

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, JULY 17, 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 to review Pre-Application for the Vacation of Right of Way for a portion of W 8th Ave. and make a recommendation concerning moving forward through the Vacation Process. Application No. 20250418.1 VAC ROW W8th Ave, Property Owner – A. Whitaker. Parcel ID No. 08-3N-24-2380-0093-0130 and 08-3N-24-2380-0094-0010.

Lee Anne Wollitz – Land Use Administrator

ITEM-3 Town Council to review Pre-Application for the Vacation of Right of Way for the alley within block 93 and make a recommendation concerning moving forward through the Vacation Process.

Application No. 20250423.1 VAC Alley Block 93, Property Owner – Andy Whitaker

Parcel ID No. 08-3N-24-2380-0093-0130.

Lee Anne Wollitz – Land Use Administrator

- ITEM-4** Town Council approval of Minor Subdivision Application No. 20250604.01, Parcel ID No. 04-3N-24-0000-0004-0160, Property Owner, Jarrod and Leanna Pickett.
Lee Anne Wollitz – Land Use Administrator
- ITEM-5** Town Council approval of Septic Exception Application No. 20250324.2, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 CR 108. Parcel ID No. 17-3N-24-2640-0003-0010.
Cory Hobbs – Interim Public Works Director
- ITEM-6** Town Council approval to accept a Florida Department of Transportation Public Transportation Grant Agreement Amendment for the Environmental Assessment of the North Property Acquisition at the Hilliard Airpark to extend the grant expiration date six months.
Lisa Purvis, MMC – Town Clerk
- ITEM-7** Town Council approval to accept a Florida Department of Transportation Public Transportation Grant Agreement Amendment for the New Box Hangar Construction at the Hilliard Airpark to extend the grant expiration date fifteen months.
Lisa Purvis, MMC – Town Clerk
- ITEM-8** Town Council to review the Water & Sewer Rate Study, conducted by Florida Rural Water Association as required by Florida Department of Environmental Protection State Revolving Fund loan and grant program.
Lisa Purvis, MMC – Town Clerk
- ITEM-9** Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 4, 2025
Lisa Purvis, MMC – Town Clerk
- ITEM-10** Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026 Budget.
Lisa Purvis, MMC – Town Clerk
- ITEM-11** Town Council to set a Workshop with PQH Group to review and discuss the FDEM Community/Hurricane Shelter plans and specifications to date.
Lisa Purvis, MMC – Town Clerk
- ITEM-12** Town Council to review and accept the Building Official's Quarterly Report for April 1, 2025, through June 30, 2025.
Bryan Higginbotham – Building Official
- ITEM-13** Town Council to review and accept the Code Enforcement Officer's Quarterly Report for April 1, 2025, through June 30, 2025.
Delvin Miley, Jr. – Code Enforcement Officer
- ITEM-14** Town Council to review and accept the Land Use Administrator's Quarterly Report for April 1, 2025, through June 30, 2025.
Lee Anne Wollitz – Land Use Administrator

- ITEM-15** Town Council approval of the termination of Joseph Moore II as the Public Works Technician.
Cory Hobbs – Interim Public Works Director
- ITEM-16** Town Council approval of Position Process for Dennis Alderman’s transition from Introductory/Probationary status to Regular Full-Time.
Cory Hobbs – Interim Public Works Director
- ITEM-17** Town Council approval of the Minutes for the July 3, 2025, Public Hearing & Regular Meeting and Workshop, and the July 7, 2025, Workshop.
Lisa Purvis, MMC – Town Clerk
- ITEM-18** Town Council approval of AECOM Technical Services, Inc., Payable through June 27, 2025, Project Name: Environmental Assessment for the North and South Property Acquisitions at the Hilliard Airpark in the amount of \$5,500.00.
FDOT PTGA 100% GRANT FUNDED PROJECT \$55,000; AECOM S.A. NO. 21 LUMP SUM CONTRACT \$55,000
- ITEM-19** Town Council approval of AECOM, Payable through June 27, 2025, Project Name: Design & Construct New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$5,572.05.
FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441
- ITEM-20** Town Council approval of Atlantic Pipe Services, Payable through June 26, 2025, Project Name: Sewer Manhole Repair Oxford Street and West Third Avenue in the amount of \$28,090.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$100,000
- ITEM-21** Town Council approval of PQH Group, Payable through July 8, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$84,000.00.
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 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.

2025 HOLIDAYS

TOWN HALL OFFICES CLOSED

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