

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, MARCH 20, 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

PUBLIC HEARING

ITEM-1 Ordinance No 2025-02 – Rezoning the property consisting of approximately 9.87 acres, more or less, located on the east side of Pine Street north of Henry Smith Road, more particularly describes in Attachment "A", Legal Description specifically described in Attachment "B" Written Description; and Attachment "C" Site Plan; Hilliard Florida, Nassau County Parcel ID No. 16-3N-24-0000-0021-0030; from Agricultural A-1 to PUD, Planned Unit Development; providing for severability, repealer, and setting an effective date.

Mayor Beasley

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2025-02

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-02, and to set a Public Hearing & Final Reading for April 17, 2025.

REGULAR MEETING

- ITEM-2** Additions/Deletions to Agenda
- ITEM-3** Town Council to consider Ordinance No. 2025-03, and Ordinance establishing a Tree Mitigation Fund for the Town of Hilliard, providing for fees collected from tree removal and associated activities, and providing for the use of such funds to promote tree conservation, preservation and replacement. Adopting on First Reading and Setting Public Hearing & Final Reading for April 17, 2025.
Lisa Purvis, MMC – Town Clerk
- ITEM-4** Town Council to consider Ordinance No. 2025-05, and Ordinance approving the confirmation of reservation of plant capacity and cost recovery agreement between the Town of Hilliard and Greenbrier Nassau, LLC. Adopting on First Reading and Setting Public Hearing & Final Reading for April 17, 2025.
Lisa Purvis, MMC – Town Clerk
- ITEM-5** Town Council approval of the Minor Subdivision Application No. 20250211, Parcel ID No. 08-3N-24-2380-0075-0020, Property Owner, Sherry Downs.
Lee Anne Wollitz – Land Use Administrator
- ITEM-6** Town Council approval to adopt Resolution No. 2025-05, Amending Resolution No. 2021-10, Setting forth the rules and regulation; programs and fees; and facilities and properties for the Town of Hilliard Parks & Recreation Department; providing an effective date.
Gabe Whittenburg – Parks & Recreation Director
- ITEM-7** Town Council approval of the annual Parks & Recreation Seasonal Staffing Request.
Gabe Whittenburg – Parks & Recreation Director
- ITEM-8** Town Council approval of the Capital Budget Expenditure for the Fire Department's Overhead Doors with Burdens Overhead Doors, in the amount of \$19,565.00.
Lisa Purvis, MMC – Town Clerk
- ITEM-9** Town Council to approve the Capital Budget Expenditure for the repair and upgrade of the Ring Power CAT Generator located at the Water Treatment Plant, in the amount of \$24,843.50.
Cory Hobbs – Interim Public Works Director
- ITEM-10** Town Council to set a Workshop to discuss the Public Works Director position vacancy.
Lisa Purvis, MMC – Town Clerk
- ITEM-11** Town Council approval of Public Information Officer & Event Coordinator, Alicia Head to be appointed as liaison for the Vietnam's Voices – Traveling Memorial Wall event.
Alicia Head – Public Information Officer & Event Coordinator

- ITEM-12** Town Council approval of the termination of Rachael Sparkman within the probationary period in the Administrative Assistant Position.
Lisa Purvis, MMC – Town Clerk
- ITEM-13** Town Council approval of the Town Clerk’s recommendation to move Town Hall Administrative Assistant Kendra McNeal from one administrative position to another.
Lisa Purvis, MMC – Town Clerk
- ITEM-14** Town Council approval of the Town Clerk’s recommendation to fill the Town Hall Administrative Assistant vacant position.
Lisa Purvis, MMC – Town Clerk
- ITEM-15** Town Council approval of the Minutes for the March 3, 2025, Workshop, and the March 6, 2025, Regular Meeting.
Lisa Purvis, MMC – Town Clerk
- ITEM-16** Town Council approval of AECOM Technical Services, Inc., Payable through February 28, 2025, Project Name: Environmental Assessment for the North and South Property Acquisitions at the Hilliard Airpark in the amount of \$6,600.00.
FDOT PTGA 100% GRANT FUNDED PROJECT \$55,000; AECOM S.A. NO. 21 LUMP SUM CONTRACT \$55,000
- ITEM-17** Town Council approval of PQH Group, Payable through March 3,2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$15,000.00.
FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000
- ITEM-18** Town Council approval of Island Hopper Home Repairs, Payable through March 14, 2025, Project Name: Gym Maintenance in the amount of \$8,000.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$36,750
- ITEM-19** Town Council approval of Miller Electric Company & Evanlily Engineering, Payable through March 7, 2025, Project Name: Generator & Electric, in the amount of \$11,883.51.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$30,200

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

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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 |