

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, Interim Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, AUGUST 21, 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

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council approval of the Engineering Services Agreement for the Florida Department of Environmental Protection Agreement No. 25PLN42, Fiscal Year 2024-2025 Resilient Florida Planning Grant and Comprehensive Vulnerability Assessment, with CPH Consulting, LLC, in the amount of \$180,000.
Lisa Purvis, MMC – Town Clerk

ITEM-3 Town Council consideration and approval of the proposed Capital Expenditure for the Water & Sewer Extension Project on West 5th Street, based on cost estimates provided and the recommendation of the Public Works Department.
Cory Hobbs – Interim Public Works Director

ITEM-4 Town Council approval to adopt Resolution No. 2025-10, Amending Resolution No. 2021-12, Amending rules for an exemption from the Florida Building Code for single-family residences relating to certain additions, alterations, or repairs not to

exceed 320 square feet; and providing for an effective date.

Lisa Purvis, MMC – Town Clerk

- ITEM-5** Town Council approval of the 2026 Municipal Election Agreement for Election Services between the Nassau County Supervisor of Elections and the Town of Hilliard.
Lisa Purvis, MMC – Town Clerk
- ITEM-6** Town Council approval of an Emergency Operations Contract with Rodney McDaniel for the continued operation of the Town of Hilliard's Water & Wastewater Treatment Plants. This contract will remain in effect on an interim basis until a formal Request for Proposals (RFP) can be publicly advertised and a long-term operator is selected.
Lisa Purvis, MMC – Town Clerk
- ITEM-7** Town Council approval to transition Interim Public Works Director Cory Hobbs into the permanent position of Public Works Director. This transition will occur with no salary adjustment for Fiscal Year 2025/2026. As a condition of this appointment, Mr. Hobbs will be required to obtain his Wastewater Treatment Plant Operator license within 18 months of the effective date of the transition.
Kenneth A. Sims – Council President
- ITEM-8** Town Council approval to transition Interim Assistant Public Works Director Charles Chavarria into the permanent position of Assistant Public Works Director. This transition will occur with no salary adjustment for Fiscal Year 2025/2026. As a condition of this appointment, Mr. Chavarria will be required to obtain his Water Treatment Plant Operator license within 18 months of the effective date of the transition.
Kenneth A. Sims – Council President
- ITEM-9** Town Council approval to transition contract employee position of Land Use Administrator, Lee Anne Wollitz into full-time employee position, effective September 1, 2025. The revised role will encompass responsibilities as both Land Use Administrator and Assistant to the Public Works Director.
Kenneth A. Sims – Council President
- ITEM-10** Town Council approval of the request to authorize a salary increase for Public Works Technician Dennis Alderman.
Cory Hobbs – Interim Public Works Director
- ITEM-11** Town Council approval to proceed with listing the Mikkleson Estate for sale.
Lisa Purvis, MMC – Town Clerk
- ITEM-12** Town Council to set a Workshop to discuss activities for the Florida League of Cities, Florida City Government Week to be held October 20, 2025, through October 26, 2025.
John P. Beasley – Mayor
- ITEM-13** Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026 Budget.
Lisa Purvis, MMC – Town Clerk

- ITEM-14** Town Council approval of the Minutes for the July 28, 2025, Workshop, July 31, 2025, Workshop, August 7, 2025, Workshop & Regular Meeting, and the August 12, 2025, Workshop.
Lisa Purvis, MMC – Town Clerk
- ITEM-15** Town Council approval of AECOM, Payable through August 1, 2025, Project Name: Design & Construct New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$6,686.46.
FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441
- ITEM-16** Town Council approval of CPH Consulting, LLC, Payable through July 18, 2025, Project Name: Manhole 167 & 170 Repairs in the amount of \$3,360.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$18,400
- ITEM-17** Town Council approval of CPH Consulting, LLC, Payable through July 18, 2025, Project Name: 8" Parallel Water Main Extension to FAA Facility in the amount of \$16,968.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$199,680
- ITEM-18** Town Council approval of PQH Group, Payable through August 12, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$93,000.00.
FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000

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 first Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located

at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

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

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2025 HOLIDAYS

TOWN HALL OFFICES CLOSED

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| 1. Martin Luther King, Jr. Day | Monday, January 20, 2025 |
| 2. Memorial Day | Monday, May 26, 2025 |
| 3. Independence Day | Friday, July 4, 2025 |
| 4. Labor Day | Monday, September 1, 2025 |
| 5. Veterans Day | Tuesday, November 11, 2025 |
| 6. Thanksgiving Day | Thursday, November 27, 2025 |
| 7. Friday after Thanksgiving Day | Friday, November 28, 2025 |

8. Christmas Eve	Wednesday, December 24, 2025
9. Christmas Day	Thursday, December 25, 2025
10. New Year's Eve	Wednesday, December 31, 2025
11. New Year's Day	Thursday, January 1, 2026