

# 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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## AGENDA

**THURSDAY, AUGUST 07, 2025, 7:00 PM**

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### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## REGULAR MEETING

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

**ITEM-2** Town Council approval of Septic Exception Application No. 20250723.2, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 W 9th Avenue. Parcel ID No. 08-3N-24-280-0092-0080.  
***Cory Hobbs – Interim Public Works Director***

**ITEM-3** Town Council approval of Septic Exception Application No. 20250724.1, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 W 10th Avenue. Parcel ID No. 08-3N-24-2380-0193-0090.  
***Cory Hobbs – Interim Public Works Director***

**ITEM-4** Town Council approval of the Capital Budget Expenditure for the replacement of Fire Hydrants from the sole source supplier, Fortiline Waterworks, in the amount of \$13,600.00.  
***Cory Hobbs – Interim Public Works Director***

- ITEM-5** Town Council approval of the Capital Budget Expenditure for Millings.  
***Cory Hobbs – Interim Public Works Director***
- ITEM-6** Town Council to accept the resignation of Jason Bergendahl, Drinking Water Treatment Plant Operator/Certified Pool Technician, effective August 8, 2025.  
***Cory Hobbs – Interim Public Works Director***
- ITEM-7** Town Council to accept the resignation of Mark Strickland, Public Works Technician/Heavy Equipment Operator, effective July 31, 2025.  
***Cory Hobbs – Interim Public Works Director***
- ITEM-8** Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026 Budget.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-9** Town Council approval of the FY 2025 Revenues and Expenditures Report for the period ending June 30, 2025.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-10** Town Council approval of the Capital Budget Expenditure for 2 Bunker Gear Sets, from Municipal Equipment Company, LLC, in the amount of \$9,794.10.  
***Mike Sadler – HVFD Assistant Fire Chief***
- ITEM-11** Town Council approval of the Minutes for the July 10, 2025, Joint Workshop & Workshop, and the July 17, 2025, Regular Meeting & Workshop.  
***Lisa Purvis, MMC – Town Clerk***

## **ADDED ITEMS**

## **ADDITIONAL COMMENTS**

**PUBLIC**

**MAYOR & TOWN COUNCIL**

**ADMINISTRATIVE STAFF**

**TOWN ATTORNEY**

## **ADJOURNMENT**

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

## **TOWN COUNCIL MEETINGS**

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

## **PLANNING & ZONING BOARD MEETINGS**

The Planning & Zoning Board meets the first Tuesday of each month beginning at 7:00 p.m.,

unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

### **MINUTES & TRANSCRIPTS**

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

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

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

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

### **ADA NOTICE**

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

### **APPEALS**

Pursuant to the requirements of Section 286.0105, Florida 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

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TO: Town Council Regular Meeting Meeting Date: August 7, 2025

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

SUBJECT: Town Council approval of Septic Exception Application No. 20250723.2, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 W 9<sup>th</sup> Avenue. Parcel ID No. 08-3N-24-280-0092-0080.

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#### BACKGROUND:

On July 17, 2025, a development investigation was submitted for 0 W 9<sup>th</sup> Avenue. The recommendation of the Public Works Department is for a septic exception application to be submitted, as a Sewer connection is not available in this section of town.

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

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

#### FINANCIAL IMPACT:

None.

#### RECOMMENDATION:

Town Council approval of Septic Exception Application No. 20250723.2, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 W 9<sup>th</sup> Avenue. Parcel ID No. 08-3N-24-280-0092-0080, with the following condition:

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



# Town of Hilliard Septic Tank Exception Application

ITEM-2

**FOR OFFICE USE ONLY**File # 20250723.2Application Fee: \$250-00Filing Date: 07/23/25 Acceptance Date: \_\_\_\_\_paid by credit card gc**A. PROJECT**

1. Project Name: Whitaker home
2. Address of Subject Property: 0 W 9th Ave
3. Parcel ID Number(s): 08-3N-24-2380-0092-0080, 08-3N-24-2380-0092-0100
4. Existing Use of Property: Vacant
5. Future Land Use Map Designation: \_\_\_\_\_
6. Zoning Designation: R-2
7. Acreage: 0.35

**B. APPLICANT/CONTRACTOR\***

1. Applicant's Status ☐ Owner (title holder) ☒ Agent
2. Name of Applicant(s) or Contact Person(s): Andrew Whitaker Title: owner  
Company (if applicable): \_\_\_\_\_  
Mailing address: 27589 Georgia St.  
City: Hilliard State: FL ZIP: 32046  
Telephone: (904) 303-1471 FAX: ( ) e-mail: \_\_\_\_\_
3. Contractor:  
Name of Contractor: Brad Bentley  
Company (if applicable): Bentley Custom Services Inc.  
Mailing address: 553273 US Highway 1  
City: Hilliard State: FL ZIP: 32046  
Telephone: (904) 537-7800 FAX: ( ) e-mail: brad@bentleycustom.net

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

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

1. Site Plan and Survey including but not limited to:
  - a. Name, location, owner, and designer of the proposed development.
  - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
  - e. Statement of Proposed Uses.
  - f. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
  - g. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
  - h. Area and dimensions of site.
  - j. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
  - k. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
  - m. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
  - n. Required buffers.
  - o. Location of existing trees, identifying any trees to be removed.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.
4. Fee - \$250

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

**All 4 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant. Once the application is determined complete, it will be placed on the next Town Council for action.**

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



Signature of Applicant

*Brad Bentley / Contractor*

Typed or printed name and title of applicant

*7-23-25*

Date

State of *FLORIDA* County of *NASSAU*

Signature of Co-applicant

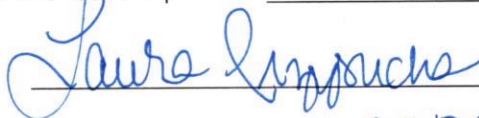
Typed or printed name of co-applicant

Date

The foregoing application is acknowledged before me this *23* day of *July*, 20*25* by *Brad Bentley*

\_\_\_\_\_, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification

NOTARY SEAL

Signature of Notary Public, State of *2.18.2028*

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

Prepared by and return to:

Katrina McKinney  
 Southern Capital Title Company LLC  
 6620 Southpoint Drive South  
 Ste 210  
 Jacksonville, FL 32216

File No SCT-25-512

Parcel Identification No 08-3N-24-2380-0092-0080

[Space Above This Line For Recording Data]

## WARRANTY DEED

(STATUTORY FORM – SECTION 689.02, F.S.)

This indenture made the 30th day of May, 2025 between **Dayspring Property Services LLC, a Florida Limited Liability Company**, whose post office address is P.O. Box 1080, Hilliard, FL 32046, of the County of Florida, Grantor, to **Andrew J. Whitaker and Sherri A. Whitaker, a married couple**, whose post office address is 27589 Georgia Street, Hilliard, FL 32046, of the County of Nassau, Florida, Grantee:

**Witnesseth**, that said Grantor, for and in consideration of the sum of TEN DOLLARS (U.S.\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in Nassau, Florida, to-wit:

Lots 8, 9, 10, 11 and 12, Block 92, Plat of the West portion of the Town of Hilliard, according to the map or plat thereof, as recorded in Plat Book 1, Page(s) 23, of the Public Records of Nassau County, Florida.

**Together with** all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

**Subject to taxes** for 2025 and subsequent years, not yet due and payable; covenants, restrictions, easements, reservations and limitations of record, if any.

**TO HAVE AND TO HOLD** the same in fee simple forever.

**And** Grantor hereby covenant with the Grantee that the Grantor is lawfully seized of said land in fee simple, that Grantor have good right and lawful authority to sell and convey said land and that the Grantor hereby fully warrant the title to said land and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, Grantor have hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Dayspring Property Services LLC, a Florida Limited Liability Company

By:

Doug Adkins, Manager

15885 County Road 108

Hillbary, FL 32046

WITNESS 1 ADDRESS

15885 County Rd 108

Hillbary, FL 32046

WITNESS 2 ADDRESS

WITNESS

PRINT NAME: Lerner Curtis McLean

WITNESS

PRINT NAME: Paula R. Nettles

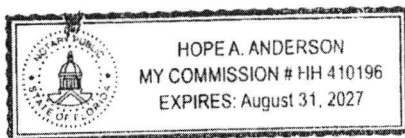
STATE OF FLORIDA

COUNTY OF Nassau

The foregoing instrument was acknowledged before me by means of (✓) physical presence or ( ) online notarization, this 30 day of May, 2025, by Doug Adkins, Manager of Dayspring Property Services, a FL Limited Liability Company, on behalf of the company, (✓) who is/are personally known to me or ( ) who has/have produced \_\_\_\_\_ as identification.

Signature of Notary Public

Print, Type/Stamp Name of Notary







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

## Parcel 08-3N-24-2380-0092-0080

### Owners

DAYSRING PROPERTY SERVICES LLC  
 PO BOX 1080  
 HILLIARD, FL 32046

### Parcel Summary

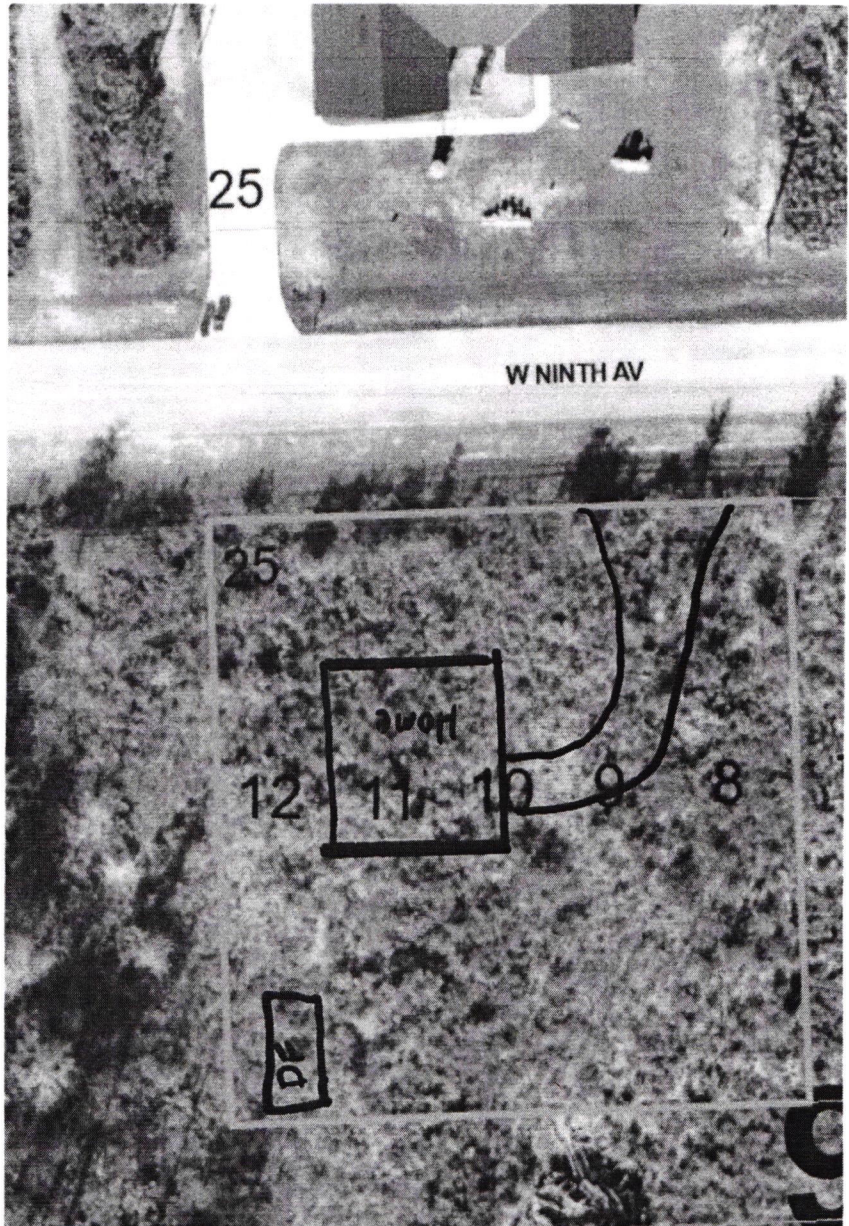
Situs Address	NINTH AV
Use Code	5600: TIMBERLAND 70-79
Tax District	3: Hilliard
Acreage	.3500
Section	8
Township	3N
Range	24
Subdivision	HILLIARD TERRACE
Exemptions	None
Lineage	Combined from: 08-3N-24-2380-0092-0080 08-3N-24-2380-0092-0100

### Short Legal

BLK 92 LOTS 8 THRU 12  
 TOWN OF HILLIARD WEST S/D OF  
 SEC 8-3N-24E PBK 1/23

### Certified Values

STANDARD	2024
Land Value	\$145
(+) Improved Value	\$0
(=) Market Value	\$37,500
(-) Agricultural Classification	\$145
(-) Assessed Value	\$145
(-) County Taxable Value	\$145





**TOWN OF HILLIARD**  
**15859 WEST COUNTY ROAD 108**  
**PO Box 249**  
**HILLIARD, FL 32046 PHONE**  
**(904) 845-3555 — FAX (904) 8451221**  
**[www.townofhilliard.com](http://www.townofhilliard.com)**

**OWNER BUILDER AFFIDAVIT**

**DISCLOSURE STATEMENT**

**Florida State Statute, Chapter 489.103 (7)(a)**

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.



6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at telephone number 850-487-1395 or internet web site [www.myfloridalicense.com/dbpr](http://www.myfloridalicense.com/dbpr) for more information about licensed contractors.
11. I am aware of, and consent to; an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: 0 9th AVE.
12. I agree to notify the Town of Hilliard Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure. Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to



understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to Town of Hilliard Building Department.

I have read and fully understand the provisions of this instrument and agree to the conditions listed

Andrew J Whitaker  
Owner's Name (Printed)

7/9/25  
Date

[Signature]  
Owner's Signature

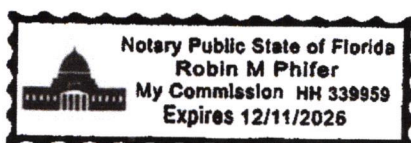
State of Florida  
County of Nassau

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 7/9/25 (date) by Robin Phy (name of person acknowledging) Robin Phy who is personally known to me or who has produced \_\_\_\_\_ (type of identification)

Andrew J Whitaker as Identification.  
Sworn to and subscribed before me this 9<sup>th</sup> day of July 2025

[Signature]  
Notary Signature

Robin M. Phifer  
Printed Name



(7)(a) Owners of property when acting as their own contractor and providing direct, onsite supervision themselves of all work not performed by licensed contractors:

1. When building or improving farm outbuildings or one-family or two-family residences on such property for the occupancy or use of such owners and not offered for sale or lease, or building or improving commercial buildings, at a cost not to exceed \$75,000, on such property for the occupancy or use of such owners and not offered for sale or lease. In an action brought under this part, proof of the sale or lease, or offering for sale or lease, of any such structure by the owner-builder within 1 year after completion of same creates a presumption that the construction was undertaken for purposes of sale or lease.

2. When repairing or replacing wood shakes or asphalt or fiberglass shingles on one family, two-family, or three-family residences for the occupancy or use of such owner or tenant of the owner and not offered for sale within 1 year after completion of the work and when the property has been damaged by natural causes from an event recognized as an emergency situation designated by executive order issued by the Governor declaring the existence of a state of emergency as a result and consequence of a serious threat posed to the public health, safety, and property in this state.

3. When installing, uninstalling, or replacing solar panels on one-family, two-family, or three-family residences, and the local permitting agency's county or municipal government is participating in a "United States Department of Energy SunShot Initiative: Rooftop Solar Challenge" grant. However, an owner must utilize a licensed electrical contractor to effectuate the wiring of the solar panels, including any interconnection to the customer's residential electrical wiring. The limitations of this exemption shall be expressly stated in the building permit approved and issued by the permitting agency for such project.

4. When completing the requirements of a building permit, where the contractor listed on the permit substantially completed the project as determined by the local permitting agency, for a one-family or two-family residence, townhome, or an accessory structure of a one-family or two-family residence or townhome or an individual residential condominium unit or cooperative unit. Prior to qualifying for the exemption, the owner must receive approval from the local permitting agency, and the local permitting agency must determine that the contractor listed on the permit substantially completed the project. An owner who qualifies for the exemption under this subparagraph is not required to occupy the dwelling or unit for at least 1 year after the completion of the project.

(b) This subsection does not exempt any person who is employed by or has a contract with such owner and who acts in the capacity of a contractor. The owner may not delegate the owner's responsibility to directly supervise all work to any other person unless that person is registered or certified under this part and the work being performed is within the scope of that person's license. For the purposes of this subsection, the term "owners of property" includes the owner of a mobile home situated on a leased lot.

c) To qualify for exemption under this subsection, an owner must personally appear and sign the building permit application and must satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in the disclosure statement in this section. However, for purposes of implementing a "United States Department of Energy SunShot Initiative: Rooftop Solar Challenge" grant and the participation of county and municipal governments, including local permitting agencies under the jurisdiction of such county and municipal governments, an owner's notarized signature or personal appearance to sign the permit application is not required for a solar project, as described in subparagraph (a)3., if the building permit application is submitted electronically to the permitting agency and the owner certifies the application and disclosure statement using the permitting agency's electronic confirmation system. If any person violates the requirements of this subsection, the local permitting agency shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued. The local permitting agency shall provide the person with a disclosure statement in substantially the following form:

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

ITEM-2

August 8, 2025

To: Nassau County Health Department

Re: Town of Hilliard  
Septic Tank Exception

On Thursday, August 7, 2025, the Hilliard Town Council made a motion to grant a septic tank exception for Andy Whitaker, Parcel ID No. 08-3N-24-2380-0092-0080, which is located at 0 W 9<sup>th</sup> Ave, with the following condition.

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

This parcel is located in the Hilliard Town Limits and does not have sewer lines accessible to this property. The property does have water lines accessible with the Town of Hilliard.

If any further information is required, please feel free to contact our office at the number listed below.

Thank You,

TOWN OF HILLIARD

Lisa Purvis, MMC  
Town Clerk

**P.O. Box 249**

**Hilliard, Florida 32046**

**(904) 845-3555**



# Town of Hilliard Development Investigation Application

ITEM-2

## FOR OFFICE USE ONLY

File # 20250715.1Application Fee \$100-Filing Date: 07/15/27 By: QC

Acceptance Date: \_\_\_\_\_ By: \_\_\_\_\_

paid by credit card

## A. PROJECT

1. Address of Subject Property: 0 9th Ave
2. Parcel ID Number(s): 08-3N-24-2380-0092-0080, 08-3N-24-2380-0092-0080
3. Acreage of Project: 0.35

## B. APPLICANT

1. Name of Applicant(s) or Contact Person(s): Brad Bentley Title: President  
Company (if applicable): Bentley Custom Services Inc.  
Mailing address: 553273 US Highway 1  
City: Hilliard State: FL ZIP: 32046  
Telephone: (904) 537-7800 FAX: ( ) e-mail: brad@bentleycustom.net

## C. ATTACHMENTS, if available (One copy, no larger than 8 1/2 x 11)

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

## D. APPLICATION FEE

1. \$100 plus \$20 per acre

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE (REVIEWS ARE COMPLETED WITHIN 14 DAYS)

Zoning R-2 Reviewed By: JWWater Service Available yes Location of Service across streetImprovements Required for Water Service long tap needed Reviewed By: CHSewer Service Available no Location of Service \_\_\_\_\_Improvements Required for Sewer Service Septic Exc. App. needed Reviewed By: CHAccess onto Public Right of Way or Approved Private Road \_\_\_\_\_ Paved Road X Unpaved Road \_\_\_\_\_Improvements Required for Access Culvert / Drive way permit needed Reviewed By: CHTemporary Culvert needed during construction? Y X N \_\_\_\_\_ Location? no preference

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



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 7, 2025

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

SUBJECT: Town Council approval of Septic Exception Application No. 20250724.1, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 W 10<sup>th</sup> Avenue. Parcel ID No. 08-3N-24-2380-0193-0090.

---

#### BACKGROUND:

On July 07, 2025, a development investigation was submitted for 0 W 10<sup>th</sup> Avenue. The recommendation of the Public Works Department is for a septic exception application to be submitted, as a Sewer connection is not available in this section of town.

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

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

#### FINANCIAL IMPACT:

None.

#### RECOMMENDATION:

Town Council approval of Septic Exception Application No. 20250724.1, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 W 10<sup>th</sup> Avenue. Parcel ID No. 08-3N-24-2380-0193-0090, with the following condition:

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



7-24 10

9CH 2

ITEM-3



Town of Hilliard  
Septic Tank Exception  
Application

2050724.1

FOR OFFICE USE ONLY

File # 07242025.1

Application Fee: \$250-

Filing Date: 07/24/25 Acceptance Date: gc

paid by credit card

A. PROJECT

- Project Name: W 10th Ave
- Address of Subject Property: 27073 ~~08000~~ W 10th Ave (Lots 9-12)
- Parcel ID Number(s): 08-30N-24-2380-0193-0090
- Existing Use of Property: single family dwelling
- Future Land Use Map Designation: \_\_\_\_\_
- Zoning Designation: R-2
- Acreage: .28

B. APPLICANT/CONTRACTOR\*

- Applicant's Status ☒ Owner (title holder) ☐ Agent
- Name of Applicant(s) or Contact Person(s): Franklin Loyd Title: owner  
 Company (if applicable): LL Properties  
 Mailing address: 4893 Vanzant Rd  
 City: Hilliard State: FL ZIP: 32046  
 Telephone: (904) 545-5012 FAX: ( ) e-mail: \_\_\_\_\_
- Contractor:  
 Name of Contractor: Layden Land Development  
 Company (if applicable): \_\_\_\_\_  
 Mailing address: 171154 Hodges Rd  
 City: Hilliard State: FL ZIP: 32046  
 Telephone: ( ) FAX: ( ) e-mail: \_\_\_\_\_

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

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

1. Site Plan and Survey including but not limited to:
  - a. Name, location, owner, and designer of the proposed development.
  - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
  - e. Statement of Proposed Uses.
  - f. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
  - g. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
  - h. Area and dimensions of site.
  - j. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
  - k. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
  - m. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
  - n. Required buffers.
  - o. Location of existing trees, identifying any trees to be removed.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.
4. Fee - \$250

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

**All 4 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant. Once the application is determined complete, it will be place on the next Town Council for action.**

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

Franklin Loyd  
Signature of Applicant

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

Franklin Loyd  
Typed or printed name and title of applicant

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

7-24-25  
Date

\_\_\_\_\_  
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 24<sup>th</sup> day of July, 2025 by Franklin

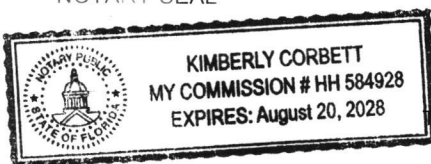
Loyd, who is/are personally known to me, or who has/have produced FLDL  
as identification.

NOTARY SEAL

Kimberly Corbett  
Signature of Notary Public, State of Florida

\_\_\_\_\_  
Signature of Notary Public, State of Florida

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









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

## Parcel 08-3N-24-2380-0193-0090

### Owners

LL PROPERTIES OF HILLIARD FL LLC  
 171194 HODGES ROAD  
 HILLIARD, FL 32046

### Parcel Summary

Situs Address	27073 W TENTH AV
Use Code	0000: VACANT
Tax District	3: Hilliard
Acreage	.0000
Section	8
Township	3N
Range	24
Subdivision	HILLIARD TERRACE
Exemptions	None

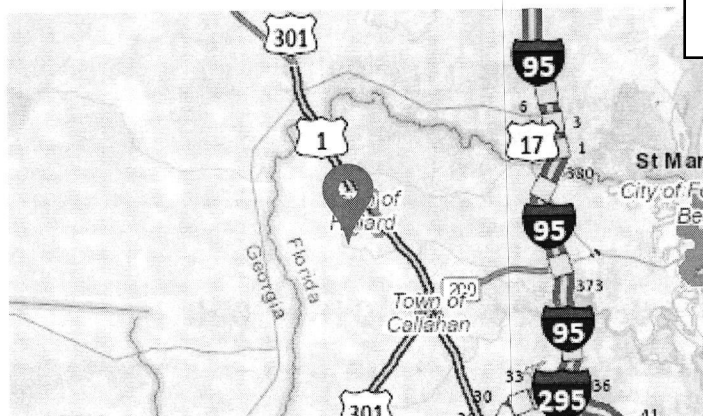
### Short Legal

BLK 193 LOTS 9 THRU 12  
 TOWN OF HILLIARD WEST S/D OF  
 SEC 8-3N-24E PBK 1/17

### Certified Values

STANDARD	2024
Land Value	\$30,000
(+) Improved Value	\$0
(=) Market Value	\$30,000
(-) Agricultural Classification	\$0
(=) Assessed Value	\$30,000
(=) County Taxable Value	\$30,000





## Document/Transfer/Sales History

Instrument / Official Record	Date	Q/U	V/I	Sale Price	Ownership
WD 2571/1887	2022-06-09	U	Improved	\$25,000	Grantor: ROBERTS SHERRELL & BARBARA Grantee: LL PROPERTIES OF HILLIARD FL LLC
WD 1550/1682	2008-02-13	U	Vacant	\$100	Grantor: MULLINIKS BILLY J Grantee: ROBERTS SHERRELL & BARBARA
WD 1426/1228	2006-07-10	U	Vacant	\$20,000	Grantor: MULLINIKS BILLY J Grantee: ROBERTS SHERRELL & BARBARA
WD 1387/1326	2006-02-08	U	Vacant	\$100	Grantor: BARTON CHRISTOPHER N Grantee: MULLINIKS BILLY J
WD 1342/1857	2005-08-18	Q	Vacant	\$8,000	Grantor: BARTON CHRISTOPHER N Grantee: MULLINIKS BILLY J
QC 0760/0421	1996-05-20	Q	Vacant	\$500	Grantor: TIITF/STATE OF FLA Grantee: BARTON CHRISTOPHER N

## Buildings

None

## Land Lines

Code	Description	Zone	Front	Depth	Units	Rate/Unit	Acreage	Total Adj	Value
000100	RES	R-2	25.00	125.00	25.00	\$350.00/FF	0.00	1.00	\$8,750
000100	RES	R-2	75.00	125.00	75.00	\$350.00/FF	0.00	1.00	\$26,250

## Personal Property

None

## TRIM Notices

2024

2023

2022

## Property Record Cards



25

W TENTH AV

27083

27470

1 Results

GIS Report Find Adjoining Parcels TRIM Notice Elevations Certificate Flood Zones

**Parcel ID:** 08-3N-24-2380-0193-0090  
(<https://search.ncpafl.com/parcel/24%20N%20308238001930090>)

**Calculated Acreage:** 0.28

**Deed Acreage:** 0

**Property Use:** VACANT

**Ownership Information**

**Name:** LL PROPERTIES OF HILLIARD FL LLC

**Mailing Address:** 171194 HODGES ROAD  
HILLIARD, FL 32046

**Situs/Physical Address:** 27073 W TENTH AV

10m

40ft

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

ITEM-3

August 8, 2025

To: Nassau County Health Department

Re: Town of Hilliard  
Septic Tank Exception

On Thursday, August 7, 2025, the Hilliard Town Council made a motion to grant a septic tank exception for Frank Loyd, LL Properties, Parcel ID No. 08-3N-24-2380-0193-0090, which is located at 0 W 10<sup>th</sup> Ave, with the following condition.

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

This parcel is located in the Hilliard Town Limits and does not have sewer lines accessible to this property. The property does have water lines accessible with the Town of Hilliard.

If any further information is required, please feel free to contact our office at the number listed below.

Thank You,

TOWN OF HILLIARD

Lisa Purvis, MMC  
Town Clerk

**P.O. Box 249**

**Hilliard, Florida 32046**

**(904) 845-3555**





# Town of Hilliard Development Investigation Application

## FOR OFFICE USE ONLY

File #

Application Fee

Filing Date:

By:

Acceptance Date:

By:

paid by check #12280 ac

ITEM-3

### A. PROJECT

1. Address of Subject Property: W 10th Ave parcel ID # 08-3N-24-2380-0193-0090
2. Parcel ID Number(s): 08-3N-24-2380-0193-0090
3. Acreage of Project: .28 (Lots 9-12)

### B. APPLICANT

1. Name of Applicant(s) or Contact Person(s): Lin Loyd Title: owner  
Company (if applicable): LL Properties  
Mailing address: 4853 Vanzant Rd  
City: Hilliard State: FL ZIP: 32046  
Telephone: 904 545-5012 FAX: ( ) e-mail: felcoelectric@yahoo.com

### C. ATTACHMENTS, if available (One copy, no larger than 8 1/2 x 11)

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

### D. APPLICATION FEE

1. \$100 plus \$20 per acre

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE (REVIEWS ARE COMPLETED WITHIN 14 DAYS)

Zoning R-2 Reviewed By: CH

Water Service Available yes Location of Service on W 10th Ave

Improvements Required for Water Service Short tap needed Reviewed By: CH

Sewer Service Available no Location of Service

Improvements Required for Sewer Service Septic exception Application Reviewed By: CH

Access onto Public Right of Way or Approved Private Road  Paved Road  Unpaved Road X

Improvements Required for Access Culvert/Drive way Perma Reviewed By: CH

Temporary Culvert needed during construction? Y X N  Location? W 10th Ave.

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

\* single family dwelling center of property



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 7, 2025

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

SUBJECT: Town Council approval of the Capital Budget Expenditure for the replacement of Fire Hydrants from the sole source supplier, Fortiline Waterworks, in the amount of \$13,600.00.

---

#### **BACKGROUND:**

The Town utilizes Fortiline Waterworks as its sole supplier for operating supplies. I am requesting approval to purchase four hydrants to replace those identified as seized or broken by W.W. Gay during their recent 5-year inspection. The hydrant replacement locations are as follows:

- First Street & US Highway 1
- Missouri Street & Third Avenue
- County Road 108, across from Romero Drive
- Southern Glenn

#### **FINANCIAL IMPACT:**

Capital Budget - \$15,000

Actual Price - \$13,600.00

#### **RECOMMENDATION:**

Town Council to approval of the Capital Budget Expenditure for the replacement of Fire Hydrants from the sole source supplier, Fortiline Waterworks, in the amount of \$13,600.00.



CUSTOMER NO	QUOTING BRANCH	QUOTE NO	QUOTE DATE	PAGE
215420	FORTILINE JACKSONVILLE	6695054	7/29/25	1

CUSTOMER	PROJECT INFORMATION
TOWN OF HILLIARD P.O. BOX 249 HILLIARD, FL 32046	HYDRANT W/ HYMAX

LINE	QTY	UOM	DESCRIPTION	UNIT PRICE	TOTAL PRICE
20	4	EA	<p>*****</p> <p>IF, AFTER THE DATE OF THIS QUOTE, ANY NEW OR INCREASED TARIFFS, DUTIES OR OTHER GOVERNMENT-IMPOSED COSTS ON MATERIALS USED IN THE WORK BECOMES EFFECTIVE, THE CONTRACT PRICE SHALL BE ADJUSTED TO REFLECT THE ACTUAL INCREASED COST TO FORTILINE. FORTILINE SHALL PROMPTLY NOTIFY THE CUSTOMER OF ANY SUCH COST IMPACT. FAILURE OF FORTILINE AND THE CUSTOMER TO AGREE ON ANY PRICE ADJUSTMENT SHALL NOT RELIEVE THE CUSTOMER'S OBLIGATION TO PAY THE INCREASED COST.</p> <p>*****</p> <p>5-1/4VO HYD 3'6" YEL 6" HYMAX</p> <p>LEAD TIME: 6-7 WEEKS</p>	3,400.0000	13,600.00
				Subtotal:	13,600.00
				Tax:	.00
				Bid Total:	13,600.00

# ALL STOCK DELIVERIES ARE SUBJECT TO SHIPPING CHARGES

All PVC and HDPE material is quoted for shipment within 7 days of quote/bid date. All other material is quoted for shipment within 30 days of quote/bid date. After 7 days for PVC and HDPE or 30 days for all other material, ALL quoted prices are subject to review based on current market conditions.





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 7, 2025

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

SUBJECT: Town Council approval of the Capital Budget Expenditure for Millings.

---

#### **BACKGROUND:**

The purchase of millings is for the northwest quadrant of the Town from Triple B Dirt LLC. As included in their quote, Triple B Dirt will deliver and spread the milling in 20-ton loads.

#### **FINANCIAL IMPACT:**

Capital Budget - \$40,000.00

#### **RECOMMENDATION:**

Town Council approval of the Capital Budget Expenditure for Millings.

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

# ESTIMATE

town of hilliard  
15859 w co 108. Hilliard FI 32046

Estimate # 0000013

Estimate Date 06/25/2025

Item	Description	Unit Price	Quantity	Amount
Product	millings	850.00	0.00	0.00
<u>NOTES:</u> millings delivered and spread. 20-ton loads.				
Subtotal				0.00
Total				0.00
Amount Paid				0.00
Estimate				\$0.00

**Dawn Carroll**

**From:** Cory Hobbs  
**Sent:** Tuesday, July 29, 2025 11:15 AM  
**To:** Dawn Carroll  
**Subject:** Fw: Millings Quote

Get Outlook for iOS


---

**From:** Jason Williams <jwilliams@flroads.com>  
**Sent:** Monday, July 7, 2025 3:29:00 PM  
**To:** Cory Hobbs <chobbs@townofhilliard.com>  
**Subject:** Re: Millings Quote

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

Approximately 25 tons per load has been the history with those.

Sent from my iPhone

> On Jul 7, 2025, at 3:20 PM, Cory Hobbs <chobbs@townofhilliard.com> wrote:

>

> Is this a 20 yard truck hauling?

>

> -----Original Message-----

> From: Jason Williams <jwilliams@flroads.com>

> Sent: Monday, July 7, 2025 2:38 PM

> To: Cory Hobbs <chobbs@townofhilliard.com>

> Subject: Millings Quote

>

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

>

> Cory,

>

> We can do millings at \$35/ton plus \$170 a load to haul to your maintenance yard. Thank you.

>

> Jason Williams

>

> Sent from my iPhone

> "Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing." This email and any files transmitted with it may contain privileged or confidential information and may be read or used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, dissemination, distribution, forwarding, printing or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments and notify the sender by reply mail.

# Randys Hauling & Site Prep, LLC

## QUOTE

31555 CR 121, Hilliard, FL 32046  
(904) 838-7229  
Rhailing10@gmail.com

INVOICE # 1212  
Date: 7/29/25

To:  
Town Of Hilliard

Qty	Description	Unit price	Line total
1	Load of Asphalt Millings delivered to Town Hall	1050.00	1050.00
Subtotal			1050.00
Sales Tax			0.00
Total			1050.00

Quotation prepared by: Tiffany Gardner

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

To accept this quotation, sign here and return: \_\_\_\_\_

Thank you for your business!



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 7, 2025

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

SUBJECT: Town Council to accept the resignation of Jason Bergendahl, Drinking Water Treatment Plant Operator/Certified Pool Technician, effective August 8, 2025.

---

#### **BACKGROUND:**

See the attached resignation letter.

Jason Bergendahl's resignation was received by the Town of Hilliard on July 28, 2025.

#### **FINANCIAL IMPACT:**

TBD

#### **RECOMMENDATION:**

Town Council to accept the resignation of Jason Bergendahl, Drinking Water Treatment Plant Operator/Certified Pool Technician, effective August 8, 2025.

Jason Bergendahl

Public Works Technician (Water Treatment Plant Operator)

Dear Town of Hilliard, I would like to inform you that I am resigning from my position effective 08-08-2025. Thank you for the opportunities for professional and personal development that you have provided me during the last 7 years. I have enjoyed working for the Town of Hilliard and appreciate the support provided to me during my tenure with the town.

Sincerely:

A handwritten signature in black ink, reading "Jason Bergendahl", written over a horizontal line.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 7, 2025

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

SUBJECT: Town Council to accept the resignation of Mark Strickland, Public Works Technician/Heavy Equipment Operator, effective July 31, 2025.

---

#### **BACKGROUND:**

See the attached resignation letter.

Mark Strickland's resignation was received by the Town of Hilliard on July 31, 2025.

#### **FINANCIAL IMPACT:**

TBD

#### **RECOMMENDATION:**

Town Council to accept the resignation of Mark Strickland, Public Works Technician/Heavy Equipment Operator, effective July 31, 2025.

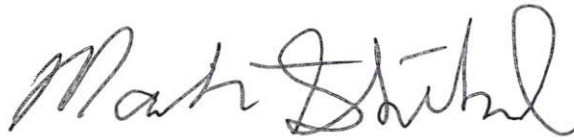
Mark Strickland

Public Works Technician (Heavy Equipment Operator)

Town of Hilliard

I would like to inform you that I am resigning from my position effective immediately on 07-31-2025. Thank you for the opportunities the Town of Hilliard has given me during my time of employment.

Sincerely: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Mark Strickland", written over a horizontal line.





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 7, 2025

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

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

---

#### **BACKGROUND:**

Workshops that have been held or scheduled previously are as follows:

July 3, 2025, July 7, 2025, July 17, 2025, July 28, 2025, July 31, 2025, & August 7, 2025.

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

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

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



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 7, 2025

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

SUBJECT: Town Council approval of the FY 2025 Revenues and Expenditures Report for the period ending June 30, 2025.

---

#### **BACKGROUND:**

The attached Revenue and Expenditures Report is for the period April 1, 2025, through June 30, 2025. In all funds, the Original Budgeted figures are presented first with the actual expenditure and the variance between the budget and the actual listed last. The percentage of actual is the amount that has been received (or accrued in the case of state shared revenues) or the amount expended as a percentage of the budget for the period ending June 30, 2025. The report is prepared based on the actual accrued/adjusted revenues and expenditures for the month of June 2025.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council approval of the FY 2025 Revenues and Expenditures Report for the period ending June 30, 2025.

# General & Enterprise Funds

## 2024/2025 Financial Statements

### As of June 30, 2025

### 75% of Fiscal Year

GENERAL FUND TOTALS	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
---------------------	--------------------	------------------------	---------------------------	----------------

#### REVENUES

CASH CARRY FORWARD	\$0	\$0	\$0	0%
GENERAL GOVERNMENT REVENUE	\$1,870,927	\$1,324,023	\$546,904	71%
GENERAL STREETS REVENUE	\$1,207,984	\$284,549	\$923,435	24%
GENERAL RECREATION REVENUE	\$6,882,369	\$642,218	\$6,240,151	9%
GENERAL FIRE REVENUE	\$139,347	\$113,529	\$25,818	81%
GENERAL AIR PARK REVENUES	\$3,094,444	\$523,332	\$2,571,112	17%
SPECIAL REVENUE	\$302,997	\$155,867	\$147,130	51%
CAPITAL IMPROVEMENT	\$1,290,273	\$489,824	\$800,449	38%
WATER AND SEWER	\$6,239,502	\$1,378,448	\$4,861,054	22%

<b>TOTAL REVENUES</b>	<b>\$21,027,843</b>	<b>\$4,911,790</b>	<b>\$16,116,053</b>	<b>23%</b>
-----------------------	---------------------	--------------------	---------------------	------------

#### EXPENDITURES

GENERAL GOVERNMENT EXPENDITURES	\$1,870,927	\$1,104,750	\$766,177	59%
GENERAL STREETS EXPENDITURES	\$1,207,984	\$343,999	\$863,985	28%
GENERAL RECREATION EXPENDITURES	\$6,882,369	\$812,715	\$6,069,654	12%
GENERAL FIRE EXPENDITURES	\$139,347	\$116,628	\$22,719	84%
GENERAL AIR PARK EXPENDITURES	\$3,094,444	\$551,233	\$2,543,211	18%
SPECIAL REVENUE EXPENDITURES	\$302,997	\$0	\$302,997	0%
CAPITAL IMPROVEMENT EXPENDITURES	\$1,290,273	\$405,374	\$884,899	31%
WATER AND SEWER EXPENDITURES	\$6,239,502	\$1,441,944	\$4,797,558	23%

<b>TOTAL EXPENDITURES</b>	<b>\$21,027,843</b>	<b>\$4,776,643</b>	<b>\$16,251,200</b>	<b>23%</b>
---------------------------	---------------------	--------------------	---------------------	------------

<b>Over/(Under)</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>135,147</b>	<b>\$</b>	<b>(135,147)</b>
---------------------	-----------	----------	-----------	----------------	-----------	------------------

GENERAL FUND REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	\$0	\$0	\$0	0%
AD VALOREM TAXES	\$569,781	\$553,396	\$16,385	97%
UTILITY SERVICE TAX - ELECTRIC	\$78,500	\$56,303	\$22,197	72%
UTILITY SERVICE TAX - WATER	\$27,000	\$20,799	\$6,201	77%
UTILITY SERVICE TAX - PROPANE	\$12,000	\$8,528	\$3,472	71%
COMMUNICATION SERVICE TAX	\$120,655	\$96,107	\$24,548	80%
BUSINESS TAX RECEIPTS	\$30,000	\$5,133	\$24,867	17%
PEN & INT - BUSINESS TAX RECEIPTS	\$1,000	\$5,100	(\$4,100)	510%
BUILDING PERMITS	\$70,000	\$36,753	\$33,247	53%
FRANCHISE FEES - ELECTRIC	\$205,000	\$141,210	\$63,790	69%
ZONING REVENUE	\$35,000	\$22,432	\$12,568	64%
MOVE-ON PERMIT	\$100	\$675	(\$575)	675%
RADON	\$2,000	\$994	\$1,006	50%
BUSINESS LICENSE INSPECT	\$500	\$100	\$400	20%
MOBILE HOME INSPECTS	\$500	\$232	\$268	46%
FEMA REIMBURSEMENT - GENERAL	\$0	\$0	\$0	0%
DCA - COMMUNITY PLANNER	\$0	\$0	\$0	0%
STATE REVENUE SHARING	\$164,658	\$110,189	\$54,469	67%
MOBILE HOME LICENSES	\$3,500	\$3,353	\$147	96%
ALCOHOLIC BEVERAGE LICENSE	\$500	\$91	\$409	18%
LOCAL HALF CENT SALE TAX	\$244,283	\$155,867	\$88,416	64%
NASSAU COUNTY - GENERAL	\$0	\$0	\$0	0%
EDUCATIONAL ADMINISTRATIVE	\$5,000	\$652	\$4,348	13%
ELECTION QUALIFYING FEE	\$0	\$0	\$0	0%
FAX	\$100	\$1	\$99	1%
COPIES	\$50	\$14	\$37	27%
FIRE INSPECTIONS	\$5,000	\$2,407	\$2,593	48%
FINES & FORFEITURES - TRAFFIC	\$3,000	\$820	\$2,180	27%
VIOLATION OF LOCAL ORDINANCES	\$2,000	\$0	\$2,000	0%
INTEREST INCOME SBA	\$85,000	\$47,380	\$37,620	56%
INTEREST INCOME CKG	\$800	\$1,365	(\$565)	171%
EDUCATION IMPACT FEES	\$0	\$54,327	(\$54,327)	0%
SURPLUS MATERIALS - GENERAL	\$0	\$0	\$0	0%
HILLIARD DONATIONS	\$0	\$0	\$0	0%
NSF FEES - GENERAL	\$0	\$0	\$0	0%
MISCELLANEOUS REVENUE - GENERAL	\$5,000	(\$2,895)	\$7,895	-58%
INTERFUND TRANS SALES TAX	\$200,000	\$2,689	\$197,311	1%
INTERFUND TRANS SPECIAL REVENUE	\$0	\$0	\$0	0%
INTERFUND TRANS DEBT SERVICE	\$0	\$0	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$1,870,927</b>	<b>\$1,324,023</b>	<b>\$546,904</b>	<b>71%</b>

GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
EXECUTIVE SALARIES	\$39,000	\$29,250	\$9,750	75%
FICA TAXES	\$2,984	\$1,989	\$995	67%
RETIREMENT CONTRIBUTIONS	\$20,711	\$15,533	\$5,178	75%
REGULAR SALARIES & WAGE	\$92,810	\$63,855	\$28,955	69%
FICA TAXES	\$7,100	\$4,669	\$2,431	66%
RETIREMENT CONTRIBUTIONS	\$32,038	\$22,043	\$9,995	69%
LIFE & HEALTH INSURANCE	\$20,318	\$15,239	\$5,079	75%
REGULAR SALARIES & WAGE	\$201,656	\$139,491	\$62,165	69%
PART TIME SALARIES & WAGES	\$0	\$0	\$0	0%
OVERTIME	\$7,000	\$4,091	\$2,909	58%
FICA TAXES	\$15,962	\$10,768	\$5,194	67%
RETIREMENT CONTRIBUTIONS	\$28,440	\$19,570	\$8,870	69%
LIFE & HEALTH INSURANCE	\$81,274	\$60,955	\$20,319	75%
WORKER'S COMPENSATION	\$5,658	\$5,658	(\$0)	100%
PROFESSIONAL SERVICES	\$50,000	\$37,474	\$12,526	75%
ACCOUNTING & AUDITING	\$22,000	\$22,083	(\$83)	100%
CLEANING CONTRACT	\$5,000	\$3,093	\$1,907	62%
TRAVEL & EDUCATION	\$15,000	\$11,675	\$3,325	78%
COMMUNICATIONS & FREIGHT	\$13,500	\$11,090	\$2,410	82%
UTILITY SERVICES	\$16,000	\$12,411	\$3,589	78%
RENTALS & LEASES	\$850	\$541	\$309	64%
INSURANCE	\$30,000	\$30,001	(\$1)	100%
REPAIRS & MAINTENANCE	\$35,000	\$29,703	\$5,297	85%
PROMOTIONAL ACT-PUBLIC NOTICE	\$5,000	\$5,687	(\$687)	114%
OTHER CURRENT OBLIGATIONS	\$1,000	\$0	\$1,000	0%
OFFICE SUPPLIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$33,293	\$19,469	\$13,824	58%
BOOKS, SUBSCRIP & PUBLICATIONS	\$28,000	\$29,801	(\$1,801)	106%
CAPITAL IMPROVEMENTS	\$0	\$0	\$0	0%
LAND	\$0	\$2,689	(\$2,689)	0%
BUILDINGS	\$200,000	\$0	\$200,000	0%
INFRASTRUCTURE	\$0	\$0	\$0	0%
MACHINERY & EQUIPMENT	\$0	\$0	\$0	0%
WORK IN PROGRESS (WIP)	\$0	\$0	\$0	0%
DOCUMENTS & MATERIALS	\$0	\$0	\$0	0%
BUILDING PERMIT SURCHARGE	\$1,000	\$0	\$1,000	0%
BANK SERVICE CHARGES	\$200	\$87	\$113	44%
LAND USE & ZONING BOARD	\$42,000	\$29,219	\$12,782	70%
FIRE MARSHALL CONTRACT	\$5,000	\$4,723	\$277	94%
BUILDING INSPECTOR	\$35,010	\$23,340	\$11,670	67%
CODE ENFORCEMENT	\$13,200	\$8,800	\$4,400	67%
CODE ENFORCEMENT CONTINGY	\$2,000	\$0	\$2,000	0%
AID TO GOVERNMENT AGENCY	\$0	\$0	\$0	0%
AID TO PRIVATE ORGANIZATION	\$6,000	\$1,110	\$4,890	19%
SPECIAL EVENTS	\$0	\$0	\$0	0%
RESERVE	\$185,399	\$0	\$185,399	0%
TRANSFERS TO STREETS	\$238,984	\$179,238	\$59,746	75%
TRANSFERS TO RECREATION	\$22,000	\$0	\$22,000	0%
TRANSFERS TO RECREATION	\$238,393	\$195,295	\$43,098	82%
TRANSFERS TO FIRE	\$72,147	\$54,110	\$18,037	75%
TRANSFERS TO WATER & SEWER	\$0	\$0	\$0	0%
TRANSFER TO DEBT SERVICE	\$0	\$0	\$0	0%
TRANSFER TO SALES TAX	\$0	\$0	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$1,870,927</b>	<b>\$1,104,750</b>	<b>\$766,177</b>	<b>59%</b>
<b>TOTAL REVENUES</b>	<b>\$1,870,927</b>	<b>\$1,324,023</b>	<b>\$546,904</b>	<b>71%</b>
<b>Over/(Under)</b>	<b>\$0</b>	<b>\$219,273</b>	<b>(\$219,273)</b>	



GENERAL STREETS REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
FEMA REIMBURSEMENTS - STREETS	\$0	\$0	\$0	0%
GAS TAX - STATE	\$1,000	\$447	\$553	45%
NASSAU COUNTY - STREETS	\$0	\$0	\$0	0%
CULVERT PERMITS - STREETS	\$30,000	\$2,397	\$27,603	8%
SURPLUS MATERIALS - STREETS	\$0	\$0	\$0	0%
MISCELLANEOUS REVENUE - STREETS	\$68,000	\$102,466	(\$34,466)	151%
STATE GRANT - FDOT ROW	\$285,000	\$0	\$285,000	0%
STATE GRANT - FL RES PLANNING	\$180,000	\$0	\$180,000	0%
INTERFUND TRANS GEN FUND	\$238,984	\$179,238	\$59,746	75%
INTERFUND TRANS SALES TAX	\$105,000	\$0	\$105,000	0%
INTERFUND TRANS SPECIAL REVENUE	\$300,000	\$0	\$300,000	0%
<b>TOTAL REVENUES</b>	<b>\$1,207,984</b>	<b>\$284,549</b>	<b>\$923,435</b>	<b>24%</b>

GENERAL STREETS EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
REGULAR SALARIES & WAGES	\$189,509	\$96,483	\$93,026	51%
PART TIME SALARIES & WAGES	\$0	\$0	\$0	0%
OVERTIME	\$6,000	\$3,536	\$2,464	59%
FICA TAXES	\$14,956	\$7,218	\$7,738	48%
RETIREMENT CONTRIBUTIONS	\$26,648	\$14,635	\$12,013	55%
LIFE & HEALTH INSURANCE	\$81,274	\$35,557	\$45,717	44%
WORKER'S COMPENSATION	\$5,658	\$5,658	(\$0)	100%
PROFESSIONAL SERVICES	\$1,000	\$0	\$1,000	0%
TRAVEL & EDUCATION	\$2,000	\$0	\$2,000	0%
COMMUNICATIONS & FREIGHT	\$1,500	\$1,789	(\$289)	119%
UTILITY SERVICES	\$51,500	\$38,777	\$12,723	75%
RENTALS AND LEASES	\$5,000	\$1,895	\$3,105	38%
INSURANCE	\$31,439	\$31,439	\$0	100%
REPAIRS & MAINTENANCE	\$50,000	\$29,567	\$20,433	59%
PROMOTIONAL ACT-PUBLIC NOTICE	\$500	\$0	\$500	0%
OTHER CURRENT OBLIGATIONS	\$1,000	\$0	\$1,000	0%
OPERATING SUPPLIES	\$50,000	\$30,244	\$19,756	60%
ROAD MATERIALS & SUPPLIES	\$60,000	\$37,638	\$22,362	63%
CAPITAL IMPROVEMENTS	\$50,000	\$0	\$50,000	0%
BUILDING	\$0	\$0	\$0	0%
INFRASTRUCTURE	\$570,000	\$0	\$570,000	0%
MACHINERY & EQUIPMENT	\$0	\$0	\$0	0%
ANIMAL CONTROL	\$0	\$0	\$0	0%
OPERATING SUPP-MOSQUITO	\$10,000	\$9,562	\$438	96%
TRANSFER TO DEBT SERVICE	\$0	\$0	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$1,207,984</b>	<b>\$343,999</b>	<b>\$863,985</b>	<b>28%</b>
<b>TOTAL REVENUES</b>	<b>\$1,207,984</b>	<b>\$284,549</b>	<b>\$923,435</b>	<b>24%</b>
<b>Over/(Under)</b>	<b>\$0</b>	<b>(\$59,450)</b>	<b>\$59,450</b>	

GENERAL P&R REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
FEMA REIMBURSEMENTS - REC	\$0	\$0	\$0	0%
GRANTS - FDEM COMM/HURRICEN	\$5,890,200	(\$2,607)	\$5,892,807	0%
GRANTS DEP FRDAP - RECREATION	\$200,000	\$0	\$200,000	0%
GRANTS - MISC	\$0	\$0	\$0	0%
NASSAU COUNTY - RECREATION	\$20,427	\$20,427	(\$0)	100%
PARKS & RECREATION - SPORT	\$0	\$0	\$0	0%
P&R - SOCCER	\$10,000	\$9,955	\$45	100%
P&R - BASKETBALL	\$20,000	\$28,290	(\$8,290)	141%
P&R - FLAG FOOTBALL	\$10,000	\$7,590	\$2,410	76%
P&R - SOFTBALL	\$1,000	\$0	\$1,000	0%
P&R - GYMNASTICS	\$14,000	\$5,475	\$8,525	39%
P&R - MARTIAL ARTS	\$0	\$0	\$0	0%
P&R - CONCESSIONS	\$2,000	\$2,579	(\$579)	129%
P&R - VOLLEYBALL	\$4,000	\$8,180	(\$4,180)	205%
P&R - SWIM TEAM	\$850	\$0	\$850	0%
P&R - TENNIS	\$500	\$0	\$500	0%
P&R - TRACK	\$500	\$0	\$500	0%
SPECIAL EVENTS & DONATIONS	\$12,000	\$0	\$12,000	0%
EVENTS - TOWN CLEAN UP	\$1,000	\$0	\$1,000	0%
EVENTS - CAR SHOW	\$2,500	\$0	\$2,500	0%
EVENTS - FIREWORKS DISPLAY	\$1,000	\$0	\$1,000	0%
EVENTS - HILLIARD HARVEST FESTIVAL	\$3,000	\$950	\$2,050	32%
EVENTS - VETERANS DAY	\$1,000	\$342	\$658	34%
EVENTS - PARADE OF TREES	\$2,500	\$1,500	\$1,000	60%
EVENTS - CHRISTMAS MARKET & TREE LIGHTING	\$2,000	\$1,550	\$450	78%
EVENTS - GOLF CART PARADES	\$1,000	\$455	\$545	46%
EVENTS - MISC EVENTS & DONATIONS	\$5,000	\$1,780	\$3,220	36%
EVENTS - MISC EVENTS & DONATIONS (WALL)	\$0	\$38,806	(\$38,806)	0%
PARKS & RECREATION - EVENT	\$0	\$0	\$0	0%
P&R - KIDZ SQUAD	\$55,000	\$71,385	(\$16,385)	130%
P&R - SUMMER CAMP	\$40,000	\$25,475	\$14,525	64%
P&R - SWIM LESSONS	\$7,500	\$5,560	\$1,940	74%
P&R - BASKETBALL CAMP	\$2,500	\$2,950	(\$450)	118%
P&R - FOOTBALL CAMP	\$1,000	\$0	\$1,000	0%
P&R - VOLLEYBALL CAMP	\$1,000	\$0	\$1,000	0%
PARKS & RECREATION - MEMBERS	\$0	\$0	\$0	0%
P&R - MONTHLY CHILD WATCH	\$250	\$60	\$190	24%
P&R - DRAFT MEMBERS	\$98,000	\$93,923	\$4,077	96%
P&R - SEMI MEMBERS	\$6,000	\$7,917	(\$1,917)	132%
P&R - ANNUAL MEMBERS	\$2,000	\$3,755	(\$1,755)	188%
P&R - DAILY MEMBERS	\$1,500	\$2,222	(\$722)	148%
P&R - HEALTHWAY FITNESS PRIME	\$1,000	\$158	\$843	16%
P&R - HEALTHWAY SILVER SNEAKERS	\$3,000	\$1,929	\$1,071	64%
P&R - POOL MEMBERS	\$12,000	\$8,892	\$3,108	74%
P&R - OPTUM MEMBERS	\$3,000	\$336	\$2,664	11%
P&R - ALL INCLUSIVE MEMBERS	\$2,000	\$2,893	(\$893)	145%
P&R - GROUP MEMBERS	\$500	\$0	\$500	0%
PARKS & RECREATION - RENTAL	\$0	\$0	\$0	0%
P&R - POOL & SPLASH RENTAL	\$7,000	\$7,124	(\$124)	102%
P&R - SPLASH PAD RENTAL	\$500	\$0	\$500	0%
P&R - LIFEGUARD(S) RENTAL	\$0	\$0	\$0	0%
P&R - GYM RENTAL	\$500	\$0	\$500	0%
P&R - BALL PARK RENTAL	\$300	\$65	\$235	22%
P&R - BUCK LG PAVILION RENTAL	\$400	\$360	\$40	90%
P&R - BUCK SM PAVILION RENTAL	\$250	\$50	\$200	20%
P&R - OXFORD PICNIC AREA	\$250	\$185	\$65	74%
P&R - CREDIT CARD FEE	\$5,000	\$5,543	(\$543)	111%
LEASE - NEXTEL TOWER	\$16,049	\$13,374	\$2,675	83%
SURPLUS MATERIALS - RECREATION	\$0	\$0	\$0	0%
MISCELLANEOUS REVENUE - REC	\$18,000	\$10,675	\$7,325	59%
INTERFUND TRANS GEN FUND	\$22,000	\$0	\$22,000	0%
INTERFUND TRANS GEN FUND	\$238,393	\$195,295	\$43,098	82%
INTERFUND TRANS SALES TAX	\$133,000	\$56,822	\$76,178	43%
<b>TOTAL REVENUES</b>	<b>\$6,882,369</b>	<b>\$642,218</b>	<b>\$6,240,151</b>	<b>9%</b>

GENERAL P&R EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
AID TO PRIVATE ORGANIZATION	\$8,000	\$8,000	\$0	100%
REGULAR SALARIES & WAGES - FT	\$168,000	\$118,826	\$49,174	71%
REGULAR SALARIES & WAGES - PT	\$80,715	\$90,667	(\$9,952)	112%
TEMPORARY WAGES	\$45,000	\$0	\$45,000	0%
OVERTIME	\$500	\$1,111	(\$611)	222%
FICA TAXES	\$22,507	\$15,951	\$6,556	71%
RETIREMENT CONTRIBUTIONS	\$33,968	\$26,386	\$7,582	78%
LIFE & HEALTH INSURANCE	\$60,955	\$42,330	\$18,625	69%
WORKER'S COMPENSATION	\$5,658	\$5,658	(\$0)	100%
PROFESSIONAL SERVICES	\$500	\$0	\$500	0%
OTHER SERVICES	\$8,000	\$13,930	(\$5,930)	174%
TRAVEL & EDUCATION	\$1,000	\$0	\$1,000	0%
COMMUNICATIONS & FREIGHT	\$1,500	\$1,817	(\$317)	121%
UTILITY SERVICES	\$39,500	\$25,778	\$13,722	65%
RENTALS & LEASES	\$2,500	\$2,261	\$239	90%
INSURANCE	\$31,439	\$31,439	\$0	100%
REPAIRS & MAINTENANCE	\$18,000	\$22,115	(\$4,115)	123%
PROMOTIONAL ACT-PUBLIC NOTICE	\$1,000	\$431	\$569	43%
OTHER CURRENT OBLIGATION	\$0	\$0	\$0	0%
OFFICE SUPPLIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$60,000	\$78,929	(\$18,929)	132%
BOOKS, SUBSCRIP & PUBLICATIONS	\$0	\$0	\$0	0%
CAPITAL IMPROVEMENTS	\$0	\$0	\$0	0%
LAND	\$0	\$0	\$0	0%
BUILDINGS	\$5,965,200	\$236,000	\$5,729,200	4%
INFRASTRUCTURE	\$248,427	\$34,623	\$213,804	14%
MACHINERY & EQUIPMENT	\$30,000	\$5,999	\$24,001	20%
WORK IN PROGRESS (WIP)	\$0	\$0	\$0	0%
BANK SERVICE CHARGE	\$5,000	\$15,088	(\$10,088)	302%
SPECIAL EVENTS	\$45,000	\$16,736	\$28,264	26%
SPECIAL EVENTS (WALL)	\$0	\$18,639	(\$18,639)	0%
<b>TOTAL EXPENDITURES</b>	<b>\$6,882,369</b>	<b>\$812,715</b>	<b>\$6,069,654</b>	<b>\$0</b>
<b>TOTAL REVENUES</b>	<b>\$6,882,369</b>	<b>\$642,218</b>	<b>\$6,240,151</b>	<b>9%</b>
<b>Over/(Under)</b>	<b>\$0</b>	<b>(\$170,497)</b>	<b>\$170,497</b>	

GENERAL FIRE REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
FEMA REIMBURSEMENTS - FIRE	\$0	\$0	\$0	0%
GRANTS FORESTRY 50/50 - FIRE	\$0	\$0	\$0	0%
NASSAU COUNTY - FIRE	\$0	\$0	\$0	0%
FIRE PROTECTION SERVICES - NC	\$0	\$0	\$0	0%
SURPLUS MATERIALS - FIRE	\$0	\$0	\$0	0%
HVFD DONATIONS	\$1,200	\$1,200	\$0	100%
MISCELLANEOUS REVENUE - FIRE	\$0	\$0	\$0	0%
INTERFUND TRANS GEN FUND	\$72,147	\$54,110	\$18,037	75%
INTERFUND TRANS SALES TAX	\$66,000	\$58,219	\$7,781	88%
<b>TOTAL REVENUES</b>	<b>\$139,347</b>	<b>\$113,529</b>	<b>\$25,818</b>	<b>81%</b>

GENERAL FIRE EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
WORKER'S COMPENSATION	\$5,658	\$5,658	(\$0)	100%
REIMBURSEMENT EXPENSE	\$4,250	\$4,250	\$0	100%
COMMUNICATIONS & FREIGHT	\$2,500	\$882	\$1,618	35%
UTILITY SERVICE	\$2,500	\$1,721	\$779	69%
RENTALS & LEASES	\$0	\$0	\$0	0%
INSURANCE	\$31,439	\$31,689	(\$250)	101%
REPAIRS & MAINTENANCE	\$9,000	\$6,451	\$2,549	72%
OFFICE SUPPLIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$15,000	\$5,335	\$9,665	36%
BOOKS, SUBSCRIP & PUBLICATIONS	\$3,000	\$2,423	\$577	81%
CAPITAL IMPROVEMENTS	\$20,000	\$0	\$20,000	0%
BUILDINGS	\$0	\$19,565	(\$19,565)	0%
MACHINERY & EQUIPMENT	\$46,000	\$38,654	\$7,346	84%
<b>TOTAL EXPENDITURES</b>	<b>\$139,347</b>	<b>\$116,628</b>	<b>\$22,719</b>	<b>84%</b>
<b>TOTAL REVENUES</b>	<b>\$139,347</b>	<b>\$113,529</b>	<b>\$25,818</b>	<b>81%</b>
<b>Over/(Under)</b>	<b>\$0</b>	<b>(\$3,099)</b>	<b>\$3,099</b>	



GENERAL AIRPARK REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GRANTS FAA - AIRPARK	\$1,048,000	\$339,000	\$709,000	32%
FEMA REIMBURSEMENT - AIRPARK	\$0	\$0	\$0	0%
GRANTS DOT - AIRPARK	\$2,001,444	\$159,332	\$1,842,112	8%
NASSAU COUNTY - AIRPARK	\$0	\$0	\$0	0%
HILLIARD AVIATION - AIRPARK	\$0	\$0	\$0	0%
SURPLUS MATERIALS - AIRPARK	\$0	\$0	\$0	0%
MISCELLANEOUS REVENUE - AIRPARK	\$0	\$0	\$0	0%
INTERFUND TRANS GEN FUND	\$0	\$0	\$0	0%
INTERFUND TRANS SALES TAX	\$45,000	\$25,000	\$20,000	56%
<b>TOTAL REVENUES</b>	<b>\$3,094,444</b>	<b>\$523,332</b>	<b>\$2,571,112</b>	<b>17%</b>

GENERAL AIRPARK EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
COMMUNICATIONS & FREIGHT	\$0	\$0	\$0	0%
PROMOTIONAL ACTIVITIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$0	\$0	\$0	0%
LAND	\$1,903,444	\$538,712	\$1,364,732	28%
BUILDINGS	\$391,000	\$0	\$391,000	0%
INFRASTRUCTURE	\$800,000	\$12,521	\$787,479	2%
MACHINERY & EQUIPMENT	\$0	\$0	\$0	0%
WORK IN PROGRESS (WIP)	\$0	\$0	\$0	0%
DOCUMENTS & MATERIALS	\$0	\$0	\$0	0%
TRANSER TO AIRPARK	\$0	\$0	\$0	0%
TRANSFER TO SALES TAX	\$0	\$0	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$3,094,444</b>	<b>\$551,233</b>	<b>\$2,543,211</b>	<b>\$0</b>
<b>TOTAL REVENUES</b>	<b>\$3,094,444</b>	<b>\$523,332</b>	<b>\$2,571,112</b>	<b>17%</b>
<b>Over/(Under)</b>	<b>\$0</b>	<b>(\$27,901)</b>	<b>\$27,901</b>	

SPECIAL REVENUE REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	\$100,000	\$0	\$100,000	0%
LOCAL OPTION GAS TAX - NEW 5 CENTS	\$79,588	\$62,766	\$16,822	79%
LOCAL OPTION GAS TAX	\$123,409	\$93,101	\$30,308	75%
TOTAL REVENUES	\$302,997	\$155,867	\$147,130	51%
INTERFUND TRANSFER TO STR	\$300,000	\$0	\$300,000	0%
RESERVE	\$2,997	\$0	\$2,997	0%
TOTAL EXPENDITURES	\$302,997	\$0	\$302,997	0%
Over/(Under)	\$0	\$155,867	(\$155,867)	

CAPITAL IMPROVEMENTS FUND REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	\$695,900	\$0	\$695,900	0%
DISCRETIONARY SALES TAX	\$569,373	\$468,907	\$100,466	82%
INTEREST INCOME SBA	\$25,000	\$20,917	\$4,083	84%
TRANSFER FROM GENERAL	\$0	\$0	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$1,290,273</b>	<b>\$489,824</b>	<b>\$800,449</b>	<b>38%</b>
BANK SERVICE CHARGES	\$0	\$0	\$0	0%
TRANSFER TO GEN GOV'T	\$200,000	\$2,689	\$197,311	1%
TRANSFER TO STREETS	\$105,000	\$0	\$105,000	0%
TRANSFER TO RECREATION	\$133,000	\$56,822	\$76,178	43%
TRANSFER TO FIRE	\$66,000	\$58,219	\$7,781	88%
TRANSFER TO WATER & SEWER	\$741,273	\$262,644	\$478,629	35%
TRANSFER TO AIRPARK	\$45,000	\$25,000	\$20,000	56%
RESERVE	\$0	\$0	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$1,290,273</b>	<b>\$405,374</b>	<b>\$884,899</b>	<b>31%</b>
<b>Over/(Under)</b>	<b>\$0</b>	<b>\$84,450</b>	<b>(\$84,450)</b>	

ENTERPRISE FUND REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	\$0	\$0	\$0	0%
CDBG WM EXT - W&S	\$700,000	\$0	\$700,000	0%
RIF WM EXT - W&S	\$1,000,000	\$0	\$1,000,000	0%
GRANTS USDA RD - W&S	\$0	\$0	\$0	0%
FEMA REIMBURSEMENTS - W&S	\$0	\$0	\$0	0%
AMERICAN RECOVERY FUNDS	\$1,634,285	\$0	\$1,634,285	0%
GRANTS DEP SRF SEWER REHAB - W&S	\$652,310	\$0	\$652,310	0%
WATER UTILITY REVENUE	\$604,299	\$457,137	\$147,162	76%
SEWER UTILITY REVENUE	\$615,535	\$470,079	\$145,456	76%
TAP-ON FEES - W&S	\$86,500	\$20,887	\$65,613	24%
TRANSFER FEES - W&S	\$500	\$240	\$260	48%
TURN ON/OFF FEES - W&S	\$8,000	\$5,325	\$2,675	67%
WATER LINE EXTENSION FEES	\$20,000	\$4,019	\$15,981	20%
SEWER LINE EXTENSION FEE	\$30,000	\$0	\$30,000	0%
RECONNECT FEE - W&S	\$300	\$350	(\$50)	117%
INTEREST INCOME SBA	\$85,000	\$47,379	\$37,621	56%
INTEREST INCOME CKG	\$800	\$1,365	(\$565)	171%
LEASE - WATER TOWER	\$0	\$0	\$0	0%
SYSTEM DEVELOPMENT CHARGES	\$0	\$33,434	(\$33,434)	0%
SURPLUS MATERIALS - W&S	\$0	\$0	\$0	0%
NSF FEES - W&S	\$700	\$165	\$535	24%
PENALTIES - W&S	\$40,000	\$29,352	\$10,648	73%
METER TAMPERING FEES - W&S	\$0	\$150	(\$150)	0%
CONVENIENCE CHARGE	\$15,000	\$13,317	\$1,683	89%
MISCELLANEOUS REVENUE - W&S	\$5,000	\$22,222	(\$17,222)	444%
W&S DEVELOPMENT SINGLE LOT	\$0	\$2,380	(\$2,380)	0%
W&S DEVELOPMENT INVESTIGATION	\$0	\$6,393	(\$6,393)	0%
W&S SEPTIC TANK & WELL EXCEPTION	\$0	\$1,500	(\$1,500)	0%
ANNUAL ROYALTIES	\$0	\$110	(\$110)	0%
TRANS FROM GENERAL	\$0	\$0	\$0	0%
TRANS FROM SALES TAX	\$741,273	\$262,644	\$478,629	35%
TRANS FROM SPEC REVENUE	\$0	\$0	\$0	0%
LOANS - W&S	\$0	\$0	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$6,239,502</b>	<b>\$1,378,448</b>	<b>\$4,861,054</b>	<b>22%</b>

ENTERPRISE FUND EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
REGULAR SALARIES & WAGES	\$376,376	\$254,716	\$121,660	68%
PART TIME SALARIES & WAGES	\$0	\$0	\$0	0%
OVERTIME	\$16,000	\$7,391	\$8,609	46%
FICA TAXES	\$30,017	\$19,835	\$10,182	66%
RETIREMENT CONTRIBUTIONS	\$53,481	\$39,404	\$14,077	74%
LIFE & HEALTH INSURANCE	\$142,229	\$89,740	\$52,489	63%
WORKER'S COMPENSATION	\$5,658	\$5,658	(\$0)	100%
PROFESSIONAL SERVICES	\$32,000	\$36,588	(\$4,588)	114%
ACCOUNTING & AUDITING	\$22,000	\$22,083	(\$83)	100%
WASTE DISPOSAL	\$25,000	\$23,100	\$1,900	92%
TRAVEL & EDUCATION	\$5,000	\$0	\$5,000	0%
COMMUNICATIONS & FREIGHT	\$16,600	\$23,262	(\$6,662)	140%
WATER PLANT ELECTRICITY	\$25,000	\$14,514	\$10,486	58%
SEWER PLANT ELECTRICITY	\$95,000	\$60,799	\$34,201	64%
RENTALS & LEASES	\$5,000	\$1,793	\$3,207	36%
INSURANCE	\$31,439	\$31,439	\$0	100%
REPAIRS & MAINTENANCE	\$150,000	\$205,462	(\$55,462)	137%
PROMOTIONAL ACT-PUBLIC NOTICE	\$1,000	\$796	\$204	80%
OTHER CURRENT OBLIGATIONS	\$174,094	\$0	\$174,094	0%
OFFICE SUPPLIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$300,000	\$221,463	\$78,537	74%
BOOKS, SUBSCRIP & PUBLICATIONS	\$10,000	\$6,307	\$3,693	63%
AMORTIZATION EXPENSE	\$0	\$0	\$0	0%
DEPRECIATION EXPENSE	\$0	\$0	\$0	0%
CAPITAL IMPROVEMENTS	\$0	\$0	\$0	0%
LAND	\$0	\$0	\$0	0%
BUILDINGS	\$0	\$0	\$0	0%
INFRASTRUCTURE	\$3,945,893	\$336,248	\$3,609,645	9%
MACHINERY & EQUIPMENT	\$0	\$0	\$0	0%
WORK IN PROGRESS (WIP)	\$0	\$0	\$0	0%
INTEREST EXPENSE BONDS	\$90,715	\$0	\$90,715	0%
BAD DEBT EXPENSE	\$0	\$0	\$0	0%
BANK SERVICE CHARGES	\$15,000	\$31,347	(\$16,347)	209%
AID TO PRIVATE ORGANIZATION	\$10,000	\$10,000	\$0	100%
RESERVE	\$662,000	\$0	\$662,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$6,239,502</b>	<b>\$1,441,944</b>	<b>\$4,797,558</b>	<b>23%</b>

<b>TOTAL REVENUES</b>	<b>\$6,239,502</b>	<b>\$1,378,448</b>	<b>\$4,861,054</b>	<b>\$0</b>
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<b>Over/(Under)</b>	<b>\$0</b>	<b>\$63,496</b>	<b>(\$63,496)</b>
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## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: August 7, 2025

FROM: **Mike Sadler – HVFD Assistant Fire Chief**

SUBJECT: Town Council approval of the Capital Budget Expenditure for 2 Bunker Gear Sets, from Municipal Equipment Company, LLC, in the amount of \$9,794.10.

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#### **BACKGROUND:**

See the attached quote.

#### **FINANCIAL IMPACT:**

\$9,794.10

#### **RECOMMENDATION:**

Town Council approval of the Capital Budget Expenditure for 2 Bunker Gear Sets, from Municipal Equipment Company, LLC, in the amount of \$9,794.10.



MUNICIPAL EQUIPMENT -  
FLORIDA  
408 BIF COURT  
ORLANDO, FL 32809  
PHONE (800) 228-8448

## Quote

Entered Date	Taken By	Customer #	Order #
3/12/25	JE01	8220	450572-00
PO #	Requested Ship Date		Page #
	3/12/25		1



Bill To	Ship To
TOWN OF HILLIARD 15859 COUNTY ROAD 108  HILLIARD, FL 32046-6712	TOWN OF HILLIARD 15859 WEST COUNTY ROAD 108  HILLIARD, FL 32046

Correspondence To
MUNICIPAL EQUIPMENT CO, LLC 408 BIF COURT EMAIL: sales@mecofire.com PHONE (800) 228-8448 ORLANDO, FL 32809

## Instructions

Ship Point	Via	Shipped	Terms
MUNICIPAL EQUIPMENT - FLORIDA			NET 30 DAYS

## Notes

FREIGHT INCLUDED QUOTE EXPIRES 8/10/25  
PRICES SUBJECT TO CHANGE DUE TO TARIFFS

Line	Product and Description	UPC Item	Order Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
1	CSTM-32 JANESVILLE SUPER DELUXE COAT, 32" LENGTH ****PER PSGQ 31384-A (NEW PROPOSED SUPERDELUXE SPEC)	00000	2.00	2.00	each	2,517.40	each	5,034.80
2	PSDM JANESVILLE SUPER DELUXE PANT ****PER PSGQ 31384-A (NEW PROPOSED SUPERDELUXE SPEC)	00000	2.00	2.00	each	1,444.90	each	2,889.80
2	Lines Total	Total Order Quantity		4.00	Subtotal			7,924.60
							Taxes	0.00
							Total	7,924.60

2 Bunker Gear  
sets

0 \* \*  
0 \* \*  
1,869.50 +  
7,924.60 +  
9,794.10 \*  
            
0 \* \*



**MUNICIPAL EQUIPMENT -**  
**FLORIDA**  
 408 BIF COURT  
 ORLANDO, FL 32809  
 PHONE (800) 228-8448

Entered Date	Taken By	Customer #	Order #
3/4/25	JE01	8220	450339-00
PO #	Requested Ship Date		Page #
	3/4/25		1



Bill To	Ship To	Correspondence To
TOWN OF HILLIARD 15859 COUNTY ROAD 108  HILLIARD, FL 32046-6712	TOWN OF HILLIARD 15859 WEST COUNTY ROAD 108  HILLIARD, FL 32046	MUNICIPAL EQUIPMENT CO, LLC 408 BIF COURT EMAIL: sales@mecofire.com PHONE (800) 228-8448 ORLANDO, FL 32809

Instructions			
Ship Point	Via	Shipped	Terms
MUNICIPAL EQUIPMENT - FLORIDA	Fedex		NET 30 DAYS

Notes
FREIGHT INCLUDED QUOTE EXPIRES 8/10/25 PRICES SUBJECT TO CHANGE DUE TO TARIFFS

Line	Product and Description	UPC Item	Order Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
1	LPG928BLK LION COMMANDER ACE GLOVES, BLACK	00000	2.00	2.00	each	121.45	each	242.90
2	HALO SPZ NB MAJESTIC HALO SPZ PARTICULATE BLOCKING STRUCTURAL FIREFIGHTING HOOD Nomex Blend, COLOR: WHITE	00000	2.00	2.00	each	62.10	each	124.20
3	507528 HAIX FIRE HUNTER PRO	00000	2.00	2.00	each	359.25	each	718.50
4	LTXBKR4R330M BULLARD LTX HELMET BLACK Fire Helmet, Structural, LTX, Black, Thermoplastic, Faceshield R330M 4" Polyarylate with Quick-Attach Blades, R400 4" Leather Front Mount	00000	1.00	1.00	each	308.75	each	308.75
5	LTXYL4R330M BULLARD LTX HELMET YELLOW Fire Helmet, Structural, LTX, Yellow, Thermoplastic, Faceshield R330M 4" Polyarylate with Quick-Attach Blades, R400 4" Leather Front Mount	00000	1.00	1.00	each	308.75	each	308.75
6	BK402LWHL5WH BULLARD 4" LEATHER FRONT BLACK WITH SEWN NUMBERS	00000	1.00	1.00	each	83.20	each	83.20
7	YL402LWHL5WH BULLARD 4" LEATHER FRONT YELLOW WITH SEWN NUMBERS	00000	1.00	1.00	each	83.20	each	83.20



MUNICIPAL EQUIPMENT -  
FLORIDA  
408 BIF COURT  
ORLANDO, FL 32809  
PHONE (800) 228-8448



## Quote

Entered Date	Taken By	Customer #	Order #
3/4/25	JE01	8220	450339-00
PO #	Requested Ship Date		Page #
	3/4/25		2

Line	Product and Description	UPC Item	Order Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
7	Lines Total		Total Order Quantity	10.00			Subtotal	1,869.50
							Taxes	0.00
							Total	1,869.50

# 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  
Dustin Winnon, 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, JULY 10, 2025, 6:00 PM

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## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PRESENT

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

## ABSENT

Parks & Recreation Director Gabe Whittenburg  
Planning & Zoning Board Vice Chair, Harold "Skip" Frey  
Planning & Zoning Board Member, Kevin Webb  
Town Attorney Christian Waugh  
Planning & Zoning Attorney Avery Dyen



## WORKSHOP

ITEM-1 Town Council to review and discuss the information provided from Habitat for Humanity concerning possible project in Hilliard.

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

**Interim CEO Chris Folds and Vice President of Construction and Real Estate Octavious Carr of Habitat for Humanity of Jacksonville**, present to the Town Council and Planning & Zoning Board. Their presentation emphasizes the urgent need for affordable housing in Nassau County, where over 64% of moderate-income homeowners are considered, cost burdened. HabiJax addresses this issue by supporting first-time homebuyers through a nonprofit model offering a 1% down payment, covered closing costs, and low-interest mortgage options—typically 2% below market rates. Forgivable second and third mortgages help maintain affordable monthly payments. To preserve long-term affordability, deed restrictions and land trusts are used to prevent resale for profit. HabiJax has successfully developed single-family homes, townhomes, tiny homes, and entire neighborhoods, with a broader goal of fostering community stability, economic growth, and improved well-being.

Discussion Highlights:

- **Planning & Zoning Board Chair Wendy Prather** asks about eligibility under the Community Reinvestment Act.
- **Land Use Administrator Lee Anne Wollitz** explains that eligibility requires proof of displacement or current residence in family housing.
- **Council President Sims** expresses concern about the potential for profit-driven resale and emphasizes the need for legal restrictions to ensure homes remain affordable for low-income buyers.
- The group discusses the scope and timeline of the project, noting it could take 3 to 5 years due to infrastructure needs, and considers a phased development approach.

Both the Town Council and Planning & Zoning Board agree that legal language needs to be drafted for review at the next monthly workshop.

## ADJOURNMENT

Motion to adjourn at 6:44 p.m.

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

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

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



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Kenneth A. Sims, Sr.  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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John P. Beasley  
Mayor

# HILLIARD TOWN COUNCIL MEETING

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Hilliard, FL 32046

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

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## MINUTES

THURSDAY, JULY 10, 2025, 6:00 PM

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### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

#### PRESENT

Mayor John Beasley  
Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Councilman Dallis Hunter  
Councilman Joe Michaels  
Town Clerk Lisa Purvis  
Interim Public Works Director Cory Hobbs

#### ABSENT

Parks & Recreation Director Gabe Whittenburg  
Town Attorney Christian Waugh

### WORKSHOP

ITEM-1 Town Council to review and discuss the Town of Hilliard's 2021/2022 Pay Rate Study as it compares to Nassau County.

***Lisa Purvis, MMC – Town Clerk***

**Town Clerk Lisa Purvis** explains that Administrative Financial Assistant Calen Burnette has been working diligently to gather the requested data from the Nassau County School Board and the Town of Callahan. However, efforts have been challenging due to lack of response or because the requested job descriptions and pay scales don't align with those of the Town.

**Council President Sims** suggests that, if the necessary information cannot be obtained, the Town should consider giving all employees a one-step pay increase.

**Councilman Hunter** offers to personally reach out to both the Nassau County School Board and the Town of Callahan to try and obtain the needed information.

ITEM-2 Town Council to review and discuss the implementation of Impact Fees on new development in the Town of Hilliard.

***Lisa Purvis, MMC – Town Clerk***

**Land Use Administrator Lee Anne Wollitz** explains that on June 27, 2025, Town Attorney Christian Waugh informed staff that Governor DeSantis signed SB 180 into law, which significantly impacts local planning decisions in Hilliard. The law applies retroactively from August 1, 2024, through October 1, 2027, and restricts municipalities like Hilliard—affected by hurricanes Debby, Helene, or Milton—from:

- Enacting moratoriums on construction or redevelopment of hurricane-damaged properties;
- Making more restrictive changes to the Comprehensive Plan or Land Development Regulations;
- Increasing procedural burdens for site plan reviews or development approvals.

Any changes made since August 1, 2024, that fall under these restrictions may now be invalid. The law allows local governments to seek judicial opinions in advance to confirm if proposed changes are permissible, though this may not be a preferred route.

In the email, Town Attorney Waugh concludes by advising caution-recommending against most changes unless they are clearly less restrictive-and offers to review past actions to determine what may need to be reversed.

**Councilman Wollitz** requests that Town Clerk Lisa Purvis contact the Florida League of Cities to determine their position on SB 180.

**Land Use Administrator Lee Anne Wollitz** adds that she will consult with Town Attorney Christian Waugh to request a judicial review of the legislation.

## **ADDITIONAL COMMENTS**

Town Clerk Lisa Purvis states that due to the Town's financial restriction the FDEP has advised that the Town does not currently qualify for the State Revolving Fund Loan and Loan Forgiveness Program. This program would assist the Town with the needed sewer rehabilitation. She further advises that she is working with Florida Rural Water Association to establish an increased rate structure that will allow the Town to become financially qualified for the program.

Town Clerk Lisa Purvis advises that Nassau County reached out on July 8, 2025, to advise that the Department of Revenue has required that they recalculate the percentages and that the Town of Callahan's expenditures have increased significantly since their last calculation and that they are now entitled to a higher percentage of the Local Option Gas Tax ultimately causing the Town of Hilliard's percentage to decrease significantly by an estimated \$100,000 annually. She further advises that she is in the process of gathering information so that she can meet to further discuss with the County the impact this will have on the Town.

## **ADJOURNMENT**

Motion to adjourn at 7:27 p.m.

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

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  
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Hilliard, FL 32046

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, JULY 17, 2025, 7:00 PM

### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PRESENT

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

## REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

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

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

**Land Use Administrator Lee Anne Wollitz** presents the Planning & Zoning Board's recommendation to the Town Council regarding the pre-application for the vacation of right-of-way for a portion of West 8th Avenue.

**Applicant Andy Whitaker, of 27589 Georgia Street, Hilliard,** states that his request is to consolidate all of his property into a single parcel.

**Council President Sims** expresses opposition to vacating rights-of-way where no utilities currently exist.

**Councilman Hunter** supports the vacation request, provided a 30-foot utility easement is included.

Motion to approve the Pre-Application for the Vacation of the Right-of-Way for a portion of West 8th Avenue, and to include a 30-foot utility easement.

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

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

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

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

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

**Land Use Administrator Lee Anne Wollitz** presents the Planning & Zoning Board's recommendation to the Town Council regarding the pre-application for the vacation of right-of-way for the alley in Block 93.

**Councilman Hunter** questions Mr. Whitaker about his rationale for the request, specifically concerning nonconforming conditions.

**Applicant Andy Whitaker, of 27589 Georgia Street, Hilliard,** responds that he intends to place additional assessor structures on the property.

Motion to approve the Pre-Application for the Vacation of the Alley within Block 93.

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

ITEM-4 Town Council approval of Minor Subdivision Application No. 20250604.01, Parcel ID No. 04-3N-24-0000-0004-0160, Property Owner, Jarrod and Leanna Pickett.

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

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



- ITEM-5 Town Council approval of Septic Exception Application No. 20250324.2, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 CR 108. Parcel ID No. 17-3N-24-2640-0003-0010.

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

Motion to approve Septic Exception Application No. 20250324.2, with the condition as recommended by Interim Public Works Director Cory Hobbs.

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

- ITEM-6 Town Council approval to accept a Florida Department of Transportation Public Transportation Grant Agreement Amendment for the Environmental Assessment of the North Property Acquisition at the Hilliard Airpark to extend the grant expiration date six months.

***Lisa Purvis, MMC – Town Clerk***

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

- ITEM-7 Town Council approval to accept a Florida Department of Transportation Public Transportation Grant Agreement Amendment for the New Box Hangar Construction at the Hilliard Airpark to extend the grant expiration date fifteen months.

***Lisa Purvis, MMC – Town Clerk***

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

- ITEM-8 Town Council to table the Water & Sewer Rate Study, conducted by Florida Rural Water Association as required by Florida Department of Environmental Protection State Revolving Fund loan and grant program.

***Lisa Purvis, MMC – Town Clerk***

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

- ITEM-9 Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 4, 2025

***Lisa Purvis, MMC – Town Clerk***

Motion to set the Proposed Millage Rate at 3.5000 mills and to advise the Nassau County Property Appraiser that the Tentative Budget Hearing will be held on Thursday, September 4, 2025, at 7:00 p.m.

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

- ITEM-10 Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026 Budget.

***Lisa Purvis, MMC – Town Clerk***

Motion to set the following Workshops:  
Monday, July 28, 2025, at 6:00 p.m.  
Thursday, July 31, 2025, at 6:00 p.m.  
Thursday, August 7, 2025, at 6:00 p.m.

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

- ITEM-11 Town Council to set a Workshop with PQH Group to review and discuss the FDEM Community/Hurricane Shelter plans and specifications to date.

***Lisa Purvis, MMC – Town Clerk***

Motion to add the discussion of the FDEM Community/Hurricane Shelter plans and current specifications to the Monthly Workshop Agenda scheduled for Thursday, August 14, 2025, at 6:00 p.m.

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

- ITEM-12 Town Council to review and accept the Building Official's Quarterly Report for April 1, 2025, through June 30, 2025.

***Bryan Higginbotham – Building Official***

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

- ITEM-13 Town Council to review and accept the Code Enforcement Officer's Quarterly Report for April 1, 2025, through June 30, 2025.

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

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

- ITEM-14 Town Council to review and accept the Land Use Administrator's Quarterly Report for April 1, 2025, through June 30, 2025.

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

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

- ITEM-15 Town Council approval of the termination of Joseph Moore II as the Public Works Technician.

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

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

- ITEM-16 Town Council approval of Position Process for Dennis Alderman's transition from Introductory/Probationary status to Regular Full-Time.

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

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

- ITEM-17 Town Council approval of the Minutes for the July 3, 2025, Public Hearing & Regular Meeting and Workshop, and the July 7, 2025, Workshop.

***Lisa Purvis, MMC – Town Clerk***

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

- ITEM-18 Town Council approval of AECOM Technical Services, Inc., Payable through June 27, 2025, Project Name: Environmental Assessment for the North and South Property Acquisitions at the Hilliard Airpark in the amount of \$5,500.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT \$55,000; AECOM S.A. NO. 21 LUMP SUM CONTRACT \$55,000**

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

- ITEM-19 Town Council approval of AECOM, Payable through June 27, 2025, Project Name: Design & Construct New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$5,572.05.  
**FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441**

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

- ITEM-20 Town Council approval of Atlantic Pipe Services, Payable through June 26, 2025, Project Name: Sewer Manhole Repair Oxford Street and West Third Avenue in the amount of \$28,090.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$100,000**

**Councilman Wollitz** inquiries about the status of paving on Oxford Street. **Interim Public Works Director Cory Hobbs** reports that paving is scheduled for July 18, 2025.

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

- ITEM-21 Town Council approval of PQH Group, Payable through July 8, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$84,000.00.  
**FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000**

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

## ADDITIONAL COMMENTS

### PUBLIC

No public comments.

### MAYOR & TOWN COUNCIL

**Councilman Michaels** reports that flag football is going well and that operations at the Recreation Department are running smoothly. He commends Mr. Whittenburg for doing an excellent job.

**Council President Sims** asks everyone to keep former Public Works Director David Thompson and his family in their thoughts and prayers.

**Mayor Beasley** shares that it's good to be back and informs Town Clerk Lisa Purvis that he has completed his ethics training. He also commends Mr. Whittenburg and Mr. David Pender for their outstanding work with the football camp.

### ADMINISTRATIVE STAFF

#### PRESENT:

Town Clerk Lisa Purvis  
Interim Public Works Director Cory Hobbs

#### ABSENT:

Parks & Recreation Director Gabe Whittenburg

**Town Clerk Lisa Purvis** announces that, if all goes as planned, the Town expects to complete another land purchase—using grant funding—for the Hilliard Airpark tomorrow.

### TOWN ATTORNEY

**Town Attorney Christian Waugh** adds that a definitive update regarding the land purchase should be available by 3:00 p.m. tomorrow. Due to the nature of the negotiations, further details cannot be disclosed at this time.

**ADJOURNMENT**

Motion to adjourn at 7:46 p.m.

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

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

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

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

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

# 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, JULY 17, 2025, 6:00 PM

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### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

#### PRESENT

Mayor John Beasley  
Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Councilman Dallis Hunter  
Councilman Joe Michaels  
Town Clerk Lisa Purvis  
Interim Public Works Director Cory Hobbs  
Assistant Public Works Director Charles Chavarria  
Land Use Administrator Lee Anne Wollitz

#### ABSENT

Parks & Recreation Director Gabe Whittenburg  
Town Attorney Christian Waugh

### WORKSHOP

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

The Town Council discuss what the proposed millage rate needs to be at to meet the budget obligations for the upcoming 2025-2026 Fiscal Year.

- ITEM-2 Town Council to review and discuss the Fiscal Year 2025-2026 Budget.  
***Lisa Purvis, MMC – Town Clerk***

Town Clerk Lisa Purvis is to coordinate a meeting with Nassau County officials to review and discuss the Local Option Gas Tax revenue and its impact on the



Town's funding for future bonded streets improvement projects.

Town Council discusses the current water and sewer rates and fees, evaluating potential adjustments to ensure continued sustainability and infrastructure investment, as well as the reallocation of additional employees from the Water and Sewer Department to the Streets Department to better meet operational needs.

The Town Council discusses future dates for budget workshops that will need to be scheduled at the July 17, 2025 Regular Meeting, to take place as follows.

## ADJOURNMENT

Motion to adjourn at 6:47 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