

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

AGENDA

THURSDAY, APRIL 02, 2026, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PROCLAMATIONS

ITEM-1 Town Council to designate April 2026 as "Water Conservation Month" in the Town of Hilliard
John P. Beasley – Mayor

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-3 Town Council Consideration of Next Steps Following Negotiations with New Leaf Communities, LLC for Purchase of the Mikkelsen Estate Property
Christian Waugh – Town Attorney

ITEM-4 Town Council Consideration of Approval for Capital Budget Purchase in the Amount of \$8,196.00 for a 10" Ultra Mag Electromagnetic Flow Meter (Model UM510)
Cory Hobbs – Public Works Director

- ITEM-5** Town Council Consideration of Approval for Capital Expenditures in the Amount of \$53,626.16 for Emergency Repairs and Relocation of a 6-Inch Water Line Under W 3rd Avenue
Cory Hobbs. – Public Works Director
- ITEM-6** Town Council approval of the Capital Budget Purchase in the amount of \$21,514.41 for Required Updates made to the Old Town Hall Facility in Preparation for New Office Opening.
Lee Anne Wollitz – Land Use Administrator
- ITEM-7** Town Council approval of Position Process for Carrie Mullis transition from Introductory/Probationary status to Regular Full-Time.
Lisa Purvis, MMC – Town Clerk
- ITEM-8** Town Council Approval to promote Travis Pasters from Public Works Technician to Public Works Technician (Heavy Equipment Operator).
Cory Hobbs – Public Works Director & Charles Chavarria – Assistant Director
- ITEM-9** Town Council Town Council to Approve Parks & Recreation offering Youth Tackle Football Programming.
Gabe Whittenburg – Parks & Recreation Director
- ITEM-10** Town Council Town Council to Approve Myron Saunders to Gym Attendant – Programs Coordinator.
Gabe Whittenburg – Parks & Recreation Director
- ITEM-11** Town Council Town Council to Approve Shelby Turner from Part Time Position (Kid Attendant), to Event Coordinator – Social Media Coordinator.
Gabe Whittenburg – Parks & Recreation Director
- ITEM-12** Town Council approval of Barrett Supply Services, LLC, Payable through February 26, 2026, Project Name: WTP Master Meter Replacement in the amount of \$7,129.51.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$8,000
- ITEM-13** Town Council approval of Lylam, LLC dba Facility’s Constructors, Payable through March 25, 2026, Project Name: Construct Box Hangar Building at the Hilliard Airpark in the amount of \$26,462.20.
FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; LYLAM, LLC DBA FACILITY’S CONSTRUCTORS LUMP SUM CONTRACT \$269,989.60
- ITEM-14** Town Council approval of Peters & Yaffee Engineering, now owned by LJA Engineering, Inc., Payable through February 27, 2026, Project Name: Design West Sixth Street in the amount of \$9,661.17.
DAYSRING COMMONS DEVELOPER FUNDED PROJECT LUMP SUM CONTRACT \$101,672.26

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee

takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

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

2026 HOLIDAYS

TOWN HALL OFFICES CLOSED

- | | |
|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 19, 2026 |
| 2. Memorial Day | Monday, May 25, 2026 |
| 3. Independence Day | Friday, July 3, 2026 |
| 4. Labor Day | Monday, September 7, 2026 |
| 5. Veterans Day | Wednesday, November 11, 2026 |
| 6. Thanksgiving Day | Thursday, November 26, 2026 |
| 7. Friday after Thanksgiving Day | Friday, November 27, 2026 |
| 8. Christmas Eve | Thursday, December 24, 2026 |
| 9. Christmas Day | Friday, December 25, 2026 |
| 10. New Year's Eve | Thursday, December 31, 2026 |
| 11. New Year's Day | Friday, January 1, 2027 |

**A PROCLAMATION OF THE TOWN OF HILLIARD
DESIGNATING APRIL 2026 AS
“WATER CONSERVATION MONTH”
IN THE TOWN OF HILLIARD**

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, The State of Florida, Water Management Districts and (your name) are working together to increase awareness about the importance of water conservation; and

WHEREAS, the Town of Hilliard and the State of Florida have designated April, typically a dry month when water demands are most acute, Florida’s Water Conservation Month, to educate citizens about how they can help save Florida’s precious water resources; and

WHEREAS, the Town of Hilliard has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS, every business, industry, school and citizen can make a difference when it comes to conserving water; and

WHEREAS, every business, industry, school, and citizen can help by saving water and thus promote a healthy economy and community; and

WHEREAS, outdoor irrigation comprises a large portion of water use, the Town of Hilliard will encourage citizens and businesses to focus on improving outdoor irrigation efficiency; NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor John P. Beasley, of the Town of Hilliard do hereby proclaim the month of April as

WATER CONSERVATION MONTH

The Town of Hilliard, Florida calls upon all residents and businesses to help protect our precious water resources by practicing water-saving measures and increasing awareness of the importance of conservation. In recognition of the 28th year of Water Conservation Month, this year’s focus will be on ensuring that outdoor irrigation systems operate efficiently by using properly functioning rain shutoff devices. By making sure these devices are installed, connected, and working as intended, our community can prevent unnecessary watering, reduce waste, and make better use of the rainfall we receive.

John P. Beasley, Mayor

Date



AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 2, 2026

FROM: ***Christian Waugh – Town Attorney***

SUBJECT: Town Council Consideration of Next Steps Following Negotiations with New Leaf Communities, LLC for Purchase of the Mikkelsen Estate Property

BACKGROUND:

The Town has received and negotiated an offer for the purchase of its 40-acre vacant parcel, commonly known as the Mikkelsen Estate, located in Hilliard.

- **March 5, 2026:** Offer submitted by New Leaf Communities, LLC, represented by Mr. John H. Latshaw, Jr.
- **March 12, 2026:** Offer reviewed and discussed during the Town Council monthly workshop
- **March 19, 2026:** Town Council authorized the Town Attorney to enter negotiations on behalf of the Town

Following these discussions and negotiations, the matter is now presented for Council consideration regarding how to proceed.

FINANCIAL IMPACT:

The sale of the property is expected to generate revenue that will:

- Offset costs exceeding the Florida Division of Emergency Management (FDEM) legislative appropriations designated for the Hurricane Shelter/Community Shelter Building
- Provide additional funds to help address current or future budget shortfalls

RECOMMENDATION:

Staff recommends that the Town Council consider moving forward based on the negotiated terms with New Leaf Communities, LLC, represented by Mr. John H. Latshaw, Jr., for the purchase of the Town's 40-acre Mikkelsen Estate property.

NEW LEAF COMMUNITIES, LLC
 John H. Latshaw, Jr.
 4651 Salisbury Road-Suite 330
 Jacksonville, FL 32256

March 4, 2026

VIA E-MAIL

Hilliard Town Council
 c/o Council President Kenneth A. Sims
 15859 West County Road 108
 Hilliard, Florida 32046
ksims@townofhilliard.com

VIA E-MAIL

Town of Hilliard
 Attn: Lisa Purvis, Town Clerk
 15859 West County Road 108
 Hilliard, Florida 32046
lpurvis@townofhilliard.com

RE: 40 Acres-Hilliard, Nassau County, Florida

Dear Council President Sims and Ms. Purvis:

We are pleased to submit this Letter of Intent (hereinafter, "Letter") concerning a parcel of land comprised of Forty (40) acres owned by the Town of Hilliard and located at the intersection of C.R. 108 and Magnolia Avenue, as further described herein (hereinafter, "the Property").

This letter outlines the basic terms and conditions under which we (together with our successors and/or assigns being collectively the "Buyer") will proceed toward negotiations, in good faith, of a formal Purchase and Sale Agreement (hereinafter, sometimes referred to as the "PSA") for the purchase of the Property. The parties will sign a mutually acceptable PSA by April 10, 2026 or terminate negotiations.

The terms and conditions are set forth as follows:

Property: The Property is a 40-acre parcel, and it is identified by Nassau County R.E. Tax Parcel Number 20-3N-24-2020-0029-0000. The land is further described and identified by the legal description set forth on Exhibit "A" and by the property outlined on the aerial photo on Exhibit "B" attached hereto.

The Property shall include the land and without limitation, all surface, subsurface and mineral rights, all tenements, hereditaments, easements, rights of way, entitlements, agreements, personality, intellectual property, copyrights, plans and fixtures of any kind located on the Property.

Additionally, all existing, available documents relevant to the zoning, land use, and concurrency including but not limited to local, state, and federal approvals, entitlements, permits, school and traffic concurrency, wetland mitigation credits and the Army Corps of Engineers and Water Management District permits, civil engineering or construction plans, drainage calculations, topographic surveys, and other pertinent items are included with the Property and Seller shall provide those documents to Buyer as Due Diligence Deliverables outlined below.

Land Identification: Any existing survey in Seller's possession shall be provided to Buyer by the Seller within 10 days after the execution of a Purchase and Sale Agreement.

Deposits: Within three (3) business days of mutual execution of a PSA by Seller and Buyer, Buyer shall deposit in an FDIC insured non-interest-bearing account a refundable deposit equal to Fifteen Thousand and No/100 Dollars (\$15,000). At the end of the Due Diligence Period (as herein defined), the Buyer will deposit an additional Fifteen Thousand and No/Dollars (\$15,000) with the Escrow Agent for a total deposit of Thirty Thousand and No/100 Dollars (\$30,000). At that time, the entire deposit of Thirty Thousand and No/100 Dollars (\$30,000) shall become fully non-refundable, except as otherwise provided in the PSA. All deposits will be credited to the Purchase Price.

Due Diligence Period. The buyer shall have 90 days (the "Due Diligence Period") to review and conduct, at Buyer's election, a physical inspection of the Property. Buyer shall restore the Property in its original condition following its inspections, shall indemnify Seller for any claims, losses or liabilities in connection with Buyer's due diligence of the Property. Buyer shall have the right to one thirty (30) day extension of the Due Diligence Period for which Buyer shall make an additional deposit of Ten Thousand Dollars (\$10,000.00) which shall be refundable until the end of the Due Diligence Period. At the end of the Due Diligence Period, if Buyer elects to proceed to property purchase, the Additional Deposit shall become non-refundable making for a non-refundable good faith deposit of Forty Thousand and No/100 Dollars (\$40,000).

Due Diligence Deliverables: Within three (3) business days following Buyer's delivery of the initial deposit, Seller shall provide Buyer with copies of any documents not already provided to Buyer including but not limited to all site plans and civil engineering plus all inspection reports done including without limitation, title reports or any title insurance policy, site surveys, site plans, wetlands delineations, complete accounting of mitigation fees paid or due, mitigation bank records, environmental reports including any endangered species assessment/report, geotechnical tests and soil boring reports, archeological studies, traffic studies, school studies, engineering studies, entitlements, permits, architectural plans, service contracts and any government notices received with respect to the Property including all other pertinent documentation.

Purchase Price: The purchase price for the Property is **One Million Two Hundred Sixty Thousand Dollars and No Cents (\$1,260,000.00)** which shall be paid in cash at closing.

Closings/Payment of the Purchase Price/Final Approval/Outside Date: The Property purchase shall take place, and the purchase price shall be paid on or before Forty-five (45) days after the Buyer has received all permits local, state and federal necessary to procure a land disturbance permit and proceed with horizontal infrastructure for the forty (40) acres.

Conditions Precedent to Property Purchase. The following conditions shall be satisfied before closing.

A. Conditions Precedent to Property Purchase.

1. Seller/Town will guarantee sewer capacity and water capacity for not less than 400 residential dwelling units at no cost to Buyer.
2. The Future Land Use Map designation of the Property shall be amended from Mixed Use to High Density Residential to allow up to 12 dwelling units per acre and the zoning shall be amended to a residential district sufficient to yield a maximum of 400 residential dwelling units.
3. Buyer has verified that electrical service is available to the site at no extraordinary cost.
4. Buyer has verified that there are no wetlands or endangered species on the site.
5. Buyer has verified that the property is in flood zone X.
6. Seller/Town or Nassau County has confirmed the applicable governmental authority will allow at least 2 curb cuts to the Property on C.R. 108 and 1 curb cut on Magnolia Avenue.
7. The Nassau County School Board has confirmed that sufficient school capacity exists for the proposed development so Buyer will not incur any school concurrency or proportionate share mitigation assessments.
8. Seller/Town shall waive any tree mitigation assessments except for any live oak exceeding 25 inches in caliper.
9. No moratorium exists that would restrict the issuance of building permits upon proper application and payment thereof.
10. There has been no casualty to the Property at the time of Closing and/or no condemnation
11. The Title Company has irrevocably committed to issue the title policy to Buyer

Historic house. Buyer and Seller acknowledge the existence of the Mickelson 1941 historic house and outbuildings on the site.

1. Seller and Buyer will agree to cooperate and work together to preserve the house.

2. Buyer will pay the cost of any Phase I ESA or Phase II ESA on the Property. The Seller will pay the cost of any environmental clean-up mandated by a Phase I ESA or Phase II ESA such that the site is deemed clear of any environmental contamination.
3. Buyer will pay the cost of preserving the house if left on the site and is incorporated into a subdivision plan. Seller will pay the cost if the house is removed and transported to a location selected by the Town of Hilliard.

Closing Costs: Seller's closing costs shall include but are not limited to the preparation of the deed, title examination and curing, if any, owner's title insurance premium in the amount of the purchase price, and documentary stamp/revenue taxes in connection with the Property transfer and Buyer's closing costs include recording fees, survey costs, all loan costs, all due diligence and inspection costs, and any other costs typically paid by Buyer in connection with this transaction in accordance with local customs including title endorsements. Rogers Towers, P.A. shall be the escrow, title, and closing agent.

Clear Title: The Seller shall convey to Buyer at the scheduled Closing good, marketable, and insurable title to the property by special warranty deed acceptable to Buyer subject only to such exceptions to title as Buyer has approved in writing prior to closing.

Documents: If this Letter of Intent is accepted, the Buyer will select an Attorney to prepare the first draft of the PSA to be delivered to Seller within 30 days of the Effective Date of this Letter of Intent. Such Agreement shall be submitted to Seller for its review and approval. Buyer and Seller agree to use commercially reasonable efforts to negotiate and execute the PSA. Except as may otherwise be provided herein, each party shall each pay its own expenses, including attorneys' fees, incurred in connection with all negotiations.

Buyer's Entity: Buyer shall have the right to designate a nominee entity to take title to the property or to assign the agreement.

Commission: The parties represent and warrant to each other that no broker is involved in the sale and that there is no broker with any right to claim a commission or fee on the sale of the Property. Neither Seller nor Buyer will have any commission responsibility to any other party or to each other and will indemnify one another from any such claims.

Authority: The person(s) executing this Letter of Intent represent and warrant to the parties that they are authorized and empowered to execute this document on whose behalf they are signing. Upon acceptance of this letter and for a period of 30 days after, Seller agrees not to negotiate or accept any other offers to purchase the Property while Buyer and Seller work toward negotiating and executing a final purchase contract.

Non-Binding: This Letter is not a contract and though non-binding, is intended to serve as the basis for negotiating a final written agreement. Except as set forth herein, this letter is only an expression of mutual interest and is not a binding agreement of either party. Binding obligations will arise only upon the parties' complete execution and delivery of a definitive

PSA in a form acceptable to both parties, which contract will contain additional terms and conditions not described above.

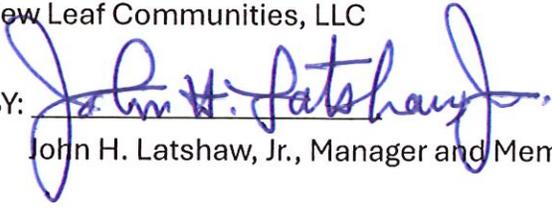
Expiration: This Letter of Intent shall expire at 5:00 PM EST on March 31, 2026 in the event a fully counter-signed copy of the Letter is not returned to the following email address jlatshaw@newleafci.com.

We appreciate the opportunity to provide you with this offer. We look forward to working with you on this transaction.

Sincerely,

New Leaf Communities, LLC

BY:


John H. Latshaw, Jr., Manager and Member

Acknowledged and Accepted:

Town of Hilliard

BY: _____

Kenneth A. Sims
Council President

CC: Lee Anne Wollitz (lwollitz@townofhilliard.com)
Lee Arsenault

EXHIBIT "A"

Short Legal Description

Lots 29 thru 32 in OR Book 2067 at Page 694 and in OR Book 2067 at Page 696. Cornwall Survey.

Full legal to be verified and established by survey.

EXHIBIT "B"

Aerial Photo

To Be Provided



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 2, 2026

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

SUBJECT: Town Council Consideration of Approval for Capital Budget Purchase in the Amount of \$8,196.00 for a 10" Ultra Mag Electromagnetic Flow Meter (Model UM510)

BACKGROUND:

Staff recommends the purchase of a Micrometer/Water Specialties 10" Model UM510 Ultra Mag Electromagnetic Flow Meter, rated for 150 PSI Class D service, and including a two-year warranty.

The unit will be procured through Barrett Supply Services to support water system operations and monitoring.

FINANCIAL IMPACT:

Capital purchase totaling **\$8,196.00**, which includes an estimated **\$600.00** for shipping, which is under the originally budgeted amount of \$9,000.00 by **\$804.00**.

RECOMMENDATION:

Staff recommends that the Town Council approve the capital budget expenditure in the amount of **\$8,196.00** for the purchase of the flow meter through Barrett Supply Services.



QUOTE

QT-001363

Barrett Supply Services

36 Winterberry Ct.
Saint Johns, Florida 32259
(904) 296-1041

Bill To

Town of Hilliard
PO Box 249
Hilliard, FL 32046

Estimate Date : 03/19/2026

Expiry Date : 04/16/2026

#	Item & Description	Qty	Rate	Amount
1	<p>Flow Meter</p> <p>McCrometer/Water Specialties 10" Model UM510 Ultra Mag Electromagnetic Flow Meter, 150 psi Class D flanged connections, NSF approved fusion bonded epoxy liner, 304 stainless steel flow tube & 316 ss electrodes, with remote mounted, AC powered ProComm Max Transmitter featuring forward and reverse totalizers, rate-of-flow indicator, pulse & analog (4-20ma) output, includes internal grounding electrodes, (2) stainless steel grounding rings, 25ft of submersible cable, 2-year standard warranty. Flow rang: 46.3 - 7,400 gpm *Special laying of 18.125" * Part # UM510-1SQ025A1-L(18.125))</p> <p>*Standard lengths of 50ft, 75ft, 100ft, 125ft, 150ft, 175ft, 200ft & 500ft of cable available at additional cost.</p> <p>*Per factory records meter s/n UM20000183 - 10" UM06 Ultra mag meter with 50ft of cable & (1) ground rings. Note 50 foot cable was standard originally.</p> <p>***above pricing does not include freight charges. They will be added at actual cost. (Expect between \$300.00 - \$600.00)</p> <p>**Installation of the meter tube into the pit will be the responsibility of the buyer.</p>	1	7,246.00	7,246.00
2	<p>Service</p> <p>Mount the controller and set it up for proper operation. Use the existing wiring to send the signal to the chart recorder. Mounting will be on the post where the old meter controller currently is mounted.</p>	1	350.00	350.00
3	<p>Shipping</p> <p>Shipping of the itens to your specified location.</p> <p>Please note that shipping is to be billed at our cost in the final invoice.</p>	1	600.00	600.00
			Sub Total	8,196.00

Total **\$8,196.00**

Notes

Thank you for the opportunity to provide this estimate. Please contact us if you have any questions or concerns.

Beginning March 1, 2024 there will be a 4% processing fee on all credit card transactions which will be added at time of processing the payment.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 2, 2026

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

SUBJECT: Town Council Consideration of Approval for Capital Expenditures in the Amount of \$53,626.16 for Emergency Repairs and Relocation of a 6-Inch Water Line Under W 3rd Avenue

BACKGROUND:

Sewer line extensions were previously approved as part of the BLK 140 development project. All work was engineered and approved by the Town of Hilliard engineers, the Planning & Zoning Board, Land Use Administrator, and the Public Works Department as part of site plan approval on January 22, 2026.

During construction of the sewer line extension, a water main break occurred along W 3rd Avenue. Emergency repairs were completed on March 20, 2026, to restore water service to the Town. A boil water notice was issued for the west side of the railroad tracks pending required testing.

Town mapping and field markings indicated the water line was located north of the sidewalk along this block, which would have allowed the required 10-foot horizontal separation between water and wastewater lines. However, field conditions required corrective action.

Scope of Work (*Emergency work pre-approved by Council President Sims and Director Hobbs*):

- Installation of two insertion valves at both ends of the block to isolate the affected water line, minimizing service disruption (limited primarily to the Old Gym)
- Relocation and installation of a new 6-inch water line on the north side of the sidewalk along BLK 140 on W 3rd Avenue to meet FDEP and Town standards for horizontal separation

All parts and labor are included in the total project cost. Work was completed as quickly as possible to minimize impacts to Town roadways and traffic, including access to HMSH.

FINANCIAL IMPACT:

Cost Breakdown:

- Fortiline Supplies: \$6,394.40
- Rangeline (supply and install valves): \$23,632.00
- Silcox Solutions: \$22,500.00
- Fortiline Supplies (additional): \$1,099.76

Total capital expenditure of **\$53,626.16** for emergency repair and infrastructure relocation.

RECOMMENDATION:

Staff recommends that the Town Council authorize Silcox Solutions and Rangeline as sole-source vendors under emergency procurement provisions and approve payment of the associated expenses totaling **\$53,626.16**.



SALES ORDER ACKNOWLEDGEMENT
7307767

1 0
3/2 ITEM-5
9:01:23

REMIT TO: FORTILINE JACKSONVILLE PO BOX 744053 ATLANTA, GA 30374-4053	WAREHOUSE: 014 FORTILINE JACKSONVILLE 6982 HIGHWAY AVE. JACKSONVILLE, FL 32254 Phone # 904 652 0962	PAYMENT: CHARGE
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SOLD TO: 215420 TOWN OF HILLIARD P.O. BOX 249 HILLIARD, FL 32046	SHIP TO: TOWN OF HILLIARD 37261 RUBY DRIVE HILLIARD, FL 32046 Promised Date: 03/20/26	SPECIAL INSTRUCTIONS: ORDERED BY: DAWN
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CUSTOMER PO	JOB NAME	JOB #	SLS	CSR	ORDER DATE	SHIPPING METHOD	ORIG ORDER #
.			MRO	NB2	3/20/26	OUR TRUCK	0000000

LINE	ITEM/DESCRIPTION	UOM	ORDER	SHIPPED	B/O	UNIT PRICE	DISCOUNT	NET PRICE
001	6RALG 6" MJ REGULAR ACC LESS GLAND W10 002 001 / W10 002 002	EA	8	8	0	32.9600		263.68
002	64000HDSG 6" STAR GRIP MJ REST PVC 4000HD W10 005 001 / W10 005 002	EA	8	8	0	49.4100		395.28
003	6M4 6" MJ 45 W12 003 001	C153 EA	4	4	0	141.8600		567.44
004	618B 6" C900 DR18 PIPE BLUE Y 2	FT	340	340	0	15.2000		5168.00

3rd ave water line

NO. CTNS	WEIGHT	SHIPPED VIA	SHIP DATE	PICKED BY	FILLED BY	Subtotal:	6,394.40
		OT OUR TRUCK				Tax:	.00
PACKED BY	CHECKED BY	DATE RECEIVED	RECEIVED BY			Freight:	.00
Merchandise cannot be returned without prior authorization <small>Any shortages or discrepancies concerning this order must be reported within 24 hours</small>						Other:	
						Total Due:	6,394.40

Cory Hilda 3-24-26



Rangeline Is The Lifeline For Your Pipeline

Quote Number RTS26-1693

Rangeline Tapping Services QUOTATION FOR PRODUCTS / SERVICES

Quote Number	RTS26-1693	REV-1
Date	March 23, 2026	
Project Name	Town of Hilliard 6-Inch Valve Insertions	
Project Location	Hilliard, Florida	
Bid Date		
Company Name	Town of Hilliard, Florida	
Attention	Cory Hobbs	
	(904) 719-1012	
	chobbs@townofhilliard.com	

FOR INFORMATION AND TO PLACE AN ORDER

1. Reference this Quote Number RTS26-1693
2. Review, complete and submit the Rangeline Tapping Services attachments
3. Contact April Accor
 (407) 907-5331
 april@rangeline.com
 Rangeline Tapping Services
 7256 Westport Pl
 Ste A
 West Palm Beach, FL 33413

Take-offs are provided as a courtesy only and we make no representation or warranty regarding their accuracy or completeness. You therefore remain responsible for verifying our calculations prior to manufacture and shipment. Any changes to the listed materials must be negotiated and will be charged based on our Standard Pricing.

An Equal Opportunity Employer

Rangeline Tapping Services
1997 42nd Street North West Winter Haven, FL 33881



Quote Number RTS26-1693

Rangeline Tapping Services will provide the below listed Valve Inserts and perform the following services

Quantity	Valve Insertion (150 PSI or less)	Unit Price	Total
2	6" PVC WM Hydra-Stop Insta-Valve Valve Insertion	\$10,316.00	\$20,632.00
2	Optional Adder for Expedited Service Per Valve Insertion (2 - 7 Days ARO)	\$1,500.00	\$3,000.00

Prices are based on the following below:

- All valve insertions are open left unless otherwise specified.
- If the project is cancelled after NON-AIS(standard) materials are ordered, there will be a restocking fee.
- Please allow (7 - 14 days) notice for scheduling after receipt of materials to ensure availability. Projects that require shorter lead times may incur additional charges.
- Optional Expedited Service is dependent on material and scheduling availability.
- If the type of pipe changes from what we have quoted above, prices and scheduling may vary. Contractor or Municipality is responsible for verifying the type of pipe and it's O.D.
- Price does not include "Sales Tax" on supplied material(s), Rangeline Tapping Services will collect applicable sales tax based on the city and state tax rates in effect where the work is being performed.
- Rangeline Tapping Services may require a pre-construction meeting or site visit prior to scheduling any services.
- Normal daytime hours (7:00AM- 7:00 PM) Monday through Friday. Technician(s) will have a \$310.00 per hour after hours charge, portal-to-portal. Additional Expenses will be charged at our cost plus 20%.
- Rangeline Tapping Services will allow (1) Mobilizations/De-Mobilizations to the jobsite per valve insertion. Additional trips will be \$1,850.00 per trip. Mobilization charges are applied when the technician leaves the shop or jobsite to start or after completion of the project.
- If Rangeline Tapping Services arrives at the jobsite to perform scheduled work that does not get performed, through no fault of Rangeline Tapping Services Group, an additional trip charge will be charged regardless of the number of Mobilizations allowed for the scheduled work.
- Canceling a scheduled project after the technician(s) have left the shop will result in a Cancellation Fee, please refer to Terms and Conditions. This includes weather related cancellations.
- Stand-by charges will be billed at \$205.00 per hour / per technician during normal daytime hours and \$310.00 per hour / per technician during afterhours.
- Stand-by charges for equipment on the truck from portal-to-portal at \$650.00/per day.
- Pricing includes a standard 15-minute pressure test of all tapping sleeves and line stop fittings. If the pressure test is required to be longer than 15 minutes, additional charges will be billed at \$205.00 per hour. When customer installs material and it does not pass the standard 15-minute pressure test, all Rangeline Tapping Services labor will be billed at \$205.00/hr.
- Additional charges may be added for ID badges, security check-in or job postponements due to site events.
- Above costs do not include office expense for extensive contract agreements.
- Sub-Contract agreements (when required) must be received by Rangeline Tapping Services Group prior to starting work. Rangeline Tapping Services will not be responsible for meeting any requirements stated in a Sub-Contract agreement after the proposed work has begun.
- Certificates of insurance with contractor as a certificate holder can be provided at no cost. Adding contractor as

**Rangeline Tapping Services
1997 42nd Street North West Winter Haven, FL 33881**



Quote Number RTS26-1693

additional insured cannot be done unless we have a written contract with your company. Coverage required above the limits of our policy is not included.

- If, after the date of this Quote/Purchase Order, any new or increased tariffs, duties, or other imposed costs on materials used in the work become effective, the Contract Price shall be equitably adjusted to reflect the actual, documented increase in cost to the Contractor. The Contractor shall promptly notify the [Owner/Buyer] of any such cost impact and provide reasonable supporting documentation. If the parties are unable to agree upon an adjusted price within [15] days of such notice, the Contractor shall be entitled to adjust the Contract Price accordingly and shall be entitled to an extension of time if such tariffs, duties, or imposed costs result in material shortages or delays. In the event of a prolonged delay or continued inability to agree upon an adjusted price, the Contractor may, upon written notice, suspend performance until the matter is resolved.
- Quotation is valid for 14 days.
- No retainage allowed.

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CUSTOMER IS RESPONSIBLE FOR THE FOLLOWING:

- Excavating, de-watering, shoring, and/or scaffolding of job area, all of which must comply with OSHA standards.
- 12' extension ladder, light pole, and pump for de-watering.
- Scheduling inspectors and obtaining permits as necessary.
- Labor assistance of _1_ man to be supervised by Rangeline Tapping Services Technician(s).
- Lifting services if necessary.
- Concrete support for the Valve Insert if required.
- O.D. measurements prior to scheduling.

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Rangeline Tapping Services - Terms and Conditions

1. **Rangeline Tapping Services** has issued this quotation based upon all information provided by the Customer.
2. All prices quoted are subject to current sales and use taxes. Any increase or enactment of new sales, use, excise or similar taxes shall be passed onto the account of Customer. The price does not include any amounts for changes in taxes, tariffs, or other similar charges that are enacted after the date of this Quotation. Subcontractor shall be entitled to an equitable adjustment in time and money for any costs that it incurs directly or indirectly that arise out of or relate to changes in taxes, tariffs, or similar charges due to such changes, including, without limitation, escalation, delay damages, cost to re-procure, cost to change suppliers, costs of manufactured equipment or goods, or other costs of any kind resulting from the changes.
3. The prices quoted above are based upon the quantities, sizes and operating conditions as listed above. Any changes in quantities, sizes or operating conditions of the system will void this quotation and a new quotation will be issued on the basis of changed information or operating conditions. Any projects that are booked and in progress that require changes in the quantities, sizes and/or operating conditions that differ with this quotation will be subject to pricing changes based upon new data related to the project.
4. Due to fluctuations in fuel costs, labor availability, material pricing, and other market conditions outside of Rangeline Tapping Services Pipeline Services, LLC's control, Rangeline Tapping Services reserves the right to apply reasonable surcharges or price adjustments to the quoted pricing at the time services are scheduled or performed. Such surcharges may include, but are not limited to, fuel surcharges, emergency mobilization charges, supply chain cost adjustments, or other operational cost increases that occur after the date of quotation. Any such adjustments will be based on prevailing market conditions and may be applied to mobilization, transportation, labor, equipment usage, materials, or other project-related costs. Acceptance of this quotation constitutes the Customer's acknowledgment and agreement that such surcharges may be applied when necessary due to market volatility or operational conditions beyond Rangeline Tapping Services's reasonable control.
5. In the case of unusual or non-typical pipe variations the Customer will be subject to additional costs.
6. The base price quoted is the minimum charge for the number of days allowed and is not subject to pro-ration for work completed early. Time onsite for calculating the base period and the additional days commences the day the technician or equipment are on the job site and ends when equipment leaves the jobsite or the customer's custody. Any additional days the equipment is on the jobsite will be paid by the customer at the per day charge quoted. For jobsite or travel days that fall on weekends or holidays, the price quoted will be increased accordingly to reflect our weekend or holiday pricing.
7. **Rangeline Tapping Services** shall not be held liable for any back charges without prior written consent of **Rangeline Tapping Services**. **Rangeline Tapping Services** does not guarantee that the placement of the Line Stop head(s) into the pipe system the first time will provide a "Workable" shutdown. In the event it is necessary for **Rangeline Tapping Services** to remove the Line Stop head and replace a seal and make any adjustments to the head/equipment such activity shall not be considered a delay of work at the job site. If the Line Stopper cannot be removed an additional Line Stop will be needed and be performed at the customers expense.
8. **Rangeline Tapping Services** makes every effort to ensure "OSHA" safe working conditions for its employees. Customer agrees and shall provide **Rangeline Tapping Services** employees with OSHA safe working conditions prior to entering the workplace.
9. The work site location must be accessible by a suitable roadway from a public highway. If the jobsite location or site conditions require barricades, traffic control or assistance, the Customer must furnish barricades and assistance.
10. **Rangeline Tapping Services** cannot take responsibility for actions other than its own employees. **Rangeline Tapping Services** will be liable and will hold Customer harmless from the compensatory but not consequential damages caused solely by defect in **Rangeline Tapping Services's** equipment or caused solely by the negligence of **Rangeline Tapping Services** employees in the operation of the equipment. All other losses, costs, expenses, liability, or damages arising from or connected with the performance of the work will not be the responsibility of **Rangeline Tapping Services** and customer will indemnify and hold **Rangeline Tapping Services** harmless there from.
11. **Rangeline Tapping Services** makes no warranty on any purchased products. Please refer to manufacturer for details on warranty.
12. Manufacturers of Valve Inserts do not guarantee a 100% shutdown. **Rangeline Tapping Services** cannot exceed the Manufacturers' guarantee of valve performance. We install all valve inserts as per manufacturers' specified procedures. **NOTE:** Valve Inserts are not designed to be pressure tested against. A 30% restocking fee will be assessed for all returned Valves and fittings.
13. In the case of unusual line stopping conditions, **Rangeline Tapping Services** may require an owner of the piping system or their representative to be present during the pressure testing of materials and insertion of the Line Stop into their system
14. **Rangeline Tapping Services** will provide Tapping, Line Stopping equipment and a technician to operate equipment. Customer is responsible for providing all other equipment, supervision and labor necessary to complete the work including inspection, testing, safety and control equipment, lifting and moving equipment, etc.
15. Customer shall pay for all costs and expenses incurred by **Rangeline Tapping Services** because of rescheduling or cancellation by the customer for any reason including but not limited to inclement weather.

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16. Customer or Owner is responsible to furnish electric power and lighting as required by us to perform our work.
17. In regards to concrete pipe only, the condition of the interior mortar lining may adversely affect the percentage of the amount recovered during tapping operation. **Rangeline Tapping Services** cannot be held responsible for any unforeseen, and or diminished conditions of such pipe.
18. All Tapping Sleeves & Line Stop materials fabricated for PCCP, RCCP & RCP pipes are non-returnable once fabricated. The customer is responsible for the accumulated costs of the materials, freight, and sales tax for all these items once ordered. These materials are custom ordered and "NON-RETURNABLE".
19. The supply of bid and or performance bonds is excluded. **Rangeline Tapping Services** supply these bonds only when specifically stated on the quotation.
20. Any invoice unpaid for more than 30 days will be subject to the maximum finance charges allowed by applicable state law. **Rangeline Tapping Services** does not allow retainage on any invoices.
21. Clerical errors made in good faith are subject to correction within **Rangeline Tapping Services** sole discretion.
22. Notwithstanding these terms and conditions or any amendments thereto or terms and conditions of the customer who may be deemed part of this agreement, **Rangeline Tapping Services** shall not be liable for any losses, costs, expenses, liability or damages arising from or connected with the performance of the work not covered by **Rangeline Tapping Services's** liability insurance in effect at the time of such loss, etc., and Customer shall hold **Rangeline Tapping Services** harmless for any loss, etc., in excess of coverage. **Rangeline Tapping Services** will provide Customer a certificate of its liability insurance upon request.
23. In the event it becomes necessary for **Rangeline Tapping Services** to retain legal counsel to enforce its rights the Customer agrees that it shall be responsible for payment of all reasonable attorney's fees, expenses and costs incurred by **Rangeline Tapping Services**.
24. **Rangeline Tapping Services** shall not be held liable for any pipe which splits, breaks, or leaks as a result of material installation, Wet Tapping pipe, Line Stopping pipe or completion of line stop fitting or valve insertion. **Rangeline Tapping Services** follows all material manufacturers' installation procedures and operates all equipment to manufacturer's standards and cannot be held responsible for pipe which fails during the Tapping and Line Stopping operation.
25. Rangeline Tapping Services will not be held liable for misinformation concerning flow rates, flow direction or water forces within the piping system which causes damage to the piping system. Owner, Engineer, and/or contractor is responsible for all proper information and any damage to Rangeline Tapping Services equipment will be charged to the customer accordingly.
26. **Rangeline Tapping Services** will take all means available to capture the pipe coupon. Pipe integrity, flow rates and other unknowns at the time of the Wet/Hot Tapping operation can be contributing factors. Therefore, **Rangeline Tapping Services** cannot be responsible for any lost or pieces of the coupons which do not come out after the tap is performed.
27. **Rangeline Tapping Services** does not guarantee a 100% leak free Completion Plug installation. The Completion Plug is a temporary seal to remove the isolation valve to install the permanent blind flange and sealing hardware.
28. **Rangeline Tapping Services** will not be responsible for reduced flow through temporary by-pass system due to solids or debris clogging by-pass operations.
29. **Prices & Payment**

All payments for materials furnished hereunder shall be made upon the basis of material delivered as shown by our delivery ticket and our delivery records. Failure to notify us of discrepancies in quantities/schedules prior to manufacturing of items invoiced constitutes irrevocable acceptance of the quantities and delivery schedule for the materials covered by the invoice. If you fail to make payments when due on any order, or if at any time we have any doubt about your intention or ability to pay, we may decline to make any further shipments on this or any other order with you. Our rights and remedies in this regard are not exclusive and we retain all other rights and remedies at law. Sales or use tax are not included in the prices set forth on the face of the Quotation or Order Acknowledgement. Prices for undelivered goods may be increased by Seller in the event of any increase in the cost to Seller of supplies, labor or services, or any increase in Seller's cost resulting from governmental or administrative action or any other cause beyond Seller's control. Invoices shall be deemed correct unless contested in writing within seven (7) business days of invoice date.

30. **Delivery**

Unless stated otherwise in a quotation by us, shipments are quoted F.O.B. jobsite. Rail shipments are based on minimum car load lots. Truck shipments are based on applicable state limit truck load lots. Delivery is tailgate, on board trucks unless otherwise specified. You agree to provide: (1) an unloading point accessible over roads acceptable to the carrier; (2) an area where unloading can be accomplished quickly and efficiently with standard unloading methods; (3) blocking and chocking if required for unloaded material; (4) indemnification of us and the carrier regarding liability for personal injury, including death and property damage resulting from unloading done under your direction; (5) flagmen and lights or warning devices if required by local agents, governmental laws, rules or regulations; (6) payment for unloading time in excess of one hour at the rate specified in the published tariff of the carrier making delivery; (7) adequate qualified labor and facilities to remove materials from truck. If any of the above are not provided, we reserve the right to stop deliveries until the condition is remedied. Deliveries shall be made in accordance with a delivery schedule, which

Rangeline Tapping Services
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may be revised by mutual agreement to adjust to job conditions or manufacturing requirements. We cannot guarantee precise delivery dates and we shall not be responsible for delays in deliveries, nor liable for any losses, expenses or damages, including liquidated damages or penalties of any kind, which you may incur. Acceptance of delivery by you constitutes confirmation of your acceptance of the delivery schedule against which the delivery was made. In the event delivery is required beyond curb lines, you will be responsible for any damage to curbs, sidewalks, driveways, or other property.

31. **Warranty and Limitations**

Our products are warranted to be manufactured in accordance with the specifications identified on the face of our Quotation or Order Acknowledgement and to be free of defects in workmanship or materials for a period of one (1) year after date of delivery. Any action for breach of contract arising from this Agreement must be commenced within one (1) year after the cause of action has arisen. Our responsibility under this warranty is limited to the repair or to the furnishing by us, above ground of a replacement of defective or non-conforming products, or to the allowance of a credit for such products, all at our option. WE ACCEPT NO RESPONSIBILITY FOR DESIGN OF THE PROJECT OR INSTALLATION OF THE MATERIALS DELIVERED. ANY DEFECTS IN PROJECT DESIGN OR INSTALLATION OF MATERIALS VOIDS ANY AND ALL WARRANTIES, EXPRESSED OR IMPLIED, EXCEPT WARRANTY OF TITLE. ITEMS MANUFACTURED FOR A PARTICULAR PROJECT ARE NOT SUBJECT TO RETURN FOR CREDIT. WE SHALL NOT BE LIABLE FOR CONSEQUENTIAL, INDIRECT, OR INCIDENTAL DAMAGES, INCLUDING WITHOUT LIMITATION, ANY LIQUIDATED DAMAGES OR PENALTIES OF ANY KIND WHICH YOU MAY INCUR. OUR LIABILITY, IF ANY, SHALL IN NO EVENT EXCEED THE PURCHASE PRICE FOR THE MATERIALS IN QUESTION. THE WARRANTY PROVIDED HEREIN IS EXCLUSIVE AND IN LIEU OF ALL EXPRESSED AND IMPLIED WARRANTIES. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE ABOVE. WE DISCLAIM ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. OUR SOLE RESPONSIBILITY IS AS STATED AND YOU ACKNOWLEDGE THAT YOU ARE PURCHASING OUR PRODUCTS SOLELY ON THE BASIS OF OUR WARRANTY AS SET FORTH HEREIN.

32. **Damage In Transit**

Shipments must be inspected by you before unloading to ascertain any damage enroute. Charges for inspections or tests are your expense.

Shipping damage claims will not be accepted after goods are unloaded. Claims for shortages or damages must be made by notation on the face of the freight bill or on the face of our delivery ticket at the time of unloading. The carrier, when accepting materials at our plant, is responsible for damages in transit and all claims for damages in transit shall be made promptly to the carrier by you. Our responsibility terminates when the carrier accepts our products for transportation.

33. **Indemnity**

You expressly agree to indemnify, defend, and hold us harmless from and against all loss, expense, including attorney fees and damages arising from bodily injury to any person, including death resulting therefrom (whether to your employees or others) and damage to property caused by any of the Products after delivery to you or to your customer except to the extent caused by our gross negligence or willful misconduct.

34. **Force Majeure**

We are not responsible or liable for any delays or nonperformance in the event of fire, flood, explosion, the elements, or other catastrophe, acts of God, war, riot, civil disturbance, strike, lockout, refusal of employees to work, labor disputes, shortage or inability to obtain raw materials including energy requirements, failure of carriers to deliver either machinery, equipment or material, in the event any legislative, executive, or judicial act of any political or **Rangeline Tapping Services** will not be responsible for reduced flow through temporary by-pass system due to solids or debris clogging by-pass operations.

35. **Cancellation Charges**

In the event any order accepted by us in writing is cancelled by you, you shall be liable for and shall pay to us all charges incurred in connection with such order, including but not limited to the cost of all purchased materials, expenses incurred for the engineering, fabrication, production, and assembly of such materials and anticipated profits.

36. **Intellectual Property**

No license, authorization or permission of any kind is hereby transferred or granted to Customer to utilize, reproduce, duplicate, or disseminate any intellectual property or proprietary information belonging to **Rangeline Tapping Services** in any form, or under any conditions other than those specifically required to complete the current transaction between Customer and **Rangeline Tapping Services**. Customer specifically agrees that Customer will not attempt to duplicate, modify or reverse-engineer any products or components supplied to Customer by **Rangeline Tapping Services**. Customer specifically agrees that Customer will not disclose to any third-parties the protocols, procedures or methodologies utilized by **Rangeline Tapping Services** in the performance of **Rangeline Tapping Services's** work for the Customer.

Customer shall not take any measurements, dimensions, and/or calibrations of Rangeline Tapping Services equipment at any time or publish any information, drawings or photographs concerning the Equipment except with the written consent of Rangeline Tapping Services and subject to such reasonable conditions as the Customer may prescribe. Customer shall procure that each of its affiliates, including but not limited to, designated agents, Owner and/or Sub-suppliers shall comply with the obligations hereunder.

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Quote Number RTS26-1693

37. Miscellaneous

- a. Once we have accepted any order from you, in writing, all changes in the order must be in writing, showing the change and the order number. All costs for changes in the order will be at your expense, subject to the terms and conditions herein.
- b. Our failure to insist upon strict performance of any provision of this Agreement shall not constitute a waiver of that or any other provision or of any of our rights under this Agreement, nor shall it constitute a waiver by us of any subsequent default by you in the performance of this Agreement.
- c. Our field representative may, from time to time, be present on a job site where products you have purchased from us are being installed and he or she will be glad to work with you and be of assistance to you. The field representative, of course, has no authority to modify this Agreement or bind us however; and since the installation is your responsibility under your supervision or that of your customer or his contractor, we shall not be responsible for any instructions or technical advice in connection with the design, installation or use of the materials sold hereunder.
- d. You agree to pay any and all costs, expenses, and attorney fees which we may incur or become liable for by reason of our enforcing or attempting to enforce the terms of this Agreement, including lien claims and foreclosure of liens filed.
- e. Should any part or provision of this Agreement be declared invalid, unenforceable, illegal, or in conflict with any law, the validity and enforceability of the remaining or provisions shall not be affected.
- f. The prices listed are unit prices for the quantities listed. We reserve the right to change unit prices in the event of quantity changes.
- g. Neither this Agreement nor any of the rights or responsibilities arising hereunder may be assigned by you without our express written consent to the assignment.
- h. The services of a Layout Technician are included in our pricing for the initial submittal and one revision. Charges may be incurred if further revisions are required unless caused by our error.
- i. If we are required to store finished product thirty (30) days beyond a jointly agreed to delivery date, a storage charge of one and one-half (1.5%) percent per month will be assessed on the purchase price of the product stored.
- j. All quotes are Rangeline Tapping Services Standard Quotes only and are without any inclusion of Prevailing Wage Rates that may be applicable in the region where the work is to be done. As such, if Prevailing Wage Rates for the region in which the work will be done are not disclosed prior to the calculation or execution of the Rangeline Tapping Services Standard Quote and added via the terms of the subcontract or thereafter, pricing will then be adjusted accordingly to take the Prevailing Wage Rates into account.

Cory Hobbs *3.24.2026*

Town of Hilliard, Florida Date

Rangeline Tapping Services Signature Date

Authorized Signature

Customer acknowledges and accepts all information regarding supplied quotation.

**Rangeline Tapping Services
1997 42nd Street North West Winter Haven, FL 33881**



Town of Hilliard Watermain Proposal

Sitework Construction Estimate

Prepared by: Silcox Site Solutions

Date: 03/24/2026

Project Overview

This estimate includes labor and equipment only costs associated with the water piping for the Town of Hilliard Watermain project. Prices are based on the scope of work provided and standard industry practices.

Estimate Breakdown

Item	Description	Unit	Amount (USD)
Water Piping	Install +/- 300' of 6" DR-18 watermain piping	LS	22,500.00

TOTAL INVOICE:22,500.00

Exclusions

- Grading
- Excavation for inserta valves(price upon request
- Import Fill
- Concrete Flatwork(price upon request)
- Permitting Fees
- Materials Testing
- Unsuitable or unforeseen material removal from utilities (subject to change order)
- Private Locates

Notes

- Pricing based on information provided; any changes to scope may affect final cost.

Cory Hobbs 3-24-26



- Estimate valid for 30 days from the date of issue.
- Work performed in accordance with Silcox Site Solutions quality and safety standards.

Prepared By:
Greg Baker
Sr. Estimator / Project Manager
(904)679-2866
gbaker@silcoxsitesolutions.com



SALES ORDER PICK TICKET

7310496



1 of 1
ITEM-5

REMIT TO:
FORTILINE JACKSONVILLE
PO BOX 744053
ATLANTA, GA 30374-4053

WAREHOUSE: 014
FORTILINE JACKSONVILLE
6982 HIGHWAY AVE.
JACKSONVILLE, FL 32254

Phone #904 652 0962

PAYMENT: CHARGE

SOLD TO: 215420
TOWN OF HILLIARD
P.O. BOX 249
HILLIARD, FL 32046

SHIP TO:
TOWN OF HILLIARD
6982 HIGHWAY AVE.
JACKSONVILLE, FL 32254

Promised Date: 03/24/26

SPECIAL INSTRUCTIONS:

FROM C/O 0000000
ORDERED BY:DAWN

CUSTOMER PO	JOB NAME	JOB #	SLS	CSR	ORDER DATE	SHIPPING METHOD
.			GT1	MRO	3/24/26	PICKUP

LINE	ITEM/DESCRIPTION	UOM	ORDER	SHIPPED	B/O	UNIT PRICE	DISCOUNT	NET PRICE
001	ROM6MACRO760 6" MACRO CPLG 6.60-7.60 W04 002 003 W/NBR GSMT, SS NUTS & BOLTS	EA	3	2	1	549.8800		1099.76
							WEIGHT:	68.0

*Picked up
3/24/2026
KDC*

TOTAL WEIGHT: 68

NO. CTNS	WEIGHT	SHIPPED VIA	SHIP DATE	PICKED BY	FILLED BY	Subtotal:	1,099.76
		PU CUSTOMER PICKUP				Tax:	.00
						Freight:	.00
						Other:	
						Total Due:	1 30 76

MERCHANDISE CANNOT BE RETURNED WITHOUT PRIOR AUTHORIZATION
Any shortages or discrepancies concerning this order must be reported within 24 hours

DELIVERED BY

Customer



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 2, 2026

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

SUBJECT: Town Council approval of the Capital Budget Purchase in the amount of \$21,514.41 for Required Updates made to the Old Town Hall Facility in Preparation for New Office Opening.

BACKGROUND:

During the budget planning process for Fiscal Year 2025–2026, the Town Council approved the establishment of new office space to accommodate Public Works Administration, Planning & Zoning, Building Permits, and Code Enforcement operations.

As part of this initiative, several necessary improvements and upgrades were identified, including enhancements to security systems (camera installation), timekeeping systems (time clock), ADA compliance (restrooms, exits, and door hardware), and essential office equipment (internet connectivity and printer/copier).

The Town Council allocated a total of \$20,000.00 to support the completion of this project.

FINANCIAL IMPACT:

Capital purchase totaling **\$21,514.41**, which exceeds the originally budgeted amount of \$20,000.00 by **\$1,514.41**.

RECOMMENDATION:

Staff recommends that the Town Council approve the capital budget purchase in the amount of **\$21,514.41** for required upgrades and improvements to the Old Town Hall in preparation for the opening of the new office space.

OLD TOWN HALL RENOVATION BUILDING & ZONING DEPARTMENT & PW ADM OFFICES

DATE PAID	CHECK NO.	INVOICE NO.	VENDOR	DATE PURCHASED/COVERED	DESCRIPTION	AMOUNT
11/6/2025	51943	2025-116	OSPREY I & E INCORPORATE	10/28/2025	2 EXIT 2 ER & 2 NEW LIGHTS	\$ 850.00
11/6/2025	51927		HAGAN ACE HARDWARE	10/1/2025 - 10/31/2025	RESTROOM ADA	\$ 1,642.81
11/20/2025	51970	1091970	CANNON SOLUTIONS AMERICA	10/1/2025	CANNON COPIER	\$ 6,440.00
12/4/2025	52010	25740	COOK ELECTRICAL, INC.	11/20/2025	CONDUIT CABLE WIRING	\$ 5,500.00
12/4/2025	52020		HAGAN ACE HARDWARE	11/1/2025 - 11/30/2025	INTERIOR WALL PAINT	\$ 105.33
12/18/2025	52041	421255	ATLANTIC SECURITY	12/11/2025	EQUIPMENT & INSTALLATION	\$ 1,356.42
1/8/2026	52139	025-538455	TYLER TECHNOLOGIES #4332	12/1/2025 - 11/30/2026	TIME CLOCK & MAINTENANCE	\$ 3,163.00
2/5/2026	52225	2736	MD GRAPHICS	12/28/2025	4X8 ALUMINUM SIGN	\$ 672.00
2/19/2026	52271	52-59866	HOME DEPOT CREDIT SERVICE	10/7/2025	DOOR KNOBS & LOCKS	\$ 438.88
2/19/2026	52271	5-28216	HOME DEPOT CREDIT SERVICE	10/14/2025	LIGHTING & RESTROOM ADA	\$ 383.82
2/19/2026	52271	1-17879	HOME DEPOT CREDIT SERVICE	10/20/2025	RESTROOM ADA	\$ 636.91
2/19/2026	52271	52-88899	HOME DEPOT CREDIT SERVICE	10/20/2025	RESTROOM ADA	\$ 74.98
2/19/2026	52271	H6921-230859	HOME DEPOT CREDIT SERVICE	10/23/2025	RESTROOM ADA TOILET	\$ 250.26
TOTAL						\$ 21,514.41



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 2, 2026

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

SUBJECT: Town Council approval of Position Process for Carrie Mullis transition from Introductory/Probationary status to Regular Full-Time.

BACKGROUND:

Carrie Mullis was hired on February 5, 2026, in Introductory/Probationary status. Her probationary period ends May 7, 2026.

Since her hire, she has met all expectations outlined in her job description. She has proven to be highly dependable, possesses a good work ethic, and has become a valuable asset to the Hilliard Town Hall Office Staff.

FINANCIAL IMPACT:

Grade 3 / Step 4: \$20.30 Hourly & \$42,226.18 Annually

The position will now be eligible for health insurance benefits effective May 1, 2026.

RECOMMENDATION:

Town Council approval of Position Process for Carrie Mullis’ transition from Introductory/Probationary status to Regular Full-Time.

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

Regular Meeting: February 5, 2026

Applicant: Carrie G. Mullis
37108 Walker St
Hilliard, FL 32046

Position: Administrative Assistant

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

Position Starts: February 9, 2026 – Introductory/Probationary Period

Position Status: May 7, 2026 – Regular Full Time Position

Position Requirements:

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

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

Position Information:

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

Conditions of Employment:

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

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 2, 2026

FROM: ***Cory Hobbs – Public Works Director & Charles Chavarria – Assistant Director***

SUBJECT: Town Council Approval to promote Travis Pastors from Public Works Technician to Public Works Technician (Heavy Equipment Operator).

BACKGROUND:

This is a request to approve the promotion of Travis Pastors from the Public Works Technician position to Public Works Technician (Heavy Equipment Operator).

Since Travis Pastors has been hired with the Town he has shown excellent work ethic. Travis is always willing to work late or after hours whenever needed. He has also been training and has shown skills on digging ditches, setting culverts, shooting grade, operating the slope mower, and operating the backhoe.

Travis has also obtained his Backflow Prevention Tester Certification for the Town.

FINANCIAL IMPACT:

Current pay is Grade 3 Step 7 at \$20.30 Hourly - \$42,226.18 Annually.

Pay increase to Grade 4 Step 7 at \$23.62 Hourly - \$49,124.18 Annually.

RECOMMENDATION:

Town Council Approval to promote Travis Pastors from Public Works Technician to Public Works Technician (Heavy Equipment Operator).



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Heavy Equipment Operator / Wastewater Plant Technician

Department: Public Works
Pay Grade: 4
FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this classification is to provide assistance and support to the Assistant Public Works Director, participating in discussion and decision making in a number of areas relating to job duties and responsibilities. Under the general supervision and direction of the Public Works Director, this individual is delegated to the Water and Sewer Department while at the same time must work closely with all departments. This individual must be able to work independently with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

- Maintain knowledge and duties of driving dump truck, and heavy equipment.
- Maintain accurate records of all duties performed.
- Perform daily operations with heavy equipment.
- Perform in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed.
- Assist in maintaining the town right of ways.
- Assist in daily operations at the Wastewater Treatment Plant.
- Assist in the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Assist in reading water meters on a as needed basis for billing purposes.
- Performs water service cutoffs for non-payment as directed.
- Assist in maintenance of water main valves as scheduled.
- Assist in the collection of samples in accordance with the Florida Department of Environmental Protection guidelines.
- Assist in the process control labs in the Wastewater Plant.
- Assist with after-hour emergencies.
- Assist with repair on changing out various pumps and motors.
- Assist in troubleshooting and making repairs within the wastewater plant.

- Assist in generator inspection and maintenance.
- Perform water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Locate and mark Town utilities as required for construction purposes.
- Conduct a physical check each morning on all lift stations alerting the manager of any discrepancies found.
- Perform all minor repairs needed to maintain the lift stations. Keep track of all documentation on lift stations.
- Perform preventative and emergency maintenance of all equipment and property of the Town.
- Monitors and stays current with technology as it pertains to the operations of this department.
- Maintain the cutting of grass at ponds/spray fields.
- Assist with special projects as directed by the Public Works Director, i.e., Holiday Decorations, July 4th celebration, Town Cleanup etc.
- Take on additional duties as required by the Public Works Director and or the Assistant Public Works Director.
- Performs other related duties as assigned.

These examples are intended only as illustrations of various types of work performed and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years' experience in utility work;
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License
- Certification in Water or Wastewater Plant Operation preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and safety procedures of public works operations.
- Knowledge of construction methods, materials and equipment as applied in municipal public works.
- Knowledge of emergency management principles and practices.
- Knowledge of federal, state and local laws, ordinances and regulations pertaining to the treatment of water, and the occupational hazards and safety precautions associated with water plants and related activities.
- Skill in the operation and control of equipment, machinery, tools and/or materials necessary for the performance of essential functions.
- Skill in communicating effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.
- Ability to comprehend and apply training received in the operation of water treatment plants, detection of water quality defects and initiating appropriate remedial action in

the operation of water treatment equipment, chemical feed systems and other related equipment, and performing and repairs on plant equipment.

- Ability to follow operating and recording procedures; to prepare reports, logs, work orders, records, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.
- Ability to establish and maintain effective working relationships as necessitated by work assignments; to deal with people beyond giving and receiving instructions; and to perform under stress and when confronted with emergency situations.

PHYSICAL DEMANDS:

Work consists of heavy work, which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Some tasks may require the ability to do work at heights above 20 feet.

WORK ENVIRONMENT:

Work is performed in a dynamic environment. Work may be completed indoors at a computer workstation or time may be spent outdoors in all weather conditions on Town streets, rights-of-way, in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

CONDITIONS OF EMPLOYMENT:

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

The Town of Hilliard has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

The Town of Hilliard, Florida commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.



AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 2, 2026

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

SUBJECT: Town Council Town Council to Approve Parks & Recreation offering Youth Tackle Football Programming.

BACKGROUND:

Hilliard Youth Football has voted as a board to dissolve and transition the youth tackle program to Hilliard Parks & Recreation. This includes donation of equipment and liquidation of funds to P&R or purchase and donation of additional equipment.

FINANCIAL IMPACT:

This program would bring revenue into the department and allow the program offerings to diversify. This is a positive outcome for the long term growth of the department. Recommendation would be to charge \$120 for tackle football and allow it to be bundled with Flag at \$180 to help drive growth of Flag Football. Resolution would be updated to reflect this.

RECOMMENDATION:

Approve Parks & Recreation to begin offering youth tackle football.

Proposal for Hilliard Parks & Recreation to Assume Oversight of Youth Tackle Football

Introduction

Youth football has long been an important part of the Hilliard community. For many years, the volunteer-run Hilliard Youth Football organization has provided opportunities for young athletes to learn the game, build character, and represent their community.

As Hilliard continues to grow and evolve, there is an opportunity to strengthen and sustain youth football by integrating it into the existing Parks & Recreation youth sports structure.

This proposal recommends transitioning the administration of youth tackle football from the current volunteer organization to the Hilliard Parks & Recreation Department. Doing so will create operational consistency across youth programs, strengthen long-term sustainability, and ensure youth football continues to thrive for generations of Hilliard athletes.

Background

Hilliard Parks & Recreation currently operates several successful youth sports programs including:

- Youth Basketball (Winter)
- Flag Football (Summer)
- Soccer (Fall & Spring)
- Volleyball (Fall & Summer)
- Gymnastics (Fall & Spring)
- Summer Sports Camps (Football, Basketball, Volleyball, Track, Tennis)

These programs have benefited from centralized administration, consistent policies, and the resources of the Parks & Recreation Department. In fact, overall program participation has grown by 467% since 2019, with approximately 1,200 sports registrations last year.

Youth tackle football remains one of two youth sports in Hilliard operated independently by volunteers rather than through the Parks & Recreation structure.

It is also important to note the deep connection between the current Parks & Recreation leadership and youth football in Hilliard. Recreation Director Gabe Whittenburg was one of the founding members of Hilliard Youth Football and understands the program's history, values, and importance to the community.

Benefits of Parks & Recreation Oversight

1. Streamlined Youth Sports Programming

Bringing youth tackle football under Parks & Recreation will create a consistent structure across all youth sports in Hilliard.

Benefits include:

- Standardized registration systems.
- Consistent scheduling.
- Unified communication with families across sports programs.
- Centralized financial oversight.
- Improved program accountability.

This alignment will make participation easier for families and simplify administration for the Town.

2. Long-Term Program Stability

Volunteer-run organizations often depend heavily on a small number of individuals. While the dedication of these volunteers has sustained the program for years, long-term stability can be strengthened through Parks & Recreation oversight.

Municipal administration ensures:

- Continuity from year to year.
- Financial transparency.
- Structured policies and procedures.
- Reliable staffing and oversight.

This helps ensure youth football remains available for future generations of Hilliard athletes.

3. Protection Against Participation Loss

The upcoming opening of Westside Regional Park will introduce additional recreational options in nearby areas. While this is a positive development for Nassau County, it may also create new competition for youth sports participation.

By integrating youth tackle football into Parks & Recreation programming, the Town can better coordinate marketing, scheduling, and outreach efforts to maintain strong participation levels.

4. Football Experience Within Parks & Recreation Leadership

Another advantage of this transition is the significant football experience already within the Parks & Recreation staff.

- Gabe Whittenburg, Recreation Director
 - Co-Founded Hilliard Youth Football
 - High School Coaching Experience (Hilliard and Charlton County)
 - Strong Football Background
- David Pender, Program Manager
 - High School Coaching Experience (Charlton County, Ware County)
 - Former Division 1 Player at Purdue University
 - NFL Playing Experience (Eagles, Ravens, Bengals, Colts)

This leadership background ensures that the program will continue to be guided by individuals who understand the sport and value proper development for young athletes.

“During my years at Charlton County High School, I had the privilege of both Gabe Whittenburg and David Pender working for me, and I can say without hesitation they represent the very best of our profession.

Gabe served on my staff during my final three seasons, and football is truly in his blood. He has a rare ability to teach the game at a high level while keeping it simple, relatable, and meaningful for his players. The Whittenburg name has long been synonymous with coaching football the right way.

David played for me and later coached on my staff, and he is one of the finest technicians I’ve been around, particularly in developing defensive backs. He understands the details, demands excellence, and has a genuine desire to pass on the knowledge he gained competing at the highest level to the next generation.

If I were building a coaching staff today, Gabe and David would be two of the first names I would call. There is no question they will be tremendous assets in ensuring the game of football is taught the right way in Hilliard — whether at the youth, middle school, or high school level.”

Rich McWhorter, Retired Head Coach – Georgia High School Hall of Fame (300 Wins 4 State Titles)

5. Alignment with Hilliard High School Football

Parks & Recreation oversight also creates opportunities for greater alignment with the Hilliard High School football program.

Potential benefits include:

- Consistent terminology and teaching progression
- Development pathways for young athletes
- Increased involvement from high school coaches and players
- Stronger community connection to Hilliard football

This alignment can strengthen both youth and high school programs over time.

Transition from Hilliard Youth Football (HYF) to Hilliard Parks & Recreation

As part of this transition, the current Hilliard Youth Football organization has expressed willingness to support the future of the program through:

- Donating existing equipment to Parks & Recreation
- Liquidating remaining funds and transferring them to the Parks & Recreation Department for football program use (or purchase and donation of equipment with remaining assets)

This contribution provides a strong starting foundation for the program under municipal oversight.

Staffing Plan

Staffing needs can be addressed using existing and planned Parks & Recreation resources.

Recommended Solution:

1. Utilize the open Event Coordinator position

This role can assist with:

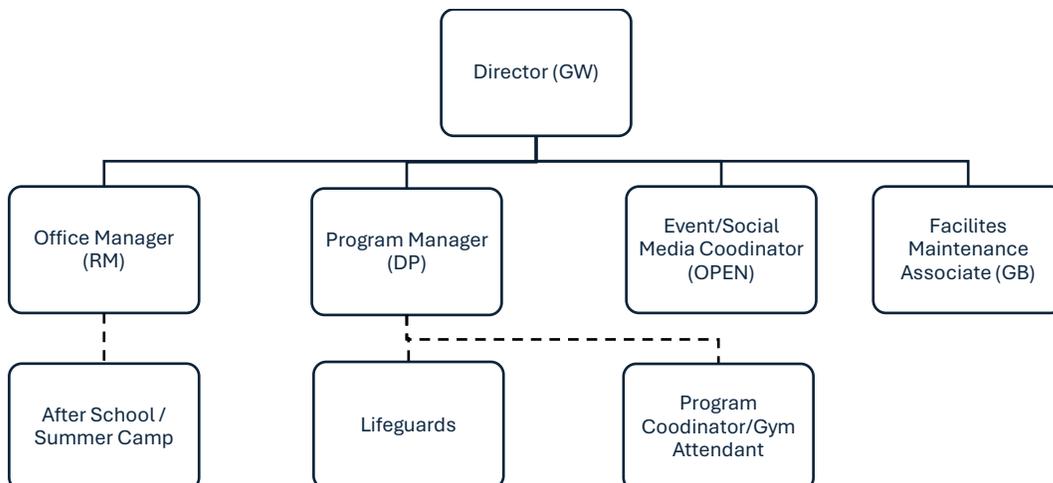
- Game day operations
- Scheduling
- Volunteer coordination
- Event management

2. Transition of two current part-time employees into full-time roles

Splitting football-related responsibilities between these positions would allow:

- Year-round program support
- Registration and communication management
- Field and logistics coordination
- Strengthen All Programs Event Coordination

This approach allows the department to expand programming while maintaining efficient staffing. Expense to the town would be limited as transition of positions to full-time would be cost effective to the town and thought to be a savings. Transitioning the two part-time employees to split the Event and Social Media Coordinator Position would result in the following structure:



Implementation Timeline

Spring / Early Summer

- Formal approval by Town leadership
- NFYFC vs GRPA
- Transition planning with current Hilliard Youth Football leadership
- Equipment and financial transfer

Summer

- Registration opens through Parks & Recreation system
- Coaching recruitment and background checks
- Equipment inventory and preparation

Fall Season

- First season of youth tackle football under Parks & Recreation administration

Conclusion

Youth football has been an important tradition in Hilliard, providing opportunities for young athletes to learn teamwork, discipline, and pride in their community.

Transitioning the program into the Parks & Recreation Department honors that tradition while positioning the program for long-term success.

With experienced leadership, established administrative systems, and strong community support, Hilliard Parks & Recreation is well positioned to continue growing youth football while ensuring it remains a key to the fabric of our community.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 2, 2026

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

SUBJECT: Town Council Town Council to Approve Myron Saunders to Gym Attendant – Programs Coordinator.

BACKGROUND:

With Parks & Recreation taking on additional programs and the current role of social media coordinator not filled, the recommendation is to absorb the position with current staff and transition staff from part time to full time status.

FINANCIAL IMPACT:

With absorbing the social media coordinator PIO position with current staff, the cost savings would be approximately \$20k before benefits. This would at minimum make this a revenue-neutral decision.

RECOMMENDATION:

Approve position process from part time to full time along with title change.

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

Regular Meeting: April 2, 2026

Applicant: Myron Saunders

Position: Gym Attendant and Sports Programs Coordinator.

Pay Rate: Grade 3 / Step 6
\$19.62/HR

Position Starts: April 6, 2026 – Introductory/Probationary Period

Position Status: July 6, 2026 – Regular Full Time Position (Non-Exempt)

Position Requirements:

This position requires ensuring Fitness Center is stocked and clean while also providing customer service to members. This includes supporting their fitness needs and ensuring members are using equipment safely and as designed. Sports Program Coordinator responsibility will require providing support to the Program Manager as it relates to sports programs offered at Parks & Recreation. This includes administration of teams, officiating or coordination of officials, coaching youth sports teams, grounds maintenance, field set up and breakdown. Additional duties as required.

Position Information:

The purpose of this classification is to support the execution of sports programming at Hilliard Parks & Recreation as those continue to expand. The position will report directly to the Parks & Recreation Director with dotted line relationship to Program Manager.

Conditions of Employment:

Employee is a current town employee.

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

Employee Information:

Current Parks & Recreation Employee in Fitness Center.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 2, 2026

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

SUBJECT: Town Council Town Council to Approve Shelby Turner from Part Time Position (Kid Attendant), to Event Coordinator – Social Media Coordinator.

BACKGROUND:

With Parks & Recreation taking on additional programs and the current role of social media coordinator not filled, the recommendation is to absorb the position with current staff and transition staff from part time to full time status.

FINANCIAL IMPACT:

With absorbing the social media coordinator PIO position with current staff, the cost savings would be approximately \$20k before benefits. This would at minimum make this a revenue-neutral decision.

RECOMMENDATION:

Approve position process from part time to full time along with title change.

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

Regular Meeting: April 2, 2026

Applicant: Shelby Turner

Position: Event and Social Media Coordinator

Pay Rate: Grade 3 / Step 6
\$19.62/HR

Position Starts: April 6, 2026 – Introductory/Probationary Period

Position Status: July 6, 2026 – Regular Full Time Position (Non-Exempt)

Position Requirements:

Position Requires coordination of all Town Events. This includes vendor solicitation and coordination, event venue prep, set-up and break down. Facilitate HAC meeting with Mayor and provide notes/documentation regarding outcomes. Support all Parks & Recreation games and practice venues. Maintain and update social media as it relates to Town Activities.

Position Information:

The purpose of this classification is to organize and execute Town Events. This requires coordination within Parks & Recreation as well as across other departments that may be affected (Town Hall, Old Town Hall, Public Works). Position will require regular updates to Social Media platforms regarding Town News and Events. This position will provide broad support across the parks and recreation department and report directly to the Parks & Recreation Director.

Conditions of Employment:

Current Parks & Recreation Employee

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

Employee Information:

Current Parks & Recreation Employee in our Summer Camp, After School as well as back-up in our office performing administrative tasks.



Barrett Supply Services
36 Winterberry Ct.
Saint Johns, Florida 32259
(904) 296-1041

INVOICE

Invoice# INV-01126

Balance Due
\$7,129.51

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

Ship To
Cory Hobbs
15859 County Road 108
Hilliard, FL 32046
904-845-3555

Invoice Date : 02/27/2026
Terms : Net 30
Due Date : 03/29/2026
P.O.# : ENTP020626-01CH
Ship via : FEDEX FRT
Ship Date: : 02/26/2026
Tracking Number: : 399070433128

#	Item & Description	Qty	Rate	Amount
1	Flow Meter McCrometer/Water Specialties 8" Model UM508 Ultra Mag Electromagnetic Flow Meter, 150 psi Class D flanged connections, NSF approved fusion bonded epoxy liner, 304 stainless steel flow tube & 316 ss electrodes, with remote mounted, AC powered ProComm Max Transmitter featuring forward and reverse totalizers, rate-of-flow indicator, pulse & single (4-20ma) output, includes internal grounding electrodes, (2) stainless steel grounding rings, 25ft of submersible cable, 2-year standard warranty. Sensus smart output with Nicor Connector, Custom Lay Length 13.125" * Part # UM508-1SQ025A1-SEN-L13.125 *Standard lengths of 50ft, 75ft, 100ft, 125ft, 150ft, 175ft, 200ft & 500ft of cable available at additional cost. **Installation of meter tube will be the responsibility of the buyer. ***above pricing does not include freight charges. That will be added at actual cost.	1	6,455.00	6,455.00
2	Service Mount the controller and set it up for proper operation. Use the existing wiring to send the signal to the chart recorder. All mounting will be in or on the old panel mount where the old issco meter was mounted. Connection to the MTU system will be the responsibility of the MTU contractor.	1	350.00	350.00

Sub Total 6,805.00

Shipping charge 324.51

Total \$7,129.51

Balance Due \$7,129.51

401-06-536

Notes

Thank you for your business.

Terms & Conditions

Payment is due within thirty (30) days of invoice date.

PLEASE REMIT PAYMENT TO:
Barrett Supply Services
36 Winterberry Ct.
Saint Johns, FL 32259

Beginning March 1, 2024 there will be a 4% processing fee on all credit card transactions which will be added at time of processing the payment.

A 1.5% per month late payment fee may be charged for all past due invoices.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE

1 of 2

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

Project: Construct Box Hangar Building

APPLICATIO 1
Distribution to:
X OWNER
ARCHITECT
CONTRACTOR
Period FROM 3/1/2026
TO 3/25/2026

Attention: Bill Prange

Contract For: Lylam, LLC dba Facility's Constructors
1030 Ellis Road N.
Jacksonville, FL 32254

ARCHITECT'S
PROJECT NO: _____

Application Date: 3/13/2026

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the contract.
Continuation Sheet, AIA Document G703, is attached.

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

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

ORIGINAL CONTRACT SUM	\$	269,989.60
Net change by Change Orders	\$	-
CONTRACT SUM TO DATE	\$	269,989.60
	\$	-
TOTAL COMPLETED & STORED TO DATE		\$27,854.95
(Column G on G703)		
RETAINAGE: 5%	\$	1,392.75
or total in column I on G703		
TOTAL EARNED LESS RETAINAGE	\$	26,462.20
LESS PREVIOUS CERTIFICATES FOR PAYMENT		\$0.00
CURRENT PAYMENT DUE	\$	26,462.20

The undersigned Contractor certifies that to the best of his knowledge information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amount have been paid by him for Work which

Previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: _____
By: _____ **Date:** 3/16/26

State of: Florida County of: Duval
Subscribe and sworn to before me this 16th day of March, 2026
Notary Public: Tamara L. Powell
My Commission Expi 3/25/2029



ARCHITECT'S CERTIFICATE FOR PAYMENT

AMOUNT CERTIFIED..... \$26,462.20

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that the Work has progressed to the point indicated; that to the best of his knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents; and that the Contractor is entitled to payment of the AMOUNT CERTIFIED.

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

ARCHITECT: _____
By: Prange, Bill **Date:** March 26, 2026
Digitally signed by Prange, Bill
DN: cn=Prange, Bill, ou=AECOMUsers
Date: 2026.03.26 20:05:58 -04'00'

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

CONTINUATION SHEET

AIA DOCUMENT G703

pg 2 of 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT. Containing

Contractor Signed Certification is attached.

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

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

Application Date: 3/13/2026

Period to: 3/25/2026

Architect Project #:

Project: HILLIARD AIRPARK

A Item No.	B Description of Work	C Schedule Value	D Previous Application	E Work In Place	F Stored Materials	G Total Completed and Store to date	H Percent Completed	I Balance to Finish	J Retainage
1	MOBILIZATION (NOT TO EXCEED 10% OF THE TOTAL BID AMOUNT)	\$ 26,999.00		\$7,559.96		\$7,559.96	28%	\$ 19,439.04	\$ 378.00
2	REMOVE EXISTING WATERLINE AND HOSE BIBB	\$ 1,000.00		\$30.01		\$30.01	3%	\$ 969.99	\$ 1.50
3	REMOVE EXISTING AIRFIELD FENCE	\$ 1,000.50		\$30.02		\$30.02	3%	\$ 970.48	\$ 1.50
4	NEW 6' HIGH FENCE WITH 3 STRANDS BARBED WIRE, 1 FOOT BARBED WIRE EXTENSION ARMS, TOP RAIL, BOTTOM TENSION WIRE INCLUDING GROUNDING AND SIGN RELOCATION	\$ 3,500.10		\$105.03		\$105.03	3%	\$ 3,395.07	\$ 5.25
5	HANGAR SLAB FOUNDATION PREPARATION	\$ 4,673.00		\$140.23		\$140.23	3%	\$ 4,532.77	\$ 7.01
6	NYLOPLAST-ADS 12" DRAIN BASINS WITH STANDARD DUCTILE GRATE	\$ 15,000.00		\$450.14		\$450.14	3%	\$ 14,549.86	\$ 22.51
7	MODIFY EXISTING INLET	\$ 1,500.00		\$45.01		\$45.01	3%	\$ 1,454.99	\$ 2.25
8	6" ADS PIPE, INCLUDING ALL FITTINGS AND APPURTENANCES	\$ 8,500.00		\$255.08		\$255.08	3%	\$ 8,244.92	\$ 12.75
9	8" ADS PIPE, INCLUDING ALL FITTINGS AND APPURTENANCES	\$ 13,300.00		\$399.00		\$399.00	3%	\$ 12,901.00	\$ 19.95
10	PREFABRICATED BOX HANGAR WITH HYDRAULIC DOOR, INCLUDING FINAL DESIGN, PERMITTING, FOUNDATION, SITE WORK, BUILDING ELECTRICAL WORK, AND ALL NECESSARY APPURTENANCES, COMPLETE IN PLACE	\$ 181,714.00		\$18,456.26		\$18,456.26	10%	\$ 163,257.74	\$ 922.81
11	INTERCEPT EXISTING WATER SERVICE WITH 1" "T" BALL VALVE IN BOX, 1" SCHEDULE 40 PVC WATER SERVICE LINE, INCLUDING ALL FITTINGS AND BENDS, AND CONCRETE POST WITH HOSE BIBB	\$ 1,000.00		\$30.01		\$30.01	3%	\$ 969.99	\$ 1.50
12	ELECTRICAL DISTRIBUTION SYSTEM FROM EXISTING METER BOX TO HANGAR AND ALL RELATED COSTS (INCLUDING SERVICE DISCONNECT, BURIED ELECTRICAL SERVICE, AND TEMPORARY POWER TO EXISTING HANGAR IF REQUIRED)	\$ 11,803.00		\$354.20		\$354.20	3%	\$ 11,448.80	\$ 17.71
13									
Total Amount:		\$ 269,989.60	\$0.00	\$27,854.95	\$0.00	\$27,854.95		\$ 242,134.65	\$ 1,392.75



9822 Tapestry Park Circle
 Suite 205
 Jacksonville, FL 32246
 904.265.0751

ITEM-14

Invoice Questions: Billing@lja.com
 Payment Questions: AR@lja.com

www.LJA.com

Town of Hilliard
 PO Box 249
 15859 West CR 108
 Hilliard, FL 32046
 United States

Invoice : 202607498
 Invoice Date : 3/10/2026
 Project : 7711-25008
 Project Name : W 6th Street
 PM Name : Eric W Lanning

For Professional Services Rendered Through 2/27/2026

	Fee	% Complete	Billings		
			To Date	Previous	Current
001 - Project General Tasks	20,806.36	70.00	14,564.45	14,564.45	0.00
002 - Roadway/TTCP	35,077.44	80.00	28,061.95	22,800.34	5,261.61
003 - Drainage	18,858.50	75.00	14,143.88	12,258.03	1,885.85
004 - SAPM	8,379.04	60.00	5,027.42	2,513.71	2,513.71
005 - ETM- Survey	7,745.00	100.00	7,745.00	7,745.00	0.00
006 - MAE- Geotech	10,805.92	99.97	10,802.92	10,802.92	0.00
Current Billings					9,661.17
Amount Due This Bill					<u>9,661.17</u>

Outstanding Receivables	Invoice Number	Date	Amount	Balance Due
	202602194	2/11/2026	5,615.33	5,615.33
				<u>5,615.33</u>



Mail Checks payable to:

LJA Engineering, Inc
 DEPT. 803 P.O. BOX 4346 Houston,
 TX 77210-4346

Send ACH or Wire Payments to:

Account Name:.....LJA Engineering, Inc
 Name of Bank:.....Amegy Bank
 ABA Routing Number:113011258
 Account Number:.....5795329241
 Swift Code:.....ZFNBUS55
 Please email a remittance advice to: AR@lja.com