

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

---

## AGENDA

THURSDAY, JULY 17, 2025, 7:00 PM

---

### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

***"Politeness costs so little." – ABRAHAM LINCOLN***

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## REGULAR MEETING

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

**ITEM-2** Town Council to review Pre-Application for the Vacation of Right of Way for a portion of W 8th Ave. and make a recommendation concerning moving forward through the Vacation Process. Application No. 20250418.1 VAC ROW W8th Ave, Property Owner – A. Whitaker. Parcel ID No. 08-3N-24-2380-0093-0130 and 08-3N-24-2380-0094-0010.

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

**ITEM-3** Town Council to review Pre-Application for the Vacation of Right of Way for the alley within block 93 and make a recommendation concerning moving forward through the Vacation Process.

Application No. 20250423.1 VAC Alley Block 93, Property Owner – Andy Whitaker

Parcel ID No. 08-3N-24-2380-0093-0130.

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

- ITEM-4** Town Council approval of Minor Subdivision Application No. 20250604.01, Parcel ID No. 04-3N-24-0000-0004-0160, Property Owner, Jarrod and Leanna Pickett.  
***Lee Anne Wollitz – Land Use Administrator***
- ITEM-5** Town Council approval of Septic Exception Application No. 20250324.2, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 CR 108. Parcel ID No. 17-3N-24-2640-0003-0010.  
***Cory Hobbs – Interim Public Works Director***
- ITEM-6** Town Council approval to accept a Florida Department of Transportation Public Transportation Grant Agreement Amendment for the Environmental Assessment of the North Property Acquisition at the Hilliard Airpark to extend the grant expiration date six months.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-7** Town Council approval to accept a Florida Department of Transportation Public Transportation Grant Agreement Amendment for the New Box Hangar Construction at the Hilliard Airpark to extend the grant expiration date fifteen months.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-8** Town Council to review the Water & Sewer Rate Study, conducted by Florida Rural Water Association as required by Florida Department of Environmental Protection State Revolving Fund loan and grant program.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-9** Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 4, 2025  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-10** Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026 Budget.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-11** Town Council to set a Workshop with PQH Group to review and discuss the FDEM Community/Hurricane Shelter plans and specifications to date.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-12** Town Council to review and accept the Building Official's Quarterly Report for April 1, 2025, through June 30, 2025.  
***Bryan Higginbotham – Building Official***
- ITEM-13** Town Council to review and accept the Code Enforcement Officer's Quarterly Report for April 1, 2025, through June 30, 2025.  
***Delvin Miley, Jr. – Code Enforcement Officer***
- ITEM-14** Town Council to review and accept the Land Use Administrator's Quarterly Report for April 1, 2025, through June 30, 2025.  
***Lee Anne Wollitz – Land Use Administrator***

- ITEM-15** Town Council approval of the termination of Joseph Moore II as the Public Works Technician.  
***Cory Hobbs – Interim Public Works Director***
- ITEM-16** Town Council approval of Position Process for Dennis Alderman’s transition from Introductory/Probationary status to Regular Full-Time.  
***Cory Hobbs – Interim Public Works Director***
- ITEM-17** Town Council approval of the Minutes for the July 3, 2025, Public Hearing & Regular Meeting and Workshop, and the July 7, 2025, Workshop.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-18** Town Council approval of AECOM Technical Services, Inc., Payable through June 27, 2025, Project Name: Environmental Assessment for the North and South Property Acquisitions at the Hilliard Airpark in the amount of \$5,500.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT \$55,000; AECOM S.A. NO. 21 LUMP SUM CONTRACT \$55,000**
- ITEM-19** Town Council approval of AECOM, Payable through June 27, 2025, Project Name: Design & Construct New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$5,572.05.  
**FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441**
- ITEM-20** Town Council approval of Atlantic Pipe Services, Payable through June 26, 2025, Project Name: Sewer Manhole Repair Oxford Street and West Third Avenue in the amount of \$28,090.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$100,000**
- ITEM-21** Town Council approval of PQH Group, Payable through July 8, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$84,000.00.  
**FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000**

## **ADDED ITEMS**

## **ADDITIONAL COMMENTS**

**PUBLIC**

**MAYOR & TOWN COUNCIL**

**ADMINISTRATIVE STAFF**

**TOWN ATTORNEY**

## **ADJOURNMENT**

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

## **TOWN COUNCIL MEETINGS**

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

## **PLANNING & ZONING BOARD MEETINGS**

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

## **MINUTES & TRANSCRIPTS**

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

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

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).

Live & recorded videos can be accessed at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

## **ADA NOTICE**

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

## **APPEALS**

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

## **PUBLIC PARTICIPATION**

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

## **EXPARTE COMMUNICATIONS**

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

## **2025 HOLIDAYS**



## **TOWN HALL OFFICES CLOSED**

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



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

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

SUBJECT: Town Council to review Pre-Application for the Vacation of Right of Way for a portion of W 8<sup>th</sup> Ave. and make a recommendation concerning moving forward through the Vacation Process. Application No. 20250418.1 VAC ROW W8th Ave, Property Owner – A. Whitaker. Parcel ID No. 08-3N-24-2380-0093-0130 and 08-3N-24-2380-0094-0010.

---

#### **BACKGROUND:**

In April 2025, the owner of the Dwelling unit located at 27589 Georgia Street, filed a Pre-application for Vacation of Right of Way for the portion of W 8<sup>th</sup> Ave that falls East of Georgia Street and West of Virginia Street. The Right of Way is 60 feet wide and 300 feet long. The applicant's dwelling unit on the 0.85-acre parcel North of the Right of Way and a small portion of their driveway appears to be encroaching into the Right of Way. The property to the South of the Right of way is vacant. The applicant owns property on the north and south sides of the Right of Way. With parcel IDs 08-3N-24-2380-0093-0130 and 08-3N-24-2380-0094-0010. Research that included the Land Use Administrator and Code Enforcement resulted in finding one encroachment and no nonconformities. There is a list and photos in the agenda packet. Research by the Town Clerk found no objections to the vacation. Research by the Public Works Department found no public utilities within the Right of Way. Although, they have requested if the Right of Way is Vacated that a Utility Easement be required for potential future use. Public Utility lines serving this block run: North to South on Georgia Street with a 6" PVC and a hydrant at Georgia and W 9<sup>th</sup> Ave as well as Georgia and W 7<sup>th</sup> Ave. There is also a 2" water line on W 9th Ave that serves one dwelling unit in block 92 and 2 dwelling units in block 193. There are no sewer lines within these blocks. All property owners for blocks 92, 93, 94, and 95 were invited via letter mailed from Town Hall to attend the workshop on June 12<sup>th</sup> as well as the Planning and Zoning meeting on July 1<sup>st</sup> and the Town Council Meeting on July 17<sup>th</sup> where this item will be discussed. The P&Z Board makes the recommendation that the Town engage in the needed processes to allow for lot split/ land swap to create W 7.5 Ave and release W 8<sup>th</sup> Ave to the Whitaker family.

#### **FINANCIAL IMPACT:**

None. All cost will be paid by the Applicant.

#### **RECOMMENDATION:**

Town Council to review Pre-Application for the Vacation of Right of Way for a portion of W 8<sup>th</sup> Ave. and make a recommendation concerning moving forward through the Vacation Process



## FOR OFFICE USE ONLY

File # 20250418.1  
 Application Fee: \$200.00 plus \$1000.00 Deposit  
 Filing Date: 04/18/25 Acceptance Date: \_\_\_\_\_  
CHK#1479 jc

**Town of Hilliard**  
**Pre-Application to Close, Abandon, or Vacate**  
**Street, Alley, Easement, or Right of Way**

**A. PROPOSED CLOSING, ABANDONING, OR VACATON**

1. Street, Alley, Right of Way Name to be closed, vacated, or abandoned: 8<sup>th</sup> Ave, East of Georgia, West of Virginia
  2. Legal Description: Not sure, see attached
  3. Parcel ID Number(s) and/or Adjoining Parcel ID Number(s): 08-3N-24-2380-0093-0130 is North Adjacent
  4. Acreage of closure, abandonment, or vacation: Approx 60' x 300' = 18,000 <sup>ft</sup>2 = 0.409 acres
- 08-3N-24-2380-0094-0010 is South Adjacent

**B. APPLICANT**

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

2. Name of Applicant(s) or Contact Person(s):

Andrew J & Sherri A. Whitaker Title: Owners

Company (if applicable): N/A

Mailing address: 27589 Georgia St.

City: Hilliard State: FL ZIP: 32046

Telephone: (904) 303-1471 (A) (904) 303-1473 (S) FAX: ( ) e-mail: andy.whitaker2002@gmail.com  
whitaker-sherri@hotmail.com

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

Name of Owner (title holder): N/A

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.

**C. STATEMENT OF PROPOSED CLOSING, ABANDONING, OR VACATON SOUGHT**

1. Reason for Request: We own the parcels to the immediate North and South of this strip of 8<sup>th</sup> Ave. We want to create 1 big lot and preserve the green land
2. How was the street / alley / easement / right-of-way established? Shows 8<sup>th</sup> ~~street~~ <sup>ave</sup> on website,  
 Subdivision Plat Book No: Original Hilliard Plat Page No. \_\_\_\_\_  
 Plat Name: \_\_\_\_\_  
 Official Records Book No: \_\_\_\_\_ Page No. \_\_\_\_\_  
 Other: \_\_\_\_\_
3. Do you propose to close, abandon, or vacate the entirety of a street, easement, alley, or right-of-way, or only a portion? If a portion, please describe the portion that you desire the Town to close, abandon, or vacate.:  
Only a portion; see attached printout; only the portion from Georgia St to the east by 300'; thus fully adjacent to our 2 lots
4. Do public facilities now occupy area to be closed, vacated, or abandoned? If yes, you may be asked to provide a current certified survey showing all existing conditions, including locations, and elevations of both open ditches and swales, and subsurface drainage facilities. NO
5. What is the Purpose of the Easement?  
☐ Drainage  
☐ Utility  
☐ All Utilities  
☐ Others – please specify \_\_\_\_\_
6. What are the dimensions of the Easement? 60 x 300 = 18,000 ft<sup>2</sup>
7. Is there an existing encroachment? NO  
☐ Building  
☐ Pool  
☐ Other
8. Is there a building or mobile home encroachment involved? If so, the survey is to also show ties from the right-of-way and/or easement lines to the footing, building wall, and edge of eaves.  
NO
9. Is a swimming pool encroachment involved? If so, the survey is to show complete locations and pertinent elevations of the pool and its appurtenances.  
NO

**D. ATTACHMENTS (One hard copy or one copy in PDF format)**

1. Legal description See attached. We are the only owners to the N + S
2. List of property owners by name and address who own property abutting the street, alley, easement, or right-of-way, or portion thereof, to be abandoned, closed, or vacated.
3. List of abutting property owners (with addresses).
4. Acknowledgement Letter(s) from each abutting property owner.
5. Location Map clearly identifying the location of the proposed closure. ([nassauflpa.com](http://nassauflpa.com))

**E. FEES**

- a. Right of Way (streets or alley or easements) - \$200 pre application fee & final application fee TBD
- b. The Cost of postage and outside consultants are in addition to the application fee.
- c. The applicant is responsible for paying a **\$1,000.00 deposit** at the time of submittal.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees for advertising, signs, necessary technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity plus 10%. The invoice shall be paid in full prior to any action of any kind on the development application.

**All attachments are required for a complete application. A completeness review of the application will be conducted within thirty (30) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

**The Town reserves the right to retain a utility easement where the alley or roadway is located and grant the Town all necessary rights in such utility easement as it may require.**

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Signature of Applicant

Andrew J. Whitaker

Typed or printed name and title of applicant

April 18, 2025

Date

Signature of Co-applicant

Sherri A. Whitaker

Typed or printed name of co-applicant

Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 18th day of April, 2025.

by Andrew Whitaker, who is/are personally known to me, or who has/have produced

FL DL as identification.

NOTARY SEAL

Kimberly Corbett

Signature of Notary Public, State of Florida

Town of Hilliard ♦ 15859 West CR 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555

KIMBERLY CORBETT  
MY COMMISSION # HH 584928  
EXPIRES: August 20, 2028

Bank of America

ITEM-2

ANDREW J WHITAKER  
SHERRI A WHITAKER  
27589 GEORGIA ST  
HILLIARD, FL 32046-8001

1479

63-4/630 FL  
23270

4/18/25 Date

Pay  
to the order of

Town of Hilliard

\$ 1,200.00

Hilliard, Ohio

One thousand, two hundred & 00/100

Dollars



Photo  
Safe  
Deposit®  
Details on back

BANK OF AMERICA

ACH R/T 063100277

Memo

Vacate

*Andrew J Whitaker* NP

⑆063000047⑆ 898055392836⑈ 1479





**KEVIN J. LILLY** ASA, CFA  
Nassau County Property Appraiser  
*Consistent, Fair, Efficient*

# Parcel 08-3N-24-2380-0094-0010

<https://search.ncpafl.com/parcel/24%20N%20308238000940010>  
**SEVENTH AV**

## Owners

WHITAKER ANDREW J & SHERRI A  
27589 GEORGIA STREET  
HILLIARD, FL 32046

**Use:** 0000: VACANT

**Subdivision: HILLIARD TERRACE**

## Values

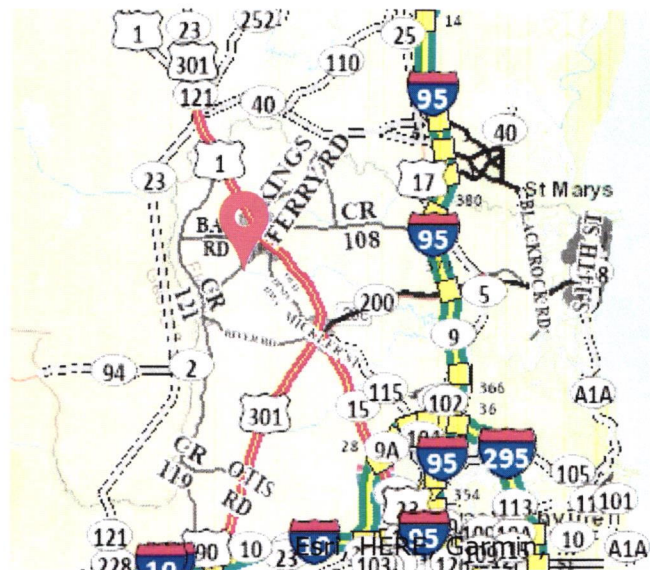
STANDARD	2024
Land Value	\$81,000
(+) Improved Value	\$0
(=) Market Value	\$81,000
(-) Agricultural Classification	\$0
(=) Assessed Value	\$33,000
(=) County Taxable Value	\$33,000

## Buildings

No Buildings

## Sales

INstrument	Date	Sale Price
2704/1394	2023-12-15	\$100
2688/239	2023-12-15	\$41,200
2670/133	2023-09-26	\$2,000
2654/891	2023-07-17	\$435,000
2582/1446	2022-08-05	\$50,000
1694/1249	2010-07-28	\$101,500





**KEVIN J. LILLY** ASA, CFA  
Nassau County Property Appraiser  
*Consistent, Fair, Efficient*

## Parcel 08-3N-24-2380-0093-0130

<https://search.ncpafl.com/parcel/24%20N%20308238000930130>

**27589 GEORGIA ST**

### Owners

WHITAKER ANDREW J & SHERRI A  
27589 GEORGIA STREET  
HILLIARD, FL 32046

**Use:** 0100: SINGLE FAMILY

**Subdivision:** HILLIARD TERRACE

### Values

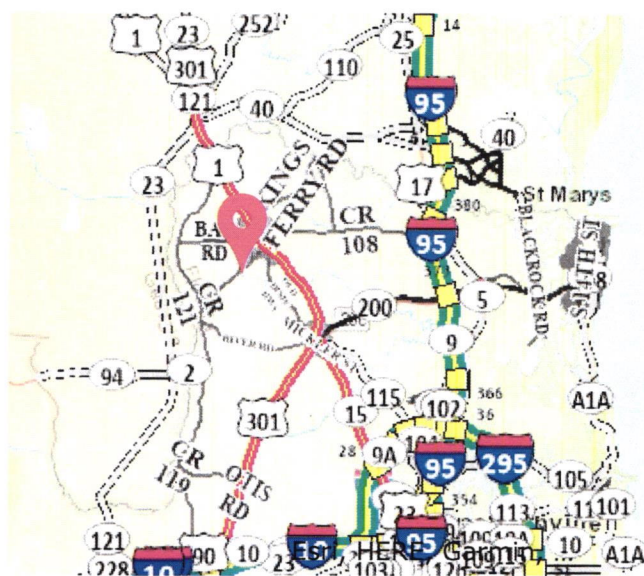
STANDARD	2024
Land Value	\$81,000
(+) Improved Value	\$305,713
(=) Market Value	\$386,713
(-) Agricultural Classification	\$0
(=) Assessed Value	\$195,325
(=) County Taxable Value	\$145,325

### Buildings

Type	Heated Sq Ft	Year Built	Value
SNGL FAM RESIDENTIAL	2039	2007	\$296,273

### Sales

Instrument	Date	Sale Price
1595/0471	2008-12-02	\$260,000
1595/0469	2008-12-02	\$100





25

12 11 10 9 8 7 6 5 4 3 2 1

**93**

13 14 15 16 17 18 19 20 21 22 23 24

27023

27589

25

25

25

12 11 10 9 8 7 6 5 4 3 2 1

**94**

13 14 15 16 17 18 19 20 21 22 23 24

27027

13

GEORGIA ST

12 11 10 9 8 7

**95**

13 14 15 16 17 18

25

25

12 11 10 9 8 7

**96**

13 14 15 16 17



**TOWN OF HILLIARD**  
*A Florida Municipality*

May 29, 2025

RE: Pre-Application to Close, Abandon, or Vacate  
Street, Alley, Easement, or Right of Way  
W 8<sup>th</sup> Ave. E of Georgia St., W of Virginia St.

Dear Property Owner:

A pre-application has been filed to vacate a portion of the Town owned Right of Way, named W 8<sup>th</sup> Ave., located:

East of Georgia Str., West of Virginia Str., North of block 94, and South of block 93.

All property owners owning lots within blocks 92, 93, 94, and 95 will receive this notification.

The Town Council and Planning & Zoning Board will be hosting a series of meetings to discuss the pre-application.

All meetings will be held at the Hilliard Town Hall located at:

Town of Hilliard – Town Council Chambers  
15859 West County Road 108  
Hilliard, Florida 32046

Meetings, Dates & Times are as follows:

Joint Workshop – Tuesday, June 12, 2025, at 6:00 p.m.  
Planning & Zoning Board Meeting - Tuesday, July 01, 2025, at 7:00 p.m.  
Town Council Meeting – Thursday, July 17, 2025, at 7:00 p.m.

If the Town approves moving forward with the process to vacate W 8<sup>th</sup> Ave., you will be notified by letter of the additional meetings, dates and times.

Thank you,

TOWN OF HILLIARD

Lee Anne Wollitz  
Land Use Administrator

**P.O. Box 249**

**Hilliard, Florida 32046**

**(904) 845-3555**

W 8th Ave-Current Lot Lines  
Lots

Block 93

13 14 15 16 17 18 19 20 21 22 23 24

08-3N-24-2380-0093-0130  
27589 Georgia Street  
(Single Family Home)



08-3N-24-2380-0094-0010  
0 Seventh Ave.  
(Vacant)

Lots

12 11 10 9 8 7 6 5 4 3 2 1

Block 94

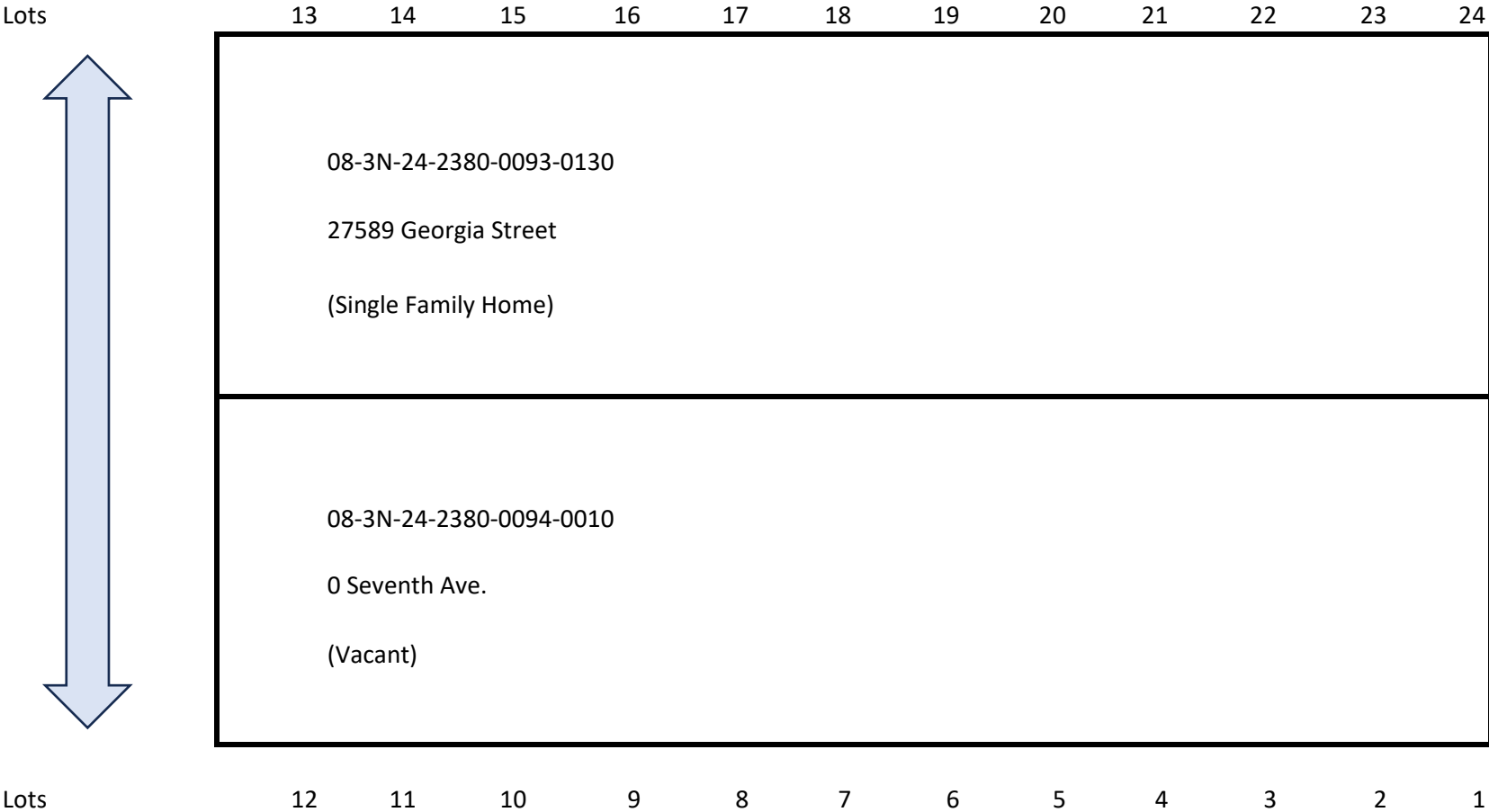
Unopened Virginia Street

Georgia Street

Unopened W 8th Ave.

W 8th Ave- Vacation Proposed Lot Lines

Block 93



Block 94

Unopened Virgina Street

Georgia Street











BROWN DAVID R & MARJORIE A  
1795 WARM SPRINGS DRIVE ✓  
WENATCHEE WA 98801

COCKERHAM JERRY & MYRA  
27027 WEST SEVENTH AVENUE ✓  
HILLIARD FL 32046

CRIBB LARRY G  
27123 WEST 9TH AVENUE ✓  
HILLIARD FL 32046

~~DAYSPRING PROPERTY SERVICES LLC~~  
~~PO BOX 1080~~  
~~HILLIARD FL 32046~~

DAYSPRING PROPERTY SERVICES LLC  
PO BOX 1080 ✓  
HILLIARD FL 32046

~~DAYSPRING PROPERTY SERVICES LLC~~  
~~PO BOX 1080~~ ✓  
~~HILLIARD FL 32046~~

~~DAYSPRING PROPERTY SERVICES LLC~~  
~~PO BOX 1080~~  
~~HILLIARD FL 32046~~

~~DAYSPRING PROPERTY SERVICES LLC~~  
~~PO BOX 1080~~ ✓  
~~HILLIARD FL 32046~~

~~DAYSPRING PROPERTY SERVICES LLC~~  
~~PO BOX 1080~~ ✓  
~~HILLIARD FL 32046~~

~~DAYSPRING PROPERTY SERVICES LLC~~  
~~PO BOX 1080~~  
~~HILLIARD FL 32046~~

~~DAYSPRING PROPERTY SERVICES LLC~~  
~~PO BOX 1080~~ ✓  
~~HILLIARD FL 32046~~

~~DAYSPRING PROPERTY SERVICES LLC~~  
~~PO BOX 1080~~ ✓  
~~HILLIARD FL 32046~~

~~DAYSPRING PROPERTY SERVICES LLC~~  
~~PO BOX 1080~~  
~~HILLIARD FL 32046~~

~~DAYSPRING PROPERTY SERVICES LLC~~  
~~PO BOX 1080~~ ✓  
~~HILLIARD FL 32046~~

~~DAYSPRING PROPERTY SERVICES LLC~~  
~~PO BOX 1080~~ ✓  
~~HILLIARD FL 32046~~

~~DAYSPRING PROPERTY SERVICES LLC~~  
~~PO BOX 1080~~  
~~HILLIARD FL 32046~~

LYONS GEORGE ✓  
27023 W 9TH ST  
HILLIARD FL 32046

LYONS GEORGE A & JANICE L ✓  
27023 W NINTH AV  
HILLIARD FL 32046

~~NASSAU COUNTY SCHOOL BOARD~~  
~~1201 ATLANTIC AVENUE~~  
~~FERNANDINA BEACH FL 32034~~

WHITAKER ANDREW J & SHERRI A ✓  
27589 GEORGIA STREET  
HILLIARD FL 32046

~~WHITAKER ANDREW J & SHERRI A~~  
~~27589 GEORGIA STREET~~  
~~HILLIARD FL 32046~~

7 letters for WS

W 8<sup>th</sup> Ave. (Most W Block)- Nonconformities or encroachments.

Parcel ID # 08-3N-24-2380-0093-0130

Name: Andrew J and Sherri A Whitaker

Mailing address 27589 Georgia Street. Hilliard FL 32046

Physical address 27589 Georgia Street. Hilliard FL 32046

1. A portion of driveway is in ROW. Approx.60 feet long and approx. up to 5 feet wide.

Parcel ID # 08-3N-24-2380-0094-0010

Name: Andrew J and Sherri A Whitaker

Mailing address- 27589 Georgia Street. Hilliard FL 32046

Physical address- 0 Seventh Ave. Hilliard FL 32046

There are no Nonconformities or encroachments as the parcel is vacant.

XXX = vacate

25 = new propertyBarry

25 Whitaker Original Applications

W NINTH AV

GEORGIA ST

94

92

94

W SEVENTH AV

2.6

XA = vacate

[Blue line] = new Property Boundary

[Red line] = newly Created lotfect Row  
owned by TOH

Whitaker - Alt. Suggestion

W NINTH AV

GEORGIA ST

94

93

92

91

W SEVENTH AV

30m  
100ft

W 8th Ave-Current Lot Lines  
Lots

Block 93

13 14 15 16 17 18 19 20 21 22 23 24

08-3N-24-2380-0093-0130  
27589 Georgia Street  
(Single Family Home)



08-3N-24-2380-0094-0010  
0 Seventh Ave.  
(Vacant)

Lots

12 11 10 9 8 7 6 5 4 3 2 1

Block 94

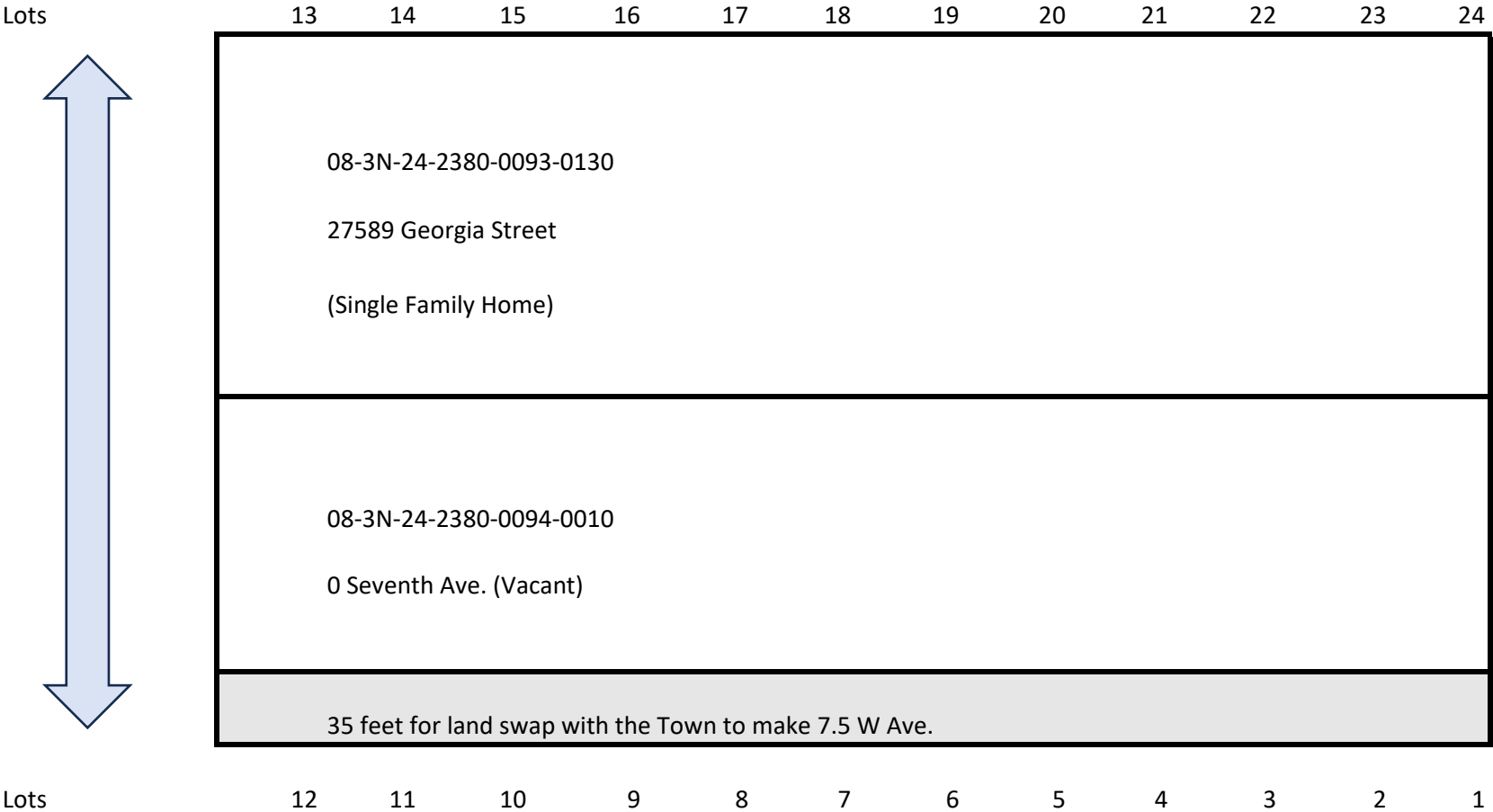
Unopened Virginia Street

Georgia Street

Unopened W 8th Ave.

W 8th Ave- Vacation Proposed Lot Lines(Alt)

Block 93



Block 94

Unopened Virgina Street

Georgia Street









## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

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

SUBJECT: Town Council to review Pre-Application for the Vacation of Right of Way for the alley within block 93 and make a recommendation concerning moving forward through the Vacation Process.  
 Application No. 20250423.1 VAC Alley Block 93, Property Owner – Andy Whitaker  
 Parcel ID No. 08-3N-24-2380-0093-0130.

---

#### **BACKGROUND:**

In April 2025, the owner of the Dwelling unit located at 27589 Georgia Street, filed a Pre-application for Vacation of Right of Way for the Alley in Block 93.

The Alley is 25 feet wide and 300 feet long.

The applicant's dwelling unit is on the 0.85-acre parcel South of the Alley. A 10ish feet section of their fence is encroaching into the Alley. A shed on the back of the property does not meet setbacks and is a possible encroachment.

The properties to the North of the Alley are owned by the Lyons Family. Their fence encroaches into the alley approx. 15 feet. They also have a shed that encroaches into the alley. It is also possible that a portion of the drain field for this dwelling unit is in the alley.

Research that included the Land Use Administrator and Code Enforcement resulted in finding these encroachments and nonconformities. There is a list and photos in the agenda packet.

Research by the Town Clerk found no objections to the vacation.

Research by the Public Works Department found no public utilities within the alley.

Public Utility lines serving this block run: North to South on Georgia Street with a 6" PVC and a hydrant at Georgia and W 9<sup>th</sup> Ave as well as Georgia and W 7<sup>th</sup> Ave. There is also a 2" water line on W 9<sup>th</sup> Ave that serves one dwelling unit in block 92 and 2 dwelling units in block 193.

There are no sewer lines within these blocks.

All property owners for blocks 92, 93, 94, and 95 were invited via letter mailed from Town Hall to attend the workshop on June 12<sup>th</sup> as well as the Planning and Zoning meeting on July 1<sup>st</sup> and the Town Council Meeting on July 17<sup>th</sup> where this item will be discussed.

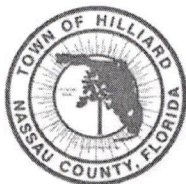
P&Z Board recommends moving forward with the Vacation Process.

#### **FINANCIAL IMPACT:**

None. All cost will be paid by the Applicant.

#### **RECOMMENDATION:**

Town Council to review Pre-Application for the Vacation of Right of Way for the alley within block 93 and make a recommendation concerning moving forward through the Vacation Process.



## Town of Hilliard

### Pre-Application to Close, Abandon, or Vacate Street, Alley, Easement, or Right of Way

**FOR OFFICE USE ONLY**

File # 20250423.1  
Application Fee: 200.00 <sup>APP Fee</sup> plus \$1000.00 Dep.  
Filing Date: 04/23/25 Acceptance Date: \_\_\_\_\_  
Check # 1480 \$1,200-gc

**A. PROPOSED CLOSING, ABANDONING, OR VACATON**

1. Street, Alley, Right of Way Name to be closed, vacated, or abandoned: Utility easement Block 93
2. Legal Description: Utility easement Block 93  
Lyons-North 08-3N-24-2380-0093-(0050 & 0010)
3. Parcel ID Number(s) and/or Adjoining Parcel ID Number(s): Whitaker-South 08-3N-24-2380-0093-0136
4. Acreage of closure, abandonment, or vacation: 0.17 acres

**B. APPLICANT**

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

2. Name of Applicant(s) or Contact Person(s):

Andrew J. Whitaker Title: Owner of Property "South" of easement

Company (if applicable): \_\_\_\_\_

Mailing address: 27589 Georgia St.

City: Hilliard

State: FL

ZIP: 32046

Telephone: (904) 303-1471 FAX: ( ) e-mail: andy.whitaker2002@gmail.com

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

Name of Owner (title holder): N/A

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.

**C. STATEMENT OF PROPOSED CLOSING, ABANDONING, OR VACATON SOUGHT**

1. Reason for Request: Would like to own the land so I can use it to construct a permanent building "Pole Barn"
2. How was the street / alley / easement / right-of-way established? Original town of Hilliard Plat plan  
 Subdivision Plat Book No: \_\_\_\_\_ Page No. \_\_\_\_\_  
 Plat Name: \_\_\_\_\_  
 Official Records Book No: \_\_\_\_\_ Page No. \_\_\_\_\_  
 Other: \_\_\_\_\_
3. Do you propose to close, abandon, or vacate the entirety of a street, easement, alley, or right-of-way, or only a portion? If a portion, please describe the portion that you desire the Town to close, abandon, or vacate.:  
Only the 300' section between my personal residence on the south and the Lyons' personal residence and lot to the north.
4. Do public facilities now occupy area to be closed, vacated, or abandoned? If yes, you may be asked to provide a current certified survey showing all existing conditions, including locations, and elevations of both open ditches and swales, and subsurface drainage facilities. N/A
5. What is the Purpose of the Easement?  
☐ Drainage  
☒ Utility  
☐ All Utilities  
☐ Others – please specify \_\_\_\_\_
6. What are the dimensions of the Easement? 25' x 300'
7. Is there an existing encroachment? The Lyons' drainfield  
☐ Building  
☐ Pool  
☒ Other
8. Is there a building or mobile home encroachment involved? If so, the survey is to also show ties from the right-of-way and/or easement lines to the footing, building wall, and edge of eaves.  
N/A
9. Is a swimming pool encroachment is involved? If so, the survey is to show complete locations and pertinent elevations of the pool and its appurtenances.  
N/A

**D. ATTACHMENTS (One hard copy or one copy in PDF format)**

1. Legal description
2. List of property owners by name and address who own property abutting the street, alley, easement, or right-of-way, or portion thereof, to be abandoned, closed, or vacated.
3. List of abutting property owners (with addresses).
4. Acknowledgement Letter(s) from each abutting property owner.
5. Location Map clearly identifying the location of the proposed closure. ([nassauflpa.com](http://nassauflpa.com))

**E. FEES**

- a. Right of Way (streets or alley or easements) - \$200 pre application fee & final application fee TBD
- b. The Cost of postage and outside consultants are in addition to the application fee.
- c. The applicant is responsible for paying a **\$1,000.00 deposit** at the time of submittal.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees for advertising, signs, necessary technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity plus 10%. The invoice shall be paid in full prior to any action of any kind on the development application.

**All attachments are required for a complete application. A completeness review of the application will be conducted within thirty (30) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

**The Town reserves the right to retain a utility easement where the alley or roadway is located and grant the Town all necessary rights in such utility easement as it may require.**

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

Date

Date

State of

County of

The foregoing application is acknowledged before me this

23<sup>rd</sup>

day of

April

20 2015

by

ANDREW J Whitaker

who is/are personally known to me, or who has/have produced

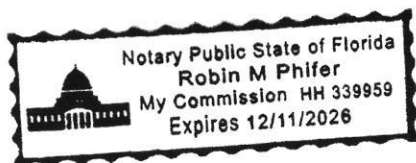
as identification.

NOTARY SEAL

Signature of Notary Public, State of

FLORIDA

Town of Hilliard ♦ 15859 West CR 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555



## Bank of America

ANDREW J WHITAKER  
SHERRI A WHITAKER  
27589 GEORGIA ST  
HILLIARD, FL 32046-8001

1480

63-4/630 FL  
232704/23/25  
Date

Pay Town of Hilliard \$ 1,200.<sup>00</sup>  
to the order of One thousand, two hundred + 00/100 Dollars

Harland Clarke



BANK OF AMERICA

ACH R/T 063100277

Memo Utility Easement

MP

⑆063000047⑆ 898055392836⑈ 1480





# Abutting Property Owner Acknowledgement Template

DATE:

4/22/25

Name:

(Abutting Owner) George & Janice Lyons

Address:

27023 W. Ninth Ave, Hilliard, FL 32046

RE: NOTICE TO ABUTTING OWNER OF REQUEST TO CLOSE

(R/W being Closed)

Utility easement between your lots and the Whitaker primary residence

Dear Mr/Ms

(Abutting Owner)

: Lyons

The Town of Hilliard is processing a request to close a right-of-way commonly known as Block 93 abutting your property. I am seeking your written approval of this closure request so I may provide confirmation to the Town. I intend to use the closed property for a new permanent storage building.

If the closure is approved, a portion of the closed right-of-way adjacent to your property may become your private property. This may result in an increase in your property taxes as to be determined by the Property Appraiser's Office after the closure is complete. The area I'm seeking to close is delineated on a map attached for your reference. If you agree/approve the closure request, please sign the acknowledgement and approval of the closure request below and return to me at my house.

If you wish to speak with someone from the Town of Hilliard concerning this closure request, you may call the Town of Hilliard at 904-845-3555 and ask for Leanne Wellife.

Your prompt response is greatly appreciated.

Sincerely,

Ann R. Whitaker

I ACKNOWLEDGE RECEIPT OF THE ABOVE LETTER AND AGREE TO THE REQUEST FOR CLOSURE OF THE RIGHT OF WAY DESCRIBED HEREIN:

(Sign):

B & J / Janice Lyons

(Print Name):

George Lyons / Janice Lyons

**TOWN OF HILLIARD**  
*A Florida Municipality*

May 29, 2025

RE: Pre-Application to Close, Abandon, or Vacate  
Street, Alley, Easement, or Right of Way  
Alleyway within Block 93

Dear Property Owner:

A pre-application has been filed to vacate a portion of the Town-owned Alleyway within, Block 93, located:

East of Georgia Str., West of Virginia Str., Block 93 in South of W 9<sup>th</sup> Ave and North of W 8<sup>th</sup> Ave.

All property owners owning lots within block 93 will receive this notification.

The Town Council and Planning & Zoning Board will be hosting a series of meetings to discuss the pre-application.

All meetings will be held at the Hilliard Town Hall located at:

Town of Hilliard – Town Council Chambers  
15859 West County Road 108  
Hilliard, Florida 32046

Meetings, Dates & Times are as follows:

Joint Workshop – Tuesday, June 12, 2025, at 6:00 p.m.  
Planning & Zoning Board Meeting - Tuesday, July 01, 2025, at 7:00 p.m.  
Town Council Meeting – Thursday, July 17, 2025, at 7:00 p.m.

If the Town approves moving forward with the process to vacate this alleyway, you will be notified by letter of the additional meetings, dates and times.

Thank you,

TOWN OF HILLIARD

Lee Anne Wollitz  
Land Use Administrator

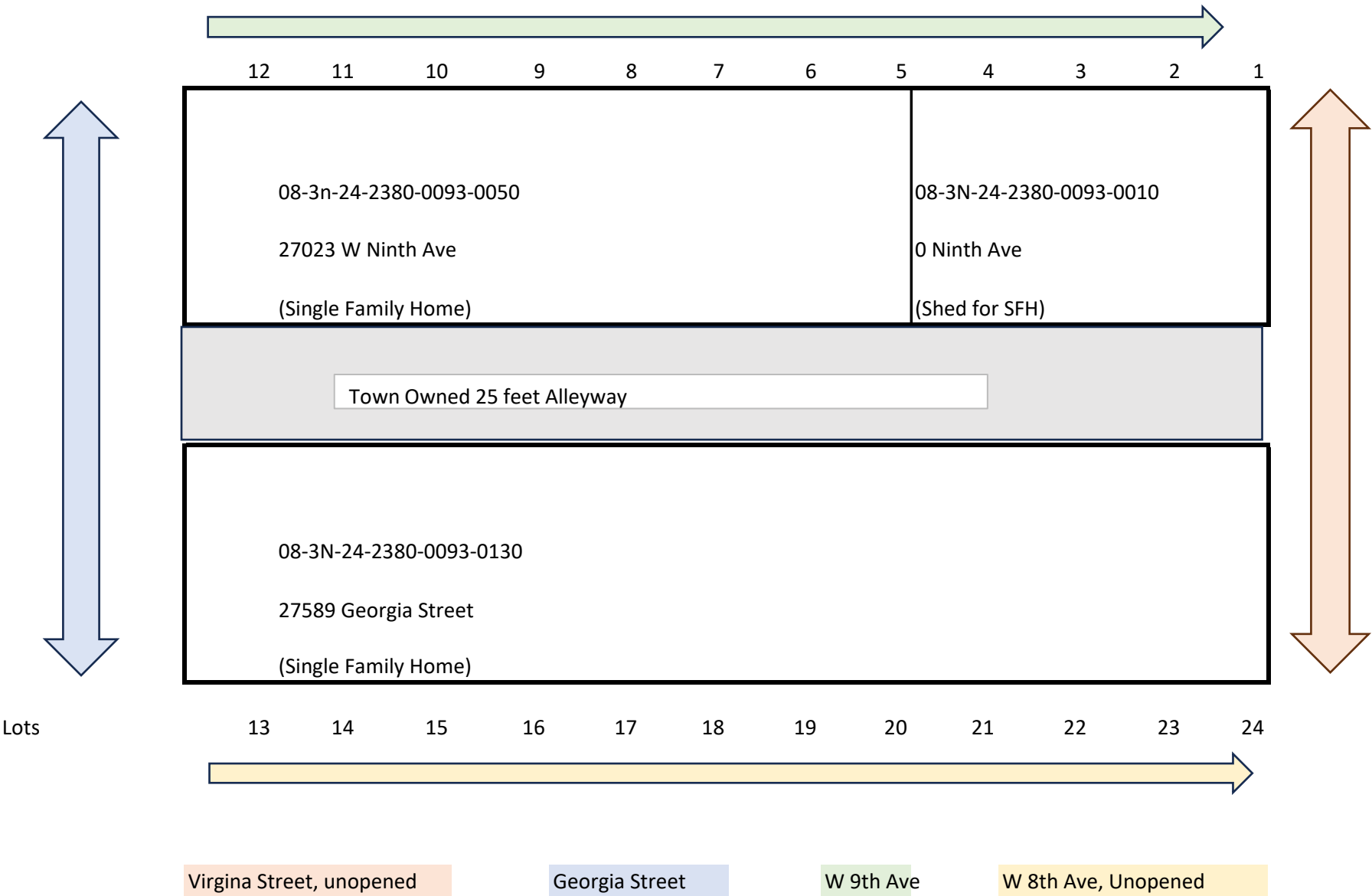
**P.O. Box 249**

**Hilliard, Florida 32046**

**(904) 845-3555**

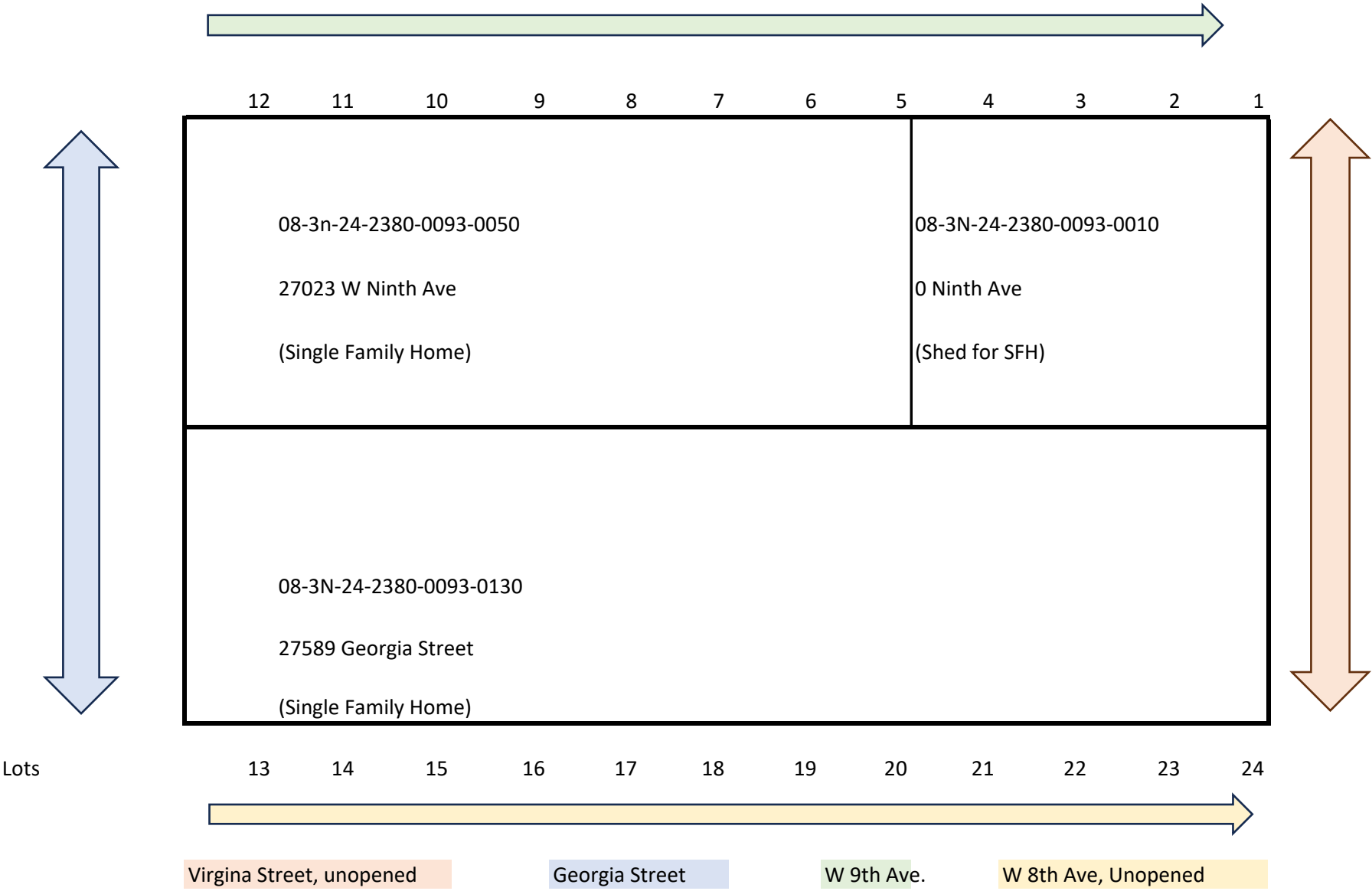


BLOCK 93-Current Lot Lines



BLOCK 93- Vacation Proposed Lot Lines

Block 93









Block 93 Alleyway- Nonconformities or encroachments.

Parcel ID # 08-3N-24-2380-0093-0130

Name: Andrew J and Sherri A Whitaker

Mailing address 27589 Georgia Street. Hilliard FL 32046

Physical address 27589 Georgia Street. Hilliard FL 32046

1. The shed in the northeast corner of the yard does not meet required setbacks and is a possible encroachment.
2. The fence on the northwest side yard is encroaching into the alleyway.

Parcel ID # 09-3N-24-2380-0093-0010

Name: George Lyons

Mailing Address: 27023 W 9<sup>th</sup> Street, Hilliard FL 32046

Physical address: 0 Ninth Ave. Hilliard FL 32046

1. Fence is encroaching into the alleyway.

Parcel ID# 08-3N-24-2380-0093-0050

Name: George A and Janice L Lyons

Mailing Address: 27023 W Ninth Ave., Hilliard FL 32046

Physical Address: 27023 W Ninth Ave., Hilliard FL 32046

1. Fence is encroaching into the alleyway.
2. The shed is encroaching into the alleyway.
3. A portion of the drain field appears to be encroaching into the alleyway.





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

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

SUBJECT: Town Council approval of Minor Subdivision Application No. 20250604.01, Parcel ID No. 04-3N-24-0000-0004-0160, Property Owner, Jarrod and Leanna Pickett.

---

#### **BACKGROUND:**

Pickett currently owns 5.6 acres on Soli Deo Gloria Way, an approved private road within the Town limits of Hilliard.

The Parcel is zoned A-1.

It has a FLUM designation of Agricultural.

The parcel is 570 feet wide.

A-1 requires 150 feet wide, and 1 acre for minimum lot size to create a buildable lot.

The Pickett family has a desire to split the parcel into two lots.

Both Proposed lots will meet the requirements of the A-1 zoning District.

#### **FINANCIAL IMPACT:**

None

#### **RECOMMENDATION:**

Based in the surveys and legal description submitted with the application, staff, the Planning and Zoning Board recommends to the Town Council the lot split with the compliance with the following conditions:

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

**FOR OFFICE USE ONLY**

ITEM-4

File #

20250604.01

Application Fee:

\$100.00

Filing Date:

06/04/25

Acceptance Date:

paid by check #857 gc

# Town of Hilliard Lot Split/Reconfiguration Application

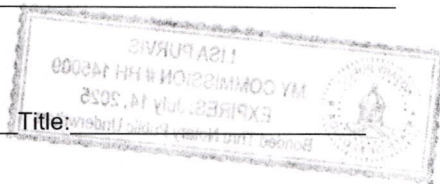
(Applicable for creating no more than 2 lots from 1 lot)

**A. PROJECT**

1. Project Name: Pickett lot split
2. Address of Subject Property: 37646 Soli Deo Gloria Way, Hilliard, FL 32046
3. Parcel ID Number(s): 04-3N-24-0000-0004-0160
4. Existing Use of Property: single family dwelling unit
5. Zoning Designation: A1
6. Future Land Use Map Designation: \_\_\_\_\_
7. Acreage of Parcel: 5.6

**B. Owner**

1. Name of Owner(s) or Contact Person(s): Jarrod or Paige Pickett  
Company (if applicable): \_\_\_\_\_  
Mailing address: 37646 Soli Deo Gloria Way  
City: Hilliard State: FL ZIP: 32046  
Telephone: (912) 276-2097 FAX: ( ) E-mail: paige-bailey41@hotmail.com



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

**C. ATTACHMENTS** (One copy plus one copy in PDF format)

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

5. Fee - \$100

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the application.

**A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

**I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:**

Paige Rickett  
Signature of Applicant

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

Paige Rickett  
Typed or printed name and title of applicant

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

6-4-25  
Date

\_\_\_\_\_  
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 4<sup>th</sup> day of June, 2025, by Leeann

Paige Rickett, who is/are personally known to me, or who has/have produced FL D.L.  
as identification.

NOTARY SEAL

[Signature]



Signature of Notary Public, State of Florida



**KEVIN J. LILLY** ASA, CFA  
 Nassau County Property Appraiser  
*Consistent, Fair, Efficient*

## Parcel 04-3N-24-0000-0004-0160

### Owners

PICKETT JARROD & LEANNA P  
 37646 SOLI DEO GLORIA WAY  
 HILLIARD, FL 32046

### Parcel Summary

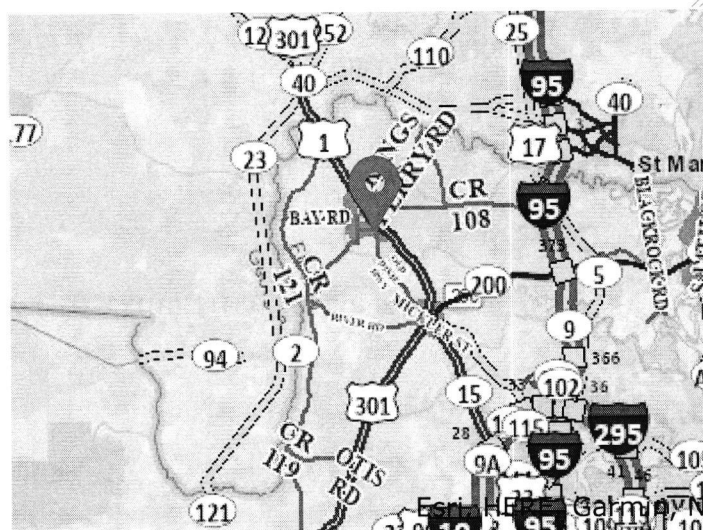
Situs Address	37646 SOLI DEO GLORIA WAY
Use Code	0100: SINGLE FAMILY
Tax District	3: Hilliard
Acreage	5.6000
Section	4
Township	3N
Range	24
Subdivision	
Exemptions	01: Homestead (196.031(1)(a)) (100%)

### Short Legal

PT OF SE1/4 OF SEC 4-3N-24E  
 IN OR 2327/1428  
 (EX OR 2362/102)...

### Certified Values

STANDARD	2024
Land Value	\$106,400
(+) Improved Value	\$677,047
(=) Market Value	\$783,447
(-) Agricultural Classification	\$0
(=) Assessed Value	\$556,981
(=) County Taxable Value	\$506,981



## Document/Transfer/Sales History

Instrument / Official Record	Date	Q/U	V/I	Sale Price	Ownership
<u>QC</u> 2338/1082	2020-02-11	<u>U</u>	Vacant	\$100	Grantor: PICKETT HARRY & JULIE Grantee: PICKETT JARROD & LEANNA P
<u>QC</u> 2338/1077	2020-02-11	<u>U</u>	Vacant	\$100	Grantor: PICKETT JARROD & LEANNA P Grantee: PICKETT HARRY & JULIE
<u>WD</u> 2327/1428	2019-12-23	<u>U</u>	Vacant	\$100	Grantor: PICKETT JULIE G REVOCABLE LIVING TRUST Grantee: PICKETT JARROD & LEANNA P

Instrument / Official Record	Date	Q/U	V/I	Sale Price	Ownership	ITEM-4
<u>ID</u> 2318/0570	2019-11-12	<u>U</u>	Vacant	\$100	Grantor: PICKETT JULIE G REVOCABLE LIVING TRUST Grantee: PICKETT JARROD & LEANNA P	

## Buildings

### Building # 1, Section # 1, 590950, RESIDENTIAL

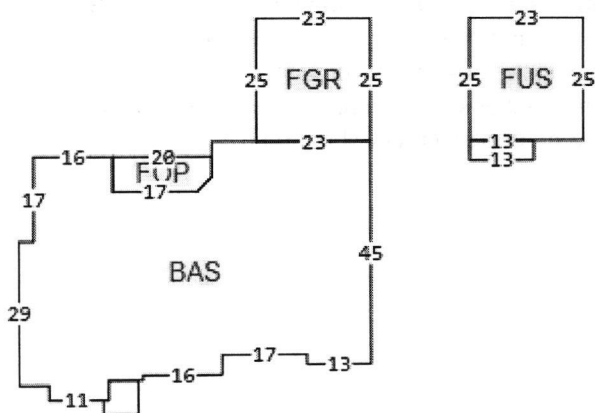
Heated Sq Ft	Year Built	Value
3594	2020	\$585,527

## Structural Elements

Type	Description	Code	Details
EW	Exterior Wall	31	HARDIE BRD
EW	Exterior Wall	21	STONE
RS	Roof Structure	08	IRREGULAR
RC	Roof Cover	03	COMP SHNGL
IW	Interior Wall	05	DRYWALL
IF	Interior Flooring	13	LVT/LAMNT
AC	Air Conditioning	03	CENTRAL
HT	Heating Type	04	AIR DUCTED
BDR	Bedrooms	4.00	
BTH	Bathrooms	3.00	
FR	Frame	02	WOOD FRAME
STR	Stories	0	0

## Sub Areas

Type	Gross Area	Percent of Base	Adjusted Area
<u>BAS</u>	3,019	100%	3,019
<u>FGR</u>	575	55%	316
<u>FOP</u>	45	30%	14
<u>FOP</u>	136	30%	41
<u>FUS</u>	575	100%	575
<u>STR</u>	52	10%	5





## Extra Features

Code	Description	Length	Width	Units	Unit Price	AYB	% Good Condition	Final Value
0812	CONCRETE C			1575.00	\$4.00	2020	98%	\$6,174
0861	POOL GUNITE			799.00	\$85.00	2021	93%	\$63,161
0845	KOOL DECK			1610.00	\$7.25	2021	99%	\$11,556
0871	POOL HTR R			1.00	\$2,000.00	2021	90%	\$1,800
0476	VF 6 SBPL			132.00	\$32.00	2021	96%	\$4,055
0470	VNYL GATE			2.00	\$300.00	2021	96%	\$576

## Land Lines

Code	Description	Zone	Front	Depth	Units	Rate/Unit	Acreage	Total Adj	Value
000100	RES	A-1	.00	.00	5.60	\$19,500.00/AC	5.60	1.00	\$109,200

## Personal Property

None

## TRIM Notices

2024

2023

2022

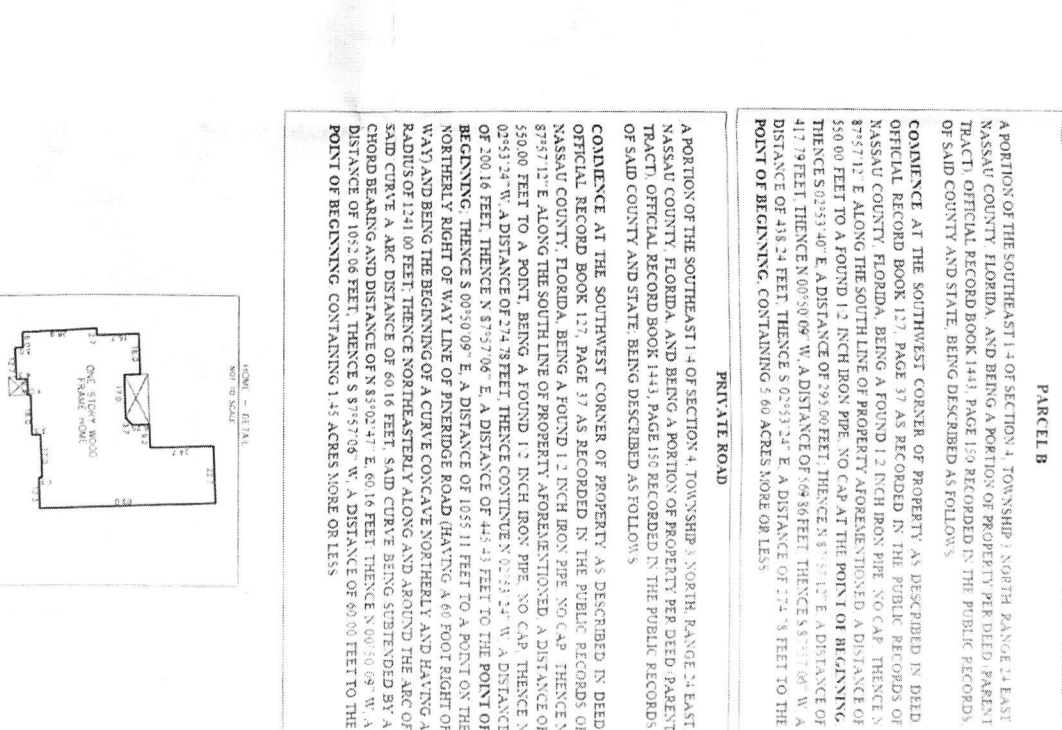
## Property Record Cards

2024

2023

## Disclaimer

The Nassau County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The information contained herein is for ad valorem tax assessment purposes only. The Property Appraiser exercises strict auditing procedures to ensure validity of any transaction received and posted by this office but cannot be responsible for errors or omissions in the information received from external sources. Due to the elapsed time between transactions in the marketplace, and the time that those transactions are received from the public and/or other jurisdictions, some transactions will not be reflected.



8) This survey has been performed according to the standard of care to achieve the following accuracies for the following surveyed corners/line/flag line: Line = 1 foot in 10000 feet  
SDP rule 54-17(3)(c) (b) (5) b.ii

[illegible]

## PARCEL B

A PORTION OF THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING A PORTION OF LAND PER DEED (PARENT TRACT), OFFICIAL RECORD BOOK 1443, PAGE 150, RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY AND STATE; BEING DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF PROPERTY AS DESCRIBED IN DEED, OFFICIAL RECORD BOOK 127, PAGE 37 AS RECORDED IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING A FOUND 1/2 INCH IRON PIPE, NO CAP; THENCE N 87°57'12" E ALONG THE SOUTH LINE OF PROPERTY AFOREMENTIONED, A DISTANCE OF 550.00 FEET TO A FOUND 1/2 INCH IRON PIPE, NO CAP AT THE POINT OF BEGINNING; THENCE S 02°53'40" E, A DISTANCE OF 295.00 FEET; THENCE N 87°57'12" E, A DISTANCE OF 477.80 FEET; THENCE N 00°50'09" W, A DISTANCE OF 569.86 FEET; THENCE S 87°57'06" W, A DISTANCE OF 498.25 FEET; THENCE S 02°53'24" E, A DISTANCE OF 274.78 FEET TO THE POINT OF BEGINNING, CONTAINING 6.38 ACRES MORE OR LESS.

SAID PARCEL RESERVING THE EASTERLY 60 FOOT, FOR A PRIVATE ROAD EASEMENT.



- 1) The "Legal Description" herein is in accord with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Lands shown herein were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings based on N 02°35'53" W on the Easterly right of way line Kings Ferry Road, (East).
- 5) Fence wherever, if applicable, has not been determined by this office. Fences are drawn out of scale in order to ascertain their relationship to property lines. Fences are not intended to be encroachments unless otherwise is apparent.
- 6) "Unless it bears the signature and the original related seal of a Florida State Licensed Professional Engineer, this report is for informational purposes only and is not valid."
- 7) The property shown herein lies within flood zone " X " as per F.E.M.A. Flood Insurance Rate Map, Panel 120673-0001-A Do not 12-32-1877.
- 8) Unless otherwise noted measured angles and distances are the horizontal and vertical distances.

9) This survey has been performed according to the standard of care to achieve the following accuracies for the following surveyed  
Surveyed Accuracy - 1 foot in 19571 feet  
Commercial/High Risk Linear - 1 foot in 10000 feet  
SOP rule 54-17.051(3) (B) (15) b.ii



### LEGEND

—E—E— = AERIAL UTILITY WIRES  
A/C = AIR CONDITIONER  
AKA = ALSO KNOWN AS  
B.R.L. = BUILDING RESTRICTION LINE  
TV = CABLE TELEVISION PEDESTAL  
Δ = CENTRAL ANGLE  
E = CENTERLINE  
—X—X— = CHAIN LINK FENCE  
CB = CHORD BEARING  
CD = CHORD DISTANCE

CONC. = CONCRETE  
~~REIN.~~ = CONCRETE FLATWORK  
 CMP = CORRUGATED METAL PIPE  
 [E] = ELECTRICITY METER  
 ELEV. = ELEVATION  
 F.F. = FINISHED FLOOR  
 [H] = FIRE HYDRANT  
 [G] = GAS METER  
 L = ARC LENGTH  
 [L] = LIGHT POLE

MEAS. = MEASURED  
N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM  
O.R.B. = OFFICIAL RECORD BOOK  
P.I.N. = PARCEL IDENTIFICATION NUMBER  
P.O.B. = POINT OF BEGINNING  
P.O.C. = POINT OF COMMENCEMENT  
R = RADIUS  
RCP = REINFORCED CONCRETE PIPE  
R/W = RIGHT-OF-WAY  
S = SEWER CLEANOUT  
SM = SEWER MANHOLE

(M) = STORM MANHOLE  
 (T) = TELEPHONE PEDESTAL  
 —□— = WOOD FENCE  
 —○— = WOOD POWER POLE  
 (W) = WATER METER  
 (V) = WELL

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

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

GLASS LAND SURVEYING, LLC

**GLASS LAND SURVEYING, LLC**  
3731 WEST 5TH STREET, HILLIARD FLORIDA 32046  
(904) 875-9241 \* CELL (904) 370-0318  
LICENSE BUSINESS NO. LB 8359

SCALE: 1"=100'  
DATE: 04-24-25  
DRN BY: WWG  
CKD BY: AFG  
AC-1811-A



**PARCEL B-1**

A PORTION OF THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING A PORTION OF PROPERTY PER DEED (PARENT TRACT), OFFICIAL RECORD BOOK 1443, PAGE 150 RECORDED IN THE PUBLIC RECORDS, OF SAID COUNTY AND STATE; BEING DESCRIBED AS FOLLOWS:

**COMMENCE** AT THE SOUTHWEST CORNER OF PROPERTY AS DESCRIBED IN DEED, OFFICIAL RECORD BOOK 127, PAGE 37 AS RECORDED IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING A FOUND 1/2 INCH IRON PIPE, NO CAP; THENCE N 87°57'12" E ALONG THE SOUTH LINE OF PROPERTY AFOREMENTIONED, A DISTANCE OF 550.00 FEET TO A FOUND 1/2 INCH IRON PIPE AND CAP, UNREADABLE AT THE **POINT OF BEGINNING**; THENCE S 02°53'40" E, A DISTANCE OF 295.00 FEET; THENCE N 87°57'12" E, A DISTANCE OF 417.79 FEET; THENCE N 00°50'09" W, A DISTANCE OF 419.86 FEET; THENCE S 87°57'00" W, A DISTANCE OF 245.73 FEET; THENCE N 02°03'00" W, A DISTANCE OF 15.00 FEET; THENCE S 87°57'00" W, A DISTANCE OF 187.35 FEET; THENCE S 02°53'24" E, A DISTANCE OF 139.78 FEET TO THE **POINT OF BEGINNING**, CONTAINING 4.16 ACRES MORE OR LESS.



## MAP OF BOUNDARY SURVEY

## PARCEL B-2

A PORTION OF THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING A PORTION OF PROPERTY PER DEED (PARENT TRACT), OFFICIAL RECORD BOOK 1443, PAGE 150 RECORDED IN THE PUBLIC RECORDS, OF SAID COUNTY AND STATE, BEING DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF PROPERTY AS DESCRIBED IN DEED, OFFICIAL RECORD BOOK 127, PAGE 37 AS RECORDED IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING A FOUND 1/2 INCH IRON PIPE, NO CAP; THENCE N 87°57'12" E ALONG THE SOUTH LINE OF PROPERTY AFOREMENTIONED, A DISTANCE OF 550.00 FEET TO A FOUND 1/2 INCH IRON PIPE AND CAP, UNREADABLE; THENCE N 02°53'24" W, A DISTANCE OF 139.78 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE N 02°53'24" W, A DISTANCE OF 135.00 FEET; THENCE N 87°57'06" E, A DISTANCE OF 438.24 FEET; THENCE S 00°50'09" E, A DISTANCE OF 150.00 FEET; THENCE S 87°57'00" W, A DISTANCE OF 245.73 FEET; THENCE N 02°03'00" W, A DISTANCE OF 15.00 FEET; THENCE S 87°57'00" W, A DISTANCE OF 187.35 FEET TO THE POINT OF BEGINNING, CONTAINING 1.44 ACRES MORE OR LESS.

## PRIVATE ROAD

A PORTION OF THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING A PORTION OF PROPERTY PER DEED (PARENT TRACT), OFFICIAL RECORD BOOK 1443, PAGE 150 RECORDED IN THE PUBLIC RECORDS, OF SAID COUNTY AND STATE, BEING DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF PROPERTY AS DESCRIBED IN DEED, OFFICIAL RECORD BOOK 127, PAGE 37 AS RECORDED IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING A FOUND 1/2 INCH IRON PIPE, NO CAP; THENCE N 87°57'12" E ALONG THE SOUTH LINE OF PROPERTY AFOREMENTIONED, A DISTANCE OF 550.00 FEET TO A POINT, BEING A FOUND 1/2 INCH IRON PIPE, NO CAP; THENCE N 02°53'24" W, A DISTANCE OF 274.78 FEET; THENCE CONTINUE N 02°53'24" W, A DISTANCE OF 200.16 FEET; THENCE N 87°57'06" E, A DISTANCE OF 445.43 FEET TO THE POINT OF BEGINNING; THENCE S 00°50'09" E, A DISTANCE OF 1055.11 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF PINERIDGE ROAD (HAVING A 60 FOOT RIGHT OF WAY) AND BEING THE BEGINNING OF A CURVE CONCAVE NORTHERLY AND HAVING A RADIUS OF 1241.00 FEET; THENCE NORTHEASTERLY ALONG AND AROUND THE ARC OF SAID CURVE A ARC DISTANCE OF 60.16 FEET, SAID CURVE BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF N 85°02'47" E, 60.16 FEET; THENCE N 00°50'09" W, A DISTANCE OF 1052.06 FEET; THENCE S 87°57'06" W, A DISTANCE OF 60.00 FEET TO THE POINT OF BEGINNING, CONTAINING 1.45 ACRES MORE OR LESS.

PREPARED FOR:  
JARROD AND LEANNA PICKETT

## SURVEY NOTES:

- 1) The "Legal Description" herein is in accord with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Lands shown herein were not obstructed by this office for assessments, rights-of-way, ownership or other instruments of record.
- 4) Bearings based on N 02°53'53" W on the Easterly right of way the Kings Ferry Road, (Deed).
- 5) Fence ownership, if applicable, has not been determined by this office. Fences are drawn out of scale in order to approximate their relationship to property lines. Fences are not deemed to be encroachments unless ownership is apparent.
- 6) "Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper, this map/report is for informational purposes only and is not valid."
- 7) The property shown herein lies within flood zone "X" on per F.E.M.A. Flood Insurance Rate Map, Panel 120573-0001A, Dated 12-23-1977.
- 8) Unless otherwise noted measured angles and distances are the same as Plat or Deed angles and distances.

- 9) This survey has been performed according to the standard of care to achieve the following accuracies for the following surveyed:  
Surveyed Accuracy - 1 foot in 18871 feet  
Commercial/High Risk Linear - 1 foot in 10000 feet  
SOP rule 54-17.05(5) (b) (15) b.1

HOME - DETAIL  
NOT TO SCALE

## LEGEND

—E—E— = AERIAL UTILITY WIRES  
A/C = AIR CONDITIONER  
AKA = ALSO KNOWN AS  
B.R.L. = BUILDING RESTRICTION LINE  
TV = CABLE TELEVISION PEDESTAL  
Δ = CENTRAL ANGLE  
E = CENTERLINE  
—+—+— = CHAIN LINK FENCE  
CS = CHORD BEARING  
CD = CHORD DISTANCE

CONC. = CONCRETE  
BES29 = CONCRETE FLATWORK  
CMP = CORRUGATED METAL PIPE  
E = ELECTRICITY METER  
ELEV. = ELEVATION  
F.F. = FINISHED FLOOR  
F.H. = FIRE HYDRANT  
G = GAS METER  
L = LIGHT POLE

MEAS. = MEASURED  
N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM  
O.R.B. = OFFICIAL RECORD BOOK  
P.I.N. = PARCEL IDENTIFICATION NUMBER  
P.O.B. = POINT OF BEGINNING  
P.O.C. = POINT OF COMMENCEMENT  
R = RADIUS  
RCP = REINFORCED CONCRETE PIPE  
R/W = RIGHT-OF-WAY  
SC = SEWER CLEANOUT  
SM = SEWER MANHOLE

SM = STORM MANHOLE  
TP = TELEPHONE PEDESTAL  
W.F. = WOOD FENCE  
W.P.P. = WOOD POWER POLE  
WM = WATER METER  
WELL = WELL

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

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

GLASS LAND SURVEYING, LLC

GLASS LAND SURVEYING, LLC  
3731 WEST 8TH STREET, HILLIARD, FLORIDA 32048  
(904) 675-9241 • CELL (904) 370-0318  
LICENSE BUSINESS NO. LB 8369

SCALE: 1"=100'  
DATE: 04-24-20  
DRAWN BY: WNG  
CHECKED BY: AFG  
AG-1811-A

**PARCEL B-2**

A PORTION OF THE SOUTHEAST  $\frac{1}{4}$  OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING A PORTION OF PROPERTY PER DEED (PARENT TRACT), OFFICIAL RECORD BOOK 1443, PAGE 150 RECORDED IN THE PUBLIC RECORDS, OF SAID COUNTY AND STATE; BEING DESCRIBED AS FOLLOWS:

**COMMENCE** AT THE SOUTHWEST CORNER OF PROPERTY AS DESCRIBED IN DEED, OFFICIAL RECORD BOOK 127, PAGE 37 AS RECORDED IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING A FOUND  $\frac{1}{2}$  INCH IRON PIPE, NO CAP; THENCE N  $87^{\circ}57'12''$  E ALONG THE SOUTH LINE OF PROPERTY AFOREMENTIONED, A DISTANCE OF 550.00 FEET TO A FOUND  $\frac{1}{2}$  INCH IRON PIPE AND CAP, UNREADABLE; THENCE N  $02^{\circ}53'24''$  W, A DISTANCE OF 139.78 FEET TO THE **POINT OF BEGINNING**; THENCE CONTINUE N  $02^{\circ}53'24''$  W, A DISTANCE OF 135.00 FEET; THENCE N  $87^{\circ}57'06''$  E, A DISTANCE OF 438.24 FEET; THENCE S  $00^{\circ}50'09''$  E, A DISTANCE OF 150.00 FEET; THENCE S  $87^{\circ}57'00''$  W, A DISTANCE OF 245.73 FEET; THENCE N  $02^{\circ}03'00''$  W, A DISTANCE OF 15.00 FEET; THENCE S  $87^{\circ}57'00''$  W, A DISTANCE OF 187.35 FEET TO THE **POINT OF BEGINNING**, CONTAINING 1.44 ACRES MORE OR LESS.

Prepared By: Sam Bernard  
 Bernard & Schemer, P.A.  
 480 Busch Drive  
 Jacksonville, Florida 32218  
 Our File Number: 19-1829

## CORRECTIVE TRUSTEE'S DEED

THIS INDENTURE, made on November 12, 2019, by and between **Julie G. Pickett and Harry Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, herein after referred to as Grantor, and **Jarrold Pickett and Leanna P. Pickett, his wife**, whose post office address is **37045 W. 1st Street, Hilliard, Florida 32046**.

(Wherever used the terms "Grantor" and "Grantee" shall include singular and plural, heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporation, wherever the context so admits or requires.)

### WITNESSETH

Grantor, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable considerations, receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey to Grantees, their successors and assigns, all Grantor's interest in and to the following described real property lying and being situated in Nassau County, Florida to wit:

Title to the lands described herein has not been examined by an attorney and no warranty or other representation is made and no opinion (either expressed or implied) is given, as to the marketability or condition of the title to the subject property, the quantity of lands included therein, the location of the boundaries thereof, of the existence of liens, unpaid taxes or encumbrances.

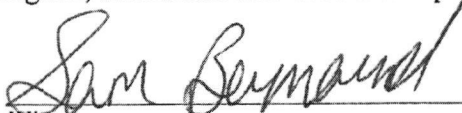
(See Attached Legal)


TOGETHER WITH all appurtenances, privileges, rights, interest, dower, reversions, remainders and easements thereunto appertaining:

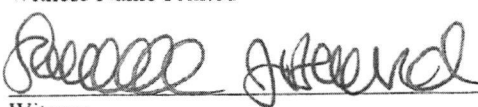
The purpose of this Deed is to correct that certain Deed recorded in OR Book 2314, Page 1523 of the Nassau County Public Records.

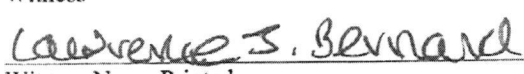
In Witness whereof, the Grantor has signed and sealed this deed the date above written.

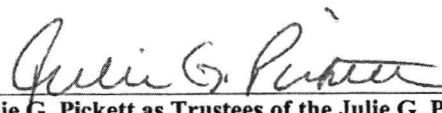
Signed, sealed and delivered in the presence of:

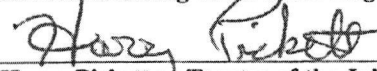
  
 Witness

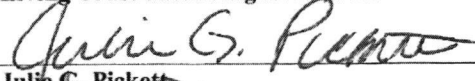
  
 Witness Name Printed

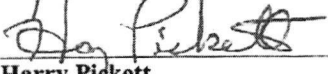
  
 Witness

  
 Witness Name Printed

  
 Julie G. Pickett as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

  
 Harry Pickett as Trustee of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

  
 Julie G. Pickett

  
 Harry Pickett

State of: Florida  
 County of: Duval

Witness Name Printed

Lawrence J. Bernard

Witness

Lawrence J. Bernard

Witness Name Printed

State of: Florida

County of: Duval

The foregoing instrument was acknowledged before me 12 day of November, 2019 by **Harry Pickett and Julie Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, who is/are personally known to me or who did produce personally known as identification.

Lawrence J. Bernard

NOTARY PUBLIC

Lawrence J. Bernard

Printed Name of Notary

My Commission Expires: \_\_\_\_\_

Harry Pickett as Trustee of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

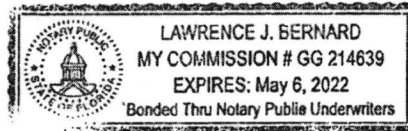
ITEM-4

Julie G. Pickett

Julie G. Pickett

Harry Pickett

Harry Pickett





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

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

SUBJECT: Town Council approval of Septic Exception Application No. 20250324.2, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 CR 108. Parcel ID No. 17-3N-24-2640-0003-0010.

---

#### BACKGROUND:

On April 26, 2024, a development investigation was submitted for 0 CR 108. The recommendation of the Public Works Department is for a septic exception application to be submitted, as the Sewer connection would be approximately 360 feet, it may require a force main to connect to the manhole at Lake Drive. It would also require NC Right of Way Permits for the work.

#### **Sec. 58-42. With sewer system.**

The owner of each lot or parcel of land within the town, upon which lot or parcel of land any building or trailer used as a dwelling is now situated or shall be hereafter situated, for either residential, commercial or industrial use, shall connect or cause such building or trailer to be connected with the public sewer facilities of the municipal sewer system of the town, and use such facilities within 12 months following notification to do so by the town clerk. All such connections shall be made in accordance with rules and regulations which shall be adopted as necessary by the town council, which rules and regulations shall provide for a charge for making any such connections in such reasonable amounts as such town council may fix and determine. The owner may apply for an exception from the town council upon good cause shown.

#### FINANCIAL IMPACT:

None.

#### RECOMMENDATION:

Town Council approval of Septic Tank Exception Application No. 20250625.1, allowing for a septic tank be placed within the Town boundaries to serve a new dwelling unit to be located at 0 CR 108, Parcel ID No. 17-3N-24-2640-0003-0010, with the following condition:

- Public Works and/or the Land Use Administrator of the Town of Hilliard must approve proposed/staking out location of drain field before soil testing. If the location is moved due to test results a second location approval is needed prior to installation of drain field.





# Town of Hilliard Septic Tank Exception Application

## FOR OFFICE USE ONLY

ITEM-5

File # 20250625.1  
Application Fee: \$250-  
Filing Date: 06/25/25 by: gc  
Acceptance Date: \_\_\_\_\_ by: \_\_\_\_\_  
Received Check #148 gc

### A. PROJECT

1. Project Name: Mitchell Home  
2. Address of Subject Property: 0 CR 108  
3. Parcel ID Number(s): 17-3N-2640-0003-0010  
4. Existing Use of Property: Vacant  
5. Future Land Use Map Designation: \_\_\_\_\_  
6. Zoning Designation: R2  
7. Acreage: 1.5

### B. APPLICANT/CONTRACTOR\*

1. Applicant's Status ☒ Owner (title holder) ☐ Agent  
2. Name of Applicant(s) or Contact Person(s): Cody Mitchell Title: Owner  
Company (if applicable): \_\_\_\_\_  
Mailing address: 44454 Woodland cir.  
City: Callahan State: FL. ZIP: 32011  
Telephone: (904) 507-9645 FAX: ( ) e-mail: Codyalanmitchell@gmail.com

### 3. Contractor:

Name of Contractor: Brad Bentley  
Company (if applicable): Bentley Custom Services INC.  
Mailing address: 553273 U.S. Highway 1  
City: Hilliard State: FL. ZIP: 32046  
Telephone: (904) 537-7800 FAX: ( ) e-mail: brad@bentleycustom.net

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



**C. ATTACHMENTS** (One copy plus one copy in PDF format)

1. Site Plan including but not limited to:
  - a. Name, location, owner, and designer of the proposed development.
  - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
  - c. Statement of Proposed Uses.
  - d. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
  - e. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
  - f. Area and dimensions of site.
  - g. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
  - h. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
  - i. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
  - j. Required buffers.
  - k. Location of existing trees, identifying any trees to be removed.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.

**D. FEE**

1. \$250.00

*No application shall be accepted for processing until the required application fee is paid in full. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.*

**All 3 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

**I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:**

Brad Bentley  
Signature of Applicant

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

Brad Bentley Contractor  
Typed or printed name and title of applicant

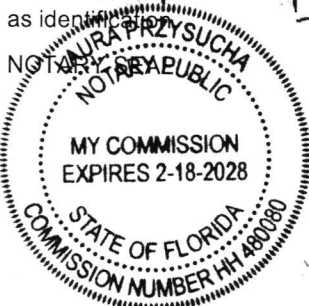
\_\_\_\_\_  
Typed or printed name of co-applicant

6-16-25  
Date

\_\_\_\_\_  
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 16 day of June, 2025, by Brad Bentley, who is/are personally known to me, or who has/have produced \_\_\_\_\_



Laura Przystucha  
Signature of Notary Public, State of Florida

Town of Hilliard ♦ 15859 West CR 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555

**OWNER'S AUTHORIZATION FOR AGENT  
PLANNING DEPARTMENT**

**TOWN OF HILLIARD, FLORIDA**

**EACH AND EVERY OWNER SHOWN ON THE PROOF OF  
OWNERSHIP MUST SIGN AN AUTHORIZATION FORM**

**Agent Authorization Form**

I/We Cody Mitchell Bailey Geiger  
(Print Name of Property Owner)  
hereby authorize Brad Bently  
(Print Name of Agent)  
to represent me/us in processing an application for \_\_\_\_\_  
(Type of Application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner(s) attest that the application is made in good faith and that any information contained in the application is accurate and complete.

Bailey Geiger  
(Signature of Owner)

Cody Mitchell  
(Signature of Owner)

Bailey Geiger  
(Print Name of Owner)

Cody Mitchell  
(Print Name of Owner)

State of Florida

} ss

Nassau County

Sworn to and subscribed before me on this 25th day of June, 2025,  
by Cody Mitchell & Bailey Geiger  
(Name of Person Making Statement)

[Signature]  
Signature of Notary Public  
State of Florida



JOYCE MECHELE STOKES  
Commission # HH 475315  
Expires April 17, 2028

**Print, type or stamp commissioned name  
of Notary Public**

My Commission Expires: \_\_\_\_\_

Individual making statement is \_\_\_\_\_ personally known or ☒ produced identification.

Type of identification produced: FL Driver License

627



ITEM-5

## FOR OFFICE USE ONLY

File # 20240426  
 Application Fee 120.00  
 Filing Date: 4/26/24 By: [Signature]  
 Acceptance Date: \_\_\_\_\_ By: \_\_\_\_\_

# Town of Hilliard Development Investigation Application

**A. PROJECT**

0 County Rd. 108, Hilliard, FL 32046

1. Address of Subject Property: \_\_\_\_\_
2. Parcel ID Number(s): 173n24264000030010
3. Acreage of Project: 1.58 Acres

**B. APPLICANT**

1. Name of Applicant(s) or Contact Person(s): Cody Mitchell Title: Buyer

Company (if applicable): \_\_\_\_\_

Mailing address: 44454 Woodland Circle, Callahan FL 32011City: Callahan State: FL ZIP: 32011Telephone: (904) 507-9645 FAX: ( ) e-mail: codyalanmitchell@gmail.com**C. ATTACHMENTS, if available** (One copy, no larger than 8 1/2 x 11)

1. Site Plan of proposed development
2. Survey of proposed development
3. Design of the proposed of development
4. Vicinity map - indicating general location of the site and all abutting streets and properties (\*Required)
5. Statement of proposed development

**D. APPLICATION FEE**

1. \$100 plus \$20 per acre

**FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE (REVIEWS ARE COMPLETED WITHIN 14 DAYS)**Zoning R-2 Reviewed By: [Signature]Water Service Available yes Location of Service 6" water on same side of 108.Improvements Required for Water Service NO Improve mnts - Short tap Reviewed By: CHSewer Service Available NO Location of Service Closest MH 360ft from P. 108Improvements Required for Sewer Service Septic Exemption Application Reviewed By: CHAccess onto Public Right of Way or Approved Private Road \_\_\_\_\_ Paved Road X Unpaved Road \_\_\_\_\_Improvements Required for Access County Culvert / Drive way Permit Reviewed By: CHRequired

Town of Hilliard ♦ 15859 C.R. 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

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

SUBJECT: Town Council approval to accept a Florida Department of Transportation Public Transportation Grant Agreement Amendment for the Environmental Assessment of the North Property Acquisition at the Hilliard Airpark to extend the grant expiration date six months.

---

#### **BACKGROUND:**

On August 30, 2021, the Town Council accepted a FDOT PTGA in the amount of \$40,000 for the Environmental Assessment for the North property acquisitions at the Hilliard Airpark with the agreement expiring on September 30, 2024. The FDOT PTGA Amendment #1 of an additional \$15,000 in funding will result in a total project cost of \$55,000 and Amendment #2 a time extension of a one-year to, September 30, 2025.

The current Amendment #3 is for an additional time extension of six months to, March 31, 2026.

See Grant Agreement for reason for time extension request.

#### **FINANCIAL IMPACT:**

FDOT PTGA 100% Grant funded project.

#### **RECOMMENDATION:**

Town Council approval to accept a Florida Department of Transportation Public Transportation Grant Agreement Amendment for the Environmental Assessment of the North Property Acquisition to extend the grant expiration date six months.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**AMENDMENT FOR EXTENSION OF PUBLIC  
TRANSPORTATION GRANT AGREEMENT**

ITEM-6

**DATE:** 7/11/25

**TO:** Lisa Purvis  
Town of Hilliard

**FROM:** Christina Nalsen

**SUBJECT:** HILLIARD APK ENVIRONMENTAL ASSESSMENT N PROPERTY ACQ. PFL0013226  
Hilliard Airpark

**CONTRACT NUMBER:** G1Z49

**AMENDMENT NUMBER:** 3

**FINANCIAL MANAGEMENT NUMBER:** 440039-2

The Public Transportation Grant Agreement ("Agreement") between the Florida Department of Transportation ("Department") and Town of Hilliard ("Agency"), dated 08/30/2021, is scheduled to expire on the 30 day of September, 2025.

The Agency requests an Amendment of the Agreement, to extend the end date of the Agreement to the 31 day of March, 2026, for additional time to complete the Project for the following reasons: The FAA experienced a loss of staffing in the Orlando ADO office, specifically the Environmental Specialist for North FL left the agency in early 2025. The FAA has no plans to hire a replacement. We are expecting delays in the review and processing of this CRAS and the coordination that is required with SHPO and the tribal reps. On July 2, 2025 AECOM submitted a revised CRAS to the FAA. this PTGA extension allows an additional 6 months for the FAA to conduct reviews and coordination with other reviewing agencies.

The Department agrees to the requested extension of the Agreement. All of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on \_\_\_\_\_  
(to be completed by Department)

Agency: Town of Hilliard

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: James M. Knight, P.E.

Title: \_\_\_\_\_

Title: Urban Planning and Modal Administrator

ATTEST:

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION  
Legal Review:

\_\_\_\_\_  
Lisa Purvis, MMC  
Town Clerk

\_\_\_\_\_

Approved:

\_\_\_\_\_  
John P. Beasley  
Mayor



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

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

SUBJECT: Town Council approval to accept a Florida Department of Transportation Public Transportation Grant Agreement Amendment for the New Box Hangar Construction at the Hilliard Airpark to extend the grant expiration date fifteen months.

---

#### **BACKGROUND:**

On August 24, 2022, the Town Council accepted a FDOT PTGA in the amount of \$340,000.00, to Design & Construct a New Box Hangar at the Hilliard Airpark.

The FDOT PTGA Amendment #1 of an additional \$51,000.00, in funding will result in a total project in the amount of \$391,000.00.

The current Amendment #2 is for an additional time extension of fifteen months to, December 31, 2026.

See Grant Agreement for reason for time extension request.

#### **FINANCIAL IMPACT:**

FDOT PTGA 100% Grant funded project.

#### **RECOMMENDATION:**

Town Council approval to accept a Florida Department of Transportation Public Transportation Grant Agreement Amendment for the New Box Hangar Construction at the Hilliard Airpark to extend the grant expiration date fifteen months.



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**AMENDMENT FOR EXTENSION OF PUBLIC  
TRANSPORTATION GRANT AGREEMENT**

ITEM-7

**DATE:** 7/11/25

**TO:** Lisa Purvis  
Town of Hilliard

**FROM:** Christina Nalsen

**SUBJECT:** HILLIARD AIRPARK DESIGN & CONSTRUCT SINGLE BOX HANGAR  
Hilliard Airpark

**CONTRACT NUMBER:** G2B73

**AMENDMENT NUMBER:** 2

**FINANCIAL MANAGEMENT NUMBER:** 441751-1

The Public Transportation Grant Agreement ("Agreement") between the Florida Department of Transportation ("Department") and Town of Hilliard ("Agency"), dated 08/24/2022, is scheduled to expire on the 30 day of September, 2025.

The Agency requests an Amendment of the Agreement, to extend the end date of the Agreement to the 31 day of December, 2026, for additional time to complete the Project for the following reasons: AECOM has experienced delays in the design coordination effort with the power company for electric power to serve the hangar and with the water management district for obtaining a drainage permit. The plans and specs are developed to the 90% stage - these were distributed for comments in May 2025. We expect to advance the design to 100% Bid Documents in August 2025 to bid the project. Target date for Contract Award is October 1, 2025. Target date for construction NTP is January 2026 and we expect a 6-9-month construction period.

The Department agrees to the requested extension of the Agreement. All of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on \_\_\_\_\_  
(to be completed by Department)

Agency: Town of Hilliard

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: James M. Knight, P.E.

Title: \_\_\_\_\_

Title: Urban Planning and Modal Administrator

ATTEST:

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION  
Legal Review:

\_\_\_\_\_  
Lisa Purvis, MMC  
Town Clerk

Approved:

\_\_\_\_\_  
John P. Beasley  
Mayor



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

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

SUBJECT: Town Council to review the Water & Sewer Rate Study, conducted by Florida Rural Water Association as required by Florida Department of Environmental Protection State Revolving Fund loan and grant program.

---

#### **BACKGROUND:**

Study will be sent out upon receipt for Town Council review.

#### **FINANCIAL IMPACT:**

MCI – Jan 2025 – 2.28% Increase  
MCI – Feb 2025 – 2.09% Increase  
MCI – Mar 2025 – 1.91% Increase  
MCI – Apr 2025 – 1.74% Increase  
MCI – May 2025 – 2.18% Increase  
MCI – Jun 2025 – Not yet posted

#### **RECOMMENDATION:**

Town Council to review the Water & Sewer Rate Study, conducted by Florida Rural Water Association as required by Florida Department of Environmental Protection State Revolving Fund loan and grant program.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

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

SUBJECT: Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 4, 2025

---

#### **BACKGROUND:**

See TRIM Timetable.

#### **FINANCIAL IMPACT:**

TBD

#### **RECOMMENDATION:**

Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 4, 2025.

TRIM TIMETABLE FY 2025/2026	
<b>TUESDAY</b>	<b>PROPERTY APPRAISER CERTIFY TAX ROLL</b>
<b>7/1/2025</b>	The timetable starts on 07-01-2025.
	Certification of the tax roll must be done on or prior to 07-01-2025.
	The Property Appraiser certified the tax roll on 06-XX-2025 and the OASYS website has the Form DR-420 available to the Town of Hilliard.
<b>THURSDAY</b>	
<b>7/17/2025</b>	<b>TOWN COUNCIL DECIDE ON MILLAGE RATE</b>
	Within 35 days of 07-01-2025, is 08-04-2025.
	Council to decide on proposed tentative millage rate at meeting 07-17-2025.
	Certify the Form DR-420 and the Form DR-420MM-P to Property Appraiser thru the OASYS Etrim website of the proposed millage, rolled-back rate, and date, time and meeting place of tentative budget hearing.
<b>MONDAY</b>	
<b>8/18/2025</b>	<b>PROPERTY APPRAISER MAILS TRIM NOTICE</b>
	Within 55 days of 07-01-2025, is 08-22-2025.
	The Property Appraiser mails out to the Town property owners the notice of Proposed Property Taxes Form DR-474, Trim Notice.
	This mail out Form DR-474 is the advertisement for the 1 <sup>st</sup> TRIM public hearing.
<b>THURSDAY</b>	
<b>9/4/2025</b>	<b>1<sup>st</sup> PH &amp; RM ADOPT TENTATIVE MILLAGE &amp; BUDGET</b>
	Hold tentative millage and budget public hearings no sooner than 10 days following the mailed TRIM Notice, Form DR-474.
	Which is no earlier than 65 days and no later than 80 days from 07-01-2025, which is 09-03-2025 through 09-18-2025.
	Council to adopt the tentative millage and budget following the tentative millage and budget hearings at the regular meeting, 09-04-2025.
<b>FRIDAY</b>	
<b>9/12/2025</b>	<b>SEND TO NCR ADVERTISE FINAL MILLAGE &amp; BUDGET</b>
	Send to NCR on 09-12-2025, no later than noon, to advertise in 09-17-2025, edition.
<b>WEDNESDAY</b>	
<b>9/17/2025</b>	<b>RUN DATE NCR ADVERTISE FINAL MILLAGE &amp; BUDGET</b>
	Within 15 days after adopting tentative millage and budget (09-04-2025). Set the date and advertise in the body of the newspaper the final millage and budget public hearings.
	Which is 09-05-2025 through 09-19-2025 from 09-04-2025 first public hearing date.
<b>FRIDAY</b>	
<b>9/19/2025</b>	<b>2<sup>nd</sup> PH &amp; SM ADOPT FINAL MILLAGE &amp; BUDGET</b>
	Hold final millage and budget public hearings no sooner than 2 days or later than 5 days after advertisement in the newspaper.
	If advertisement is in 09-17-2025, edition the final public hearings and special meeting shall be held on Friday, 09-19-2025 or Monday, 09-22-2025.
	Council to adopt final millage and budget following the final millage and budget public hearings at the special meeting.
<b>MONDAY</b>	
<b>9/22/2025</b>	<b>SEND NCPA FINAL ADOPTED ORDINANCES</b>
	Forward ordinances adopting final millage and budget to the Property Appraiser and Tax Collector, within 3 days but not later than 3 days.
<b>WEDNESDAY</b>	
<b>9/24/2025</b>	<b>PROPERTY APPRAISER CERTIFIED FINAL TAX VALUES</b>
	Property Appraiser will then certify within 3 days.
	Certify the Form DR-420MM and Form DR-422 to Property Appraiser thru the E-TRIM OASYS website of the final millage not later than 5 days after the Property Appraiser certifies.
	Also complete the Form DR-487-V and Form DR-487 and print all forms to send to DOR.
<b>MONDAY</b>	
<b>9/29/2025</b>	Not later than 30 days following adoption of the final millage and budget forward all information requested on Form DR-487 to the Department of Revenue.

TRIM FY 2025-2026				
DR-420	DR-420 INFORMATION CURRENT YEAR	FINAL 2024/2025	2025 CERTIFIED 3.0236 ROLL BACK RATE	2025 CERTIFIED 3.2500 SAME AS 2024/2025
	<b>SECTION 1: COMPLETED BY PROPERTY APPRAISER</b>			
1	Current year taxable value of real property for operating purposes	\$ 167,180,621	\$ 183,438,617	\$ 183,438,617
2	Current year taxable value of personal property for operating purposes	\$ 13,007,815	\$ 14,124,970	\$ 14,124,970
3	Current year taxable value of centrally assessed property for operating purposes	\$ 1,893,381	\$ 1,990,105	\$ 1,990,105
4	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$ 175,317,190	\$ 199,553,692	\$ 199,553,692
5	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$ 8,136,569	\$ 11,044,046	\$ 11,044,046
6	Current year adjusted taxable value	\$ 167,180,621	\$ 188,509,646	\$ 188,509,646
7	Prior Year FINAL gross taxable value from prior year applicable Form DR-403 series	\$ 157,470,770	\$ 175,380,195	\$ 175,380,195
	<b>SECTION II: COMPLETED BY TAXING AUTHORITY (TOWN OF HILLIARD)</b>			
10	PRIOR YEAR OPERATING MILLAGE LEVY	3.0000	3.2500	3.2500
13	ADJUSTED PRIOR YEAR AD VALOREM PROCEEDS	\$ 472,412	\$ 569,986	\$ 569,986
15	ADJUSTED CURRENT YEAR TAXABLE VALUE	\$ 167,180,621	\$ 188,509,646	\$ 188,509,646
16	CURRENT YEAR ROLLED-BACK RATE	2.8258	3.0236	3.0236
17	CURRENT YEAR PROPOSED OPERATING MILLAGE RATE	3.2500	3.0236	3.2500
18	TOTAL TAXES TO BE LEVIED AT PROPOSED MILLAGE RATE	\$ 569,781	\$ 603,371	\$ 648,549
22	ADJUSTED PRIOR YEAR AD VALOREM PROCEEDS	\$ 472,412	\$ 569,986	\$ 569,986
23	CURRENT YEAR AGGREGATE ROLLED-BACK RATE	2.8258	3.0236	3.0236
24	CURRENT YEAR AGGREGATE ROLLED-BACK TAXES	\$ 495,411	\$ 603,371	\$ 603,371
25	TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$ 569,781	\$ 603,371	\$ 648,549
26	CURRENT YEAR PROPOSED AGGREGATE MILLAGE RATE	3.2500	3.0236	3.2500
27	CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	15.0100%	0.0000%	7.4900%
	<b>REVENUE OVER PRIOR YEAR REVENUE (PROPOSED RATE)</b>	\$ 97,369	\$ 33,385	\$ 78,563

TRIM FY 2025-2026				
DR-420 INFORMATION CURRENT YEAR				
	2025 CERTIFIED 3.3000	2025 CERTIFIED 3.3500	2025 CERTIFIED 3.4000	2025 CERTIFIED 3.4500
<b>SECTION 1: COMPLETED BY PROPERTY APPRAISER</b>				
Current year taxable value of real property for operating purposes				
Current year taxable value of personal property for operating purposes				
Current year taxable value of centrally assessed property for operating purposes				
Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$ 199,553,692	\$ 199,553,692	\$ 199,553,692	\$ 199,553,692
Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)				
Current year adjusted taxable value				
Prior Year FINAL gross taxable value from prior year applicable Form DR-403 series				
<b>SECTION II: COMPLETED BY TAXING AUTHORITY (TOWN OF HILLIARD)</b>				
PRIOR YEAR OPERATING MILLAGE LEVY	3.2500	3.2500	3.2500	3.2500
ADJUSTED PRIOR YEAR AD VALOREM PROCEEDS	\$ 569,986	\$ 569,986	\$ 569,986	\$ 569,986
ADJUSTED CURRENT YEAR TAXABLE VALUE	\$ 188,509,646	\$ 188,509,646	\$ 188,509,646	\$ 188,509,646
CURRENT YEAR ROLLED-BACK RATE	3.0236	3.0236	3.0236	3.0236
CURRENT YEAR PROPOSED OPERATING MILLAGE RATE	3.3000	3.3500	3.4000	3.4500
TOTAL TAXES TO BE LEVIED AT PROPOSED MILLAGE RATE	\$ 658,527	\$ 668,505	\$ 678,483	\$ 688,460
ADJUSTED PRIOR YEAR AD VALOREM PROCEEDS	\$ 569,781	\$ 569,781	\$ 569,781	\$ 569,781
CURRENT YEAR AGGREGATE ROLLED-BACK RATE	3.0236	3.0236	3.0236	3.0236
CURRENT YEAR AGGREGATE ROLLED-BACK TAXES	\$ 603,371	\$ 603,371	\$ 603,371	\$ 603,371
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$ 658,527	\$ 668,505	\$ 678,483	\$ 688,460
<b>CURRENT YEAR PROPOSED AGGREGATE MILLAGE RATE</b>	<b>3.3000</b>	<b>3.3500</b>	<b>3.4000</b>	<b>3.4500</b>
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	9.1414%	10.7951%	12.4487%	14.1024%
<b>REVENUE OVER PRIOR YEAR REVENUE (PROPOSED RATE)</b>	<b>\$ 88,746</b>	<b>\$ 98,724</b>	<b>\$ 108,702</b>	<b>\$ 118,679</b>



TRIM FY 2025-2026				
DR-420 INFORMATION CURRENT YEAR				
	2025 CERTIFIED 3.5000	2025 CERTIFIED 3.5500	2025 CERTIFIED 3.6000	2025 CERTIFIED 3.6500
<b>SECTION 1: COMPLETED BY PROPERTY APPRAISER</b>				
Current year taxable value of real property for operating purposes				
Current year taxable value of personal property for operating purposes				
Current year taxable value of centrally assessed property for operating purposes				
Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$ 199,553,692	\$ 199,553,692	\$ 199,553,692	\$ 199,553,692
Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)				
Current year adjusted taxable value				
Prior Year FINAL gross taxable value from prior year applicable Form DR-403 series				
<b>SECTION II: COMPLETED BY TAXING AUTHORITY (TOWN OF HILLIARD)</b>				
PRIOR YEAR OPERATING MILLAGE LEVY	3.2500	3.2500	3.2500	3.2500
ADJUSTED PRIOR YEAR AD VALOREM PROCEEDS	\$ 569,986	\$ 569,986	\$ 569,986	\$ 569,986
ADJUSTED CURRENT YEAR TAXABLE VALUE	\$ 188,509,646	\$ 188,509,646	\$ 188,509,646	\$ 188,509,646
CURRENT YEAR ROLLED-BACK RATE	3.0236	3.0236	3.0236	3.0236
CURRENT YEAR PROPOSED OPERATING MILLAGE RATE	3.5000	3.5500	3.6000	3.6500
TOTAL TAXES TO BE LEVIED AT PROPOSED MILLAGE RATE	\$ 698,438	\$ 708,416	\$ 718,393	\$ 728,371
ADJUSTED PRIOR YEAR AD VALOREM PROCEEDS	\$ 569,781	\$ 569,781	\$ 569,781	\$ 569,781
CURRENT YEAR AGGREGATE ROLLED-BACK RATE	3.0236	3.0236	3.0236	3.0236
CURRENT YEAR AGGREGATE ROLLED-BACK TAXES	\$ 603,371	\$ 603,371	\$ 603,371	\$ 603,371
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$ 698,438	\$ 708,416	\$ 718,393	\$ 728,371
<b>CURRENT YEAR PROPOSED AGGREGATE MILLAGE RATE</b>	<b>3.5000</b>	<b>3.5500</b>	<b>3.6000</b>	<b>3.6500</b>
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	15.7561%	17.4097%	19.0634%	20.7170%
<b>REVENUE OVER PRIOR YEAR REVENUE (PROPOSED RATE)</b>	<b>\$ 128,657</b>	<b>\$ 138,635</b>	<b>\$ 148,612</b>	<b>\$ 158,590</b>

TRIM FY 2025-2026				
DR-420 INFORMATION CURRENT YEAR				
	2025 CERTIFIED 3.7000	2025 CERTIFIED 3.7500	2025 CERTIFIED 3.8000	2025 CERTIFIED 3.8500
<b>SECTION 1: COMPLETED BY PROPERTY APPRAISER</b>				
Current year taxable value of real property for operating purposes				
Current year taxable value of personal property for operating purposes				
Current year taxable value of centrally assessed property for operating purposes				
Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$ 199,553,692	\$ 199,553,692	\$ 199,553,692	\$ 199,553,692
Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)				
Current year adjusted taxable value				
Prior Year FINAL gross taxable value from prior year applicable Form DR-403 series				
<b>SECTION II: COMPLETED BY TAXING AUTHORITY (TOWN OF HILLIARD)</b>				
PRIOR YEAR OPERATING MILLAGE LEVY	3.2500	3.2500	3.2500	3.2500
ADJUSTED PRIOR YEAR AD VALOREM PROCEEDS	\$ 569,986	\$ 569,986	\$ 569,986	\$ 569,986
ADJUSTED CURRENT YEAR TAXABLE VALUE	\$ 188,509,646	\$ 188,509,646	\$ 188,509,646	\$ 188,509,646
CURRENT YEAR ROLLED-BACK RATE	3.0236	3.0236	3.0236	3.0236
CURRENT YEAR PROPOSED OPERATING MILLAGE RATE	3.7000	3.7500	3.8000	3.8500
TOTAL TAXES TO BE LEVIED AT PROPOSED MILLAGE RATE	\$ 738,349	\$ 748,326	\$ 758,304	\$ 768,282
ADJUSTED PRIOR YEAR AD VALOREM PROCEEDS	\$ 569,781	\$ 569,781	\$ 569,781	\$ 569,781
CURRENT YEAR AGGREGATE ROLLED-BACK RATE	3.0236	3.0236	3.0236	3.0236
CURRENT YEAR AGGREGATE ROLLED-BACK TAXES	\$ 603,371	\$ 603,371	\$ 603,371	\$ 603,371
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$ 738,349	\$ 748,326	\$ 758,304	\$ 768,282
<b>CURRENT YEAR PROPOSED AGGREGATE MILLAGE RATE</b>	<b>3.7000</b>	<b>3.7500</b>	<b>3.8000</b>	<b>3.8500</b>
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	22.3707%	24.0243%	25.6780%	27.3317%
<b>REVENUE OVER PRIOR YEAR REVENUE (PROPOSED RATE)</b>	<b>\$ 168,568</b>	<b>\$ 178,545</b>	<b>\$ 188,523</b>	<b>\$ 198,501</b>

TRIM FY 2025-2026				
DR-420 INFORMATION CURRENT YEAR		2025 CERTIFIED 3.9000	2025 CERTIFIED 3.9500	2025 CERTIFIED 4.0000
SECTION 1: COMPLETED BY PROPERTY APPRAISER				
Current year taxable value of real property for operating purposes				
Current year taxable value of personal property for operating purposes				
Current year taxable value of centrally assessed property for operating purposes				
Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)		\$ 199,553,692	\$ 199,553,692	\$ 199,553,692
Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)				
Current year adjusted taxable value				
Prior Year FINAL gross taxable value from prior year applicable Form DR-403 series				
SECTION II: COMPLETED BY TAXING AUTHORITY (TOWN OF HILLIARD)				
PRIOR YEAR OPERATING MILLAGE LEVY		3.2500	3.2500	3.2500
ADJUSTED PRIOR YEAR AD VALOREM PROCEEDS		\$ 569,986	\$ 569,986	\$ 569,986
ADJUSTED CURRENT YEAR TAXABLE VALUE		\$ 188,509,646	\$ 188,509,646	\$ 188,509,646
CURRENT YEAR ROLLED-BACK RATE		3.0236	3.0236	3.0236
CURRENT YEAR PROPOSED OPERATING MILLAGE RATE		3.9000	3.9500	4.0000
TOTAL TAXES TO BE LEVIED AT PROPOSED MILLAGE RATE		\$ 778,259	\$ 788,237	\$ 798,215
ADJUSTED PRIOR YEAR AD VALOREM PROCEEDS		\$ 569,781	\$ 569,781	\$ 569,781
CURRENT YEAR AGGREGATE ROLLED-BACK RATE		3.0236	3.0236	3.0236
CURRENT YEAR AGGREGATE ROLLED-BACK TAXES		\$ 603,371	\$ 603,371	\$ 603,371
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED		\$ 778,259	\$ 788,237	\$ 798,215
CURRENT YEAR PROPOSED AGGREGATE MILLAGE RATE		3.9000	3.9500	4.0000
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE		28.9853%	30.6390%	32.2926%
REVENUE OVER PRIOR YEAR REVENUE (PROPOSED RATE)		\$ 208,478	\$ 218,456	\$ 228,434



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

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

SUBJECT: Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026 Budget.

---

#### **BACKGROUND:**

Workshops that have been held in the month of July, are as follows:

July 3, 2025, July 7, 2025 & July 17, 2025.

Additional workshops need to be scheduled for the month of August at this time.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026 Budget.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

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

SUBJECT: Town Council to set a Workshop with PQH Group to review and discuss the FDEM Community/Hurricane Shelter plans and specifications to date.

---

#### **BACKGROUND:**

See attached email.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to set a Workshop with PQH Group to review and discuss the FDEM Community/Hurricane Shelter plans and specifications to date.

**Lisa Purvis**

**From:** Aldo Minozzi <minozzia@pqh.com>  
**Sent:** Friday, July 11, 2025 2:55 PM  
**To:** Fred Fox  
**Cc:** Gabe Whittenburg; Guy Riner; Lisa Purvis  
**Subject:** RE: Hilliard Hurricane Shelter Grant #F0122 Required Documents

Hello Fred:

Site survey and Master plan are included within the Civil Package included.  
 We can prepare an updated OPC (opinion of probable cost) next week as our in-house estimator is out of town at the moment.  
 I hope this is helpful.

**Aldo Minozzi, AIA, NCARB.**  
 Principal, Vice President – Architecture.

**PQH GROUP**  
 Architects-Design/Build Services  
 4141 Southpoint Drive East  
 Jacksonville, FL 32216



Phone 904.224.0001  
 Fax 904.224.0023  
 Direct 904.443.9155  
[minozzia@pqh.com](mailto:minozzia@pqh.com)  
[www.pqh.com](http://www.pqh.com)

This E-MAIL is confidential material provided for the sole use of the intended recipient for coordination of its work efforts with **PQH Group (PQH)**. Any review, use, copy, distribution or disclosure by any other party for any use is strictly prohibited. All CADD files are copyrighted and may be subject to change at the discretion of **PQH**, and it is the responsibility of the recipient to request updates when necessary. **PQH** assumes no responsibility for data generated from this file which is not illustrated on the signed and sealed **PQH** documents. If you are not the intended recipient, please contact the sender by reply e-mail and delete all copies.

 Please consider the environment before printing this e-mail

**From:** Fred Fox <fred.fox@fredfoxenterprises.com>  
**Sent:** Friday, July 11, 2025 11:07 AM  
**To:** Aldo Minozzi <minozzia@pqh.com>  
**Cc:** Gabe Whittenburg <gwhittenburg@townofhilliard.com>; Guy Riner <griner@townofhilliard.com>; Lisa Purvis <lipurvis@townofhilliard.com>  
**Subject:** RE: Hilliard Hurricane Shelter Grant #F0122 Required Documents

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Aldo:

Please see a draft of the current monthly report we are developing for the Town of Hilliard for the above referenced grant.

The Department of Emergency Management requires the Town submit the following items as part of the requirements for the above referenced grant:



1. A site survey and site master plan.
2. A cost estimate for the construction phase of the project.

I believe you would need to prepare these documents as part of your contract with the Town.

Please provide me copies at your earliest convenience.

**Fred D. Fox**  
**Consultant**  
**Fred Fox Enterprises, Inc.**  
**(904) 810-5183 - office**  
**(386) 937-1953 - cell**




---

**From:** Aldo Minozzi <[minozzia@pqh.com](mailto:minozzia@pqh.com)>  
**Sent:** Thursday, July 10, 2025 6:39 PM  
**To:** Lisa Purvis ([lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)) <[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)>  
**Cc:** Gabe Whittenburg <[gwhittenburg@townofhilliard.com](mailto:gwhittenburg@townofhilliard.com)>; Guy Riner <[griner@townofhilliard.com](mailto:griner@townofhilliard.com)>; Fred Fox <[fred.fox@fredfoxenterprises.com](mailto:fred.fox@fredfoxenterprises.com)>  
**Subject:** Hilliard Hurricane Shelter - 100% Construction Drawings

Hello Lisa:  
 Hope all is well.  
 We have posted the 100% Construction Drawings, Project manual and Civil drawings.  
 Please find below a link to download the referenced drawings for your record:

<https://pqh.sharefile.com/public/share/web-s532f5fd5e09840a1a5d427160243c86f>

At this point it may be a good idea to meet and establish next milestones regarding Bidding and Permitting.  
 We look forward to your feedback.  
 Have a great afternoon.

**Aldo Minozzi, AIA, NCARB.**  
 Principal, Vice President – Architecture.

**PQH GROUP**  
 Architects-Design/Build Services  
 4141 Southpoint Drive East  
 Jacksonville, FL 32216



Phone 904.224.0001  
 Fax 904.224.0023  
 Direct 904.443.9155  
[minozzia@pqh.com](mailto:minozzia@pqh.com)

This E-MAIL is confidential material provided for the sole use of the intended recipient for coordination of its work efforts with **PQH** Group (**PQH**). Any review, use, copy, distribution or disclosure by any other party for any use is strictly prohibited. All CADD files are copyrighted and may be subject to change at the discretion of **PQH**, and it is the responsibility of the recipient to request updates when necessary. **PQH** assumes no responsibility for data generated from this file which is not illustrated on the signed and sealed **PQH** documents. If you are not the intended recipient, please contact the sender by reply e-mail and delete all copies.



Please consider the environment before printing this e-mail



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

FROM: ***Bryan Higginbotham – Building Official***

SUBJECT: Town Council to review and accept the Building Official's Quarterly Report for April 1, 2025, through June 30, 2025.

---

#### **BACKGROUND:**

Summary of activities performed through April 1, 2025, through June 30, 2025.

Report No. 1 – Task Status Report that shows all the inspections performed by permit type, location, date paid, date of inspection, and if the inspection passed or failed.

Report No. 2 – Project Payment Report that shows the permit number, date paid, name, address, and amount paid.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to accept the Building Official's Quarterly Report.

INC CODE: \* - All  
TASK CODE: \* - ALL  
STATUS: \* - All

USER: \* - All  
GROUP: BP  
PRIORITY: \* - All  
TYPE: \* - All

ORIGINATION: 4/01/2025 THRU 6/30/2025  
DUE: 0/00/0000 THRU 99/99/9999  
RESOLUTION: 0/00/0000 THRU 99/99/9999

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
8970-INSPECTION	8311-Z-ELE ROUGH	KRISTIE CIR N	C	1	BP	hil.lhogan	4/09/25	4/10/25	4/10/25 APPROV
9006-INSPECTION	8347-Z-MH-FINAL	37074 KATELYN WAY	C	1	BP	hil.bhigg	4/01/25	4/02/25	4/02/25 APPROV
9007-INSPECTION	8348-Z-MEC-FINAL	37074 KATELYN WAY	C	1	BP	hil.bhigg	4/01/25	4/02/25	4/02/25 APPROV
9008-INSPECTION	8349-Z-PLB-FINAL	37074 KATELYN WAY	C	1	BP	hil.bhigg	4/01/25	4/02/25	4/04/25 APPROV
9009-INSPECTION	8350-Z-ELE-FINAL	37074 KATELYN WAY	C	1	BP	hil.bhigg	4/01/25	4/02/25	4/04/25 APPROV
9012-INSPECTION	8353-Z-PLUMBING ROUG	KRISTIE CIR N	C	1	BP	hil.bhigg	4/01/25	4/02/25	4/09/25 APPROV
9013-INSPECTION	8354-Z-FRAME	KRISTIE CIR N	C	1	BP	hil.bhigg	4/01/25	4/02/25	4/02/25 APPROV
9014-INSPECTION	8355-Z-SHEATH	KRISTIE CIR N	C	1	BP	hil.bhigg	4/01/25	4/02/25	4/02/25 APPROV
9015-INSPECTION	8356-Z-PLB-FINAL	15885 CR 108	C	1	BP	No Inspect	4/01/25	4/02/25	3/08/25 APPROV
9016-INSPECTION	8357-Z-ROOF FINAL	15885 CR 108	C	1	BP	No Inspect	4/01/25	4/02/25	2/20/25 APPROV
9017-INSPECTION	8358-Z-ROOF FINAL	37076 WALKER ST	C	1	BP	hil.bhigg	4/02/25	4/03/25	4/02/25 APPROV
9020-INSPECTION	8361-Z-PLB-FINAL	37405 OXFORD ST	C	1	BP	hil.bhigg	4/03/25	4/04/25	4/04/25 APPROV
9021-INSPECTION	8362-Z-MISC	37176 W FOURTH ST	C	1	BP	hil.bhigg	4/04/25	4/07/25	4/04/25 APPROV
9022-INSPECTION	8363-Z-MISC	36798 PINE ST	C	1	BP	No Inspect	4/07/25	4/08/25	4/07/25 APPROV
9023-INSPECTION	8364-Z-MISC	37280 NEW OAK ST	C	1	BP	No Inspect	4/07/25	4/08/25	4/04/25 APPROV
9025-INSPECTION	8366-Z-ELE-FINAL	37514 W FIRST ST 102	C	1	BP	hil.bhigg	4/07/25	4/08/25	4/16/25 APPROV
9030-INSPECTION	8371-Z-CULVERT FINAL	3781 W SIXTH ST	C	1	BP	No Inspect	4/08/25	4/09/25	4/08/25 APPROV
9031-INSPECTION	8372-Z-PLB-FINAL	3781 W SIXTH ST	C	1	BP	hil.bhigg	4/08/25	4/09/25	4/16/25 APPROV
9033-INSPECTION	8374-Z-FRAME	37176 W FOURTH ST	C	1	BP	hil.bhigg	4/09/25	4/10/25	4/16/25 APPROV
9034-INSPECTION	8375-Z-SLAB	37078 SIREN LN	C	1	BP	hil.bhigg	4/09/25	4/10/25	4/09/25 APPROV
9038-INSPECTION	8379-Z-BLD-FINAL	37078 SIREN LN	C	1	BP	hil.bhigg	4/10/25	4/11/25	4/23/25 APPROV
9039-INSPECTION	8380-Z-MEC ROUGH	37176 W FOURTH ST	C	1	BP	hil.bhigg	4/10/25	4/11/25	4/11/25 APPROV
9040-INSPECTION	8381-Z-ELE ROUGH	37176 W FOURTH ST	C	1	BP	hil.bhigg	4/10/25	4/11/25	4/11/25 APPROV
9043-INSPECTION	8384-Z-INSULATION	37176 W FOURTH ST	C	1	BP	hil.bhigg	4/14/25	4/15/25	4/16/25 PASSED
9044-INSPECTION	8385-Z-ELE-FINAL	37320 W SEVENTH ST	C	1	BP	hil.bhigg	4/14/25	4/15/25	4/16/25 APPROV
9045-INSPECTION	8386-Z-MEC-FINAL	37320 W SEVENTH ST	C	1	BP	hil.bhigg	4/14/25	4/15/25	4/16/25 APPROV
9046-INSPECTION	8387-Z-PLB-FINAL	37320 W SEVENTH ST	C	1	BP	hil.bhigg	4/14/25	4/15/25	4/16/25 APPROV
9047-INSPECTION	8388-Z-CULVERT FINAL	37320 W SEVENTH ST	C	1	BP	No Inspect	4/14/25	4/15/25	4/15/25 APPROV

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
9048-INSPECTION	8389-Z-BLD-FINAL	37320 W SEVENTH ST	C	1	BP	hil.bhigg	4/14/25	4/15/25	4/16/25 APPROV
9049-INSPECTION	8390-Z-ROOF FINAL	3756 W THIRD ST	C	1	BP	hil.bhigg	4/15/25	4/16/25	4/23/25 APPROV
9056-INSPECTION	8397-Z-ROOF FINAL	27037 POND DR	C	1	BP	hil.bhigg	4/18/25	4/21/25	4/25/25 APPROV
9058-INSPECTION	8399-Z-LINTEL	36876 PINE ST	A	1	BP	hil.bhigg	4/18/25	4/21/25	
9059-INSPECTION	8400-Z-BLD-FINAL	37203 SIREN LN	C	1	BP	hil.bhigg	4/18/25	4/21/25	6/13/25 FAILED
9060-INSPECTION	8401-Z-MEC-FINAL	36876 PINE ST	C	1	BP	hil.bhigg	4/21/25	4/23/25	4/23/25 APPROV
9061-INSPECTION	8402-Z-BLD-FINAL	37382 W FIFTH ST	C	1	BP	No Inspect	4/23/25	4/24/25	5/07/25 APPROV
9062-INSPECTION	8403-Z-ELE-FINAL	37382 W FIFTH ST	C	1	BP	No Inspect	4/23/25	4/24/25	5/07/25 APPROV
9063-INSPECTION	8404-Z-PLB-FINAL	37382 W FIFTH ST	C	1	BP	No Inspect	4/23/25	4/24/25	5/07/25 APPROV
9064-INSPECTION	8405-Z-CULVERT FINAL	37382 W FIFTH ST	C	1	BP	No Inspect	4/23/25	4/24/25	5/14/25 APPROV
9066-INSPECTION	8407-Z-MEC-FINAL	KRISTIE CIR N	C	1	BP	hil.bhigg	4/24/25	4/25/25	4/25/25 FAILED
9067-INSPECTION	8408-Z-INSULATION	KRISTIE CIR N	C	1	BP	hil.bhigg	4/24/25	4/25/25	4/25/25 PASSED
9068-INSPECTION	8409-Z-MISC	37237 W FIRST ST	C	1	BP	No Inspect	4/28/25	4/29/25	5/01/25 APPROV
9074-INSPECTION	8415-Z-ELE-FINAL	37847 HENRY SMITH RD	A	1	BP	hil.bhigg	4/29/25	4/30/25	
9075-INSPECTION	8416-Z-ROOF FINAL	27044 W FIFTH AVE	C	1	BP	hil.bhigg	4/30/25	5/01/25	5/07/25 APPROV
9081-INSPECTION	8422-Z-ELE-FINAL	27510 IOWA ST	C	1	BP	hil.bhigg	5/01/25	5/02/25	5/02/25 APPROV
9091-INSPECTION	8432-Z-ELE-FINAL	37086 OLD PINERIDGE	C	1	BP	hil.bhigg	5/15/25	5/16/25	6/13/25 APPROV
9095-INSPECTION	8436-Z-ELE-FINAL	551815 US HWY 1	C	1	BP	hil.bhigg	5/20/25	5/21/25	5/21/25 APPROV
9096-INSPECTION	8437-Z-PLB-FINAL	551815 US HWY 1	C	1	BP	hil.bhigg	5/20/25	5/21/25	5/21/25 APPROV
9097-INSPECTION	8438-Z-BLD-FINAL	37280 NEW OAK ST	C	1	BP	No Inspect	5/21/25	5/22/25	5/21/25 APPROV
9098-INSPECTION	8439-Z-SHED FINAL	27023 W NINTH AVE	C	1	BP	hil.bhigg	5/21/25	5/22/25	5/23/25 APPROV
9100-INSPECTION	8441-Z-MISC	KRISTIE CIR N	C	1	BP	hil.bhigg	5/21/25	5/22/25	5/21/25 APPROV
9102-INSPECTION	8443-Z-MISC	37100 OLD PINERIDGE	V	1	BP	hil.bhigg	5/27/25	5/28/25	
9103-INSPECTION	8444-Z-BLD-FINAL	15862 CR 108	C	1	BP	hil.bhigg	5/27/25	5/28/25	5/30/25 APPROV
9105-INSPECTION	8446-Z-CULVERT FINAL	37237 W FIRST ST	C	1	BP	hil.ggroom	5/29/25	5/30/25	5/30/25 APPROV
9106-INSPECTION	8447-Z-MEC-FINAL	37237 W FIRST ST	C	1	BP	No Inspect	5/29/25	5/30/25	5/30/25 APPROV
9107-INSPECTION	8448-Z-ELE-FINAL	37237 W FIRST ST	C	1	BP	No Inspect	5/29/25	5/30/25	5/30/25 APPROV
9108-INSPECTION	8449-Z-PLB-FINAL	37237 W FIRST ST	C	1	BP	No Inspect	5/29/25	5/30/25	5/30/25 APPROV



TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
9109-INSPECTION	8450-Z-BLD-FINAL	37237 W FIRST ST	C	1	BP	No Inspect	5/29/25	5/30/25	5/30/25 APPROV
9110-INSPECTION	8451-Z-MEC-FINAL	27023 W NINTH AVE	C	1	BP	hil.bhigg	5/30/25	6/02/25	6/11/25 APPROV
9111-INSPECTION	8452-Z-ELE-FINAL	27023 W NINTH AVE	C	1	BP	hil.bhigg	5/30/25	6/02/25	5/30/25 APPROV
9112-INSPECTION	8453-Z-SHED FINAL	37231 W THIRD ST	C	1	BP	hil.bhigg	6/02/25	6/03/25	6/11/25 APPROV
9113-INSPECTION	8454-Z-SHED FINAL	37100 OLD PINERIDGE	C	1	BP	hil.bhigg	6/03/25	6/11/25	5/28/25 APPROV
9121-INSPECTION	8462-Z-ROOF FINAL	37147 SOUTHERN GLEN	C	1	BP	hil.bhigg	6/12/25	6/13/25	6/13/25 APPROV
9122-REINSPECTION	8400-Z-BLD-FINAL	37203 SIREN LN	A	1	BP	hil.bhigg	6/13/25	12/10/25	
9123-REINSPECTION	8407-Z-MEC-FINAL	KRISTIE CIR N	C	1	BP	hil.bhigg	6/13/25	12/10/25	6/20/25 APPROV
9124-INSPECTION	8463-Z-PLB-FINAL	37280 NEW OAK ST	C	1	BP	No Inspect	6/13/25	6/16/25	5/21/25 APPROV
9125-INSPECTION	8464-Z-ELE-FINAL	37280 NEW OAK ST	C	1	BP	No Inspect	6/13/25	6/16/25	5/21/25 APPROV
9126-INSPECTION	8465-Z-MEC-FINAL	37280 NEW OAK ST	C	1	BP	No Inspect	6/13/25	6/16/25	5/21/25 APPROV
9128-INSPECTION	8467-Z-BLD-FINAL	37176 W FOURTH ST	C	1	BP	hil.bhigg	6/16/25	6/17/25	6/18/25 APPROV
9129-INSPECTION	8468-Z-PLB-FINAL	37176 W FOURTH ST	C	1	BP	hil.bhigg	6/16/25	6/17/25	6/18/25 APPROV
9130-INSPECTION	8469-Z-MEC-FINAL	37176 W FOURTH ST	C	1	BP	hil.bhigg	6/16/25	6/17/25	6/18/25 APPROV
9131-INSPECTION	8470-Z-ELE-FINAL	37176 W FOURTH ST	C	1	BP	hil.bhigg	6/16/25	6/17/25	6/18/25 APPROV
9133-INSPECTION	8472-Z-SHED FINAL	37237 W FIRST ST	C	1	BP	hil.bhigg	6/17/25	6/18/25	6/25/25 APPROV
9134-INSPECTION	8473-Z-ELE-FINAL	37237 W FIRST ST	C	1	BP	hil.bhigg	6/17/25	6/18/25	6/25/25 APPROV
9136-INSPECTION	8475-Z-DEMO-FINAL	27510 W SIXTH AVE	C	1	BP	hil.bhigg	6/17/25	6/18/25	6/18/25 APPROV
9138-INSPECTION	8477-Z-MEC-FINAL	36798 PINE ST	C	1	BP	No Inspect	6/18/25	6/19/25	6/20/25 APPROV
9139-INSPECTION	8478-Z-ELE-FINAL	36798 PINE ST	C	1	BP	No Inspect	6/18/25	6/19/25	6/20/25 APPROV
9140-INSPECTION	8479-Z-PLB-FINAL	36798 PINE ST	C	1	BP	No Inspect	6/18/25	6/19/25	6/20/25 APPROV
9141-INSPECTION	8480-Z-BLD-FINAL	36798 PINE ST	C	1	BP	No Inspect	6/18/25	6/19/25	6/20/25 APPROV
9142-INSPECTION	8481-Z-BLD-FINAL	36798 PINE ST	C	1	BP	No Inspect	6/18/25	6/19/25	6/20/25 APPROV
9143-INSPECTION	8482-Z-ELE-FINAL	KRISTIE CIR N	C	1	BP	hil.bhigg	6/18/25	6/19/25	6/20/25 APPROV
9144-INSPECTION	8483-Z-PLB-FINAL	KRISTIE CIR N	C	1	BP	hil.bhigg	6/18/25	6/19/25	6/18/25 APPROV
9145-INSPECTION	8484-Z-BLD-FINAL	KRISTIE CIR N	C	1	BP	hil.bhigg	6/18/25	6/19/25	6/24/25 APPROV
9146-INSPECTION	8485-Z-ROOF FINAL	36151 PINE ST	C	1	BP	hil.bhigg	6/19/25	6/20/25	6/25/25 APPROV
9147-INSPECTION	8486-Z-PLB-FINAL	37514 W FIRST ST 102	C	1	BP	hil.bhigg	6/20/25	6/23/25	6/25/25 APPROV



TASK STATUS REPORT  
SUMMARY

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
9150-INSPECTION	8489-Z-TEMP POLE	37686 KINGS FERRY RD	C	1	BP	No Inspect	6/24/25	6/25/25	6/25/25 APPROV
9151-INSPECTION	8490-Z-BLD-FINAL	37184 LORENA DR LOT	C	1	BP	hil.bhigg	6/24/25	6/25/25	7/02/25 APPROV
9153-INSPECTION	8492-Z-SHED FINAL	37074 KATELYN WAY	C	1	BP	hil.bhigg	6/26/25	6/27/25	6/27/25 APPROV
9154-INSPECTION	8493-Z-SHED FINAL	37074 KATELYN WAY	C	1	BP	No Inspect	6/26/25	6/27/25	6/27/25 APPROV
9155-INSPECTION	8494-Z-POOL FINAL	37074 KATELYN WAY	A	1	BP	hil.bhigg	6/26/25	6/27/25	
9156-INSPECTION	8495-Z-SHED FINAL	27303 NEW FRONT ST	C	1	BP	No Inspect	6/27/25	6/30/25	6/27/25 APPROV
9157-INSPECTION	8496-Z-DEMO-FINAL	27303 NEW FRONT ST	C	1	BP	No Inspect	6/27/25	6/30/25	5/13/21 APPROV
9159-INSPECTION	8498-Z-BLD-FINAL	551815 US HWY 1	A	1	BP	hil.bhigg	6/30/25	7/01/25	
9160-INSPECTION	8499-Z-SIGN-FINAL	551815 US HWY 1	C	1	BP	No Inspect	6/30/25	7/01/25	6/30/25 APPROV
9161-INSPECTION	8500-Z-MEC-FINAL	15859 CR 108	C	1	BP	hil.bhigg	6/30/25	7/01/25	7/02/25 APPROV

INC CODE: \* - All  
TASK CODE: \* - ALL  
STATUS: \* - All

USER: \* - All  
GROUP: BP  
PRIORITY: \* - All  
TYPE: \* - All

ORIGINATION: 4/01/2025 THRU 6/30/2025  
DUE: 0/00/0000 THRU 99/99/9999  
RESOLUTION: 0/00/0000 THRU 99/99/9999

		-----PRIORITY-----										TOTAL
		0	1	2	3	4	5	6	7	8	9	
STATUS	ACTIVE		5									5
	CLOSED		88									88
	VOIDED		1									1
	SUSPENDED											
TOTALS			94									94

-----SEQUENCES-----		COUNT
TASK #		
8970		1
9006		1
9007		1
9008		1
9009		1
9012		1
9013		1
9014		1
9015		1
9016		1
9017		1
9020		1
9021		1
9022		1
9023		1
9025		1
9030		1
9031		1
9033		1
9034		1
9038		1
9039		1
9040		1
9043		1
9044		1
9045		1
9046		1
9047		1
9048		1
9049		1
9056		1
9058		1
9059		1
9060		1
9061		1
9062		1
9063		1

7-07-2025 4:08 PM  
TASK #

TASK STATUS REPORT  
TOTALS

PAGE:

ITEM-12

INC CODE: \* - All  
TASK CODE: \* - ALL  
STATUS: \* - All

USER: \* - All  
GROUP: BP  
PRIORITY: \* - All  
TYPE: \* - All

ORIGINATION: 4/01/2025 THRU 6/30/2025  
DUE: 0/00/0000 THRU 99/99/9999  
RESOLUTION: 0/00/0000 THRU 99/99/9999

-----SEQUENCES-----	
TASK #	COUNT
9064	1
9066	1
9067	1
9068	1
9074	1
9075	1
9081	1
9091	1
9095	1
9096	1
9097	1
9098	1
9100	1
9102	1
9103	1
9105	1
9106	1
9107	1
9108	1
9109	1
9110	1
9111	1
9112	1
9113	1
9121	1
9122	1
9123	1
9124	1
9125	1
9126	1
9128	1
9129	1
9130	1
9131	1
9133	1
9134	1
9136	1
9138	1
9139	1
9140	1
9141	1
9142	1
9143	1
9144	1
9145	1
9146	1
9147	1
9150	1
9151	1

INC CODE: \* - All  
TASK CODE: \* - ALL  
STATUS: \* - All

USER: \* - All  
GROUP: BP  
PRIORITY: \* - All  
TYPE: \* - All

ORIGINATION: 4/01/2025 THRU 6/30/2025  
DUE: 0/00/0000 THRU 99/99/9999  
RESOLUTION: 0/00/0000 THRU 99/99/9999

-----SEQUENCES-----	
TASK #	COUNT
9153	1
9154	1
9155	1
9156	1
9157	1
9159	1
9160	1
9161	1
TOTAL INCIDENTS	94

SELECTION CRITERIA

-----  
SEQUENCE

1ST SEQUENCE	Task #
2ND SEQUENCE	None
3RD SEQUENCE	None

-----  
TASK

INC CODE	* - All
CODE	
STATUS	* - All
TYPE	DOCUMENT

-----  
FORMAT

PAGE BREAK	NO
TOTALS SUMMARY	YES
FORMAT LEVEL	SUMMARY

-----  
ASSIGN

USER	* - All
GROUP	BP
PRIORITY	* - All
TYPES	* - All

-----  
DATES

ORIGINATION	4/01/2025 THRU 6/30/2025
DUE	0/00/0000 THRU 99/99/9999
RESOLUTION	0/00/0000 THRU 99/99/9999

\*\* END OF REPORT \*\*

07/07/2025 4:07 PM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE: 1

PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 4/01/2025 TO 6/30/2025  
SORTED BY: PROJECT

ITEM-12

PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20250067	4/02/2025	BOOTH, JONATHAN R	27510 IOWA ST	44.00CR	
20250068	4/02/2025	BUCHANAN, HOLLAND & ELIZA	37176 W FOURTH ST	159.00CR	
20250069	4/14/2025	LGI HOMES - FLORIDA LLC	37119 WHIPPOORWILL CT	128.00CR	
20250070	4/14/2025	LGI HOMES - FLORIDA LLC	37127 WHIPPOORWILL CT	128.00CR	
20250071	4/14/2025	LGI HOMES - FLORIDA LLC	37135 WHIPPOORWILL CT	128.00CR	
20250073	4/14/2025	MITCHELL, LARRY	27275 IOWA ST	54.00CR	
20250074	4/21/2025	CHRISTMAS, TAYLOR G	551815 US HWY 1	46.00CR	
20250075	5/14/2025	CHRISTMAS, TAYLOR G	551815 US HWY 1	54.00CR	
20250076	5/12/2025	CHRISTMAS, TAYLOR G	551815 US HWY 1	44.00CR	
20250077	4/21/2025	CHRISTMAS, TAYLOR G	551815 US HWY 1	70.00CR	
20250078	4/30/2025	SOUTHEASTERN BANK	15885 CR 108	195.00CR	
20250079	4/17/2025	BAHR, BRYON	27503 W FIRST AVE	270.46CR	
20250080	4/29/2025	LGI HOMES - FLORIDA LLC	37111 WHIPPOORWILL CT	9,047.95CR	
20250081	4/29/2025	LGI HOMES - FLORIDA LLC	37271 WHISPER WAY	9,047.95CR	
20250082	4/29/2025	LGI HOMES - FLORIDA LLC	37314 WHISPER WAY	9,047.95CR	
20250083	4/15/2025	COCHRANE, CAROLINE B	36876 PINE ST	44.00CR	
20250084	4/17/2025	LYONS, GEORGE & JANICE	27023 W NINTH AVE	79.00CR	
20250085	5/12/2025	LGI HOMES - FLORIDA LLC	37338 WHISPER WAY	128.00CR	
20250086	5/12/2025	LGI HOMES - FLORIDA LLC	37330 WHISPER WAY	128.00CR	
20250087	5/12/2025	LGI HOMES - FLORIDA LLC	37322 WHISPER WAY	128.00CR	
20250088	4/18/2025	LGI HOMES - FLORIDA LLC	37314 WHISPER WAY	44.00CR	
20250089	4/18/2025	LGI HOMES - FLORIDA LLC	37111 WHIPPOORWILL CT	44.00CR	
20250090	4/18/2025	LGI HOMES - FLORIDA LLC	37271 WHISPER WAY	44.00CR	
20250091	4/18/2025	LGI HOMES - FLORIDA LLC	37135 WHIPPOORWILL CT	44.00CR	
20250092	4/18/2025	LGI HOMES - FLORIDA LLC	37127 WHIPPOORWILL CT	49.00CR	
20250093	4/18/2025	LGI HOMES - FLORIDA LLC	37119 WHIPPOORWILL CT	44.00CR	
20250094	4/18/2025	LGI HOMES - FLORIDA LLC	37322 WHISPER WAY	49.00CR	
20250095	4/18/2025	LGI HOMES - FLORIDA LLC	37330 WHISPER WAY	44.00CR	
20250096	4/18/2025	LGI HOMES - FLORIDA LLC	37338 WHISPER WAY	44.00CR	
20250097	4/28/2025	MCCLURE, MICHAEL	37086 OLD PINERIDGE RD	44.00CR	
20250106	4/23/2025	DYAL, ADAM & STEPHANI	3771 FRIENDSHIP CT	71.00CR	
20250107	4/23/2025	FRANKLIN PROPERTIES	KRISTIE CIR N	84.00CR	
20250108	4/24/2025	CHRISTMAS, KYLE	27044 W FIFTH AVE	54.00CR	
20250109	4/24/2025	MCCLAIN, OG	37847 HENRY SMITH RD	44.00CR	
20250111	5/12/2025	SWILLEY, BRIAN & DONNA	37686 KINGS FERRY RD	6,706.10CR	
20250112	5/02/2025	LGI HOMES - FLORIDA LLC	37135 WHIPPOORWILL CT	124.00CR	
20250113	5/02/2025	LGI HOMES - FLORIDA LLC	37127 WHIPPOORWILL CT	124.00CR	
20250114	5/02/2025	LGI HOMES - FLORIDA LLC	37119 WHIPPOORWILL CT	124.00CR	
20250115	5/02/2025	LGI HOMES - FLORIDA LLC	37338 WHISPER WAY	124.00CR	
20250116	5/02/2025	LGI HOMES - FLORIDA LLC	37330 WHISPER WAY	124.00CR	
20250117	5/01/2025	LUCAS, PAUL	27029 W THIRD AVE	29.00CR	
20250118	5/02/2025	LGI HOMES - FLORIDA LLC	37322 WHISPER WAY	124.00CR	
20250119	5/06/2025	T-MOBILE SOUTH, LLC	37493 W FIRST ST	94.00CR	
20250120	5/06/2025	T-MOBILE SOUTH, LLC	37493 W FIRST ST	114.00CR	



07/07/2025 4:07 PM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE: 2  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 4/01/2025 TO 6/30/2025  
SORTED BY: PROJEC

ITEM-12

PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20250121	5/09/2025	TEN POINT HOLDINGS	37257 RAILROAD ST	54.00CR	
20250122	5/13/2025	FIRST BAPTIST CHURCH HILLIARD	15850 CR 108	136.00CR	
20250123	5/09/2025	LONG, MAURICE C SR	15959 CR 108	54.00CR	
20250124	5/23/2025	TAYLOR, JOHNATHAN & HEA	37100 OLD PINERIDGE RD	88.00CR	
20250125	5/22/2025	LGI HOMES - FLORIDA LLC	37271 WHISPER WAY	128.00CR	
20250126	5/22/2025	LGI HOMES - FLORIDA LLC	37111 WHIPPOORWILL CT	128.00CR	
20250127	5/22/2025	LGI HOMES - FLORIDA LLC	37314 WHISPER WAY	128.00CR	
20250128	5/20/2025	MEYER, KELSEY B	15862 CR 108	79.00CR	
20250130	5/28/2025	HUGGINS, BRYCE	27024 MINNESOTA ST	50.00CR	
20250131	6/24/2025	SWILLEY, BRIAN & DONNA	37686 KINGS FERRY RD	260.00CR	
20250132	5/30/2025	LYONS, GEORGE	27023 W NINTH AVE	104.00CR	
20250133	5/30/2025	LYONS, GEORGE	27023 W NINTH AVE	47.00CR	
20250134	6/16/2025	SWILLEY, BRIAN & DONNA	37686 KINGS FERRY RD	164.00CR	
20250135	5/30/2025	REINER, HOWARD	37251 NEW OAK ST	95.00CR	
20250136	5/30/2025	REINER, CHERI M	37249 ORANGE ST	95.00CR	
20250137	5/28/2025	CIRCLE K STORES INC	551726 US HWY 1	77.00CR	
20250138	5/29/2025	ROMAN, LENA	37184 LORENA DR LOT 3	102.00CR	
20250139	6/13/2025	STROUD, NICHOLAS	27147 GARTH LN	50.50CR	
20250140	6/13/2025	STROUD, NICHOLAS	27147 GARTH LN	242.00CR	
20250141	6/02/2025	LGI HOMES - FLORIDA LLC	37255 WHISPER WAY	9,378.17CR	
20250142	6/02/2025	LGI HOMES - FLORIDA LLC	37263 WHISPER WAY	9,319.90CR	
20250143	6/02/2025	LGI HOMES - FLORIDA LLC	37103 WHIPPOORWILL CT	9,161.72CR	
20250144	6/02/2025	LGI HOMES - FLORIDA LLC	37306 WHISPER WAY	9,317.12CR	
20250145	6/02/2025	LGI HOMES - FLORIDA LLC	37298 WHISPER WAY	9,378.17CR	
20250146	6/02/2025	LGI HOMES - FLORIDA LLC	37290 WHISPER WAY	9,047.95CR	
20250148	6/16/2025	GUYNN, KRISTEN & JEN G	37514 W FIRST ST 102	60.00CR	
20250149	6/20/2025	ALL SOUTHERN FIREWORKS	551731 US HWY 1	75.00CR	
20250150	6/06/2025	MAYO, DEBORA & ROBERT	36151 PINE ST	280.96CR	
20250151	6/12/2025	LGI HOMES - FLORIDA LLC	37271 WHISPER WAY	124.00CR	
20250152	6/12/2025	LGI HOMES - FLORIDA LLC	37314 WHISPER WAY	124.00CR	
20250153	6/12/2025	LGI HOMES - FLORIDA LLC	37111 WHIPPOORWILL CT	124.00CR	
20250155	6/13/2025	GUYNN, KRISTEN & JEN G	37514 W FIRST ST 102	51.50CR	
20250156	6/13/2025	SIMNICK, DENNIS	37237 W FIRST ST	54.00CR	
20250157	6/11/2025	WILKINSON, ROBERT S	37147 SOUTHERN GLEN WAY LOT12	104.00CR	
20250158	6/13/2025	SIMNICK, DENNIS	37237 W FIRST ST	79.00CR	
20250159	6/13/2025	SIMNICK, DENNIS	37237 W FIRST ST	44.00CR	
20250160	6/13/2025	SHEFFIELD, DILLON	27091 MAGNOLIA AVE	79.00CR	
20250162	6/23/2025	GODRON, NICHOLAS	37169 SOUTHERN GLEN WAY LOT14	54.00CR	
20250163	6/18/2025	SIMON, MICHELLE	37074 KATELYN WAY	79.00CR	
20250164	6/18/2025	SIMON, MICHELLE	37074 KATELYN WAY	79.00CR	
20250165	6/20/2025	ROCK N LEE, LLC	27510 W SIXTH AVE	104.00CR	
20250166	6/20/2025	SIMON, MICHELLE	37074 KATELYN WAY	29.00CR	
20250167	6/20/2025	SIMON, MICHELLE	37074 KATELYN WAY	79.00CR	
20250170	6/26/2025	AVENALL, DORIS	37370 WHISPER WAY	44.00CR	

07/07/2025 4:07 PM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

P R O J E C T   P A Y M E N T   R E P O R T

PAGE: 3

PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 4/01/2025 TO 6/30/2025  
SORTED BY: PROJECT

ITEM-12

PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20250171	6/26/2025	AVENALL, DORIS	37370 WHISPER WAY	104.00CR	
20250172	6/27/2025	COTTON, JUSTIN	37800 OXFORD ST	79.00CR	
20250174	6/30/2025	LGI HOMES - FLORIDA LLC	37119 WHIPPOORWILL CT	44.00CR	
20250175	6/30/2025	LGI HOMES - FLORIDA LLC	37127 WHIPPOORWILL CT	44.00CR	
20250176	6/30/2025	LGI HOMES - FLORIDA LLC	37135 WHIPPOORWILL CT	44.00CR	

TOTAL ALL PROJECTS: 93 97,028.40CR

07/07/2025 4:07 PM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE: 4  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 4/01/2025 TO 6/30/2025  
SORTED BY: PROJECT

ITEM-12

\*\* SEGMENT CODE TOTALS \*\*

SEGMENT CODE	DESCRIPTION	TOTAL PAID
01-NRES	NEW RESIDENTIAL BUILDING	89,452.98CR
01-RMISC	RESIDENTIAL MISCELLANEOUS	181.00CR
02-CMISC	COMMERCIAL MISCELLANEOUS	75.00CR
02-CREM	COMMERCIAL REMODEL	46.00CR
CARPORT	CARPORT	397.00CR
DEMO	DEMOLITION	100.00CR
ELE	ELECTRICAL	1,931.00CR
MEC-COM	MECHANICAL - COMMERCIAL	77.00CR
MEC-RES	MECHANICAL - RESIDENTIAL	581.00CR
MH	MOBILE HOME	346.00CR
PLB-COM	PLUMBING - COMMERCIAL	189.50CR
PLB-SFR	PLUMBING - SINGLE FAM RES	1,648.00CR
POOL	SWIMMING POOL	158.00CR
ROOF	ROOF	817.42CR
SHED-MANF	MANUFACTURED SHED	615.00CR
SHED-SB	SITE BUILT SHED	88.00CR
SIGN	SIGN	255.00CR
UNAPPLIED	UNAPPLIED CREDITS	70.50CR
TOTAL		97,028.40CR

07/07/2025 4:07 PM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE: 5  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 4/01/2025 TO 6/30/2025  
SORTED BY: PROJEC

ITEM-12

\*\* FEE CODE TOTALS \*\*

FEE CODE	DESCRIPTION	TOTAL PAYMENTS	TOTAL PAID
ADDRESS	ADDRESSING 911	10	100.00CR
BLD-01	BLDG PERMIT FEE ESTIMATED COST	6	300.00CR
BLD-03	BLDG PERMIT FEE CONST COST SQF	2	145.00CR
BLD03PP	BLDG PERMIT FEE CONST COST SQF	10	4,808.00CR
DEMO	DEMOLITION FEES	2	100.00CR
ELE C SITE	COMM SITE WORK ELECTRICAL	1	50.00CR
ELE RES	INTERIOR WIRING / RE WIRE	13	520.00CR
ELE- ADD 1	ELE COM ADD . REPAIR CHANGE	1	85.00CR
ELE- ADD 2	ELE RES ADD . REPAIR CHANGE	3	120.00CR
ELE-100	ELE SERVICE - 100 AMPS	1	60.00CR
ELE-200	ELE SERVICE - 200 AMPS	10	800.00CR
ELE-400	ELE SERVICE - 400 AMPS	1	115.00CR
ELE-CHG	CHANGE OF SERVICE	1	40.00CR
ELE-TEMP	TEMPORARY POLE	1	40.00CR
FIRE TEMP	TEMPORARY USE / SPECIAL EVENT	1	25.00CR
IMPACT-SF	EDUCATION IMPACT FEE - SINGLE	10	54,306.00CR
LAND USE	PERMIT REVIEW FEE RES MULTI CO	11	693.00CR
LAND USE 2	PERMIT REVIEW FEE ACCESSORY	10	250.00CR
LU EXEMPT	EXEMPT PERMIT REVIEW FEE LAND	3	75.00CR
MEC R C 1	RES/COM NEW UNITS UP TO 2.5 TO	8	360.00CR
MEC R C 2	RES/COM NEW UNITS 3 TON	2	90.00CR
MEC- REMOD	MEC DUCT CHANGES	1	40.00CR
MEC-COM	MECHANICAL SYSTEM, COM BTU	1	73.00CR
MEC-RES	MECHANICAL SYSTEM, RES - PER U	1	43.00CR
MH-01	SINGLE-WIDE MOBILE HOME MOVE-O	1	100.00CR
MH-02	DOUBLE-WIDE MOBILE HOME MOVE-O	1	175.00CR
OVERPAY	OVERPAYMENT, UNAPPLIED CREDIT,	2	70.50CR
PLB - GAS	GAS PIPING / RE-PIPING	2	150.00CR
PLB COMI	PLB COMM NTERIOR/ EXTERIOR FI	1	7.50CR
PLB-COMB	PLB COMMERCIAL BASE FEE	3	120.00CR
PLB-SFB	PLB SINGLE FAMILY RES BASE FEE	13	640.00CR
PLB-SFE	PLB SINGLE FAMILY RES EXT FIXT	1	18.00CR
PLB-SFI	PLB SINGLE FAMILY RES INT FIXT	10	834.00CR
PR-03	PLAN REVIEW ESTMATED COSTS	17	4,006.40CR
ROOF	ROOFING NEW OR REROOF PERMIT	6	793.42CR
SDC-SEWER	SEWER SYSTEM DEV CHARGE, PER E	9	16,965.00CR
SDC-WATER	WATER SYSTEM DEV CHARGE, PER E	9	2,970.00CR
SHED	PRE BUILT STORAGE SHEDS	8	400.00CR
SIGN	SIGN PERMIT	1	50.00CR
SIGN-01	SIGN PERMIT REVIEW	2	205.00CR
SURCHARGE	SURCHARGE	87	548.38CR
SWIM ABOVE	SWIMMING POOL ABOVE GROUND	2	100.00CR
TEMP USE	SPECIAL EVENT	1	50.00CR
WAT METER	WATER METER ANTEANA - INSTALL	10	5,587.20CR

07/07/2025 4:07 PM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

P R O J E C T   P A Y M E N T   R E P O R T

PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 4/01/2025 TO 6/30/2025  
SORTED BY: PROJEC

PAGE: 6

ITEM-12

\*\* FEE CODE TOTALS \*\*

FEE CODE	DESCRIPTION	TOTAL PAYMENTS	TOTAL PAID
		TOTAL	97,028.40CR



07/07/2025 4:07 PM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

P R O J E C T P A Y M E N T R E P O R T

PAGE: 7  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 4/01/2025 TO 6/30/2025  
SORTED BY: PROJEC

ITEM-12

\*\* GENERAL LEDGER DISTRIBUTION \*\*

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-00-101003	RESTR CASH-EDUC IMPACT FE	54,306.00
001-01-322000	BUILDING PERMITS	14,978.82CR
001-01-329000	ZONING REVENUE	1,373.00CR
001-01-329001	MOVE-ON PERMIT	275.00CR
001-01-329002	RADON	548.38CR
001-01-342500	FIRE INSPECTIONS (BUS/CHURCH)	25.00CR
001-01-363290	EDUCATION IMPACT FEES	54,306.00CR
401-00-101002	RESTR CASH-SYSTEM DEV CHA	19,935.00
401-06-349001	TAP-ON FEES - W&S	5,587.20CR
401-06-363240	SYSTEM DEVELOPMENT CHARGES	19,935.00CR
999-00-101000	POOLED CASH	22,787.40



## SELECTION CRITERIA

ITEM-12

-----  
REPORT SELECTION

PROJECT RANGE FROM:           THROUGH ZZZZZZZZZZ  
PROJECT STATUS:           All  
SEGMENT CODE:           All  
FEE CODE:           All

-----  
PAYMENT SELECTION: DATE RANGE FROM: 4/01/2025 THROUGH 6/30/2025-----  
PRINT OPTIONS

SECURITIES ONLY:           NO  
INCLUDE SECURITIES:       NO  
SEGMENT DETAIL:           NO  
INCLUDE REVERSE PAYMENTS: NO  
REPORT SEQUENCE:       PROJECT  
COMMENT CODE:

-----  
\*\*END OF REPORT\*\*



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

FROM: ***Delvin Miley, Jr. – Code Enforcement Officer***

SUBJECT: Town Council to review and accept the Code Enforcement Officer's Quarterly Report for April 1, 2025, through June 30, 2025.

---

#### **BACKGROUND:**

Summary of activities performed from April 1, 2025, through June 30, 2025.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to accept the Code Enforcement Officer's Quarterly Report.

Quarterly Reports 4-1-2025 – 6-7-2025

Pools Permits

Vehicles Posted (11)

Vehicles Removed by Owner (1)

Zoning Signs

Case Closed (12)

Miscellaneous (35)

Lien Letter Inspections (8)

Permits (3)

Demo Permits (1)

Business Tax License (10)

Citations (1)



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

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

SUBJECT: Town Council to review and accept the Land Use Administrator's Quarterly Report for April 1, 2025, through June 30, 2025.

---

#### **BACKGROUND:**

Summary of activities performed from April 1, 2025, through June 30, 2025.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to accept the Land Use Administrator's Quarterly Report.

**Land Use Administrator Lee Anne Wollitz**

**2nd quarter 2025 Report**

April-

- Publish 2 item agenda for Planning & Zoning Board.
- Meet with Regional Planning Council on future partnerships.
- Planning & Zoning billing.
- Attend WS 4.10 and present 2 Items. (Homestead A-1 size, Regional Planning)
- Attend TC meeting on 4.3. Present 1 item (Live Local information)
- Attend TC PH on 4.17 and present 7 items. (2025-01, Tree Mitigation, Greenbrier agreement, Well Exception, Septic Exception, Qt Report, Live Local)
- Work with NCSB on interlocal agreement.
- Work with NCSB on mitigation needs for Tompkins Preserve.
- Several Developer meetings.
- Work all regular Hours.
- Follow up on outstanding Applications.
- Review/Sign all needed documents.
- Start Water Supply Comp Plan Update Process with SJRWMD
- Attend CUP Permit meeting with Elise, Cory and Jason.
- Work with Chirstian on Minor Mod. For Greenbrier and schedule WS for project.
- Send Holley, O'Reilly's Site plan applications to Mittauer.
- Send Dev Inv const for W 5<sup>th</sup> Street to Mittauer.
- Coordinate review of Holley and Oreilly by Butch, Bryan, Cory and Land Use.
- Review and assist with write up of Septic Exception and Well Exception, PIKE with Cory.

May-

- Publish 2 item agenda for Planning & Zoning Board, Public Hearing and Regular meeting.
- Planning and Zoning Billing
- Present Regional Planning Council opportunity to Council.
- Attend WS 5.8 and present 2 items- Greenbrier updates and Regional Planning
- Attend TC 5.1 regular meeting.
- Attend TC 5.15 and present 1 item, resignation.
- Several Developer Meetings
- Work all regular Hours
- Follow up on outstanding applicants
- Review and sign all needed documents
- Additional work on Minor Mod with Greenbrier.
- Work with CW office on expanding Rules and Proceed for P&Z.
- Complete O'Reilly's reviews and send to applicant.

June-

- Publish 5 item agenda for Planning & Zoning Board.
- Meet with EM Stake holders
- Work in LMS Taskforce
- Planning and Zoning Billing.
- Attend WS and present 5 items
- Prep 3 items for TC Meeting
- Prep 1 item for TC Meeting
- Several Developer Meetings
- Work regular Hours
- Follow up on Applications
- Review and assist with applications updates (rewriting application paperwork)
- Assist with new P&Z Board Member applications and interviews
- Complete inhouse review and write reports for Holland Walk
- Record Greenbrier agreement
- Work through NEIP 101. (FEMA Floodplain training)





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

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

SUBJECT: Town Council approval of the termination of Joseph Moore II as the Public Works Technician.

---

#### **BACKGROUND:**

Joseph Moore II was hired November 8, 2024, as a Public Works Technician.

#### **FINANCIAL IMPACT:**

N/A

#### **RECOMMENDATION:**

Town Council approval of the termination of Joseph Moore II as the Public Works Technician.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 17, 2025

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

SUBJECT: Town Council approval of Position Process for Dennis Alderman's transition from Introductory/Probationary status to Regular Full-Time.

---

#### **BACKGROUND:**

Dennis Alderman was hired April 21, 2025, in an Introductory/Probationary status. His probationary period ends July 17, 2025.

Since his hire, he has consistently exceeded the expectations outlined in his job description. He has proven to be highly dependable, possesses an exceptional work ethic, and has become an invaluable asset to the Public Works Department.

In recognition of his performance and contributions, I am recommending an overall pay increase from \$16.91 per hour to \$18.27 per hour, which is a 2 step increase instead of a one step increase at \$ 17.59 per hour.

#### **FINANCIAL IMPACT:**

Grade 3 / Step 4: \$18.27 Hourly & \$37,993.56 Annually

The position will now be eligible for health insurance benefits.

#### **RECOMMENDATION:**

Town Council approval of Position Process for Dennis Alderman's transition from Introductory/Probationary status to Regular Full-Time with a two step pay increase instead of a one step pay increase.

**TOWN OF HILLIARD  
PUBLIC WORKS DEPARTMENT  
Position Process**

Regular Meeting: April 17, 2025

Applicant: Dennis M. Alderman  
37363 Cody Circle #G3  
Hilliard, Florida 32046

Position: Public Works Technician

Pay Rate: Grade 3 / Step 2  
\$16.91 per hour / \$35,171.81 Annually

Position Starts: April 21, 2025 – Introductory/Probationary Period

Position Status: July 17, 2025 – Regular Full Time Position

**Position Requirements:**

A current CDL Driver's License and High School Diploma are required. Certification in Water or Wastewater Plant Operation preferred or two years' experience in Water or Wastewater. Experience in landscaping, operating heavy equipment, driving dump trucks, water, and sewer utility work is a plus.

**Position Information:**

- Maintain accurate records of all duties performed.
- Assist in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed,
- Perform the installation of street signs throughout the Town.
- Maintain inventory of the Town's Street signs.
- Assist in maintaining the Town right of way and parks.
- Assist in trimming trees on Town right-of-way.
- Assist in the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Assist in reading water meters on an as needed basis for billing purposes.
- Performs water service cutoffs for non-payment as directed.
- Assists in maintenance of water main valve as scheduled.
- Perform water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Help to maintain inventory of water and wastewater supplies and stock.
- Locate and mark Town utilities as required for construction purposes.
- Check and maintain lift stations as needed.
- Assist in preventative and emergency maintenance of all equipment and property of the Town.

- Assist with special projects as directed by the Public Works Director, i.e., Holiday Decorations, July 4<sup>th</sup> celebration, Town Cleanup, etc.
- Monitors and stays current with technology as it pertains to the operations of this department.
- Take on additional duties as required by the Public Works Director and/or the Assistant Public Works Director.
- Assist with after-hours emergencies.
- Check generator equipment weekly.

**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.

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, JULY 03, 2025, 7:00 PM

### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

### PRESENT

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

### ABSENT

Councilman Dallis Hunter

## PUBLIC HEARING

ITEM-1 Ordinance No. 2025-04 – Amending Chapter 62 Zoning and Land Development Regulations of the Hilliard Town Code; amending Article VII Signs.; and providing for an effective date.

***Mayor Beasley***

Open Public Hearing  
Call for Public Comments

Close Public Hearing on Ordinance No. 2025-04

Following no public comments, motion to close Public Hearing at 7:01 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 Michaels

#### **TOWN COUNCIL ACTION**

Town Council adopting Ordinance No. 2025-04, on Second & Final Reading.

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

ITEM-2

Ordinance No. 2025-07 – Amending the Town’s Business Tax Rate schedule in accordance with Section 205.0535(4) of the Florida Statutes by increasing the rate of each classification by no greater than five percent; and providing an effective date.

***Mayor Beasley***

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2025-07

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

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

#### **TOWN COUNCIL ACTION**

Town Council adopting Ordinance No. 2025-07, on Second & Final Reading.

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

#### **PRESENTATIONS**

ITEM-3

Presentation of Certificate of Recognition to Board Member, Mr. Charles Reed for Over 5 Terms of Service on the Planning & Zoning Board of the Town of Hilliard.

***Council President Sims***

**Council President Sims**, presents Certificate of Recognition to Planning & Zoning Board Member, Mr. Charles Reed for Over 5 Terms of Service to the Town of Hilliard.



## REGULAR MEETING

### ITEM-4 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

### ITEM-5 Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Oxford Park Playground Structure.

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

Motion to approve the Capital Budget Expenditure for the Parks & Recreation Oxford Park GameTime Playground Structure with Dominica Recreation Products, in the amount of \$48,905.20.

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

### ITEM-6 Town Council approval of Pool Rental Agreement between Nassau County School District and Town of Hilliard for Hilliard Middle Senior High School and West Nassau High School Swim Teams.

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

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

### ITEM-7 Town Council approval of Pool Rental Agreement between the Local Chapter of the Special Olympics of Northeast Florida and Town of Hilliard for Special Olympics Swim Practice.

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

Motion to approve the Pool Rental Agreement between the Town of Hilliard and the Northeast Florida Local Chapter of the Special Olympics, at a discounted rate of \$80.00 per hour.

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

### ITEM-8 Town Council to appoint Planning & Zoning Board Member for the remaining 3-year term from the list of applicants.

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

**Land Use Administrator Lee Anne Wollitz**, provides a recap of the Planning & Zoning Board applicants for the Town Council's consideration.

At the Council's request, Land Use Administrator Lee Anne Wollitz shares her recommendation and recommends the appointment of Mr. Dustin Winnon.

**Councilman Wollitz**, comments that he is impressed with the quality of all the applications received, noting that each candidate is highly qualified.

Motion to appoint Mr. Dustin Winnon to the Planning & Zoning Board to serve the remainder of the vacated 3-year term.

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

- ITEM-9 Town Council approval of Position Process for Jennifer Cone's transition from Introductory/Probationary status to Regular Full-Time.

***Lisa Purvis – Town Clerk***

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

- ITEM-10 Town Council approval of the Minutes for the June 12, 2025, Joint Workshop & Workshop, and the June 19, 2025, Regular Meeting.

***Lisa Purvis, MMC – Town Clerk***

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

- ITEM-11 Town Council approval of Complete Comfort Specialist, Payable through June 27, 2025, Project Name: Town Hall AC Unit in the amount of \$8,186.84.

**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$8,186.84**

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

- ITEM-12 Town Council approval of Ring Power CAT, Payable through June 23, 2025, Project Name: Cat Generator at Water Treatment Plant in the amount of \$24,843.50.

**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$24,843.50**

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

## ADDITIONAL COMMENTS

### PUBLIC

No public comments.

### MAYOR & TOWN COUNCIL

**Councilman Wollitz**, wishes everyone a happy and safe Independence Day.

**Councilman Michaels**, encourages everyone to attend the Independence Day celebration at the Fairgrounds tomorrow, July 4, 2025.

**Council Pro Tem Pickett**, extends his appreciation to all the applicants who applied for the open Planning & Zoning Board Member position and thanks Mr. Charles Reed for his service.

**Council President Sims**, thanks Charles Reed once again for his dedicated service on the Planning & Zoning Board, expressing sincere appreciation for his contributions to the Town of Hilliard.

**Mayor Beasley**, remarks that anyone who missed Food Truck Saturday on June 28, 2025, missed a great event. He shares that the weather was perfect, the golf cart parade was a success, and he hopes the food vendors had a profitable day.

He reminds everyone that the Independence Day celebration begins, July 4, 2025, with gates opening at 5:00 p.m., music beginning at 5:30 p.m., and fun activities including a watermelon eating contest, a pie baking contest, and of course, the fireworks show to end the evening. He closes by wishing everyone a safe and enjoyable Independence Day.

### **ADMINISTRATIVE STAFF**

#### **PRESENT:**

Town Clerk Lisa Purvis

#### **ABSENT:**

Interim Public Works Director Cory Hobbs

Parks & Recreation Director Gabe Whittenburg (Left Early)

**Councilman Michaels**, speaking on behalf of Mr. Whittenburg, shares that the volleyball season is ending and flag football is set to begin soon. He notes that attendance has been a bit lower than usual and encourages everyone to come out and support the youth programs.

### **TOWN ATTORNEY**

No comment.

### **ADJOURNMENT**

Motion to adjourn at 7:23 p.m.

Motion made by Council Pro Tem Pickett, Seconded by Councilman Wollitz.

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

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

---

## MINUTES

THURSDAY, JULY 03, 2025, 6:00 PM

---

### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

#### PRESENT

Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Councilman Joe Michaels  
Town Clerk Lisa Purvis  
Interim Public Works Director Cory Hobbs  
Parks & Recreation Director Gabe Whittenburg

#### ABSENT

Mayor John Beasley  
Councilman Dallis Hunter  
Town Attorney Christian Waugh

### WORKSHOP

- ITEM-1 Town Council to review and discuss the Certified Property Tax Values from the Nassau County Property Appraisers Office for the Fiscal Year 2025-2026.  
***Lisa Purvis, MMC – Town Clerk***

Town Clerk Lisa Purvis reviews the projected millage rate revenues based on the Certified Property Tax Values as well as the TRIM timetable for dates through adoption. She also reads an email from Mrs. Jessica Lee of the Florida Department of Environmental Protection's State Revolving Fund, stating that the Town does not currently qualify for the loan which would include the 50% grant funding for the Design Phase of the Sewer Rehabilitation Project. She then states that she plans to follow up with Florida Rural Water Association on the water and sewer rates analysis and once that is received, she will forward to Ms. Lee for her consideration.

ITEM-2 Town Council to review and discuss the Fiscal Year Budget Process.  
***Lisa Purvis, MMC – Town Clerk***

The Town Council reviews the Parks & Recreation Department's budget and discusses the future need for an additional full-time staff position for the facility maintenance for all the Town owned facilities as well as for the new community center once built.

## **ADJOURNMENT**

Motion to adjourn at 6:51 p.m.

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

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



# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

---

## MINUTES

MONDAY, JULY 07, 2025, 6:00 PM

---

### 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  
Town Clerk Lisa Purvis  
Interim Public Works Director Cory Hobbs

#### ABSENT

Parks & Recreation Director Gabe Whittenburg  
Town Attorney Christian Waugh

### WORKSHOP

ITEM-1 Town Council to review and discuss the Certified Property Tax Values from the Nassau County Property Appraisers Office for the Fiscal Year 2025-2026.

***Lisa Purvis, MMC – Town Clerk***

Town Clerk Lisa Purvis asks if anyone has any questions regarding the information provided at the last workshop; no questions at this time.

ITEM-2 Town Council to review and discuss the Fiscal Year Budget Process.

***Lisa Purvis, MMC – Town Clerk***

Town Clerk Lisa Purvis reviews each departmental budget with the Town Council.

- Councilman Wollitz questions the low revenue reported under General Government Fines & Forfeitures.

Town Clerk Purvis explains that this is largely dependent on whether citations are issued within Town limits, noting that officers do not frequently issue tickets within the limits. If a ticket is issued on US1 that portion of revenue goes to the State, which contributes to the reduced revenue.

Councilman Wollitz notes that the Nassau County Sheriff's Office currently uses the old Town Hall building as a substation, including use of its restroom facilities. He points out that the Town covers the cost of cleaning and supplies and suggests that this matter should be discussed directly with the Sheriff's Office.

- Town Clerk Lisa Purvis discussion also includes General Aid to Private Organizations, where it is noted that each Council member will be allotted \$1,000 to allocate or donate at their discretion. Should a member wish to use their amount, they may submit a request for approval by placing it on a future agenda. Town Clerk Purvis inquires whether the Keep Nassau Beautiful donation can instead be charged to the Special Events expense line.
- Under the General Streets account, Town Clerk Purvis is asked to send Council President Sims the contact information for Nassau County's Deputy Manager regarding potential street paving/resurfacing projects. Interim Public Works Director Cory Hobbs asks about extending the current contract and the Council requests that he forward the current Mowing Contract to Town Attorney Christian Waugh for his review to determine whether it can be extended or if the Town must advertise for new proposals.
- Regarding the General Parks & Recreation account, Council President Sims asks how the budget Transfer General Fund distinguishes between Cultural and Recreational. Town Clerk Purvis provides clarification as follows: Expenditure Accounts: Aid to Private Organization (Library Donation) and Special Events (All Events) are added together. The Revenue Accounts: Culture / Recreation Events total for all events are then subtracted from the total expenditures. The difference is the amount deducted from the Transfer General Fund - Recreation and listed under Transfer General Fund – Culture.
- In reviewing the General Airpark account, Council President Sims questions why water and sewer services cannot be extended to the Hilliard Airpark. He suggests that a grant may be available to support such a project.
- Finally, during discussion of the General Special Revenues account, Council President Sims asks why the Town of Hilliard gas prices are higher than those in the rest of the County. Town Clerk Purvis explains that this maybe because of lack of competition.
- Council President Sims discusses Interim Public Works Director Cory Hobbs obtaining quotes to resurface certain streets that are in major disrepair within the Town.

## ADJOURNMENT

Motion to adjourn at 7:39 p.m.

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

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

## IMPORTANT REMITTANCE INFORMATION

**Please include the AECOM invoice number when sending payment**

**INVOICE NUMBER: 2001037957**

**Invoice Date: 08-JUL-25**

**Invoice Due Date: 07-AUG-25**

**Amount Due: \$5,500.00 USD**

**Project Number: 60732153**

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

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

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

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

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

Regards,

AECOM Cash Application Department  
[CashAppsRemittance@aecom.com](mailto:CashAppsRemittance@aecom.com)

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

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

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



7650 West Courtney Campbell Causeway, Tampa, FL 33607-1462

Tel: 813-286-1711

Fax: 813-287-8591

Federal Tax ID No. 95-2661922

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

Invoice Date: 08-JUL-25  
Invoice Number: 2001037957

Agreement Number: 60732153  
Agreement Description:

Payment Term: 30 DAYS

*Please reference Invoice Number and Project Number with Remittance*

Project Number : 60732153

Project Name : 01J\_Hilliard Airpark\_Cultural Resources Support Services of Pea Farm Rd Relocation - SA 21

Bill Through Date : 03-MAY-25 - 27-JUN-25

Bil Prange

Phase Lump Sum					
<u>Project Number</u>	<u>Description</u>	<u>Fee</u>	<u>Percent Complete</u>	<u>Earned</u>	<u>Previous</u>
60732153	Hilliard Airpark Cultural Resources Support Services	55,000.00	95.00%	52,250.00	46,750.00
Total Phase Lump Sum:					5,500.00
Project Total : 01J_Hilliard Airpark_Cultural Resources Support Services of Pea Farm Rd Relocation - SA 21					5,500.00

#### Invoice Summaries

Total Current Amount :	5,500.00
Retention Amount :	0.00
Pre-Tax Amount :	5,500.00
Tax Amount :	0.00
Total Invoice Amount :	5,500.00

#### Billing Summaries

<u>Billing Summary</u>	<u>Current</u>	<u>Prior</u>	<u>Total</u>	<u>Total Fee</u>	<u>Percent Complete</u>
Billings	5,500.00	46,750.00	52,250.00	55,000.00	95.00
Tax	0.00	0.00	0.00		
Billing Total :	5,500.00	46,750.00	52,250.00		

## IMPORTANT REMITTANCE INFORMATION

**Please include the AECOM invoice number when sending payment**

**INVOICE NUMBER: 2001036886**

**Invoice Date: 03-JUL-25**

**Invoice Due Date: 02-AUG-25**

**Amount Due: \$5,572.05 USD**

**Project Number: 60732142**

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

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

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

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

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

Regards,

AECOM Cash Application Department  
[CashAppsRemittance@aecom.com](mailto:CashAppsRemittance@aecom.com)

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

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

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



7650 West Courtney Campbell Causeway, Tampa, FL 33607-1462

Tel: 813-286-1711

Fax: 813-287-8591

Federal Tax ID No. 95-2661922

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

Invoice Date: 03-JUL-25  
Invoice Number: 2001036886

Agreement Number: 60732142  
Agreement Description:

Payment Term: 30 DAYS

*Please reference Invoice Number and Project Number with Remittance*

Project Number : 60732142  
Bill Through Date : 28-SEP-24 - 27-JUN-25  
Bill Prange

Project Name : 01J\_Hilliard Airpark-Hangar Building - SA No. 20

Phase Lump Sum					
Project Number	Description	Fee	Percent Complete	Earned	Previous
60732142	01J_Hilliard Airpark-Hangar Buil	111,441.00	45.00%	50,148.45	44,576.40
Total Phase Lump Sum:					5,572.05
Project Total : 01J_Hilliard Airpark-Hangar Building - SA No. 20					5,572.05

#### Invoice Summaries

Total Current Amount :	5,572.05
Retention Amount :	0.00
Pre-Tax Amount :	5,572.05
Tax Amount :	0.00
Total Invoice Amount :	5,572.05

#### Billing Summaries

Billing Summary	Current	Prior	Total	Total Fee	Percent Complete
Billings	5,572.05	44,576.40	50,148.45	111,441.00	45.00
Tax	0.00	0.00	0.00		
Billing Total :	5,572.05	44,576.40	50,148.45		





Atlantic Pipe Services  
1420 Martin Luther King Jr Blvd  
Sanford, FL 32771

ITEM-20

# INVOICE

**Bill To:** TOWN OF HILLIARD  
15859 West County Road 108  
Hilliard, FL 32046

**Service Location:** Oxford St & W 3rd Ave Repairs  
Oxford St & W 3rd Ave  
Hilliard, FL

WO#	Quote ID	Service Site	PO	Invoice #	Invoice Date	Due Date	Terms
4467	7877	250865		22741	06/26/25	07/26/25	Net 30

Description	Quantity	Unit Price	UM	Total
Sewer Sectional CIPP Liner - 4' x 8"	5.00	2,450.00	EA	12,250.00
Pressure Grouting	16.00	325.00	HRS	5,200.00
Grout Material	80.00	30.00	GAL	2,400.00
Cleaning & CCTV Inspection of 6"-12" Sewer Mains	16.00	515.00	HRS	8,240.00

**Work Description:**

Work Dates: 6/23 - 6/26

Subtotal	28,090.00
Tax	0.00
Less Retainage	0.00
<b>Total Due</b>	<b>28,090.00</b>

*Cory Hobbs*

7-3-25

**Make all checks payable to Atlantic Pipe Services, LLC or you may pay by Credit Card. We accept all major credit cards (some fees may apply). If you have any questions concerning this invoice, contact Accounts Receivable at (407)792-1360 X 304 or AR@atlanticpipe.us**

**INVOICE FOR PROFESSIONAL SERVICES**

ITEM-21

PROJECT: Town of Hilliard Hurricane Shelter  
Hilliard, FL

DATE: 07/08/25

INVOICE NO. 24022-7

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

PROJECT NO. 24022

[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)  
[payables@townofhilliard.com](mailto:payables@townofhilliard.com)

IN ACCORDANCE WITH THE AGREEMENT DATED

11/7/24

THERE IS DUE AT THIS TIME FOR PROFESSIONAL SERVICES AND REIMBURSABLE ITEMS ON THE ABOVE PROJECT, FOR THE PERIOD ENDING

07/08/25

THE SUM OF

DOLLARS \$ \$84,000.00

THE ABOVE AMOUNT SHALL BECOME DUE AND PAYABLE

30

DAYS FROM THE DATE HEREOF.

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

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

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

Fee Earned	\$283,250.00
Invoiced to Date	\$199,250.00

---

---

<b>Total Amount Due this Invoice</b>	<b>\$84,000.00</b>
--------------------------------------	--------------------

---

---

Invoice Reviewed and Approved by:

  
Aldo Minozzi, AIA, Vice President**PQH**  
GROUP4141 Southpoint Dr. E. #200  
Jacksonville, Florida 32216  
904 - 224 - 0001  
FAX - 224 - 0023[www.pqh.com](http://www.pqh.com)

## INVOICE FOR PROFESSIONAL SERVICES

ITEM-21

Project: Town of Hilliard Hurricane Shelter  
Hilliard, FL

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

Invoice Date: 07/08/25

Invoice Number: 24022-7

Project Number: 24022

TOTAL AMOUNT DUE  
THIS INVOICE: \$84,000.00

SERVICE RENDERED	TOTAL FEE	% COMPLETE	TOTAL DUE TO DATE	PREVIOUSLY INVOICED	AMOUNT DUE
Site Assess & Prelim Design	22,000.00	100%	22,000.00	22,000.00	0.00
Schematic Design	30,000.00	100%	30,000.00	30,000.00	0.00
Design Development 30%	60,000.00	100%	60,000.00	60,000.00	0.00
Const. Documents 60%	76,000.00	100%	76,000.00	76,000.00	0.00
Const. Documents 90%	76,000.00	100%	76,000.00	0.00	76,000.00
Const. Documents 100%	40,000.00	0%	0.00	0.00	0.00
Bidding/Permitting	16,000.00	0%	0.00	0.00	0.00
Construction Observation	48,000.00	0%	0.00	0.00	0.00
Project Punch & Closeout	8,000.00	0%	0.00	0.00	0.00
Interior Design; Finish Selection	15,000.00	0%	0.00	0.00	0.00
Topo/Boundary Survey	8,000.00	0%	0.00	0.00	0.00
Geotechnical Engineering Rpt	8,000.00	100%	8,000.00	0.00	8,000.00
Civil Engineering	75,000.00	15%	11,250.00	11,250.00	0.00
Landscaping	15,000.00	0%	0.00	0.00	0.00
Design Contingency Allowance	75,000.00	0%	0.00	0.00	0.00
Previous Reimbursables	0.00	0%	0.00	0.00	0.00
Reimbursables this invoice x 1.15	0.00	0%	0.00	0.00	0.00
<b>TOTAL</b>	<b>\$572,000.00</b>	<b>50%</b>	<b>\$283,250.00</b>	<b>\$199,250.00</b>	<b>\$84,000.00</b>