

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, JULY 03, 2025, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC HEARING

ITEM-1

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

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-04

TOWN COUNCIL ACTION

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

ITEM-2

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

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-07

TOWN COUNCIL ACTION

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

PRESENTATIONS

ITEM-3 Presentation of Certificate of Recognition to Board Member, Mr. Charles Reed for Over 5 Terms of Service on the Planning & Zoning Board of the Town of Hilliard.
Mayor Beasley

REGULAR MEETING

ITEM-4 Additions/Deletions to Agenda

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

ITEM-6 Town Council approval of Pool Rental Agreement between Nassau County School District and Town of Hilliard for Hilliard Middle Senior High School and West Nassau High School Swim Teams.
Gabe Whittenburg – Parks & Recreation Director

ITEM-7 Town Council approval of Pool Rental Agreement between the Local Chapter of the Special Olympics of Northeast Florida and Town of Hilliard for Special Olympics Swim Practice.
Gabe Whittenburg – Parks & Recreation Director

ITEM-8 Town Council to appoint Planning & Zoning Board Member for the remaining 3-year term from the list of applicants.
Lee Anne Wollitz – Land Use Administrator

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

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

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

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

\$24,843.50.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$24,843.50

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

ADA NOTICE

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

APPEALS

Pursuant to the requirements of Section 286.0105, Florida Statues, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any

matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2025 HOLIDAYS

TOWN HALL OFFICES CLOSED

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing & Regular Meeting

Meeting Date: July 3, 2025

FROM: **Mayor Beasley**

SUBJECT: Town Council to adopting Ordinance No. 2025-04, an Ordinance amending Chapter 62 Zoning and Land Development Regulations of the Hilliard Town Code; amending Article VII Signs.; and providing for an effective date. Adopting on Second & Final Reading.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing & Regular Meeting Meeting Date: June 5, 2025

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

SUBJECT: Planning & Zoning Board recommendation to the Town Council for approval of Ordinance 2025-04, to Amend Chapter 62, Land Development Regulations, Article VII Signs.

BACKGROUND:

Documents included for Review:
 Agenda Item Report
 Ordinance 2025-04

Land Use Administrator, Lee Anne Wollitz shared with the Town Council information regarding difficulties that local businesses were having meeting the Florida Building Code engineering requirements for sign permits within the town. In an effort to protect the safety of our citizens and at the same time to not over burden our local businesses, the Council assigned Lee Anne with reviewing the Code of several other municipalities and researching what would be needed to make changes for improvement to our Code. Lee Anne used the information gathered to present a solution to the council and was asked to work with the town's legal counsel to present an updated version of this section of the Code.

During Christian's review he realized that we needed to expand freedoms with regard to artistic expression for our citizens and political signs, so these elements were added.

These updates were reviewed at the Joint Workshop 12.12.2024.

Ordinance 2025-04 is the product of months of work, research and review.

5.6.2025 the Planning & Zoning Board held a public hearing concerning the changes and with a 5-0 Vote , recommend adoption of Ordinance 2025-04.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Planning & Zoning Board recommendation to the Town Council for approval of Ordinance 2025-04, to Amend Chapter 62, Land Development Regulations, Article VII Signs.

ORDINANCE NO. 2025-04

AN ORDINANCE AMENDING CHAPTER 62 ZONING AND LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE; AMENDING ARTICLE VII SIGNS.; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 62 of the Town Code is outdated because of changes in the Town; and

WHEREAS, the Town of Hilliard has found the need to update the language and requirements for placing a sign within the town limits; and

WHEREAS, the Town of Hilliard has found it necessary to enact the following amendment to Chapter 62, Zoning and Land Development Regulations.

NOW, THEREFORE THE TOWN OF HILLIARD HEREBY ORDAINS, the following Article of the Hilliard Town Code, Chapter 62, Zoning and Land Development Regulations shall be amended as follows:

ARTICLE VII. SIGNS

Sec. 62-411. Definitions.

Sign means any structure, painting, printed material, or device which is erected, constructed or maintained outside of enclosed buildings, or structures for the purpose of display, information, advertisement, or attraction of the attention of persons, and includes among others, posters, pictures, pictorial or reading matter, and any letter, word, model, device or representation used in the nature of any advertisement, announcement, attraction or direction.

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

Sec. 62-412. Scope and intent.

The provisions of this article shall govern the number, sizes, locations, character, and maintenance of signs which may be permitted for any as a main or accessory use. Increased numbers and sizes of signs as well as certain types of lighting can be distracting to the motoring public and create potential traffic hazards. Haphazard location, construction and maintenance of signs seriously detracts from the natural beauty of the town and, in turn, injuriously affects the economic well-being of the citizenry. ~~It is the~~ The town intent intends to authorize the size and location of signs which carry out their purpose without unduly interfering with motorists, causing unsafe conditions, and without injuriously affecting the value of property. ~~Flashing signs are prohibited.~~

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

Sec. 62-413. Measurement of sign area.

The surface area of a sign shall be computed as including the entire area within a regular, geometric form or combinations of regular geometric forms comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not being advertising matter shall not be included in computations of surface area.

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

Sec. 62-414. Governmental signs excluded.

For the purposes of these regulations, the term "sign" does not include signs erected and maintained pursuant to and in discharge of any governmental function, or required by any law, ordinance or governmental regulations, or otherwise protected by law.

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

Sec. 62-415. Nonconforming signs.

Signs which are nonconforming but otherwise safe shall be removed or made to conform by December 31, 2028

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

Sec. 62-416. Removal of signs.

- (a) *Grounds for removal.* All signs permitted may be removed for reasons of safety of persons or property, faulty construction, lack of maintenance or unsightly appearance.
- (b) *Repair/removal of unsafe signs.* A citation shall be issued for any unsafe sign or a sign in disrepair. Any sign for which a citation has been issued or which is in violation of this Article must be repaired or removed within 30 days after receiving due notice. ~~In case~~ If the objectionable sign is not brought into compliance or removed, the town shall then have the right to enter upon the property, remove the sign, and assess ~~such~~ related costs against the property.
- (c) *Abandoned signs.* Any abandoned sign shall be removed within 30 days from the date of its abandonment. Any such sign not removed within the required period shall constitute a nuisance and shall be subject to removal by the town.

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

Sec. 62-417. Construction requirements.

All signs or similar advertising matter shall be governed in their construction, ~~or~~ erection, or ~~and~~ maintenance by the town Code and the Florida Building Code. These

sign regulations are intended to complement the requirements of the Florida Building Codes adopted by the Florida Legislature. Wherever there is inconsistency between these regulations, the Florida Building Codes as adopted from time to time shall apply.

- (1) All applications for permits shall be filed by either a licensed contractor or the property owner (or his authorized agent).
- (2) Work which may be performed by a property owner, sign contractor, general contractor, or building contractor licensed with the Town to perform such work.
- (3) Permit exemptions: Signs attached to and parallel with a wall, including signs printed or painted on walls, where the applicant is the owner and the proposed sign is not illuminated and does not exceed 32 square feet, shall be exempt from the engineering requirements of a building permit but are still required a zoning review.

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

Sec. 62-418. General requirements for all signs and districts.

The following shall apply to all signs and all use districts:

- (1) Any illuminated sign or lighting device shall employ only a light of constant intensity, and no sign shall be illuminated by or contain flashing, intermittent, rotating or moving light or lights. In no event shall an illuminated sign or lighting device be placed or directed or beamed upon a public thoroughfare, highway, sidewalk, or adjacent premises, so as to cause glare or reflection that may constitute a traffic hazard or nuisance.
- (2) No sign shall employ any parts or elements which revolve, rotate, whirl, or spin.
- (3) All wiring, fittings and materials used in the construction, connection, and operation of electrically illuminated signs shall be in accordance with the Florida Building Code.
- (4) No sign shall ~~be erected or maintained~~ project from the front or face of a building of more than two feet, including those projecting from the face of any theater, hotel or motel marquee.
- (5) No sign shall be placed on the roof of any building.
- (6) No temporary sign shall be placed on the front or face of a building or on any premises except as permitted by 62-421.
- (7) No sign erected or maintained in the window of a building, visible from any public or private street or highway, shall occupy more than 20 percent of the window surface.
- (8) No sign of any classification shall ~~be installed, erected or attached in any form, shape or manner against a building, which would~~ prevent ingress and egress

through any door or window required or designed for access to any building, nor shall any sign or over street graphic obstruct a fire escape or any door or window giving access to any fire escape.

- (9) ~~Should any sign be or become unsafe or be in danger of falling, the owner thereof or the person maintaining the sign shall, upon receipt of written notice from the town, proceed at once to put such sign in a safe and secure condition or remove the sign.~~ No sign shall bear or contain statements, words or pictures of an obscene pornographic or immoral character, or which contain advertising matter which is untruthful.
- (10) ~~No sign shall be placed in any public right-of-way, No sign shall overhang or infringe upon the public right-of-way of any street, road or public way, except publicly-owned signs, such as traffic control signs and directional signs. Signs directing and guiding traffic and parking or indicating private property, but bearing no advertising matter, shall be permitted on any property. No sign shall overhang or infringe upon the right-of-way of any street, road or public way.~~
- (11) No sign or other street graphic may use the words "stop," "look," "drive-in," "danger" or similar word, phrase, symbol or character, nor simulate a traffic control device, nor may lights colored red, amber or green ~~lights~~ be used, within ten feet of a public right-of-way or 200 feet of a traffic control device.
- (12) No sign shall be attached to a tree or any vegetation.
- (13) Flashing signs are prohibited.

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

Sec. 62-419. Signs permitted in all districts.

The following signs shall be permitted in all districts without a permit and without a zoning review, provided they are not placed or constructed to create a hazard of any kind:

- (1) Not more than one sign advertising the sale, lease or rental of the premises upon which the sign is located, not exceeding six square feet in area in residential districts and not exceeding 32 square feet in area in other districts. ~~except in all residential districts the area of the sign shall not be more than six square feet.~~
- (2) Professional nameplates not exceeding two square feet in area.
- (3) Signs denoting the name and address of the occupants of the premises, not exceeding two square feet in area.
- (4) Non-advertising directional signs or symbols (entrance, exit, slow) located on and pertaining to a parcel of private property, not to exceed two square feet in area.
- (5) Signs or bulletin boards customarily incidental to places of worship, libraries, museums, social clubs or societies located on the premises of such institution, not to exceed 15 square feet in area.

- (6) Subdivision entrance or identifying signs shall not exceeding 40 square feet in area.
- (7) Murals appropriate within the character of the area, not exceeding 60 percent of the area of a non-residential facade and not exceeding 20 percent of a residential facade, Murals must be allowed under First Amendment protections to express ideology, beliefs, opinions and/or other societal images; however, these protections do not extend to the following elements that are grounds for permit denial - explicit nudity or sexually explicit conduct, obscenities, defamation, symbols denoting gang affiliations, any expression that could be deemed to be hate speech or displays so shocking that it likely would create a public safety issue by impeding the safe flow of traffic.
- (8) Any commercial or noncommercial constitutionally protected copy or image placed on any sign display area, which is allowed under this section may be substituted with any constitutionally protected commercial or noncommercial copy without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of content. This provision shall take precedence over any more specific provision to the contrary. Substitution of message applies to the whole or any part of any legally existing sign display area. The substitution right shall apply to the sign owner and to any other message sponsor displaying copy or an image on the sign display area with the owner's consent.
- (9) Art and murals provided such signs do not contain any commercial messaging or advertising.
- (10) Personal expression signs of any sign type, including flags, provided that they do not exceed three square feet in area per side, are non-commercial in nature, and not illuminated.
- (11) Security and warning signs. These limitations shall not apply to the posting of conventional "no trespassing" signs in accordance with state law. (a) Residential districts. Signs not to exceed two sq. ft. in area. (b) Non-residential districts. Maximum of one large sign per property, not to exceed five sq. ft. in area. All other posted security and warning signs may not exceed two sq. ft. in area.
- (12) Signs required by federal or state statute or regulation, or local ordinance or regulation.

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

Sec. 62-420. Signs permitted in commercial and industrial districts; wall mounted and marquee signs.

In a commercial or industrial district, each business shall be permitted no more than one on-site freestanding sign and one attached, street-facing sign. Permanent on-site signs for any single-business enterprise may have an area equivalent to one and one-half square feet of sign area for each lineal foot of building width or part of a building occupied by such enterprise but shall not exceed a maximum area of 100 square feet. The height of signs shall not exceed 12 feet ~~in height~~.

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

Sec. 62-421. Temporary signs.

Temporary stationary signs, not exceeding 50 square feet in area, announcing special public or institutional events, the erection of a building or its, ~~the architect, the builders, or contractors~~ may be erected for a period of 60 days plus the construction period. Such temporary signs shall be nonilluminated and shall conform to the general requirements of 62-418 and setback.

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

Sec. 62-422. Signs on public property.

No sign, other than official signs shall be posted on any public property.

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

Sec. 62-423. Sign setback requirements.

(a~~1~~) On-site signs shall be set back from the established right-of-way line at least ten feet. A setback of ~~Less than ten feet setback~~ may be allowed where a building is less than ten feet from the right-of-way provided it does not obstruct visibility ~~and or~~ cause a traffic safety hazard.

(b~~2~~) For every square foot by which any on-site sign exceeds 50 square feet, the setback shall be increased by one-half foot, but need not exceed 100 feet.

(c~~3~~) All types of signs and bulletin boards for a church, school or any other public, religious or educational institution may be erected not less than ten feet from the established right-of-way line of any street or highway, provided such sign or bulletin board complies with the clear sight triangle as necessary to provide a clear line of sight at intersections.

(d~~4~~) On-site signs shall be erected or placed in conformity with the side and rear yard requirements of the district in which they are located, except that in any residential district, on-site signs shall not be erected or placed within 12 feet of a side or rear lot line. ~~If the requirement for a single side yard in the appropriate zoning district is more than 12 feet, the latter shall apply.~~

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

Secs. 62-424—62-450. Reserved.

Effective Date.

This Ordinance shall take effect immediately upon its passage and adoption by the Town Council.

ADOPTED this _____ day of _____, 2025 by the Hilliard Town Council, Hilliard, Florida.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Planning & Zoning Board Publication:	April 16, 2025
Planning & Zoning Board Public Hearing:	May 6, 2025
Town Council First Publication:	April 16, 2025
Town Council First Public Hearing:	June 5, 2025
Town Council First Reading:	June 5, 2025
Town Council Second Publication:	June 11, 2025
Town Council Second Public Hearing:	July 3, 2025
Town Council Second & Final Reading:	July 3, 2025



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: June 5, 2025

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

SUBJECT: Town Council adopting Ordinance No. 2025-07, an Ordinance of the Town of Hilliard, Florida, amending the Town’s Business Tax Rate schedule in accordance with Section 205.0535(4) of the Florida Statutes by increasing the rate of each classification by no greater than five percent; and providing an effective date. Adopting on Second & Final Reading.

BACKGROUND:

The Town last updated the fees for Business Tax Receipts in 2023. According to state statute, these fees may be increased every two years by up to five percent. Currently, the Town generates approximately \$32,600 annually from the issuance of Business Tax Receipts, which authorize businesses to operate within the Town of Hilliard.

FINANCIAL IMPACT:

Business Tax Receipt revenue will increase by 5%.

RECOMMENDATION:

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

ORDINANCE NO. 2025-07

AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, AMENDING THE TOWN’S BUSINESS TAX RATE SCHEDULE IN ACCORDANCE WITH SECTION 205.0535(4) OF THE FLORIDA STATUTES BY INCREASING THE RATE OF EACH CLASSIFICATION BY NO GREATER THAN FIVE PERCENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Florida Statutes Chapter 205.0535, the Town of Hilliard’s Occupational License Equity Study Commission reviewed the Town’s occupational license rate schedule and made recommendations concerning the rate schedule and the rate schedule was amended.

WHEREAS, Florida Statutes Chapter 205.0535(4) provides that, under these circumstances, Municipalities “may, every other year thereafter, increase or decrease by ordinance the rates of Business taxes by up to 5 percent”; and

WHEREAS, the Town Council wishes to amend its business tax rate schedule pursuant to Florida Statutes.

NOW, THEREFORE, THE TOWN OF HILLIARD HEREBY ORDAINS;

Section 1.

Sec. 50-90. Taxes required for conducting or managing business, occupation, etc. is hereby amended to read as follows:

Every business, occupation, profession, or exhibition, substantial, fixed or temporary, engaged in by any person, whether in a building, tent, or upon the street, vacant lot or anywhere in the open air within the city not specifically designated in this section shall pay a local business tax of ~~\$57.75~~ \$60.63

No person shall engage in or manage any of the following businesses, professions, or occupations without first obtaining a local business tax and paying an annual fee, which shall be assessed and fixed as follows:

Business or Occupation	Fee
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Apartments (see rooming house in subsection © of this section)

Barbershop, hairdressing business:

One to two chairs.... ~~\$28.85~~ \$30.29

Each additional chair.... ~~\$14.40~~ \$15.52

Bowling alleys:

Up to eight alleys.... ~~\$57.75~~ \$60.63

Each additional alley.... ~~\$41.55~~ \$12.12

Coin-operated machines. Every person or company operating amusement, pinball, pool table, or other such machines, games of chance or skill, or other amusement devices operated by the insertion of a slug or coin shall pay a local business tax of ~~\$17.35~~ \$18.21 for each machine in addition to any other fee required by this article.

Contractors. Every person engaged in the business of contracting shall pay a local business tax as enumerated below.

General contractor.... ~~\$86.60~~ \$90.93

Builder, commercial.... ~~\$86.60~~ \$90.93

Builder, residential.... ~~\$86.60~~ \$90.93

Electrical.... ~~\$57.75~~ \$60.63

Plumbing.... ~~\$57.75~~ \$60.63

Mechanical, air conditioning.... ~~\$57.75~~ \$60.63

All other.... ~~\$46.20~~ \$48.51

Hotels (see rooming house in subsection © in this section).

Manufacturing:

One to 15 employees.... ~~\$51.95~~ \$54.54

16 to 75 employees.... ~~\$108.65~~ \$114.08

Over 75 employees.... ~~\$217.60~~ \$228.48

Motels (see rooming house in subsection © of this section).

Pawnshop.... ~~\$115.75~~ \$121.53

Pool rooms:

One to two tables.... \$57.75	<u>\$60.63</u>
Each additional table.... \$17.30	<u>\$18.16</u>
Professional services.... \$415.75	<u>\$121.53</u>

- (c) Every person who is engaged in the practice of a profession, service, or occupation that is structured on a fee, a schedule of payment, percentage or gratuity for services rendered shall pay a local business tax. Any profession regulated by the state must show evidence of a certificate or license. This section shall include professional corporations which are organized for the sole and specific purpose of rendering professional service and which have as shareholders only individuals who themselves are duly licensed or otherwise legally authorized to render the same professional service as the corporation. This local business tax does not apply to any individual who is employed under salary to provide a service to a company, corporation, or institution, other than a professional corporation. this classification of local business tax shall consist of, but not limited to, the following types of occupation:

Accountant or auditor

Architect

Auctioneer

Chiropractor

Dentist

Engineer

Mechanical

Electrical

Mining

Sanitary

Civil and the like

Funeral Director or Embalmer

Insurance Agent or Collector

Oculist

Osteopath

Photographer

Podiatrist

Physiotherapist

Physicians and Surgeons

Psychiatrist

Real Estate Broker or salesperson

Stenographer (public)

Surveyor

Teacher (outside school system)

Veterinary

Other

Rooming House, Hotel, Motel, or Apartment House

One to two units.... \$57.75	<u>\$60.63</u>
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Each additional unit.... \$17.30	<u>\$18.16</u>
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Sale or servicing of tangible personal property.... \$57.75	<u>\$60.63</u>
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- (d) Every person engaged in the business of trading, buying, bartering, servicing, or selling tangible personal property as owner, manager, agent, broker or otherwise shall pay a local Business tax for each place or location of business maintained and operated. This classification of local business tax shall consist of, but not limited to, the following types of business:

Abstract company.... \$57.75	<u>\$60.63</u>
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Accident claims or Adjustment Company.... \$57.75	<u>\$60.63</u>
Advertising agency.... \$57.75	<u>\$60.63</u>
Appliance sales or rental.... \$57.75	<u>\$60.63</u>
Automobile sales, new or used.... \$115.75	<u>\$121.53</u>
Automotive parts, repair, painting and the like.... \$115.75	<u>\$121.53</u>
Bakery.... \$57.75	<u>\$60.63</u>
Bank or savings and loan.... \$115.75	<u>\$121.53</u>
Broadcast Station.... \$57.75	<u>\$60.63</u>
Brokerage Firm.... \$115.75	<u>\$121.53</u>
Business School.... \$57.75	<u>\$60.63</u>
Butcher Shop or Grocery (privately owned) \$57.75	<u>\$60.63</u>
Card or novelty shop.... \$46.20	<u>\$48.51</u>
Convenience Store.... \$578.80	<u>\$607.74</u>
Clothing Store.... \$57.75	<u>\$60.63</u>
Consignment shop.... \$57.75	<u>\$60.63</u>
Dance School.... \$57.75	<u>\$60.63</u>
Day Care (up to five children) \$57.75	<u>\$60.63</u>
Over five children, per child.... \$5.75	<u>\$6.03</u>
Department Store.... \$115.75	<u>\$121.53</u>
Drugstore or Pharmacy.... \$115.75	<u>\$121.53</u>
Drugstore, department store combined.... \$289.25	<u>\$303.71</u>
Employment agency.... \$115.75	<u>\$121.53</u>

Florist.... \$57.50	<u>\$60.63</u>
Food Vendor.... \$28.85	<u>\$30.29</u>
General Store.... \$57.75	<u>\$60.63</u>
Grocery Store (chain).... \$578.80	<u>\$607.74</u>
Hardware.... \$115.75	<u>\$121.53</u>
Jewelry Shop.... \$289.25	<u>\$303.71</u>
Laundry or dry cleaner (up to four machines) \$57.85	<u>\$60.63</u>
Each additional machine.... \$11.55	<u>\$12.12</u>
Loan and Finance Company.... \$115.75	<u>\$121.53</u>
Lumber Company.... \$115.75	<u>\$121.53</u>
Nursery/horticulture.... \$57.75	<u>\$60.63</u>
Newspaper.... \$115.75	<u>\$121.53</u>
Printing Company.... \$57.75	<u>\$60.63</u>
Repair Shop.... \$57.75	<u>\$60.63</u>
Restaurant or Café, seating:	
One-49.... \$28.25	<u>\$30.29</u>
50-99.... \$57.75	<u>\$60.63</u>
100 and up.... \$86.60	<u>\$90.93</u>
Service station.... \$57.75	<u>\$60.63</u>
Supply store.... \$57.75	<u>\$60.63</u>
Upholstery Shop.... \$57.75	<u>\$60.63</u>
Wholesaler.... \$57.75	<u>\$60.63</u>

- (e) Taxicabs and vehicles for hire. Every person or company engaged in the business of operating a taxicab or the leasing of vehicles shall pay a local business tax.

Per vehicle.... \$14.40 \$15.12

- (f) Traveling circus, carnival, or other types of traveling entertainment or amusement.

Not to exceed a stay of one week.... ~~\$144.60~~ \$151.83

Section 2.

This ordinance shall take effect immediately upon its final adoption.

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

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

First Reading: June 05, 2025
 Publication: June 18, 2025
 Public Hearing: July 03, 2025
 Second/Final Reading: July 03, 2025

CERTIFICATE OF RECOGNITION

is hereby presented to

Charles Reed

For Over Five Terms of Service on the Planning & Zoning Board of the

TOWN OF HILLIARD

11/2009 ~ 07/2025

TEAMWORK

COMING TOGETHER IS A BEGINNING...KEEPING
TOGETHER IS PROGRESS...WORKING TOGETHER IS A
SUCCESS.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: July 3, 2025

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

SUBJECT: Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Oxford Park Playground Structure.

BACKGROUND:

Quotes and report to be provided Monday, June 30, 2025

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

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

Sales - Budget Quote

Town of Hilliard
 Gabe Whittenburg
 15859 West County Road 108
 PO Box 249
 Hilliard, FL 32046

Quote No. SP151454-1
 Customer No. 730171
 Document Date 04/29/2025
 Expiration Date 06/28/2025

Sales Representative Stacy Moseley
 Email StaMos@Kompan.com
 Phone No. 904-716-7605 / 800-426-9788

Project Name US332041 North Oxford Street Park

No.	Description	Qty	Unit	Unit Price	Discount %	Net Price
GXY941036-3717	Aldebaran - Neptune In-ground 90cm Total CO ₂ Emission 4,624.5 LB (4,624.5 LB/Pieces)	1	Pieces	42,800.00	10.00	38,520.00

FREIGHT	Freight	1	Pieces	2,758.00		2,758.00
---------	---------	---	--------	----------	--	----------

Description	Qty	Retail Price	Discount	Net Price
No. of Products	1			
Subtotal - Products		42,800.00	4,280.00	38,520.00
Subtotal - Freight		2,758.00		2,758.00
Total USD				41,278.00

Payment Terms 50% Prepayment , 50% Net 30 days

Installation Site Address

North Oxford Street Park
 371093 Oxford Street
 Hilliard, FL 32046



Sales - Budget Quote

Town of Hilliard
Gabe Whittenburg
15859 West County Road 108
PO Box 249
Hilliard, FL 32046

Quote No. SP151454-1
Customer No. 730171
Document Date 04/29/2025
Expiration Date 06/28/2025

Sales Representative Stacy Moseley
Email StaMos@Kompan.com
Phone No. 904-716-7605 / 800-426-9788

Project Name US332041 North Oxford Street Park

Note that the color and texture of products and surfacing made with recycled content are subjected by the differences from the used recycled raw materials. Therefore, minor differences in the appearance and texture can occur.
Applicable sales tax will be added unless a valid tax exemption certificate is provided. This amount is only an estimate of your tax liability. Your acceptance of this proposal constitutes a valid order request and includes acceptance of terms and conditions contained within this Master Agreement, which is hereby acknowledged.
Acceptance of this proposal from KOMPAN is acknowledged by issuance of an order confirmation by an authorized KOMPAN representative. Prices in this quotation are good until expiration date, shown in the top of this document. After that date, this proposal may be withdrawn. Prevailing Wage and Payment & Performance Bonds are not included unless stated in body of Sales Proposal. If Payment & Performance Bonds are needed, add 2.2% of the entire sales proposal.

This information required for order placement:

Accepted By (Please Print): _____

Accepted By (Title): _____

Accepted By (signature): _____

Date: _____

Date Equipment needed on site: _____

Bill To: _____

Ship To: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Contact: _____

Contact: _____

Contact Email: _____

Contact Email: _____

Contact Phone (Office): _____

Contact Phone (Office): _____

Contact Phone (Cell): _____

SALES TAX EXEMPTION CERTIFICATE #: _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)

Gabe Whittenburg

From: Stacy Moseley <stamos@Kompan.com>
Sent: Tuesday, April 29, 2025 5:27 PM
To: Gabe Whittenburg
Subject: Kompan: follow up from Stacy
Attachments: Sales_Proposal_SP151454.pdf; 2D sketch.jpg; 3D.1.png; 3D.2.png

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

Hi, Gabe..

I've put together some budget numbers for you to begin to think about your playground. The attached Budget SP gives you the cost of the equipment plus freight, including your Omnia discount. You also need to add:

Install: @ 8,500
EWF (safety surface) @ 5,500
Borders to contain mulch @2,500

So, a good rough estimate would be a turnkey cost of \$58,000. Look at the attached 2D and 3D sketches, digest these budget numbers and let me know if you'd like for me to work up a firm site plan and cost estimate. Call me with any questions. Thank you!

Best Regards,

Stacy Moseley
Principal Representative
📞 (904) 716-7605
📞 904-716-7605

KOMPAN Inc.

USA

KOMPAN[®]
Kompan.us | LinkedIn



Uprights: Black
Accent: White
Decks: Gray
Roto Plastic: Red/Burgundy
Tube: Burgundy

5/15/25
Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

Hillard Township Playground

Hillard, FL



Uprights: Black
Accent: White
Decks: Gray
Roto Plastic: Red/Burgundy
Tube: Burgundy

5/15/25
Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

Hillard Township Playground

Hillard, FL



Uprights: Black
 Accent: White
 Decks: Gray
 Roto Plastic: Red/Burgundy
 Tube: Burgundy

5/15/25
 Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

Hillard Township Playground

Hillard, FL



ITEM-5

Uprights: Black
Accent: White
Decks: Gray
Roto Plastic: Red/Burgundy
Tube: Burgundy

5/15/25
Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

Hillard Township Playground

Hillard, FL



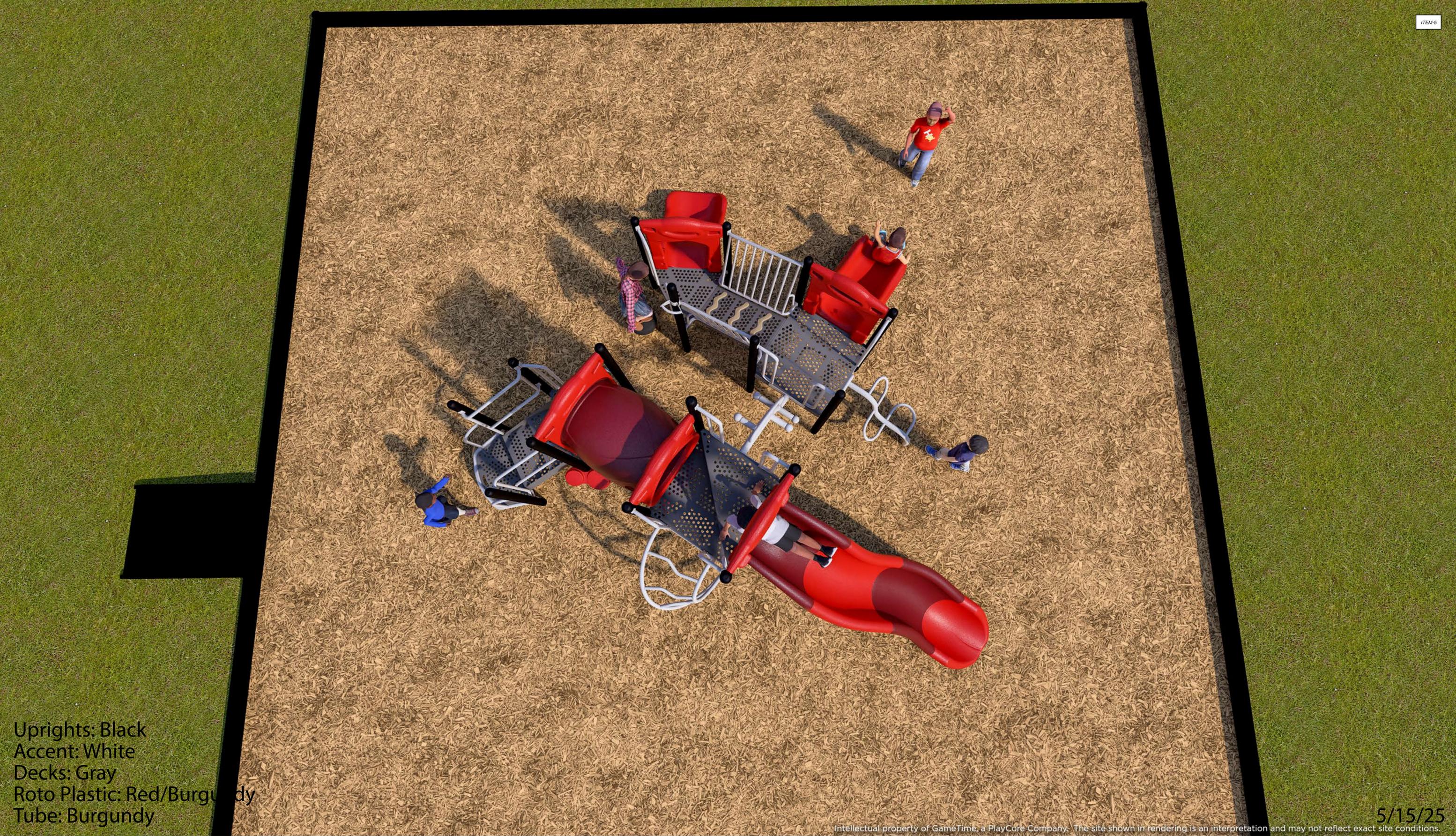
Uprights: Black
Accent: White
Decks: Gray
Roto Plastic: Red/Burgundy
Tube: Burgundy

5/15/25
Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

Hillard Township Playground

Hillard, FL





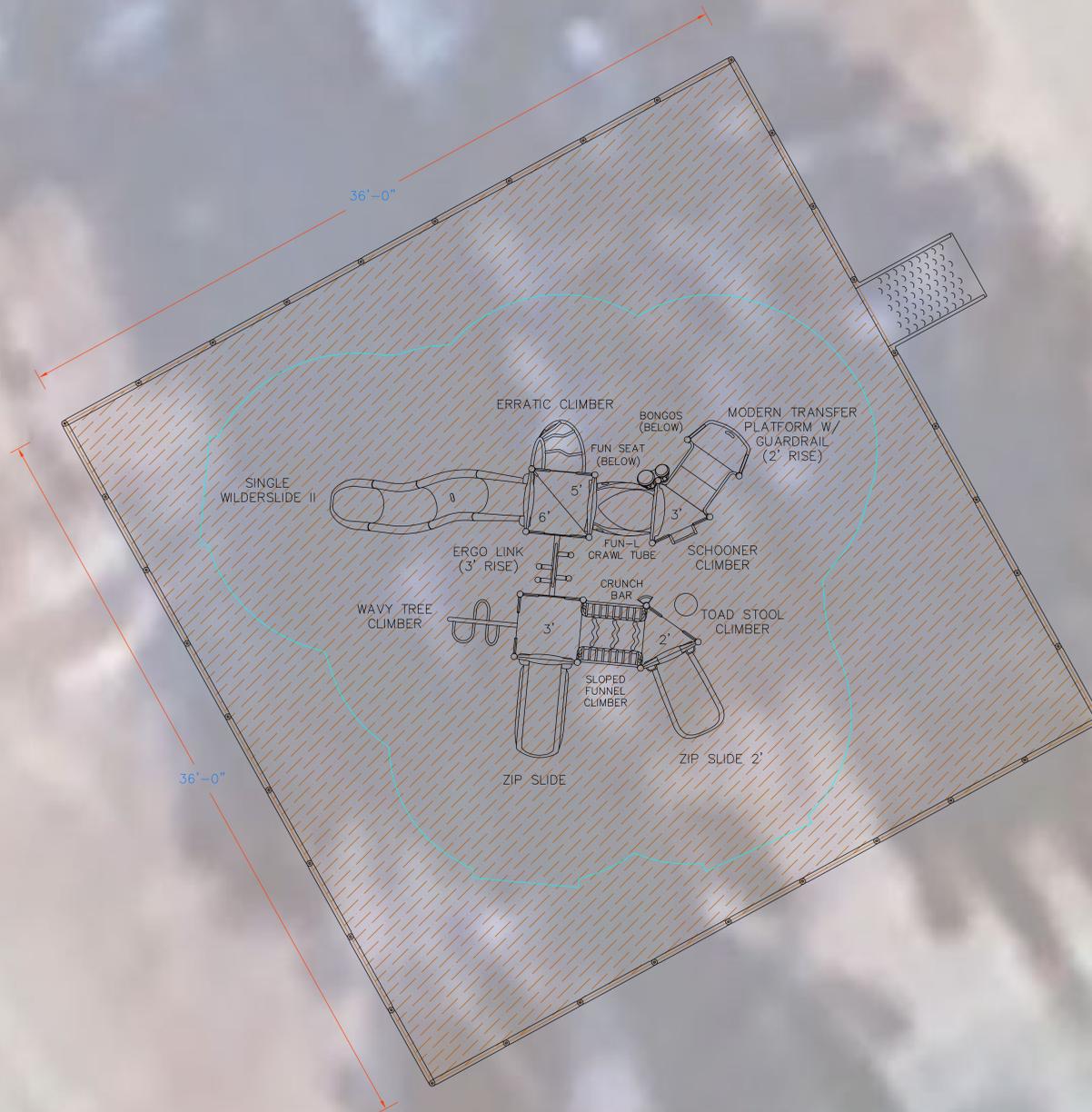
Uprights: Black
 Accent: White
 Decks: Gray
 Roto Plastic: Red/Burgundy
 Tube: Burgundy

Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions. 5/15/25

Hillard Township Playground

Hillard, FL

CONCEPTUAL DRAWING ONLY



150 PlayCore Drive SE
 Fort Payne, AL 35967
www.gametime.com

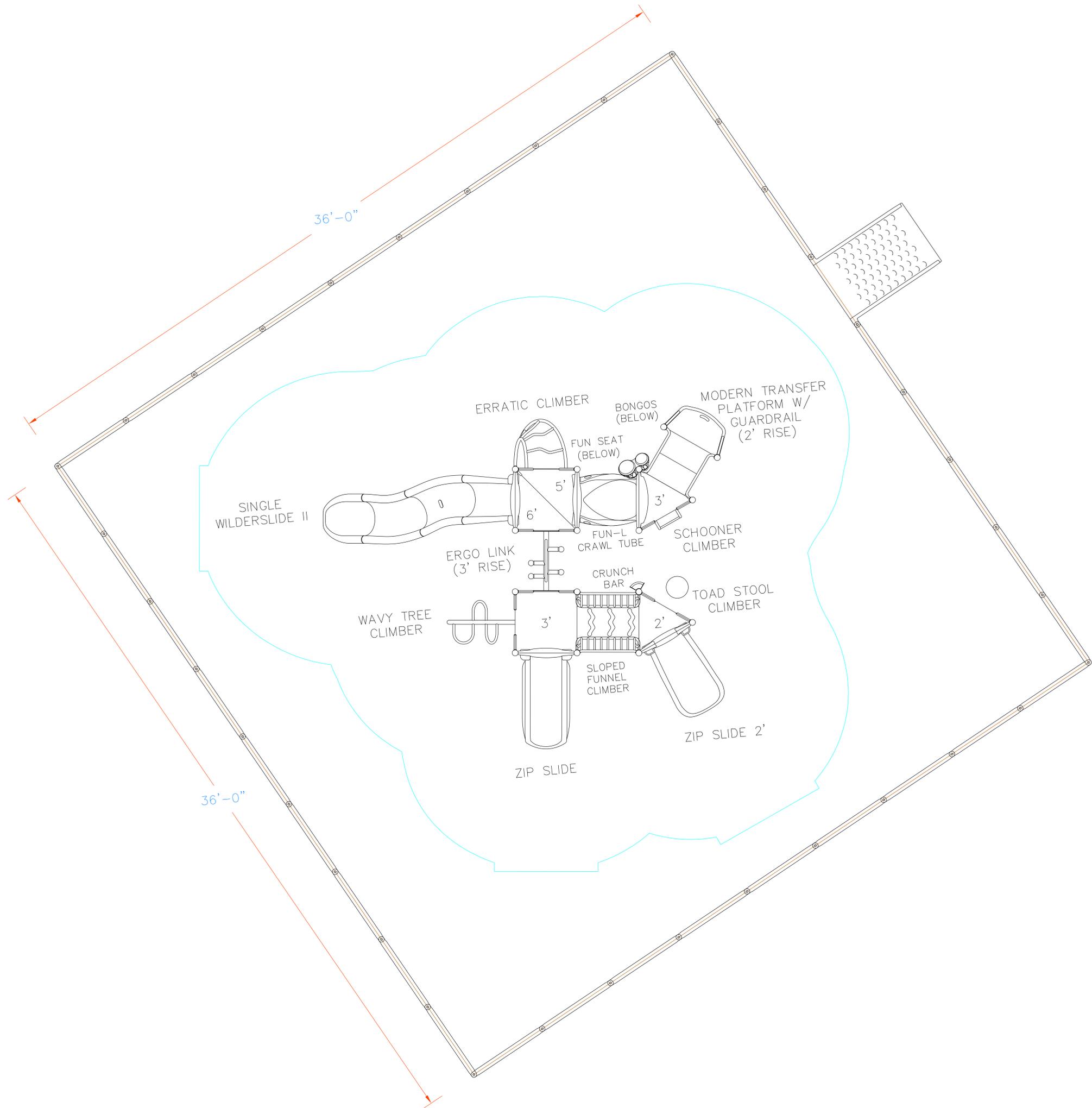
Hilliard Township PG Replacement
 Hilliard Township
 Hilliard, FL
 Representative
 DRP

This play equipment is recommended for children ages 5-12

Minimum Area Required: See Drawing
 Scale: NTS
 This drawing can be scaled only when in an 18" x 24" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By: Veronica S.
 Date: 05/15/2025
 Drawing Name: Hilliard Township





GameTime
 c/o Dominica Recreation Products, Inc.
 P.O. Box 520700
 Longwood, FL 32752-0700
 800-432-0162 * 407-331-0101
 Fax: 407-331-4720
www.playdrp.com

05/1
 10803
 ITEM-5

Hilliard Township Playground Replacement

Hilliard Township
 Attn: Gabe Whittenburg
 371093 Oxford Street
 Hilliard, FL 32046
 United States
gwhittenburg@townofhilliard.com

Ship to Zip 32046

Quantity	Part #	Description	Unit Price	Amount
~~~~~ <ul style="list-style-type: none"> <li>• <b>Customer responsible for:</b> <ul style="list-style-type: none"> <li>◦ Providing access to site</li> <li>◦ Providing site plan</li> <li>◦ Obtaining Permitting</li> </ul> </li> </ul>				
1	Utility	5-Star Plus - Utility Locate	\$1,400.00	\$1,400.00
1	178749	GameTime - Owner's Kit	\$92.08	\$92.08
1	RDU	GameTime - Hilliard Township	\$37,078.00	\$37,078.00
1	Replace	DRP Promo - DRP Replacement Playground Promotion- <b>Discount offer valid until June 30, 2025</b> See terms and conditions at <a href="http://www.playdrp.com/replace">www.playdrp.com/replace</a>	(\$18,539.00)	(\$18,539.00)
35	4850	GameTime - 8" Playcurb Pkg	\$87.94	\$3,077.90
1	4854	GameTime - Accessible Playcurb	\$597.00	\$597.00
1	INSTALL	5-Star Plus - Five Star Plus Playground Installation Services- <i>Performed by a Certified Installer, includes meeting and unloading delivery truck, signed completion forms, site walkthrough, and 3-Year Labor Warranty!</i>	\$14,790.00	\$14,790.00
50	EWf-8	GT-Impax - Engineered Wood Fiber - 8" Compacted Depth- <i>per cubic yard - ADA Compliant - IPEMA Certified - ASTM F1292 &amp; F1951 Compliant</i>  <i>Approx. ~ 1300 SF</i>	\$59.70	\$2,985.00
1	INSTALL	GT-Impax - Spreading of Wood Fiber- <i>Wood Fiber will be delivered by large truck and dumped in staging area. Installer will use bobcat or similar to move wood fiber into site, one load at time. Installer not responsible for sod or sidewalks from staging area to job site.</i>	\$1,000.00	\$1,000.00
1	Sealed	5-Star Plus - Signed/Sealed FBC 2023 8th Edition Building Code Drawings	\$1,350.00	\$1,350.00
			<b>Sub Total</b>	\$43,830.98
			<b>Discount</b>	(\$1,125.47)
			<b>Freight</b>	\$3,587.42
			<b>Tax</b>	\$2,612.27
			<b>Total</b>	<b>\$48,905.20</b>

This quote was prepared by Veronica Salles, Project Manager.  
 For questions or to order please call - 800-432-0162 ext. 100 [veronica.salles@gametime.com](mailto:veronica.salles@gametime.com)

**All pricing in accordance with Omnia Partners / U.S. Communities Contract #2017001134.**  
 All terms in the Omnia Partners / U.S. Communities Contract take precedence over terms shown below.  
 For more information on the Omnia Partners / U.S. Communities contract please visit [Omnia Partners Public Sector GameTime](http://Omnia Partners Public Sector GameTime)



GameTime  
 c/o Dominica Recreation Products, Inc.  
 P.O. Box 520700  
 Longwood, FL 32752-0700  
 800-432-0162 * 407-331-0101  
 Fax: 407-331-4720  
[www.playdrp.com](http://www.playdrp.com)

05/1  
 10803  
 ITEM-5

## Hilliard Township Playground Replacement

**Payment Terms: Governmental Purchase Order.**

**Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime.**

Net 30 days subject to approval by GameTime Credit Manager. A completed Credit Application and Bank Reference Authorization, must be received with the order. The decision on credit is the sole discretion of GameTime/PlayCore. A 1.5% per month finance charge will be imposed on all past due accounts.

**Multiple Invoices:** Invoices will be generated upon services rendered. When equipment ships it will be invoiced separately from installation and/or other services. Terms are Net 30 for each individual invoice.

This Quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment.

Pricing: Firm for 60 days from date of quotation.

Shipment: F.O.B. factory, order shall ship within 120 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of payment.

Taxes: State and local taxes will be added at time of invoicing, if not already included, unless a tax exempt certificate is provided at the time of order entry.

Exclusions: Unless specifically discussed, this quotation excludes all sitework and landscaping; removal of existing equipment; acceptance of equipment and off-loading; lift gate delivery; storage of goods prior to installation; security of equipment (on site and at night); equipment assembly and installation; safety surfacing; borders; drainage; signed/sealed drawings; or permits.

Installation Terms: Shall be by a Certified Installer. The installer is an independent installer and not part of PlayCore, GameTime, nor Dominica Recreation Products. If playground equipment, installer will be NPSI and Factory Trained and Certified. Unless otherwise noted, installation is based on a standard installation consistent with GameTime installation sheets and in suitable soil with a sub-base that will allow proper playground installation. Drainage is not part of our scope of work unless otherwise noted. Customer shall be responsible for scheduling and coordination with the installer. Site should be level and allow for unrestricted access of trucks and machinery. Customer shall also provide a staging and construction area. Installer not responsible for sod replacement or damage to access path and staging area. Customer shall be responsible for unknown conditions such as buried utilities, tree stumps, rock, or any concealed materials or conditions that may result in additional labor or material costs. Customer will be billed hourly or per job directly by the installer for any additional costs that were not previously included.

**ORDER INFORMATION**

Bill To: _____ Ship To: _____  
 Contact: _____ Contact: _____  
 Address: _____ Address: _____  
 Address: _____ Address: _____  
 City, State, Zip: _____ City, State, Zip: _____  
 Tel: _____ Fax: _____ Tel: _____ Fax: _____

**Acceptance of quotation:**

Accepted By (printed): _____ P.O. No: _____  
 Signature: _____ Date: _____  
 Title: _____ Phone: _____  
 E-Mail: _____ Purchase Amount: **\$48,905.20**

## Gabe Whittenburg

---

**From:** WillyGoat Toys & Playgrounds <fun@willygoat.com>  
**Sent:** Wednesday, May 21, 2025 4:30 PM  
**To:** Gabe Whittenburg  
**Subject:** WillyGoat Equipment Quote #D38108



QUOTE #D38108

### WillyGoat Quote

Hi Gabe,

Here's your updated quote. Please let us know if you need us to make any other changes.

Thanks and have a great rest of your week!

Nesty

All quoted prices assume payment via ACH, check, or wire. Paying with a credit card will void any discounts. Checks can be mailed to PO Box 59278, Birmingham, AL 35259. Please [email us](#) to request ACH/wiring instructions.

### Quote summary

#### Standard Installation

**\$18,068.00**

Quote: #D38108



#### Fairfax Station Playground × 1

PKP247

**\$32,705.00**

Mounting options: In Ground

Post color: Matte Black  
Rails color: Matte Black  
Climber color: Black  
Slide color: Black  
Alternating slide: Yes  
Slide color 1: Black  
Slide color 2: Primary Red  
leadtime: 10 to 14 Weeks

**Playground Equipment Crating Fee × 1** **\$240.00**  
Over 10 Feet

 **Engineered Wood Fiber Playground Surfacing - Quote × 1** **\$4,118.09**  
D38108 Engineered Wood Fiber - 75 Cubic Yards  
D38108 EWF

Discount  GOOD THROUGH 6-30-2025 **-\$5,825.09**

Subtotal **\$49,306.00**

Shipping **\$2,694.00**

---

Total **\$52,000.00 USD**

You saved \$6,387.09

[Click here for a printable PDF](#)



**To move forward, click one of the buttons above, give us a call, or simply reply to this email. We will invoice you to pay via check, ACH, or wire.**

## Customer information

### Shipping address

Gabe Whittenburg  
Town of Hilliard  
37516 Oxford Street  
Hilliard FL 32046  
United States

### Shipping method

Freight Shipping  
\$2,694.00



## Store information

### Store address

**WillyGoat LLC**  
PO Box 59278  
Birmingham, AL 35259

### Store info

Email:  
[fun@willygoat.com](mailto:fun@willygoat.com)  
Phone:  
888.920.4628

---

If you have any questions about your quote, reply to this email or contact us at [fun@willygoat.com](mailto:fun@willygoat.com). Order must be confirmed either on the phone with WillyGoat customer service at 888.920.4628 or via email by replying to this email.

Payment must be received by the quote expiration ("Good Through" date) to maintain the quoted price.

By ordering you accept the terms and conditions of WillyGoat, LLC policy located [here](#). We suggest you thoroughly review the [Terms of Service](#) as well as our [Shipping](#) and [Return Policies](#) before placing an order. Please contact us with any questions you may have!

If your organization is tax-exempt and you did not upload your tax certificate when requesting a quote, please reply to this email with your tax exemption certificate. We will review it and send you an updated quote.

The payment address for purchase orders is WillyGoat LLC, PO Box 59278, Birmingham, AL 35259. Unless otherwise agreed upon, payment must be paid in full upon ordering. Orders paid for by credit card will void any discounts offered. WillyGoat accepts purchase orders from some schools and government organizations.

Lead times are only valid while supplies last, and are subject to change with inventory levels. Your quote should have the best information available as of the time of receipt. Order quickly to secure the current lead time, or check with our customer service team to confirm the lead times before placing your order. Ordering multiple items from the same manufacturer will ship according to the longest lead time for the products in that order.

Installation is not included unless specifically noted above in the quote.

For quotes that include installation, the following assumptions have been made:

- **Site Conditions:** The customer is responsible for site prep appropriate for the equipment purchased. The installation site must be a level and open surface and with unrestricted access throughout the entire area for trucks and machinery. The site must not have overhead or buried utilities.
- **Unforeseen Conditions:** The customer is liable for any unforeseen conditions such as buried utilities, tree stumps, rocks, concrete-like materials, or other concealed issues that could result in additional labor or material costs.
- **Equipment Delivery and Inventory:** The customer is responsible for unloading and performing an inventory check of the equipment upon delivery. The equipment must be placed near the installation site.
- **Missing Parts:** Any missing parts not identified and ordered through WillyGoat before the installers' arrival will be the customer's responsibility.
- **Utilities and Facilities:** The site must have access to water, electricity, and trash facilities for disposing of boxes, bags, and excess waste.
- **Permits and Regulations:** The customer is responsible for obtaining and paying for any required permits or complying with local government regulations. The customer must understand and promptly notify WillyGoat and the installer of any applicable rules or restrictions. Because WillyGoat and installers cover the entire contiguous US, it is impossible to guarantee that all requirements can be met. The customer assumes responsibility for any labor, time, or cost delays resulting from non-compliance.

All disputes arising out of payment for goods and services will be handled in the jurisdiction of Jefferson County, Alabama.



COLOR KEY	
●	BLACK
●	RED
●	TAN
B	GRAY/BLACK







371093 Oxford St | Hilliard, FL 32046



Florida Recreational Products LLC  
2310 S HWY 77-Suite 110 | Lynn Haven, FL 32444 | 850-890-5783

Proposal 170-200818-1 | 4/28/2025



371093 Oxford St | Hilliard, FL 32046

April 28, 2025

Gabe Whittenburg  
Town of Hilliard  
P.O. Box 249  
Hilliard, FL 32046

Dear Gabe Whittenburg:

Florida Recreational Products LLC is delighted to provide Town of Hilliard with this playground equipment proposal.

This design was developed with your specific needs in mind, and we look forward to discussing this project further with you to ensure your complete satisfaction. Florida Recreational Products LLC is confident that this proposal will satisfy Town of Hilliard's functional, environmental, and safety requirements -- and most importantly -- bring joy and excitement to the children and families directly benefiting from your new playground.

You have our personal commitment to support this project and your organization in every manner possible, and we look forward to developing a long-standing relationship with Town of Hilliard. We appreciate your consideration and value this opportunity to earn your business.

Sincerely,

**Jimmy Peacock**  
Sales Representative

Florida Recreational Products LLC  
2310 S HWY 77-Suite 110  
Lynn Haven, FL 32444 [www.bciburke.com](http://www.bciburke.com)

Phone: 850-890-5783  
Fax: -  
Email: [sales@flrecpro.com](mailto:sales@flrecpro.com)

# COOPERATIVE PURCHASING OPTIONS

ITEM-5

## PLAYGROUNDS WITHOUT ALL THE PAPERWORK

Purchasing with contracts may sound intimidating, but getting your community playspace doesn't need to be a painful process of writing specifications, issuing RFP's and jumping through hoops – it can be simplified – we promise! As you continue planning for your new playground, review the Purchasing Contracts offered through our partners.

### EQUALIS GROUP

Equalis is an innovative cooperative purchasing organization that believes in the power of partnership and that when you work together you achieve more. The basic premise of the Equalis cooperative purchasing organization is to leverage the combined buying power of all members for better pricing and favorable contract terms. Equalis Group uses the lead agency model for competitively bid contracts, provides our participants the savings they expect and offers efficiencies and peace of mind within the procurement process. It is our mission to continuously improve the measurable and meaningful impact of cooperative services for everyone throughout the supply chain.

### GOVMVMT

GOVMVMT is a non-profit group purchasing organization that meets the highest industry standards while putting the public's interest at the forefront of everything they do. Each one of GOVMVMT's first-class suppliers has consciously joined their mission to create the most credible, ethical, and public agency-focused non-profit cooperative purchasing program in the country.

### GSA

Federal parks, child development programs, military bases and other agencies are a major priority for BCI Burke, and agencies can purchase Burke playgrounds through Burke's GSA contract for installation virtually anywhere in the world.

### OMNIA PARTNERS

OMNIA Partners, Public Sector (Subsidiary National IPA) is the largest and most experienced organization in purchasing and supply chain management. Comprised of participants and suppliers in the public sector, we bring together industry-leading buying power and world-class suppliers to offer an extensive portfolio of competitively solicited and publicly awarded contracts and partnerships. OMNIA Partners is proud to offer more value and resources to state and local government, higher education, K-12 education and non-profits.

### SOURCEWELL

As a leader in cooperative purchasing, Sourcewell is passionate about helping members fulfill their public service missions. Sourcewell builds strong relationships with members and vendors to develop practical solutions together.

The easiest way to Join Our Movement is to call your local Representative at 800.266.1250 or visit [bciburke.com/rep](http://bciburke.com/rep). Our passion is bringing play to communities like yours and we can't wait to help you get started!





## **VELO™ SLIDE**

Rapid and swift, the Velo Slide is designed to be the fastest, most exciting sliding experience for kids!



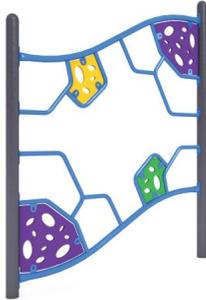
## **VIPER® SLIDE**

The Viper Slide can't be tamed, but kids love trying! Viper's exciting twisty and fast serpentine action is guaranteed to generate incredible high-energy fun and safe, healthy play.



## **VIPER® SLIDE**

The Viper Slide can't be tamed, but kids love trying! Viper's exciting twisty and fast serpentine action is guaranteed to generate incredible high-energy fun and safe, healthy play.



## **LINX™ LEVITATE**

Exclusive to the Synergy Play System, Burke's Linx Climbers creates an unique climbing experience on the playground. Climb around, through or over while working on skills such as cognitive planning, imaginative play and hand-foot coordination.



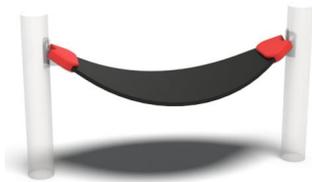
## **S-CURVE OVERHEAD**

Overhead events build upper body strength and endurance, improve eye-hand coordination and elevate children's self-confidence.



## **CRESCENT CHIMES PANEL**

Create the perfect play area for children with Burke's Interactive Play Panels. The play panels encourage exploration, interaction and develop fine-motor skills for children with all abilities.



## **Synergy Hammock**

Designed as a fun piece for children to explore movement or take a break, the Synergy Hammock is a great addition to any playspace.

### DESIGN SUMMARY

Florida Recreational Products LLC is very pleased to present this Proposal for consideration for the North Oxford Ball Park Grant located in Hilliard. BCI Burke Company, LLC has been providing recreational playground equipment for over 100 years and has developed the right mix of world-class capabilities to meet the initial and continuing needs of EZDesign.Proposal.Models.Company. We believe our proposal will meet or exceed your project's requirements and will deliver the greatest value to you.

The following is a summary of some of the key elements of our Proposal:

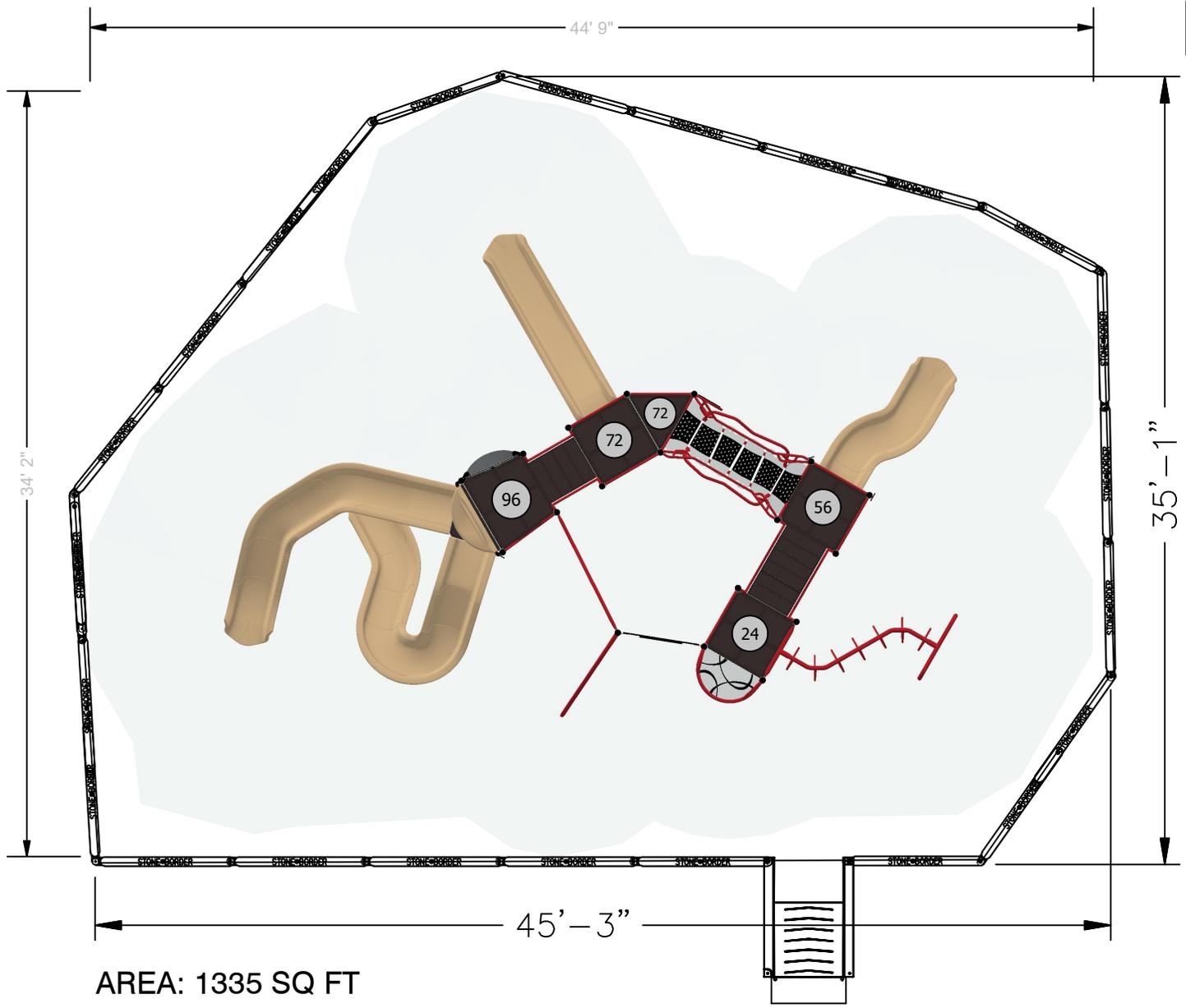
- Project Name: North Oxford Ball Park Grant
- Project Number: 170-200818-1
- User Capacity: 75
- Age Groups: 5 to 12
- Dimensions: 44' 8" x 34' 1"
- Designer: Malorie Pierce

Florida Recreational Products LLC has developed a custom playground configuration based on the requirements as they have been presented for the North Oxford Ball Park Grant playground project. Our custom design will provide a safe and affordable playground environment that is aesthetically pleasing, full of fun for all users and uniquely satisfies your specific requirements. In addition, proposal # 170-200818-1 has been designed with a focus on safety, and is fully compliant with ASTM F1487 and CPSC playground safety standards.

We invite you to review this proposal for the North Oxford Ball Park Grant project and to contact us with any questions that you may have.

Thank you in advance for giving us the opportunity to make this project a success.

ITEM-5



AREA: 1335 SQ FT  
PERIMETER: 140 LF

SERIES Synergy

GROUP: Structure  
DESIGNED FOR AGES: 5 to 12

SITE PLAN VIEW

North Oxford Ball Park Grant  
Hilliard, FL 32046

**Burke**  
PLAY THAT MOVES YOU

Florida Recreational Products LLC  
170-200818-1

04/28/2025

Designer: Malorie Pierce

BCI BURKE COMPANY, LLC | PO BOX 549 FOND DU LAC, WI 54936-0549 | 920.921.9220 | BCI@BURKE.COM

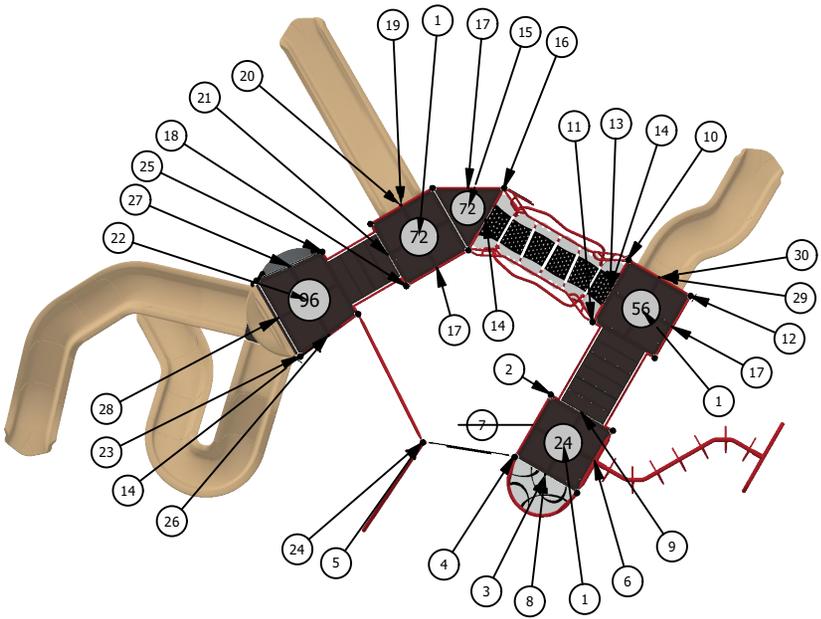
**OVERALL BOUNDING OF USE ZONES** **The space requirements shown here are to ASTM standards. Requirements for other standards may be different.  
Area: 1524.3 sq.ft.  
Perimeter: 157.6 ft.  
**STRUCTURE SIZE:** 2"x44' 9"  
**POST SIZE(S):** 5"

PLAYGROUND ACCESSIBILITY (Provided/Required)					
TOTAL EVENTS	ELEVATED EVENTS	TRANSFER ACCESSIBLE EVENTS	RAMP ACCESSIBLE EVENTS	GROUND EVENTS	TYPES OF GROUND EVENTS
18	10 / 5	8 / 0	0 / 0	8 / 3	4 / 3

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

Warning: Accessible safety surfacing material is required beneath and around this equipment that is compliant with ASTM, CPSC, and ADAAG requirements.

ITEM	COMP.	DESCRIPTION
1	290-0102	SQUARE PLATFORM
2	590-0174	PINWHEEL POST MOUNTED SPINNER
3	290-0099	CRESCENT TRANSFER PLATFORM
4	390-0328	CLIMB CROSS
5	390-0002	TOPO CLIMBER
6	390-0115	LH 5-CURVE TRIANGLE OH, POSTS TO FS END
7	290-0104	OFFSET ENCLOSURE
8	290-0101	8" CLOSURE PLATE
9	390-0107	32" TRANSITION STAIR W/BARRIERS
10	590-0176	SPOKES POST MOUNTED SPINNER
11	590-0173	PETALS POST MOUNTED SPINNER
12	590-0177	WAVES POST MOUNTED SPINNER
13	390-0298	MESA CLIMBER
14	290-0110	CLIMBER ENCLOSURE
15	290-0106	TRIANGLE PLATFORM
16	590-0151	CHIMES CRESCENT PANEL, LEFT
17	590-0395	PIPE WALL
18	590-0175	RADIATE POST MOUNTED SPINNER
19	490-0144	VELO SLIDE 64"-72"
20	490-0141	SLIDE SIT DOWN BAR
21	390-0101	24" TRANSITION STAIR W/BARRIERS
22	290-0103	TRAPEZOID PLATFORM
23	590-0172	DOTS POST MOUNTED SPINNER
24	390-0224	LINX LEVITATE CLIMBER
25	490-0189	HAMMOCK SEAT
26	390-0162	TREE BRANCH CLIMBER 96"
27	590-0171	SEEK'N'FIND PANEL
28	490-0178	VIPER II OVER UNDER 96
29	490-0113	VIPER S 48-56
30	490-0149	VIPER SLIDE SIT DOWN BAR



**SERIES** Synergy

**GROUP:** Structure  
**DESIGNED FOR AGES:** 5 to 12

**COMPONENT VIEW**

North Oxford Ball Park Grant  
 Hilliard, FL 32046

**Burke**  
 PLAY THAT MOVES YOU

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04/28/2025  
**Florida Recreational Products LLC**  
 170-200818-1  
 Designer: Malorie Pierce



**SERIES** Synergy

**ELEVATION VIEW**

**GROUP:** Structure  
**DESIGNED FOR AGES:** 5 to 12

**North Oxford Ball Park Grant**  
Hilliard, FL 32046



04/28/2025  
**Florida Recreational Products LLC**  
170-200818-1  
Designer: Malorie Pierce



**SERIES** Synergy

**GROUP:** Structure  
**DESIGNED FOR AGES:** 5 to 12

**ISOMETRIC VIEW**

**North Oxford Ball Park Grant**

Hilliard, FL 32046

**Burke**  
PLAY THAT MOVES YOU

04/28/2025

**Florida Recreational Products LLC**

170-200818-1

Designer: Malorie Pierce

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371093 Oxford St | Hilliard, FL 32046

**PROPOSAL 170-200818-1 | 4/28/2025 | 2025 PRICING**

The play components identified in this proposal are IPEMA certified. The use and layout of these components conform to the requirements of ASTM F1487 and CPSC. To verify product certification, visit [www.ipema.org](http://www.ipema.org).



The space requirements shown in this proposal are to ASTM standards. Requirements for other standards may be different.

**Structure**

**Synergy**

Component No.	Description	Qty	User Cap.	Ext. User Cap.	Weight	Ext. Weight
072-0300-115C	3 1/2" OD X 115" CAPPED POST	1	0	0	42	42
072-0300-123C	3 1/2" OD X 123" CAPPED POST	1	0	0	45	45
072-0300-127C	3 1/2" OD X 127" CAPPED POST	1	0	0	47	47
072-0300-131C	3 1/2" OD X 131" CAPPED POST	2	0	0	48	96
072-0300-135C	3 1/2" OD X 135" CAPPED POST	2	0	0	50	100
072-0300-139C	3 1/2" OD X 139" CAPPED POST	2	0	0	51	102
072-0300-147C	3 1/2" OD X 147" CAPPED POST	2	0	0	54	108
072-0300-151C	3 1/2" OD X 151" CAPPED POST	1	0	0	55	55
072-0300-163C	3 1/2" OD X 163" CAPPING POST	2	0	0	60	120
072-0300-171C	3 1/2" OD X 171" CAPPED POST	2	0	0	63	126
072-0300-175C	3 1/2" OD X 175" CAPPED POST	2	0	0	64	128
290-0099	CRESCENT TRANSFER PLATFORM	1	2	2	43	43
290-0101	8" CLOSURE PLATE	1	0	0	5	5
290-0102	SQUARE PLATFORM	3	4	12	59	177
290-0103	TRAPEZOID PLATFORM	1	4	4	64	64
290-0104	OFFSET ENCLOSURE	1	0	0	26	26
290-0106	TRIANGLE PLATFORM	1	2	2	33	33
290-0110	CLIMBER ENCLOSURE	3	0	0	21	63
390-0002	TOPO CLIMBER	1	3	3	76	76
390-0101	24" TRANSITION STAIR W/BARRIERS	1	5	5	143	143
390-0107	32" TRANSITION STAIR W/BARRIERS	1	3	3	198	198
390-0115	LH S-CURVE TRIANGLE OH, POSTS TO FS END	1	7	7	137	137
390-0162	TREE BRANCH CLIMBER 96"	1	4	4	35	35
390-0224	LINX LEVITATE CLIMBER	1	6	6	223	223
390-0298	MESA CLIMBER	1	4	4	147	147
390-0328	CLIMB CROSS	1	2	2	55	55
490-0113	VIPER S 48-56	1	2	2	112	112
490-0141	SLIDE SIT DOWN BAR	1	0	0	5	5
490-0144	VELO SLIDE 64"-72"	1	2	2	113	113
490-0149	VIPER SLIDE SIT DOWN BAR	1	0	0	10	10
490-0178	VIPER II OVER UNDER 96	1	8	8	494	494
490-0189	HAMMOCK SEAT	1	1	1	18	18
590-0151	CHIMES CRESCENT PANEL, LEFT	1	1	1	17	17

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Component No.	Description	Qty	User Cap.	Ext. User Cap.	Weight	Ext. Weight
590-0171	SEEK'N'FIND PANEL	1	2	2	38	38
590-0172	DOTS POST MOUNTED SPINNER	1	1	1	1	1
590-0173	PETALS POST MOUNTED SPINNER	1	0	0	1	1
590-0174	PINWHEEL POST MOUNTED SPINNER	1	1	1	1	1
590-0175	RADIATE POST MOUNTED SPINNER	1	1	1	1	1
590-0176	SPOKES POST MOUNTED SPINNER	1	1	1	1	1
590-0177	WAVES POST MOUNTED SPINNER	1	1	1	1	1
590-0395	PIPE WALL	3	0	0	40	120

Total User Capacity: 75  
Total Weight: 3,325 lbs  
Total Price: \$49,697

**Special Notes:**

Prices do not include freight, unloading, material storage, site excavation/preparation, removal of existing equipment, removal of excess soil from footing holes, site security, safety surfacing, installation, or sales tax (if applicable). Prices are based on standard colors per CURRENT YEAR BCI Burke Catalog. Custom colors, where available, would be an extra charge. **Pricing is valid for 30 days from the date of this proposal.**

371093 Oxford St | Hilliard, FL 32046

PROPOSAL 170-200818-1 | 4/28/2025 | 2025 PRICING

COLOR SELECTION LIST | Default Color Option

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**GROUP 1 (Structure)**

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Accessory: Red  
HDPE 1 Color: Black  
HDPE 2 Color: Gray-Black-Gray  
Platform: Brown  
Post: Black  
Rotomold Plastic: Tan

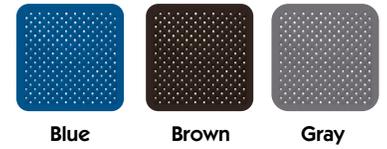
# COLORS THAT MOVE YOU

ITEM-5

## POWDER COAT PAINT



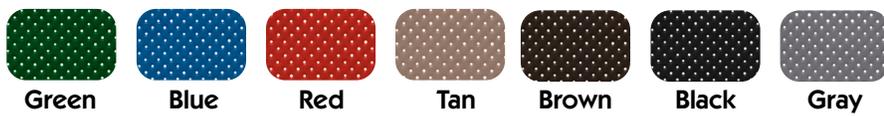
## PLATFORMS



## SOLIS HUE TOPPERS



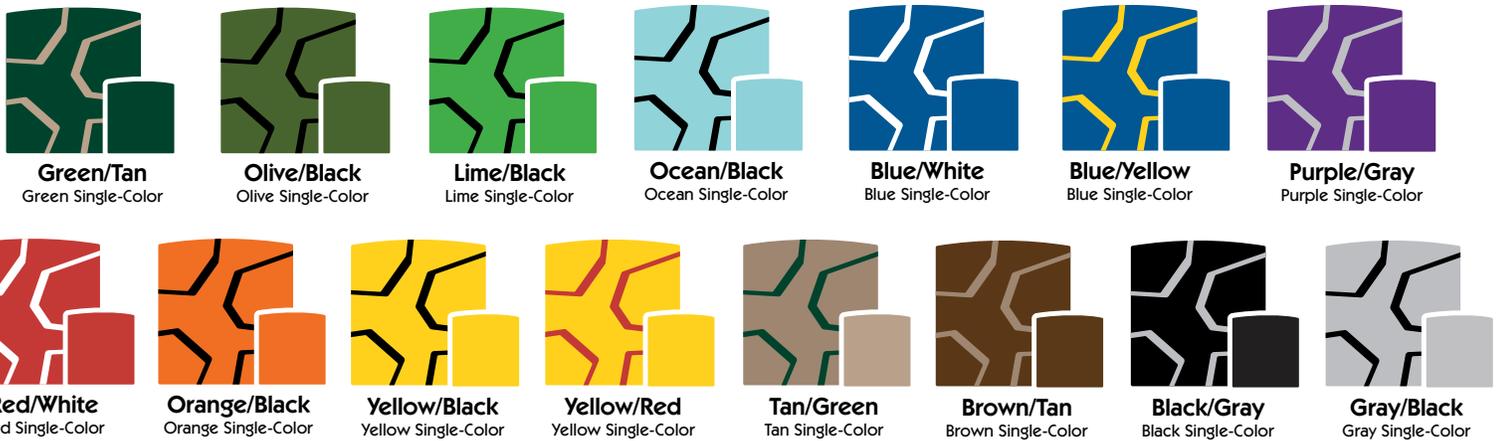
## TRADITIONAL SERIES SITE AMENITIES



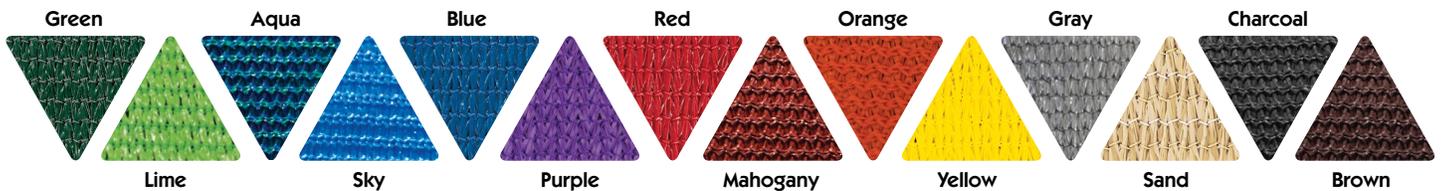
## ROCKIT CLIMBERS



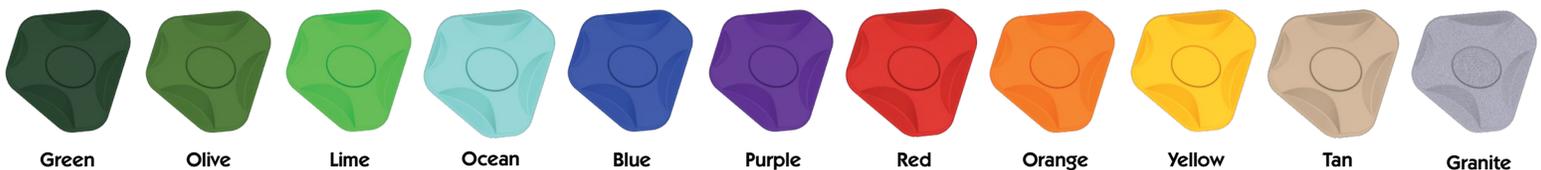
## HDPE PLASTIC PANELS



## SHADE CANOPIES



## ROTOMOLD PLASTIC



VISIT [BCIBURKE.COM/COLOR](http://BCIBURKE.COM/COLOR) TO CUSTOMIZE YOUR PLAYGROUND COLORS!

# BURKE GENERATIONS WARRANTY®

ITEM-5

BCI Burke Company, LLC ("Burke") warrants that all standard products are warranted to be free from defects in materials and workmanship, under normal use and service, for a period of one (1) year from the date of shipment.

## We stand behind our products.

In addition, the following products are warranted, under normal use and service from the date of shipment as follows:

- One Hundred (100) Year Limited Warranty on aluminum and steel upright posts (including Nucleus®, Nucleus Evolution®, Nucleus Aspire®, Intensity®, Level X®, Synergy®, Synergy Imagination® & 4ME®) against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on KoreKconnect® Clamp Castings against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on Hardware (nuts, bolts, washers).
- One Hundred (100) Year Limited Warranty on bolt-through and direct-bolt fastening and clamp systems (Synergy®, Intensity®, Nucleus®).
- Twenty-Five (25) Year Limited Warranty on spring assemblies and aluminum cast animals.
- Fifteen (15) Year Limited Warranty on structure platforms and decks, metal roofs, table tops, bench tops, railings and barriers against structural failure due to materials or workmanship.
- Fifteen (15) Year Limited Warranty on all plastic components against structural failure due to materials or workmanship.
- Ten (10) Year Limited Warranty on ShadePlay® Canopies fabric, threads, and cables against degradation, cracking or material breakdown resulting from ultra-violet exposure, natural deterioration or manufacturing defects. This warranty is limited to the design loads as stated in the specifications.
- Ten (10) Year Limited Warranty on NaturePlay® Boulders and GFRc products against structural failure due to natural deterioration or workmanship. Natural wear, which may occur with any concrete product with age, is excluded from this warranty.
- Ten (10) Year Limited Warranty on Full Color Custom Signage against manufacturing defects that cause delamination or degradation of the sign. Full Color Custom Signs also carry a two (2) year warranty against premature fading of the print and graphics on the signs.
- Five (5) Year Limited Warranty on Nucleus®, Intensity®, and RopeVenture® cables against premature wear due to natural deterioration or manufacturing defects. Determination of premature wear will be at the manufacturer's discretion.
- Five (5) Year Limited Warranty on rubber belt material against premature wear due to natural deterioration or manufacturing defects. Determination of premature wear will be at the manufacturer's discretion.
- Five (5) Year Limited Warranty on moving parts, including swing components, against structural failure due to materials or workmanship.
- Five (5) Year Limited Warranty on PlayEnsemble® cables and mallets against defects in materials and workmanship.
- Three (3) Year Limited Warranty on electronic panel speakers, sound chips and circuit boards against electronic failure caused by manufacturing defects.

The warranty stated above is valid only if the equipment is erected in conformity with the layout plan and/or installation instructions furnished by BCI Burke Company, LLC using approved parts; have been maintained and inspected in accordance with BCI Burke Company, LLC instructions. Burke's liability and your exclusive remedy hereunder will be limited to repair or replacement of those parts found in Burke's reasonable judgment to be defective. Any claim made within the above stated warranty periods must be made promptly after discovery of the defect. A part is covered only for the original warranty period of the applicable part. Replacement parts carry the applicable warranty from the date of shipment of the replacement from Burke. After the expiration of the warranty period, you must pay for all parts, transportation and service charges.

Burke reserves the right to accept or reject any claim in whole or in part. Burke will not accept the return of any product without its prior written approval. Burke will assume transportation charges for shipment of the returned product if it is returned in strict compliance with Burke's written instructions.

**THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IF THE FOREGOING DISCLAIMER OF ADDITIONAL WARRANTIES IS NOT GIVEN FULL FORCE AND EFFECT, ANY RESULTING ADDITIONAL WARRANTY SHALL BE LIMITED IN DURATION TO THE EXPRESS WARRANTIES AND BE OTHERWISE SUBJECT TO AND LIMITED BY THE TERMS OF BURKE'S PRODUCT WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OF CERTAIN IMPLIED WARRANTIES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.**

**Warranty Exclusions:** The above stated warranties do not cover: "cosmetic" defects, such as scratches, dents, marring, or fading; damage due to incorrect installation, vandalism, misuse, accident, wear and tear from normal use, exposure to extreme weather, immersion in salt or chlorine water, unauthorized repair or modification, abnormal use, lack of maintenance, or other cause not within Burke's control; and

**Limitation of Remedies:** Burke is not liable for consequential or incidental damages, including but not limited to labor costs or lost profits resulting from the use of or inability to use the products or from the products being incorporated in or becoming a component of any other product. If, after a reasonable number of repeated efforts, Burke is unable to repair or replace a defective or nonconforming product, Burke shall have the option to accept return of the product, or part thereof, if such does not substantially impair its value, and return the purchase price as the buyer's entire and exclusive remedy. Without limiting the generality of the foregoing, Burke will not be responsible for labor costs involved in the removal of products or the installation of replacement products. Some states do not allow the exclusion of incidental damages, so the above exclusion may not apply to you.

The environment near a saltwater coast can be extremely corrosive. Some corrosion and/or deterioration is considered "normal wear" in this environment. Product installed within 500 yards of a saltwater shoreline will only be covered for half the period of the standard product warranty, up to a maximum of five years, for defects caused by corrosion. Products installed in direct contact with saltwater or that are subjected to salt spray are not covered by the standard warranty for any defects caused by corrosion.

Contact your local Burke Representative for warranty information regarding Burke Turf® and Burke Tile products.

## Terms of Sale

**Pricing:** Prices published in this catalog are in USD, are approximate and do not include shipping & handling, surfacing, installation nor applicable taxes. All prices are subject to change without notice. Contact your Burke representative for current pricing. Payments are to be made in USD.

**Weights:** Weights are approximate and may vary with actual orders.

**Installation:** All equipment is shipped unassembled. For a list of factory-certified installers in your area, please contact your Burke representative.

**Specifications:** Product specifications in this catalog were correct at the time of publication. However, product improvements are ongoing at Burke, and we reserve the right to change or discontinue specifications without notice.

**Loss or Damage in Transit:** A signed bill of lading is our receipt from a carrier that our shipment to you was complete and in good condition upon arrival. Before you sign, please check the Bill of Lading carefully when the shipment arrives to make sure nothing is missing and there are no damages. Once the shipment leaves our plant, we are no longer responsible for any damage, loss or shortage.

For more information regarding the warranty, call Customer Service at 920-921-9220 or 800-356-2070.

01/2025



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 3, 2025

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

SUBJECT: Town Council approval of Pool Rental Agreement between Nassau County School District and Town of Hilliard for Hilliard Middle Senior High School and West Nassau High School Swim Teams.

---

#### **BACKGROUND:**

Hilliard and West Nassau have used our Town Pool for several swim seasons now. This is a renewal of the agreement in place between both schools, the school district, and the Town of Hilliard.

I do not have the signed agreement at this time, but I will have it ready by the date of the meeting.

#### **FINANCIAL IMPACT:**

This is a revenue neutral agreement, although use of the pool often leads to additional pool rentals and visits to our pool during public swimming.

#### **RECOMMENDATION:**

Town Council approval of both agreements between the Town of Hilliard and Nassau County School District.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 3, 2025

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

SUBJECT: Town Council approval of Pool Rental Agreement between the Local Chapter of the Special Olympics of Northeast Florida and Town of Hilliard for Special Olympics Swim Practice.

---

#### **BACKGROUND:**

I do not have the signed agreement at this time, but I will have it ready by the date of the meeting.

#### **FINANCIAL IMPACT:**

TBD

#### **RECOMMENDATION:**

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



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: July 3, 2025

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

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

**BACKGROUND:**

On May 8, 2025, the Town received the resignation letter of Charles Reed from the Planning & Zoning Board. Mr. Reed has been a member of the Board since November 2009. He intends to continue serving through the conclusion of the Planning & Zoning Board meeting on July 1, 2025, to provide the Council with sufficient time to identify and appoint a qualified replacement.

At the Town Council meeting on 5.15.2025 the Council asked for resumes to be collected, and applicants to be present at the Workshop on June 12th for interviews for possible appointment to the Board.

At the Workshop on June 12th the Council heard from the candidates present. (One applicant was excluded from the 6.12 packet due to technical issues and has been included here for consideration)

The seat’s appointment is from January 2025 through December 2027. The person chosen will serve the remaining time for the term.

**FINANCIAL IMPACT:**

TBD

**RECOMMENDATION:**

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

I have decided to request the resignation of my seat on the Zoning board . I would like July 1,2025 to be my last day to allow time to search for a qualified replacement. I have enjoyed the time i served and am ready for a new challenge.

Regards

Charles A Reed

Originally Received by Lee Anne Wollitz on 5.8.2025, and resubmitted with final edit on 5.16.2025

Jacqueline Galbreath

37217 Lorena Drive

Hilliard, FL 32046

May 27, 2025

City Council of Hilliard

15859 West County Road 108

Hilliard, Florida 32046

Subject: Vacancy on the Planning and Zoning Committee

Dear City Council of Hilliard:

My name is Jacqueline "Jacqui" Galbreath and I am requesting an opportunity to serve on the Planning and Zoning Committee for the Town of Hilliard.

I have been a resident of Hilliard for 24 years and the following list my accomplishments during that time:

- A. Nassau County School Board employee for 13 years  
Managed Title One money for 7 schools-Retired
- B. Master Gardener Volunteer for 10 years
- C. Co-founder of the Garden Club of Hilliard (President)
- D. Hilliard Action Committee (HAC)
- E. School Health Advisory Committee (SHAC) (Chairman)
- F. Friends of the Hilliard Library
- G. Jacksonville Ladies
- H. Women of Nassau County (WON)

To each of the above endeavors I practice being a good listener with an open mind and treating those before me with respect.

Please accept my request to serve the Town of Hilliard as a citizen that loves her town and only wants to contribute to making it the best it can be.

Regards,



Jacqueline Galbreath

Date: June 13, 2025

To: Hilliard Town Council Members

Subject: Thank you for the Opportunity

Dear Hilliard Town Council Members:

I appreciated the time you allowed to meet with me yesterday to discuss the vacant position on the Planning and Zoning Board.

I would like to reiterate my interest in the vacant position. I bring a clean slate to the job with an open mind to learn the policies of Nassau County and Hilliard without the confusion of outside policies and procedures. I also offer a willingness to learn and work as a team member to do the best job for our community.

Thank you again for the opportunity. Please contact me if you require additional information. I have provided my phone number below.

Best regards,



Jacqueline Galbreath  
37217 Lorena Drive  
Hilliard, FL 32046  
(904) 845-3257

**Lee Anne Wollitz**

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**From:** Sherry Rosbrugh <sherryannwurz@gmail.com>  
**Sent:** Wednesday, May 21, 2025 9:22 AM  
**To:** Lee Anne Wollitz  
**Subject:** Open Seat on Town Planning Board  
**Attachments:** Sherry Rosbrugh 2019.docx

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

Good Morning,

My name is Sherry Rosbrugh and I am interested in the open seat for the Town of Hilliard.

My husband Fred and I move to Hilliard from Jacksonville a year and a half ago and love the area, and I have been looking for an opportunity to become more involved in the community.

Have a great day, look forward to hearing from you.

Sherry Rosbrugh

# Sherry Rosbrugh

---

361927 Pine St., Hilliard, FL 32046 | 904.570.2581 | SRosbrug@its.jnj.com

## Education

### **DOCTORATE IN GLOBAL LEADERSHIP | IN PROCESS | INDIANA TECH UNIVERSITY**

- Major: Global Leadership
- Related coursework: Research Skills and Global Leadership

### **MASTER OF SCIENCE IN BUSINESS ADMINISTRATION | OCTOBER 2016 | INDIANA TECH UNIVERSITY**

- Major: Human Resources
- Related coursework: Employment Law, Business Law, and Marketing

### **BACHELOR OF SCIENCE | JULY 2014 | HUNTINGTON UNIVERSITY**

- Major: Human Resources and Marketing
- Related coursework: Ethics, Marketing, Strategic Planning

### **ASSOCIATE OF SCIENCE | MAY 1996 | PURDUE UNIVERSITY**

- Major: Organizational Leadership and Supervision
- Concentration: Office Administration
- Related coursework: Supervision, Office Administration, Computer Applications

## Skills & Abilities

- Strong analytical skills for data analysis and performance improvement
- Proficient in Microsoft Office applications, with advanced Excel skills for reporting
- Excellent communication skills, both written and verbal
- Ability to build and maintain productive internal/external working relationships
- Experience with training and adoption practices
- Project management experience familiar with FPX and Lean tactics
- Problem-solving and decision-making skills
- A motivated self-starter with an excellent work ethic, organizational and customer service skills

## Experience

### **CSS SR. COORDINATOR, FIELD SALES SUPPORT | LOANER LOGISTICS, ORTHOPAEDICS JOHNSON AND JOHNSON | 2019 – PRESENT**

#### **August 2019 through current: CSS SR Coordinator Field Sales Support, Loaner Logistics**

- Coordinate with Sales office, Sales Consultants and Regional Managers on entering orders for National Loaner sets for both Joint Reconstruction, Mitek Instruments, Spine, Trauma and CMF.
- Coordinate the return of National Loaner Instrument and Implant sets back to the distribution center
- Provided consultants and sales offices with due back notices and late kit notifications on the daily basis.
- Enter orders as needed for queue coverage using SAP and myMediSet.

- Communicated with Sales offices and Sales Consultants on order placed and remedied any orders with missing materials, either shipping incomplete or having materials shipped from another distribution center to marry with the field.
- Organized and tracked late orders while communicating with the sales consultants, sales office, and distribution centers.
- Pulled data regarding usage, turndowns, and inventory for the Joint Reconstruction Commercial Operations team as well as the Mitek Marketing team as needed.
- Participated in with the 1MDOTC project for day in the life testing for Phase 2, and Phase 3, utilizing USROTC
- Also supported the Mooresville DC during transition for the Joint Reconstruction Loose goods and National Loaner go live and hypercare events
- Make decisions using sound judgement and discretion while adhering to policy

### **Grow Gig Opportunities**

#### **From May 2024 to December 2024: Grow Gig: SR Capabilities Analyst, Business Process Enablement.**

- Responsible for overseeing the implementation of changes related to myMedset upgrades, enhancements, and break/fix solutions on the USROTC system, including the analytic skills to understand systematic issues.
- Utilize JIRA system and communication with cross-functioning teams.
- Leading, coordinating and executing business simulation and user acceptance testing with myMediset and with cross-functioning teams.
- Lead cross-functions team meeting between Customer Service and the Warehouse for system process updates.
- Coordinated a large clean-up project with cross-functional teams, from identifying a root cause for a broken batch report, creating internal purchase orders, and follow through with teams from business processes, IT, and the distribution center to ensure processes are properly followed.

#### **June 2023 through December 2023: Analyst, Joint Reconstruction Field Sales Support, Commercial Operations.**

- participated in a grow opportunity with the Commercial Operations team under Evan Glassley. Worked on an open items project to clear over 10,000 lines of data where loaner sets were showing in an 0005 in process status in the distribution center. Work with Capabilities team for a systematic approach to clean the data, with no or minimal impact to the field. Also assisted the inventory control team in their inbox with inventory moves from field sales offices and assist in trouble shooting issues asked from the field.

#### **FIELD SALES SUPPORT COORDINATOR | JOHNSON AND JOHNSON FOR KELLY OCG | 2019**

- Create, enter, and manage complex National Loaners orders via phone and/or email
- Order resolution by investigating complaints from customers
- Communicate via fax, email, or phone with customer regarding orders

#### **HUMAN RESOURCE COORDINATOR | GROUND EFFECTS, LLC | 2018**

- Screen, interview and hire employees
- Coordinate onsite job fairs to recruit open positions
- Attend job fairs to recruit for open positions

- Coordinate open enrollment benefit events for employees
- General human resource administrative duties as needed

### **HUMAN RESOURCE COORDINATOR | SHINDIGZ | 2017 TO 2018**

- Screen, interview and hire approximately 30 to 50 seasonal employees for either spring or fall busy seasons.
- Post and maintain open positions through company's website as well as job boards.
- Coordinate onsite job fairs to recruit open positions
- Attend job fairs to recruit for seasonal, part-time, full-time and intern positions
- Coordinate open enrollment benefit events for employees
- Facilitated Safety meetings and processed workers compensation claims
- Facilitated and maintain FMLA files and personal leaves
- General human resource administrative duties as needed

### **ASSISTANT INVENTORY PLANNER | SHINDIGZ | 2011-2017**

- Coordinate orders with drop ship vendors
- Filter questions from drop ship vendors to customer service to contact the customer to resolve questions on customer's orders
- Coach Customer Service on the proper way to resolve drop ship issues as not to create unexcused delays with the order and still follow company procedures
- Review 40 vendors weekly and issue purchase orders based on forecasted projections
- Demonstrate excellent verbal and written communication with vendors by following up with vendor order confirmations and shipping confirmations
- Follow-up with vendors on late orders
- Coordinate shipments with the receiving department and instruct receiving to follow-up and research shortages, if shortage is not found, negotiate with vendor for credit on missing product
- Negotiate and resolve pricing issues and yearly update of pricing from vendors

### **CUSTOMER SERVICE LEAD | SHINDIGZ | 2008-2011**

- Coach customer service representatives how to handle difficult customers
- Train customer service representatives to enter mail/fax orders and how to multi-task to be able to assist on other projects in between phone calls
- Take elevated calls from upset customers and coach customer service representative how to resolve issues without upsetting the customer
- Communicate with customers via verbal and written communication
- Communicate with the warehouse to expedite orders as needed

### **CUSTOMER SERVICE REPRESENTATIVE | SHINDIGZ | 2003-2008**

- Take inbound calls to the customer
- Data entry of orders received via fax and mail
- Communicate with customers via verbal and written communication

### **OFFICE CLERK | CREDITMAX | 2001-2003**

- Process daily collections payments
- Track daily collections for the location

- Created collection lawsuit documents and filed with the appropriate county court

### **CUSTOMER SERVICE REPRESENTATIVE | NATIONAL CITY BANK| 2001**

- Maintain an accurately balanced teller drawer
- Sell banking products to customers
- Assist in training new customer service representatives

### **TRUST ACCOUNT ASSISTANT | NATIONAL CITY BANK| 2000-2001**

- Interpret and administer benefits based upon the trust agreement
- Communicate with the trust beneficiaries via verbal and written communication
- Contact other trust officers and work together to transfer accounts
- Filing documents with the trust account file

### **ADMINISTRATIVE ASSISTANT | NATIONAL CITY BANK| 1999-2000**

- Process proof operators' production-based pay and hourly pay and forward to corporate
- Communicate with on-site Human Resources and corporate Human Resources on processing new hire and terminated employees' paperwork
- Assist on production floor with processing daily banking transactions in the Proof and Encoding Department
- Track and process the operators' errors for management to hand out and review with the operators

### **WAREHOUSE CLERK | TRACTOR SUPPLY COMPANY| 1997-1998**

- Process morning pick tickets for warehouse workers to pull store orders for retail sites
- Help receiving clerks process inbound truck deliveries for the warehouse as well as help organize the individual orders to be shipped to retail sites
- Process packing slips for warehouse shipments and organize delivery packets for the drivers to deliver to the retail sites
- Assist Human Resources in keeping track of employees' hours for payroll and create verbal and written warning per the union bargaining agreement for management to review with the employee

### **ADMINISTRATIVE CASHIER | TRACTOR SUPPLY COMPANY| 1991-1997**

- Process cash, check and credit card transactions for customers
- Train new cashiers on the POS system
- Conduct monthly billing audits to ensure correct receiving of merchandise into the retail site
- Face and front the store and maintain a clean work area
- Put the customer first and provide them with the best service possible

**References Available Upon Request**

**Lee Anne Wollitz**

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**From:** Dustin Winnon <drwinnon@gmail.com>  
**Sent:** Sunday, May 18, 2025 4:18 PM  
**To:** Lee Anne Wollitz  
**Subject:** PLANNING AND ZONING BOARD RESUME  
**Attachments:** Dustin_Winnon_Resume_HCM2_final.docx

Lee Anne,

Good evening. Alicia wanted me to send over a new resume for the Planning and Zoning Board Committee position that is vacant effective July 1.

Please find attached my resume. If you need a more tailored resume or any other information, please let me know.

Thank you.

Very Respectfully,  
Mr. Dustin R. Winnon  
HMC(SW/FMF), SFIDC (ret)  
C: +1-904-401-9445  
Email: [drwinnon@gmail.com](mailto:drwinnon@gmail.com)  
LinkedIn: <https://www.linkedin.com/in/dustin-winnon/>

## Dustin R. Winnon

37153 Railroad St, Hilliard, FL 32046  
(904) 401-9445 | drwinnon@gmail.com | [LinkedIn Profile](#)

### PROFESSIONAL SUMMARY

Dedicated United States Navy Chief Petty Officer/E7 and Independent Duty Corpsman with 20+ years of combined experience in, healthcare management and leadership, human resources, operations, project and program management, and training to inspire and direct cross-functional teams of 30+ personnel while aligning operations with organizational mission and vision. Adept at developing talent, building high-performance cultures, and establishing strategic direction in fast-paced environments. Demonstrates outstanding stakeholder engagement, crisis management, and team motivation skills. Proven success in making critical decision under pressure and implementing change initiatives that drive organizational excellence. Known for mentoring personnel, fostering team cohesion, and creating environments where individuals and teams thrive. An effective problem solver who delivers a strong work ethic, attention to detail, and a commitment to excellence and improving customer relations. Career supported by a bachelor's degree, certifications, and military and civilian training and experience.

### KEY SKILLS

- **Project Management:** Proactive leader who ensured regulatory compliance through formalized policies and procedures. A transformational leader who developed and motivated high-performing teams by articulating clear vision and establishing a culture of excellence and on-time project execution in dynamic and fast-paced environments.
- **Leadership & Compliance:** Demonstrated exceptional judgement in high-pressure environments, making critical decisions that balanced operational needs with strategic objectives. Identified emerging challenges, evaluated complex options, and partnered with executive leadership to implement decisive actions that advanced organizational goals while developing team capabilities.
- **Client & Stakeholder Engagement:** Cultivated strong internal and external relationships through influential communication across all organizational levels. Effectively conveyed complex concepts to diverse audiences, built consensus among stakeholders, and articulated compelling visions that motivated teams toward shared objectives. Utilized exceptional interpersonal skills to navigate sensitive situations and build lasting professional relationships.

### PROFESSIONAL EXPERIENCE

**United States Navy, Afloat Training Group Mayport, Mayport FL**

**2022 - Present**

**Senior Trainer Assessor/Senior Learning Operations Manager/E7**

Train and evaluate Atlantic Fleet Navy and Coast Guard ships to certify in medical operations requirements.

- Delivered 200+ training hours to over 300 personnel, improving adherence to regulatory requirements for operational shipboard industrial health and wellness surveillance programs.
- Led certification assessments for 26 Warships in the review and assessment of NAVOSH and industrial hygiene training programs ensuring a 100% compliance and first-time pass rate for all assigned personnel.
- Partnered with executive level leadership to identify gaps in the training curriculum and establish KPIs in the training process to drive the strategic direction of the organizations compliance with industry standards and certifications.
- Spearheaded organizational communication strategy as the assigned Public Affairs Officer, developing and implementing comprehensive outreach initiatives that aligned messaging with strategic objectives.

**Naval Medical Readiness and Training Unit, Norfolk, Virginia**

**2021 – 2022**

**Leading Chief Petty Officer/Senior Healthcare Supervisor/E7**

Directed the optimization of critical skill sustainment and provided premier healthcare for over 340,000 beneficiaries.

- Led a cross-functional team of 60 personnel in the Urgent Care Clinic with limited staffing and budget, driving a 36% boost in efficiency and saving \$2.4 million in 7 months.
- Developed a high-performing team culture that transformed healthcare delivery for 28,000 beneficiaries.
- Led KPI-driven improvements to training efficiency and access to care during COVID-19 pandemic response.

**USS Philippine Sea CG 58, Mayport, Florida****Senior Medical Department Representative/Senior Medical and Safety Program Manager/E7**

Directed the medical care of assigned personnel, performed health audits of NAVOSH programs and provided briefs to executive leadership of compliance and medical logistics associated with operational shipboard medical strategies.

- Led all medical department operations, driving a 96% increase in certification scores by championing training initiatives that resulted in process improvement and resulted in a first-time pass rate of required certifications.
- Developed and implemented COVID-19 training and safety protocols, including isolation and quarantine procedures, reducing virus spread by 38% and boosting readiness by 95%.
- Conducted risk assessments through job hazard analysis reports to analyze injuries, identify safety gaps, and recommended appropriate risk mitigation measure plans to senior executive leaders, improving readiness by 38%.
- Oversaw a 30-member medical training team through 1,100+ instructional hours, increasing proficiency by 22% and cutting training errors by 71% that enhanced workforce flexibility by 32% and reduced staffing gaps by 15%.
- Managed \$1.3million in medical supply procurement in personal protective equipment, medical supplies and safety equipment ensuring uninterrupted operational mission completion.
- Completed 100+ monthly shipboard industrial health surveillance program inspections and audits ensuring all NAVOSH standards were adhered to, validated by a 97% or above score on all quarterly audits.
- Primary Care Provider for 325 assigned staff and responsible for the daily acute care clinic operations and treatment of musculoskeletal injuries, minor injuries, acute infections and emergency care.
- Mentored a staff of 3 employees, resulting in 100% early promotions and qualification achievement.

**Littoral Combat Ship Squadron Two, Mayport, Florida****2016 – 2019****Inspector/Senior Medical Inspector/E7**

Responsible for the training, readiness, maintenance, schedules, material, supply, discipline and morale of the staff to maintain the maximum degree of readiness.

- Directed the manning, training, equipping, healthcare delivery, clinical operations, and medical and safety programs management of 12 Warships impacting 29 independent healthcare practitioners and 636 full time staff.
- Led a staff of 39 full time employees in certification events and health and safety initiatives ensuring 100% first-time pass rate for all assigned Warships.
- Established requirements for \$1.2million clinic renovations in support of anticipated increase in patient population by 2,000 beneficiaries. Identified requirements and sourced necessary equipment and logistics contracts.
- As the command Emergency Management Coordinator, developed rapid incident response and emergency preparedness procedures, leading to a 28% increase in response efficiency.

**USS New York LPD 21, Mayport, FL****2013-2016****Independent Duty Corpsman/Division Leading Chief Petty Officer/Medical Department Supervisor/E7**

Assisted the medical officer in the medical care of assigned personnel, performed health audits of NAVOSH program compliance and medical logistics and supervised and mentored a staff of 15 medical and dental enlisted personnel.

- Supervised a staff of 15 Hospital Corpsmen in the healthcare delivery and workplace safety management programs and physical exams procedures, increasing command medical readiness from 40% to 96% in 8 months.
- Assisted the medical officer in the diagnoses and treatment of 2,000+ patient care visits focused primarily on musculoskeletal workplace injuries, acute care and emergency medical response.
- Led the Health Promotions Committee of 10 staff in promoting workplace safety initiatives and health and wellness events that reduced injuries by 32%, hospitalization rates by 18% and resulted in the awarding of 3 consecutive US Navy Force Health and Wellness Awards.
- Managed \$3million of medical supplies and inventory and supervised a staff of 10 medical supply chain specialists in annual audits to improve supply chain procurement deficiencies, increasing efficiency by 30% in 6 months.

**EDUCATION | CERTIFICATIONS | QUALIFICATIONS | AVAILABILITY**

Bachelor of Science in Health Sciences (B.S.H.S.), **Healthcare Management** | Trident University International | 2018

**Certified Postsecondary Instructor** Certification (Exp: 2/16/2026) | National Center for Competency Testing

**Basic Life Support/Basic Life Support Instructor** Certification (Exp: 4/1/2026) | American Red Cross

**First Aid/CPR/AED Instructor** Certification (Exp: 1/10/2027) | American Red Cross

## CONTACT

 37154 S Pine Street, Hilliard, FL 32046

 (904) 588-6087

 sbcopen@aol.com

## PROFESSIONAL SUMMARY

Dynamic W/WW Reuse Treatment Maintenance Team Leader at JEA, adept at enhancing operational efficiency through data analysis and process improvements. Skilled in interpreting technical documents and implementing maintenance policies, while fostering collaboration among engineering teams. Proven track record in budget management and personnel development, ensuring compliance with regulatory standards.

## SKILLS

- Reading, interpreting and applying information from technical manuals and journals, maps, schematics, construction drawings and blueprints, street guides and as-built drawings.
- Inspecting facilities and equipment to assess maintenance needs, identify problems and initiate corrective action.
- Reviews, interprets, and applies JEA rules and regulations relating to water or wastewater/reuse treatment system maintenance, repair, and construction.
- Reviews and applies information from project maps, schematics and blueprints.
- Federal, state and local regulations governing water or wastewater/reuse treatment operations.

# SHANE BARBER

ITEM-8

## W/WW REUSE TREATMENT TEAM LEADER



## EXPERIENCE

**W/WW Reuse Treatment Maintenance Team Leader** JEA - Jacksonville, FL  
12/2022 - Present

- Managed inventory levels of spare parts and supplies related to repairs and maintenance activities.
- Maintained records of maintenance activities such as labor hours, materials used.
- Collaborated with engineering staff on projects related to new installations or upgrades of existing systems.
- Reviewed repair orders to determine appropriate actions needed for completion of jobs.
- Analyzed data from various sources to identify opportunities for process improvements.
- Assisted in developing budgets for the maintenance department based on projected needs.
- Implemented corrective action plans when necessary in order to address any deficiencies identified during inspections.
- Evaluated, accepted and coordinated completion of work bid from contractors.
- Developed and implemented electronic maintenance programs and computer information management systems.
- Recommended and initiated personnel actions, such as hires, promotions, transfers, discharges, and disciplinary measures.
- Participated in budget preparation and administration, coordinated purchasing and documentation and monitored departmental expenditures.
- Developed, implemented, and evaluated maintenance policies and procedures.
- Examined objects, systems and facilities and analyzed information to determine needed installations, services, and repairs.
- Interpreted specifications, blueprints, and job orders to construct templates and layed out reference points for workers.



## EDUCATION

**Certification: Water/Wastewater Programs**  
**Sacramento State** - Sacramento, CA, US, 05/2022

**Associate in Arts (A.A.): Business**  
**University of Phoenix** - Phoenix, AZ, US, 10/2013

**BLE: Police Academy**  
**FSCJ** - Jacksonville, 06/2007

**High School Diploma**  
**Hilliard Middle-Senior High** - HILLIARD, 06/1998



## CERTIFICATIONS

- Class C Wastewater Operator
- Certified Journeyman Wireman
- Certified Basic Law Enforcement

**Lee Anne Wollitz**

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**From:** Chrysta Knight <chrystak@me.com>  
**Sent:** Sunday, June 1, 2025 5:56 PM  
**To:** Lee Anne Wollitz  
**Subject:** Planning & Zoning Board Application  
**Attachments:** Chrysta Knight Resume.docx

[You don't often get email from chrystak@me.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Hi Lee Anne,

I appreciate the opportunity to be considered for the Planning & Zone Board position! My resume is attached, please let me know if there is anything else needed.

Sincerely,  
Chrysta Knight  
904-910-4026

# Chrysta Knight

27022 W 1st Ave., Hilliard, FL 32046 | chrystak@me.com | 904.910.4026 | www.linkedin.com/in/chrysta-knight

## Professional Summary

Versatile and results-driven professional with a diverse background spanning regulatory compliance, brand activation, experiential marketing, and fitness training. Demonstrated success in leading cross-functional teams, optimizing processes, and enhancing client engagement. Skilled in data analysis and visualization, regulatory adherence, and delivering tailored fitness programs. Experienced in planning and executing promotional events, engaging with attendees, and representing brands to create memorable experiences. Committed to continuous learning and implementing evidence-based strategies to drive success.

## Skills

- Regulatory Compliance
- Event Activation
- Data Analysis & Visualization (Excel, PivotTables)
- Team Leadership
- Process Optimization
- Client Relationship Management

## Professional Experience

### Certified Personal Trainer

**Omni Amelia Island Resort – On-Call** | April 2025 – Current

Deliver versatile personalized and group fitness training, adapting to clients' schedules and fitness levels. Skilled in creating engaging workout environments and developing tailored fitness programs that promote health, strength, and overall well-being.

- Lead diverse group classes, including HIIT, strength training, ensuring safety and effectiveness.
- Design and implement personalized fitness programs tailored to individual goals.
- Develop and coach small group training programs, focusing on community support and scientific methodologies.
- Provide guidance on nutrition and lifestyle habits to support clients' fitness objectives.
- Stay current with evidence-based fitness practices to deliver effective training sessions.

### Brand Activation, Experiential Marketing, & Sales Specialist

**Various Brands – Freelance/Contract** | June 2023 – Current

Dynamic brand activation professional with extensive field experience across the alcohol beverage, automotive, aviation, and apparel industries. Dedicated brand ambassador, product specialist, experiential model, and event activation. Proven ability to enhance brand visibility and drive consumer engagement through strategic in-person and digital interactions.

- Represent diverse brands at promotional events, private events, trade shows, festivals, and retail environments.
- Develop and execute targeted marketing campaigns leveraging social media and direct consumer interactions.
- Collaborate with marketing teams to tailor promotional campaigns, ensuring alignment with brand objectives.
- Provide real-time feedback and insights to brands, contributing to the refinement of marketing strategies.
- Maintain professional relationships with clients and stakeholders, fostering long-term partnerships.
- Managed business-to-business and direct sales for a technical aviation company.
- Increased sales through trade show engagement and consultative sales strategies.
- Led trade show management, including setup, design, and execution.
- Built and maintained relationships with aviation industry professionals to expand client base.
- Negotiated contracts and upsold additional services, contributing to revenue growth.
- Provided exemplary customer service and resolved disputes efficiently.

## Senior Compliance Analyst

**Total Military Management – Full-time Remote** | October 2017 – March 2025

Led compliance initiatives to ensure regulatory adherence, mitigate risk, and drive revenue growth. Collaborated with internal and external stakeholders to optimize operations in accordance with USTRANSCOM Department of Defense (DoD) Transportation Regulations, Manuals, Advisories, Code of Federal Regulations, Claims & Business Rules, and 400NG Tariff.

- Served as Interim Compliance Supervisor, setting goals and meeting deadlines in high-pressure environments.
- Established and maintained strategic relationships to streamline operations and enhance compliance.
- Directed workflow prioritization to improve efficiency and reduce risk exposure.
- Successfully negotiated appeals, achieving highest resolution rate in company history.
- Developed and delivered comprehensive training programs to improve team performance.
- Led data analysis initiatives, creating visualizations and reports to inform executive decision-making.
- Conducted risk assessments and provided actionable recommendations to senior leadership.
- Researched industry trends and regulatory changes, ensuring continuous process improvement.

## Certifications

### CrossFit Level 1 Trainer Certificate (CF-L1)

#### CrossFit

Completed in-person training and written exam covering CrossFit principles, movements, methodology, and basic nutrition.

### Certified Personal Trainer (CPT)

#### National Academy of Sports Medicine (NASM) – NCCA Accredited

Pursuing specializations in Corrective Exercise (CES), Performance Enhancement (PES), and Nutrition Coaching (CNC).

### CPR/AED Certified – Adult, Child, & Infant

#### American Safety Training Institute (ASTI)

## Education

### Bachelor of Arts in Criminal Justice, Minor in History

#### University of North Florida – Jacksonville, FL

Summa Cum Laude Honors

### Air Traffic Control Specialist Trainee

#### Federal Aviation Administration – Oklahoma City, OK

Completed training in air traffic control concepts, including navigation, weather reporting, and regulatory compliance.

### Investigative Intern

#### Mulholland Investigation – Jacksonville, FL

Synthesized complex information into clear investigative reports, conducted research on case law and evidence preservation. Maintained client confidentiality and identity protection on active cases.

## Community Engagement

- Diversity, Equity & Inclusion (DEI) Group Member & Advocate
- Community Volunteer: TMM Cares, Hope for the Holidays, American Heart Association, Dreams Come True

# ANN JOHNSON

Hilliard, FL 32046 | 9045830590 | blinkblink77@aol.com

WWW: [Bold Profile](#)

## SUMMARY

Hardworking professional with experience assisting visitors by responding to requests and finding appropriate solution to issues. Demonstrated positive attitude to adapt to any situation. Strong attention to detail along with terrific telephone and email etiquette.

## SKILLS

- Customer service
- Appointment scheduling
- Mail management
- Record keeping
- Office administration
- Communication skills
- Conflict resolution
- Team collaboration
- Training staff
- Data entry
- Problem solving
- Attention to detail
- Interpersonal skills
- Email and telephone decorum
- Email correspondence
- Mail distribution
- Travel coordination
- Strategic planning
- Scheduling
- Multitasking and organization
- Document management
- Departmental support
- Meeting arrangements
- Conference room scheduling
- Confidentiality handling
- Complex Problem-solving
- Initiative-taking
- Oral and writing communication
- Decision-making
- Mail sorting
- Mail handling
- Listening skills
- File management
- Office supplies ordering
- Call forwarding
- Sorting mail
- Data confidentiality
- Multi-line telephone systems

## EXPERIENCE

02/2007 - 11/2013

### Front Desk Receptionist

**Adesa Car Auction** - Jacksonville, FL

- Managed incoming and outgoing mail, courier services, faxes and other correspondence.
- Was the first contact with customers?
- Scheduled hotel rooms for VIPs.
- Handled all incoming and outgoing mail utilizing the stamp machine.
- Assisted Title Department
- Assisted all car dealers with customer printouts and badges.

02/1991 - 09/2006

### Deputy Director of Communications

**Nassau County Sheriff's Office** - Yulee, FL

- Recruited, trained, supervised, coached and evaluated personnel.
- Uniform Crime Report for Department records.
- Records Department.
- Certified Trainer for Communications, Supervisors, and Trainers. Saving the

department thousands of dollars by being an in-house trainer.

- Emergency Medical 911 certified.
- National Crime Computer Certified in Training personnel.
- Maintained 100% compliance in all entries in the state and national computer.
- Prepared, faxed, and met with the public for the release of department records.
- 911 tape custodian. I went to court when summoned for the release of records.
- Prepared 911 tapes for the Public Defender's and State Attorney's offices.
- Criminal Investigations Secretary.
- Several Law Enforcement Training classes including Missing and Abductive children

01/1990 - 11/1990

**Dispatcher**

**Stuart PD** - Stuart, FL

- Monitored radio frequencies to ensure proper communication between personnel in the field and dispatch office.
- Worked part-time.
- Received honorable recognition for the safety of an officer during a traffic stop, where there was a dispatcher error involving another employee and a stolen vehicle.

07/1982 - 02/1990

**911 Dispatcher, Records & ID**

**Martin County Sheriff's Office** - Stuart, FL

- Received, evaluated, and prioritized incoming emergency calls from the public, dispatching appropriate personnel and equipment.
- Instructor for the National Crime Computer.
- Fingerprint submissions to the state.
- Maintained department records.
- Dispatched for K-9 drug interaction for the Narcotics Unit.

06/1979 - 05/1982

**Dispatcher-Trainer**

**Kissimmee Police Department** - Kissimmee, FL

- Evaluated employee performance through comprehensive feedback based on training session outcomes.

**EDUCATION AND TRAINING**

06/1977

**High School Diploma**

**St Cloud High School** - St. Cloud, FL

**ACTIVITIES AND HONORS**

- Code Enforcement Board Member for Nassau County
- Organized Grass roots campaigns
- Attended County Commissioner Meetings for Nassau County Sheriff's Office Communications Center
- 

**CUSTOM**

- Left career to help care for my grand-daughter.

- From 2017-2023 took care of my husband with terminal colon cancer between attending all court sessions for my daughter that was murdered. Raised my granddaughter since age 6. Legal custody obtained in 2018.
- My passion has been focused on our US Veterans as an Aux member in American Legion and VFW.
- I love my community in the City limits of Hilliard and want to be more involved.
- I come from a family of Contractors starting with my father.

ITEM-8

## WEBSITES, PORTFOLIOS, PROFILES

- LinkedIn

**Asia Vorreyer-Hedges**  
27150 W. 13th Ave. | Hilliard, FL 32046  
(904) 910.7404 | asiarenee91@gmail.com

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Accomplished technology and communications professional with over 10 years of experience in systems integration, data analysis, stakeholder training, and process optimization. Passionate about community development, I seek to contribute to thoughtful, data-driven land use decisions as a member of the Planning and Zoning Board.

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## Professional Experience

**ICON Information Consultants** – *Houston, TX (Remote)*

**Applications Integration Specialist & ICONpliance Product Manager**

*August 2020 – Present*

- Lead planning, testing, and execution of software integrations to enhance internal systems and operational efficiency.
- Manage cross-functional projects involving API development, privacy compliance, and data-driven decision-making.
- Act as SME for JobDiva system, leading workflow optimization and internal process enhancements.
- Develop training documentation for system use and adoption
- Manage data migration during acquisitions and new product implementations
- Oversee internal intranet development and employee access/resource governance.

**Recruiting Factors, LLC** – *Jacksonville, FL (Remote)*

**Digital Recruitment Marketing Strategist**

*September 2015 – July 2020*

- Directed all digital marketing and CRM strategies; acted as SME for HubSpot and JobDiva.
- Conducted operational audits and business process reviews for client onboarding and compliance.
- Led system integrations to streamline recruiting and administrative functions.
- Created and conducted training sessions and compliance reviews for HR and recruiting teams.
- Maintained web and digital content; implemented inbound marketing strategies and public outreach.
- Developed communication strategies aligned with long-term growth and community engagement.

**The Cross Agency** – Jacksonville, FL**Media Services Coordinator***May 2015 – September 2015*

- Managed media placement logistics and ensured alignment with client advertising goals.
- Handled communications between agencies, vendors, and national broadcast networks.

**Brooks Rehabilitation** – Jacksonville, FL**Public Relations and Marketing Intern***September 2014 – May 2015*

- Created social media content that increased engagement by 600%.
  - Wrote patient stories to humanize services and build stronger community ties.
  - Supported planning and execution of public events and campaigns.
- 

**Education****University of North Florida***Bachelor of Science in Communication (Public Relations, Advertising)**2013 – 2015*

Member, PRSSA

**University of Wisconsin – Green Bay***Public Relations and Advertising**2011 – 2013*

Member, PRSSA



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: July 3, 2025

FROM: ***Lisa Purvis – Town Clerk***

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

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#### **BACKGROUND:**

Jennifer Cone was hired April 7, 2025, in an Introductory/Probationary status. Her probationary period ends July 3, 2025.

#### **FINANCIAL IMPACT:**

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

#### **RECOMMENDATION:**

Town Council approval of position process for Jennifer Cone's transition from Introductory/Probationary status to Regular Full-Time.

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

Regular Meeting: March 20, 2025

Applicant: Jennifer Lee Cone  
371283 Kings Ferry Road  
Hilliard, FL 32046

Position: Administrative Assistant

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

Position Starts: April 7, 2025 – Introductory/Probationary Period

Position Status: July 3, 2025 – Regular Full Time Position

**Position Requirements:**

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

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

**Position Information:**

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

**Conditions of Employment:**

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

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

## HILLIARD TOWN COUNCIL MEETING

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

### TOWN COUNCIL MEMBERS

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

### ADMINISTRATIVE STAFF

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

### TOWN ATTORNEY

Christian Waugh

## HILLIARD PLANNING AND ZONING BOARD MEETING

### BOARD MEMBERS

Wendy Prather, Chair  
Harold "Skip" Frey, Vice Chair  
Charles A. Reed, Board Member  
Josetta Lawson, Board Member  
Kevin Webb, Board Member

### ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

### PLANNING AND ZONING ATTORNEY

Avery Dyen

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## MINUTES

THURSDAY, JUNE 12, 2025, 6:00 PM

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### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

### PRESENT

Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Councilman Dallis Hunter  
Councilman Joe Michaels  
Planning & Zoning Board Chair, Wendy Prather  
Planning & Zoning Board Member, Josetta Lawson  
Planning & Zoning Board Member, Kevin Webb  
Town Clerk Lisa Purvis  
Interim Public Works Director, Cory Hobbs  
Land Use Administrator Lee Anne Wollitz

### ABSENT

Mayor John Beasley  
Planning & Zoning Board Vice Chair, Harold "Skip" Frey  
Planning & Zoning Board Member, Charles A. Reed  
Parks & Recreation Director, Gabe Whittenburg

## WORKSHOP

**ITEM-1** Town Council to review and discuss the information provided from Town Staff regarding Habitat for Humanity in preparation for the July Workshop.

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

Land Use Administrator Lee Anne Wollitz, Town Clerk Lisa Purvis, and Planning & Zoning Board Chair Wendy Prather provide an overview of the Habitat for Humanity process to the Town Council.

Council President Sims notes that Habitat is not requiring homeowners to maintain their mortgage for a specified period of time, nor are there equity requirements.

Councilman Hunter inquires about the possibility of extending the phasing timeline.

Councilman Wollitz asks whether there are any completed Habitat neighborhoods that could serve as a comparison. He also raises a question regarding restrictions in place to prevent Habitat from purchasing the land and reselling for profit.

**ITEM-2** Town Council and Planning & Zoning Board to review and discuss the Pre-Application for the Vacation of Right of Way for a portion of W 8th Ave. Application No. 20250418.1 VAC ROW W 8th Ave, Property Owner – Andy Whitaker.

Parcel ID No. 08-3N-24-2380-0093-0130 and 08-3N-24-2380-0094-0010.

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

**Land Use Administrator Wollitz**, explains the application and review process to both the Town Council and the Planning & Zoning Board, providing an update on actions taken to date. She informs them that the applicant is present to answer any questions.

**Council President Sims** asks whether the proposed vacation could affect access to several underdeveloped parcels in the area.

**Land Use Administrator Wollitz**, in response states that the Town would need to retain a utility easement due to the presence of a 6-inch waterline.

**Council President Sims**, expresses concerns regarding the proposed vacation of the right-of-way.

**Land Use Administrator Wollitz** recommends that Mr. Whitaker's plan be brought back before the Planning & Zoning Board for a recommendation to the Town Council and the Town Council to further discuss at their July Monthly Workshop.

**ITEM-3** Town Council and Planning & Zoning Board to review and discuss the Pre-Application for the Vacation of Alley within Block 93.

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

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

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

**Land Use Administrator Wollitz**, states the proposed vacation of the alley in Block 93 would involve a 12.5-foot split, down the alley way evenly distributed between adjacent properties.

**Mr. Andy Whitaker, Property Owner, 27895 Georgia Street, Hilliard,** addresses the Council and the Town Council do not have any questions or concerns.

**ITEM-4**

Town Council and Planning & Zoning Board to review and discuss the possible development for the duplex project on W 5th Street.

Application No. 20250403 Development Investigation (Consultant Needed)

Property Owner – Sherry Downs

Parcel ID No. 08-3N-24-2380-0075-0020.

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

**Land Use Administrator Lee Anne Wollitz** states that, according to the Hilliard Town Code, the proposed common plan of development involves splitting the parcel to place two units on each parcel. To accommodate this, the existing 2-inch waterline would need to be relocated. The applicant is currently evaluating whether to use milling or asphalt for paving. Additionally, the project would require permitting from the St. Johns River Water Management District, and decisions still need to be made regarding the inclusion of curbs and gutters.

**Larry Hogan, Property Owner, of 54189 Honeysuckle Lane in Callahan,** inquired about the potential for cost sharing related to the vacant Lots 1, 9, and 10, if they are developed.

**ITEM-5**

Town Council to review, discuss, and interview candidates for the Planning & Zoning Board.

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

**Councilman Hunter** asks that each candidate share their motivation for serving on the Board and what they can contribute.

**Jacqueline Galbreath** – shares that she has been a longtime resident of the Town of Hilliard and is eager to contribute to the community's development. She expresses a desire to make a meaningful difference and notes that her diverse professional background—gained after relocating from Atlanta—would be an asset to the Planning & Zoning Board.

**Sherry Rosbrugh** – states that she moved to Hilliard several years ago in search of a good place to retire. She currently works from home and is pursuing her Ph.D. She also shares her positive experience working with Town staff during the construction of her home.

**Dustin Winnon** – explains that he moved to Hilliard a year ago after spending 12 years in Jacksonville. Now retired, he chose Hilliard for its small-town charm and absence of a homeowner's association. He expresses a strong interest in helping the Town grow while preserving its close-knit community feel.

**Shane Barber** – states that he was born and raised in the Hilliard area and recently moved within Town limits. With a background in utilities, he believes he can contribute significantly to managing development responsibly and ensuring compliance with Town regulations.

**Chrysta Knight** – was unable to attend due to childcare issues, per Land Use Administrator Lee Anne Wollitz.

**Ann Johnson** – did not respond or communicate her availability, according to Land Use Administrator Lee Anne Wollitz.

**Councilman Wollitz** notes that the decision would be a difficult one.  
**Council President Sims** reminds applicants that Board positions become available each December.

The final decision on appointments will be placed on the July 3, 2025, Town Council Agenda to allow additional time for Council members to connect with the candidates.

**ADJOURNMENT**

Motion to adjourn at 7:03 p.m.

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

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

_____  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

_____  
Lisa Purvis  
Town Clerk

APPROVED:

_____  
John P. Beasley  
Mayor

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

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## MINUTES

THURSDAY, JUNE 12, 2025, 6:00 PM

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### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

#### PRESENT

Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Councilman Dallis Hunter  
Councilman Joe Michaels  
Town Clerk Lisa Purvis

#### ABSENT

Mayor John Beasley  
Interim Public Works Director Cory Hobbs  
Parks & Recreation Director Gabe Whittenburg

### WORKSHOP

ITEM-1 Town Council to review and discuss the Nassau County position descriptions that best align with the Town of Hilliard's with Nassau County pay scales.

***Lisa Purvis, MMC – Town Clerk***

The Town Council requests that pay ranges for Town of Hilliard positions be included in the provided information. They also ask that comparable data be collected from the Town of Callahan and the Nassau County School Board.

ITEM-2 Town Council to review and discuss the Water & Wastewater Systems Impact Fee Analysis, prepared by Mittauer & Associates, Inc.

***Lisa Purvis, MMC – Town Clerk***

Town Clerk Lisa Purvis provides an update to the Council on her findings related to Water & Wastewater Systems and other Impact Fees from similar municipalities.

ITEM-3 Town Council to review and discuss the budgeted capital item Town Hall AC units and provide guidance on moving forward.  
**Lisa Purvis, MMC – Town Clerk**

The Town Council requests to proceed with the replacement of only one air conditioning unit at this time.  
This item along with the three quotes will be included on the June 19, 2025, Regular Meeting Agenda.

ITEM-4 Town Council to review and discuss the Preliminary Property Tax Values from the Nassau County Property Appraisers Office for the Fiscal Year 2025-2026.  
**Lisa Purvis, MMC – Town Clerk**

Town Clerk Lisa Purvis reviews the Fiscal Year 2025-2026 Millage Rates. The Town Council requests that Workshops be scheduled during the June 19, 2025, Regular Meeting to allow further discussion on this matter.

ITEM-5 Town Council to review and discuss the Fiscal Year Budget Process.  
**Lisa Purvis, MMC – Town Clerk**

Town Clerk Lisa Purvis reviews the Fiscal Year Budget process with the Council. The Town Council requests that a Workshop be scheduled during the June 19, 2025, Regular Meeting to allow further discussion on this matter.

**ADJOURNMENT**

Motion to adjourn at 7:38 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

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

_____  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

_____  
Lisa Purvis  
Town Clerk

APPROVED:

---

John P. Beasley  
Mayor

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, JUNE 19, 2025, 7:00 PM

### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

### PRESENT

Mayor John Beasley (TEAMS)  
Council President Kenny Sims  
Councilman Jared Wollitz  
Councilman Dallis Hunter  
Councilman Joe Michaels

### ABSENT

Council Pro Tem Lee Pickett

## REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

ITEM-2 Town Council approval of the FDEP required 2025 Collection System Action Plan and Power Outage Contingency Plan Proposal for the Wastewater System, with

CPH Consulting, LLC, in the amount of \$20,500.

**Jody Wildes – Lead WWTP Operator**

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

ITEM-3 Town Council approval of the Minor Subdivision Application 20250521.1 for Hooked on Leaning LLC. Parcel ID No. 17-3N-24-0000-0006-0000.

**Lee Anne Wollitz – Land Use Administrator**

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

ITEM-4 Town Council approval of the Capital Budget Expenditure for the replacement of one of the Town Hall AC Unit.

**Lisa Purvis, MMC – Town Clerk**

Motion to approve the Capital Budget Expenditure for the replacement of one of the Town Hall AC Units with Complete Comfort Specialists, in the amount of \$8,186.84.

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

ITEM-5 Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026, TRIM and Budget.

**Lisa Purvis, MMC – Town Clerk**

Motion to set the following Workshops:

- Thursday, July 3, 2025, at 6:00 p.m.
- Monday, July 7, 2025, at 6:00 p.m.
- Thursday, July 17, 2025, at 6:00 p.m.

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

ITEM-6 Town Council approval to payoff the USDA Bond Loan #93-07, to save 4.5% interest over the next 12 plus years totaling \$195,978.

**Lisa Purvis, MMC – Town Clerk**

Motion to approve the Bond Loan pay off in the amount of \$611,822.05, on June 28, 2025.

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

- ITEM-7 Town Council approval of the Minutes for the June 5, 2025, Public Hearing & Regular Meeting.  
**Lisa Purvis, MMC – Town Clerk**
- Motion made by Council President Sims, Seconded by Councilman Hunter.  
Voting Yea: Council President Sims, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-8 Town Council approval of AECOM, Payable through May 30, 2025, Project Name: Obstruction removal on the ends of the North & South runway at the Hilliard Airpark in the amount of \$12,521.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT \$300,000; AECOM S.A. NO. 22 LUMP SUM CONTRACT \$62,605**
- Motion made by Council President Sims, Seconded by Councilman Hunter.  
Voting Yea: Council President Sims, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-9 Town Council approval of Aerzen, Payable through May 29, 2025, Project Name: Aerzen Blower Replacement in the amount of \$27,940.44.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$27,540**
- Motion made by Council President Sims, Seconded by Councilman Wollitz.  
Voting Yea: Council President Sims, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-10 Town Council approval of Atlantic Pipe Services, Payable through February 20, 2025, Project Name: Sewer Manhole Repair Fourth and Mill Street in the amount of \$11,620.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$100,000**
- Motion made by Councilman Hunter, Seconded by Councilman Michaels.  
Voting Yea: Council President Sims, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-11 Town Council approval of Manzie & Drake Land Surveying, Payable through June 4, 2025, Project Name: Land Along Eastwood Road at the Hilliard Airpark in the amount of \$3,600.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$175,000.00**
- Motion made by Councilman Hunter, Seconded by Council President Sims.  
Voting Yea: Council President Sims, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-12 Town Council approval of PQH Group, Payable through June 5, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$87,250.00.  
**FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000**

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

## **ADDITIONAL COMMENTS**

### **PUBLIC**

No public comments.

### **MAYOR & TOWN COUNCIL**

**Councilman Wollitz**, expresses how nice it was to see Planning & Zoning Board Vice Chair Harold "Skip" Frey back in attendance at the Town Council Meeting following his recent surgery. **Mayor Beasley**, announces that Food Truck Friday will take place next weekend on Saturday, June 28, 2025, along with the Patriotic Golf Cart Parade. He encourages everyone to come out and enjoy the food trucks, live music, and the parade.

### **ADMINISTRATIVE STAFF**

#### PRESENT:

Town Clerk Lisa Purvis  
 Interim Public Works Director Cory Hobbs

#### ABSENT:

Parks & Recreation Director Gabe Whittenburg

**Councilman Michaels**, speaking on behalf of Parks & Recreation Director Gabe Whittenburg, shares that Gabe is doing well and currently completing a few final repairs to the pool.

### **TOWN ATTORNEY**

No comments.

## **ADJOURNMENT**

Motion to adjourn at 7:16 p.m.

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

# Complete Comfort Specialist

# INVOICE

551681 US 1  
Hilliard, FL 32046  
(904) 675-9295  
admin@ccsfla.com

<b>DATE</b>	06/27/2025
<b>INVOICE#</b>	3229
<b>TERMS</b>	NET 30

BILL TO
Town of Hilliard Town Hall 15859 W CR 108 Hilliard Florida 32046 (904) 845-3555

SERVICE LOCATION
Town of Hilliard Town Hall 15859 W CR 108 Hilliard Florida 32046 (904) 845-3555

JOB#	DATE	PO/REF#	DESCRIPTION
10240	06/27/2025		Replaced existing Trane 5 ton heat pump split system with Grand-Aire 15 seer2 heat pump split system with emergency electric heat.
<b>Completion Notes:</b>			

Job Charges
System Replacement

PRE-WORK SIGNATURE

POST-WORK SIGNATURE

Signed By:

Signed By:

CUSTOMER MESSAGE

<b>Invoice Total:</b>	<b>\$8,186.84</b>
<b>Deposits (-):</b>	<b>\$0.00</b>
<b>Payments (-):</b>	<b>\$0.00</b>
<b>Total Due:</b>	<b>\$8,186.84</b>



Ring Power Corporation  
 500 World Commerce Parkway  
 St Augustine, FL 32092  
 (904) 737-7730

Cat Rental  
 Heavy Equipment  
 Power Systems  
 Lift Trucks  
 Ring Used Parts  
 Ring Power Crane

ITEM-12

Ring Power Corporation, 500 World Commerce Pkwy, St. Augustine, FL 32092, (904) 737-7730

**INVOICE**

00WE0821648

← Please refer to this number on remittance.

**SOLD TO**

TOWN OF HILLIARD  
 ACCOUNTS PAYABLE  
 PO BOX 249  
 HILLIARD FL

**SHIP TO**

32046-0249

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER PURCHASE ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
OOWE0821648	06-23-25	100544	20250321-CH1	OO	E	608	2	1
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		DATE SHIPPED	INVOICE SEQ. NO.
A172672	03-24-25	1A	10	10			06-23-25	8760851
MAKE	MODEL	SERIAL/P.I.N. NUMBER			EQUIPMENT NUMBER	METER READING	MACH. ID NO.	
AA	3306TA-G	09NRO3106				1158.0		
QUANTITY	ITEM	*N/R	DESCRIPTION			UNIT PRICE	EXTENSION	

TOWN OF HILLIARD  
 PERFORM REPAIRS ON ESTIMATE 133690  
 CLAY HOBBS 904.719.1012  
 3748 PECAN ST HILLIARD, FL

TRAVEL TO/FROM GENERATOR SET

CUSTOMER COMPLAINT:  
 TRAVEL TO AND FROM THE SITE.  
 CAUSE OF FAILURE:  
 N/A  
 RESULTANT DAMAGE:  
 N/A

REPAIR PROCESS COMMENTS:  
 5-19-25 TECH 3240 TRAVELED TO THE SITE AND MEET WITH THE CUSTOMER. TRAVELED TO THE SHOP.  
 5-20-25 TECH 3240 TRAVELED TO THE SITE AND MEET WITH THE CUSTOMER. TRAVELED TO THE SHOP.  
 5-21-25 TECH 3240 TRAVELED TO THE SITE AND MEET WITH THE CUSTOMER. TRAVELED TO THE SHOP.  
 5-22-25 TECH 3240 TRAVELED TO THE SITE AND MEET WITH THE CUSTOMER. TRAVELED TO THE SHOP.

F/R LBR 2262.50 *  
 F/R MSC 2680.00 *  
 SEGMENT 01 TOTAL 4942.50 T

PERFORM UPGRADE CONTROL PANEL ASSEMBLY

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(See Reverse)

ALL MERCHANDISE SUBJECT TO RETURN ONLY AFTER PERMISSION HAS BEEN REQUESTED AND APPROVED. RETURNED MATERIAL IS SUBJECT TO A HANDLING CHARGE AND MUST BE SENT IN PREPAID EXCEPT IN THOSE CASES WHERE PARTS ARE SHIPPED IN ERROR. IN SUCH CASES HANDLING CHARGE IS WAIVED AND RETURN MAY BE EFFECTED ON A FREIGHT COLLECT BASIS.

PAY THIS AMOUNT	CONT' D
AMOUNT CREDITED	

A SERVICE CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON ALL PAST DUE ACCOUNTS.

Remit To: Ring Power Corporation  
 PO Box 935004  
 Atlanta, GA  
 31193-5004



Ring Power Corporation  
 500 World Commerce Parkway  
 St Augustine, FL 32092  
 (904) 737-7730

Cat Rental  
 Heavy Equipment  
 Power Systems  
 Lift Trucks  
 Ring Used Parts  
 Ring Power Crane

ITEM-12

Ring Power Corporation, 500 World Commerce Pkwy, St. Augustine, FL 32092, (904) 737-7730

**INVOICE**

00WE0821648

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**SOLD TO**

TOWN OF HILLIARD  
 ACCOUNTS PAYABLE  
 PO BOX 249  
 HILLIARD FL

**SHIP TO**

32046-0249

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER PURCHASE ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
00WE0821648	06-23-25	100544	20250321-CH1	OO	E	608	2	2
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA	DATE SHIPPED	INVOICE SEQ. NO.	
A172672	03-24-25	1A	1O	1O		06-23-25	8760851	
MAKE	MODEL	SERIAL/P.I.N. NUMBER			EQUIPMENT NUMBER	METER READING	MACH. ID NO.	
AA	3306TA-G	09NR03106				1158.0		
QUANTITY	ITEM	*N/R	DESCRIPTION			UNIT PRICE	EXTENSION	

CUSTOMER COMPLAINT:  
 PERFORM PANEL UPGRADE.  
 CAUSE OF FAILURE:

N/A

RESULTANT DAMAGE:

N/A

REPAIR PROCESS COMMENTS:

5-19-27 TECH 3240 I GOT THE INFORMATION I NEEDED OFF THE OLD CONTROL PANEL. I TURNED THE BATTERY CHARGER OFF AND DISCONNECTED THE BATTERIES. TURNED THE JACKET WATER HEATERS AND THE SPACE HEATERS OFF. I MARKED AND DISCONNECTED THE WIRES INSIDE THE CONTROL PANEL. THEN I PULLED THE WIRES DOWN AND OUT OF THE OLD CONTROL PANEL. DISCONNECTED THE PANEL BOX SO IT COULD BE REMOVED TOMORROW. CLEANED UP THE AREA AND LOCKED THE GATE.

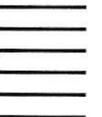
5-20-25 TECH 3240 LOADED UP THE NEW CONTROL PANEL BOX. WILLIAM AND I REMOVED THE OLD CONTROL PANEL BOX AND INSTALLED THE NEW CONTROL PANEL BOX. I PULLED THE WIRES BACK UP AND IN TO THE NEW CONTROL PANEL BOX. WENT THROUGH THE WIRES AND PULLED OUT THE ONES I DID NOT NEED. I STARTED LANDING THE WIRES IN THE CONTROL PANEL. CLEANED UP THE AREA AND LOCKED THE GATE.

5-21-25 TECH 3240 DRAINED THE COOLANT IN TO A

Get instant access to +1.4 million genuine Cat Parts at [Parts.Cat.com/RingPower](http://Parts.Cat.com/RingPower)

Now offering Parts and Service for all makes and models of heavy duty trucks. [ringpower.com/TPS](http://ringpower.com/TPS)

(See Reverse)



ALL MERCHANDISE SUBJECT TO RETURN ONLY AFTER PERMISSION HAS BEEN REQUESTED AND APPROVED. RETURNED MATERIAL IS SUBJECT TO A HANDLING CHARGE AND MUST BE SENT IN PREPAID EXCEPT IN THOSE CASES WHERE PARTS ARE SHIPPED IN ERROR. IN SUCH CASES HANDLING CHARGE IS WAIVED AND RETURN MAY BE EFFECTED ON A FREIGHT COLLECT BASIS.

A SERVICE CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON ALL PAST DUE ACCOUNTS.

PAY THIS AMOUNT	CONT' D
AMOUNT CREDITED	

Remit To: Ring Power Corporation  
 PO Box 935004  
 Atlanta, GA  
 31193-5004



Ring Power Corporation  
 500 World Commerce Parkway  
 St Augustine, FL 32092  
 (904) 737-7730

Cat Rental  
 Heavy Equipment  
 Power Systems  
 Lift Trucks  
 Ring Used Parts  
 Ring Power Crane

ITEM-12

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00WE0821648

← Please refer to this number on remittance.

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32046-0249

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PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		DATE SHIPPED	INVOICE SEQ. NO.
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MAKE	MODEL	SERIAL/P.I.N. NUMBER			EQUIPMENT NUMBER	METER READING	MACH. ID NO.	
AA	3306TA-G	09NRO3106				1158.0		
QUANTITY	ITEM	*N/R	DESCRIPTION			UNIT PRICE	EXTENSION	

CLEAN DRUM. I REMOVED THE OLD COOLANT TEMPERATURE SENSOR AND INSTALLED THE NEW COOLANT TEMPERATURE SENSOR. I REMOVED THE OLD LOW COOLANT LEVEL SENSOR AND INSTALLED THE NEW LOW COOLANT LEVEL SENSOR. I FILLED THE COOLING SYSTEM BACK UP AND BLED THE AIR OUT OF THE SYSTEM. I REMOVED THE OLD OIL PRESSURE SENSOR AND INSTALLED THE NEW OIL PRESSURE SENSOR. I PUT ON THE NEW CONNECTORS FOR THE SENSORS. I LANDED THE WIRES IN THE CONTROL PANEL. CLEANED UP THE AREA AND LOCKED THE GATE.

5-22-25 TECH 3240 I FINISHED WIRING THE CONTROL PANEL. TURNED THE JACKET WATER HEATERS AND THE SPACE HEATERS ON. I RECONNECTED THE BATTERIES AND TURNED THE BATTERY CHARGER ON. I CONNECTED THE LAP TOP AND PROGRAMMED THE CONTROL PANEL.

F/R PTS .00 *  
 F/R LBR 7240.00 *  
 F/R MSC 12180.00 *  
 SEGMENT 02 TOTAL 19420.00 T

TEST AFTER REPAIR GENERATOR SET

CUSTOMER COMPLAINT:  
 TEST AFTER REPAIRS ARE MADE.  
 CAUSE OF FAILURE:  
 N/A

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(See Reverse)

ALL MERCHANDISE SUBJECT TO RETURN ONLY AFTER PERMISSION HAS BEEN REQUESTED AND APPROVED. RETURNED MATERIAL IS SUBJECT TO A HANDLING CHARGE AND MUST BE SENT IN PREPAID EXCEPT IN THOSE CASES WHERE PARTS ARE SHIPPED IN ERROR. IN SUCH CASES HANDLING CHARGE IS WAIVED AND RETURN MAY BE EFFECTED ON A FREIGHT COLLECT BASIS.

A SERVICE CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON ALL PAST DUE ACCOUNTS.

PAY THIS AMOUNT	CONT' D
AMOUNT CREDITED	

Remit To: **Ring Power Corporation**  
 PO Box 935004  
 Atlanta, GA  
 31193-5004



Ring Power Corporation  
 500 World Commerce Parkway  
 St Augustine, FL 32092  
 (904) 737-7730

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 Ring Power Crane

ITEM-12

Ring Power Corporation, 500 World Commerce Pkwy, St. Augustine, FL 32092, (904) 737-7730

**INVOICE**

00WE0821648

← Please refer to this number on remittance.

**SOLD TO**

TOWN OF HILLIARD  
 ACCOUNTS PAYABLE  
 PO BOX 249  
 HILLIARD FL

**SHIP TO**

32046-0249

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER PURCHASE ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
OOWE0821648	06-23-25	100544	20250321-CH1	OO	E	608	2	4
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA	DATE SHIPPED	INVOICE SEQ. NO.	
A172672	03-24-25	1A	10	10		06-23-25	8760851	
MAKE	MODEL	SERIAL/P.I.N. NUMBER			EQUIPMENT NUMBER	METER READING	MACH. ID NO.	
AA	3306TA-G	09NRO3106				1158.0		
QUANTITY	ITEM	*N/R	DESCRIPTION			UNIT PRICE	EXTENSION	

RESULTANT DAMAGE:

N/A

REPAIR PROCESS COMMENTS:

5-22-25 TECH 3240 STARTED THE GENERATOR AND MADE SURE THAT EVERYTHING WAS WORKING PROPERLY. DID A TRANSFER TEST TO MAKE SURE THAT IT WAS WORKING PROPERLY. THE GENERATOR IS IN AUTO AND THE BREAKER IS CLOSED. CLEANED UP THE AREA AND LOCKED THE GATE.

SEGMENT 03 TOTAL F/R LBR 181.00 *  
 181.00 T

-----  
 ENVI RO/MI SC 300.00 T

AMOUNT 24843.50  
 TAX EXEMPTION LICENSE FL CONSUMER EXE

"TERMS NET 30 DAYS FROM DATE OF INVOICE"  
 PLEASE CALL 904-737-7730 IF YOU HAVE QUESTIONS CONCERNING THIS INVOICE  
 * * * INVOICE COPY * * *

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(See Reverse)

ALL MERCHANDISE SUBJECT TO RETURN ONLY AFTER PERMISSION HAS BEEN REQUESTED AND APPROVED. RETURNED MATERIAL IS SUBJECT TO A HANDLING CHARGE AND MUST BE SENT IN PREPAID EXCEPT IN THOSE CASES WHERE PARTS ARE SHIPPED IN ERROR. IN SUCH CASES HANDLING CHARGE IS WAIVED AND RETURN MAY BE EFFECTED ON A FREIGHT COLLECT BASIS.

PAY THIS AMOUNT	24843.50
AMOUNT CREDITED	

A SERVICE CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON ALL PAST DUE ACCOUNTS.

Remit To: **Ring Power Corporation**  
 PO Box 935004  
 Atlanta, GA  
 31193-5004

*Corey Hobbs 6-23-25*



## Service Report

Report Header Information					
Work Order	A172672	Dealer Code	D350	Manufacturer	Caterpillar Inc.,
Employee ID	3240	Service Date	5/19/2025	Model	3306TA-G
Customer	TOWN OF HILLIARD	Customer Equipment Number		Customer PO	
Serial Number	9NR03106				
SMU	1158 Hours	Equipment Location	3748 Pecan St. Hilliard, Fl.		
IN Date		Promise Date		OUT Date	
Instructions	TOWN OF HILLIARD PERFORM REPAIRS ON ESTIMATE 133690 CLAY HOBBS 904.719.1012 3748 PECAN ST HILLIARD, FL				

Truck Information			
Truck Make		Truck Model	
VIN		Cab Type	
Vehicle Config		Delivery Date	

Segment Info			
Segment No: 01			
Segment Description: TRAVEL TO/FROM GENERATOR SET			
Job Code	056	Description	TRAVEL TO/FROM
Component Code	7002	Description	GENERATOR SET
Start Date	5/19/2025	End Date	5/22/2025
Instructions			
Segment No: 02			
Segment Description: PERFORM UPGRADE CONTROL PANEL ASSEMBLY			
Job Code	611	Description	PERFORM UPGRADE
Component Code	F03A	Description	CONTROL PANEL ASSEMBLY
Start Date	5/19/2025	End Date	5/22/2025
Instructions			
Segment No: 03			

Segment Description: TEST AFTER REPAIR GENERATOR SET			
Job Code	030	Description	TEST AFTER REPAIR
Component Code	7002	Description	GENERATOR SET
Start Date	5/19/2025	End Date	5/22/2025
Instructions			

#### SIMS / Part Causing Failure

Segment No	Part Number	Part Name	Qty	SMCS	Primary	Secondary	Group Number Containing Part	Group Name	Product Inoperable?	CAT Item

#### Labor

Segment No	Operation No	Employee ID	Date	Overtime Indicator	Labor Codes	Start Time	End Time	Shift	Man Hours

#### Miscellaneous Costs

Segment No	Operation No	Employee ID	Date	Charge Codes	Qty	Description	Cost

#### Mileage

Segment No	Operation No	Employee ID	Vehicle	Date	Charge Codes	Distance

#### Repair Background

Segment No: 01	
Customer Complaint	Travel to and from the site.
Cause of Failure	N/A
Resultant Damage	N/A
Repair Process Comments	5-19-25 Tech 3240 Traveled to the site and meet with the customer. Traveled to the shop. 5-20-25 Tech 3240 Traveled to the site and meet with the customer. Traveled to the shop. 5-21-25 Tech 3240 Traveled to the site and meet with the customer. Traveled to the shop. 5-22-25 Tech 3240 Traveled to the site and meet with the customer. Traveled to the shop.
Segment No: 02	
Customer Complaint	Perform panel upgrade.

Cause of Failure	N/A
Resultant Damage	N/A
Repair Process Comments	<p>5-19-27 Tech 3240 I got the information I needed off the old control panel. I turned the battery charger off and disconnected the batteries. Turned the jacket water heaters and the space heaters off. I marked and disconnected the wires inside the control panel. Then I pulled the wires down and out of the old control panel. Disconnected the panel box so it could be removed tomorrow. Cleaned up the area and locked the gate.</p> <p>5-20-25 Tech 3240 Loaded up the new control panel box. William and I removed the old control panel box and installed the new control panel box. I pulled the wires back up and in to the new control panel box. Went though the wires and pulled out the ones I did not need. I started landing the wires in the control panel. Cleaned up the area and locked the gate.</p> <p>5-21-25 Tech 3240 Drained the coolant in to a clean drum. I removed the old coolant temperature sensor and installed the new coolant temperature sensor. I removed the old low coolant level sensor and installed the new low coolant level sensor. I filled the cooling system back up and bled the air out of the system. I removed the old oil pressure sensor and installed the new oil pressure sensor. I put on the new connectors for the sensors. I landed the wires in the control panel. Cleaned up the area and locked the gate.</p> <p>5-22-25 Tech 3240 I finished wiring the control panel. Turned the jacket water heaters and the space heaters on. I reconnected the batteries and turned the battery charger on. I connected the lap top and programmed the control panel.</p>
Segment No: 03	
Customer Complaint	Test after repairs are made.
Cause of Failure	N/A
Resultant Damage	N/A
Repair Process Comments	5-22-25 Tech 3240 Started the generator and made sure that everything was working properly. Did a transfer test to make sure that it was working properly. The generator is in auto and the breaker is closed. Cleaned up the area and locked the gate.

Customer Signature	Technician Signature
--------------------	----------------------

Workorder Closing	
Yes	Is the Job Completed?
No Answer	Are unused parts being restocked?
No Answer	Is a Reman core being returned?
No Answer	Is this a warranty job?
No Answer	Are warranty parts being returned?

No Answer	Are checked-out tools being returned?
No Answer	Has the information been entered to SIMS?
Additional Opportunities	
No	Is there Additional Service to be done?
No	Did the customer request a quote for additional service?
No Answer	Did the customer request a PSSR to contact them?
Comment	

Parts						
Segment No	Order ID	Work Order	Operation	Additional Notes		
02	00S816344A	02				
Part Number	Qty	SMCS	Part Name	Group Number Containing Part	Group Name	Note
EMCP4.2B	1		KIT			

Application Data		
Application	Report	Created

File Attachments				
Name	Size	Modified	Title	Description

Digital Images
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