Town of Orange Park
Town Council Regular Meeting
Thursday, November 5, 2026
6:00 PM
Agenda

Note: This agenda has been amended on Tuesday, November 3, 2026, at 2:45 PM to include Item 9b.

1. **Call to Order-Mayor Sandlin**
2. **Roll Call**
3. **Invocation-Vice-Mayor Benefield**
4. **Pledge**
5. **Mayor Comments**
6. **Proclamations/Presentations-None**
7. **Audience Comments on Non-Agenda Items**
8. **Consent Agenda**
   a. Approval of the Council Minutes of the Regular Meeting Dated October 20, 2026
   b. Approval of the October 21, 2026 Council Workshop Minutes
9. **Strategic Discussion/Updates**
   a. Approval of New Advisory Standing Committee & Board Application Forms, Establishment of Annual Committee Priorities & Assignments, and Designation of Committee Liaisons
   b. Lighting of the Park Event Format and Schedule Revisions
10. **Old Business-None**
11. **New Business**
    a. Purchase of Hurst E3 Rescue Tools
    b. Removal of Equipment from the Fire Department Inventory
12. **Town Manager Comments**
13. **Town Attorney Comments**
14. **Councilmember Comments**
15. **Adjournment**

Upcoming Meetings
a. December 1, 6PM-Regular Town Council Meeting
b. January 5, 6PM-Regular Town Council Meeting

c. January 19, 6PM-Regular Town Council Meeting

PUBLIC COMMENT NOTICE: *Members of the public wishing to speak must first complete a speaker card and submit it to the Town Clerk prior to speaking. A total aggregate of three (3) minutes is allotted to each speaker for non-agenda items. Five (5) minutes are allotted to each speaker for any agenda item. All remarks and questions shall be directed through the Presiding Officer.*

APPEAL OF DECISION: *If any person decides to appeal any decision made by the Town Council with respect to any matter considered at this meeting, he or she will need a record of the proceedings and, for that purpose, may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.*

ADA ACCOMMODATIONS: *Persons with disabilities requiring reasonable accommodations to participate in this meeting should contact the Town Clerk's Office at least 48 hours prior to the meeting at (904) 278-3011 or by email at crusso@townop.com, or through Florida Relay by dialing 711. Requests made with less than 48 hours' notice will be accommodated to the extent reasonably possible.*

Town of Orange Park
Town Council Meeting
Tuesday, October 20, 2026
6:00 P.M.
Minutes DRAFT

Mayor Winnette Sandlin called the Orange Park Town Council meeting to order in the Town Hall Council Chambers at 6:00 p.m.

Other Councilmembers present were Vice-Mayor Doug Benefield, Councilman Randy Anderson, Councilman Glenn Taylor and Councilman Kenneth Vogel. Also in attendance were Public Works Director Kyle Croce, Police Chief Cody Monroe, Attorney Lawsikia Hodges of Smith, Gambrell & Russell and Town Clerk Courtney Russo.

The invocation was given by Councilman Anderson, followed by the Pledge of Allegiance.

MAYOR COMMENTS

The Mayor opened the meeting with a recap of the successful weekend Fall Festival and urged residents to prepare for the November 3rd Florida General Election by reviewing sample ballots, particularly three proposed constitutional amendments, on the Clay County Elections website. Voters were encouraged to research the potential impacts on local services, contact Town officials with questions, and take advantage of early voting from October 23rd through October 31st (available locally at the Orange Park Library). The comments concluded with a call to support local businesses.

AUDIENCE COMMENTS ON NON-AGENDA ITEMS

David Coughlin urged the Council to publicly review the Town's red-light camera contract with American Traffic Solutions before its expiration in three months. To align operations with due process and statutory norms, he recommended requiring positive driver identification via extra cameras, issuing citations in a timely manner instead of taking up to 90 days, and refraining from ticketing during the two-second "all-red" signal phase.

APPROVAL OF THE COUNCIL MINUTES OF THE REGULAR MEETING DATED OCTOBER 6, 2026

MOTION:	Approval of the Council minutes of the regular meeting dated October 6, 2026.
RESULT:	**PASSED**
MOVED BY:	Benefield
SECONDED BY:	Taylor
AYES:	Sandlin, Vogel, Anderson, Benefield, Taylor
NAYS:	

FDEP SRF SUPPLEMENTAL APPROPRIATION (HURRICANES HELENE AND MILTON) – WASTEWATER COLLECTION SYSTEM RESILIENCY AND HARDENING UPGRADES PROJECT (PROJECT NO. WW10013)

Mr. Croce presented three requests regarding Florida Department of Environmental Protection (FDEP) Clean Water State Revolving Fund supplemental appropriation funding for hurricane-related wastewater collection and treatment upgrades. The Town was shortlisted for up to $13.325 million at 0% interest with 50% debt forgiveness, with repayment terms spread over 10 to 20 years depending on the project phase. He noted that these funds will support critical infrastructure improvements already included in the Town's five-year capital improvement plan.

During the discussion, Council members emphasized the importance of taking advantage of the program while exercising fiscal restraint to spend only what is necessary. It was clarified that loan proceeds will strictly cover pre-identified locations and projects. The Council subsequently considered three separate actions: approving the FDEP loan agreement up to $13.325 million, approving a master agreement for professional engineering services with CPH Consulting, LLC, and approving Work Order No. 1 with CPH Consulting for the $100,000 planning phase.

MOTION:	Motion to approve the State of Florida Department of Environmental Protection and Town of Orange Park, Florida Clean Water State Revolving Fund Planning, Design, and Construction Loan Agreement in the amount of up to $13,325,000, utilizing State funding at a 0% interest rate and 50% debt forgiveness, and authorize execution of the agreement.
RESULT:	**PASSED**
MOVED BY:	Vogel
SECONDED BY:	Anderson
AYES:	Sandlin, Vogel, Anderson, Benefield, Taylor
NAYS:	

MOTION:	Motion to approve the Master Agreement for Professional Engineering Services with CPH Consulting, LLC for the FDEP SRF Supplemental Appropriation for Hurricanes Helene and Milton (SA-HM) Collection System Resiliency and Hardening Upgrades Project (Project No. WW10013).
RESULT:	**PASSED**
MOVED BY:	Taylor
SECONDED BY:	Vogel
AYES:	Sandlin, Vogel, Anderson, Benefield, Taylor
NAYS:	

MOTION:	Motion to approve Work Order No. 1 with CPH Consulting, LLC for Professional Services covering the Planning Phase of the FDEP SRF SA-HM Collection System Resiliency and Hardening Upgrades Project.

RESULT:	**PASSED**
MOVED BY:	Taylor
SECONDED BY:	Vogel
AYES:	Sandlin, Vogel, Anderson, Benefield, Taylor
NAYS:	

UPDATE ON THE JOHNSON SLOUGH ROADWAY PROJECT AND ASSOCIATED LOAN

The Council discussed final requirements for permit issuance, specifically the submission of wetland mitigation credit reservation documents (Normandy and Star 4 Mitigation Banks).

MOTION:	Motion to authorize the Town Attorney to add the contractor as a party with payment authority on the Normandy Mitigation Bank Credit Reservation and Purchase Agreement and the Star 4 Mitigation Bank Credit Reservation and Purchase Option Agreement and that the Town Manager can execute them.
RESULT:	**PASSED**
MOVED BY:	Benefield
SECONDED BY:	Vogel
AYES:	Sandlin, Vogel, Anderson, Benefield
NAYS:	Taylor

MOTION:	Motion to modify the Superior contract third amendment to reduce the contingency by $74,900 for the mitigation credits.
RESULT:	**PASSED**
MOVED BY:	Benefield
SECONDED BY:	Vogel
AYES:	Sandlin, Anderson, Benefield
NAYS:	Taylor, Vogel

The Council reviewed the upcoming loan closing date. Because the 21-day public notice and appeal period for Sovereign Submerged Lands (SSL) runs through October 30, closing cannot happen on the original October 22 date and is instead set for October 29.

The Council debated the risks of closing on October 29 prior to the formal expiration of the appeal window versus postponing to November. Town advisors noted that delaying the loan closing into November would risk higher interest rates, potentially adding roughly $427,000 in extra debt service. While some Council members expressed unease about finalizing the loan before the permit appeal window completely closes, project engineers and municipal advisors emphasized that challenges to such permits are exceedingly rare and that proceeding keeps costs minimized.

TOWN MANAGER REPORTS

Mr. Goble reported that following budget discussions in September, when it was revealed that Clay County will no longer fully fund the 100% Disabled Veterans Solid Waste Exemption, he

consulted with staff on how the Town could continue covering the remaining 50%. The proposed solution is to provide a credit on the veterans' bills to maintain their 100% exemption, pending legal review. The Town Attorney noted that she is currently researching how other jurisdictions handle this and will report back to the Council with a recommendation and formal item for a Council vote at the next meeting.

TOWN ATTORNEY REPORTS

Attorney Hodges had no formal comments other than reminding the Council and public about the upcoming workshop scheduled for tomorrow regarding the new standing rules that went into effect on October 1st.

COUNCILMEMBER REPORTS/COMMENTS

Councilman Vogel praised the successful Fall Festival (noting it was windy) and strongly encouraged citizens to vote early or on election day after doing their proper research on pros, cons, and community impacts.

Councilman Taylor shared that he was able to attend parts of the Fall Festival on Saturday and Sunday, calling it wonderful, and wished everyone a happy Halloween.

Councilman Anderson thanked attendees, Emily for managing a great Fall Festival, and the Sheriff's office for providing a deputy. He emphasized the importance of voting (noting early voting runs October 23rd to 31st and Election Day is November 3rd) and thanked staff and the Council for their hard work on the ongoing project, noting it is just the beginning.

Vice-Mayor Benefield echoed praise for the Fall Festival and noted how wonderful it is that the public can now freely utilize the St. Johns River property by Moosehaven (contrasting it with past years), adding that they even caught a free sighting of a Blue Angel flying over.

Mayor Sandlin thanked everyone for participating, reminded the public and Council of tomorrow's noon workshop on the new standing rules (designed to be quick and efficient during the lunch hour), and listed upcoming meeting dates (November 5, December 1, and January 5). She also thanked Emily for managing the Fall Festival, commended Kyle and the public works staff for their consistent kindness and hard work, and urged everyone to drive safely and watch out for excited children during Halloween.

ADJOURNMENT

Mayor Sandlin adjourned the meeting at 7:36 p.m.

Town of Orange Park
Town Workshop
Standing Rules
Wednesday, October 21, 2026
12:00 P.M.
Minutes DRAFT

Councilmembers present were Mayor Winnette Sandlin, Vice-Mayor Doug Benefield, and Councilman Randy Anderson. Councilman Glenn Taylor arrived late, and Councilman Ken Vogel was absent. Also in attendance were Town Manager Gary Goble, Police Chief Cody Monroe, Assistant Police Chief Joel Grant, Fire Chief John Constestabile, Public Works Director Kyle Croce, Administrative Assistant Ginny York, Town Attorney Lawsikia Hodges and Town Clerk Courtney Russo.

The Town Council met in a workshop session led by Attorney Hodges on Wednesday, October 21, 2026, at noon to review and discuss the implementation of the Town's standing rules, which were passed earlier in the year and took effect on October 1st. The primary goal of the session was to establish a predictable, routine schedule—described as a "nicely oiled machine"—for annual training, strategic planning, committee assignments, and agenda workflows.

To ensure proper preparation, the Council discussed scheduling annual training on ethics, sunshine laws, public records, and parliamentary procedures. While December, January, and February are generally lighter meeting months, November and December were favored for these sessions due to election cycles and candidate filings. Additionally, the Council agreed that November is an ideal time to kick off annual strategic planning discussions, incorporating one-year, three-year, and five-year outlooks like capital improvement plans and flood mitigation to align properly with the upcoming budget cycle.

Regarding standing committees, the rules dictate that committee assignments should ideally happen by November 1st, though transitional assignments and resets will be addressed at upcoming meetings. New, separate applications have been created for advisory committees welcoming Town residents, local business owners, and Clay County residents, with staggered terms of one, two, and three years. Committee members will also be encouraged to interact directly with the Council during meetings, while the Mayor will continue to appoint committee chairs to ensure alignment and continuity.

To streamline meeting agendas, a new "Strategic Discussions/Updates" section has been added to the official agenda template, allowing Council members to informally bring up high-level ideas, policy concepts (such as lien reduction programs), or constituent feedback by emailing the Town Clerk ahead of time. The Council also clarified that returning topics with updated elements should generally be categorized under "Old Business" for clarity. Furthermore, the rules mandate a seven-day review period for large agenda packets, and agreements and ordinances require prior internal review by the Town Manager, Finance Director, and Town Attorney, creating an internal submission deadline roughly a week before packet distribution.

Finally, the Council reviewed staff communication protocols, noting the one-hour staff research limit per request before items require broader Council consensus. Staff highlighted the value of individual pre-meeting briefings with Council members to clear up questions, review background materials, and ensure smooth, efficient public meetings. The Council also expressed interest in

holding a future workshop on municipal procurement processes, such as comparing continuing services contracts with RFPs and piggybacks, to build shared consensus and educate newer members.

The workshop concluded at 1:30 p.m.

Item No. 9.a

Town of Orange Park
Agenda Memorandum

To:	Town Council
Agenda Date:	November 5, 2026
Submitting Department:	Administrative

Item Title: Approval of New Advisory Standing Committee & Board Application Forms, Establishment of Annual Committee Priorities & Assignments, and Designation of Committee Liaisons

Check one:
[ ] Consent Agenda [X] Regular Agenda

Financial Impact if Applicable: N/A

Background Information: With the adoption of the Town Council's new standing rules (Article 7, Advisory Standing Committee; Other Committees), the Town has restructured its committee framework. Previously, the Town utilized a single, unified board and committee application form. To comply with the distinct qualification criteria, mandates, and specialized scopes introduced under the new standing rules, staff has developed three separate application forms:

- **Standard Town Board Application**: Retained for traditional advisory and regulatory boards created by the Town Charter or Town Code (e.g., Planning and Zoning, Environmental Quality, Nuisance Abatement, Historical Preservation, and Magnolia Cemetery boards pursuant to Article 7, Section 8).
- **Advisory Standing Committee Application**: Tailored for the general advisory standing committees (Culture, Arts, and Recreation Committee; Economic and Community Development Committee; and Public Safety and Public Works Committee) to vet applicants against residency, business interest, or philanthropic criteria under Article 7, Section 3.
- **Finance and Budget Committee Application**: Specifically designed for the specialized Finance and Budget Committee, which comprises five (5) Town Council members and two (2) citizen permanent residents of the Town, ideally with public-sector budgeting, municipal finance, or auditing experience.

Additionally, under Article 7, Section 6, the Town Council is required to establish annual committee priorities and assignments on or before November 1st of each fiscal year. Finally, pursuant to Article 7, Section 2, the Mayor is authorized to appoint Town Council members to serve as liaisons to each advisory standing committee.

Action Requested:
1. Approve the three newly drafted application forms (Standard Town Board Application, Advisory Standing Committee Application, and Finance and Budget Committee Application).
2. Review and establish the Committee Priorities and Assignments for each advisory standing

committee for the upcoming fiscal year pursuant to Article 7, Section 6.
3. Confirm the Mayor's appointment of Town Council Liaisons for each advisory standing committee pursuant to Article 7, Section 2.

Information Attached:
Article 7 of the Standing Rules
Town Board Application
Advisory Committee Application
Finance & Budget Application

for the record and limit his or her address to five (5) minutes, unless a lesser time is fixed for all speakers by the Presiding Officer or further time is granted by the Town Council. Each person may speak only about matters germane to business or questions under discussion by the Town Council. All questions of Town Council members shall be directed through the Presiding Officer.

Section 5. Suspension of Standing Rules. Any standing rule contained herein may be temporarily suspended for special reasons by a vote of two-thirds of all members unless such suspension conflicts with provisions of the Charter or ordinances of the Town. No permanent change in the standing rules shall be made without notice specifying the purpose and wording of the change given at a previous regular meeting of the Town Council and the adoption of the permanent change by vote of two-thirds of all members.

Article 7

Advisory Standing Committee; Other Committees

Section 1. Advisory Standing Committees; Other Committees.

(a) Advisory Standing Committees. The Town Council's advisory standing committees shall be as follows:

(i) *Culture, Arts, and Recreation Committee*. The Culture, Arts, and Recreation Committee shall make recommendations, as assigned by the Town Council, regarding culture, arts, and recreation in the Town;

(ii) *Finance and Budget Committee*. The Finance and Budget Committee shall be a committee composed of five (5) Town Council members and two (2) citizen members who are permanent residents of the Town of Orange Park. The Mayor shall serve as the chair of the committee. On or before August 31st of each fiscal year, the Finance and Budget Committee shall make recommendations to the Town Council regarding the Town Manager's proposed annual budget. The Finance and Budget Committee shall also make recommendations, as assigned by the Town Council, regarding financial reviews and internal audits, including any findings, enterprise funds, budget monitoring, and grants;

(iii) *Economic and Community Development Committee*. The Economic and Community Development Committee shall make recommendations, as assigned by the Town Council, regarding the Town's economic and community development; and

(iv) *Public Safety and Public Works Committee*. The Public Safety and Public Works Committee shall make recommendations, as assigned by the Town Council, regarding traffic control, rights-of-way/easements, public welfare and safety, Police and Fire Departments, code enforcement and animal control, public utility systems, infrastructure, sanitation and recycling.

The Town Manager shall assign a Town employee to assist each committee in performing its assignment and tasks. The Town Council may create additional advisory standing committees only by amending these standing rules.

(b) Additional Committees. The Town Council may form additional committees, including but not limited to, ad hoc and special committees, from time to time.

Section 2. Advisory Standing Committee Organization; Appointment of Members; Meetings; Attendance. Committee members shall be persons who meet the qualification requirements of Article 7, Section III. Except for the Finance and Budget Committee referenced in Section 1(a)(ii) herein, Town Council members shall not serve as committee members on an advisory standing committee but may be appointed by the Mayor to serve as a liaison to a committee. Committee members may be nominated by any member of the Town Council and shall be approved by the Town Council. Each advisory standing committee shall be composed of a minimum of three (3) members and a maximum of five (5) members. Committee members shall by appointed by the Town Council to serve a three-year term and may be reappointed to serve an additional three-year term. Each committee shall meet at least quarterly and may hold more frequent regular meetings as needed. Committee meetings may be called by the chair, vice chair, Mayor or the Town Manager as necessary and appropriate. The Town Clerk, in consultation with the committee chair, shall prepare an agenda for each committee meeting and such agenda shall be published at least seventy-two (72) hours in advance of the committee meeting. If the committee chair is unwilling or unable to call committee meetings, the vice chair may call the meeting. Generally, committees should endeavor to schedule committee meetings on days other than the Town Council regular meeting days. A committee member will forfeit their committee seat if he or she misses three (3) consecutive meetings without being excused by the chair prior to the meeting. Committees shall adhere to applicable laws and public notices in the same manner as set forth in Article III, Section 1 herein. The Town Council may prescribe specific organizational rules for other committees created by the Town Council.

Section 3. Committee Qualification Requirement. All committee members shall either (i) be permanent residents of the Town of Orange Park, (ii) maintain a substantial economic business interest, or (iii) have substantial philanthropic interest as determined by the Town Council within Clay County. At least three (3) committee members shall be residents of the Town of Orange Park. Failure to establish and maintain residency within Clay County, and the Town of Orange Park as applicable or failure to maintain a substantial economic business interest or substantial philanthropic interest as determined by the Town Council within Clay County shall automatically and forthwith divest any committee member from the appointed committee and the committee seat shall be declared vacant. The appointment resolution shall designate whether the appointee is or is not a resident of Clay County and/or Town of Orange Park. If the committee appointee does not reside in Clay County, the appointment resolution shall clearly state the substantial business or philanthropic contribution of the appointee, or that these rules are being waived. Committee appointees may be requested by the Town Council to appear before the Town Council on such date that the Town Council approves the committee appointee. The committee qualification requirement may be waived by a majority vote of the Town Council.

Section 4. Quorum; Officers; Procedures. A majority of the committee shall constitute a quorum for the purpose of meetings and transacting business. Committee chairs shall be assigned by the Mayor and serve for a term of one year. Each committee shall elect a vice chairman and secretary from among its members and such other officers as the Committee deems appropriate. All committee officers shall serve for one year beginning on July 1st and ending on June 30th. Each committee may adopt, amend and repeal rules for its further organization, not inconsistent with these Standing Rules.

Section 5. No Compensation. No committee member shall receive compensation for serving on a committee. However, a committee member may receive their actual and necessary pre-approved expenses incurred in the performance of their duties of office, including travel expense reimbursement, subject to the Town Council's prior approval.

Section 6. Committee Priorities and Assignments; Committee Reports. On or before November 1st of each fiscal year, the Town Council shall make assignments as needed to each committee in its sole discretion. Additionally, the Town Council may assign or task Council committees with additional assignments during the fiscal year. Such committee assignments shall include a description of the tasks and the deadline for the recommendation, policy, or ordinance proposal. In making committee assignments, the Town Council may consider annual budget priorities and the short-term and long-term objectives of the Town Council. Committees shall report to the Town Council no less than quarterly on the progress of the assignments assigned to the committee by the Town Council.

Section 7. Annual Training of Committee Members. The Town Manager, in consultation with the Town Attorney, shall ensure annual training is provided to advisory standing committee members on parliamentary procedures and Florida's open meetings, public records, ethics and financial disclosure laws during a advisory standing committee meeting (e.g., regular, special or workshop meeting).

Section 8. Town Council Board Appointments.

Candidates for appointment to any board created by the Town Charter or the Town Code, including, but not limited to, the Planning and Zoning, Environmental Quality, Nuisance Abatement, Historical Preservation, and Magnolia Cemetery boards, shall be governed by the applicable Town Charter and Town Code requirements.

Article 8

Public Participation and Public Electronic Participation

Section 1. Public Participation and Comment. Members of the public shall be given a reasonable opportunity to be heard on an issue before and within reasonable proximity to the time when official action is taken. Public participation and public comment are a one-way dialogue and opportunity for a member of the public to provide comments to the Town Council and is not an opportunity for the public to dialogue with the Town Council or obtain answers to questions during

Town Board Application

TOWN of ORANGE PARK
Closer To What Matters

Name

First Name

Last Name

Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Phone Number

(000) 000-0000

Please enter a valid phone number.

Email* *

Resident of the Town? * *

- Yes
- No

Registered Voter in the Town?* *

- ◯ Yes
- ◯ No

What Board or Committee are you Interested in?

Choose One

Professional Experience

Please add up to three entries.

Company

Position

Years

Professional Experience Continued

Education

School

Degree

Years

Education Continued



Volunteer, Civic, Professional & Other Activities

Please list any volunteer service organizations, clubs, or professional societies that you are a member of or titles you may have held. Please include committee and advisory boards.

Organization

Position

Years

Volunteer, Civic, Professional & Other Activities Continued

Reason for Serving

Describe any additional knowledge, skill, education, or experience you have, which would assist you in the duties of the board/committee.

Explain why you want to serve on this board/committee, and include any particular potential contribution your selection would bring.

Miscellaneous

Potential conflict of interest: Do you do business or are you engaged in the management of any business enterprise that has a financial interest in Orange Park Town Government? Please give details, including the name of the enterprise, the nature of the business, and the position you hold.

By submitting this form, I declare the foregoing facts to be true, correct and complete. *

I am human

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TOWN of ORANGE PARK

Closer To What Matters

Thank you for your interest in serving on a Town of Orange Park Advisory Committee. Please complete all applicable sections. Appointments are subject to the qualification requirements established by the Town Council.

Section 1 — Applicant Information

Name

First Name

Last Name

Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Phone Number

(000) 000-0000

Please enter a valid phone number.

Email* *

Are you a permanent resident of the Town of Orange Park? *

- Yes
- No

Are you a resident of Clay County? *

- Yes
- No

Section 2 — Committee Interest

What Board or Committee are you Interested in?

Choose One

Section 3 — Eligibility

Please indicate the basis on which you qualify for consideration for appointment: *

- Permanent resident of the Town of Orange Park
- Maintain a substantial economic/business interest in Clay County
- Have a substantial philanthropic interest in Clay County

If you selected Economic/Business Interest or Philanthropic Interest, please briefly describe your interest in Clay County:

Section 4 — Professional Experience

Please add up to 3 entries

Company

Position

Years

Business Address (if applicable)

Professional Experience Continued

Section 5 — Education

School

Degree

Years

Education Continued

Section 6 — Volunteer, Civic, Professional & Philanthropic Activities

Please list volunteer service organizations, charitable or philanthropic organizations, civic groups, professional societies, committees, advisory boards, or other community organizations in which you participate or have participated.

Organization

Position

Years

Volunteer, Civic, Professional & Philanthropic Activities Continued



Section 7- Reason for Serving

Why are you interested in serving on this Advisory Committee? Please describe your connection to the Town of Orange Park and/or Clay County and the experience, knowledge, or perspective you would bring to the committee.

Section 8- Additional Qualifications

Please describe any additional experience, skills, knowledge, or community involvement that you believe would benefit the Town and this Advisory Committee.

Section 9- Applicant Certification

I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that appointment to a Town of Orange Park Advisory Committee is subject to the qualification requirements established by the Town Council. I understand that I am responsible for maintaining the applicable qualifications for my appointment. *

I am human

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Submit

TOWN of ORANGE PARK
Closer To What Matters

The Finance & Budget Committee consists of Town Council members and two citizen members who are permanent residents of the Town of Orange Park. This application is for consideration for a citizen member position.

Section 1 — Applicant Information

Name

First Name

Last Name

Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Phone Number

(000) 000-0000

Please enter a valid phone number.

Email* *

Are you a permanent resident of the Town of Orange Park? *

- Yes
- No

How long have you been a Town of Orange Park resident

Section 2 — Financial & Professional Experience

Please list up to three positions or experiences that demonstrate your knowledge or experience in finance, accounting, budgeting, banking, investments, business management, auditing, administration, or a related field.

Company

Position

Years

Business Address (if applicable)

Professional Experience Continued

Please describe any experience you have with:

- [ ] Government/public-sector budgeting
- [ ] Municipal finance
- [ ] Accounting
- [ ] Auditing
- [ ] Banking/financial services
- [ ] Business management
- [ ] Investments/financial planning
- [ ] Grants
- [ ] Internal controls
- [ ] Other

Section 3 — Education, Licenses & Certifications

School

Degree/Certification

Field

Years

Education Continued



Section 4 — Community & Civic Involvement

Please list organizations, committees, boards, civic groups, professional organizations, or community activities in which you participate or have participated.

Organization

Position

Years

Section 5- Interest in Serving

Please explain your interest in serving on the Finance & Budget Committee and describe the knowledge, experience, or perspective you would bring to the Town's budget and

financial review process.

Section 6- Understanding of the Committee's Role

What do you believe are the most important considerations when reviewing a municipal budget and the Town's financial operations?

Section 7- Availability

The Finance & Budget Committee meets throughout the year, including meetings associated with the Town's annual budget process. Please identify any anticipated scheduling limitations that could affect your ability to regularly attend meetings.

Are you generally available to attend committee meetings?

- ◯ Yes
- ◯ No

Section 8- Conflicts/Financial Relationships

Please identify any current employment, business, professional, or other relationship with the Town of Orange Park that you believe may be relevant to your service on the Finance & Budget Committee.

Section 9- Certification

I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that appointment to the

☐ I am human

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Finance & Budget Committee is subject to the requirements established by the Town Council, including the requirement that citizen members be permanent residents of the Town of Orange Park. I understand that I am responsible for maintaining the applicable qualifications for my appointment. *

Submit

Item No. 11.a

Town of Orange Park
Agenda Memorandum

To:	Town Council
Agenda Date:	November 5, 2026
Submitting Department:	Fire

Item Title: Purchase of Hurst E3 Rescue Tools

Check one:
[ ] Consent Agenda [X] Regular Agenda

Financial Impact if Applicable: $36,416.00 Approved in the FY 26/27 CIP. (GL#306-40-52200-64000)

Background Information: This is a replacement set of rescue tools utilized for fire department extrication activities on Ladder 19. The current tools are over 20 years old and will not cut through modern alloy metals used in new vehicles. The department previously replaced the set on Engine 19 with the same style tools through a grant awarded by Firehouse Subs Public Safety Foundation. These will be purchased through MES Life Safety who is the sole source vendor for the state of Florida. The department will utilize a trade in program on their current tools to keep the price below the budgeted amount.

Action Requested: Motion to approve the purchase of Hurst E3 Spreader, Cutter, Ram and Battery charger.

Information Attached:
Hurst Tool Quote
MES Life Safety Sole Source

(877) 637-3473

Quote

Quote #	QT2116937
Date	09/24/2026
Expires	10/31/2026
Sales Rep	Mclester, Rickey
Shipping Method	FedEx Ground
Customer	ORANGE PARK FIRE DEPT (FL)
Customer #	C62079

Bill To

Cathryn Huber
Town of Orange Park
2042 Park Ave.
Orange Park FL 32073
United States

Ship To

ORANGE PARK FIRE DEPT
2025 SMITH STREET
Orange Park FL 32073
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
271955000-1C			SP 555 E3 Connect Spreader - TOOL ONLY + CAPTIUM List Price $16307.04. Lake County $15491.69	1	$15,400.00	$15,400.00
272989000-1C			S 789 E3 Connect Cutter - TOOL ONLY + CAPTIUM List Price $14742.48. Lake County $14005.36	1	$13,950.00	$13,950.00
274987000-1C			CR 522 E3 Connect Ram TOOL ONLY + CAPTIUM List Price $11409.84. Lake County $10839.34	1	$10,800.00	$10,800.00
90-53-37			EWXT/E3 Charger 110-240V List Price $659.32. Lake County $626.35	3	$622.00	$1,866.00
Hurst 3 Tool Promo			Hurst Trade in Promo on purchase of any 3 – E3 Connect Tools	1	($6,000.00)	($6,000.00)

Subtotal	$36,016.00
Shipping Cost	$400.00
Tax Total	$0.00
Total	$36,416.00

Quote prepared by MES Rescue Tool Specialist Curt Walther

Please call or email to order: 727-589-3422; curt.walther@meslifesafety.com

Price quote meets or exceeds the discount required by Lake County contract 22-730G.

This is a 3-tool trade where Orange Park will turn in 3 old line tools and power unit for $6000 credit.

Contact: C62079 ORANGE PARK FIRE DEPT (FL) : john contestabile (904) 278-3014

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of invoice to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.

QT2116937

Town of Orange Park
Non-competitive Purchase Justification

When a request is made for a non-competitive purchase, the requesting department must complete this form.

Product: FD Rescue Tools Vendor / Brand Name MES Life Safety / Hurst Jaws of Life

Estimated Dollar Amount: $36,416.00 Term: Net 30

Requesting Department: Fire

If there is an existing/previous contract with the vendor, please attach.

Please check all applicable categories below and provide additional information where indicated:

1. ☐ The requested product has unique design and/or performance specifications or quality requirements that are not available in comparable products.

   Identify unique features and why they are **required** (not merely preferred).

   Have you contacted other suppliers to evaluate items/services with similar features and capabilities? If not, explain why not. If yes, list suppliers and explain why their products do not meet the department's needs. Attach all market research conducted.

2. ☐ The requested product is an integral repair part or accessory compatible with existing equipment.

   Existing Equipment: _____ Manufacturer/Model #: _____
   Current Estimated Value: _____Equipment Age: _____

3. The requested product is one with which staff have specialized training and/or extensive expertise. Retraining would incur substantial cost in tie and/or funding. Estimated cost for retraining:

4. The Department has standardized the requested product and the use of another brand/model would require considerable time and funding to evaluate. Include cost of the investment in the standardized product as well as estimated cost associated with changing to a different product.

   Addressed above

5. ☐ Repair/maintenance service is available only from manufacturer or designated service representative.

6. ☐ Upgrade to or enhancement of existing software is available only from manufacturer.

7. ☒ Service provided by vendor is unique. Therefore, competitive bids are not available or applicable. Describe the unique qualifications, rights, licenses, etc. this vendor possesses and the distinctive service to be provided. (***MES Life Safety is the only authorized vendor for the State of Florida, FD currently uses the same brand of tools therefore interoperability is maintained***)

8. ☐ Competitive purchase not feasible. Explain the reasons, circumstances, or conditions that prevent this purchase from competitive solicitation.

Department Signatures

I am aware of Town procedures for competitive purchasing and certify that the above information is accurate to the best of my knowledge.

Requestor: _____ Department Director: John Contestabile, Fire Chief

Print name: _____ Print Name: *John Contestabile*

Item No. 11.b

Town of Orange Park
Agenda Memorandum

To:	Town Council
Agenda Date:	November 5, 2026
Submitting Department:	Fire

Item Title: Removal of Equipment from the Fire Department Inventory

Check one:
[ ] Consent Agenda [X] Regular Agenda

Financial Impact if Applicable: None

Background Information: The following equipment is requested to be removed from inventory. Equipment is either obsolete (end of service life) or dated in need of upgrades. Several pieces have already been removed from service and are not in use. 1 set of hydraulic tools will be used as a trade in that was discussed in the previous agenda item. By removing this equipment the department will save over $3,000.00 annually.

1. TSI Portacount Respiratory Fit Tester, purchased July 2010 for $8,362.80. Asset ID G00319 - Inventory ID 319.
2. Amkus spreader, cutter and ram with extension, purchased June 2005for $18,481.00. Asset ID G00288 - Inventory ID 288.
3. Amkus pump, cutter and blade, purchased September 2009 for $13,469.93. Asset ID G00316 - Inventory ID 316.
4. Amkus C-15 Spreader / Cutter, purchased March 2006 for $$4,140.00. Asset ID G00294 - Inventory ID 294.
5. Honda mini power unit, purchased March 2006 for $3,999.00. Asset ID G00295 - Inventory ID 295.
6. Briggs and Stratton 6 HP Power unit, purchased May 2005 for $4,674.00. Inventory ID 2585
7. Dell Computers, purchased in 2019 for 21,410.85.

Action Requested: Motion to approve the removal of listed items on the fire department inventory.

Information Attached:
None