

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, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, OCTOBER 16, 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

PROCLAMATIONS

ITEM-1 Mayor & Town Council to Proclaim October 2025 as "Emily Adkins Blood Clot Awareness Month".
Mayor Beasley

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-3 Town Council to consider Ordinance No. 2025-08, An Ordinance regulating the Water and Sewer Usage Rates; In accordance with the Town Charter Section 4.11 (5) Action Requiring an Ordinance; and further stated in Chapter 58 Utilities of the Town Code; and providing for an effective date.
Adopting on First Reading and set a Public Hearing & Final Reading for November 20, 2025.
Lisa Purvis, MMC – Town Clerk

- ITEM-4** Town Council to consider Ordinance No. 2025-11, an Ordinance approving the confirmation of Reservation of Plant Capacity and Cost Recovery Agreement between the Town of Hilliard and Sherry Downs; and providing for non-codification and an effective date.
Adopted on First Reading and set a Public Hearing & Final Reading for November 6, 2025.
Lisa Purvis, MMC – Town Clerk
- ITEM-5** Town Council to consider Ordinance No. 2025-12, an Ordinance of the Town of Hilliard, Nassau County, Florida amending Chapter 1 and 30 of the Town Code to reflect the Code Enforcement Special Magistrate; providing for conflict, severability, administrative correction of scrivener's error, publication and effective date.
Adopted on First Reading and set a Public Hearing & Final Reading for November 6, 2025.
Lisa Purvis, MMC – Town Clerk
- ITEM-6** Town Council review, discussion and decision regarding the formal Request for Proposals (RFP) for Municipal Licensed Water and Wastewater Plant Operator Services, received on October 2, 2025, and publicly reviewed on October 9, 2025.
Lisa Purvis, MMC – Town Clerk
- ITEM-7** Town Council to accept the resignation of Elise Earnest, Administrative Assistant, effective October 2, 2025.
Lisa Purvis, MMC – Town Clerk
- ITEM-8** Town Council to accept the resignation of Jennifer Cone, Administrative Assistant, effective October 8, 2025.
Lisa Purvis, MMC – Town Clerk
- ITEM-9** Town Council consideration and approval of the Town Clerk's recommendation to fill the Town Hall vacancies with Myra Cockerham in a temporary, part-time position.
Lisa Purvis, MMC – Town Clerk
- ITEM-10** Town Council to accept the resignation of Wendy Prather from the Planning & Zoning Board, effective October 15, 2025.
Lisa Purvis, MMC – Town Clerk
- ITEM-11** Town Council approval of the Town Clerk's recommendation to hire Wendy Prather to fill the Town Hall Administrative Financial Analyst vacant position.
Lisa Purvis, MMC – Town Clerk
- ITEM-12** Town Council approval of the Town Clerk's recommendation to hire Heidi Irre to fill the Town Hall Administrative Assistant vacant position.
Lisa Purvis, MMC – Town Clerk
- ITEM-13** Town Council approval of the Town Clerk's recommendation to hire Teresa Fedick to fill the Town Hall Administrative Assistant vacant position.
Lisa Purvis, MMC – Town Clerk

- ITEM-14** Town Council approval of the Minutes for the September 23, 2025, Workshop, October 2, 2025, Regular Meeting, October 6, 2025, Special Meeting, and October 9, 2025, Workshop.
Lisa Purvis, MMC – Town Clerk
- ITEM-15** Town Council approval of AECOM Technical Services, Inc., Payable through September 26, 2025, Project Name: Environmental Assessment for the North and South Property Acquisitions at the Hilliard Airpark in the amount of \$1,650.00.
FDOT PTGA 100% GRANT FUNDED PROJECT \$55,000; AECOM S.A. NO. 21 LUMP SUM CONTRACT \$55,000
- ITEM-16** Town Council approval of AECOM, Payable through September 30, 2025, Project Name: Design & Construct New Box Hangar at the Hilliard Airpark in the amount of \$8,915.28.
FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441
- ITEM-17** Town Council approval of Peters & Yaffee Engineering, Payable through September 30, 2025, Project Name: Design West Sixth Street in the amount of \$31,564.90.
DAYSPIINGS COMMONS DEVELOPER FUNDED PROJECT LUMP SUM CONTRACT \$101,672.26
- ITEM-18** Town Council approval of PQH Group, Payable through September 30, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$18,750.00.
FDEM 100% GRANT FUNDED PROJECT \$5,890,200; PQH GROUP 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

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