

# 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, FEBRUARY 20, 2025, 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

## PROCLAMATIONS

**ITEM-1** Town Council to designate March 3, 2025, through March 9, 2025, as "Flood Awareness Week" in the Town of Hilliard.  
***John P. Beasley - Mayor***

## REGULAR MEETING

**ITEM-2** Additions/Deletions to Agenda

**ITEM-3** Town Council approval for the Capital Budget Expenditure for Fire Hydrant Flow Test with W.W. Gay in the amount of \$11,616.00  
***Cory Hobbs – Interim Public Works Director***

**ITEM-4** Town Council approval of the update on old Town Hall and Volunteer Fire Department Generator Project.  
***Cory Hobbs – Interim Public Works Director***

- ITEM-5** Town Council to set the Annual Joint Workshop with the Nassau County School Board for Monday, March 3, 2025, at 6:00 p.m.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-6** Town Council approval of the Northeast Florida Fair Association Rental Agreement for the hosting of the Vietnam’s Voices Traveling Memorial Wall from April 17 through April 21, 2025, at the Northeast Florida Fair Grounds.  
***Alicia Head – Public Information Officer & Event Coordinator***
- ITEM-7** Town Council update regarding Public Hearing & Regular Meeting action on Ordinance No. 2024-13, was postponed / tabled at the applicant’s request on January 16, 2025. The applicant has now requested to withdraw the application for consideration.  
***Lee Anne Wollitz- Land Use Administrator***
- ITEM-8** Town Council update regarding Public Hearing & Regular Meeting action on Ordinance No. 2024-14, was postponed / tabled at the applicant’s request on January 16, 2025. The applicant has now requested to withdraw the application for consideration.  
***Lee Anne Wollitz- Land Use Administrator***
- ITEM-9** Town Council approval of the FY 2025 Revenues and Expenditures Report for the period ending December 30, 2024.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-10** Town Council to approve increase in the hours for the Land Use Administrator from 20 to 30 office hours per week.  
***Lee Anne Wollitz – Land Use Administrator***
- ITEM-11** Town Council approval of the Minutes for the February 6, 2025, Regular Meeting.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-12** Town Council approval of Alberre Appraisal Group, Payable through January 10, 2025, Project Name: Acquire Land on the North Side at Hilliard Airpark in the amount of \$3,200.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$464,000**
- ITEM-13** Town Council approval of PQH Group, Payable through January 22, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$11,000.00.  
**FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000**
- ITEM-14** Town Council approval of Island Hopper Home Repairs, Payable through February 3, 2025, Project Name: Gym Maintenance in the amount of \$5,000.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$36,750**

**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 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    |