

# 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, APRIL 17, 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

## 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.

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

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2025-02

## TOWN COUNCIL ACTION

Town Council adoption of Ordinance No. 2025-02, on Second & Final Reading.

**ITEM-2** Ordinance No 2025-03 – 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

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

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2025-03

**TOWN COUNCIL ACTION**

Town Council adoption of Ordinance No. 2025-03, on Second & Final Reading.

**ITEM-3** Ordinance No 2025-05 – Approving the confirmation of reservation of plant capacity and cost recovery agreement between the Town of Hilliard and Greenbrier Nassau, LLC.

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

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2025-05

**TOWN COUNCIL ACTION**

Town Council adoption of Ordinance No. 2025-05, on Second & Final Reading.

**PRESENTATIONS**

**ITEM-4** Town Council to hear input and update from the Nassau County Health Department regarding the Community Health Assessment and the Health Department.

***Cara Gluck, Administrator/Health Officer – Florida Department of Health***

**REGULAR MEETING**

**ITEM-5** Additions/Deletions to Agenda

**ITEM-6** Town Council approval of Well Exception Application No. 20250324.1, allowing for a well to be placed within the Town Boundaries to serve a new dwelling unit at 0 Kings Ferry Road, Parcel ID No. 04-3N-24-0000-0004-0180.

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

**ITEM-7** Town Council approval of Septic Exception Application 20250324.2, allowing for a septic tank to be placed within the Town Boundaries to serve a new dwelling unit at 0 Kings Ferry Road. Parcel ID No. 04-3N-24-0000-0004-0180.

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

**ITEM-8** Town Council approval to adopt Resolution No. 2025-06, Electing to not exempt property under Section 196.1978(3)(D)1.A., Florida Statutes, commonly known as the "Live Local Act Property Tax Exemption"; and providing for an effective date.

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

- ITEM-9** Town Council to consider Ordinance No. 2025-06, an Ordinance approving Resolution No. 2024-21 concerning Project No. 45030, Loan Agreement, pledged revenues, and designation of an authorized representative. Adopting on First Reading and setting the Public Hearing & Final Reading for May 15, 2025.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-10** Town Council approval of the Interim Public Works Director’s recommendation to fill the vacant Public Works Technician position.  
***Cory Hobbs – Interim Public Works Director***
- ITEM-11** Town Council to review and accept the Land Use Administrator’s Quarterly Report for January 1, 2025, through March 31, 2025.  
***Lee Anne Wollitz – Land Use Administrator***
- ITEM-12** Town Council to review and accept the Building Official’s Quarterly Report for January 1, 2025, through March 31, 2025.  
***Bryan Higginbotham – Building Official***
- ITEM-13** Town Council to review and accept the Code Enforcement Officer’s Quarterly Report for January 1, 2025, through March 31, 2025.  
***Delvin Miley, Jr. – Code Enforcement Officer***
- ITEM-14** Town Council to review and discuss the Public Records Request submitted by Timothy Fisk on March 14, 2025, and March 25, 2025.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-15** Town Council approval of the Minutes for the March 27, 2025, Workshop, and the April 3, 2025, Regular Meeting.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-16** Town Council approval of AECOM Technical Services, Inc., Payable through April 4, 2025, Project Name: Environmental Assessment for the North and South Property Acquisitions at the Hilliard Airpark in the amount of \$4,400.00.  
**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 April 4, 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 W.W. Gay Fire Protection, Inc., Payable through March 31, 2025, Project Name: Fire Hydrant Flow Tests in the amount of \$11,616.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$10,000**

**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](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**

- |                                  |                              |
|----------------------------------|------------------------------|
| 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    |