

# 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

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## AGENDA

**THURSDAY, DECEMBER 19, 2024, 7:00 PM**

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### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PUBLIC HEARING

### ITEM-1

Ordinance No. 2024-13 – Amending the Hilliard Comprehensive Plan, Future Land Use Map Designation of that certain property consisting of approximately 6.5 acres, more or less; located on the east side of US Highway 1 and south of Crepe Myrtle Lane and more particularly described in Attachment "A" Legal Description, Hilliard, Florida, Nassau County Parcel ID No. 05-3N-24-0000-0028-0000; from Agricultural to High Density Residential; providing for severability; and providing for an effective date.

***Mayor Beasley***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-13

### TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2024-13, and to set a Public Hearing & Final Reading for January 16, 2025.

**ITEM-2** Ordinance No. 2024-14 – Rezoning the property consisting of approximately 6.5 acres, more or less, located on the east side of US Highway 1 south of Crepe Myrtle Lane, more particularly described in Attachment “A”, Legal Description; specifically described in Attachment “B” Written Description; and Attachment “C” Site Plan; Hilliard Florida, Nassau County Parcel ID No. 05-3N-24-0000-0028-0000; from Agricultural A-1 to PUD, Planned Unit Development; providing for severability, repealer, and setting and effective date.

***Mayor Beasley***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-14

**TOWN COUNCIL ACTION**

Town Council to consider adopting Ordinance No. 2024-14, and to set a Public Hearing & Final Reading for January 16, 2025.

**REGULAR MEETING**

**ITEM-3** Additions/Deletions to Agenda

**ITEM-4** Town Council Approval of the Hilliard Volunteer Fire Department 2024 Run Reimbursements.

***Lisa Purvis, MMC – Town Clerk***

**ITEM-5** Town Council to set the Annual Joint Workshop with the Nassau County School Board.

***Lisa Purvis, MMC – Town Clerk***

**ITEM-6** Town Council approval of the updated Lead Wastewater Specialist, Jody Wildes, position description.

***Cory Hobbs – Interim Public Works Director***

**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 to consider extending Planning & Zoning Board Members Harold “Skip” Frey and Charles A. Reed’s terms by 30 days until Thursday, January 30, 2025.

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

**ITEM-9** Town Council to discuss and approve a process for interviewing and appointing candidates for the Planning & Zoning Board as the terms end each year.

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

**ITEM-10** Town Council approval of the Minutes for the December 5, 2024, Regular Meeting.

***Lisa Purvis, MMC – Town Clerk***

- ITEM-11** Town Council approval of First Coast Mulch, Payable through December 11, 2024, Project Name: Buck Park Playground Mulch in the amount of \$14,073.20.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$10,000**
- ITEM-12** Town Council approval of Island Hopper Home Repair LLC, Payable through December 11, 2024, Project Name: Gym Maintenance in the amount of \$23,750.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$40,000**
- ITEM-13** Town Council approval of Miller Electric Company, Payable through November 30, 2024, Project Name: Equipment – Generator & Electric in the amount of \$17,847.02.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$30,200**
- ITEM-14** Town Council approval of Nassau County Council on Aging Donation for Fiscal Year 2024-2025, to assist Seniors in Hilliard with their Water and Sewer Bills in the amount of \$10,000.00.  
**BUDGETED DONATION FROM WATER AND SEWER PENALTY FEES COLLECTED**
- ITEM-15** Town Council approval of Strength Depot, Payable through December 3, 2024, Project Name: Fitness Center Equipment in the amount of \$5,999.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$10,000**
- ITEM-16** Town Council approval of the Hold Harmless Agreement allowing CCR Woodlands to cross Town Property (Mikkelson Estate) for timber removal.  
*Christian Waugh – Town Attorney*
- ITEM-17** Town Council approval for Town Attorney to file lawsuit against Anchor Communications, LLC for damages incurred on the US 1 Sewer Line from fiber optic boring.  
*Christian Waugh – Town Attorney*

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

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

## **ADA NOTICE**

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

## **APPEALS**

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

## **PUBLIC PARTICIPATION**

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

## **EXPARTE COMMUNICATIONS**

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

## **2024 HOLIDAYS**

## **TOWN HALL OFFICES CLOSED**

1. Martin Luther King, Jr. Day Monday, January 15, 2024
2. Memorial Day Monday, May 27, 2024
3. Independence Day Monday Thursday, July 4, 2024
4. Labor Day Monday, September 2, 2024
5. Veterans Day Monday, November 11, 2024
6. Thanksgiving Day Thursday, November 28, 2024
7. Friday after Thanksgiving Day Friday, November 29, 2024
8. Christmas Eve Tuesday, December 24, 2024
9. Christmas Day Wednesday, December 25, 2024
10. New Year's Eve Tuesday, December 31, 2024
11. New Year's Day Wednesday, January 1, 2025