

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

AGENDA

THURSDAY, SEPTEMBER 21, 2023, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

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 review of the Nassau County Property Appraiser & Tax Collector's Tangible Personal Property Verification Program and approval of a three-party Interlocal Agreement.

Lisa Purvis, MMC – Town Clerk

ITEM-3 Town Council to review Pre-Application for the Vacation of Alley Way for Block 159 and give agreement for moving to Final Application.
Application No. 20230731 Block 159 Alley, Property Owner – Sylvester Helhoski
Parcel ID No. 08-3N-24-2380-0159-0010.

Lee Anne Wollitz – Land Use Administrator

- ITEM-4** Town Council to discuss and advise Land Use Administrator and Public Works Department regarding conditions for site plans and setback measurements for Septic Tank Exceptions.
Lee Anne Wollitz – Land Use Administrator
- ITEM-5** Town Council approval of Septic Tank Exception Application No. 20230906, Parcel ID No. 17-3N-24-2020-0018-0020, Property Owner, Joshua Haley
Richie Rowe - Public Works Director
- ITEM-6** Town Council to set a Workshop for Monday, September 25, 2023, at 6:00 p.m. to discuss the Town’s Infrastructure needs and Mobility Fees.
Lisa Purvis, MMC – Town Clerk
- ITEM-7** Town Council to set a final Budget Workshop for Monday, October 2, 2023, at 6:00 p.m. to discuss Employee Evaluations and the Town of Hilliard Five Year Capital Improvement Plan.
Lisa Purvis, MMC – Town Clerk
- ITEM-8** Town Council to set a Workshop for Monday, September 25, 2023, or October 2, 2023, at 6:00 p.m. to discuss the Duties and Responsibilities and the Process for Hiring a New Public Works Director for the Town of Hilliard.
Lisa Purvis, MMC – Town Clerk
- ITEM-9** Town Council approval of the Minutes for the August 29, 2023, Special Meeting and the September 7, 2023, Public Hearings & Regular Meeting.
Lisa Purvis, MMC - Town Clerk
- ITEM-10** Town Council approval of Hubbard Electrical Contracting, LLC, Payable through September 21, 2023, Project Name: Town Hall Park Pavilion Electric Lighting in the amount of \$5,500.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT AMOUNT \$5,500.00.
- ITEM-11** Town Council approval of Jordan & Family Construction, LLC. Payable through September 21, 2023, Project Name: Town Hall Park Concrete Walking Path in the amount of \$5,000.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT AMOUNT \$5,000.00.

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the 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.

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

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

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

TO: Town Council Regular Meeting Meeting Date: Sept. 21, 2023

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

SUBJECT: Town Council review of the Nassau County Property Appraiser & Tax Collector's Tangible Personal Property Verification Program and approval of a three-party Interlocal Agreement.

BACKGROUND:

This item was tabled from the September 7, 2023, agenda so that a representative from Nassau County Property Appraiser could be present to explain the agreement and answer any questions.

See Agenda Item Summary and Interlocal Agreement provided by the Nassau County Property Appraiser's Office.

FINANCIAL IMPACT:

See Interlocal Agreement.

RECOMMENDATION:

Approval of the Agreement for Use of Property Tax Collections to Fund Tangible Personal Property Verification Services through an Interlocal Agreement between the Nassau County Property Appraiser, Nassau County Tax Collector and the Town of Hilliard.

AGENDA ITEM SUMMARY	
Meeting Date:	
Agenda Category:	New Business
Agenda Item Number:	
Subject:	NASSAU COUNTY PROPERTY APPRAISER/TAX COLLECTOR TANGIBLE PERSONAL PROPERTY VERIFICATION PROGRAM

Attachments:	Memorandum From Property Appraiser's Office: Agreement
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Staff Contact	
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Background	The Nassau County Property Appraiser's Office is working on an initiative to perform a verification process on the County's tangible personal property tax roll to ensure all tax payers are filing properly. In order to perform this process the Property Appraiser's office is using a third-party contractor to utilize a mass process to cover the entire tangible personal property tax roll. In order for the District to participate in this process, a three-party Interlocal Agreement would need to be executed between the Town of Hilliard, the Nassau County Tax Collector, and the Nassau County Property Appraiser.
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Reference	Interlocal Agreements
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Suggested Action:	Approval of a three-party Interlocal Agreement with the Town of Hilliard, Property Appraiser and Tax Collector
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**Agreement for Use of Property Tax Collections to Fund
Tangible Personal Property Verification Services**

THIS AGREEMENT (“Agreement”) is made and entered into as of this ____ day of _____, 2023, by and between the NASSAU COUNTY PROPERTY APPRAISER (“PROPERTY APPRAISER”), NASSAU COUNTY TAX COLLECTOR (“TAX COLLECTOR”), and the undersigned Local Governing Boards of the TAXING AUTHORITIES of NASSAU COUNTY, hereinafter referred to collectively as the “TAXING AUTHORITIES.”

WHEREAS, the PROPERTY APPRAISER is responsible under Florida law for the administration of ad valorem property tax verification and for back taxes related to business property tax listings; and

WHEREAS, the TAX COLLECTOR is responsible under Florida law for the collection and distribution of ad valorem property taxes, including back taxes, and associated penalties, fees, and interest; and

WHEREAS, the TAXING AUTHORITIES receive local property tax revenue to fund essential public services; and

WHEREAS, the PROPERTY APPRAISER and TAX COLLECTOR intend to contract with TAX MANAGEMENT ASSOCIATES, INC. (“TMA”) for audit verification services to conduct business personal property tax verifications for the purpose of collecting taxes due on those properties, which funds would otherwise be unavailable to the TAXING AUTHORITIES (hereinafter the “TMA Verification Agreement”); and

WHEREAS, TMA shall provide said verification services in exchange for the fee established in the TMA Verification Agreement, which consists of an amount equal to thirty-five percent (35%) of any tax, penalties, and interest collected from back taxes assessed by the PROPERTY APPRAISER on parcels identified through a TMA verification (hereinafter, the “Fee”); and

WHEREAS, the Fee shall be paid exclusively from the taxes, penalties, and interest collected in relation to the business personal property tax verifications resulting from the tax verifications performed by TMA, and shall not constitute a pledge or general obligation of tax funds or create an obligation on the TAXING AUTHORITIES to appropriate or make monies available for the purpose of this Agreement beyond the fiscal year in which the Agreement is executed; and

NOW, THEREFORE, the PROPERTY APPRAISER, TAX COLLECTOR, and undersigned TAXING AUTHORITIES, for and in consideration of the mutual promises, covenants, and conditions herein contained and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, agree as follows:

TERMS

1. Incorporation of Recitals. The recitals set forth above are hereby incorporated into and deemed a part of this Agreement.
2. Authorization of Reduced Collections for Fee Payment: The undersigned TAXING AUTHORITIES authorize the TAX COLLECTOR to deduct two percent (2%) in addition to TMA's Fee, as established in the TMA Verification Agreement, from the total property tax, penalties and interest collected as the result of the business personal property tax verifications pursuant to TMA verifications. The TAX COLLECTOR shall distribute the remaining tax revenue to the undersigned TAXING AUTHORITIES according to governing Florida law.

This Agreement does not constitute a pledge or general obligation of ad valorem taxation or create any obligation on any TAXING AUTHORITY to appropriate or make monies available for any tax year and does not create the right in any party to compel the exercise of the ad valorem taxing power of any TAXING AUTHORITY.

The TAX COLLECTOR shall annually make available to each TAXING AUTHORITY an accounting of all tax proceeds collected pursuant to the TMA Verification Agreement, the Fees paid to TMA, and the total funds distributed to each TAXING AUTHORITY.

3. Term & Termination: This Agreement shall be effective as of the date of execution for an initial term of forty-eight (48) months. Thereafter, the Agreement shall renew automatically on an annual basis until such time as the TMA Verification Agreement is terminated or otherwise expires. Upon termination or expiration of the TMA Verification Agreement, this Agreement automatically expires except for such provisions as survive termination as further agreed herein.

Any TAXING AUTHORITY may opt out of this Agreement provided it notifies the PROPERTY APPRAISER and TAX COLLECTOR in writing at least ninety (90) days before the end of a fiscal year. The option shall be effective upon the first day of the following fiscal year.

Upon termination of this Agreement, Fees for all verifications completed by TMA in affected tax districts up to the date of the notification of termination shall be payable in accordance with the terms provided by the TMA Verification Agreement. Because taxes may not be paid within the term of this Agreement, the authorization of reduced collections for Fee payment shall survive the termination of the Agreement and shall terminate upon the later of the collection and payment of all taxes related to TMA verifications, or the expiration of such taxes as a matter of Florida law.

4. Severability: Should any provision, portion, or application of this Agreement be determined by a court of competent jurisdiction to be illegal, unenforceable, or in conflict with any applicable law or constitutional provision, or should future changes to Florida law conflict with any portion of this Agreement, the parties shall negotiate an equitable adjustment in the affected provisions of this Agreement with a view toward effecting the purpose of this Agreement, and the validity and enforceability of the remaining provisions, portions, or

applications thereof, shall not be impaired. If a future change to Florida law conflicts with or preempts the entirety of this agreement, the agreement will be immediately terminated, subject to the termination provisions herein.

5. Public Records: The parties are public agencies subject to Florida's public records laws, including records retention, production, and confidentiality provisions. The PROPERTY APPRAISER and TAX COLLECTOR agree to retain all records maintained by their agencies and associated with the performance of this Agreement in compliance with applicable Florida records retention schedules, and to make all non-confidential or exempt records available for inspection or copying upon request and in compliance with Florida's public records laws.
6. Notice: Any notice required to be given under this Agreement shall be made in writing and sent by first class mail, postage paid, or by hand delivery to, the contact and address for the party as it appears on the signatory page of this Agreement.
7. Applicable Law: The terms and conditions of this Agreement shall be governed by the laws of the State of Florida.
8. Sole Benefit: This Agreement is for the sole benefit of the parties hereto, and in no event shall this Agreement be construed to be for the benefit of any third party, nor shall any party be liable for any loss, liability, damages, or expenses to any person not a party to this Agreement.
9. Headings: Headings herein are for convenience of reference only and shall not be considered in any interpretation of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the proper officer of each, as of the date first written above.

TAXING AUTHORITY NAME: Town of Hilliard

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE SIGNED: _____

PRIMARY CONTACT: _____

ADDRESS 1: _____

ADDRESS 2: _____

CITY, STATE, ZIP: _____

PHONE: _____

EMAIL: _____

APPROVED AS TO LEGAL FORM

For the TAXING AUTHORITY:

Signature: _____

Name & Title: _____



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Meeting Meeting Date: Sept. 21, 2023

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

SUBJECT: Town Council to review Pre-Application for the Vacation of Alley Way for Block 159 and give agreement for moving to Final Application.
Application No. 20230731 Block 159 Alley, Property Owner – Sylvester Helhoski
Parcel ID No. 08-3N-24-2380-0159-0010.

BACKGROUND:

In July 2023, the owner of the Dwelling unit located at 27455 W 2nd Ave., filed a Pre-application for Vacation of Right of Way for the Town Alley located within block 159.

The Alley is 25 feet wide and 300 feet long.

The applicant's dwelling unit as well as an accessory structure are encroaching into the Alley.

The fence of the applicant extends through the alley and on to private property.

The applicant has a desire to correct the encroachment of the structures with the Town's vacation of the alley and then relocate the fence to the correct its encroachment.

The applicant owns property of both sides of the Alley. With parcel IDs 08-3N-24-2380-0159-0010 and 08-3N-24-2380-0159-0230.

All property owners on the block were notified by the applicant via the required letter. There is a list of property owners in the agenda packet.

Research that included the Land Use Administrator and Code Enforcement resulted in finding several encroachments and nonconformities. There is a list and photos in the agenda packet.

Research by the Public Works Department found no public utilities within the alley. Public Utility lines serving this block run: sewer lines run on W. 1st Ave and W. 2nd Ave., water lines run on W. 1st Ave, W. 2nd Ave. and Missouri Street.

All property owners for the block were invited via letter mailed from Town Hall to attend this workshop as well as the Planning and Zoning meeting on September 12th and the Town Council Meeting on September 21st where this item will be/has been discussed.

The Planning and Zoning Board voted 0-0 at the Sept. 12th meeting, they recommend allowing the applicant to move to Final Application at the applicant's desire.

FINANCIAL IMPACT:

None. All cost will be paid by the Applicant.

RECOMMENDATION:

The Town Council Review Pre-Application for the Vacation of Alley Way for Block 159 and give agreement for moving to Final Application.



Town of Hilliard
Pre-Application to Close, Abandon, or Vacate
Street, Alley, Easement, or Right of Way

FOR OFFICE USE ONLYFile # 20230731Application Fee: \$200Filing Date: 7/31/23 Acceptance Date: _____**A. PROPOSED CLOSING, ABANDONING, OR VACATON**

1. Street, Alley, Right of Way Name to be closed, vacated, or abandoned: _____

2. Legal Description: Block 159 of Hilliard township mid Alley3. Parcel ID Number(s) and/or Adjoining Parcel ID Number(s): 08-3N-24-2380-0159-0010
08-3N-24-2380-0159-02304. Acreage of closure, abandonment, or vacation: 25 x 125**B. APPLICANT**1. Applicant's Status ☒ Owner (title holder) ☐ Agent2. Name of Applicant(s) or Contact Person(s): Sylvester V Helhoski Sr Title: _____

Company (if applicable): _____

Mailing address: 27455 W 2nd AveCity: Hilliard State: FL ZIP: 32046Telephone: (904) 945-0040 FAX: () e-mail: ANNE.1369@AOL.COM

3. If the applicant is agent for the property owner*:

Name of Owner (title holder): _____

Company (if applicable): _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Telephone: () FAX: () e-mail: _____

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

C. STATEMENT OF PROPOSED CLOSING, ABANDONING, OR VACATON SOUGHT

1. Reason for Request: open both sides of alley
and would like to fence all
2. How was the street / alley / easement / right-of-way established? _____
 Subdivision Plat Book No: _____ Page No. _____
 Plat Name: _____
 Official Records Book No: _____ Page No. _____
 Other: _____
3. Do you propose to close, abandon, or vacate the entirety of a street, easement, alley, or right-of-way, or only a portion? If a portion, please describe the portion that you desire the Town to close, abandon, or vacate.:
close portion that touches my property
4. Do public facilities now occupy area to be closed, vacated, or abandoned? If yes, you may be asked to provide a current certified survey showing all existing conditions, including locations, and elevations of both open ditches and swales, and subsurface drainage facilities. not that we are aware of
5. What is the Purpose of the Easement?
☐ Drainage
☐ Utility
☐ All Utilities
☒ Others – please specify unknown by applicant
6. What are the dimensions of the Easement? 25 x 300
7. Is there an existing encroachment? yes, garage & fence
☒ Building
☐ Pool
☐ Other
8. Is there a building or mobile home encroachment involved? If so, the survey is to also show ties from the right-of-way and/or easement lines to the footing, building wall, and edge of eaves.
yes, garage
9. Is a swimming pool encroachment is involved? If so, the survey is to show complete locations and pertinent elevations of the pool and its appurtenances.
no

D. ATTACHMENTS (One hard copy or one copy in PDF format)

1. Legal description
2. List of property owners by name and address who own property abutting the street, alley, easement, or right-of-way, or portion thereof, to be abandoned, closed, or vacated.
3. List of abutting property owners (with addresses).
4. Acknowledgement Letter(s) from each abutting property owner.
5. Location Map clearly identifying the location of the proposed closure. (nassauflpa.com)

E. FEES

- a. Right of Way (streets or alley or easements) - \$200 pre application fee & final application fee TBD
- b. The Cost of postage and outside consultants are in addition to the application fee.
- c. The applicant is responsible for paying a **\$1,000.00 deposit** at the time of submittal.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees for advertising, signs, necessary technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity plus 10%. The invoice shall be paid in full prior to any action of any kind on the development application.

All attachments are required for a complete application. A completeness review of the application will be conducted within thirty (30) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

The Town reserves the right to retain a utility easement where the alley or roadway is located and grant the Town all necessary rights in such utility easement as it may require.

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

Sylvester V. Helhoski SR
Signature of Applicant

Signature of Co-applicant

Sylvester V. Helhoski SR
Typed or printed name and title of applicant

Typed or printed name of co-applicant

7/31/23
Date

Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 31st day of July, 2023.

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

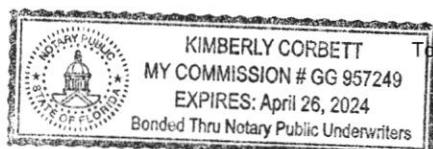
Drivers License as identification.

NOTARY SEAL

Kimberly Corbett
Signature of Notary Public, State of Florida

Signature of Notary Public, State of Florida

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



Abutting Property Owner Acknowledgement Template

DATE:

6-13-2023

Name:

CCRC Woodlands LTD

Address:

5287 New Kings Road
Jax FL 32209

RE: NOTICE TO ABUTTING OWNER OF REQUEST TO CLOSE

Block 159 Alleyway

Dear Mr/Ms

CCRC Woodlands

The Town of Hilliard is processing a request to close a right-of-way commonly known as Block 159 abutting your property. I am seeking your written approval of this closure request so I may provide confirmation to the Town. I intend to use the closed property for fencing my property

If the closure is approved, a portion of the closed right-of-way adjacent to your property may become your private property. This may result in an increase in your property taxes as to be determined by the Property Appraiser's Office after the closure is complete. The area I'm seeking to close is delineated on a map attached for your reference. If you agree/approve the closure request, please sign the acknowledgement and approval of the closure request below and return to me at

Sylvester Helhoski Sr. 27455 W 2nd Ave Hilliard FL 32046

If you wish to speak with someone from the Town of Hilliard concerning this closure request, you may call the 8453555 at M-F 9-5 and ask for Lee Anne Wulitz.

Your prompt response is greatly appreciated.

Sincerely,

Sylvester Helhoski Sr.self addressed stamped envelope included

I ACKNOWLEDGE RECEIPT OF THE ABOVE LETTER AND AGREE TO THE REQUEST FOR CLOSURE OF THE RIGHT OF WAY DESCRIBED HEREIN:

(Sign):

John T. Gassioy, Jr.

(Print Name):

John T. Gassioy, Jr.

Abutting Property Owner Acknowledgement Template

DATE:

6-13-2023

Name:

Jimmy & Christina Fratlick III

Address:

27434 W 2nd Avenue.

RE: NOTICE TO ABUTTING OWNER OF REQUEST TO CLOSE

Block 159 Alleyway

Dear Mr/Ms

Jimmy & Christina Fratlick III

The Town of Hilliard is processing a request to close a right-of-way commonly known as Block 159 abutting your property. I am seeking your written approval of this closure request so I may provide confirmation to the Town. I intend to use the closed property for fencing my property

If the closure is approved, a portion of the closed right-of-way adjacent to your property may become your private property. This may result in an increase in your property taxes as to be determined by the Property Appraiser's Office after the closure is complete. The area I'm seeking to close is delineated on a map attached for your reference. If you agree/approve the closure request, please sign the acknowledgement and approval of the closure request below and return to me at

Sylvester V Helloski Sr. 27455 W 2nd Ave Hilliard FL 32046

If you wish to speak with someone from the Town of Hilliard concerning this closure request, you may call the 8453555 at M-F 9-5 and ask for Lee Anne Wulitz.

Your prompt response is greatly appreciated.

Sincerely,

Sylvester Helloski Sr.

self addressed stamped envelope enclosed.

I ACKNOWLEDGE RECEIPT OF THE ABOVE LETTER AND AGREE TO THE REQUEST FOR CLOSURE OF THE RIGHT OF WAY DESCRIBED HEREIN:

(Sign):

Christina Fratlick III

(Print Name):

Christina & Jimmy Fratlick

Abutting Property Owner Acknowledgement Template

DATE: 6-13-2023
 Name: Jessie C Rhoden
 Address: 27417 W. 2nd Ave
Hilliard FL 32046
 RE: NOTICE TO ABUTTING OWNER OF REQUEST TO CLOSE
Block 159 Alleyway

Dear Mr/Ms

Jessie Rhoden

The Town of Hilliard is processing a request to close a right-of-way commonly known as Block 159 abutting your property. I am seeking your written approval of this closure request so I may provide confirmation to the Town. I intend to use the closed property for fencing my property

If the closure is approved, a portion of the closed right-of-way adjacent to your property may become your private property. This may result in an increase in your property taxes as to be determined by the Property Appraiser's Office after the closure is complete. The area I'm seeking to close is delineated on a map attached for your reference. If you agree/approve the closure request, please sign the acknowledgement and approval of the closure request below and return to me at

Sylvester Helhoski Sr. 27455 W 2nd Ave Hilliard FL 32046

If you wish to speak with someone from the Town of Hilliard concerning this closure request, you may call the 8453555 at M-F 9-5 and ask for Lee Anne Wulitz.

Your prompt response is greatly appreciated.

Sincerely,

Sylvester Helhoski Sr.

self addressed stamped envelope enclosed

I ACKNOWLEDGE RECEIPT OF THE ABOVE LETTER AND AGREE TO THE REQUEST FOR CLOSURE OF THE RIGHT OF WAY DESCRIBED HEREIN:

(Sign):

Mrs. Jessie C. Rhoden

(Print Name):

MRS. JESSIE C. RHODEN

June 15, 23

Dear Mr Holloski

In response to your request I received in the mail today . . .

In a few days I will be seeing my personal attorney. This request will be mentioned at our meeting.

I will respond after considering the attorney's advice and my decisions

Thank you
Sarah Perry -

copy

July 7, 2023

ITEM-3

~~Copy Sent to
City Hall~~

To; Sylvester Helloski

From Sarah Perry

Date. July 7, 2023

CC Lee Ann Wallitz - Town of Willard.

Be let Known and Understood

I will not consent to MR Helloski's
request of 6-13-23 to Close a right-of-way
Commonly Known as Block 159 Abutting my
property (He Wants it for Fencing his property)

This request is denied and I hope no other
Communication concerning this issue will
be necessary

Thank you.

Sarah Perry

July 7, 2023

P.S. I will not agree to close of this
section Block 159 for any reason

Sent 1st request
no reply received

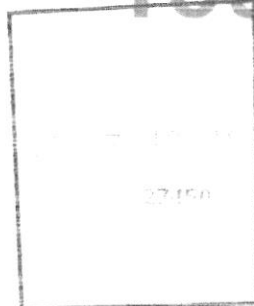
6/13

Sent 2nd request 7/31/23

Goodwin

MISSOURI ST

OHIO ST



1 Results

GIS Report

Address Details

Find Adjoining Parcels

TRIM Notice

Elevations Certificate

Parcel ID:

08-3N-24-2380-0159-0160

(../NassauDetails/ParcelSearchResults.html?PIN=08-3N-24-2380-0159-0160)

Calculated Acreage:

0.29

Deed Acreage:

0

Property Use

STORES, 1

Ownership Information

Name

GOODWIN KATHERINE R &

Mailing Address

GOODWIN HAROLD A (W&H)

87626 ROSES BLUFF ROAD

yuhlee 32097

Block 159 Owners list 08/2023

Parcel ID # 08-3N-24-2380-0159-0090

Name: Jessie Rhoden

Mailing address- 27417 W. Second Ave Hilliard FL 32046

Physical address- 27417 W. Second Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0060

Name: Jimmy and Christina Fralick

Mailing address- 27434 W. Second Ave. Hilliard FL 32046

Physical address- 27437 W. Second Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0010

Name: Sylvester Helhoski Sr.

Mailing address 27455 W. Second Ave. Hilliard FL 32046

Physical address 27455 W. Second Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0130

Name: Sarah Perry

Mailing address- 27406 Missouri Street Hilliard FL 32046

Physical address- 27420 W. First Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0160

Name: Katherine Goodin

Mailing address- 87626 Roses Bluff Road Yulee FL 32097

Physical address- 27450 W. First Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0200

Name: CCRC Woodlands LTD

Mailing address- 5287 New Kings Road Jacksonville FL 32209

Physical address- 27464 W. First Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0230

Name: Sylvester Helhoski Sr.

Mailing address- PO Box 1026 Hilliard FL 30246

Physical address- 0 W. First Ave. Hilliard FL 32046

TOWN OF HILLIARD
A Florida Municipality

August 18, 2023

RE: Pre-Application to Close, Abandon, or Vacate
Street, Alley, Easement, or Right of Way
Within Block 159 – 25' x 300' Alley

Dear Property Owner:

A pre-application has been filed to vacate the Town owned Alley within Block 159 of the Town of Hilliard. Block 159, is located between the following streets:

West First Avenue, Ohio Street, West Second Avenue, and Missouri Street.

All property owners owning lots within for Block 159 will receive this notification.

The Town Council and Planning & Zoning Board will be hosting a series of meetings to discuss the pre-application.

All meetings will be held at the Hilliard Town Hall located at:

Town of Hilliard – Town Council Chambers
15859 West County Road 108
Hilliard, Florida 32046

Meetings, Dates & Times are as follows:

Joint Workshop – Tuesday, September 12, 2023, at 6:00 p.m.
Planning & Zoning Board Meeting - Tuesday, September 12, 2023, at 7:00 p.m.
Town Council Meeting – Thursday, September 21, 2023, at 7:00 p.m.

If the Town approves moving forward with the process to vacate the alley within Block 159, you will be notified by letter of the additional meetings, dates and times.

Thank you,

TOWN OF HILLIARD

Lee Anne Wollitz
Land Use Administrator

Block 159- Nonconformities or encroachments.

Parcel ID # 08-3N-24-2380-0159-0010

Name: Sylvester Helhoski Sr.

Mailing address 27455 W. Second Ave. Hilliard FL 32046

Physical address 27455 W. Second Ave. Hilliard FL 32046

1. Mobile Home in R-2 District
2. Mobile Home encroachment onto Alley
3. Garage encroachment onto Alley
4. Fence encroachment onto Alley
5. Does not meet side yard setbacks.
6. Does not meet back yard setbacks.

Parcel ID # 08-3N-24-2380-0159-0060

Name: Jimmy and Christina Fralick

Mailing address- 27434 W. Second Ave. Hilliard FL 32046

Physical address- 27437 W. Second Ave. Hilliard FL 32046

1. 75-foot-wide lot in R-2 district
2. Does not meet front yard setback.
3. Does not meet side yard setback.
4. Does not meet Back yard setback.
5. Exceeds 30% coverage
6. Fence encroachment onto alley.

Parcel ID # 08-3N-24-2380-0159-0090

Name: Jessie Rhoden

Mailing address- 27417 W. Second Ave Hilliard FL 30246

Physical address- 27417 W. Second Ave. Hilliard FL 32046

1. Does not meet corner lot side setback.

Parcel ID # 08-3N-24-2380-0159-0230

Name: Sylvester Helhoski Sr.

Mailing address- PO Box 1026 Hilliard FL 30246

Physical address- 0 W. First Ave. Hilliard FL 32046

1. 50 foot wide, Vacant, no issues

Parcel ID # 08-3N-24-2380-0159-0200

Name: CCRC Woodlands LTD

Mailing address- 5287 New Kings Road Jacksonville FL 32209

Physical address- 27464 W. First Ave. Hilliard FL 32046

1. 75-foot-wide lot, Vacant, Approved Variance for Dwelling Unit

Parcel ID # 08-3N-24-2380-0159-0160

Name: Katherine Goodin

Mailing address- 87626 Roses Bluff Road Yulee FL 32097

Physical address- 27450 W. First Ave. Hilliard FL 32046

1. Does not meet Side Setback, Zoned C-N

Parcel ID # 08-3N-24-2380-0159-0130

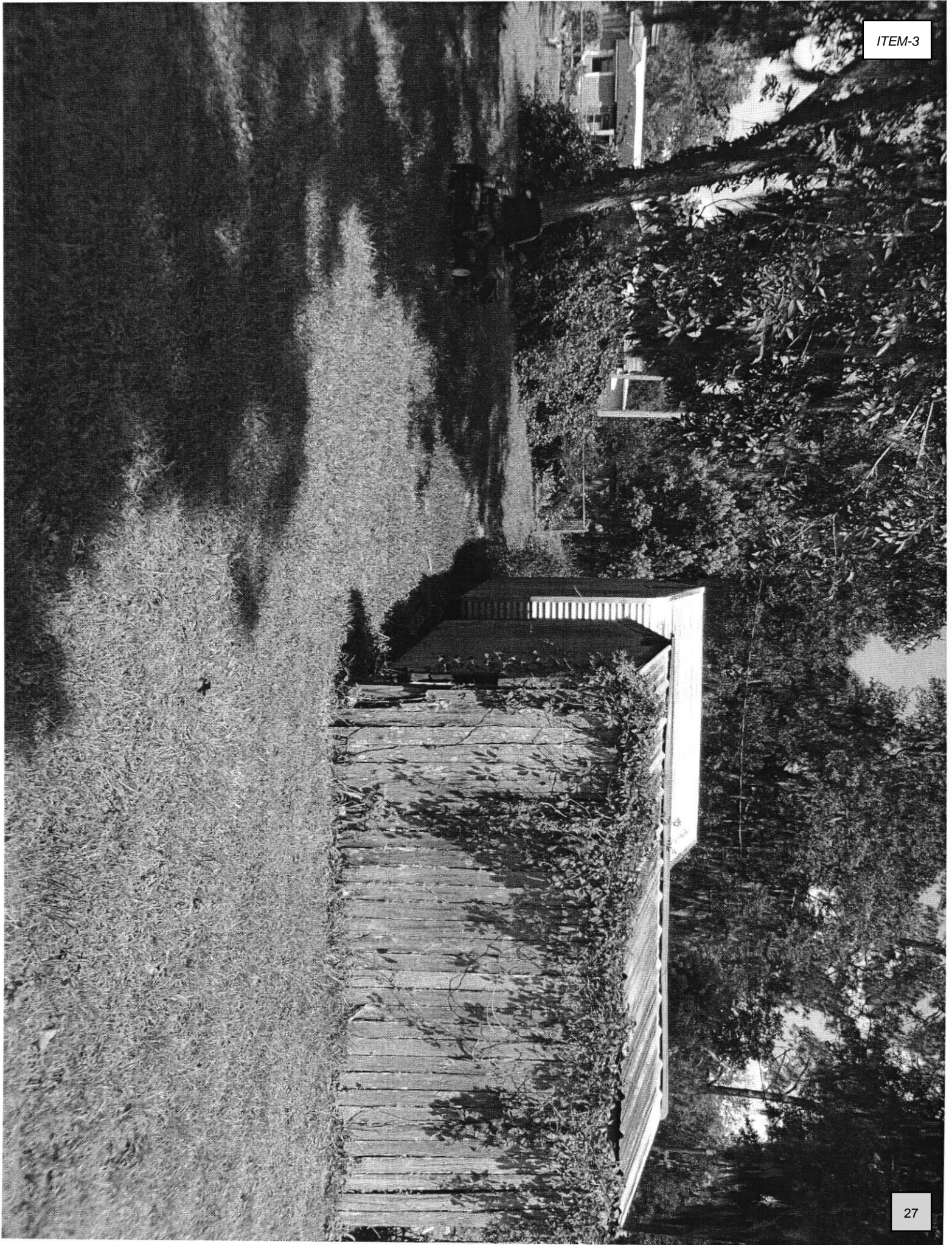
Name: Sarah Perry

Mailing address- 27406 Missouri Street Hilliard FL 32046

Physical address- 27420 W. First Ave. Hilliard FL 32046

1. Does not meet back setback
2. 75-foot-wide lot in R-2 District
3. Mobile home in R-2 District
4. Shed encroachment into Alley.





Block 159- exisisting parcel lines

Lots	12	11	10	9	8	7	6	5	4	3	2	1
	08-3n-24-2380-0159-0090 27417 W. 2nd Ave. (Single Family Home)			08-3n-24-2380-0159-0060 27437 W. 2nd Ave. (Single Family Home)			08-3n-24-2380-0159-0010 27455 W. 2nd Ave, (Sngle Family Home)					

Town Alley

	08-3n-24-2380-0159-0130 27420 W. 1st Ave. (Single Family Home)			08-3n-24-2380-0159-0160 27450 W. 1st Ave. (Store)			08-3n-24-2380-0159-0200 27464 W. 1st Ave. (Vacant)			24-2380-0159-0230 0 W. 1st Ave. (vacant)		
Lots	13	14	15	16	17	18	19	20	21	22	23	24

Lot 159- Proposed Lot Lines

Lots	12	11	10	9	8	7	6	5	4	3	2	1
	08-3n-24-2380-0159-0090 27417 W. 2nd Ave. (Single Family Home)			08-3n-24-2380-0159-0060 27437 W. 2nd Ave. (Single Family Home)			08-3n-24-2380-0159-0010 27455 W. 2nd Ave, (Sngle Family Home)					
	08-3n-24-2380-0159-0130 27420 W. 1st Ave. (Single Family Home)			08-3n-24-2380-0159-0160 27450 W. 1st Ave. (Store) (Zone C-N)			08-3n-24-2380-0159-0200 27464 W. 1st Ave. (Vacant)			24-2380-0159-0230 0 W. 1st Ave. (Vacant)		
Lots	13	14	15	16	17	18	19	20	21	22	23	24



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: Sept. 21, 2023

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

SUBJECT: Town Council to discuss and advise Land Use Administrator and Public Works Department regarding conditions for site plans and setback measurements for Septic Tank Exceptions.

BACKGROUND:

In 2023, several projects have been completed within the town that involve septic systems.

At the completion of project #1, we discovered that the drain field was in a location not depicted on the Town's copy of the site plan. While communicating with Nassau Health, it was discovered that the location was changed after soil testing. A new site plan was provided to the Town by the developer and the final approval was issued by Nassau Health prior to the issue of CO. During that process an agreement was made between the Land Use Administrator and Nassau Health that any changes to site plans needed the Town's approval.

At the completion of project #2, we discovered that a drain field had been constructed within the Town's 25' Alley. Again, the Land Use Administrator reached out to Nassau Health and was told that Nassau Health checks the site plan and does soil testing, but they are trusting the developer/plumber for the placement of the drain field within the property lines. They are checking the site plan for proximity to the buildings but, have no way to know where the property lines are located. Public Works and the Land Use Administrator discussed the issue. Both departments signed the CO without asking the developer to move the drain field. We felt that because we did not issue the septic permit and we did not check the setbacks it would be wrong to require the drain field to be moved after the fact.

After much discussion between the Land Use Administrator, the Public Works Department, and the Building Department we would like to suggest that we work to prevent future issues by adding a condition to the approval of septic tank exceptions. We would like it to be added to all motions involving approvals as well as adding the condition to the letter issued for the developers to use with their Nassau Health Application. The condition we suggest reads as follows.

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

FINANCIAL IMPACT: None.

RECOMMENDATION:

Town Council to approve adding suggested condition to future septic tank exception approval letters.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: Sept. 21, 2023

FROM: ***Richie Rowe - Public Works Director***

SUBJECT: Town Council approval of Septic Tank Exception Application No. 20230906, Parcel ID No. 17-3N-24-2020-0018-0020, Property Owner, Joshua Haley

BACKGROUND:

In April 2023 Mr. Haley submitted a Development Investigation Application. At that time, it was determined that the property would need a county permitted raised mound septic system to add a dwelling unit. The property is approx. 4,000 feet/0.75 miles from the closest Town serviced wastewater connection point.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Based on the findings of the Development Investigation Application, The Public Works Department recommends approval of the Septic Tank Exception for Joshua Haley with one condition.

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



Town of Hilliard Septic Tank Exception Application

FOR OFFICE USE ONLY

File # 20230906
Application Fee: \$250.00
Filing Date: 9/16/23 by: ddl
Acceptance Date: _____ by: _____

A. PROJECT

- Project Name: Joshua Haley
- Address of Subject Property: 15686 CR 108, Hilliard, FL 32046
- Parcel ID Number(s): 17-3N-24-2020-0018-0020
- Existing Use of Property: Vacant
- Future Land Use Map Designation: _____
- Zoning Designation: A1
- Acreage: 5.0 Acres

B. APPLICANT/CONTRACTOR*

- Applicant's Status ☒ Owner (title holder) ☐ Agent CONTACT person
- Name of Applicant(s) or Contact Person(s): Joshua Haley or Susan Haley Title: _____
Company (if applicable): _____
Mailing address: 87143 Chesapeake Ave
City: Yulee State: FL ZIP: 32097
Telephone: (904) 859-6130 ^{Joshua} ~~FAX:~~ ^{Susan} (904) 859-5320 e-mail: joshuahaley66@yahoo.com

3. Contractor:

Name of Contractor: _____
Company (if applicable): _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: () _____ FAX: () _____ e-mail: _____

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

D. FEE

1. \$250.00

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

All 3 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

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

Joshua Haley
Signature of Applicant

Signature of Co-applicant

Joshua Haley - owner
Typed or printed name and title of applicant

Typed or printed name of co-applicant

8-31-23
Date

Date

State of FL County of NASSAU

The foregoing application is acknowledged before me this 31 day of August, 2023, by Joshua Haley, who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL



Jimmy L. Higginbotham
Signature of Notary Public, State of FL

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

PROPERTY INFORMATION

Parcel Number 17-3N-24-2020-0018-0020

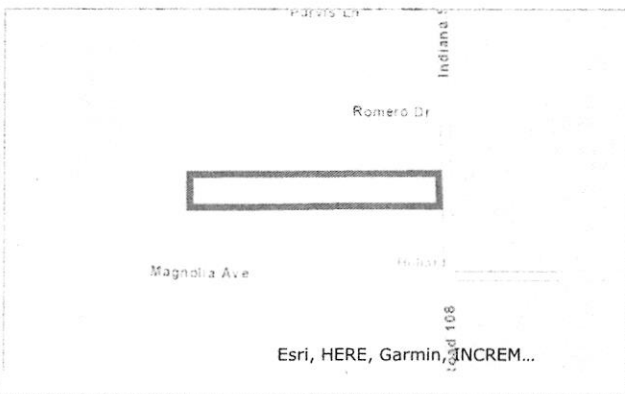
Owner Name ROBINSON FAYE
Mailing Address 85170 FALL RIVER PKWY
FERNANDINA BEACH, FL 32034
Location Address CR 108
HILLIARD 32046
Tax District 003 - HILLIARD
Milage 15.8365
Homestead No
Property Usage VACANT 000000
Deed Acres 5.00
Short Legal S1/2 OF LOT 18 OR 131 PG 583 & PT OF OR 359 PG 22
CORNWALL SURVEY

2022 Certified Values

Land Value	\$75,000
(+) Improved Value	\$0
(=) Market Value	\$75,000
(-) Agricultural Classification	\$0
(-) SOH or Non-Hx* Capped Savings	\$26,600
(=) Assessed Value	\$48,400
(-) Homestead	\$0
(-) Additional Exemptions	\$0
(=) School Taxable Value	\$75,000
(-) Non-School HX & Other Exempt Value	\$0
(=) County Taxable Value	\$48,400

Note - *10% Cap does not apply to School Taxable Value

PARCEL MAP



2021 AERIAL MAP



PROPERTY PHOTO

If this picture is incorrect, please email info@nassaulpa.com

LOCATION MAP



BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
VACANT									

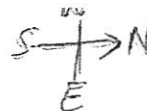
MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built
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SALES INFORMATION							ITEM-5
Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee

C1E

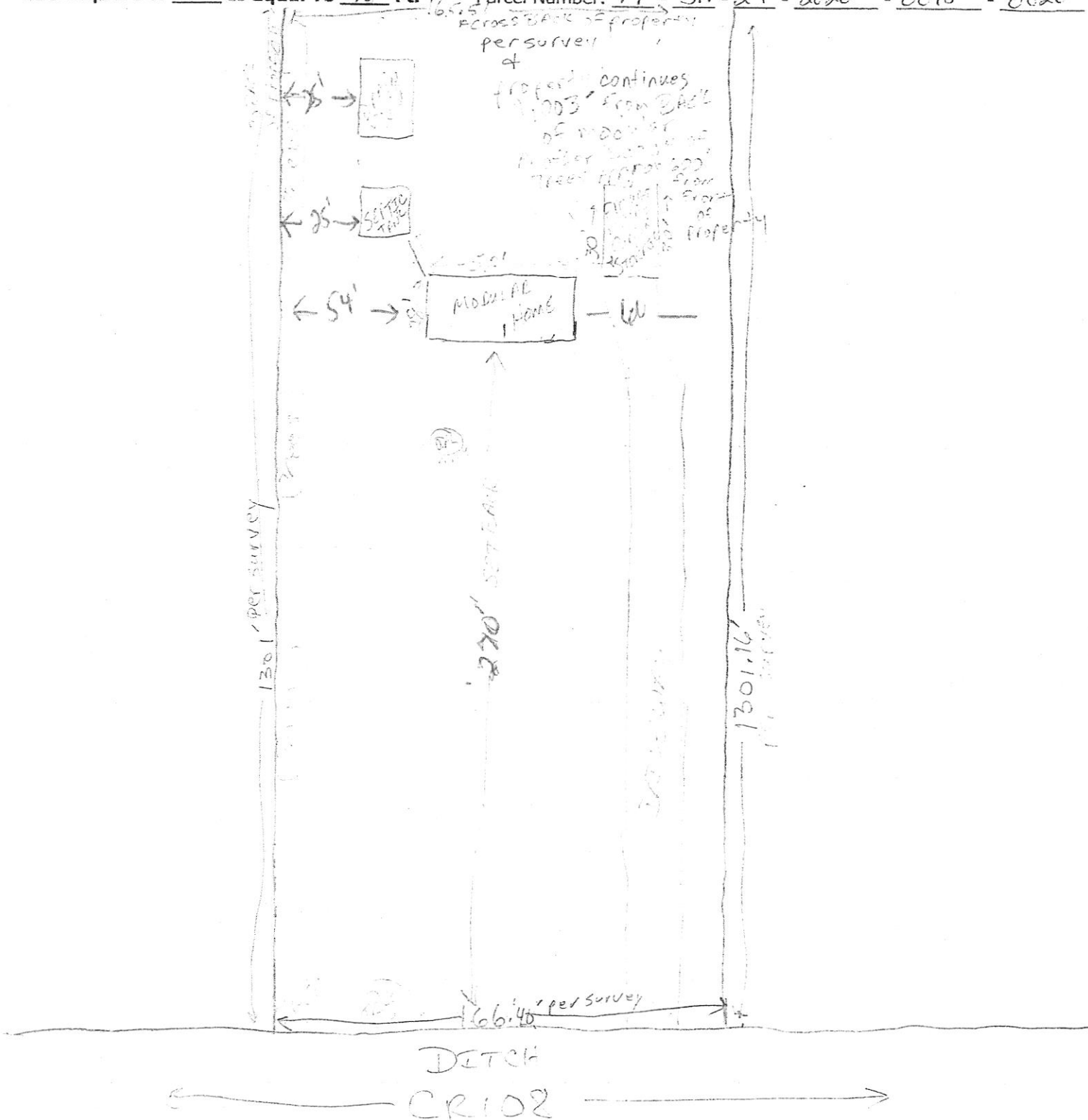
SITE PLAN



ITEM-5

Each Square or 1" Is Equal To 10 Ft.

Parcel Number: 17 - 3N - 24 - 2020 - 0018 - 0020



Property Owner: Joshua D Haley

Address: 15686 CR 108, Hilliard, FL 3205

Name of Preparer (if different than above):

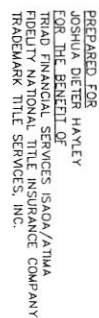
Zoning: A1 Flood Zone X

THIS PLOT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE:

(Signature of Applicant or Agent)

[Handwritten Signature]

DATE:

[illegible]

- 1) The "Legal Description" hereon is in accordance with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Land shown hereon were not obstructed by the office for easements, rights-of-way, easements or other entitlements of record.
- 4) Recordings based on S 89.382(3)(c) for the North lot of the parcel described in Official Records Book 2107, Page 1255, recorded in Nassau County, Florida public records.
- 5) Fences, whether, if applicable, has not been determined by this office. Fences are drawn out of scale in order to accommodate their relationship to property lines. Fences are not derived to the encroachments unless ownership is apparent.
- 6) Unless it bears the signature and the original sealed seal of a Florida licensed surveyor and recorder, this map/report is for informational purposes only and is not valid.
- 7) The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel 1205000145E. Dated 02/07/2012.
- 8) Unless otherwise noted, measured angles and distances are the same as Right or Deed angles and distances.
- 9) This survey has been performed according to the standard of care to achieve the following accuracy for the following surveyed: Surveyed Accuracy: 1 foot in 14255 feet; Commercial / High risk inner accuracy: 1 foot in 10,000 feet
SOP Rule S-17.00(3) (b) (1) b.i.f

GLASS LAND SURVEYING, LLC

GLASS LAND SURVEYING, LLC

GLASS LAND SURVEYING, LLC

Haley

ITEM-5

Inst. Number: 202345019993 Book: 2651 Page: 1133 Page 1 of 2 Date: 6/30/2023 Time: 4:03 PM
 John A. Crawford Clerk of Courts, Nassau County, Florida Doc Mort: 0.00 Int Tax: 0.00 Doc Deed: 910.00

PREPARED BY, R&R TO:



4607 US Highway 17, Suite 2
 Fleming Island, Florida 32003
 File Number: TM23-267
 Consideration \$130,000.00

General Warranty Deed

Made this June 30, 2023 A.D. By Faye Robinson, whose address is: 85170 Fall River Pkwy., Fernandina Beach, Florida 32034, hereinafter called the grantor, to Joshua Dieter Haley, whose post office address is: 87143 Chesapeake Ave., Yulee, Florida 32097, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, alien, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Nassau County, Florida, viz:

THE SOUTH HALF OF LOT 18, NORTH FLORIDA PECAN FRUIT AND TRUCK FARMS PLAT, RECORDED IN PLAT BOOK 0, PAGE 31, NASSAU COUNTY, FLORIDA PUBLIC RECORDS. ALSO BEING A PART OF SECTION 17, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHWEST CORNER OF AFORESAID LOT 18; THENCE NORTH 02°17'57" WEST (MEASURED) ALONG THE WEST LINE OF LOT 18, A DISTANCE OF 165.51 FEET (MEASURED); THENCE NORTH 82°36'58" EAST (MEASURED) A DISTANCE OF 1301.16 FEET (MEASURED) TO A POINT ON THE WEST RIGHT OF WAY LINE OF COUNTY ROAD 108 (FORMERLY KNOWN AS STATE ROAD 108), HAVING A 66 FOOT RIGHT OF WAY AS NOW ESTABLISHED; THENCE SOUTH 02°13'58" EAST (MEASURED) ALONG AFORESAID WEST RIGHT OF WAY LINE A DISTANCE OF 166.40 FEET (MEASURED) TO THE SOUTHEAST CORNER OF AFORESAID LOT 18; THENCE SOUTH 89°39'20" WEST (BEARING BASIS FOR THIS DEED) A DISTANCE OF 1301.00 FEET (MEASURED) TO THE POINT OF BEGINNING.

Said property is not the homestead of the Grantor under the laws and constitution of the State of Florida in that neither Grantor nor any members of the household of Grantor reside thereon.

Parcel ID Number: 17-3N-24-2020-0018-0020

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

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing

DEED Individual Warranty Deed - Legal on Face

Inst. Number: 202345019993 Book: 2651 Page: 1134 Page 2 of 2 Date: 6/30/2023 Time: 4:03 PM
John A. Crawford Clerk of Courts, Nassau County, Florida Doc Mort: 0.00 Int Tax: 0.00 Doc Deed: 910.00

PREPARED BY, R&R TO:



4607 US Highway 17, Suite 2
Fleming Island, Florida 32003
File Number: TM23-267
Consideration \$130,000.00
subsequent to December 31, 2023.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Sherril E. Travis
Witness Printed Name Adele Suddes

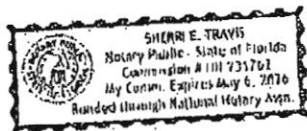
Faye Robinson (Seal)
Faye Robinson
Address: 85170 Fall River Pkwy., Fernandina Beach, Florida
32034

Adele Suddes
Witness Printed Name Adele Suddes

State of Florida

County of Nassau

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 30th day of June, 2023, by Faye Robinson, who is/are personally known to me or who has produced a valid driver's license as identification.



Sherril E. Travis
Notary Public
Print Name
My Commission Expires: _____

DEED Individual Warranty Deed - Legal on Face

Exhibit A**Legal Description**

THE SOUTH HALF OF LOT 18, NORTH FLORIDA PECAN FRUIT AND TRUCK FARMS PLAT, RECORDED IN PLAT BOOK 0, PAGE 31, NASSAU COUNTY, FLORIDA PUBLIC RECORDS. ALSO BEING A PART OF SECTION 17, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHWEST CORNER OF AFORESAID LOT 18; THENCE NORTH $02^{\circ}17'57''$ WEST (MEASURED) ALONG THE WEST LINE OF LOT 18, A DISTANCE OF 165.51 FEET (MEASURED); THENCE NORTH $89^{\circ}36'58''$ EAST (MEASURED) A DISTANCE OF 1301.16 FEET (MEASURED) TO A POINT ON THE WEST RIGHT OF WAY LINE OF COUNTY ROAD 108 (FORMERLY KNOWN AS STATE ROAD 108), HAVING A 66 FOOT RIGHT OF WAY AS NOW ESTABLISHED; THENCE SOUTH $02^{\circ}13'58''$ EAST (MEASURED) ALONG AFORESAID WEST RIGHT OF WAY LINE A DISTANCE OF 166.40 FEET (MEASURED) TO THE SOUTHEAST CORNER OF AFORESAID LOT 18; THENCE SOUTH $89^{\circ}39'20''$ WEST (BEARING BASIS FOR THIS DEED) A DISTANCE OF 1301.00 FEET (MEASURED) TO THE POINT OF BEGINNING.

Inst. Number: 202345019995 Book: 2651 Page: 1151 Page 1 of 2 Date: 6/30/2023 Time: 4:03 PM
 John A. Crawford Clerk of Courts, Nassau County, Florida Doc Mort: 0.00 Int Tax: 0.00 Doc Deed: 0.00

Prepared by and return to:
 Corrin Candelario
 Triad Financial Services, Inc.
 13901 Sutton Park Dr S, Suite 300
 Jacksonville, FL 32224

NOTICE OF COMMENCEMENT

State of Florida
 County of

THE UNDERSIGNED HEREBY GIVES NOTICE THAT IMPROVEMENTS WILL BE MADE TO CERTAIN REAL PROPERTY, AND IN ACCORDANCE WITH Chapter 713, Florida Statutes, the following information provided in this Notice of Commencement:

1. DESCRIPTION OF PROPERTY: (legal description of the property, and street address if available)
 SEE ATTACHED EXHIBIT A.
2. GENERAL DESCRIPTION OF IMPROVEMENTS: Single family dwelling.
3. OWNER INFORMATION:
 - a. NAME AND ADDRESS: Joshua Dieter Haley, 67143 Chesapeake Ave, Yulee, FL 32097
 - b. INTEREST IN PROPERTY: Fee Simple.
4. CONTRACTOR'S NAME: Yulee Custom Homes, Inc.
 - a. CONTRACTOR'S ADDRESS: 850712 Hwy 17 South, Yulee, FL 32097
 - b. PHONE NUMBER: 904-235-8001
5. SURETY: NA
6. LENDER NAME: Triad Financial Services, Inc.
 - a. LENDER ADDRESS: 13901 Sutton Park Drive, Ste 300, Jacksonville, FL 32224
 - b. PHONE NUMBER: 800-522-2013
 - c. FAX NUMBER: 888-713-1522
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1)(a) 7., Florida Statutes:
8. In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13 (1)(b), Florida Statutes.
9. EXPIRATION DATE OF NOTICE OF COMMENCEMENT: _____
 (The expiration date is one (1) year from the date of recording unless a different date is specified here).

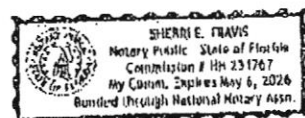
Signature of Owner(s)

Signature of Owner(s)

State of Florida
 County of

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 30th day of June, 2023, by Joshua Dieter Haley who ☒ is personally known or ☐ has produced a driver's license as identification.

[Notary Seal]



Notary Public
Printed Name
My Commission Expires



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: Sept. 21, 2023

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

SUBJECT: Town Council to set a Workshop for Monday, September 25, 2023, at 6:00 p.m. to discuss the Town's Infrastructure needs and Mobility Fees.

BACKGROUND:

A Workshop was held last on July 24, 2023, with the Town's Engineers regarding the infrastructure current and future needs of the Town. Several grant funding sources were discussed and reviewed.

Currently the Town needs to look into the future with growth that is coming to the Town and a way to maintain and expand the Town's infrastructure needs.

FINANCIAL IMPACT:

To be determined.

RECOMMENDATION:

Town Council to set a Workshop for Monday, September 25, 2023, at 6:00 p.m.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: Sept. 21, 2023

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

SUBJECT: Town Council to set a final Budget Workshop for Monday, October 2, 2023, at 6:00 p.m. to discuss Employee Evaluations and the Town of Hilliard Five Year Capital Improvement Plan.

BACKGROUND:

Typically, these items are discussed and approved at the same time as the fiscal year budget but due to unforeseen circumstances this portion of the budget process will be on the October 5, 2023, agenda for approval.

FINANCIAL IMPACT:

To be determined.

RECOMMENDATION:

Town Council to set the final Budget Workshop for Monday, October 2, 2023, at 6:00 p.m.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: Sept. 21, 2023

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

SUBJECT: Town Council to set a Workshop for Monday, September 25, 2023, or October 2, 2023, at 6:00 p.m. to discuss the Duties and Responsibilities and the Process for Hiring a New Public Works Director for the Town of Hilliard.

BACKGROUND:

On August 18, 2023, Richie Rowe, the Town's Public Works Director gave the Council notice of his retirement date of October 12, 2023.

FINANCIAL IMPACT:

To be determined.

RECOMMENDATION:

Town Council to set a Workshop for Monday, September 25, 2023 or October 2, 2023, at 6:00 p.m.

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

Floyd L. Vanzant, Mayor
John P. Beasley, Council President
Kenny Sims, Council Pro Tem
Lee Pickett, Councilman
Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

TUESDAY, AUGUST 29, 2023, 5:00 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 Joe Michaels

ABSENT

Councilman Dallis Hunter

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 to set dates for closure of Town Hall Offices and Facilities to the public and non-essential staff.

Lisa Purvis, MMC – Town Clerk

AN EMERGENCY ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, DECLARING A STATE OF EMERGENCY WITHIN THE TOWN OF HILLIARD IN ACCORDANCE WITH THE DECLARATION OF EMERGENCY BY THE GOVERNOR, ADOPTING EMERGENCY REGULATIONS TO ADDRESS PREPARATION, MANAGEMENT, AND MITIGATION OF THE THREAT FROM HURRICANE IDEALIA; PROVIDING FOR NON-CODIFICATION, SEVERABILITY, AN EFFECTIVE DATE, AND AN EXPIRATION DATE.

Town Attorney Waugh reads Emergency Ordinance No. 2023-11, by title and explains that an emergency ordinance remains valid for a period of seven (7) days at which time the Town Council would need to decide to reauthorize or not.

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

Motion to close Town Hall Offices and Facilities to the public and non-essential staff on Wednesday, August 30, 2023, and reopen on Thursday, August 31, 2023, if there are no damages. To pay all Town Full-time Employees for 8 hours and time and half for any time worked at the Department Heads approval and to pay all Town Part-time Employees for their normal work hours.

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

ADDITIONAL COMMENTS

PUBLIC

No comment.

MAYOR & TOWN COUNCIL

No comment.

ADMINISTRATIVE STAFF

No comment.

TOWN ATTORNEY

No comment.

ADJOURNMENT

Motion made to adjourn at 5:27 p.m.

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

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, SEPTEMBER 07, 2023, 7:00 PM

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CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

ABSENT

Councilman Joe Michaels

PUBLIC HEARING

ITEM-1 Ordinance No. 2023-07 - Amending Chapter 62 Zoning and Land Development Regulations - Moving Division 7 to Chapter 14 Building and Building Regulations
Council President Sims

Open Public Hearing
 Call for Public Comments
 Close Public Hearing on Ordinance No. 2023-07

Following no public input motion is made to close the Public Hearing at 7:05 p.m.

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

TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2023-07, on Second and Final Reading.

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

ITEM-2 Ordinance No. 2023-08 - Amending Chapter 62 Zoning and Land Development Regulations - Adding Chapter 46 Subdivision
Council President Sims

Open Public Hearing
 Call for Public Comments
 Close Public Hearing on Ordinance No. 2023-08

Following no public input motion is made to close the Public Hearing at 7:07 p.m.

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

TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2023-08, on Second and Final Reading.

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

ITEM-3 Ordinance No. 2023-12 - TRIM FY 2023-2024
 Setting the Ad Valorem Tax Millage Rate for the Fiscal Year 2023-2024 and advising the Nassau County Property Appraiser of the "Rolled Back Rate" and of the Final Adopted Millage Rate.

Council President Sims

Open Public Hearing
 Call for Public Comments
 Close Public Hearing on Ordinance No. 2023-12

Following no public input motion is made to close the Public Hearing at 7:08 p.m.

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

TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2023-12, on First Reading and set Public Hearing & Final Reading on September 22, 2023, 6:00 p.m.

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

ITEM-4 Ordinance No. 2023-13 - BUDGET FY 2023-2024
Estimating Income, Appropriating Funds and Adopting a Budget for the 2023-2024 Fiscal Year for the Town of Hilliard.

Council President Sims

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2023-13

Following no public input motion is made to close the Public Hearing at 7:09 p.m.

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

TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2023-13, on First Reading and set Public Hearing & Final Reading on September 22, 2023, at 6:00 p.m.

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

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-5 Additions/Deletions to Agenda

No additions to or deletions from the Agenda.

ITEM-6 Town Council review of the Nassau County Property Appraiser & Tax Collector's Tangible Personal Property Verification Program and approval of a three-party Interlocal Agreement.

Lisa Purvis, MMC – Town Clerk

Motion to table this item until the September 21, 2023, regular meeting and ask Kevin Lily of the Nassau County Property Appraiser's Office to be present to explain the agreement.

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

ITEM-7 Town Council adoption of Resolution No. 2023-18, the Town of Hilliard's Water System Asset Management and Fiscal Sustainability (AMFS) Plan.

Lisa Purvis, MMC – Town Clerk

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

ITEM-8 Town Council adoption of Resolution No. 2023-19, the Town of Hilliard's Wastewater System Asset Management and Fiscal Sustainability (AMFS) Plan.

Lisa Purvis, MMC – Town Clerk

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

ITEM-9 Town Council approval of Capital Expenditures to wire Town Hall Park for electricity and provide a concrete walking path from Town Hall parking lot to the Town Hall Park.

Gabe Whittenburg – Parks & Recreation Director

Motion to approve Hubbard Electrical Contracting, LLC to wire the Town Hall Park Pavilion for a total cost of \$7,000.00, with a \$1,500.00, donation deduction off the total cost if the Town puts up a sign saying Hubbard Electrical Contractors, LLC donated the light fixtures.

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

Motion made to approve Jordan & Family Construction, LLC to install a concrete sidewalk from the Town Hall to connect to the Town Hall Park concrete trail and a 12x12 concrete pad for the Town's Christmas Tree.

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

Motion to approve Hubbard Electrical Contracting, LLC to wire the Town Hall Park Pavilion for a total cost of \$7,000.00, with a \$1,500.00, donation deduction off the total with the Town providing a sign saying Hubbard Electrical Contractors, LLC donated the light fixtures.

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

ITEM-10 Town Council to set a date for a Joint Workshop with the Planning & Zoning Board to discuss Pre-Application for Vacation of Alley Way for Block 166.
Lee Anne Wollitz - Land Use Administrator

Motion to set Joint Workshop on Tuesday, October 10, 2023, at 6:00 p.m., prior to the Planning & Zoning Board Meeting.

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

ITEM-11 Town Council approval of the Town Clerk's recommendation to fill the Administrative Assistant Vacant Position
Lisa Purvis, MMC – Town Clerk

Motion to hire Elise Victoria Earnest for the Administrative Assistant Position at Grade 4, Step 5. Starting September 25, 2023, as Non-Exempt Full-time, for an Introductory Probationary Period.

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

ITEM-12 Town Council approval of the Town Clerk's recommendation to fill the Deputy Town Clerk Vacant Position with the Administrative Financial Assistant Position
Lisa Purvis, MMC – Town Clerk

Motion to hire Calen Ashley Burnette for the Administrative Financial Assistant Position at Grade 5, Step 2. Starting September 11, 2023, as Non-Exempt Full-time, for an Introductory Probationary Period.

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

Wollitz, Councilman Hunter

- ITEM-13 Town Council approval of the Minutes from the August 17, 2023, Public Hearing & 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

- ITEM-14 Town Council approval of Keelco, Inc., Payable through September 3, 2023, Project Name: Walker Street Paving Project in the amount of \$22,020.45.
CAPITAL FUNDED PROJECT BUDGETED AT \$45,000.00 WITH FINAL PROJECT COST \$38,076.23.

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

ADDITIONAL COMMENTS

PUBLIC

No comment.

MAYOR & TOWN COUNCIL

Councilman Wollitz states that Councilman Michaels was out due to his wife in the hospital and asks for prayers for her.

Councilman Hunter also asks for prayers for Councilman Michaels wife.

Council President Sims wishes Mayor Beasley safe travels for him and his wife in Ireland.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

Assistant Public Works Director, Cory Hobbs

Parks & Recreation Director, Gabe Whittenburg

ABSENT

Public Works Director, Richie Rowe

Town Clerk, Lisa Purvis thanks the Town Council for approving her recommendations to hire the two new employees to fill the vacant positions.

Parks & Recreation Director, Gabe Whittenburg thanks to the school for naming the football field after his late father Coach Paul Whittenburg. States that he has 130 kids in soccer and that was the most he has had so far.

TOWN ATTORNEY

States he is on baby watch.

ADJOURNMENT

The meeting adjourns at 7:56 p.m.

Motion made by Councilman Wollitz, Seconded by Councilman Hunter.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

INVOICE

**Bill To**

Town Of Hilliard
15859 CR 108
Hilliard , FL 32046

Hubbard Electrical Contracting, LLC

8627 Die Hard Lane
Jacksonville, Florida 32220
Phone: (904) 351-9722
Email: joshhec83@gmail.com

Payment terms Due upon receipt
Invoice # 974
Date 09/18/2023
Business / Tax # 88-1086807

Description

wire town hall park pole barn

Wire 100 amp subfeed to building with 24 circuit outdoor panel for future growth add 4 120 volt quad plugs 2 - 8 ft lights on each side 3 high bay lights in center and wire up and hang customer supplied out door fans also add a plug for town tree up front

Subtotal	\$7,000.00
Total	\$7,000.00
Deposit Due	\$250.00

Payment Summary

09/18/2023 - Bank Transfer	<i>Hec Donation!</i>	\$1,500.00
Paid Total		\$1,500.00
Remaining Amount		\$5,500.00

Notes:

Public works to help dig ditch to building

Any additional work outside scope will be extra

**** HEC will donate \$1500 off bill to Town of Hilliard if we could get a sign made saying something like Hubbard Electrical Cont donated light fixtures etc

Forms of payment are Check or Cash.

If paying with a Credit Card/PayPal there will be a 4% convenience fee added.

Payment is due upon completion of the job.



Signed on: 09/12/2023
Town Of Hilliard

ESTIMATE



Prepared For

Town Of Hilliard
15859 CR 108
Hilliard , FL 32046

Hubbard Electrical Contracting, LLC

8627 Die Hard Lane
Jacksonville, Florida 32220
Phone: (904) 351-9722
Email: joshhec83@gmail.com

Estimate # 442
Date 07/19/2023
Business / Tax # 88-1086807

Description

wire town hall park pole barn

Wire 100 amp subfeed to building with 24 circuit outdoor panel for future growth add 4 120 volt quad plugs 2 - 8 ft lights on each side 3 high bay lights in center and wire up and hang customer supplied out door fans also add a plug for town tree up front

Subtotal	\$7,000.00
Total	\$7,000.00
Deposit Due	\$1,750.00

Notes:

Public works to help fig ditch to building

Any additional work outside scope will be extra

**** HEC will donate \$1500 off bill to Town of Hilliard if we could get a sign made saying something like Hubbard Electrical Cont donated light fixtures etc

Forms of payment are Check or Cash.

If paying with a Credit Card/PayPal there will be a 4% convenience fee added.

Payment is due upon completion of the job.



Signed on: 09/12/2023

Town Of Hilliard

Jordan & Family Construction LLC.

Invoice # 12428

27260 Ohio St, Apt 48

Hilliard, FL 32046

(301) 659-0291

City of Hilliard

8-17-2023

15859 W Co. Rd 108,

Hilliard, FL 32046

Ordered by: City Hall

Scope of Work: Sidewalk and 12' by 12' cement pad .

Cement

\$ 1,685.00

(Environmental Impact Fee)

\$ 40.00

Equipment Fees

\$ 450.00

Labor

\$ 2,825.00

TOTAL

\$ 5,000.00

Estimated Start Date: 8-17-2023

Estimated Completion Date: 8-25-2023

Customer Approval Signature:

Date:

Authorized Signature: