

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

AGENDA

THURSDAY, AUGUST 06, 2026, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC HEARING

ITEM-1

Ordinance No. 2026-04 – Establishing procedures for the review and approval of Certified Recovery Residences pursuant to section 397.487, Florida Statutes.

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2026-04

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2026-04, on Second & Final Reading.

ITEM-2 Ordinance No 2026-05 – Imposing a temporary moratorium on the acceptance, review, or approval of applications for development permits, development orders, rezoning, or site plans related to data centers, data processing facilities, data mining or cryptocurrency mining operations (referenced herein collectively as data center facilities) within town limits of the Town of Hilliard.

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2026-05

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2026-05, on Second & Final Reading.

PROCLAMATIONS

ITEM-3 The Town of Hilliard to Recognize the 200th Anniversary of Nassau County Sheriff's Department

John P. Beasley – Mayor

REGULAR MEETING

ITEM-4 Additions/Deletions to Agenda

ITEM-5 Town Council adoption of Resolution No. 2026-09, Amending Resolution No. 2026-06, Unified Fee Schedule; Water & Sewer; Culverts; Planning & Land Use; Building Permitting; and Parks & Recreation.

Lisa Purvis, MMC – Town Clerk

ITEM-6 Town Council approval of Change Order No. 1, to increase the contract price by \$2,826.00, for the FDOT funded project to construct a new box hangar building at the Hilliard Airpark.

Lisa Purvis, MMC – Town Clerk

ITEM-7 Town Council to accept the resignation of David Pender, Program Manager, effective July 24, 2026.

Gabe Whittenburg – Parks and Rec Director

ITEM-8 Town Council approval of Capital Budget Expenditure of Major Purchase for Road Millings from Masters Road Clean Concrete Recycling.

Cory Hobbs – Public Works Director

ITEM-9 Town Council approval of the Minutes for June 4, 2026, June 18, 2026, July 2, 2026, and July 16, 2026, Regular Meetings.

Lisa Purvis, MMC – Town Clerk

ITEM-10 Town Council approval of CPH Consulting, LLC, Payable through July 10, 2026, Project Name: 8" Parallel Water Main Extension to FAA Facility in the amount of \$2,400.00.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$199,680.

- ITEM-11** Town Council approval of CPH, Payable through July 10, 2026, Project Name: FY 24/25 Resilient Florida Planning Grant, in the amount of \$110,000.00.
FDEP COMPREHENSIVE VULNERABILITY ASSESSMENT GRANT FUNDED PROJECT IN THE AMOUNT OF \$180,000; LUMP SUM CONTRACT \$180,000.
- ITEM-12** Town Council approval of Lylam, LLC dba Facility's Constructors, Payable through July 14, 2026, Project Name: Construct Box Hangar Building at the Hilliard Airpark in the amount of \$90,967.54.
FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; LYLAM, LLC DBA FACILITY'S CONSTRUCTORS LUMP SUM CONTRACT \$269,989.60
- ITEM-13** Town Council approval of Partridge Well Drilling, Inc., Payable through July 17, 2026, Project Name: Well No. 2 Rehabilitation in the amount of \$8,400.00.
CAPITAL FUNDED PROJECT BUDGETED \$50,000
- ITEM-14** Town Council approval of PQH Group, Payable through July 17, 2026, Project Name: Hurricane Shelter / Community Center Project in the amount of \$3,200.00.
FDEM 100% GRANT FUNDED PROJECT \$5,890,200; PQH GROUP LUMP SUM \$572,000
- ITEM-15** Town Council approval of Site Savvy, Inc., Payable through July 8, 2026, Project Name: Gravity Sewer Replacement/Lining MH 33 Michigan & West Fifth in the amount of \$3,620.46. Total approved Gravity Sewer Replacement/Lining \$12,200.92.
CAPITAL FUNDED PROJECT BUDGETED \$50,000
- ITEM-16** Town Council approval of Site Savvy, Inc., Payable through July 29, 2026, Project Name: Gravity Sewer Replacement/Lining MH 92 New Front St. & Illinois in the amount of \$4,960.00. Total approved Gravity Sewer Replacement/Lining \$12,200.92.
CAPITAL FUNDED PROJECT BUDGETED \$50,000
- ITEM-17** Town Council approval of TB Landmark Construction, Payable through May 15, 2026, Project Name: MH 167 and MH 170 Repairs, Pay Request No. 3 in the amount of \$50,530.50.
CAPITAL FUNDED PROJECT BUDGETED \$300,000; TB LANDMARK CONSTRUCTION LUMP SUM CONTRACT \$323,267.52

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

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

ADA NOTICE

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

APPEALS

Pursuant to the requirements of Section 286.0105, Florida 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.

2026 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 19, 2026
2. Memorial Day	Monday, May 25, 2026
3. Independence Day	Friday, July 3, 2026
4. Labor Day	Monday, September 7, 2026
5. Veterans Day	Wednesday, November 11, 2026
6. Thanksgiving Day	Thursday, November 26, 2026
7. Friday after Thanksgiving Day	Friday, November 28, 2026
8. Christmas Eve	Thursday, December 24, 2026
9. Christmas Day	Friday, December 25, 2026
10. New Year's Eve	Thursday, December 31, 2026
11. New Year's Day	Friday, January 1, 2027



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing & Regular Meeting

Meeting Date: August 6, 2026

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

SUBJECT: Planning & Zoning Board recommendation to the Town Council for approval of Ordinance No. 2026-04, an Ordinance establishing procedures for the review and approval of Certified Recovery Residences pursuant to section 397.487, Florida Statutes; providing for conflict, severability, administrative correction of scrivener's errors, publication and effective date. Adopting on Second and Final Reading.

BACKGROUND:

See attached documents.

FINANCIAL IMPACT:

All financial expenses to be covered by applicant.

RECOMMENDATION:

Town Council adoption of Ordinance No. 2026-04, on Second and Final Reading.

ORDINANCE NO. 2026-04

AN ORDINANCE ESTABLISHING PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES PURSUANT TO SECTION 397.487, FLORIDA STATUTES; PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS, PUBLICATION AND EFFECTIVE DATE.

WHEREAS, on June 18, 2025, Senate Bill 954 was signed by the Governor, amending section 397.487, Florida Statutes, effective July 1, 2025, requiring that by January 1, 2026, the governing body of each county or municipality shall adopt an ordinance to establish procedures for review and approval of certified recovery residences; and

WHEREAS, the Hilliard Town Code currently does not contain an ordinance implementing such procedures as contemplated by the Legislature; and

WHEREAS, the passage of this ordinance is intended to ensure that the Town of Hilliard fulfills its obligation under section 397.487, Florida Statutes; and

WHEREAS, the Town of Hilliard finds that this Ordinance is in the best interest and welfare of the residents of the Town.

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

Section 1: Authority

The Town Council of the Town of Hilliard has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida and Chapter 163 and 166, Florida Statutes.

Section 2: Amending Chapter 62, "Zoning and Land Development Regulations"

The Code of Ordinances of the Town of Hilliard, Florida, Chapter 62, "Zoning and Land Development Regulations" is hereby amended by adding Article XIII, "Certified Recovery Residences", which reads as follows:

Sec. 62-572. – Purpose and Intent.

The purpose of this Article is to establish procedures for the review and approval of certified recovery residences within the Town, in accordance with Section 397.487, Florida Statutes, and in a manner consistent with applicable federal and state laws, including but not limited to: the Fair Housing Amendments Act of 1988 (42 U.S.C. §§ 3601 et seq.), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131 et seq.), and Section 397.487, Florida Statutes (collectively referred to herein as "Applicable Laws").

Sec. 62-573. – Definitions.

- (a) Certified Recovery Residence means a recovery residence that holds a valid certificate of compliance and is actively managed by a certified recovery residence administrator.
 - (1) A Level I Certified Recovery Residence houses individuals in recovery who have completed treatment, with a minimum of 9 months of sobriety, and is democratically run by the members who reside in the home.
 - (2) A Level II Certified Recovery Residence encompasses the traditional perspectives of sober living homes. There is oversight from a house manager who has experience with living in recovery. Residents are expected to follow rules outlined in a resident handbook provided by the certified recovery residence administrator. Residents must pay dues, if applicable, and work toward achieving realistic and defined milestones within a chosen recovery path.
 - (3) A Level III Certified Recovery Residence offers higher supervision by staff with formal training to ensure resident accountability. Such residences are staffed 24 hours a day, 7 days a week, and offer residents peer-support services, which may include, but are not limited to, life skill mentoring, recovery planning, and meal preparation. Clinical services may not be performed at the residence. Such residences are most appropriate for persons who require a more structured environment during early recovery from addiction.
 - (4) A Level IV Certified Recovery Residence is a residence offered, referred to, or provided by, a licensed service provider to its patients who are required to reside at the residence while receiving intensive outpatient and higher levels of outpatient care. Such residences are staffed 24 hours a day and combine outpatient licensable services with recovery residential living. Residents are required to follow a treatment plan and attend group and individual sessions, in addition to developing a recovery plan within the social model of living in a sober lifestyle. No clinical services are provided at the residence, and all licensable services are provided offsite.
- (b) Certified Recovery Residence Administrator means a recovery residence administrator who holds a valid certificate of compliance.
- (c) Community Housing means a certified recovery residence offered, referred to, or provided by a licensed service provider to individuals who are required to reside at the residence while receiving intensive outpatient or higher levels of outpatient care. Such housing is classified as a Level IV recovery residence, consistent with the level of support defined in Section 397.311(5), Florida Statutes.
- (d) Credentialing Entity means an organization approved by the Florida Department of Children and Families (“DCF”) to issue and monitor recovery residence certifications under Section 397.487, Florida Statutes.

- (e) Licensed Service Provider means a public agency, private for-profit or not-for-profit agency, organization, physician, hospital, or other private practitioner that is licensed under Chapter 397, Florida Statutes, to provide substance abuse services through one or more licensed service components.

Sec. 62-574. – Applicability.

This Article applies to all certified recovery residences within the corporate limits of the Town. Nothing herein shall be construed to permit the establishment of uncertified recovery residences or to waive compliance with other applicable laws.

Sec. 62-575. – Certification Requirement.

- (a) No recovery residence shall be established or operated within the Town unless it is certified by a DCF-approved credentialing entity under Section 397.487, Florida Statutes.
- (b) Proof of current certification shall be provided at the time of zoning compliance review or upon request by the Town.
- (c) Failure to maintain certification shall be grounds for enforcement and may result in revocation of any previously granted reasonable accommodation.

Sec. 62-576. – Review and Approval Procedures.

- (a) Certified recovery residences shall be treated as residential uses under applicable zoning classifications.
- (b) Review shall ensure compliance with applicable building, fire, and life safety codes, and shall not impose spacing, occupancy, or operational restrictions that are inconsistent with other residential uses, except as allowed by law.
- (c) The land use administrator shall be responsible for reviewing applications.

Sec. 62-577. – Reasonable Accommodation Request Process.

- (a) Pursuant to Section 397.487(15)(b), Florida Statutes, an applicant may request reasonable accommodation from any local land use regulation that serves to prohibit the establishment of a certified recovery residence.
- (b) Application. A request by an applicant for establishing a certified recovery residence under this Section shall be submitted in writing to the land use administrator on an application form approved by the Town. This form will be maintained by the land use administrator, as amended from time to time. The application shall contain such questions and requests for information as necessary for processing the certified recovery residence application request, including the following:
 - (1) Submittal. A request by an applicant for the approval of a Certified Recovery Residence, or for reasonable accommodation from any of the Town's land use regulations that may prohibit the establishment of a certified recovery

residence, shall be submitted by the applicant, in writing, to the land use administrator on a form prescribed by the land use administrator. Upon receipt of the application, the Town shall date-stamp the application and, if additional information is required, notify the applicant in writing within thirty (30) days after receipt of the application and allow the applicant at least thirty (30) days to respond.

- (2) Application Content. The application shall contain such questions and requests for information as necessary for processing the Certified Recovery Residence application request, including the following:
 - a. Name and contact information of the applicant or the applicant's authorized representative; and
 - b. Property address, parcel identification number, description of the property, and a survey of the property; and
 - c. Consent of the current owner of the subject property, if the applicant is not the owner of the subject property; and
 - d. A letter of intent identifying the existing zoning district of the property, including any previously approved conditions or modifications;
 - e. Description of the accommodation requested and the specific regulation or policy from which relief is sought. Specific citation to the portion of the Town's land use regulations from which the applicant seeks a reasonable accommodation and a statement of how the portion of the Town's land use regulations serves to prohibit the establishment of a certified recovery residence.
 - f. Confirm the general location of off-street parking.
- (c) Submission and Processing. An application will be considered complete by the land use administrator if it is submitted in the required form with all mandatory information and material. This provision does not preclude the identification and correction of information submitted by the applicant after an application is accepted.
- (1) The Town shall date-stamp each application upon receipt.
- (2) If additional information is required, the Town shall notify the applicant in writing within 30 days of receipt of the application and allow at least 30 days for the applicant to respond.
- (3) If the applicant fails to respond to the request for additional information, the land use administrator shall deny the request for relief upon the basis that it has been deemed abandoned and/or withdrawn. No further action by the Town concerning said relief request shall be required.
- (d) Final Determination. The Town shall issue a final written determination within 60 days of receiving a complete application. The Town's determination shall:

- (1) Approve the request in whole or in part, with or without conditions; or
- (2) Deny the request, stating with specificity the objective, evidence-based reasons for denial and identifying any deficiencies or actions necessary for reconsideration.
- (3) If a final written determination is not issued within 60 days after receipt of a completed application, the request shall be deemed approved, unless the applicant and the Town mutually agree in writing to a reasonable extension of time.
- (4) The Town may establish additional procedures or submittal requirements consistent with federal and state law. Such procedures shall not conflict with Section 397.487, Florida Statutes, and shall not require public hearings beyond the minimum required by law.

Sec. 62-578. – Criteria.

- (a) The Town shall apply the following criteria in considering a reasonable accommodation request for establishing a Certified Recovery Residence:
 - (1) Whether the applicant has established that he/she, or the individual on whose behalf the application was submitted, is protected under applicable laws.
 - (2) Whether the applicant has established that the requested accommodation is reasonable and necessary to afford the disabled individual an equal opportunity to use and enjoy the property.
 - (3) Whether the requested accommodation would impose an undue financial or administrative burden on the Town.
 - (4) Whether the requested accommodation would require a fundamental alteration in the nature of the land use and zoning regulations of the Town.
 - (5) If applicable, whether alternative reasonable accommodation could provide an equivalent level of benefit.
 - (6) Any other relevant criteria under applicable laws.
 - (7) That applicant adheres to all applicable state and federal laws relating to Certified Recovery Residences and can demonstrate the same, inclusive of all required licensures or credentials for operation of a Certified Recovery Residence.
 - (8) That the licensed service provider must have a paid certified employee on call during the time when individuals are at a Community Housing location, if applicable;
 - (9) That the certified recovery residence operating as Community Housing, which residence is actively managed by a certified recovery residence administrator

approved for 100 residents pursuant to Florida Statutes and is wholly owned or controlled by a licensed service provider electing to manage up to 150 residents, shall maintain a service provider personnel to-patient ratio of 1 to 8 and an onsite supervision at the residence during times when residents are at the residence with a personnel-to-resident ratio of 1 to 10, for a Level IV certified recovery residence;

- (10) That the certified recovery residence operating as Community Housing, which residence is actively managed by a certified recovery residence administrator approved for 100 residents pursuant to Florida Statutes and is wholly owned or controlled by a licensed service provider electing to manage up to 300 residents, shall maintain a service provider personnel to-patient ratio of 1 to 8 and maintain onsite supervision at the residence during times when residents are at the residence with a personnel-to resident ratio of 1 to 6.

Sec. 62-579. – Revocation of Granted Accommodation.

- (a) The Town may revoke a granted accommodation for cause, including but not limited to:
- (1) Violation of conditions of approval;
 - (2) Lapse, revocation, or failure to maintain certification; or
 - (3) Operation inconsistent with the representations made in the application.
- (b) A revoked accommodation may be reinstated if the cause for revocation is corrected within 180 days of the Town's notice of revocation.

Sec. 62-580. – Federal Law Compliance.

This Article does not relieve the Town of its obligations under the Fair Housing Amendments Act of 1988, 42 U.S.C. ss. 3601 et seq., and Title II of the Americans with Disabilities Act, 42 U.S.C. ss. 12131 et seq. The regulation for which the applicant is seeking a reasonable accommodation must not facially discriminate against or otherwise disparately impact the applicant.

Section 3: Conflict

All ordinances or parts of ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

Section 4: Severability

If any portion of this Ordinance is declared invalid, the invalidated portion shall be severed from the remainder of the Ordinance, and the remainder of the Ordinance shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Ordinance as a whole.

Section 5: Codification

The text of Section 2 of this Ordinance shall be codified as a part of the Hilliard Town Code. The codifier is authorized to make editorial changes not affecting the substance of this Ordinance by the substitution of "Article" for "Ordinance", "Section" for "Paragraph", or otherwise to take such editorial license.

Section 6: Administrative Correction of Scrivener's Errors

Regardless of whether such inclusion in the Code as described in Section 5 is accomplished, sections of the Ordinance may be re-numbered or re-lettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the Town Council or Town Council's designee, without need of public hearing, by filing a corrected or re-codified copy of same with the Town Clerk.

Section 7: Publication and Effective Date

This Ordinance shall become effective upon passage.

Adopted this ____ day of _____, 2026, by the Hilliard Town Council, Hilliard, Florida.

Kenny Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John Beasley
Mayor

Planning & Zoning Board Publication:	June 10, 2026
Planning & Zoning Board Public Hearing:	June 25, 2026
Town Council Publication:	June 10, 2026
Town Council First Reading:	July 2, 2026
Town Council First Public Hearing:	July 2, 2026
Town Council Publication:	July 22, 2026
Town Council Second Public Hearing:	August 6, 2026
Town Council Final Reading:	August 6, 2026

Certified Recovery Residence

Required Application Submittals

The following items should be required for a complete application pursuant to Sec. 62-577.

Applicant Information

- Completed Town application form
- Applicant name
- Mailing address
- Phone number
- Email address
- Authorized representative information (if applicable)

Property Information

- Property address
- Parcel Identification Number (PID)
- Legal description of property
- Current zoning district
- Survey of property

Ownership Authorization

- Proof of ownership OR
- Written owner consent/authorization if applicant is not property owner

Recovery Residence Certification Documentation

- Copy of current certification issued by a DCF-approved credentialing entity
- Proof that the residence is actively managed by a Certified Recovery Residence Administrator
- Copy of administrator certification
- Identification of Recovery Residence Level:
 - Level I
 - Level II
 - Level III
 - Level IV

Licensed Service Provider Information

(If applicable)

- Copy of Chapter 397 license
- Contact information for licensed service provider
- Documentation demonstrating compliance with applicable staffing ratios for Level IV Community Housing

Letter of Intent / Operational Narrative

Include:

- Description of proposed use
- Number of residents proposed
- Description of supervision/management structure
- Statement identifying whether reasonable accommodation is requested
- Description of any accommodation requested
- Citation to Town regulation from which relief is sought
- Explanation of how regulation prohibits establishment of certified recovery residence

Site and Operational Information

- General location of off-street parking
- Floor plan or occupancy layout (recommended)
- Fire/life safety information (recommended)
- Emergency contact information
- Hours of operation/contact availability

Compliance Documentation

- Statement agreeing to maintain all required state certifications and licenses
- Statement acknowledging Town may revoke approval upon lapse of certification
- Any additional supporting documentation demonstrating compliance with:
 - Florida Statutes
 - Fair Housing Act
 - ADA requirements
 - Building and Fire Codes

Staff Intake Checklist

Administrative Completeness Review

Date Received

- Date stamp application upon receipt

Initial Completeness Review

Confirm application includes:

General

- Completed application form
- Application signed
- Required fees paid (if applicable)

Property Documentation

- Property address
- Parcel ID
- Survey included
- Legal description included

Ownership

- Proof of ownership OR owner authorization

Certification

- Valid recovery residence certification attached
- Certified administrator documentation attached

Operational Information

- Letter of intent included
- Recovery residence level identified
- Parking information provided

Reasonable Accommodation

(If requested)

- Specific regulation identified
- Written explanation included
- Accommodation request clearly stated

Completeness Determination

- Complete
- Incomplete

If Incomplete

Within 30 days:

- Send written request for additional information
- Provide minimum 30 days to respond

Abandonment

If no response is received:

- Mark application abandoned/withdrawn
- Issue denial letter

Technical Staff Review Checklist

Zoning Review

- Confirm zoning district
- Verify residential use classification
- Confirm no prohibited spacing or occupancy standards are being applied inconsistent with law
- Identify whether accommodation request is necessary

Building Review

- Occupancy classification reviewed
- Building code compliance confirmed
- Required permits identified

Fire/Life Safety Review

- Fire safety compliance verified
- Referred to Requirements
- Smoke/CO detection verified
- Occupancy load reviewed

Legal/ADA/Fair Housing Review

Evaluation:

- Whether applicant qualifies for protection under applicable laws
- Whether requested accommodation is reasonable and necessary
- Whether accommodation creates undue burden
- Whether accommodation fundamentally alters zoning scheme

Level IV Community Housing Review

(If applicable)

Verify:

- Staffing ratios
- Onsite supervision requirements
- Licensed service provider documentation

Final Decision Checklist

Approval Decision Deadline

- Final written determination due within 60 days of complete application

Written Determination Must:

If Approved

- State approval
- List any conditions
- Include expiration/revocation provisions if applicable

If Denied

- Provide objective evidence-based reasons
- Identify deficiencies
- Explain reconsideration process

Automatic Approval Warning

If no determination is issued within 60 days:

- Application deemed approved unless written extension agreement exists

Recommended Administrative Workflow

Step 1 — Intake

- Date stamp application
- Assign tracking number
- Create application file

Step 2 — Completeness Review

- Conduct 30-day completeness review
- Send deficiency letter if necessary

Step 3 — Interdepartmental Review

Route to:

- Zoning
- Building
- Fire
- Legal (if accommodation is requested)

Step 4 — Staff Evaluation

Prepare:

- Findings
- Recommended conditions
- Approval/denial recommendation

Step 5 — Final Written Determination

Land Use Administrator issues:

- Approval
- Approval of conditions
- Denial

Step 6 — Recordkeeping

Maintain:

- Application
- Determination
- Certifications
- Correspondence
- Inspection records

Step 7 — Ongoing Compliance Monitoring

Track:

- Certification expiration
- Complaints
- Violations
- Revocations

Additional Forms Recommended

You may also want staff to create:

- Certified Recovery Residence Application Form
- Reasonable Accommodation Request Form
- Completeness Review Form
- Staff Technical Review Sheet
- Approval Letter Template
- Denial Letter Template
- Revocation Notice Template
- Annual Certification Verification Form

The ordinance specifically authorizes the Town to establish additional administrative procedures and submittal requirements so long as they remain consistent with Florida law.

What We Should NOT Do

We should avoid:

- Special Exception style fees
- P&Z hearing fees
- Public hearing advertisement costs
- Large quasi-judicial review fees
- “Impact” style review fees

Zoning Districts Where This Could Be Denied

This becomes legally delicate.

Under §397.487 and federal fair housing law, certified recovery residences must generally be treated similarly to other residential uses.

That means the Town generally cannot:

- outright prohibit them from residential districts,
- impose special spacing requirements,
- or apply discriminatory occupancy rules.

Our ordinance already correctly states this.

Likely Hilliard Zoning Interpretation

Based on Hilliard's Chapter 62 structure and standard Florida zoning practice, certified recovery residences would most likely need to be treated as allowable residential uses within:

- Single-Family Residential districts
 - Multi-Family Residential districts
 - Possibly certain mixed-use residential districts
-

Districts Where Denial Would Be More Defensible

The Town would have stronger zoning grounds to deny or restrict a proposal in districts that are clear:

- Industrial
- Commercial

Reason:

The statute protects recovery residences as residential uses — not as unrestricted uses everywhere.

So if the underlying zoning district does not permit residential occupancy at all, denial is more defensible.

The BEST Zoning Reasons for Denial

The strongest zoning-based denials would be:

1. Residential Use Not Allowed in District

Example:

- Industrial zoning district
- Heavy commercial district with no residential component

This is likely defensible because the Town is not singling out recovery residences.

2. Failure to Meet Objective Life Safety Standards

Examples:

- Fire code violations
- Building occupancy violations
- Lack of egress
- Unsafe structure
- Septic capacity deficiencies
- Parking safety issues

These are specifically allowed under your ordinance.

3. Failure to Maintain State Certification

A very strong basis for denial or revocation.

Our ordinance already authorizes this.

4. False or Misleading Application Information

If:

- resident counts are misrepresented,

- staffing ratios are false,
 - or operational representations are inaccurate.
-

5. Failure to Provide Required Application Information

The statute expressly allows denial after failure to cure deficiencies.

Weak or Dangerous Grounds for Denial

These are likely high-risk legally:

- Neighborhood opposition
- Property values
- Generalized safety concerns
- Crime stereotypes
- “Too many in one area”
- Morality-based objections
- Special spacing requirements
- Occupancy limits not equally applied to other residences

These frequently trigger Fair Housing Act lawsuits.



TOWN OF HILLIARD
APPLICATION – CERTIFIED RECOVERY RESIDENCE
15859 W CR 108 Hilliard, FL 32046
Phone: 904-675-6171 | buildingpermits@townofhilliard.com

For Staff Only

File #: _____

ITEM-1

Application Fee: \$ _____

Payment Processed By: _____

Applicant Information

Applicant Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Street

City

State

Zip Code

Property Address: _____

Street

City

State

Zip Code

Parcel ID or Tax ID Number: _____

Zoning Classification: _____

Legal Description of Property: _____

Authorized Representative Information

Applicant Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Street

City

State

Zip Code

Emergency Contact Information

Applicant Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Street

City

State

Zip Code

Role at Residence: _____

Recovery Residence Level

☐ Level I

☐ Level II

☐ Level III

☐ Level IV

Maximum Occupancy Information

Maximum Number of Residence: _____

Number of Employees/Administrators: _____

Will Staff Reside on-site? ☐ Yes ☐ No

Parking Information

Number of Existing Parking Spaces: _____

Number of ADA Spaces (if applicable): _____



TOWN OF HILLIARD
APPLICATION – CERTIFIED RECOVERY RESIDENCE
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Proposed Use

- ☐ New Recovery Residence
- ☐ Existing Residence Seeking Certification Approval
- ☐ Change of Operator
- ☐ Expansion of Existing Recovery Residence

Required Documentation

- ☐ Survey
- ☐ Certification Letter
- ☐ Administrator Certification
- ☐ Letter of Intent
- ☐ Floor Plan
- ☐ Parking Plan
- ☐ Fire/Life Safety Information

A recovery residence certified pursuant to Florida Statute 397.487 by a credentialing entity approved by the Florida Department of Children and Families (DCF).

I understand that certification must remain active and that expiration, suspension, or revocation of certification may invalidate approval by the Town. Approval of this application does not waive compliance with all applicable Town of Hilliard Land Development Regulations, Florida Building Code, Fire Code, or Florida Statutes. Applicants may request reasonable accommodation pursuant to the Fair Housing Act and applicable law. Approval shall remain valid only while the recovery residence maintains active certification and compliance with applicable regulations.

Applicant Printed

Applicant Signature

Date



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning & Zoning Board Public Hearing Meeting Date: July 2, 2026

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

SUBJECT: Planning & Zoning Board to makes a recommendation to the Town Council regarding the Adoption of Ordinance 2026-04 for the Review and Approval of Certified Recovery Residences pursuant to section 397.487, Florida Statutes.

BACKGROUND:

The Town Attorney has advised that Senate Bill 954, which was signed into law by the Governor, requires each county and municipality to adopt an ordinance establishing procedures for the review and approval of certified recovery residences. Accordingly, the Town must amend its Code of Ordinances to establish regulations and procedures governing certified recovery residences in accordance with Florida law.

Ordinance 2026-04 has been prepared by the Town's legal counsel to ensure compliance with applicable Florida Statutes. The proposed ordinance was reviewed during the Town Council Workshop in May and was properly advertised for consideration by the Planning and Zoning Board, including a public hearing and recommendation to the Town Council.

In addition, Town administration has developed the necessary application review and approval procedures for this type of request. The Town Council will also be responsible for establishing the applicable application fee to cover the administrative processes associated with review and approval.

The Zoning Board reviewed the Ordinance at the 6.25.2026 PH and make the recommendation with a 4-1 vote for adoption of Ordinance 2026-04.

FINANCIAL IMPACT:

To be determined.

RECOMMENDATION:

Planning & Zoning Board makes the recommendation for Adoption to the Town Council of Ordinance 2026-04 for the Approval of Certified Recovery Residences pursuant to section 397.487, Florida Statutes.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing & Regular Meeting

Meeting Date: August 6, 2026

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

SUBJECT: Town Council to consider Ordinance No. 2026-05, an ordinance of the Town of Hilliard, Nassau County, Florida, imposing a temporary moratorium on the acceptance, review, or approval of applications for development permits, development orders, rezoning, or site plans related to data centers, data processing facilities, data mining or cryptocurrency mining operations (referenced herein collectively as data center facilities) within town limits of the Town of Hilliard; adopting findings; providing for the study and development of appropriate land use regulations addressing such data center uses; providing for conflict, severability, administrative correction of scrivener's errors, publication, and effective date. Adopting on Second and Final Reading.

BACKGROUND:

The proposed temporary moratorium on data centers was discussed during the Town Council's monthly workshop on June 11, 2026. The discussion included Nassau County's ongoing Data Center Fact-Finding Meetings and the County's proposed temporary moratorium, which would remain in effect until those meetings are completed. Following the discussion, the Council expressed its desire for the Town to align with the County's approach by placing a temporary data center moratorium on the agenda for first reading and consideration.

FINANCIAL IMPACT:

Advertising costs.

RECOMMENDATION:

Town Council adoption of Ordinance No. 2026-05, on Second and Final Reading.

ORDINANCE 2026-05

AN ORDINANCE OF THE TOWN OF HILLIARD, NASSAU COUNTY, FLORIDA, IMPOSING A TEMPORARY MORATORIUM ON THE ACCEPTANCE, REVIEW, OR APPROVAL OF APPLICATIONS FOR DEVELOPMENT PERMITS, DEVELOPMENT ORDERS, REZONING, OR SITE PLANS RELATED TO DATA CENTERS, DATA PROCESSING FACILITIES, DATA MINING OR CRYPTOCURRENCY MINING OPERATIONS (REFERENCED HEREIN COLLECTIVELY AS DATA CENTER FACILITIES) WITHIN TOWN LIMITS OF THE TOWN OF HILLIARD; ADOPTING FINDINGS; PROVIDING FOR THE STUDY AND DEVELOPMENT OF APPROPRIATE LAND USE REGULATIONS ADDRESSING SUCH DATA CENTER USES; PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS, PUBLICATION, AND EFFECTIVE DATE.

WHEREAS, the Town Council has the authority pursuant to Chapter 166 of the Florida Statutes, and Article VIII of the Florida Constitution to protect the public health, safety, and general welfare of its residents and to enact ordinances for valid governmental purposes; and

WHEREAS, on May 15, 2026, the Town Council directed the Town Attorney to prepare an ordinance instituting a temporary moratorium on the acceptance, review, or approval of applications for data center facilities; and

WHEREAS, the Town of Hilliard is located within Nassau County, Florida, a county with coastal areas and regional groundwater resources supplied by the Floridan Aquifer system, which has been the subject of management and conservation efforts due to long-term water supply sustainability concerns and saltwater intrusion risks in portions of the region; and

WHEREAS, data center facilities are known to require substantial water resources for cooling systems and substantial electrical power to support continuous computing operations, which in some cases require infrastructure demands comparable to those of small municipalities; and

WHEREAS, such facilities have the potential to place significant demands on regional groundwater supplies, water treatment infrastructure, and electrical grid capacity, particularly in rapidly growing areas; and

WHEREAS, the Town Council finds that the Town of Hilliard currently lacks specific zoning provisions or development regulations addressing the unique operational characteristics, infrastructure requirements, and environmental considerations associated with data center facilities; and

WHEREAS, the Town Council further finds that allowing such facilities to proceed without appropriate regulatory standards could create risks to the Town of Hilliard's water resources, electrical infrastructure capacity, land use planning objectives, and long-term community development strategy; and

WHEREAS, the Town of Hilliard's proximity to sensitive coastal ecosystems, wetlands, estuarine systems, and maritime forests further underscores the importance of ensuring that new forms of industrial-scale development are evaluated carefully and responsibly; and

WHEREAS, local governments may enact moratoria if the moratorium is intended to preserve the status quo and is rationally related to the government's attempt to enact changes to development regulations; and

WHEREAS, Florida courts have held that permissible basis for land use restrictions include concern about the effect of the proposed development on traffic, congestion, surrounding property values, demands for public services, and on other aspects of the general welfare; and

WHEREAS, local governments are entitled to enact moratoria as a land-use tool to promote effective planning and preserve the status quo during this change; and

WHEREAS, a temporary moratorium on the acceptance, review, or approval of applications for development permits, development orders, rezoning, or site plans related to data center facilities within town limits will allow time to review, study, hold public hearing, and prepare and adopt an amendment or amendments to the Town of Hilliard's Comprehensive Plan, Zoning and Land Development Regulations, and Hilliard Town Code, as may be required, to address such uses; and

WHEREAS, the Town Council wishes to establish a temporary moratorium of up six (6) months on the acceptance, review, or approval of applications for development permits, development orders, rezoning, or site plans related to data center facilities within unincorporated areas and such moratorium is reasonable and necessary to accomplish the goal of revising its regulations to ensure the community welfare is well-balanced and the public health, safety and general welfare are preserved; and

WHEREAS, public notice of all hearings required by law has been provided in accordance with Chapters 166 and 163 of the Florida Statutes and the Town of Hilliard's Zoning and Land Development Regulations; and

WHEREAS, the Town Council finds this ordinance imposing a temporary moratorium of six (6) months on the acceptance, review, or approval of applications for data center facilities serves the health, safety, and welfare of the residents of and visitors to the Town of Hilliard.

SECTION 1: AUTHORITY

The Town Council of the Town of Hilliard has the authority to adopt this Ordinance pursuant to Article VIII of the Florida Constitution of the State of Florida and Chapter 166 of the Florida Statutes.

SECTION 2: PURPOSE

The purpose of this Ordinance is to allow the Town of Hilliard sufficient time to review, study, hold public hearings, and prepare and adopt an amendment or amendments to the Town of Hilliard's Comprehensive Plan, Zoning and Land Development Regulations, and/or Hilliard Town Code, relating to Data Center Facilities.

SECTION 3: TEMPORARY MORATORIUM ESTABLISHED

A temporary moratorium is hereby established on the acceptance, review, processing, or approval of any:

- rezoning applications;
- conditional use permits;

- development permits;
- site plan approvals;
- building permits;
- special exceptions; or
- other development approvals

for the construction, expansion, or operation of Data Center Facilities within the town limits of the Town of Hilliard.

SECTION 4: DEFINITION

For the purposes of this moratorium, Data Center Facilities is a building, a dedicated space within a building, or group of buildings housing computer systems and associated components, such as telecommunication and data processing systems, to be used for remote storage, processing, or distribution of large amounts of data. Examples of such data, include but are not limited to, computationally intensive applications such as cryptocurrency mining, artificial intelligence (A.I.) computing, weather modeling, genome sequencing, application hosting, cloud storage, video and technical streaming services, etc. Such facilities may include air handlers, power generators, water cooling and storage facilities, utility substations, and other infrastructure to support operations.

SECTION 5: STUDY AND EVALUATION

During the moratorium period, Town staff shall conduct a comprehensive review of the potential impacts associated with data center facilities, including but not limited to:

1. Groundwater withdrawal impacts, particularly as they relate to the Floridan Aquifer and coastal aquifer management policies;
2. Water supply and wastewater treatment capacity, including potential impacts on municipal and regional water systems;
3. Electrical grid capacity and infrastructure requirements, including consultation with regional electric utilities regarding potential long-term demand impacts;
4. Land use compatibility, including appropriate zoning classifications and development standards for such facilities;
5. Environmental considerations, including impacts on wetlands, coastal ecosystems, noise, lighting, and surrounding land uses; and
6. Best practices adopted by other jurisdictions in Florida and throughout the United States for the regulation of data center development.

SECTION 6: DEVELOPMENT AND REGULATORY FRAMEWORK

Following the completion of and during the review process, Town staff shall present best practices, hold public workshops, and make final recommendations to the Town Council regarding the adoption of appropriate zoning regulations, permitting requirements, infrastructure standards, and environmental safeguards governing data center facilities within the Town of Hilliard.

SECTION 7: DURATION

This temporary moratorium shall remain in effect for a period of six (6) months from and including the effective date of this Ordinance or until the effective date of an ordinance(s) amending the Town of Hilliard's Comprehensive Plan, Zoning and Land Development Regulations, and/or the

Hilliard Town Code relating to Data Center Facilities. This Ordinance may be extended by resolution for additional periods of six (6) months.

SECTION 8: CONFLICT

All ordinances or parts of ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

SECTION 9: SEVERABILITY

If any portion of this Ordinance is declared invalid, the invalidated portion shall be severed from the remainder of the Ordinance, and the remainder of the Ordinance shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Ordinance as a whole.

SECTION 10: NONCODIFICATION

The provisions of this Ordinance establishing the temporary moratorium shall not be codified in the Town of Hilliard's Code of Ordinances, as the Agreement is a separate and distinct document from the general laws of the Town.

SECTION 11: ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS

Sections of the Ordinance may be re-numbered or re-lettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the Town Clerk or designee, without need of public hearing, by filing a corrected or re-codified copy of same with the Town Clerk.

SECTION 12: PUBLICATION AND EFFECTIVE DATE

This Ordinance shall be effective upon its second reading and passage and shall take effect in accordance with the sections herein.

PASSED AND ADOPTED by the Town of Hilliard, Nassau County, Florida on this _____ day of _____, 2026

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Town Council First Reading:	July 16, 2026
Town Council Publication:	July 22, 2026
Town Council Public Hearing:	August 6, 2026
Town Council Second & Final Reading:	August 6, 2026

PROCLAMATION

A PROCLAMATION RECOGNIZING THE 200TH ANNIVERSARY OF THE NASSAU COUNTY SHERIFF'S OFFICE

WHEREAS, the Nassau County Sheriff's Office was established in **1827** with the appointment of Sheriff Harman Holiman by Florida Governor William Pope DuVal, and in 2027 commemorates **200 years of dedicated service** to the citizens of Nassau County; and

WHEREAS, for two centuries, the former and current deputies and civilian employees of the Nassau County Sheriff's Office have faithfully provided professional law enforcement services, protecting the lives, property, and well-being of Nassau County residents and visitors; and

WHEREAS, the Nassau County Sheriff's Office honors the memory and sacrifice of those who gave their lives in the line of duty, including **8 Deputies, 1 Police Chief, 1 Florida Highway Patrol Trooper, 1 Constable, and 2 Florida Department of Agriculture Officers**, who served Nassau County between **1891 and 2021**; and

WHEREAS, the Bicentennial celebration provides an opportunity to recognize the courage, dedication, and commitment of the men and women of the Nassau County Sheriff's Office who have upheld the rule of law and preserved the peace throughout the county's history; and

WHEREAS, Sheriff Bill Leeper, serving as the 24th Sheriff of Nassau County since **January 8, 2013**, continues the longstanding tradition of leadership and public service during this historic milestone;

NOW, THEREFORE, I, John Beasley, Mayor of the Town of Hilliard, Florida, do hereby proclaim the year 2027 as the

"NASSAU COUNTY SHERIFF'S OFFICE BICENTENNIAL YEAR"

in the Town of Hilliard, and encourage all residents to join in recognizing and celebrating the Nassau County Sheriff's Office for its 200 years of dedicated service, honoring those who have served with distinction, remembering those who made the ultimate sacrifice, and expressing gratitude to the law enforcement professionals who continue to safeguard our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the Town of Hilliard, Florida, to be affixed this ____ day of _____, 2026.

John Beasley
Mayor, Town of Hilliard



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 6, 2026

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

SUBJECT: Town Council adoption of Resolution No. 2026-09, Amending Resolution No. 2026-06, Unified Fee Schedule; Water & Sewer; Culverts; Planning & Land Use; Building Permitting; and Parks & Recreation.

BACKGROUND:

Land Use Administrator Lee Anne Wollitz presented the proposed amendments to the Unified Fee Schedule. The changes, updates, and revisions were reviewed and discussed during the Town Council's monthly workshop on July 9, 2026.

THIS ITEM WILL EITHER BE SENT OUT SEPERATELY OR NEED TO BE TABLED TO THE NEXT MEETING ON AUGUST 20, 2026.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Staff recommends that the Town Council adopt Resolution No. 2026-09, amending the Unified Fee Schedule.



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TOWN OF HILLIARD
UNIFIED FEE SCHEDULE - RESOLUTION 2026 – 09
15859 W CR 108 Hilliard, FL 32046
Phone: 904-845-3555 | cs@townofhilliard.com

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Water and Sewer Charges and Fees

Deposits -

A new user shall provide a deposit to guarantee payment of delinquent bills, according to the following schedule:

Residential

Water	\$70.00
Sewer	\$80.00

Commercial

	<u>Under 10,000</u>	<u>Over 10,000</u>
Water	\$100.00	\$150.00
Sewer	\$150.00	\$200.00

Landlord

Water	\$100.00
Sewer	\$150.00

Subdivision Development

Water and Sewer	\$3,000.00
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Tap-In, Turn On/Off and Transfer Fees –

Water Tap-in Fees

\$1,700.00 Single Short (existing water main on same side of the road) – Tap in fee includes the following: locating and excavating existing water main to be tapped; furnishing and installing tapping saddle, corporation stop, 1’ poly service tubing, angle yoke valve, meter yoke, radio read water meter, gate valve, and meter box; and associated restoration.

\$2,500.00 Single Long (existing water main on opposite side of the road) - Tap in fee includes the following: locating and excavating existing water main to be tapped; furnishing and installing tapping saddle, corporation stop, punching or directional drilling 1’ poly service tubing, angle yoke valve, meter yoke, radio read water meter, gate valve, and meter box; and associated restoration.

Meter & MTU
cost plus
\$275.00 for
installation

Subdivision Water Tap-ins – Tap-in fee includes the following: Installation of radio read meter in developer installed approved infrastructure.



Sewer Tap-in fees

Tap-in fee includes the following: locating and excavating existing sewer main to be tapped, tapping existing sewer main, installing 6” PVC service pipe and fittings, installing cleanout, and associated restoration (including asphalt pavement patch). Any items or services not specifically listed above will be subject to additional charges.

Single Service	\$3,500.00
Double Service	\$3,800.00

Turn-on/off Fees

\$45.00	Turn-on/off fee for all new water and/or sewer service, in addition to deposits.
\$25.00	Turn-on/off fee for emergency maintenance and repairs.
\$45.00	Turn-on/off fee for emergency maintenance and repairs required outside of normal working hours.

Transfer Fees

\$30.00	Turn-on/off fee for all new water and/or sewer service, in addition to deposits.
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Penalties

Penalties shall be added to the amount of the bill if not paid by 5pm on the 15th day of the month following the reading date. If the bill remains unpaid at 5pm on the 25th day of the month a second penalty shall be added, which shall be payable as if a part of the amount originally billed. If the 15th or the 25th day of the month falls on a weekend or a holiday, penalties shall be assessed on the next working day at 5pm. Hilliard Town Code Chapter 58, Section 58-85(e).

Not paid by the 15 th day-	\$15.00
Not paid by the 25 th day-	\$25.00

Contracts with large and/or out-of-town commercial and/or residential users of water and/or sewer services shall include a penalty of 3% assessed on the unpaid balance of any delinquent bill.



Restoration Charges

Charges for restoration of services shall be collected as follows:

\$50.00	Restoration after termination for non-payment (meter still in place) requested outside normal working hours.
\$50.00 - \$500.00	Restoration fee as a result of meter tampering and based upon any damages to meter tap including installation of removed meter.

Termination of Service

Termination of services due to non-payment.

If services are terminated, the user shall have two business days prior to the end of the month in which services were terminated to have services restored. If services are not paid, the deposit on the account shall be applied toward the payment of the delinquent amount, including late penalties. A new deposit will have to be paid to restore services and reopen the account. Hilliard Town Code Chapter 58, Section 58-7 (a)

Any customer whose water and/or sewer are terminated a second time due to non-payment, or a returned check or draft shall have his water and/or sewer deposit increased to the current deposit fee plus an additional 50%, prior to the water and/or sewer service being restored. Hilliard Town Code Chapter 58, Section 58-84



Return Check or Draft Service Charge

Fees will be assessed by the value of the check as follows:

If the face value of the check is \$0.01 to \$50.00	\$25
If the face value of the check is \$50.01 to \$300.00	\$30
If the face value of the check is over \$300.00	\$40

Upon receipt of two returned checks or drafts within a period of one year, the customer shall be required to pay by certified funds (cash or money order) for a period of three years from the date of the redemption of the second returned check or draft.

Application Fees

\$250.00	Septic Tank Exception Application Fee – Request for information and recommendation to Town Council.
\$250.00	Well Exception Application Fee – Request for information and recommendation to Town Council.
\$1,000.00	Right-of-Way Permit Application Fee for Town of Hilliard Right of Ways – Request for Public Works to determine what may be necessary to service the proposed development.
Cost + 10%	Right-of-Way Permit Application Fee for Nassau County Right of Ways – Request for Town Engineer to prepare necessary documents and obtain Nassau County Right-of Way Permit for Town Utilities to cross Nassau County Right of Ways.
\$150.00	Development Investigation Application Fee – For public Works to determine if adequate infrastructure is in place.
\$1,000.00 Deposit & Consultant Cost + 10%	Development Investigation Application (Consultant Needed) – In addition to Development Investigation Application Fee, if a consultant is needed to determine what may be necessary to service the proposed development.



Culvert Charges and Fees

All culverts are subject to a \$50 permit fee.

An application fee for culvert installation shall be paid to the Town at the time of application for a site location inspection by the Public Works Department and a follow-up inspection to ensure that all work performed, and material used are in compliance with the requirements of Chapter 42 of the Hilliard Town Code. This fee shall not be refundable, whether or not a permit is issued.

If the owner requests the Town to purchase and/or install the permitted pipe with mitered ends, the fees are established as follows:

Total Price listed below includes supplies, labor, and surcharge.

Culvert Size	Total Fee
12x20	\$2,475.07
15x20	\$2,576.21
18x20	\$2,999.75
24x20	\$3,710.44

Installation charge and/or culvert pipe shall be paid for (in full) at time of order and culverts shall be delivered directly to the job site. The Public Works Director shall inspect the permitted pipe.

All culvert pipes installed within the Town shall be with mitered ends from the date of adoption of Resolution No. 2003-04.



ZONING & LAND DEVELOPMENT REGULATION FEES

Applications

Annexation	\$1,000.00
Appeals	\$500.00
Change of Zoning Use	\$50.00
Concurrency	\$150.00
Consultant Review	Cost Plus 10%
Extension Request	\$200.00
Home Occupation	\$50.00
Certified Recovery Residence	\$250.00

Comprehensive Plan

Comprehensive Plan – Large >50 acres	\$3,000.00
Comprehensive Plan – Small <50 acres	\$1,500.00
Comprehensive Plan – Text Amendment	\$3,000.00

Land Use Reviews

Land Use Approval of Alcohol License	\$50.00
Land Use Permit Review - Res/Multi/MH/Comm	\$125.00
Land Use Permit Review – Accessory Structure	\$75.00
LDR Interpretation	\$25.00
Letter to Verify Land Use or Zoning	\$25.00
Lein Research	\$100.00

Plat / Subdivision of Land

Lot Split / Reconfiguration	\$500.00
Plat Preliminary – Major > 5 Lots	\$1,000.00
Plat Preliminary – Minor < 5 Lots	\$750.00
Plat Final – Major > 5 Lots	\$1,000.00
Plat Final – Minor < 5 Lots	\$750.00
Replat – Major > 5 Lots	\$1,000.00
Replat – Minor < 5 Lots	\$750.00



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UNIFIED FEE SCHEDULE - RESOLUTION 2026 – 09
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ITEM-5

Rezoning

Rezoning – Conventional	\$1,000.00
Rezoning PUD	\$3,000.00
PUD – Major Deviation	\$1,500.00
PUD – Minor Deviation / Amendment	\$1,500.00

Sign Review

Sign Review Fee \$0 - \$500	\$50.00
Sign Review Fee \$500 - \$1000	\$50.00 (+ \$5 for each \$1,000)

Site Plan

Site Clearing / Site Work (Horizontal Only)	\$200.00
Site Plan Review – No Utility Extension Needed	\$500.00
Site Plan Review – Utility Extension Needed	\$1,500.00

Special Exception

Special Exception – Residential	\$750.00
Special Exception – Non-Residential	\$750.00

Right-of-Way

Street/ROW Vacation Pre Review	\$200.00
Street/ROW Vacation Final	TBD

Temporary Use/Special Event

Temporary Use / Special Event	\$50.00
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Variance

Variance - Residential	\$750.00
Variance – Non-Residential	\$1,000.00



BUILDING PERMIT REGULATION FEES

Building Permit Costs

0 - 500 Sq Ft	\$400.00
501 – 2000 Sq Ft	\$525.00
2001 – 4000 Sq Ft	\$1075.00
4000 + Sq Ft	\$1350.00
Private Provider Building Permits	50% of the Building Permit*

Penalties

Contractors performing emergency repairs / replacements shall apply for the proper permits the next business day; else the work shall be considered work begun without a permit.

Working with no Permit	4X Permit Fee
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Plan Review Fees

0 – 500 Sq Ft	\$175
501 – 2000 Sq Ft	\$225.00
2001 – 4000 Sq Ft	\$450.00
4000 + Sq Ft	\$550.00
Private Provider Plan Review – Residential	50% of Standard Plan Review Fee*
Private Provider Plan Review – Commercial	50% of Standard Plan Review Fee*
Preliminary Plan Review & Revisions	\$10 per Sheet
Land Use Permit Review Fee - RES/MULTI/MH/COMM	\$125.00
Land Use Permit Review Fee - Accessory Structure	\$75.00

*If both Plans Review and Inspections are going to be done by Private provider, the fee will be 25% of Standard Plan Review Fee



TOWN OF HILLIARD
UNIFIED FEE SCHEDULE - RESOLUTION 2026 – 09
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Other / Miscellaneous Fees

Address	\$10.00
Change of Use Building Inspector	\$75.00
Demolition - Interior/Exterior	\$50.00
Fire Damage Evaluation Fee Per Inspection	\$75.00
Moving of Any Structure	\$75.00
Pre-Built Storage Sheds	\$50.00
Pre-Construction Site Preparation	\$50.00
Pre-House Moving Inspection Fee	\$50.00
Temporary Structures (6-month Duration)	\$50.00
Remodel / Renovation / Alterations	10-50% Total BPF
Roofing Permit (New or Re-Roof)	\$75.00
Safety Inspection	\$50.00
Shell Building	40% Total Permit
Surcharge for State	2.5% of the Building Permit fee, minimum \$4
Foundation Only*	25% Total Permit

*When approved by Bldg. official, permits are charged 25% of the total building permit cost.

Refunds/Reinspections

Refund BLDG Permit Fee After First Inspection	No Refund
Refund BLDG Permit Fee Prior to First Inspection	50% Permit Fee
Re-Inspection Fee (1st/2nd/3rd)	\$25 / \$50 / \$200

Signs

Sign Land Use Permit Review Fee \$0 - \$500	\$50.00
Sign Land Use Permit Review Fee \$500 +	\$50.00 (+ \$5 for each \$1,000)
Sign Permit	\$50.00

Swimming Pools

Swimming Pool Above Ground / Air Inflated	\$50.00
Swimming Pool Enclosure	See Shell Building
Swimming Pool/Spas	\$500.00



TOWN OF HILLIARD
UNIFIED FEE SCHEDULE - RESOLUTION 2026 – 09
15859 W CR 108 Hilliard, FL 32046
Phone: 904-845-3555 | cs@townofhilliard.com

ITEM-5

Move-On Permits

Separate Permits are required for the Electrical, Plumbing, and Mechanical Installations on all Mobile/Modular Homes. (See Electrical, Plumbing, and Mechanical Permit Fee schedules incorporated herewith.)

Single Wide Move-On Permit	\$100.00
Double Wide Move-On Permit	\$175.00
Triple Wide Move-On Permit	\$200.00
Quad Move-On Permit	\$275.00
Manufactured Add-ons	\$60.00

Electrical Code

Below 100 AMPS	\$40.00
100 AMPS	\$60.00
150 AMPS	\$70.00
200 AMPS	\$80.00
300 AMPS	\$100.00
400 AMPS	\$115.00
600 AMPS	\$125.00
800 AMPS	\$140.00
1000 AMPS	\$200.00
3 Phase 0 - 150 AMPS	\$145.00
3 Phase 151 - 200 AMPS	\$175.00
3 Phase 201 - 400 AMPS	\$225.00
3 Phase 401 - 600 AMPS	\$270.00
3 Phase 601 - 800 AMPS	\$320.00
3 Phase 801 - 1000 AMPS	\$350.00
Additions / Repairs / Change Out - Residential	\$50.00
Additions / Repairs / Change Out - Commercial	\$90.00
Commercial Site Work Electrical	\$90.00
Interior Wiring / Re-Wiring - Residential	\$50.00
Interior Wiring / Re-Wiring - Commercial	\$90.00
New Construction Interior Wiring - Residential	\$50.00
New Construction Interior Wiring - Commercial	\$90.00
Reconnect of Discounted Service	\$50.00
Sign Lighting New/Existing	Electrical Permit
Swimming Pool Wiring	\$40.00
Temporary Power Pole	\$50.00



TOWN OF HILLIARD
UNIFIED FEE SCHEDULE - RESOLUTION 2026 – 09
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ITEM-5

Plumbing

Commercial Site Work Piping Installations	\$50.00
Gas Piping / Re-Piping	\$50.00
Repair / Re-Pipe / Additions / Hot Water Heater Changeout	\$50.00
Residential / Commercial Base Permit Fee	\$50.00
Residential- Multi Family / Commercial Each Fixture, Floor & Roof Int/Ext	\$7.50
Residential - Single Family Each Fixture, Floor & Roof Int/Ext	\$6.00
Swimming Pools / Jacuzzis / Spas / Hot Tubs	\$50.00

Mechanical

Commercial Site Work Mechanical	\$50.00
Duct Changes (Remodel)	\$40.00
Fireplaces Residential/Commercial	\$50.00
Refrigeration System	Based on Ton
Res/Com New Units Up to 2.5 Ton	\$40.00
Res/Com New Units 3 Ton	\$45.00
Res/Com New Units 3.5 Ton	\$52.00
Res/Com New Units 4 Ton	\$60.00
Res/Com New Units 4.5 Ton	\$65.00
Res/Com New Units 5 Ton	\$70.00
Res/ MH / Com Change Out Units Up to 3 Ton	\$40.00
Res/ MH / Com Change Out Units 3.5 Ton	\$45.00
Res/ MH / Com Change Out Units 4 Ton	\$52.00
Res/ MH / Com Change Out Units 4.5 Ton	\$60.00
Res/ MH / Com Change Out Units 5 Ton	\$65.00

Fire Inspection Services (Town Fire Marshall Fees)

Alarm Systems Includes Fire Inspection Fee	\$60.00
Annual Life Safety Inspection	\$50.00
Change of Use Fire Marshall	\$50.00
Construction Plan Review	35% Total Permit
Fire Damage Evaluation Fee Per Inspection	\$50.00
Fire Protection System Inspection	\$40.00
Preliminary Plan Review	\$10.00 per sheet
Range Hoods / Fire Suppression	\$50.00
Re-Inspection Fee	\$25.00
Site Plan Review	\$50.00
Sprinkler Systems Includes Fire Inspection Fee	\$100 for 40 plus \$2 for each additional
Temporary Use / Special Event Inspection	\$50.00



Parks and Recreation Department

Programs and Sports

After School

Weekly	\$70.00
Drop-In	\$25.00
Add for All Day	\$10.00
Multi Kid Discount	\$10.00 per extra kid
Late Payment / Pickup Fee	\$15.00

Summer Camp

Registration Per Person	\$100.00
Weekly	\$110.00
Drop-In	\$35.00
Multi Kid Discount	\$10.00 per extra kid
Late Payment Fee	\$15.00

Sports Classes

Registration Per Person	\$60.00
Multi Kid Discount	\$10.00 per extra kid
Late Payment Fee	\$15.00

Sports Camps

Registration Per Person	\$50.00
Multi Kid Discount	\$10.00 per extra kid
Late Payment Fee	\$15.00

Youth Sports Leagues

Registration Per Person	\$60.00
Multi Kid Discount	\$10.00 per extra kid
Late Payment Fee	\$15.00



TOWN OF HILLIARD
UNIFIED FEE SCHEDULE - RESOLUTION 2026 – 09
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ITEM-5

Adult Sports League

Registration Per Person	\$60.00
-------------------------	---------

Adult Basketball Tournament

3 on 3 Basketball Per Team	\$75.00
----------------------------	---------

Adult Co-Ed Softball Rates

Registration Per Person	\$40.00
Registration Per Team	\$350.00

Sports Sponsor:

Single Team Sponsor	\$225.00
Two Team Sponsor	\$450.00
Three Team Sponsor	\$675.00
Four Team Sponsor	\$900.00

Park Facility / Picnic Rental

Gymnasium Facility Rental Rates

Gymnasium Reservation / Damage Deposit	\$35.00
Gymnasium Hourly Rate (Includes Attendant)	\$70.00

Park Picnic & Grill Pavilion Rental Rates

Park Reservation / Damage Deposit	\$25.00 (minimum)
Park Large Pavilion Per Hour	\$20.00
Park Small Pavilion Per Hour	\$10.00

Ball Park

Oxford Ball Park Reservation / Damage Deposit	\$33.00 (minimum)
Oxford Ball Park Daily Rate	\$65.00



Fitness Center Facility (24 Hour)

Key Fob \$5

Fitness Center Membership

Rates	Daily	Monthly	Semi-Annual	Annual	Monthly All-Inclusive
Individual	\$5.00	\$35.00	\$193.00	\$385.00	\$55.00
Couple		\$50.00	\$275.00	\$550.00	\$70.00
Family		\$65.00	\$358.00	\$715.00	\$85.00
Fitness Class	\$5.00	\$30.00			

Short Term Monthly Fees

Rates	Fitness Center
Individual	\$50.00
Couple	\$65.00
Family	\$80.00

Child Watch

Per Month to Add to Membership \$20.00

Group Rates

10 People of Less

	Monthly Fee
Youth	\$50.00 – 1 Day Per Week
Adult	\$250.00 – 3 Days Per Week

11-20 People

	Monthly Fee
Youth	\$100.00 – 1 Day Per Week
Adult	\$500.00 – 3 Days Per Week

Personal Training

Per Month	\$160.00
Homeschool Fitness Class	\$3.00



TOWN OF HILLIARD
UNIFIED FEE SCHEDULE - RESOLUTION 2026 – 09
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ITEM-5

Pool Facility

Swimming Pool	Daily	Monthly	Seasonal
Individual	\$3.00	\$30.00	\$90.00
Couple		\$45.00	\$135.00
Family		\$60.00	\$180.00
Groups Under 10	\$15.00	\$100.00	\$300.00
Aqua Classes	\$5.00		\$30.00

Private Swimming Lessons

30 Minute - Single	\$20.00
30 Minute - 4 Pack	\$65.00
30 Minute - 8 Pack	\$120.00

Group Swimming Lessons

Level 1 & 2 (1 WK Courses, Monday-Thursday)	\$50.00
Level 3 & 4 (2 WK Courses, Monday-Thursday)	\$60.00

Facility Rental

Pool & Splash Pad reservation / Damage Deposit	\$58.00 (minimum)
Pool & Splash Pad Hourly Rate	\$85.00
Pool Lifeguard(s) Rate per Hour (2 per 35 People)	\$30.00
Splash Pad Only Reservation / Damage Deposit	\$38.00 (minimum)
Splash Pad Only Hourly Rate (Up to 25 people includes attendant)	\$75.00



TOWN OF HILLIARD
UNIFIED FEE SCHEDULE - RESOLUTION 2026 – 09
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ITEM-5

Events

Car Show Participant	\$20.00
Parade of Trees	\$50.00
Vendors	\$50.00
Event Sponsorship	\$225.00

Additional Offerings

Certification Programs

CPR	\$25.00 per Student
First Aid	\$25.00 per Student
Emergency Oxygen Administration	\$25.00 per Student



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 6, 2026

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

SUBJECT: Town Council approval of Change Order No. 1, to increase the contract price by \$2,826.00, for the FDOT funded project to construct a new box hangar building at the Hilliard Airpark.

BACKGROUND:

Change Order No. 1 provides for an increase of **\$2,826.00** to the construction contract with **Lylam, LLC d/b/a Facility's Constructors** for additional plumbing and general contractor labor required during construction of the new box hangar at Hilliard Airpark.

During underground drainage installation, the contractor encountered field conditions that differed from the available as-built information. A buried drainage structure was found approximately eight feet from its anticipated location. As a result, the contractor was unable to complete the drainage connection as originally designed.

To resolve the issue, the contractor purchased and installed an additional ADS tee fitting and revised the drainage connection by intercepting the existing ADS pipe run rather than tying directly into the buried drainage structure. This required additional materials, plumbing labor, and general contractor labor. The project engineer has reviewed the request and determined that the additional work and associated costs are reasonable and necessary.

The Florida Department of Transportation (FDOT) has reviewed and approved the use of available surplus grant funds to cover the cost of Change Order No. 1. Approval of this change order will increase the construction contract by **\$2,826.00**.

FINANCIAL IMPACT:

Change Order No. 1: **\$2,826.00** (contract increase). The available FDOT grant surplus is sufficient to fund the proposed change order, and no additional local funds are required.

RECOMMENDATION:

Town Council approval of Change Order No. 1 for the FDOT-funded New Box Hangar Project at Hilliard Airpark, increasing the contract with Lylam, LLC d/b/a Facility's Constructors by **\$2,826.00** for additional labor and materials required to address unforeseen underground drainage conditions encountered during construction.

CHANGE ORDER

HILLIARD AIRPARK

ITEM-6

PROJECT TITLE:	CONSTRUCT BOX HANGAR BUILDING	CHANGE ORDER NO.:	1
	HILLIARD AIRPARK		
	TOWN OF HILLIARD		
	FAA AIP NO. N/A		
	FDOT FM 441751-1-94-24		
CONTRACTOR:	Lylam, LLC dba Facility's Constructors	INITIATION DATE:	July 15, 2026
	1030 Ellis Rd N		
	Jacksonville, FL 32254	CONTRACT DATE:	November 6, 2026

You are directed to make the following changes in this Contract dated **November 6, 2026** by and between yourself and the Town of Hilliard, in accordance with its conditions. The Work under this Contract shall be changed and the Contract Sum and/or Contract Time adjusted to reflect all additions and/or deletions described and indicated by modifications to the Contract Documents, including any and all drawings and attachments thereto, all of which form a part of this Change Order. The Contract Documents shall apply to this Change Orders.

DESCRIPTION: See attached change order tabulation and Finding of Fact.

ATTACHMENTS: Change order tabulation, 1 page. Finding of Fact, 1 page.

Not valid until signed by the Owner. Signature by the Contractor indicates final agreement herewith, including all adjustments in the Contract Sum and/or Contract Time.

The original Contract Sum was.....	\$269,989.60
Net change by previously authorized Change Orders.....	\$0.00
The Contract Sum prior to this Change Order	\$269,989.60
The Contract Sum will be increased by this Change Order.....	\$2,826.00
The new Contract Sum including this Change Order will be	\$272,815.60
The Contract Time will be increased by	7 days

ISSUED AND APPROVED BY:

AECOM
ENGINEER:
7650 W. Courtney Campbell Causeway
Tampa, Florida 33607-1462
ADDRESS:

BY: DATE:

AGREE TO:

Lylam, LLC dba Facility's Constructors
CONTRACTOR:
1030 Ellis Rd N
Jacksonville, FL 32254
ADDRESS:

BY: DATE:

APPROVED BY:

N/A
FEDERAL AVIATION ADMINISTRATION

APPROVED BY:

FLORIDA DEPARTMENT OF TRANSPORTATION

AUTHORIZED:

Town of Hilliard
OWNER:
15859 West CR 108
Hilliard, FL 32046
ADDRESS:

BY: DATE:

CHANGE ORDER NO. 1 CONSTRUCT BOX HANGAR BUILDING HILLIARD AIRPARK FAA AIP No.: N/A FDOT FM NO. 441751-1-94-24 AECOM Project No.: 60732142			
PREPARED BY AECOM William R. Prange, PE 46751 7/15/26			
ITEM NO.	ITEM DESCRIPTION	PRICE ADJUSTMENT	VARIANCE
	ADDITIONAL WORK ITEMS		
1	PLUMBING LABOR OVERAGE	\$1,826.00	\$1,826.00
2	GC LABOR OVERAGE	\$1,000.00	\$1,000.00
	GRAND TOTAL - ADDITIONAL WORK ITEMS AND WORK DELETION		\$2,826.00

FINDING OF FACT

CHANGE ORDER NO. 1

LYLAM, LLC DBA FACILITY'S CONSTRUCTORS

TOWN OF HILLIARD

FDOT FM NO. 441751-1-94-24

CONSTRUCT BOX HANGAR BUILDING

HILLIARD AIRPARK

JULY 15, 2026

The proposed project consists of a new 40' x 40' box hangar building and related drainage and site work. The new metal building will be adjacent to the existing hangar and the driveway for gate number 3. In order to do so, hangar construction work includes, but is not limited to: erosion and sediment control, clearing and grubbing, installation of slab foundation and metal building, concrete approach slab construction and joint sealing, grading, fencing, and installation of new water and electrical utilities. This project is funded through a grant from the FDOT.

AECOM designed the project and is performing construction administration and part time inspection services. Lylam, LLC dba Facility's Constructors, was awarded the construction contract on November 6, 2025, in the bid amount of \$269,989.60. No previous changes have been executed.

Change Order One is being presented to the Town of Hilliard for approval of a \$2,826.00 increase to the original Contract amount and a contract time extension of 7 calendar day(s). Below is a list of the items that make up Change Order One.

Change Order Item description:

1. CO-1: Provide additional drainage subcontractor labor and contractor supervision to resolve unforeseen conflicts between existing site conditions and the project construction documents. The alignment of existing underground ADS drainage pipe differed from the design drawings, and one additional ADS Tee fitting was required. Furnished one (1) extra day of labor for a two-man crew and one ADS Tee fitting (Eagerton Plumbing).

These changes resolve all claims and issues regarding these items.

End of Finding of Fact


Lylam, LLC dba Facility's Constructors

1030 Ellis Rd N • Jacksonville, FL 32254-2250 • Phone: 904-378-8536 • Fax: 904-378-8538

Construct Box Hangar Building

Town of Hilliard

Job Address:

37792 Eastwood Rd

Hilliard, FL 32046

Print Date: 7-14-2026

0001

 Change Order ID: **0001**

Provide additional trade labor and contractor supervision required to resolve unforeseen conflicts between existing site conditions and the project construction documents.

Items	Description	Price
Plumbing Labor Overage 15400 Plumbing	Furnished one (1) extra day of labor for a two-man crew (Eagerton Plumbing).	\$1,826.00
GC Labor Overage 01 - General Conditions	Additional general contracting field hours and supervision required to coordinate, manage, and oversee the resolution of document conflicts on-site.	\$1,000.00

Total price: \$2,826.00

Disclaimers: * *Not Responsible for changes made By Plan Review, Design & Engineering or unforeseen conditions. All Invoices will be due within fifteen (15) business days of the Invoice date unless otherwise specified.**

I confirm that my action here represents my electronic signature and is binding.

Required clients

Signature	Name	Date
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AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 6, 2026

FROM: ***Gabe Whittenburg – Parks and Rec Director***

SUBJECT: Town Council to accept the resignation of David Pender, Program Manager, effective July 24, 2026.

BACKGROUND:

See attached resignation email.

FINANCIAL IMPACT:

NA

RECOMMENDATION:

Town Council to accept the resignation of David Pender, Program Manager, effective July 24, 2026.

From: David Pender <dpender@townofhilliard.com>
Sent: Tuesday, June 30, 2026 12:38 PM
To: Gabe Whittenburg <gwhittenburg@townofhilliard.com>
Subject: Two Weeks Notice - David Pender

June 30th, 2026

Dear Gabe Whittenburg,

Please accept this letter as my formal two weeks notice of resignation from my position with Hilliard Parks & Recreation. My last day of employment will be Friday, July 24th, 2026.

This was not an easy decision, as I have truly enjoyed my time working with Hilliard Parks & Recreation. I am grateful for the opportunities, experiences and relationships I have built during my time here. It has been a privilege to serve this community and help provide quality programs for our participants.

I have accepted a position with Charlton County High School, where I will have the opportunity to coach high school football and track & field while continuing to grow professionally. This is an exciting next step in my career, and after careful consideration, I have decided to pursue this opportunity.

Over the next couple week, I am committed to making the transition as smooth as possible. I am happy to assist with training or anything else that will help during this transition. Thank you again for your support, guidance, and the opportunity to be a part of Hilliard Parks & Recreation. I sincerely appreciate everything I've learned and wish the department continued success in the future.

Sincerely,

David Pender



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 6, 2026

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

SUBJECT: Town Council approval of Capital Budget Expenditure of Major Purchase for Road Millings from Masters Road Clean Concrete Recycling.

BACKGROUND:

Capital budget expenditure of major purchase for road millings.

This bulk purchase is to be used in the northwest quadrant of the town limits to upgrade the road conditions.

FINANCIAL IMPACT:

Capital Budget Expenditure \$40,000.00

Capital Project 3.1.0 Major Purchase for Road Millings.

RECOMMENDATION:

Town Council approval of Capital Budget Expenditure Major Purchase for Road Millings at the Total Cost of \$40,000.00, from Masters Road Clean Concrete Recycling.

Masters Road Clean Concrete Recycling

3570 Masters Road
Jacksonville, FL 32226
Phone: (904) 714-0041
Fax: (904) 714-0160
jwilliams@froads.com

QUOTATION ITEM-8

QUOTE #	DATE
2607	7/31/2026
CUSTOMER ID	VALID UNTIL
	8/30/2026

QUOTATION FOR

Town of Hilliard
15859 W Co Rd 108
Hilliard, FL 32046

Prepared By: Jason Williams

ITEMIZED COSTS	QTY	UNIT PRICE	AMOUNT
Asphalt Millings - Ground (Tons)	1300	28.00	36,400.00
Delivery of Materials (does not include site prep or spreading)	65	200.00	13,000.00
			-
			-
			-
			-
			-
			-
<i>Thank you for your business!</i>		SUBTOTAL	49,400.00
		Tax	-
		TOTAL QUOTE	\$ 49,400.00

This quotation is not a contract or a bill. The customer will be billed after indicating acceptance of this quote. Payment will be due prior to the delivery of service and goods. Please email, fax, or mail the signed quote to the address listed above.

Customer Acceptance

X		
Signature	Printed Name	Date

For any enquiry, reach out via jwilliams@froads.com or call on 904-510-4907

R & N Hauling, LLC

QUOTE

273527 Murrhee Rd, Hilliard FL 32046
 (904) 838-7229
 RHauling10@gmail.com

Date: 7/30/26

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

Qty	Description	Unit price	Line total
1	18 yard Asphalt Millings (Reground)	1,100.00	1,100.00
Subtotal			1,100.00
Sales Tax			0.00
Total			1,100.00

Quotation prepared by: Randy Guynn

This is a quotation on the goods named, subject to the conditions noted below: All sales final, payment due upon receipt.

To accept this quotation, sign here and return: _____

Thank you for your business!

Triple B Dirt LLC
28207 Lake Hampton Rd. Hilliard ,FI 32046

town of hilliard
15859 w co 108. Hilliard FI 32046

Estimate # 0000037

Estimate Date 07/28/2026

Item	Description	Unit Price	Quantity	Amount
Product	Double Ground Asphalt millings	950.00	30.00	28,500.00
		Subtotal		28,500.00
		Total		28,500.00
		Amount Paid		0.00
		Estimate		\$28,500.00

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, JUNE 04, 2026, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

ITEM-2 Town Council to consider Ordinance No. 2026-01, an ordinance relating to Public Right-of-Way or Alley; making findings; vacating Blocks 68, 69, and 71 of Public Right-of-Way, Streets, and Alleys within and adjacent to "North Hilliard Terrace" and the "Map of Hilliard"; within the Town of Hilliard, Florida; authorizing recording of a certified copy of this ordinance; providing for severability; and

providing for an effective date. Adopting on First Reading and Set Public Hearing & Final Reading for July 2, 2026

Lisa Purvis, MMC – Town Clerk

The applicant's legal representative, Ms. Courtney Gaver, provided a presentation outlining the requested vacation of the right-of-way proposed to be vacated.

Motion made by Councilman Hunter, 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 consider Ordinance No. 2026-02, an ordinance of the Town of Hilliard, Nassau County, Florida, amending the Town Charter to remove the residency requirement for the Town Clerk; providing for conflict, severability, administrative correction of scrivener's error, publication and effective date. Adopting on First Reading and Set Public Hearing & Final Reading for July 2, 2026

Lisa Purvis, MMC – Town Clerk

Town Attorney Waugh explained that the ordinance represents the first of two charter amendments requested by the Town Council. If approved, the proposed charter amendment will be placed on the ballot as a referendum during the General Election. The ordinance will also be presented at the June Monthly Workshop for further review before advancing to the Public Hearing and Final Reading.

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

ITEM-4 Town Council to consider Ordinance No. 2026-03, an ordinance of the Town of Hilliard, Nassau County, Florida, amending the Town Charter to reflect the integration of a Town Manager; providing for conflict, severability, administrative correction of scrivener's error, publication and effective date. Adopting on First Reading and Set Public Hearing & Final Reading for July 2, 2026

Lisa Purvis, MMC – Town Clerk

Town Attorney Waugh explained that the ordinance represents the second of two charter amendments requested by the Town Council. If approved, the proposed charter amendment will be placed on the ballot as a referendum during the General Election. The ordinance will also be presented at the June Monthly Workshop for further review before advancing to the Public Hearing and Final Reading.

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

ITEM-5 Planning & Zoning Board makes recommendation to Town Council to allow the amended pre-application for the vacation of Alleys Within Blocks: 92, 95,106-

111, 113, 115-117 and Portions West Sixth Avenue to move forward to Final application.

Lee Anne Wollitz – Land Use Administrator

The applicant's legal representative, Ms. Courtney Garver, provided a presentation outlining the alleys and rights-of-way requested to be vacated. The applicant's engineer, Mr. Henry Vorpe, was also present to answer any questions from the Town Council.

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

- ITEM-6 Town Council to consider a request for donation for the Marine Corp League for the purchase of toys to be distributed at the Northeast Florida Fairgrounds Toys for Tots giveaway.

Lisa Purvis, MMC – Town Clerk

A motion was made to donate \$1,000 to the Marine Corps League for the Toys for Tots giveaway.

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

- ITEM-7 Town Council approval of Phoenix Process Equipment Co., Payable through May 14, 2026, Project Name: Wastewater Treatment Plant Belt Press, in the amount of \$60,700.00.

CAPITAL FUNDED PROJECT BUDGETED \$60,000

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

- ITEM-8 Town Council approval of PQH Group, Payable through May 20, 2026, Project Name: Hurricane Shelter / Community Center Project in the amount of \$4,800.00.

FDEM 100% GRANT FUNDED PROJECT \$5,890,200; PQH GROUP LUMP SUM CONTRACT \$572,000

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-9 Town Council approval of TB Landmark Construction, Payable through April 23, 2026, Project Name: MH 167 and MH 170 Repairs, Pay Request No. 2 in the amount of \$178,536.84.

CAPITAL FUNDED PROJECT BUDGETED \$300,000; TB LANDMARK CONSTRUCTION LUMP SUM CONTRACT \$323,267.52

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

ADDITIONAL COMMENTS

PUBLIC

Doug Conkey, 7775 Baymeadows Way, Suite 102, Jacksonville, FL, representing the St. Johns River Water Management District (SJRWMD), thanked the Town for the Water Conservation Proclamation and provided an update on current water conditions, noting that the area has received approximately 30 inches of rainfall over the past three months. Council President Sims asked Mr. Conkey about the St. Johns River Water Management District's position regarding data centers in St. Johns County. Mr. Conkey stated that the District has not taken a position on the matter. He added that the District is monitoring the work of the fact-finding committee in Nassau County.

MAYOR & TOWN COUNCIL

Councilman Wollitz, congratulations and well wishes to all our graduates.
Councilman Michaels gave Parks and Recreation update.
Mayor Beasley announced opening of the Westside Regional Park Saturday June 6, 2026.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk Lisa Purvis
Land Use Administrator Lee Anne Wollitz

ABSENT:

Public Works Director Cory Hobbs
Parks & Recreation Director Gabe Whittenburg

Land Use Administrator Lee Anne Wollitz provided the following updates:
Scammers have been creating fraudulent Planning and Zoning invoices requesting that funds be wired. The Town Attorney recommended adding a disclaimer to Town emails stating that the Town will never request payment by wire transfer. Applicant's email and physical address will be redacted from meeting agendas moving forward.
Dustin Winnon has joined the Health Department Committee.
She is coordinating the distribution of copies of the Proclamation honoring Kevin Crews to the agencies recognized in the proclamation. Additionally, she shared that the Gary Sinise Foundation recently presented a gift to the Crews family, which they received earlier that week.

Town Clerk Lisa Purvis provided the following updates:
The Westside Regional Park ribbon-cutting ceremony will be held this Saturday at 2:00 p.m. and she has RSVP'd all Council Members and Directors.
The Hurricane Shelter bids are due and will be opened publicly at 2:00 p.m. on June 11,

2026.

Election qualifying will begin at noon on July 2, 2026, and conclude at noon on August 7, 2026. Candidate petitions are due by noon on July 30, 2026, at the Supervisor of Elections Office.

TOWN ATTORNEY

Town Attorney Christian Waugh provided an update on the Mikkelsen property sale and discussed property tax reform.

ADJOURNMENT

Motion to adjourn at 7:40 p.m.

Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

MINUTES

THURSDAY, JUNE 18, 2026, 7:00 PM

NOTICE TO PUBLIC

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CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-11 Allowing Attorney Christian Waugh to start negotiations on the Town property with New Leaf.

Land Use Administrator – Lee Anne Wollitz

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

ITEM-2 Town Council adoption of Resolution No. 2026-06, Amending Resolution No. 2026-04, Unified Fee Schedule; Water & Sewer; Culverts; Planning & Land Use; Building Permitting; and Parks & Recreation.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-3 Town Council to adopt Resolution No. 2026-07, calling for a General Election to be held on November 3, 2026, for the position of Mayor and two Council Members to serve four-year terms each.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-4 Town Council approval of Position Process for Geoffrey Williams' transition from Introductory/Probationary status to Regular Full-Time.
Cory Hobbs - Public Works Director

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

- ITEM-5 Town Council Approval to promote Carrie Mullis from Administrative Assistant to Accounting Clerk II.
Wendy Prather– HR & Finance Analyst

Mrs. Wendy Prather was present to update and answer any questions from the Council regarding the promotion and transition process.

Councilman Pickett questioned why a 90-day transition period was not being considered. Mrs. Prather explained that this is the same process the Town has followed for previous transitions.

Councilman Wollitz asked how long Mrs. Mullis has been with the Town.

Councilman Sims noted that Public Works employees received several weeks of training before transitioning to their new pay structure and requested clarification regarding the applicable step and grade placement.

Mrs. Prather stated that Mrs. Mullis has a background in accounting and has also been assisting with these responsibilities.

Motion to increase Mrs. Mullis compensation to one-half of the pay increase from Grade 3, Step 7 to Grade 4, Step 7, effective immediately. Upon her successful completion of the 90-day probationary period in the new position, her compensation shall be increase to the full Grade 4, Step 7 pay rate, effective upon completion of the probationary period.

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

- ITEM-6 Town Council approval of Town Pool use for Lap Swim (Pre-Season Conditioning) by West Nassau High School.
Gabe Whittenburg – Parks & Recreation Director

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

- ITEM-7 Town Council approval of the Contract Services Agreement for Accounting Services with Erin West through June 30, 2026, for bank reconciliation services.
Lisa Purvis, MMC – Town Clerk

Mrs. West reviews the scope of work provided by Town Clerk Lisa Purvis and states that she is confident in her ability to meet all required deadlines. Mrs. West also advised that her fee for the services will be \$125.00 per hour.

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

- ITEM-8 Town Council approval of the Minutes for the April 9, 2026, and May 14, 2026, Workshops.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-9 Town Council approval of AECOM, Payable through May 29, 2026, Project Name: Design & Construct New Box Hangar at the Hilliard Airpark in the amount of \$3,343.23.
FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441

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

- ITEM-10 Town Council approval of CPH, Payable through May 15, 2026, Project Name: FY 24/25 Resilient Florida Planning Grant, in the amount of \$30,000.00.
FDEP COMPREHENSIVE VULNERABILITY ASSESSMENT GRANT FUNDED PROJECT IN THE AMOUNT OF \$180,000; LUMP SUM CONTRACT \$180,000.

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

- ITEM-11 Town Council approval of Peters & Yaffee Engineering, now owned by LJA Engineering, Inc., Payable through May 29, 2026, Project Name: Design West Sixth Street in the amount of \$4,885.85
DAYSPRING COMMONS DEVELOPER FUNDED PROJECT IN THE AMOUNT OF \$116,672.26; LUMP SUM CONTRACT \$116,672.26

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

ADDED ITEMS

ITEM-12 Town Council to authorize for Town Attorney Waugh to Negotiate with New Leaf on the Town's vacant property.

Land Use Administrator – Lee Anne Wollitz

The Town Attorney reported that the proposed agreement with New Leaf regarding the sale of the Town's vacant property has been negotiated. The Town Attorney reviewed the terms of the agreement with the Town Council and asked whether the Town Council agreed with the negotiated terms.

Motion to approve the negotiated terms of the agreement with New Leaf for the purchase of the Town's vacant property.

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

ADDITIONAL COMMENTS

PUBLIC

No comments.

MAYOR & TOWN COUNCIL

Councilman Sims stated that Car-B-Que was a great event.

Mayor Beasley advised that Food Truck Friday will be held on Saturday in conjunction with the Golf Cart Parade. He noted that music will also be provided during the event.

ADMINISTRATIVE STAFF

PRESENT:

Assistant Public Works Director Charles Chavarria
Land Use Administrator Lee Anne Wollitz

ABSENT:

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

Assistant Public Works Director, Charles Chavarria advised that mosquito spraying has begun. He reminded residents not to allow standing water to accumulate on their properties.

Parks and Recreation Director, Gabe Whittenburg Mayor Beasley speaking on the director's behalf, and reminded residents that flag football will begin on July 7, 2026.

Land Use Administrator Lee Anne Wollitz provided the Council with the schedule of dates on which she will present Mr. Kevin Crews' proclamation to the various entities.

TOWN ATTORNEY

No comment.

ADJOURNMENT

Motion to adjourn at 7:20 p.m.

Motion made by Council Pro Tem Pickett, Seconded by Council President Sims.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers
15859 West County Road 108
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ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, JULY 02, 2026, 7:00 PM

NOTICE TO PUBLIC

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CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

ABSENT

Councilman Dallis Hunter is present on TEAMS for a portion of the meeting.

PUBLIC HEARING

ITEM-1 Ordinance No 2026-01 – Vacating Public Right-of-Way or Alley Blocks 68, 69 & 71, Public Right-of-Way, Streets, and Alleys within and adjacent to "North Hilliard Terrace" and the "Map of Hilliard".
Mayor Beasley

Open Public Hearing
 Call for Public Comments
 Close Public Hearing on Ordinance No. 2026-01

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

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

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2026-01, on Second & Final Reading.

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

ITEM-2

Ordinance No 2026-02 – Amending the Town Charter to remove the residency requirement for the Town Clerk.

Mayor Beasley

Open Public Hearing
 Call for Public Comments

Heather Gates, 27306 West Fifth Avenue, Hilliard, FL, stated that the Town Clerk has six months after being hired to establish residency and she feels that the position should be held by someone who resides within the Town limits.

Close Public Hearing on Ordinance No. 2026-02

Motion to close Public Hearing at 7:04 p.m.

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

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2026-02, on Second & Final Reading.

Mayor Beasley responded that no other department heads are required to reside within the Town limits and, because the Town Clerk is not an elected official, he does not believe such a requirement should be imposed.

Council Pro Tem Pickett stated that placing the issue on the ballot and allowing the citizens to decide would be the fairest approach.

Council President Sims stated that he does not believe additional residency requirements should apply. He noted that the Town Clerk does not make decisions on behalf of the Town but, like the other department directors, may offer ideas and recommendations.

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

ITEM-3 Ordinance No 2026-03 – Amending the Town Charter to reflect the integration of a Town Manager.

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2026-03

Following no public comments, motion to close Public Hearing at 7:08p.m.

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

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2026-03, on Second & Final Reading.

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

ITEM-4 Ordinance No. 2026-04 – Establishing procedures for the review and approval of Certified Recovery Residences pursuant to section 397.487, Florida Statutes.

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2026-04

Following no public comments, motion to close Public Hearing at 7:09 p.m.

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

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2026-04, on First Reading and Set Second Public Hearing & Final Reading for August 6, 2026.

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

REGULAR MEETING

ITEM-5 Additions/Deletions to Agenda

ITEM-15 Town Clerk Lisa Purvis request to fill the vacant Administrative Assistant position due to recent office promotion of Carrie Mullis.

Lee Anne Wollitz – Land Use Administrator

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-6 Town Council Consideration of the Purchase and Sale Agreement Submitted by New Leaf Communities, LLC for the Purchase of the Mikkelsen Estate Property
Christian Waugh – Town Attorney

Town Attorney Waugh advised that he had one small revisions to the contract. **Paige Johnston of Rogers Towers, representing New Leaf**, explained that the requested contract revision would allow the extension fee to be refunded if New Leaf elected not to proceed with the purchase.

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

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

Wollitz, Councilman Michaels

- ITEM-7 Town Council Approval of Emergency Capital Expenditures in the Amount of \$36,885.00 for Emergency Repairs and Replacement of the Town Annex Building Roof.

Gabe Whittenburg – Parks & Recreation Director

Council President Sims stated that this matter has not been neglected. He explained that the Hurricane Shelter project is taking longer than anticipated and that proceeding with this action is necessary.

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

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

Wollitz, Councilman Michaels

- ITEM-8 Town Council approval of Position Process for Myron Saunders transition from Introductory/Probationary status to Regular Full-Time Programs Coordinator.
Gabe Whittenburg – Parks & Recreation Director

Mayor Beasley advised that Director Gabe Whittenburg is preparing the job descriptions but expressed a desire to move forward with the process.

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

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

Wollitz, Councilman Michaels

- ITEM-9 Town Council approval of Position Process for Shelby Turner transition from Introductory/Probationary status to Regular Full-Time Event Coordinator – Social Media Coordinator.
Gabe Whittenburg – Parks & Recreation Director

Mayor Beasley advised that Director Gabe Whittenburg is preparing the job descriptions but expressed a desire to move forward with the process.

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

- ITEM-10 Town Council approval of Capital Budget Expenditure of Sewer MH Lining/Repair at the cost of \$12,200.92 from Site Savvy Inc a sole source vendor for repairing manhole numbers 33, 92, and 76A.
Cory Hobbs – Public Works Director

Public Works Director Cory Hobbs advised that the manholes are sinking due to inflow and infiltration (I&I).

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

- ITEM-11 Town Council approval of Capital Budget Expenditure of Well #2 Rehabilitation at a cost of \$8,400.00 from Partridge Well Drilling Co, Inc. a sole source vendor for breakdown, inspection, and recommendations.
Cory Hobbs – Public Works Director

Public Works Director Cory Hobbs explained that Partridge Well Drilling Co. will pull the necessary information and provide notes that will be used to prepare the bid documents.

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

- ITEM-12 Town Council approval of CPH Consulting, LLC, Payable through June 15, 2026, Project Name: 8" Parallel Water Main Extension to FAA Facility in the amount of \$18,084.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$199,680

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

- ITEM-13 Town Council approval of CPH Engineering, Payable through June 12, 2026, Project Name: MH 167 and MH 170 Repairs in the amount of \$720.00.
CAPITAL FUNDED PROJECT BUDGETED \$300,000; CPH ENGINEERING LUMPSUM CONTRACT \$18,400.00

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

ITEM-14 Town Council approval of PQH Group, Payable through June 15, 2026, Project Name: Hurricane Shelter / Community Center Project in the amount of \$3,200.00.

FDEM 100% GRANT FUNDED PROJECT \$5,890,200; PQH GROUP LUMP SUM CONTRACT \$572,000

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

ADDED ITEMS

ITEM-15 Town Council approval of the Town Clerk's recommendation to fill the Town Hall Administrative Assistant vacant position.

Lee Anne Wollitz – Land Use Administrator

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

ADDITIONAL COMMENTS

PUBLIC

No comments.

MAYOR & TOWN COUNCIL

Councilman Wollitz, reminded everyone to stay safe during the upcoming holiday weekend and noted that fireworks will be held on Saturday, July 4, 2026, at the Fairgrounds. He expressed appreciation to the State Officials and Aaron Bean for their support.

Council President Sims, expressed appreciation to the State Officials for the funding allocation of the Sanitary Sewer Rehabilitation Project.

Mayor John Beasley provided the following updates:

Announced that new flags have been installed on the crosses at the Veterans Memorial.

Thanked everyone who participated in the golf cart parade held on Saturday.

Reminded residents that the fireworks display will be held on Saturday, July 4, 2026, at the Fairgrounds.

Announced that flag football will begin next Tuesday at Westside Regional Park and that volleyball activities have already started.

Thanked Jay Collins for speaking at the VFW's June meeting regarding the appropriations that were awarded to the Town.

ADMINISTRATIVE STAFF

PRESENT:

Public Works Director Cory Hobbs

Land Use Administrator Lee Anne Wollitz

ABSENT:

Town Clerk Lisa Purvis

Parks & Recreation Director Gabe Whittenburg

Public Works Director Cory Hobbs advised that a bypass pump was installed at a lift station due to an issue with the existing pump. He added that a replacement pump has been ordered.

Land Use Administrator Lee Anne Wollitz provides the following updates:

Stated Town Clerk Lisa Purvis, wanted everyone to know that the Governor has signed the budget and that the Town has been awarded \$1.75 million through State Appropriation for the construction portion of the Sanitary Sewer Rehabilitation Project.

Further stated that Town Clerk Lisa Purvis also provided clarification regarding a previous discussion on the timing for elected officials to take office. Only following the Town's first election, elected officials assumed office at the first meeting of the month following the election. All other elections elected officials take office at the first meeting in January.

VIP fireworks tickets are available for Council Members and Department Heads.

The Kevin Crews' proclamations will be distributed to each designated entity between July 13, 2026 and July 20, 2026.

TOWN ATTORNEY

Christian Waugh God Bless America

ADJOURNMENT

Motion to adjourn at 7:29 p.m.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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Lee Pickett, Council Pro Tem
Joe Michaels, Councilman
Jared Wollitz, Councilman
Dallis Hunter, Councilman

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, JULY 16, 2026, 7:00 PM

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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

ABSENT

Councilman Joe Michaels

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

- ITEM-2 Town Council to consider Ordinance No. 2026-05, an ordinance of the Town of Hilliard, Nassau County, Florida, imposing a temporary moratorium on the acceptance, review, or approval of applications for development permits, development orders, rezoning, or site plans related to data centers, data processing facilities, data mining or cryptocurrency mining operations (referenced herein collectively as data center facilities) within town limits of the Town of Hilliard; adopting findings; providing for the study and development of appropriate land use regulations addressing such data center uses; providing for conflict, severability, administrative correction of scrivener's errors, publication, and effective date. Adopting on First Reading and Set Public Hearing & Final Reading for August 6, 2026.

Lisa Purvis, MMC – Town Clerk

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

- ITEM-3 Town Council to consider Resolution 2026-08 – Procedures for Ex-Parte Communications in Quasi-Judicial Proceedings: This resolution establishes a formal process allowing Town Council and Planning & Zoning Board members to communicate with the public regarding pending quasi-judicial matters while ensuring transparency and compliance with Florida law.

Lee Anne Wollitz – Land Use Administrator

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

- ITEM-4 Town Council to Review and Discussion of Participating in the NEFRC Community Visioning Program.

Lee Anne Wollitz – Land Use Administrator

Planning Council Representative presents information on the NEFRC Community Visioning Program. The Economic Development Administration funds the program designed to assist smaller communities in envisioning and planning for a vibrant, resilient, and community-driven future. The goal is to help align future planning objectives and address the needs of areas surrounding each jurisdiction's boundaries.

Council President Sims asked what the tangible benefits of participating in the program would be for the Town. NEFRC Representative responded that residents are often more candid about their priorities and concerns when elected officials are not present during community engagement sessions.

Town Attorney Christian Waugh answered questions regarding the Town's Comprehensive Plan. He also noted his support for intergovernmental planning efforts and stated that he is in favor of Joint Powers Agreements (JPA) and Interlocal Service Boundary Agreements (ISBA) as tools to facilitate regional cooperation.

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

- ITEM-5 Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 4, 2026. ***Lisa Purvis, MMC – Town Clerk***

Motion to set the rate the same as the previous year at 3.5 mills.

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

Motion to hold the First Public Hearings on September 3, 2026.

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

- ITEM-6 Town Council approval of the Minutes for the March 19, 2026, April 2, 2026, April 16, 2026, May 7, 2026, May 21, 2026, Regular Meetings and the June 11, 2026, Workshops.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-7 Town Council approval of Peters & Yaffee Engineering, now owned by LJA Engineering, Inc., Payable through June 26, 2026, Project Name: Design West Sixth Street in the amount of \$1,736.22
DAYSPRING COMMONS DEVELOPER FUNDED PROJECT IN THE AMOUNT OF \$116,672.26; LUMP SUM CONTRACT \$116,672.26

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

- ITEM-8 Town Council approval of Tropic Aire, Payable through July 7, 2026, Project Name: Hilliard Parks & Recreation Annex Emergency Roof Replacement, in the amount of \$36,885.00.
CAPITAL FUNDED PROJECT EMERGENCY LUMP SUM CONTRACT \$36,885.00; TROPIC AIRE

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

ADDITIONAL COMMENTS

PUBLIC

No comments.

MAYOR & TOWN COUNCIL

Council Wollitz stated that Georgia Street at West Fifth Avenue a large truck ran over a water valve and destroyed the sidewalk. These damages fall back on the taxpayer. So, if you see anything questionable, please take photographs so the Town can hold them responsible for the repairs.

Mayor John Beasley provided the following updates:

McDonald's will be open by the end of the month.

Thanks Councilman Hunter and Land Use Administrator Lee Anne Wollitz for attending the Board of County Commissioners meeting with him for the Proclamation Presentation to honor fallen Hilliard Volunteer Fire Department Member Kevin Crews.

School starts in a few weeks.

Hilliard Middle Senior High School football field looks good.

Food Truck Friday will be held on July 31, 2026.

ADMINISTRATIVE STAFF

PRESENT:

Land Use Administrator Lee Anne Wollitz

ABSENT:

Town Clerk Lisa Purvis

Public Works Director Cory Hobbs

Parks & Recreation Director Gabe Whittenburg

Land Use Administrator Lee Anne Wollitz spoke on behalf of Public Works Director Cory Hobbs giving updates on capital projects.

Mayor John Beasley spoke on behalf of Parks and Recreation Director Gabe Whittenburg advising:

Flag football is on Tuesday and Thursday nights at Westside Regional Park.

Volleyball on Saturday at the gym.

Tackle football will start soon.

Land Use Administrator Lee Anne Wollitz updated the Town Council on the presentations of the proclamations honoring Kevin Crews. She also advised that the Town had received notification that Mr. Crews will be honored at the 2026 Florida Fallen Firefighters Memorial.

TOWN ATTORNEY

No comment.

ADJOURNMENT

Motion to adjourn at 7:28 p.m.

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

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

Invoice

500 West Fulton Street
Sanford, FL 32771
407-322-6841

Lisa Purvis
Town of Hilliard
15859 W CR 108
Hilliard, FL 32046

July 17, 2026

Project No: 201.M961060.000

Invoice No: 178741

8-inch Parallel Water Main Extension to FAA Facility
Client No. 9610-60-1

Engineering services regarding the 8-inch Parallel Water Main Extension to FAA Facility (Design Only) project for the Town of Hilliard including completion of permit applications.

Professional Services from June 13, 2026 through July 10, 2026

Fee

Billing Phase	Fee	Percent Complete	Previous Fee Billing	Current Fee Billing
Engineering Design	84,840.00	100.00	84,840.00	0.00
Topographic Survey	17,200.00	100.00	17,200.00	0.00
Permit Applications	12,000.00	100.00	9,600.00	2,400.00
Construction Bidding Services	4,000.00	0.00	0.00	0.00
Construction Administration	36,360.00	0.00	0.00	0.00
Resident Project Representative Services	39,680.00	0.00	0.00	0.00
Record Drawings	5,600.00	0.00	0.00	0.00
Total Fee	199,680.00		111,640.00	2,400.00
Total Fee				2,400.00
			Total this Invoice	\$2,400.00

Invoice

500 West Fulton Street
Sanford, FL 32771
407-322-6841

Lisa Purvis
Town of Hilliard
15859 W CR 108
Hilliard, FL 32046

July 20, 2026

Project No: 201.2500753.000

Invoice No: 178800

FY24/25 Resilient Florida Planning Grant
FDEP Agreement No. 25PLN42
Client No. 9610-62-1

Engineering services concerning the DEP FY 25 Resilient Florida Planning Grant for the Town of Hilliard including completion of Task 2 - Exposure and Sensitivity Analyses.

Professional Services from June 13, 2026 through July 10, 2026

Fee

Billing Phase	Fee	Percent Complete	Previous Fee Billing	Current Fee Billing
Task 1 - Acquire Background Data	30,000.00	100.00	30,000.00	0.00
Task 2 - Exposure & Sensitivity Analyses	110,000.00	100.00	0.00	110,000.00
Task 3 - Final Vulnerability Assessment	40,000.00	0.00	0.00	0.00
Total Fee	180,000.00		30,000.00	110,000.00
Total Fee				110,000.00
Total this Invoice				\$110,000.00

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE

1 of 2

TO (Owner): Town of Hilliard
15859 West CR 108
Hilliard, Florida 32046

Project: Construct Box Hangar Building

APPLICATION

2 *revised*

Distribution to:

X

OWNER

ARCHITECT

CONTRACTOR

Period FROM 3/26/2026

TO 7/14/2026

Attention: Bill Prange

Contract For: Lylam, LLC dba Facility's Constructors

1030 Ellis Road N.

Jacksonville, FL 32254

ARCHITECT'S

PROJECT NO: _____

Application Date: 7/14/2026

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the contract.

Continuation Sheet, AIA Document G703, is attached.

The present status of the account for this Contract is as Follows:

ORIGINAL CONTRACT SUM \$ 269,989.60

Net change by Change Orders

CONTRACT SUM TO DATE \$ 269,989.60

\$ -

TOTAL COMPLETED & STORED TO DATE \$123,610.25

(Column G on G703)

RETAINAGE: 5% \$ 6,180.51

or total in column I on G703

TOTAL EARNED LESS RETAINAGE \$ 117,429.74

LESS PREVIOUS CERTIFICATES FOR PAYMENT \$26,462.20

CURRENT PAYMENT DUE \$ 90,967.54

CHANGE ORDER SUMMARY		
Change orders approved in	ADDITIONS	DEDUCTIONS
TOTAL		
Approved this Month		
#	Date Approved	
TOTALS		
Net Change by Change Orders		

The undersigned Contractor certifies that to the best of his knowledge

information and belief the Work covered by this Application for

Payment has been completed in accordance with the Contract Docu-

ments, that all amount have been paid by him for Work which

Previous Certificates for Payment were issued and payments received

from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: _____

State of: Florida County of: Duval

Subscribe and sworn to before me this 14th day of July 2026

Notary Public: [Signature]

My Commission Expi 4/10/2029



VALERIE R. MOATS
MY COMMISSION # HH 662597
EXPIRES: April 10, 2029

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site obser-

vations and the data comprising the above application, the Architect

certifies to the Owner that the Work has progressed to the point

indicated; that to the best of his knowledge, information and belief,

the quality of the Work is in accordance with the Contract Docu-

ments; and that the Contractor is entitled to payment of the AMOUNT

AMOUNT CERTIFIED..... \$90,967.54

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT:

Prange, Bill

Digitally signed by Prange, Bill
DN: cn=Prange, Bill,
ou=AECOMUsers
Date: 2026.07.16 10:15:43 -
04'00'

By:

Date:

July 16, 2026

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

CONTINUATION SHEET

AIA DOCUMENT G703

pg 2 of 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT. Containing

Contractor Signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for the items may apply.

Application Date: 7/14/2026

Period to: 7/14/2026

Architect Project #:

Project: HILLIARD AIRPARK

A Item No.	B Description of Work	C Schedule Value	D Previous Application	E Work In Place	F Stored Materials	G Total Completed and Store to date	H Percent Completed	I Balance to Finish	J Retainage
1	MOBILIZATION (NOT TO EXCEED 10% OF THE TOTAL BID AMOUNT)	\$ 26,999.00	\$14,851.75			\$14,851.75	55%	\$ 12,147.25	\$ 742.59
2	REMOVE EXISTING WATERLINE AND HOSE BIBB	\$ 1,000.00		\$1,000.00		\$1,000.00	100%	\$ -	\$ 50.00
3	REMOVE EXISTING AIRFIELD FENCE	\$ 1,000.50		\$1,000.50		\$1,000.50	100%	\$ -	\$ 50.03
4	NEW 6" HIGH FENCE WITH 3 STRANDS BARBED WIRE, 1 FOOT BARBED WIRE EXTENSION ARMS, TOP RAIL, BOTTOM TENSION WIRE INCLUDING GROUNDING AND SIGN RELOCATION	\$ 3,500.10		\$3,500.10		\$3,500.10	100%	\$ -	\$ 175.01
5	HANGAR SLAB FOUNDATION PREPARATION	\$ 4,673.00				\$0.00	0%	\$ 4,673.00	\$ -
6	NYLOPLAST-ADS 12" DRAIN BASINS WITH STANDARD DUCTILE GRATE	\$ 15,000.00		\$15,000.00		\$15,000.00	100%	\$ -	\$ 750.00
7	MODIFY EXISTING INLET	\$ 1,500.00		\$1,500.00		\$1,500.00	100%	\$ -	\$ 75.00
8	6" ADS PIPE, INCLUDING ALL FITTINGS AND APPURTENANCES	\$ 8,500.00		\$8,500.00		\$8,500.00	100%	\$ -	\$ 425.00
9	8" ADS PIPE, INCLUDING ALL FITTINGS AND APPURTENANCES	\$ 13,300.00		\$13,300.00		\$13,300.00	100%	\$ -	\$ 665.00
10	PREFABRICATED BOX HANGAR WITH HYDRAULIC DOOR, INCLUDING FINAL DESIGN, PERMITTING, FOUNDATION, SITE WORK, BUILDING ELECTRICAL WORK, AND ALL NECESSARY APPURTENANCES, COMPLETE IN PLACE	\$ 181,714.00	\$13,003.20	\$51,954.70		\$64,957.90	36%	\$ 116,756.10	\$ 3,247.90
11	INTERCEPT EXISTING WATER SERVICE WITH 1" "T" BALL VALVE IN BOX, 1" SCHEDULE 40 PVC WATER SERVICE LINE, INCLUDING ALL FITTINGS AND BENDS, AND CONCRETE POST WITH HOSE BIBB	\$ 1,000.00				\$0.00	0%	\$ 1,000.00	\$ -
12	ELECTRICAL DISTRIBUTION SYSTEM FROM EXISTING METER BOX TO HANGAR AND ALL RELATED COSTS (INCLUDING SERVICE DISCONNECT, BURIED ELECTRICAL SERVICE, AND TEMPORARY POWER TO EXISTING HANGAR IF REQUIRED)	\$ 11,803.00				\$0.00	0%	\$ 11,803.00	\$ -
13									
Total Amount:		\$ 269,989.60	\$27,854.95	\$95,755.30	\$0.00	\$123,610.25		\$ 146,379.35	\$ 6,180.51

PARTRIDGEWELL DRILLING CO., INC.
Since 1892**4744 Collins Road
Jacksonville, FL 32244****Contract # 51762**

Invoice # 147791

ITEM-13

Date 7/17/2026

Site ID 54094

Customer ID 10158

Sales Rep R Stevens

Bill To:Town of Hilliard
P O Box 249

Hilliard, FL 32046

Site Address:Town of Hilliard - Well 4
15859 CR 108
Hilliard, FL 32046

ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL
Remove turbine pump from well #2, inspect, and make recommendations.	1	\$8,400.00	\$8,400.00

Removed turbine from well 2. Did not find any issues.
Recommended installing a 15 hp turbine down 100' to get the
volume of water they need.

Subtotal	\$8,400.00
Tax	\$.00
Total	\$8,400.00
Deposit Applied	\$.00
Paid	\$.00
Balance Due	\$8,400.00

Deposit Rcvd \$.00

1.Payment due upon completion unless otherwise arranged in writing. 2. A service charge of 1.5% per month will be charged on past due accounts. 3. Unless Buyer notifies Seller in writing within fifteen (15) days from date of invoice, it shall be presumed that goods and services are satisfactory and acceptable to Buyer. 4. Buyer shall pay Seller's cost of collection including a reasonable attorney's fee at all levels of court.

REMIT TO: Partridge Well Drilling - 4744 Collins Road - Jacksonville, FL 32244**Phone: 904-269-1333****www.PartridgeWell.com**

INVOICE FOR PROFESSIONAL SERVICES

ITEM-14

PROJECT: Town of Hilliard Hurricane Shelter
Hilliard, FL

DATE: 07/17/26

INVOICE NO. 24022-14

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

PROJECT NO. 24022

lpurvis@townofhilliard.com
payables@townofhilliard.com

IN ACCORDANCE WITH THE AGREEMENT DATED

11/7/24

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

07/17/26

THE SUM OF

DOLLARS \$

\$3,200.00

THE ABOVE AMOUNT SHALL BECOME DUE AND PAYABLE

30

DAYS FROM THE DATE HEREOF.

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

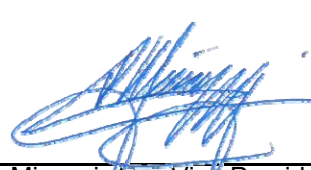
THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

Fee	\$572,000.00
Reimbursables	\$376.02
Total Fee	<u>\$572,376.02</u>

Fee Earned	\$411,376.02
Invoiced to Date	\$408,176.02

Total Amount Due this Invoice	\$3,200.00
--------------------------------------	-------------------

Invoice Reviewed and Approved by:


Aldo Minozzi, AIA, Vice President**PQH Group Design Inc.**
4141 Southpoint Drive East, Suite 200
Jacksonville, FL 32216
T 904-224-0001
info@pqh.com
www.pqh.com

INVOICE FOR PROFESSIONAL SERVICES

ITEM-14

Project: Town of Hilliard Hurricane Shelter
Hilliard, FL

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

Invoice Date: 07/17/26

Invoice Number: 24022-14

Project Number: 24022

TOTAL AMOUNT DUE
THIS INVOICE: \$3,200.00

SERVICE RENDERED	TOTAL FEE	% COMPLETE	TOTAL DUE TO DATE	PREVIOUSLY INVOICED	AMOUNT DUE
Site Assess & Prelim Design	22,000.00	100%	22,000.00	22,000.00	0.00
Schematic Design	30,000.00	100%	30,000.00	30,000.00	0.00
Design Development 30%	60,000.00	100%	60,000.00	60,000.00	0.00
Const. Documents 60%	76,000.00	100%	76,000.00	76,000.00	0.00
Const. Documents 90%	76,000.00	100%	76,000.00	76,000.00	0.00
Const. Documents 100%	40,000.00	100%	40,000.00	40,000.00	0.00
Bidding/Permitting	16,000.00	100%	16,000.00	12,800.00	3,200.00
Construction Observation	48,000.00	0%	0.00	0.00	0.00
Project Punch & Closeout	8,000.00	0%	0.00	0.00	0.00
Interior Design; Finish Selection	15,000.00	0%	0.00	0.00	0.00
Topo/Boundary Survey	8,000.00	100%	8,000.00	8,000.00	0.00
Geotechnical Engineering Rpt	8,000.00	100%	8,000.00	8,000.00	0.00
Civil Engineering	75,000.00	90%	67,500.00	67,500.00	0.00
Landscaping	15,000.00	50%	7,500.00	7,500.00	0.00
Design Contingency Allowance	75,000.00	0%	0.00	0.00	0.00
Previous Reimbursables	376.02	100%	376.02	376.02	0.00
Reimbursables this invoice x 1.15	0.00	0%	0.00	0.00	0.00
TOTAL	\$572,376.02	72%	\$411,376.02	\$408,176.02	\$3,200.00

Site Savvy Inc

36287 Acorn Pl. Hilliard, Fl 32046

(904)742-0416

geigerfarms13@gmail.com

Invoice

#2001

Date: 07/08/2026

CLIENT

Town Of Hilliard C/O Cory Hobbs
15859 W. County Rd 108 Hilliard, Fl 32046
(904)719-1012
chobbs@townofhilliard.com

PROJECT

Manhole Restoration
Michigan St./W. 5th Ave.

ITEM	QTY	UNIT	UNIT PRICE	AMOUNT
MATERIALS				
Epoxy Resin Inj. System	6	Gallons	\$225.00	\$1,350.00
Hot Shot Setting Cartridge	4	each	\$60.32	\$241.28
Patch n Plug Hydraulic	2	each	\$142.59	\$285.18
LABOR				
General labor / cleanup	8	hour	\$128.00	\$1,024.00
OTHER				
Equipment (Epoxy Pump)	1	day	\$320.00	\$320.00
Confined Space Equipment	1	day	\$400.00	\$400.00
Subtotal				\$3,620.46
Total				\$3,620.46

Notes & Terms**Thank you for your business.**

Warranty for this type of Restoration is valid for 1 year after completion of job.

Payment terms: Due Upon Receipt.

Site Savvy Inc

36287 Acorn Pl Hilliard, Fl 32046

(904)742-0416

geigerfarms13@gmail.com

Invoice

#2026

Date: July 29, 2026

CLIENT

Town Of Hilliard C/O Cory Hobbs
15859 West County Rd 108 Hilliard, Fl 32046
(904)719-1012
chobbs@townofhilliard.com

PROJECT

Manhole Repair
New Front St. / Illinois St. Hilliard, Fl 32046

ITEM	QTY	UNIT	UNIT PRICE	AMOUNT
MATERIALS				
8" SDR-26 Pipe	1	joint	\$250.00	\$250.00
8" Coupling PVC to Clay	1	each	\$110.00	\$110.00
Non Shrink Grout/Cement	3	each	\$45.00	\$135.00
Mastic Paint Protection	2	each	\$65.00	\$130.00
Asphalt/Delivery	2.5	tons	\$200.00	\$500.00
Tack	2	each	\$55.00	\$110.00
LABOR				
Laborers (3 men)	2	Day	\$600.00	\$1,200.00
Supervisor/Operator	2	Day	\$800.00	\$1,600.00
OTHER				
E50 Excavator	2	Day	\$350.00	\$700.00
Dump Trailer	1	Day	\$150.00	\$150.00
Locates	1	each	\$75.00	\$75.00
Subtotal				\$4,960.00
Total				\$4,960.00

Notes & Terms

Warranty for this type of Restoration is valid for 1 year after completion of job.

Thank you for business!

Payment terms: Due Upon Receipt.



580-1 Wells Road
Orange Park, FL 32073
Phone: 904.278.0030

June 18, 2026

VIA EMAIL

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

RE: Contractor's Pay Request No. 3
MH 167 and MH 170 Repairs
Town of Hilliard, Florida
Client No. 9610-61-1

Dear Ms. Purvis:

We have reviewed Pay Request No. 3 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 \$50,530.50.

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

Sincerely yours,
CPH Consulting, LLC

Timothy P. Norman, P.E.
Program Manager

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

Application Date:	May 15, 2026
Application Number:	3
Billing Period:	4/23/26-5/15/26
Purchase Order Number:	
Owner:	Town of Hilliard
Project Engineer:	Timothy Norman
Project Name:	MH 167 and MH 170 Repairs
Project Authorization Number:	M961061.000
Project Authorization Date:	March 4, 2026
Contractor:	TB Landmark Construction, Inc.
Contractor Contact Person:	Scotty Rivenbark
Contractor Contact Phone:	904-652-6093
Contractor Address:	11220 New Berlin Rd Jacksonville, Florida 32226

Tab Number	Description/Name	Type
Tab 1		

Application and Certificate for Payment

Application Number: <u>3</u>	Application Date: <u>May 15, 2026</u>
Purchase Order No: _____	Billing Period: <u>4/23/26-5/15/26</u>
Project Name: <u>MH 167 and MH 170 Repairs</u>	
Project Authorization No. <u>M961061.000</u>	Project Auth. Date: <u>March 4, 2026</u>
Owner: <u>Town of Hilliard</u>	
Contractor: <u>TB Landmark Construction, Inc.</u>	
Contractor Address: <u>11220 New Berlin Rd Jacksonville, Florida 32226</u>	
Contact Name: <u>Scotty Rivenbark</u>	Contact No. <u>904-652-6093</u>

Project Authorization Amount:	\$ 323,267.52
Change Orders	\$ -
Total Amount Authorized:	\$ 323,267.52

Application is made for payment, as hereinafter shown, in connection with this contract:

Work in Place - see attached schedule:	\$ 323,267.52
Material suitably stored - see attached schedule:	\$ -
Total Earned To Date:	\$ 323,267.52

Gross Retainage Withheld:	\$ 16,163.38
Retainage Released on Previous Applications:	\$ -
Retainage Released on This Application:	\$ -
Balance of Retainage Being Held After This Application:	\$ 16,163.38

Amount Previously Paid:	\$ 256,573.64
Gross Due This Application:	\$ 53,190.00
Less Retainage This Application:	\$ 2,659.50
Net Due This Application:	\$ 50,530.50

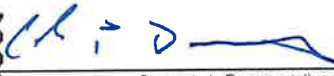
Retainage Released This Application:	\$ -
Total Payment Due: (Net Due This Application + Retainage Released This Application)	\$ 50,530.50

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 6/15/2026



KYNCELL BENDER
Notary Public - State of Florida
Commission # MH 798422
My Comm. Expires Jul 9, 2030
Bonded through National Notary Assn.



Contractor's Representative (Signature)
Cole Downing, Project Manager
Printed Name & Title

Notary Affidavit:

State Of: Florida County of: Nassau

Sworn to and subscribed before me this 15 day of June 2026

Personally known X Or Produced identification _____

(Type of Identification)

7-9-30

My commission expires

K. Rivenbark
Notary Public State of Florida (Signature)

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.....\$ 50,530.50

For Use of Project Engineer (Timothy Norman)

Approvals

Engineer's Authorized Agent [Signature] Date: 6/18/26

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.

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

Job Name: MH 167 and MH 170 Repairs
 Contractor: TB Landmark Construction, Inc.
 Purchase Order No.
 Project Authorization Number: M961061.000

Date: May 15, 2026
 Billing Period: 4/23/26-5/15/26
 Pay Request Nbr: 3
 Project Authorization Date: March 4, 2026

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)*E Total To Date	Previously Billed	Due This Period	\$ Balance To Complete
1	Mobilize and General Conditions	1	LS	\$ 14,414.00	\$ 14,414.00	100.00%	1		\$ 14,414.00	\$ 14,414.00	\$ -	\$ -
2	MH 167 Repairs	1	LS	\$ 50,000.00	\$ 50,000.00	100.00%	1		\$ 50,000.00	\$ 50,000.00	\$ -	\$ -
4	MH 170 Repairs	1	LS	\$ 79,933.52	\$ 79,933.52	100.00%	1		\$ 79,933.52	\$ 79,933.52	\$ -	\$ -
5	Pipe Lining	1	LS	\$ 90,270.00	\$ 90,270.00	100.00%	1		\$ 90,270.00	\$ 90,270.00	\$ -	\$ -
6	Restoration	1	LS	\$ 88,650.00	\$ 88,650.00	100.00%	0.4	0.6	\$ 88,650.00	\$ 35,460.00	\$ 53,190.00	\$ -
				Totals:	\$ 323,267.52	100.00%			\$ 323,267.52	\$ 270,077.52	\$ 53,190.00	\$ -

**Utility Grid Projects
Schedule of Values -- Stored Materials**

Job Name:	MH 167 and MH 170 Repairs	Date:	May 15, 2026
Contractor:	TB Landmark Construction Inc.	Billing Period:	4/23/26-5/15/26
Purchase Order No.		Pay Request Nbr:	3
Project Authorization Number:		Project Authorization Date:	March 4, 2026

Tab 1				Delivered Quantities			Installed			Stored		
A	B		C	D	E	F	G	H	I	J	K	L
Item No.	Description	Unit	Plan QTY	Previous Periods	This Period	(D+E) Total Delivered	Previous Periods	Installed This Period	(G+H) Total Installed	(F-I) Qty On Hand	Invoiced Price	(J x K) Total
1												\$ -
2												\$ -
3												\$ -
Insert New Rows Above This Row.												
Tab 1 Stored Materials Subtotal											\$	-
Sales Tax =											\$	-
Tab 1 Stored Materials Total											\$	-
Amount of Stored Materials on Last Pay Request for this portion: (M77)												
Amount Due This Period												

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

Job Name: MH 167 and MH 170 Repairs
 Contractor: TB Landmark Construction, Inc.
 Purchase Order No.
 Project Authorization Number: M961061.000

Date: May 15, 2026
 Billing Period: 4/23/26-5/15/26
 Pay Request Nbr: 3
 Project Authorization Date: March 4, 2026

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	\$	323,267.52	\$	323,267.52	\$	270,077.52	\$	53,190.00	\$	-	\$	16,163.38
SWA	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Totals:	\$	323,267.52	\$	323,267.52	\$	270,077.52	\$	53,190.00	\$	-	\$	16,163.38

Project Authorization and Payment Calculations

Project Authorization Amount

	Original Contract	Change Orders	Total
Tab 1 Not Used	\$ 323,267.52	\$ -	\$ 323,267.52
	\$ 323,267.52	\$ -	\$ 323,267.52

Payments

	A	B	C	D	E	F	G	H
	Total Worked (Work In Place)	Previously Billed	Due This Period	Includes SWAs & Change Orders Stored Material (Current Pay Period)	Stored Material (Previous Pay Period)	(Use this column for Oracle Receipt Dirs) Current Amount Due (C + D - E)	Current Retainage (F x 0.05)	Current Payment to Contractor (F - G)
Tab 1 Not Used	\$ 323,267.52	\$ 270,077.52	\$ 53,190.00	\$ -	\$ -	\$ 53,190.00	\$ 2,659.50	\$ 50,530.50
	\$ 323,267.52	\$ 270,077.52	\$ 53,190.00	\$ -	\$ -	\$ 53,190.00	\$ 2,659.50	\$ 50,530.50

Total Value of Contract Earned To Date		
Total Work In Place:	\$	323,267.52
Stored Material (Current Period):	\$	-
Total Earned To Date:	\$	323,267.52

Retainage Calculation		
Gross Retainage Withheld To Date:	\$	16,163.38
Retainage Released This Period:	\$	-
Retainage Released Previous Periods	\$	-
Net (Unpaid) Retainage:	\$	16,163.38

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

PMT No.	Retainage Released Box	
	Amount Released Previous Periods	Amount Released This Period
Sub-Totals	\$ -	\$ -
Grand Total Released:	\$ -	\$ -
Contractor must enter "Gross Retainage Withheld To Date:" from Previous AFP		
	\$	13,503.88

Previous Application Amount		
Previously Billed	\$	270,077.52
Stored Material (Prev Pay Period)	\$	-
Subtotal	\$	270,077.52
Gross Retainage	\$	13,503.88
Subtotal	\$	256,573.64
Plus Retainage Released Previous Periods	\$	-
NET Cash Previously Paid to Contractor:	\$	256,573.64