; THENCE S 58°53'07" W ALONG THE SOUTH LINE OF THE AFORESAID PARENT TRACT, A DISTANCE OF 250.00 FEET (DEED AND MEASURED) TO A FOUND 5/8 INCH REBAR AND CAP; PLS 5712 AT THE SOUTHWEST CORNER OF THE AFORESAID PARENT TRACT; THENCE N 31°03'16" W ALONG THE WEST LINE OF THE AFORESAID PARENT TRACT, A DISTANCE OF 83.68 FEET (DEED AND MEASURED) TO A FOUND 5/8 INCH REBAR AND CAP, PLS 5712 AT AN ANGLE BEND ON SAID WEST LINE; THENCE N 07°31'54" E ALONG THE AFORESAID WEST LINE, A DISTANCE OF 200.42 FEET (DEED AND MEASURED) TO A FOUND 5/8 INCH REBAR AND CAP, PLS 5712 AT AN ANGLE BEND ON SAID WEST LINE; THENCE N 31°02'27" W ALONG THE AFORESAID WEST LINE, A DISTANCE OF 102.65 FEET (MEASURED) TO A POINT ON THE SAID WEST LINE; THENCE N 58°49'16" E, A DISTANCE OF 124.98 FEET (MEASURED) TO THE POINT OF BEGINNING, CONTAINING 1.44 ACRES MORE OR LESS.



### WETLAND

LINE	LENGTH	BEARING
L1	18.21	S74°30'13"W
L2	42.10	S66°39'56"W
L3	63.94	S52°52'52"W
L4	43.01	S86°09'48"W
L5	20.26	S58°58'51"W

### SURVEY NOTES:


- 1) The "Legal Description" hereon is in accord with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Lands shown hereon were not obstructed by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings based on S 31°03'16" E for the West right of way line of Oxford Street, (Open).
- 5) Fence ownership, if applicable, has not been determined by this office. Fences are drawn out of scale in order to accentuate their relationship to property lines. Fences are not deemed to be encroachments unless ownership is apparent.
- 6) Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mopper, this map/report is for informational purposes only and is not valid.
- 7) The property shown hereon lies within flood zone " X " as per F.E.M.A. Flood Insurance Rate Map, Panel 12089C0145F-Dated 12-17-2010.
- 8) Unless otherwise noted Measured angles and distances are the same as Plat or Deed angles and distances.
- 9) This survey has been performed according to the standard of care to achieve the following accuracies for the following surveyed. Surveyed accuracy is 1 foot in 21762 feet. Surveyed accuracy is 1 foot in 1785(3) (6) (15) 511 Survey Rule 54-1785(3) (6) (15) 511

**LEGEND**

—E—E— = AERIAL UTILITY WIRES	CONC. = CONCRETE
A/C = AIR CONDITIONER	CONC. = CONCRETE
AKA = ALSO KNOWN AS	CONC. = CONCRETE
BARL = BUILDING RESTRICTION LINE	CONC. = CONCRETE
CB = CABLE TELEVISION PEDESTAL	CONC. = CONCRETE
Δ = CENTRAL ANGLE	CONC. = CONCRETE
⊕ = CENTERLINE	CONC. = CONCRETE
⊖ = CHAIN LINK FENCE	CONC. = CONCRETE
⊗ = CHORD BEARING	CONC. = CONCRETE
⊘ = CHORD DISTANCE	CONC. = CONCRETE
⊙ = LIGHT POLE	CONC. = CONCRETE
⊚ = SEWER MANHOLE	CONC. = CONCRETE

MEAS. = MEASURED  
N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM  
O.R.B. = OFFICIAL RECORD BOOK  
P.I.N. = PARCEL IDENTIFICATION NUMBER  
P.O.B. = POINT OF BEGINNING  
P.O.C. = POINT OF COMMENCEMENT  
R = RADIUS  
RCP = REINFORCED CONCRETE PIPE  
R/W = RIGHT-OF-WAY  
⊖ = WELL  
D&M = DEED AND MEASURED

THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 1711, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.0271, FLORIDA STATUTES.

BY:   
**ALAN FRANKLIN GLASS**  
 FLORIDA REGISTERED SURVEYOR  
 MAPPER CERTIFICATE No. 5712

**GLASS LAND SURVEYING, LLC**  
 23884 CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034  
 (904) 281-0728 • CELL (904) 370-0318  
 LICENSE BUSINESS NO. LB 8359

SCALE: 1" = 40'  
 DATE: 08-29-22  
 DWN BY: AFG  
 JOB NO: 21-318  
 F.B. NO: 571  
 PAGE NO: 58



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Profit Corporation  
TAYLOR BUILT HOMES, INC.

### Filing Information

**Document Number** P17000075242  
**FEI/EIN Number** 28-2862823  
**Date Filed** 09/15/2017  
**State** FL  
**Status** ACTIVE

### Principal Address

46211 Sauls Rd  
Callahan, FL 32011

Changed: 01/28/2019

### Mailing Address

46211 Sauls Rd  
Callahan, FL 32011

Changed: 01/28/2019

### Registered Agent Name & Address

TAYLOR, MATTHEW  
46211 Sauls Rd  
Callahan, FL 32011

Address Changed: 01/28/2019

### Officer/Director Detail

#### **Name & Address**

Title DPST

TAYLOR, MATTHEW  
46211 Sauls Rd  
Callahan, FL 32011

Title VP

Taylor, Hollie Page

46211 Sauls Rd  
Callahan, FL 32011

ITEM-7

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2020	01/27/2020
2021	01/26/2021
2022	02/16/2022

**Document Images**

<a href="#"><u>02/16/2022 -- ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>01/26/2021 -- ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>01/27/2020 -- ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>01/28/2019 -- ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>04/23/2018 -- ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>09/15/2017 -- Domestic Profit</u></a>	<a href="#">View image in PDF format</a>



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 05, 2023

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

SUBJECT: Town Council approval of Minor Subdivision Application No. 20221129 for Property Owner Cynthia Hicks, Parcel ID No. 08-3N-24-2380-0020-0010

### BACKGROUND

Ms. Cynthia Hicks has applied for a lot reconfiguration/lot split to create two lots from one lot. The development will only add 1 more lot, and therefore is not subject to all the State requirements for a subdivision. The Town needs to review the lot reconfiguration to assure the lots created meet the requirements of the Land Development Code.

The property is zoned R-2 Residential. The parcel is approximately 1.02 acres and currently has 2 mobile homes on the property. The request is to split the parcel into two lots and for each mobile home to be on a separate parcel. Currently one mobile has an address on of 37050 West Fourth Street, with access on West Fourth Street, and the second mobile home has an address of 37482 Orange Street, with access on Orange Street. The R-2 zoning district requires a minimum lot width of 90 feet and a minimum lot size of 10,000 square feet.

The attached surveys of the proposed lot reconfiguration indicate that each of the lots will meet requirements of the minimum of zoning district that they will be in. Parcel 1 will be 21,178 s.f and have a 97.41 ft. of frontage on West Fourth Street. Parcel 2 will be 23,011 s.f and have a 210 ft. of frontage on Orange Street and 113.05 ft. on West Fourth Street.

At the Planning and Zoning Board Meeting on December 13, 2022, the Board recommended approval to the Town Council with the following conditions:

1. The applicant shall record the lot split with the Clerk of the Court and provide the Town evidence of the recordation.
2. The applicant shall obtain real estate parcel numbers for each parcel from the Property Appraiser and provide those real estate parcel numbers to the Town.

### FINANCIAL IMPACT

None; the applicant is required to pay all application, advertising, and review fees.

### RECOMMENDATION

Town Council approve Minor Subdivision Application No. 20221129 with the proposed two (2) conditions.



# Town of Hilliard Lot Split/Reconfiguration Application

(Applicable for creating no more than 2 lots from 1 lot)

FOR OFFICE USE ONLY		ITEM-8
File #	20221129	
Application Fee:	\$100.00	paid cash THM
Filing Date:	11.29.2022	Acceptance Date: _____

### A. PROJECT

1. Project Name: \_\_\_\_\_
2. Address of Subject Property: 37050 Fourth St. W - 37482 Orange St
3. Parcel ID Number(s): 08-3N-24-2380-0020-0010
4. Existing Use of Property: Residential
5. Zoning Designation: R-2
6. Future Land Use Map Designation: \_\_\_\_\_
7. Acreage of Parcel: 1.02

### B. Owner

1. Name of Owner(s) or Contact Person(s): Cynthia Hicks Title: owner  
Company (if applicable): \_\_\_\_\_  
Mailing address: 54758 Sheffield Rd  
City: Callahan State: FL ZIP: 32011  
Telephone: 904335-7888 FAX: (\_\_\_\_) \_\_\_\_\_ E-mail: cynthicks2000@yahoo.com

\* 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. Legal description with tax parcel number.
2. Survey of Existing Property, including all structures and driveways
3. Survey of Proposed Lot Split
4. Warranty Deed or other proof of ownership.

5. Fee - \$100

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 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:

Cynthia Hicks  
Signature of Applicant

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

Cynthia Hicks  
Typed or printed name and title of applicant

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

11/3/22  
Date

\_\_\_\_\_  
Date

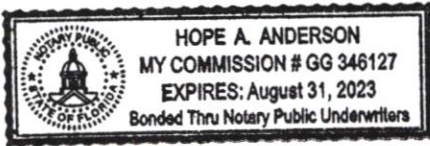
State of Florida County of Nassau

The foregoing application is acknowledged before me this 03 day of Nov, 2022, by Cynthia

Hicks, who is/are personally known to me, or who has/have produced Diver License  
as identification.

NOTARY SEAL

Hope A. Anderson

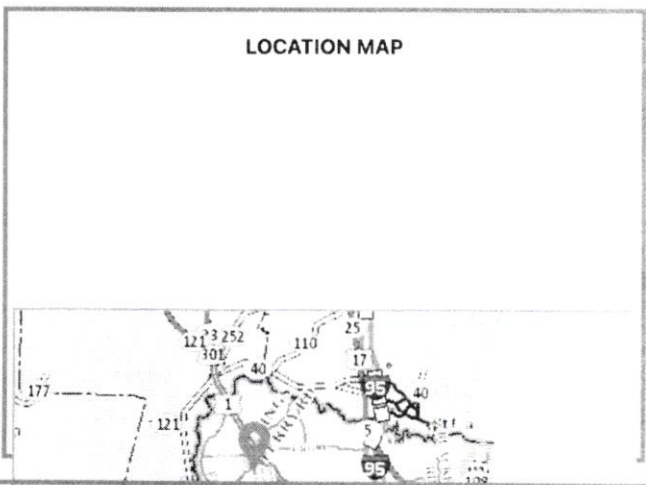
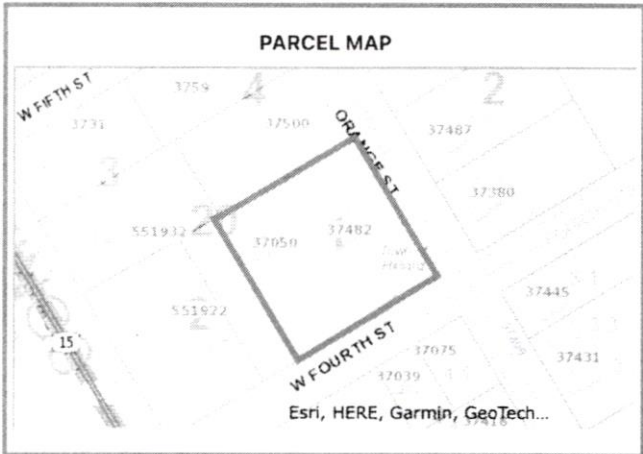


Signature of Notary Public, State of Florida

PROPERTY INFORMATION	
<b>Parcel Number</b>	08-3N-24-2380-0020-0010
Owner Name	HICKS CYNTHIA
Mailing Address	54758 SHEFFIELD RD  CALLAHAN, FL 32011
Location	37050 FOURTH ST W
Address	HILLIARD 32046
Tax District	HILLIARD
Milage	16.1525
Homestead	No
Property Usage	MOBILE HOM 000200
Deed Acres	0
Short Legal	BLOCK 20 LOT 1 TOWN OF HILLIARD

2022 Preliminary Values	
Land Value	\$63,000
(+) Improved Value	\$23,674
<b>(=) Market Value</b>	<b>\$86,674</b>
(-) Agricultural Classification	\$0
(-) SOH or Non-Hx* Capped Savings	\$0
<b>(=) Assessed Value</b>	<b>\$86,674</b>
(-) Homestead	\$0
(-) Additional Exemptions	\$0
(=) School Taxable Value	\$86,675
(-) Non-School HX & Other Exempt Value	\$0
<b>(=) County Taxable Value</b>	<b>\$86,674</b>

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



BUILDING INFORMATION						
Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior
M/H 93-	1736	1104	3	1.5	AVERAGE	185
M/H 93-	672	672	2	1	MOD METAL	121

Heating 301  
 Cooling 104  
 AIR DUCTS  
 CONVECTION

Actual Year Built 1991  
 105  
 101  
 1974



**MISCELLANEOUS INFORMATION**

Description	Dimensions L X		Units	Year Built
	W	H		
USP LC	9 X 19		171	1980
USP LC	0 X 0		3	0
STRG-L-WD	10 X 12		120	2000
UOP LC	4 X 9		36	2000
STRG-L-WD	21 X 12		252	2000

**SALES INFORMATION**

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2022-07-28	<u>7581 / 1674</u>	\$100	QC	U	Y	LEWIS ERIC & KIMBERLY CLEMONS	HICKS CYNTHIA
2021-12-14	<u>2522 / 480</u>	\$100	QC	U	Y	LEWIS RAYMOND EST	HICKS CYNTHIA
2020-01-28	<u>2336 / 1788</u>	\$47,000	WD	Q	Y	ROBINSON SHIRLEY T	LEWIS RAYMOND
1996-07-23	<u>756 / 112</u>	\$100	PR	U	Y	ROBINSON SHIRLEY T P/R OF MARY E ROBINSON EST	ROBINSON SHIRLEY T

# MAP OF BOUNDARY SURVEY

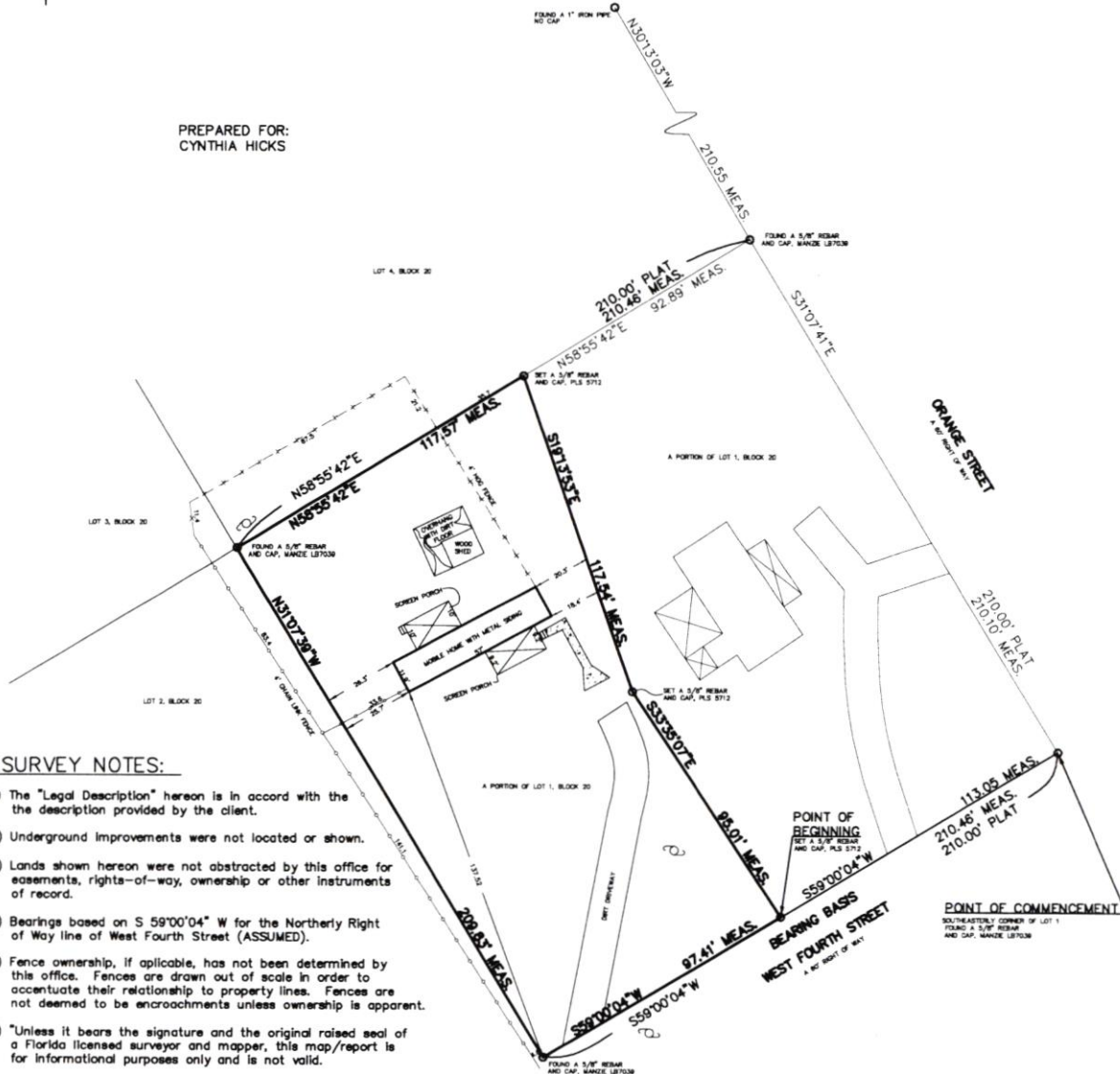
A PORTION OF LOT 1, BLOCK 20, TOWN OF HILLIARD PLAT, AS RECORDED IN PLAT BOOK 1, PAGE 28 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING FURTHER DESCRIBED BY METES AND BOUND AS FOLLOWS:

COMMENCE AT A FOUND 5/8" REBAR AND CAP, STAMPED "MANZIE LB7039", BEING THE SOUTHWESTERLY CORNER OF SAID LOT 1 AND ALSO BEING A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF WEST FOURTH STREET (HAVING A 60 FOOT RIGHT OF WAY); THENCE RUN SOUTH 59°00'04" WEST (BEARING BASIS FOR THIS DEED) ALONG THE AFORESAID NORTHERLY RIGHT OF WAY LINE, A DISTANCE OF 113.05 FEET TO THE POINT OF BEGINNING, BEING A SET 5/8" INCH REBAR AND CAP, PLS 5712;

FROM THE POINT OF BEGINNING, THENCE CONTINUE SOUTH 59°00'04" WEST ALONG THE AFORESAID NORTHERLY RIGHT OF WAY LINE, A DISTANCE OF 97.41 FEET TO A FOUND 5/8" INCH REBAR AND CAP, STAMPED "MANZIE LB7039" AT THE SOUTHWESTERLY CORNER OF SAID LOT 1; THENCE RUN NORTH 31°07'39" WEST, ALONG THE WESTERLY LINE OF SAID LOT 1, A DISTANCE OF 209.83 FEET, TO A FOUND 5/8" INCH REBAR AND CAP, STAMPED "MANZIE LB7039" AT THE NORTHWESTERLY CORNER OF SAID LOT 1; THENCE RUN NORTH 58°55'42" EAST ALONG THE NORTHERLY LINE OF SAID LOT 1, A DISTANCE OF 117.57 FEET TO A SET 5/8" REBAR AND CAP, STAMPED "PLS 5712" ON THE AFORESAID NORTHERLY LINE; THENCE RUN SOUTH 19°13'53" EAST, A DISTANCE OF 117.54 FEET TO A POINT; THENCE RUN SOUTH 33°35'07" EAST, A DISTANCE OF 95.01 FEET TO THE POINT OF BEGINNING, CONTAINING 21,178 SQUARE FEET, 0.49 ACRES MORE OR LESS.



PREPARED FOR:  
CYNTHIA HICKS



**SURVEY NOTES:**

- 1) The "Legal Description" hereon is in accord with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings based on S 59°00'04" W for the Northernly Right of Way line of West Fourth Street (ASSUMED).
- 5) Fence ownership, if applicable, has not been determined by this office. Fences are drawn out of scale in order to accentuate their relationship to property lines. Fences are not deemed to be encroachments unless ownership is apparent.
- 6) "Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper, this map/report is for informational purposes only and is not valid.
- 7) The property shown hereon lies within flood zone " X " as per F.E.M.A. Flood Insurance Rate Map, Panel 12089C0135F, Dated 08/02/2017.
- 8) Unless otherwise noted Measured angles and distances are the same as Plat or Deed angles and distances.
- 9) This survey has been performed according to the standard of care to achieve the following accuracy for the following surveyed. Surveyed Accuracy: 1 foot in 17827 feet Commercial / High risk linear accuracy: 1 foot in 10,000 feet SOP Rule 5J-17.05(3) (B) (15) b.ii

<b>LEGEND</b>	CONC = CONCRETE	MEAS = MEASURED	SM = STORM MANHOLE
--- = AERIAL LITILITY MARKS	CONC = CONCRETE FLATWORK	N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM	☐ = TELEPHONE PEDESTAL
A/C = AIR CONDITIONER	CMF = CORRUGATED METAL PIPE	O.R.B. = OFFICIAL RECORD BOOK	--- = WOOD FENCE
AKA = ALSO KNOWN AS	EM = ELECTRICITY METER	P.L.N. = PARCEL IDENTIFICATION NUMBER	☐ = WOOD POWER POLE
B.R.L. = BUILDING RESTRICTION LINE	ELEV. = ELEVATION	P.O.B. = POINT OF BEGINNING	☐ = WATER METER
☐ = CABLE TELEVISION PEDESTAL	F.F. = FINISHED FLOOR	P.O.C. = POINT OF COMMENCEMENT	
∠ = CENTRAL ANGLE	FR = FIRE HYDRANT	R = RADIUS	
⊥ = CENTERLINE	GM = GAS METER	RCF = REINFORCED CONCRETE PIPE	
--- = CHAIN LINK FENCE	L = ARC LENGTH	R/W = RIGHT-OF-WAY	
CB = CHORD BEARING	☐ = LIGHT POLE	SC = SEWER CLEANOUT	
CD = CHORD DISTANCE		SM = SEWER MANHOLE	

THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

BY:   
ALAN FRANKLIN GLASS  
FLORIDA REGISTERED SURVEYOR  
MAPPER CERTIFICATE No. 5712

## GLASS LAND SURVEYING, LLC

GLASS LAND SURVEYING, LLC  
23884 CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034  
(904) 261-0128 • CELL (904) 370-0318  
LICENSE BUSINESS NO. LB 8359

SCALE: 1" = 40'  
DATE: 10/04/22  
DRN BY: A.L.N.  
CKD BY: A.F.G.  
JOB NO: 22-218  
F.B. NO: AN 3  
PAGE NO: 53

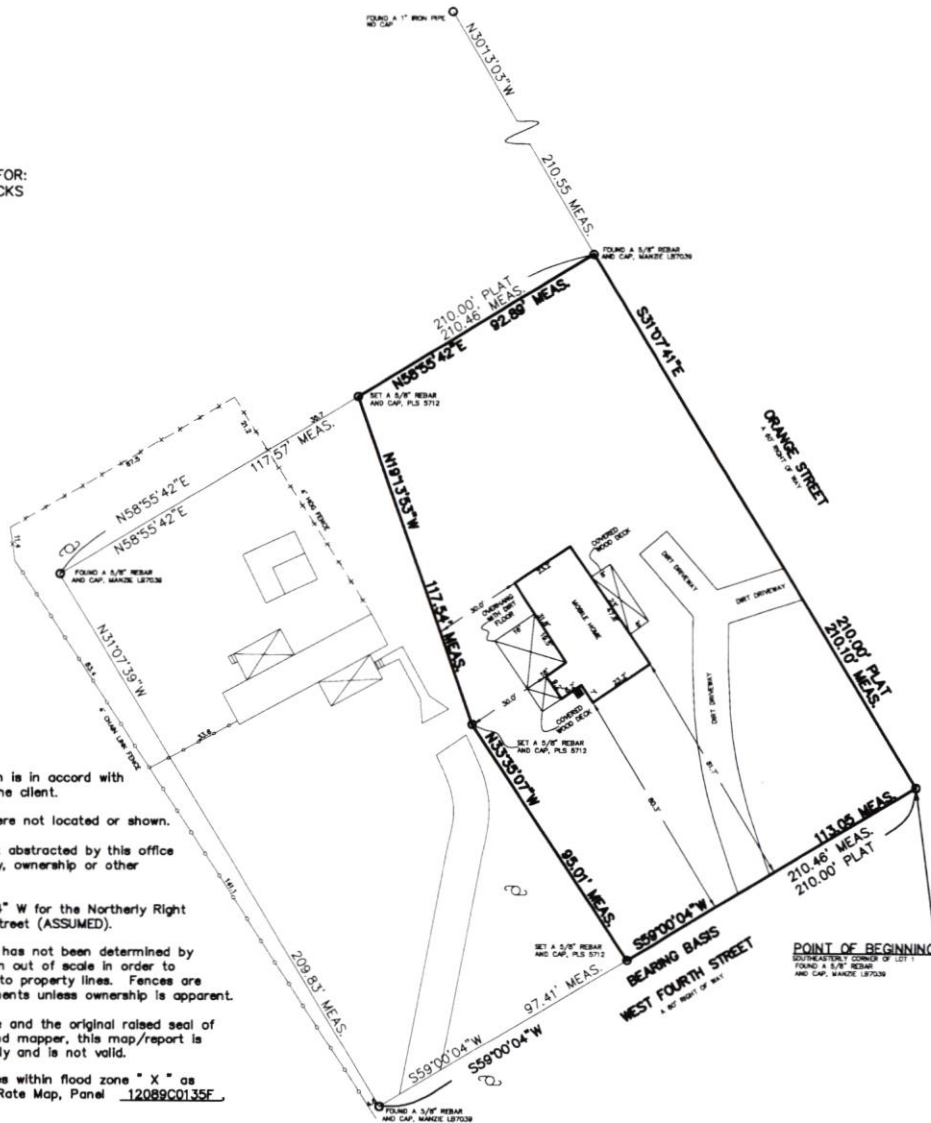
# MAP OF BOUNDARY SURVEY

A PORTION OF LOT 1, BLOCK 20, TOWN OF HILLIARD PLAT, AS RECORDED IN PLAT BOOK 1, PAGE 28 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; BEING FURTHER DESCRIBED BY METES AND BOUND AS FOLLOWS:

**BEGIN** AT THE SOUTHEASTERLY CORNER OF SAID LOT 1, BEING A 5/8 INCH REBAR AND CAP, STAMPED "MANZIE LB 7039". SAID POINT ALSO BEING ON THE NORTHERLY RIGHT OF WAY LINE OF WEST FOURTH STREET (HAVING A 60 FOOT RIGHT OF WAY); THENCE RUN SOUTH 59°00'04" WEST (BEARING BASIS FOR THIS DEED) ALONG THE SAID NORTHERLY RIGHT OF WAY LINE, A DISTANCE OF 113.05 FEET TO A SET 5/8" REBAR AND CAP, STAMPED "PLS 5712" ON THE AFORESAID NORTHERLY RIGHT OF WAY LINE; THENCE RUN NORTH 33°35'07" WEST, A DISTANCE OF 95.01 FEET TO A SET 5/8 INCH REBAR AND CAP, STAMPED "PLS 5712"; THENCE RUN NORTH 19°13'53" WEST, A DISTANCE OF 117.54 FEET TO A POINT ON THE NORTHERLY LINE OF SAID LOT 1, BEING SET 5/8 INCH REBAR AND CAP, STAMPED "PLS 5712"; THENCE RUN NORTH 58°55'42" EAST ALONG THE AFORESAID NORTHERLY LINE, A DISTANCE OF 92.89 FEET TO THE NORTHEASTERLY CORNER OF SAID LOT 1, BEING A FOUND 5/8 INCH REBAR AND CAP, STAMPED "MANZIE LB 7039", SAID POINT ALSO BEING ON THE WESTERLY RIGHT OF WAY LINE OF ORANGE STREET (HAVING A 60 FOOT RIGHT OF WAY); THENCE RUN SOUTH 31°07'41" EAST ALONG THE AFORESAID WESTERLY RIGHT OF WAY LINE, A DISTANCE OF 210.10 FEET TO THE POINT OF BEGINNING, CONTAINING 23,011 SQUARE FEET, 0.53 ACRES MORE OR LESS.



PREPARED FOR:  
CYNTHIA HICKS



**SURVEY NOTES:**

- 1) The "Legal Description" hereon is in accord with the description provided by the client.
- 2) Underground Improvements were not located or shown.
- 3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings based on S 59°00'04" W for the Northerly Right of Way line of West Fourth Street (ASSUMED).
- 5) Fence ownership, if applicable, has not been determined by this office. Fences are drawn out of scale in order to accentuate their relationship to property lines. Fences are not deemed to be encroachments unless ownership is apparent.
- 6) Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper, this map/report is for informational purposes only and is not valid.
- 7) The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel 12088C0135E, Dated 08/02/2017.
- 8) Unless otherwise noted Measured angles and distances are the same as Plat or Deed angles and distances.
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<b>LEGEND</b>	CONC. = CONCRETE C/P = CORRUGATED METAL PIPE ELEV. = ELEVATION F.F. = FINISHED FLOOR F.H. = FIRE HYDRANT G.M. = GAS METER L = ARC LENGTH OB = CHORD BEARING CD = CHORD DISTANCE	MEAS. = MEASURED N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM O.R.B. = OFFICIAL RECORD BOOK P.I.N. = PARCEL IDENTIFICATION NUMBER P.O.B. = POINT OF BEGINNING P.O.C. = POINT OF COMMENCEMENT R = RADIUS RCP = REINFORCED CONCRETE PIPE R/W = RIGHT-OF-WAY SC = SEWER CLEANOUT SM = SEWER MANHOLE	⊗ = STORM MANHOLE ⊠ = TELEPHONE PEDESTAL ⊞ = WOOD FENCE ⊚ = WOOD POWER POLE ⊕ = WATER METER ⊙ = WELL ⊞ = AIR CONDITIONING UNIT
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THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

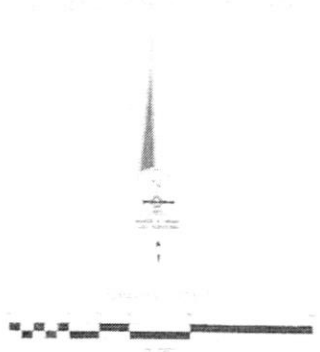
## GLASS LAND SURVEYING, LLC

BY:   
ALAN FRANKLIN GLASS  
FLORIDA REGISTERED SURVEYOR  
MAPPER CERTIFICATE No. 5712

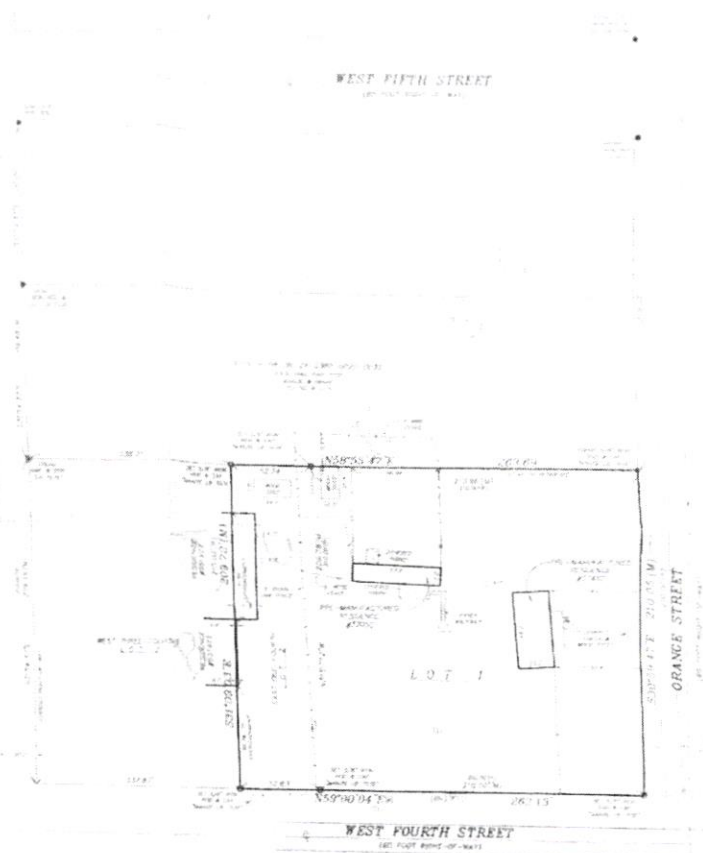
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(904) 261-0128 • CELL (904) 370-0318  
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SCALE: 1" = 40'  
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DRN BY: A.L.N.  
CKD BY: A.F.G.  
JOB NO: 22-218  
F.B. NO: AN 3  
PAGE NO: 53

MAP OF BOUNDARY SURVEY  
LOT 1 AND THE EAST 1/4 OF  
LOT 2, BLOCK 20, TOWN OF  
HILLIARD



U.S. HIGHWAY NO. 1  
1700 FOOT RIGHT-OF-WAY



Map prepared by  
Mason & Irwin Land Surveyors  
127 South Main Street, Hilliard, Ohio 43026  
Phone (614) 891-1111  
Fax (614) 891-1112  
www.masonirwin.com

Inst. Number: 20224502/118 Book: 2581 Page: 1574 Page 1 of 3 Date: 8/3/2022 Time: 11:00 AM  
John A. Crawford Clerk of Courts, Nassau County, Florida Doc Mort: 0.00 Int Tax: 0.00 Doc Deed: 0.70

PREPARED BY AND RETURN TO:

Name: Justin G. Cerrato, Esq.  
Blue Ocean Title  
Address: 4309 Pablo Oaks Court 2nd Floor  
Jacksonville, FL 32224

File No: Clemons, Lewis, Hicks

This deed is prepared without benefit of title examination,  
title insurance and boundary survey.

(Space Above This Line For Recording Data)

Quit Claim Deed

THIS QUIT-CLAIM DEED is made as of this 28<sup>th</sup> day of July, 2022, by Eric Lewis, a single man, whose post office address is 376866 Kings Ferry Rd., Hilliard, FL 32046, and Kimberly Clemons, a married woman, whose post office address is P.O. Box 747, Hilliard, FL 32046 (collectively, "Grantor"), given to second party, Cynthia Hicks, a married woman, whose post office address is 54758 Sheffield Rd., Callhan, FL 32011 ("Grantee").

Said property is not the homestead of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) or any members of the household of Grantor(s) reside thereon.

WITNESSETH:

For good and valuable consideration to Grantor, the receipt whereof is hereby acknowledged, Grantor does hereby quit-claim, grant, bargain, sell, alien, remise, release and convey unto Grantee, its successors and assigns all of Grantor's right, title and interest in and to that certain property interest (the "Property") in Nassau County, Florida, as more particularly described as follows:

See Exhibit "A" attached hereto and incorporated herein by reference

SUBJECT to taxes for 2021 and subsequent years, not yet due and payable; covenants, restrictions, easements, reservations and limitations of record, if any, without intention of creation or reimposing same.

\*\*SIGNATURE PAGE TO FOLLOW\*\*

IN WITNESS WHEREOF, the Grantor has caused this Quit-Claim Deed to be executed and delivered the day and year first above written

Signed, sealed and delivered  
in the presence of

*Jennifer Panke*  
WITNESS

PRINT NAME: Jennifer Panke

*Justin G. Lewis*  
WITNESS

PRINT NAME: Justin G. Lewis

*Eric Lewis*  
WITNESS

PRINT NAME: Eric Lewis

*Kimberly Clemons*  
WITNESS

PRINT NAME: Kimberly Clemons

STATE OF FLORIDA  
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me by means of (  ) physical presence or ( ) online notarization this 28<sup>th</sup> day of July, 2022, by Eric Lewis and Kimberly Clemons

*Jennifer L Panke*  
Signature of Notary Public

Print, Type/Stamp Name of Notary

Personally Known: \_\_\_\_\_ OR Produced Identification:

Type of Identification  
Produced a Drivers License

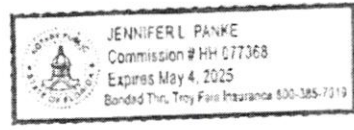


Exhibit "A"

Lot 1, Block 20 Town of Hilliard, according to the map or plat hereof, as recorded in Plat Book 1, Page(s) 28, of the Public Records of Nassau County, Florida.

Together with two mobile homes described as follows:

Year: 1991 Make: MERI VIN: HMI CP242539763191A TITLE: 49596621  
RP: R0434239

Year: 1991 Make: MERI VIN: HMLCP24253976391B TITLE: 49586802  
RP: R0434280

and

Year: 1969 Make: CNCR VIN: 0515 Title: 3447016 RP: None

RE # 08-3N-24-2380-0020-0010

IN WITNESS WHEREOF, the Grantor has caused this Quit-Claim Deed to be executed and delivered the day and year first above written

Signed, sealed and delivered in the presence of:

Jennifer Panke  
WITNESS  
PRINT NAME: Jennifer

Joshua B. Clemons  
WITNESS  
PRINT NAME: Joshua B. Clemons

Eric Lewis  
Eric Lewis

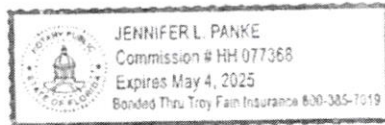
Kimberly Clemons  
Kimberly Clemons

STATE OF FLORIDA  
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me by means of (  ) physical presence or (  ) online notarization this 28<sup>th</sup> day of July, 2022, by Eric Lewis and Kimberly Clemons.

Jennifer Panke  
Signature of Notary Public  
Print, Type/Stamp Name of Notary

Personally Known: \_\_\_\_\_ OR Produced Identification:   
Type of Identification  
Produced: a Driver's License







## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 5, 2023

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

SUBJECT: Town Council approval to reappoint Joretta Lawson to the Planning and Zoning Board for another 3-Year Term and to appoint either Kevin Webb or Jacqui Galbreath to fill the vacant seat for the remaining term that will expire December 2023.

---

#### **BACKGROUND**

Planning and Zoning Board member Lee Anne Wollitz will now be serving as Land Use Administrator therefore, she has resigned her position on the Planning and Zoning Board as a Board Member effective December 14, 2022.

At the Planning & Zoning Board Regular Meeting of December 13, 2022, they decided that any interested parties should be recommended to the Town Council for appointment. Board Member Joretta Lawson's term expired at the end of December 2022, and she has stated her desire to serve for another 3-year term beginning January 2023 and ending December 2025.

Information has been added on the Town's website for those that wish to serve as a member of the Planning and Zoning Board. Mr. Kevin Webb of 361896 Pine Street and Jacqui Galbreath of 37217 Lorena Drive have both inquired and are willing to serve.

#### **FINANCIAL IMPACT**

None

#### **RECOMMENDATION**

Town Council approval to reappoint Joretta Lawson to the Planning & Zoning Board for another 3-year term beginning January 2023 and ending December 2025. Town Council to appoint either Kevin Webb or Jacqui Galbreath to fill the vacant term that will expire at the end of December 2023.



# Study Analysis - Variable Step Rate

Grade	Step												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	\$24,960.00 (\$12.00)	\$26,000.00 (\$12.50)	\$27,040.00 (\$13.00)	\$28,080.00 (\$13.50)	\$29,120.00 (\$14.00)	\$30,160.00 (\$14.50)	\$31,200.00 (\$15.00)	\$32,240.00 (\$15.50)	\$33,280.00 (\$16.00)	\$34,320.00 (\$16.50)	\$35,360.00 (\$17.00)	\$36,400.00 (\$17.50)	\$37,440.00 (\$18.00)
2	\$29,036.80 (\$13.96)	\$30,246.67 (\$14.54)	\$31,456.54 (\$15.12)	\$32,666.40 (\$15.70)	\$33,876.27 (\$16.29)	\$35,083.14 (\$16.87)	\$36,296.00 (\$17.45)	\$37,505.87 (\$18.03)	\$38,715.73 (\$18.61)	\$39,925.60 (\$19.20)	\$41,135.47 (\$19.78)	\$42,345.33 (\$20.36)	\$43,555.20 (\$20.94)
3	\$33,760.94 (\$16.23)	\$35,171.81 (\$16.91)	\$36,582.69 (\$17.59)	\$37,993.56 (\$18.27)	\$39,404.43 (\$18.94)	\$40,815.31 (\$19.62)	\$42,226.18 (\$20.30)	\$43,633.72 (\$20.98)	\$45,041.26 (\$21.65)	\$46,448.80 (\$22.33)	\$47,856.33 (\$23.01)	\$49,263.87 (\$24.36)	\$50,671.41 (\$24.36)
4	\$39,299.35 (\$18.89)	\$40,936.82 (\$19.68)	\$42,574.29 (\$20.47)	\$44,211.77 (\$21.26)	\$45,849.24 (\$22.04)	\$47,486.71 (\$22.83)	\$49,124.18 (\$23.62)	\$50,761.65 (\$24.40)	\$52,399.13 (\$25.19)	\$54,036.60 (\$25.98)	\$55,674.07 (\$26.77)	\$57,311.55 (\$27.55)	\$58,949.02 (\$28.34)
5	\$45,719.23 (\$21.98)	\$47,624.20 (\$22.90)	\$49,529.17 (\$23.81)	\$51,434.14 (\$24.73)	\$53,339.10 (\$25.64)	\$55,244.07 (\$26.56)	\$57,149.04 (\$27.48)	\$59,054.01 (\$28.39)	\$60,958.97 (\$29.31)	\$62,863.94 (\$30.22)	\$64,768.91 (\$31.14)	\$66,673.87 (\$32.05)	\$68,578.84 (\$32.97)
6	\$53,187.86 (\$25.57)	\$55,404.02 (\$26.64)	\$57,620.18 (\$27.70)	\$59,836.34 (\$28.77)	\$62,052.50 (\$29.83)	\$64,268.66 (\$30.90)	\$66,484.82 (\$31.96)	\$68,700.98 (\$33.03)	\$70,917.14 (\$34.09)	\$73,133.30 (\$35.16)	\$75,349.46 (\$36.23)	\$77,565.62 (\$37.29)	\$79,781.78 (\$38.36)
7	\$61,876.55 (\$29.75)	\$64,454.74 (\$30.99)	\$67,032.93 (\$32.23)	\$69,611.12 (\$33.47)	\$72,189.30 (\$34.71)	\$74,767.49 (\$35.95)	\$77,345.68 (\$37.19)	\$79,923.87 (\$38.42)	\$82,080.25 (\$39.66)	\$85,080.25 (\$40.90)	\$87,658.44 (\$42.14)	\$90,236.63 (\$43.38)	\$92,814.82 (\$44.62)
8	\$71,984.61 (\$34.61)	\$74,983.97 (\$36.05)	\$77,983.33 (\$37.49)	\$80,982.69 (\$38.93)	\$83,982.69 (\$40.38)	\$86,981.40 (\$41.82)	\$89,980.76 (\$43.26)	\$92,980.12 (\$44.70)	\$95,979.48 (\$46.14)	\$98,978.84 (\$47.59)	\$101,978.19 (\$49.03)	\$104,977.55 (\$50.47)	\$107,976.91 (\$51.91)

The Variable Step Rate Proposal is similar to an automatic step-rate program but also includes a performance modifier. Performance would be evaluated annually as follows:

- Exceeds Standards: 2 Steps
- Meets Standards: 1 Step
- Sometimes Meets Standards: 0-1 Step
- Does Not Meet Standards: 0 Step

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

---

## MINUTES

THURSDAY, DECEMBER 15, 2022, 6:00 PM

---

### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

#### PRESENT

Council President John Beasley  
Council Pro Tem Kenny Sims  
Councilman Lee Pickett  
Councilman Jared Wollitz

#### ABSENT

Mayor Floyd Vanzant  
Councilwoman Callie Kay Bishop

### WORKSHOP

ITEM-1 Town Council to discuss the Florida Retirement Systems Audit/Findings.  
***Tiffany Bowden, CMC - Deputy Town Clerk***

**Deputy Town Clerk Tiffany Bowden**, presents the Town Council with information regarding findings following the Florida Retirement Systems Audit. Mr. Richard Powell with Powell & Jones CPA's the Town's Auditor and Mr. Christian Waugh the Town's Attorney have both been asked to be present for the review and discussion of the items to be presented. Since October 1, 2022, to current, all part-time employees have been enrolled into FRS. However, prior to the audit, the Town had not been enrolling part-time employees into FRS and, because of this, there is back pay and penalties that apply. She further states that she will be paying for the four employees that are due now and will update the Council on the next steps.

### ADDITIONAL COMMENTS

No comments.

### ADJOURNMENT

Motion to adjourn at 6:40 p.m.

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

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

\_\_\_\_\_

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

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Jared Wollitz, Councilman  
Callie Kay Bishop, Councilwoman

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, DECEMBER 15, 2022, 7:00 PM

### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PRESENT

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

## MAYOR

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

No public comment.

## REGULAR MEETING

### ITEM-1

Additions/Deletions to Agenda

Item-10 Town Council to set a Workshop to discuss the upcoming Nassau Delegation.

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

ITEM-2 Town Council to discuss if a Fire Hydrant on Ohio Street between West Sixth Street and West Seventh Street is needed.

**Cory Hobbs – Assistant Public Works Director**

Motion made for developer to pay for a 2” water line to come off the 6” water line on Missouri Street through the Alley way between West Sixth Avenue and West Seventh Avenue.

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

ITEM-3 Town Council approval of Town Employee Cory Hobbs' pay increase from Grade 6 Step 1 to Grade 6 Step 3, following his recent promotion to Assistant Public Works Director.

**Richie Rowe - Public Works Director**

Motion made to table item until the January 5, 2023, Town Council Regular Meeting when Public Works Director Richie Rowe will be present.

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

ITEM-4 Town Council approval to enter into a Consulting and Retainer Agreement between the Town of Hilliard and Fleet & Associates Architects/Planners, Inc.  
**Christian Waugh - Town Attorney**

Motion made to approve contract with the Land Development Regulations balance separated under “1. Consulting Services” in contract.

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

ITEM-5 Town Council to accept Lee Anne Wollitz's resignation from the Planning & Zoning Board and approval to enter into Land Use Administrator Agreement between the Town of Hilliard and Lee Anne Wollitz.

**Christian Waugh - Town Attorney**

Motion made to accept Lee Anne Wollitz’s resignation from the Planning & Zoning Board.

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

Motion made to approve Land Use Administrator contract.

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

ITEM-6 Town Council direction regarding litigation from defendants that reside in the affected area of lawsuit by the Town of Hilliard, FL.  
**Christian Waugh - Town Attorney**

Town Attorney Waugh updates Town Council regarding litigation and states that two of the property owners have responded and that one Brenda Ackerman responded with a list of proposed requirements for the Town.

Motion to approve requested items one and two, deny requested items three, five through seven, request clarification on requested item four, and to provide the same offer to the other litigants.

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

ITEM-7 Town Council to set annual workshop with the Nassau County School Board for Monday, January 30th, February 6th or February 13th, 2023, at 6:00 p.m.  
**Lisa Purvis, MMC - Town Clerk**

Motion made to set Workshop for Monday, February 6, 2023, at 6:00 p.m.

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

ITEM-8 Town Council approval of the Minutes from the November 29, 2022, Workshop, the November 29, 2022, Special Meeting, the December 1, 2022, Regular Meeting, and the December 5, 2022, Special Meeting.  
**Lisa Purvis, MMC - Town Clerk**

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

ITEM-9 Town Council approval of Office Resources-Jax, LLC, Final Payment; Project Name: Town Hall Office Renovations in the amount of \$14,246.71.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$70,000.00**

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

**ADDED ITEMS**

ITEM-10 Town Council to set Workshop for Thursday, January 5, 2023, at 6:00 p.m. to discuss Nassau Delegation funding requests.

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

**ADDITIONAL COMMENTS****PUBLIC**

No comment.

**MAYOR & TOWN COUNCIL**

**Councilwoman Bishop** states that this is her last full Meeting and thanks everyone that voted for her.

**Councilman Pickett** thanks Councilwoman Bishop and wishes everyone a Merry Christmas.

**Councilman Wollitz** thanks both Councilwoman Bishop and Mayor Vanzant and wishes everyone a Merry Christmas.

**Council President Beasley** wishes everyone a Merry Christmas. He also reminds everyone that Santa and the Grinch will be making a special appearance at Town Hall on Saturday, December 17, 2022, from 10:00 a.m. to 12:00 p.m. He further states that the Public Works Department has worked very hard clearing and cleaning the property next door to Town Hall, for the future Town Hall Park. Council President Beasley further states the Parks & Recreation Director Whittenburg still needs sponsors for Basketball teams and the cost is \$225.00, and he would like the Council to get together again this year and sponsor a team.

**Mayor Vanzant** thanks the public for voting for him, and states it has been a roller coaster ride.

**ADMINISTRATIVE STAFF****PRESENT**

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

**ABSENT**

Public Works Director, Ritchie Rowe

**Assistant Public Works Director Cory Hobbs** thanks Councilwoman Bishop and Mayor Floyd Vanzant. Further states the department has done a lot on the park property, but there is still more to do.

**Parks & Recreation Director Whittenburg** thanks everyone that has sponsored a team so far. He further states that the afterschool program will need to be open on Friday, December 23, 2022, even though the Town Offices will be closed the Town's Resolution states that the program will run concurrent with the school schedule. Whittenburg then states that 351 kids have signed up for basketball, and there are 44 teams.

**Town Clerk Lisa Purvis** states the CDBG will be closing soon but the Town will be



applying again for additional Water Main extension and replacement from West Fourth Avenue North between Missouri Street to Georgia Street.

**TOWN ATTORNEY**

**Town Attorney Waugh** thanks Mayor Vanzant and Councilwoman Bishop for their service.

**ADJOURNMENT**

Motion to adjourn at 7:35 p.m.

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

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

\_\_\_\_\_

Council President

ATTEST:

\_\_\_\_\_

Lisa Purvis  
Town Clerk

APPROVED:

\_\_\_\_\_

John P. Beasley  
Mayor



**Remit To:**  
Aqua-Aerobic Systems, Inc.  
PO Box 71521  
Chicago, IL 60694-1521  
accountsreceivable@aqua-aerobic.com

**Invoice No.: 1035421**  
**Date: 12/14/22**  
**Cust ID: TL000073**  
**Page 1 of 1**

**Bill To:** HILLIARD WWTP  
payables@townofhilliard.com  
HILLIARD, FL 32046

**Ship Via: BEST WAY-PREP**

**Ship To:** HILLIARD WWTP  
37261 RUBY DR.  
HILLIARD, FL 32046

**Tracking Number: 1z6150860344985830**

S/O #	Project	Type	Customer PO #	Order Date	Terms	F.O.B.
101343	105300	PARTS	112822-01RR	12/01/22	NET 30	FOB JOB SITE

Order Qty.	Ship Qty.	UM	Part Number / Description	Unit Price	Ext. Price
24.00	24.00	EA	2966911 CLOTH SOCK ADF-54 PES-13	319.00	7,656.00
24.00	24.00	EA	2506752 GASKET CENTERTUBE-PORT B	2.00	48.00
2.00	2.00	EA	2519224 RETAINER BAR-SIDE	20.00	40.00
2.00	2.00	EA	2506166 RETAINER BAR-TAB C	20.00	40.00
2.00	2.00	EA	2506165 RETAINER BAR-NOTCH	20.00	40.00
10.00	10.00	EA	2600951 WASHR FLT 5 16 316	0.15	1.50
10.00	10.00	EA	2612413 HHCS 5 16-18 X 1.5 LG 316SS	1.00	10.00
3.00	3.00	EA	2964966 ACTUATOR ASSY RCI RCEL-005L	1,115.91	3,347.73
<b>ORDER SUB-TOTAL</b>					11,183.23
<b>FREIGHT</b>					325.00
<b>ORDER TOTAL</b>					11,508.23
<b>SALES TAX</b>					0.00

**COMMENTS:** **BALANCE DUE >** \$11,508.23

**DUPLICATE**



# HTS

Invoice No

ITEM-14



**Hobbs Tractor Services, INC.**  
371684 Henry Smith Rd. • Hilliard, FL 32046 • 904-509-6918

Date: 12-03-22

Customer: Town of Hilliard  
\_\_\_\_\_  
\_\_\_\_\_

RECEIVED  
DEC 20 2022

TOWN OF HILLIARD

Description	Amount
Rental of Komatsu 220	\$3550.00
Trackhoe. Delivery and	
Pick up.	
12-3-22 thru 12-10-22	
R. Rowe	
12/20/22	
PARK	
001-04-57264	

Total: \$3,550.00



Invoice No

ITEM-14

# HTS



**Hobbs Tractor Services, INC.**  
371684 Henry Smith Rd. • Hilliard, FL 32046 • 904-509-6918

Date: 12-08-22

Customer: Town of Hilliard

RECEIVED  
DEC 20 2022

TOWN OF HILLIARD

Description	Amount
Rental of John Deere	\$450.00
450 Dozier. Delivery	
and pick up.	
12-08-22 and 12-09-22	
R. Lowe	
12 20 22	
PAID \$	
001-04-57264	

Total: \$450.00

**MAE CONTRACTING LLC**

542749 US Highway 1  
 Callahan, FL 32011 US  
 +1 9045072632  
 cethridge@maecontracting.site  
<https://www.facebook.com/maecontracting20>



Invoice

**BILL TO**  
 Gabe Whittenburg  
 Town of Hilliard  
 15859 West CR 108  
 Hilliard, FL 32046

**SHIP TO**  
 Gabe Whittenburg  
 Town of Hilliard  
 15859 West CR 108  
 Hilliard, FL 32046

**INVOICE** 2022-331  
**DATE** 01/04/2023  
**TERMS** PAYMENT DUE  
 DATE  
**DUE DATE** 01/20/2023

**INVOICE**  
 Pole Barn

DESCRIPTION	AMOUNT	DUE
Provide and install (1) 24x48x16 Pole Barn	44,010.00	44,010.00 of 44,010.00
Provide and install (2) 15' Lean To with 12' Eve Height		
Provide and install 8x8 posts. Each posts to have 560lbs of concrete and double rebar		
Provide and install Galvalume Roofing		
Provide and install 2592 Sq feet concrete slab with light broom finish		
MAE to provide plans		

We appreciate your business.

Please make checks out to MAE Contracting, LLC

SUBTOTAL	44,010.00
TAX	0.00
TOTAL	44,010.00

**BALANCE DUE \$44,010.00**

Estimate Summary

Estimate 2022-331	44,010.00
This invoice 2022-331	\$44,010.00
Total invoiced	44,010.00

001-04-57264

**MAE CONTRACTING LLC**

542749 US Highway 1  
 Callahan, FL 32011 US  
 +1 9045072632  
 cethridge@maecontracting.site  
<https://www.facebook.com/maecontracting20>



Invoice

**BILL TO**  
 Gabe Whittenburg  
 Town of Hilliard  
 15859 West CR 108  
 Hilliard, FL 32046

**SHIP TO**  
 Gabe Whittenburg  
 Town of Hilliard  
 15859 West CR 108  
 Hilliard, FL 32046

**INVOICE** 2022-330  
**DATE** 01/04/2023  
**TERMS** PAYMENT DUE  
**DATE**  
**DUE DATE** 01/20/2023

**INVOICE**  
 Pole Barn

DESCRIPTION	AMOUNT	DUE
Provide and install (1) 20x20x10 Pole Barn	7,750.00	7,750.00 of 7,750.00
Provide and install 8x8 posts. Each posts to have 560lbs of concrete and double rebar		
Provide and install Galvalume Roofing		
Provide and install 400 Sq feet concrete slab with light broom finish		
MAE to provide plans		

We appreciate your business.

Please make checks out to MAE Contracting, LLC

SUBTOTAL	7,750.00
TAX	0.00
TOTAL	7,750.00

**BALANCE DUE \$7,750.00**

Estimate Summary

Estimate 2022-330	7,750.00
This invoice 2022-330	\$7,750.00
Total invoiced	7,750.00

001-04-57264