

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

AGENDA

THURSDAY, FEBRUARY 05, 2026, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council approval of Septic Exception Application No. 20260129 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0199-0170. Applicant Palmetto Construction LLC, Bryan Barfield.

Cory Hobbs – Public Works Director

ITEM-3 Town Council review of estimates and approval of Capital Budget Expenditure for Cedar Haven Lift Station Panel Replacement.

Cory Hobbs – Public Works Director

ITEM-4 Town Council review of estimates and approval of Capital Budget Expenditure for Wetland Effluent Panel Replacement.

Cory Hobbs – Public Works Director

ITEM-5 Town Council approval for the Capital Budget Purchase of \$6,805.00 not including freight, for Micrometer/Water Specialties 8" Flow Meter Model UM508.
Cory Hobbs – Public Works Director

ITEM-6 Town Council approval of the FY 2025 Revenues and Expenditures Report for the period ending September 30, 2025.
Lisa Purvis, MMC – Town Clerk

ITEM-7 Town Council approval of the Town Clerk's recommendation to fill the Town Hall Administrative Assistant vacant position.
Lisa Purvis, MMC – Town Clerk

ITEM-8 Town Council approval of the Minutes for the December 11, 2025, Workshop, December 18, 2025, Public Hearing & Regular Meeting, January 8, 2026, Workshop, January 12, 2026, Joint Workshop and the January 15, 2026, Public Hearing & Regular Meeting.
Lisa Purvis, MMC – Town Clerk

ITEM-9 Town Council approval of CPH Consulting, LLC, Payable through January 16, 2026, Project Name: Manhole 167 & 170 Repairs in the amount of \$1,200.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$18,400

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be accessed at www.townofhilliard.com.

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

ADA NOTICE

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

APPEALS

Pursuant to the requirements of Section 286.0105, Florida 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.

2026 HOLIDAYS

TOWN HALL OFFICES CLOSED

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 5, 2026
FROM: ***Cory Hobbs – Public Works Director***
SUBJECT: Town Council approval of Septic Exception Application No. 20260129 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0199-0170. Applicant Palmetto Construction LLC, Bryan Barfield.

BACKGROUND:

On January 20, 2026, a development investigation was submitted for a single-family residence. The recommendation of the Public Works Department was for a septic tank exception. The closest location for sewer is W 6th Street at Ohio, approx. 1,200 feet away. Gravity sewer is not an option due to distance and an inability to make needed fall.

This has resulted in a septic exception application being submitted.

Sec. 58-42. With sewer system.

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

FINANCIAL IMPACT:

None

RECOMMENDATION-

Town Council approval of Septic Exception Application No. 20260129 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0199-0170. Applicant Palmetto Construction LLC, Bryan Barfield, with the following exception: Public Works and/or the Land Use Administrator of the Town of Hilliard must approve proposed/staking out location of drain field before soil testing. If the location is moved due to test results a second location approval is needed prior to installation of drain field.



TOWN OF HILLIARD
SEPTIC TANK EXCPETION APPLICATION
15859 W CR 108 Hilliard, FL 32046
Phone: 904-845-3555 | cs@townofhilliard.com

ITEM-2

For Staff Only
File #: 2024-01-29
Application Fee: \$250.00
Payment Processed By: *[Signature]*

Septic Tank Exception Application

A. PROJECT

1. Project Name: *Palmetto Spec 1*
2. Address of Subject Property: *10th Ave*
3. Parcel Number(s): *08-31-24-2380-0199-0170*
4. Existing Use of Property: *Vacant*
5. Future Land Use Map Designation: *single family Residential*
6. Zoning Designation: *R-2*
7. Acreage: *.29 acre*

B. APPLICANT / CONTRACTOR*

1. Applicant's Status: Owner (title holder) Agent
2. Name of Applicant(s) or Contact Person(s): *R. Bryan Barfield* Title: *President*
Company (if applicable): *Palmetto Construction LLC*
Mailing address: *7749 Normandy Blvd. #121-318*
City: *Jacksonville* State: *FL* ZIP: *32221*
Telephone: *904-237-3066* E-mail: *palmettoconstruction@outlook.com*
3. Contractor:
Name of Contractor: *R. Bryan Barfield*
Company (if applicable): *Palmetto Construction LLC*
Mailing address: *7749 Normandy Blvd. #121-318*
City: *Jacksonville* State: *FL* ZIP: *32221*
Telephone: *904-237-3066* E-mail: *palmettoconstruction@outlook.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. Site Plan including but not limited to:
 - i. Name, location, owner, and designer of the proposed development.
 - ii. Vicinity map - indicating general location of the site and all abutting streets and properties.
 - iii. Statement of Proposed Uses.
 - iv. 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.
 - v. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
 - vi. Area and dimensions of site.



TOWN OF HILLIARD
SEPTIC TANK EXCPETION APPLICATION
15859 W CR 108 Hilliard, FL 32046
Phone: 904-845-3555 | cs@townofhilliard.com

- vii. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
- viii. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
- ix. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
- 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.

All attachments are required for a complete application. A completeness review of the application will be conducted within ten (10) business days of receipt. If the application is determined to be incomplete, the applicant will be required to provide the needed documents prior to approval of work. Work prior to approval will result in a Code Enforcement Violation.

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

Signature of Applicant

Typed or printed name and title of applicant

1/29/26

Date

State of Florida

The foregoing application is acknowledged before me this 29 day of Jan, 2026, by R. Bryan Barfield, who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

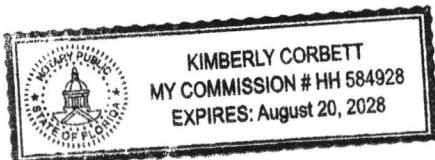
Signature of Co-applicant

Typed or printed name of co-applicant

Date

County of Nassau

Signature of Notary Public, State of FL





Cal -Tech Testing, Inc.

- Engineering
- Geotechnical
- Environmental

LABORATORIES

P.O. Box 1625 • Lake City, FL 32056
Tel. (386) 755-3633 • Fax (386) 752-5456

450 SR 13N, Suite 106-308, Jacksonville, FL 32259
Tel. (904) 381-8901 • Fax (904) 381-8902

January 26, 2026

Bryan Barfield
Palmetto Construction, LLC
palmettoconstruction@outlook.com

RE: Field Soil Permeability Testing Report
Hilliard Lots – Minnesota St & W 10th Ave
Hilliard, Florida
Cal-Tech Testing, Inc. Project No. 26-00113-02

Dear Mr. Bryan Barfield:

This report presents the results of our field soil permeability tests performed for the Hilliard Lots – Minnesota St & W 10th Ave in Hilliard, Florida.

TESTING PROCEDURES

Our field soil permeability tests were performed on January 9, 2026 at two (2) locations (P1 & P2). P1 was performed in the NE corner of the lot on Minnesota Street and P2 was performed in the NW corner of the lot on West Tenth Avenue.

SOIL PERMEABILITY

Analyses of data obtained during the field soil permeability tests indicate a soil hydraulic conductivity as shown in the following table:

Test Location	Depth (in.)	Vertical Saturated Soil Hydraulic Conductivity (K _{vs}) (ft/day)	Horizontal Soil Hydraulic Conductivity (K _h) (ft/day)
P1	30	4.34	6.51
P2	30	3.97	5.96

The groundwater table was not encountered during a 6' Auger boring performed. The auger boring showed a brown and grey sand with a trace of clay in the upper 0 to 2 feet and grey sand with a trace of clay from 2 to 6 feet.

LIMITATIONS

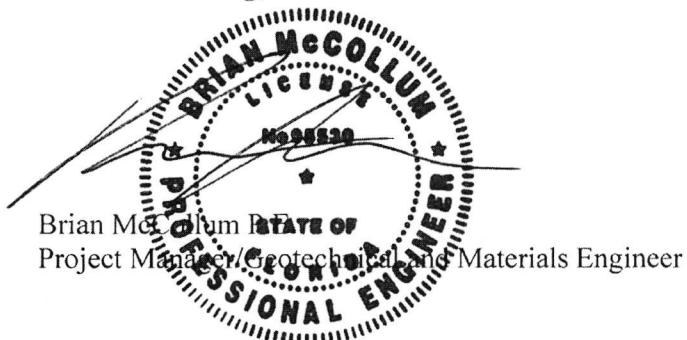
The field soil permeability test results shown above are indicative of the soil Hydraulic Conductivity at the tested locations, depths and date.

CLOSURE

It has been a pleasure working with you and we look forward to continuing our work on this and future projects.

Sincerely,

Cal-Tech Testing, Inc.



MAP SHOWING BOUNDARY SURVEY OF:

LEGAL DESCRIPTION (D.R.B. 2864, PAGE 896):
LOTS 17, 18, 19 AND 20, BLOCK 189, PLAT OF THE WEST PORTION OF THE
TOWN OF HILLARD, ACCORDING TO THE MAP OR PLAT THEREOF AS
RECORDED IN PLAT BOOK 1, PAGE 17, PUBLIC RECORDS OF NASSAU COUNTY,
NEW YORK.

ITEM-2

PROPERTY ADDRESS: 0 WEST 10TH AVENUE, HILLIARD, FL 32046

VICINITY MAP

SITE PLAN

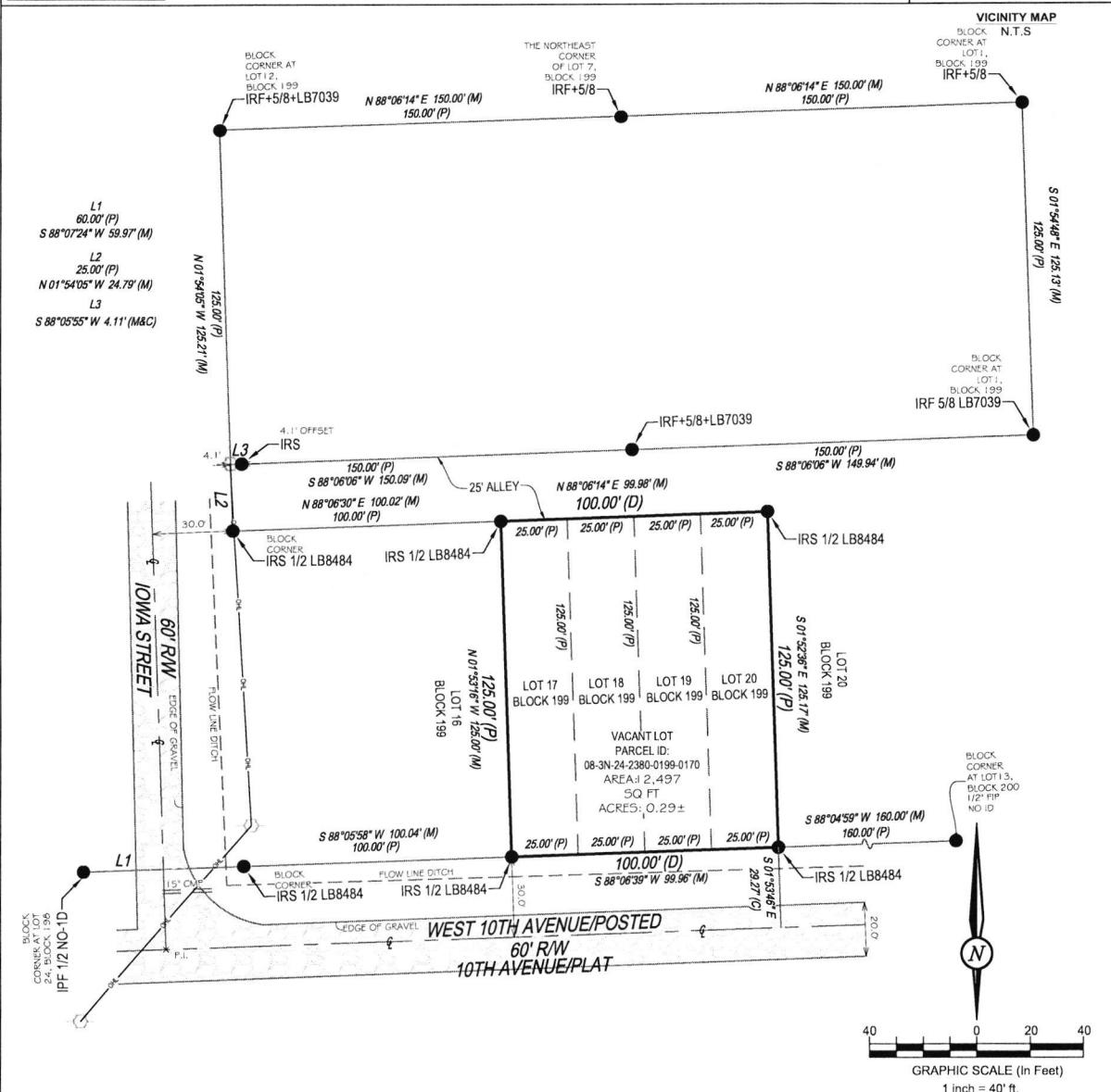


MAP SHOWING BOUNDARY SURVEY OF:

LEGAL DESCRIPTION (O.R.B. 2654, PAGE 896)

LOTS 17, 18, 19 AND 20, BLOCK 199, PLAT OF THE WEST PORTION OF THE TOWN OF HILLIARD, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 1, PAGE 17, PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA

PROPERTY ADDRESS: 0 WEST 10TH AVENUE, HILLIARD, FL 32046



ABBREVIATIONS

SYMBOL LEGEND

- CO = Cleaned
- WPP = Wood Power Pole
- Irrigation Control Valve (ICV)
- = Sanitary Sewer Manhole
- EA = JEA Manhole
- = Stormwater Manhole
- = Handicap Sign
- S = Sign (Single Post)
- A = Air Conditioner
- U = Utility Riser
- EB = Electric Utility Box
- = Pool Equipment on Pad
- P = Pool Filter/Machinery on Pad
- W = Well
- FH = Fire Hydrant (FH)
- = Light Pole (LP)
- = Septic Tank
- = Centerline (CL)
- G = Guy Anchor
- M = Manhole

GENERAL SURVEYOR NOTES:

CERTIFIED TO:



RIVER CITY SURVEYING & MAPPING, LLC

 rivercitysurveyors.com

SURVEYOR'S CERTIFICATION
THIS SKETCH OF SURVEY OR PLAN DEPICTED
HEREON CONFORMS TO THE STANDARDS OF
PRACTICE SET FORTHBY THE FLORIDA BOARD
OF SURVEYORS AND MAPPERS IN
ACCORDANCE WITH CHAPTER 5J-17.050-17.053,
PURSUANT TO CHAPTER 472, FLORIDA
STATUTES AND WAS DONE UNDER MY DIRECT
SUPERVISION, AND WAS ELECTRONICALLY
CERTIFIED BY THE PROFESSIONAL LAND
SURVEYOR AND MAPPER LISTED HEREON, AS
STATED ON THE BORDER.

A circular Florida State Parks hunting license. The text inside the circle reads: "PABLO A. ALVAREZ", "LICENSE", "No. PSM 8774", "STATE OF FLORIDA", "FLORIDA STATE PARKS", and "HUNTING LICENSE". The license is valid from "1-1-2007" to "12-31-2007". A handwritten signature of "Pablo Alvarez, PSM" is written across the bottom of the license.

AS SHEET 1 OF 1



ITEM-2

Town of Hilliard Development Investigation Application

FOR OFFICE USE ONLY

File # 20260120
Application Fee \$150.00
Filing Date: 1/20/26 By: J.E.
Acceptance Date: 1 By:

A. PROJECT

- Address of Subject Property: 10th Avenue
- Parcel ID Number(s): 08-3N-24-2380-D199-017D
- Acreage of Project: .29

B. APPLICANT

- Name of Applicant(s) or Contact Person(s): Bryan Barfield Title: President
Company (if applicable): Palmetto Construction, LLC.
Mailing address: 7749 Normandy Blvd #121-319
City: Jacksonville State: FL ZIP: 32221
Telephone: 904-237-3066 FAX: () e-mail: palmettoconstruction@outlook.com

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

- Site Plan of proposed development
- Survey of proposed development
- Design of the proposed development
- Vicinity map - indicating general location of the site and all abutting streets and properties (*Required)
- Statement of proposed development

D. APPLICATION FEE

- \$100 plus \$20 per acre \$150.00

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

Zoning R-2 Reviewed By: ME

Water Service Available yes Location of Service Iowa Street

Improvements Required for Water Service 100' of 2" Water main extanting short top Reviewed By: CH

Sewer Service Available no Location of Service

Improvements Required for Sewer Service Septic tank Exception Application Reviewed By: CH

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

Improvements Required for Access Culvert Permit Reviewed By: CH

Temporary Culvert needed during construction? Y X N Location? TBD

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

With termination of line a blow off; Value will be required. CH



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 5, 2026

Meeting Date: February 5, 2026

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

SUBJECT: Town Council review of estimates and approval of Capital Budget Expenditure for Cedar Haven Lift Station Panel Replacement.

BACKGROUND:

Three quotes were received on this panel from PSI Technologies Inc, Freedom Electrical Contracting Inc, and Fortiline Water Works.

Installation of panel provided by Osprey I & E Incorporated.

The Scope of Work will include Osprey I & E incorporated replacing outdated control panel with a new updated control panel and confirm new panel operation.

Work will be done in partnership with the Public Works Department who will receive the panel and oversee the installation.

FINANCIAL IMPACT:

Capital Budget \$20,000.00

Capital Expenditure based on Director recommendation \$14,472.00

RECOMMENDATION:

Town Council approval of the Capital Budget Expenditure for the panel replacement from PSI Technologies Inc, with Osprey I & E Incorporated installing the new panel.

CUSTOMER NO	QUOTING BRANCH	QUOTE NO	QUOTE DATE	PAGE
215420	FORTILINE JACKSONVILLE	6789906	1/28/26	1

CUSTOMER	PROJECT INFORMATION
TOWN OF HILLIARD P.O. BOX 249 HILLIARD, FL 32046	LS 8 QUOTE

LINE	QTY	UOM	DESCRIPTION	UNIT PRICE	TOTAL PRICE
			***** IF, AFTER THE DATE OF THIS QUOTE, ANY NEW OR INCREASED TARIFFS, DUTIES OR OTHER GOVERNMENT-IMPOSED COSTS ON MATERIALS USED IN THE WORK BECOMES EFFECTIVE, THE CONTRACT PRICE SHALL BE ADJUSTED TO REFLECT THE ACTUAL INCREASED COST TO FORTILINE. FORTILINE SHALL PROMPTLY NOTIFY THE CUSTOMER OF ANY SUCH COST IMPACT. FAILURE OF FORTILINE AND THE CUSTOMER TO AGREE ON ANY PRICE ADJUSTMENT SHALL NOT RELIEVE THE CUSTOMER'S OBLIGATION TO PAY THE INCREASED COST. *****		
30	1	EA	SS CONTROL PANEL FOR LS 8	11,400.0000	11,400.00
				Subtotal: Tax: Bid Total:	11,400.00 .00 11,400.00

ALL STOCK DELIVERIES ARE SUBJECT TO SHIPPING CHARGES

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

Ent By LCC 1/28/26 14:26:16

ESTIMATE

Freedom Electrical Contracting,
Inc.
1093 Autumn Pines Dr
Orange Park, FL 32065

tyler@freedomec.com
+1 (904) 761-4930
ER# 13015911



Bill to

Town Of Hilliard
Town Of Hilliard
15859 West County Road 108
Hilliard, FL 32046 USA

Estimate details

Estimate no.: LS 8 Panel
Estimate date: 01/13/2026

#	Product or service	Description	Qty	Rate	Amount
1.	Control Panel	230v~3ph SS Panel, size 1 starters, 3hp	1	\$11,000.00	\$11,000.00
			Total	\$11,000.00	

Note to customer

Attn: Corey Hobbs
Reference: LS 8

Accepted date

Accepted by



PSI Technologies Inc

3520 Investment Lane Unit #3

Riviera Beach, Florida 33404

Phone: 904-544-2916 Email: kevin@psi-techinc.com

Quotation

Company: TOWN OF HILLIARD

Date: 1/9/26

Contact: COREY

Quote#: KY1926

Street:

Quote Valid: 30 DAYS

CSZ: HILLIARD , FL

Terms: NET 30

Phone: 904-719-1012

Shipping: INCLUDED

Email: CHOBBS@TOWNOFHILLIARD.COM

Prepared By: KEVIN YOUNG



Osprey I & E Incorporated
PO Box 193
Hilliard, FL
+7593432
Ospreybcr@gmail.com

ITEM-3
Estimate

ADDRESS
Town of Hilliard

ESTIMATE #	DATE
2026-44	01/14/2026

JOB NUMBER
044

PO AND/OR RMA #
Cory Hobbs

JOB NAME
Ceder Haven

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Services Replace lift station control panel At Cedar Haven confirm new panel operation	1	0.00	0.00
	Services Control panel supplied by others	1	3,900.00	3,900.00
		TOTAL		\$3,900.00

Accepted By

Accepted Date



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 5, 2026

Meeting Date: February 5, 2026

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

SUBJECT: Town Council review of estimates and approval of Capital Budget Expenditure for Wetland Effluent Panel Replacement.

BACKGROUND:

Three quotes were received on this panel from PSI Technologies Inc, Freedom Electrical Contracting Inc, and Fortiline Water Works.

Installation of panel provided by Osprey I & E Incorporated.

The Scope of Work will include Osprey I & E incorporated replace outdated control panel, demo remaining transducer system at control panel add 4 floats, connect both pumps to new panel and confirm new panel operation.

Work will be done in partnership with the Public Works Department who will receive the panel, supply float racks, and oversee the installation.

FINANCIAL IMPACT:

Capital Budget \$20,000.00

Capital Expenditure based on Director recommendation \$14,172.00

RECOMMENDATION-

Town Council approval of the Capital Budget Expenditure for the panel replacement from PSI Technologies Inc. with Osprey I & E Incorporated installing the new panel.

CUSTOMER NO	QUOTING BRANCH	QUOTE NO	QUOTE DATE	PAGE
215420	FORTILINE JACKSONVILLE	6789900	1/28/26	1

CUSTOMER	PROJECT INFORMATION
TOWN OF HILLIARD P.O. BOX 249 HILLIARD, FL 32046	HILLIARD WETLANDS

LINE	QTY	UOM	DESCRIPTION	UNIT PRICE	TOTAL PRICE
			***** IF, AFTER THE DATE OF THIS QUOTE, ANY NEW OR INCREASED TARIFFS, DUTIES OR OTHER GOVERNMENT-IMPOSED COSTS ON MATERIALS USED IN THE WORK BECOMES EFFECTIVE, THE CONTRACT PRICE SHALL BE ADJUSTED TO REFLECT THE ACTUAL INCREASED COST TO FORTILINE. FORTILINE SHALL PROMPTLY NOTIFY THE CUSTOMER OF ANY SUCH COST IMPACT. FAILURE OF FORTILINE AND THE CUSTOMER TO AGREE ON ANY PRICE ADJUSTMENT SHALL NOT RELIEVE THE CUSTOMER'S OBLIGATION TO PAY THE INCREASED COST. *****		
30	1	EA	DUPLEX CONTROL PANEL PSI	10,300.0000	10,300.00
				Subtotal: Tax: Bid Total:	10,300.00 .00 10,300.00

ALL STOCK DELIVERIES ARE SUBJECT TO SHIPPING CHARGES

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

ESTIMATE

Freedom Electrical Contracting,
Inc.
1093 Autumn Pines Dr
Orange Park, FL 32065

tyler@freedomec.com
+1 (904) 761-4930
ER# 13015911



Bill to

Town Of Hilliard
Town Of Hilliard
15859 West County Road 108
Hilliard, FL 32046 USA

Estimate details

Estimate no.: Pond wetlands

Estimate date: 01/13/2026

#	Product or service	Description	Qty	Rate	Amount
1.	Control Panel	DUPLEX CONTROL PANEL, 480V~3Ph, SS ENCLOSURE, 7.5HP @ 9.5	1	\$10,000.00	\$10,000.00
Total					\$10,000.00

Note to customer

Attn: Corey Hobbs

Reference: Pond Wetlands

Accepted date

Accepted by



PSI Technologies Inc

3520 Investment Lane Unit #3

Riviera Beach, Florida 33404

Phone: 904-544-2916 Email: kevin@psi-techinc.com

Quotation

Company: TOWN OF HILLIARD

Date: 1/12/26

Contact: COREY

Quote#: KY11226

Street:

Quote Valid: 30 DAYS

CSZ: HILLIARD , FL

Terms: NET 30

Phone: 904-719-1012

Shipping: INCLUDED

Email: CHOBBS@TOWNOFHILLIARD.COM

Prepared By: KEVIN YOUNG



Osprey I & E Incorporated
PO Box 193
Hilliard, FL
+7593432
Ospreybcr@gmail.com

ITEM-4
Estimate

ADDRESS

Town of Hilliard

ESTIMATE #	DATE	
2026-45	01/14/2026	

JOB NUMBER
45

PO AND/OR RMA #
Cory Hobbs

JOB NAME
Effluent panel Replacement

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Services Replace control panel demo remaining transducer system at control panel add 4 floats connect both pumps to new control panel confirm operation control panel and rack to hang floats on supplied by others		4,600.00	4,600.00

TOTAL

\$4,600.00

Accepted By

Accepted Date



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 5, 2026
FROM: ***Cory Hobbs – Public Works Director***
SUBJECT: Town Council approval for the Capital Budget Purchase of \$6,805.00 not including freight, for Micrometer/Water Specialties 8" Flow Meter Model UM508

BACKGROUND:

This is a recommendation to purchase Micrometer/Water Specialties 8" Model UM508 Ultra Mag Electromagnetic Flow Meter 150 psi Class D water meter with a 2-year warranty and to purchase through Barrett Supply Services.

FINANCIAL IMPACT:

\$6,805.00 not including freight

RECOMMENDATION:

Town Council approval of the Capital Budget Expenditure for Barrett Supply Service in the amount of \$6,805.00 not including freight.



QUOTE

QT-001327

Barrett Supply Services

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

Bill To

Town of Hilliard

PO Box 249
Hilliard, FL 32046

Estimate Date : 12/16/2025

Expiry Date : 01/15/2026

#	Item & Description	Qty	Rate	Amount
1	Flow Meter McCrometer/Water Specialties 8" Model UM508 Ultra Mag Electromagnetic Flow Meter, 150 psi Class D flanged connections, NSF approved fusion bonded epoxy liner, 304 stainless steel flow tube & 316 ss electrodes, with remote mounted, AC powered ProComm Max Transmitter featuring forward and reverse totalizers, rate-of-flow indicator, pulse & single (4-20ma) output, includes internal grounding electrodes, (2) stainless steel grounding rings, 25ft of submersible cable, 2-year standard warranty. Sensus smart output with Nicor Connector, Custom Lay Length 13.125" * Part # UM508-1SQ025A1-SEN-L13.125	1	6,455.00	6,455.00
*Standard lengths of 50ft, 75ft, 100ft, 125ft, 150ft, 175ft, 200ft & 500ft of cable available at additional cost.				
**Installation of meter tube will be the responsibility of the buyer.				
***above pricing does not include freight charges. That will be added at actual cost.				
2	Service Mount the controller and set it up for proper operation. Use the existing wiring to send the signal to the chart recorder. All mounting will be in or on the old panel mount where the old issco meter was mounted. Connection to the MTU system will be the responsibility of the MTU contractor.	1	350.00	350.00
Sub Total				6,805.00
Total				\$6,805.00

Notes

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

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

Terms & Conditions:

1. **PRODUCTS:** Products (parts, components, items, materials, assemblies) herein are of the Manufacturer's standard or available construction and specifications. It is Buyer's final responsibility to determine if these products satisfactorily meet Buyer's or Buyer's customer's plans, specifications and requirements. Weights and dimensions when given are approximate unless certified in writing by the Manufacturer.
2. **SELECTION AND END USE:** Seller is not in any way liable for selection, application, or suitability of products herein for any particular use or for any installation or operational costs incurred with these products, all of the aforesaid being the final responsibility of Buyer.
3. **QUOTATIONS:** Seller as a service to Buyer may quote orally or in writing from time to time current prices then in effect for products or services offered for sale by Seller; however, such prices are subject to change without notice. Quotations may be withdrawn at any time prior to actual receipt by Seller of a written purchase order and release from Buyer to manufacture and/or ship the products or perform the services described herein. Quotations shall become null and void upon the elapse of thirty (30) days from the date of quotation unless earlier withdrawn. Seller does not assume any responsibility for any variation in quantity or omission of any item in any quotation that may be required by any plan or specification or otherwise. Seller is not responsible for any typographical errors or reproduction deficiencies. Quotations for the Quantities, Products and Services described herein are subject to these Terms and Conditions only; Seller will only accept orders on these exact Terms, Conditions and Provisions and no inconsistent terms, conditions, provisions or modifications will be agreed to unless specifically approved in writing by an officer of Seller.
4. **PURCHASE ORDERS AND ACCEPTANCE:** Purchase orders of Buyer resulting from oral or written quotations of Seller shall be subject to the Quantities, Products and Services herein, these Terms and Conditions, and the written approval signed by an authorized representative of Seller in the Seller's acknowledgement. Any term(s), condition(s) or provision(s) of Buyer's purchase order which are inconsistent with these stated herein, shall not be binding on Seller and shall not be considered applicable to the sale or shipment of the products or performance of the services described herein. Unless Buyer shall notify Seller in writing to the contrary as soon as practical after receipt of Seller's acknowledgement, acceptance of Seller's Terms and Conditions hereof by Buyer shall be presumed and, in the absence of such notification, Buyer's oral or written release to manufacture and/or ship the products or perform the services described herein, shall be conclusively deemed as Buyer's acceptance of these Quantities, Products, Services, Terms and Conditions herein. If Buyer notifies Seller in writing of his objections to any of the Terms, Conditions and Provisions described herein, such objections are not accepted by Seller unless specifically accepted in writing signed by an officer of Seller. Seller's responsibility is limited solely to the furnishing of the products or services described herein and assumes no responsibility for any other or further requirements or conditions expressed in any plan, specification, purchase order or other document.
5. **SUBMITTAL:** If Specifically requested in writing by Buyer at the time of purchase order, Seller will prepare submittal data (product bulletins, descriptive data, curves, diagrams, each independently as required) for written approval, corrections, or rejection by Buyer, Buyer's customer or Buyer's customer's authorized representative. Any changes in the submitted products required by the approving authority will be at the Buyer's expense and supported by a written change order in accordance with Sellers Terms and Conditions. In case of dispute between Buyer and Seller of required changes or rejection of the products herein, either Buyer or Seller may cancel this contract in writing to the other without penalty, unless Buyer has previously released to manufacture and/or ship the products in question, which in such case Buyer will be fully responsible for the products and all payments as if a submittal had not been requested. In no case will Seller be obligated to offer for sale or furnish any modified or alternate products to those described herein.
6. **TIME OF SHIPMENT:** Stated shipping dates are approximate. Seller shall not be liable or subject to any special or consequential damages for failure to deliver or delays in delivery occasioned by causes beyond Seller's control, including, but not limited to, strikes, lockouts, fires, inability to obtain materials or shipping space, breakdowns, delays of carriers or suppliers and governmental acts and regulations.
7. **DELIVERY AND FREIGHT:** Delivery of these products shall be F.O.B. the place of shipment to Buyer. Thereafter Buyer assumes full responsibility for any damage or loss irrespective of Seller's prepayment of freight charges. Buyer shall furnish at Buyer's expense, labor and equipment necessary to expeditiously unload products delivered by Seller. Any expenses incurred by Seller due to the delay in unloading shall be reimbursed to Seller by Buyer.
8. **STORAGE:** An product held in storage for the convenience of Buyer will be invoiced to Buyer as if the products were shipped and Buyer agrees to pay for same plus additional reasonable storage charges in accordance with the following payment terms.
9. **PAYMENT:** Buyer agrees to pay Seller within thirty (30) days of invoice date. If Seller has not received payment within these thirty (30) day terms, Seller may add and receive payment from Buyer interest charges at the rate of 1½% per month on unpaid balance plus such other reasonable collection costs and expenses incurred including attorney's fees, collections fees, court costs and otherwise. Cash or anticipation discounts are not offered unless specifically stated on Seller's invoice, no discounts are allowed on freight, shipping, taxes or interest charges. Cash discounts offered for early payment are earned only when payment is received in the office of Seller on or before the specified discount terms or date. Seller reserves the right to make partial invoices(s) for storage, shipments or services performed and receive payment in accordance with the above terms. Buyer agrees not to make any deductions for taxes, freight, retainages, alleged damages or otherwise from any payments due herein.
10. **TAXES:** Buyer shall pay in addition to the purchase price and other charges herein, all excise, sales, privilege, use or other taxes, Federal, State, Local or Foreign, payable by Seller because of the execution of this contract.
11. **CREDIT AND DEFAULT:** If financial responsibility of Buyer becomes impaired or unsatisfactorily in the sole judgement of Seller under this or any other contract between the parties, advance cash payments or satisfactory security shall be given by Buyer upon demand by Seller and any shipments due under

this or any contract may be withheld until all payments due are received in full and Buyer's credit has been re-established satisfactorily in the sole judgement of Seller. In addition to all other remedies, in the event of default by Buyer under the terms of this agreement, Seller shall have the right to take exclusive possession of the products sold herein wherever found and to remove same without legal process, any payments having been made on account thereof to be retained by Seller as liquidated damages; or Seller may, in addition to all other remedies available to it, if it deems said products are not readily removable or resaleable, sue for and collect any unpaid payments including interest charges, plus such other costs and expenses as Seller has incurred or may incur which shall become immediately due and payable upon Buyer's default of any of the terms of this contract, said remedies to be cumulative.

12. **WARRANTIES:** There is NO WARRANTY, representation or condition OF ANY KIND, EXPRESS OR IMPLIED (INCLUDING NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE) by Seller regarding the products herein, Buyer is solely limited to the Manufacturer's express written warranty, copies of which will be furnished to Buyer upon request. No warranty conditions will be considered until payment of this contract has been made in full.
13. **SELLER'S LIABILITY:** Seller's liability shall be limited to the stated selling price of any defective product and in no event shall Seller be liable for prospective profits or special, direct, indirect or consequential damages of any kind caused by a product, component or part failure. Buyer assumes all risk and liability for loss, damage or injury to persons or property of Buyer or others arising out of the use or possession of any product, component or part herein.
14. **RETURNS:** Products purchased herein may not be returned without the express written permission of Seller, as evidenced by Seller's or Manufacturer's properly authorized return material form, of which a copy must accompany the returned material. Authorized returns shall be shipped at the expense and liability of Buyer to the destination specified by Seller. Such returns are accepted by Seller or Manufacturer for inspection only; any allowance or credit originates with the Manufacturer subject to charges for freight, handling, inspection, repair, restocking and otherwise. Damaged, installed, used or special order products are not returnable. Seller or Manufacturer will not accept debit charges from Buyer for returned products.
15. **SERVICE:** Seller does not include any field or shop labor or service equipment and/or materials for the products herein unless specifically stated as an item in the body of this contract. Any service requested in addition to that not included in the body of this contract will be considered a separate contract and require a separate purchase order from Buyer. No service requests will be accepted or performed when Buyer's account is past due according to the payment terms herein.
16. **CHANGE, MODIFICATION, CANCELLATION:** This contract cannot be changed, modified or cancelled except by written agreement executed by Buyer and an officer of Seller.
17. **JURISDICTION:** This agreement shall be governed and construed in accordance with the laws of the State of Florida.

Ultra Mag Flow Meter Specification Sheet

Ultra Mag 3000 utilizes the ProComm Go electronics which allows AC or DC power with battery backup or straight battery operation with pulse and 4-20mA outputs with an accuracy of +/- 1.0% of reading.

Ultra Mag 5000 utilizes the ProComm Max electronics which allows AC or DC power with Modbus, pulse and 4-20mA outputs with an accuracy of +/- 0.5% of reading.

Applications

Ultra Mag flow meters are intended to be used both in clean drinking water and waste water applications. These can include:

- Raw/well source water
- Distribution/ networks
- Water storage
- Revenue/billing
- Pumping stations
- Water treatment
- Final water discharge
- Storm water
- Waste water pumping stations
- Effluent final discharge

Performance Advantages

- Flanged models need only 1 pipe diameter upstream of most flow disturbers
- No obstruction to the flow
- No moving parts to wear or break
- Maintenance free
- Choice of Accuracy +/- 0.2% OR +/- 0.5%
- Debris or solids will not clog the meter
- No head loss
- Bi-directional flow
- Empty pipe detection
- Unaffected by changes in density and viscosity
- No risk of liner delamination or separation
- Wide flow range
- Separated power and signal cables



Standard and Hazardous Location Models

Ultra Mag is designed to work in ordinary circumstances and in hazardous locations. It is available as either the standard model or as a hazard location (HL) model, which is certified by MET (Ultra Mag 3000 only).

Certifications

Ultra Mag series currently has three certifications for quality and safety:

- ISO 9001:2015 certified quality management system
- Certified to NSF / ANSI Standards
- Certified by IAPMO R&T to NSF/ANSI 61 for material safety and NSF/ANSI 372 for low lead content

Additionally, Ultra Mag 3000 is certified for hazardous location:

- Certified by MET to UL 61010-1 / CSA C22.2 No. 61010-1
 - Class I, Division 2, Groups A-D, T4
 - Class I, Zone 2, IIC T4

Available Ultra Mag End Connections

Nominal Line Size	AWWA CL D	AWWA CL F	ANSI 150#	ANSI 300#
1.5 in			x	x
2 in			x	x
2.5 in			x	x
3 in			x	x
4 in	x		x	x
6 in	x		x	x
8 in	x		x	x
10 in	x		x	x
12 in	x		x	x
14 in	x	x	x	x
16 in	x	x	x	x
18 in	x	x	x	x
20 in	x	x	x	x
24 in	x	x	x	x
30 in	x	x	x	x
36 in	x	x	x	x
42 in	x		x	
48 in	x			x





Quality Manufacturing

Ultra Mag flow meters are manufactured to the highest standard available for mag meters. The flanged end tube design permits use in a wide range of applications with up to 500 PSI working pressure. The fabricated tube is stainless steel with steel or stainless steel flanges and is lined with UltraLiner™, an NSF approved, fusion bonded epoxy material.

Signal Transmitters / Transmitters

The signal transmitter is always located at the sensor and changes the raw flow data into usable flow information to allow the measurements, functional programming, and data reporting to be communicated through the transmitters display and outputs. There are two different transmitter models used in various applications. Both transmitters are available as either meter mount or remote mount.

• **ProComm GO Transmitter**

Ultra Mag 3000 flow meter is accompanied by the ProComm GO electronics and is battery powered, ideal for remote installations and locations with unreliable power sources.

- Output options include pulse, 4-20mA, Modbus, and telemetry
- Battery powered with optional solar, AC or DC power with battery backup
- DIY battery replacement and in-field programming available via USB cable and laptop
- 5-year expected battery life
- Rated to 140F
- UL, CSA certifications
- CRN (ANSI), CE, UL certifications

• **ProComm Max Transmitter**

Ultra Mag 5000 is offered with the ProComm Max electronics, offering greater accuracy and more sophisticated output options for users needing superior system integration and data collection.

- Output options include Digital Pulse, 4-20mA, Hart, Modbus, and Ethernet IP
- Datalogger and optional AMI/AMR
- AC/DC powered
- Rated to 140F
- CE, UL, CSA certification
- CRN (ANSI), CE, UL, CSA certifications

Installation

Ultra Mag flow meter installation is similar to placing a short length of flanged end pipe in the line. The meter can be installed vertically, horizontally, or inclined on suction or discharge lines. The meter must have a full pipe of liquid for proper operation. Fluid must be grounded to the downstream flange of the sensor using McCrometer 316 SS grounding rings. For best performance, grounding rings are recommended for all sizes.

The meter needs to be located a minimum distance before and after flow disturbances, such as elbows, pumps, partially opened valves, and changes in pipe diameter. The uneven flow created by these obstructions can vary with each system.

The minimum distance is measured in pipe diameters (D). To ensure accuracy locate the sensor upstream and downstream of flow disturbances as follows:

1½" to 3" Flanged style meters	0D upstream / 0D downstream
Ultra Mag 3000, 4"-24" Steel flanged meters	2D upstream / 1D downstream
Ultra Mag 5000, 4"- 48" Steel flanged meters	1D upstream / 0D downstream

All blending and chemical injection should be done early enough so the flow media is thoroughly mixed prior to entering the measurement area.

Meter Grounding Recommendations

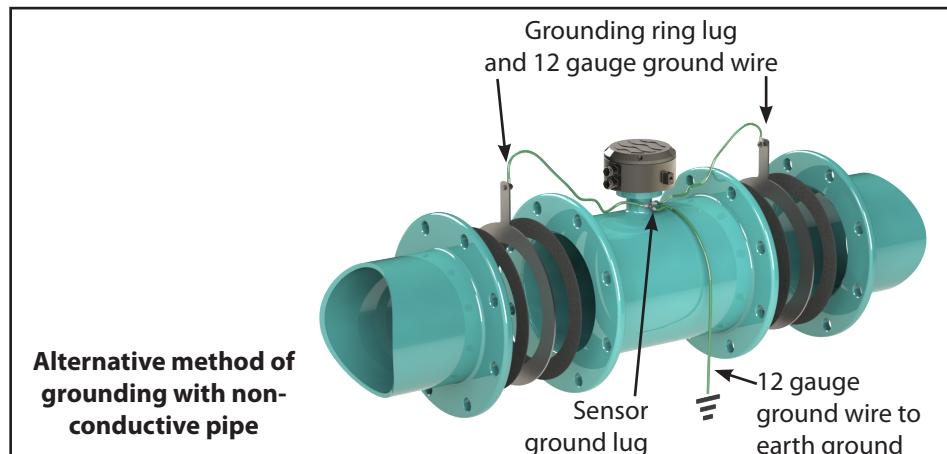
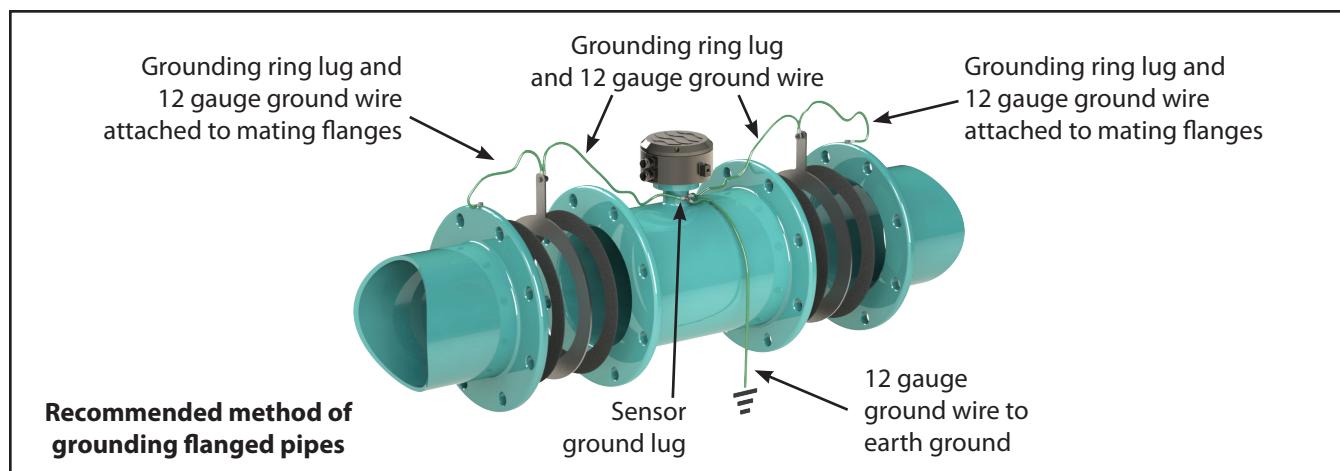
Grounding the meter body for safety according to national (NEC) or local electrical codes is recommended on ALL meter installations.

All Field Mag flow meter installations require minimum grounding with a 12-gauge ground wire to an earth ground.

Flanged end meters

When installing into a PVC or plastic pipe system, grounding rings for flanged meters are recommended for all sizes. Flanges on the Field Mag sensor have a non-conductive coating and may not require grounding rings. For best performance, McCrometer provides grounding rings for all sizes.

For best performance, grounding the fluid column is recommended when the meter is installed in an electrically noisy environment, such as with VFD pumps or nearby electrical systems with insufficient grounding.





Ultra Mag Flow Meter Specifications

All specifications apply to both Ultra Mag 3000 and Ultra Mag 5000 models except where noted.

Physical Specifications

Measurement Method	Electromagnetic flow based on Faraday's Law
Directionality	Forward and reverse flow indication and forward, reverse, net totalization are standard with all meters
Pipe Sizes	Ultra Mag 3000: 1½, 2", 2½, 3", 4", 6", 8", 10", 12", 14", 16", 18", 20", 24" Ultra Mag 5000: 1½, 2", 2½, 3", 4", 6", 8", 10", 12", 14", 16", 18", 20", 24", 30", 36", 42", 48"
Body Style	Flanged tube
Liner	206N
Electrodes	Type 316 stainless steel, Hastelloy optional
Electrode Shape	Standard shape
Electrical Connections	<ul style="list-style-type: none"> Compression gland seals Quick-Connect
Signal Transmitter	Ultra Mag 3000: ProComm GO transmitter Ultra Mag 5000: ProComm Max transmitter
Transmitter Mount	Either meter mount or remote mount
Sensor Cable Lengths	<ul style="list-style-type: none"> Standard: 25'/7.6 m McCrometer supplied submersible cable with each remote mount unit. Optional: Up to 500'/152.4 m, or 25'/7.6 m max for ProComm GO Custom Quick Connect: Available in standard cable lengths: Feet: 25, 50, 75, 100, 125, 150, 175, 200, 500 Meters: 7.6, 15.25, 22.5, 30.5, 38.1, 45.75, 53.3, 61, 152.4 Custom quick connect cables at additional cost.

Performance and Operational Specifications

Operating Temperature	-10 to 60 °C (14 to 140 °F)
Storage Temperature	-15 to 60 °C (5 to 140 °F)
IP Rating	<ul style="list-style-type: none"> Quick Connect (NEMA 6P/IP68 with remote transmitter) Compression gland seals (NEMA 6P/IP68 with remote transmitter)
Sensor Submersibility Depth	With standard strain relief cable: 1.8 m (6 ft.) With optional quick connect cable: 9 m (30 ft.)
Pressure Rating	<ul style="list-style-type: none"> AWWA CL D, 150 PSI maximum working pressure ANSI #150, 285 PSI maximum ANSI #300, 500 PSI maximum
Velocity Range	0.2 to 32 FPS



Ultra Mag Flow Meter Specifications (cont.)

Performance and Operational Specifications (cont.)

Accuracy	<ul style="list-style-type: none"> • Ultra Mag 3000: Battery powered: 1% of measured value $\pm 0.006 \text{ ft/s}$ ($\pm 0.0018 \text{ m/s}$) • Ultra Mag 5000: Standard: $\pm 0.5\%$ of measured value $\pm 0.006 \text{ ft/s}$ ($\pm 0.0018 \text{ m/s}$) Optional: $\pm 0.2\%$ of measured value $\pm 0.006 \text{ ft/s}$ ($\pm 0.0018 \text{ m/s}$) 												
	IMPORTANT NOTICE ON FLOW METER ACCURACY: The Ultra Mag 3000 flow meter with remote display's cable and electronics are factory calibrated for accuracy as a single unit. Changing the cable length, even with the splice kit, changes the accuracy of the meter and invalidates the calibration certificate. The Ultra Mag 5000 flow meter does not have this restriction.												
	Multiple point wet flow calibrations are conducted on every complete flow tube with its signal transmitter. If desired, the tests can be witnessed by the customer. The McCrometer test facilities are traceable to the National Institute of Standards & Technology. Uncertainty relative to flow is $\pm 0.15\%$.												
Repeatability	$\pm 0.05\%$ or $\pm 0.0008 \text{ ft/s}$ ($\pm 0.25 \text{ mm/s}$), whichever is greater												
Head Loss	None. No obstruction in line and no moving parts												
Conductivity	5 $\mu\text{s/cm}$												
Pipe Run Requirements	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">3000:</td> <td>1½" to 3" Flanged style meters</td> <td>0D upstream / 0D downstream</td> </tr> <tr> <td></td> <td>4" - 24" Steel flanged meters</td> <td>2D upstream / 1D downstream</td> </tr> <tr> <td style="width: 33%;">5000:</td> <td>1½" to 3" Flanged style meters</td> <td>0D upstream / 0D downstream</td> </tr> <tr> <td></td> <td>4" - 48" Steel flanged meters</td> <td>1D upstream / 0D downstream</td> </tr> </table>	3000:	1½" to 3" Flanged style meters	0D upstream / 0D downstream		4" - 24" Steel flanged meters	2D upstream / 1D downstream	5000:	1½" to 3" Flanged style meters	0D upstream / 0D downstream		4" - 48" Steel flanged meters	1D upstream / 0D downstream
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Other Specifications

Certifications and Approvals	<p>Ultra Mag 3000</p> <p>Standard model:</p> <ul style="list-style-type: none"> • ISO 9001:2015 certified quality management system • Certified by MET to UL 61010-1 • Certified to NSF / ANSI Standards* <p>HL Model:</p> <ul style="list-style-type: none"> • ISO 9001:2015 certified quality management system • Certified by MET to UL 61010-1 and MET C22.2 No. 61010-1-04 <ul style="list-style-type: none"> • Class I, Division 2, Groups A B C D, T4 • Class I, Zone 2, IIC T4 • Certified to NSF / ANSI Standards* <p>Ultra Mag 5000</p> <ul style="list-style-type: none"> • ISO 9001:2015 certified quality management system • Certified to NSF / ANSI Standards*
System Options	<p>Stainless steel ID tag</p> <ul style="list-style-type: none"> • Extended warranty • Hastelloy® electrodes • ANSI flanges • Special lay lengths, including ISO standard lay lengths • Additional sensor cable up to 475' • Quick connect cable fittings • Transmitter sun shield • Smart Output™ (Sensus or Itron compatible) • Battery or battery-solar powered transmitter (ProComm GO only)
Meter Options and Accessories	<p>Meter: 2 year warranty Liner: Lifetime guarantee</p>
Warranty	

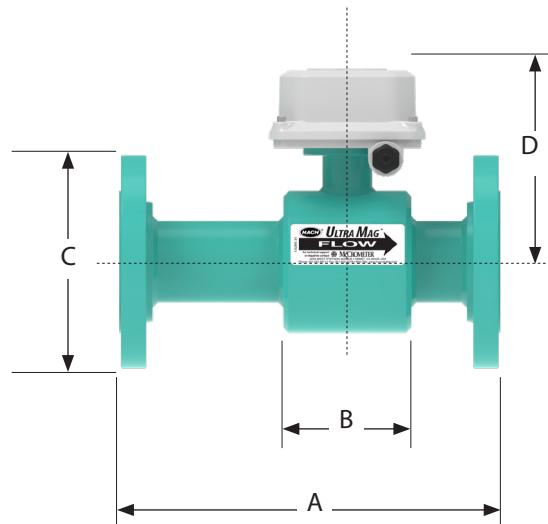
* Certified by IAPMO R&T to NSF/ANSI 61 for material safety and NSF/ANSI 372 for low lead content.

Flow Meter Dimensions and Weights

1½" to 3" Models

Pipe Size (Nominal)	Flow Ranges (0.2 to 32 FPS) Min-Max GPM	DIMENSIONS (Lay Lengths)								Est. Shipping Weight (lbs.)*	
		A	B	C	D	A	B	C	D		
	CL150 ANSI 150#	CL300 ANSI 300#		CL150 ANSI 150#	CL300 ANSI 300#	CL150 ANSI 150#	CL300 ANSI 300#	CL150 ANSI 150#	CL300 ANSI 300#		
1 ½"	1.29-200	11	14	4.5	5.0	6.1	6.5	7.25	93	not offered	
2"	1.29-200	11	14	4.5	6.0	6.5	6.5	7.25	93		70
2 ½"	3.25-510	13.4	15.5	4.5	7.0	7.5	7.0	7.75	94	not offered	
3"	3.25-510	13.4	15.5	4.5	7.5	8.25	7.0	7.75	94		80

* For remote mount meters, add 4 lbs for ProComm Max transmitter.



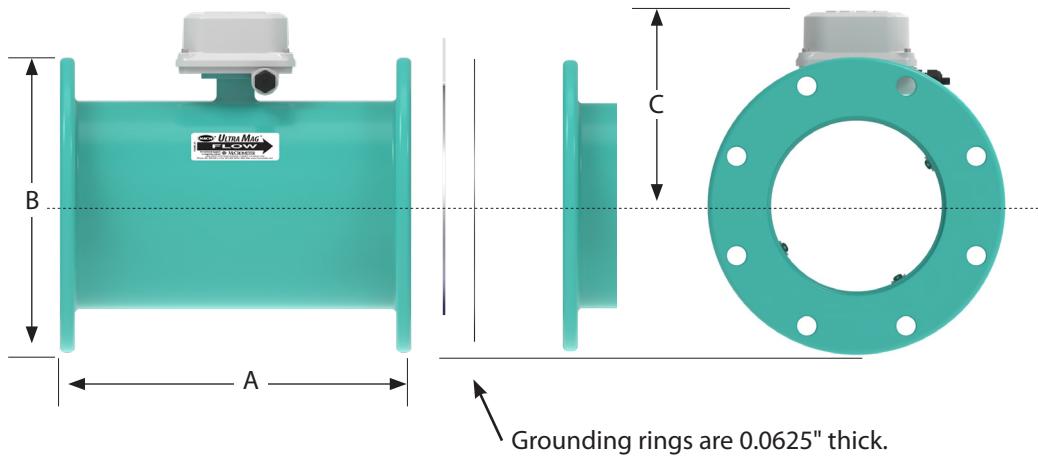


Dimensions and Weights (cont.)

4" to 12" Flanged End Body Style

Pipe Size (Nominal)	Flow Ranges (0.2 to 32 FPS) Min-Max GPM	DIMENSIONS (Lay Lengths)												Est. Shipping Weight (lbs.)*	
		A						B			C				
		AWWA		ANSI		ISO ANSI		AWWA		ANSI		AWWA			
		150# Class D	150# CL150	300# CL300	150# CL150	300# CL300	150# Class D	150# CL150	300# CL300	150# Class D	150# CL150	300# CL300	150# Class D	150# CL150	300# CL300
4"	6.97-1110	13.4	13.4	13.4	9.00	10.00	9.0	9.0	10.0	9.25	9.25	9.25	86	167	167
6"	16.1-2560	14.6	14.6	14.6	11.00	12.50	11.0	11.0	12.5	10.25	10.25	10.25	98	186	186
8"	29.2-4670	16.1	17.25	17.25	13.50	15.00	13.5	13.5	15.0	11.25	11.25	11.25	118	250	250
10"	46.3-7400	18.5	18.5	18.5	16.00	17.50	16.0	16.0	17.5	12.5	12.5	12.5	168	290	290
12"	67.3-10760	19.7	19.7	19.7	19.00	20.50	19.0	19.0	20.5	13.5	13.5	13.5	210	350	350

*Shipping weights are estimated and may change due to specific order packaging





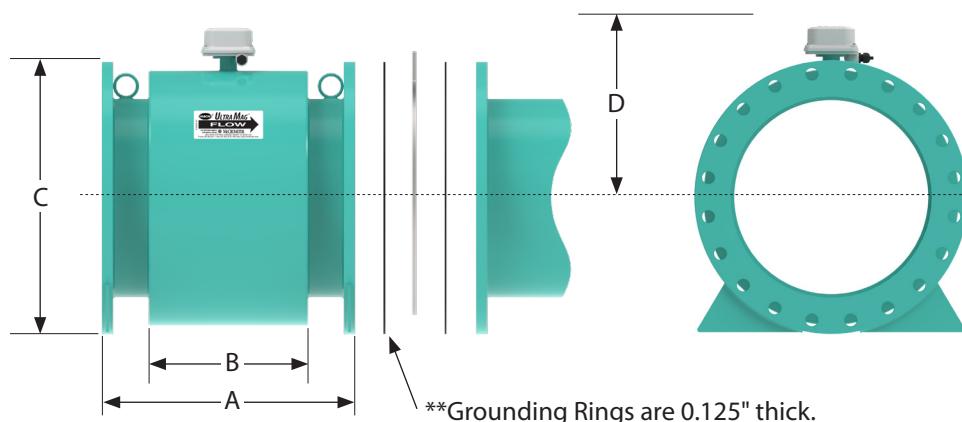
Dimensions and Weights (cont.)

14+" Flanged End Body Style

Pipe Size (nom.)	Flow Ranges (0.2 to 32 FPS) Min- Max GPM	DIMENSIONS												Est. Shipping Weight (lbs.)*					
		A						B	C				D**	AWWA		ANSI			
		AWWA		ANSI		ISO ANSI			AWWA		ANSI			150# Class D	300# Class F	150# CL150	300# CL300		
		150# Class D	300# Class F	150# CL150	300# CL300	150# CL150	300# CL300		150# Class D	300# Class F	150# CL150	300# CL300		150# Class D	300# Class F	150# CL150	300# CL300		
14"	90.1-14410	21.70	22.75	22.75	22.75	21.00	23.00	10.38	21.00	23.00	21.00	23.00	13.56	290	370	370	550		
16"	117-18670	23.60	25.25	25.25	25.25	23.50	25.50	12.38	23.50	25.50	23.50	25.50	14.31	352	443	443	639		
18"	149-23820	23.60	25.25	25.25	25.25	25.00	28.00	12.38	25.00	28.00	25.00	28.00	15.31	400	492	492	801		
20"	186-29600	25.60	28.25	28.25	28.25	27.50	30.50	14.38	27.50	30.50	27.50	30.50	16.25	465	603	603	973		
24"	269-43040	30.70	35.75	35.75	35.75	32.00	36.00	18.88	32.00	36.00	32.00	36.00	18.25	658	864	864	1373		
30"	418-66740	35.80	41.75	41.75	41.75	not offered		22.38	38.75	43.00	38.75	43.00	21.87	1067	1463	1463	2150		
36"	607-97000	46.10	46.10	46.10	46.10			21.38	46.00	50.00	46.00	50.00	24.87	1529	2083	2083	3125		
42"	831-132900	48.05	not offered	48.05	not offered			21.38	52.75	not offered	52.75	not offered	27.56	2113	2852	contact factory			
48"	1091-174440	50.00	offered	50.00	offered			21.38	59.50	59.50	59.50	59.50	30.56	2445	3139				

*Shipping weights are estimated and may change due to specific order packaging

** DIM D represents the remote transmitter height in relation to the meter centerline.





Ultra Mag 3000 Part Number Matrix

UM3		-	-	-	-	-	-	-	-	-	-	-
Nominal Line Size		-	-	-	-	-	-	-	-	-	-	-
1.5"	0C	-	-	-	-	-	-	-	-	-	-	-
2"	02	-	-	-	-	-	-	-	-	-	-	-
2.5"	0D	-	-	-	-	-	-	-	-	-	-	-
3"	03	-	-	-	-	-	-	-	-	-	-	-
4"	04	-	-	-	-	-	-	-	-	-	-	-
6"	06	-	-	-	-	-	-	-	-	-	-	-
8"	08	-	-	-	-	-	-	-	-	-	-	-
10"	10	-	-	-	-	-	-	-	-	-	-	-
12"	12	-	-	-	-	-	-	-	-	-	-	-
14"	14	-	-	-	-	-	-	-	-	-	-	-
16"	16	-	-	-	-	-	-	-	-	-	-	-
18"	18	-	-	-	-	-	-	-	-	-	-	-
20"	20	-	-	-	-	-	-	-	-	-	-	-
24"	24	-	-	-	-	-	-	-	-	-	-	-
Flange Connections												
AWWA Class D (150 psi Rating) (Standard)	1	-	-	-	-	-	-	-	-	-	-	-
ANSI Class 150# (285 psi Rating)	2	-	-	-	-	-	-	-	-	-	-	-
ANSI Class 300# (300 psi Rating)	3	-	-	-	-	-	-	-	-	-	-	-
AWWA Class F (300 psi Rating)	4	-	-	-	-	-	-	-	-	-	-	-
Wafer Style (2 & 3" Only)	N	-	-	-	-	-	-	-	-	-	-	-
Electrode Material Options												
S316 Stainless Steel (Standard)	S	-	-	-	-	-	-	-	-	-	-	-
Hastelloy	H	-	-	-	-	-	-	-	-	-	-	-
Converter Mounting and Cable Connector Options												
Meter Mount Converter	M	-	-	-	-	-	-	-	-	-	-	-
IP68 Strain Relief [Remote Mount] (Standard)	R	-	-	-	-	-	-	-	-	-	-	-
IP68 Quick Connect Potted Connector [Remote Mount]	Q	-	-	-	-	-	-	-	-	-	-	-
Converter Power Options												
Battery Power (Standard)	B	-	-	-	-	-	-	-	-	-	-	-
Solar Power, Battery Backup	S	-	-	-	-	-	-	-	-	-	-	-
A/C Power, Battery Backup	E	-	-	-	-	-	-	-	-	-	-	-
DC Power, Battery Backup	F	-	-	-	-	-	-	-	-	-	-	-
Converter Output Options												
No Outputs (Standard)	-	-	-	-	-	-	-	-	-	-	-	-
No Outputs, DC cable only	0	-	-	-	-	-	-	-	-	-	-	-
Two Digital Out	1	-	-	-	-	-	-	-	-	-	-	-
4-20mA Analog only	2	-	-	-	-	-	-	-	-	-	-	-
4-20mA Analog + Two Dig Out	3	-	-	-	-	-	-	-	-	-	-	-
DC Power/ Analog Out Cable Options												
No DC Power or Outputs (Standard)	-	-	-	-	-	-	-	-	-	-	-	-
No Cable - Output Configured (Quick Conn)	0	-	-	-	-	-	-	-	-	-	-	-
6 ft (Open Leads)	1	-	-	-	-	-	-	-	-	-	-	-
25 ft (Open Leads)	2	-	-	-	-	-	-	-	-	-	-	-
50 ft (Open Leads)	3	-	-	-	-	-	-	-	-	-	-	-

Ultra Mag 3000 Part Number Matrix (cont.)



Ultra Mag 5000 Part Number Matrix

UM5		-	Orange	Cyan	Purple	Grey	Red	Light Green	Orange	-	Light Blue	-	-	Light Blue	-	Orange	Red	-	Purple
Nominal Line Size																			
1.5"	0C																		
2"	02																		
2.5"	0D																		
3"	03																		
4"	04																		
6"	06																		
8"	08																		
10"	10																		
12"	12																		
14"	14																		
16"	16																		
18"	18																		
20"	20																		
24"	24																		
30"	30																		
36"	36																		
42"	42																		
48"	48																		
End Connection Options																			
AWWA Class D (150 psi Rating) (Standard)	1																		
ANSI Class 150# (285 psi Rating)	2																		
ANSI Class 300# (300 psi Rating)	3																		
AWWA Class F (300 psi Rating)	4																		
Wafer Style (2 & 3" Only)	N																		
Electrode Material Options																			
S316 Stainless Steel (Standard)	S																		
Hastelloy	H																		
Transmitter Mounting and Cable Connector Options																			
Meter Mount Converter	M																		
IP68 Strain Relief [Remote Mount] (Standard)	R																		
'68 Quick Connect Potted Connector [Remote Mount]	Q																		
Remote Cable Length Options																			
Meter Mount Converter [No remote Cable]	000																		
25 feet (Standard)	025																		
50 feet	050																		
75 feet	075																		
100 feet	100																		
125 feet	125																		
150 feet	150																		
175 feet	175																		
200 feet	200																		
500 feet	500																		

Ultra Mag 5000 Part Number Matrix (cont.)

UM5		Transmitter Power Options		Transmitter Analog/Hart Output Options		Transmitter Digital Output Options		Output Protocol Types		Smart Output Protocol / SmartTrax Options		Non Standard Length Options		Accuracy Options		Color Options		Canadian Registration Certified		Hazardous Area Location	
A/C Power	A	Single 4-20mA Analog, Dual Digital (Standard)	1	Dual 4-20mA Analog, Dual Digital	2	1 Hart 4-20mA Analog, 1 Standard 4-20mA Analog, Dual Digital	3	No Digital Protocol Outputs		RTU (RS485) Output (Modbus)	R	No Digital outputs		Modbus Protocol MOD		Ethernet IP Protocol *Future Option	EIP	No AMI Outputs/ SmartTrax	SEN	Sensus Protocol (6ft cable, Nicor Connector hardwired only)	IT6
DC Power	D									TCP/IP Output (Modbus, Ethernet IP)	E								IT9	Ittron 6 digit Protocol (6ft cable, Nicor Connector hardwired only)	NEP
																				2 ft SmartTrax Standalone Unit ExactRead Cable (Strain Relief Only)	S02
																				6 ft SmartTrax Standalone Unit ExactRead Cable (Strain Relief Only)	S06
																				25 ft SmartTrax Standalone Unit ExactRead Cable (Strain Relief Only)	S25
																				50 ft SmartTrax Standalone Unit ExactRead Cable (Strain Relief Only)	S50
																				Non Standard Length Options	
																				McCrometer Length (Standard)	
																				ISO Length (Only Available in ANSI)	ISO
																				Competitor Replacement Length	LS Select
																				Competitor Replacement Length	LP Length
																				Custom Specified Length (Nominal Length)	L(XX)
																				Accuracy Options	
																				Please select Value	
																				Standard Accuracy 0.5% Calibration	
																				High Accuracy 0.2% Calibration	HA
																				Color Options	
																				McCrometer Green (Standard)	
																				Sky Blue	SB
																				Dark Blue	DB
																				Lavender	LV
																				White	WH
																				Canadian Registration Certified	
																				No CRN Needed	
																				CRN Certified (Sizes 4-12" ANSI Flanges Only)	CRN
																				Hazardous Area Location	
																				No Hazardous Location Needed	
																				Class 1, Division 2, Groups A-D, T5	



ProComm GO Specifications

Physical Specifications

Electronic Housing	Diecast aluminum, powder coated enclosure w/ tamper resistant seal, 6½" x 6½" x 43/8" tall
Transmitter Dimensions	See "Dimensions" section for meter mount and remote mount transmitter dimensions.
Power	Battery: Standard: three 3.6V lithium-thionyl chloride (Li-SOCl2) D size batteries with two AA backup batteries AC Power: 100-240VAC/45-66Hz (4W) DC Power: Linear power supply 10-35VDC (4 W)
Electrical Connections	<ul style="list-style-type: none"> Optional shielded cable for 10-32VDC/4-20 mA output Optional shielded cable for pulse out

Performance and Operational Specifications

Battery Life	Five-year expected battery life, five-year battery warranty
Location	Indoor or outdoor use
Altitude	Operating: 2000 meters Storage: 12,000 meters
Operating Temperature	-4° to 140° F (-20° to 60° C)
Storage Temperature	-4° to 140° F (-20° to 60° C)
Relative Humidity	0% to 100%
IP Rating	IP67 Die cast aluminum transmitter
Outputs	Digital output: Digital pulse (open collector) output for volumetric - Two isolated digital pulse (open collector) outputs for volumetric - AMI output Analog output: 4-20mA: Galvanically Isolated, 16 Bit resolution. All power configurations (including battery).

Note: 9-30 VDC loop power required (not supplied via transmitter)

Display and Measurement

Display	<ul style="list-style-type: none"> 2-Line LCD display (no backlight) Non-volatile memory Anti-reverse totalizer (standard) Total (to 9 digits of precision) 	<ul style="list-style-type: none"> Flow rate and velocity (to 5 digits of precision) Two alarms: low battery and empty pipe (optional) Opening lid activates display 																																																
Digits	5 Rate, 9 Total																																																	
Units	<table> <tr> <td>GPM</td><td>Gallons per minute</td> <td>IGM</td><td>Imperial gal per minute</td> <td>CFM</td><td>Cubic feet per minute</td> </tr> <tr> <td>MGD</td><td>Mega gal per day</td> <td>MI9</td><td>Miners inch (9G)</td> <td>B5M</td><td>Barrels per minute (55G)</td> </tr> <tr> <td>CFS</td><td>Cubic feet per second</td> <td>MI1</td><td>Miners inch (11.22G)</td> <td>B5H</td><td>Barrels per hour (55G)</td> </tr> <tr> <td>MLD</td><td>Megaliters per day</td> <td>APD</td><td>Acre feet per day</td> <td>B5D</td><td>Barrels per day (55G)</td> </tr> <tr> <td>LPS</td><td>Liters per second</td> <td>KLH</td><td>Kiloliters per hour</td> <td>B4M</td><td>Barrels per minute (42G)</td> </tr> <tr> <td>CMH</td><td>Cubic meters per hour</td> <td>LPH</td><td>Liters per hour</td> <td>B4H</td><td>Barrels per hour (42G)</td> </tr> <tr> <td>LPM</td><td>Liters per minute</td> <td>CMM</td><td>Cubic meters per minute</td> <td>B4D</td><td>Barrels per day (42G)</td> </tr> <tr> <td>GPH</td><td>Gallons per hour</td> <td>CFM</td><td>Cubic feet per minute</td> <td></td><td></td> </tr> </table>	GPM	Gallons per minute	IGM	Imperial gal per minute	CFM	Cubic feet per minute	MGD	Mega gal per day	MI9	Miners inch (9G)	B5M	Barrels per minute (55G)	CFS	Cubic feet per second	MI1	Miners inch (11.22G)	B5H	Barrels per hour (55G)	MLD	Megaliters per day	APD	Acre feet per day	B5D	Barrels per day (55G)	LPS	Liters per second	KLH	Kiloliters per hour	B4M	Barrels per minute (42G)	CMH	Cubic meters per hour	LPH	Liters per hour	B4H	Barrels per hour (42G)	LPM	Liters per minute	CMM	Cubic meters per minute	B4D	Barrels per day (42G)	GPH	Gallons per hour	CFM	Cubic feet per minute			
GPM	Gallons per minute	IGM	Imperial gal per minute	CFM	Cubic feet per minute																																													
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GPH	Gallons per hour	CFM	Cubic feet per minute																																															



ProComm GO Specifications (cont.)

Display and Measurement (cont.)							
Totalizer Units	GAL	Gallons	B42	Barrel (42G)	MH1	Miners Inch Hour (11.22G)	
	CUF	Cubic Feet	B46	Barrel (46G)	MD1	Miners Inch Day (11.22G)	
	AFT	Acre Feet	B55	Barrel (55G)	MH9	Miners Inch Hour (9G)	
	CUM	Cubic Meters	IMG	Imperial Gallon	MD9	Miners Inch Day (9G)	
	LIT	Liters	AIN	Acre Inch	KGL	Kilo Gallons	
	MML	Megaliter	TON	Ton (Short)	MGL	Mega Gallons	
	MTT	Metric Ton (KL)	MM1	Miners Inch Minute (11.22G)	IN3	Cubic Inch	
	B31	Barrel (31G)	MM9	Miners Inch Minute (9G)			
Data Logger	Standard with all models, minimum of five years of data stored						
Other Specifications							
Options and Accessories	<ul style="list-style-type: none"> • Data Logger - included as standard with five years of data storage at default (12hr) interval. (Cable sold separately) • AC, DC, and battery powered with battery backup powered available 						
Safety	<ul style="list-style-type: none"> • IEC 61010-1, Pollution Degree II • Overvoltage protection Category III 						
Certifications							
Standard Model	<ul style="list-style-type: none"> • ISO 9001:2015 certified quality management system • CE • Certified by MET to UL 61010-1 				  		
HL Model	<ul style="list-style-type: none"> • ISO 9001:2015 certified quality management system • CE • Certified by MET to UL 61010-1 and MET C22.2 No. 61010-1-04 <ul style="list-style-type: none"> • Class I, Division 2, Groups A B C D, T4 • Class I, Zone 2, IIC T4 						
<p><i>Note: ProComm GO with SmartTrax On Board is not available for hazardous locations.</i></p>							

ProComm Max Specifications

Physical Specifications

Electronic Housing	Diecast aluminum, powder coated enclosure w/ tamper resistant seal
Transmitter Dimensions	Remote Mount: Height: 7.3" (18.5 cm)
	Width: 8.5" (21.6 cm)
	Depth: 4.3" (10.9 cm)
Meter Mount:	Height: 6.9" (17.5 cm)
	Width: 7.2" (18.25 cm)
	Depth: 6.2" (15.7 cm)
Power	AC Power: 100-240 VAC / 47-66 Hz (10 W)
	DC Power: 10-35 VDC (10 W)
	<u>Note: AC or DC must be specified at time of ordering.</u>
Connection Options	Conduit option: 1/2" NPT threaded connections
Galvanic Isolation	All outputs are galvanically isolated from power supply up to 500 V
Conductivity	Minimum conductivity of 5 μ S/cm

Performance and Operational Specifications

Location	Indoor or outdoor use
Operating and Storage Temperature	-4° to 140° F (-20° to 60° C)
IP Rating	IP67 Die cast aluminum transmitter
Standard Outputs	<p>Single 4-20mA (standard). Galvanically isolated and fully programmable for zero and full scale. A second 4-20mA is available.</p> <p>Two separate digital programmable outputs: open collector transistor usable for pulse, frequency, or alarm settings.</p> <ul style="list-style-type: none"> • Volumetric Pulse • Range Indication • Maximum switching voltage: 35 VDC • Maximum switching current: 100mA • Insulation from other secondary circuits: 500V
Optional Outputs	<ul style="list-style-type: none"> • Modbus • HART • Ethernet IP • Datalogger • Smart Output™ (Sensus, Itron 6, Itron 9)

Display and Measurement

Keyboard and Display Units	Can be used to access and change set-up parameters using six membrane keys and an LCD display					
	GAL	Gallons	B42	Barrel (42G)	MH1	Miners Inch Hour (11.22G)
	CUF	Cubic Feet	B46	Barrel (46G)	MD1	Miners Inch Day (11.22G)
	AFT	Acre Feet	B55	Barrel (55G)	MH9	Miners Inch Hour (9G)
	CUM	Cubic Meters	IMG	Imperial Gallon	MD9	Miners Inch Day (9G)
	LIT	Liters	AIN	Acre Inch	KGL	Kilo Gallons
	MML	Megaliter	TON	Ton (Short)	MGL	Mega Gallons
	MTT	Metric Ton (KL)	MM1	Miners Inch Minute (11.22G)	IN3	Cubic Inch
	B31	Barrel (31G)	MM9	Miners Inch Minute (9G)		

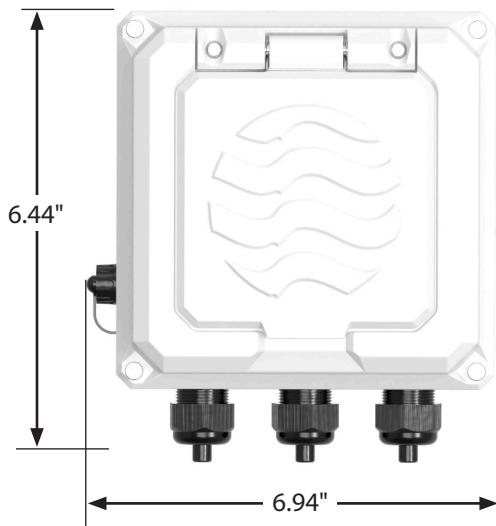
Other Specifications

- ISO 9001:2015 certified quality management system
- CE

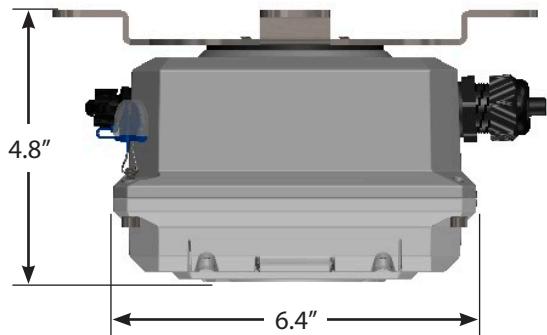
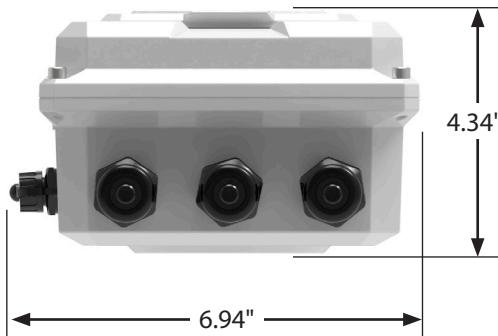




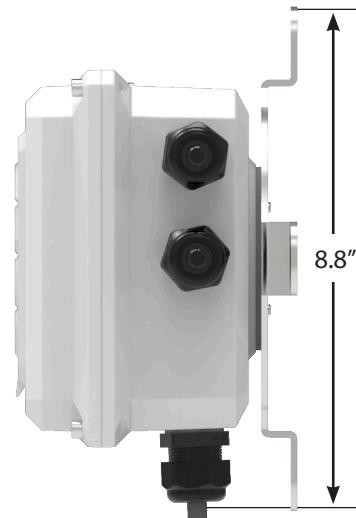
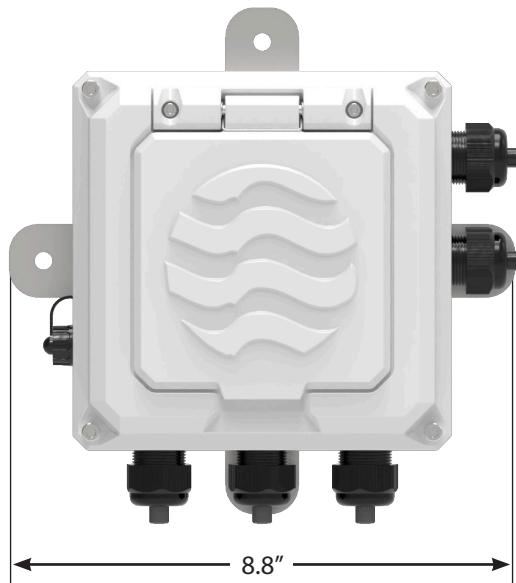
ProComm GO Transmitter Dimensions



Meter mount converter

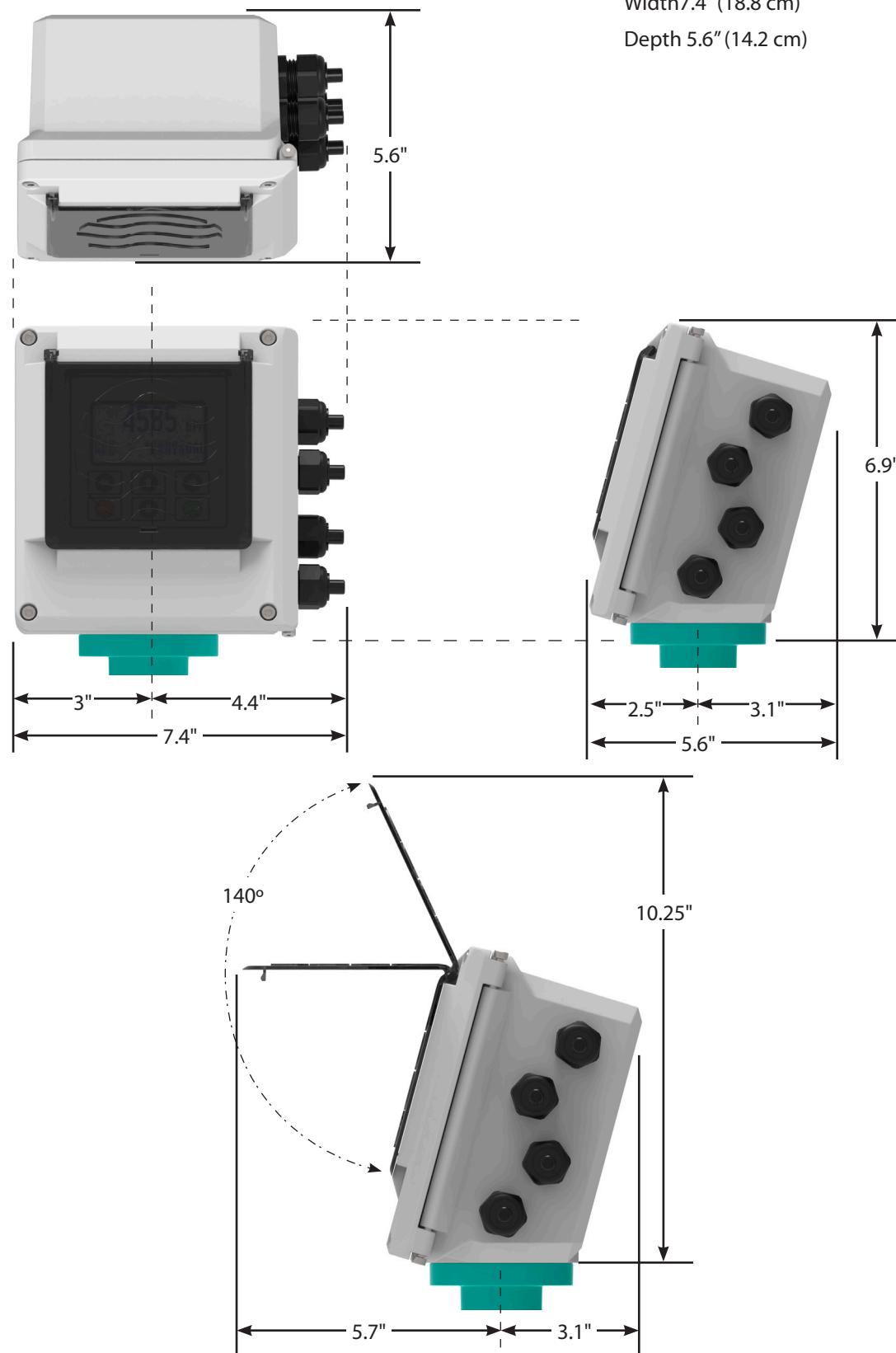


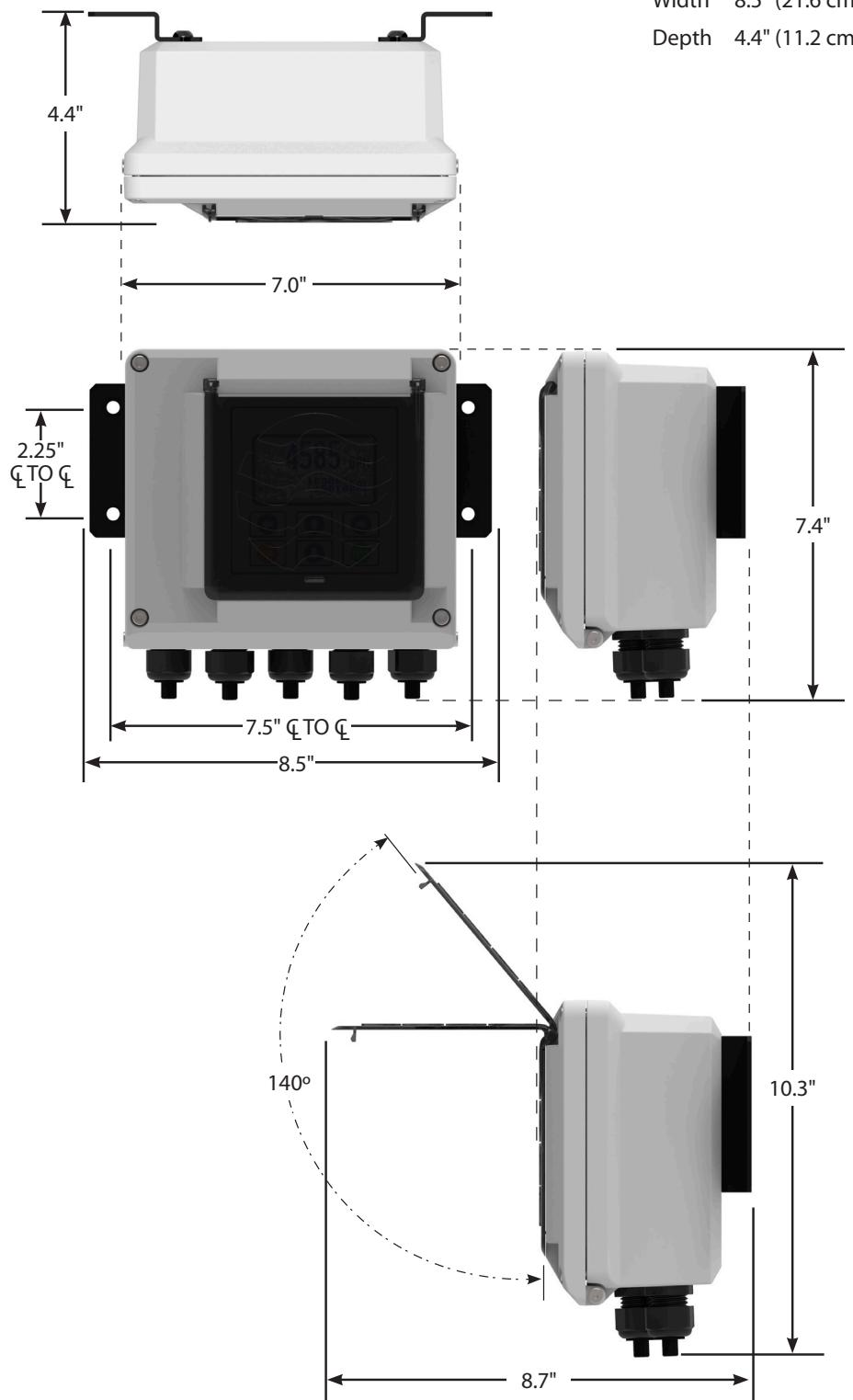
Remote mount converter





ProComm Max Transmitter Dimensions



**ProComm Max Transmitter Dimensions (cont.)**



McCrometer, Inc.
3255 West Stetson Avenue
Hemet, CA 92545 USA
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800-220-2279
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customerservice@mccrometer.com
www.mccrometer.com

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AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 5, 2026
FROM: ***Lisa Purvis, MMC – Town Clerk***
SUBJECT: Town Council approval of the FY 2025 Revenues and Expenditures Report for the period ending September 30, 2025.

BACKGROUND:

The attached Revenue and Expenditures Report is for the period July 1, 2025, through September 30, 2025. In all funds, the Original Budgeted figures are presented first with the actual revenues and expenditures and the variance between the budget and the actual listed last. The percentage of actual is the amount that has been received or the amount expended as a percentage at the fiscal year ending September 30, 2025. The report has been prepared based on the actual accrued/adjusted revenues and expenditures for the fiscal year October 1, 2024, through September 30, 2025.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Town Council approval of the FY 2025 Revenues and Expenditures Report for the fiscal year ending September 30, 2025.

General & Enterprise Funds

2024/2025 Financial Statements
As of September 30, 2025
100% of Fiscal Year

GENERAL FUND TOTALS	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
REVENUES				
CASH CARRY FORWARD	\$0	\$0	\$0	0%
GENERAL GOVERNMENT REVENUE	\$1,870,927	\$1,719,365	\$151,563	92%
GENERAL STREETS REVENUE	\$1,207,984	\$636,771	\$571,213	53%
GENERAL RECREATION REVENUE	\$6,882,369	\$1,252,110	\$5,630,259	18%
GENERAL FIRE REVENUE	\$139,347	\$141,360	(\$2,013)	101%
GENERAL AIR PARK REVENUES	\$3,094,444	\$708,753	\$2,385,691	23%
SPECIAL REVENUE	\$302,997	\$212,894	\$90,103	70%
CAPITAL IMPROVEMENT	\$1,290,273	\$654,933	\$635,340	51%
WATER AND SEWER	\$6,239,502	\$1,801,431	\$4,438,071	29%
TOTAL REVENUES	\$21,027,843	\$7,127,617	\$13,900,226	34%
EXPENDITURES				
GENERAL GOVERNMENT EXPENDITURES	\$1,870,927	\$1,529,356	\$341,571	82%
GENERAL STREETS EXPENDITURES	\$1,207,984	\$557,096	\$650,888	46%
GENERAL RECREATION EXPENDITURES	\$6,882,369	\$1,290,552	\$5,591,817	19%
GENERAL FIRE EXPENDITURES	\$139,347	\$143,793	(\$4,446)	103%
GENERAL AIR PARK EXPENDITURES	\$3,094,444	\$708,753	\$2,385,691	23%
SPECIAL REVENUE EXPENDITURES	\$302,997	\$0	\$302,997	0%
CAPITAL IMPROVEMENT EXPENDITURES	\$1,290,273	\$495,678	\$794,595	38%
WATER AND SEWER EXPENDITURES	\$6,239,502	\$2,094,343	\$4,145,159	34%
TOTAL EXPENDITURES	\$21,027,843	\$6,819,570	\$14,208,273	32%
Over/(Under)	\$ 0	\$ 308,047	\$ (308,047)	
REVEUES OVER (UNDER) EXPENDITURES				
GENERAL GOVERNEMENT	\$190,009.00			
GENERAL STREETS	\$79,675.00			
GENERAL RECREATION	(\$38,442.00)		(\$15,000.00)	(\$53,442.00)
GENERAL FIRE	(\$2,433.00)			
GENERAL AIRPARK	\$0.00			
GENERAL FUND TOTAL REVENUES OVER (EXPENDITURES)	\$228,809.00		\$213,809.00	
SPECIAL REVENUE LOC OPT GAS TAX	\$212,894.00			
SPECIAL REVENUE FUND REVENUES OVER (EXPENDITURES)	\$212,894.00			
CAPITAL IMPROVEMENT	\$159,255.00			
CAPITAL IMPROVEMENT FUND REVENUES OVER (EXPENDITURES)	\$159,255.00			
WATER AND SEWER	(\$292,911.00)			
WATER AND SEWER FUND REVENUES OVER (EXPENDITURES)	(\$292,911.00)			
TOTAL REVENUES OVER (EXPENDITURES)				\$308,047.00

GENERAL FUND REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	\$0	\$0	\$0	0%
AD VALOREM TAXES	\$569,781	\$553,396	\$16,385	97%
UTILITY SERVICE TAX - ELECTRIC	\$78,500	\$98,514	(\$20,014)	125%
UTILITY SERVICE TAX - WATER	\$27,000	\$27,959	(\$959)	104%
UTILITY SERVICE TAX - PROPANE	\$12,000	\$11,620	\$380	97%
COMMUNICATION SERVICE TAX	\$120,655	\$134,143	(\$13,488)	111%
BUSINESS TAX RECEIPTS	\$30,000	\$31,920	(\$1,920)	106%
PEN & INT - BUSINESS TAX RECEIPTS	\$1,000	\$5,377	(\$4,377)	538%
BUILDING PERMITS	\$70,000	\$51,990	\$18,010	74%
FRANCHISE FEES - ELECTRIC	\$205,000	\$247,169	(\$42,169)	121%
ZONING REVENUE	\$35,000	\$37,709	(\$2,709)	108%
MOVE-ON PERMIT	\$100	\$675	(\$575)	675%
RADON	\$2,000	\$1,497	\$503	75%
BUSINESS LICENSE INSPECT	\$500	\$100	\$400	20%
MOBILE HOME INSPECTS	\$500	\$232	\$268	46%
FEMA REIMBURSEMENT - GENERAL	\$0	\$0	\$0	0%
DCA - COMMUNITY PLANNER	\$0	\$0	\$0	0%
STATE REVENUE SHARING	\$164,658	\$168,439	(\$3,781)	102%
MOBILE HOME LICENSES	\$3,500	\$3,715	(\$215)	106%
ALCOHOLIC BEVERAGE LICENSE	\$500	\$1,266	(\$766)	253%
LOCAL HALF CENT SALE TAX	\$244,283	\$259,808	(\$15,525)	106%
NASSAU COUNTY - GENERAL	\$0	\$0	\$0	0%
EDUCATIONAL ADMINISTRATIVE	\$5,000	\$4,564	\$436	91%
ELECTION QUALIFYING FEE	\$0	\$0	\$0	0%
FAX	\$100	\$1	\$99	1%
COPIES	\$50	\$14	\$37	27%
FIRE INSPECTIONS	\$5,000	\$6,089	(\$1,089)	122%
FINES & FORFEITURES - TRAFFIC	\$3,000	\$1,260	\$1,740	42%
VIOLATION OF LOCAL ORDINANCES	\$2,000	\$0	\$2,000	0%
INTEREST INCOME SBA	\$85,000	\$64,041	\$20,959	75%
INTEREST INCOME CKG	\$800	\$1,602	(\$802)	200%
EDUCATION IMPACT FEES	\$0	\$0	\$0	0%
SURPLUS MATERIALS - GENERAL	\$0	\$0	\$0	0%
HILLIARD DONATIONS	\$0	\$0	\$0	0%
NSF FEES - GENERAL	\$0	\$0	\$0	0%
MISCELLANEOUS REVENUE - GENERAL	\$5,000	(\$4,610)	\$9,610	-92%
INTERFUND TRANS SALES TAX	\$200,000	\$10,876	\$189,124	5%
INTERFUND TRANS SPECIAL REVENUE	\$0	\$0	\$0	0%
INTERFUND TRANS DEBT SERVICE	\$0	\$0	\$0	0%
TOTAL REVENUES	\$1,870,927	\$1,719,365	\$151,563	92%

GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
EXECUTIVE SALARIES	\$39,000	\$39,000	\$0	100%
FICA TAXES	\$2,984	\$2,984	\$0	100%
RETIREMENT CONTRIBUTIONS	\$20,711	\$20,374	\$337	98%
REGULAR SALARIES & WAGE	\$92,810	\$99,319	(\$6,509)	107%
FICA TAXES	\$7,100	\$6,633	\$467	93%
RETIREMENT CONTRIBUTIONS	\$32,038	\$30,948	\$1,090	97%
LIFE & HEALTH INSURANCE	\$20,318	\$20,367	(\$49)	100%
REGULAR SALARIES & WAGE	\$201,656	\$199,180	\$2,476	99%
PART TIME SALARIES & WAGES	\$0	\$0	\$0	0%
OVERTIME	\$7,000	\$5,775	\$1,225	83%
FICA TAXES	\$15,962	\$15,379	\$583	96%
RETIREMENT CONTRIBUTIONS	\$28,440	\$28,181	\$259	99%
LIFE & HEALTH INSURANCE	\$81,274	\$81,368	(\$94)	100%
WORKER'S COMPENSATION	\$5,658	\$5,658	(\$0)	100%
PROFESSIONAL SERVICES	\$50,000	\$54,014	(\$4,014)	108%
ACCOUNTING & AUDITING	\$22,000	\$22,083	(\$83)	100%
CLEANING CONTRACT	\$5,000	\$4,640	\$360	93%
TRAVEL & EDUCATION	\$15,000	\$11,596	\$3,404	77%
COMMUNICATIONS & FREIGHT	\$13,500	\$16,788	(\$3,288)	124%
UTILITY SERVICES	\$16,000	\$17,887	(\$1,887)	112%
RENTALS & LEASES	\$850	\$840	\$10	99%
INSURANCE	\$30,000	\$30,001	(\$1)	100%
REPAIRS & MAINTENANCE	\$35,000	\$34,592	\$408	99%
PROMOTIONAL ACT-PUBLIC NOTICE	\$5,000	\$8,000	(\$3,000)	160%
OTHER CURRENT OBLIGATIONS	\$1,000	\$0	\$1,000	0%
OFFICE SUPPLIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$33,293	\$25,106	\$8,187	75%
BOOKS, SUBSCRIP & PUBLICATIONS	\$28,000	\$32,549	(\$4,549)	116%
CAPITAL IMPROVEMENTS	\$0	\$0	\$0	0%
LAND	\$0	\$2,689	(\$2,689)	0%
BUILDINGS	\$200,000	\$8,187	\$191,813	4%
INFRASTRUCTURE	\$0	\$0	\$0	0%
MACHINERY & EQUIPMENT	\$0	\$0	\$0	0%
WORK IN PROGRESS (WIP)	\$0	\$0	\$0	0%
DOCUMENTS & MATERIALS	\$0	\$0	\$0	0%
BUILDING PERMIT SURCHARGE	\$1,000	\$8,628	(\$7,628)	863%
BANK SERVICE CHARGES	\$200	\$158	\$42	79%
LAND USE & ZONING BOARD	\$42,000	\$40,994	\$1,007	98%
FIRE MARSHALL CONTRACT	\$5,000	\$5,948	(\$948)	119%
BUILDING INSPECTOR	\$35,010	\$35,142	(\$132)	100%
CODE ENFORCEMENT	\$13,200	\$13,200	\$0	100%
CODE ENFORCEMENT CONTINGY	\$2,000	\$0	\$2,000	0%
AID TO GOVERNMENT AGENCY	\$0	\$0	\$0	0%
AID TO PRIVATE ORGANIZATION	\$6,000	\$3,610	\$2,390	60%
SPECIAL EVENTS	\$0	\$0	\$0	0%
RESERVE	\$185,399	\$0	\$185,399	0%
TRANSFERS TO STREETS	\$238,984	\$238,984	(\$0)	100%
TRANSFERS TO RECREATION	\$22,000	\$26,014	(\$4,014)	118%
TRANSFERS TO RECREATION	\$238,393	\$260,393	(\$22,000)	109%
TRANSFERS TO FIRE	\$72,147	\$72,147	\$0	100%
TRANSFERS TO WATER & SEWER	\$0	\$0	\$0	0%
TRANSFER TO DEBT SERVICE	\$0	\$0	\$0	0%
TRANSFER TO SALES TAX	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$1,870,927	\$1,529,356	\$341,571	82%
TOTAL REVENUES	\$1,870,927	\$1,719,365	\$151,563	92%
Over/(Under)	\$0	\$190,009	(\$190,009)	

GENERAL STREETS REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
			ITEM-6	
FEMA REIMBURSEMENTS - STREETS	\$0	\$0	\$0	0%
GAS TAX - STATE	\$1,000	\$1,061	(\$61)	106%
NASSAU COUNTY - STREETS	\$0	\$0	\$0	0%
CULVERT PERMITS - STREETS	\$30,000	\$4,804	\$25,196	16%
SURPLUS MATERIALS - STREETS	\$0	\$0	\$0	0%
MISCELLANEOUS REVENUE - STREETS	\$68,000	\$55,372	\$12,628	81%
STATE GRANT - FDOT ROW	\$285,000	\$0	\$285,000	0%
STATE GRANT - FL RES PLANNING	\$180,000	\$0	\$180,000	0%
INTERFUND TRANS GEN FUND	\$238,984	\$238,984	(\$0)	100%
INTERFUND TRANS SALES TAX	\$105,000	\$36,550	\$68,450	35%
INTERFUND TRANS SPECIAL REVENUE	\$300,000	\$300,000	\$0	100%
TOTAL REVENUES	\$1,207,984	\$636,771	\$571,213	53%

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GENERAL STREETS EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
REGULAR SALARIES & WAGES	\$189,509	\$142,633	\$46,876	75%
PART TIME SALARIES & WAGES	\$0	\$0	\$0	0%
OVERTIME	\$6,000	\$5,674	\$326	95%
FICA TAXES	\$14,956	\$10,789	\$4,167	72%
RETIREMENT CONTRIBUTIONS	\$26,648	\$21,737	\$4,911	82%
LIFE & HEALTH INSURANCE	\$81,274	\$48,289	\$32,985	59%
WORKER'S COMPENSATION	\$5,658	\$5,658	(\$0)	100%
PROFESSIONAL SERVICES	\$1,000	\$0	\$1,000	0%
TRAVEL & EDUCATION	\$2,000	\$0	\$2,000	0%
COMMUNICATIONS & FREIGHT	\$1,500	\$2,627	(\$1,127)	175%
UTILITY SERVICES	\$51,500	\$47,666	\$3,834	93%
RENTALS AND LEASES	\$5,000	\$1,895	\$3,105	38%
INSURANCE	\$31,439	\$31,438	\$1	100%
REPAIRS & MAINTENANCE	\$50,000	\$69,737	(\$19,737)	139%
PROMOTIONAL ACT-PUBLIC NOTICE	\$500	\$228	\$272	46%
OTHER CURRENT OBLIGATIONS	\$1,000	\$0	\$1,000	0%
OPERATING SUPPLIES	\$50,000	\$39,427	\$10,573	79%
ROAD MATERIALS & SUPPLIES	\$60,000	\$42,394	\$17,606	71%
CAPITAL IMPROVEMENTS	\$50,000	\$0	\$50,000	0%
BUILDING	\$0	\$0	\$0	0%
INFRASTRUCTURE	\$570,000	\$77,260	\$492,740	14%
MACHINERY & EQUIPMENT	\$0	\$0	\$0	0%
ANIMAL CONTROL	\$0	\$0	\$0	0%
OPERATING SUPP-MOSQUITO	\$10,000	\$9,644	\$356	96%
TRANSFER TO DEBT SERVICE	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$1,207,984	\$557,096	\$650,888	46%
TOTAL REVENUES	\$1,207,984	\$636,771	\$571,213	53%
Over/(Under)	\$0	\$79,675	(\$79,675)	

GENERAL P&R REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
FEMA REIMBURSEMENTS - REC	\$0	\$0	\$0	0%
GRANTS - FDEM COMM/HURRICEN	\$5,890,200	\$413,576	\$5,476,624	7%
GRANTS DEP FRDAP - RECREATION	\$200,000	\$46,169	\$153,831	23%
GRANTS - MISC	\$0	\$0	\$0	0%
NASSAU COUNTY - RECREATION	\$20,427	\$20,427	(\$0)	100%
PARKS & RECREATION - SPORT	\$0	\$0	\$0	0%
P&R - SOCCER	\$10,000	\$13,463	(\$3,463)	135%
P&R - BASKETBALL	\$20,000	\$28,290	(\$8,290)	141%
P&R - FLAG FOOTBALL	\$10,000	\$7,590	\$2,410	76%
P&R - SOFTBALL	\$1,000	\$0	\$1,000	0%
P&R - GYMNASTICS	\$14,000	\$10,845	\$3,155	77%
P&R - MARTIAL ARTS	\$0	\$0	\$0	0%
P&R - CONCESSIONS	\$2,000	\$2,643	(\$643)	132%
P&R - VOLLEYBALL	\$4,000	\$10,310	(\$6,310)	258%
P&R - SWIM TEAM	\$850	\$0	\$850	0%
P&R - TENNIS	\$500	\$0	\$500	0%
P&R - TRACK	\$500	\$0	\$500	0%
SPECIAL EVENTS & DONATIONS	\$12,000	\$0	\$12,000	0%
EVENTS - TOWN CLEAN UP	\$1,000	\$0	\$1,000	0%
EVENTS - CAR SHOW	\$2,500	\$2,890	(\$390)	116%
EVENTS - FIREWORKS DISPLAY	\$1,000	\$0	\$1,000	0%
EVENTS - HILLIARD HARVEST FESTIVAL	\$3,000	\$1,940	\$1,060	65%
EVENTS - VETERANS DAY	\$1,000	\$342	\$658	34%
EVENTS - PARADE OF TREES	\$2,500	\$1,500	\$1,000	60%
EVENTS - CHRISTMAS MARKET & TREE LIGHTING	\$2,000	\$1,400	\$600	70%
EVENTS - GOLF CART PARADES	\$1,000	\$5	\$995	1%
EVENTS - MISC EVENTS & DONATIONS	\$5,000	\$23,292	(\$18,292)	466%
EVENTS - MISC EVENTS & DONATIONS (WALL)	\$0	\$0	\$0	0%
PARKS & RECREATION - EVENT	\$0	\$0	\$0	0%
P&R - KIDZ SQUAD	\$55,000	\$86,950	(\$31,950)	158%
P&R - SUMMER CAMP	\$40,000	\$43,120	(\$3,120)	108%
P&R - SWIM LESSONS	\$7,500	\$5,075	\$2,425	68%
P&R - BASKETBALL CAMP	\$2,500	\$2,950	(\$450)	118%
P&R - FOOTBALL CAMP	\$1,000	\$1,300	(\$300)	130%
P&R - VOLLEYBALL CAMP	\$1,000	\$0	\$1,000	0%
PARKS & RECREATION - MEMBERS	\$0	\$0	\$0	0%
P&R - MONTHLY CHILD WATCH	\$250	\$60	\$190	24%
P&R - DRAFT MEMBERS	\$98,000	\$127,507	(\$29,507)	130%
P&R - SEMI MEMBERS	\$6,000	\$10,310	(\$4,310)	172%
P&R - ANNUAL MEMBERS	\$2,000	\$3,755	(\$1,755)	188%
P&R - DAILY MEMBERS	\$1,500	\$2,792	(\$1,292)	186%
P&R - HEALTHWAY FITNESS PRIME	\$1,000	\$711	\$290	71%
P&R - HEALTHWAY SILVER SNEAKERS	\$3,000	\$4,623	(\$1,623)	154%
P&R - POOL MEMBERS	\$12,000	\$14,051	(\$2,051)	117%
P&R - RENEW ACTIVE MEMBERS	\$3,000	\$1,296	\$1,704	43%
P&R - ALL INCLUSIVE MEMBERS	\$2,000	\$4,029	(\$2,029)	201%
P&R - GROUP MEMBERS	\$500	\$0	\$500	0%
PARKS & RECREATION - RENTAL	\$0	\$0	\$0	0%
P&R - POOL & SPLASH RENTAL	\$7,000	\$6,930	\$70	99%
P&R - SPLASH PAD RENTAL	\$500	\$0	\$500	0%
P&R - LIFEGUARD(S) RENTAL	\$0	\$0	\$0	0%
P&R - GYM RENTAL	\$500	\$0	\$500	0%
P&R - BALL PARK RENTAL	\$300	\$65	\$235	22%
P&R - BUCK LG PAVILION RENTAL	\$400	\$455	(\$55)	114%
P&R - BUCK SM PAVILION RENTAL	\$250	\$80	\$170	32%
P&R - OXFORD PICNIC AREA	\$250	\$190	\$60	76%
P&R - CREDIT CARD FEE	\$5,000	\$6,993	(\$1,993)	140%
LEASE - NEXTEL TOWER	\$16,049	\$16,062	(\$13)	100%
SURPLUS MATERIALS - RECREATION	\$0	\$0	\$0	0%
MISCELLANEOUS REVENUE - REC	\$18,000	\$10,911	\$7,089	61%
INTERFUND TRANS GEN FUND	\$22,000	\$26,014	(\$4,014)	118%
INTERFUND TRANS GEN FUND	\$238,393	\$234,379	\$4,014	98%
INTERFUND TRANS SALES TAX	\$133,000	\$56,822	\$76,178	43%
TOTAL REVENUES	\$6,882,369	\$1,252,110	\$5,630,259	18%

GENERAL P&R EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
AID TO PRIVATE ORGANIZATION	\$8,000	\$8,000	\$0	100%
REGULAR SALARIES & WAGES - FT	\$168,000	\$170,191	(\$2,191)	101%
REGULAR SALARIES & WAGES - PT	\$80,715	\$171,382	(\$90,667)	212%
TEMPORARY WAGES	\$45,000	\$0	\$45,000	0%
OVERTIME	\$500	\$1,608	(\$1,108)	322%
FICA TAXES	\$22,507	\$26,029	(\$3,522)	116%
RETIREMENT CONTRIBUTIONS	\$33,968	\$38,665	(\$4,697)	114%
LIFE & HEALTH INSURANCE	\$60,955	\$57,814	\$3,141	95%
WORKER'S COMPENSATION	\$5,658	\$5,658	(\$0)	100%
PROFESSIONAL SERVICES	\$500	\$0	\$500	0%
OTHER SERVICES	\$8,000	\$15,370	(\$7,370)	192%
TRAVEL & EDUCATION	\$1,000	\$0	\$1,000	0%
COMMUNICATIONS & FREIGHT	\$1,500	\$2,307	(\$807)	154%
UTILITY SERVICES	\$39,500	\$36,747	\$2,753	93%
RENTALS & LEASES	\$2,500	\$2,261	\$239	90%
INSURANCE	\$31,439	\$31,438	\$1	100%
REPAIRS & MAINTENANCE	\$18,000	\$30,156	(\$12,156)	168%
PROMOTIONAL ACT-PUBLIC NOTICE	\$1,000	\$956	\$44	96%
OTHER CURRENT OBLIGATION	\$0	\$0	\$0	0%
OFFICE SUPPLIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$60,000	\$99,212	(\$39,212)	165%
BOOKS, SUBSCRIP & PUBLICATIONS	\$0	\$1,069	(\$1,069)	0%
CAPITAL IMPROVEMENTS	\$0	\$0	\$0	0%
LAND	\$0	\$0	\$0	0%
BUILDINGS	\$5,965,200	\$435,326	\$5,529,874	7%
INFRASTRUCTURE	\$248,427	\$76,459	\$171,968	31%
MACHINERY & EQUIPMENT	\$30,000	\$5,999	\$24,001	20%
WORK IN PROGRESS (WIP)	\$0	\$0	\$0	0%
BANK SERVICE CHARGE	\$5,000	\$21,733	(\$16,733)	435%
SPECIAL EVENTS	\$45,000	\$52,171	(\$7,171)	26%
SPECIAL EVENTS (WALL)	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$6,882,369	\$1,290,552	\$5,591,817	\$0
TOTAL REVENUES	\$6,882,369	\$1,252,110	\$5,630,259	18%
Over/(Under)	\$0	(\$38,442)	\$38,442	

GENERAL FIRE REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
FEMA REIMBURSEMENTS - FIRE	\$0	\$0	\$0	0%
GRANTS FORESTRY 50/50 - FIRE	\$0	\$0	\$0	0%
NASSAU COUNTY - FIRE	\$0	\$0	\$0	0%
FIRE PROTECTION SERVICES - NC	\$0	\$0	\$0	0%
SURPLUS MATERIALS - FIRE	\$0	\$0	\$0	0%
HVFD DONATIONS	\$1,200	\$1,200	\$0	100%
MISCELLANEOUS REVENUE - FIRE	\$0	\$0	\$0	0%
INTERFUND TRANS GEN FUND	\$72,147	\$72,147	\$0	100%
INTERFUND TRANS SALES TAX	\$66,000	\$68,013	(\$2,013)	103%
TOTAL REVENUES	\$139,347	\$141,360	(\$2,013)	101%

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% OF

BUDGET

GENERAL FIRE EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
WORKER'S COMPENSATION	\$5,658	\$5,658	(\$0)	100%
REIMBURSEMENT EXPENSE	\$4,250	\$4,250	\$0	100%
COMMUNICATIONS & FREIGHT	\$2,500	\$1,161	\$1,339	46%
UTILITIY SERVICE	\$2,500	\$2,501	(\$1)	100%
RENTALS & LEASES	\$0	\$0	\$0	0%
INSURANCE	\$31,439	\$31,938	(\$499)	102%
REPAIRS & MAINTENANCE	\$9,000	\$14,825	(\$5,825)	165%
OFFICE SUPPLIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$15,000	\$13,024	\$1,976	87%
BOOKS, SUBSCRIP & PUBLICATIONS	\$3,000	\$2,423	\$577	81%
CAPITAL IMPROVEMENTS	\$20,000	\$0	\$20,000	0%
BUILDINGS	\$0	\$19,565	(\$19,565)	0%
MACHINERY & EQUIPMENT	\$46,000	\$48,448	(\$2,448)	105%
TOTAL EXPENDITURES	\$139,347	\$143,793	(\$4,446)	103%
TOTAL REVENUES	\$139,347	\$141,360	(\$2,013)	101%
Over/(Under)	\$0	(\$2,433)	\$2,433	

GENERAL AIRPARK REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	ITEM-6 % OF BUDGET
GRANTS FAA - AIRPARK	\$1,048,000	\$339,000	\$709,000	32%
FEMA REIMBURSEMENT - AIRPARK	\$0	\$0	\$0	0%
GRANTS DOT - AIRPARK	\$2,001,444	\$344,753	\$1,656,691	17%
NASSAU COUNTY - AIRPARK	\$0	\$0	\$0	0%
HILLIARD AVIATION - AIRPARK	\$0	\$0	\$0	0%
SURPLUS MATERIALS - AIRPARK	\$0	\$0	\$0	0%
MISCELLANEOUS REVENUE - AIRPARK	\$0	\$0	\$0	0%
INTERFUND TRANS GEN FUND	\$0	\$0	\$0	0%
INTERFUND TRANS SALES TAX	\$45,000	\$25,000	\$20,000	56%
TOTAL REVENUES	\$3,094,444	\$708,753	\$2,385,691	23%

ITEM-6

% OF

BUDGET

GENERAL AIRPARK EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
COMMUNICATIONS & FREIGHT	\$0	\$0	\$0	0%
PROMOTIONAL ACTIVITIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$0	\$0	\$0	0%
LAND	\$1,903,444	\$664,385	\$1,239,059	35%
BUILDINGS	\$391,000	\$31,847	\$359,153	8%
INFRASTRUCTURE	\$800,000	\$12,521	\$787,479	2%
MACHINERY & EQUIPMENT	\$0	\$0	\$0	0%
WORK IN PROGRESS (WIP)	\$0	\$0	\$0	0%
DOCUMENTS & MATERIALS	\$0	\$0	\$0	0%
TRANSFER TO AIRPARK	\$0	\$0	\$0	0%
TRANSFER TO SALES TAX	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$3,094,444	\$708,753	\$2,385,691	\$0
TOTAL REVENUES	\$3,094,444	\$708,753	\$2,385,691	23%
Over/(Under)	\$0	\$0	\$0	

SPECIAL REVENUE REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	\$100,000	\$0	\$100,000	0%
LOCAL OPTION GAS TAX - NEW 5 CENTS	\$79,588	\$84,620	(\$5,032)	106%
LOCAL OPTION GAS TAX	\$123,409	\$128,274	(\$4,865)	104%
TOTAL REVENUES	\$302,997	\$212,894	\$90,103	70%
INTERFUND TRANSFER TO STR RESERVE	\$300,000 \$2,997	\$0 \$0	\$300,000 \$2,997	0% 0%
TOTAL EXPENDITURES	\$302,997	\$0	\$302,997	0%
Over/(Under)	\$0	\$212,894	(\$212,894)	

CAPITAL IMPROVEMENTS FUND REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	ITEM-6
				% OF BUDGET
CASH CARRY FORWARD	\$695,900	\$0	\$695,900	0%
DISCRETIONARY SALES TAX	\$569,373	\$627,111	(\$57,738)	110%
INTEREST INCOME SBA	\$25,000	\$27,823	(\$2,823)	111%
TRANSFER FROM GENERAL	\$0	\$0	\$0	0%
TOTAL REVENUES	\$1,290,273	\$654,933	\$635,340	51%
BANK SERVICE CHARGES TRANSFER TO GEN GOV'T TRANSFER TO STREETS TRANSFER TO RECREATION TRANSFER TO FIRE TRANSFER TO WATER & SEWER TRANSFER TO AIRPARK RESERVE	\$0	\$0	\$0	0%
	\$200,000	\$10,876	\$189,124	5%
	\$105,000	\$36,550	\$68,450	35%
	\$133,000	\$56,822	\$76,178	43%
	\$66,000	\$68,013	(\$2,013)	103%
	\$741,273	\$323,417	\$417,856	44%
	\$45,000	\$0	\$45,000	0%
	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$1,290,273	\$495,678	\$794,595	38%
Over/(Under)	\$0	\$159,255	(\$159,255)	

ENTERPRISE FUND REVENUES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	\$0	\$0	\$0	0%
CDBG WM EXT - W&S	\$700,000	\$0	\$700,000	0%
RIF WM EXT - W&S	\$1,000,000	\$0	\$1,000,000	0%
GRANTS USDA RD - W&S	\$0	\$0	\$0	0%
FEMA REIMBURSEMENTS - W&S	\$0	\$0	\$0	0%
AMERICAN RECOVERY FUNDS	\$1,634,285	\$0	\$1,634,285	0%
GRANTS DEP SRF SEWER REHAB - W&S	\$652,310	\$0	\$652,310	0%
WATER UTILITY REVENUE	\$604,299	\$612,033	(\$7,734)	101%
SEWER UTILITY REVENUE	\$615,535	\$625,920	(\$10,385)	102%
TAP-ON FEES - W&S	\$86,500	\$39,616	\$46,884	46%
TRANSFER FEES - W&S	\$500	\$270	\$230	54%
TURN ON/OFF FEES - W&S	\$8,000	\$7,455	\$545	93%
WATER LINE EXTENSION FEES	\$20,000	\$4,019	\$15,981	20%
SEWER LINE EXTENSION FEE	\$30,000	\$0	\$30,000	0%
RECONNECT FEE - W&S	\$300	\$500	(\$200)	167%
INTEREST INCOME SBA	\$85,000	\$64,040	\$20,960	75%
INTEREST INCOME CKG	\$800	\$1,602	(\$802)	200%
LEASE - WATER TOWER	\$0	\$0	\$0	0%
SYSTEM DEVELOPMENT CHARGES	\$0	\$0	\$0	0%
SURPLUS MATERIALS - W&S	\$0	\$0	\$0	0%
NSF FEES - W&S	\$700	\$225	\$475	32%
PENALTIES - W&S	\$40,000	\$39,122	\$878	98%
METER TAMPERING FEES - W&S	\$0	\$150	(\$150)	0%
CONVENIENCE CHARGE	\$15,000	\$18,255	(\$3,255)	122%
MISCELLANEOUS REVENUE - W&S	\$5,000	\$60,301	(\$55,301)	1206%
W&S DEVELOPMENT SINGLE LOT	\$0	\$3,300	(\$3,300)	0%
W&S DEVELOPMENT INVESTIGATION	\$0	(\$1,404)	\$1,404	0%
W&S SEPTIC TANK & WELL EXCEPTION	\$0	\$2,500	(\$2,500)	0%
ANNUAL ROYALTIES	\$0	\$110	(\$110)	0%
TRANS FROM GENERAL	\$0	\$0	\$0	0%
TRANS FROM SALES TAX	\$741,273	\$323,417	\$417,856	44%
TRANS FROM SPEC REVENUE	\$0	\$0	\$0	0%
LOANS - W&S	\$0	\$0	\$0	0%
TOTAL REVENUES	\$6,239,502	\$1,801,431	\$4,438,071	29%

ENTERPRISE FUND EXPENDITURES	ORIGINAL BUDGET	FY 2024/2025 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
REGULAR SALARIES & WAGES	\$376,376	\$362,217	\$14,159	96%
PART TIME SALARIES & WAGES	\$0	\$0	\$0	0%
OVERTIME	\$16,000	\$10,049	\$5,951	63%
FICA TAXES	\$30,017	\$28,822	\$1,195	96%
RETIREMENT CONTRIBUTIONS	\$53,481	\$56,486	(\$3,005)	106%
LIFE & HEALTH INSURANCE	\$142,229	\$121,325	\$20,904	85%
WORKER'S COMPENSATION	\$5,658	\$5,658	(\$0)	100%
PROFESSIONAL SERVICES	\$32,000	\$49,692	(\$17,692)	155%
ACCOUNTING & AUDITING	\$22,000	\$22,083	(\$83)	100%
WASTE DISPOSAL	\$25,000	\$36,300	(\$11,300)	145%
TRAVEL & EDUCATION	\$5,000	\$513	\$4,487	10%
COMMUNICATIONS & FREIGHT	\$16,600	\$27,959	(\$11,359)	168%
WATER PLANT ELECTRICITY	\$25,000	\$19,491	\$5,509	78%
SEWER PLANT ELECTRICITY	\$95,000	\$80,093	\$14,907	84%
RENTALS & LEASES	\$5,000	\$1,793	\$3,207	36%
INSURANCE	\$31,439	\$31,439	\$0	100%
REPAIRS & MAINTENANCE	\$150,000	\$265,442	(\$115,442)	177%
PROMOTIONAL ACT-PUBLIC NOTICE	\$1,000	\$1,480	(\$480)	148%
OTHER CURRENT OBLIGATIONS	\$174,094	\$9,840	\$164,254	6%
OFFICE SUPPLIES	\$0	\$0	\$0	0%
OPERATING SUPPLIES	\$300,000	\$366,178	(\$66,178)	122%
BOOKS, SUBSCRIP & PUBLICATIONS	\$10,000	\$8,738	\$1,262	87%
AMORTIZATION EXPENSE	\$0	\$0	\$0	0%
DEPRECIATION EXPENSE	\$0	\$0	\$0	0%
CAPITAL IMPROVEMENTS	\$0	\$0	\$0	0%
LAND	\$0	\$0	\$0	0%
BUILDINGS	\$0	\$0	\$0	0%
INFRASTRUCTURE	\$3,945,893	\$413,989	\$3,531,904	10%
MACHINERY & EQUIPMENT	\$0	\$0	\$0	0%
WORK IN PROGRESS (WIP)	\$0	\$0	\$0	0%
INTEREST EXPENSE BONDS	\$90,715	\$115,265	(\$24,550)	127%
BAD DEBT EXPENSE	\$0	\$0	\$0	0%
BANK SERVICE CHARGES	\$15,000	\$49,490	(\$34,490)	330%
AID TO PRIVATE ORGANIZATION	\$10,000	\$10,000	\$0	100%
RESERVE	\$662,000	\$0	\$662,000	0%
TOTAL EXPENDITURES	\$6,239,502	\$2,094,343	\$4,145,159	34%
TOTAL REVENUES	\$6,239,502	\$1,801,431	\$4,438,071	\$0
Over/(Under)	\$0	\$292,911	(\$292,911)	



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 5, 2026
FROM: ***Lisa Purvis, MMC – Town Clerk***
SUBJECT: Town Council approval of the Town Clerk's recommendation to fill the Town Hall
Administrative Assistant vacant position.

BACKGROUND:

This request seeks authorization to hire Carrie G. Mullis to fill the Administrative Assistant position previously held by Heidi Irre.

FINANCIAL IMPACT:

Refer to the position process documentation.

RECOMMENDATION:

That the Town Council approve the Town Clerk's recommendation to hire Carrie G. Mullis to fill the Town Hall Administrative Assistant vacant position.

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

Regular Meeting: February 5, 2026

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

Position: Administrative Assistant

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

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

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

Position Requirements:

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

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

Position Information:

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

Conditions of Employment:

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

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



Position Description

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

Administrative Assistant

Department: Town Clerk

Pay Grade: 3

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

Customer Service:

- Provide customer service.
- Address citizen complaints.
- First/Second to answer phone calls and greet customers in a timely and accurate manner, offering assistance to customers.
- Direct complaints, correspondence, and inquiries for action to various departments at the Town Clerk's request.
- Perform liaison work between the Town Council, Town Clerk, and public as may be directed.

Administrative:

- Prepare service orders upon request or necessity in the system and final in system upon completion.
- Assist with employee applications and background checks.
- Provide Notary Services after one year of employment.
- Research and furnish data to the public in accordance with the Public Records Laws.
- Conduct business with other municipalities, state and federal agencies as directed by the Town Clerk.
- Under the guidance of the Town Clerk, develops standard operating procedures and department policies.

- Monitors and stays current with technology and practices related to the Town Clerk's Office functions.
- Assist with special projects assigned by the Town Clerk to achieve the Town's long- and short-term goals.
- Ensure that all official Town documents are maintained in an accurate system for cross-file of Town Council actions.
- Always proof and edit all work for accuracy.
- Maintain department files for use by self and others in department.
- Prepare or follow up on requests from the Town Clerk.
- Prepare or follow up on requests from the Mayor & Town Council Members.
- Prepare or follow up on requests from the Public Works Director.
- Prepare or follow up on requests from the Parks & Recreation Director.

Utility System:

- Assist with maintaining the AMI System for utility billing. Daily checking for red flags on account and assisting with any issues that need to be resolved.
- Transfer customer accounts when customers move from one location to another.
- Close out customer accounts and process final bill in monthly billing or refund to accounts payable.
- Prepare and maintain all utility accounts and reports.
- Process billing adjustments upon review and signed approval from the Town Clerk.
- Assess late charges monthly and prepare and maintain late charge reports.
- Print and prepare late notices then prepare for mailing through the stuffer machine and send/take to post office the next morning.
- Assess the second late charge monthly and prepare and maintain a second late charge report.
- Prepare cut off list monthly for delinquent accounts and oversee services restored with payment.
- Prepare service orders upon request or necessity and upon completion input final information or outcome into customers' account.
- Reverse return checks on customer accounts upon receipt and send customer notice of return item.
- Collect and process bad debt and nonsufficient fund checks in accordance with the Utility Code Chapter 58.
- Set up new customer account information and apply new deposits to customer account.
- Promote bank draft to customers and set up all new bank draft customers.
- Assist "Help Agencies" with paying customer utility accounts and maintain payment records.
- Maintain a copy of the meter change out list with serial numbers, account number and readings on each meter and review for accuracy.
- Upon final billing on customer accounts maintain spreadsheet by fiscal year to verify if final payment is made, if final payment is not made, make every attempt possible to collect on outstanding balance (send collection letter, phone call and/or email advising customer of outstanding balance). The spreadsheet should contain all collection activity including date of balance and if paid date paid. Receive approval from Town Clerk prior to submitting for legal action.
- Follow the Utility Code Section 58 of the Hilliard Town Code regarding deceased accounts. Notify in writing 30 days following deceased notice that they have 90-days to comply.

- Follow the Utility Code Section 58 of the Hilliard Town Code regarding the transferring of delinquent customer balances to new accounts.
- Keep up to date records and knowledge of all utility fees.
- Track commercial hydrant usage & follow up with customers/contractors to ensure that deposit is received, usage is billed, and deposit is refunded if applicable.

Cash Collection:

- Input utility payments, building permits, business tax receipts and miscellaneous receipts daily and maintain cash drawer for balancing and accuracy.
- Check and apply payments from payment drop box daily.
- Assist customers with office, phone, and online credit card payments.
- Maintain revenue files with copies of checks and receipt and/or wire transfer remittance advice. Balance to general ledger quarterly.
- Prepare cash drawer, phones, drive through window and business door for open and close of business daily.
- Maintain cash drawer daily and print daily close report at 5pm daily for daily deposit at 9am next business day. On the first and second penalty dates for daily deposit made that same day at 5pm.
- Maintain and switch out external hard drive back up every Friday.

Miscellaneous Duties:

- Assist in coordination of special events/projects.
- Update and keep current with upcoming Town Meetings ~~and Special Events~~ on the Town of Hilliard advertisement board at the front entrance to the Council Chambers.
- Update and keep current with upcoming Town Meeting Agendas in the Council Chambers, and in the business office entry area (TV).
- Maintain and update customer literature and information in the lobby.
- Oversee office equipment maintenance and troubleshoot equipment problems as needed.
- Order and maintain office supplies and equipment as needed or requested. Stocking and distributing all items ordered to the appropriate location.
- Prepare and maintain monthly fuel tax reports, filing and submittals.
- Ability to take on additional municipal duties as required.

Other Duties and Responsibilities:

- Provide backup to other staff members as needed.
- Provide backup with Business Tax Receipts as needed.
- Provide backup to Accounts Payable as needed.
- Provide backup to the Building Department as needed.
- Perform computer operation activities for other departments.

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent.
- Associate degree in business preferred.
- Two (2) years' experience in the public sector or related field.
- Or any equivalent combination of education, training, and experience which provides

the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary.
- Knowledge of Florida Statutes.
- Knowledge of basic arithmetic operations.
- Skill in dealing with community groups and individuals.
- Skill in starting, stopping, operating, and monitoring the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Skills in verbal and written communication.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.
- Ability to work independently with minimal supervision.
- Ability to deal courteously with the general public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.
- Ability to organize and accomplish work responsibilities and tasks.

PHYSICAL DEMANDS:

Work consists of sedentary work, which requires exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Tasks may involve extended periods of sitting, including time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:

Work is performed in a normal office environment. Essential functions are regularly performed without exposure to adverse environmental conditions.

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

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

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, DECEMBER 11, 2025, 6:00 PM

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
 Town Clerk Lisa Purvis
 Public Works Director Cory Hobbs
 Assistant Public Works Director Charles Chavarria
 Land Use Administrator Lee Anne Wollitz

ABSENT

Councilman Dallis Hunter
 Parks & Recreation Director Gabe Whittenburg

WORKSHOP

ITEM-1 Town Council to review, discuss and negotiate with U.S. Water Services Corporation the selected Request for Qualifications Proposals for Municipal Licensed Water and Wastewater Plant Operator.

Lisa Purvis, MMC – Town Clerk

Hope Smith, Regional Manager, Scotty Soares, and Scott Hursey, all three dual licensed WTP & WWTP Operators, are present from U.S. Water Services Corporation for the review of qualifications and negotiation of costs for services to be provided. Following a lengthy discussion, it was determined that their fees for WTP & WWTP Operator Services would be much higher than the Town's budget could support.

ITEM-2 Town Council to review and discuss Building Permit Fees and W&S fees for the Unified Fee Schedule.

Lisa Purvis, MMC – Town Clerk

Water & Sewer Fees are discussed including increasing the right of way permit fee to \$2,000 with the Town collecting a \$1,000 investigation deposit. Building Permit Fees will be discussed at the next monthly workshop to be held on January 8, 2026.

ITEM-3 Town Council to review and discuss maps and contract details for mowing contract in preparation for contract bidding. Contract would run Spring 2026 - Fall 2028.

Cory Hobbs – Public Works Director

Discussion regarding adding a fourth zone and re defining mowing responsibilities between the Town verses Contractors with the Town providing side mount mowing in certain areas. Also, discussed was the contractor providing eight mows; providing a per mow price; if price comes in low the option to add a ninth mow; mowing to start the first of April verses first of March; mowing to end in November verses October; with the start and end dates based on the Town Clean Up being March 28, 2026.

ITEM-4 Town Council to review and discuss the continued need for quarterly report by the Building Official, Code Enforcement, and Land Use Administrator to be accepted at a Town Council Meeting.

Lisa Purvis, MMC – Town Clerk

Discussion regarding the monthly Code Enforcement Officer reports being on the iPads for review. The Building Officials report being generated from the Town's software with the ability to be provided at any time requested. The Land Use Administrator now providing updates at the end of each regular meeting. The quarterly summary reports will no longer require approval on the agenda following the quarter ending.

ITEM-5 Town Council Discussion related to Councilman Wollitz meeting with County Manager on December 1, 2025.

Lee Anne Wollitz, Land Use Administrator

Councilman Wollitz and Land Use Administrator Lee Anne Wollitz will start attending monthly meetings with Nassau County leadership and provide updates back to the Town Council.

ADJOURNMENT

Motion to adjourn at 7:47 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 Michaels

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

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 Cory Hobbs, Public Works Director
 Gabe Whittenburg, Parks & Rec Director
 Lee Anne Wollitz, Land Use Administrator

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, DECEMBER 18, 2025, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

“Politeness costs so little.” – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

PUBLIC HEARING

ITEM-1 Ordinance No. 2025-16 – Rezoning of the property from PUD Planned Unit Development to PUD Planned Unit Development located on the east side of Pine Street north of Henry Smith Road known as Holland Walk.

Mayor Beasley

Courtney Gaver, Attorney with Rogers Towers, goes over the changes made to the written description based on the recommendations given by the Planning & Zoning Board.

Open Public Hearing
 Call for Public Comments
 Close Public Hearing on Ordinance No. 2025-16.

Following no public comments, motion to close Public Hearing at 7:03 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

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-16, on First Reading and
 Set Second Public Hearing & Final Reading for January 15, 2026.

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
 Voting Abstaining: Councilman Hunter

ITEM-2 Ordinance No 2025-17 – Amending Chapter 14 Building to create an article,
 addressing Unsafe Structures and/or Conditions.
Mayor Beasley

Open Public Hearing
 Call for Public Comments
 Close Public Hearing on Ordinance No. 2025-17

Following no public comments, motion to close 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, Councilman Michaels

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-17, on Second & Final
 Reading.

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

REGULAR MEETING

ITEM-3 Additions/Deletions to Agenda

ITEM-4.5 Engineer's Recommendation of Award MH 167 and MH 170 Repairs.

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

ITEM-12 Cancel January 1, 2026, Regular Meeting.

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

ITEM-4 Town Council approval of the proposal for engineering services related to assisting the Town of Hilliard with the St Johns River Water Management District Consumptive Use Permit Renewal with CPH Consulting, LLC, in the amount of \$25,000.

Cory Hobbs – Public Works Director

Mr. Tim Norman, Town Engineer with CPH Consulting, LLC presents engineering services proposal.

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

ADDED ITEM

ITEM-4.5 Town Council approval of Engineer's Recommendation of Bid Award for MH 167 and MH 170 Repairs.

Mr. Tim Norman, Town Engineer with CPH Consulting, LLC presents recommendation for bid approval.

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-5 Presentation to the Town Council of the Local Hazard Mitigation Plan in preparation for adoption via Resolution January 15, 2026.

Tim Cooper, Director – Nassau County Emergency Management

Mr. Tim Cooper and Mr. Mark Wilson gives presentation from NCEM and provides updates regarding the Local Hazard Mitigation Plan.

ITEM-6 Town Council to consider the recommendation of the Planning & Zoning Board regarding the Pre-Application for the Vacation of Right of Way for the Alleys and portions of Right of Way within and surrounding Blocks 68, 69, and 71.
Project name - Dayspring Cottages, Property Owner – Dayspring Property Services, LLC.

Lee Anne Wollitz – Land Use Administrator

Courtney Gaver, Attorney with Rogers Towers, states that she is currently working on affidavits with the adjacent property owners.

Lee Anne Wollitz, Land Use Administrator provides the recommendation from the Planning & Zoning Board.

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

ITEM-7 Town Council approval of Septic Exception Application No. 20251203 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0128. Applicant Franklin Properties.
Cory Hobbs – Public Works Director

Following discussion regarding the location and cost to connect to the Town's sanitary sewer system verses the granting of a septic tank exception being requested by Mr. Bobby Franklin.

Motion to deny the septic tank exception.

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

Following further discussion and alternatives regarding the location and cost to connect to the Town's sanitary sewer system.

Motion to allow Mr. Bobby Franklin to run sewer lateral 125' to 150' from the Manhole located at Montana Street and West Fourth Avenue even with the Alley Way of Block 128 to connect to the Town's sanitary sewer system.

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

ITEM-8 Town Council Approval of the Hilliard Volunteer Fire Department 2025 Run Reimbursements.
Lisa Purvis, MMC – Town Clerk

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

ITEM-9 Town Council Town Council to accept the resignation of Alicia Head, Public Information Officer – Event Coordinator, effective December 31, 2025
Gabe Whittenburg – Parks & Recreation Director

Director Gabe Whittenburg, thanks Alicia Head for her time with the Town and states that he would like to keep the events up and reevaluate the workload and integrate into the department.

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-10 Town Council update on the progress and status of the Federal & State Grant Funding Awards expended at fiscal year ending September 30, 2025.
Lisa Purvis, MMC – Town Clerk

The Clerk submitted for review an update on all open federal and state grants along with the amounts expended at fiscal yearend.

ITEM-11 Town Council approval of the Minutes for the December 4, 2025, Public Hearing & Regular Meeting.
Lisa Purvis, MMC – Town Clerk

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

ADDED ITEM

ITEM-12 Town Council approval to cancel the January 1, 2026, Regular Meeting due to falling on New Years Day Holiday.

 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

ADDITIONAL COMMENTS

PUBLIC

Skip Frey 37328 West Seventh Street, Hilliard, FL thanks Alicia Head for all of her hard work.

MAYOR & TOWN COUNCIL

Councilman Wollitz thanks Alicia Head for everything that she has done for the Town and wishes everyone a Merry Christmas.

Councilman Hunter thanks Alicia Head for everything that she has done for the Town and wishes everyone a Merry Christmas.

Council President Sims, thanks Alicia Head for everything that she has done for the Town and wishes everyone a Merry Christmas.

Councilman Michaels thanks Alicia Head for everything that she has done for the Town and wishes everyone a Merry Christmas.

Mayor Beasley, Wishes everyone a Merry Christmas and a Happy New Years, gives update following the golf cart parade, field trip today, advises that he will be attending the January 5, 2026 Town of Callahan meeting to discuss the fireworks, thanks the staff for the Christmas party lunch. Thanks Alicia Head for everything that she has done for the Town.

ADMINISTRATIVE STAFF

PRESENT:

Parks & Recreation Director Gabe Whittenburg
 Public Works Director Cory Hobbs
 Land Use Administrator Lee Anne Wollitz

ABSENT:
Town Clerk Lisa Purvis

Land Use Administrator Lee Anne Wollitz, advises in the absence of Town Clerk Lisa Purvis that the NCSB Joint Workshop will be set on the next agenda January 15, 2026, for February 5, 2026. Updates everyone regarding the CPR course that will be offered at the Hilliard Volunteer Fire Department. That Sunshine Christian Academy had a field trip today and visited Town Hall and were showed around to all the different departments and functions of local town government.

TOWN ATTORNEY

Not present.

ADJOURNMENT

Motion to adjourn at 7:50 p.m.

Motion made by Councilman 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.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, JANUARY 08, 2026, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

ABSENT

Parks & Recreation Director Gabe Whittenburg

WORKSHOP

ITEM-1 Town Council to review and discuss Southern Operations Group, Inc., Request for Qualifications Proposal for Municipal Licensed Water and Wastewater Plant Operator.

Lisa Purvis, MMC – Town Clerk

Following discussion this item will be added to the January 15, 2026, regular meeting agenda for a decision to be made.

ITEM-2 Town Council to review and discuss Building Permit Fees for the Unified Fee Schedule.

Lee Anne Wollitz – Land Use Administrator

The following items are discussed in detail: right of way application fees; development investigation fees; to follow Nassau County regarding 30% on private provider fees; the remodel building permit is questioned as to what

determines the 10 to 50 fee percentage; leaving building permit fee for swimming pool plumbing; and increasing life safety inspections from \$25 to \$50 with Fire Marshal to receive \$15 per inspection as stated in contract. All other fees are reviewed without further changes being discussed. Town Clerk Lisa Purvis will prepare the resolution to adopt the unified fee schedule and place on the January 15, 2026, regular meeting agenda.

ITEM-3 Town Council discussion related to Councilman Wollitz meeting standing with County Manager on the third Friday of each month.

Lee Anne Wollitz – Land Use Administrator

Following discussion items for Councilman Wollitz to discuss and bring back updates are as follows: County wide mobility fees; Nassau County participating in the fireworks display costs and providing Sheriff's Department Officers at public events at no cost to the Towns; and what are the plans with JEA for water and sewer services.

Discussion regarding Nassau County provided in an email Emergency Training dates that are being offered, the Council would like for the Town to send staff that are able to attend one of the dates provided including the HVFD; when Nassau County discusses impact fees the Council wishes to hold a separate workshop to discuss and would like for the Town Attorney to be present in person for this workshop; and Land Use Administrator Lee Anne Wollitz has been reading and has several things that she would like to advise the Town of Hilliard against.

ITEM-4 Town Council discussion related to potential questions or topics of concern for the upcoming annual Joint Workshop with the Nassau County School Board.

Lisa Purvis, MMC – Town Clerk

Heather Gates, 27306 West Fifth Avenue, Hilliard, FL states that she would like for something to be done regarding the parking along the right of ways, across the sidewalks, and blocking driveways at sporting events held at the Hilliard Middle Senior High School Football Field. The Council discuss this and do not know what the solution would be other than to place no parking signs and for citizens to contact the Sheriffs Department when people are found parking in a no parking zone.

Items that the Council would like to be discussed at the upcoming workshop are the same items as in previous years, future land acquisition meetings, interlocal agreement update and update regarding the Education Impact Fee increase discussion.

ITEM-5 Town Council discussion regarding details concerning the upcoming trip for Rural Counties Day, on January 22, 2026.

Lisa Purvis, MMC – Town Clerk

In attendance will be same as in previous years, Council Members and Department Directors. The Clerk provides an updated discussion sheet regarding the Town's number one request for funding, Sewer System Rehabilitation. The Land Use Administrator updates the Council regarding the Town's swag, bags of freeze-dried candy with "Life is Sweet in Hilliard" on the bags with the Town Logo

and donated stop watches with "Time is Running Out in Hilliard" on them with the Town Logo.

ADDITIONAL COMMENTS

Mayor Beasley request that the department heads provide information regarding their department over the past year as he will be preparing his State of Town Report at the February 19, 2026, regular meeting.

ADJOURNMENT

Motion to adjourn at 7:10 p.m.

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

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

MONDAY, JANUARY 12, 2026, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT TOWN OF HILLIARD

Mayor John Beasley
 Council President Kenny Sims
 Council Pro Tem Lee Pickett
 Councilman Jared Wollitz
 Councilman Dallis Hunter
 Councilman Joe Michaels
 Town Clerk Lisa Purvis
 Parks & Recreation Director Gabe Whittenburg

PRESENT TOWN OF CALLAHAN

Mayor Randy Knagge
 Councilman Mathew Davis
 Councilwoman Janett Shaw
 Councilwoman Jacquelyn Fleming
 Councilwoman Wendy Williams
 Town Manager & PWD Mike Williams
 Town Clerk Shawna Gugliuzza
 Town Business Leader Paul Schwend

WORKSHOP

ITEM-1 Town of Hilliard Mayor & Town Council Members and Town of Callahan Mayor & Town Council Members to review and discuss the 2026 Fourth of July Fireworks Display.

John P. Beasley – Mayor

Mayor Beasley states that this year the fireworks costs have gone up to \$50,000 for the show to be held on July 4th. Discussion regarding Nassau County contributing and why the Town's having to pay for the Sheriff's Department Officer for traffic control for a public event that is free to the citizens of Nassau

County with both Town's paying the costs of the fireworks display. Town Clerk Shawna Gugliuzza states that she will reach out to Nassau County Sheriff's Department to get what this year's cost will be to provide officers. Town Manager & PWD Mike Williams states that he will reach out to Town Manager Taco Pope to find out what the County is willing to offer towards the cost of the event. Town Clerk Shawna Gugliuzza states that Nassau County previously stated that they would be willing to contribute \$16,000 toward the cost of the officers providing traffic control. Council President Sims and Councilman Wollitz both state that Nassau County Sheriff's Department should cover cost out of their budget for traffic control with this being a free county wide event. Business Leader Paul Schwend asks if we can go with DJ only verses Bands to save costs and effort. All agree. Councilwoman Flemming states that we need for volunteers to sign up for set up and break down duties and has a form prepared to pass around the room and that we need to reach out to the schools and clubs for volunteers. We need to set up on Friday, July 3rd and break down on Monday, July 6th. Gates should open at 5:00 p.m. with the ceremony & DJ starting at 6:00 p.m. Town Clerk Shawna Gugliuzza states that with this being the 250th Anniversary do we want to do anything extra this year. Parks & Recreation Director Gabe Whittenburg states that his department will take care of the activities. Councilman Wollitz states that he will talk to County Manager Taco Pope when they have their monthly meeting. Mayor Beasley states that he will reach out to the Under Sheriff Jon Hooper regarding traffic control and what costs the Sheriff's Department is willing to participating in.

The next planning meeting is scheduled for Monday, February 16, 2026, at 6:00 p.m.

ADJOURNMENT

Motion to adjourn at 6:34 p.m.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, JANUARY 15, 2026, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

ABSENT

Mayor John Beasley

PUBLIC HEARING

ITEM-1 Ordinance No. 2025-16 – Rezoning of the property from PUD Planned Unit Development to PUD Planned Unit Development located on the east side of Pine Street north of Henry Smith Road known as Holland Walk.

Mayor Beasley

Courtney Gaver, Attorney with Rogers Towers, is available on TEAMS if anyone has any questions.

Open Public Hearing
 Call for Public Comments
 Close Public Hearing on Ordinance No. 2025-16.

Following no public comments, motion to close Public Hearing at 7:02 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

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-16, on Second & 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 Michaels
 Voting Abstaining: Councilman Hunter

REGULAR MEETING

ITEM-2 Town Council to appoint the Town Council President and Town Council Pro Tem for the 2026 Calendar Year for the Organization of Office.

Lisa Purvis, MMC – Town Clerk

Motion to retain and appoint Council Member Kenny Sims as Council President and Council Member Lee Pickett as Council Pro Tem.

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

ITEM-3 Town Council to appoint the Town Council Department Commissioners for the 2026 Calendar Year for the Organization of Departments.

Lisa Purvis, MMC – Town Clerk

Motion to retain and appoint each Council Member as follows:
 Council President Sims as Street Department Commissioner
 Council Pro Tem Pickett as Water & Sewer Department Commissioner
 Councilman Wollitz as Fire Department Commissioner
 Councilman Michaels as Parks & Recreation Department Commissioner
 Councilman Hunter as Airpark Department Commissioner

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-4 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

ITEM-5 Town Council adoption of Resolution No. 2026-01, Recognized the 2026 Holiday Dates for the Town of Hilliard.
Lisa Purvis, MMC – Town Clerk
Motion made by Councilman Hunter, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ITEM-6 Town Council adoption of Resolution No. 2026-02, Authorizing the Permitting of a Martin Luther King, Jr. Walk for the Concerned Citizens of Hilliard, Florida.
Lisa Purvis, MMC – Town Clerk
Councilman Wollitz questions if the Concerned Citizens of Hilliard have a Certificate of Insurance for the roads to be closed. Town Clerk Lisa Purvis states that a COI is not required because everyone will be walking from the Town Hall Park to the Hisbon Baptist Church verses a motorized parade.
Motion made by Council Pro Tem Pickett, Seconded by Councilman Wollitz.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ITEM-7 Town Council adoption of Resolution No. 2026-03, Nassau County Local Mitigation Strategy Plan (LMS).
Lisa Purvis, MMC – Town Clerk
Land Use Administrator Lee Anne Wollitz answers the question that was asked at the last workshop regarding the 10-50% remodel evaluation costs. The State of Florida allows the Building Official to make the percentage determinization. She further advises that following adoption she will have the new fees on the website the next day.
Motion made by Councilman Wollitz, Seconded by Councilman Hunter.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ITEM-8 Town Council adoption of Resolution No. 2026-04, Unified Fee Schedule; Water & Sewer; Culverts; Planning & Land Use; Building Permitting; and Parks & Recreation.
Lisa Purvis, MMC – Town Clerk
Motion made by Councilman Hunter, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ITEM-9 Town Council approval of Capital Budget Expenditure of Belt Press Rehabilitation at the Total Cost of \$66,406.17, from Phoenix a Sole Source Vendor.
Cory Hobbs – Public Works Director

The Council ask about this being a sole source purchase. Public Works Director Cory Hobbs states that Phoenix is the only vendor.

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-10 Town Council approval of Southern Operations Group, Inc., Contract for Services for Municipal Licensed Water and Wastewater Plant Operator.

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-11 Town Council to accept the resignation of Heidi Irre, Administrative Assistant, effective January 16, 2026.

Lisa Purvis, MMC – Town Clerk

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-12 Town Council approval of Position Process for Teresa Fedick's transition from Introductory/Probationary status to Regular Full-Time.

Lisa Purvis, MMC – Town Clerk

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

ITEM-13 Town Council approval of Position Process for Wendy Prather's transition from Introductory/Probationary status to Regular Full-Time.

Lisa Purvis, MMC – Town Clerk

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

ITEM-14 Town Council to set Annual Joint Workshop with Nassau County School Board for Thursday, February 5, 2026, at 6:00 p.m.

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-15 Town Council approval of Bobcat of Brunswick, Payable through January 9, 2026, Project Name: Tandem Roller in the amount of \$19,988.00.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$30,000.

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

ITEM-16 Town Council approval of Peters & Yaffee Engineering, Payable through November 28, 2025, Project Name: Design West Sixth Street in the amount of \$18,720.16.

DAYSPINGS COMMONS DEVELOPER FUNDED PROJECT LUMP SUM CONTRACT \$101,672.26

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

ADDITIONAL COMMENTS

PUBLIC

Orin McClain, 37847 Henry Smith Road, Hilliard, FL advises that he was at the meeting tonight to ask for assistance and guidance on who to contact and/or what to do because beavers have created a dam on the property adjacent to his property causing his property to flood. The Council advise that they would have him start with contacting SJRWMD.

MAYOR & TOWN COUNCIL

Councilman Wollitz prayers for the previous Mayor Cris McConnell following the passing of his wife.

Council Pro Tem Pickett, prayers for the previous Mayor Cris McConnell.

Councilman Hunter states that the Clerk sent out an email regarding the elected officials training classes being offered in Jacksonville and encourages everyone to attend if they are able.

Council President Sims, prayers for the previous Mayor Cris McConnell.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk Lisa Purvis
 Public Works Director Cory Hobbs
 Land Use Administrator Lee Anne Wollitz

ABSENT:

Parks & Recreation Director Gabe Whittenburg

Land Use Administrator Lee Anne Wollitz, reminds every one of the CPR course Monday, February 9, 2026 and Monday, February 23, 2026, that will be hosted at the Hilliard Volunteer Fire Department conference room at the old Town Hall.

TOWN ATTORNEY

Advises that he recently was in attendance this past Tuesday, at the City of Clearmont's City Council Meeting that lasted from 3:00 p.m. until 10:00 p.m.

ADJOURNMENT

Motion to adjourn at 7:22 p.m.

Motion made by Councilman Wollitz, 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.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Invoice

500 West Fulton Street
Sanford, FL 32771
407-322-6841

Lisa Purvis
Town of Hilliard
15859 W CR 108
Hilliard, FL 32046

January 23, 2026
Project No: 201.M961061.000
Invoice No: 174037

MH 167 AND MH 170 REPAIRS

CLIENT NO. 9610-61-1

Engineering services regarding the MH 167 and MH 170 Repairs project for the Town of Hilliard including completion of Item C. Construction Bidding Services.

Professional Services through January 16, 2026

Fee

Billing Phase	Fee	Percent Complete	Previous Fee Billing	Current Fee Billing
Item A. Engineering Design	11,200.00	100.00	11,200.00	0.00
Item B. Topographic Survey	2,400.00	100.00	2,400.00	0.00
Item C. Construction Bidding Services	1,200.00	100.00	0.00	1,200.00
Item D. Construction Admin Services	3,600.00	0.00	0.00	0.00
Total Fee	18,400.00		13,600.00	1,200.00
		Total Fee		1,200.00
			Total this Invoice	\$1,200.00