

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

MINUTES

THURSDAY, AUGUST 21, 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

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Joe Michaels

ABSENT

Councilman Dallis Hunter

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

ITEM-2 Town Council approval of the Engineering Services agreement for the Florida Department of Environmental Protection Agreement No. 25PLN42, Fiscal Year 2024-2025 Resilient Florida Planning Grant and Comprehensive Vulnerability

Assessment, with CPH Consulting, LLC, in the amount of \$180,000.
Lisa Purvis, MMC – Town Clerk

Motion made by Councilman Wollitz, Seconded by Council President Sims.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

- ITEM-3 Town Council consideration and approval of the proposed Capital Expenditure for the Water & Sewer Extension Project on West 5th Street, based on cost estimates provided and the recommendation of the Public Works Department.
Cory Hobbs – Interim Public Works Director

Interim Public Works Director Cory Hobbs, recommends awarding the project to Cunningham Company, LLC, with the total cost to the Town being \$4,250.00.

Motion made by Council Pro Tem Pickett, Seconded by Council President Sims.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

- ITEM-4 Town Council approval to adopt Resolution No. 2025-10, Amending Resolution No. 2021-12, Amending rules for an exemption from the Florida Building Code for single-family residences relating to certain additions, alterations, or repairs not to exceed 320 square feet; and providing for an effective date.
Lisa Purvis, MMC – Town Clerk

Motion made by Councilman Wollitz, Seconded by Council Pro Tem Pickett.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

- ITEM-5 Town Council approval of the Municipal Election Agreement for Election Services between the Nassau County Supervisor of Elections and the Town of Hilliard.
Lisa Purvis, MMC – Town Clerk

Motion made by Council Pro Tem Pickett, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

- ITEM-6 Town Council approval of an Emergency Operations Contract with Rodney McDaniel for the continued operation of the Town of Hilliard's Water & Wastewater Treatment Plants. This contract will remain in effect on an interim basis until a formal Request for Proposals (RFP) can be publicly advertised and a long-term operator is selected.
Lisa Purvis, MMC – Town Clerk

Motion made by Council Pro Tem Pickett, Seconded by Council President Sims.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

- ITEM-7 Town Council approval to transition Interim Public Works Director Cory Hobbs into the permanent position of Public Works Director. This transition will occur with no salary adjustment for Fiscal Year 2025/2026. As a condition of this

appointment, Mr. Hobbs will be required to obtain his Wastewater Treatment Plant Operator license within 18 months of the effective date of the transition.

Kenneth A. Sims – Council President

Council President Sims, adds a condition that all licensing bookwork must be completed within the 18-month timeframe and that fulfilling the 2,080 required field hours for licensure may exceed the 18-months.

Motion approve with the added condition of all licensing bookwork must be completed within the 18-month timeframe and be actively fulfilling the 2,080 required field hours for licensure.

Motion made by Council Pro Tem Pickett, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

ITEM-8

Town Council approval to transition Interim Assistant Public Works Director Charles Chavarria into the permanent position of Assistant Public Works Director. This transition will occur with no salary adjustment for Fiscal Year 2025/2026. As a condition of this appointment, Mr. Chavarria will be required to obtain his Water Treatment Plant Operator license within 18 months of the effective date of the transition.

Kenneth A. Sims – Council President

Motion approve with the added condition of all licensing bookwork must be completed within the 18-month timeframe and be actively fulfilling the 2,080 required field hours for licensure.

Motion made by Council Pro Tem Pickett, Seconded by Council President Sims.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

ITEM-9

Town Council approval to transition contract employee position of Land Use Administrator into full-time employee position, effective September 1, 2025. The revised role will encompass responsibilities as both Land Use Administrator and Assistant to the Public Works Director.

Kenneth A. Sims – Council President

Town Clerk Lisa Purvis, asks the Town Council whether the Land Use Administrator position should be classified as exempt or non-exempt. Councilman Wollitz voices concerns about making the position exempt, noting the potential for excessive hours without additional compensation.

Town Attorney Christian Waugh, advises that the position should be exempt for several reasons.

Motion to approve to transition Land Use Administrator Lee Anne Wollitz from contract employee to a full-time exempt position, effective August 25, 2025. The position will consist of approximately 30 hours per week Land Use Administrator duties and 10 hours per week as assistant to the Public Works Director.

Motion made by Council President Sims, Seconded by Councilman Wollitz.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

- ITEM-10 Town Council approval of the request to authorize a salary increase for Public Works Technician Dennis Alderman.

Cory Hobbs – Interim Public Works Director

Motion to approve a salary increase for Public Works Technician Dennis Alderman to Grade 3, Step 7, at \$20.30 per hour.

Motion made by Councilman Wollitz, Seconded by Council Pro Tem Pickett.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

- ITEM-11 Town Council approval to proceed with listing the Mikkleson Estate for sale.
Lisa Purvis, MMC – Town Clerk

Town Attorney Christian Waugh, clarifies that the Town has no formal advertising or rules in place for selling property and the Town can reject all proposals that do not meet its pricing expectations. He then asks Councilman Michaels about options for advertising property.

Councilman Michaels, responds that there are numerous affordable platforms that do not require a broker.

Motion to list the Mikkleson Estate for sale at a minimum price of \$1.6 million.

Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

- ITEM-12 Town Council to set a Workshop to discuss activities for the Florida League of Cities, Florida City Government Week to be held October 20, 2025, through October 26, 2025.

John P. Beasley – Mayor

Motion to set the Mock Town Council Workshop October 23, 2025, at 7:00 p.m.

Motion made by Councilman Wollitz, Seconded by Council President Sims.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

- ITEM-13 Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026 Budget.

Lisa Purvis, MMC – Town Clerk

Motion to set a Workshop for September 8, 2025, at 6:00 p.m.

Motion made by Councilman Wollitz, Seconded by Council President Sims.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

ITEM-14 Town Council approval of the Minutes for the July 28, 2025, Workshop, July 31, 2025, Workshop, August 7, 2025, Workshop & Regular Meeting, and the August 12, 2025, Workshop.

Lisa Purvis, MMC – Town Clerk

Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

ITEM-15 Town Council approval of AECOM, Payable through August 1, 2025, Project Name: Design & Construct New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$6,686.46.
FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441

Motion made by Council Pro Tem Pickett, Seconded by Council President Sims.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

ITEM-16 Town Council approval of CPH Consulting, LLC, Payable through July 18, 2025, Project Name: Manhole 167 & 170 Repairs in the amount of \$3,360.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$18,400

Motion made by Council Pro Tem Pickett, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

ITEM-17 Town Council approval of CPH Consulting, LLC, Payable through July 18, 2025, Project Name: 8" Parallel Water Main Extension to FAA Facility in the amount of \$16,968.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$199,680

Motion made by Council Pro Tem Pickett, Seconded by Council President Sims.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

ITEM-18 Town Council approval of PQH Group, Payable through August 12, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$93,000.00.
FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000

Motion made by Councilman Wollitz, Seconded by Council Pro Tem Pickett.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

ADDITIONAL COMMENTS

PUBLIC

No public comments.

MAYOR & TOWN COUNCIL

Councilman Wollitz, shares that he recently volunteered at the Hilliard Middle-Senior High School football field alongside Parks & Recreation Director Gabe Whittenburg, honoring his father's legacy as a football coach. He commends Mr. Whittenburg for his commitment to improving the community, even during his personal time.

Councilman Michaels, encourages everyone to remind Mr. Whittenburg to take some time off to avoid burnout.

Mayor Beasley, reminds everyone about Food Truck Friday on August 29, 2025, noting that it will be the final event before the holiday season begins. He also requests that the addition of former Mayor Vanzant's photo to the Town Council Chambers be placed on the next agenda.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk Lisa Purvis

Interim Public Works Director Cory Hobbs

ABSENT:

Parks & Recreation Director Gabe Whittenburg

TOWN ATTORNEY

AMENDMENT TO ITEM-6

Town Council approval to authorize necessary changes to be made by Town Attorney and Town Clerk to the Emergency Operations Contract with Rodney McDaniel for the continued operation of the Town of Hilliard's Water & Wastewater Treatment Plants Agreement.

Christian Waugh – Town Attorney

Motion made by Council Pro Tem Pickett, Seconded by Councilman Wollitz.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

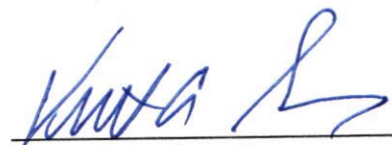
ADJOURNMENT

Motion to adjourn at 7:33 p.m.

Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

Approved this 4th day of September, 2025 by the Hilliard Town Council, Hilliard, Florida.



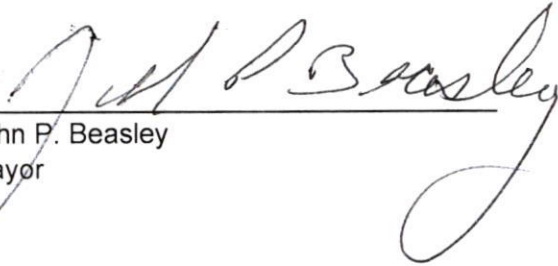
Kenneth A. Sims, Sr.
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



John P. Beasley
Mayor