

# 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  
Richie Rowe, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

**THURSDAY, JULY 06, 2023, 7:00 PM**

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### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

**MAYOR** To call on members of the audience wishing to address the Council on matters not on the Agenda.

## REGULAR MEETING

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

**ITEM-2** Town Council adoption of Resolution No. 2023-11, Endorsing the 2023-2027 Nassau County Comprehensive Emergency Management Plan.  
***Martha Oberdorfer, MPH, CPH, FPEM – Deputy Director, EOC***

**ITEM-3** Town Council consideration in adopting Resolution No. 2023-12, Amending the Public Records Request Policy and Procedures providing guidance in complying with the efficient and effective management of Public Records Requests.  
***Christian Waugh – Town Attorney***

- ITEM-4** Town Council adoption of Resolution No. 2023-13, Completion Bond, Maintenance Bond, Bond Release Templates and Process, along with documentation requirements.  
***Lee Anne Wollitz- Land Use Administrator***
- ITEM-5** Town Council to set a workshop to discuss the Town's Infrastructure Needs and Resources and to Possibly Fund the Cost.  
***Lee Anne Wollitz – Land Use Administrator***
- ITEM-6** Town Council to set a date for a 3 item Joint Workshop with the Planning and Zoning Board.  
***Lee Anne Wollitz - Land Use Administrator***
- ITEM-7** Town Council approval for the Minor Subdivision Application No. 05022023. Property Owner - Wayne and Lauri Higginbotham, Pneuman Homes. Parcel ID No. 08-3N-24-2380-0075-0020  
***Lee Anne Wollitz - Land Use Administrator***
- ITEM-8** Town Council to review and accept the Land Use Administrators Quarterly Report for April 1, 2023, through June 30, 2023.  
***Lee Anne Wollitz – Land Use Administrator***
- ITEM-9** Town Council to review and accept the Building Officials Quarterly Report for April 1, 2023, through June 30, 2023.  
***Bryan Higginbotham – Building Official***
- ITEM-10** Town Council to review and accept the Code Enforcement Officers Quarterly Report for April 1, 2023, through June 30, 2023.  
***Del Miley – Code Enforcement Officer***
- ITEM-11** Town Council approval to hire Gerald Bandy as a Facility Maintenance Assistant at \$15.00 per hour as a Non-Exempt, Introductory or Probationary Employee in the Parks & Recreation Department.  
***Gabe Whittenburg – Parks & Recreation Director***
- ITEM-12** Town Council approval of the Minutes from the June 12, 2023, Workshop and the June 15, 2023, Regular Meeting, Workshop, and Special Meeting.  
***Lisa Purvis, MMC - Town Clerk***
- ITEM-13** Town Council approval of KYNEX, Inc. Payable Final through July 22, 2023  
Project Name: 2023 Fireworks Display in the amount of \$7,500.00.  
**SPECIAL EVENTS PROJECT HILLIARD'S HALF LUMP SUM CONTRACT  
\$15,000.00**
- ITEM-14** Town Council approval of Mittauer & Associates Inc., Payable through May 26, 2023, Project Name: Walker Street Drainage and Paving in the amount of \$236.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$45,000.00**

## **ADDED ITEMS**

## **ADDITIONAL COMMENTS**

### **PUBLIC**

### **MAYOR & TOWN COUNCIL**

#### **ITEM-15**

Mayor and Town Council to sign letter to Governor DeSantis, Representative Black, and Representative Yarborough, thanking them for the Nassau County Legislative Appropriation Funds.

***Mayor Beasley***

#### **ITEM-16**

Mayor Beasley to announce the next Hilliard Action Committee Meeting.

***Mayor Beasley***

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

## **MINUTES & TRANSCRIPTS**

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

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

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

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

## **ADA NOTICE**

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

## **APPEALS**

Pursuant to the requirements of Section 286.0105, Florida Statutes, 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.

## **2023 HOLIDAYS**

### **TOWN HALL OFFICES CLOSED**

1. Martin Luther King, Jr. Day	Monday, January 16, 2023
2. Memorial Day	Monday, May 29, 2023
3. Independence Day Monday	Tuesday, July 4, 2023
4. Labor Day	Monday, September 4, 2023
5. Veterans Day	Friday, November 10, 2023
6. Thanksgiving Day	Thursday, November 23, 2023
7. Friday after Thanksgiving Day	Friday, November 24, 2023
8. Christmas Eve	Monday, December 25, 2023
9. Christmas Day	Tuesday, December 26, 2023
10. New Year's Eve	Monday, January 1, 2024
11. New Year's Day	Tuesday, January 2, 2024





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: July 6, 2023

FROM: ***Martha Oberdorfer, MPH, CPH, FPEM – Deputy Director, EOC***

SUBJECT: Town Council adoption of Resolution No. 2023-11, Endorsing the 2023-2027 Nassau County Comprehensive Emergency Management Plan.

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#### **BACKGROUND:**

See Letter from Division of Emergency Management dated April 12, 2023.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council adoption of Resolution No. 2023-11, Endorsing the 2023-2027 Nassau County Comprehensive Emergency Management Plan.



STATE OF FLORIDA  
**DIVISION OF EMERGENCY MANAGEMENT**

Ron DeSantis  
Governor

Kevin Guthrie  
Director

April 12, 2023

Tim Cooper, Director  
Nassau County Emergency Management  
77150 Citizens Circle  
Yulee, FL 32097

Dear Director Cooper:

In accordance with the provisions of Rule Chapter 27P-6 Florida Administrative Code (FAC), the Florida Division of Emergency Management (FDEM) has completed its review of the Nassau County Comprehensive Emergency Management Plan (CEMP). The review team has determined that your plan meets the CEMP compliance criteria. We hope that the comments and discussions the review team had with you and your staff during the review will assist you in future planning efforts and enhance the update of your CEMP.

**The approved plan must now be adopted by resolution by the governing body of the jurisdiction within 90 days in accordance with Rule 27P-6.006(11) FAC. You must forward a copy of the adoption resolution and an electronic copy of the adopted plan to FDEM to complete compliance. Failure to adopt the plan by resolution within 90 days will result in a letter of non-compliance unless an adoption extension is requested in accordance with Rule 27P-6.006(11) FAC.**

If you have any questions or need additional information regarding the plan's approval, please contact your review team leader, Austin Delgado, at (850) 524-8189 or by email: Local.CEMP@em.myflorida.com.

Sincerely,

Andrew Sussman,  
All-Hazards Unit Manager

LM/AS/ad/

**RELEVANT STAKEHOLDERS:**

Klynt A. Farmer, Chair, Nassau County BOCC  
Pamela Bergstrom, DEM Regional Coordinator  
Eric Anderson, RPC Representative  
Melissa Shirah, DEM - Recovery  
Laura Dhuwe, DEM - Mitigation  
Austin Delgado, DEM – CEMP Planner

## RESOLUTION NO. 2023-11

### A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION, ENDORSING THE 2023-2027 NASSAU COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, Chapter 252, Florida Statutes, assigns responsibility for disaster preparedness, response to, recovery from, and mitigation of disasters to each board of county commissioners in the State of Florida; and

**WHEREAS**, being prepared for disasters means being ready to respond promptly as danger threatens, to save life, protect property, and to provide relief from suffering and privation; and

**WHEREAS**, local services may be overburdened or inadequate to cope with disaster and therefore local governmental entities must operate in a manner befitting the exigent circumstances to compensate, provide timely relief, and minimize hardships as a result of natural and technological disasters in Nassau County; and

**WHEREAS**, many populated areas and parts of communities may require evacuation, shelter, and food until the disaster ends, services are restored, and needed supplies and materials are available; and

**WHEREAS**, the 2023-2027 Nassau County Comprehensive Emergency Management Plan ("CEMP") is intended to provide the framework for the development of detailed operating procedures for all County forces charged with responsibility of protecting the public's health and safety from natural and technological disasters; and

**WHEREAS**, Nassau County has developed the CEMP pursuant to Rule 27P-6.0023(1) of the Florida Administrative Code and adopted it by resolution; and

**WHEREAS**, in order for the CEMP to be given its full effect, the Town of Hilliard's recognition, acceptance, and endorsement of, as well as its participation in, the CEMP, is desirable and beneficial for the citizens of Hilliard;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Hilliard, Florida that:

1. The Town of Hilliard, Florida endorses the Nassau County Comprehensive Emergency Management Plan and shall participate in giving it full effect.
2. This resolution shall take effect immediately upon its adoption.

**DULY PASSED AND ADOPTED** by the Town Council of the Town of Hilliard, Florida at a regular meeting on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Kenneth A. Sims, Sr.  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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John P. Beasley  
Mayor



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: July 20, 2023

FROM: **Christian Waugh – Town Attorney**

SUBJECT: Town Council consideration in adopting Resolution No. 2023-12, Amending the Public Records Request Policy and Procedures providing guidance in complying with the efficient and effective management of Public Records Requests.

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#### BACKGROUND:

The following changes were discussed under Item-4 at the June 1, 2023, regular meeting:

Town Council discussion and review of the Town of Hilliard's current Public Records Policy concerning records request. – **Christian Waugh - Town Attorney**

**Town Attorney Waugh** states the policy from 10 years ago is excellent. Further states the Council should consider lowering the time limit from one hour to 30-minutes; FDLE policy is 15-minutes. Also states the Council should consider adding checking the spam mail on a regular basis to the policy, since the Town may still be responsible for the Public Records Request.

**Mayor Beasley** asks questions about the requestor being anonymous.

**Council President Sims** states he read on FDLE's website about why you have to know or have contact information for an anonymous requestor.

**Councilman Hunter** asks if the IT Department can set a rule in the email system to retrieve Public Records Requests from the Spam Folder, so it can be placed in the inbox.

#### FINANCIAL IMPACT:

None.

#### RECOMMENDATION:

Town Council approval of adoption of Resolution No. 2023-12, amending the Town Public Records Policy, with the discussed changes made by Town Attorney Waugh at the June 1, 2023, regular meeting.

**RESOLUTION NO. 2023-12****A RESOLUTION BY THE HILLIARD TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA; AMENDING THE PUBLIC RECORDS REQUEST POLICY AND PROCEDURES AND PROVIDING GUIDANCE IN COMPLYING WITH THE EFFICIENT AND EFFECTIVE MANAGEMENT OF PUBLIC RECORDS REQUESTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 119.011(12), F.S. defines Public Records as, " all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency "; and

**WHEREAS**, Article I, Section 24, of the Florida Constitution establishes a constitutional right of access to any non - exempt public record made or received in connection with the official business of any public body, officer, or employee of the state, or persons acting on their behalf; and

**WHEREAS**, it is the policy of the Town of Hilliard that openness leads to a better - informed citizenry, which leads to a more transparent government, and to strictly adhere to Public Records Law, Chapter 119, F.S., and other state and federal laws; and

**WHEREAS**, providing access to public records is a duty of each agency, and a Public Records Request Policy and Procedures for the Town of Hilliard is necessary for compliance with Chapter 119, F.S. for the efficient and effective management of public records requests.

**NOW, THEREFORE**, Be It Resolved By The Council of Hilliard, Florida That:

**SECTION 1.**

The Town Council hereby adopts the amended Town of Hilliard Public Records Request Policy and Procedures, attached hereto as Exhibit A.

**SECTION 2.**

The Town Clerk is hereby authorized to execute and/ or implement all aspects of the amended policy, upon review and approval by the Town Attorney.

**SECTION 3.**

This resolution shall become effective upon adoption.

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

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

ATTEST:

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

APPROVED:

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



**Resolution 2023-12**  
**Exhibit “A”**

**Town of Hilliard**  
**Amended Policies and Procedures**

**Records Management and Public Records Request Policy**

**1. Introduction**

The records that the Town of Hilliard keeps in the course of carrying out their duties and responsibilities are public records. Public records are different from records of businesses and private organizations because Florida law requires public records to be readily accessible and available to the public upon request. All employees must ensure that public records in their custody are maintained and accessible as required by Florida law. Employees and agencies do not have the authority to withhold records deemed “sensitive.” The only records that can be withheld from public disclosure are those specifically designated by the Florida Statutes as confidential or exempt. This policy will provide employees with the information necessary to understand and carry out their public records responsibilities.

**2. Purpose**

The purpose of this policy is to provide Town of Hilliard employees with the information and procedures necessary to understand and carry out their responsibilities under the Florida Public Records Law, including:

- i. The requirements for managing Town of Hilliard public records; and
- ii. The manner in which public records requests are to be processed to ensure that responses to the requests are organized, inclusive, and in compliance with applicable statutes and rules; and
- iii. To ensure Town of Hilliard employees properly manage and retain e-mail as public records in accordance with Florida’s Public Records Law, Chapter 119, Florida Statutes (F.S), when using the Town of Hilliard’s email system.

**3. Scope**

This policy applies to all Town of Hilliard employees, as well as publicly created advisory boards and private organizations (such as Citizen Support Organizations), that have been delegated the authority to perform some governmental function. This policy applies to all public records of the Town of Hilliard, regardless of the medium in which they exist (i.e., paper, electronic, or other). This policy applies to the entire Town of Hilliard’s email system.

**4. Definitions**

- a. **“Actual cost of duplication”** means the cost of materials and supplies used to duplicate the public record but does not include labor or overhead cost associated with such duplication. F.S. 119.011(1).
- b. **“Agency”** means any state, county, district, authority, or municipal officer, department, division, board, bureau, commission.... and any other public or private agency, person, partnership, corporation, business entity acting on behalf of any public agency. F.S. 119.011(2).

- c. **"AGO"** means the *Office of the Attorney General of Florida*, which is available at <http://www.myfloridalegal.com>.
- d. **"Custodian"** refers to all agency personnel who have it within their power to release or communicate public records.
- e. **"Custodian of public records"** means the elected or appointed state, county, or municipal officer charged with the responsibility of maintaining the office having public records, or his or her designee. F.S. 119.011(5). (The courts have concluded that the statutory reference to the records custodian does not alter the "duty of disclosure" imposed by F.S. 119.07(1), upon "every person who has custody of a public record)."
- f. **"E-mail"** the electronic transfer of information, typically in the form of electronic messages, memoranda, and attached documents, from a sending party to one or more receiving parties by means of an intermediate telecommunications system.
- g. **"Exemption"** means a provision of general law which provides that a specified record or meeting, or portion thereof, is not subject to the access requirements of F.S. 119.07(1), F.S. 286.011, or s. 24, Art. I of the State Constitution. F.S. 119.011(8).
- h. **"Extensive Use"** see page 10.
- i. **"GS1-SL"** means the *General Records Schedule GS1-SL for State and Local Government Agencies*, which is available at [http://info.florida.gov/recordsmgmt/gen\\_records\\_schedules.cfm](http://info.florida.gov/recordsmgmt/gen_records_schedules.cfm).
- j. **"Information technology resources"** means data processing hardware and software and services, communications, supplies, personnel, facility resources, maintenance, and training. F.S. 119.011(9).
- k. **"Public records"** means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. F.S. 119.011(12).
  - Any material prepared in connection with official agency business which is intended to "perpetuate, communicate, or formalize" knowledge is classified as a public record. *Shevin v. Bryon, Harless, Schaffer, Reid and Assoc.*, 379 So. 2d 633, 640 (Fla. 1980).
  - E -mail created or received by Town of Hilliard employees in connection with official business, which perpetuates, communicates, or formalizes knowledge, is subject to the public records law and open for inspection.
- l. **"Redact"** means to conceal from a copy of an original record, or to conceal from an electronic image that is available for public viewing, that portion of the record containing exempt or confidential information. F.S. 119.011(13).

## 5. Exemptions

- a. **PRESUMPTION OF OPENNESS:** All records are presumed open unless there is a specific statutory exemption. See F.S. 119. 07(1)(e). Accordingly, Town employees must be aware of current Florida Statutes that define public records exemptions. See exemptions below.

- If a records custodian asserts that all or part of a record is exempt from inspection and copying, she/he must provide to the requestor the specific statutory citation authorizing denial of access to the record. F.S. 119.07(1)(e).
- b. EXAMINE RECORDS FOR EXEMPT INFORMATION:** Each document shall be examined by the records custodian of the record to ensure that all exempt information is redacted.
  - 1) If records contain both exempt and non-exempt information, the records custodian must redact that which is exempt and provide access to the remainder. F.S. 119.07(1)(d).
  - 2) An agency may not ordinarily charge for the cost to review records for exempt information. AGO 84 -81. However, an extensive use charge (see page 10) may be imposed if review and redaction require an extensive use of agency resources. Fla. Inst.Legal Serv. v. Fla. Dep't of Corr., 579 So. 2d 267, 269 (Fla. 1st DCA, review denied, 592 So. 2d 680 (Fla. 1991A)).
  - 3) If you are unsure about whether a record contains exempt information or whether any charges for review apply, check with your supervisor, the Town Clerk, or the Town Attorney.
- c. TO REDACT INFORMATION FROM A DOCUMENT:** Make a copy of the requested record. Use correction tape/ liquid or a black marker on the copy to redact or hide protected information. Then make a copy of the redacted copy to provide to the requestor. Do not alter any original document.
- d. STATUTORY EXEMPTION CITATION:** If a record or a portion thereof is exempt from public view, the custodian of the record must provide the requestor with the Florida Statute that specifically exempts the record or portion thereof from public view. F.S. 119.07(1)(e).
- e. EXEMPTIONS:** If a document that is otherwise a public record contains exempt information (such as social security numbers, bank, debit, and /or credit account numbers) then the exempt portion of the record should be redacted and access to the remainder of the document should be provided to the requestor.
  - 1) General Exemptions See F.S. 119.071 for general exemptions from inspection or copying of public records.
  - 2) Two major exemptions from public record are:
    - (i) Social Security numbers. F.S. 119.071(5)(a) 5. If a document that is otherwise a public record contains exempt information (such as social security numbers) then the exempt information shall be redacted and access to the remainder of the document shall be provided to the requestor.
    - (ii) Bank account numbers and debit, charge, and credit card numbers.
      - F.S. 119.071(5)(b). If a document that is otherwise a public record contains exempt information (such as bank, debit, and /or credit account numbers) then the exempt information shall be redacted and access to the remainder of the document shall be provided to the requestor.
  - 3) Also note the following exemptions:

- (i) **Audit report of an internal auditor** becomes a public record when the audit becomes final. Audit work papers and notes are exempt from 119.07(1) until the audit is complete and the audit report becomes final. See F.S. 119.0713(2)
- (ii) **Emergency contact information** furnished by a person to an agency for the purpose of being provided with emergency notification by the agency, including the person's name, address, telephone number, e- mail address, or other electronic communication address. This exemption applies to information held by an agency, before, on, or after the effective date of this exemption. (Effective July 1, 2011, Fla. Chapter Law 2011 - 85) F.S. 119. 071(5)(0)1.
- (iii) **Litigation exemptions** see F.S. 119.071(1)(d) 1. And 2., F.S. 286.011(8).
- (iv) **Medical information** pertaining to a prospective, current, or former employee of an agency, which, if disclosed, would identify that employee as exempt from F.S. 119. 07(1). However, such information may be disclosed pursuant to a court order or if the person's legal representative provides written permission. See F.S. 119.071(4)( b) 1.
- (v) **Retiree lists (DROP participants)**, lists of retirees' names with their addresses are confidential and exempt from the provisions of F.S. 119.071(1) to the extent that no state or governmental agency may provide the name or addresses of such person in aggregate, compiled, or list form to any person except to a public agency engaged in official business. F.S. 121. 031(5).
- (vi) **Security system plans** including threat response, emergency evacuation, and building plans are exempt from FS. 119. 07(1). See F.S. 119.0713(a)-(b).

## 6. Policies

- a. **GENERAL STATE POLICY:** It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency. F.S. 119.01(1).
- b. **PRESUMPTION OF OPENNESS:** All records are presumed open unless there is a specific statutory exemption. See F.S. 119.07(1)(a). If a staff member of the Clerk's Office contends that all or part of a record is exempt from inspection and copying, she/he shall provide the exact statutory citation authorizing the denial to the requestor. F.S. 119.07(e).
- c. **EMAIL POLICY:** E-mail that is created or received by a Town of Hilliard employee in connection with the transaction of official business is considered a public record and is subject to inspection and/or copying in accordance with Chapter 119, Florida Statutes, and is subject to applicable state retention laws and regulations, unless expressly exempted by law.
  - No Right of Privacy : Town of Hilliard employees have no right of personal privacy in any material created, stored in, received, or sent over the Town's e-mail system. The Town of Hilliard reserves and may exercise the right, at any time and without prior notice or permission, to intercept, monitor, access, search, retrieve, record, copy, inspect, review, block, delete and/or disclose any material

created, stored in, received, or sent over the Town's e-mail system for the purpose of protecting the system from unauthorized or improper use or criminal activity.

- d. RECORDS REQUESTED IN MEDIUM NOT ROUTINELY MAINTAINED BY CLERK:** An agency must provide a copy of a record in the medium requested if the agency maintains the record in that medium and may charge a fee for such a copy in accordance with F.S. 119.07(4). F.S. 119.01(2)(f).

- Florida Law does not require an agency to compile reports from records in a medium not routinely maintained by that agency. See F.S. 119.01(2)( f).
- However, the Town Clerk's office may elect to provide records in a medium not routinely maintained in accordance with F.S. 119.01(2)(f).
- If such election is made, any fee charged must be in accordance with F.S. 119.07(4).

- e. RECORDS vs. INFORMATION:** Florida Public Records Law requires agencies to provide access to public records; it does not require that agencies provide information from the records. The Florida Public Records Handbook 2nd edition, p. 10.

- f. IDENTIFYING RECORDS SOUGHT:** A request for inspection or copying of records which is sufficient to identify the records must be honored by the records custodian whether the request is made in person, by telephone, or in writing. AGO 80-57. If the request is insufficient to identify the records sought, Town staff should help the requestor clarify the request.

- Public records requests are **NOT REQUIRED TO BE MADE IN WRITING** per F.S. Chapter 119.
- A person who requests records from Town staff is **NOT REQUIRED TO PROVIDE HIS / HER NAME** in order to receive the records requested per F.S. Chapter 119.

- g. REASONS FOR REQUEST ARE IRRELEVANT:** A status of a party seeking public records is irrelevant, and there is no necessity to show a special interest to view a public record. *Bevan v. Wanicka*, 505 So. 2d 1116 (Fla. 2nd DCA 1987).

- h. TIMELINESS OF RESPONSE:** Every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records. F.S. 119.07(1)( a). Although Florida Statutes do not prescribe a time period in which a request must be completed, records requests are to be completed in a reasonable amount of time.

- **Florida Law requires public record requests to be acknowledged promptly** and afforded a good faith response. F.S. 119.07(1)( c).
- Town Staff should keep requestors reasonably apprised of the status of their requests as a courtesy.
- **Responding to public records requests is a top priority.**

- i. PRIORITY OF RESPONSE:** All public records requests should be treated as equally important and should be answered in the order that they are received.

- j. **CANCELLED OR UNCOLLECTED REQUESTS:** The Town Clerk's staff or any other Town department staff is entitled to receive payment for the entire amount of the value of their services when responding to public records requests. If a records requestor does not collect documents or advises Town staff that the documents are no longer needed, the Town staff is entitled to retain the deposit received for copying and other services related to the records request. Likewise, the Town staff may bill the requestor for the difference between the deposit and the actual cost if full payment was not initially received.
- k. **RESPONDING TO A PUBLIC RECORDS REQUEST:** The Town Clerk's office will serve as coordinator of public records requests in order to ensure that requests are completed within a reasonable amount of time.
  - **IMPORTANT:** However, access to public records shall not be hindered in any way by this process. If routing a request through the Town Clerk's office will delay a response to a public records request, the department (or individual if he or she is not part of a department) that is custodian of the requested record will complete the request.

## 7. Procedures

### a. For Requests Made In Person:

- 1) If the information requested is immediately available, provide access to or copies of the record(s) to the requestor immediately.
  - If a charge is associated with the request (ex. hard copies or extensive use), advise requestor that a fee for copies applies and provide the requestor with an estimate of the cost (cost per page and /or extensive use charges).
- 2) If the records are **not immediately available**, provide the requestor with an estimate of when the records will be available and ask the requestor: (a) if she/he would like to wait, or (b) if the requestor would prefer being notified when record copies are ready.
  - If the requestor prefers to be notified when the record copies are ready, ask the requestor how she/he would like to be made aware that the record copies are ready for pick up.
  - **Remember:** A requestor is **not required** to provide (a) his or her name, or (b) a reason for making the request in order to receive copies of or access to public records.

### b. For Requests Made by Telephone, Fax, Mail, or E-mail:

- 1) When a public records request is received by telephone, fax, mail, or e-mail, Town staff must provide the requestor with an acknowledgement that the request was received and provide a good faith estimate of when the information will be available for inspection or copying F.S. 119. 07(1)( c).
  - If a charge is associated with the request (i.e., hard copies or extensive use), advise requestor that a fee for copies applies and provide the requestor with an estimate of the cost (or cost per page).

- 2) When taking a request by telephone, write down the caller's request as specifically as possible. Be sure to repeat the request back to the requestor to ensure accuracy.

## 8. **Fees**

### a. **Fee Collection:**

- 1) **Time of Payment:** When all allowable fees /charges applicable to a particular request can be calculated in advance, they may be collected in advance of copying such records.
  - (i) If copies are to be mailed to a requestor, the fees /charges applicable shall be collected prior to mailing, including postage costs.
  - (ii) If an excessive use fee is imposed (see page 10), the requestor should be informed of the charge and provided a cost estimate prior to record duplication.
  - (iii) Fee and duplication costs should be received prior to the Town staff releasing the copies of records.
- 2) **Deposit:** Depending on the total cost of duplication and /or extensive use charge, a deposit may be required which will be determined by the records custodian. Any deposit collected by the records custodian must be reasonable based on F.S. 119.07(4) and reflect the actual costs of producing copies.
  - (i) The Clerk's Office will refund any monies deposited in excess of the actual charges incurred to fulfill the request.
  - (ii) If the actual cost exceeds the monies deposited, the requestor will be required to pay the difference before receiving copies of records.
- 3) **Mailing:** If the records requested are mailed to the requestor, additional charges will be added to cover the cost of postage and packaging.
- 4) **Acceptable Forms of Payment:**
  - (i) Most major credit cards, including Visa and MasterCard
  - (ii) Cash, money order (payable to the Town of Hilliard)
  - (iii) Check (payable to the Town of Hilliard, subject to the following conditions)
    - Personal checks will not be accepted by mail.
    - Checks will only be accepted over the counter with Driver License or State - issued photo ID.
    - The above limitations do not apply to: governmental agencies, title companies, and officer of the courts.
- 5) **Sales Tax:** Sales tax is not currently charged on public records requests.

### b. **Fee Schedule:**

#### **Duplication Medium**

#### **Fee\***

1) Letter page, one-sided	15¢ /page
2) Legal page, one-sided	15¢ /page
3) Letter page, double-sided	20¢ /page
4) Legal page, double-sided	20¢ /page
5) Certified copy (Non-Court)	\$1.00 /page
6) Electronic copy (e-mail or fax)	No Charge*
7) CD	Actual Cost (50¢ per CD)
8) Audio Tape	Actual Cost (\$1.00 per Tape)
9) Plat Map	Town Staff will take the map(s) to a local vendor for copies. Requestor will pay in accordance with the local vendor's fee schedule.

**If a requestor provides his or her own Tape or CD (it must be brand new and unopened), then the above charges do not apply.**

***\*These fee amounts do not include extensive use fees.***

- **If records are duplicated using a medium other than those listed above, the records custodian shall consult with the Town Clerk's Office to determine the actual cost of duplication.**
- **The same fees apply to color and black/white copies.**

## **9. Extensive Use**

### **a. Extensive Use Policy (See FS 119.07(4)(d))**

These guidelines establish policy regarding fees to be charged for extensive use of staff time and /or information technology resources. Extensive use charges should be applied uniformly throughout Town departments.

- 1) LABOR COSTS:** When more than ~~1-hour~~ **30 minutes** of clerical and /or supervisory time is spent in the inspection or duplication of a record, the extensive use fee shall be calculated from the hourly cost of the salary of the employee(s) required to fulfill the request. When extensive use consists of clerical tasks (i.e., locating documents, making photocopies) the Clerk's Office shall charge a clerical rate even if, due to staff shortages, a more highly paid person actually does the work.
  - An agency may not ordinarily charge for the cost to review records for exempt information. AGO 84 -81. However, an extensive use fee may be charged if review and redaction require an extensive use of agency resources. *Florida Institutional Legal Services v. Florida Department of Corrections*, 579 So. 2d 267 (Fla.1st DCA 1991), review denied, 592 So. 2d 680 (Fla. 1991).



- Labor cost is determined by salary plus benefits. Bd. of County Comm' rs. Highland County v. Colby, 976 So. 2d 31 (Fla. 2d DCA 2008).

**2) INFORMATION TECHNOLOGY RESOURCE COSTS:** Information technology resources include use of personal computers, microfiche readers, or other office machinery. An extensive use fee shall be collected if the time reasonably required to produce or display the record is over ~~4-hour~~ 30 minutes.

**3) DEPOSITS:** See Section 8(a)(2) of this policy for information regarding deposits.

**b. Extensive Use Procedures**

If the nature or volume of the public records requested to be inspected or copied requires the use of more than one ~~(1) hour~~ thirty (30) minutes of information technology resources and /or clerical or supervisory assistance by Town staff, an extensive use service charge based upon the cost incurred for such extensive use of information technology resources or labor cost of the personnel providing the service shall be charged to the requestor.

**GUIDELINES**

- 1) The extensive use charge will be added to the actual cost of duplication of the records requested.
- 2) The extensive use charge will be based on the labor costs of the personnel providing the service.
- 3) The extensive use charge will be computed **to the nearest quarter hour exceeding ~~one (1) hour~~ thirty (30) minutes based** on the current rate of pay for the pay grade of the person who performed the service.
- 4) When extensive use consists of clerical tasks (i.e., locating documents, making photocopies), a clerical rate should be charged, even if a more highly paid person actually does the work.

This Extensive Use Policy and Procedure is established in accordance with Florida Statute 119.07(4)(d) for the purpose of recovering costs incurred for extensive use of information technology resources and /or clerical or supervisory assistance.

**10. Records Management and Retention**

The Town of Hilliard is committed to preserving records in accordance with Florida law. The Town of Hilliard complies with Florida's records management program as outlined by the State Library & Archives of Florida which promotes the efficient, effective, and economical management of public records. Proper records management ensures that information is available when and where it is needed, in an organized and efficient manner, and in an appropriate environment.

Records management is more than retention, storage, and disposition of records; it entails all record - keeping requirements and practices that allow an organization to establish and maintain control over information flow and administrative operations. Florida's records management program is authorized by section 257.36, Florida Statutes, and applies to public records as defined in section 119.011(11), Florida Statutes.

Records management seeks to control and manage records throughout their life cycle, from their creation through active use, inactive storage, and final disposition.

## 11. Email

### a. Retention Requirements:

- (1) All public records must have an approved retention schedule in place before they can be destroyed or otherwise disposed of. Retention periods are determined by the content, nature and purpose of records, and are set based on their legal, fiscal, administrative and historical values, regardless of their form. Therefore, there is no single retention schedule that would apply across the board to all e-mails. E-mail, like other records, irrespective of its form, can have a variety of purposes and relate to a variety of program functions and activities. The retention period of any particular e-mail message will generally be the same as the retention for records in any other form that document the same program function or activity.
- (2) Town of Hilliard employees are required to relate each e-mail that is created or received by the employee through the Town's e-mail system to the activity it documents, as well as to other records documenting that activity, and apply the appropriate retention period based on that activity or function.
- (3) It is the responsibility of each Town of Hilliard employee to ensure that e-mail and other public records in their custody are maintained for the required retention period(s). Exchange Online mailboxes are replicated to multiple database copies, in geographically dispersed Microsoft data centers, to provide data restoration capability in the event of a messaging infrastructure failure. For large scale failures, service continuity management is initiated.
- (4) In the event that an Town of Hilliard employee wishes to retain a record that has met retention, they must request approval from the Town Clerk.

### b. Transitory Messages:

Many, though not all, e-mails fall under the retention schedule for "TRANSITORY MESSAGES" (*General Records Schedule GS1-SL for State and Local Government Agencies*, Item #146). "Transitory Messages" are messages that do not set policy, establish guidelines or procedures certify a transaction or become a receipt. For instance, an e-mail notifying or reminding employees of an upcoming meeting would only have value until the meeting has been attended or the employee receiving the message has marked the date and time in the calendar. The informal nature of transitory messages might be compared to a telephone conversation or a conversation in an office hallway. The retention requirement for transitory messages is to *retain until obsolete, superseded or administrative value is lost* (OSA). Therefore, e-mails that fall into this category can be disposed of at any time once they are no longer needed.

### c. Deleted E-Mail:

- (1) It is the responsibility of each Town of Hilliard employee to delete e-mail that has met retention on a regular basis adhering to the applicable general records schedule. All e-mail placed in the *Deleted Items* folder will be automatically deleted from the system within 24 hours . **Once deleted, it cannot be retrieved.**
- (2) Personal e-mail is to be deleted regularly from the system. In the event of a public records request that encompasses personal e-mail, those e-mails kept on the Town of Hilliard system will be provided to the requestor. The Town of

Hilliard will not defend cases pertaining to personal e-mail items in a court of law.

**d. Invalid Recipient:**

If an e-mail is received for a former employee, temporary employee, etc., the e-mail is automatically purged and a non-delivery receipt is returned to the sender.

**e. Employment Separation:**

When an employee separates from employment with the Town of Hilliard, that employee's electronic public records, including but not limited to his/her computer user drive and e-mail, shall be transferred to the RMLO and Information Technology Director for appropriate management, retention, and disposition. Hard copy public records shall remain in the custody of the Town of Hilliard for appropriate use, retention, and disposition.

**f. Managing E-mail**

- (1) Sorting e-mail into appropriate personnel folders is a helpful way to manage these records and to ensure that appropriate retention requirements are identified and met. That is, just as file cabinets are set up to house different sets of files and employees know where to file paper records in those files, e-mail files and folders shall be set up with the appropriate retention period designated for each of those files and folders. If no retention schedule exists for records relating to a particular activity, then one must be established and that retention schedule would then apply to all documentation of that activity, regardless of form (paper, film, electronic, etc.).
- (2) At a minimum, Town of Hilliard employees shall review e-mail on weekly basis and delete items that have met retention, are transitory messages or categorized as OSA.
- (3) In addition to regular e-mail, employees are also required to review their spam or junk folders on a regular basis, at least once a week, to ensure no important correspondence or requests have been accidentally misdirected. Any relevant emails found in these folders should be moved to the appropriate personnel folders and handled according to the established retention schedule or applicable records policy.

**g. Violations**

Violations of this policy may result in disciplinary action, up to and including termination of employment.

The Town of Hilliard follows the Florida Department of State Division of Library and Information Services General Records Schedules. Specifically, the following:

## **General Records Schedules**

These General Records Schedules established by the Department of State are intended for use by state, county, city and special district public records custodians.

Schedule No.	Agency	Last Revised	PDF	Word	Excel
GS1-SL	State and Local Government Agencies	October 2013	<a href="#">PDF</a> 426KB	<a href="#">WORD</a> 542KB	<a href="#">Excel</a> 355KB
GS2	Law Enforcement, Correctional Facilities, and District Medical Examiners	May 2008 <i>With December 1, 2010 Revisions</i>	<a href="#">PDF</a> 267KB	<a href="#">WORD</a> 380KB	<a href="#">Excel</a> 224KB
GS3	Election Records	September 2010 with <i>February 1, 2011</i> and <i>September 1, 2012</i> <i>Updates</i>	<a href="#">PDF</a> 618KB	<a href="#">WORD</a> 311KB	<a href="#">Excel</a> 132KB
GS6	Building Departments	This schedule has been incorporated into the GS1-SL			
GS8	Fire Department Records	May 1999	<a href="#">PDF</a> 50KB	<a href="#">WORD</a> 96KB	
GS14	Public Utilities	Created September 2002	<a href="#">PDF</a> 128KB	<a href="#">WORD</a> 202KB	

These schedules may be accessed at the following website address:  
[http://dlis.dos.state.fl.us/recordsmgmt/gen\\_records\\_schedules.cfm](http://dlis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm)



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 6, 2023

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

SUBJECT: Town Council adoption of Resolution No. 2023-13, Completion Bond, Maintenance Bond, Bond Release Templates and Process, along with documentation requirements.

---

#### **BACKGROUND:**

Through the release of Construction Bonds in the year 2023 it became apparent to Town Attorney and the Land Use Administrator that the Town needed Templates for Construction Bonds, Maintenance Bonds, a process for the release of Bonds and a stated percentage of the Bond for the Town to maintain during the warranty period.  
The resulting document is Resolution 2023-13.

#### **FINANCIAL IMPACT:**

None

#### **RECOMMENDATION:**

Town Council to adopt Resolution No. 2023-13, the process and documents for Construction Bonds, Maintenance Bonds and Warranty Periods.

## RESOLUTION NO. 2023-13

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION ADOPTING COMPLETION BOND, MAINTENANCE BOND, AND BOND RELEASE TEMPLATES AND PROCESSES ALONG WITH DOCUMENTATION REQUIREMENTS; A PROCESS TO SUPPLEMENT THE TOWN OF HILLIARD CODE OF ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Hilliard desires to supplement the Land Development Regulations; and provide Completion Bond, Maintenance Bond, Bond Release process Templates and Documentation Requirements; and

**WHEREAS**, the Town of Hilliard desires to have standards and templates adopted to establish minimum acceptable standards for the acceptance and release of Completion Bonds and a process for allowing 10% of the Bond to remain in effect for a warranty period to be determined by a Maintenance Bond Contract; and the Town desires to adopt a process for the release of the Bond contracts.

**NOW THEREFORE BE IT RESOLVED**, that the Town of Hilliard has adopted a template for a Completion Bond, Maintenance Bond, a process for releasing 90% of the Competition Bond allowing for the remaining 10% to be held as a Maintenance Bond throughout the warranty period and then allowing for a process for the release of the Maintenance Bond Contract and for it to supplement the Land Development Regulations in the Hilliard Town Code.

**THIS RESOLUTION** adopted and effective this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the Town Council of the Town of Hilliard, Florida.

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

ATTEST:

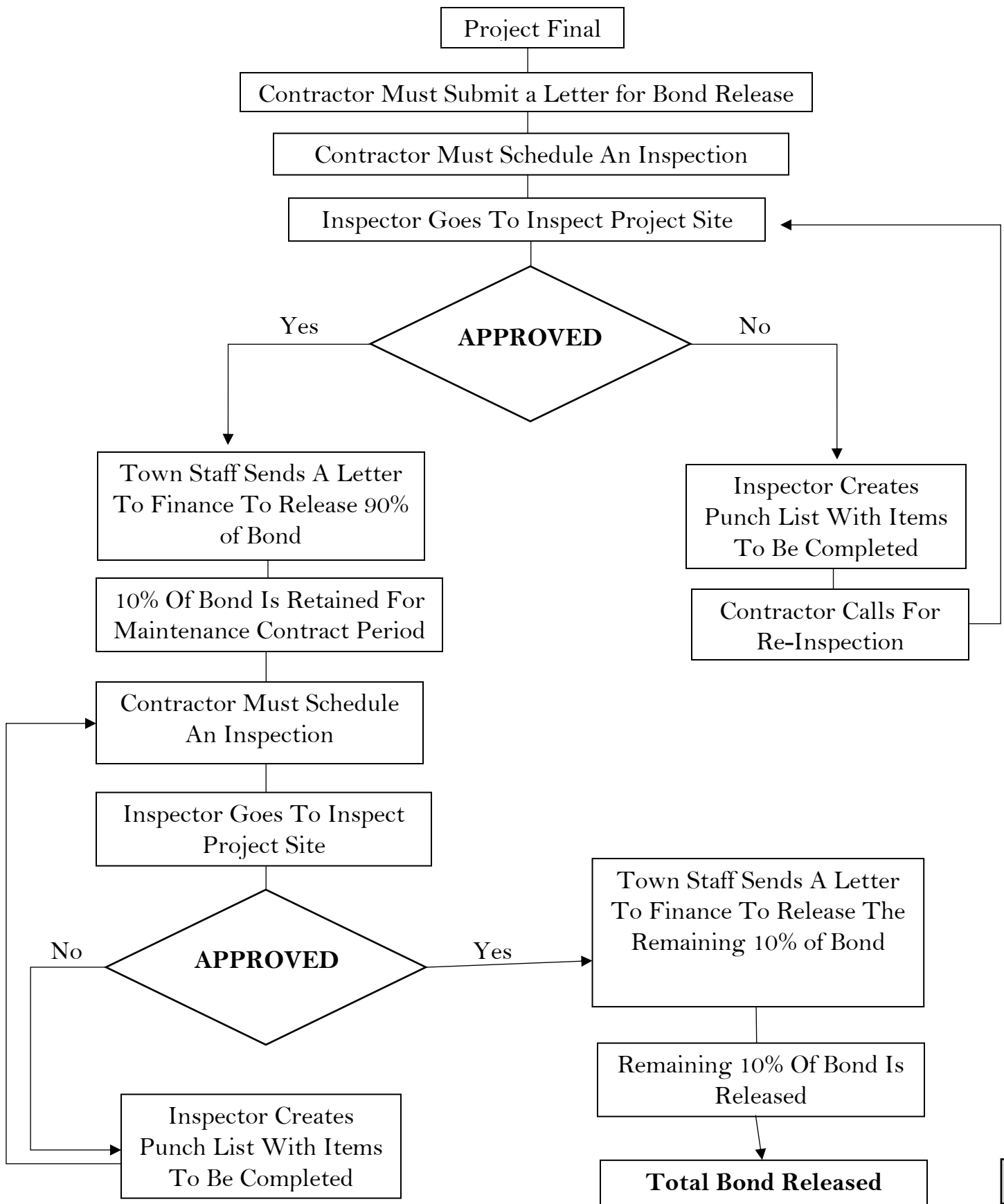
\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

---

John P. Beasley  
Mayor

## Town of Hilliard Bond Release Process





## Completion Bond

Bond No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENT, that we, \_\_\_\_\_ hereinafter called Principal, and \_\_\_\_\_ hereinafter called Surety, are held and firmly bound unto The \_\_\_\_\_ hereinafter called Oblige, in the full and just sum of \_\_\_\_\_ lawful money of the United States, for the payment of which we bind ourselves our heirs, administrators, executors, successors and assigns, jointly and severally, firmly by the presents.

THE CONDITION ON THIS OBLIGATION is such that, Principal will perform certain work as described in the Engineering Plans prepared by \_\_\_\_\_ dated \_\_\_\_\_ approved by the Town of Hilliard, on \_\_\_\_\_ hereinafter the "Plans", and that such work shall be completed no later than two years from the date hereof.

WHEREAS the said Principal will complete the remaining items per Exhibit "A" at \_\_\_\_\_ within the Town of Hilliard, Nassau County, State of Florida.

NOW THEREFORE if the said Principal shall indemnify and save harmless the Oblige against any loss or damage occasioned by the failure of the workmanship or materials, then this obligation is to be void, otherwise to remain in full force and effect until such time as the Oblige approves the work on which this obligation is conditioned. It is understood, however, the Oblige may call the bond based on an estimate of the cost to complete deficiencies if, in the sole discretion of the Oblige, the Oblige determines a deficiency exists. This bond shall not include loss or damage due to hurricane, cyclone, tornado, earthquake, volcanic eruption or similar disturbance of nature, or military, naval or usurped power, insurrection, riot, or civil commotion, nor any act of God.

No right of action shall accrue upon or by reason of this obligation, to or for the benefit of any persons, firm, or corporation other than the Oblige herein named. This bond shall be governed by the laws of the State of Florida, and any and all legal action necessary to enforce it will be held in The Town of Hilliard, Nassau County, Florida.

SIGNED, sealed, and dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Principal Name \_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_

Witness \_\_\_\_\_

Title \_\_\_\_\_

Surety Name \_\_\_\_\_

Witness \_\_\_\_\_

## MAINTENANCE BOND

### KNOW ALL MEN BY THESE PRESENTS:

That we \_\_\_\_\_,  
hereinafter referred to as "PRINCIPAL" and \_\_\_\_\_, a surety  
company authorized to do business in the State of Florida hereinafter referred to as "SURETY," are held  
and firmly bound unto the Town of Hilliard, Florida, hereinafter referred to as "TOWN," in the sum of  
\$\_\_\_\_\_ for the payment of which we bind ourselves, heirs, executors, successors and  
assigns, jointly and severally, firmly by these presents.

WHEREAS, PRINCIPAL has constructed certain improvements, including but not limited to,  
streets, curbs, storm drains, water, sewer system and other appurtenances in that certain development  
described as \_\_\_\_\_;  
\_\_\_\_\_ ; and

WHEREAS, pursuant to the Town of Hilliard Code, the aforesaid improvements were made  
pursuant to certain plans and specifications dated \_\_\_\_\_, and filed with the  
TOWN; and

WHEREAS, PRINCIPAL is obligated to protect the TOWN against any defects resulting from faulty  
materials or workmanship of said improvements and to maintain said improvements for a period of one  
(1) year from \_\_\_\_\_, 20\_\_\_\_.

NOW, THEREFORE, the condition of this obligation is such that if PRINCIPAL shall promptly and  
faithfully protect the TOWN against any defects and correct any defects resulting from faulty materials  
or workmanship of the aforesaid improvements and maintain said improvements for a period of one (1)  
year from \_\_\_\_\_, 20\_\_\_\_, then this obligation shall be null and void; otherwise it shall  
remain in full force and effect.

The TOWN shall notify the PRINCIPAL in writing of (1) any defect for which the PRINCIPAL is  
responsible and (2) any item that is not properly maintained and shall specify in said notice a reasonable  
period of time within which PRINCIPAL shall have to correct said defect or properly maintain said item.

The SURETY unconditionally covenants and agrees that if the PRINCIPAL fails to perform within  
the time specified, the SURETY, upon forty-five (45) days written notice from the TOWN, or its  
authorized agent or officer, of the default will forthwith correct such defect or defects, perform the  
required maintenance and pay all TOWN costs related hereto, including, but not limited to, engineering  
costs, legal fees (including attorney fees on appeal) and contingent costs. Should the SURETY fail or  
refuse to correct said defects and perform the required maintenance, the TOWN, in view of the public  
interest, health, safety and welfare factors involved, and the consideration in approving and filing the  
said development, shall have the right to resort to any and all legal remedies against the PRINCIPAL and  
SURETY, both at law and in equity, including, including specifically, specific performance, to which the  
PRINCIPAL and SURETY unconditionally agree.

The PRINCIPAL and SURETY further jointly and severally agree that the TOWN, at its option, shall have the right (1) to correct said defects and (2) to perform the required maintenance in case the PRINCIPAL shall fail or refuse to do so, and in the event the TOWN should exercise and give effect to such right, the PRINCIPAL and the SURETY shall be jointly and severally obligated hereunder to reimburse the TOWN the total cost thereof, including, but not limited to, construction costs, engineering costs, legal fees (including attorney fees on appeal) and contingent costs, together with any damages either direct or consequential, which may be sustained on account of the failure of the PRINCIPAL to correct said defects.

IN WITNESS WHEREOF, the PRINCIPAL and the SURETY have executed these presents this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Principal  
(Corporate Seal)

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
(If a Corporation)

Its: \_\_\_\_\_

\_\_\_\_\_  
Surety  
(Corporate Seal)

By: \_\_\_\_\_

Attorney-in-Fact

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Attach Power of Attorney to this Bond

STATE OF FLORIDA (COUNTY OF NASSAU )

PERSONALLY APPEARED before me, the undersigned authority, \_\_\_\_\_  
(PRINCIPAL) who executed the foregoing instrument and is personally known by me or who has  
produced his/her driver's license as identification and who did/did not take an oath, and who  
acknowledged before me that he/she executed the same for the uses and purposes therein expressed.

WITNESS my hand and official seal in the County and State last aforesaid, this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 6, 2023

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

SUBJECT: Town Council to set a workshop to discuss the Town's Infrastructure Needs and Resources and to Possibly Fund the Cost.

---

#### **BACKGROUND:**

See attached support information.

#### **FINANCIAL IMPACT:**

Unknown.

#### **RECOMMENDATION:**

Town Council to set a workshop that will allow enough time to discuss the Town's Infrastructure with the Town's Engineer Mr. Tim Norman present.

**Lisa Purvis**

---

**From:** Timothy Norman <TNorman@mittauer.com>  
**Sent:** Wednesday, June 21, 2023 8:04 AM  
**To:** Lisa Purvis  
**Cc:** Greg Lang; John Petrohovich  
**Subject:** RE: Hilliard Sewer Rehab

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Lisa,

We are available most any evening Monday through Friday in July. Let us know a date that works for the Town.

**TIM NORMAN, P.E.**  
**VICE PRESIDENT**  
**MITTAUER & ASSOCIATES, INC.**  
 580-1 Wells Road  
 Orange Park, FL 32073  
 Office: (904) 278-0030  
 Direct: (904) 644-0645  
 Email: [tnorman@mittauer.com](mailto:tnorman@mittauer.com)




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**From:** Lisa Purvis <lpurvis@townofhilliard.com>  
**Sent:** Tuesday, June 20, 2023 5:19 PM  
**To:** Timothy Norman <TNorman@mittauer.com>  
**Cc:** Greg Lang <GLang@mittauer.com>; John Petrohovich <john.petrohovich@mittauer.com>  
**Subject:** RE: Hilliard Sewer Rehab

Tim,

We are looking to set a workshop at the next meeting on July 6, 2023, are there any dates that would work for you to come with information that you talked about in the email below?

Sincerely,

*Lisa Purvis, MMC*

Town Clerk  
 Town of Hilliard  
 PO Box 249  
 15859 West CR 108  
 Hilliard, FL 32046  
 904.845.3555 Phone  
 904.845.1221 Fax  
[www.townofhilliard.com](http://www.townofhilliard.com)



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**From:** Timothy Norman <[TNorman@mittauer.com](mailto:TNorman@mittauer.com)>  
**Sent:** Thursday, May 18, 2023 7:32 AM  
**To:** Lisa Purvis <[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)>  
**Cc:** Greg Lang <[GLang@mittauer.com](mailto:GLang@mittauer.com)>; John Petrohovich <[john.petrohovich@mittauer.com](mailto:john.petrohovich@mittauer.com)>  
**Subject:** RE: Hilliard Sewer Rehab

Lisa,

We will investigate the potential grant funding the Town could receive using FDEP State Revolving Funds (SRF). We think this will be a better funding program than RD. We will first need to do a sewer system evaluation survey (SSES) to determine the exact scope of sewer rehabilitation that needs to be done. The amount of grant funding the Town can receive will be dependent median household income. There currently is a lot of state and federal money allocated for water and sewer projects.

In regards to the operating deficit, it is probably not solely attributable to infiltration/inflow in the sewer system. We can review your audit and operating expenses and help identify where you might be able to achieve some savings. A rate study may be in order once we have an idea of what project costs will be.

We can do a workshop with Council at some time in the near future once we have developed a funding strategy. Contact me if you have any questions.

**TIM NORMAN, P.E.**  
**VICE PRESIDENT**  
**MITTAUER & ASSOCIATES, INC.**  
580-1 Wells Road  
Orange Park, FL 32073  
Office: (904) 278-0030  
Direct: (904) 644-0645  
Email: [tnorman@mittauer.com](mailto:tnorman@mittauer.com)



---

**From:** Lisa Purvis <[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)>  
**Sent:** Wednesday, May 17, 2023 5:08 PM  
**To:** Timothy Norman <[TNorman@mittauer.com](mailto:TNorman@mittauer.com)>  
**Subject:** Hilliard Sewer Rehab

Tim,

I need your help. I have been trying to figure out how I can get the old clay sewer pipes that obviously have cracks in them fixed so we can stop treating storm water and taking up our capacity.

I have had Fred Fox submit each time for CDBG Mitigation Funds with no luck to date. I have brought the request before the Nassau Delegation for the past two years with no luck so far. I fear that we may have to go to USDA Rural Development for a 75% loan 25% grant to make the needed replacements/repairs.

We are spending more money in operating than we are bringing in each year with no end in sight and have been for the past four years. Prior to that we never spent more than we brought in. Last year was the worst we expended \$331,451.00 more than we brought in. We cannot afford to pay off our 1999 Bond that is at 4.5% interest with a payoff of \$648,000 to bring down our annual debt (\$57,671) to be able to take on more debt. We have been raising our rates and fees and it is still not enough.

At our audit delivery review workshop last night we were told that we can now spend our ARPA funds \$1,634,286.00, for revenue replacement and pay off the \$648,000 Bond but those funds we were hoping to put with any grant funds to off set the approximate \$7,459,400 in repairs that you provided an engineer's opinion on (Project No. 9610-53-1).

Please advise if you can think of a resolution we can afford or something that I have not considered yet.

Sincerely,

*Lisa Purvis, MMC*

Town Clerk  
Town of Hilliard  
PO Box 249  
15859 West CR 108  
Hilliard, FL 32046  
904.845.3555 Phone  
904.845.1221 Fax  
[www.townofhilliard.com](http://www.townofhilliard.com)



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## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 6, 2023

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

SUBJECT: Town Council to set a date for a 3 item Joint Workshop with the Planning and Zoning Board.

---

#### **BACKGROUND:**

Workshop to include Items: Vacation of ROW process and applications, Vacation of ROW application for Dayspring Commons, and discussion concerning Mobile Home placement in Town.

1. On May 18<sup>th</sup>, the Town Council passed an Ordinance for the Vacation of Right of Ways within the town. Town Clerk, Lisa Purvis and Land Use Administrator, Lee Anne Wollitz, worked together to put a process and applications in place to meet the requirements of the Ordinance and the recommendations of the Council. Land Use Administrator would like to review this process with Council and Planning and Zoning Board.
2. Dayspring Commons submitted a preapplication on June 7<sup>th</sup> for Vacation of ROW for the portion of 6<sup>th</sup> street included within the PUD. A step in the process is for Town Council and P and Z Board to give input during the pre-application process.
3. Over the last couple of months several citizens living in an R-3 district inquired about having a mobile home on their property. I am requesting discussion regarding which districts allow mobile homes.

#### **FINANCIAL IMPACT:**

None

#### **RECOMMENDATION:**

Town Council to set a date for a 3 item Joint Workshop with the Planning and Zoning Board.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 6, 2023

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

SUBJECT: Town Council approval for the Minor Subdivision Application No. 05022023.  
Property Owner – Wayne and Lauri Higginbotham, Pneuman Homes.  
Parcel ID No. 08-3N-24-2380-0075-0020.

---

#### **BACKGROUND:**

See attached

#### **FINANCIAL IMPACT:**

None

#### **RECOMMENDATION:**

Based in the surveys and legal description submitted with the application, staff recommends the Town Council approve the lot reconfiguration with compliance to the conditions set forth by the Planning and Zoning Board.

In May 2023, Higginbotham filed an application for lot split/reconfiguration for parcel ID No. 08-3N-24-2380-0075-0020.

This parcel is at the dead end of W. 5th Street. That block of W. 5<sup>th</sup> Street is unpaved. There is currently one home on the parcel. The developer has plans to remove and replace the current home with a new build. Also, to add an additional dwelling unit to the second parcel. The current zoning of the property is R-3. Both proposed parcels will meet the zoning requirements for the district.

A development investigation was completed as part of this application. On May 12<sup>th</sup>, the developer was notified of the Public Works findings, the need to consult the engineer concerning the project, and under what circumstances the project would become Common Plan of Development as stated in 62-562.

The Developer filed a Development Investigation Application (consultant needed) in early June and we will have the results from Mittauer in early July.

On June 13, 2023, Planning and Zoning Board voted 5-0 to recommend the lot split to the Town Council with the following conditions.

1. The applicant shall record the lot split with the Clerk of the Court and provide the Town evidence of the recordation.
2. The applicant shall obtain real estate parcel numbers for each parcel from the Property Appraiser and provide those real estate parcel numbers to the Town.
3. Prior to developing each parcel, the applicant/developer would be responsible for any infrastructure required to serve the parcel. All infrastructure improvements are required to meet Town standards.



# Town of Hilliard Lot Split/Reconfiguration Application

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

## FOR OFFICE USE ONLY

ITEM-7

File # 05022023  
Application Fee: \$100 CC, AH  
Filing Date: 5/23/23 Acceptance Date: \_\_\_\_\_

### A. PROJECT

1. Project Name: SCH Heritage
2. Address of Subject Property: W. 5th Street Hilliard (37382)
3. Parcel ID Number(s): 08-3N-24-2380-0075-0020
4. Existing Use of Property: RS-3
5. Zoning Designation: RS-3
6. Future Land Use Map Designation: Single Family Homes
7. Acreage of Parcel: 1 ACRE

### B. Owner

1. Name of Owner(s) or Contact Person(s): Wayne Higginbotham Title: Owner  
Company (if applicable): Pneuman Homes  
Mailing address: PO BOX 123  
City: Callahan State: FL ZIP: 32011  
Telephone: (904) 507-9827 FAX: ( ) E-mail: pneumanhomes@gmail.com

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

### C. ATTACHMENTS (One copy plus one copy in PDF format)

1. Legal description with tax parcel number.
2. Survey of Existing Property, including all structures and driveways
3. Survey of Proposed Lot Split
4. Warranty Deed or other proof of ownership.

5. Fee - \$100

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

**A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

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

Signature of Applicant

Wayne Higginbotham

Typed or printed name and title of applicant

5/1/2023

Date

Signature of Co-applicant

Typed or printed name of co-applicant

Date

State of

Florida

County of

NASSAU

The foregoing application is acknowledged before me this 1 day of May, 2023 by Wayne

Higginbotham

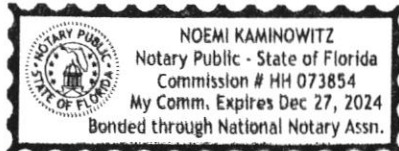
as identification.

who is/are personally known to me, or who has/have produced

FI DL

Notarization

NOTARY SEAL



Signature of Notary Public, State of

Florida

OWN OF HILLIARD

04-845-3555

\*\*\*\* REPRINT RECEIPT\*\*\*\*

EC#: 00161736 5/02/2023 10:52 AM

PER: AH TERM: 001

EF#:

AID BY:

DCT #: XXXX-XXXX-XXXX-8911

UTH #: 002684

RAN #: 000000077886

/PE: PURCHASE

PP NAME: MasterCard

NTRY MODE: CHIP

MOUNT USD\$ 206.00

MV DETAILS:

C: 4C0447CC4976872C

RAN: 627.0000 W/S SINGLE LOT  
W. FIFTH ST-PNEUMAN HOMES  
W&S SINGLE LOT 100.00CR

RAN: 104.0000 ZONING REVENUE  
LOT SPLIT-PNEUMAN HOMES  
ZONING REVENUE 100.00CR

RAN: 619.0000 CONVENIENCE CHARGE  
CONVENIENCE CHARGE 6.00CR

TENDERED: 206.00 CREDIT CARD  
APPLIED: 206.00-

CHANGE: 0.00

Prepared by: First Coast, Inc.  
Record and Return to: Wayne and Lauri Higginbotham  
45384 Green Ave., Callahan, FL 32011

## Special Warranty Deed

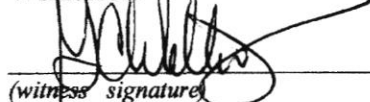
This Special Warranty Deed made this **February 21, 2019** by **First Coast, Inc., a Florida corporation**, whose mailing address is **PO Box 415, Yulee, Florida 32041**, herein called the "**Grantor**", to **Wayne Higginbotham and Lauri Higginbotham, (H&W)**, whose mailing address is **45384 Green Ave., Callahan, FL 32011**, hereafter called the "**Grantee**",

WITNESSETH: That Grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged by these presents, does grant, bargain and sell unto Grantee, all that certain "parcel, property, land, or lot", situate in Nassau County, Florida, to wit: **37382 5th St. W., Hilliard, Florida 32046 / Tax PARCEL ID # 08-3N-24-2380-0075-0020**  
**See Attached Exhibit "A" - "Description Of Property"**

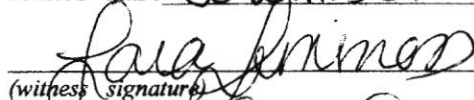
TOGETHER with all of the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining, all in its current AS / IS condition, and Subject to all matters set forth on **Exhibit "B" attached hereto and made a part hereof** (collectively, the "**Permitted Exceptions**"), provided this shall not serve to reimpose any of the same Permitted Exceptions, TO HAVE AND TO HOLD, the same in fee simple forever. AND, Grantor hereby covenants with the Grantee that Grantor is lawfully seized of said parcel in fee simple; that Grantor has good right and lawful authority to sell and convey said parcel; that Grantor hereby specially warrants that title to said parcel is free from all encumbrances made by Grantor, and Grantor will defend the same against the lawful claims of all persons claiming by, through, or under Grantor, but against none other. (Wherever used herein, the usage of any gender shall be applicable to all genders, and the terms "Grantor" and "Grantee" shall include the singular and the plural, and shall apply to all parties to this instrument, any heirs, legal representatives, or successors.)

IN WITNESS WHEREOF, the Grantor has caused these presents to be executed in its name, and its corporate seal to be hereunto affixed by its proper duly authorized officer on this day, **February 21, 2019**.

Witnesses:

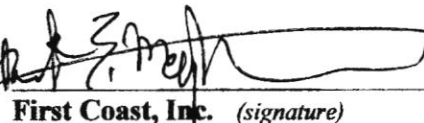
  
(witness signature)

Printed name GC Willis Jr

  
(witness signature)

Printed name Sara Simmons

(Corporate Seal)

  
First Coast, Inc. (signature)

by Robert E. Moneyhan

its D.P.S.T.



In the STATE OF FLORIDA and the COUNTY OF NASSAU

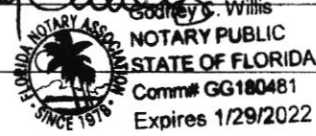
The foregoing instrument was acknowledged before me this day, \_\_\_\_\_, by First Coast Inc., a Florida corporation, by Robert E. Moneyhan, its D.P.S.T., and who is personally known or has produced FL Driver License as identification.

Sign Name: Godfrey C. Willis

Notary Public

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



(Seal)



## **Exhibit "A"**

### **DESCRIPTION OF PROPERTY**

PROPERTY has the Nassau County Tax PARCEL ID # of: **08-3N-24-2380-0075-0020**,  
and a Postal Address of **37382 5th St. W., Hilliard, Florida 32046**,  
with a Short Legal of: **BLOCK 75 LOT 2 IN OR 2016/971 TOWN OF HILLIARD**,  
in the Official Records books of the Clerk Of Court, Nassau County, Florida.

## **Exhibit "B"**

### **PERMITTED EXCEPTIONS (AND ENCUMBRANCES):**

1. The liens of any taxes, assessments, levies or fees due for the current year and subsequent years;
2. Matters that would be shown by an accurate survey and inspection of any of the property;
3. All covenants, restrictions, conditions, easements, reservations, rights-of-way, and any other matters of record, to the extent valid, subsisting and enforceable;
4. Zoning ordinances, regulations, restrictions, licenses, permits, authorizations, requirements, laws, statutes, rules, orders, or similar items (if any), of any governmental agencies or their instrumentalities relating to the property and its usage, the buildings, structures or improvements located thereon (if any), their construction and uses, in force on the date hereof;
5. Any licenses, permits, authorizations, requirements, laws, statutes, rules, orders, ordinances, regulations, restrictions, or similar items (if any) in connection with the conduct of any activity upon the property.

- 1) The "Legal description" herein is in accord with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Limits shown hereon were not obstructed by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings based on S 7202070.07, W for the Northernly light of way.
- 5) Fences shown hereon have not been substantiated by this office. Fences are drawn out of record in order to establish their relationship to property lines. Fences are not deemed to be encroachments unless ownership is apparent.
- 6) "X" marks show the signature and the original record used as of record for the instrument shown hereon and in which the "Record" for the aforementioned purposes only is and is not within.
- 7) The property shown hereon has with fixed area:  $X = \text{ac}$  per F.E.A. Food Insurance Rate Map, Parcel 1208500132Z, District 12-12-1-1010
- 8) The survey was made on the ground and distances are the distances as found on the ground.
- 9) This survey has been performed according to the standard of care to obtain the following accuracy for the following surveyed: Commercial / 1/8" per foot Accuracy: 1 foot in 10000 feet; SGP (Sta. 94-17-0253) (8) (5) 50' per foot.
- 10) All interior lot angles are 90° per plat.

—E— AIRCRAFT UTILITY WIRES  
 A/C = AIR CONDITIONER  
 AKA = ALSO KNOWN AS  
 B.R.L. = BUILDING RESTRICTION LINE  
 [M] = CABLE TELEVISION PEDestal.  
 Δ = CENTRAL ANGLE  
 \* = CENTRINE  
 —X— CHAIN LINK FENCE  
 CB = CHORD BEARING  
 CD = CHORD DISTANCE  
 [C] = CORRUGATED  
 [E] = ELECTRICITY  
 ELEV. = ELEVATION  
 F.F. = FRESHED FILL  
 [H] = FIRE HYDRANT  
 [G] = GAS METER  
 L = ARC LENGTH  
 ☼ = LIGHT POLE

PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

ALAN FRANKLIN GLASS  
FLORIDA REGISTERED SURVEYOR  
MAPPER CERTIFICATE No. 5712

GLASS LAND SURVEYING, LLC  
23684 CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034  
(904) 261-0128 • CELL (904) 370-0318  
LICENSE BUSINESS NO. LB 8359

SCALE: 1" = 50'  
DATE: 03-15-22  
DORN BY: AFG  
CKD BY: AFG  
JOB NO: 22-90  
F.B. NO: WAG4  
PAGE NO: 1



# Town of Hilliard Development Investigation Application

## FOR OFFICE USE ONLY

ITEM-7

File # 05022023  
Application Fee \$100 CC ✓  
Filing Date: 5/2/23 By: AAH  
Acceptance Date: \_\_\_\_\_ By: \_\_\_\_\_

### A. PROJECT

1. Address of Subject Property: 37382 West Fifth Street Hilliard, FL  
2. Parcel ID Number(s): 08-3N-24-2380-0075-0020  
3. Acreage of Project: 1 AC BE

### B. APPLICANT

1. Name of Applicant(s) or Contact Person(s): Kaylee Haggins Title: owner  
Company (if applicable): Pneuman Homes  
Mailing address: PO Box 123  
City: Callahan State: FL ZIP: 32011  
Telephone: (904) 507 9827 FAX: ( ) e-mail: Kaylee.pneumanhomes@gmail.com

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

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

### D. APPLICATION FEE

1. \$100 plus \$20 per acre

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

Zoning R-3 Reviewed By: EN  
Water Service Available yes Location of Service dd meter  
Improvements Required for Water Service None Reviewed By: AAH  
Sewer Service Available No Location of Service Closest New Oak & 5th  
Improvements Required for Sewer Service Manhole & pipe added to MH 112 Reviewed By: AAH  
Access onto Public Right of Way or Approved Private Road \_\_\_\_\_ Paved Road \_\_\_\_\_ Unpaved Road 5th Street  
Improvements Required for Access Pave 5th Street Reviewed By: AAH

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

Prison  
Water only; ~~meter~~ meter pulled 12/21/2020

## Lee Anne Wollitz

---

**From:** Lee Anne Wollitz  
**Sent:** Friday, May 12, 2023 12:11 PM  
**To:** Kaylee Higginbotham  
**Subject:** RE: 5th street Hilliard  
**Attachments:** Development Investigation (Consultant).pdf; Pneuman Development Investgation.pdf

Kaylee,

Thank you for talking with me this morning concerning your Development application as well as your lot split application.

I have attached the comments from our public works department for your review. I have also attached a Development investigation Consultant needed application. This application will allow us to consult the Town engineer for a depth for your sewer line and at what point a manhole will be required.

### **Development investigation for the existing house.**

There is 2 inch PVC water available and the house has been previously a water customer. You will not need to pay a tap fee, or system development for the water.

Sewer, this house was never attached to the town waster system. An 8 inch sewer line would have to be run and the manhole cored at the intersection on 5<sup>th</sup> street and New Oak street. (we will need to verify with the engineer for the depth and the "rise", I will also have the engineer state if we can just do in with the 8" pipe or if you will have to add a manhole at your end of 5<sup>th</sup> street in order to serve this home). The infrastructure upgrades will fall to your expense. You will not have to pay a tap fee because that work will be included in what you are already doing but, you will need to pay the system development fee for sewer on this home.

Because a home is already in place, the educational impact fee will be waved.

### **Development for proposed second house.**

Water- 2"PVC is believed to run to the end of this road(our maps show that it does). As long as it is within 60 feet of the property any needed new line would be included with your tap fee. A water tap fee and a water system development charge will be required.

Sewer- An 8" sewer line would have to be run and the manhole cored at the intersection of 5<sup>th</sup> street and New Oak Street. A man hole will need to be added at your end of 5<sup>th</sup> street due to the distance.

The Town engineer will need to be consulted for the depth. (it is possible that the engineer could wave the need for the new manhole and just allow the 8" pipe at the correct depth and slope but, I do not think this is likely).

Also, the educational impact fee will need to be paid.

I would ask for you to fill out the Development investigation Consultant needed application and pay the \$1000.00 deposit to allow us to begin the process of getting the engineer to give their requirements and the depths for the line and manhole. (this deposit is kept and returned to you at the conclusion of your project or used to pay the final bill, you will be invoiced any consultant fees as they arrive throughout your project.)

### **Lot split information:**

I believe that you will be on the agenda for the June 13<sup>th</sup> Planning and Zoning board meeting and on the July 6<sup>th</sup> meeting for the Town Council. A lot split required a vote from both. The Planning and Zoning Board will make a recommendation to the Town Council. The Town Council will vote for the approval.

We typically add conditions to a lot split such as,

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

When infrastructure is needed there are additional conditions added that would be similar to,

3. Prior to developing parcels, the applicant/developer would be responsible for the extension of 5<sup>th</sup> Street and any infrastructure required to serve the parcels. All infrastructure improvements are required to meet Town standards.

#### **Paving:**

Please take a look at

[https://library.municode.com/fl/hilliard/codes/code\\_of\\_ordinances?nodeId=PTIICOR\\_CH62ZOLADERE\\_ARTXPRFAARP\\_R\\_S62-562SPRETRCOREPARODE](https://library.municode.com/fl/hilliard/codes/code_of_ordinances?nodeId=PTIICOR_CH62ZOLADERE_ARTXPRFAARP_R_S62-562SPRETRCOREPARODE) This is section 62-562 and it talks about when roads need to be paved according to a common plan of development, this is a SJRWMD requirement.

This requirement can be avoided if you finish the first house (and have a CO) prior to pulling building permits for the second house.

Even if we avoid the need to pave. It is still possible that the council will ask for you to improve 5<sup>th</sup> street in some way (only the council can make the final decision on the improvement requirement).

If/when you have additional questions please call or email me.

*Regards,*

*Lee Anne Wollitz*

Land Use Administrator

Town of Hilliard

PO Box 249

15859 West CR 108

Hilliard, FL 32046

904.845.3555 Phone

904.845.1221 Fax

[www.townofhilliard.com](http://www.townofhilliard.com)



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that you have received this email in error and that any use, dissemination, distribution, forwarding, printing or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments and notify the sender by reply mail. "This institution is an equal opportunity provider and employer" If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)."

**From:** Kaylee Higginbotham <kayleepneumanhomes@gmail.com>  
**Sent:** Thursday, May 11, 2023 5:19 PM  
**To:** Lee Anne Wollitz <[lwollitz@townofhilliard.com](mailto:lwollitz@townofhilliard.com)>  
**Subject:** Re: 5th street Hilliard

Yes, give me a call anytime tomorrow. Thanks

On Thu, May 11, 2023 at 5:03 PM Lee Anne Wollitz <[lwollitz@townofhilliard.com](mailto:lwollitz@townofhilliard.com)> wrote:

Kaylee,

We have your development investigation done to the point that we can without involving the engineers.

I would like to speak to you about those results and your next steps on this as well as your lot split application.

Is there a time on Friday before 2pm that we can speak on the phone?

*Regards,  
 Lee Anne Wollitz*

Land Use Administrator

Town of Hilliard

PO Box 249

15859 West CR 108

Hilliard, FL 32046

904.845.3555 Phone

ITEM-7

904.845.1221 Fax

[www.townofhilliard.com](http://www.townofhilliard.com)



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--

Thanks,  
Kaylee Higginbotham  
Pneuman Homes, LLC  
Cell: 904-507-9827  
Website: [www.PneumanHomesLLC.com](http://www.PneumanHomesLLC.com)

**Build Strong**  
**Build with Craftsmanship**  
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**Office Locations:**

**Callahan:** 541669 US-1 S Callahan, FL

**Amelia Island:** 1890 S. 14th St. Suite 316 Fernandina Beach, FL





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: July 6, 2023

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

SUBJECT: Town Council to review and accept the Land Use Administrators Quarterly Report for April 1, 2023, through June 30, 2023.

---

#### **BACKGROUND:**

Summary of activities performed from April 1, 2023, through June 30, 2023.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to accept Quarterly Report for Land Use Administrator.

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

**2nd quarter 2023 Report**

April-

- Published 2 item agenda for P and Z meeting on April 11<sup>th</sup>.
- All regular office hours
- Attended Town Council Meeting on 4/6/2023 and presented 2 items.
- Attended Town Council Meeting on 4/20/2023 and presented 3 items.
- Approved all needed permits, and Lien investigations.
- Prepare minutes following April meeting.
- Workshop attendance for LDR 4/11/23.
- Work on updating Zoning Map and FLUM map (Ordinance updates since 2000)

May-

- Workshop for Cosmos Trail 5/4/23, Westside Regional and Tourism 5/18/23
- Work with Mittauer for needed Whisper Ridge Review, and Oxford Pointe Competition review.
- Town Council Meeting 5/4/2023 attendance.
- Town Council 5/18/2023 4 items, Dayspring Commons, Vac ROW
- Publish May Agenda, 2 items.
- Prepare minutes following May meeting.
- Work with Nassau PA on updating maps.
- All regular Office hours.
- Work on Lien Searches and Citizen Zoning Questions.
- Sign all needed permits.

June-

- Attend Council Meeting 6/1/2023(1 item) and 6/15/2023(2 items)
- Whisper Ridge- all needed close out processes.
- Attended 2 sets of Pressure test at Whisper Ridge.
- Whisper Ridge Conference Call
- Several developer meetings.
- Started Lot Reconfiguration with 2 developers.
- Wrote Resolution Maintenance Bond Process and Percentages
- Publish June Planning and Zoning Agenda (6 items)
- Prepare minutes following June meeting.
- All regular office Hours.
- Work on Lien Searches and Citizen Zoning Questions.
- Sign all needed permits.
- Completed Map updates with Nassau PA.





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 6, 2023

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

SUBJECT: Town Council to review and accept the Building Officials Quarterly Report for April 1, 2023, through June 30, 2023.

---

#### **BACKGROUND:**

Summary of activities performed from April 1, 2023, through June 30, 2023.

Report No. 1 – Task Status Report that shows all the inspections performed by permit type, location, date paid, date of inspection, and if the inspection passed or failed.

Report No. 2 – Project Payment Report that shows the permit number, date paid, name, address, and amount paid.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to accept Quarterly Report for Building Official.

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

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

ORIGINATION: 4/01/2023 THRU 6/27/2023  
DUE: 0/00/0000 THRU 99/99/9999  
RESOLUTION: 0/00/0000 THRU 99/99/9999

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
7386-INSPECTION	6808-Z-MISC	27438 W FOURTH AVE	C	1	BP	UNASSIGNED	4/03/23	4/04/23	3/31/23 APPROV
7395-INSPECTION	6817-Z-POOL FINAL	37159 SOUTHERN GLEN	C	1	BP	bhigg	4/12/23	4/13/23	4/12/23 APPROV
7397-INSPECTION	6819-Z-SHED FINAL	37803 PINETREE DR	C	1	BP	bhigg	4/13/23	4/14/23	4/12/23 APPROV
7403-INSPECTION	6825-Z-CHANGE	3731 W FIFTH ST	C	1	BP	bhigg	4/18/23	4/19/23	4/19/23 FAILED
7404-REINSPECTION	6825-Z-CHANGE	3731 W FIFTH ST	C	1	BP	bhigg	4/20/23	10/17/23	5/03/23 APPROV
7406-INSPECTION	6827-Z-UNDERGROUND	37826 OXFORD ST	C	1	BP	bhigg	4/20/23	4/21/23	4/21/23 APPROV
7407-INSPECTION	6828-Z-SHED FINAL	27239 GEORGIA ST	C	1	BP	bhigg	4/21/23	4/24/23	4/26/23 APPROV
7409-INSPECTION	6830-Z-BLD-FINAL	15835 CR 108	C	1	BP	bhigg	4/24/23	4/25/23	4/28/23 APPROV
7411-INSPECTION	6832-Z-FOUND	37826 OXFORD ST	C	1	BP	bhigg	4/25/23	4/26/23	4/26/23 APPROV
7412-INSPECTION	6833-Z-ROOF FINAL	15801 CR 108	C	1	BP	No Inspect	4/27/23	4/28/23	4/26/23 APPROV
7413-INSPECTION	6834-Z-UNDERGROUND	37145 RAILROAD ST	C	1	BP	bhigg	4/27/23	4/28/23	5/04/23 APPROV
7424-INSPECTION	6845-Z-FOUND	37145 RAILROAD ST	C	1	BP	bhigg	5/02/23	5/03/23	5/03/23 APPROV
7428-INSPECTION	6849-Z-SHEATH	37826 OXFORD ST	C	1	BP	bhigg	5/02/23	5/03/23	5/03/23 APPROV
7429-INSPECTION	6850-Z-MEC-FINAL	27459 W ELEVENTH AVE	C	1	BP	bhigg	5/03/23	5/04/23	5/03/23 APPROV
7430-INSPECTION	6851-Z-CULVERT FINAL	37826 OXFORD ST	C	1	BP	rrowe	5/03/23	5/04/23	5/05/23 APPROV
7431-INSPECTION	6852-Z-ROOF IN PROGR	27029 COUNTRY DR	C	1	BP	bhigg	5/04/23	5/05/23	5/12/23 APPROV
7432-INSPECTION	6853-Z-MEC-FINAL	3731 W FIFTH ST	C	1	BP	bhigg	5/04/23	5/05/23	5/03/23 APPROV
7433-INSPECTION	6854-Z-TEMP POLE	37826 OXFORD ST	A	1	BP	bhigg	5/04/23	5/05/23	
7434-INSPECTION	6855-Z-ELE-FINAL	37445 ORANGE ST	C	1	BP	bhigg	5/05/23	5/08/23	5/12/23 APPROV
7437-INSPECTION	6858-Z-ELE-FINAL	3716 LEE ST	C	1	BP	bhigg	5/05/23	5/08/23	5/12/23 APPROV
7444-REINSPECTION	6864-Z-INSULATION	27438 W FOURTH AVE	C	1	BP	UNASSIGNED	5/08/23	5/09/23	2/27/23 FAILED
7445-REINSPECTION	6864-Z-INSULATION	27438 W FOURTH AVE	C	1	BP	UNASSIGNED	5/08/23	5/09/23	2/27/23 PASSED
7446-INSPECTION	6865-Z-BLD-FINAL	27438 W FOURTH AVE	C	1	BP	No Inspect	5/05/23	5/05/23	5/05/23 APPROV
7448-INSPECTION	6867-Z-ELE-FINAL	27438 W FOURTH AVE	C	1	BP	UNASSIGNED	5/08/23	5/09/23	5/05/23 APPROV
7450-INSPECTION	6869-Z-ROOF IN PROGR	27229 W FOURTHEENTH	C	1	BP	bhigg	5/09/23	5/10/23	5/12/23 APPROV
7453-INSPECTION	6872-Z-TAPOUT	37145 RAILROAD ST	C	1	BP	bhigg	5/11/23	5/12/23	5/12/23 APPROV
7454-INSPECTION	6873-Z-ROOF MAT ATTA	37145 RAILROAD ST	C	1	BP	bhigg	5/11/23	5/12/23	5/12/23 APPROV
7457-INSPECTION	6876-Z-TEMP POLE	37145 RAILROAD ST	C	1	BP	bhigg	5/11/23	5/12/23	5/12/23 APPROV

TASK STATUS REPORT  
SUMMARY

PAGE:

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TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
7459-INSPECTION	6878-Z-ROOF FINAL	27229 W FOURTHEENTH	C	1	BP	bhigg	5/15/23	5/16/23	5/12/23 APPROV
7460-INSPECTION	6879-Z-ROOF FINAL	27029 COUNTRY DR	C	1	BP	bhigg	5/15/23	5/12/23	5/12/23 APPROV
7461-INSPECTION	6880-Z-PLB-FINAL	27438 W FOURTH AVE	C	1	BP	UNASSIGNED	5/05/23	5/05/23	5/05/23 APPROV
7462-INSPECTION	6881-Z-CULVERT FINAL	27438 W FOURTH AVE	C	1	BP	rrowe	5/12/23	5/12/23	5/12/23 APPROV
7466-INSPECTION	6884-Z-MISC	37145 RAILROAD ST	A	1	BP	bhigg	5/17/23	5/18/23	
7467-INSPECTION	6885-Z-MEC ROUGH	37145 RAILROAD ST	A	1	BP	bhigg	5/17/23	5/18/23	
7468-INSPECTION	6886-Z-MEC ROUGH	37826 OXFORD ST	A	1	BP	bhigg	5/17/23	5/18/23	
7469-INSPECTION	6887-Z-ROOF IN PROGR	37137 WALKER ST	C	1	BP	bhigg	5/17/23	5/18/23	5/17/23 APPROV
7470-INSPECTION	6888-Z-PLB-FINAL	37445 ORANGE ST	C	1	BP	bhigg	5/17/23	5/18/23	5/17/23 APPROV
7471-INSPECTION	6889-Z-PLB-FINAL	552179 US HWY 1	C	1	BP	bhigg	5/18/23	5/19/23	5/19/23 FAILED
7472-INSPECTION	6890-Z-ELE-FINAL	552179 US HWY 1	C	1	BP	bhigg	5/18/23	5/18/23	5/18/23 APPROV
7473-INSPECTION	6891-Z-ELE-FINAL	552179 US HWY 1	C	1	BP	bhigg	5/18/23	5/19/23	5/19/23 APPROV
7474-INSPECTION	6892-Z-ROOF FINAL	37137 WALKER ST	C	1	BP	bhigg	5/17/23	5/17/23	5/17/23 APPROV
7476-REINSPECTION	6889-Z-PLB-FINAL	552179 US HWY 1	C	1	BP	bhigg	5/19/23	11/15/23	5/24/23 APPROV
7479-INSPECTION	6895-Z-ROOF IN PROGR	27148 W TWELFTH AVE	V	1	BP	bhigg	5/22/23	5/23/23	
7482-INSPECTION	6898-Z-INSULATION	37826 OXFORD ST	C	1	BP	bhigg	5/23/23	5/24/23	5/24/23 PASSED
7483-INSPECTION	6899-Z-FRAME	37145 RAILROAD ST	A	1	BP	bhigg	5/23/23	5/24/23	
7484-INSPECTION	6900-Z-ROOF FINAL	37011 CYPRESS LN	C	1	BP	bhigg	5/24/23	5/25/23	5/26/23 APPROV
7485-INSPECTION	6901-Z-MISC	551943 US HWY 1	C	1	BP	bhigg	5/26/23	5/29/23	5/26/23 APPROV
7486-INSPECTION	6902-Z-ROOF IN PROGR	27122 POND DR	V	1	BP	bhigg	5/30/23	5/31/23	
7487-INSPECTION	6903-Z-INSULATION	37145 RAILROAD ST	C	1	BP	bhigg	5/31/23	6/01/23	5/31/23 FAILED
7488-INSPECTION	6904-Z-ROOF FINAL	27148 W TWELFTH AVE	C	1	BP	bhigg	5/24/23	5/24/23	5/24/23 APPROV
7492-INSPECTION	6908-Z-INSULATION	27688 KENTUCKY ST	C	1	BP		5/31/23	6/01/23	9/12/22 PASSED
7500-INSPECTION	6915-Z-CULVERT FINAL	27688 KENTUCKY ST	C	1	BP	rrowe	4/14/23	4/14/23	4/14/23 APPROV
7504-INSPECTION	6919-Z-ROOF FINAL	27122 POND DR	C	1	BP	bhigg	5/31/23	5/31/23	5/31/23 APPROV
7505-REINSPECTION	6903-Z-INSULATION	37145 RAILROAD ST	A	1	BP	bhigg	6/01/23	6/02/23	
7507-INSPECTION	6921-Z-ELE-FINAL	371105 OXFORD ST	C	1	BP	bhigg	6/05/23	6/06/23	6/06/23 FAILED
7510-INSPECTION	6924-Z-FOUND	27246 W FOURTH AVE	A	1	BP	bhigg	6/06/23	6/07/23	

TASK STATUS REPORT  
SUMMARY

ITEM-9

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
7511-INSPECTION	6925-Z-BLD-FINAL	37199 W FIRST ST	A	1	BP	bhigg	6/06/23	6/07/23	
7512-INSPECTION	6926-Z-MISC	27474 W TENTH AVE	C	1	BP	UNASSIGNED	6/06/23	6/07/23	6/06/23 APPROV
7513-INSPECTION	6927-Z-ELE-FINAL	37199 W FIRST ST	C	1	BP	bhigg	6/07/23	6/08/23	6/07/23 APPROV
7514-INSPECTION	6928-Z-PLB-FINAL	37199 W FIRST ST	C	1	BP	bhigg	6/07/23	6/08/23	6/07/23 FAILED
7515-REINSPECTION	6928-Z-PLB-FINAL	37199 W FIRST ST	C	1	BP	bhigg	6/07/23	12/04/23	6/09/23 FAILED
7519-REINSPECTION	6921-Z-ELE-FINAL	371105 OXFORD ST	C	1	BP	bhigg	6/08/23	12/05/23	6/15/23 APPROV
7521-INSPECTION	6933-Z-ROOF IN PROGR	27253 W SECOND AVE	C	1	BP	UNASSIGNED	6/07/23	5/26/23	6/07/23 APPROV
7522-INSPECTION	6934-Z-ROOF FINAL	27253 W SECOND AVE	C	1	BP	UNASSIGNED	6/07/23	6/06/23	6/07/23 APPROV
7523-INSPECTION	6935-Z-BLD-FINAL	361556 PINE ST	C	1	BP	No Inspect	6/07/23	2/03/23	6/07/23 APPROV
7524-INSPECTION	6936-Z-SLAB	27253 W SECOND AVE	C	1	BP	UNASSIGNED	6/12/23	6/07/23	4/25/23 APPROV
7525-INSPECTION	6937-Z-SHEATH	27253 W SECOND AVE	C	1	BP	UNASSIGNED	6/07/23	5/01/23	5/01/23 APPROV
7526-INSPECTION	6938-Z-INSULATION	27253 W SECOND AVE	C	1	BP	UNASSIGNED	6/07/23	6/06/23	6/07/23 FAILED
7527-REINSPECTION	6938-Z-INSULATION	27253 W SECOND AVE	C	1	BP	UNASSIGNED	6/12/23	6/13/23	6/12/23 PASSED
7528-INSPECTION	6939-Z-FRAME	27253 W SECOND AVE	C	1	BP	UNASSIGNED	6/07/23	5/30/23	5/30/23 APPROV
7529-INSPECTION	6940-Z-MEC ROUGH	27253 W SECOND AVE	C	1	BP	UNASSIGNED	6/07/23	5/30/23	5/30/23 APPROV
7530-INSPECTION	6941-Z-ELE ROUGH	27253 W SECOND AVE	A	1	BP	UNASSIGNED	6/07/23	5/30/23	
7531-INSPECTION	6942-Z-ROOF IN PROGR	27024 COUNTRY DR	C	1	BP	bhigg	6/12/23	6/14/23	6/12/23 APPROV
7532-INSPECTION	6943-Z-ROOF FINAL	27024 COUNTRY DR	C	1	BP	bhigg	6/12/23	6/14/23	6/14/23 APPROV
7535-REINSPECTION	6928-Z-PLB-FINAL	37199 W FIRST ST	C	1	BP	bhigg	6/15/23	12/12/23	6/16/23 APPROV
7536-INSPECTION	6946-Z-UNDERGROUND	27106 W TWELFTH AVE	A	1	BP	bhigg	6/15/23	6/16/23	
7537-INSPECTION	6947-Z-BLD-FINAL	37024 S OAK ST	C	1	BP	bhigg	6/15/23	6/16/23	6/16/23 APPROV
7539-INSPECTION	6949-Z-TEMP POLE	37025 SOUTH PINE ST	C	1	BP	UNASSIGNED	6/19/23	6/19/23	6/19/23 APPROV
7540-INSPECTION	6950-Z-BLD-FINAL	551525 US HWY 1	C	1	BP	No Inspect	6/20/23	6/21/23	6/20/23 APPROV
7543-INSPECTION	6953-Z-MEC-FINAL	37150 WALKER ST	C	1	BP	bhigg	6/22/23	6/23/23	6/23/23 APPROV
7545-INSPECTION	6955-Z-MISC	27070 KRISTIE CIR S	A	1	BP	No Inspect	6/26/23	6/27/23	

PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20200118	5/19/2023	HERN, JOHN R	175783 BAY RD	1,037.90CR	
20200118	6/26/2023	HERN, JOHN R	175783 BAY RD	.05CR	
20220157	6/08/2023	AMERICAN TOWER CORP	371105 OXFORD ST	25.00CR	
20230016	4/12/2023	WHITAKER, ANDREW	27589 GEORGIA ST	44.00CR	
20230037	5/10/2023	ANNIS, THOMAS & AMY	27253 W SECOND AVE	173.00CR	
20230038	5/10/2023	ANNIS, THOMAS & AMY	27253 W SECOND AVE	44.00CR	
20230043	4/04/2023	REID, JEFFERY	27246 W FOURTH AVE	74.00CR	
20230045	4/13/2023	INTACT CONSTRUCTION LLC	37826 OXFORD ST	13,975.95CR	
20230046	4/04/2023	ANDERSON, MARY A	27303 OHIO ST	25.00CR	
20230047	4/06/2023	GLASS LAND SURVEYING LLC	3731 W FIFTH ST	44.00CR	
20230047	5/01/2023	GLASS LAND SURVEYING LLC	3731 W FIFTH ST	25.00CR	
20230048	4/06/2023	HIGGINBOTHAM, GLENN	3754 WADE DR	25.00CR	
20230049	4/13/2023	LYLE, HAZEL	37482 ORANGE ST	25.00CR	
20230050	6/05/2023	ALL SOUTHERN FIREWORKS	551525 US HWY 1	75.00CR	
20230051	5/17/2023	PINE STREET ESTATES	361919 PINE ST	14,297.32CR	
20230052	5/17/2023	PINE STREET ESTATES	361911 PINE ST	13,873.35CR	
20230053	5/17/2023	PINE STREET ESTATES	361927 PINE ST	10,373.35CR	
20230054	4/14/2023	DREAM 12 PROPERTIES	37199 W FIRST ST	109.00CR	
20230055	4/14/2023	DREAM 12 PROPERTIES	37199 W FIRST ST	44.00CR	
20230056	4/14/2023	DREAM 12 PROPERTIES	37199 W FIRST ST	468.00CR	
20230056	6/07/2023	DREAM 12 PROPERTIES	37199 W FIRST ST	25.00CR	
20230056	6/15/2023	DREAM 12 PROPERTIES	37199 W FIRST ST	25.00CR	
20230057	4/17/2023	CONNER DEVELOPMENT GROUP INC.	37201 RUBY DR	44.00CR	
20230058	4/18/2023	PARKER, WAYNE	552073 US HWY 1	104.00CR	
20230059	4/18/2023	PARKER, WAYNE	552073 US HWY 1	44.00CR	
20230062	4/21/2023	WORTHING, JOSHUA T	15835 CR 108	102.00CR	
20230063	4/24/2023	MASON & MAGNOLIA LLC	37145 RAILROAD ST	13,899.00CR	
20230064	4/20/2023	CREWS, BOBBY	27239 GEORGIA ST	79.00CR	
20230065	4/20/2023	INTACT CONSTRUCTION MGMT GRP	37826 OXFORD ST	122.00CR	
20230067	4/20/2023	BY FRANKLIN PROPERTIES	27020 MONTANA ST	50.00CR	
20230069	4/21/2023	WEEGAR, MARK R	27029 COUNTRY DR	78.42CR	
20230070	4/28/2023	CONNER DEVELOPMENT GROUP INC.	37201 RUBY DR	39.00CR	
20230072	4/25/2023	WALTERS, ASHLEY	15801 CR 108	29.00CR	
20230074	4/27/2023	MASON & MAGNOLIA LLC	37145 RAILROAD ST	112.00CR	
20230074	6/16/2023	MASON & MAGNOLIA LLC	37145 RAILROAD ST	10.00CR	
20230076	5/15/2023	34 M STREET LLC	37445 ORANGE ST	348.00CR	
20230077	5/01/2023	INTACT CONSTRUCTION MGMT GROUP	37826 OXFORD ST	2,776.84CR	
20230078	5/03/2023	INTACT CONSTRUCTION MGMT GROUP	37826 OXFORD ST	124.00CR	
20230079	5/02/2023	HENDRICKSON, ISABELLE I	27459 W ELEVENTH AVE	44.00CR	
20230080	5/05/2023	34 M STREET, LLC	37445 ORANGE ST	164.00CR	
20230081	5/04/2023	BEASLEY, JOHN	3716 LEE ST	164.00CR	
20230082	5/04/2023	AIKEN, BUDDY	552179 US HWY 1	164.00CR	
20230083	5/08/2023	WALDO, ANDREW	27122 POND DR	59.00CR	
20230084	5/12/2023	JONES, JIMMY	27688 KENTUCKY ST	253.00CR	



PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 4/01/2023 TO 6/27/2023  
SORTED BY: PROJECT

PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20230085	5/09/2023	DYKES, MICHAEL	27573 W SECOND AVE	25.00CR	
20230086	5/11/2023	MASON & MAGNOLIA LLC	37145 RAILROAD ST	124.00CR	
20230087	5/18/2023	AIKEN, BUDDY	552179 US HWY 1	164.00CR	
20230087	5/22/2023	AIKEN, BUDDY	552179 US HWY 1	25.00CR	
20230088	5/10/2023	JONES, SCOTT	27438 W FOURTH AVE	25.00CR	
20230089	5/19/2023	EDWARDS, CARYL	37114 W FOURTH ST	25.00CR	
20230090	5/11/2023	ARNOLD, WANDA	37137 WALKER ST	79.00CR	
20230091	5/19/2023	WATSON, MICHAEL	27197 W THIRTEENTH AVE	197.00CR	
20230092	6/09/2023	TAYLOR BUILT HOMES INC	37006 OXFORD ST	11,821.70CR	
20230093	6/09/2023	TAYLOR BUILT HOMES INC.	37002 OXFORD ST	676.10CR	
20230094	5/19/2023	WOLLITZ, GERALD L	37024 S OAK ST	74.00CR	
20230095	5/17/2023	HAYES, AMI	37011 CYPRESS LN	54.00CR	
20230096	6/06/2023	MASON & MAGNOLIA LLC	37145 RAILROAD ST	2,272.34CR	
20230097	5/17/2023	MASON & MAGNOLIA LLC	37145 RAILROAD ST	44.00CR	
20230098	5/17/2023	INTACT CONSTRUCTION MGMT GROUP	37826 OXFORD ST	44.00CR	
20230100	5/18/2023	AYARS, BONNIE	27148 W TWELFTH AVE	56.93CR	
20230101	5/19/2023	ANNIS, THOMAS T	27253 W SECOND AVE	59.00CR	
20230102	6/07/2023	WHITE, THOMAS T	37025 SOUTH PINE ST	14,564.83CR	
20230103	5/31/2023	NICKELSON, KEVIN J	27024 COUNTRY DR	84.00CR	
20230104	5/30/2023	WEBB, MARVIN L	37113 LORENA DR LOT17	25.00CR	
20230105	6/06/2023	BUCHANAN, BEN & SARAH	37242 LEE ST	169.00CR	
20230109	6/12/2023	FRANKLIN, MICHAEL C	27106 W TWELFTH AVE	128.00CR	
20230110	6/02/2023	PICKETT, LEE	37083 CYPRESS LN	225.00CR	
20230111	6/07/2023	WHITE, THOMAS T	37025 SOUTH OAK ST	25.00CR	
20230112	6/09/2023	LGI HOMES	37258 WHISPER WAY	157.50CR	
20230113	6/13/2023	CONNER DEVELOPMENT GROUP INC.	37201 RUBY DR	29.00CR	
20230116	6/14/2023	LGI HOMES	37498 WHISER WAY	157.50CR	
20230118	6/13/2023	WALTON, VICTOR & DIANE	27138 BENT CREEK	54.00CR	
20230122	6/14/2023	RUSSELL, JOHN M	37150 WALKER ST	44.00CR	
20230123	6/16/2023	JOHNSON, ALEXANDRA B	37206 LORENA DR LOT 2	101.50CR	
20230124	6/15/2023	MCCULLOUGH, DUSTIN	27070 KRISTIE CIR S	40.00CR	
20230125	6/16/2023	WHITE, THOMAS T	37025 SOUTH PINE ST	153.50CR	
20230127	6/16/2023	WHITE, THOMAS T	37025 SOUTH PINE ST	164.00CR	
20230129	6/20/2023	PINE STREET ESTATES	361927 PINE ST	128.00CR	
20230130	6/20/2023	PINE STREET ESTATES	361919 PINE ST	128.00CR	
20230131	6/20/2023	PINE STREET ESTATES	361911 PINE ST	128.00CR	
20230132	6/20/2023	HISBON BAPTIST CHURCH	37214 W SIXTH ST	183.82CR	
20230133	6/22/2023	SAMPSON, JAMES A	37197 W THIRD ST	44.00CR	
20230134	6/23/2023	BARRERA, ANTONIO C	371671 HENRY SMITH RD	99.00CR	

TOTAL ALL PROJECTS: 83 106,215.90CR

** SEGMENT CODE TOTALS **		
SEGMENT CODE	DESCRIPTION	TOTAL PAID
01-NRES	NEW RESIDENTIAL BUILDING	93,843.45CR
01-RADD	RESIDENTIAL ADDITION	198.00CR
01-RESBULD	NEW RESIDENTIAL BUILDING	676.10CR
01-RMISC	RESIDENTIAL MISCELLANEOUS	599.00CR
01-RREM	RESIDENTIAL REMODEL	370.50CR
02-CMISC	COMMERCIAL MISCELLANEOUS	75.00CR
CARPORT	CARPORT	366.00CR
CULVERT	CULVERT	5,099.18CR
DEMO	DEMOLITION	50.00CR
ELE	ELECTRICAL	1,269.00CR
MEC-COM	MECHANICAL - COMMERCIAL	69.00CR
MEC-RES	MECHANICAL - RESIDENTIAL	264.00CR
PLB-SFR	PLUMBING - SINGLE FAM RES	1,879.50CR
ROOF	ROOF	867.67CR
SHED-MANF	MANUFACTURED SHED	432.00CR
SIGN	SIGN	157.50CR
TOTAL		106,215.90CR

06/27/2023 10:55 AM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE: 4  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 4/01/2023 TO 6/27/2023  
SORTED BY: PROJEC

ITEM-9

\*\* FEE CODE TOTALS \*\*

FEE CODE	DESCRIPTION	TOTAL PAYMENTS	TOTAL PAID
1-REINSP	REINSPECTION FEE	5	125.00CR
ADDRESS	ADDRESSING 911	8	80.00CR
BLD-03	BLDG PERMIT FEE CONST COST SQF	14	4,402.00CR
BLD03PP	BLDG PERMIT FEE CONST COST SQF	7	1,898.00CR
CULV-PERM	CULVERT PERMIT	4	100.00CR
CULV-T01	TOWN-INST CULV 12x12x20	1	2,247.34CR
CULV-T03	TOWN-INST CULV 18x18x20	1	2,751.84CR
DEMO	DEMOLITION FEES	1	50.00CR
ELE RES	INTERIOR WIRING / RE WIRE	4	160.00CR
ELE- ADD 2	ELE RES ADD . REPAIR CHANGE	3	360.00CR
ELE-200	ELE SERVICE - 200 AMPS	3	240.00CR
ELE-CHG	CHANGE OF SERVICE	1	160.00CR
ELE-TEMP	TEMPORARY POLE	3	120.00CR
FIRE-SITE	SITE PLAN REVIEW	1	25.00CR
IMPACT-SF	EDUCATION IMPACT FEE - SINGLE	7	38,014.20CR
LAND USE	PERMIT REVIEW FEE RES MULTI CO	9	567.00CR
LAND USE 2	PERMIT REVIEW FEE ACCESSORY	10	250.00CR
LU EXEMPT	EXEMPT PERMIT REVIEW FEE LAND	3	75.00CR
MEC R C 1	RES/COM NEW UNITS UP TO 2.5 TO	2	80.00CR
MEC RMHCO1	RES MH COMM CHANGE OUT UP TO 3	4	160.00CR
MEC- REMOD	MEC DUCT CHANGES	1	40.00CR
PLB-ADD	PLB REPAIR REPIPE	2	200.00CR
PLB-HWH	PLB HOT WATER HEATER CHANGEOUT	3	480.00CR
PLB-MFI	PLB MULTIPLE FAMILY RES INT FI	1	97.50CR
PLB-SFB	PLB SINGLE FAMILY RES BASE FEE	9	460.00CR
PLB-SFE	PLB SINGLE FAMILY RES EXT FIXT	4	48.00CR
PLB-SFI	PLB SINGLE FAMILY RES INT FIXT	10	639.00CR
PR-03	PLAN REVIEW ESTMATED COSTS	19	2,728.00CR
PR03 PPRES	PLAN REVIEW ESTMATED COSTS	1	280.28CR
ROOF	ROOFING NEW OR REROOF PERMIT	12	819.67CR
SDC-SEWER	SEWER SYSTEM DEV CHARGE, PER E	7	13,195.00CR
SDC-WATER	WATER SYSTEM DEV CHARGE, PER E	7	2,310.00CR
SHED	PRE BUILT STORAGE SHEDS	1	50.00CR
SIGN	SIGN PERMIT	2	100.00CR
SIGN-01	SIGN PERMIT REVIEW	2	175.00CR
SURCHARGE	SURCHARGE	58	370.07CR
SURCHARGE1	SURCHARGE	2	8.00CR
TAP-SEWER	SEWER TAP SINGLE FEE	5	17,500.00CR
TAP-SEWERN	SEWER TAP DOUBLE FEE	1	3,800.00CR
TAP-WATER	WATER TAP SINGLE SHORT FEE	5	8,500.00CR
TAP-WATERN	WATER TAP SINGLE LONG FEE	1	2,500.00CR
TEMP USE	SPECIAL EVENT	1	50.00CR
TOTAL			106,215.90CR

ITEM-9

\*\* GENERAL LEDGER DISTRIBUTION \*\*

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-00-101003	RESTR CASH-EDUC IMPACT FE	38,014.20
001-01-322000	BUILDING PERMITS	13,697.45CR
001-01-329000	ZONING REVENUE	1,197.00CR
001-01-329002	RADON	378.07CR
001-01-342500	FIRE INSPECTIONS (BUS/CHURCH)	25.00CR
001-01-363290	EDUCATION IMPACT FEES	38,014.20CR
001-03-349000	CULVERT PERMITS - STREETS	5,099.18CR
401-00-101002	RESTR CASH-SYSTEM DEV CHA	15,505.00
401-06-349001	TAP-ON FEES - W&S	32,300.00CR
401-06-363240	SYSTEM DEVELOPMENT CHARGES	15,505.00CR
999-00-101000	POOLED CASH	52,696.70



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: July 6, 2023

FROM: ***Del Miley – Code Enforcement Officer***

SUBJECT: Town Council to review and accept the Code Enforcement Officers Quarterly Report for April 1, 2023, through June 30, 2023.

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#### **BACKGROUND:**

Summary of activities performed from April 1, 2023, through June 30, 2023.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to accept Quarterly Report for Code Enforcement Officer.

**QUARTERLY REPORTS 4-4-23 thru 6-29-23**

Pool Permits (14)

Pool Removed (1)

Vehicles Posted

Zoning Signs Posted (1)

Case Closed (13)

Miscellaneous (48)

Lien Letter Inspections (19)

Permits (12)

Business License Permits (3)

Citations (1)



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: July 6, 2023

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

SUBJECT: Town Council approval to hire Gerald Bandy as a Facility Maintenance Assistant at \$15.00 per hour as a Non-Exempt, Introductory or Probationary Employee in the Parks & Recreation Department.

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#### **BACKGROUND:**

This position is to fill the Facility Maintenance Assistant position in the Parks & Recreation Department. This position has been a budgeted position that has been unfilled to date.

#### **FINANCIAL IMPACT:**

This position is a budgeted position. Aside from receiving \$15.00 per hour, this position is also eligible for FRS Retirement.

#### **RECOMMENDATION:**

Town Council approval to hire of Gerald Bandy. With the addition of Town Hall Park, along with the increased number of visits to our parks, it is vital that additional staff is added to help support in maintenance and upkeep of the parks.

**TOWN OF HILLIARD  
PARKS & RECREATION DEPARTMENT  
Position Process**

Regular Meeting: July 6, 2023

Applicant: Gerald Bandy

Position: Facilities Maintenance Associate

Pay Rate: \$15.00 per hour

Position Starts: As Early as July 10, 2023 - Introductory/Probationary Period

Position Status: As Early as November 16, 2023 – Non-Exempt Regular Part Time Position

**Position Requirements:**

Valid Florida Driver's License  
CPR/First Aid Certified  
DCF Fingerprint Background (18+ only)

**Position Information:**

Responsible for maintaining all parks at the Town of Hilliard. This includes general upkeep, grounds maintenance, and assisting in field prep for youth sports programs. Ensure restroom facilities and park trash receptacles are clean. Ensure park equipment is maintained for safe use. Work is performed under the administrative direction of the Parks and Recreation Director.

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



# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Richie Rowe, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## MINUTES

**MONDAY, JUNE 12, 2023, 6:00 PM**

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### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

### PRESENT

#### TOWN OF HILLIARD

Mayor John Beasley  
Councilman Joe Michaels  
Councilman Jared Wollitz  
Councilman Dallis Hunter

#### NEFL FAIR ASSOCIATION

Paulette Kirkland, NEFFA Director

### ABSENT

Council President Kenny Sims  
Council Pro Tem Lee Pickett

### PRESENT

#### TOWN OF CALLAHAN

Mayor Randy Knagge  
Town Clerk Shawna Gugliuzza

### ABSENT

Council President Ken Bass  
Councilwoman Janet Shaw  
Councilwoman Jacquelyn Fleming  
Councilman David Mellecke  
Councilwoman Ashton Bishop-Vargas

### OTHERS PRESENT

Chuck Pedersen, TOC

## WORKSHOP

ITEM-1 Hilliard Town Council to discuss with the Callahan Town Council, the Northeast Florida Fair Association, Kynex Representative, Fire Department, and the Sheriff's Department the Saturday, July 1, 2023, fireworks display.

***John P. Beasley - Hilliard Town Council President***

Firework Payments – Deposit was approved at the June 1, 2023, meeting and payment was mailed out the next day. The final payment will be paid upon receipt.

Food Trucks – Shawna confirms that there are now eleven food trucks that have agreed to be there and two of them will need power. They have been advised that the gates will be open from 2:00 to 4:00 p.m. for them to enter and set up and that the cut off is 4:00 p.m.

Music – The same DJ as last year will be there playing the same music. Prior to the fireworks we will have the pledge and then LeeAnn Purvis will be singing the National Anthem acapella.

Midway - Will be open to the public at 5:00 p.m. to let the public inside. This year the schools FFA will have a petting zoo. Chairs and Blankets are encouraged. No pets. Paulet Kirkland to talk to Keith Wingate about trash cans and they have hand sanitizer stations that they can put out.

Firework Area – The fireworks will be set off at 9:30 and the make-up date will be July 2, 2023, if it is cancelled due to rain on July 1, 2023.

Fire Protection – Shawna Gugliuzza and Randy Knagge advise that Larry Downey CFD states fire protection is covered with the Callahan Volunteer Fire Department.

Traffic Control – John Beasley advise that Lt Mason will have officers to help with expected larger crowd and additional hours with additional officers the flat rate is \$50.00 per hour and both Towns can expect a split cost of \$3,500.00 for 9 deputies and 1 supervisor.

2024 Fireworks – John Beasley states that he has been in contact with Brandy Carvalho with the BOCC regarding next year's events and to find out if the County would be willing to donate funds this year towards the event.

There will not be a next meeting to discuss the 2023 Fireworks display but instead everyone will see each other again on July 1, 2023, at the Fairgrounds for the event.

**ADJOURNMENT**

There being no additional business, the meeting adjourns at 6:25 p.m.

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

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

ATTEST:

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

APPROVED:

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

# 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  
Richie Rowe, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, JUNE 15, 2023, 6:00 PM

### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PRESENT

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

## MAYOR

**To call on members of the audience wishing to address the Council on matters not on the Agenda.**

No public wish to address the Council.

## REGULAR MEETING

### ITEM-1

Additions/Deletions to Agenda

No additions to or deletions from the Agenda.

- ITEM-2 Town Council discussion regarding the results of Fire Hydrant Testing as it relates to the Whisper Ridge Development.  
***Christian Waugh – Town Attorney***
- Councilman Hunter** explains the discussion between him and Councilman Wollitz while hydrants were being flow tested at the Whisper Ridge Subdivision. **Councilman Wollitz** agrees with what was discussed.
- ITEM-3 Town Council approval of Hilliard Airpark FAA Runway Lighting Rehabilitation Project Change Order No. 2. Decrease of \$15,534.00, in contract total to actual quantities used with TCA Electrical Contractors, Inc.  
***Bill Prange – AECOM, Airpark Engineer***
- Bill Prange, AECOM Airpark Engineer** explains the change order deduction.
- Motion made by Council President Sims, Seconded by Councilman Hunter.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-4 Town Council discussion regarding land adjacent to the Hilliard Airpark that is being offered for sale by property owner Gerald Nyren.  
***John P. Beasley - Mayor***
- Bill Prange, AECOM Airpark Engineer** explains that the Florida Department of Transportation will require property be in the Airport Layout Plan and that would only be after the three parcels to the North are acquired to secure runway safety area and runway protection zone. Further states there are three things the Town would have to do: 1) Complete transactions to purchase parcels to the North, 2) do an ALP modification addressing the Western Nyren parcel, 3) Write a brief narrative to accompany the ALP modification explaining why that parcel is necessary for acquisition.
- Mayor Beasley** asks that either Town Attorney Waugh or Town Clerk Purvis draft a letter to Mr. Nyren and advise the Town does have interest, but is required to fulfill FDOT and FAA requirements.
- ITEM-5 Town Council approval to accept Public Works Director recommendation to move Public Works Department employee Justin Tuten from Introductory Probationary status to Regular Full Time Employment status.  
***Ritchie Rowe – Public Works Director***
- Motion made by Council Pro Tem Pickett, Seconded by Councilman Michaels.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-6 Town Council discussion and possible action regarding Fire Hydrant Pressure Standards and Public Safety as it relates to the Whisper Ridge Development.  
***Christian Waugh – Town Attorney***
- Land Use Administrator Lee Anne Wollitz** introduces Ed Kassik, Project Manager for Whisper Ridge, Larry Brantley, from Florida Infrastructure, and Kellen Lindsay and Tim Norman , from Mittauer & Associates. Further states

there is a flow test scheduled for tomorrow for the hydrants in question.

**Kellen Lindsay, Mittauer & Associates**, states there was a phone conference on August 31, 2021, with him, Tim Norman, Beth Leaptrott, and Public Works Director Ritchie Rowe and it was decided that the booster pump would not be required, since it is not required by the Town Code. Further states that Beth reached out to Nassau County, and they did not require any Fire Hydrants for Whisper Ridge. Further states nothing else was discussed about the water until now, after Public Works Director Ritchie Rowe received the fire flow test back and was concerned with the findings.

**Councilman Wollitz** asks if a hydrant was used on Kings Ferry Road to fill a Water Truck, could that alone pull enough water off to drop the pressure down?

**Mittauer Team** states potentially.

**Councilman Wollitz** asks if the Town Fire Marshall has been brought into the discussion.

**Land Use Administrator Lee Anne Wollitz** states that she and a Town Employee brought the Fire Marshall into the discussion a couple of weeks ago, and they were informed at that time that the Fire Marshall was not brought in on this project prior to this point.

**Town Council** has lengthy discussion regarding what needs to be done to correct the problem.

**Ed Kassik, 1035 Pioneer Way Geneva, Florida** states he can appreciate the concern with fire flow. He requests that the Town does the Fire Flow Test tomorrow and see where the subdivision stands, but allow the project to continue moving forward.

Motion made authorizing Mayor Beasley to sign FDEP permit after the Town Engineer sees the Fire Hydrant Flow test results.

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

ITEM-7 Town Council approval of the Minutes from the June 1, 2023, Workshop and the June 1, 2023, Regular Meeting.  
***Lisa Purvis, MMC - Town Clerk***

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

ITEM-8 Town Council approval of Lampe, Roy & Associates, Inc., Payable through May 15, 2023, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$3,000.00  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT  
\$454,000.00**

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

ITEM-9 Town Council approval of Professional Engineering Services Agreement in the amount of \$1,800.00, to prepare As-Built Site Plans for the Town Hall Park Phase I & Oxford Street Park Phase IV, a requirement of the FRDAP Close Out Package.

***Lisa Purvis, MMC – Town Clerk***

Motion made by Councilman Wollitz, Seconded by Councilman Hunter.

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

## ADDITIONAL COMMENTS

### PUBLIC

No comment.

### MAYOR & TOWN COUNCIL

**Councilman Hunter** states he went to South Florida to participate in the Florida League of Cities Newly Elected Municipal Officials training and it was phenomenal and encourages everyone on the Council to attend.

**Council President Sims** states that the Okefenokee Linemen have been putting in a ton of hours and asks everyone to keep them in your prayers.

**Mayor Beasley** states the gates open at 5:00 p.m. for the Fireworks on Saturday, July 1, 2023, and there will be food trucks and music. Further states he reached out to Brandy Carvalho, Director of Strategic Advancement and Economic Resources, about Nassau County putting in funds for fireworks this year in addition to the planning of next year's Western Nassau County Bicentennial Firework Show beginning soon.

### ADMINISTRATIVE STAFF

#### PRESENT

Town Clerk, Lisa Purvis

Assistant Public Works Director, Cory Hobbs

#### ABSENT

Parks & Recreation Director, Gabe Whittenburg – At Flag Football Practice

**Assistant Public Works Director Cory Hobbs** asks if Public Works can purchase a bushhog for the new John Deere Tractor with the remaining Capital Budget funds.

**Council** agree that Public Works can purchase a bushhog.

**Town Clerk Lisa Purvis** states that she would like to set a HAC meeting for Monday, June 19, 2023, at 7:00 p.m.

**Mayor Beasley** states he may need to have a TEAM invite since he may not be available in person.

### TOWN ATTORNEY

No comment.

**ADJOURNMENT**

Motion made to adjourn at 7:30 p.m.

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

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

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

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Kenneth A. Sims, Sr.  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk  
APPROVED:

---

John P. Beasley  
Mayor



# HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers  
15859 West County Road 108  
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## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Richie Rowe, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## MINUTES

THURSDAY, JUNE 15, 2023, 7:35 PM

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### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

### PRESENT

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

### WORKSHOP

- ITEM-1 Town Council discussion regarding Town Employee that was instructed to disclose information by the Town Council, and the Employee did not.

***Dallis Hunter – Councilman***

**Councilman Hunter** states the issue is there is a Town Employee that had information regarding an anonymous Public Records Request, and she was asked to provide information by her direct supervisor and did not, was asked by the Town Attorney who is a direct arm of the Council and did not, and then was directed by the Town Council to provide the information and did not. Further states he has an issue with any employee that refuses to take a direct order from a supervisor or the Council, who ultimately runs the Town. Further states he wants to discuss how the staff is operating as a whole, but these issues needs to be addressed individually. Further asks why there was a refusal to provide the requested information.

**Deputy Town Clerk Tiffany Bowden** states whenever anybody asks for a Public Records Request and asks to remain anonymous, she feels that is what should happen. Further states the requestor specifically said they did not want Town Clerk Lisa Purvis to know who was asking, which is why the requestor wanted to stay anonymous, because there have been incidents where Town Clerk Purvis' husband has gone after Town Employees, Citizens, Council Members, and Deputy Town Clerk Bowden will not put a citizen of this Town in a

position to be attacked.

**Councilman Hunter** states that is a whole other issue. Further states as a representative of the Town that person is not anonymous because Town Employees are an arm of the Town.

**Deputy Town Clerk Tiffany Bowden** states she will accept any punishment that is out there, but she will not turn this person's name in.

**Councilman Hunter states** that his issue is not with the Public Records Request, but with any employee who does not do as instructed by a direct supervisor.

**Councilman Wollitz** asks if there was a reprimand done for failure to comply by the supervisor when the problem occurred.

**Deputy Town Clerk Tiffany Bowden** answers no.

**Town Attorney Waugh** asks if anytime someone makes a public records request to Deputy Town Clerk Bowden regarding Town Clerk Lisa Purvis' emails, is Deputy Town Clerk Bowden saying she will not reveal any identity, no matter how many Public Records Requests they make, if it is about Town Clerk Lisa Purvis, because she is concerned about the requestors safety from Town Clerk Purvis' husband.

**Deputy Town Clerk Tiffany Bowden** states yes, that is what she is saying. Further states there is a track record.

**Councilman Wollitz** states there should have been a write up at the beginning that indicated there was an issue.

**Town Clerk Lisa Purvis** states she took an oath when she took office to protect the Town and by not disclosing the identity of the individual, she felt it could harm the Town.

**Councilman Michaels** asks if the Disciplinary Action steps were followed according to the Personnel Policy.

**Town Clerk Lisa Purvis** states this particular one was not followed with a write-up, but instead passed to the attorney because of the legality involved in it.

**Council President Sims** states the issue is not what the person wanted, how much they wanted, or who they wanted it of, the issue is there was no way to answer this person.

## ITEM-2

Town Council discussion regarding Town Hall Office Staff as a whole.

***Kenny Sims – Council President***

**Council President Sims** states from previous conversations with Town Clerk Purvis and office staff, there is a problem within the office. Further states that it may seem that Town Clerk Purvis may think the office may be attacking her or that they are all ganging up on her, but Council President Sims does not think its that at all, but rather in the day-to-day operations of the office, Deputy Town Clerk Bowden has pretty much been the office manager, since she is the one in the office when the employees are there. Further states Town Clerk Lisa Purvis does put in a lot of hours, but the hours are not when the employees are in the office.

**Town Clerk Lisa Purvis** states she has adjusted her hours, so she is in the office when the employees are, but it has only become an issue this past year.

**Council President Sims** states the her hours have only been adjusted for a week.

**Mayor Beasley** states no, her hours have been adjusted for two weeks.

**ADJOURNMENT**

Motion made to adjourn at 8:03 p.m.

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

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

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

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Kenneth A. Sims, Sr.  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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John P. Beasley  
Mayor

# HILLIARD TOWN COUNCIL MEETING

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  
Richie Rowe, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, JUNE 15, 2023, 8:08 PM

### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PRESENT

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

## MAYOR

**To call on members of the audience wishing to address the Council on matters not on the Agenda.**

No public wish to address the Council.

## SPECIAL MEETING

## ITEM-1

Additions/Deletions to Agenda

No additions to or deletions from the Agenda.

ITEM-2 Town Council discussion following workshop regarding Town Employee that was instructed to disclose information by the Town Council, and the Employee did not.

***Dallis Hunter – Councilman***

**Council Pro Tem Pickett** states that because of the insubordination, Deputy Town Clerk Tiffany Bowden needs to be reprimanded.

**Council President Sims** asks if this situation comes up again, will Deputy Town Clerk Tiffany Bowden do it again.

**Deputy Town Clerk Tiffany Bowden** states no, all Public Records Requests will go through Town Clerk Purvis.

**Councilman Hunter** asks Town Clerk Purvis how she wants to move forward with this since she is the supervisor.

**Town Clerk Purvis** states she is not sure how we can. Further states she has no trust and if she can't trust someone that is working under her, she has no use for them.

**Councilman Hunter** states that he does not want to see Deputy Town Clerk Tiffany Bowden terminated, but there has to be some sort of disciplinary action because of the insubordination.

**Council Pro Tem Pickett** states he feels it was insubordination, but he does not want to terminate Deputy Town Clerk Tiffany Bowden. Further states he thinks she needs time off without pay.

**Council President Sims** asks Town Clerk Purvis if she can't trust Deputy Town Clerk Tiffany Bowden because she won't say who the requestor is?

**Town Clerk Lisa Purvis** states no, she was making reference to what Councilman Hunter said earlier about there being no way to respond back.

**Mayor Beasley** reads the Personnel Policy regarding Disciplinary Action.

Motion made to suspend Deputy Town Clerk Tiffany Bowden without pay for one week, place a letter in her personnel file, and for the suspension to begin immediately with her returning to work on Friday, June 23, 2023.

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

ITEM-3 Town Council discussion following workshop regarding Town Hall Office Staff as a whole.

***Kenny Sims – Council President***

**Council President Sims** states that everyone should have their own desk space and own office. Further states all employees are valued in their own way, but he hopes that everyone puts the Town first.

## ADDITIONAL COMMENTS

### PUBLIC

No comment.

**MAYOR & TOWN COUNCIL**

**Council Pro Tem Pickett** states he would like to echo what Council President Sims said in that each employee is irreplaceable. Further states tonight did not fix the problem, it will have to continue to be worked on.

**Council President Sims** states he loves each employee here and he wants everyone to come into work happy to be there.

**Mayor Beasley** states that the toughest decision he has had to make was to terminate someone while sitting on the Council.

**ADMINISTRATIVE STAFF****PRESENT**

Town Clerk, Lisa Purvis

Assistant Public Works Director, Cory Hobbs

**ABSENT**

Parks & Recreation Director, Gabe Whittenburg – At Flag Football Practice

**TOWN ATTORNEY**

No comment.

**ADJOURNMENT**

Motion made to adjourn at 8:34 p.m.

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

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

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

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

ATTEST:

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

APPROVED:

---

John P. Beasley  
Mayor

**Kynex, Inc.**

4160 Elizabeth Lane  
Middleburg, FL 32068 US  
(352) 275-9135  
james@kynexplosives.com  
www.kynexplosives.com



# INVOICE

**BILL TO**

Town of Hilliard

**INVOICE #** 1125**DATE** 05/23/2023**DUE DATE** 07/22/2023**TERMS** Net 60

DESCRIPTION	QTY	RATE	AMOUNT
<b>Fireworks Display</b>	1	7,500.00	7,500.00
Balance			

Please make checks payable to Kynex, Inc.  
4160 Elizabeth Lane  
Middleburg FL 32068

**BALANCE DUE****\$7,500.00**

001-04-57449



MITTAUER & ASSOCIATES,  
INC.  
580-1 WELLS ROAD  
ORANGE PARK, FL 32073  
904-278-0030



Invoice 23308

ITEM-14

**BILL TO**

Town of Hilliard  
P.O. Box 249  
Hilliard, FL 32046  
Attn: Lisa Purvis

DATE  
06/14/2023

PLEASE PAY  
\$236.00

DUE DATE  
07/04/2023

**M&A PROJECT NO.**  
9610-23-1

DESCRIPTION	QTY	RATE	AMOUNT
WALKER STREET CUL-DE-SAC DESIGN TOWN OF HILLIARD, FLORIDA			

Engineering services including review of the Walker Street cul-de-sac design and associated correspondence with the Town during the period ending May 26, 2023.

AMOUNT EARNED THIS PERIOD:

Sr Project Director	1	236.00	236.00
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Thank you for your business!

TOTAL DUE	\$236.00
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THANK YOU.

July 6, 2023

The Honorable Ron DeSantis  
The Capital  
400 South Monroe Street  
Tallahassee, Florida  
32399

RE: Nassau County Legislative Appropriations – Thank you

Dear Governor DeSantis,

On behalf of all in the Town of Hilliard, we sincerely thank you for your efforts in aiding the citizens of this community. We would like to summarize where the funds that were approved will be utilized.

By funding our North Oxford Street Park Phase II Project, you are helping to create a safe environment for our children to play, accessibility for families, and allow for more community involvement. The Sixth Street Paving Project will aid our small-Town in growing and developing with the surrounding communities. One street being paved has the ability to welcome developers that will invest in our small Town to create Senior Living housing opportunities that otherwise would not be available in this part of Town.

Most importantly, **thank you** for funding the Community Center/Hurricane Shelter Project. Funding of this project aids not only families who may be in need during a time of natural disaster but will also allow our schools to resume daily operations once it comes time to reopen. In the past, this has been an issue within the Nassau County community. You have given the Nassau County community somewhere safe to go in a time of possible uncertainty and allowed for normal operations to continue; For that we are grateful.

These funds may have been approved and dispersed to the Town Hall for the Town of Hilliard, however every penny will be spent improving the quality of life for our citizens and their families.

Once again, thank you!

Sincerely,

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John P. Beasley, Mayor

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Kenneth A. Sims, Sr., Council President

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Lee Pickett, Council Pro Tem

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Jared Wollitz, Councilman

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Dallis Hunter, Councilman

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Joe Michaels, Councilman

July 6, 2023

The Honorable Dean Black  
12400 Yellow Bluff Road  
Jacksonville, Florida 32226

RE: Nassau County Legislative Appropriations – Thank you

Dear Representative Black,

On behalf of all in the Town of Hilliard, we sincerely thank you for your efforts in aiding the citizens of this community. We would like to summarize where the funds that were approved will be utilized.

By funding our North Oxford Street Park Phase II Project, you are helping to create a safe environment for our children to play, accessibility for families, and allow for more community involvement. The Sixth Street Paving Project will aid our small-Town in growing and developing with the surrounding communities. One street being paved has the ability to welcome developers that will invest in our small Town, to create Senior Living housing opportunities that otherwise would not be available in this part of Town.

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Once again, thank you!

Sincerely,

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John P. Beasley, Mayor

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Kenneth A. Sims, Sr., Council President

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Lee Pickett, Council Pro Tem

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Jared Wollitz, Councilman

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Dallis Hunter, Councilman

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Joe Michaels, Councilman

July 6, 2023

The Honorable Clay Yarborough  
1615 Huffingham Road  
Suite 1  
Jacksonville, Florida 32216

RE: Nassau County Legislative Appropriations – Thank you

Dear Representative Yarborough,

On behalf of all in the Town of Hilliard, we sincerely thank you for your efforts in aiding the citizens of this community. We would like to summarize where the funds that were approved will be utilized.

By funding our North Oxford Street Park Phase II Project, you are helping to create a safe environment for our children to play, accessibility for families, and allow for more community involvement. The Sixth Street Paving Project will aid our small-Town in growing and developing with the surrounding communities. One street being paved has the ability to welcome developers that will invest in our small Town to create Senior Living housing opportunities that otherwise would not be available in this part of Town.

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Once again, thank you!

Sincerely,

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John P. Beasley, Mayor

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Kenneth A. Sims, Sr., Council President

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Lee Pickett, Council Pro Tem

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Jared Wollitz, Councilman

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Dallis Hunter, Councilman

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Joe Michaels, Councilman

**Lisa Purvis**

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**Subject:** HAC MEETING @7PM  
**Location:** TOWN HALL

**Start:** Mon 7/10/2023 7:00 PM  
**End:** Mon 7/10/2023 7:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** HAC  
**Required Attendees:** HAC; Alicia Head

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