

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, FEBRUARY 20, 2025, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PROCLAMATIONS

ITEM-1 Town Council to designate March 3, 2025, through March 9, 2025, as "Flood Awareness Week" in the Town of Hilliard.
John P. Beasley - Mayor

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-3 Town Council approval for the Capital Budget Expenditure for Fire Hydrant Flow Test with W.W. Gay in the amount of \$11,616.00
Cory Hobbs – Interim Public Works Director

ITEM-4 Town Council approval of the update on old Town Hall and Volunteer Fire Department Generator Project.
Cory Hobbs – Interim Public Works Director

ITEM-5 Town Council to set the Annual Joint Workshop with the Nassau County School Board for Monday, March 3, 2025, at 6:00 p.m.
Lisa Purvis, MMC – Town Clerk

ITEM-6 Town Council approval of the Northeast Florida Fair Association Rental Agreement for the hosting of the Vietnam’s Voices Traveling Memorial Wall from April 17 through April 21, 2025, at the Northeast Florida Fair Grounds.
Alicia Head – Public Information Officer & Event Coordinator

ITEM-7 Town Council update regarding Public Hearing & Regular Meeting action on Ordinance No. 2024-13, was postponed / tabled at the applicant’s request on January 16, 2025. The applicant has now requested to withdraw the application for consideration.
Lee Anne Wollitz- Land Use Administrator

ITEM-8 Town Council update regarding Public Hearing & Regular Meeting action on Ordinance No. 2024-14, was postponed / tabled at the applicant’s request on January 16, 2025. The applicant has now requested to withdraw the application for consideration.
Lee Anne Wollitz- Land Use Administrator

ITEM-9 Town Council approval of the FY 2025 Revenues and Expenditures Report for the period ending December 30, 2024.
Lisa Purvis, MMC – Town Clerk

ITEM-10 Town Council to approve increase in the hours for the Land Use Administrator from 20 to 30 office hours per week.
Lee Anne Wollitz – Land Use Administrator

ITEM-11 Town Council approval of the Minutes for the February 6, 2025, Regular Meeting.
Lisa Purvis, MMC – Town Clerk

ITEM-12 Town Council approval of Alberre Appraisal Group, Payable through January 10, 2025, Project Name: Acquire Land on the North Side at Hilliard Airpark in the amount of \$3,200.00.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$464,000

ITEM-13 Town Council approval of PQH Group, Payable through January 22, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$11,000.00.
FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000

ITEM-14 Town Council approval of Island Hopper Home Repairs, Payable through February 3, 2025, Project Name: Gym Maintenance in the amount of \$5,000.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$36,750

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

2025 HOLIDAYS

TOWN HALL OFFICES CLOSED

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

“FLOOD AWARENESS WEEK” IN THE TOWN OF HILLIARD

WHEREAS, the Town of Hilliard has experienced severe weather in the past in the form of extreme rainfall or tropical system events resulting in flooding in both coastal and riverine areas, and this flooding has caused damage and flood losses to homes and buildings in all areas whether they are high-risk special flood hazard areas or low to moderate risk flood zones; and

WHEREAS, the Town of Hilliard is a voluntary participant in the National Flood Insurance Program that provides residents with the opportunity to protect themselves against flood loss through the purchase of flood insurance at reduced insurance premium rates as well as setting higher regulatory standards to reduce the flood risk and potential flood damage to their property; and

WHEREAS, the reduction of loss of life and property damage can be achieved when appropriate flood preparedness, control, and mitigation measures are taken before a flood; and

WHEREAS, public education and awareness of potential weather hazards and methods of protection are critical to the health, safety and welfare of residents, the Florida Floodplain Managers Association (FFMA), have declared the week of March 3rd - 9th, 2025 as Flood Awareness Week to promote awareness and increase knowledge of flood risk, the availability of flood insurance, flood protection methods, and how to prepare for emergencies.

NOW, THEREFORE, I, John P. Beasley, Mayor of the Town of Hilliard, do hereby proclaim March 3, 2025, through March 9, 2025, as **FLOOD AWARENESS WEEK IN THE TOWN OF HILLIARD** and further encourage the citizens of Hilliard to increase their knowledge of how to protect themselves and their property from flooding.

John P. Beasley, Mayor

Date



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 20, 2025

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

SUBJECT: Town Council approval for the Capital Budget Expenditure for Fire Hydrant Flow Test with W.W. Gay in the amount of \$11,616.00

BACKGROUND:

W.W. Gay Fire Protection, Inc., who is sole sourced for Hydrant Flow Test for the Town. The Town contracted with W.W. Gay Fire Protection in 2019 to complete the Fire Hydrant Flow Testing in the amount of \$8,500.00 to cover 100 hydrants. In 2025 W.W. Gay Fire Protection quoted the town \$11,616.00 to test 124 hydrants from Capital Budget.

FINANCIAL IMPACT:

\$11,616.00

RECOMMENDATION:

Town Council approval for the Capital Budget Expenditure for Fire Hydrant Flow Test with W.W. Gay in the amount of \$11,616.00

From: Mabelle Reinhardt <mreinhardt@sciensbuildingsolutions.com>
Sent: Wednesday, January 29, 2025 5:21 PM
To: Dawn Carroll
Subject: RE: Town of Hilliard Hydrant Testing
Attachments: Town of Hilliard Fire Hydrant Flow Testing Service Agreement Proposal.pdf

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

Dawn,
Attached you will find the updated proposal. I was able to get approval to lower the price. Once we receive the signed proposal back, we can go ahead and get you guys scheduled.

Thank you,

Mabelle Reinhardt
Service Sales Representative
Sciens Building Solutions
c: 904-505-8850
mreinhardt@sciensbuildingsolutions.com



Service from One. Safety for All.™

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From: Dawn Carroll <kdcarroll@townofhilliard.com>
Sent: Tuesday, January 28, 2025 1:25 PM
To: Mabelle Reinhardt <mreinhardt@sciensbuildingsolutions.com>
Subject: RE: Town of Hilliard Hydrant Testing

Mabelle,

Thank you for the proposal I received on the hydrant flow test. Is there any way possible that we could get a lower quote on this proposal? We budgeted for this service, but did not expect the price increase would go from \$85.00 per hydrant to \$140.52 per hydrant.

Please let me know.

Thank You,

Dawn Carroll

Public Works Clerk
Public Works Department
TOWN OF HILLIARD
904-675-9813

From: Cory Hobbs <chobbs@townofhilliard.com>
Sent: Tuesday, January 28, 2025 1:03 PM
To: Dawn Carroll <kdcarroll@townofhilliard.com>
Subject: FW: Town of Hilliard Hydrant Testing

From: Machele Reinhardt <mreinhardt@sciensbuildingsolutions.com>
Sent: Tuesday, January 28, 2025 10:29 AM
To: Dawn Carroll <kdcarroll@townofhilliard.com>
Cc: Cory Hobbs <chobbs@townofhilliard.com>
Subject: RE: Town of Hilliard Hydrant Testing

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

Cory,
Attached you will find the requested fire hydrant flow test agreement for your review. Once I receive the signed proposal back, we can go ahead and get you scheduled. Please feel free to contact me if you have any questions.

Thank you,

Machele Reinhardt
Service Sales Representative
Sciens Building Solutions
c: 904-505-8850
mreinhardt@sciensbuildingsolutions.com



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From: Doug Mathies <dmathies@sciensbuildingsolutions.com>
Sent: Monday, January 27, 2025 1:06 PM
To: Dawn Carroll <kdcarroll@townofhilliard.com>; Machele Reinhardt <mreinhardt@sciensbuildingsolutions.com>
Cc: Cory Hobbs <chobbs@townofhilliard.com>
Subject: RE: Town of Hilliard Hydrant Testing

Good Afternoon Dawn. I have added Machele Reinhardt to this email, she will be providing a quote to Cory.

Thanks,

Doug Mathies
Senior Service Manager
W. W. Gay Fire Protection, Inc.
o: (904) 387-7973
c: (904) 759-5889
dmathies@sciensbuildingsolutions.com

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From: Dawn Carroll <kdcarroll@townofhilliard.com>
Sent: Monday, January 27, 2025 11:48 AM
To: Doug Mathies <dmathies@sciensbuildingsolutions.com>
Cc: Cory Hobbs <chobbs@townofhilliard.com>
Subject: Town of Hilliard Hydrant Testing

Mr. Mathies,

In 2019 you worked with Ritchie Rowe, Public Works Director on providing a proposal/contract to provide Hydrant Flow Testing for the Town of Hilliard. Ritchie has now retired from the town and the Intern Public Works Director is Cory Hobbs. You can reach him at 904-719-1012. The town would like to schedule for 2025 Hydrant Flow Testing and would need a contract/proposal sent over for approval by the town council. The town now has approx. 124 hydrants for your proposal.

If you have any questions, please don't hesitate to reach out.

Thank You,

Dawn Carroll

Public Works Clerk
Public Works Department
TOWN OF HILLIARD
904-675-9813

"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."

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2251 Rosselle Street
Jacksonville, Florida 32204

Sciens Service Suite Proposal

Prepared By: _____ **Prepared For:** _____

Division Name: W.W. Gay Fire Protection, Inc.

Customer: Town of Hilliard

Date: 1/29/2025

Contact Name: Cory Hobbs

Presented By: Machele Reinhardt

Email: chobbs@townofhilliard.com

Address: 2251 Rosselle Street
Jacksonville, FL 32204

Site Address: Town of Hilliard

Introduction

Sciens Building Solutions understands the importance of properly maintaining and servicing the fire protection and life safety systems that have been installed in your facility. There is peace of mind knowing that these critical systems that protect both people and property will operate and function together when needed. The following proposal and Service Agreement (this "Agreement") has been prepared specifically for your facility to ensure that the inspection frequency and requirements described by the National Fire Protection Agency (NFPA) are being met. Additionally, we understand that the investments made in these systems and their longevity contribute to the success of achieving your facility goals.

Scope of Services

We will provide the following services based upon the service description below, and in accordance with the terms and conditions incorporated herein.

Service Description	Full Year Price
Provide Fire Hydrant Flow Testing on (124) Fire Hydrants, tag hydrants and provide reports for pressure and flow data per NFPA requirements.	\$11,616.00
Total:	\$11,616.00



2251 Rosselle Street
Jacksonville, Florida 32204

Term of Agreement

This Agreement will have an initial term of one (1) year from the date of service commencement of 02/2025 and can be reassessed to renew for additional one (1) year periods beginning on the anniversary of the Initial Term, unless a party gives the other party written notice of its intent not to renew this Agreement at least thirty (30) days prior to the end of the Initial Term or the then-current Renewal Term.

Clarifications

1. *The Company shall visually inspect said installation(s) and shall promptly report to customer all conditions noted or observed during an inspection, which in the judgment of the Company, may be necessary and reasonable to ensure the highest degree of protection. However, as per NFPA 25, the Company is not responsible for confirming that the existing water supply satisfies the current system demand, nor that the system was designed and/or installed correctly at the time of installation. Maintenance or repairs of equipment described as deficient during the inspection are not included in this agreement and will be repaired or replaced under a separate contract. Any additional service work requested will be performed at standard day work published rates under a separate work order.*
2. *Unless otherwise specified, testing is limited to accessible devices, those where access can be obtained without restriction at the scheduled time of the test from floor level. If a return trip is required due to access challenges, it will be billed at our normal published rates under a separate work order.*

Responsibility of the Owner, Manager, or Occupant

1. *The responsibility for properly maintaining a water-based fire protection sprinkler system shall be that of the owner of the property. The owner, manager, or occupant shall promptly correct, or repair deficiencies, damaged parts, or impairments found while performing the inspection & testing of this system. Corrections and repairs shall be performed by qualified personnel or a qualified contractor.*
2. *Notify all parties that may be impacted by alarms initiated during tests. This may include parties such as the building occupants, the fire alarm system monitoring company, and the public fire service.*
3. *Implement required fire system impairment management program, including the completion of impairment permits and the notification of parties who should be made aware of fire system impairments. These parties may include the local fire department or insurance companies with insurable interests at the location.*
4. *Manage and dispose of any water released during tests.*



2251 Rosselle Street
Jacksonville, Florida 32204

Sciens Service Suite

Our comprehensive list of fire and life safety service offerings includes:

- Fire alarm & detection systems
- Fire sprinkler systems
- Fire suppression systems
- Access control systems, including software support
- ERCES/BDA
- Kitchen hood systems
- Fire extinguishers
- Emergency exit lights
- Central station monitoring
- Camera systems, including software support

Approval

I approve this proposal and agree to the terms and conditions.

Name

PO (if required)

Signature

Date

Our Service Team Members

We are committed to delivering world-class service. See below those personnel that are dedicated to your complete satisfaction. Should you have any questions or need assistance as it relates to the services we are providing at your facility, these are your Sciens contacts.

- **{Machelle Reinhardt – 904-505-8850} – Service Account Executive** manages the overall service plan based upon your current and future service requirements.
- **{Doug Mathies – 904-387-7973} – Service Manager** is responsible for ensuring we meet our contractual obligations to you and for your overall satisfaction.
- **{Ashley Feliciano – 904-387-7973} – Service Coordinator** is responsible for scheduling your planned inspections and managing any additional services that are outside of the scope of this Agreement.



2251 Rosselle Street
Jacksonville, Florida 32204

About Sciens Building Solutions

From the smallest elementary school to the tallest skyscraper, Sciens uses comprehensive system design to keep facilities safe, secure, and compliant through all phases of planning, installation, and maintenance. Every day we are doing the important work of protecting people and property. We serve businesses and protect lives by providing complete fire protection, security, communications, and electrical service offerings to give our customers peace of mind about safety and building compliance. By having a local, regional, and national presence, we not only ensure accessibility and convenience for our customers but also demonstrate our commitment to growth, innovation, and excellence in all aspects of our operations.

Please visit our website for all Sciens Building Solutions locations and additional services:
<https://www.sciensbuildingsolutions.com/>

Notices

Each notice or other communication associated with this Agreement shall be in writing and be given by electronic mail, personal delivery, or by a reputable overnight courier with confirmed receipt to the addressee. Your email address, postal address, and relevant person or office holder is as follows:



Terms and Conditions

To view Sciens Building Solutions' current terms and conditions, please visit the below link:
<https://www.sciensbuildingsolutions.com/servicetermsconditions/>



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 20, 2025

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

SUBJECT: Town Council approval of the update on old Town Hall and Volunteer Fire Department Generator Project.

BACKGROUND:

This is a request to update the progress of the bid to Miller Electric Company who is to furnish labor, materials, tools and supervision for the electrical installation of generator for Old Town Hall and Volunteer Fire Department.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Town Council approval of the update on old Town Hall and Volunteer Fire Department Generator Project.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 20, 2025

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

SUBJECT: Town Council to set the Annual Joint Workshop with the Nassau County School Board for Monday, March 3, 2025, at 6:00 p.m.

BACKGROUND:

See attached NCSB Meeting Agenda of items to be discussed.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to set the Annual Joint Workshop with the Nassau County School Board for Monday, March 3, 2025, at 6:00 p.m.

Lisa Purvis

From: Connie Daughtry <daughtryco@nassau.k12.fl.us>
Sent: Thursday, February 13, 2025 10:38 PM
To: Lisa Purvis
Cc: Kathy Burns
Subject: RE: Hilliard Joint Workshop Meeting Dates

Lisa,
The Board voted to hold the joint meeting on Monday, March 3, 2025, at 6pm in Hilliard. Let me know as soon as you have it confirmed with the Council. Also, if you have any items you would like to add to the agenda. Thank you, Connie

From: Lisa Purvis <lpurvis@townofhilliard.com>
Sent: Friday, February 7, 2025 2:52 PM
To: Kathy Burns <burnska@nassau.k12.fl.us>; Connie Daughtry <daughtryco@nassau.k12.fl.us>
Subject: Hilliard Joint Workshop Meeting Dates

CAUTION: This email originated from outside of the Nassau County School District network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The Council cannot meet on Monday, February 24, 2025, at 6:00 p.m.

Instead, they offer two other dates that they are available to meet:

Tuesday, February 25, 2025, at 6:00 p.m. or Monday, March 3, 2025, at 6:00 p.m.

If you can meet on either of these dates, please advise me following your February 13, 2025, meeting and we will set at our February 20, 2025, meeting.

Thank you,

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



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THE SCHOOL BOARD OF NASSAU COUNTY, FLORIDA
"Empowering Others Through A Commitment to Excellence"
1201 Atlantic Avenue
Fernandina Beach, Florida 32034
(904) 491-9900

BOARD MEMBERS
Joe Zimmerman, Dist. 1
Gail Cook, Dist. 2
Shannon Hogue, Dist. 3
Kristi Simpkins, Dist. 4
Lissa Braddock, Dist. 5

SUPERINTENDENT
Kathy K. Burns, Ed.D.

Joint Meeting with Town of Hilliard
Hilliard Town Hall
Monday, March 3, 2025
6:00PM

Agenda Items

- 1) State of the School District Presentation
 - a. 5-Year District Facilities Work Plan
 - b. Current Capacity
 - c. Potential Land Opportunities
- 2) Interlocal Agreement Update (Steger)
- 3) NCSB Agricultural Field Animal Housing & Farming
- 4) Other Business

Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 20, 2025

FROM: ***Alicia Head – Public Information Officer & Event Coordinator***

SUBJECT: Town Council approval of the Northeast Florida Fair Association Rental Agreement for the hosting of the Vietnam’s Voices Traveling Memorial Wall from April 17 through April 21, 2025, at the Northeast Florida Fair Grounds.

BACKGROUND:

The NEFL Fairgrounds is allowing the Town of Hilliard to use the Fairgrounds to host the Upcoming Vietnam’s Voices Event.

FINANCIAL IMPACT:

The rental fee and deposit are being waived by the Northeast Florida Fair Association. The Town will have to provide a minimum of \$1,000,000.00 in Event Liability Insurance with the certificate of insurance prior to entering the grounds for setting up, the day (s) of the event and clean-up day. The insurance must list the Northeast Florida Fair Association and the Nassau County School Board as additional insured. In checking with the Town’s insurance carrier this would be an additional policy that the Town would need to purchase. This policy can be paid for by donation funds raised for this event.

RECOMMENDATION:

Town Council approval of the Northeast Florida Fair Association Rental Agreement for the hosting of the Vietnam’s Voices Traveling Memorial Wall from April 17 through April 21, 2025, at the Northeast Florida Fair Grounds.

NORTHEAST FLORIDA FAIR ASSOCIATION

P.O Box 1070
Callahan, Florida 32011
904.879.4682 office 904.879.7513 fax
www.neflfair.org info@neflfair.org

RENTAL AGREEMENT

This agreement is entered into this date January 10, 2025, between the Northeast Florida Fair Association and **The Town of Hilliard Florida** for the period of April 17 thru April 21, 2025).

AGREEMENT: The Town of Hilliard Florida will host the **Vietnam’s Voices – Traveling Memorial Wall**, from April 17 thru April 21, 2025, at the Northeast Florida Fairgrounds. **The Town of Hilliard Florida** is responsible for any damages to the facility, EMS, security, crowd control, traffic control, restroom janitorial duties and supplies, and any other requirements or duties associated with his event. The fairgrounds facilities must be left in the condition as found including disposal of any waste or garbage generated by the event. No Alcohol, Drugs, Profanity, Racing, or Reckless Behavior is allowed on the premises.

INSURANCE: A minimum of \$1,000,000.00 in Event Liability Insurance is required. A certificate of insurance must be provided prior to entering the grounds for setting up, the day (s) of the event and clean-up day. **Insurance must list the Northeast Florida Fair Association and the Nassau County School Board as additionally insured.**

FEEs: The Rental Fee, payable in advance, is **\$0 (zero dollars) plus a refundable security deposit of \$0** to ensure the contract requirements are met.

I/We have read the agreement above and regulations governing use of the Northeast Florida Fairgrounds and Facilities and agree to abide by the same. I further understand and agree to indemnify and hold harmless the Northeast Florida Fair Association and the Nassau County School District and/or any of their agents or employees from and against all claims, damages, losses and expenses, including reasonable attorney fees arising out of or caused in whole or part by our use, negligent act or omission, or that of any employee, agent or person volunteering for **The Town of Hilliard Florida or Vietnam’s Voices – Traveling Memorial Wall** or by using the facilities in connection with, or in preparation for our event. I understand and agree that we use the facilities in an as is condition. I understand and have had the opportunity to inspect the premises and agree that I or anyone in my behalf, or on account of the use of the facilities will make no claim for any damages, loss, injury or any other cause of whatsoever kind or nature, or claimed to be due to damage, loss, injury, or any other claim of whatsoever kind or nature sustained by me or anyone using the facilities at our invitation, direction, or while the facility is under my control. I/We understand and agree that the Northeast Florida Fair Association and/or the Nassau County School Board, and/or any agent or employee thereof shall in no way be liable or responsible for any loss, damage, injury, or any other claim of whatsoever kind or nature arising out of the use of the facilities by **The Town of Hilliard Florida..**

It is agreed that for noise abatement an effort will be made to direct all loud audio towards the north of the fairgrounds.

Signature: _____

Date: _____

Print Name: _____

Representative for the Town of Hilliard Florida

Signature: _____

Date: _____

Print Name: _____

Representative for the NE FL Fair Association



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 20, 2025

FROM: *Lee Anne Wollitz- Land Use Administrator*

SUBJECT: Town Council update regarding Public Hearing & Regular Meeting action on Ordinance No. 2024-13, was postponed / tabled at the applicant’s request on January 16, 2025. The applicant has now requested to withdraw the application for consideration.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council update regarding Public Hearing & Regular Meeting action on Ordinance No. 2024-13, was postponed / tabled at the applicant’s request on January 16, 2025. The applicant has now requested to withdraw the application for consideration.

Lee Anne Wollitz

From: Shalene B Estes <ShaleneEstes@forestar.com>
Sent: Friday, February 14, 2025 12:03 PM
To: Lee Anne Wollitz
Cc: Heather Brady
Subject: Oxford Pines Applications (Ord 2024-13) and (Ord 2024-14)

Good afternoon, Lee Anne.

Please let this email serve as our official request to withdraw our rezoning and land use applications submitted last August 2024 as they relate to our Oxford Pines project (Parcel ID # Address: 05-3N-24-0000-0028-0000, 552138 US HWY 1). We are disappointed the project did not work but look forward to other opportunities within the Town of Hilliard.

Would you please confirm receipt of this email.

With Kind Regards, I am

Shalene



Shalene B. Estes
Entitlements Manager, NEFL Division

14785 Old St. Augustine Road, Suite 300
Jacksonville, FL 32258

o: 904.899.5948 **m:** 904.870.2893

Forestar.com



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 20, 2025

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

SUBJECT: Town Council update regarding Public Hearing & Regular Meeting action on Ordinance No. 2024-14, was postponed / tabled at the applicant's request on January 16, 2025. The applicant has now requested to withdraw the application for consideration.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council update regarding Public Hearing & Regular Meeting action on Ordinance No. 2024-14, was postponed / tabled at the applicant's request on January 16, 2025. The applicant has now requested to withdraw the application for consideration.

Lee Anne Wollitz

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Cc: Heather Brady
Subject: Oxford Pines Applications (Ord 2024-13) and (Ord 2024-14)

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Would you please confirm receipt of this email.

With Kind Regards, I am

Shalene



Shalene B. Estes
Entitlements Manager, NEFL Division

14785 Old St. Augustine Road, Suite 300
Jacksonville, FL 32258

o: 904.899.5948 **m:** 904.870.2893

Forestar.com



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 20, 2025

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council approval of the FY 2025 Revenues and Expenditures Report for the period ending December 30, 2024.

BACKGROUND:

The attached Revenue and Expenditures Report is for the period October 1, 2024, through December 30, 2024. In all funds, the Original Budgeted figures are presented first with the actual expenditure and the variance between the budget and the actual listed last. The percentage of actual is the amount that has been received (or accrued in the case of state shared revenues) or the amount expended as a percentage of the budget for the period ending December 30, 2024. The report is prepared based on the actual accrued/adjusted revenues and expenditures for the month of December 2024.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval of the FY 2025 Revenues and Expenditures Report for the period ending December 30, 2024.

General Fund

2024/2025 Financial Statements

As of December 31, 2024

25% of Fiscal Year

GENERAL FUND TOTALS	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
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REVENUES

CASH CARRY FORWARD	\$0	\$0	\$0	\$0
GENERAL GOVERNMENT REVENUE	\$1,870,927	\$701,266	\$1,169,661	\$0
GENERAL STREETS REVENUE	\$1,207,984	\$63,187	\$1,144,797	\$0
GENERAL RECREATION REVENUE	\$6,882,369	\$252,077	\$6,630,292	\$0
GENERAL FIRE REVENUE	\$139,347	\$35,884	\$103,463	\$0
GENERAL AIR PARK REVENUES	\$3,094,444	\$109,553	\$2,984,891	\$0

TOTAL REVENUES	\$13,195,071	\$1,161,968	\$12,033,103	9%
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EXPENDITURES

GENERAL GOVERNMENT EXPENDITURES	\$1,870,927	\$0	\$1,870,927	\$ -
GENERAL STREETS EXPENDITURES	\$1,207,984	\$0	\$1,207,984	\$ -
GENERAL RECREATION EXPENDITURES	\$6,882,369	\$0	\$6,882,369	\$ -
GENERAL FIRE EXPENDITURES	\$139,347	\$0	\$139,347	\$ -
GENERAL AIR PARK EXPENDITURES	\$3,094,444	\$0	\$3,094,444	\$ -

TOTAL EXPENDITURES	\$13,195,071	\$0	\$13,195,071	0%
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Over/(Under)	\$ 0	\$ 1,161,968	\$ (1,161,967)
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GENERAL FUND REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	\$0	\$0	\$0	0%
AD VALOREM TAXES	\$569,781	\$440,588	\$129,193	77%
UTILITY SERVICE TAX - ELECTRIC	\$78,500	\$14,612	\$63,888	19%
UTILITY SERVICE TAX - WATER	\$27,000	\$6,869	\$20,131	25%
UTILITY SERVICE TAX - PROPANE	\$12,000	\$1,854	\$10,146	15%
COMMUNICATION SERVICE TAX	\$120,655	\$32,776	\$87,879	27%
BUSINESS TAX RECEIPTS	\$30,000	\$2,461	\$27,539	8%
PEN & INT - BUSINESS TAX RECEIPTS	\$1,000	\$47	\$953	5%
BUILDING PERMITS	\$70,000	\$8,399	\$61,601	12%
FRANCHISE FEES - ELECTRIC	\$205,000	\$46,850	\$158,150	23%
ZONING REVENUE	\$35,000	\$970	\$34,030	3%
MOVE-ON PERMIT	\$100	\$400	(\$300)	400%
RADON	\$2,000	\$233	\$1,767	12%
BUSINESS LICENSE INSPECT	\$500	\$50	\$450	10%
MOBILE HOME INSPECTS	\$500	\$0	\$500	0%
FEMA REIMBURSEMENT - GENERAL	\$0	\$0	\$0	0%
DCA - COMMUNITY PLANNER	\$0	\$0	\$0	0%
STATE REVENUE SHARING	\$164,658	\$50,235	\$114,423	31%
MOBILE HOME LICENSES	\$3,500	\$1,963	\$1,537	56%
ALCOHOLIC BEVERAGE LICENSE	\$500	\$0	\$500	0%
LOCAL HALF CENT SALE TAX	\$244,283	\$59,445	\$184,838	24%
NASSAU COUNTY - GENERAL	\$0	\$0	\$0	0%
EDUCATIONAL ADMINISTRATIVE	\$5,000	\$0	\$5,000	0%
ELECTION QUALIFYING FEE	\$0	\$0	\$0	0%
FAX	\$100	\$0	\$100	0%
COPIES	\$50	\$9	\$42	17%
FIRE INSPECTIONS	\$5,000	\$389	\$4,611	8%
FINES & FORFEITURES - TRAFFIC	\$3,000	\$158	\$2,842	5%
VIOLATION OF LOCAL ORDINANCES	\$2,000	\$0	\$2,000	0%
INTEREST INCOME SBA	\$85,000	\$16,343	\$68,657	19%
INTEREST INCOME CKG	\$800	\$338	\$462	42%
EDUCATION IMPACT FEES	\$0	\$10,870	(\$10,870)	0%
SURPLUS MATERIALS - GENERAL	\$0	\$0	\$0	0%
HILLIARD DONATIONS	\$0	\$0	\$0	0%
NSF FEES - GENERAL	\$0	\$0	\$0	0%
MISCELLANEOUS REVENUE - GENERAL	\$5,000	\$2,717	\$2,283	54%
INTERFUND TRANS SALES TAX	\$200,000	\$2,689	\$197,311	1%
INTERFUND TRANS SPECIAL REVENUE	\$0	\$0	\$0	0%
INTERFUND TRANS DEBT SERVICE	\$0	\$0	\$0	0%
TOTAL REVENUES	\$1,870,927	\$701,266	\$1,169,661	37%

GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
EXECUTIVE SALARIES	\$39,000	\$9,750	\$29,250	25%
FICA TAXES	\$2,984	\$746	\$2,238	25%
RETIREMENT CONTRIBUTIONS	\$20,711	\$3,452	\$17,259	17%
REGULAR SALARIES & WAGE	\$92,810	\$18,740	\$74,070	20%
FICA TAXES	\$7,100	\$1,629	\$5,471	23%
RETIREMENT CONTRIBUTIONS	\$32,038	\$4,073	\$27,965	13%
LIFE & HEALTH INSURANCE	\$20,318	\$6,773	\$13,545	33%
REGULAR SALARIES & WAGE	\$201,656	\$42,040	\$159,616	21%
PART TIME SALARIES & WAGES	\$0	\$0	\$0	0%
OVERTIME	\$7,000	\$934	\$6,066	13%
FICA TAXES	\$15,962	\$3,824	\$12,139	24%
RETIREMENT CONTRIBUTIONS	\$28,440	\$3,682	\$24,758	13%
LIFE & HEALTH INSURANCE	\$81,274	\$27,091	\$54,183	33%
WORKER'S COMPENSATION	\$5,658	\$2,829	\$2,829	50%
PROFESSIONAL SERVICES	\$50,000	\$8,237	\$41,763	16%
ACCOUNTING & AUDITING	\$22,000	\$0	\$22,000	0%
CLEANING CONTRACT	\$5,000	\$773	\$4,227	15%
TRAVEL & EDUCATION	\$15,000	\$2,728	\$12,272	18%
COMMUNICATIONS & FREIGHT	\$13,500	\$3,233	\$10,267	24%
UTILITY SERVICES	\$16,000	\$3,882	\$12,118	24%
RENTALS & LEASES	\$850	\$0	\$850	0%
INSURANCE	\$30,000	\$15,000	\$15,000	50%
REPAIRS & MAINTENANCE	\$35,000	\$13,583	\$21,417	39%
PROMOTIONAL ACT-PUBLIC NOTICE	\$5,000	\$700	\$4,300	14%
OTHER CURRENT OBLIGATIONS	\$1,000	\$0	\$1,000	0%
OFFICE SUPPLIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$33,293	\$2,400	\$30,893	7%
BOOKS, SUBSCRIP & PUBLICATIONS	\$28,000	\$16,543	\$11,457	59%
CAPITAL IMPROVEMENTS	\$0	\$0	\$0	0%
LAND	\$0	\$2,689	(\$2,689)	0%
BUILDINGS	\$200,000	\$0	\$200,000	0%
INFRASTRUCTURE	\$0	\$0	\$0	0%
MACHINERY & EQUIPMENT	\$0	\$0	\$0	0%
WORK IN PROGRESS (WIP)	\$0	\$0	\$0	0%
DOCUMENTS & MATERIALS	\$0	\$0	\$0	0%
BUILDING PERMIT SURCHARGE	\$1,000	\$0	\$1,000	0%
BANK SERVICE CHARGES	\$200	\$40	\$160	20%
LAND USE & ZONING BOARD	\$42,000	\$6,719	\$35,282	16%
FIRE MARSHALL CONTRACT	\$5,000	\$2,080	\$2,920	42%
BUILDING INSPECTOR	\$35,010	\$5,835	\$29,175	17%
CODE ENFORCEMENT	\$13,200	\$2,200	\$11,000	17%
CODE ENFORCEMENT CONTINGY	\$2,000	\$0	\$2,000	0%
AID TO GOVERNMENT AGENCY	\$0	\$0	\$0	0%
AID TO PRIVATE ORGANIZATION	\$6,000	\$2,360	\$3,640	39%
SPECIAL EVENTS	\$0	\$0	\$0	0%
RESERVE	\$185,399	\$0	\$185,399	0%
TRANSFERS TO STREETS	\$238,984	\$59,746	\$179,238	25%
TRANSFERS TO RECREATION	\$22,000	\$7,949	\$14,051	36%
TRANSFERS TO RECREATION	\$238,393	\$57,149	\$181,244	24%
TRANSFERS TO FIRE	\$72,147	\$18,037	\$54,110	25%
TRANSFERS TO WATER & SEWER	\$0	\$0	\$0	0%
TRANSFER TO DEBT SERVICE	\$0	\$0	\$0	0%
TRANSFER TO SALES TAX	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$1,870,927	\$357,445	\$1,513,482	19%
TOTAL REVENUES	\$1,870,927	\$701,266	\$1,169,661	37%
Over/(Under)	\$0	\$343,821	(\$343,821)	

GENERAL STREETS REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
FEMA REIMBURSEMENTS - STREETS	\$0	\$0	\$0	0%
GAS TAX - STATE	\$1,000	\$0	\$1,000	0%
NASSAU COUNTY - STREETS	\$0	\$0	\$0	0%
CULVERT PERMITS - STREETS	\$30,000	\$2,347	\$27,653	8%
SURPLUS MATERIALS - STREETS	\$0	\$0	\$0	0%
MISCELLANEOUS REVENUE - STREETS	\$68,000	\$1,094	\$66,906	2%
STATE GRANT - FDOT ROW	\$285,000	\$0	\$285,000	0%
STATE GRANT - FL RES PLANNING	\$180,000	\$0	\$180,000	0%
INTERFUND TRANS GEN FUND	\$238,984	\$59,746	\$179,238	25%
INTERFUND TRANS SALES TAX	\$105,000	\$0	\$105,000	0%
INTERFUND TRANS SPECIAL REVENUE	\$300,000	\$0	\$300,000	0%
TOTAL REVENUES	\$1,207,984	\$63,187	\$1,144,797	5%

GENERAL STREETS EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
REGULAR SALARIES & WAGES	\$189,509	\$32,869	\$156,640	17%
PART TIME SALARIES & WAGES	\$0	\$0	\$0	0%
OVERTIME	\$6,000	\$1,491	\$4,509	25%
FICA TAXES	\$14,956	\$2,699	\$12,257	18%
RETIREMENT CONTRIBUTIONS	\$26,648	\$2,484	\$24,164	9%
LIFE & HEALTH INSURANCE	\$81,274	\$20,318	\$60,956	25%
WORKER'S COMPENSATION	\$5,658	\$2,829	\$2,829	50%
PROFESSIONAL SERVICES	\$1,000	\$0	\$1,000	0%
TRAVEL & EDUCATION	\$2,000	\$0	\$2,000	0%
COMMUNICATIONS & FREIGHT	\$1,500	\$560	\$940	37%
UTILITY SERVICES	\$51,500	\$12,863	\$38,637	25%
RENTALS AND LEASES	\$5,000	\$947	\$4,053	19%
INSURANCE	\$31,439	\$15,719	\$15,719	50%
REPAIRS & MAINTENANCE	\$50,000	\$18,451	\$31,549	37%
PROMOTIONAL ACT-PUBLIC NOTICE	\$500	\$0	\$500	0%
OTHER CURRENT OBLIGATIONS	\$1,000	\$0	\$1,000	0%
OPERATING SUPPLIES	\$50,000	\$17,611	\$32,389	35%
ROAD MATERIALS & SUPPLIES	\$60,000	\$2,894	\$57,106	5%
CAPITAL IMPROVEMENTS	\$50,000	\$0	\$50,000	0%
BUILDING	\$0	\$0	\$0	0%
INFRASTRUCTURE	\$555,000	\$0	\$555,000	0%
MACHINERY & EQUIPMENT	\$15,000	\$0	\$15,000	0%
ANIMAL CONTROL	\$0	\$0	\$0	0%
OPERATING SUPP-MOSQUITO	\$10,000	\$0	\$10,000	0%
TRANSFER TO DEBT SERVICE	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$1,207,984	\$131,737	\$1,076,247	11%
TOTAL REVENUES	\$1,207,984	\$63,187	\$1,144,797	5%
Over/(Under)	\$0	(\$68,550)	\$68,550	

GENERAL P&R REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
FEMA REIMBURSEMENTS - REC	\$0	\$0	\$0	0%
GRANTS DEP FRDAP - RECREATION	\$0	\$0	\$0	0%
MISC GRANTS - RECREATION	\$0	\$0	\$0	0%
GRANTS FDEM - HURRICANE SHELTER	\$5,890,200	\$0	\$5,890,200	0%
GRANTS DEP FRDAP - RECREATION	\$200,000	\$0	\$200,000	0%
NASSAU COUNTY - RECREATION	\$20,427	\$20,427	(\$0)	100%
PARKS & RECREATION - SPORT	\$0	\$0	\$0	0%
P&R - SOCCER	\$10,000	\$810	\$9,190	8%
P&R - BASKETBALL	\$20,000	\$23,610	(\$3,610)	118%
P&R - FLAG FOOTBALL	\$10,000	\$0	\$10,000	0%
P&R - SOFTBALL	\$1,000	\$0	\$1,000	0%
P&R - GYMNASTICS	\$14,000	\$0	\$14,000	0%
P&R - MARTIAL ARTS	\$0	\$0	\$0	0%
P&R - CONCESSIONS	\$2,000	\$0	\$2,000	0%
P&R - VOLLEYBALL	\$4,000	\$3,380	\$620	85%
P&R - SWIM TEAM	\$850	\$0	\$850	0%
P&R - TENNIS	\$500	\$0	\$500	0%
P&R - TRACK	\$500	\$0	\$500	0%
SPECIAL EVENTS & DONATIONS	\$12,000	\$0	\$12,000	0%
EVENTS - TOWN CLEAN UP	\$1,000	\$0	\$1,000	0%
EVENTS - CAR SHOW	\$2,500	\$0	\$2,500	0%
EVENTS - FIREWORKS DISPLAY	\$1,000	\$0	\$1,000	0%
EVENTS - HILLIARD HARVEST FESTIVAL	\$3,000	\$0	\$3,000	0%
EVENTS - VETERANS DAY	\$1,000	\$342	\$658	34%
EVENTS - PARADE OF TREES	\$2,500	\$1,500	\$1,000	60%
EVENTS - CHRISTMAS MARKET & TREE LIGHTING	\$2,000	\$1,600	\$400	80%
EVENTS - GOLF CART PARADES	\$1,000	\$205	\$795	21%
EVENTS - MISC EVENTS & DONATIONS	\$5,000	\$13,346	(\$8,346)	267%
PARKS & RECREATION - EVENT	\$0	\$0	\$0	0%
P&R - KIDZ SQUAD	\$55,000	\$26,725	\$28,275	49%
P&R - SUMMER CAMP	\$40,000	\$0	\$40,000	0%
P&R - SWIM LESSONS	\$7,500	\$0	\$7,500	0%
P&R - BASKETBALL CAMP	\$2,500	\$0	\$2,500	0%
P&R - FOOTBALL CAMP	\$1,000	\$0	\$1,000	0%
P&R - VOLLEYBALL CAMP	\$1,000	\$0	\$1,000	0%
PARKS & RECREATION - MEMBERS	\$0	\$0	\$0	0%
P&R - MONTHLY CHILD WATCH	\$250	\$0	\$250	0%
P&R - DRAFT MEMBERS	\$98,000	\$29,910	\$68,090	31%
P&R - SEMI MEMBERS	\$6,000	\$771	\$5,229	13%
P&R - ANNUAL MEMBERS	\$2,000	\$1,045	\$955	52%
P&R - DAILY MEMBERS	\$1,500	\$619	\$881	41%
P&R - HEALTHWAY FITNESS PRIME	\$1,000	\$14	\$986	1%
P&R - HEALTHWAY SILVER SNEAKERS	\$3,000	\$526	\$2,474	18%
P&R - POOL MEMBERS	\$12,000	\$0	\$12,000	0%
P&R - OPTUM MEMBERS	\$3,000	\$336	\$2,664	11%
P&R - ALL INCLUSIVE MEMBERS	\$2,000	\$295	\$1,705	15%
P&R - GROUP MEMBERS	\$500	\$0	\$500	0%
PARKS & RECREATION - RENTAL	\$0	\$0	\$0	0%
P&R - POOL & SPLASH RENTAL	\$7,000	\$2,880	\$4,120	41%
P&R - SPLASH PAD RENTAL	\$500	\$0	\$500	0%
P&R - LIFEGUARD(S) RENTAL	\$0	\$0	\$0	0%
P&R - GYM RENTAL	\$500	\$0	\$500	0%
P&R - BALL PARK RENTAL	\$300	\$0	\$300	0%
P&R - BUCK LG PAVILION RENTAL	\$400	\$135	\$265	34%
P&R - BUCK SM PAVILION RENTAL	\$250	\$0	\$250	0%
P&R - OXFORD PICNIC AREA	\$250	\$100	\$150	40%
P&R - CREDIT CARD FEE	\$5,000	\$1,734	\$3,266	35%
LEASE - NEXTEL TOWER	\$16,049	\$5,310	\$10,739	33%
SURPLUS MATERIALS - RECREATION	\$0	\$0	\$0	0%
MISCELLANEOUS REVENUE - REC	\$18,000	\$7,537	\$10,463	42%
INTERFUND TRANS GEN FUND	\$22,000	\$7,949	\$14,051	36%
INTERFUND TRANS GEN FUND	\$238,393	\$57,149	\$181,244	24%
INTERFUND TRANS SALES TAX	\$133,000	\$43,822	\$89,178	33%
TOTAL REVENUES	\$6,882,369	\$252,077	\$6,630,292	4%

GENERAL P&R EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
AID TO PRIVATE ORGANIZATION	\$8,000	\$8,000	\$0	100%
REGULAR SALARIES & WAGES - FT	\$168,000	\$35,643	\$132,357	21%
REGULAR SALARIES & WAGES - PT	\$80,715	\$22,113	\$58,602	27%
TEMPORARY WAGES	\$45,000	\$0	\$45,000	0%
OVERTIME	\$500	\$576	(\$76)	115%
FICA TAXES	\$22,507	\$5,158	\$17,349	23%
RETIREMENT CONTRIBUTIONS	\$33,968	\$4,646	\$29,322	14%
LIFE & HEALTH INSURANCE	\$60,955	\$16,932	\$44,023	28%
WORKER'S COMPENSATION	\$5,658	\$2,829	\$2,829	50%
PROFESSIONAL SERVICES	\$500	\$0	\$500	0%
OTHER SERVICES	\$8,000	\$980	\$7,020	12%
TRAVEL & EDUCATION	\$1,000	\$0	\$1,000	0%
COMMUNICATIONS & FREIGHT	\$1,500	\$837	\$663	56%
UTILITY SERVICES	\$39,500	\$7,221	\$32,279	18%
RENTALS & LEASES	\$2,500	\$0	\$2,500	0%
INSURANCE	\$31,439	\$15,719	\$15,720	50%
REPAIRS & MAINTENANCE	\$18,000	\$2,600	\$15,400	14%
PROMOTIONAL ACT-PUBLIC NOTICE	\$1,000	\$261	\$739	26%
OTHER CURRENT OBLIGATION	\$0	\$0	\$0	0%
OFFICE SUPPLIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$60,000	\$18,870	\$41,130	31%
BOOKS, SUBSCRIP & PUBLICATIONS	\$0	\$0	\$0	0%
CAITAL IMPROVEMENTS	\$0	\$0	\$0	0%
LAND	\$0	\$0	\$0	0%
BUILDINGS	\$5,965,200	\$23,750	\$5,941,450	0%
INFRASTRUCTURE	\$248,427	\$14,073	\$234,354	6%
MACHINERY & EQUIPMENT	\$30,000	\$5,999	\$24,001	20%
WORK IN PROGRESS (WIP)	\$0	\$0	\$0	0%
BANK SERVICE CHARGE	\$5,000	\$2,895	\$2,105	58%
SPECIAL EVENTS	\$45,000	\$3,596	\$41,404	8%
TOTAL EXPENDITURES	\$6,882,369	\$192,699	\$6,689,670	\$0
TOTAL REVENUES	\$6,882,369	\$252,077	\$6,630,292	4%
Over/(Under)	\$0	\$59,378	(\$59,378)	

GENERAL FIRE REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
FEMA REIMBURSEMENTS - FIRE	\$0	\$0	\$0	0%
GRANTS FORESTRY 50/50 - FIRE	\$0	\$0	\$0	0%
NASSAU COUNTY - FIRE	\$0	\$0	\$0	0%
FIRE PROTECTION SERVICES - NC	\$0	\$0	\$0	0%
SURPLUS MATERIALS - FIRE	\$0	\$0	\$0	0%
HVFD DONATIONS	\$1,200	\$0	\$1,200	0%
MISCELLANEOUS REVENUE - FIRE	\$0	\$0	\$0	0%
INTERFUND TRANS GEN FUND	\$72,147	\$18,037	\$54,110	25%
INTERFUND TRANS SALES TAX	\$66,000	\$17,847	\$48,153	27%
TOTAL REVENUES	\$139,347	\$35,884	\$103,463	26%

GENERAL FIRE EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
WORKER'S COMPENSATION	\$5,658	\$2,829	\$2,829	50%
REIMBURSEMENT EXPENSE	\$4,250	\$4,250	\$0	100%
COMMUNICATIONS & FREIGHT	\$2,500	\$330	\$2,170	13%
UTILITY SERVICE	\$2,500	\$508	\$1,992	20%
RENTALS & LEASES	\$0	\$0	\$0	0%
INSURANCE	\$31,439	\$15,969	\$15,470	51%
REPAIRS & MAINTENANCE	\$9,000	\$421	\$8,579	5%
OFFICE SUPPLIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$15,000	\$1,104	\$13,896	7%
BOOKS, SUBSCRIP & PUBLICATIONS	\$3,000	\$1,633	\$1,367	54%
CAPITAL IMPROVEMENTS	\$20,000	\$0	\$20,000	0%
MACHINERY & EQUIPMENT	\$46,000	\$17,847	\$28,153	39%
TOTAL EXPENDITURES	\$139,347	\$44,891	\$94,456	32%
TOTAL REVENUES	\$139,347	\$35,884	\$103,463	26%
Over/(Under)	\$0	(\$9,007)	\$9,007	

GENERAL AIRPARK REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GRANTS FAA - AIRPARK	\$1,048,000	\$0	\$1,048,000	0%
FEMA REIMBURSEMENT - AIRPARK	\$0	\$0	\$0	0%
GRANTS DOT - AIRPARK	\$2,001,444	\$0	\$2,001,444	0%
NASSAU COUNTY - AIRPARK	\$0	\$0	\$0	0%
HILLIARD AVIATION - AIRPARK	\$0	\$0	\$0	0%
SURPLUS MATERIALS - AIRPARK	\$0	\$0	\$0	0%
MISCELLANEOUS REVENUE - AIRPARK	\$0	\$0	\$0	0%
INTERFUND TRANS GEN FUND	\$0	\$0	\$0	0%
INTERFUND TRANS SALES TAX	\$45,000	\$109,553	(\$64,553)	243%
TOTAL REVENUES	\$3,094,444	\$109,553	\$2,984,891	4%

GENERAL AIRPARK EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
COMMUNICATIONS & FREIGHT	\$0	\$0	\$0	0%
PROMOTIONAL ACTIVITIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$0	\$0	\$0	0%
LAND	\$1,903,444	\$165	\$1,903,279	0%
BUILDINGS	\$391,000	\$0	\$391,000	0%
INFRASTRUCTURE	\$800,000	\$0	\$800,000	0%
MACHINERY & EQUIPMENT	\$0	\$0	\$0	0%
WORK IN PROGRESS (WIP)	\$0	\$0	\$0	0%
DOCUMENTS & MATERIALS	\$0	\$0	\$0	0%
TRANSFER TO AIRPARK	\$0	\$0	\$0	0%
TRANSFER TO SALES TAX	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$3,094,444	\$165	\$3,094,279	\$0
TOTAL REVENUES	\$3,094,444	\$109,553	\$2,984,891	4%
Over/(Under)	\$0	\$109,388	(\$109,388)	

CAPITAL IMPROVEMENTS FUND REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	\$695,900	\$0	\$695,900	0%
DISCRETIONARY SALES TAX	\$569,373	\$114,850	\$454,523	20%
INTEREST INCOME SBA	\$25,000	\$7,331	\$17,669	29%
TRANSFER FROM GENERAL	\$0	\$0	\$0	0%
TOTAL REVENUES	\$1,290,273	\$122,181	\$1,168,092	9%

BANK SERVICE CHARGES	\$0	\$0	\$0	0%
TRANSFER TO GEN GOV'T	\$200,000	\$2,689	\$197,311	1%
TRANSFER TO STREETS	\$105,000	\$0	\$105,000	0%
TRANSFER TO RECREATION	\$133,000	\$43,822	\$89,178	33%
TRANSFER TO FIRE	\$66,000	\$17,947	\$48,053	27%
TRANSFER TO WATER & SEWER	\$741,273	\$42,652	\$698,621	6%
TRANSFER TO AIRPARK	\$45,000	\$109,553	(\$64,553)	243%
RESERVE	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$1,290,273	\$216,663	\$1,073,610	\$0

Over/(Under)	\$0	(\$94,482)	\$94,482
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SPECIAL REVENUE REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	\$100,000	\$0	\$100,000	0%
LOCAL OPTION GAS TAX - NEW 5 CENTS	\$79,588	\$20,877	\$58,711	26%
LOCAL OPTION GAS TAX	\$123,409	\$34,709	\$88,700	28%
TOTAL REVENUES	\$302,997	\$55,586	\$247,411	18%
INTERFUND TRANSFER TO STR	\$300,000	\$0	\$300,000	0%
RESERVE	\$2,997	\$0	\$2,997	0%
TOTAL EXPENDITURES	\$302,997	\$0	\$302,997	0%
Over/(Under)	\$0	\$55,586	(\$55,586)	

ENTERPRISE FUND REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	\$0	\$0	\$0	0%
CDBG WM EXT - W&S	\$700,000	\$0	\$700,000	0%
RIF WM EXT - W&S	\$1,000,000	\$0	\$1,000,000	0%
GRANTS USDA RD - W&S	\$0	\$0	\$0	0%
FEMA REIMBURSEMENTS - W&S	\$0	\$0	\$0	0%
AMERICAN RECOVERY FUNDS	\$1,634,285	\$0	\$1,634,285	0%
GRANTS DEP SRF SEWER REHAB - W&S	\$652,310	\$0	\$652,310	0%
WATER UTILITY REVENUE	\$604,299	\$151,131	\$453,168	25%
SEWER UTILITY REVENUE	\$615,535	\$156,516	\$459,019	25%
TAP-ON FEES - W&S	\$86,500	\$11,900	\$74,600	14%
TRANSFER FEES - W&S	\$500	\$90	\$410	18%
TURN ON/OFF FEES - W&S	\$8,000	\$1,375	\$6,625	17%
WATER LINE EXTENSION FEES	\$20,000	\$4,019	\$15,981	20%
SEWER LINE EXTENSION FEE	\$30,000	\$0	\$30,000	0%
RECONNECT FEE - W&S	\$300	\$50	\$250	17%
INTEREST INCOME SBA	\$85,000	\$16,343	\$68,657	19%
INTEREST INCOME CKG	\$800	\$338	\$462	42%
LEASE - WATER TOWER	\$0	\$0	\$0	0%
SYSTEM DEVELOPMENT CHARGES	\$0	\$5,396	(\$5,396)	0%
SURPLUS MATERIALS - W&S	\$0	\$0	\$0	0%
NSF FEES - W&S	\$700	\$30	\$670	4%
PENALTIES - W&S	\$40,000	\$11,554	\$28,446	29%
METER TAMPERING FEES - W&S	\$0	\$50	(\$50)	0%
CONVENIENCE CHARGE	\$15,000	\$4,435	\$10,565	30%
MISCELLANEOUS REVENUE - W&S	\$5,000	\$150	\$4,850	3%
W&S DEVELOPMENT SINGLE LOT	\$0	\$640	(\$640)	0%
W&S DEVELOPMENT INVESTIGATION	\$0	\$0	\$0	0%
W&S SEPTIC TANK & WELL EXCEPTION	\$0	\$500	(\$500)	0%
TRANS FROM GENERAL	\$0	\$0	\$0	0%
TRANS FROM SALES TAX	\$741,273	\$42,652	\$698,621	6%
TRANS FROM SPEC REVENUE	\$0	\$0	\$0	0%
LOANS - W&S	\$0	\$0	\$0	0%
TOTAL REVENUES	\$6,239,502	\$407,168	\$5,832,334	7%

ENTERPRISE FUND EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
REGULAR SALARIES & WAGES	\$376,376	\$70,453	\$305,923	19%
PART TIME SALARIES & WAGES	\$0	\$0	\$0	0%
OVERTIME	\$16,000	\$1,677	\$14,323	10%
FICA TAXES	\$30,017	\$6,705	\$23,312	22%
RETIREMENT CONTRIBUTIONS	\$53,481	\$7,282	\$46,199	14%
LIFE & HEALTH INSURANCE	\$142,229	\$38,944	\$103,285	27%
WORKER'S COMPENSATION	\$5,658	\$2,829	\$2,829	50%
PROFESSIONAL SERVICES	\$32,000	\$3,845	\$28,155	12%
ACCOUNTING & AUDITING	\$22,000	\$0	\$22,000	0%
WASTE DISPOSAL	\$25,000	\$4,950	\$20,050	20%
TRAVEL & EDUCATION	\$5,000	\$0	\$5,000	0%
COMMUNICATIONS & FREIGHT	\$16,600	\$10,123	\$6,477	61%
WATER PLANT ELECTRICITY	\$25,000	\$5,231	\$19,769	21%
SEWER PLANT ELECTRICITY	\$95,000	\$19,782	\$75,219	21%
RENTALS & LEASES	\$5,000	\$0	\$5,000	0%
INSURANCE	\$31,439	\$15,719	\$15,720	50%
REPAIRS & MAINTENANCE	\$150,000	\$100,785	\$49,215	67%
PROMOTIONAL ACT-PUBLIC NOTICE	\$1,000	\$144	\$856	14%
OTHER CURRENT OBLIGATIONS	\$174,094	\$4,120	\$169,974	2%
OFFICE SUPPLIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$300,000	\$59,044	\$240,956	20%
BOOKS, SUBSCRIP & PUBLICATIONS	\$10,000	\$5,673	\$4,327	57%
AMORTIZATION EXPENSE	\$0	\$0	\$0	0%
DEPRECIATION EXPENSE	\$0	\$0	\$0	0%
CAPITAL IMPROVEMENTS	\$0	\$0	\$0	0%
LAND	\$0	\$0	\$0	0%
BUILDINGS	\$0	\$0	\$0	0%
INFRASTRUCTURE	\$3,945,893	\$152,205	\$3,793,688	4%
MACHINERY & EQUIPMENT	\$0	\$0	\$0	0%
WORK IN PROGRESS (WIP)	\$0	\$0	\$0	0%
INTEREST EXPENSE BONDS	\$90,715	\$0	\$90,715	0%
BAD DEBT EXPENSE	\$0	\$0	\$0	0%
BANK SERVICE CHARGES	\$15,000	\$7,426	\$7,574	50%
AID TO PRIVATE ORGANIZATION	\$10,000	\$10,000	\$0	100%
RESERVE	\$662,000	\$0	\$662,000	0%
TOTAL EXPENDITURES	\$6,239,502	\$526,937	\$5,712,565	8%

TOTAL REVENUES	\$6,239,502	\$407,168	\$5,832,334	\$0
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Over/(Under)	\$0	\$119,769	(\$119,769)	
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AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 20, 2025

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

SUBJECT: Town Council to approve increase in the hours for the Land Use Administrator from 20 to 30 office hours per week.

BACKGROUND:

Lee Anne Wollitz took on the responsibility of Land Use Administrator on December 15, 2022. The contract is attached for review.

At that time Lee Anne was asked to work up to 20 hours each week and has maintained that schedule for the last two years.

The current schedule has her in the office 18 hours each week, including Thursday evenings for Council meetings but does not include the Planning & Zoning Board meeting or the other various county committees. (which are spread over the other 8 hours monthly)

Due to expansion of development and the desire of the Council to ensure Hilliard's presents on county wide teams and committees there is no longer enough time to complete the workload needs in a timely manner.

I believe that three 8-hour workdays each week are needed. (24 hours a week in the office) I would also like up to 6 hours weekly for meetings which fall out of the regular work hours. (up to 24 hours monthly) as some of this work is only quarterly.

These meeting hours would include, Council meetings, P&Z meetings, NCSB future land team and yearly WS, NC Vision 2050 team, Nassau EM LMS team, Nassau EM Stakeholders meeting, Nassau County Vulnerability Assessment Team, Regional Planning Council meeting and training, and Flood Plain Management meetings and training.

This would allow up to 30 hours weekly.

I am still in school working towards my degree therefore I would need the office hours to be flexible so I can set the days as I register for classes each semester.

FINANCIAL IMPACT:

RECOMMENDATION:

Town Council to approve increase in the hours for the Land Use Administrator from 20 to 30 office hours per week.

LAND USE ADMINISTRATOR AGREEMENT

THIS LAND USE ADMINISTRATOR AGREEMENT (hereinafter, the "Agreement") is entered into by and between the Town of Hilliard, Florida, a Florida municipal corporation (the "TOWN"), and LEE ANNE WOLLITZ ("WOLLITZ"). The TOWN and WOLLITZ may be referred to cumulatively or collectively as the "Parties."

WHEREAS:

- The TOWN will soon have a vacancy in the position of Land Use Administrator;
- The Land Use Administrator position is vital for the continuing health, safety, and welfare of the Town;
- The Land Use Administrator's responsibilities are defined in Chapter 62 of the Town Code, but, in summary, is in charge of the day-to-day administration of Chapter 62 of the Town Code and all of its numerous sections;
- WOLLITZ is qualified, experienced, and able to perform the responsibilities of the TOWN's Land Use Administrator;
- WOLLITZ is willing to act as Land Use Administrator upon appointment and pursuant to the terms of this Agreement and the TOWN desires appointing it to act as Land Use Administrator; and
- The Parties desire memorializing the terms of their agreement for how WOLLITZ should perform as Land Use Administrator and be compensated for it.

NOW, THEREFORE, in consideration of the matters set forth above (which are hereby incorporated herein by reference), the mutual promises and covenants described herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the TOWN and WOLLITZ agree as follows:

1. Agreement Execution. The date on which the last Party executes the Agreement shall be the "Effective Date."

2. Land Use Administrator Responsibilities.

2.1. Duties. WOLLITZ agrees to perform the responsibilities of the Land Use Administrator, as described in Section 62-33 of the Town Code, which is attached as Exhibit A to this Agreement. WOLLITZ also agrees to perform the responsibilities of the Land Use Administrator pursuant to any amendments to Section 62-33.

2.2. Conflicts. WOLLITZ agrees to inform the Planning and Zoning Board of any conflict of interest that she is aware of that could potentially impact her duties as Land Use Administrator.

2.3. Responses. WOLLITZ agrees to promptly comply with all lawful, reasonable requests from the Town Clerk, Town Council, Town Attorney, or Planning and Zoning Board. WOLLITZ also agrees to use her best reasonable efforts to respond to members of the public.

2.4. Quarterly Reports. WOLLITZ agrees that she shall make herself available up to once per quarter in the calendar year to provide a report to a regular Town Council meeting or duly noticed workshop called by the Town Council.

2.5. Unavailability. WOLLITZ shall provide written notice to the Planning and Zoning Board at any time she will be unable to comply with the regulations or laws applicable to the Land Use Administrator, or that she is unable to perform her duties as Land Use Administrator for more than a week, and that she will further provide advance notice as early as practicable of any unavailability from the jurisdiction.

2.6. Invoices. WOLLITZ shall remit her invoices for work performed on the last day of each month for the work performed in that month, or the next business day as is applicable.

3. Town Responsibilities.

3.1. Payment. In exchange for the performance of the services described in Section 2, *supra*, the TOWN shall pay THIRTY AND 00/100 DOLLARS (\$30.00) per hour to WOLLITZ each month. The TOWN shall pay this no later than the 20th day of the month after the month billed. WOLLITZ shall not be reimbursed for any expenses, including for travel, without written approval from the TOWN prior to WOLLITZ incurring the expense.

3.2. Legal Fees. In the event that WOLLITZ as Land Use Administrator, while acting in her official capacity as Land Use Administrator, is required to defend litigation, the TOWN shall provide qualified legal counsel for the legal defense at the TOWN's expense. However, in the event that WOLLITZ as Land Use Administrator, while acting in her official capacity as Land Use Administrator, is required to instigate litigation, the TOWN shall provide qualified legal counsel for the legal defense only upon TOWN approval of the litigation.

4. **Duration.** The Agreement shall be in effect beginning on the day after FLEET & ASSOCIATES ARCHITECTS/PLANNERS, INC. ceases to be Land Use Administrator until one of the Parties provides written notice to the other Party of its election to terminate the Agreement. Either Party may provide such notice but it must be provided at least thirty (30) days prior to the month in which the Agreement will terminate unless such termination is for cause.

5. Warranties.

5.1. Qualifications. WOLLITZ warrants and represents to the TOWN that she possesses the qualifications to serve as a Land Use Administrator for the TOWN and that she has never been convicted of a felony in any jurisdiction in the United States of America or had any applicable or relevant licenses revoked by any regulatory agency for disciplinary reasons.

5.2. Review of Applicable Codes. WOLLITZ warrants and represents to the TOWN that she has reviewed Chapter 62 of the Town Code in its entirety and that she understands the requirements and responsibilities contemplated by Chapter 62 of the Town Code on the Land Use Administrator.

5.3. Proposal. WOLLITZ warrants and represents to the TOWN that her application attached as Exhibit B is a true and accurate representation of her relevant experience

and qualifications and that the TOWN may rely upon it in considering her qualifications to serve as a Land Use Administrator. Exhibit B is not incorporated for any other purpose besides WOLLITZ's representations regarding her qualifications and experience.

6. Independent Contractor. This Agreement calls for WOLLITZ to act as an independent contractor in her capacity as the TOWN's Land Use Administrator and WOLLITZ will not be considered an employee for any purpose.

7. Miscellaneous Provisions.

7.1. Dispute Resolution. In the event of any disagreement or claim arising out of this Agreement between the Parties, the Parties shall first confer and exercise reasonable efforts to resolve such a dispute.

7.2. No Oral Agreements. The Parties agree that this Agreement constitutes the entire agreement of the Parties, that this Agreement supersedes any prior understandings or agreements between them, and that there are no representations, warranties, or oral agreements other than those expressly set forth herein.

7.3. No Waiver of Breach. The failure of a Party to insist on strict performance of any provision of this Agreement shall not be construed to constitute a waiver of a breach of any other provision or of a subsequent breach of the same provision.

7.4. Severability. This Agreement is severable, and if any term or provision is determined to be unenforceable, this shall not render the remainder of the Agreement unenforceable.

7.5. Other Acts. Each Party agrees to timely perform such other acts that are reasonably necessary or that may be reasonably requested by the other Party to effectuate the provisions of this Agreement.

7.6. Mutuality of Negotiation. The Parties acknowledge that this Agreement is a result of negotiations between the Parties and the Agreement shall not be construed in favor of, or against, either Party as a result of that Party having been more involved in the drafting of the Agreement. The Parties represent that they have voluntarily entered into this Agreement.

7.7. Attorney Fees. In any litigation, including breach enforcement, or interpretation of this Agreement, the prevailing Party shall be entitled to recover reasonable attorney fees and costs from the non-prevailing Party.

7.8. Assignment. Neither Party shall or may assign the rights or responsibilities described in this Agreement, or any portion thereof, without written consent of the other Party.

7.9. Amendment. No amendment to this Agreement shall be effective except those agreed by the Parties in writing.

7.10. Venue and Governing Law. The Parties agree that Nassau County, Florida shall be the exclusive venue for any action arising out of or relating to this Agreement and that Florida law shall govern any such dispute.

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SIGNATURES ON THE FOLLOWING PAGE

I, LEE ANNE WOLLITZ, certify that I have been open and honest in entering into this Agreement. I am satisfied with this Agreement and shall be bound by it.

Dated: December 15, 2022.

[Signature]
LEE ANNE WOLLITZ

STATE OF FLORIDA
COUNTY OF Nassau

Sworn to or affirmed and subscribed before me on 12/15/2022 by LEE ANNE WOLLITZ.



[Signature]
NOTARY PUBLIC - STATE OF FLORIDA

Lisa Purvis
Printed Name of Notary

- Personally known
- Produced identification
- Type of identification produced _____

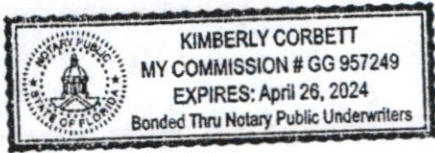
I, LISA PURVIS, acting as TOWN CLERK of the TOWN OF HILLIARD, FLORIDA certify that I have been open and honest in entering into this Agreement. I am satisfied with this Agreement and intend to be bound by it.

Dated: December 15, 2022.

LISA PURVIS, Town Clerk

STATE OF FLORIDA
COUNTY OF NASSAU

Sworn to or affirmed and subscribed before me on December 15, 2022 by LISA PURVIS as TOWN CLERK of the TOWN OF HILLIARD, FLORIDA.



NOTARY PUBLIC - STATE OF FLORIDA

Kimberly Corbett

Printed Name of Notary

- Personally known
- Produced identification
- Type of identification produced _____

FLOYD WANZANT, Mayor

EXHIBIT A

Sec. 62-33. Powers and duties of the land use administrator's office.

The land use administrator shall administer and enforce the provisions of this chapter. The duties of the land use administrator are to:

- (1) Provide for the processing of all applications for zoning amendments, variances, and conditional uses.
- (2) Keep comprehensive records of applications, permits and certificates issued, complaints filed, inspections made and notices or orders issued. The land use administrator shall retain on file copies of required drawings and all related legal documents.
- (3) Record changes in district boundaries of the zoning atlas. If in accordance with the provisions of this chapter when changes are made in district boundaries or other matters portrayed on the official zoning atlas, such changes shall be made on the official zoning map promptly after the amending ordinance has been legally approved by the town council, together with an entry on the official zoning map as follows: "On (date) by official action of the town council the following change(s) were made on the official zoning atlas (brief description of nature of change)," which entry shall be signed by the president, attested by the town clerk, and approved by the mayor.
- (4) Mail notices of zoning requests to be considered at the next scheduled meeting of the planning and zoning board to its respective members seven days prior to the meeting date. This will allow the planning and zoning board members sufficient time to make the necessary site inspections.
- (5) Assist applicants in understanding the provisions of this chapter.
- (6) Enter any building, structure, or premises to perform any duty imposed by this chapter.
- (7) Suggest to the planning and zoning board and the town council modifications to this chapter and map, with written statement outlining the need for such changes.
- (8) Conduct the necessary inspections required to make rational zoning decisions and to properly advise the town council and the planning and zoning board on zoning matters.
- (9) Review all applications for building permits including plot plans to determine whether the proposed construction, alteration, repair, enlargement, and the proposed use is in compliance with the provisions of this chapter. The land use administrator's signature, stating approval or disapproval, is required on all building permit applications before a building permit is issued.
- (10) Review all applications for permits proposing to construct, alter, or allow an airport obstruction in an airport hazard area. The land use administrator's signature, stating approval or disapproval, is required on all building permit applications before a building permit is issued.
- (11) Periodically canvass the town for zoning violations.
- (12) Initiate the appropriate proceedings against violators of this chapter in accordance with the provisions of this chapter.
- (13) In the event the land use administrator is unable to perform these duties the mayor shall appoint a planning and zoning board member to serve in that capacity or a designee as directed by the planning and zoning board.

(Code 1997, § 62-33; Ord. No. 87-119, § 3-4, 12-29-1987; Ord. No. 92-139; Ord. No 97-93, § 1, 4-6-1998; Ord. No. 2001-06, § 1, 2-21-2002; Ord. No. 2004-19, § 2, 1-6-2005; Ord. No. 2017-12, § 2, 7-20-2017)

EXHIBIT B

**Employment Proposal -
Land Use Administrator (Part-Time)**

Purpose of Proposed Position:

The proposed part-time Land Use Administrator will perform executive-level administrative tasks to include all aspects of land use including zoning, site plan review, special permits, and subdivisions as delineated by state statutes and local code - unless directed to outside consultants; All other related work as required under the general direction of the Town Council and in coordination with the Planning and Zoning board.

Essential Function of Proposed Position:

To Interact with land owners, developers, attorneys, engineers, realtors and the general public on behalf of the Town, demonstrating a high degree of diplomacy and judgment in representing the Town so as to protect and promote its overall interests.

The Land Use Administrator Specific Responsibilities:

As delineated in Town of Hilliard Municipal Code and Documents.

Hours and Salary:

This is a part-time position of at least 10 office hours per week based on job demands but not to exceed 15 office hours per week and is not eligible for benefits.

This would be a 1099 independent contractor position with a rate of pay of \$30 per hour. Additional compensation would include costs for annual continuing education in the field of Land Use or related disciplines. Costs of any Town of Hilliard mandated conferences, travel, food, and lodging.

Regular work hours and weekly schedule will be determined based on the Town's needs, but will require attendance at all Planning and Zoning Board meetings as scheduled, Town Council meetings as requested, and special meetings and workshops as requested and paid in addition to the regular 10 + hours per week.

Lee Anne Wollitz

37024 S. Oak Street
 Hilliard FL 32046
 (904)507-8766
lawollitz@gmail.com
lwollitz@townofhilliard.com

Skills

Exhibits excellent communication and conflict resolution skills, Budget and record Keeping skills, Intermediate skills using Microsoft Office Programs, Excellent organizational and time management skills. Problem solving and database management skills are above average.

Experience

January 2019 - PRESENT

Rivers Edge Church - *Administrative assistant*

- Bookkeeper. Database management.
- Oversee all Volunteer teams.
- Office administrative task..

May 2020 - PRESENT

First Baptist Church of Boulougne - *Bookkeeper*

- Weekly Bookkeeping.
- Large project oversight/ rewriting of founding documents.

January 2014- January 2019

Rivers Edge Church - *Children's Director*

- Oversee Budget Development.
- Oversee Volunteer teams.
- Recruit and Train Staff
- Program implementation and quality assurance

Education

August 1998 - May 1999

Brewton Parker College - *Mt. Vernon, Georgia*

Some college coursework completed.

August 1990 - May 1997

Hilliard Middle Senior High School - *Hilliard, Florida*

Graduated May 1997

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, FEBRUARY 06, 2025, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

Mayor Beasley and Parks & Recreation Director Gabe Whittenburg, recognize the participants of the Youth Volleyball league that are present.

Joy Clark, Hilliard and Lorra Britt, Callahan both Branch Managers of Southeastern Bank, presents \$500 donation checks from each branch to the Traveling Vietnam Memorial Wall coming in April 2025.

PRESENTATIONS

ITEM-1 Presentation of Certificate of Recognition to Planning & Zoning Board Member, Mrs. Josetta Lawson in honor of 20 Years of Dedicated Service to the Town of

Hilliard.
Mayor Beasley

Mayor Beasley presents Certificate of Recognition to Planning & Zoning Board Member, Mrs. Joretta Lawson in honor of 20 Years of Dedicated Service to the Town of Hilliard.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-14 Town Council to set a Workshop to discuss Town growth and development.

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

ITEM-15 Town Council to approve the contract for the purchase of the third parcel at the Hilliard Airpark.

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

ITEM-3 Town Council approval of the Northeast Florida Fair Association Rental Agreement for the hosting of the Vietnam's Voices Traveling Memorial Wall from April 17 through April 21, 2025, at the Northeast Florida Fair Grounds.
Alicia Head – Public Information Officer & Event Coordinator

Motion to table item until the February 20,2025, Regular Meeting.

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

ITEM-4 Town Council approval to adopt Resolution No. 2025-03, accepting a Florida Department of Transportation offer of a Public Transportation Grant Agreement and authorizing and directing the Hilliard Town Council to accept such agreement, for the Design and Construction of Hangar Buildings at the Hilliard Airpark.
Mayor Beasley

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

ITEM-5 Town Council approval to adopt Resolution No. 2025-04, accepting a Florida Department of Transportation offer of a Public Transportation Grant Agreement and authorizing and directing the Hilliard Town Council to accept such

agreement, for the Design Realignment of Pea Farm Road Beyond R/W 36 to RPZ at the Hilliard Airpark.

Mayor Beasley

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

ITEM-6 Town Council to reschedule the Annual Joint Workshop with the Nassau County School Board.

Lisa Purvis, MMC – Town Clerk

Motion to offer the date of Tuesday, February 25, 2025 or Monday, March 3, 2025, to the Nassau County School Board.

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

ITEM-7 Town Council approval of the Capital Budget Expenditure for Well #4 Pump Replacement, L & M's Drilling and Waterworks in the amount of \$35,125.15.

Cory Hobbs – Interim Public Works Director

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

ITEM-8 Town Council approval of the Capital Budget Expenditure for Manhole 167 and Manhole 170 Repairs, Engineering Services Agreement with Mittauer & Associates, Inc. in the amount of \$18,400.00.

Cory Hobbs – Interim Public Works Director

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

ITEM-9 Town Council approval of the Capital Budget Expenditure for Manhole 157 Repairs, Atlantic Pipe Services LLC in the amount of \$11,620.00.

Cory Hobbs – Interim Public Works Director

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

ITEM-10 Town Council approval of the Minutes for the January 9, 2025, Workshop, and the January 16, 2025, Public Hearing & Regular Meeting.

Lisa Purvis, MMC – Town Clerk

Timothy Fisk, 27146 West First Avenue, Hilliard, clarifies his remarks made at a previous meeting regarding Town Hall Park.

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

- ITEM-11 Town Council approval of Atlantic Pipe Services, Payable through January 17, 2025, Project Name: Sewer Manhole 53 Oxford & W. First in the amount of \$9,170.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$9,170

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

- ITEM-12 Town Council approval of Miller Electric Company, Payable through January 22, 2025, Project Name: Generator & Electric, in the amount of \$8,923.50.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$30,200

Councilman Wollitz inquiries regarding this project's timeline.
Interim Public Work Director Cory Hobbs explains that there is a shipping delay with some of the needed parts.

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

- ITEM-13 Town Council approval of Rangeline Tapping Services, Inc., Payable through January 30, 2025, Project Name: Emergency Tap on County Road 108 in the amount of \$9,207.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$9,207

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

ADDED ITEMS

- ITEM-14 Town Council to set a Workshop on February 20, 2025, at 6:00 p.m., to discuss growth and development within the Town of Hilliard.
Council President Sims

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

- ITEM-15 Town Council approval of the contract for the purchase of the Geiger parcel for \$438,000 at the Hilliard Airpark.
Lisa Purvis, MMC – Town Clerk

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

ADDITIONAL COMMENTS

PUBLIC

Heather Gates, 27306 West Fifth Avenue, Hilliard, addresses Councilman Michaels, questioning whom he was referring to as "stupid" during the break at the previous meeting. She expresses that such behavior is disrespectful and urges him to step down, citing a violation of the Town's ethical bylaws. Additionally, she inquires whether certain employees who were caught using profanity toward customers and vaping in the office are still employed by the Town. She stresses the need for Councilman Michaels to issue a public apology for his remarks.

Glenn Higginbotham, 3754 Wade Drive, Hilliard, shares that he had the opportunity to work alongside Mrs. Joretta Lawson and attests to her dedication, noting that she thoroughly researched every item that came across her desk. He adds that he was proud to have worked with her.

Timothy Fisk, 27146 West First Avenue, Hilliard, asserts that to prevent conflicts of interest, any council member holding a realtor's license should abstain from voting on housing matters, extending this restriction to their immediate family as well. He informs the council that he has submitted a petition allowing himself and others to collect signatures for Ordinance No. 2025-01, aiming to bring the issue to a Town-wide referendum vote.

Additionally, he presents a photo of a man allowing a small child in the driver's seat on a golf cart, emphasizing that it is the Town's responsibility to enforce its ordinances. He questions how the Town plans to address such violations, stating that the image borders on child endangerment and neglect.

John Gates, 27306 West Fifth Avenue, Hilliard, explains that the concrete at the skatepark is cracked and he would like for the Town to fix up the skatepark.

Shawn Pride, 37199 Oxford Street, Hilliard, remarks that he is present simply to make some noise and express an existential statement. He then apologizes for taking up the Council's time.

MAYOR & TOWN COUNCIL

Mayor Beasley, delivers the State of the Town address, beginning by recalling that "Big Dave" used to present one at every meeting, always affirming that the state of the Town is good—a sentiment he reiterates. He reflects on 2024 as a year of both challenges and successes, as is the case every year.

He commends the Public Works Department for their dedication to repairs, maintenance, and acquiring new equipment that benefits both the Town and its residents. He also recognizes the Town Clerk and her staff for their crucial role in keeping the Town funded and operational, including securing grants to support its growth.

Mayor Beasley praises the Parks & Recreation Department for their exceptional work in developing programs under the Director's leadership. He highlights the addition of Town Hall Park, and the various events held there, crediting Alicia Head, Public Information Officer & Event Coordinator, for her contributions.

He concludes by expressing gratitude to all Town staff and citizens who support community events, with a special acknowledgment to the Volunteer Fire Department for their service.

Mayor Beasley, announces that planning for the 2025 Fireworks Show is underway. However, due to a scheduled surgery in June, he requests a representative from the Town to take on the responsibility, assuring them that he will provide the necessary information. He also reminds attendees of the upcoming HAC Meeting on February 24, 2025, at 7:00 p.m., where discussions will focus on the Town Cleanup and the Traveling Vietnam Wall.

Councilman Wollitz, extends his thanks to the Volunteer Fire Department for their efforts during Winter Storm Enzo. He also expresses appreciation to Southeastern Bank for their contribution to the Traveling Vietnam Wall and recognizes Planning & Zoning Board Member Mrs. Josetta Lawson for her 20 years of dedicated service to the Town.

Council Pro Tem Pickett, also thanks Southeastern Bank for their donation and expresses gratitude to Mrs. Josetta Lawson for her years of service. He concludes by appreciating all those in attendance at the meeting, emphasizing the value of public input, whether positive or critical.

Council President Sims, joins in recognizing and thanking Mrs. Josetta Lawson for her two decades of service to the Town.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk, Lisa Purvis

Interim Public Works Director, Cory Hobbs

Parks & Recreation Director, Gabe Whittenburg

Mayor Beasley, speaks on behalf of Parks & Recreation Director Gabe Whittenburg, who had to leave to attend practice at the gymnasium. He encourages everyone to attend the basketball games on Saturday, February 8, 2025, from 8:00 a.m. to 8:00 p.m.

Town Clerk Lisa Purvis, announces that Mrs. Janis Atkins will present a proclamation in April for Election Poll Worker Appreciation Day, scheduled for Tuesday, April 22, 2025, from 4:00 p.m. to 7:00 p.m. Refreshments and door prizes will be provided for poll workers. She informs the Town Council that Councilman Hunter has been invited to participate in the Florida League of Cities Leadership Class on March 6-7, 2025.

Regarding the Florida Department of Environmental Protection State Revolving Fund Grant & Loan, she explains that a rate study and subsequent rate increase are required due to the water and sewer department's operating losses over the past three years. This step is necessary before the Town can receive the loan. She is currently working with the Florida Rural Water Association to conduct a free rate study and has also contacted Mittauer & Associates, Inc. regarding the System Development Charge fee study, which is nearly ready for presentation.

She also provides an update on the Florida Department of Environmental Protection's Fiscal Year 2024-2025 Resilient Florida Program, for which the Town was awarded \$180,000. Mittauer & Associates, Inc. is assisting with the submission process. This grant will help address flooding issues in the area.

Additionally, she announces that the Town will officially close on the Geiger property on Friday, February 7, 2025.

Finally, she congratulates Planning & Zoning Board Member Mrs. Josetta Lawson for her 20 years of dedicated service to the Town of Hilliard.

TOWN ATTORNEY

Town Attorney Christian Waugh, mentions that he met with local municipalities today, including the local school board and the Town's Land Use Administrator, Lee Anne Wollitz,

to discuss the Interlocal Agreement on school concurrency. He expresses confidence that the Town will receive a favorable agreement.

ADJOURNMENT

Motion to adjourn at 7:45 p.m.

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

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor



Alberre Appraisal Group
 3617 Crown Point Road
 Suite 10
 Jacksonville, FL 32257

Invoice

Bill To
Lisa Purvis, MMC Town Clerk Town of Hilliard PO Box 249 15859 West CR 108

Date	Invoice #
1/10/2025	24-1041

Description	Appraisal Format	Amount
371260 Eastwood Road, Hilliard, Fl 32046. 2.90 acres of R-1 zoned land adjacent to the Hilliard Airpark	Appraisal	3,200.00
Total		\$3,200.00
Payments/Credits		\$0.00
Balance Due		\$3,200.00

INVOICE FOR PROFESSIONAL SERVICES

ITEM-13

PROJECT: Town of Hilliard Hurricane Shelter
Hilliard, FL

DATE: 01/22/25

INVOICE NO. 24022-1

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

PROJECT NO. 24022

lpurvis@townofhilliard.com
waughlaw@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 **01/22/25**
THE SUM OF **DOLLARS \$ 11,000.00**
THE ABOVE AMOUNT SHALL BECOME DUE AND PAYABLE **30** DAYS FROM THE DATE HEREOF.

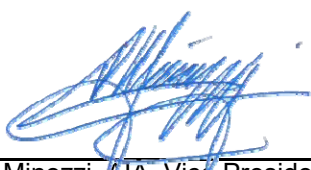
INTEREST ON OVERDUE ACCOUNTS SHALL ACCRUE AT 1.5% PERCENT PER Month

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

Fee	\$572,000.00
Reimbursables	\$0.00
Total Fee	<u>\$572,000.00</u>

Fee Earned	\$11,000.00
Invoiced to Date	\$0.00

Total Amount Due this Invoice \$11,000.00

Invoice Reviewed and Approved by: 
Aldo Minozzi, AIA, Vice President

POH 4141 Southpoint Dr. E. #200
Jacksonville, Florida 32216
904 - 224 - 0001
GROUP FAX - 224 - 0023
www.pqh.com

INVOICE FOR PROFESSIONAL SERVICES

ITEM-13

Project: Town of Hilliard Hurricane Shelter
 Hilliard, FL

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

Invoice Date: 01/22/25
 Invoice Number: 24022-1
 Project Number: 24022

TOTAL AMOUNT DUE
 THIS INVOICE: \$11,000.00

SERVICE RENDERED	TOTAL FEE	% COMPLETE	TOTAL DUE TO DATE	PREVIOUSLY INVOICED	AMOUNT DUE
Site Assess & Prelim Design	22,000.00	50%	11,000.00	0.00	11,000.00
Schematic Design	30,000.00	0%	0.00	0.00	0.00
Design Development 30%	60,000.00	0%	0.00	0.00	0.00
Const. Documents 60%	76,000.00	0%	0.00	0.00	0.00
Const. Documents 90%	76,000.00	0%	0.00	0.00	0.00
Const. Documents 100%	40,000.00	0%	0.00	0.00	0.00
Bidding/Permitting	16,000.00	0%	0.00	0.00	0.00
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	0%	0.00	0.00	0.00
Geotechnical Engineering Rpt	8,000.00	0%	0.00	0.00	0.00
Civil Engineering	75,000.00	0%	0.00	0.00	0.00
Landscaping	15,000.00	0%	0.00	0.00	0.00
Design Contingency Allowance	75,000.00	0%	0.00	0.00	0.00
Previous Reimbursables	0.00	0%	0.00	0.00	0.00
Reimbursables this invoice x 1.15	0.00	0%	0.00	0.00	0.00
TOTAL	\$572,000.00	2%	\$11,000.00	\$0.00	\$11,000.00

Elise Earnest

From: Gabe Whittenburg
Sent: Monday, February 10, 2025 1:01 PM
To: Elise Earnest
Subject: FW: Invoice statement as of 02/03/2025

Need to place this one on agenda for second (and probably final draw)

Gabe Whittenburg
 Director, Parks & Recreation
 Town of Hilliard
 37516 Oxford St.
 Hilliard, FL 32046
 Office: 904.845.2733



From: Shawn Hudson <islandhopperhomerepair@gmail.com>
Sent: Monday, February 3, 2025 11:41 AM
To: Gabe Whittenburg <gwhittenburg@townofhilliard.com>
Subject: Invoice statement as of 02/03/2025

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

City of Hilliard

(Gymnasium)

We will wrap existing building in lap siding
 After small repair to existing rot
 We will wrap whole building in housewrap as wind barrier
 Behind every lap will be aluminum flashing
 We will be Caulking all joints and trim with 40yr dap caulk
 All trim boards will be fiber cement
 We will be replacing all soffit

Upon completion of siding and soffit we will paint the buildings exterior with Sherwin williams paint (all siding and trim is preprimmed)to the colors specified by customers

Total for said work \$36,750.00

Startup amount to cover disposal and all materials \$23750.00

Two weeks into said work a draw of \$5000.00

Upon completion of said work finall payment of \$8000.00

Island Hopper Home repair LLC
Shawn Hudson
85152 myrtice rd Yulee fla 32097

Dated 02/03/2025

1)*****Statement for 1st draw of said amount in this proposal of \$5000.00 se above that was already approved *****

2) *****final draw to be given upon completion at the end of the month in said amount discussed of \$8000.00*****

"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."