

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Cory Hobbs, Public Works Director
Gabe Whittenburg, Parks & Rec Director
Lee Anne Wollitz, Land Use Administrator
TOWN ATTORNEY
Christian Waugh

AGENDA

THURSDAY, MAY 21, 2026, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PROCLAMATIONS

ITEM-1 The Town of Hilliard to Recognize The Life, Service, and Sacrifice of James Kevin Crews.
John P. Beasley – Mayor

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-3 Town Council approval of the Kynex, Inc. contract with both the Town of Hilliard and the Town of Callahan splitting the cost, to be held at the Northeast Florida Fairgrounds on July 4, 2026, and a Council Member to be appointed as liaison.
John P. Beasley – Mayor

ITEM-4 Town Council approval of Amended Capital Budget Expenditure of Belt Press Rehabilitation in the amended amount of \$6,233.28, for a revised total cost of \$72,639.45, from Phoenix Process Equipment Co., a sole source vendor.
Cory Hobbs – Public Works Director

ITEM-5 Town Council consideration and approval of the proposed Capital Expenditure for the Water & Sewer Extension Project on north side of Block 125, based on cost estimates received and the recommendation of the Public Works Department.

Cory Hobbs – Public Works Director

ITEM-6 Town Council approval of the closeout and final payments for the Grant Project – North Oxford Street Park Phase II, FRDAP Project No. A24019, including grant reimbursement in the amount of \$200,000.00 and approval of the capital project overage in the amount of \$2,291.65.

Lisa Purvis, MMC – Town Clerk

ITEM-7 Town Council approval of AECOM, Payable through April 24, 2026, Project Name: Design & Construct New Box Hangar at the Hilliard Airpark in the amount of \$4,457.64.

FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441

ITEM-8 Town Council approval of Barrett Supply Services, LLC. Payable through May 6, 2026. Project Name: Flow Meter (WWTP Outfall Meter Upgrade) in the amount of \$7,640.99.

CAPITAL FUNDED PROJECT BUDGETED \$9,000.00

ITEM-9 Town Council approval of PSI Technologies, Payable through May 1, 2026, Project Name: Hilliard Wetlands Pond Control Panel (Wetlands Effluent Panel Replacement) in the amount of \$9,572.00.

CAPITAL FUNDED PROJECT BUDGETED \$20,000.00

ITEM-10 Town Council approval of PSI Technologies, Payable through May 1, 2026, Project Name: Hilliard Cedar Haven LS 8 Control Panel (Cedar Haven Lift Station Panel Replacement) in the amount of \$10,572.00.

CAPITAL FUNDED PROJECT BUDGETED \$20,000.00

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

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

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2026 HOLIDAYS

TOWN HALL OFFICES CLOSED

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

PROCLAMATION

A PROCLAMATION HONORING THE LIFE, SERVICE, AND SACRIFICE OF JAMES KEVIN CREWS; EXPRESSING HEARTFELT CONDOLENCES; AND RECOGNIZING RESPONDING AND ASSISTING AGENCIES FOR THEIR SERVICE AND SUPPORT

WHEREAS, on April 23, 2026, the Town of Hilliard suffered a profound loss with the passing of firefighter James Kevin Crews, who died courageously serving his community in the line of duty; and

WHEREAS, James Kevin Crews faithfully served the Hilliard Volunteer Fire Department at Station 4 and previously served in Ware County, Georgia, dedicating his life to the protection and safety of others through honorable public service; and

WHEREAS, Kevin Crews is remembered by fellow firefighters, friends, neighbors, and colleagues as a man of courage, humility, loyalty, and compassion whose dedication to duty and love for his community touched countless lives; and

WHEREAS, his bravery and selfless service reflect the highest traditions and noblest ideals of the fire service and shall forever be remembered with honor, gratitude, and respect; and

WHEREAS, during this tragic incident and the days that followed, numerous agencies, emergency responders, elected officials, civic organizations, faith communities, volunteers, and support personnel provided assistance to the Town of Hilliard with professionalism, compassion, and unwavering commitment; and

WHEREAS, the Town Council wishes to recognize and express sincere appreciation to all responding and assisting agencies and organizations whose cooperation and dedication demonstrated the strength of public service, mutual aid, and community unity, including:

Hilliard Volunteer Fire Department
Callahan Volunteer Fire Department
Florida Forest Service
Nassau County Fire Rescue
Nassau County Sheriff's Office
Nassau County Emergency Management
Nassau County Board of County Commissioners & Staff Members

NOW, THEREFORE, I, John P. Beasley, Mayor of the Town of Hilliard, Florida, together with Town Council President Kenneth A. Sims, Councilman Pro Tem Lee Pickett, Councilman Jared Wollitz, Councilman Dallis Hunter, and Councilman Joe Michaels, do hereby proclaim the Town of Hilliard's honor, remembrance, and gratitude for the life, service, and sacrifice of James Kevin Crews.

Section 1.

The Town of Hilliard hereby honors the life and sacrifice of James Kevin Crews and expresses everlasting gratitude for his dedication to the protection and well-being of others.

Section 2.

The Town extends its deepest condolences and heartfelt sympathy to his family, loved ones, fellow firefighters, and all who mourn this tremendous loss.

Section 3.

The Town expresses sincere appreciation to every responder, agency, department, organization, official, volunteer, and individual who assisted during the emergency response and support efforts.

Section 4.

The Mayor is authorized to present copies of this Proclamation to the family of James Kevin Crews and to participating agencies and organizations as a symbol of remembrance and gratitude.

Section 5.

IN WITNESS WHEREOF, I hereunto set my hand and cause the Seal of the Town of Hilliard to be affixed this 21st day of May, 2026.

John P. Beasley
Mayor

Kenneth A. Sims, Sr.
Town Council President

Lee Pickett
Town Council Pro Tem

Jared Wollitz
Town Council Member

Joe Michaels
Town Council Member

Dallis Hunter
Town Council Member



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: May 21, 2026

FROM: **John P. Beasley – Mayor**

SUBJECT: Town Council approval of the Kynex, Inc. contract with both the Town of Hilliard and the Town of Callahan splitting the cost, to be held at the Northeast Florida Fairgrounds on July 4, 2026, and a Council Member to be appointed as liaison.

BACKGROUND:

For the past several years, the Town of Hilliard has partnered with the Town of Callahan to host a joint fireworks display at the Northeast Florida Fairgrounds. The fireworks contract is included as an annual budgeted expense, and approval is required from the Hilliard Town Council for the Town’s portion of the cost, which represents one-half of the total fireworks display expense.

In previous years, Mayor Beasley has served as the liaison between the Town of Hilliard and the Town of Callahan regarding coordination of the event. However, Mayor Beasley will not be able to lead the coordination efforts on behalf of the Town this year.

Additionally, Nassau County and the Westside Chamber of Commerce will contribute toward event-related expenses this year. The total contribution amount is still to be determined and will be applied toward the remaining required event costs.

FINANCIAL IMPACT:

Total fireworks display cost: \$50,000.

The Town of Hilliard and the Town of Callahan will each be responsible for one-half of the total show cost, with each municipality contributing \$25,000.

An advance deposit in the amount of \$12,500 will be required prior to the event.

RECOMMENDATION:

Staff recommends Town Council approval of the Kynex, Inc. fireworks contract, with the Town of Hilliard and the Town of Callahan each sharing one-half of the total cost for the fireworks display to be held at the Northeast Florida Fairgrounds on July 4, 2026.

Staff also recommends the appointment of the Mayor to serve as liaison for coordination of the event.



CONTRACT FOR FIREWORKS DISPLAY

Sponsors : Town of Hilliard
 Contact : John Beasley
 Date of Display : July 4th, 2026
 Location : Northeast Florida Fairgrounds
 Time : 9:15pm
 Duration : 25 Minutes
 Show Price : \$25,000
 Deposit : \$12,500
 Remarks :
 Rain Date : July 5th, 2026

We the undersigned, being interested in a fireworks display for the **Town of Hilliard** agree to pay a price of **\$25,000** for the display agreed upon, which will be furnished by KYNEX, Inc.

The undersigned, intending to be legally bound, agree as follows:

1. Sponsor to make a deposit payment of 50% of the contact price upon signing of contract, but no later than 30 days prior to display.
2. In the event Sponsor shall fail to pay any sum when due under the terms of this contract, Sponsor shall pay, in addition to such amount, interest rate of 1½% per month on the unpaid amount from the original due date. Sponsor does further agree that it shall pay KYNEX's reasonable attorney's fees and court costs in the event KYNEX shall commence suit or incur fees to compel Sponsor to pay any sums due hereunder or otherwise as a result of Sponsor's default of any of the terms and provisions herein contained.
3. SPONSOR'S AGENT: **John Beasley** be designated as Sponsor's agent to whom all questions and inquiries shall relay all questions and inquiries. Sponsor's agent shall be the only agent of sponsor authorized to request rescheduling of the delivery and exhibition of the fireworks on the part of the sponsor.
4. If event is on land, sponsor to furnishing police and/or crowd security personnel, provide proper parking supervision, and insure adequate patrol of the safety zone as marked and secured by the sponsor until KYNEX Inc. advises that it is no longer necessary.
5. If event is over water, KYNEX Inc. will be responsible for marine permit, and for control of safety zone.
6. KYNEX Inc. reserves the right to stop the display in the event persons, vehicles, or animals enter the secured safety zone and security is unable or unwilling to remove them and enforce the safety regulations.

7. KYNEX Inc. will furnish all applicable licenses, permits and \$3,000,000 liability insurance and pyrotechnicians for your electronically fired display.
8. **NOTE:** In accordance with local regulations and ordinances, fireworks displays shall not take place later than 10:30pm unless approval is obtained from the governing authority. The restrictions shall not be applicable with regards to holidays such as December 31, January 1, or other national holidays. If for some reason, shoot time does not occur before the allotted time and shoot is canceled due to local authority or expiration of permit, Sponsor is liable for full payment of display.
9. Hold harmless KYNEX Inc. from any claims that do not directly relate to damages produced by its staff, equipment, or pyrotechnic material.
10. CREDITS: As a material inducement to KYNEX agreeing to enter into this agreement, Sponsors shall give KYNEX program credit as sole fireworks supplier and producer in all press releases, advertising, and any other program announcements, printed or otherwise.
11. If show is canceled, sponsor is responsible for any permit, fire watch, or barge/tug fees, if applicable. Additionally, Sponsor will be responsible for load in/ load out expenses not to exceed 50% of the budget. If show is stopped while in progress for any reason, Sponsor will still be responsible for contract amount minus the cost of material not discharged.
12. If winds exceed 20 miles per hour, fireworks display will be postponed to an agreed date between Sponsor and KYNEX Inc.
13. Rain date policy is as follows: postponement time is **11:30am** day of display.
14. If the delivery and/or exhibition of the fireworks are postponed by reason of inclement weather, it shall be re-scheduled to the Inclement Weather Date set forth by Sponsor.
15. **IMPORTANT NOTE:** Items listed in this proposal assume a firing area that conforms to NFPA Code 1123-2014, which states that there must be at least 70 feet per inch of shell diameter between firing site and any spectators, cars, or buildings. This program requires a safety zone that has a radius of **560** feet because of the inclusion of **8 inch** shells. Adjustments will be made to the content of this program if necessary to conform to NFPA 1123-2014.

***KYNEX Inc., upon acceptance of this contract in writing, agrees to fulfill the contract in a workmanlike and professional manner.*

Date

Sponsor



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: May 21, 2026

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

SUBJECT: Town Council approval of Amended Capital Budget Expenditure of Belt Press Rehabilitation in the amended amount of \$6,233.28, for a revised total cost of \$72,639.45, from Phoenix Process Equipment Co., a sole source vendor.

BACKGROUND:

The belt press is a critical component in the wastewater treatment process, used to dewater treated sludge prior to land application. Rehabilitation of the belt press is necessary to maintain operational reliability, efficiency, and continued compliance within the treatment process.

On January 15, 2026, Town Council approved a Capital Budget Expenditure for the rehabilitation project in the amount of \$66,406.17. During the course of the project, additional required rehabilitation components were identified, resulting in an increase of \$6,233.28 to the original project cost. The revised total project cost is \$72,639.45.

Phoenix Process Equipment Co. is the sole source vendor for the specialized rehabilitation components and services required for compatibility with the Town's existing belt press equipment.

FINANCIAL IMPACT:

Originally Approved (January 15, 2026):

Parts: \$58,836.17

Labor: \$7,570.00

Total: \$66,406.17

Amended Approval Request:

Parts: \$65,069.45

Labor: \$7,570.00

Total: \$72,639.45

Increase Requested: \$6,233.28

RECOMMENDATION:

Staff recommends Town Council approval of the amended Capital Budget Expenditure for the Belt Press Rehabilitation project in the total amount of \$72,639.45 with Phoenix Process Equipment Co., as a sole source vendor.



Quote

PHOENIX PROCESS EQUIPMENT CO.

2402 WATTERSON TRAIL
LOUISVILLE, KY 40299
(502) 499-6198

Order Number: 0072044
Order Date: 5/12/2026
Salesperson: NO
Customer Number: HILLIAR

Sold To:

TOWN OF HILLIARD
P.O. BOX 249
HILLIARD, FL 32046

Ship To:

TOWN OF HILLIARD
37261 Ruby Drive
Attn: Town of Hilliard 904-719-1012
HILLIARD, FL 32046

ATTN:
Cory Hobbs

Customer P.O.	Ship VIA	F.O.B.	Terms
	BEST WAY	Prepay & Add	NET 30 DAYS

Item Number	Description	Ordered	Shipped	Back Order	Price	Amount
PTS-CH750	BRG.,C500-1 7/16MB (LC800) 075759	30	0	0	207.776	6,233.28

Net Order:	6,233.28
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	6,233.28



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: May 21, 2026

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

SUBJECT: Town Council consideration and approval of the proposed Capital Expenditure for the Water & Sewer Extension Project on north side of Block 125, based on cost estimates received and the recommendation of the Public Works Department.

BACKGROUND:

The Jones duplex project, located on the north side of Block 125 at the intersection of Ohio Street and the unopened section of W. 5th Avenue, requires an extension of approximately 250 linear feet of sewer main infrastructure. The project scope also includes the installation of a new manhole and associated sewer laterals necessary to serve the proposed dwelling units.

Pursuant to Town Code Section 58-6(1), any work performed on the Town's water and sewer system at the request of a property owner shall be completed at a cost equal to the Town's expense plus an additional 30 percent. In accordance with this provision, the developer will be responsible for the full project cost, plus the required 30 percent administrative fee, prior to commencement of work.

Due to the scope and technical requirements of the project, the Town will contract the sewer extension work to a qualified contractor. The Public Works Department solicited estimates from the following contractors: Silcox Construction, TB Landmark, and Cunningham Company, LLC.

As part of the extension project, sewer laterals and cleanouts will also be installed for adjacent vacant properties to facilitate future utility connections and reduce future infrastructure costs.

The Public Works Department will oversee and inspect all work performed throughout the duration of the project.

FINANCIAL IMPACT:

The developer will fund 100 percent of the project costs, plus the additional 30 percent fee required under Town Code, prior to project initiation.

RECOMMENDATION:

Staff recommends Town Council consideration and approval of the proposed Capital Expenditure for the Water & Sewer Extension Project on the north side of Block 125 and recommends awarding the project to Cunningham Company, LLC, based on the estimates received and the recommendation of the Public Works Department.

CUNNINGHAM COMPANY, LLC
 17267 CROSS BRANCH RD
 HILLIARD, FLORID 32046

Date: April 15, 2026

To: Town of Hilliard
 Scott Jones

Job: Ohio and Fifth St
 Sewer Water Extension

QUOTE

The following may be considered as our scope of work and proposal for the referenced job to the Town of Hilliard. All work to be in accordance with Town of Hilliard Specifications

- | | |
|--|-----------|
| 1. Tie into existing manhole with Kor N Seal rubber connection | 2,800.00 |
| 2. 240 LF: 8" SDR 35 sewer line with 4 future connections | 10,800.00 |
| 3. 1 EA: 48" precast manhole | 2,500.00 |
| 4. 1 EA: Service Stubb | 400.00 |
| 5. Does not include TV camera line inspection | |

Bid Price: Machine and labor only	16,500.00
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Tank You:
 Jimmy Cunningham



Ohio St Sanitary Main Proposal

Sitework Construction Estimate

Prepared by: Silcox Site Solutions

Date: 04/06/2026

Project Overview

This estimate includes labor and equipment costs only associated for the Ohio St Sanitary Main job. Prices are based on the scope of work provided and standard industry practices.

Estimate Breakdown

Item	Description	Unit	Amount (USD)
Regulatory Requirements	General Conditions	LS	\$2,530.00
Mobilization	Mobilization/demobilization	LS	\$4,025.00
Survey/Asbuilts		LS	\$5,500.00
Clearing & Grubbing		LS	5,750.00
Grading	Fine & Finish Grading	LS	\$9,660.00
Sanitary Piping	+/- 260' 8" SDR-26 w/ all fittings	LS	\$16,516.00
Sanitary Structures	1ea 0'-4' sanitary manhole	LS	10,005.00

TOTAL BUDGETARY ESTIMATE:

\$53,986.00

Exclusions

- Permitting Fees
- Materials Testing
- Unsuitable or unforeseen material removal from utilities (subject to change order)
- Private Locates



- Landscaping

Notes

- Pricing based on information provided; any changes to scope may affect final cost.
- Estimate valid for 30 days from the date of issue.
- Work performed in accordance with Silcox Site Solutions quality and safety standards.

Prepared By:
Greg Baker
Sr. Estimator / Project Manager
(904)679-2866
gbaker@silcoxsitesolutions.com



5/11/26

Corry Hobbs
Town of Hilliard

RE: West 5th Street & Ohio Street.

Scope of Work:

- Install +/- 240' of 8" SDR 35 Sewer line with 4 Future Connections
- Install 1- 48" Precast Manhole
- Install 1- Service Stubb

Total = \$ 64,000.00

Not Included:

- Engineering
- Permitting
- MOT
- CCTV
- Clearing & Grubbing
- Restoration
- Fill Dirt
- Survey/ As-builts
- Removal of Culvert
- Concrete Cut and Removal

Sincerely,

Scott Rivenbark
Project Manager
T B Landmark Construction, Inc

Utility & Pipeline Contractors • Directional Drill Contractor

11220 New Berlin Rd • Jacksonville, FL 32226 • Phone: (904) 751-1016 • Fax: (904) 751-4125
CGC060694 • CUC057226



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: May 21, 2026

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

SUBJECT: Town Council approval of the closeout and final payments for the Grant Project – North Oxford Street Park Phase II, FRDAP Project No. A24019, including grant reimbursement in the amount of \$200,000.00 and approval of the capital project overage in the amount of \$2,291.65.

BACKGROUND:

The Town of Hilliard was awarded a Florida Recreation Development Assistance Program (FRDAP) Grant in the amount of \$200,000.00 for Phase II improvements to North Oxford Street Park.

Project improvements included renovations to the existing basketball court, picnic area, baseball fields and dugouts, restroom facilities, benches, fencing, and signage. The project also included construction of a new playground area and installation of a historical sign.

The project has been completed in accordance with the grant requirements, and staff is requesting approval of the project closeout and associated final payments.

FINANCIAL IMPACT:

See attached spreadsheet.

The FRDAP grant will reimburse the Town in the amount of \$200,000.00. The total project cost exceeded the grant amount by \$2,291.65, which will be funded through the capital project budget.

RECOMMENDATION:

Staff recommends Town Council approval of the closeout and final payments for the Grant Project – North Oxford Street Park Phase II, FRDAP Project No. A24019, including grant reimbursement in the amount of \$200,000.00, and approval of the capital project overage in the amount of \$2,291.65.

FDEP - FRDAP NORTH OXFORD STREET PARK PHASE II**FY 2023/2024**

6/20/2024	MANZIE DRAKE SURVEYING	SURVEY	APP & SURVEY	\$4,500.00
6/20/2024	WAUGH LAW PA	TITLE	APP & SURVEY	\$250.00

FY 2023/2024	TOTAL	\$4,750.00
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FY 2024/2025

5/15/2025	AFFORDABLE TREE SERVICE	SITE WORK	PLAYGROUND	\$3,000.00
5/15/2025	SANDHILL RECYCLING	SITE WORK	PLAYGROUND	\$1,000.00
5/15/2025	SRM CONCRETE	CONCRETE	PICNIC	\$4,818.00
5/15/2025	STOKES HAULING	SITE WORK	PLAYGROUND	\$797.05
5/15/2025	WYATT CONTRACTOR	SITE WORK	PICNIC	\$4,688.62
6/19/2025	AMAZONE	MARKING	BASKETBALL	\$392.81
6/19/2025	BYO RECREATION	BOARDS	BASKETBALL	\$2,287.00
7/3/2025	CONNER LAND DEVELOPMENT	SITE WORK	PLAYGROUND	\$500.00
7/3/2025	JC NOBLE CONTRACTOR	ASPHALT	PARKING	\$4,764.00
7/17/2025	TRIPLE B DIRT	DIRT	PLAYGROUND	\$3,500.00
8/21/2025	ACE HARDWARE	PAINT	BASKETBALL	\$196.60
8/21/2025	BGX CONTRACTOR	SITE WORK	PLAYGROUND	\$2,200.00
8/21/2025	TRIPLE B DIRT	DIRT	PLAYGROUND	\$875.00
9/4/2025	TRIPLE B DIRT	DIRT	PLAYGROUND	\$350.00
10/2/2025	BGX CONTRACTOR	SITE WORK	BASEBALL	\$8,750.00
10/16/2025	TRIPLE B DIRT	DIRT	BASEBALL	\$350.00
11/6/2025	BGX CONTRACTOR	SITE WORK	BASKETBALL	\$700.00
11/6/2025	BGX CONTRACTOR	SITE WORK	PARKING	\$2,250.00

FY 2024/2025	TOTAL	\$41,419.08
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FY 2025/2026

12/4/2025	BILLY CULVER JR TRUCKING	CLAY	BASEBALL	\$4,250.00
1/8/2026	HAGAN ACE HARDWARE	PAINT	RR BLDG	\$179.95
1/15/2025	COMMERCIAL SITE FURNISHINGS	8 TABLES	PICNIC	\$9,915.46
1/15/2025	COMMERCIAL SITE FURNISHINGS	8 BENCHES	BENCHES	\$5,783.28
3/19/2025	MARINE CLEAN SOFT WASH	BLDG WASH	RR BLDG	\$250.00
4/30/2026	BAKER'S SPORTING GOODS	BLEACHERS	BASEBALL	\$6,780.00
4/30/2026	BGX CONTRACTOR	SITE WORK	RR BLDG	\$3,000.00
4/30/2026	BIG COUNTRY FENCE CO. LLC	REPAIR & ADD	FENCE	\$4,900.00
4/30/2026	GAME TIME	EQUIPMENT	PLAYGROUND	\$41,900.77
4/30/2026	GLASS LAND SURVEYING, LLC	SITE PLAN	APP & SURVEY	\$2,400.00

	4/30/2026	MARINE CLEAN SOFT WASH	ROOF	RR BLDG	\$2,200.00
	4/30/2026	MD GRAPHICS	PARK	SIGN	\$385.00
	4/30/2026	MD GRAPHICS	HISTORIC	SIGN	\$204.48
	4/30/2026	SRM CONCRETE	CONCRETE	PLAYGROUND	\$3,720.00
	4/30/2026	TROPIC AIRE	SPLIT AC UNIT	RR BLDG	\$4,860.00
	4/30/2026	TROPIC AIRE	ELECTRIC	RR BLDG	\$695.00
	4/30/2026	TWO WAY BUILDINGS	SHELTER	PICNIC	\$4,999.00
	4/30/2026	WALLACE WYATT	SITE WORK	PLAYGROUND	\$7,500.00
	4/30/2026	WBC	WINDOW	RR BLDG	\$930.00
	5/7/2026	FRED FOX ENTERPRISE, INC.	GRANT APP	APP & SURVEY	\$3,000.00
	5/7/2026	HOME DEPOT	FLOORING	RR BLDG	\$1,011.75
CC		HOME DEPOT	CONCESSIONS	RR BLDG	\$1,329.10
	5/7/2026	TROPIC AIRE	SHADE	BASEBALL	\$32,200.00
	5/7/2026	BGX CONTRACTOR	SITE WORK	PLAYGROUND	\$650.00
	5/7/2026	HAGAN ACE HARDWARE	ROOF MATERIAL	RR BLDG	\$901.68
	5/7/2026	NASSAU ELECTRICAL CONT	LED LIGHTS	RR BLDG	\$500.00
CC		INTEGRITY METALS	ROOF MATERIAL	RR BLDG	\$2,201.00
	5/8/2026	BROCK LANDSCAPING	LANDSCAPING	PLAYGROUND	\$6,850.00
	5/8/2026	BGX CONTRACTOR	SITE WORK	PLAYGROUND	\$350.00

FY 2025/2026	TOTAL	\$153,846.47
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GRANT	TOTAL	\$200,015.55
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GRANT BALANCE	(\$15.55)
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		BALANCE FORWARD FROM GRANT CLOSE OUT		\$15.55	
	5/21/2026	BGX CONTRACTOR	SITE WORK	PLAYGROUND	\$335.00
	5/21/2026	SRM CONCRETE	CONCRETE	PLAYGROUND	\$1,941.10
				2025/2026	\$2,291.65
				CAPITAL	\$2,291.65
				GRANT	\$200,000.00
				TOTAL	
				PROJECT	\$202,291.65

**NORTH OXFORD STREET PHASE II
FDEP FRDAP - A24019**

		A24019								
		BUDGET	ACTUAL	BALANCE	NOTES			CONTRACT	DIRECT	TOTAL
PRIMARY PROJECT ELEMENTS										
PLAYGROUND AREA	NEW	\$ 85,000.00	\$ 73,192.82	\$ 11,807.18	SITE PREP, EQUIP, EX TRAIL	86.109		\$18,050.00	\$55,142.82	\$73,192.82
HISTORICAL SIGN	NEW	\$ 2,500.00	\$ 204.48	\$ 2,295.52	SIGN	8.1792		\$0.00	\$204.48	\$204.48
BASKETBALL COURT	RENOVATION	\$ 5,000.00	\$ 13,083.03	\$ (8,083.03)	GOALS, STIPING	261.66		\$5,388.62	\$7,694.41	\$13,083.03
PICNIC AREA	RENOVATION	\$ 10,000.00	\$ 14,914.46	\$ (4,914.46)	CONCRETE, TABLES, PAVILION	149.14		\$0.00	\$14,914.46	\$14,914.46
BASEBALL FIELDS (INCLUDING DUGOUTS)	RENOVATION	\$ 15,000.00	\$ 52,330.00	\$ (37,330.00)	FIELD PREP, BLEACHERS, SHELTER	348.87		\$40,950.00	\$11,380.00	\$52,330.00
		\$ 117,500.00	\$ 153,724.79	\$ (36,224.79)				\$64,388.62	\$89,336.17	\$153,724.79
SUPPORT PROJECT ELEMENTS										
RESTROOM	RENOVATION	\$ 10,000.00	\$ 18,058.48	\$ (8,058.48)	ROOF, FLOORING, AC, LIGHTING, CONCESSIONS	180.58		\$12,435.00	\$5,623.48	\$18,058.48
BENCHES	RENOVATION	\$ 5,000.00	\$ 5,783.28	\$ (783.28)	BENCHES & TRASH	115.67		\$0.00	\$5,783.28	\$5,783.28
PARKING	RENOVATION	\$ 25,000.00	\$ 7,014.00	\$ 17,986.00	ASPHALT, STRIPING	28.056		\$7,014.00	\$0.00	\$7,014.00
FENCE	RENOVATION	\$ 25,000.00	\$ 4,900.00	\$ 20,100.00	REPAIR & ADD FENCING	19.6		\$4,900.00	\$0.00	\$4,900.00
SIGN	RENOVATION	\$ 10,000.00	\$ 385.00	\$ 9,615.00	SIGN	3.85		\$0.00	\$385.00	\$385.00
APPLICATION PREPARATION AND PROPERTY SURVEYING		\$ 7,500.00	\$ 10,150.00	\$ (2,650.00)	SURVEY, TITLE, SITE PLAN, GRANT	135.33		\$10,150.00	\$0.00	\$10,150.00
		\$ 82,500.00	\$ 46,290.76	\$ 36,209.24				\$34,499.00	\$11,791.76	\$46,290.76
		\$ 200,000.00	\$ 200,015.55	\$ (15.55)			100.01	\$98,887.62	\$101,127.93	\$200,015.55

FY 2023/2024	\$4,750.00
FY 2024/2025	\$41,419.08
FY 2025/2026	\$153,846.47
TOTAL	\$200,015.55
GRANT	\$200,000.00
BALANCE	(\$15.55)

BALANCE FORWARD FROM	
GRANT CLOSE OUT	\$15.55
PLAYGROUND AREA	\$335.00
PLAYGROUND AREA	\$1,941.10
TOTAL CAPITAL	\$2,291.65
GRANT	\$200,000.00
CAPITAL	\$2,291.65
TOTAL PROJECT	\$202,291.65

IMPORTANT REMITTANCE INFORMATION

Please include the AECOM invoice number when sending payment

INVOICE NUMBER: 2001138641
Invoice Date: 30-APR-26
Invoice Due Date: 30-MAY-26
Amount Due: \$4,457.64 USD
Project Number: 60732142

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

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

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

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

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

Regards,

AECOM Cash Application Department
CashAppsRemittance@aecom.com

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

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

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



7650 West Courtney Campbell Causeway, Tampa, FL 33607-1462
 Tel: 813-286-1711
 Fax: 813-287-8591

Federal Tax ID No. 95-2661922

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

Invoice Date: 30-APR-26
Invoice Number: 2001138641

Agreement Number: 60732142
Agreement Description:

Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60732142 **Project Name : 01J_Hilliard Airpark-Hangar Building - SA No. 20**
Bill Through Date : 01-OCT-25 - 24-APR-26
Bil Prange

Phase Lump Sum		Percent		Earned	Previous	Current
Project Number	Description	Fee	Complete			
60732142	01J_Hilliard Airpark-Hangar Buil	111,441.00	72.00%	80,237.52	75,779.88	4,457.64
Total Phase Lump Sum:						4,457.64
Project Total : 01J_Hilliard Airpark-Hangar Building - SA No. 20						4,457.64

Invoice Summaries	
Total Current Amount :	4,457.64
Retention Amount :	0.00
Pre-Tax Amount :	4,457.64
Tax Amount :	0.00
Total Invoice Amount :	4,457.64

Billing Summaries					
Billing Summary	Current	Prior	Total	Total Fee	Percent Complete
Billings	4,457.64	75,779.88	80,237.52	111,441.00	72.00
Tax	0.00	0.00	0.00		
Billing Total :	4,457.64	75,779.88	80,237.52		



Barrett Supply Services
 36 Winterberry Ct.
 Saint Johns, Florida 32259
 (904) 296-1041

INVOICE

Invoice# INV-01159

Balance Due
\$7,640.99

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

Ship To
 ATTN: Cory Hobbs
 15859 County Road 108
 Hilliard, FL 32046
 904-845-3555

Invoice Date : 05/06/2026
 Terms : Net 30
 Due Date : 06/05/2026
 P.O.# : ENTP040326-01DC
 Ship via : FedEx Freight
 Ship Date : 05/06/2026
 Tracking Number : 302675791363

#	Item & Description	Qty	Rate	Amount
1	<p>Flow Meter McCrometer/Water Specialties 10" Model UM510 Ultra Mag Electromagnetic Flow Meter, 150 psi Class D flanged connections, NSF approved fusion bonded epoxy liner, 304 stainless steel flow tube & 316 ss electrodes, with remote mounted, AC powered ProComm Max Transmitter featuring forward and reverse totalizers, rate-of-flow indicator, pulse & analog (4-20ma) output, includes internal grounding electrodes, (2) stainless steel grounding rings, 25ft of submersible cable, 2-year standard warranty. Flow rang: 46.3 - 7,400 gpm *Special laying of 18.125" * Part # UM510-1SQ025A1-L(18.125))</p> <p>*Standard lengths of 50ft, 75ft, 100ft, 125ft, 150ft, 175ft, 200ft & 500ft of cable available at additional cost.</p> <p>*Per factory records meter s/n UM20000183 - 10" UM06 Ultra mag meter with 50ft of cable & (1) ground rings. Note 50 foot cable was standard originally.</p> <p>***above pricing does not include freight charges. They will be added at actual cost. (Expect between \$300.00 - \$600.00)</p> <p>**Installation of the meter tube into the pit will be the responsibility of the buyer.</p>	1	7,246.00	7,246.00
2	<p>Shipping Shipping of the itens to your specified location.</p> <p>Please note that shipping is to be billed at our cost in the final invoice.</p>	1	394.99	394.99
			Sub Total	7,640.99

Total	\$7,640.99
Balance Due	\$7,640.99

Notes

Thank you for your business.

Terms & Conditions

Payment is due within thirty (30) days of invoice date.

PLEASE REMIT PAYMENT TO:

Barrett Supply Services
36 Winterberry Ct.
Saint Johns, FL 32259

Beginning March 1, 2024 there will be a 4% processing fee on all credit card transactions which will be added at time of processing the payment.

A 1.5% per month late payment fee may be charged for all past due invoices.



PSI Technologies Inc

Invoice

Sales Offices

Ft Lauderdale (954) 952-6378 Palm Beach (305) 998-1371 Orlando (407) 451-4000 Tampa (954) 410-0175 Jacksonville (904) 588-2132

Date	Invo	ITEM-9
5/1/2026	P13186	
Terms	Due Date	
Net 30	5/31/2026	

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

SHIP TO
Lisa Purvis Town of Hilliard 37261 Ruby Drive Hilliard, FL 32046 US

Customer PO	Ship Via	Tracking Number	Sales Rep
LS 8 and Wetlands Panels	Delivery	PSI Truck	Kevin Young

Item	Description	Qty	Unit Price	Amount
P0965 - Control Panel #1	Project - Hilliard Wetlands-Pond Custom Duplex Control Panel 480V 3Ø 7.5hp 9.5A UL listed. Surge Arrester, shipped loose. Design Highlights: 31"x24"x12" 304 Stainless Steel Nema 4x Enclosure w/ aluminum deadfront. 30A Main breaker. 15A pump breakers. Nema size 1 motor starters. Indicating lights for pump run. HOA Switches. Alarm light and horn w/silence button. Elapsed Time meters. GFI receptacle. 1 KVA 480v-120v control transformer. Fused phase monitor.	1	\$9,572.00	\$9,572.00
P0965 - Control Panel #2	Project - Hilliard Cedar Haven LS 8 Custom Duplex Control Panel 230V 3Ø 3hp 8.5A UL listed. Surge Arrester, shipped loose. Design Highlights: 31"x31"x12" 304 Stainless Steel Nema 4x Enclosure w/ aluminum deadfront. 40A Main and emergency breaker. 15A pump breakers. Nema rated size 1 motor starters. Indicating lights for pump run, seal fail, and thermal. HOA Switches. Alarm light, horn w/ silence switch. Elapsed Time meters. GFI receptacle. Mounted on deadfront.	1	\$10,572.00	\$10,572.00

Subtotal	\$20,144.00
Tax	\$0.00
Total	\$20,144.00

Remittance address:
PSI Technologies Inc
151 N Nob Hill Road, Suite# 293
Plantation, FL 33324
AR@psi-techinc.com

Due to an increase in recent fraud activity, do not accept any new banking information from PSI Technologies, Inc without calling and speaking to someone in our finance department personally.

--- Customer PO: LS 8 and Wetlands Panels

Prepared by: Erin Wilson erin@psi-techinc.com (728-777-3031)

ITEM-9

Please note: Credit cards will be accepted at the point of sale without a fee. Credit card payments made after point of sale on open account balances will be subject to a 3.5% convenience fee.



PSI Technologies Inc

Sales Offices

Ft Lauderdale (954) 952-6378
 Palm Beach (305) 998-1371
 Orlando (407) 451-4000
 Tampa (954) 410-0175
 Jacksonville (904) 588-2132

Invoice

Date	Inv	ITEM-10
5/1/2026	P13186	
Terms	Due Date	
Net 30	5/31/2026	

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

SHIP TO
Lisa Purvis Town of Hilliard 37261 Ruby Drive Hilliard, FL 32046 US

Customer PO	Ship Via	Tracking Number	Sales Rep
LS 8 and Wetlands Panels	Delivery	PSI Truck	Kevin Young

Item	Description	Qty	Unit Price	Amount
P0965 - Control Panel #1	Project - Hilliard Wetlands-Pond Custom Duplex Control Panel 480V 3Ø 7.5hp 9.5A UL listed. Surge Arrester, shipped loose. Design Highlights: 31"x24"x12" 304 Stainless Steel Nema 4x Enclosure w/ aluminum deadfront. 30A Main breaker. 15A pump breakers. Nema size 1 motor starters. Indicating lights for pump run. HOA Switches. Alarm light and horn w/silence button. Elapsed Time meters. GFI receptacle. 1 KVA 480v-120v control transformer. Fused phase monitor.	1	\$9,572.00	\$9,572.00
P0965 - Control Panel #2	Project - Hilliard Cedar Haven LS 8 Custom Duplex Control Panel 230V 3Ø 3hp 8.5A UL listed. Surge Arrester, shipped loose. Design Highlights: 31"x31"x12" 304 Stainless Steel Nema 4x Enclosure w/ aluminum deadfront. 40A Main and emergency breaker. 15A pump breakers. Nema rated size 1 motor starters. Indicating lights for pump run, seal fail, and thermal. HOA Switches. Alarm light, horn w/ silence switch. Elapsed Time meters. GFI receptacle. Mounted on deadfront.	1	\$10,572.00	\$10,572.00

Subtotal	\$20,144.00
Tax	\$0.00
Total	\$20,144.00

Remittance address:
 PSI Technologies Inc
 151 N Nob Hill Road, Suite# 293
 Plantation, FL 33324
 AR@psi-techinc.com

Due to an increase in recent fraud activity, do not accept any new banking information from PSI Technologies, Inc without calling and speaking to someone in our finance department personally.

--- Customer PO: LS 8 and Wetlands Panels

Prepared by: Erin Wilson erin@psi-techinc.com (728-777-3031)

ITEM-10

Please note: Credit cards will be accepted at the point of sale without a fee. Credit card payments made after point of sale on open account balances will be subject to a 3.5% convenience fee.