

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
Lee Anne Wollitz, Land Use Administrator
TOWN ATTORNEY
Christian Waugh

MINUTES

THURSDAY, JANUARY 15, 2026, 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

Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels

ABSENT

Mayor John Beasley

PUBLIC HEARING

ITEM-1 Ordinance No. 2025-16 – Rezoning of the property from PUD Planned Unit Development to PUD Planned Unit Development located on the east side of Pine Street north of Henry Smith Road known as Holland Walk.

Mayor Beasley

Courtney Gaver, Attorney with Rogers Towers, is available on TEAMS if anyone has any questions.

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-16.

Following no public comments, motion to close Public Hearing at 7:02 p.m.

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

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-16, on Second & Final Reading.

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

REGULAR MEETING

ITEM-2 Town Council to appoint the Town Council President and Town Council Pro Tem for the 2026 Calendar Year for the Organization of Office.

Lisa Purvis, MMC – Town Clerk

Motion to retain and appoint Council Member Kenny Sims as Council President and Council Member Lee Pickett as Council Pro Tem.

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

ITEM-3 Town Council to appoint the Town Council Department Commissioners for the 2026 Calendar Year for the Organization of Departments.

Lisa Purvis, MMC – Town Clerk

Motion to retain and appoint each Council Member as follows:
Council President Sims as Street Department Commissioner
Council Pro Tem Pickett as Water & Sewer Department Commissioner
Councilman Wollitz as Fire Department Commissioner
Councilman Michaels as Parks & Recreation Department Commissioner
Councilman Hunter as Airpark Department Commissioner

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

ITEM-4 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

ITEM-5 Town Council adoption of Resolution No. 2026-01, Recognized the 2026 Holiday Dates for the Town of Hilliard.
Lisa Purvis, MMC – Town Clerk

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

ITEM-6 Town Council adoption of Resolution No. 2026-02, Authorizing the Permitting of a Martin Luther King, Jr. Walk for the Concerned Citizens of Hilliard, Florida.
Lisa Purvis, MMC – Town Clerk

Councilman Wollitz questions if the Concerned Citizens of Hilliard have a Certificate of Insurance for the roads to be closed. Town Clerk Lisa Purvis states that a COI is not required because everyone will be walking from the Town Hall Park to the Hisbon Baptist Church verses a motorized parade.

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

ITEM-7 Town Council adoption of Resolution No. 2026-03, Nassau County Local Mitigation Strategy Plan (LMS).
Lisa Purvis, MMC – Town Clerk

Land Use Administrator Lee Anne Wollitz answers the question that was asked at the last workshop regarding the 10-50% remodel evaluation costs. The State of Florida allows the Building Official to make the percentage determinization. She further advises that following adoption she will have the new fees on the website the next day.

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

ITEM-8 Town Council adoption of Resolution No. 2026-04, Unified Fee Schedule; Water & Sewer; Culverts; Planning & Land Use; Building Permitting; and Parks & Recreation.
Lisa Purvis, MMC – Town Clerk

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

ITEM-9 Town Council approval of Capital Budget Expenditure of Belt Press Rehabilitation at the Total Cost of \$66,406.17, from Phoenix a Sole Source Vendor.
Cory Hobbs – Public Works Director

The Council ask about this being a sole source purchase. Public Works Director Cory Hobbs states that Phoenix is the only vendor.

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

ITEM-10 Town Council approval of Southern Operations Group, Inc., Contract for Services for Municipal Licensed Water and Wastewater Plant Operator.

Lisa Purvis, MMC – Town Clerk

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

ITEM-11 Town Council to accept the resignation of Heidi Irre, Administrative Assistant, effective January 16, 2026.

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 Hunter, Councilman Michaels

ITEM-12 Town Council approval of Position Process for Teresa Fedick's transition from Introductory/Probationary status to Regular Full-Time.

Lisa Purvis, MMC – Town Clerk

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

ITEM-13 Town Council approval of Position Process for Wendy Prather's transition from Introductory/Probationary status to Regular Full-Time.

Lisa Purvis, MMC – Town Clerk

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

ITEM-14 Town Council to set Annual Joint Workshop with Nassau County School Board for Thursday, February 5, 2026, at 6:00 p.m.

Lisa Purvis, MMC – Town Clerk

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

ITEM-15 Town Council approval of Bobcat of Brunswick, Payable through January 9, 2026, Project Name: Tandem Roller in the amount of \$19,988.00.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$30,000.

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

ITEM-16 Town Council approval of Peters & Yaffee Engineering, Payable through November 28, 2025, Project Name: Design West Sixth Street in the amount of \$18,720.16.
DAYSPINGS COMMONS DEVELOPER FUNDED PROJECT LUMP SUM CONTRACT \$101,672.26

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

ADDITIONAL COMMENTS

PUBLIC

Orin McClain, 37847 Henry Smith Road, Hilliard, FL advises that he was at the meeting tonight to ask for assistance and guidance on who to contact and/or what to do because beavers have created a dam on the property adjacent to his property causing his property to flood. The Council advise that they would have him start with contacting SJRWMD.

MAYOR & TOWN COUNCIL

Councilman Wollitz prayers for the previous Mayor Cris McConnell following the passing of his wife.

Council Pro Tem Pickett, prayers for the previous Mayor Cris McConnell.

Councilman Hunter states that the Clerk sent out an email regarding the elected officials training classes being offered in Jacksonville and encourages everyone to attend if they are able.

Council President Sims, prayers for the previous Mayor Cris McConnell.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk Lisa Purvis
Public Works Director Cory Hobbs
Land Use Administrator Lee Anne Wollitz

ABSENT:

Parks & Recreation Director Gabe Whittenburg

Land Use Administrator Lee Anne Wollitz, reminds every one of the CPR course Monday, February 9, 2026 and Monday, February 23, 2026, that will be hosted at the Hilliard Volunteer Fire Department conference room at the old Town Hall.

TOWN ATTORNEY

Advises that he recently was in attendance this past Tuesday, at the City of Clearmont's City Council Meeting that lasted from 3:00 p.m. until 10:00 p.m.

ADJOURNMENT

Motion to adjourn at 7:22 p.m.

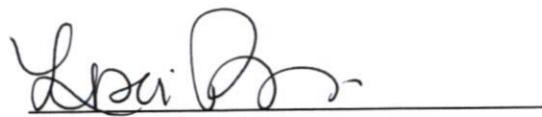
Motion made by Councilman Wollitz, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

Approved this 5th day of February, 2024 by the Hilliard Town Council,
Hilliard, Florida.



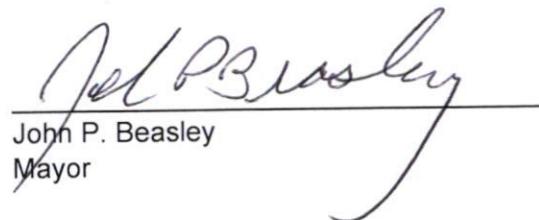
Kenneth A. Sims, Sr.
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



John P. Beasley
Mayor

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Hunter, Richard Dallis</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Town Council</i>		
MAILING ADDRESS <i>361770 Pine St</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY		
CITY <i>Hilliard</i>	COUNTY <i>Nassau</i>	NAME OF POLITICAL SUBDIVISION: <i>Town of Hilliard</i>	
DATE ON WHICH VOTE OCCURRED <i>11/15/25 26</i>	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE		

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Richard Hunter, hereby disclose that on 11/15, 20 26:

(a) A measure came or will come before my agency which (check one or more)

inured to my special private gain or loss;
 inured to the special gain or loss of my business associate, Intact Construction;
 inured to the special gain or loss of my relative, _____;
 inured to the special gain or loss of _____, by whom I am retained; or
 inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

11/15/26

Date Filed

Signature



NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.