

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
Joel Hall P.E., Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, DECEMBER 21, 2023, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council to consider Ordinance No. 2023-17, An Ordinance relating to Public Right-of-Way or Alley; Making Findings; Vacating Public Right-of-Way or Alley within or surrounded by Block 166; Plat of the West Portion of Hilliard; within Town of Hilliard, Florida; Authorizing Recording of a Certified Copy of this Ordinance. Adopting on First Reading and Set Public Hearing & Final Reading for January 18, 2024.

Lisa Purvis, MMC – Town Clerk

ITEM-3 Town Council to Adopt Resolution No. 2023-24, Amending the Town of Hilliard Personnel Policy Procedures Manual as it relates to Vacation Benefits.

Lisa Purvis, MMC – Town Clerk

- ITEM-4** Town Council Approval to Adopt Resolution No. 2023-25, 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.
Lisa Purvis, MMC – Town Clerk
- ITEM-5** Town Council to provide dates to set the Annual Joint Workshop with the Nassau County School Board for some time in January or February 2024.
Lisa Purvis, MMC – Town Clerk
- ITEM-6** Town Council to Set a Workshop to Discuss Commercial Drivers Licenses for the Public Works Department.
Joel Hall P.E. – Public Works Director
- ITEM-7** Town Council Approval of the Reappointment of Wendy Prather and Kevin Webb Zoning Board Members for an additional Three-Year Term beginning January 2024.
Lee Anne Wollitz – Land Use Administrator
- ITEM-8** Town Council Approval of the Hilliard Volunteer Fire Department 2023 Run Reimbursements.
Dallis Hunter – HVFD
- ITEM-9** Town Council Approval of Position Process for Elise Earnest's Transition from Introductory/Probationary Status to Regular Full-Time.
Lisa Purvis, MMC – Town Clerk
- ITEM-10** Town Council Approval of the Minutes for the December 7, 2023, Public Hearing & Regular Meeting.
Lisa Purvis, MMC - Town Clerk
- ITEM-11** Town Council Approval of Site Savy Inc., Payable through December 8, 2023, Project Name: Sewer Rehabilitation in the amount of \$32,213.15.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$32,213.15.

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.
Live & recorded videos can be access 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.

2023 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 16, 2023
2. Memorial Day	Monday, May 29, 2023
3. Independence Day Monday	Tuesday, July 4, 2023
4. Labor Day	Monday, September 4, 2023
5. Veterans Day	Friday, November 10, 2023
6. Thanksgiving Day	Thursday, November 23, 2023
7. Friday after Thanksgiving Day	Friday, November 24, 2023
8. Christmas Eve	Monday, December 25, 2023
9. Christmas Day	Tuesday, December 26, 2023
10. New Year's Eve	Monday, January 1, 2024
11. New Year's Day	Tuesday, January 2, 2024



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 21, 2023

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

SUBJECT: Town Council to consider Ordinance No. 2023-17, An Ordinance relating to Public Right-of-Way or Alley; Making Findings; Vacating Public Right-of-Way or Alley within or surrounded by Block 166; Plat of the West Portion of Hilliard; within Town of Hilliard, Florida; Authorizing Recording of a Certified Copy of this Ordinance. Adopting on First Reading and Set Public Hearing & Final Reading for January 18, 2024.

BACKGROUND:

See attached documents.

FINANCIAL IMPACT:

All financial expenses to be covered by applicant.

RECOMMENDATION:

Town Council adoption of Ordinance No. 2023-17, on First Reading and Set Final Public Hearing & Final Reading for January 18, 2024.

ORDINANCE NO. 2023-17

AN ORDINANCE RELATING TO PUBLIC RIGHT-OF-WAY OR ALLEY; MAKING FINDINGS; VACATING PUBLIC RIGHT-OF-WAY OR ALLEY WITHIN OR SURROUNDED BY BLOCK 166; PLAT OF THE WEST PORTION OF HILLIARD; WITHIN TOWN OF HILLIARD, FLORIDA; AUTHORIZING RECORDING OF A CERTIFIED COPY OF THIS ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council passed Ordinance No. 2023-01 to enact a process for the Vacation of Public Right-of-Ways within the Town Limits,

WHEREAS, through the process set forth in Ordinance 2023-01, the town has received an application for the vacation of the Town owned alley within Block 166 of the Town Limits of Hilliard,

WHEREAS, the Town Council finds that it will further the public health, safety, and welfare of the citizens of the Town of Hilliard for said public right-of-way or alley to be vacated, abandoned, discontinued and closed; and

WHEREAS, the Town Council finds that the citizens of the Town of Hilliard have not used the right-of-way or alley and currently do not use the right-of-way or alley and see no future need for the right-of-way or alley.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA:

SECTION 1. The foregoing findings are true and correct and are hereby adopted and made a part hereof.

SECTION 2. The Town Council hereby discontinues, abandons, closes, vacates, and cancels that certain existing public right-of-way or alley as more specifically and graphically described in the Plat of the West Portion of the Town of Hilliard, Block 166.

SECTION 3. The Town Clerk is authorized and directed to forward a certified copy of this Ordinance to the Clerk of the Court for recordation.

SECTION 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction such portion shall not affect the validity of the remaining portion of this Ordinance.

SECTION 6. This Ordinance shall become effective upon its passage.

ADOPTED this _____ day of _____, _____, by the Hilliard
Town Council.

Kenneth A. Sims
Council President

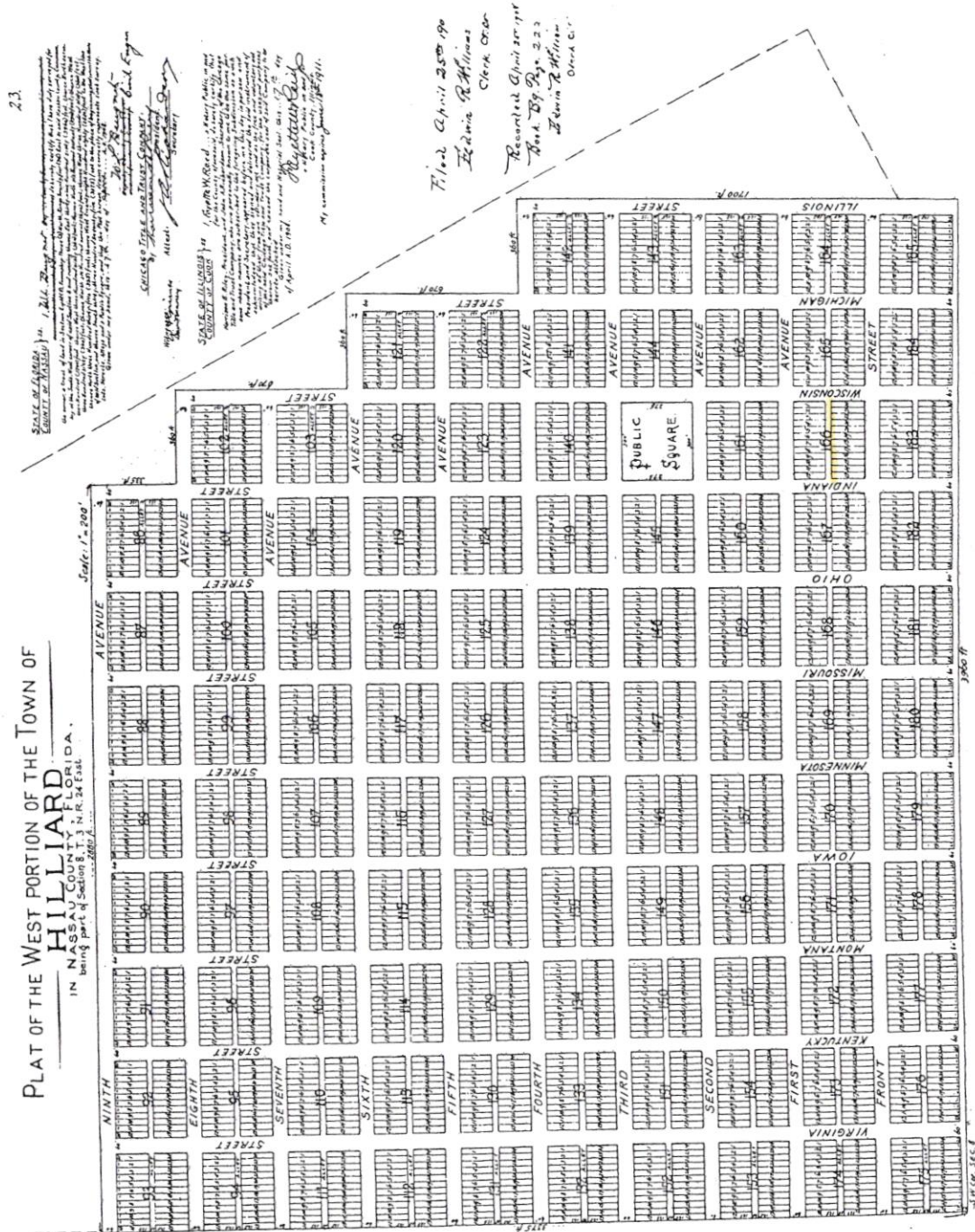
ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Town Council First Reading:	December 21, 2023
Town Council Publication:	January 3, 2024
Town Council Public Hearing:	January 18, 2024
Town Council Final Reading:	January 18, 2024





MOODY WILLIAMS

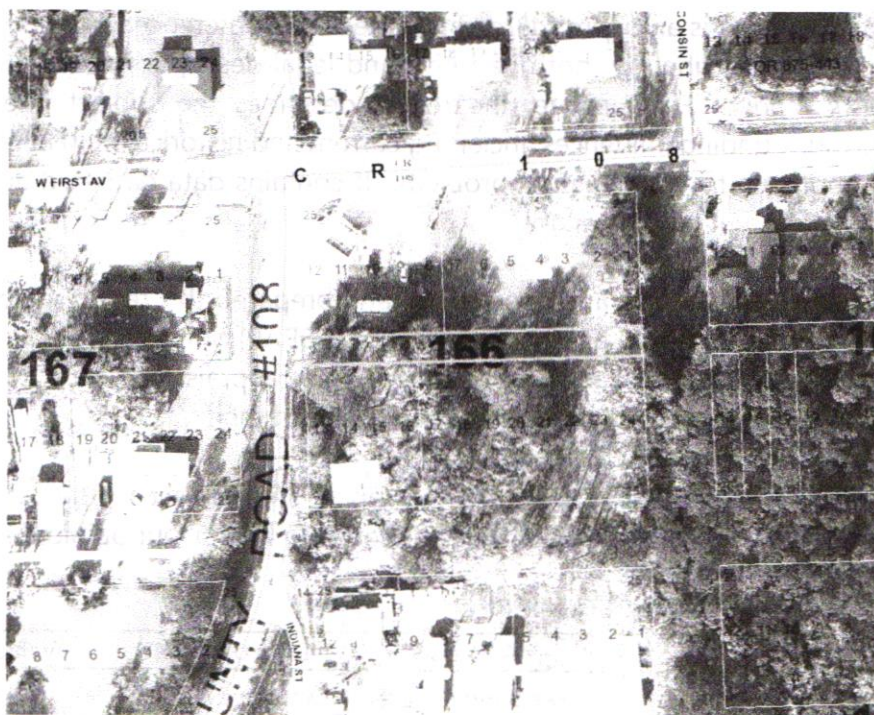
APPRAISAL GROUP

1300 Riverplace Boulevard, Suite 640

Jacksonville, Florida 32207

904-516-8900

APPRAISAL REPORT



Right-Of-Way Site (25-foot Alleyway) Block 166
Hilliard, Florida 32046

Prepared For: Ms. Ursula Jones
27207 Pond Drive
Hilliard, Florida 32046

November 17, 2023

Ms. Ursula Jones
27207 Pond Drive
Hilliard, Florida 32046

RE: Appraisal of:
Right-Of-Way Site (25-foot Alleyway) Block 166
Hilliard, Florida 32046

Appraisal Number: 2023-L281

Dear Ms. Jones:

As requested, the following is an *appraisal report* of the above-referenced property. The subject property is specifically described by both narrative and legal descriptions contained within the attached *appraisal report*. Furthermore, the report describes the subject, the market area environment, and surrounding influences, including current and historical market conditions, and the methods of approach to the valuation problem. It contains data gathered and analyzed in arriving at our conclusion of market value.

I developed my analyses, opinions, and conclusions and prepared this report in conformity with the uniform standards of professional appraisal practice (USPAP) of the appraisal foundation; the code of professional ethics and standards of professional appraisal practice of the appraisal institute; and the requirements of our client as we understand them.

Based on the appraisal presented in the following report and subject to the assumptions and limiting conditions and definition of market value as set forth herein, our opinion of market value is as follows:

Appraisal Premise	Interest Appraised	Date of Value	Value Conclusion
Market Value "As Is"	Fee Simple	October 27, 2023	\$13,800

The value above is subject to definitions, assumptions and limiting conditions set forth in the accompanying report of which this summary is part. No party other than the client and intended user may use or rely on the information, opinions and conclusions contained in the report. It is assumed that the user of the report has read the entire report.

Extraordinary Assumptions & Hypothetical Condition

The value conclusion reported in this report is subject to the following extraordinary assumptions that may affect the assignment results. An extraordinary assumption is an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions.

1. None

The value conclusion reported in this report is based on the following hypothetical conditions that may affect the assignment results. A Hypothetical Condition is a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

1. None

If you have questions or comments, please contact the undersigned. Thank you for the opportunity to provide appraisal services.

Respectfully submitted,

MOODY WILLIAMS APPRAISAL GROUP, LLC

Michael Hotaling, MAI
Managing Partner
State-Certified General
Real Estate Appraiser RZ3226

Table of Contents

Executive Summary	1
General Overview	2
Identification of Real Estate	2
Legal Description.....	2
Property Owner.....	2
Sales History.....	2
Pending Transactions	2
Purpose of Appraisal.....	2
Scope of Work.....	3
Appraisal Report Type.....	3
Client.....	3
Intended Use & Users	4
Appraisal Requirements.....	4
Inspection.....	4
Date of the Report.....	4
Market Value Definition.....	4
Property Interest Appraised	5
Prior Services.....	5
Assessment and Taxes.....	6
Land Use and Zoning.....	7
Zoning Map.....	7
Land Use Map.....	7
Land Use/Zoning Requirements.....	8
Site Description.....	9
Location Maps.....	9
Aerial Map.....	10
Environmental Hazards.....	10
Easements/Encroachments/Restrictions	10
Boundary Survey	11
Physical Characteristics	12
Flood Map.....	13
FEMA Data	13

Conclusion of Site Utility	13
Subject Photographs	14
Surrounding Area Analysis	15
Location	15
Access and Linkages	15
Surrounding Land Uses.....	15
Surrounding Area Demographics	16
Outlook and Conclusion.....	18
Highest And Best Use	19
Highest and Best Use "As Vacant"	20
Most Probable Buyer/User	20
Valuation Methodology & Definitions.....	21
Sales Comparison Approach.....	22
Land Sales Summary	23
Analysis of Land Sales	32
Land Sales Adjustment Grid.....	34
Conclusion of Sales Comparison Approach.....	34
Exposure Time	35
Marketing Time.....	35
Assumptions & Limiting Conditions.....	36
Certification – Michael Hotaling, MAI	39
Addendum.....	41
Qualifications of Michael Hotaling, MAI	42
Engagement Letter	44
Zoning Code – R-2.....	45

EXECUTIVE SUMMARY

Subject	Right-Of-Way Site (25-foot Alleyway) Block 166
Address	Located between CR 108 (aka Indiana Street) and Undeveloped ROW for Wisconsin Street Hilliard, Nassau County, Florida 32046
Property Type	ROW (Right of Way)
Owner of Record	Town of Hilliard
Tax ID Number	The subject Right-Of-Way site is designated as a 25 X 300-foot alleyway and has no tax identification number.
Gross Land Area	7,500 SF 0.172 Acres
Zoning Designation	R-2 (Single Family Residential)
Future Land Use Category	Main Street Commercial
Highest & Best Use - "As Vacant"	Considering the legally permissible, physically possible, financially feasible, and maximally productive uses, the highest and best use of the subject is to assemble the subject with the adjacent properties for either single or multifamily development.
Exposure Time	6-12 months
Marketing Period	6-12 months
Date of Report	November 17, 2023

Value Conclusion

Appraisal Premise	Interest Appraised	Date of Value	Value Conclusion
Market Value "As Is"	Fee Simple	October 27, 2023	\$13,800

The value above is subject to definitions, assumptions and limiting conditions set forth in the accompanying report of which this summary is part. No party other than the client and intended user may use or rely on the information, opinions and conclusions contained in the report. It is assumed that the user of the report has read the entire report.

Extraordinary Assumptions & Hypothetical Condition

The value conclusion reported in this report is subject to the following extraordinary assumptions that may affect the assignment results. An extraordinary assumption is an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions.

1. None

The value conclusion reported in this report is based on the following hypothetical conditions that may affect the assignment results. A Hypothetical Condition is a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

1. None

GENERAL OVERVIEW

IDENTIFICATION OF REAL ESTATE

The subject of this assignment is the undeveloped right-of-way (alleyway) bisecting Block 166 within the municipal limits of the Town of Hilliard, in western Nassau County, Florida. The subject ROW contains 7,500 square feet (25' x 300'). As of the effective date of this assignment, no tax identification number has been assigned.

LEGAL DESCRIPTION

No legal description exists for the subject alleyway. The subject has been identified by locational description, aerial maps, on-site photographs and a historical plat map.

PROPERTY OWNER

The current owner of the subject property is the Town of Hilliard. The client is the owner of parcel number 08-3N-24-2380-0166-0010, which is an adjacent parcel that bounds the subject on the North and South.

SALES HISTORY

No tax identification number has been assigned to the subject of this assignment. Therefore, it has no recorded ownership history.

To the best of my research, no transfers of ownership occurred within the previous three years of the effective date of this report.

PENDING TRANSACTIONS

To the best of my knowledge, the subject is not currently under contract or listed for sale. A cursory search of LoopNet.com & CoStar™ revealed no listings.

It is noted that the purpose of this appraisal is to aid the client with decision-making regarding a potential acquisition of the subject property from the Town of Hilliard.

PURPOSE OF APPRAISAL

The purpose of the appraisal is to estimate a fair value of the existing 25' x 300' right-of-way (alleyway) site located within block 166 which bisects Parcel 08-3N-24-2380-0166-0010. The client wishes to join and potentially develop the land on both sides of the alleyway as one contiguous piece.

Since the subject of this assignment is a municipal-owned right-of-way (alleyway), it has neither a tax identification number nor a zoning designation as of the effective date of this assignment.

X For this assignment, I will value the subject property based on the same zoning as the surrounding property which is generally zoned Residential (R-2) with a future land use of Main Street Commercial. This is known as the "across-the-fence" approach. Furthermore, according to the

X R-2

Town of Hilliard Zoning & Land Use Map, the subject is located within the Residential (R-2) and Main Street Commercial land use district.

SCOPE OF WORK

The scope of work includes all steps taken in the development of the *appraisal*. These include:

1. The extent to which the subject property is identified,
2. The extent to which the subject property is inspected,
3. The type and extent of data researched, and
4. The type and extent of analysis applied and the type of *appraisal* prepared. These items are discussed as follows:

In preparing this *appraisal* of the subject property, the appraiser:

- Gathered factual data on the subject property (zoning, land use, taxes, etc.).
- Inspected the subject property.
 - My inspection was limited to visual observation of the subject property on the date of inspection.
- Used sources such as the Nassau County Property Appraiser's Office website, CoStar website, FEMA website, the Town of Hilliard website, etc., to identify subject info such as the address, site size, aerial map, tax map, flood map, etc.
- The size of the subject land was taken directly from a plat map provided by our client.
- Considered the highest and best use of the subject property "as vacant".
- Researched recent comparable land sales located within the subject's competitive market area or similar areas of Nassau County.
- Analyzed comparable market data, comparing them to the subject (when possible).
- Prepared the Sales Comparison Approach to develop my opinion of market value for the subject.
- Prepared this *Appraisal report*, which presents the significant data gathered during our investigation for this assignment, in addition to the analysis and conclusions reached as a result of the appraisal process.

In developing my opinion of market value, consideration was given to the subject's zoning, surrounding improvements, and development potential under the Town of Hilliard Comprehensive Plan. I also considered its location related to commercial and residential growth within the subject's market area. Additional information obtained while completing this appraisal assignment is retained in the appraisal file and incorporated herein by reference.

APPRAISAL REPORT TYPE

This is an Appraisal Report described by the Uniform Standards of Professional Appraisal Practice (USPAP) under Standards Rule 2-2(a).

CLIENT

The client of this assignment is Ms. Ursula Jones.

INTENDED USE & USERS

The intended use of this appraisal report is to establish a fair market value to assist the client in acquiring the subject via closing the right-of-way. The intended user of this report is the client and officials within the Town of Hilliard that might utilize this appraisal for approval of closing the subject ROW.

APPRAISAL REQUIREMENTS

This appraisal and report are intended to conform to the requirements of the following:

- Uniform Standards of Professional Appraisal Practice (USPAP); and
- Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

INSPECTION

Michael Hotaling inspected the subject property on October 27, 2023. The inspection included a visual observation of site conditions including access, visible easements or encroachments, site layout and utility, and on and off-site improvements affecting the property.

DATE OF THE REPORT

The date of the report is November 17, 2023, which is the date the report is completed and transmitted to the client.

MARKET VALUE DEFINITION¹

The purpose of this appraisal is to develop an opinion of the market value of the subject property. "Market Value," as used in this appraisal, is defined as "the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- 1) Buyer and seller are typically motivated;
- 2) Both parties are well informed or well advised, and each acting in what they consider their own best interests;
- 3) A reasonable time is allowed for exposure in the open market;
- 4) Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- 5) The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale."

¹ Department of the Treasury, Office of the Comptroller of the Currency, Board of Governors of the Federal Reserve System, Federal Deposit Insurance Corporation, Office of Thrift Supervision and National Credit Union Administration under 12 CFR Part 34, Real Estate Appraisals and Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 ("FIRREA"); and the Interagency Appraisal and Evaluation Guidelines, Federal Register, Volume 75, No. 237, December 10, 2010

PROPERTY INTEREST APPRAISED

Two common ownership interests in real property are the fee simple and the leased fee interest.

- The fee simple interest is "Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat."²
- The leased fee interest is "The ownership interest held by the lessor, which includes the right to receive the contract rent specified in the lease plus the reversionary right when the lease expires."³

The property rights being appraised in this assignment are the rights of the subject's Fee Simple Interest.

PRIOR SERVICES

USPAP requires appraisers to disclose to the client any other services they provided in connection with the subject property in the prior three years, including valuation, consulting, property management, brokerage, or any other services.

- I have performed no services, as an appraiser or in any other capacity, regarding the subject property of this report within the three years immediately preceding acceptance of this assignment.

² The Dictionary of Real Estate Appraisal, 7th Edition (Chicago: Appraisal Institute, 2022), p. 73.

³ The Dictionary of Real Estate Appraisal, 7th Edition (Chicago: Appraisal Institute, 2022), p. 105.

ASSESSMENT AND TAXES

The subject of this assignment is a right-of-way site designated as the 25-foot-wide alleyway that bisects Block 166 in the town of Hilliard.

No tax identification number has been assigned by the Nassau County Property Appraiser. Therefore, it has no history of real estate tax assessments.

Based on my opinion of the subject's market value, as provided within this appraisal report, the following table details my projection of the subject's taxes if the subject was sold and a tax identification was assigned.

	Market Value	Closing Cost	Projected	2023	Projected RE	Non-Ad	Early Pmt	Projected
	Conclusion	Deduction	Assessment	Millage Rate	Taxes	Valorem Taxes	Disc. %	Tax Burden
Gross \$	\$13,800	15.0%	\$11,730	16.7521	\$197	\$0	4%	\$189
Per Land SF	\$1.84		\$1.56		\$0.03			\$0.03

My projection is reasonable given the following comparable properties.

	2023 Just		Just	Assessed	2023	AV	Non-AV	Gross	Taxes/
Comp	MV	SF	MV/SF	Value	Millage Rate	Taxes	Taxes	Taxes	RSF
1	\$30,000	12,632	\$2.37	\$30,000	16.7521	\$503	\$0	\$503	\$0.04
2	\$105,750	54,450	\$1.94	\$105,750	16.7521	\$1,772	\$0	\$1,772	\$0.03
3	\$33,750	15,625	\$2.16	\$33,750	16.7521	\$565	\$0	\$565	\$0.04
4	\$26,500	12,260	\$2.16	\$26,500	16.7521	\$423	\$0	\$423	\$0.03
SP	\$13,800	7,500	\$1.84	\$13,800	16.7521	\$189	\$0	\$189	\$0.03

all have MV & Assessed value the same

4 15 16 17 18 19 20 21 22 23 24



LAND USE/ZONING REQUIREMENTS

Zoning Jurisdiction
 Future Land Use Category
 Land Use Category Intent

Town of Hilliard
 Main Street Commercial

Land designated for Main Street Commercial use is intended for activities that are predominately associated with the sale or the performance of services, including healthcare and other professional services on a neighborhood basis. Residential development is permitted in the Main Street Commercial land uses category. Commercial uses shall be appropriately located and buffered (i.e., sight, access, noise) from adjacent land uses of lesser density or intensity of use.

Commercial land uses will be permitted an intensity of use up to 50 percent of lot/parcel coverage not to include parking or drainage facilities. Building height shall not exceed 35 feet.

Zoning District
 District Intent

R-2 (Single Family)

This district is intended to apply to areas which are to be developed with medium-sized lot single-family homes and accessory residential uses applicable in a single-family residential density that is in keeping with the needs of the community and that can be served adequately by available community services and facilities. It is also designed to make available housing for the appropriate income level and to conserve land, buildings and resources as well as to conserve and protect the character and stability of the district and the town.

Primary Permitted Uses

Single family dwellings, Family day care home, and Community residential homes (as defined and required by F.S. § 419.001)

Minimum Lot Requirements (Width and Area)

90 foot width, 10,000 square feet area

Minimum Yard Requirements

Front

30 Feet

Side

The sum of both side yards shall be 25 feet; however, no side yard shall be less than ten feet in width.

Rear

30 Feet

Maximum Height of Structures

30 Feet

Parking Ratio (single family dwellings)

2 spaces per dwelling unit

Proposed Use Legally Conforming

Yes

Zoning Change Likely

No

A copy of R-2 zoning is included in the Addendum.



SITE DESCRIPTION

LOCATION MAPS

The subject property is located in the City of [illegible] and is situated on [illegible] Street. The property is a [illegible] acre lot and is currently zoned [illegible]. The property is located in the [illegible] neighborhood and is adjacent to [illegible] Street. The property is a [illegible] lot and is currently zoned [illegible]. The property is located in the [illegible] neighborhood and is adjacent to [illegible] Street. The property is a [illegible] lot and is currently zoned [illegible].

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AERIAL MAP**ENVIRONMENTAL HAZARDS**

A copy of a current environmental/hazardous materials study was not provided for this assignment. My value opinion was made under the assumption that the subject has no environmental conditions that would cause a loss in value.

EASEMENTS/ENCROACHMENTS/RESTRICTIONS

A copy of title reports disclosing any encroachments or other easements was not provided for this assignment. It is assumed that there are no adverse easements or encroachments that would negatively impact the marketability or value of the subject property.

BOUNDARY SURVEY

PLAT OF A SURVEY OF

LOTS 1-7 AND LOTS 17-24, BLOCK 166,
WEST PORTION OF THE TOWN OF HILL AND
as shown on a plat recorded in
Plat Book 1, Page 23, Public Records of Nassau County, Florida
for
TERRY JONES

SECOND AVENUE (60' R/W)

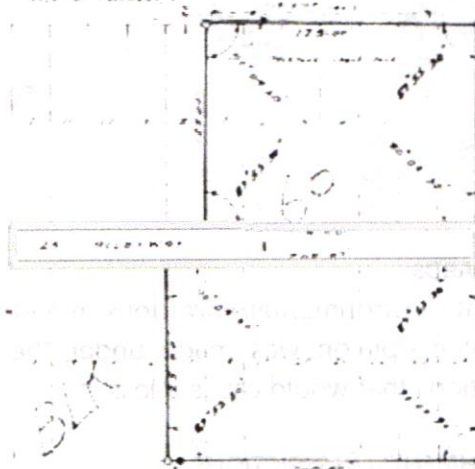
N

STREET (60' R/W)

25' ALLEYWAY

STREET (60' R/W)

FIRST AVENUE (60' R/W)



FRONT STREET (60' R/W)

CERTIFICATION

I, the undersigned, being duly sworn, depose and say that the foregoing is a true and correct copy of the original survey and plat as shown to me by the owner of the property surveyed, and that the same is a true and correct copy of the original survey and plat as shown to me by the owner of the property surveyed, and that the same is a true and correct copy of the original survey and plat as shown to me by the owner of the property surveyed.

Carl D. Mitchell, P.E.
Carl D. Mitchell, P.E.

LEGEND

- Found iron and tin nail in place
- Set iron stake in place
- Found concrete monument
- Set concrete monument

CARL D. MITCHELL & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
P.O. BOX 200
FERNANDINA BEACH, FLORIDA

Carl D. Mitchell, P.E.
FLORIDA REGISTERED LAND SURVEYOR #447
DATE 10/11/11 SCALE 1" = 40'
BY 10/11/11 DATE 10/11/11
DRAWN 10/11/11

PHYSICAL CHARACTERISTICS

Location	Undeveloped ROW located between CR 108 (aka Indiana Street) and Undeveloped ROW for Wisconsin Street. The ROW bisects parcel 08-3N-24-2380-0166-0010, which has an address of 15809 CR 108.
<u>Site Area</u>	
Subject - Gross Acres	0.172 Acres
Subject - Gross Square Feet	7,500 SF
Frontage	25± feet along the east side of CR 108
Depth	300± feet easterly to Undeveloped ROW for Wisconsin Street
Storm Water Retention	On-site retention is assumed to be required (if developed for uses other than a roadway)
Drainage	Site appears to drain to drainage swale located at the eastern terminus of the subject (ROW) site.
Utilities	Water assumed to be located at the site, or close by.
Wetlands	No wetlands were observed.
Access	The subject site does not currently have direct access. The only developed roadway to which the subject has direct frontage is CR 108 (at the western boundary of the subject site). This access point is currently fenced by the adjoining property owner (single family home).
Corner Location	No

FLOOD MAP

National Flood Hazard Layer FIRMette



Legend

GENERAL FLOOD HAZARD AREA	Without Base Flood Elevation (BFE) With BFE or Depth (from 100-year or other Regulatory Floodway)
OTHER AREA OF FLOOD HAZARD	0.2% Annual Chance Flood Hazard Areas of 1% and greater chance flood with overtopping depth less than one foot or with drainage areas of less than one square mile Future Conditions 1% Annual Chance Flood Hazard Area with Reduced Flood Risk due to Levee (See Notes) Area with Flood Risk due to Levee
OTHER AREA	Area of Minimal Flood Hazard Effective LOMRIS Area of Undetermined Flood Hazard
GENERAL STRUCTURES	Channel, Culvert, or Storm Sewer Levee, Dike, or Floodwall
OTHER FEATURES	Cross sections with 1% Annual Chance Water surface elevation Coasts, Transient Base Flood Elevation Limit (BFE) Limit of Study Jurisdiction Boundary Coasts, Transient Base Flood Elevation Wetland Boundary Hydrograph or Feature
MAP PANELS	Digital Data Available No Digital Data Available Unmapped

This map complies with FEMA's standards for the use of digital flood maps. If it is not used as described below, the mapmaker shall be responsible for any errors.

The flood hazard information is derived directly from the authoritative FEMA web services provided by FEMA. This map was exported on 12/17/2010 and does not reflect changes or amendments subsequent to this date and time. The FEMA and effective information may change or become superseded by new data over time.

This map image is valid if the one or more of the following map numbers do not appear: Base Flood Elevation, Flood Zone, Legend, Scale, Mapmaker's date, community identifier, FEMA map number, and FEMA effective date. Map images for unmapped and unmapped areas cannot be used for regulatory purposes.

FEMA DATA

FEMA Map Number	12089C0135F
FEMA Map Date	12/17/2010
Flood Zone Designation	X
Flood Zone	The subjects are located within Flood Zone X, which is an area determined to be outside the 0.2% annual chance (500-year) flood plain.

CONCLUSION OF SITE UTILITY

Overall, the physical characteristics of the site and the availability of utilities result in functional utility suitable for a variety of uses, including those permitted by zoning. I am not aware of any other restrictions on development.

SUBJECT PHOTOGRAPHS

Looking east from 15809 CR 108
Photo taken October 27, 2023



Looking west from 15809 CR 108
Photo taken October 27, 2023



Typical interior view of the subject
Photo taken October 27, 2023



Typical interior view of the subject
Photo taken October 27, 2023



Drainage swale at crossing eastern part of the subject
Photo taken October 27, 2023



Drainage swale along western end of the subject
Photo taken October 27, 2023

SURROUNDING AREA ANALYSIS

LOCATION

The subject is located along CR 108 within in municipal limits of the Town of Hilliard, Florida. The boundaries of the subject neighborhood are construed as the Town of Hilliard.

ACCESS AND LINKAGES

Primary access to the area is provided by Interstate 95, US Highway 301 (US-1), and CR 308.

The following summarizes area roadways:

North/South Routes:

- U.S. Highway 301 – a four-lane US highway extending through Nassau County running from the Sarasota-Bradenton-Venice metropolitan area through the central northern region of Florida.
- Eastwood Road - a two-lane local roadway that extends north from US Highway 301 and terminates at County Road 108.
- County Road 121A (South Middle Road) – a two-lane local roadway that extends south from Kolars Ferry Road, intersects with County Road 108, and terminates at Musslewhite Road.

East/West Routes:

- Kolars Ferry Road – a two-lane roadway that extends east from US Highway 301 and terminates at County Road 121A (Middle Road).
- County Road 108/115 – a two-lane highway that extends west from US Highway 17, intersecting with US Highway 301 through the heart of Hilliard, and terminating at County Road 121.
- Henry Smith Road – a two-lane local roadway extending east from Power Line Road, just west of Hilliard, and terminates at US Highway 301.
- River Road (County Road 108) – a two-lane local roadway extending west from US Highway 301 in Callahan and terminates at State Highway 108.

SURROUNDING LAND USES

Land uses immediately surrounding the subject are predominantly residential. Several commercial properties are located within the immediate market area.

Supporting commercial retail land uses are located mainly along US Highway 301 (US-1) west of Eastwood Road and the area includes Spinners Pizza & Pasta, Dollar General, Hagan Ace Hardware, Seldomridge Body Shop & Wrecker, NAPA Auto Parts, Southern Shine Car Wash, Steamboat Lilly's, and Hilliard Meats.

The Town of Hilliard is a smaller rural town with single-family residential neighborhoods with home prices ranging from \$100,000 to \$700,000.

SURROUNDING AREA DEMOGRAPHICS

The following map shows the 5-, 10-, and 15-minute drive times from the subject property. A snapshot of the surrounding area demographics, including population, households, and income data, is displayed in the table on the following page.





Executive Summary

15809 CR-106 Hilliard, Florida 32046-2

Prepared by Esri

Radius: 5-, 10-, and 15-Minute Drive Time Radius

	5 Min	10 Min	15 Min	Jacksonville MSA	Florida
Population					
2010 Population	2,874	4,154	8,901	1,345,596	18,801,310
2020 Population	2,835	4,144	9,179	1,605,648	21,538,187
2023 Population	2,815	4,118	9,301	1,696,786	22,381,338
2028 Population	2,680	3,928	9,007	1,780,066	23,091,949
2010-2020 Annual Rate	-0.14%	-0.02%	0.31%	1.78%	1.37%
2020-2023 Annual Rate	-0.22%	-0.19%	0.41%	1.71%	1.19%
2023-2028 Annual Rate	-0.96%	-0.94%	-0.64%	0.96%	0.63%
2023 Male Population	48.3%	48.8%	49.6%	48.9%	49.1%
2023 Female Population	51.7%	51.2%	50.4%	51.1%	50.9%
2023 Median Age	39.6	39.9	40.3	39.2	42.9
Population 25+ Educational Attainment					
High School Graduate	36.8%	36.9%	38.5%	22.6%	23.8%
Associate Degree	7.9%	8.9%	8.8%	10.6%	10.9%
Bachelor's Degree	13.6%	12.4%	10.5%	23.7%	21.6%
Graduate/Professional Degree	2.2%	2.8%	3.4%	12.5%	12.7%
Households					
2010 Households	1,059	1,523	3,234	524,146	7,420,802
2020 Households	1,058	1,538	3,375	626,344	8,529,067
2023 Households	1,048	1,530	3,448	668,747	8,909,543
2028 Households	1,027	1,504	3,443	709,026	9,259,577
2010-2020 Annual Rate	-0.01%	0.10%	0.43%	1.83%	1.40%
2020-2023 Annual Rate	-0.29%	-0.16%	0.66%	1.94%	1.35%
2023-2028 Annual Rate	-0.40%	-0.34%	-0.03%	1.16%	0.77%
2023 Average Household Size	2.60	2.63	2.67	2.49	2.46
Median Household Income					
2023 Median Household Income	\$64,924	\$65,993	\$64,502	\$71,600	\$65,081
2028 Median Household Income	\$73,883	\$74,907	\$71,953	\$82,507	\$76,713
2023-2028 Annual Rate	2.62%	2.57%	2.21%	2.88%	3.34%
Average Household Income					
2023 Average Household Income	\$80,524	\$83,222	\$81,897	\$101,614	\$97,191
2028 Average Household Income	\$92,716	\$95,991	\$93,911	\$117,091	\$112,527
2023-2028 Annual Rate	2.86%	2.90%	2.76%	2.88%	2.97%
Housing					
2010 Total Housing Units	1,153	1,672	3,585	598,490	8,989,580
2010 Owner Occupied Housing Units	736	1,116	2,453	350,768	4,998,979
2010 Renter Occupied Housing Units	324	406	781	173,378	2,421,823
2010 Vacant Housing Units	94	149	351	74,344	1,568,778
2020 Total Housing Units	1,151	1,669	3,671	690,609	9,865,350
2020 Owner Occupied Housing Units	324	406	781	62,265	1,336,283
2023 Total Housing Units	1,135	1,651	3,714	731,783	10,242,967
2023 Owner Occupied Housing Units	720	1,114	2,627	442,812	5,917,802
2023 Renter Occupied Housing Units	328	416	821	225,935	2,991,741
2023 Vacant Housing Units	87	121	266	63,036	1,333,424
Average Home Value	\$400,631	\$381,637	\$359,574	\$372,199	\$392,305
2028 Total Housing Units	1,139	1,659	3,743	772,932	10,613,413
2028 Owner Occupied Housing Units	727	1,124	2,676	471,121	6,198,930
2028 Renter Occupied Housing Units	300	380	765	237,905	3,060,647
2028 Vacant Housing Units	112	155	300	63,906	1,353,836
Average Home Value	\$433,815	\$411,643	\$388,919	\$393,182	\$413,149

Data Note: Income is expressed in current dollars

Source: U.S. Esri forecasts for 2022 and 2027. Esri converted Census 2010 data into 2020 geography.

OUTLOOK AND CONCLUSION

The subject's market area is within the Town of Hilliard, a semi-rural area in western Nassau County. Major roadways through the market area provide good access to employment centers within the Jacksonville MSA.

The subject market area is expected to experience moderate development and redevelopment over the next decade with limited to moderate investment opportunities and potential for property value appreciation.

The main commercial retail corridor through Hilliard is US Highway 301 (US-1). The subject market area is made up of predominately single-family residential with some scattered office and retail uses.

Until approximately June 2022, commercial market conditions within Northeastern Florida, including Jacksonville, Gainesville, and Tallahassee were increasing at a high pace. The subject's area of Hilliard exhibited a slower rate of growth, which is very typical of a smaller community. Overall, inflation and rapidly increasing interest rates have slowed sales volume and value growth substantially, and this trend has continued throughout 2023. The long-term projection for the subject market area will be stable-to-slightly increasing property values over the next 1 – 3 years, then returning to property appreciation consistent with historical levels. Also, there should be investment opportunities along the Highway 301 corridor as development moves northward from North Jacksonville.

HIGHEST AND BEST USE

Definition

The 7th Edition of *The Dictionary of Real Estate Appraisal*, (Chicago: Appraisal Institute, 2022), defines highest and best use as:

"The reasonably probable use of property that results in the highest value. The four criteria that the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity."

1. **Legal Permissibility:** "a property use that is either currently allowed or most probably allowable under zoning codes, building codes, environmental regulations, and other applicable laws and regulations that govern land use."
2. **Physical Possibility:** "the parcel of land must be able to accommodate the construction of any building that would be a candidate for the ideal improvement."
3. **Financial Feasibility:** "the capability of a physically possible and legal use of property to produce a positive return to the land after considering risk and all costs to create and maintain the use."
4. **Maximally Productive Use:** "a specific land use must yield the highest value of all the physically possible, legally permissible, and financially feasible possible uses."

These tests are performed sequentially, as it is irrelevant if a certain use is financially feasible when not physically possible or legally permissible. When identifying the highest and best use of an improved property these tests are performed first on the property under the hypothetical assumption it is vacant. If the highest and best use is to improve the property, then the ideal improvement is determined using these same four criteria. Then, the subject improvements are compared to the ideal improvement. A determination is then made on whether to maintain the existing improvement in its existing use or modify the improvement to conform more to the ideal.

HIGHEST AND BEST USE "AS VACANT"

LEGALLY PERMISSIBLE

The subject is an undeveloped site (right-of-way/alleyway) within an area of surrounding Residential (R-2) zoned properties and a future land use of Main Street Commercial. This district is intended to apply to areas that are to be developed with medium-sized lots single-family homes and accessory residential uses applicable in a single-family residential density that is in keeping with the needs of the community and that can be served adequately by available community services and facilities, which allows single-family dwellings, family day care homes, and community residential homes.

PHYSICALLY POSSIBLE

The physically possible uses for the subject are limited to the legally permissible uses that current zoning and land use of the site mandates. The subject site contains 7,500 square feet of land with a twenty-five-foot wide strip of land. Overall, the subject site's physical characteristics result in minimal development possibilities.

FINANCIALLY FEASIBLE

Financially feasible uses for the subject parcel are governed by legally permissible uses and the physically possible uses for that site. The influence of the surrounding market area considering commercial and residential uses and the growth within the market area and its effect on the subject must be considered. The primary determinant of financial feasibility is if a specific use is likely to produce a higher income level than the combined need to satisfy operating expenses, financial expenses, and capital amortization.

Land uses immediately surrounding the subject include a mix of single-family residential and some commercial uses. Based on my analysis of the market, there is currently adequate demand for single-family residences within the subject market area.

MAXIMALLY PRODUCTIVE

Maximally productive uses are governed by the subject's legally permissible, physically possible, and financially feasible uses. Overall, the subject site's physical characteristics and the availability of utilities result in minimal development possibilities.

Considering the legally permissible, physically possible, financially feasible, and maximally productive uses, the highest and best use of the subject is to assemble the subject property with the adjoining properties for the immediate development of single-family uses.

MOST PROBABLE BUYER/USER

Considering the property's size and characteristics, the most likely buyer of the subject would be an adjacent property owner looking to assemble the subject site with their adjacent property.

VALUATION METHODOLOGY & DEFINITIONS

Three basic approaches may be applicable and utilized, then reconciled to arrive at an estimate of market value. A value approach is included or eliminated based on its applicability to the property type being valued and the information available. The reliability of each approach depends on the availability and comparability of market data and the motivation and thinking of purchasers. Applicable approaches and whether they were utilized are summarized below:

The Cost Approach is based upon the principle of substitution, which states a prudent purchaser would not pay more for a property than the amount required to purchase a similar site and construct similar improvements without undue delay, producing property of equal desirability and utility. This approach is particularly applicable when the appraised improvements are relatively new or proposed or when the improvements are so specialized, that there is little or no sales data from comparable properties.

The Sales Comparison Approach compares sales of similar properties with the subject property. Each comparable sale is adjusted for its inferior or superior characteristics. The values derived from the adjusted comparable sales form a range of values for the subject. By process of correlation and analysis, a final indicated value is derived.

In the Income (Direct Capitalization) Approach, the property's income-producing capacity is estimated using contract rents on existing leases and by estimating market rent from the rental activity at competing properties for the vacant space. Deductions are then made for vacancy and collection loss and operating expenses. The resulting net operating income is divided by an overall capitalization rate to derive an opinion of value for the subject property. The capitalization rate represents the relationship between net operating income and value.

The appraisal process concludes with the Final Reconciliation of the values derived from the approaches applied for a single market value estimate. Different properties require different means of analysis and lend themselves to one approach over the others.

The subject of this assignment is undeveloped land. The Sales Comparison Approach is considered the most relevant and reliable and was used exclusively in our estimate of market value. Neither the Income Approach nor the Cost Approach are applicable.

SALES COMPARISON APPROACH

The Sales Comparison Approach to Value is a valuation method in which a comparison of similar sold properties is made to the subject property. The Sales Comparison Approach to value is based on the economic principle of substitution. According to the Principle of Substitution, a buyer will not pay more for one property than another that is equally desirable. The following steps describe the applied process of the Sales Comparison Approach.

1. The market in which the subject property competes is investigated; comparable sales, contracts for sale, and current offerings are reviewed.
2. The most pertinent data is further analyzed, and the quality of the transaction is determined.
3. The most meaningful unit of value for the subject property is determined.
4. Each comparable sale is analyzed and, where appropriate, adjusted to equate with the subject property.
5. The value indication of each comparable sale is analyzed, and the data is reconciled for a final indication of value via the Sales Comparison Approach.

I researched numerous comparable sales for this analysis. The land sales are documented on the following pages.



No.	Location	Sale Date	Price	Land Size (SF)	Price/SF	Use
1	0 Fourth Avenue	2/1/2022	\$32,000	12,632 SF	\$2.53	Residential
2	175960 Bay Road	7/18/2022	\$140,000	54,450 SF	\$2.57	Residential
3	27474 W 10th Avenue	9/16/2022	\$31,500	15,625 SF	\$2.02	Residential
4	2718 Kara Drive	4/4/2023	\$25,000	12,260 SF	\$2.04	Residential

7500 sq ft - my alley

Land Sale No. 1

**Property Identification**

Record ID	8604
Property Type	Vacant Acreage
Address	0 Fourth Avenue, Hilliard, Nassau County, Florida 32046
Location	South side of Fourth Avenue between Ohio Street and Missouri Street
Tax ID	08-3N-24-2380-0138-0020

Sale Data

Grantor	Martin Julian and Katherine M. Berg
Grantee	Curtis Duane and Mary Yake
Sale Date	February 01, 2022
Deed Book/Page	2539/ 1127
Property Rights	Fee Simple
Conditions of Sale	Arm's Length
Financing	Cash to Seller
Verification	Other sources: Public Records, Deed, Confirmed by Gerry Fortner
Sale Price	\$32,000

Land Sale No. 1 (Cont.)**Land Data**

Zoning	R-2 (Medium Density Residential)
Topography	Level
Utilities	All Available
Shape	Rectangular

Land Size Information

Gross Land Size	0.290 Acres or 12,632 SF
-----------------	--------------------------

Indicators

Sale Price/Gross Acre	\$110,348
Sale Price/Gross SF	\$2.53

Remarks

This represents the sale of a vacant residential site in Hilliard Florida. The site was wooded at the time of sale.

and Sale No. 2



Record ID	8605
Property Type	Vacant Acreage
Address	175960 Bay Road, Hilliard, Nassau County, Florida 32046
Location	North side of Bay Road between Ohio Street and C.R 108
Tax ID	08-3N-24-2380-0182-0010

Grantor	Louis Dyal and Janice J. Hodges
Grantee	Conner Development Group, Inc.
Sale Date	July 18, 2022
Deed Book/Page	2579/ 815
Conditions of Sale	Arm's Length
Financing	Cash to Seller
Verification	Other sources: Public Records, Deed, Confirmed by Gerry Fortner
Sale Price	\$140,000

Land Sale No. 2 (Cont.)**Land Data**

Zoning	R-3 (High Density Residential)
Topography	Level
Utilities	All Available
Dimensions	Irregular

Land Size Information

Gross Land Size	1.250 Acres or 54,450 SF
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Indicators

Sale Price/Gross Acre	\$112,000
Sale Price/Gross SF	\$2.57

Remarks

This represents the sale of a vacant residential site in Hilliard Florida. The site was wooded at the time of sale. This parcel is split by a town-owned Right-Of-Way alley.

Land Sale No. 3



Property Identification

Record ID	8510
Property Type	Vacant Residential
Address	27474 W 10th Avenue, Hilliard, Nassau County, Florida 32046
Location	Northwest corner 10th Avenue & Ohio Street
Tax ID	08-3N-24-2380-0201-0200

Sale Data

Grantor	Mitzi M. Roy
Grantee	Douglas R. Loyd
Sale Date	September 16, 2022
Deed Book/Page	2591/1123
Property Rights	Fee Simple
Conditions of Sale	Arm's-length
Financing	Cash to seller
User 4	General Warranty Deed
Verification	Megan Binkley; 904-703-4942, July 21, 2023; Other sources: Public records, Confirmed by Bolina Kol

Sale Price

\$31,500

Land Sale No. 3 (Cont.)**Land Data**

Zoning	R-2
Topography	At road grade
Utilities	Public water & septic tank
Shape	Regular
Landscaping	Cleared

Land Size Information

Gross Land Size	0.359 Acres or 15,625 SF
Uplands Land Size	0.359 Acres or 15,625 SF, 100.00%
Front Footage	125 ft 10th Avenue; 125 ft Ohio Street;

Indicators

Sale Price/Gross Acre	\$87,817
Sale Price/Gross SF	\$2.02
Sale Price/Uplands Acre	\$87,817
Sale Price/Uplands SF	\$2.02

Remarks

At the time of sale, this site was cleared and ready for construction. It was on the market for 33 days.

Land Sale No. 4



Property Identification

Record ID	8511
Property Type	Vacant Residential
Address	2718 Kara Drive, Hilliard, Nassau County, Florida 32046
Location	West side of Kara Drive just west of US-1
Tax ID	05-3N-24-2330-0012-0000

Sale Data

Grantor	Dana M. Testone & Roger D. Gibson, Jr.
Grantee	Laurie A Huggins
Sale Date	April 04, 2023
Deed Book/Page	2630/682
Property Rights	Fee Simple
Conditions of Sale	Arm's-length
Financing	Cash to seller
User 4	Special Warranty Deed
Verification	Shelli Denmark; 904-879-3011, Other sources: Public record, Confirmed by Bolina Kol
Sale Price	\$25,000

Land Sale No. 4 (Cont.)**Land Data**

Zoning	RM, Residential Mixed
Topography	At road grade
Utilities	Well & Septic Tank
Shape	Regular
Landscaping	Partially cleared

Land Size Information

Gross Land Size	0.281 Acres or 12,260 SF
Uplands Land Size	0.281 Acres or 12,260 SF, 100.00%
Front Footage	105 ft Kara Drive;

Indicators

Sale Price/Gross Acre	\$88,825
Sale Price/Gross SF	\$2.04
Sale Price/Uplands Acre	\$88,825
Sale Price/Uplands SF	\$2.04

Remarks

This is the sale of a small residential site with RM (Residential, Mixed) zoning that allows only single-family dwellings and mobile homes. On the day of sale, the site has a well & septic tank. This site previously had a mobile home, which had been removed before listing. The site was listed as a residential site with an asking price of \$45,000 for approximately 86 days. The grantee, Laurie A Huggins, purchased as an investment. After the purchase, the grantee transferred the ownership interest of this property to her company, Florida Coastal Construction Services.

ANALYSIS OF LAND SALES

The adjustment process is typically applied through either quantitative or qualitative analysis, or a combination of the two.

- Quantitative adjustments are often developed as dollar or percentage amounts and are most credible when there is enough data to perform a paired sales or statistical analysis.
- Qualitative adjustments are based on qualitative judgment rather than empirical data when there is not sufficient data to develop a sound quantified estimate within a reasonable degree of confidence.

For this analysis, I used both quantitative and qualitative adjustments. Qualitative adjustments are based on a scale calibrated in 5% increments, with a minor adjustment considered to be 5% and increasing upward with a more perceived difference between a comparable property and the subject. If the comparable is superior to the subject, its sale price is adjusted downward to reflect the subject's relative inferiority; if the comparable is inferior, its price is adjusted upward.

The transactional elements of comparison are:

PROPERTY RIGHTS

This adjustment is generally applied to reflect the transfer of property rights different from those being appraised, such as differences between properties ground-leased at market rent and those sold fee simple.

An adjustment for this is not considered necessary due to all property rights being equal to the subject. No adjustment is warranted.

FINANCING

This adjustment is generally applied to a property that transfers with atypical financing such as having assumed an existing mortgage at a favorable interest rate. Conversely, a property may be encumbered with an above-market mortgage that has no prepayment clause or a very costly prepayment clause. Such atypical financing often plays a role in the negotiated sale price.

No atypical financing was reported. No adjustments are warranted for financing terms.

CONDITIONS OF SALE

This adjustment category reflects the extraordinary motivations of the buyer or seller to complete the sale. Examples include a purchase for assemblage involving anticipated incremental value, or a quick sale for cash. This adjustment category may also reflect a distress-related sale or a corporation recording at a non-market price.

The sales were all reportedly arm's length and did not require adjustment.

MARKET CONDITIONS

Real estate values normally change over time. The rate of change fluctuates due to investors' perceptions of prevailing market conditions. This adjustment category reflects value changes, if any, which occurred between the date of the sale and the effective date of the appraisal.

Market conditions within the subject's market and submarket have been improving over the past several years until mid-2022 when interest rates started to increase. Our adjustment reflects a 0.0% annual adjustment from the date of the oldest sale through the effective date of value for the subject. The market conditions adjustment also considers the sharp reduction in transactional data since the beginning of the interest rate increases.

Market Condition adjustments are applied after the previous adjustments but before any of the following adjustments.

LOCATION/ACCESS/EXPOSURE

Property location affects its value. This adjustment category considers general market area influences and a property's accessibility and visibility from a main thoroughfare. Differing rent levels or land values are typically good indications that a location adjustment is required. In determining location adjustments, we considered the demographics surrounding the sale site, and access to the subject site. Although based on data, the location adjustments applied are somewhat qualitative.

Sales 1, 2 and 3 were corner sites that warrant a downward adjustment. Sale 4 represents an inline site, similar to the subject.

ZONING

The subject is an undeveloped site with surrounding Residential (R-2) zoned land and future land use of Main Street Commercial. The R-2 district is intended to apply to areas that are to be developed with medium-sized lots single-family homes and accessory residential uses applicable in a single-family residential density that is in keeping with the needs of the community and that can be served adequately by available community services and facilities, which allows single-family dwellings, family day care homes, and community residential homes.

Sales 2 and 4 warrant downward adjustments for allowing multifamily uses.

PHYSICAL CHARACTERISTICS

The subject is a partially wooded rectangular site (alleyway) with 25 feet of width and 300 feet of depth. Overall, the subject site's physical characteristics result in minimal development possibilities as a stand-alone site. When analyzed in an "across the fence" manner the site is considered average. Overall, no adjustments for physical characteristics are warranted.

ECONOMIES OF SCALE

Based on economies of scale, all sales were adjusted at the rate of 3% per acre of difference in usable land area when compared to the subject. Larger sites are adjusted upward and smaller sites are adjusted downward.

LAND SALES ADJUSTMENT GRID

	Subject	Land Sale 1	Land Sale 2	Land Sale 3	Land Sale 4
Proposed Use	ROW	Residential	Residential	Residential	Residential
Sale Site	Right-Of-Way Site (25-foot Alleyway)	0 Fourth Avenue	175960 Bay Road	27474 W 10th Avenue	2718 Kara Drive
Date of Value & Sale	10/27/23	2/1/22	7/18/22	9/16/22	4/4/23
Land Area (Useable Acres)	0.172 Acres	0.290 Acres	1.250 Acres	0.359 Acres	0.281 Acres
Developable Land Area (SF)	7,500 SF	12,632 SF	54,450 SF	15,625 SF	12,260 SF
Zoning	R-2 (Single Family)	R-2	R-3	R-2	RM
Sale Price		\$32,000	\$140,000	\$31,500	\$25,000
Unadjusted Sale Price/Useable Acre (Land)		\$110,348	\$112,000	\$87,817	\$88,825
Transactional Adjustments					
Property Rights Conveyed	Fee Simple	Similar	Similar	Similar	Similar
Adjustment		0.00%	0.00%	0.00%	0.00%
Adjusted Price		\$110,348	\$112,000	\$87,817	\$88,825
Financing Terms	Cash to seller	Similar	Similar	Similar	Similar
Adjustment		0.00%	0.00%	0.00%	0.00%
Adjusted Price		\$110,348	\$112,000	\$87,817	\$88,825
Conditions of Sale	Arm's Length	Similar	Similar	Similar	Similar
Adjustment		0.00%	0.00%	0.00%	0.00%
Adjusted Price		\$110,348	\$112,000	\$87,817	\$88,825
Market Condition	(Annual Rate)	Similar	Similar	Similar	Similar
Value Growth/Decline per year	0.00%				
Adjustment		0.00%	0.00%	0.00%	0.00%
Adjusted Sale Price		\$110,348	\$112,000	\$87,817	\$88,825
Property Adjustments					
Location	Inline	Corner	Corner/Split	Corner	Inline
Adjustment		Superior -10.00%	Superior -10.00%	Superior -10.00%	Similar 0.00%
Zoning	R-2 (Single Family)	R-2	R-3	R-2	RM
Adjustment		Similar 0.00%	Superior -20.00%	Similar 0.00%	Superior -15.00%
Physical Characteristics	ROW	Residential	Residential	Residential	Residential
Adjustment		Similar 0.00%	Similar 0.00%	Similar 0.00%	Similar 0.00%
Size	7,500 SF	12,632 SF	54,450 SF	15,625 SF	12,260 SF
Adjustment		Larger 0.35%	Larger 3.23%	Larger 0.56%	Larger 0.33%
Net Property Adjustment		-9.65%	-26.77%	-9.44%	-14.67%
Adjusted Sale Price		\$99,704	\$82,021	\$79,527	\$75,793
High	\$99,704				
Median	\$80,774				
Average	\$84,261				
Low	\$75,793				

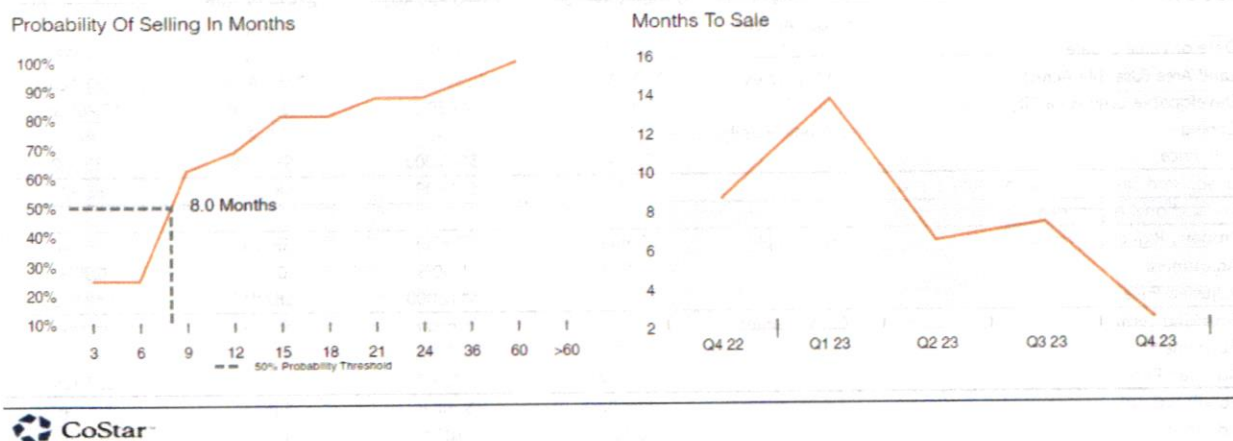
CONCLUSION OF SALES COMPARISON APPROACH

Based on the adjustments above, Sale 1 appears to be an outlier and also represents the oldest sale. Sales 2, 3 and 4 represent the most recent transactions, which all occur after the most recent rounds of rate hikes by the Federal Reserve. As such, Sales 2, 3 and 4 represent the best comparables for the subject site. My reconciled opinion of the subject's market value is presented below.

\$/Us. Acre (Land)	Subject Size	Indicated MV
ROW @ \$80,000/Acre	0.172 Acres	\$13,774
		\$13,800
		Rounded

EXPOSURE TIME

HISTORICAL LAND SALES – NASSAU COUNTY (12-MONTH PERIOD)



Exposure time is the length of time the subject property would have been exposed for sale in the market had it sold on the effective valuation date at the concluded market value. Exposure time is always presumed to precede the effective date of the appraisal. Based on historical data (above), it is my opinion that the probable exposure time for the subject (25-foot R-O-W site) at the concluded market value stated previously is 6-12 months.

MARKETING TIME

Marketing time estimates the amount of time it might take to sell a property at the concluded market value immediately following the effective date of value. Based on the historical data (above) and my knowledge of available properties that were trading as of the effective date adjusting for current rising interest and the potential of recession, it is my opinion that the probable marketing time for the subject (25-foot R-O-W site) is 6-12 months.

ASSUMPTIONS & LIMITING CONDITIONS

This appraisal is subject to the following limiting conditions:

1. The effective date is October 27, 2023. The appraiser assumes no responsibility for economic or physical factors occurring at some later date, which may affect the opinions stated herein.
2. No responsibility for legal matters is assumed, although such matters may be discussed in the report. No opinion is rendered as to the title, which is assumed marketable and free and clear of all liens, encumbrances, easements, encroachments, and restrictions, except as herein described. The property was appraised under the assumption that it is under responsible ownership and competent management and available for its highest and best use.
3. Certain information in this report was furnished from sources believed reliable; however, such information is not guaranteed as to its accuracy, although it has been checked insofar as possible and is believed correct.
4. No engineering test boring was made to determine soil-bearing qualities. The soil of the area under valuation appears firm and solid unless otherwise stated. Subsidence in the area is unknown or uncommon, but the appraiser does not warrant against this condition or occurrence.
5. In this assignment, the existence of toxic waste, including without limitation cyclodienes, petroleum leakage, or agricultural chemicals that may or may not be present, was not observed by, nor does the appraiser know the existence of any such materials on or in the property. The appraiser, however, is not qualified to detect such substances. The existence of potentially hazardous waste materials may affect the value of the property.
6. The appraiser, by reason of this report, is not required to give testimony in court regarding the property herein appraised, nor is the appraiser obligated to appear before any governmental body, board, agent, or representative for investigation questioning, depositions, conferences, or hearings unless specific arrangements have been previously made therefore concerning time and fees.
7. Any drawings, maps, or exhibits included in this report are for illustration only to visualize the property and its surroundings. They may not be considered surveys or relied upon for any other purpose.
8. A member of The Appraisal Institute signed this report. The Bylaws and Regulations of the Institute require each member to control the use and distribution of each appraisal report signed by such members. Therefore, no out-of-context quoting or partial reprinting of this report is authorized. Further, neither all nor any part of this appraisal report shall be

disseminated to the general public by using media for public communication without the prior written consent of the signatory of this appraisal report. The Bylaws and Regulations of the Institute also provide for the review of appraisal reports by its duly authorized representatives in some instances. No change of any item in the appraisal report shall be made by anyone other than the appraisers, and the appraisers shall have no responsibility for any such unauthorized change.

9. Any distribution of the total estimated values in this report between land, improvement, and/or personal property applies only to the property's planned utilization as described in this report. These separate value estimates must not be used in conjunction with any other appraisal or any other intended use and are invalid if used. This appraisal shall be considered in its entirety. No part thereof shall be used separately or out of context.
10. I inspected the subject on October 27, 2023. This appraisal is conditioned upon there being no hidden or unapparent conditions of the property, subsoil or structure, no major structural defects, sinkholes, the existence of endangered species, nor any termite and/or other insect infestations or damages that were not visible to the appraiser during the inspection which, had such been observed, would be discussed herein.
11. The Highest and Best Use Analysis of the subject and the valuation estimate of the analysis and report are subject to the continuing land uses identified herein being continued according to both the Town of Hilliard.
14. It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws and that all zoning and use regulations and restrictions of all types have been complied with (unless noncompliance is stated, defined, and considered in the appraisal report). It is further assumed that all licenses, consents, permits, or legislative or administrative authority required by any local, state, federal, and/or private entity or organization have been or can be obtained or renewed for any use considered in the value estimates.
15. No claim is intended to be expressed for matters of expertise that would require specialized investigation or knowledge beyond that ordinarily employed by real estate appraisers. I claim no expertise in areas such as, but not limited to, legal, survey, structural, environmental, pest control, mechanical, etc.
16. This appraisal was prepared for the sole and exclusive use of the client for the function outlined herein. Any party who is not the client or intended user identified in the appraisal or engagement letter is not entitled to rely upon the appraisal's contents without the express written consent of Moody Williams Appraisal Group, LLC and Client. The Client shall not include partners, affiliates, or relatives of the party addressed herein. The appraisers assumed no obligation, liability, or accountability to any third party.

CERTIFICATION – MICHAEL HOTALING, MAI

I certify that to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. I have performed no previous appraisal service and no other services in any capacity regarding the property that is the subject of this report within the three years immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
6. Neither my engagement to make this appraisal (or any future appraisals for this client) nor any compensation, therefore, are contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of any subsequent event directly related to the intended use of this appraisal.
8. The reported analyses, opinions, and conclusions were developed, and this report has been prepared in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute, which includes the *Uniform Standards of Professional Appraisal Practice*.
9. Michael Hotaling, MAI made a personal inspection of the property that is the subject of this report.
10. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.



17. The distribution of this report is at the sole discretion of the client. However, no third parties that are not listed as an intended user on the face of the appraisal or the engagement letter may rely upon the appraisal's contents. In no event shall the client give a third party a partial copy of the appraisal report. I will make no distribution of the report without the specific direction of the client.
18. The subject property is under Flood Zone X, which is an area determined to be outside the 0.2% annual chance floodplain. Federal law does not require flood insurance in these zones. Unless otherwise noted, I have not completed nor have I contracted to have completed an investigation to identify and/or quantify the presence of non-tidal wetland conditions on the subject property. Because the appraiser is not a surveyor, I make no guarantees, express or implied, regarding this determination.
19. The size of the subject land was taken from a land survey. Should a future survey prove this information inaccurate, I reserve the right to amend this appraisal (at additional cost) if substantial differences are discovered.
20. This appraisal applies to the land only. The value of trade fixtures, furnishings, personal property, and other equipment, or subsurface rights (minerals, gas, and oil) were not considered in this appraisal. A business value was not estimated.
21. No changes in any federal, state, or local laws, regulations, or codes (including, without limitation, the Internal Revenue Code) are anticipated unless specifically stated to the contrary.
22. The data gathered in the course of this assignment shall remain the property of the appraiser. The client authorizes the appraiser to disclose all or any portion of the appraisal and related appraisal data to appropriate representatives of the Appraisal Institute if such disclosure is required to enable the appraisers to comply with the Bylaws and Regulations of such Institute now or hereafter in effect.
23. Acceptance and/or use of this appraisal report constitutes acceptance of these general assumptions and limiting conditions.



ADDENDUM


Moody Williams Appraisal Group, LLC
10000 West 10th Avenue, Suite 100
Denver, Colorado 80202
Phone: 303.733.1111
www.mwagroup.com



11. As of the date of this report, Michael Hotaling, MAI completed the continuing education program for Designated Members of the Appraisal Institute.


A handwritten signature in blue ink, appearing to read 'Michael Hotaling', with a long, sweeping underline.

Michael Hotaling, MAI
Managing Partner
State-Certified General
Real Estate Appraiser RZ 3226



Ron DeSantis, Governor

Melanie S. Griffin, Secretary

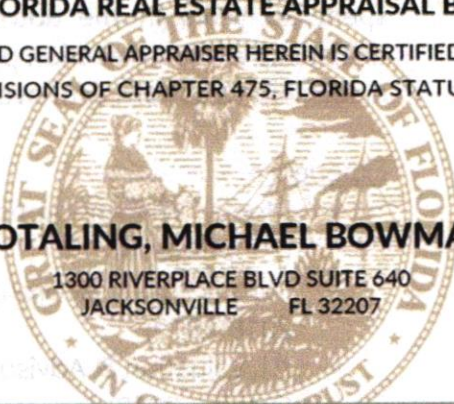


STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

FLORIDA REAL ESTATE APPRAISAL BD

THE CERTIFIED GENERAL APPRAISER HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 475, FLORIDA STATUTES




HOTALING, MICHAEL BOWMAN

1300 RIVERPLACE BLVD SUITE 640
JACKSONVILLE FL 32207

LICENSE NUMBER: RZ3226

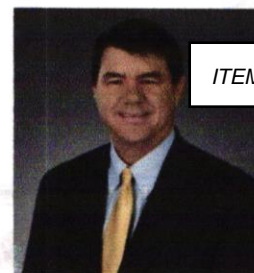
EXPIRATION DATE: NOVEMBER 30, 2024

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



QUALIFICATIONS OF MICHAEL HOTALING, MAI

Managing Partner

Moody Williams Appraisal Group, LLC.

State Certifications

State of Florida

State-Certified General Real
Estate Appraiser RZ3226

State of Georgia

State-Certified General Real
Property Appraiser 334632

Education

Bachelor of Science

Business Administration &
Finance

University of Central Florida

Contact Details

Moody Williams

Appraisal Group, LLC

1300 Riverplace Blvd, Ste 640

Jacksonville, FL 32207

Phone: 904-516-8900

Cell: 386-295-0295

Email: mhotaling@moodywilliams.com

Prior to entering the appraisal field, Michael Hotaling, MAI spent 20 years in the automotive industry at both the dealership and auto auction positions and now specializes in dealership valuations with over 100 dealerships appraised.

Experience

- Moody Williams Appraisal Group, Senior Appraiser (2020-Present)
- Moody Appraisal Group, Senior Appraiser (December 2018-2019)
- JLL Valuation & Advisory – Senior Analyst (May 2017-October 2018)
- IRR-Jacksonville, formerly Crenshaw Williams Appraisal Company- Senior Analyst (August 2005 – May 2017)
- IRR-Orlando, Researcher (June 2005 – August 2005)

Completed appraisal assignments in Florida, Georgia, South Carolina, North Carolina, Virginia, Maryland, and the District of Columbia include Multifamily development, condominiums, residential subdivisions, downtown and suburban office buildings, general and medical offices, mixed-use developments, shopping centers, and free-standing retail properties, all types of vacant land including islands and special use properties such as churches, funeral homes, and child care centers.

Assignments in the Jacksonville Metropolitan area (Duval County) also include the surrounding counties of Clay, Nassau, St Johns, Baker, Flagler, and Putnam.

ZONING CODE – R-2**SEC. 62-284. SINGLE-FAMILY DISTRICT R-2.**

- (a) *Intent.* This section applies to the R-2 district. This district is intended to apply to areas which are to be developed with medium-sized lot single-family homes and accessory residential uses applicable in a single-family residential density that is in keeping with the needs of the community and that can be served adequately by available community services and facilities. It is also designed to make available housing for the appropriate income level and to conserve land, buildings and resources as well as to conserve and protect the character and stability of the district and the town.
- (b) *Permitted principal uses and structures.*
- (1) Single-family dwelling.
 - (2) Family day care homes as required by F.S. § 166.0445.
 - (3) Community residential homes, as defined and required by F.S. § 419.001.
- (c) *Permissible uses and structures by exception.* The following uses may be permitted by exception after site plan review: See section 62-358.
- (d) *Minimum lot requirements.* The minimum lot requirements per one dwelling are as follows:
- (1) Minimum lot width: 90 feet.
 - (2) Minimum lot area: 10,000 square feet.
- (e) *Maximum lot coverage.* Maximum lot coverage by all buildings and accessory structures shall not exceed 30 percent of lot area.
- (f) *Minimum yard requirements.*
- (1) Front: 30 feet.
 - (2) Side: The sum of both side yards shall be 25 feet; however, no side yard shall be less than ten feet in width.
 - (3) Rear: 30 feet.
- (g) *Maximum height of structures.* Thirty feet in height above established grade.

(Code 1997, § 62-284; Ord. No. 87-119, § 6-3, 12-29-1987; Ord. No. 92-139; Ord. No. 2000-05, § 4, 10-5-2000; Ord. No. 2003-01, § 4, 3-6-2003)

ENGAGEMENT LETTER

Via email: ursulajones42@gmail.com

October 23, 2023

Ms. Ursula Jones
27207 Pond Drive
Hilliard, Florida 32046

RE: Appraisal of an unimproved right-of-way located south of 15807 County Road 108 and through the middle of 15809 County Road 108, Hilliard, Nassau County, Florida 32046

Dear Ms. Jones:

The appraisal firm of Moody Williams Appraisal Group, LLC is very interested in providing an appraisal of the above-mentioned property, which represents a right-of-way and does not have a parcel number. We understand that the City of Hilliard will be an additional intended user of the appraisal. The purpose of the appraisal is to estimate the current "as is" value of the subject property to assist the client in closing the potential right-of-way.

We will provide an Appraisal Report that complies with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation and conforms to the Code of Professional Ethics requirements of the Appraisal Institute.

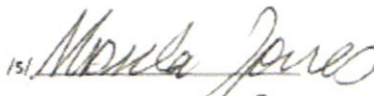
Our fee for the appraisal report is \$2,400. Should expert witness testimony be required at deposition, mediation, or eventual trial, our time will be billed at our standard rate of \$300/hour. We will keep detailed time logs of the tasks performed and the hours expended to complete each task for litigation support services. We respectfully request a full retainer of the appraisal fee (\$2,400) to begin the appraisal process. We can deliver the appraisal within 2 weeks following our receipt of this signed proposal.

Your execution and return of this engagement letter and retainer requested (\$2,400) acknowledge your acceptance and our authorization to proceed. We look forward to working with you on this important assignment.

Respectfully submitted,

MOODY WILLIAMS APPRAISAL GROUP, LLC


Michael Hotaling, MAI
Managing Partner
State-Certified General
Real Estate Appraiser RZ3226

By: 
Date: 10-26-23

1300 Riverplace Boulevard, Suite 640, Jacksonville, Florida 32207 | 904.516.8900 | moodywilliams.com



Town of Hilliard

Final Application to Close, Abandon, or Vacate Street, Alley, Easement, or Right of Way

ITEM-2

FOR OFFICE USE ONLY

File #

20231206

Application Fee:

\$13,800.00

Filing Date:

12/6/23 AL 4104

Acceptance Date:

A. PROPOSED CLOSING, ABANDONING, OR VACATON

1. Street, Alley, Right of Way Name to be closed, vacated, or abandoned: 15809 CA. 108 HILLIARD, FL. 32046
2. Legal Description: BLOCK 166 LOTS 1 TO 7 17 TO 24 PT OF OR 389 P6220 TOWN OF HILLIARD
3. Parcel ID Number(s) and/or Adjoining Parcel ID Number(s): 08-3N-24-2380-0166-0010
4. Acreage of closure, abandonment, or vacation: 2500 SF

B. APPLICANT

1. Applicant's Status ☒ Owner (title holder) ☐ Agent

2. Name of Applicant(s) or Contact Person(s): URSULA JONES Title: OWNER

Company (if applicable):

Mailing address: 27207 POND DRIVE

City: HILLIARD State: FL ZIP: 32046

Telephone: (408) 218-1630 FAX: () e-mail: URSULA.JONES42@GMAIL.COM

3. If the applicant is agent for the property owner*:

Name of Owner (title holder):

Company (if applicable):

Mailing address:

City: State: ZIP:

Telephone: () FAX: () e-mail:

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

|||||

10

Parcel Number: 08-3N-24-2380-0166-0010

	COLUMN 1*	COLUMN 2*	COLUMN 3*	
		Tax Date If	Your Property	Your Property

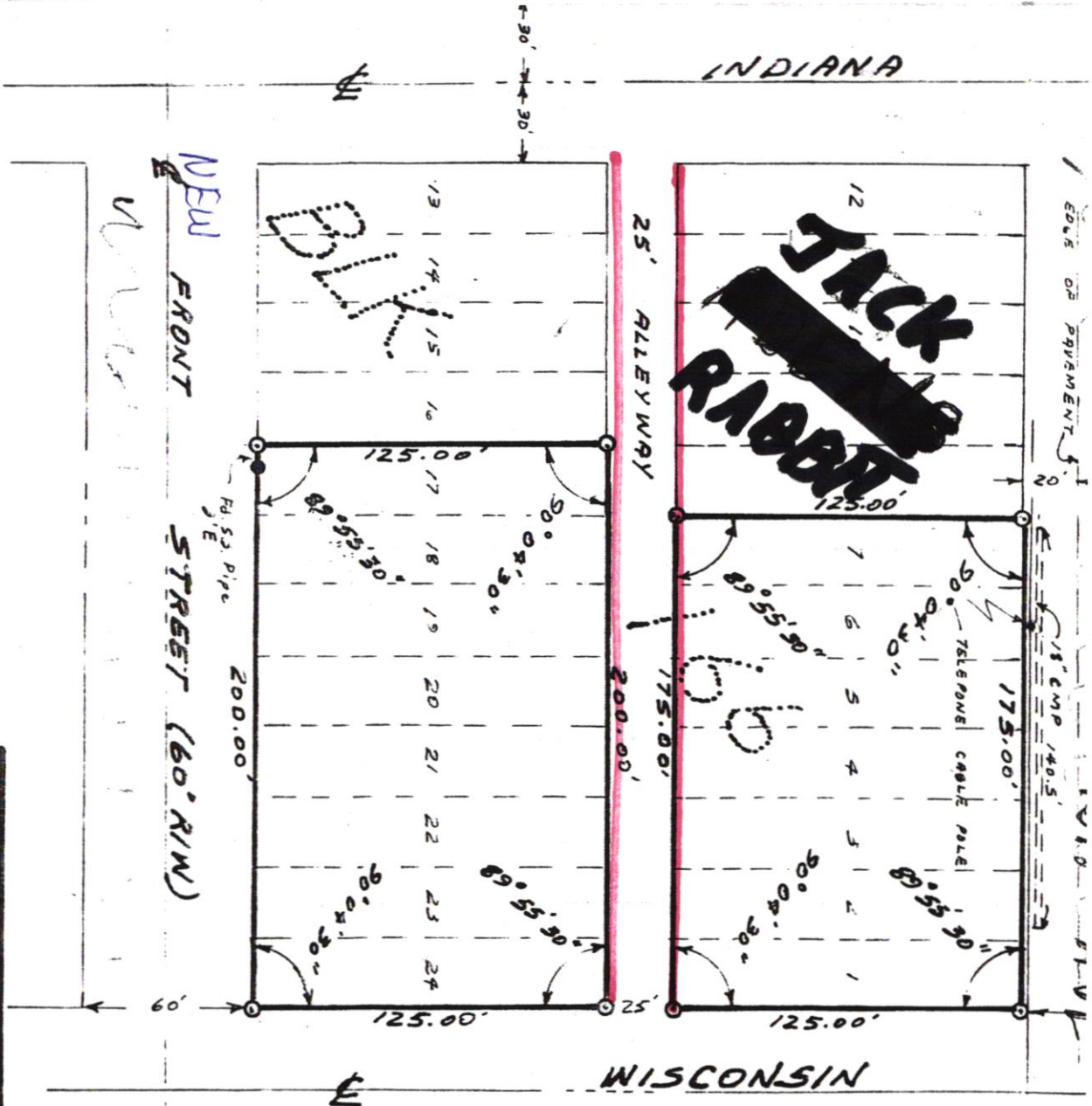
NOTIFICATION

BY CERTIFY that this plat represents a survey
 and under my direction and supervision and is true
 and correct to the best of my knowledge and belief.
 and no encroachment other than those shown.
 April 6, 1981

Carl D. Mitchell
 Carl D. Mitchell, PLS

LEGEND

- Found Iron and/or Iron Pipe
- Set Iron and/or Iron Pipe
- Found Concrete Monument
- Set Concrete Monument



CARL D. MITCHELL & ASSOCIATE
PROFESSIONAL LAND SURVEYORS
 P.O. BOX 1202
 FERNANDINA BEACH, FLORIDA

Carl D. Mitchell
 CARL D. MITCHELL, PLS
 FLORIDA REGISTERED LAND SURVEYOR No. 24
 DATE: April 6, 1981 SCALE: 1" = 60'
 W.O. No. 81-03-39 F.B. No. 25, Pg. 31

November 17, 2023

Ms. Ursula Jones
27207 Pond Drive
Hilliard, Florida 32046

RE: Appraisal of:
Right-Of-Way Site (25-foot Alleyway) Block 166
Hilliard, Florida 32046

Appraisal Number: 2023-L281

Dear Ms. Jones:

As requested, the following is an *appraisal report* of the above-referenced property. The subject property is specifically described by both narrative and legal descriptions contained within the attached *appraisal report*. Furthermore, the report describes the subject, the market area environment, and surrounding influences, including current and historical market conditions, and the methods of approach to the valuation problem. It contains data gathered and analyzed in arriving at our conclusion of market value.

I developed my analyses, opinions, and conclusions and prepared this report in conformity with the uniform standards of professional appraisal practice (USPAP) of the appraisal foundation; the code of professional ethics and standards of professional appraisal practice of the appraisal institute; and the requirements of our client as we understand them.

Based on the appraisal presented in the following report and subject to the assumptions and limiting conditions and definition of market value as set forth herein, our opinion of market value is as follows:

Appraisal Premise	Interest Appraised	Date of Value	Value Conclusion
Market Value "As Is"	Fee Simple	October 27, 2023	\$13,800

The value above is subject to definitions, assumptions and limiting conditions set forth in the accompanying report of which this summary is part. No party other than the client and intended user may use or rely on the information, opinions and conclusions contained in the report. It is assumed that the user of the report has read the entire report.

WN OF HILLIARD
4-845-3555

C#: 00169162 12/06/2023 9:56 AM
ER: AH TERM: 001
F#: 4104
ID BY:

AN: 104.0000 ZONING REVENUE
ROW VACANT-15809 CR 108
ZONING REVENUE 13,800.00CR

TENDERED: 13,800.00 CHECK
APPLIED: 13,800.00-

CHANGE: 0.00

FOR OFFICE USE ONLY

File # 20231201
Application Fee: \$13,800.00
Filing Date: 12/6/23 AL 4104 Acceptance Date: _____

rd
ndon, or Vacate
Right of Way

ZONING, OR VACATON

1. Street, Alley, Right of Way Name to be closed, vacated, or abandoned: 15809 CR. 108 HILLIARD FL. 32046
2. Legal Description: BLOCK 166 LOTS 1 TO 7 17 TO 24 PT OF CR 389 PG 220 TOWN OF HILLIARD
3. Parcel ID Number(s) and/or Adjoining Parcel ID Number(s): 08-3N-24-2380-0166-0010
4. Acreage of closure, abandonment, or vacation: 2500 SF

B. APPLICANT

1. Applicant's Status ☒ Owner (title holder) ☐ Agent

2. Name of Applicant(s) or Contact Person(s): URSULA JONES Title: OWNER

Company (if applicable): _____

Mailing address: 27207 POND DRIVE

City: HILLIARD State: FL ZIP: 32046

Telephone: (408) 218-1630 FAX: () e-mail: URSULA.JONES42@GMAIL.COM

3. If the applicant is agent for the property owner*:

Name of Owner (title holder): _____

Company (if applicable): _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Telephone: () FAX: () e-mail: _____

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 21, 2023

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

SUBJECT: Town Council to Adopt Resolution No. 2023-24, Amending the Town of Hilliard Personnel Policy Procedures Manual as it relates to Vacation Benefits.

BACKGROUND:

See supporting documentation.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council to Adopt Resolution No. 2023-24, Amending the Town of Hilliard Personnel Policy Procedures Manual as it relates to Vacation Benefits.

RESOLUTION NO. 2023-24

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; AMENDING THE TOWN OF HILLIARD PERSONNEL POLICY MANUAL AS IT RELATES TO VACATION BENEFITS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Hilliard desires to amend its Personnel Policy Manual to Include a provision for employees entering the Florida Division of Retirement DROP Program to allow those employees to cash in their vacation leave more than 40 hours, the month prior to entering into the DROP program; and

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

SECTION 1.

302 Vacation Benefits is amended to read as follows:

Vacation time off with pay is available to regular full-time employees to provide opportunities for rest, relaxation, and personal pursuits. Full-time employees are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receives each year accrues at 4 hours per pay period for the first 10 years and at 6 hours per pay period after 10 years. Vacation time off is paid at the employee's base rate at the time vacation leave is used. It does not include overtime. Accumulated vacation leave shall not exceed twenty (20) days at the end of each calendar year. Vacation leave earned more than the maximum must be used within the same calendar year or it shall be forfeited. Employees who have accrued vacation leave may cash the vacation time once a year, at the first payroll in December, subject to the terms contained in this policy. Employees can cash in a maximum of (40) hours per year and must maintain one hundred sixty (160) hours vacation leave at the time the exchange is made in December. Unearned vacation leave is not authorized. Vacation leave requests shall be submitted in advance one week on the form provided and approved by the appropriate department head and the payroll clerk.

Probationary employees shall be entitled to accrue vacation leave. However, no employee shall be authorized to take vacation until after January 1st following the date hired. In the event of dismissal, a probationary employee is not entitled to vacation pay equal to the time earned while in that position. Employees that are separated or retire are entitled to be paid for their accrued vacation.

Employees who choose to participate in Florida Division of Retirement Deferred Retirement Option Program (DROP) prior to retirement can choose to receive a lump-sum payment for their accumulated vacation leave either at the time they enter DROP or after their DROP participation ends. If accumulated vacation leave is paid to the employee when he or she begins DROP participation, the

lump-sum vacation leave payment will be eligible for inclusion in the employees' retirement benefit calculation. If an employee receives a lump-sum vacation leave payment at the end of his or her DROP participation, it will not be included in their retirement benefit calculation.

SECTION 2.

This resolution shall become effective upon adoption.

Adopted 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

ITEM-6 Fiscal Year 2020-2021 – Employee Bonuses & Benefits – Discussion & Approval

MONDAY, SEPTEMBER 14, 2020
WORKSHOP – DISCUSSION

1. 15 Full-Time Employees & 2 Part-Time Employees = \$8,500.00
Each to receive \$500 Bonus the first of October 2020
2. Review & determine the feasibility of adding an additional new Town Hall employee after January 1, 2021 (3 months).
3. Review & determine the feasibility of employee pay increases fiscal year 2020-2021 after April 1, 2020 (6 months).
4. Have added to the Town's Personnel Policies & Procedures the following:

Public Works Department Uniform Allotment:

15-Safety shirts combination of short & long sleeves every 2 years (October)

1-Safety jacket/coat every 3 years (October)

1-Work Boot allowance per year \$125 Callie Kay's (October)

Vacation Cash-in Policy:

Cash-in one time only each year.

Cash-in first week of December.

Cash-in maximum of 40 hours per year.

Must maintain 160 hours vacation balance to cash-in.

9/21/2020 Approved to Add
to PPP.

TOWN OF HILLIARD
A Florida Municipality

Vacation Payout Request Form

Employee Name Printed

Employee Number

I hereby request a payout of _____ hours of vacation. I understand that full-time employees can only cash in once a year, at the first payroll in December. I can only cash-in a maximum of 40 hours per year and must maintain 160 hours vacation to cash-in.

Employee Name Signature

Date

P.O. Box 249

Hilliard, Florida 32046

(904) 845-3555



Pension Plan **Deferred Retirement Option Program**

**20
23**
Edition

How can I estimate the value of my DROP account?

Calculate your monthly benefit based on the FRS Pension Plan retirement benefit formula:

$$\text{Years of Service} \times \text{Percentage Value} \times \text{Average Final Compensation}$$

For the percentage value of your service credit, visit FRS Online at frs.fl.gov.

Use the Create Estimate tool in your FRS Online account to estimate your retirement benefit and project your DROP accumulation.

What about my lump-sum annual leave payment?

You can choose to receive a lump-sum payment of your accumulated annual leave either at the time you enter DROP or after your DROP participation ends. If you choose to receive a lump-sum annual leave payment when entering DROP, up to 500 hours can be included in your benefit calculation.

If your accumulated annual leave is paid to you when you begin DROP participation and your employer confirms and reports the amount to the division on the monthly payroll report, then the lump-sum annual leave payment will be eligible for inclusion in your retirement benefit calculation. If you receive a lump-sum annual leave payment at the end of your DROP participation, it will not be included in your retirement benefit calculation.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 21, 2023

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

SUBJECT: Town Council Approval to Adopt Resolution No. 2023-25, 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.

BACKGROUND:

Land Acquisition of the 3 parcels at the North End of the Hilliard Airpark that are within the Runway Protection Zone and will allow the relocation of Pea Farm Road.

FINANCIAL IMPACT:

FDOT PTGA 10% Grant Funded Project and the other 90% FAA Grant Funded.

RECOMMENDATION:

Town Council Approval to Adopt Resolution No. 2023-25, accepting a FDOT PTGA and authorizing the signing of such agreement in the amount of \$132,000. for land acquisition for the Runway Protection Zone of the Hilliard Airpark.

RESOLUTION NO. 2023-25

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION 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.

WHEREAS, the Town of Hilliard, and the State of Florida Department of Transportation (FDOT) has determined it to be in their mutual interest to facilitate the development of the herein described project at the Hilliard Airpark, to wit:

**ACQUIRE LAND FOR THE RUNWAY PROTECTION ZONE (RPZ)
ON THE NORTHSIDE OF THE AIRPARK WHICH IS NOT
LOCATED WITHIN THE AIRPARK PROPERT AT HILLIARD
AIRPARK.**

FDOT F.P. NUMBER

WHEREAS, the Town of Hilliard is eligible for and has requested a Rural Economic Development Initiative (REDI) waiver; and

WHEREAS, the estimated total cost of the Project is \$1,320,000.00 and the State of Florida Department of Transportation agrees to participate in the Project cost up to the maximum amount of \$132,000. and the Department's participation in the Project shall not exceed 10% of the total eligible cost of the Project; and

WHEREAS, both parties now wish to formalize the arrangement in the form of a Public Transportation Grant Agreement (PTGA).

NOW THEREFORE, be it resolved, as follows:

1. The Town of Hilliard confirms its desire to enter into a Public Transportation Grant Agreement with the State of Florida Department of Transportation; and
2. The Town of Hilliard has requested a Rural Economic Development Initiative (REDI) waiver; and
3. Local project funds will initially be available for the project equating to Ten Percent (10%) under the Rural Economic Development initiative (REDI) or \$132,000. in facilitating the project; and

4. The Council President Kenneth A. Sims, Town Clerk Lisa Purvis, and Mayor John P. Beasley, are hereby authorized to execute this Resolution on behalf of the Town of Hilliard; and
5. The Council President, Town Clerk and Mayor, of the Town of Hilliard, Kenneth A. Sims, Lisa Purvis and John P. Beasley, are herein specifically authorized to enter into and sign such documents as may be necessary, including the referenced Public Transportation Grant Agreement, future modifications, time extensions, and project scope changes with the State of Florida Department of Transportation.

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

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 21, 2023

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

SUBJECT: Town Council to provide dates to set the Annual Joint Workshop with the Nassau County School Board for some time in January or February 2024.

BACKGROUND:

2024 Annual Joint Workshop with the NCSB.

The following Joint Workshops have been held with the Nassau County School Board:

07/17/2017, 02/25/2019, 03/23/2020 Cancelled, 02/01/2021, 01/10/2022 & 02/06/2023.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to provide dates to set the Annual Joint Workshop with the Nassau County School Board.

Lisa Purvis

From: Connie Daughtry <daughtryco@nassau.k12.fl.us>
Sent: Wednesday, November 29, 2023 12:36 AM
To: clerk@townofcallahan-fl.gov; Lisa Purvis; Amy Bell; Caroline Best
Subject: Annual Joint Meeting

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning!

It is time to schedule the annual joint meeting with the School Board members, City Commissioners and Town Councils. Please provide me with a couple of available dates and times we could consider in January or early February. Also, let me know if you would like us to host the meeting. I look forward to hearing from you soon. Thank you

Connie Daughtry
Curriculum & Instruction Help Desk Specialist
Nassau County School Board
1201 Atlantic Avenue
Phone: (904) 491-9898 ext 1258

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AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 21, 2023

FROM: ***Joel Hall P.E. – Public Works Director***

SUBJECT: Town Council to Set a Workshop to Discuss Commercial Drivers Licenses for the Public Works Department.

BACKGROUND:

Council President Sims to provide background per Public Works Department.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council to set a Workshop to discuss CDL's for the Public Works Department Employees.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 21, 2023

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

SUBJECT: Town Council Approval of the Reappointment of Wendy Prather and Kevin Webb Zoning Board Members for an additional Three-Year Term beginning January 2024.

BACKGROUND:

The Planning and Zoning Board members are appointed by the Town Council for three-year terms on a rotating basis.

The Planning and Zoning Board makes the following recommendation to the Council in December 2023 regarding two Board Openings starting January 2024.

With a Vote of 5-0, the Board recommends the reappointment of Wendy Prather and Kevin Webb for a term beginning January 2024 and ending December 2026.

The Current Planning and Zoning Member and terms-

Appointed January 2021 and Expiring December 2023-

Wendy Prather

Kevin Webb (Finishing Dallas Hunter/Lee Anne Wollitz Term)

Appointed January 2022 and Expiring December 2024-

Charles Reed

Skip Frey

Appointed January 2023 and Expiring December 2025-

Josetta Lawson

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council Approval of the Reappointment of Wendy Prather and Kevin Webb Zoning Board Members for an additional Three-Year Term beginning January 2024.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 21, 2023

FROM: ***Dallis Hunter – HVFD***

SUBJECT: Town Council Approval of the Hilliard Volunteer Fire Department 2023 Run Reimbursements.

BACKGROUND:

This request is to distribute the run reimbursement to members based on department policy and earned points for the 12 months starting December 2022 and ending December 2023.

FINANCIAL IMPACT:

Total Budgeted- \$4,250.00

Total Requested- \$4,249.93

RECOMMENDATION:

The following amounts are requested based on activities attended for the following members:

Trenton Brock -	\$75.22	Barbara Johnson-	\$526.54
Jerry Johnson -	\$639.37	Steven Potthast -	\$1,278.74
Mike Sadler -	\$940.25	Chase Taylor -	\$37.61
Michael Forster -	\$37.61	Tesh Francis -	\$188.05
Seth Harris -	\$37.61	Brody Lloyd -	\$37.61
Tucker Wollitz -	\$451.32		

PACKET: 04322 AP 12/21/2023 EE.1
VENDOR SET: 01 Town of Hilliard, FL
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

ITEM-8

-----ID-----		GROSS		P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1	MISCELLANEOUS					
I-2023	JOHNSON B	BARBARA JOHNSON:	526.54			
12/21/2023	GEN	DUE: 12/21/2023 DISC: 12/21/2023		1099: N		
		BARBARA JOHNSON:		001 05-52240	REIMBURSEMENT EXPENSE	526.54
STUB COMMENTS: 2023 HVFD REIMBURSEMENT						
=== VENDOR TOTALS ===			526.54			
=====						
01-1	MISCELLANEOUS					
I-2023	LLOYD B	BRODY LLOYD:	37.61			
12/21/2023	GEN	DUE: 12/21/2023 DISC: 12/21/2023		1099: N		
		BRADY LLOYD:		001 05-52240	REIMBURSEMENT EXPENSE	37.61
STUB COMMENTS: 2023 HVFD REIMBURSEMENT						
=== VENDOR TOTALS ===			37.61			
=====						
01-1	MISCELLANEOUS					
I-2023	TAYLOR C	CHASE TAYLOR:	37.61			
12/21/2023	GEN	DUE: 12/21/2023 DISC: 12/21/2023		1099: N		
		CHASE TAYLOR:		001 05-52240	REIMBURSEMENT EXPENSE	37.61
STUB COMMENTS: 2023 HVFD REIMBURSEMENT						
=== VENDOR TOTALS ===			37.61			
=====						
01-1	MISCELLANEOUS					
I-2023	JOHNSON J	JERRY JOHNSON:	639.37			
12/21/2023	GEN	DUE: 12/21/2023 DISC: 12/21/2023		1099: N		
		JERRY JOHNSON:		001 05-52240	REIMBURSEMENT EXPENSE	639.37
STUB COMMENTS: 2023 HVFD REIMBURSEMENT						
=== VENDOR TOTALS ===			639.37			

PACKET: 04322 AP 12/21/2023 EE.1
VENDOR SET: 01 Town of Hilliard, FL
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

ITEM-8

-----ID-----		GROSS		P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1	MISCELLANEOUS					
=====						
I-2023	FORSTER M	MICHAEL FORSTER:	37.61			
12/21/2023	GEN	DUE: 12/21/2023 DISC: 12/21/2023		1099: N		
		MICHAEL FORSTER:		001 05-52240	REIMBURSEMENT EXPENSE	37.61
STUB COMMENTS: 2023 HVFD REIMBURSEMENT						
=== VENDOR TOTALS ===			37.61			
=====						
01-1	MISCELLANEOUS					
=====						
I-2023	SADLER M	MIKE SADLER:	940.25			
12/21/2023	GEN	DUE: 12/21/2023 DISC: 12/21/2023		1099: N		
		MIKE SADLER:		001 05-52240	REIMBURSEMENT EXPENSE	940.25
STUB COMMENTS: 2023 HVFD REIMBURSEMENT						
=== VENDOR TOTALS ===			940.25			
=====						
01-1	MISCELLANEOUS					
=====						
I-2023	HARRIS S	SETH HARRIS:	37.61			
12/21/2023	GEN	DUE: 12/21/2023 DISC: 12/21/2023		1099: N		
		SETH HARRIS:		001 05-52240	REIMBURSEMENT EXPENSE	37.61
STUB COMMENTS: 2023 HVFD REIMBURSEMENT						
=== VENDOR TOTALS ===			37.61			
=====						
01-1	MISCELLANEOUS					
=====						
I-2023	POTTHAST S	STEVEN POTTHAST:	1,278.74			
12/21/2023	GEN	DUE: 12/21/2023 DISC: 12/21/2023		1099: N		
		STEVEN POTTHAST:		001 05-52240	REIMBURSEMENT EXPENSE	1,278.74
STUB COMMENTS: 2023 HVFD REIMBURSEMENT						
=== VENDOR TOTALS ===			1,278.74			

PACKET: 04322 AP 12/21/2023 EE.1
VENDOR SET: 01 Town of Hilliard, FL
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

ITEM-8

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1	MISCELLANEOUS					
I-2023	FRANCIS T	TESH FRANCIS:	188.05			
12/21/2023	GEN	DUE: 12/21/2023 DISC: 12/21/2023		1099: N		
		TESH FRANCIS:		001 05-52240	REIMBURSEMENT EXPENSE	188.05
STUB COMMENTS: 2023 HVFD REIMBURSEMENT						
=== VENDOR TOTALS ===			188.05			
=====						
01-1	MISCELLANEOUS					
I-2023	BROCK T	TRENTON BROCK:	75.22			
12/21/2023	GEN	DUE: 12/21/2023 DISC: 12/21/2023		1099: N		
		TRENTON BROCK:		001 05-52240	REIMBURSEMENT EXPENSE	75.22
STUB COMMENTS: 2023 HVFD REIMBURSEMENT						
=== VENDOR TOTALS ===			75.22			
=====						
01-1	MISCELLANEOUS					
I-2023	WOLLITZ T	TUCKER WOLLITZ:	451.32			
12/21/2023	GEN	DUE: 12/21/2023 DISC: 12/21/2023		1099: N		
		TUCKER WOLLITZ:		001 05-52240	REIMBURSEMENT EXPENSE	451.32
STUB COMMENTS: 2023 HVFD REIMBURSEMENT						
=== VENDOR TOTALS ===			451.32			
=== PACKET TOTALS ===			4,249.93			

PACKET: 04322 AP 12/21/2023 EE.1
VENDOR SET: 01 Town of Hilliard, FL
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

ITEM-8

** T O T A L S **

INVOICE TOTALS 4,249.93
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 4,249.93

** G/L ACCOUNT TOTALS **

				=====LINE ITEM=====			=====GROUP BUDGET=====		
BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	2023-2024	001-00-202001	AP POOLED	4,249.93-*					
		001-05-52240	REIMBURSEMENT EXPENSE	4,249.93	4,236		13.93- Y		
		999-00-131000	DUE FROM OTHER FUNDS	4,249.93 *					
			** 2023-2024 YEAR TOTALS	4,249.93					

12/18/2023 4:43 PM
PACKET: 04322 AP 12/21/2023 EE.1
VENDOR SET: 01 Town of Hilliard, FL
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 5

ITEM-8

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
001	12/2023	4,249.93

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 21, 2023

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

SUBJECT: Town Council Approval of Position Process for Elise Earnest's Transition from Introductory/Probationary Status to Regular Full-Time.

BACKGROUND:

Elise Earnest was hired on September 7, 2023, in an Introductory/Probationary Status. Her Probationary Period ends December 21, 2023.

FINANCIAL IMPACT:

This is a current budgeted position. The financial impact is that the position will now be eligible for health insurance benefits.

RECOMMENDATION:

Town Council Approval of Position Process for Elise Earnest's Transition from Introductory/Probationary Status to Regular Full-Time.

**TOWN OF HILLIARD
TOWN CLERK'S OFFICE
Position Process**

Regular Meeting: September 7, 2023

Applicant: Elise Victoria Earnest
2776 Mose Crews Road
Folkston, GA 31537

Position: Administrative Assistant

Pay Rate: Grade 4 / Step 5
\$22.04 per hour / \$45,849.24 Annually

Position Starts: September 25, 2023 – Introductory/Probationary Period

Position Status: December 21, 2023 – Regular Full Time Position

Position Requirements:

Position requires proficient minute transcription skills, ability to proofread and edit, effective oral and written communication skills, ability to complete assignments within stringent deadlines, excellent follow-up skills, responding to citizen inquiries regarding official actions, website maintenance, knowledge of Public Information and Records Laws; and can take on additional municipal duties as required.

High School Diploma required, associate degree in business or related field preferred and at the least two years' experience in the public sector or equivalent work experience. Individual must be proficient in Windows XP, Microsoft Office, Word & Excel computer programs. Certified Municipal Clerk (CMC) designation preferred but not required initially.

Position Information:

The purpose of this classification is to provide customer service to the citizens of the Town of Hilliard under the general supervision and direction of the Town Clerk. The Administrative Assistant is entrusted with numerous and diverse duties. In addition to the required duties performed, the Administrative Assistant provides assistance and support to the Town Clerk participating in discussion and decision making in a variety of areas relating to job duties and responsibilities. Person must be able to work independently with minimal supervision.

Conditions of Employment:

Offer of employment is contingent upon the following: An interview of references and previous employers. Satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test.

The Town of Hilliard is an Equal Opportunity Employer and a Drug Free Workplace.

Employee Information:

2023-Current	City of Waycross – Assistant City Clerk (Internship to full-time)
05/2023	Bachelor of Science in Business Management with Honors
12/2020	Associates of Science in Business Administration
2019-2020	Sephora inside JC Penney – Customer Services & Sales
05/2019	Charlton County High School 2019

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
Joel Hall P.E., Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, DECEMBER 07, 2023, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

PUBLIC HEARING

ITEM-1 Ordinance No. 2023-14 - Repealing and Replacing Chapter 62 Zoning and Land Development Regulations of the Hilliard Town Code
An Ordinance Repealing and Replacing Chapter 62 Zoning and Land Development Regulations of the Hilliard Town Code
Mayor Beasley

Call for Public Comment
Close Public Hearing on Ordinance No. 2023-14

Following no public comments, motion to close the Public Hearing at 7:02 p.m.

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

TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2023-14, on Second and Final Reading.

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-2 Resolution No. 2023-22 - Adopting the Public Lands Inventory
For Property to which the Town Holds a Fee Simple Title that is Appropriate for
use as Affordable Housing
Mayor Beasley

Call for Public Comment
Close Public Hearing on Resolution No. 2023-22

Following no public comments, motion to close the Public Hearing at 7:06 p.m.

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

TOWN COUNCIL ACTION

Town Council to adopt Resolution No 2023-22, on First and Final Reading.

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

REGULAR MEETING

- ITEM-3 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

- ITEM-4 Town Council to Adopt Resolution No. 2023-24, Amending the Town of Hilliard
Personnel Policy Procedures Manual as it relates to Vacation Benefits.
Lisa Purvis, MMC – Town Clerk

Motion to set Workshop for Tuesday, December 12, 2023, at 6:00 p.m. to further
discuss Resolution No. 2023-24 and to place this item on the December 21,
2023, agenda.

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

- ITEM-5 Town Council Approval of the Capital Purchase for the Wastewater Treatment Plant of Two GLS Samplers with 2.5 – Gallon Polypropylene Bottle from Instrument Specialties for a total cost of \$8,864.00.

Jody Wildes – Lead Wastewater Operator

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

- ITEM-6 Town Council Approval of the Capital Purchase of a Maverick HD 48” Kawasaki FX691 22HP Zero Turn Lawn Mower for a total cost of \$7,182.00.

Cory Hobbs – Assistant Public Works Director

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

- ITEM-7 Town Council Approval of the Capital Purchase of a Wastewater Treatment Plant Operator Interface Upgrade from Fluidyne Corporation and the Installation by Energy Engineering Systems, LLC, for a total cost of \$8,267.00.

Jody Wildes – Lead Wastewater Operator

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

- ITEM-8 Town Council Approval of the Capital Purchase of a U-View Ultra, 200’ System, complete with On-Screen Data Footage and Level Eye Self-Leveling Color Camera, included Tracker II Inline System with Receiver for Jet Rig, for a total cost of \$9,665.00.

Cory Hobbs – Assistant 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-9 Town Council Approval of Position Process for Calen Burnette’s Transition from Introductory/Probationary Status to Regular Full-Time.

Lisa Purvis, MMC – Town Clerk

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-10 Town Council Approval of Position Process for Loree Whiddon’s Transition from Temporary Part-Time Status to Regular Part-Time.

Gabe Whittenburg – Parks & Recreation Director

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

- ITEM-11 Town Council Approval of the Public Works Director's Recommendation to hire Phillip Bouchillon for the Position of Public Works Technician with a Starting Date of December 11, 2023, at \$16.23 per hour.
Joel Hall P.E. – Public Works Director

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

Councilman Wollitz, asks Public Works Director, Joel Hall P.E., if Phillip Bouchillon has any certifications from his past position in a Public Works Department. Public Works Director, Joel Hall P.E., states that Mr. Bouchillon does not.

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

- ITEM-12 Town Council to Discuss Employee Position Description Changes and the Approvals Needed in Order to Make Changes.
John P. Beasley – Mayor

Town Council to set a Workshop at the beginning of the New Year to discuss further.

- ITEM-13 Town Council Approval of Workshop Minutes beginning July 11, 2023, through September 25, 2023.
Lisa Purvis, MMC - Town Clerk

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-14 Town Council Approval of the Minutes for the November 16, 2023, Public Hearing & Regular Meeting.
Lisa Purvis, MMC - Town Clerk

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

- ITEM-15 Town Council Approval of Moody Williams Appraisal Group, Payable through November 16, 2023, Project Name: Florida Department of Transportation Land North in the Amount of \$600.00.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$464,000.00

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-16 Town Council Approval of Moody Williams Appraisal Group, Payable through November 14, 2023, Project Name: Florida Department of Transportation Land North in the Amount of \$1,500.00.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$464,000.00

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

ADDITIONAL COMMENTS

PUBLIC

No public comments.

MAYOR & TOWN COUNCIL

Town Council, comments how everyone loved the Christmas Tree Lighting at the Town Hall Park Facility that was held Saturday, November 25, 2023.

Councilman Michaels, asks that we remember our Veterans today in remembrance of Pearl Harbor Day.

Mayor Beasley, thanks all the Christmas Market vendors, food trucks, and all staff, and the Town's Event Coordinator and Administrative Assistant, Alicia Head. He reminds every one of the Golf Cart Parade on Saturday, December 9, 2023, and that food trucks will be there, and that Santa Claus and the Grinch will be in attendance.

He continues stating that the State of the Town's Address will be delivered in January 2024.

ADMINISTRATIVE STAFF

Public Works Director Joel Hall P.E., follows up with Council President Sims and informs Town Council of an emergency manhole repair that he has spearheaded on Missouri Street and West Second Avenue that will likely be completed by the following Thursday, December 14, 2023.

Town Clerk Lisa Purvis, states that she will be out the week of December 11, 2023, and asks Town Council if it would be okay that the Agenda for the next Regular Meeting be published on December 18, 2023, instead of December 15, 2023. She is also trying to get the FDOT 10% grant on the next agenda and the extra time may aid in that.

Informs Town Council of the Nassau County Vision 2050, that was presented to her via the Nassau County Manager, Taco Pope, where each Council Member will be interviewed via Zoom.

The Nassau County Vulnerability Assessment, if any Council Members would like to be involved in that study to directly email the Nassau County Planning Department.

The Hilliard Volunteer Fire Department Run Reimbursement will be on the Agenda for December 21, 2023.

The setting of a Joint Workshop in January or February of 2024 with the Nassau County

School Board will also be on the Agenda for December 21, 2023.
Reminds Town Council of the Staff Christmas Party as well.

TOWN ATTORNEY

Mayor Beasley, state that he has heard that Town Attorney Christian Waugh will be bringing his family to the next meeting and asks what kind of candy his daughter likes, he responds saying that she like Ring Pops, Fruit Rollups, and Chocolate.

Town Attorney Christian Waugh, states that he has been with the Town of Hilliard for five years and he appreciates the opportunity to continue working with the Town.

ADJOURNMENT

Motion made to adjourn at 7:56 p.m.

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

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

Kenneth A. Sims, Sr.
Council President

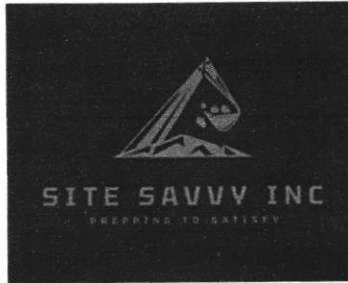
ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Site Savvy Inc
 36287 Acorn Pl
 Hilliard, FL 32046 US
 +1 9046257809
 geigerfarms13@gmail.com



Invoice 1018

BILL TO	SHIP TO	DATE	PLEASE PAY	DUE DATE
Town of Hilliard 15859 West County Road 108 Hilliard, Florida 32046 United States	Town of Hilliard 15859 West County Road 108 Hilliard, Florida 32046 United States	12/14/2023	\$32,213.15	12/14/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/08/2023	8" Manhole Repair Material/Labor	8" SDR 26 Pipe, 8" Fernco High Max, Manhole Coupling, Pipe Plug, Patch N Plug, Brick, Redi Mix Cement, Wellpoint System, and Trench Box.	1	19,146.35	19,146.35
12/08/2023	Dirt Work/Labor	Fill Dirt, Crush Crete, Asphalt and Density Test	1	10,711.26	10,711.26
12/08/2023	MOT	Detour Signing & Barricades	1	2,355.54	2,355.54
If you have any questions please contact Ron Geiger @ (904)742-0416.		SUBTOTAL			32,213.15
		TAX			0.00
		TOTAL			32,213.15

Thank You,
 Site Savvy Inc

TOTAL DUE

\$32,213.15

THANK YOU.

Joel G Hall
 12/15/2023

RECEIVED
 DEC 15 2023
 TOWN OF HILLIARD