

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, OCTOBER 17, 2024, 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 adopt Resolution No. 2024-18, recognizing City Government Week, October 21st – 27th, 2024 and Encouraging all Citizens to Support the Celebration and Corresponding Activities.
Lisa Purvis, MMC – Town Clerk

ITEM-3 Town Council approval to adopt Resolution No. 2024-19, accepting a Florida Department of Transportation amendment for and extension of the Public Transportation Grant Agreement, authorizing and directing the Hilliard Town Council to accept such amendment.
Lisa Purvis, MMC – Town Clerk

ITEM-4 Town Council approval of the Minor Subdivision Application No. 20240820, Parcel ID No. 08-3N-24-2380-0012-0022, Property Owner, Paul Knight.
Lee Anne Wollitz – Land Use Administrator

- ITEM-5** Town Council approval of position process for Kendra McNeal’s transition from introductory/probationary status to regular full-time.
Lisa Purvis, MMC – Town Clerk
- ITEM-6** Town Council to accept the Streets and Water & Wastewater Technician/Backflow Prevention Coordinator, Justin Tuten’s resignation effective October 11, 2024.
Lisa Purvis, MMC – Town Clerk
- ITEM-7** Town Council to review and accept the Land Use Administrators Quarterly Report for July 1, 2024, through September 30, 2024.
Lee Anne Wollitz – Land Use Administrator
- ITEM-8** Town Council to review and accept the Building Official’s Quarterly Report for July 1, 2024, through September 30, 2024.
Bryan Higginbotham – Building Official
- ITEM-9** Town Council to review and accept the Code Enforcement Officer’s Monthly Reports for the Quarter July 1, 2024, through September 30, 2024.
Delvin Miley, Jr. – Code Enforcement Officer
- ITEM-10** Town Council to reschedule the October 10, 2024, Monthly Workshop.
Lisa Purvis, MMC – Town Clerk
- ITEM-11** Town Council approval of the Minutes for the October 1, 2024, Workshop, the October 3, 2024, Regular Meeting, and the October 7, 2024, Special Meeting.
Lisa Purvis, MMC – Town Clerk
- ITEM-12** Town Council approval of AECOM Technical Services, Inc., Payable through September 27, 2024, Project Name: Design & Construct New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$22,288.20.
FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441
- ITEM-13** Town Council approval of AECOM Technical Services, Inc., Payable through October 4, 2024, Project Name: Environmental Assessment for the North and South Property Acquisitions at the Hilliard Airpark in the amount of \$5,000.00.
FDOT PTGA 100% GRANT FUNDED PROJECT \$55,000; AECOM S.A. NO. 21 LUMP SUM CONTRACT \$55,000
- ITEM-14** Town Council approval of T B Landmark Construction, Inc., Payable through September 30, 2024, Project Name: Oxford Street Force Main Rerouting in the amount of \$36,163.51.
FDEP LPA0302 GRANT FUNDED \$609,000 & CAPITAL FUNDED \$38,670 PROJECT; LUMP SUM PROJECT \$561,770
- ITEM-15** Town Council discussion of Railside Live YouTube live-stream produced videos of trains. Request to install a Sunba Illuminati on the Hilliard Volunteer Fire Station.
Dallis Hunter – Councilman

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.
Live & recorded videos can be accessed at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2024 HOLIDAYS

TOWN HALL OFFICES CLOSED

- 1. Martin Luther King, Jr. Day Monday, January 15, 2024
- 2. Memorial Day Monday, May 27, 2024
- 3. Independence Day Monday Thursday, July 4, 2024
- 4. Labor Day Monday, September 2, 2024
- 5. Veterans Day Monday, November 11, 2024
- 6. Thanksgiving Day Thursday, November 28, 2024
- 7. Friday after Thanksgiving Day Friday, November 29, 2024
- 8. Christmas Eve Tuesday, December 24, 2024
- 9. Christmas Day Wednesday, December 25, 2024
- 10. New Year’s Eve Tuesday, December 31, 2024
- 11. New Year’s Day Wednesday, January 1, 2025



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 17, 2024

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

SUBJECT: Town Council to adopt Resolution No. 2024-18, recognizing City Government Week, October 21st – 27th, 2024 and Encouraging all Citizens to Support the Celebration and Corresponding Activities.

BACKGROUND:

The Town of Hilliard hosts an annual essay contest for students at Hilliard Elementary School, with the prompt, "If I were the Mayor of Hilliard...". The winners will be chosen by Mayor Beasley, and prizes include certificates and cash awards: \$50 for 1st place, \$30 for 2nd place, and \$20 for 3rd place. The winners and their teachers will be recognized during the Mock Town Council Meeting on October 22, 2024, at 6:00 p.m.

FINANCIAL IMPACT:

\$100.

RECOMMENDATION:

Town Council adoption of Resolution No. 2024-18, recognizing City Government Week, October 21st – 27th, 2024.

RESOLUTION NO. 2024-18

A RESOLUTION OF THE TOWN OF HILLIARD RECOGNIZING CITY GOVERNMENT WEEK, OCTOBER 21 - 27, 2024 AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES.

WHEREAS, city government is the government closest to most citizens, and the one with the most direct daily impact upon its residents; and

WHEREAS, municipal government provides services and programs that enhance the quality of life for residents, making their city their home; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, Florida City Government Week offers an important opportunity for elected officials and city staff to spread the word to all citizens of Florida that they can shape and influence this branch of government; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

NOW, THEREFORE BE IT RESOLVED BY THE TOWN OF HILLIARD AS FOLLOWS:

Section 1. That the Town of Hilliard does encourage all citizens, city government officials and employees to do everything possible to ensure that this week is recognized and celebrated accordingly.

Section 2. That the Town of Hilliard does encourage educational partnerships between city government and schools.

Section 3. That the Town of Hilliard does support and encourage all city governments to actively promote and sponsor "Florida City Government Week."

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

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 17, 2024

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

SUBJECT: Town Council approval to adopt Resolution No. 2024-19, accepting a Florida Department of Transportation amendment for and extension of the Public Transportation Grant Agreement, authorizing and directing the Hilliard Town Council to accept such amendment.

BACKGROUND:

On April 25, 2022, the Town Council accepted a FDOT PTGA agreement for the Acquisition of Land on the North Side at the Hilliard Airpark with the agreement expiring on December 31, 2024. The FDOT Amendment No. 1, authorizes the signing of an agreement which will result in the time extension of one-year to, December 31, 2025

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval to adopt Resolution No. 2024-19, accepting a Florida Department of Transportation amendment for and extension of Public Transportation Grant agreement, authorizing and directing the Hilliard Town Council to accept such amendment.

RESOLUTION NO. 2024-19

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION ACCEPTING A FLORIDA DEPARTMENT OF TRANSPORTATION AMENDMENT FOR EXTENSION OF PUBLIC TRANSPORTATION GRANT AGREEMENT; AND AUTHORIZING AND DIRECTING THE HILLIARD TOWN COUNCIL TO ACCEPT SUCH AGREEMENT.

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

**HILLIARD AIRPARK ACQUIRE LAND ON THE NORTH SIDE
AT HILLIARD AIRPARK**

FDOT F.P. NUMBER 436590-1-94-01

WHEREAS, the Public Transportation Grant Agreement between the Florida Department of Transportation and the Town of Hilliard dated April 25, 2022, is scheduled to expire on December 31, 2024; and

WHEREAS, in accordance with the Public Transportation Grant Agreement, you may request by amendment a time extension; and

WHEREAS, the Town of Hilliard hereby requests that the Public Transportation Grant Agreement for the subject project be extended until December 31, 2025, for the following reason:

The Town is in the process of purchasing three (3) parcels north of the Airpark two (2) of the parcels have been purchased but the Town has experienced delays in negotiating the purchase price for the third parcel – Parcel No. 09-3N-24-0000-0008-0000 (Geiger). A new appraisal is being done and the Town will continue to negotiate with the landowner for fair and reasonable purchase price.

WHEREAS, both parties agree to the requested extension of the Agreement. All the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect; and

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

NOW THEREFORE, be it resolved, as follows:

1. The Town of Hilliard confirms its desire to enter into an Amended Public Transportation Grant Agreement with the State of Florida Department of Transportation; and

2. Both parties agree to extend the end date of the Agreement to December 31, 2025; and
3. The Council President Kenneth A. Sims, Town Clerk Lisa Purvis, and Mayor John P. Beasley, are hereby authorized to execute this Resolution on behalf of the Town of Hilliard; and
4. The Council President, Town Clerk and Mayor, of the Town of Hilliard, Kenneth A. Sims, Lisa Purvis and John P. Beasley, are herein specifically authorized to enter and sign such documents as may be necessary, including the referenced Amendment Public Transportation Grant Agreement, future modifications, time extensions, and project scope changes with the State of Florida Department of Transportation.

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

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

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

ITEM-3

DATE: 10/10/24
TO: William Prange
Town of Hilliard
FROM: Donna Whitney
SUBJECT: Hilliard Airpark Acquire Land on the North Side
Hilliard Airpark
CONTRACT NUMBER: G2791
AMENDMENT NUMBER: 1
FINANCIAL MANAGEMENT NUMBER: 436590-1

The Public Transportation Grant Agreement ("Agreement") between the Florida Department of Transportation ("Department") and Town of Hilliard ("Agency"), dated 4/25/2022, is scheduled to expire on the 31 day of December, 2024.

The Agency requests an Amendment of the Agreement, to extend the end date of the Agreement to the 31 day of December, 2025, for additional time to complete the Project for the following reasons: The Town is in the process of purchasing three parcels north of the Airpark. Two of the parcels have been purchased but the Town has experienced delays in negotiating the purchase price for the 3rd parcel - Parcel Number 24-0000-0008-0000 (Geiger). A new appraisal is being done and the Town will continue to negotiate with the landowner for a fair and reasonable purchase price.

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

Kenneth A. Sims
Council President

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
By: _____
Name: James M. Knight, P.E.
Title: Urban Planning and Modal Administrator

ATTEST:

Lisa Purvis
Town Clerk

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
Legal Review:

ATTEST:

John P. Beasley
Mayor



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 17, 2024

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

SUBJECT: Town Council approval of the Minor Subdivision Application No. 20240820, Parcel ID No. 08-3N-24-2380-0012-0022, Property Owner, Paul Knight.

BACKGROUND: Documents for Review:

4.2 Application including Nassau PA information, warranty deed, legal description.

4.3 Survey of Mother Parcel.

4.4 Survey of Proposed Parcel 1.

4.5 Survey of Proposed Parcel 2.

The Parcel is Zoned C-1 and is vacant. It currently serves as the parking lot for a set of 4 apartments on the north end of the lot and a business on the south end of the parking lot. Mr. Knight owns the apartments as well as the parking lot but, does not own the additional business. Mr. Knight has shared a desire to ensure that this neighbor business will have parking for the future and will not have to rely on the future owners of the apartments and parking lot for this purpose. It is the intent of Mr. Knight to sale the south half of the parking lot to said business owner after the approval of this split.

C-1 district requires a width of 75 feet with a minimum size of 7,500 sq ft per lot.

This proposed spilt will create two 52.50 feet wide and 4,987.50 sq ft. lots.

Although, this spilt would not be consistent with the lot requirements of the C-1 district, it would create lots that are consistent with most of the surrounding lots in this area of town. There are currently 11 lots on this block and 6 of those are consistent with the proposed new lots. The block to the south of this location has 9 lots and 7 of those lots are consistent in size with the proposed new lots.

It is the recommendation of the Planning and Zoning Board for the Town Council approval of the minor subdivision with the following conditions:

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

FINANCIAL IMPACT: None. All fees will be paid by the applicant.

RECOMMENDATION:

Town council Approval minor Subdivision Application 20240820 with the two recommended conditions.



FOR OFFICE USE ONLY

ITEM-4

File # 20240820
 Application Fee: \$100.00
 Filing Date: 8/20/24 Acceptance Date: _____
KH.

Town of Hilliard Lot Split/Reconfiguration Application

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

A. PROJECT

- Project Name: Relocating Metal Carport
- Address of Subject Property: 6 US 1 HILLIARD FL 32046
- Parcel ID Number(s): 08-3N-24-2380-0012-0022
- Existing Use of Property: PARKING LOT
- Zoning Designation: _____
- Future Land Use Map Designation: _____
- Acreage of Parcel: +1 1/4 ACRE (105' x 105')

B. Owner

- Name of Owner(s) or Contact Person(s): PAUL R. KNIGHT Title: OWNER
 Company (if applicable): N/A
 Mailing address: 7960 NW 25TH LANE
 City: JERVINGS FL State: FL ZIP: 32053
 Telephone: (904) 252-1093 FAX: () NONE E-mail: _____

* 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)

- Legal description with tax parcel number. 08-3N-24-2380-0012-0022
- Survey of Existing Property, including all structures and driveways
- Survey of Proposed Lot Split
- 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:

Signature of Applicant: PAUL R KNIGHT
Signature of Co-applicant: N/A

Typed or printed name and title of applicant: PAUL R KNIGHT
Typed or printed name of co-applicant: _____

Date: July 29, 2024
Date: _____

State of FL County of NASSUA

The foregoing application is acknowledged before me this _____ day of _____, 20____, by _____

_____, who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL _____

Signature of Notary Public, State of _____



A. Michael Hickox, CFA
Cert. Res. RD1941

NASSAU COUNTY
PROPERTY APPRAISER

ITEM-4

- Change of Address
-
-
-
-
- FAQ
-
-

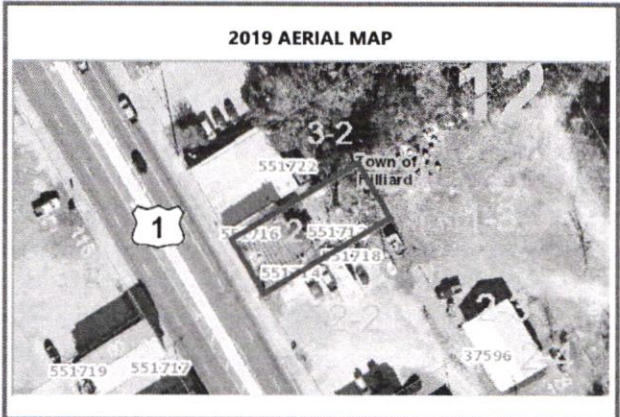
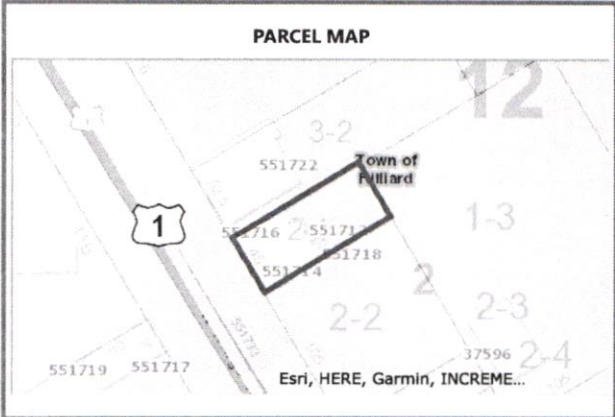
PROPERTY INFORMATION	
Parcel Number 08-3N-24-2380-0012-0021	
Owner Name	KNIGHT PAUL R & JOAN L
Mailing Address	P O BOX 577
Location Address	HILLIARD, FL 32046
	551714 US HWY 1
	HILLIARD 32046
Tax District	HILLIARD
Millage	16.033
Homestead	No
Property Usage	STORE/OFFI 001200
Deed Acres	0
Short Legal	BLOCK 12 N 45 FT OF W 1/2 OF LOT 2 IN OR 493 PG 736

*Hilliard
Rental
Building*

2020 Preliminary Values	
Land Value	\$14,175
(+) Improved Value	\$139,090
(=) Market Value	\$153,265
(-) Agricultural Classification	\$0
(-) SOH or Non-Hx* Capped Savings	\$7,665
(=) Assessed Value	\$145,600
(-) Homestead	\$0
(-) Additional Exemptions	\$0
(=) School Taxable Value	\$153,265
(-) Non-School HX & Other Exempt Value	\$0
(=) County Taxable Value	\$145,600

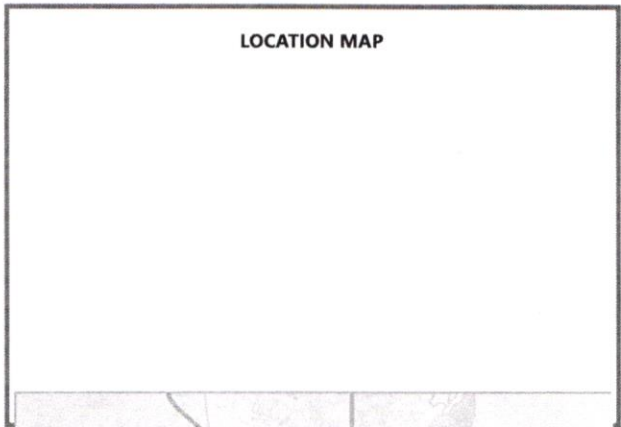
Note: -10% Cap does not apply to School Taxable Value

- Property Search
- Map This Parcel
- GIS Report
- Property Record Card
- Print Friendly Page



PROPERTY PHOTO

If this picture is incorrect, please email info@nassauflpa.com



BUILDING INFORMATION										
Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built	Building Sketch
STORE RETL	4204	3950	0	0	COMMON BRK		AIR DUCTED	FORCED AIR	1914	

MISCELLANEOUS INFORMATION				
Description	Dimensions L X W	Units	Year Built	Esri, HERE, Garmin, NGA, USG...

SALES INFORMATION

SATISFACTION OF MORTGAGE

This document is signed by Sharon Williams, in her capacity as director for SW Rentals, Inc., a Florida Corporation, of 28163 Dog Gone Trail, Hilliard, Florida 32046 (collectively the "Mortgagee"), who is the present owner of the following described mortgage (the "Mortgage"):

Mortgage bearing the date February 21, 2018 executed by Paul Knight (collectively the "Mortgagor") to Mortgagee to secure payment of the principal sum of \$24,400.00, which mortgage is recorded in INSTR# 201807665, Book 2182, Page 1622, public records of Nassau County, Florida, which formerly encumbered the described real property:

Address: US HWY 1, HILLIARD, FLORIDA 32046
Parcel: 08-3N-24-2380-0012-0022
Legal Description: BLOCK 12 PT LOT 2 PT OR 680/836 & PT OR 742/178 & PT OR 744/114

That Mortgagee hereby acknowledges full payment and satisfaction of the Mortgage, does hereby surrender the Mortgage as cancelled, releases the property from the lien of the Mortgage, and directs the Clerk of the Circuit Court in and for Nassau County, Florida to cancel the same record.

IN WITNESS WHEREOF, the Mortgagee has duly affixed her signature under hand and seal on this 24th day of February 2020.

Sharon D. Williams
SW RENTALS, INC., a Florida Corporation
By and through its director, Sharon D. Williams
28163 Dog Gone Trail, Hilliard, Florida 32046

Witness Signatures:

Pamela J. Soule
Pamela J. Soule, Esquire, Witness
4812 San Juan Avenue
Jacksonville, Florida 32210

Grant Wheeler
Grant Wheeler, Witness
8161 Cayuga Trail North
Jacksonville, Florida 32244

STATE OF FLORIDA)
COUNTY OF NASSAU)

The foregoing instrument was acknowledged before me this 24th day of February 2020 by Sharon D. Williams who is personally known to me or who has produced _____ as identification.

Sarah E. Burns
Sarah E. Burns, Notary Public

NOTARY SEAL:



THIS SPACE PROVIDED FOR RECORDER'S USE ONLY:

Deed Drafted By:
 Pamela J. Soulé, Esquire
 4812 San Juan Avenue
 Jacksonville, Florida 32210
 Florida Bar: 77143

WHEN RECORDED RETURN TO:
 Paul Knight
 PO Box 577, Hilliard, Florida 32046

SPECIAL WARRANTY DEED

THE GRANTOR,

- S&W Rentals, Inc., a Florida Corporation, by and through its director, Sharon D. Williams, whose address is 28163 Dog Gone Trail, Hilliard, Florida 32046 and who has full authority to convey said property,

for and in consideration of: One Dollar (\$1.00) and other good and valuable consideration grants, bargains, sells, conveys and specially warrants to the GRANTEE(S):

- Paul Knight, a married person, whose address is PO Box 577, Hilliard, Florida 32046, the following property located in Hilliard, Nassau County, Florida, to wit:

Address: US HWY 1, HILLIARD, FLORIDA 32046

Parcel: 08-3N-24-2380-0012-0022

Legal Description:

BLOCK 12 PT LOT 2 PT OR 680/836 & PT OR 742/178 & PT OR 744/114

Subject to existing taxes, assessments, liens, encumbrances, covenants, conditions, restrictions, rights of way and easements of record, the Grantor hereby covenants with the Grantee(s) the following:

1. Covenant of Seisin: The Grantor has the right to convey the property.
2. Warranty of Title: The Grantor has valid title to the property.
3. Covenant Against Encumbrances: The Grantor guarantees that there are no encumbrances upon the property other than those that have been already disclosed to the Grantee.

- 4. Covenant of Warranty: The Grantor guarantees to the Grantee and the Grantee's heirs, executors and administrators that they shall have full possession of the property and not be ejected from the premises.
- 5. Covenant of Quiet Enjoyment: The Grantor pledges to defend or pay the costs of defending the Grantee and the Grantees heirs or assigns in any legal matter contesting Grantee's right to the property.
- 6. Covenant of Further Assurances: The Grantor promises to take affirmative steps to cure any discovered defect in the title conveyed to the Grantee.

PREPARED WITHOUT BENEFIT OF TITLE SEARCH

Grantor Signature:

DATED: February 24, 2020

Sharon D. Williams

SW RENTALS, INC., a Florida Corporation
By and through its director, Sharon D. Williams
28163 Dog Gone Trail, Hilliard, Florida 32046

Witness Signatures:

Pamela J. Soule

Pamela J. Soule, Esquire, Witness
4812 San Juan Avenue
Jacksonville, Florida 32210

Grant Wheeler

Grant Wheeler, Witness
8161 Cayuga Trail North
Jacksonville, Florida 32244

STATE OF FLORIDA)
COUNTY OF NASSAU)

The foregoing instrument was acknowledged before me this 24th day of February 2020 by Sharon D. Williams who is personally known to me or who has produced _____ as identification.

Sarah E. Burns
Sarah E. Burns, Notary Public

NOTARY SEAL:



EXHIBIT "A"

All that certain piece, parcel or tract of land situate, lying and being in the County of Nassau and the State of Florida, known and described as follows:

A part of Section 37, Township 4 North, Range 24 East, Nassau County, Florida.

Commence at the Southeast corner of said Section 37; thence North $00^{\circ}52'14''$ East along the East line of said Section 37, 780.00 feet to the Point of Beginning; thence continue North $00^{\circ}52'14''$ East along said East line 162.80 feet; thence North $89^{\circ}57'09''$ West, a distance of 719.40 feet to the Easterly right of way line of County Road No. 115A; thence South $30^{\circ}49'36''$ West along said Easterly right of way line, 189.48 feet; thence North $89^{\circ}57'09''$ East, 814.05 feet to the Point of Beginning.

Being a portion of the lands described in Official Records Book 529, Page 579, Public Records of Nassau County, Florida.

ALSO

A part of Section 37, Township 4 North, Range 24 East, Nassau County, Florida, being more particularly described as follows:

Commence at the Southeast corner of said Section 37; thence North $00^{\circ}52'14''$ East along the East line of said Section 37, 942.80 feet to the Point of Beginning; thence continue North $00^{\circ}52'14''$ East along said East line 187.20 feet; thence North $89^{\circ}44'24''$ West, a distance of 609.26 feet to the Easterly right of way line of County Road No. 115A; thence South $30^{\circ}49'36''$ West along said Easterly right of way line, 220.50 feet; thence North $89^{\circ}57'09''$ East, 719.40 feet to the Point of Beginning.

SATISFACTION OF MORTGAGE


This document is signed by Sharon Williams, in her capacity as director for SW Rentals, Inc., a Florida Corporation, of 28163 Dog Gone Trail, Hilliard, Florida 32046 (collectively the "Mortgagee"), who is the present owner of the following described mortgage (the "Mortgage"):

Mortgage bearing the date February 21, 2018 executed by Paul Knight (collectively the "Mortgagor") to Mortgagee to secure payment of the principal sum of \$24,400.00, which mortgage is recorded in INSTR# 201807665, Book 2182, Page 1622, public records of Nassau County, Florida, which formerly encumbered the described real property:

Address: US HWY 1, HILLIARD, FLORIDA 32046
Parcel: 08-3N-24-2380-0012-0022
Legal Description: BLOCK 12 PT LOT 2 PT OR 680/836 & PT OR 742/178 & PT OR 744/114

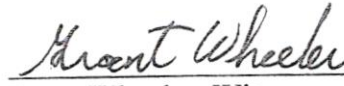
That Mortgagee hereby acknowledges full payment and satisfaction of the Mortgage, does hereby surrender the Mortgage as cancelled, releases the property from the lien of the Mortgage, and directs the Clerk of the Circuit Court in and for Nassau County, Florida to cancel the same record.

IN WITNESS WHEREOF, the Mortgagee has duly affixed her signature under hand and seal on this 24th day of February 2020.


SW RENTALS, INC., a Florida Corporation
By and through its director, Sharon D. Williams
28163 Dog Gone Trail, Hilliard, Florida 32046

Witness Signatures:

Pamela J. Soule, Esquire, Witness
4812 San Juan Avenue
Jacksonville, Florida 32210

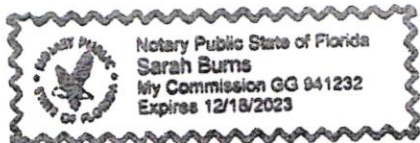

Grant Wheeler, Witness
8161 Cayuga Trail North
Jacksonville, Florida 32244

STATE OF FLORIDA)
COUNTY OF NASSAU)

The foregoing instrument was acknowledged before me this 24th day of February 2020 by Sharon D. Williams who is personally known to me or who has produced _____ as identification.


Sarah E. Burns, Notary Public

NOTARY SEAL:

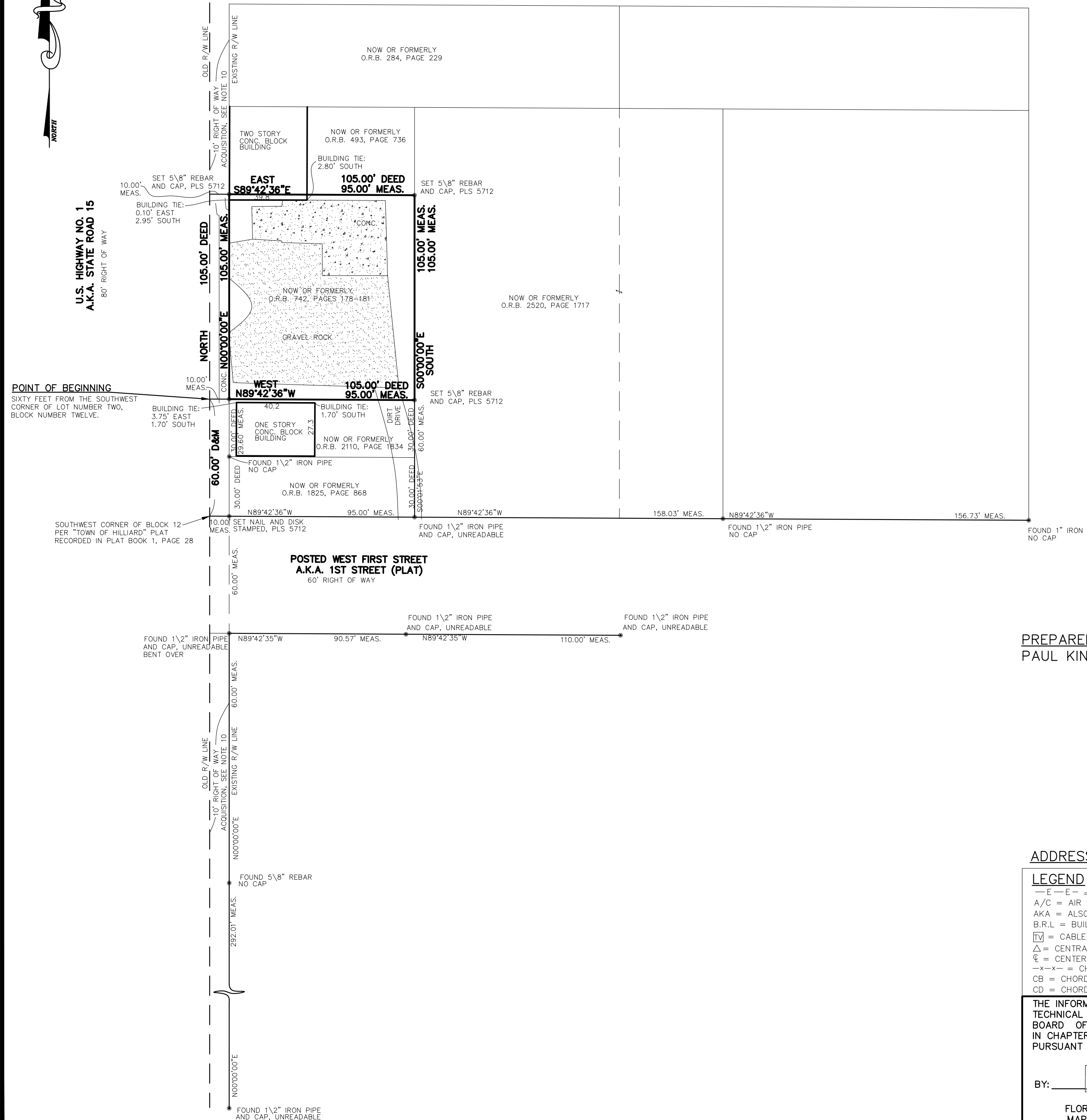
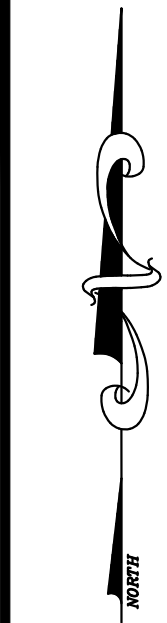


Attorney Fee \$ 375 (SPLIT)
PAID 3-6-20
CK 8361

MAP OF BOUNDARY SURVEY

RECORDED LEGAL DESCRIPTION

PARCEL 10: Part of Lot 2, Block 12, TOWN OF HILLIARD, according to the public records of Nassau County, Florida, more particularly described as follows: Beginning at a point on the East boundary of Federal Route #1 sixty feet from the Southwest corner lot number two (2) and block number twelve (12) as shown by plat of Hilliard, Florida and from this starting point run a distance North along the Eastern boundary line of Federal Route number 1, a distance of one hundred and five feet (105) to a stake; thence East a distance of one hundred and five feet (105) to a stake; thence South a distance of one hundred and five feet (105) to a stake; thence West a distance of one hundred and five feet (105) being the place or point of beginning. Said tract of land being a part or portion of lot number two (2) of block number twelve (12) of the town on Hilliard, Florida and being located on the East side of the Dixie Highway or Route U or #1. This being the piece of property said by A. J. Walker and Sarah Walker to B. D. Rewis; June 5th, 1940. (Parcel I.D. # 08-3N-24-2380-0012-0022)



PREPARED FOR:
PAUL KING

SURVEY NOTES:

- 1) The "Legal Description" hereon is in accord with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings based on N 00°00'00" E for the Easterly right of way line of U.S. Highway No. 1 (State Road No. 15), (Assumed).
- 5) Fence ownership, if applicable, has not been determined by this office. Fences are drawn out of scale in order to accentuate 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 hereon lies within flood zone " X " as per F.E.M.A. Flood Insurance Rate Map, Panel 12089C0135F Dated 12-17-2010.
- 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 21583 feet
Commercial / High risk Linear Accuracy: 1 foot in 10000 feet
SOP Rule 5J-17.05(3) (B) (15) b.ii
- 10) Surveyor Notes that he used as a reference Right of Maps Section No. 7403-(202) 203, Last revision date 05/02/1955, to established the right of way lines as they now exist per found monumentation.

ADDRESS: 0 US HIGHWAY NO. 1, HILLIARD, FL, 32046

<p>LEGEND</p> <p>—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 ⊕ = CENTERLINE -x-x- = CHAIN LINK FENCE CB = CHORD BEARING CD = CHORD DISTANCE</p>	<p>CONC. = CONCRETE CONC. FLATWORK CMP = CORRUGATED METAL PIPE E = ELECTRICITY METER ELEV. = ELEVATION F.F. = FINISHED FLOOR FH = FIRE HYDRANT G = GAS METER L = ARC LENGTH L = LIGHT POLE</p>	<p>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</p>	<p>⊙ = STORM MANHOLE T = TELEPHONE PEDESTAL —o— = WOOD FENCE ⊕ = WOOD POWER POLE W = WATER METER ⊕ = WELL</p>
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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.

GLASS LAND SURVEYING, LLC

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

GLASS LAND SURVEYING, LLC
3731 WEST 5TH STREET, HILLIARD FLORIDA 32046
(904) 675-9241 * CELL (904) 370-0318
LICENSE BUSINESS NO. LB 8359

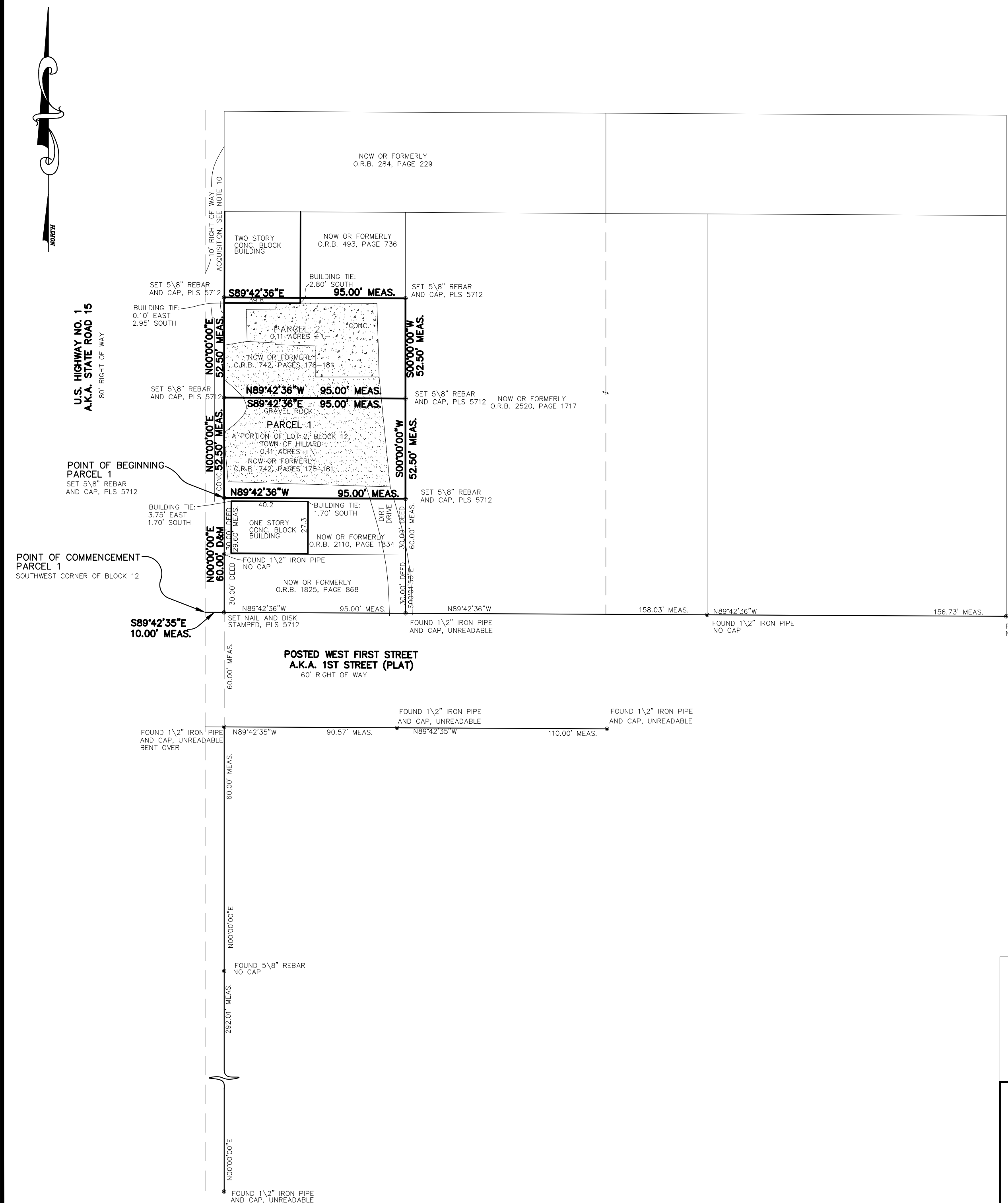
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MAP OF BOUNDARY SURVEY

A PORTION OF LOT 2, BLOCK 12, TOWN OF HILLIARD PLAT, ACCORDING TO PLAT BOOK 1, PAGE 28, RECORDED IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA. PARENT TRACT OF LAND PER DEED, OFFICIAL RECORD BOOK 742, PAGES 178 THROUGH 181, RECORDED IN THE AFORESAID PUBLIC RECORDS; BEING DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF SAID LOT 2; THENCE S 89°42'35" E ALONG THE SOUTHERLY LINE OF SAID LOT 2, A DISTANCE OF 10 FOOT TO THE EASTRELY RIGHT OF WAY LINE OF U.S. HIGHWAY NO. 1 (STATE ROAD NO. 15) AS NOW ESTABLISHED PER RIGHT OF WAY MAPS SECTION NO. 7402 – (202) 203, LAST REVISION DATE 05/02/1955; THENCE N 00°00'00" E (**BEARING BASIS FOR THIS DEED**) ALONG THE AFORESAID EASTERLY RIGHT OF WAY LINE, A DISTANCE OF 60.00 FEET TO THE **POINT OF BEGINNING**; THENCE CONTINUE N 00°00'00" E ALONG THE AFORESAID EASTERLY RIGHT OF WAY LINE, A DISTANCE OF 52.50 FEET; THENCE S 89°42'36" E, A DISTANCE OF 95.00 FEET TO A POINT ON THE EASTERLY LINE OF THE AFOREMENTIONED PARENT TRACT; THENCE S 00°00'00" W ALONG THE AFORESAID EASTERLY LINE, A DISTANCE OF 52.50 FEET TO THE SOUTHEAST CORNER OF THE AFORESAID PARENT TRACT; THENCE N 89°42'36" W ALONG THE SOUTHERLY LINE OF THE AFORESAID PARENT TRACT, A DISTANCE OF 95.00 FEET TO THE **POINT OF BEGINNING**, CONTAINING 0.11 ACRES MORE OR LESS.

LESS AND EXCEPT THE WESTERLY 10 FOOT OF BLOCK 12 AFOREMENTIONED FOR RIGHT OF WAY ACQUISITION PER RIGHT OF WAY MAPS SECTION NO. 7403 – (202) 203, LAST REVISION DATE OF 05/02/1955, FLORIDA DEPARTMENT OF TRANSPORTATION.



SURVEY NOTES:

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

GLASS LAND SURVEYING, LLC

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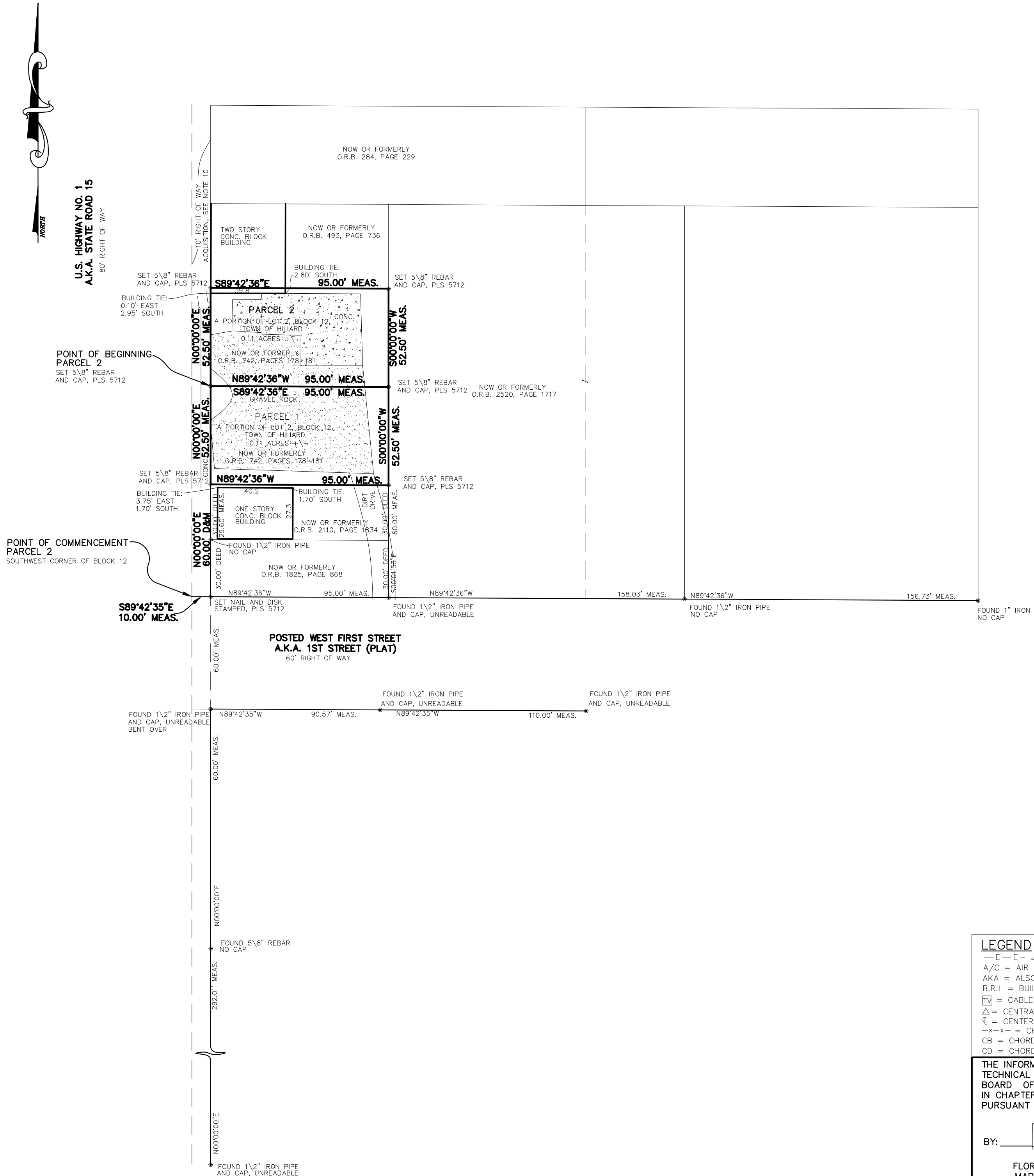
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LEGEND

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BY: 
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AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 17, 2024

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

SUBJECT: Town Council approval of position process for Kendra McNeal’s transition from introductory/probationary status to regular full-time.

BACKGROUND:

Kendra McNeal was hired July 18, 2024, in an introductory/probationary status. Her probationary period ends October 17, 2024.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Town Council approval of position process for Kendra McNeal’s transition from introductory/probationary status to regular full-time.

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

Regular Meeting: July 18, 2024

Applicant: Kendra Elaine McNeal
3372 Highland Hill Lane
Orange Park, FL 32065
(Currently building home in Hilliard)

Position: Administrative Assistant

Pay Rate: Grade 3 / Step 7
\$20.30 per hour / \$42,224.00 Annually

Position Starts: August 5, 2024 – Introductory/Probationary Period

Position Status: October 17, 2024 – Regular Full Time Position

Position Requirements:

Position requires customer service, cash collections, utility system, proofreading and editing, having effective oral and written communication skills, ability to complete assignments within stringent deadlines, excellent follow-up skills, ability to be sensitive to political issues, responding to citizen inquiries regarding official actions; knowledge of Public Information and Records Laws, and can take on additional municipal duties as required.

High School Diploma or equivalent required, associate degree in business preferred and at least two years' experience in the public sector or equivalent work experience required. Individuals must be proficient in Microsoft Word & Excel computer programs and have knowledge of Florida Statutes.

Position Information:

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

Conditions of Employment:

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

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 17, 2024

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

SUBJECT: Town Council to accept the Streets and Water & Wastewater Technician/Backflow Prevention Coordinator, Justin Tuten’s resignation effective October 11, 2024.

BACKGROUND:

See the attached resignation letter.

Justin Tuten’s resignation was received by the Town of Hilliard on October 8, 2024.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council to consider the Streets and Water & Wastewater Technician/Backflow Prevention Coordinator, Justin Tuten’s resignation effective October 11, 2024.

LETTER OF RESIGNATION

Justin Tuten

Dear Cory Hobbs, I am writing to inform you that I have decided to resign from my position at the Town of Hilliard. My last day of work will be 10/11/2024. I want to thank the Town of Hilliard for the opportunity that has been given to me here during my time of employment.



Received: 10/8/2024 2pm
WD



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 17, 2024

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

SUBJECT: Town Council to review and accept the Land Use Administrators Quarterly Report for July 1, 2024, through September 30, 2024.

BACKGROUND:

Summary of activities performed from July 1, 2024, through September 30, 2024.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

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

Land Use Administrator Lee Anne Wollitz

3rd quarter 2024 Report

July-

- Publish 9 item agenda for Planning and Zoning Board with Public Hearing. 8 Items.
- Attend WS and present 2 Items. Run PowerPoint.
- Attend TC meeting on 7.18, 4 items on agenda.
- Help with writing 2024-04 Trees
- Help with writing 2024-06 Annexation
- Help writing Ordinance 2024-07, 2024-08, 2024-09, 2024-10
- Make signs for Ordinances
- Write and send letters for Ordinances
- Help writing Ads for Ordinances.
- Several Developer meetings.
- Work all regular Hours.
- Follow up on outstanding Applications, including Minor subdivision, Vol. Annexation, and others.
- Review/Sign all needed documents (42).

August-

- Attend TC meeting 8.18.2024 Present 5 Ordinances
- Publish P and Z agenda (4) Items.
- Sign all required Documents (30)
- Follow up of all applications including, PUD, Vol. Annexation, Dev Investigations, and others.
- Receive 2 PUD applications and send them out for review with engineering, legal, School Board.
- Needed site visits
- Attend TC and meeting 8.15
- Attend WS 8.8. run PowerPoint and Present 1 item
- Continue work on LMS

September-

- Attend TC meeting 9.5.2024 Present 4 Ordinances and 1 additional item
- Send annexation Ordinance to NC PA for mapping
- Send ordinance 2024-07, 2024-08, 2024-09, 2024-10 to NC PA for map updates.
- Publish P and Z agenda (4) Items.
- Write ad and letter and make sign for SP Exception for 10.1 PZ meeting.
- Sign all required Documents (32)
- Follow up of all applications including, PUD, Vol. Annexation, Dev Investigations, and others.
- Needed site visits

- Attend TC and meeting 9.19
- Attend WS 9.12. Present Planning and Zoning updates on many items
- Continue work on LMS, attend Stakeholder Meeting 9.11.2024
- Receive and review 2 PUD Applications
- Review 2 revisions of Greenbrier Site Plan
- Site Plan review Hooked on Learning
- Assist PIO and PW morning after Helene with TH Park Cleaning up and Checking for road clearance.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 17, 2024

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

SUBJECT: Town Council to review and accept the Building Official’s Quarterly Report for July 1, 2024, through September 30, 2024.

BACKGROUND:

Summary of activities performed from July 1, 2024, through September 30, 2024.

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.

SEQUENCE: TASK #

S U M M A R Y

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

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

ORIGINATION: 7/01/2024 THRU 9/30/2024
DUE: 0/00/0000 THRU 99/99/9999
RESOLUTION: 0/00/0000 THRU 99/99/9999

ITEM-8

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
8477-INSPECTION	7834-Z-BLD-FINAL	27138 BENT CREEK CIR	C	1	BP	bhigg	7/01/24	7/02/24	7/03/24 APPROV
8480-INSPECTION	7837-Z-ROOF IN PROGR	37045 WALKER ST	C	1	BP	bhigg	7/01/24	7/02/24	7/03/24 APPROV
8481-INSPECTION	7838-Z-ROOF FINAL	37045 WALKER ST	C	1	BP	bhigg	7/01/24	7/02/24	7/03/24 APPROV
8482-INSPECTION	7839-Z-MEC-FINAL	36553 PINE ST	C	1	BP	bhigg	7/01/24	7/10/24	7/10/24 APPROV
8483-REINSPECTION	7823-Z-MH-FINAL	27179 GARTH LN	C	1	BP	bhigg	7/01/24	7/03/24	7/03/24 APPROV
8484-INSPECTION	7840-Z-MLSC	37800 OXFORD ST	C	1	BP	bhigg	7/02/24	7/03/24	7/12/24 APPROV
8485-INSPECTION	7841-Z-ROOF IN PROGR	37075 RUBY DR	C	1	BP	bhigg	7/02/24	7/03/24	7/04/24 APPROV
8486-INSPECTION	7842-Z-MEC ROUGH	37800 OXFORD ST	C	1	BP	bhigg	7/02/24	7/03/24	7/12/24 APPROV
8487-INSPECTION	7843-Z-ELE ROUGH	37800 OXFORD ST	A	1	BP	bhigg	7/02/24	7/03/24	
8488-INSPECTION	7844-Z-ROOF IN PROGR	37356 PEA FARM RD 37	C	1	BP	bhigg	7/02/24	7/03/24	7/03/24 APPROV
8489-INSPECTION	7845-Z-ROOF FINAL	37356 PEA FARM RD 37	C	1	BP	bhigg	7/02/24	7/03/24	7/03/24 APPROV
8490-INSPECTION	7846-Z-ROOF IN PROGR	37356 PEA FARM RD 37	C	1	BP	bhigg	7/02/24	7/03/24	7/02/24 APPROV
8491-INSPECTION	7847-Z-ROOF FINAL	37356 PEA FARM RD 37	C	1	BP	bhigg	7/02/24	7/03/24	7/03/24 APPROV
8493-INSPECTION	7849-Z-FOUND	37826 OXFORD ST	C	1	BP	bhigg	7/08/24	7/09/24	7/10/24 APPROV
8494-INSPECTION	7850-Z-FOUND	27195 W SECOND AVE	C	1	BP	bhigg	7/10/24	7/11/24	7/11/24 APPROV
8495-INSPECTION	7851-Z-ROOF FINAL	27291 W FOURTHEENTH	C	1	BP	UNASSIGNED	7/10/24	7/11/24	7/10/24 APPROV
8496-INSPECTION	7852-Z-ROOF FINAL	37075 RUBY DR	C	1	BP	bhigg	7/11/24	7/10/24	7/10/24 APPROV
8497-INSPECTION	7853-Z-INSULATION	37800 OXFORD ST	C	1	BP	bhigg	7/11/24	7/12/24	7/12/24 PASSED
8498-INSPECTION	7854-Z-BLD-FINAL	37375 WHISPER WAY	C	1	BP	glarson	7/11/24	7/12/24	7/03/24 APPROV
8499-INSPECTION	7855-Z-PLB-FINAL	37375 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8500-INSPECTION	7856-Z-ELE-FINAL	37375 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8501-INSPECTION	7857-Z-MEC-FINAL	37375 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/12/24	7/03/24 APPROV
8502-INSPECTION	7858-Z-PLB-FINAL	37375 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8503-INSPECTION	7859-Z-BLD-FINAL	37405 WHISPER WAY	C	1	BP	No Inspect	7/11/24	7/03/24	7/03/24 APPROV
8504-INSPECTION	7860-Z-PLB-FINAL	37405 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8505-INSPECTION	7861-Z-ELE-FINAL	37405 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8506-INSPECTION	7862-Z-MEC-FINAL	37405 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8507-INSPECTION	7863-Z-PLB-FINAL	37405 WHISPER WAY	C	1	BP	lhogan	7/11/24	7/12/24	7/03/24 APPROV

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TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
8508-INSPECTION	7864-Z-BLD-FINAL	37354 WHISPER WAY	C	1	BP	No Inspect	7/11/24	7/03/24	7/03/24 APPROV
8509-INSPECTION	7865-Z-PLB-FINAL	37354 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8510-INSPECTION	7866-Z-ELE-FINAL	37354 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8511-INSPECTION	7867-Z-MEC-FINAL	37354 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8512-INSPECTION	7868-Z-PLB-FINAL	37354 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8513-INSPECTION	7869-Z-BLD-FINAL	37362 WHISPER WAY	C	1	BP	No Inspect	7/11/24	7/03/24	7/03/24 APPROV
8514-INSPECTION	7870-Z-PLB-FINAL	37362 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8515-INSPECTION	7871-Z-ELE-FINAL	37362 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8516-INSPECTION	7872-Z-MEC-FINAL	37362 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8517-INSPECTION	7873-Z-PLB-FINAL	37362 WHISPER WAY	C	1	BP	UNASSIGNED	7/11/24	7/03/24	7/03/24 APPROV
8518-INSPECTION	7874-Z-CULVERT FINAL	24796 OHIO ST	C	1	BP	No Inspect	7/12/24	7/15/24	7/15/24 APPROV
8519-INSPECTION	7875-Z-MISC	27195 W SECOND AVE	C	1	BP	bhigg	7/12/24	7/12/24	7/12/24 APPROV
8521-INSPECTION	7877-Z-ELE-FINAL	27573 W SECOND AVE	C	1	BP	bhigg	7/15/24	4/26/24	4/04/24 FAILED
8522-REINSPECTION	7877-Z-ELE-FINAL	27573 W SECOND AVE	C	1	BP	bhigg	7/15/24	1/11/25	7/24/24 FAILED
8523-INSPECTION	7878-Z-BLD-FINAL	37397 WHISPER WAY	C	1	BP	bhigg	7/15/24	7/12/24	7/12/24 APPROV
8524-INSPECTION	7879-Z-PLB-FINAL	37397 WHISPER WAY	C	1	BP	UNASSIGNED	7/15/24	7/12/24	7/12/24 APPROV
8525-INSPECTION	7880-Z-ELE-FINAL	37397 WHISPER WAY	C	1	BP	UNASSIGNED	7/15/24	7/12/24	7/12/24 APPROV
8526-INSPECTION	7881-Z-MEC-FINAL	37397 WHISPER WAY	C	1	BP	No Inspect	7/15/24	7/12/24	7/12/24 APPROV
8527-INSPECTION	7882-Z-PLB-FINAL	37397 WHISPER WAY	C	1	BP	No Inspect	7/15/24	7/12/24	7/12/24 APPROV
8528-INSPECTION	7883-Z-ROOF FINAL	2737 LAKE DR	C	1	BP	bhigg	7/15/24	7/16/24	7/24/24 APPROV
8529-INSPECTION	7884-Z-BLD-FINAL	37346 WHISPER WAY	C	1	BP	No Inspect	7/15/24	7/12/24	7/12/24 APPROV
8530-INSPECTION	7885-Z-PLB-FINAL	37346 WHISPER WAY	C	1	BP	UNASSIGNED	7/15/24	7/12/24	7/12/24 APPROV
8531-INSPECTION	7886-Z-ELE-FINAL	37346 WHISPER WAY	C	1	BP	UNASSIGNED	7/15/24	7/12/24	7/15/24 APPROV
8532-INSPECTION	7887-Z-MEC-FINAL	37346 WHISPER WAY	C	1	BP	UNASSIGNED	7/15/24	7/12/24	7/12/24 APPROV
8533-INSPECTION	7888-Z-PLB-FINAL	37346 WHISPER WAY	C	1	BP	UNASSIGNED	7/15/24	7/12/24	7/12/24 APPROV
8536-INSPECTION	7891-Z-SHED FINAL	27303 OHIO ST	C	1	BP	No Inspect	7/18/24	7/19/24	7/19/24 APPROV
8537-INSPECTION	7892-Z-POOL FINAL	37145 RAILROAD ST	C	1	BP	bhigg	7/18/24	7/19/24	7/24/24 FAILED
8538-INSPECTION	7893-Z-BLD-FINAL	37091 OXFORD ST	C	1	BP	bhigg	7/23/24	7/24/24	7/26/24 APPROV

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TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
8539-INSPECTION	7894-Z-PLB-FINAL	37091 OXFORD ST	C	1	BP	bhigg	7/23/24	7/24/24	7/24/24 APPROV
8540-INSPECTION	7895-Z-MEC-FINAL	37091 OXFORD ST	C	1	BP	bhigg	7/23/24	7/24/24	8/08/24 APPROV
8541-INSPECTION	7896-Z-ELE-FINAL	37091 OXFORD ST	C	1	BP	bhigg	7/23/24	7/24/24	7/24/24 FAILED
8542-INSPECTION	7897-Z-ELE-FINAL	37328 W SEVENTH ST	C	1	BP	lhogan	7/24/24	7/25/24	7/24/24 FAILED
8543-INSPECTION	7898-Z-PLB-FINAL	37328 W SEVENTH ST	C	1	BP	bhigg	7/23/24	7/24/24	7/24/24 APPROV
8544-INSPECTION	7899-Z-BLD-FINAL	37328 W SEVENTH ST	C	1	BP	bhigg	7/23/24	7/24/24	8/08/24 APPROV
8546-REINSPECTION	7897-Z-ELE-FINAL	37328 W SEVENTH ST	C	1	BP	bhigg	7/24/24	1/20/25	8/08/24 APPROV
8547-REINSPECTION	7896-Z-ELE-FINAL	37091 OXFORD ST	C	1	BP	bhigg	7/24/24	1/20/25	7/26/24 APPROV
8548-REINSPECTION	7877-Z-ELE-FINAL	27573 W SECOND AVE	A	1	BP	bhigg	7/24/24	1/20/25	
8549-REINSPECTION	7892-Z-POOL FINAL	37145 RAILROAD ST	A	1	BP	bhigg	7/24/24	1/20/25	
8550-INSPECTION	7900-Z-PLB-FINAL	37343 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/26/24 APPROV
8551-INSPECTION	7901-Z-ELE-FINAL	37343 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/26/24 APPROV
8552-INSPECTION	7902-Z-MEC-FINAL	37343 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/26/24 APPROV
8553-INSPECTION	7903-Z-PLB-FINAL	37343 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/26/24 APPROV
8554-INSPECTION	7904-Z-BLD-FINAL	37343 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/26/24 APPROV
8555-INSPECTION	7905-Z-PLB-FINAL	37335 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/29/24 APPROV
8556-INSPECTION	7906-Z-ELE-FINAL	37335 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/29/24 APPROV
8557-INSPECTION	7907-Z-MEC-FINAL	37335 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/29/24 APPROV
8558-INSPECTION	7908-Z-PLB-FINAL	37335 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/29/24 APPROV
8559-INSPECTION	7909-Z-BLD-FINAL	37335 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/29/24 APPROV
8560-INSPECTION	7910-Z-PLB-FINAL	37327 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/29/24 APPROV
8561-INSPECTION	7911-Z-ELE-FINAL	37327 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/29/24 APPROV
8562-INSPECTION	7912-Z-PLB-FINAL	37327 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/29/24 APPROV
8563-INSPECTION	7913-Z-BLD-FINAL	37327 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/29/24 APPROV
8564-INSPECTION	7914-Z-MEC-FINAL	37327 WHISPER WAY	C	1	BP	No Inspect	7/26/24	7/29/24	7/29/24 APPROV
8571-INSPECTION	7921-Z-BLD-FINAL	551856 US HWY 1 102	V	1	BP	bhigg	8/06/24	8/07/24	
8574-INSPECTION	7924-Z-MEC-FINAL	37319 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV
8575-INSPECTION	7925-Z-PLB-FINAL	37319 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV

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TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
8576-INSPECTION	7926-Z-ELE-FINAL	37319 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV
8577-INSPECTION	7927-Z-PLB-FINAL	37319 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV
8578-INSPECTION	7928-Z-BLD-FINAL	37319 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV
8579-INSPECTION	7929-Z-BLD-FINAL	37311 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV
8580-INSPECTION	7930-Z-PLB-FINAL	37311 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV
8581-INSPECTION	7931-Z-ELE-FINAL	37311 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/06/24 APPROV
8582-INSPECTION	7932-Z-PLB-FINAL	37311 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV
8583-INSPECTION	7933-Z-MEC-FINAL	37311 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV
8584-INSPECTION	7934-Z-BLD-FINAL	37303 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV
8585-INSPECTION	7935-Z-PLB-FINAL	37303 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV
8586-INSPECTION	7936-Z-ELE-FINAL	37303 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV
8587-INSPECTION	7937-Z-PLB-FINAL	37303 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV
8588-INSPECTION	7938-Z-MEC-FINAL	37303 WHISPER WAY	C	1	BP	No Inspect	8/06/24	8/07/24	8/02/24 APPROV
8591-INSPECTION	7941-Z-PLB-FINAL	551856 US HWY 1 102	C	1	BP	bhigg	8/07/24	8/08/24	8/09/24 APPROV
8593-INSPECTION	7943-Z-MISC	551856 US HWY 1 102	C	1	BP	bhigg	8/07/24	8/08/24	8/07/24 APPROV
8594-INSPECTION	7944-Z-BLD-FINAL	37137 WALKER ST	C	1	BP	bhigg	8/07/24	8/08/24	8/09/24 APPROV
8599-INSPECTION	7949-Z-BLD-FINAL	551525 US HWY 1	C	1	BP	No Inspect	8/12/24	8/13/24	6/07/24 APPROV
8600-INSPECTION	7950-Z-BLD-FINAL	551705 US HWY 1	C	1	BP	No Inspect	8/12/24	8/13/24	6/10/21 APPROV
8601-INSPECTION	7951-Z-BLD-FINAL	551856 US HWY 1 SUIT	C	1	BP	No Inspect	8/12/24	8/13/24	6/11/20 APPROV
8602-INSPECTION	7952-Z-BLD-FINAL	551393 US HWY 1	C	1	BP	No Inspect	8/12/24	8/13/24	8/12/24 APPROV
8616-INSPECTION	7966-Z-ROOF FINAL	275955 W SECOND AVE	C	1	BP	bhigg	8/15/24	8/16/24	8/26/24 APPROV
8621-INSPECTION	7971-Z-ROOF FINAL	27055 POND DR	C	1	BP	bhigg	8/21/24	8/22/24	8/21/24 APPROV
8623-INSPECTION	7973-Z-MISC	36202 PINE ST	C	1	BP	bhigg	8/21/24	8/22/24	8/23/24 APPROV
8624-INSPECTION	7974-Z-MISC	37800 OXFORD ST	C	1	BP	bhigg	8/21/24	8/22/24	8/21/24 FAILED
8625-INSPECTION	7975-Z-SHED FINAL	37826 OXFORD ST	C	1	BP	bhigg	8/21/24	8/22/24	8/23/24 APPROV
8627-REINSPECTION	7974-Z-MISC	37800 OXFORD ST	C	1	BP	bhigg	8/21/24	2/17/25	8/23/24 APPROV
8629-INSPECTION	7978-Z-CULVERT FINAL	27260 W TWELFTH AVE	C	1	BP	ggrooms	8/22/24	8/23/24	8/22/24 APPROV
8630-INSPECTION	7979-Z-BLD-FINAL	27195 W SECOND AVE	C	1	BP	bhigg	8/23/24	8/26/24	9/06/24 APPROV

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TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
8633-INSPECTION	7982-Z-ELE-FINAL	36202 PINE ST	C	1	BP	bhigg	8/23/24	8/26/24	8/23/24 APPROV
8635-INSPECTION	7984-Z-SHED FINAL	27195 W SECOND AVE	C	1	BP	No Inspect	8/26/24	8/27/24	8/27/24 APPROV
8636-INSPECTION	7985-Z-ROOF FINAL	37516 OXFORD ST	C	1	BP	bhigg	8/27/24	8/28/24	9/06/24 APPROV
8638-INSPECTION	7987-Z-ROOF FINAL	27260 W TWELFTH AVE	C	1	BP	bhigg	8/27/24	8/28/24	8/28/24 APPROV
8639-INSPECTION	7988-Z-SHED FINAL	27260 W TWELFTH AVE	C	1	BP	bhigg	8/28/24	8/29/24	8/28/24 APPROV
8644-INSPECTION	7993-Z-PLB-FINAL	37255 INGHAM RD	C	1	BP	bhigg	9/04/24	9/05/24	9/11/24 APPROV
8645-INSPECTION	7994-Z-ELE-FINAL	37255 INGHAM RD	C	1	BP	bhigg	9/04/24	9/05/24	9/04/24 APPROV
8646-INSPECTION	7995-Z-PLUMBING ROUG	15686 CR 108	C	1	BP	bhigg	9/04/24	9/05/24	9/04/24 APPROV
8648-INSPECTION	7997-Z-MISC	37320 W SEVENTH ST	C	1	BP	No Inspect	9/05/24	9/06/24	9/11/24 APPROV
8650-INSPECTION	7999-Z-BLD-FINAL	37148 WHIPPOORWILL	C	1	BP	No Inspect	9/09/24	9/10/24	8/28/24 APPROV
8651-INSPECTION	8000-Z-PLB-FINAL	37148 WHIPPOORWILL	C	1	BP	No Inspect	9/09/24	9/10/24	8/28/24 APPROV
8652-INSPECTION	8001-Z-ELE-FINAL	37148 WHIPPOORWILL	C	1	BP	No Inspect	9/09/24	9/10/24	8/28/24 APPROV
8653-INSPECTION	8002-Z-MEC-FINAL	27112 OHIO ST	C	1	BP	bhigg	9/09/24	9/10/24	9/13/24 APPROV
8656-INSPECTION	8005-Z-ELE-FINAL	27195 W SECOND AVE	C	1	BP	bhigg	9/11/24	9/12/24	9/06/24 APPROV
8657-INSPECTION	8006-Z-MEC-FINAL	37148 WHIPPOORWILL	C	1	BP	No Inspect	9/11/24	9/12/24	8/29/24 APPROV
8658-INSPECTION	8007-Z-PLB-FINAL	37148 WHIPPOORWILL	C	1	BP	No Inspect	9/11/24	9/12/24	8/29/24 APPROV
8659-INSPECTION	8008-Z-BLD-FINAL	37132 WHIPPOORWILL	C	1	BP	No Inspect	9/11/24	9/12/24	8/28/24 APPROV
8660-INSPECTION	8009-Z-PLB-FINAL	37132 WHIPPOORWILL	C	1	BP	No Inspect	9/11/24	9/12/24	8/28/24 APPROV
8661-INSPECTION	8010-Z-ELE-FINAL	37132 WHIPPOORWILL	C	1	BP	No Inspect	9/11/24	9/12/24	8/28/24 APPROV
8662-INSPECTION	8011-Z-MEC-FINAL	37132 WHIPPOORWILL	C	1	BP	No Inspect	9/11/24	9/12/24	8/28/24 APPROV
8663-INSPECTION	8012-Z-PLB-FINAL	37132 WHIPPOORWILL	C	1	BP	No Inspect	9/11/24	9/12/24	8/28/24 APPROV
8664-INSPECTION	8013-Z-BLD-FINAL	37295 WHISPER WAY	C	1	BP	No Inspect	9/11/24	9/12/24	9/11/24 APPROV
8665-INSPECTION	8014-Z-PLB-FINAL	37295 WHISPER WAY	C	1	BP	No Inspect	9/11/24	9/12/24	8/28/24 APPROV
8666-INSPECTION	8015-Z-ELE-FINAL	37295 WHISPER WAY	C	1	BP	No Inspect	9/11/24	9/12/24	8/28/24 APPROV
8667-INSPECTION	8016-Z-MEC-FINAL	37295 WHISPER WAY	C	1	BP	No Inspect	9/11/24	9/12/24	8/28/24 APPROV
8668-INSPECTION	8017-Z-PLB-FINAL	37295 WHISPER WAY	C	1	BP	No Inspect	9/11/24	9/12/24	8/28/24 APPROV
8677-INSPECTION	8026-Z-BLD-FINAL	3717 LORENA DR LOT12	C	1	BP	bhigg	9/18/24	9/19/24	9/20/24 APPROV
8678-INSPECTION	8027-Z-DEMO-FINAL	175618 BAY RD	C	1	BP	bhigg	9/18/24	9/19/24	9/20/24 APPROV

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TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
8681-INSPECTION	8030-Z-ROOF FINAL	27084 COUNTRY DR	C	1	BP	bhigg	9/23/24	9/24/24	9/25/24 APPROV
8682-INSPECTION	8031-Z-PLB-FINAL	27112 OHIO ST	C	1	BP	bhigg	9/23/24	9/24/24	9/25/24 APPROV
8683-INSPECTION	8032-Z-MISC	37336 W SEVENTH ST	C	1	BP	No Inspect	9/24/24	9/25/24	9/30/24 APPROV
8685-INSPECTION	8034-Z-SHED FINAL	37131 W FIRST ST	C	1	BP	UNASSIGNED	9/24/24	9/25/24	9/25/24 APPROV
8689-INSPECTION	8038-Z-BLD-FINAL	3717 CATHERINE ST	C	1	BP	bhigg	9/26/24	9/27/24	10/09/24 APPROV
8690-INSPECTION	8039-Z-ROOF FINAL	37993 OXFORD ST	C	1	BP	bhigg	9/26/24	9/27/24	10/02/24 APPROV
8691-INSPECTION	8040-Z-ROOF FINAL	551664 US HWY 1	C	1	BP	bhigg	9/26/24	9/27/24	10/02/24 APPROV
8695-INSPECTION	8044-Z-BLD-FINAL	37296 RAILROAD ST	A	1	BP	No Inspect	9/30/24	10/01/24	
8696-INSPECTION	8045-Z-UNDERGROUND	37320 W SEVENTH ST	C	1	BP	bhigg	9/30/24	10/01/24	10/02/24 APPROV
8697-INSPECTION	8046-Z-UNDERGROUND	37127 OXFORD ST	C	1	BP	bhigg	9/30/24	10/01/24	10/02/24 APPROV

TASK #

T O T A L S

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

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

ORIGINATION: 7/01/2024 THRU 9/30/2024
DUE: 0/00/0000 THRU 99/99/9999
RESOLUTION: 0/00/0000 THRU 99/99/9999

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		-----PRIORITY-----										
		0	1	2	3	4	5	6	7	8	9	TOTAL
	ACTIVE		4									4
STATUS	CLOSED		145									145
	VOIDED		1									1
	SUSPENDED											
TOTALS			150									150

-----SEQUENCES-----		
TASK #		COUNT
8477		1
8480		1
8481		1
8482		1
8483		1
8484		1
8485		1
8486		1
8487		1
8488		1
8489		1
8490		1
8491		1
8493		1
8494		1
8495		1
8496		1
8497		1
8498		1
8499		1
8500		1
8501		1
8502		1
8503		1
8504		1
8505		1
8506		1
8507		1
8508		1
8509		1
8510		1
8511		1
8512		1
8513		1
8514		1
8515		1
8516		1

TASK #

T O T A L S

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

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

ORIGINATION: 7/01/2024 THRU 9/30/2024
DUE: 0/00/0000 THRU 99/99/9999
RESOLUTION: 0/00/0000 THRU 99/99/9999

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-----SEQUENCES-----

TASK #	COUNT
8517	1
8518	1
8519	1
8521	1
8522	1
8523	1
8524	1
8525	1
8526	1
8527	1
8528	1
8529	1
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8546	1
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8549	1
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8551	1
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8557	1
8558	1
8559	1
8560	1
8561	1
8562	1
8563	1
8564	1
8571	1
8574	1
8575	1
8576	1
8577	1

TASK #

T O T A L S

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

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

ORIGINATION: 7/01/2024 THRU 9/30/2024
DUE: 0/00/0000 THRU 99/99/9999
RESOLUTION: 0/00/0000 THRU 99/99/9999

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-----SEQUENCES-----
TASK #

TASK #	COUNT
8578	1
8579	1
8580	1
8581	1
8582	1
8583	1
8584	1
8585	1
8586	1
8587	1
8588	1
8591	1
8593	1
8594	1
8599	1
8600	1
8601	1
8602	1
8616	1
8621	1
8623	1
8624	1
8625	1
8627	1
8629	1
8630	1
8633	1
8635	1
8636	1
8638	1
8639	1
8644	1
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8651	1
8652	1
8653	1
8656	1
8657	1
8658	1
8659	1
8660	1
8661	1
8662	1
8663	1
8664	1
8665	1

TASK #

T O T A L S

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

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

ORIGINATION: 7/01/2024 THRU 9/30/2024
DUE: 0/00/0000 THRU 99/99/9999
RESOLUTION: 0/00/0000 THRU 99/99/9999

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-----SEQUENCES-----

TASK #	COUNT
8666	1
8667	1
8668	1
8677	1
8678	1
8681	1
8682	1
8683	1
8685	1
8689	1
8690	1
8691	1
8695	1
8696	1
8697	1
<u>TOTAL INCIDENTS</u>	150

SELECTION CRITERIA

ITEM-8

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 7/01/2024 THRU 9/30/2024
DUE 0/00/0000 THRU 99/99/9999
RESOLUTION 0/00/0000 THRU 99/99/9999

** END OF REPORT **

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PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20240067	7/25/2024	MASON & MAGNOLIA LLC	37091 OXFORD ST	25.00CR	
20240068	7/25/2024	MASON & MAGNOLIA LLC	37328 W SEVENTH ST	25.00CR	
20240081	7/15/2024	DYKES, MICHAEL	27573 W SECOND AVE	25.00CR	
20240125	7/02/2024	LGI HOMES - FLORIDA LLC	37327 WHISPER WAY	128.00CR	
20240126	7/02/2024	LGI HOMES - FLORIDA LLC	37335 WHISPER WAY	128.00CR	
20240128	7/02/2024	LGI HOMES - FLORIDA LLC	37343 WHISPER WAY	128.00CR	
20240131	7/02/2024	LGI HOMES - FLORIDA LLC	37303 WHISPER WAY	128.00CR	
20240132	7/02/2024	LGI HOMES - FLORIDA LLC	37311 WHISPER WAY	128.00CR	
20240133	7/02/2024	LGI HOMES - FLORIDA LLC	37319 WHISPER WAY	128.00CR	
20240173	7/05/2024	CARTER, COREY	27179 GARTH LN	25.00CR	
20240178	7/02/2024	LGI HOMES - FLORIDA LLC	37148 WHIPPOORWILL CT	128.00CR	
20240179	7/02/2024	LGI HOMES - FLORIDA LLC	37132 WHIPPOORWILL CT	128.00CR	
20240180	7/02/2024	LGI HOMES - FLORIDA LLC	37295 WHISPER WAY	128.00CR	
20240202	7/16/2024	MURPHY, GABRIELLE T	27195 W SECOND AVE	25.00CR	
20240227	7/02/2024	GROURKE, KRISTINA	37437 WHISPER WAY	44.00CR	
20240228	8/21/2024	INTACT CONSTRUCTION MGMT GROUP	37800 OXFORD ST	25.00CR	
20240229	7/01/2024	CLINEMAN, ROBERT G	27055 POND DR	76.64CR	
20240231	7/02/2024	LGI HOMES - FLORIDA LLC	37180 WHIPPOORWILL CT	128.00CR	
20240232	7/02/2024	LGI HOMES - FLORIDA LLC	37172 WHIPPOORWILL CT	128.00CR	
20240233	7/02/2024	LGI HOMES - FLORIDA LLC	37156 WHIPPOORWILL CT	128.00CR	
20240237	7/09/2024	LGI HOMES - FLORIDA LLC	37311 WHISPER WAY	44.00CR	
20240238	7/09/2024	LGI HOMES - FLORIDA LLC	37303 WHISPER WAY	44.00CR	
20240239	7/09/2024	LGI HOMES - FLORIDA LLC	37319 WHISPER WAY	44.00CR	
20240240	7/22/2024	LGI HOMES - FLORIDA LLC	37143 WHIPPOORWILL CT	44.00CR	
20240241	7/22/2024	LGI HOMES - FLORIDA LLC	37151 WHIPPOORWILL CT	44.00CR	
20240242	7/22/2024	LGI HOMES - FLORIDA LLC	37188 WHIPPOORWILL CT	49.00CR	
20240243	7/18/2024	LGI HOMES - FLORIDA LLC	37156 WHIPPOORWILL CT	124.00CR	
20240244	7/18/2024	LGI HOMES - FLORIDA LLC	37151 WHIPPOORWILL CT	124.00CR	
20240246	7/18/2024	LGI HOMES - FLORIDA LLC	37188 WHIPPOORWILL CT	124.00CR	
20240247	7/18/2024	LGI HOMES - FLORIDA LLC	37172 WHIPPOORWILL CT	124.00CR	
20240248	7/18/2024	LGI HOMES - FLORIDA LLC	37180 WHIPPOORWILL CT	124.00CR	
20240249	7/18/2024	LGI HOMES - FLORIDA LLC	37143 WHIPPOORWILL CT	124.00CR	
20240250	7/11/2024	BY FRANKLIN PROPERTIES	175618 BAY RD	50.00CR	
20240251	7/26/2024	ARNOLD, WANDA	37137 WALKER ST	74.00CR	
20240252	8/01/2024	LGI HOMES - FLORIDA LLC	37119 WHIPPOORWILL CT	9,231.10CR	
20240253	8/01/2024	LGI HOMES - FLORIDA LLC	37135 WHIPPOORWILL CT	9,161.72CR	
20240254	8/01/2024	LGI HOMES - FLORIDA LLC	37338 WHISPER WAY	9,231.10CR	
20240255	7/17/2024	DONLEY, MARY & LEWIS	27303 OHIO ST	25.00CR	
20240256	8/01/2024	LGI HOMES - FLORIDA LLC	37127 WHIPPOORWILL CT	9,378.17CR	
20240257	8/01/2024	LGI HOMES - FLORIDA LLC	37330 WHISPER WAY	9,161.72CR	
20240258	8/01/2024	LGI HOMES - FLORIDA LLC	37322 WHISPER WAY	9,378.17CR	
20240259	7/19/2024	BURKE, CINDY	3717 LORENA DR LOT12	74.00CR	
20240260	9/26/2024	MASON & MAGNOLIA LLC	37320 W SEVENTH ST	14,199.00CR	
20240261	7/26/2024	LGI HOMES - FLORIDA LLC	37327 WHISPER WAY	164.00CR	

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PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20240263	7/31/2024	SHREE RADHE SHYAM LLC	551664 US HWY 1	108.00CR	
20240264	8/06/2024	BY FRANKLIN PROPERTIES	551856 US HWY 1 102	125.50CR	
20240265	8/02/2024	LGI HOMES - FLORIDA LLC	37148 WHIPPOORWILL CT	44.00CR	
20240266	8/02/2024	LGI HOMES - FLORIDA LLC	37132 WHIPPOORWILL CT	44.00CR	
20240267	8/02/2024	LGI HOMES - FLORIDA LLC	37295 WHISPER WAY	44.00CR	
20240268	8/02/2024	HALEY, JOSHUA D	15686 CR 108	84.00CR	
20240269	8/05/2024	LGI HOMES - FLORIDA LLC	37319 WHISPER WAY	164.00CR	
20240270	8/05/2024	LGI HOMES - FLORIDA LLC	37311 WHISPER WAY	164.00CR	
20240271	8/05/2024	LGI HOMES - FLORIDA LLC	37303 WHISPER WAY	164.00CR	
20240273	8/16/2024	ROASTED ROOSTER COFFEE CO,LLC	551690 US HWY 1	104.00CR	
20240274	8/28/2024	BENNETT, JENNIFER	3717 CATHERINE ST	74.00CR	
20240275	8/20/2024	VENNARD, BRADLEY & KARI	27084 COUNTRY DR	80.99CR	
20240276	9/24/2024	MCCLURE, MICHAEL	37086 OLD PINERIDGE RD	526.60CR	
20240277	8/23/2024	DILLARD, MARCI R	27260 W TWELFTH AVE	55.98CR	
20240278	8/27/2024	DILLARD, MARCI R	27260 W TWELFTH AVE	54.00CR	
20240279	8/26/2024	GABRIELLE MURPHY	27195 W SECOND AVE	89.00CR	
20240282	9/04/2024	MICHAELS, JOE A	37131 W FIRST ST	79.00CR	
20240283	9/10/2024	MURDOCK, CHRISTOPHER	37203 SIREN LN	592.17CR	
20240285	8/06/2024	HALEY, JOSHUA D	15686 CR 108	22.50CR	
20240285	9/05/2024	HALEY, JOSHUA D	15686 CR 108	93.50CR	
20240286	9/09/2024	HUMPHREY, BETTY A	37395 W SEVENTH ST	134.93CR	
20240287	9/05/2024	MASON & MAGNOLIA LLC	37320 W SEVENTH ST	2,272.34CR	
20240288	9/26/2024	MASON & MAGNOLIA LLC	37127 OXFORD ST	13,975.95CR	
20240289	9/09/2024	REINER, HOWARD	37251 NEW OAK ST	121.50CR	
20240290	9/10/2024	SILCOX, BRENDA	27215 W SECOND AVE	76.50CR	
20240291	9/17/2024	LGI HOMES - FLORIDA LLC	37180 WHIPPOORWILL CT	44.00CR	
20240292	9/17/2024	LGI HOMES - FLORIDA LLC	37172 WHIPPOORWILL CT	44.00CR	
20240293	9/17/2024	LGI HOMES - FLORIDA LLC	37156 WHIPPOORWILL CT	44.00CR	
20240294	9/25/2024	WULF, FRED	27175 IOWA ST	84.00CR	
20240295	9/16/2024	SHINELIGHT ENTERPRISES	37993 OXFORD ST	54.00CR	
20240298	9/23/2024	CONNER, DANIEL	27112 OHIO ST	44.00CR	
20240299	9/26/2024	LGI HOMES - FLORIDA LLC	37143 WHIPPOORWILL CT	44.00CR	
20240300	9/26/2024	LGI HOMES - FLORIDA LLC	37151 WHIPPOORWILL CT	44.00CR	
20240301	9/26/2024	LGI HOMES - FLORIDA LLC	37188 WHIPPOORWILL CT	44.00CR	
20240302	9/26/2024	BROCK, TREVOR D	3754 CATHERINE ST	202.00CR	
20240303	9/26/2024	LYLE, HAZEL	37482 ORANGE ST	75.30CR	
20240307	9/26/2024	BROCK, TREVOR D	3754 CATHERINE ST	68.00CR	
20240308	9/26/2024	BROCK, TREVOR D	3754 CATHERINE ST	44.00CR	
20240311	9/30/2024	SIMS, BONNIE	37081 WALKER ST	44.00CR	
20240312	9/30/2024	MASON & MAGNOLIA LLC	37127 OXFORD ST	122.00CR	
20240313	9/30/2024	MASON & MAGNOLIA LLC	37320 W SEVENTH ST	122.00CR	
20240314	9/30/2024	CROY, GENE	27083 W FIRST AVE	25.00CR	

TOTAL ALL PROJECTS: 86 93,390.38CR

ITEM-8

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
01-NRES	NEW RESIDENTIAL BUILDING	83,716.93CR
01-RADD	RESIDENTIAL ADDITION	202.00CR
01-RMISC	RESIDENTIAL MISCELLANEOUS	864.17CR
02-CMISC	COMMERCIAL MISCELLANEOUS	128.00CR
CARPORT	CARPORT	79.00CR
CULVERT	CULVERT	2,272.34CR
DEMO	DEMOLITION	50.00CR
ELE	ELECTRICAL	1,355.00CR
MEC-RES	MECHANICAL - RESIDENTIAL	793.00CR
MH	MOBILE HOME	25.00CR
PLB-COM	PLUMBING - COMMERCIAL	51.50CR
PLB-SFR	PLUMBING - SINGLE FAM RES	2,414.00CR
ROOF	ROOF	833.84CR
SHED-MANF	MANUFACTURED SHED	79.00CR
SHED-SB	SITE BUILT SHED	526.60CR
TOTAL		93,390.38CR

STATUS: ALL

SEGMENT CODES: All

FEE CODES: All

PROJECTS: THRU ZZZZZZZZZZ

PAYMENT DATES: 7/01/2024 TO 9/30/2024

SORTED BY: PROJECT

ITEM-8

** FEE CODE TOTALS **

FEE CODE	DESCRIPTION	TOTAL PAYMENTS	TOTAL PAID
1-REINSP	REINSPECTION FEE	6	150.00CR
ADDRESS	ADDRESSING 911	9	90.00CR
BLD-03	BLDG PERMIT FEE CONST COST SQF	10	2,473.00CR
BLD03PP	BLDG PERMIT FEE CONST COST SQF	7	3,051.00CR
CULV-PERM	CULVERT PERMIT	1	25.00CR
CULV-T01	TOWN-INST CULV 12x12x20	1	2,247.34CR
DEMO	DEMOLITION FEES	1	50.00CR
ELE COM	INTERIOR WIRING / RE WIRE	1	85.00CR
ELE RECONN	RECONNECT OR DISCONTEDED SERVICE	1	40.00CR
ELE RES	INTERIOR WIRING / RE WIRE	6	240.00CR
ELE- ADD 2	ELE RES ADD . REPAIR CHANGE	2	80.00CR
ELE-200	ELE SERVICE - 200 AMPS	8	640.00CR
IMPACT-SF	EDUCATION IMPACT FEE - SINGLE	8	43,444.80CR
LAND USE	PERMIT REVIEW FEE RES MULTI CO	9	567.00CR
LAND USE 2	PERMIT REVIEW FEE ACCESSORY	4	100.00CR
LU EXEMPT	EXEMPT PERMIT REVIEW FEE LAND	1	25.00CR
MEC R C 1	RES/COM NEW UNITS UP TO 2.5 TO	4	640.00CR
MEC-RES	MECHANICAL SYSTEM, RES - PER U	3	125.00CR
PLB COMI	PLB COMM NTERIOR/ EXTERIOR FI	1	7.50CR
PLB-COMB	PLB COMMERCIAL BASE FEE	1	40.00CR
PLB-HWH	PLB HOT WATER HEATER CHANGEOUT	1	40.00CR
PLB-SFB	PLB SINGLE FAMILY RES BASE FEE	29	1,120.00CR
PLB-SFE	PLB SINGLE FAMILY RES EXT FIXT	1	12.00CR
PLB-SFI	PLB SINGLE FAMILY RES INT FIXT	16	1,248.00CR
PR-03	PLAN REVIEW ESTMATED COSTS	15	3,390.00CR
ROOF	ROOFING NEW OR REROOF PERMIT	10	793.84CR
SDC-SEWER	SEWER SYSTEM DEV CHARGE, PER E	8	15,080.00CR
SDC-WATER	WATER SYSTEM DEV CHARGE, PER E	8	2,640.00CR
SHED	PRE BUILT STORAGE SHEDS	1	50.00CR
SURCHARGE	SURCHARGE	77	471.10CR
TAP-SEWER	SEWER TAP SINGLE FEE	1	3,500.00CR
TAP-SEWERN	SEWER TAP DOUBLE FEE	1	3,800.00CR
TAP-WATER	WATER TAP SINGLE SHORT FEE	2	3,400.00CR
WAT METER	WATER METER ANTEANA - INSTALL	6	3,724.80CR
		TOTAL	93,390.38CR

ITEM-8

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-00-101003	RESTR CASH-EDUC IMPACT FE	43,444.80
001-01-322000	BUILDING PERMITS	14,275.34CR
001-01-329000	ZONING REVENUE	782.00CR
001-01-329002	RADON	471.10CR
001-01-363290	EDUCATION IMPACT FEES	43,444.80CR
001-03-349000	CULVERT PERMITS - STREETS	2,272.34CR
401-00-101002	RESTR CASH-SYSTEM DEV CHA	17,720.00
401-06-349001	TAP-ON FEES - W&S	14,424.80CR
401-06-363240	SYSTEM DEVELOPMENT CHARGES	17,720.00CR
999-00-101000	POOLED CASH	32,225.58

SELECTION CRITERIA

ITEM-8

REPORT SELECTION

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

PAYMENT SELECTION: DATE RANGE FROM: 7/01/2024 THROUGH 9/30/2024

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: October 17, 2024

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

SUBJECT: Town Council to review and accept the Code Enforcement Officer's Monthly Reports for the Quarter July 1, 2024, through September 30, 2024.

BACKGROUND:

Please see the attached monthly code enforcement reports of activities performed from July 1, 2024, through September 30, 2024.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to accept the Code Enforcement Officer's Reports for the quarter ending September 30, 2024.

DEL MILEY - CODE ENFORCEMENT					
DATE	START TIME	ENDING TIME	CASE #	ADDRESS	TASK/COMMENT
7/2/2024	1:00 P.M.				Check e-mail, phone calls.
			2535	37455 Oxford St.	Left card on door for yard trash.
			7848	New Oak St.	Check for animals.
				Eastwood Rd.	Check Eastwood Oaks Apartments for vehicles in parking lot.
	3:00 P.M.				Office, complete reports.
		4:00 P.M.			Off.
7/3/2024	12:00 P.M.				Check e-mail and phone calls.
	1:00 P.M.		7635	551477 US1	Check Dixie Motel for roof permit.
	1:30 P.M.				Office, call Rochester about sign permit.
		2:30 P.M.			Off.
7/9/2024	1:00 P.M.				Check e-mail and phone calls, return call to Ms.Guynn about W.4Th.Ave. property.
					Complete Quarterly Report.
		3:30 P.M.			Off.
7/10/2024	10:30 A.M.				Check phone calls and e-mail.
	11:30 A.M.			27082 Virginia St.	1 car removed and part of junk debris removed.
				27020 Molly Ln.	Grey 4 door car posted Notice no tag.
			7835	27088 Michael Ln.	Water off left notice, owner of trailer park has started eviction.
			7848	New Oak St.	Spoke to Mr. Reiner about animals in yard and property behind him.
			6132	3780 Raven Dr.	Mobile home removed close file.
			7827	27175 Iowa St.	Spoke to Mr. Wulf about wood pile will remove in 2 weeks.
			7686	15859 C.R. 108	Permit pulled for culvert ,close file.
	4:30 P.M.				Office, complete reports.
		5:00 P.M.			Office, complete reports.
7/16/2024	10:30 A.M.				Check e-mail and call Ms. Harris about water issue.
	11:30 A.M.			27082 Virginia St.	1 car remains, junk and debris ,left door card.
				27024 Minnesota St.	Spoke to tenant Mr. Boggs about cleaning rear yard of junk and debris, also called Relator has for sale.
				27427 W.1St..Ave.	Spoke to owner about trucks and junk in yard ,gave 2 weeks to remove.
				27020 Molly Ln.	Car removed ,close file.
			7827	27175 Iowa's.	Owner will remove wood pile.
				US1	Dixie Motel check on roof permit.
	4:00 P.M.				Office, call Ms. Harris about water issue and McGuinn.
		4:30 P.M.			Off.
7/17/2024	10:00 A.M.				Check e-mail and phone calls
	11:30 A.M.		7879	37095 Ruby Dr.	Left door card and spoke to owner ,will remove in 2 weeks.
			7635	551477 US1	Family Dollar talk to manager about Business License Tax.
			7835	27088 Michael Ln.	Water restored ,close file.
			2535	37455 Oxford St.	Left notice, trash and junk.
	3:00 P.M.				Office, complete reports.
		4:30 P.M.			Off.

7/23/2024	10:00 A.M.				Check e-mail and phone calls. Contact Windstream.Mr.Lynch and Mr. Reed about Permit for shed.
	11:00 P.M.			27275 Minnesota St.	Lien Letter inspection, needs permit for shed and carport.
			7829	37095 Ruby Dr.	Limbs on r/w removed, close file.
			7745	552035 US1	Contact Mr. Haddock and Rochester about sign permit.
			7836	37461 W.1St.Street	Owner has not restored water.
			7746	37937 Oxford St.	Vacant building secured now .
	4:00 P.M.				Office, complete Reports.
		4:30 P.M.			Off.
7/24/2024	11:00 A.M.				Check e-mail and call Dixie Motel about roof permit.
	12:30 P.M.		6273	37054 Pine Tree Dr.	Unit #30 ,complied close file.
			6807	37199 W.1St.Street	Permit pulled ,close file.
			5336	37125 W.8Th.Street	No violations, close file.
			6339	27303 New Front St.	Has Site Application, close file.
			7745	552035 US1	Owner called will have sign removed this week ,do follow up.
	4:30 P.M.				Office, complete report, and work on old files.
		5:00 P.M.			Off.
7/26/2024	11:00 A.M.				Check e-mail and phone calls. Check old files.
	12:30 P.M.		6124	37639 W.1St.Street	Close file, pool removed.
	1:30 P.M.				Office. Complete reports.
		2:00 P.M.			Off.
7/30/2024	10:30 A.M.				Check e-mail, phone calls, and call Ms.Reyner on Minnesota St., check old files.
	12:00 P.M.			27024 Minnesota St.	Lien Letter inspection,2 violations for permits.
	1:30 P.M.				Office, complete daily reports.
		2:30 P.M.			Off.
7/31/2024	10:30 A.M.				Check e-mail, phone calls and work on old files. Call owner about permits on Minnesota St.
		2:30 P.M.			Off.

DEL MILEY - CODE ENFORCEMENT					
DATE	START TIME	ENDING TIME	CASE #	ADDRESS	TASK/COMMENT
8/1/2024	10:30 A.M.				Check e-mail ,call Ms.Guynn and check map on Minnesota St. for shed.
	11:30 A.M.		5176	37059 Tractor Ln.	No violations ,Mobile Home removed, close file.
			7520	37682 Oxford St.	Water active meter, close file.
			7579	27148 W.12Th.Ave.	No violations close file.
			7578	27552 Iowa St.	No violations.
			5912	27791 Georgia St.	Needs pool permit.
			4536	27791 Georgia St.	Needs pool permit.
			4892	27791 Georgia St.	Needs pool permit ,duplicate files.
	3:00 P.M.				requirements.
		3:30 P.M.			Off.
8/6/2024	10:30 A.M.				liens on Minnesota St. For inspection, call Family Dollar Store
					about Business License Tax. Check on sale of 27024 Minnesota St. for sale of property.
	11:45 A.M.		7622	551664 US1	Check on roof permits.
			7890	27024 Minnesota St.	Owner has not removed junk and debris.
			7917	27167 W.1St.Ave.	No debris on W.1St.Ave.,small pile on Montana St., check with owner.
			7635	US1 Family Dollar	Called store about License Tax.
	3:00 P.M.				Office, complete reports, work on old files.
		5:00 P.M.			Off.
8/12/2024	6:30 P.M.			27222 W.4Th.Ave.	water flow after rain storm. Left door card about violation.
		7:30 P.M.			Off.
8/13/2024	12:30 P.M.				Office, check e-mail, phone calls and talk to Myra about new complaints.
	1:30 P.M.		5479	37059 Pecan St.	No violations
			5478	37059 Pecan St.	No violations
				37118 Nea Chele La.	Take pictures of road .
				37045 Walker St.	Lien Letter inspection ,no violations.
			7956	27222 W.4Th.Ave.	Check on garbage in ditch, take pictures.
			7890	27024 Minnesota St.	Junk, debris in rear ,take pictures.
	4:30 P.M.				Office, complete reports.
		5:00 P.M.			Off.
8/14/2024	10:30 A.M.		7956	27222 W.4Th.Ave.	can.
	11:00 A.M.				Office, check e-mail and phone calls.
	11:30 A.M.		5862	27641 Iowa St.	Close file, no violations.
			7781	15720 C.R. 108	Send notice for pool permit.
			7917	27167 W.1St.Ave.	Follow for trash on r/w.
			6826	27150 W.10Th.Ave.	Need shed permit.
	2:30 P.M.				Office, complete reports.
		3:45 P.M.			Off.
8/16/2024	1:00 P.M.				Check e-mail and phone calls. Call Ms. Harris about water account.
	2:00 P.M.		7636	Nea Chele Ln.	Contact owner about road conditions.
			6826	27150 W.10Th.Ave.	Call about pool permit.
			5833	W.14 Th.Ave.	Check for pool permit.
	3:30 P.M.				Office, complete reports.
		4:00 P.M.			Off.

8/20/2024	10:00 A.M.				Check e-mail, phone calls and talk to Lee Anne about permits.
	10:30 A.M.			US1	Check with RandR about fire in rear of store and contact Fire Marshal for inspection.
				27230 Indiana St.	Check on property for loose running dogs and contact Animal Services.
			7622	551664 US1	Permit completed per Kim.
			7890	27024 Minnesota St.	No work on yard ,contact owner.
	2:30 P.M.				Office, complete reports, talk to Kim about Dixie Motel permits.
		3:00 P.M.			Off.
8/21/2024	10:30 A.M.				Check e-mail and phone calls.
	11:30 A.M.			US1	Check sign on fence for permit W.6Th.Street.
				Indiana St.	Posted Notice for yard overgrown.
			6290	3755 Lorena Dr.	Check pool in rear contact owner.
			4918	37056 Black Pearl Ln.	House vacant close file.
			7827	Iowa St.	Brush pile removed ,close file.
			5833	27149 W.14Th.Ave.	Check with Lee Anne about chicken permit.
			7746	37937 Oxford St.	Door open ,contact owner, he will clean and secure in 2 weeks ,in Probate now.
	3:00 P.M.				Office, complete reports.
		3:30 P.M.			Off.
8/22/2024	10:30 A.M.				Check e-mail ,phone calls, talk to Kim about Ms. Harris and water account.
	11:45 A.M.		7977	551769 US1	Check Vape shop for work done without permits.
			2535	37455 Oxford St.	Check for power on and weeds.
	2:00 P.M.				Office, complete reports.
		2:30 P.M.			Off.
8/27/2024	10:30 A.M.				Check e-mail, phone calls and call Mr. Mitchell.
	11:30 A.M.				Check for any political signed on r/w.
				27215 W.2Nd.Ave.	remove.
				27105 W.1St.Ave.	Left door card for limbs on r/w.
			7917	27167 W.1St.Ave.	No violations ,close file.
			6290	3775 Lorena Dr.	Close file, pool drained.
			7977	551769 US1	No violations ,close file.
			7635	551477 US1	Close file, pool drained.
			5833	27149 W.14Th.Ave.	Has permit for chickens. Close file.
	3:30 P.M.				Office, complete reports.
		4:00 P.M.			Off.
8/28/2024	12:30 P.M.				Check e-mail,phone,calls,talk to Myra about cases .Call Ms.Smith about pool permit.
			7781	15720 C.R. 108	Check for pool permit.
			7656	37126 Nea Chele Ln.	Call owner of Trailer Park about road conditions.
			7890	27024 Minnesota St.	Left door took pictures of junk debris in rear.
			4799	37392 W.6Th.Street	Place Notice on gate for Mr.Mitchell yard has several violations.
				27299 W.4Th.Ave	Contact Ms.Guyann about yard in rear junk.
	3:00 P.M.				Office,complete reports.
		4:00 P.M.			Off.

DEL MILEY - CODE ENFORCEMENT					
DATE	START TIME	ENDING TIME	CASE #	ADDRESS	TASK/COMMENT
9/3/2024	10:30 A.M.				Check e-mail and phone calls.
	11:30 A.M.			27493 Missouri St.	Car parking in road blocking mailbox ,left notice on door.
				Nea-Chele Ln.	Call Ms. Johnson about road conditions.
				W.4Th.Ave	Contact Ms.Guynn about clean up of property.
				552121 US1	Check Smith Machine property about tree limbs around building.
				552299 US1	Old mattress on side of road ,call contractor about pickup.
				27483 Missouri St.	Yard overgrown ,call owner.
			7957	W.5Th. Ave.	Check alley behind houses for debris.
				Virginia St.	Check red truck on r/w for tag.
			7917	27167 W.1St. Ave.	Debris removed .close file.
			7890	27024 Minnesota St.	Working on yard cleanup.
	4:00 P.M.				Complete daily reports.
		4:30 P.M.			Off.
9/4/2024	12:30 P.M.				Check e-mail and phone calls.
					Call John about Minnesota St.
					Call Mr. Mitchell mailbox full no message left.
					Call Ms.Guynn about W.4Th.Ave.property.
					Call Mr. Smith about pool permit.
	2:30 P.M.			15720 C.R. 108	Close owner has permit.
	3:30 P.M.				Office, complete reports.
		4:00 P.M.			Off.
9/6/2024	1:00 P.M.			W.12Th.Ave.	Lien search ,no violations.
				Pine St.	Post Zoning signs for Lee Anne.
	2:00 P.M.				Office check e-mail and phone calls.
		3:00 P.M.			Off.
9/12/2024	12:30 P.M.				Check e-mail. Phone calls.
	1:30 P.M.			551630 US1	Vacant house ,called owner will clean yard.
				27082 Virginia St.	Truck has not been removed.
				27483 Missouri St.	Check yard for weeds and debris wip.
			7745	552035 US1	Sign on Haddock building removed ,close file.
			2694	552047 US1	Vacant house has weeds and junk ,call owner.
			5912	27791 Georgia St.	Check office for pool permit.
		4:30 P.M.			Off.
9/13/2024	12:30 P.M.				Check e-mail and call Ms. Benson about fence on property.
	1:30 P.M.			552121 US1	Tree limbs remain ,call owner.
		2:30 P.M.			Off.
9/17/2024	11:30 A.M.				Check e-mail and talk to Myra about permits.
	12:30 P.M.			37356 W.3Rd. St.	Lien Letter inspection ,no violations.
				W.4Th.Ave.	Small pile limbs and pallet on corner at Minnesota St.. Contact Public Works.
				27214 W.12Th.Ave.	Debris removed from r/w ,close file.
				552299 US1	Mattress on r/w call contractor.
				552121 US1	Tree limbs not removed.
				37114 W.14Th.Ave.	Tree limbs not removed.
				27216 W.5Th.Ave.	Left notice about yard vehicle and debris.
				27224 W.5Th.Ave.	Junk ,trash and tires ,left notice.
			7890	27024 Minnesota St.	Rear yard clean, close file.
		5:00 P.M.			Off.

9/18/2024	1:00 P.M.				Check e-mail and call Dawn about debris on r/w.
	2:00 P.M.				Contact church on Oxford St. about dumping on W.3Rd.St.easement.
				37114 W.4Th.Ave.	Spoke to lady about tree limbs on r/w.
		3:00 P.M.			Off.
9/19/2024	12:30 P.M.				Check e-mail, talk to Lee Anne about building on W.6Th.Street.
	1:30 P.M.			US1	Remove Zoning signs for Lee Anne.
				Whisper Ridge Rd.	Take pictures of fence for set backs.
				27489 W.6Th.Street	Vacant mobile home ,check roof for damage.
				27483 Missouri St.	Call owner Mr. Reed about property and repairs.
				551630 US1	Call Mr. Holley about vacant house and yard needs mowing and cleanup.
				552047 US1	Call Mr. Holley about vacant house and yard needs mowing and cleanup.
				27216 W.5Th.Ave.	Red truck removed.
		4:30 P.M.			Off.
9/23/2024	1:30 P.M.				inspection.
	2:00 P.M.			Nea-Chele Ln.	Road ok now ,will do follow up inspections.
	3:00 P.M.				Office, called Ms.Guynn she has dumpster on property cleaning all junk remaining. Called Mr. Reed about Missouri
					Street and mobile homes. Tried to contact Mr.Varnes about mobile home on Ohio St.
		4:00 P.M.			Off.

9/24/2024	10:30 A.M.				Check e-mail and phone calls.
					Called Mr. Reeds son about violation on Missouri St. mobile home.
	11:30 A.M.			37114 W.4Th.Ave.	Tree limbs removed from r/w ,close file.
				552299 US1	Mattress on r/w call Public Works about pickup.
				552121 US1	Smith Machine Company all tree limbs removed.
		3:30 P.M.			Off.
9/25/2024	11:00 A.M.				Office, Spoke to Ms. Addison on W.6Th.Street she need 2 weeks to clean yard.
	12:00 P.M.		8036	27493 Missouri St.	Spoke to tenant about cleaning yard.
				552299 US1	Mattress removed ,close file.
		2:30 P.M.			Off.
9/26/2024	10:30 A.M.			37226 S.Oak St.	Lien Letter inspection.no violations.
	11:30 A.M.				Office, check e-mail and phone calls.
		12:30 P.M.			Off.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 17, 2024

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

SUBJECT: Town Council to reschedule the October 10, 2024, Monthly Workshop.

BACKGROUND:

At the October 7, 2024, Emergency Special Meeting, the Monthly Workshop scheduled for October 10, 2024, was cancelled due to Hurricane Milton. This workshop needs to be scheduled prior to the first meeting in November so that the following items can be discussed:

- Community Center/Hurricane Shelter contract for architectural and engineering services.
- Continuing Engineering Services RFQ's can be reviewed and ranked (SRF FDEP Sewer Rehabilitation Project).
- Public Works Director position vacancy.
- Nassau Delegation requested projects.
- Hilliard Airpark – Hilliard Aviation, Inc.
-

FINANCIAL IMPACT:

NA

RECOMMENDATION:

Town Council to reschedule the October 10, 2024, Monthly Workshop.

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

TUESDAY, OCTOBER 01, 2024, 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
Parks & Recreation Director, Gabe Whittenburg

WORKSHOP

ITEM-1 Town Council to review and discuss the items that have been recommended for the Five-Year Capital Improvement Plan and finalize the plan for adoption at the October 3, 2024, Town Council Meeting.

Lisa Purvis, MMC – Town Clerk

Town Clerk, Lisa Purvis to make changes discussed with the Five-Year Capital Improvement Plan for approval on October 3, 2024, Regular Meeting.

ITEM-2 Town Council to review and discuss the Department Directors annual employees' reviews and salary recommendations for the fiscal year 2024-2025.

Lisa Purvis, MMC – Town Clerk

Town Council discusses reviews and salary recommendations for the fiscal year 2024-2025.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion to adjourn at 9:25 p.m.

Motion made by Councilman Michaels, 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

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TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, OCTOBER 03, 2024, 7:00 PM

NOTICE TO PUBLIC

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PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

PROCLAMATIONS

ITEM-1 Mayor & Town Council to Proclaim October 2024 as "Emily Adkins Blood Clot Awareness Month".

Mayor Beasley

Mayor Beasley proclaims October 2024 as "Emily Adkins Blood Clot Awareness Month".

Doug Adkins speaks about blot clot awareness and leaves the Town with two posters with the blood clot awareness campaign information on them.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-9 Payable from Mittauer & Associates, Inc., on the Oxford Street Force Main Rerouting.

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

ITEM-10 Discussion of Mobility and Impact Fees.

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

ITEM-3 Town Council to adopt Resolution No. 2024-17, authorizing the Hilliard Middle Senior High School Homecoming Parade on Friday, October 4, 2024, beginning at 2:45 p.m.

Lisa Purvis, MMC – Town Clerk

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

ITEM-4 Town Council to set a workshop for the Hilliard Elementary School to have a 'Mock Town Council Meeting' in honor of City Government Week October 21st – 27th, 2024.

John P. Beasley – Mayor

Motion to schedule a Workshop to hold a Mock Town Council Meeting with Hilliard Elementary School students for City Government Week on Tuesday, October 22, 2024, at 6:00 p.m.

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

ITEM-5 Town Council to adopt the Five-Year Capital Improvement Plan, Fiscal Years 2025-2029, for the Town of Hilliard.

Lisa Purvis, MMC – Town Clerk

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

ITEM-6 Town Council approval of Town Employee Grade/Step Pay Increases and Benefits for Fiscal Year 2024-2025.

Lisa Purvis, MMC – Town Clerk

Town Council discusses and explains the interim Public Works Director position is temporary, and the Cory Hobbs and Charles Chavarria's pay will return with a one-step increase once a new Public Works Director is hired.

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

- ITEM-7 Town Council approval of the Minutes for the September 12, 2024, Workshop, the September 19, 2024, Regular Meeting & Workshop, and the September 20, 2024, Public Hearing & Special Meeting.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-8 Town Council approval of the Lamp, Roy & Associates, Inc., Payable through August 21, 2024, Project Name: Florida Department of Transportation Land North in the amount of \$500.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$464,000.00

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

ADDED ITEMS

- ITEM-9 Town Council approval of Mittauer & Associates, Inc., Payable through September 27, 2024, Project Name: Oxford Street Force Main Rerouting in the amount of \$4,080.00.
FDEP LPA0302 GRANT FUNDED PROJECT \$609,000; LUMP SUM CONTRACT \$85,900

- ITEM-10 Town Council to discuss Mobility and Impact Fees for new construction within the Town of Hilliard.
Councilman Wollitz

Town Clerk, Lisa Purvis to send another email to Nassau County continuing services contract consultant regarding piggy backing off of Nassau County's contract.

ADDITIONAL COMMENTS

PUBLIC

Town Council to set a Workshop on Thursday, October 17, 2024, at 6:00 p.m. for the Nassau County 2050 Vision & Comprehensive Plan.
Lee Anne Wollitz – Land Use Administrator

Land Use Administrator Lee Anne Wollitz, advises all that the Town of Callahan will be in attendance so that Nassau County does not have to travel twice.

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

Timothy Fisk, 27146 West First Avenue, states that he is going live on Facebook, and that he may need 20 seconds extra as he has difficulty breathing. He notifies all that he would like to make an official records request of all registered golf carts; makes, models, and manufacturers. If the Town does not provide, he wants the statute saying that the Town does not have to provide.

MAYOR & TOWN COUNCIL

Councilman Michaels, Council President Sims, and Mayor Beasley, extend their condolences to Council Pro Tem Pickett and safe travels to him, as he's recently had a death in the family.

Council Pro Tem Pickett, thanks all for their condolences and prayers.

Mayor Beasley, Thanks Council for setting a Workshop for City Government Week. He states he is going by the Elementary School to thank the students who participated in the Essay contest.

The Hilliard Harvest has been rescheduled for October 26, 2024.

Soccer and volleyball begin soon, and registering for basketball is available.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

ABSENT

Interim Public Works Director, Cory Hobbs

Parks & Recreation Director, Gabe Whittenburg

Town Clerk Lisa Purvis, states that the applications for the FRDAP grants for Oxford Street Park and Town Hall Park were due September 30th, 2024, and that the due date was extended to October 14, 2024, due to Hurricane Helene.

House Representative Dean Black and Senator Clay Yarborough's offices had both reached out to her to advise that the Nassau Delegation will be held on November 13, 2024, at the NCBOCC Room, at the Yulee Annex between 12:00 p.m. and 3:00 p.m. To ensure that the Town had their requests submitted. The Town will need to decide how many items they would like on the agenda.

Town of Callahan Mayor, Clerk, and Public Works/Manager will be attending the Workshop on Thursday, October 17, 2024, at 6:00 p.m. for the Nassau County 2050 Vision and Comprehensive Plan presentation.

She reached out to Mike Swain with Hilliard Aviation, and he's got a check coming to the Town, along with their financials.

TOWN ATTORNEY

No comments.

ADJOURNMENT

Motion to adjourn at 7:40 p.m.

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

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

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

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Lisa Purvis, Town Clerk
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Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

MONDAY, OCTOBER 07, 2024, 7:00 PM

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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

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

ABSENT

Mayor John Beasley

SPECIAL MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-3 Public Information Officer's responsibility in relation to the Nassau County Emergency Operations Center.

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

ITEM-2 Town Council to set dates for closure of Town Hall Offices and Facilities to the public and non-essential staff.

Kenny Sims - Council President

Motion is made as follows:

1. The Town Council declares a State of Emergency for the Town of Hilliard, for a duration of seven days or until Nassau County lifts theirs.
2. Town Council designates Council President Sims as the primary point of contact during this period.
3. Town Council states that storm debris will not be collected until directed by either Council President Sims or the Nassau County Emergency Management Operations Center activates the Storm Debris Clean Up contract.
4. Town Council states the Public Works Department is tasked with clearing storm debris from roads and rights-of-way unless conditions become too hazardous.
5. Town Council Monthly Workshop on October 10, 2024, is to be canceled and will be rescheduled at the October 17, 2024, Regular Meeting.

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

ADDED ITEMS

ITEM-3 Town Council to discuss the Public Information Officer's responsibility in relation to the Nassau County Emergency Operations Center.

Gabe Whittenburg – Parks & Recreation Director

Parks & Recreation Director Gabe Whittenburg, advises the Town Council that the Nassau County Emergency Management Operations Center has requested the Town's Public Information Officer, Alicia Head, to report to EOC as soon as possible. Following discussion, the Town Council agrees that P&R Director Gabe Whittenburg needs to be the one to make the determination for when Mrs. Head attends.

ADDITIONAL COMMENTS

PUBLIC

No public comments.

MAYOR & TOWN COUNCIL

No comments.

ADMINISTRATIVE STAFF

PRESENCE

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

Interim Public Works Director, Cory Hobbs asks several storm related questions to get an understanding of what the Council are expecting of the Public Works Department during the storm. Also, advises that they are getting a larger propane tank for the Oxford Street Lift Station due to duration that this lift station may have to run if the power goes out.

TOWN ATTORNEY

Absent.

ADJOURNMENT

Motion to adjourn at 7:42 p.m.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

IMPORTANT REMITTANCE INFORMATION

Please include the AECOM invoice number when sending payment

INVOICE NUMBER: 2000941941
Invoice Date: 09-OCT-24
Invoice Due Date: 08-NOV-24
Amount Due: \$22,288.20 USD
Project Number: 60732142

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

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

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

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

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

Regards,

AECOM Cash Application Department
CashAppsRemittance@aecom.com

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

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

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



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

Tel: 813-286-1711

Fax: 813-287-8591

Federal Tax ID No. 95-2661922

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

Invoice Date: 09-OCT-24
Invoice Number: 2000941941

Agreement Number: 60732142
Agreement Description:

Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60732142
Bill Through Date : 06-JUL-24 - 27-SEP-24
Bil Prange

Project Name : 01J_Hilliard Airpark-Hangar Building - SA No. 20

Phase Lump Sum		Percent		Earned	Previous	Current
Project Number	Description	Fee	Complete			
60732142	01J_Hilliard Airpark-Hangar Buil	111,441.00	40.00%	44,576.40	22,288.20	22,288.20
Total Phase Lump Sum:						22,288.20
Project Total : 01J_Hilliard Airpark-Hangar Building - SA No. 20						22,288.20

Invoice Summaries

Total Current Amount :	22,288.20
Retention Amount :	0.00
Pre-Tax Amount :	22,288.20
Tax Amount :	0.00
Total Invoice Amount :	22,288.20

Billing Summaries

Billing Summary	Current	Prior	Total	Total Fee	Percent Complete
Billings	22,288.20	22,288.20	44,576.40	111,441.00	40.00
Tax	0.00	0.00	0.00		
Billing Total :	22,288.20	22,288.20	44,576.40		

IMPORTANT REMITTANCE INFORMATION

Please include the AECOM invoice number when sending payment

INVOICE NUMBER: 2000941949
Invoice Date: 09-OCT-24
Invoice Due Date: 08-NOV-24
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.

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Regards,

AECOM Cash Application Department
CashAppsRemittance@aecom.com

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

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

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



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

Tel: 813-286-1711

Fax: 813-287-8591

Federal Tax ID No. 95-2661922

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

Invoice Date: 09-OCT-24
Invoice Number: 2000941949

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 : 31-AUG-24 - 04-OCT-24
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>	<u>Current</u>
60732153	Hilliard Airpark Cultural Resources Support Services	55,000.00	25.00%	13,750.00	8,250.00	5,500.00

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	8,250.00	13,750.00	55,000.00	25.00
Tax	0.00	0.00	0.00		
Billing Total :	5,500.00	8,250.00	13,750.00		



MITTAUER
& ASSOCIATES, INC.
CONSULTING ENGINEERS &
PROJECT FUNDING SPECIALISTS

ITEM-14
35 Years
1989-2024
ENGINEERING
EXCELLENCE

580-1 WELLS ROAD
ORANGE PARK, FL 32073
PHONE: (904) 278-0030
FAX: (904) 278-0840
WWW.MITTAUER.COM

October 11, 2024

VIA EMAIL

Ms. Lisa Purvis, Town Clerk
Town of Hilliard
15859 West County Road 108
Hilliard, FL 32046

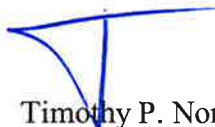
RE: Contractor's Pay Request No. 5-Final
DEP Oxford Street Force Main Rerouting
DEP Agreement No. LPA0302
Town of Hilliard, Florida
Mittauer & Associates, Inc. Project No. 9610-55-1

Dear Ms. Purvis:

We have reviewed Pay Request No. 5-Final from T B Landmark Construction, Inc. and find it acceptable. We have, accordingly, indicated our approval and are forwarding an electronic copy to you for approval and payment. This pay request totals \$36,163.51.

Please do not hesitate to call should you have any questions.

Sincerely yours,
Mittauer & Associates, Inc.



Timothy P. Norman, P.E.
Vice President

TPN/pj
Enclosure
cc: T B Landmark Construction, Inc.

RECEIVED

OCT 11 2024

MITTAUER & ASSOC., INC.

Application and Certificate for Payment

Application Number: 5 Application Date: October 9, 2024
 Purchase Order No: _____ Billing Period: 8/1/2024 - 9/30/2024
 Project Name: DEP Oxford Street Force Main Rerouting
 Project Authorization No. _____ Project Auth. Date: March 11, 2024
 Owner: Town Of Hilliard
 Contractor: TB Landmark Construction, Inc.
 Contractor Address: 11220 New Berlin Rd Jacksonville, Florida 32226
 Contact Name: Scott Rivenbark Contact No. 904-652-6093

Project Authorization Amount:	\$	562,270.00
Change Orders	\$	(500.00)
Total Amount Authorized:	\$	561,770.00
Application is made for payment, as hereinafter shown, in connection with this contract:		
Work in Place - see attached schedule:	\$	561,770.00
Material suitably stored - see attached schedule:	\$	-
Total Earned To Date:	\$	561,770.00
Gross Retainage Withheld:	\$	28,088.51
Retainage Released on Previous Applications:	\$	-
Retainage Released on This Application:	\$	28,088.51
Balance of Retainage Being Held After This Application:	\$	-
Amount Previously Paid:	\$	525,606.49
Gross Due This Application:	\$	8,500.00
Less Retainage This Application:	\$	425.00
Net Due This Application:	\$	8,075.00
Retainage Released This Application:	\$	28,088.51
Total Payment Due: (Net Due This Application + Retainage Released This Application)	\$	36,163.51

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payments shown herein is now due.

Date: 10/10/24
 KYNDLE MICHELLE BENDER
 Notary Public - State of Florida
 Commission # HW 254659
 My Comm. Expires Jul 9, 2026
 Sealed through National Notary Assn.
 Contractor's Representative (Signature) _____
 Scott Rivenbark, Project Manager
 Printed Name & Title

Notary Affidavit:
 State Of: Florida County of: Nassau
 Sworn to and subscribed before me this 10 day of October 2024
 Personally known X Or Produced identification _____
 (Type of Identification)
K Bender _____
 Notary Public State of Florida (Signature) My commission expires 7-9-26

ENGINEER'S CERTIFICATE OF PAYMENT
 In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.
 AMOUNT CERTIFIED.....\$ 36,163.51
 For Use of Project Engineer (Patricia Jacobs)

Approvals
 Engineer's Authorized Agent _____ Date: 10/11/24
 Owner's Authorized Agent _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

DEP Oxford St. FM Rerouting (Town of Hilliard)
Schedule of Values and Work In Place ()

6/1/2024 - 6/30/2024 DEP Oxford Street Force Main Rerouting Date: October 9, 2024
 Contractor: TB Landmark Construction, Inc. Billing Period: 8/1/2024 - 9/30/2024
 Purchase Order No. Pay Request Nbr: 5
 Project Authorization Number: Project Authorization Date: March 11, 2024

Tab 1												
		Planned (Bid Quantities)				Quantity Installed			Dollar Amount Earned			
A	B	C	D	E	F	G	H	I	J	K	L	M
Item No.	Item Description	Qty	Unit	Unit Price	(C x E) Contract Total	(J / F) % Comp	Previously Installed	Installed This Period	(H + I) Total To Date	Previously Billed	Due This Period	\$ Balance To Complete
1	Mobilization and General Conditions	1	LS	\$ 27,227.00	\$ 27,227.00	100.00%	1		\$ 27,227.00	\$ 27,227.00	\$ -	\$ -
2	6" PVC Force Main, Conventinally Installed	1520	LF	\$ 95.00	\$ 144,400.00	100.00%	1520		\$ 144,400.00	\$ 144,400.00	\$ -	\$ -
3	6" FPVC Force Main, Directionally Drilled	320	LF	\$ 100.00	\$ 32,000.00	100.00%	320		\$ 32,000.00	\$ 32,000.00	\$ -	\$ -
4	6" Gate Valves and Boxes	4	EA	\$ 3,000.00	\$ 12,000.00	100.00%	4		\$ 12,000.00	\$ 12,000.00	\$ -	\$ -
5	8"x6" Tapping Sleeve and Tapping Valve	1	EA	\$ 9,500.00	\$ 9,500.00	100.00%	1		\$ 9,500.00	\$ 9,500.00	\$ -	\$ -
6	Ductile Iron Fittings (Epoxy Lined)	500	LBS	\$ 24.50	\$ 12,250.00	100.00%	500		\$ 12,250.00	\$ 12,250.00	\$ -	\$ -
7	Sewage Air Release Valve Assembly	1	EA	\$ 14,000.00	\$ 14,000.00	100.00%	1		\$ 14,000.00	\$ 14,000.00	\$ -	\$ -
8	Connection to Existing 6" Force Main	1	EA	\$ 5,000.00	\$ 5,000.00	100.00%	1		\$ 5,000.00	\$ 5,000.00	\$ -	\$ -
9	Aerial Culvert Crossing	1	LS	\$ 37,195.00	\$ 37,195.00	100.00%	1		\$ 37,195.00	\$ 37,195.00	\$ -	\$ -
10	Concrete Encasement and Specials	20	CY	\$ 300.00	\$ 6,000.00	100.00%		20	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -
11	Removal and Replacement of Unsuitable Soils	200	LF	\$ 15.00	\$ 3,000.00	100.00%		200	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
12	Asphaltic Roadway/ Driveway Restoration	20	LF	\$ 350.00	\$ 7,000.00	100.00%	20		\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
13	Concrete Driveway/ Sidewalk Restoration	20	LF	\$ 175.00	\$ 3,500.00	100.00%	20		\$ 3,500.00	\$ 3,500.00	\$ -	\$ -
14	Stabalized/ Rock/ Gravel Roadway/ Driveway Restoration	280	LF	\$ 8.00	\$ 2,240.00	100.00%	280		\$ 2,240.00	\$ 2,240.00	\$ -	\$ -
15	Clearing and Grubbing/ Tree Removal- Lift Station Work	1	LS	\$ 235,000.00	\$ 235,000.00	100.00%	1		\$ 235,000.00	\$ 235,000.00	\$ -	\$ -
16	Seed and Mulch	600	LF	\$ 2.00	\$ 1,200.00	100.00%	600		\$ 1,200.00	\$ 1,200.00	\$ -	\$ -
17	Sod	650	LF	\$ 5.50	\$ 3,575.00	100.00%	650		\$ 3,575.00	\$ 3,575.00	\$ -	\$ -
18	Flushing and Pressure Testing	1	LS	\$ 2,508.00	\$ 2,508.00	100.00%	1		\$ 2,508.00	\$ 2,508.00	\$ -	\$ -
19	Demobilization and Close-out	1	LS	\$ 4,675.00	\$ 4,675.00	100.00%	1		\$ 4,675.00	\$ 4,675.00	\$ -	\$ -
				Totals:		\$ 562,270.00	100.00%		\$ 562,270.00	\$ 553,270.00	\$ 9,000.00	\$ -

**Utility Grid Projects
Schedule of Values and Work In Place (Summary)**

Job Name: 6/1/2024 - 6/30/2024
 Contractor: TB Landmark Construction, Inc.
 Purchase Order No. _____
 Project Authorization Number: _____

Date: October 9, 2024
 Billing Period: 8/1/2024 - 9/30/2024
 Pay Request Nbr: 5
 Project Authorization Date: March 11, 2024

Summary By Asset

Tab 1 Not Used

A	B	C	D	E	F	G
Asset	Authorized Amount	Total Work To Date	Previously Billed	Amount Due This Period	Balance To Complete	Retainage
Original Bid	\$ 562,270.00	\$ 562,270.00	\$ 553,270.00	\$ 9,000.00	\$ -	\$ 28,113.50
SWA	\$ (500.00)	\$ (500.00)	\$ -	\$ (500.00)	\$ -	\$ (25.00)
Totals:	\$ 561,770.00	\$ 561,770.00	\$ 553,270.00	\$ 8,500.00	\$ -	\$ 28,088.50

Project Authorization and Payment Calculations

Project Authorization Amount

	6/1/2024 - 6/30/2024	Change Orders	Total
Tab 1 Not Used	\$ 562,270.00	\$ (500.00)	\$ 561,770.00
	\$ 562,270.00	\$ (500.00)	\$ 561,770.00

Payments

	Includes SWAs & Change Orders							
	A	B	C	D	E	F	G	H
	Total Worked (Work In Place)	Previously Billed	Due This Period	Stored Material (Current Pay Period)	Stored Material (Previous Pay Period)	(Use this column for Oracle Receipt Dtrs) Current Amount Due (C + D - E)	Current Retainage (F x 0.05)	Current Payment to Contractor (F - G)
Tab 1 Not Used	\$ 561,770.00	\$ 553,270.00	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00	\$ 425.00	\$ 8,075.00
	\$ 561,770.00	\$ 553,270.00	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00	\$ 425.00	\$ 8,075.00

Total Value of Contract Earned To Date	
Total Work In Place:	\$ 561,770.00
Stored Material (Current Period):	\$ -
Total Earned To Date:	\$ 561,770.00

Retainage Released Box		
PMT No.	Amount Released Previous Periods	Amount Released This Period
5		\$ 28,088.51
Sub-Totals	\$ -	\$ 28,088.51
Grand		
Total Released:	\$ 28,088.51	
Contractor must enter "Gross Retainage Withheld To Date:" from Previous AFP		\$ 27,663.51

Previous Application Amount	
Previously Billed	\$ 553,270.00
Stored Material (Prev Pay Period)	\$ -
Subtotal:	\$ 553,270.00
Gross Retainage	\$ 27,663.51
Subtotal:	\$ 525,606.49
Plus Retainage Released Previous Periods:	\$ -
NET Cash:	
Previously Paid to	\$ 525,606.49

Retainage Calculation	
Gross Retainage Withheld To Date:	\$ 28,088.51
Retainage Released This Period:	\$ 28,088.51
Retainage Released Previous Periods	\$ -
Net (Unpaid) Retainage:	\$ -

Retainage Rates	
Retainage Rate Previous Application:	5%
Retainage Rate This Application:	5%



AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 17, 2024

FROM: ***Dallis Hunter – Councilman***

SUBJECT: Town Council discussion of Railside Live YouTube live-stream produced videos of trains. Request to install a Sunba Illuminati on the Hilliard Volunteer Fire Station.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

NA

RECOMMENDATION:

Town Council discussion of Railside Live YouTube live-stream produced videos of trains. Request to install a Sunba Illuminati on the Hilliard Volunteer Fire Station.

Lisa Purvis

From: Dallis Hunter
Sent: Tuesday, October 15, 2024 8:55 AM
To: Lisa Purvis
Subject: Fwd:

Sent from my iPad

Begin forwarded message:

From: Dallis Hunter <neflhousehunter@gmail.com>
Date: October 15, 2024 at 8:22:56 AM EDT
To: Dallis Hunter <dhunter@townofhilliard.com>

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

I believe sent it by here it is just in case:

Dear Mr. Hunter,

Here is some further information regarding the railroad webcam. I run a successful and growing YouTube channel, called RAILSIDE LIVE, where I live-stream and produce videos of trains. If granted permission, I hope to install a Sunba Illuminati on the fire station in Hilliard, FL. I will need access to a power outlet and router for the setup. There will be an Ethernet cable from the router to the POE+ injector and a 3-prong outlet cable from the outlet to the POE+ injector. From there, one ethernet cable will leave the building to connect to the camera. The entire setup will be as subtle as possible. My goal is to livestream this camera on YouTube for all to enjoy. I have done three other cameras all over New England in East Greenwich, RI, New London, CT, and Worcester, MA. The response to these three cameras has been outstanding. Adding a Florida camera would be fantastic, as it opens up a whole new viewer base. Please let me know if you have any other questions.

Best,

Jack

Camera Links

New London, CT
<https://www.youtube.com/watch?v=DhZ3fndtAWw>

East Greenwich, RI

<https://www.youtube.com/watch?v=Hre7Arybo3w>

Worcester, MA

<https://www.youtube.com/watch?v=XFLvhx60Bg8>

"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing." This email and any files transmitted with it may contain privileged or confidential information and may be read or used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, dissemination, distribution, forwarding, printing or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments and notify the sender by reply mail. "This institution is an equal opportunity provider and employer" If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov."