

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
Lee Anne Wollitz, Land Use Administrator
TOWN ATTORNEY
Christian Waugh

AGENDA

THURSDAY, MAY 07, 2026, 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

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council consideration of next steps following negotiations for purchase of the Mikkelsen Estate Property.
Christian Waugh – Town Attorney

ITEM-3 Town Council to accept the resignation of Hannah Davis, **Grant & Capital Projects Administrator, effective April 23, 2026.**
Lisa Purvis, MMC – Town Clerk

ITEM-4 Town Council approval of the Veterans Memorial Monument at Town Hall Park.
Gabe Whittenburg – Parks & Recreation Director

ITEM-5 Town Council approval of Parks & Recreation Seasonal Staffing Request.
Gabe Whittenburg – Parks & Recreation Director

ITEM-6 Town Council consideration of approval of Capital Budgeted Project, Hilliard Volunteer Fire Department “Upstairs Remodel”. Budgeted amount of **\$20,000**.
Jerry Johnson - Hilliard Volunteer Fire Chief

ITEM-7 Town Council approval of CPH Engineering, Payable through April 17, 2026, Project Name: MH 167 and MH 170 Repairs in the amount of \$1,440.00
CAPITAL FUNDED PROJECT BUDGETED \$300,000; CPH ENGINEERING LUMPSUM CONTRACT \$18,400.00

ITEM-8 Town Council approval of PQH Group, Payable through April 21, 2016, Project Name: Hurricane Shelter / Community Center Project in the amount of \$1,600.00.
FDEM 100% GRANT FUNDED PROJECT \$5,890,200; PQH GROUP LUMP SUM CONTRACT \$572,000

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 fourth 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.

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town’s Website can be access at www.townofhilliard.com.

Live & recorded videos can be accessed at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2026 HOLIDAYS

TOWN HALL OFFICES CLOSED

- | | |
|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 19, 2026 |
| 2. Memorial Day | Monday, May 25, 2026 |
| 3. Independence Day | Friday, July 3, 2026 |
| 4. Labor Day | Monday, September 7, 2026 |
| 5. Veterans Day | Wednesday, November 11, 2026 |
| 6. Thanksgiving Day | Thursday, November 26, 2026 |
| 7. Friday after Thanksgiving Day | Friday, November 27, 2026 |
| 8. Christmas Eve | Thursday, December 24, 2026 |
| 9. Christmas Day | Friday, December 25, 2026 |
| 10. New Year’s Eve | Thursday, December 31, 2026 |
| 11. New Year’s Day | Friday, January 1, 2027 |



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: May 7, 2026

FROM: ***Christian Waugh – Town Attorney***

SUBJECT: Town Council consideration of next steps following negotiations for purchase of the Mikkelsen Estate Property.

BACKGROUND:

The Town has received and negotiated an offer for the purchase of its 40-acre vacant parcel, commonly known as the Mikkelsen Estate, located in Hilliard.

Christian has been working on the negotiations for several weeks and will provide an update.

FINANCIAL IMPACT:

The sale of the property is expected to generate revenue that will:

- Offset costs exceeding the Florida Division of Emergency Management (FDEM) legislative appropriations designated for the Hurricane Shelter/Community Shelter Building
- Provide additional funds to help address current or future budget shortfalls

RECOMMENDATION:

Town Council consideration of next steps following negotiations for purchase of the Mikkelsen Estate Property.



AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: May 7, 2026

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

SUBJECT: Town Council to accept the resignation of Hannah Davis, **Grant & Capital Projects Administrator, effective April 23, 2026.**

BACKGROUND:

See the attached resignation letter.

Hannah Davis's resignation was received by the Town of Hilliard on April 23, 2026.

FINANCIAL IMPACT:

NA

RECOMMENDATION:

Town Council accepts the resignation of Hannah Davis, **Grant & Capital Projects Administrator, effective April 23, 2026.**



Resignation Notice

From Hannah Davis <hdavis@townofhilliard.com>
Date Thu 4/23/2026 4:43 PM
To Wendy Prather <wprather@townofhilliard.com>

Hi Wendy,

I am so sorry I don't get to tell you this in person, but my previous employer reached out with a counteroffer to me that I am going to accept. I am truly so grateful to you and Lisa for picking me for this opportunity, but it has not turned out to be what I thought it would. Accounting is not my area of expertise, and I feel that this role should instead be titled as an accounts payable administrator as that seems to be the bulk of the work of this role. I would also recommend designating grants to one specific person regarding applications, document tracking, and distribution. Everyone is so sweet here and please know that it is nothing that anyone has done to prompt me leaving. You are all an amazing group of dedicated and passionate ladies, but I feel that this position is not the right fit for me personally.

My resignation is effective immediately, 4/23/2026. I have left my key in an envelope with the term checklist in it on my desk on the keyboard. Should you need my forwarding address for any paycheck/forms, it is 1650 Pine Wind Ln Bryceville, FL 32009.

I wish you all the best of luck in your future endeavors and can't wait to hear about the growth in your amazing town!

Thanks,
Hannah Davis

"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, 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."



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: May 7, 2026

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

SUBJECT: Town Council approval of the Veterans Memorial Monument at Town Hall Park.

BACKGROUND:

The strong outpouring of community support for the Vietnam Voices Traveling Wall has prompted consideration of a permanent monument to honor local veterans.

FINANCIAL IMPACT:

See Attached Spreadsheet.

The monument will be fully funded through generous donations received during the 2025 Traveling Wall Event.

Of the three quotes received, the Shepard-Robertson Funeral Home proposal represents the lowest cost. All submissions reflected designs that are similar in size, scope, and overall dimensions.

RECOMMENDATION:

Town Council approval of the proposal from Shepard-Robertson Funeral Home in the amount of \$14,525.00, for the purchase of the Veterans Memorial Monument.

REVENUE:

FY 2023/2024	
2/14/2024 Schwend Insurance	\$500.00
2/15/2024 Franklin Brothers	\$1,000.00
4/4/2024 Mr. Buben	\$3,000.00
4/4/2024 Reliant	\$500.00
4/9/2024 50/50 Raffle	\$1,234.00
4/9/2024 HWH Market (Facebook)	\$1,103.29
4/15/2024 VFW Auxiliary	\$1,500.00
4/25/2024 John Crow	\$200.00
6/4/2024 Corn Hole Tournament	\$140.00
6/5/2024 Holtons	\$491.28
7/2/2024 Corn Hole Tournament	\$260.00
8/28/2024 Veterans Memorial Wall	\$1,000.00
10/1/2024 FACEBOOK REVENUE POST ERROR	(\$132.68)
	<u>\$10,795.89</u>

FY 2024/2025	
11/20/2024 Vet Council of Nassau	\$500.00
12/5/2024 John Pugliese	\$100.00
12/20/2024 Vietnam Vets America Nassau	\$1,000.00
1/15/2025 Waugh Grant PLLC	\$500.00
1/17/2025 Mark & Janice Brummer	\$100.00
1/17/2025 Marien Corps League Nassau	\$2,000.00
1/17/2025 Vietnam Vets/Legacy Vets	\$1,500.00
1/23/2025 Hilliard Post 10095 VFW	\$1,000.00
1/23/2025 VFW Post 4351	\$1,000.00
1/27/2025 Billy Joe Franklin	\$200.00
1/27/2025 Greg Franklin Enterprises	\$1,500.00
1/27/2025 Franklin Properties	\$1,000.00
1/27/2025 Axis Management Inc.	\$500.00
1/27/2025 Michael Franklin Contract	\$500.00
2/10/2025 Isle of 8 Flags Shrimp Festival	\$1,000.00
2/10/2025 VFW Auxiliary Post 10095	\$5,000.00
2/10/2025 Southeastern Bank Hilliard	\$1,000.00
2/10/2025 Southeastern Bank Callahan	\$180.00
2/11/2025 The Callahan Lions Club	\$250.00
2/11/2025 Cochrane's Collision Cent	\$250.00
2/17/2025 Jay Bunting	\$100.00
2/17/2025 FNB South	\$500.00
2/17/2025 Hilliard Post 10095 VFW	\$250.00
2/20/2025 Greater Beaches VFW	\$700.00
2/20/2025 Nassau County BOCC	\$5,000.00
2/24/2025 Callahan Lodge No. 32	\$2,780.00
3/7/2025 Hilliard Post 10095 VFW	\$500.00
3/17/2025 Nassau County Chapter of MOAA	\$100.00
	<u>\$29,010.00</u>

REVENUE:

FY 2023/2024	\$10,795.89
FY 2024/2025	\$29,010.00
TOTAL	<u>\$39,805.89</u>

EXPENSES:

FY 2023/2024	
2/15/2024 The Vietnam and All Veterans	<u>\$1,000.00</u>

FY 2024/2025	
1/14/2025 SAMS	\$50.25
2/6/2025 Amazon Capitol	\$167.93
2/6/2025 Nassau Printing & Office Supp	\$135.00
2/20/2025 Amazon Capitol	\$254.59
2/20/2025 Amazon Capitol	\$11.49
2/20/2025 Horton Graphics, Inc.	\$1,087.00
3/6/2025 Amazon Capitol	\$415.87
3/20/2025 Amazon Capitol	\$143.87
3/20/2025 Florida Municipal Insurance	\$3,385.00
3/20/2025 Northeast Florida Drones LLC	\$2,000.00
4/3/2025 Amazon Capitol	\$58.53
4/3/2025 Amazon Capitol	\$4.95
4/3/2025 Budget Golf Carts LLC	\$400.00
4/3/2025 Life of Riley Boutique LLC	\$1,140.00
4/3/2025 Nassau County Record	\$635.00
4/3/2025 The Vietnam and All Veterans	\$5,000.00
4/3/2025 Dinsmore Florist Inc.	\$267.95
4/17/2025 Amazon Capitol	\$13.98
4/17/2025 Mike's Auto Upholstery	\$100.00
5/1/2025 Life of Riley Boutique LLC	\$60.00
5/1/2025 Nassau County Record	\$1,970.00
5/12/2025 SEMC - Winn Dixie	\$336.00
5/12/2025 SEMC - Gore's Nursery	\$200.00
5/12/2025 SEMC - Winn Dixie	\$48.19
5/15/2025 SAMS	\$419.70
5/15/2025 Life of Riley Boutique LLC	\$230.00
7/17/2025 Nassau Printing & Office Supp	\$976.72
	<u>\$19,512.02</u>

EXPENSES:

FY 2023/2024	\$1,000.00
FY 2024/2025	\$19,512.02
TOTAL	<u>\$20,512.02</u>

REVENUE BALANCE **\$19,293.87**

Gabe Whittenburg

From: Shepard-Roberson Funeral Home <shepardrobersonfuneralhome@yahoo.com>
Sent: Friday, May 1, 2026 2:20 PM
To: Gabe Whittenburg
Subject: Fw: Updated measurements
Attachments: 2025-09-30 09-50.pdf

----- Forwarded Message -----

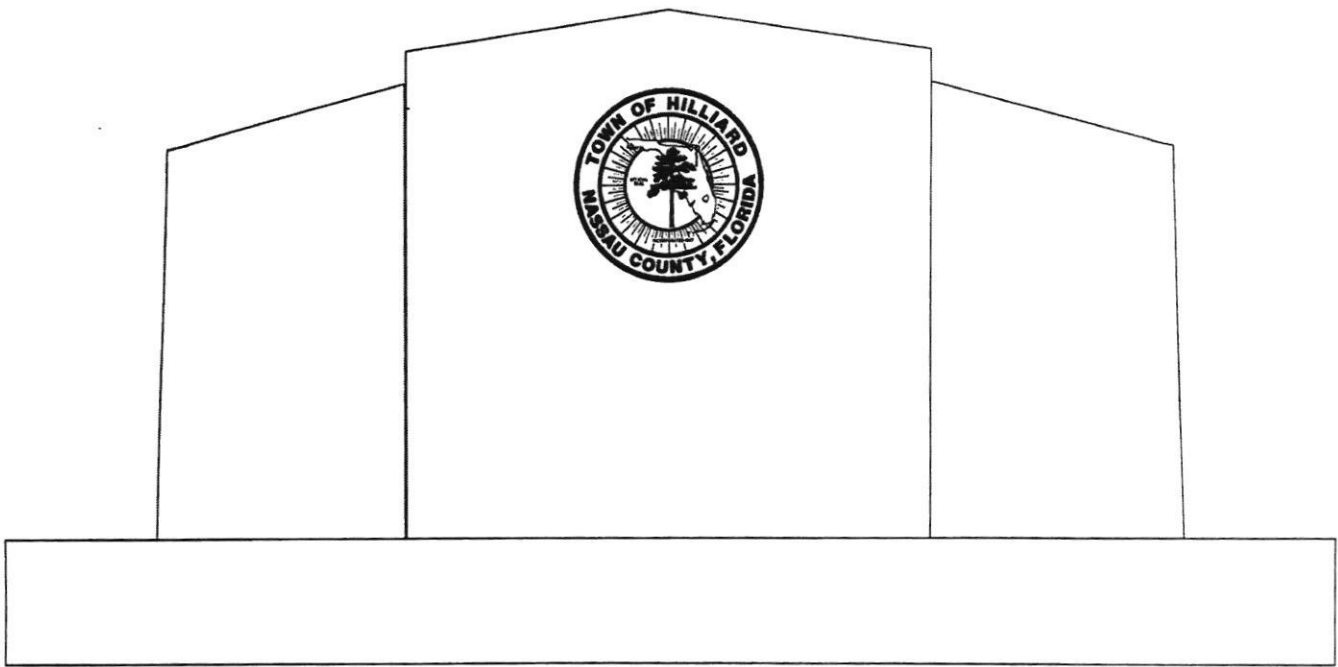
From: Shepard-Roberson Funeral Home <shepardrobersonfuneralhome@yahoo.com>
To: Alicia Head <ahead@townofhilliard.com>
Sent: Wednesday, October 1, 2025 at 01:18:00 PM EDT
Subject: Updated measurements

With the larger size the new total will be \$14525.00





DUTY HONOR COUNTRY



Gabe Whittenburg

From: Alicia Head
Sent: Thursday, December 18, 2025 8:23 AM
To: Gabe Whittenburg
Subject: Re: Memorial Quote

Thank you so much for the information! I am forwarding this on to our director so he can get approval.
 Alicia Head
 Town of Hilliard
 Public Information Officer

On Dec 15, 2025, at 11:57 AM, Alicia Head <ahead@townofhilliard.com> wrote:

From: Gene Moore <GMoore@smjaxfl.com>
Sent: Monday, December 15, 2025 11:56 AM
To: Alicia Head <ahead@townofhilliard.com>
Subject: RE: Memorial Quote

Alicia, thank you for reaching out to Southern Monument Company, for consideration on your Veterans Memorial project. We understand how important it is to create a memorial that truly reflects the appreciation you have for your veterans. Attached, you will find a design that closely represents the style and features you referenced in the photo you shared. Reminder: any of the logos and wording can be changed.

Based on this design, the estimated cost for a memorial similar to the one shown would be **\$15,256.00**, which includes three of various size polished dies, base also polished, all lettering and logos, and professional installation. Should you have any questions or wish to make adjustments to the design, we would be honored to assist you. I have also provided you a breakdown of each element sizes and price using Georgia Gray Granite.

Our suggested sizes and price breakdown.

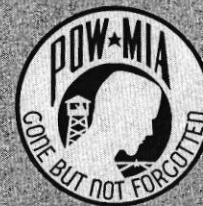
Middle Die - **3-6 x 0-8 x 3-6** (42 Length x 8 Width x 42 Height) = \$6,690.00
 End Dies - **1-8 x 0-6 x 2-8** (20 Length x 6 Width x 32 Height) = \$2,428.00 X 2 = \$4,856.00
 Base **7-6 x 1-2 x 0-8** (90 Length x 14 Width x 8 Height) = \$3,710.00

Total Price = \$15,256.00

Thank you for choosing **Southern Monument Company**, where today's families have a choice in creating meaningful, lasting memorials.



VETERANS MEMORIAL



DEDICATED TO THE MEN AND
WOMEN WHO SERVE OUR
COUNTRY IN WAR AND PEACE

ALL
GAVE
SOME

SOME
GAVE
ALL



DUTY

HONOR

COUNTRY

LIBERTY MONUMENT AND VAULT SERVICES
Callahan Fl 1-904-893-7059

Proposal for Design and Installation of Veterans Memorial at
Hilliard Town Hall

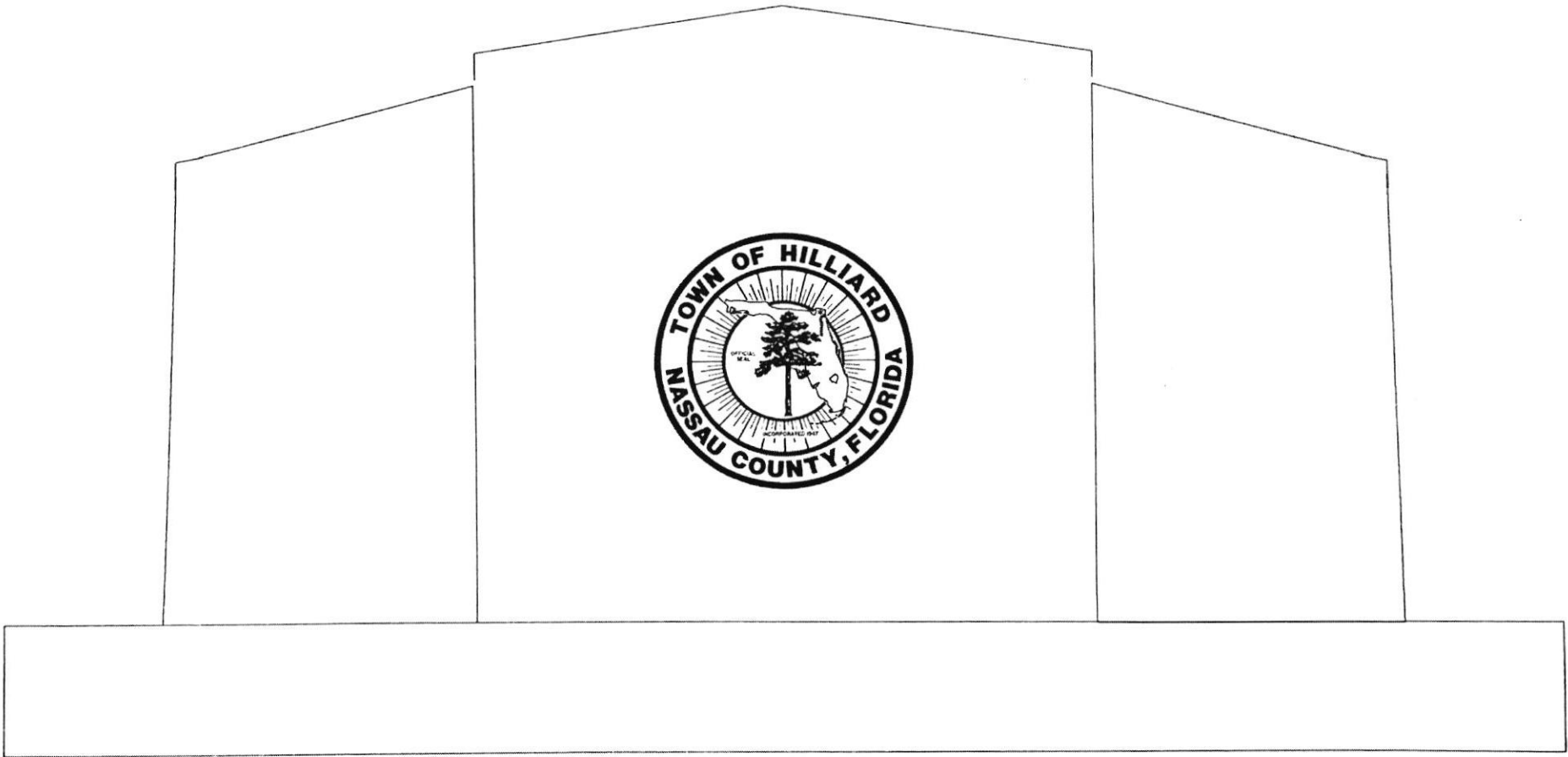
This proposal would include Granite stone all lettering and
all logos and placement at designated site provided by the
Town Of Hilliard FL

a design of the memorial will be attached to this proposal
with granite sizes and layout.

Time line for installation will be 6-8 months

Total cost \$17,500







AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: May 7, 2026
FROM: ***Gabe Whittenburg – Parks & Recreation Director***
SUBJECT: Town Council approval of Parks & Recreation Seasonal Staffing Request.

BACKGROUND:

Annual Staffing Request for Summer camp and Pool Opening.

Please note that additional lifeguard positions are being requested due to increased interest in the role. Hiring additional lifeguards will not result in increased overall expenses, as only four guards are scheduled per shift at any given time. Expanding the pool of available staff will improve scheduling flexibility, ensure compliance with labor laws, and help address typical attrition experienced throughout the season—particularly later in the year.

FINANCIAL IMPACT:

These positions are seasonal and an annual projected expense of P&R. Rates are in line with minimum wage requirements upcoming this fall.

RECOMMENDATION:

Town Council approval of the seasonal staffing requests in advance of the 2026 summer camp and pool opening.

Parks & Recreation Seasonal Staffing Requests.

AQUATICS CENTER (Temporary Part-Time Positions)

Lifeguards & Swim Instructors start one week prior to pool opening and will end when the pool closes for the 2025 summer season. The staffing numbers and hourly rates are for Temporary Lifeguards and/or Swim Instructors that will work 25 to 30 hours per week. Typical Shift Includes 4 Guards.

(Hourly Rates will be based on experience)

- 1. TBD \$14.50 per hour Lifeguard / Swim Instructor – Lifeguard Experience
- 2. TBD \$14.25 per hour Lifeguard – Swim Instructor - Lifeguard Experience
- 3. TBD \$14.25 per hour Lifeguard – Swim Instructor - Lifeguard Experience
- 4. TBD \$14.15 per hour Lifeguard – Lifeguard Experience
- 5. TBD \$14.15 per hour Lifeguard – Lifeguard Experience
- 6. TBD \$14.15 per hour Lifeguard – Lifeguard Experience
- 7. TBD \$14.15 per hour Lifeguard – Lifeguard Experience
- 8. TBD \$14.15 per hour Lifeguard – Lifeguard Experience
- 9. TBD \$14.15 per hour Lifeguard – Lifeguard Experience
- 10. TBD \$14.05 per hour Lifeguard – Certified Lifeguard
- 11. TBD \$14.05 per hour Lifeguard – Certified Lifeguard
- 12. TBD \$14.05 per hour Lifeguard – Certified Lifeguard
- 13. TBD \$14.05 per hour Lifeguard – Certified Lifeguard
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- 21. TBD \$14.05 per hour Lifeguard – Certified Lifeguard
- 22. TBD \$14.05 per hour Lifeguard – Certified Lifeguard
- 23. TBD \$14.05 per hour Lifeguard – Certified Lifeguard
- 24. TBD \$14.05 per hour Lifeguard – Certified Lifeguard
- 25. TBD \$14.05 per hour Lifeguard – Certified Lifeguard

SUMMER CAMP (Temporary Part-Time Positions)

The Camp Counselors positions will start a few weeks before summer starts to allow for staff training and will end consistent with the Nassau County School system summer break schedule. Camp Counselors will work 20-30 hours per week with the rate of pay listed for each. Hours/shifts are subject to change based on need (1 counselor/10 camper ratio)

- 1. Laila Spatcher* - \$14.20 Current Regular Part Time
- 2. Hanna Knoll* - \$14.20 Current Regular Part Time
- 3. TBD \$14.50 per hour Counselor – Certified Teacher
- 4. TBD \$14.15 per hour Counselor – Summer Camp Experience
- 5. TBD \$14.15 per hour Counselor – Summer Camp Experience
- 6. TBD \$14.15 per hour Counselor – Summer Camp Experience
- 7. TBD \$14.15 per hour Counselor – Summer Camp Experience
- 8. TBD \$14.15 per hour Counselor – Summer Camp Experience
- 9. TBD \$14.05 per hour Counselor – First Year
- 10. TBD \$14.05 per hour Counselor – First Year

Administrative Assistant (Temporary Part-Time Position). This position is a placeholder, primarily filled with current regular part time staff working in summer camp / after school program.

AM (6:00 AM – 12:00 PM) – Summer

1. Loree Whiddon \$14.20 per hour – previous administrative experience preferred.

Facilities Maintenance Associate (Temporary Part-Time Position)

Flexible Schedule – Summer

1. TBD \$14.05 per hour – Experience operating lawn maintenance equipment, vacuuming pool and general maintenance.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: May 7, 2026

FROM: ***Jerry Johnson - Hilliard Volunteer Fire Chief***

SUBJECT: Town Council consideration of approval of Capital Budgeted Project, Hilliard Volunteer Fire Department "Upstairs Remodel". Budgeted amount of **\$20,000.**

BACKGROUND:

HVFD Chief recommends the approval to start the Capital Budget Project.

Upstairs remodel.

Scope of work includes replacing hot water heater, replace/upgrade HVAC unit to a split unit, upgrade/replace appliances in kitchen area, upgrade/replace bathroom facilities, electrical upgrades as required, possible upgrades to all upstairs facilities.

FINANCIAL IMPACT:

See Attached Spreadsheet.

RECOMMENDATION:

Town Council approval of Capital Budgeted Project, Hilliard Fire Department "Upstairs Remodel". Budgeted amount of **\$20,000.**

HVFD UPSTAIRS RENOVATION - CAPITAL PROJECT 2025/2026 - \$20,000.00

DATE OF EST	VENDOR	DESCRIPTION	AMOUNT	NOTES
4/25/2026	Eric's All Americal Construction	Bathroom updates	\$6,139.76	ESTIMATE # 2785
5/1/2026	No Attititional bidders	Bathroom updates		Several others asked but, did not show for appt or refused to bid.
4/1/2026	Reeves Heating & Air	AC Split Unit install	\$4,250.00	Provide and Install Split Unit, electrical upgrages not included
4/13/2026	Elite Climate Control	AC Split Unit install	\$6,702.00	Provide and Install Split Unit, electrical upgrages not included
5/1/2026	No additional bidders	AC Split Unit install		Several others askde but, did not bid.
4/13/2026	Elite Electric	Electrical Upgrades	\$2,577.35	Update wiring and conduitit for AC unit & Water Heater
5/1/2026	No additional bidders	Electrical Upgrades		No other bidders sought after
	Home Depot	Hotwater Heater& Plumbing & Sink & Appliances	\$2,600.00	Stove, Refridger, Sink, Water Heater, Misc Plumblng supplies
	Sam's Club	Television/Kitchen Equipment	\$1,000.00	Television, upgrage kitchen supplies(pots and pans)
	Sam's Club	Additional supplies	\$2,000.00	Update to furniture
	Contigency	Contigency	\$3,000.00	
	Total Estimate for Project		\$18,567.11	
	Plus Contigency		\$3,000.00	
	Total Project Estimate Plus Contigency		<u>\$21,567.11</u>	
	Total Budget for Porject		\$20,000.00	

Invoice



500 West Fulton Street
Sanford, FL 32771
407-322-6841

Lisa Purvis
Town of Hilliard
15859 W CR 108
Hilliard, FL 32046

April 24, 2026
Project No: 201.M961061.000
Invoice No: 176526
Due Date: May 24, 2026

MH 167 AND MH 170 REPAIRS

CLIENT NO. 9610-61-1

Engineering services regarding the MH 167 and MH 170 Repairs project for the Town of Hilliard including progress towards Item D. Construction Administration Services.

Professional Services through April 17, 2026

Billing Phase	Fee	Percent Complete	Previous Fee Billing	Current Fee Billing	
Item A. Engineering Design	11,200.00	100.00	11,200.00	0.00	
Item B. Topographic Survey	2,400.00	100.00	2,400.00	0.00	
Item C. Construction Bidding Services	1,200.00	100.00	1,200.00	0.00	
Item D. Construction Admin Services	3,600.00	80.00	1,440.00	1,440.00	
Total Fee	18,400.00		16,240.00	1,440.00	
		Total Fee			1,440.00
			Total this Invoice		\$1,440.00

INVOICE FOR PROFESSIONAL SERVICES

ITEM-8

PROJECT: Town of Hilliard Hurricane Shelter
Hilliard, FL

DATE: 04/21/26

INVOICE NO. 24022-11

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

PROJECT NO. 24022

lpurvis@townofhilliard.com
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 **04/21/26**
THE SUM OF
DOLLARS \$ **\$1,600.00**
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	\$400,176.02
Invoiced to Date	\$398,576.02

Total Amount Due this Invoice \$1,600.00

Invoice Reviewed and Approved by:


Aldo Minozzi, AIA, Vice President



PQH Group Design Inc.
4141 Southpoint Drive East, Suite 200
Jacksonville, FL 32216
T 904-224-0001
info@pqh.com
www.pqh.com

INVOICE FOR PROFESSIONAL SERVICES

ITEM-8

Project: Town of Hilliard Hurricane Shelter
Hilliard, FL

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

Invoice Date: 04/21/26
Invoice Number: 24022-11
Project Number: 24022

TOTAL AMOUNT DUE
THIS INVOICE: \$1,600.00

SERVICE RENDERED	TOTAL FEE	% COMPLETE	TOTAL DUE TO DATE	PREVIOUSLY INVOICED	AMOUNT 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	30%	4,800.00	3,200.00	1,600.00
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	90%	67,500.00	67,500.00	0.00
Landscaping	15,000.00	50%	7,500.00	7,500.00	0.00
Design Contingency Allowance	75,000.00	0%	0.00	0.00	0.00
Previous Reimbursables	376.02	100%	376.02	376.02	0.00
Reimbursables this invoice x 1.15	0.00	0%	0.00	0.00	0.00
TOTAL	\$572,376.02	70%	\$400,176.02	\$398,576.02	\$1,600.00