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, NOVEMBER 05, 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
Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels

PUBLIC HEARING

ITEM-1 Ordinance No. 2026-08 – Regulating the Water and Sewer Usage Rates; and providing for an effective date.
Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2026-08

Following no public comments, motion to close Public Hearing at 7:01 p.m.

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

TOWN COUNCIL ACTION
Town Council to consider adopting Ordinance No. 2026-08, on Final Reading.

Motion to adopt Ordinance No. 2026-08, on Final Reading.

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

ITEM-2 Ordinance No. 2026-09 – Amending Chapter 62, Article IV, Section 62-281, Zoning Districts exclusive, to ensure compliance with Section 553.385, Florida Statutes; and providing for an effective date.
Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2026-09

Following no public comments, motion to close Public Hearing at 7:03 p.m.

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

TOWN COUNCIL ACTION
Town Council to consider adopting Ordinance No. 2026-09, on First Reading and Set Second Public Hearing & Final Reading for December 3, 2026.

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

REGULAR MEETING

ITEM-3 Additions/Deletions to Agenda

ITEM-18 Town Council to consider changing the date of monthly workshop.
John Beasley - Mayor

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

ITEM-19 Town Council to set a workshop concerning the personnel policy.
Lisa Purvis, MMC - Town Clerk

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-4 Town Council to adopt Resolution No. 2026-13, formally dedicating and renaming North Oxford Street Park after longtime resident and dedicated park caretaker Mr. Joseph Walker.
John Beasley - Mayor

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-5 Consideration and approval of a Municipal Contract Participation Agreement between the Town of Hilliard and Southern Disaster Recovery, LLC (SDR), utilizing Nassau County's existing contract for Disaster Debris Management and Removal Services.
Cory Hobbs – Public Works Director

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

ITEM-6 Town Council approval of Septic Exception Application No. 20261019.1 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0208-0010, STF Capital Group LLC.
Cory Hobbs – Public Works Director

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-7 Town Council approval of Septic Exception Application No. 20261019.2 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0206-0150, STF Capital Group LLC.
Cory Hobbs – Public Works Director

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

ITEM-8 Town Council consideration of Annual Donation to The Gardening Club of Hilliard for Maintenance of the Town's Welcome Signs
Lisa Purvis, MMC – Town Clerk

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

ITEM-9 Town Council approval of the resignation of Jimmy Fralick as the Public Works Heavy Equipment Operator.
Cory Hobbs – Public Works Director

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

ITEM-10 Town Council to authorize the Town Attorney to take all necessary legal steps to correct discrepancies identified in the legal descriptions of the property during the due diligence period of the proposed sale.
Lee Anne Wollitz – Land Use Administrator

Town Attorney Christian Waugh explained the legal steps to correct the legal descriptions.

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

ITEM-11 Town Council approval of the Minutes for October 1, 2026, Regular Meeting; October 8, 2026, Workshop; October 15, 2026, Public Hearing & Regular Meeting and October 19, 2026, Workshop.
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-12 Town Council approval of the Hilliard Volunteer Fire Department Renovations Payables through September 14, 2026, Project Name: Hilliard Volunteer Fire Department Renovation Project in the amount of $19,669.59.
BUDGETED CAPITAL FUNDED PROJECT $20,000

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 CPH Consulting, LLC, Payable through September 30, 2026, Project Name CDBG 25 NR Water Main Replacement in the amount of $19,000.
FL COMMERCE CDBG GRANT FUNDED PROJECT $700,00; CPH CONSULTING, LLC LUMP SUM CONTRACT $100,300

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-14 Town Council approval of Dell Technologies, Payable through October 23, 2026, Project Name: IT Servers in the amount of $29,887.62
BUDGETED CAPITAL FUNDED PROJECT $20,000

Motion made by Council President Sims, 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 PQH Group, Payable through October 15, 2026, Project Name: Hurricane Shelter / Community Center Project in the amount of $4,500.
FDEM 100% GRANT FUNDED PROJECT $5,890,200; PQH GROUP LUMP SUM CONTRACT $581,000

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

ITEM-16 Town Council approval of AECOM, Payable through September 30, 2026, Project Name: Design & Construct New Box Hangar at the Hilliard Airpark in the amount of $5,572.05.
FDOT PTGA 100% GRANT FUNDED PROJECT $391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT $111,441

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

ITEM-17 Town Council approval of Lylam, LLC dba Facility's Constructors, Payable through September 30, 2026, Project Name: Construct Box Hangar Building at the Hilliard Airpark in the amount of $39,510.46.
FDOT PTGA 100% GRANT FUNDED PROJECT $391,000; LYLAM, LLC DBA FACILITY'S CONSTRUCTORS LUMP SUM CONTRACT $269,989.60 AMENDEDTO $272,815.60

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

ADDED ITEMS

ITEM-18 Town Council to consider changing the date of the November 12, 2026, monthly workshop.
John Beasley – Mayor

Mayor Beasley advised that the Hilliard Flashes Football Team has made it to the playoffs. Their first game will be on November 12, 2026, the same day of our Town Workshop. He proposed moving the meeting date.
Councilman Wollitz stated that the Town's business takes precedence and suggests that the time just be moved up.

Motion is made to change the November 12, 2026, monthly workshop time from 6:00 p.m. to 5:00 p.m.

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

ITEM-19 Town Council to set a workshop concerning the Town's Personnel Policies & Procedures.
Lisa Purvis, MMC – Town Clerk

Motion to set a workshop on the Town's Personnel Policies & Procedures for November 30, 2026, at 6:00 p.m.

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

ADDITIONAL COMMENTS

PUBLIC

No comments.

MAYOR & TOWN COUNCIL

Councilman Hunter would like to thank the citizens for re-electing him for another four-year term.
Councilman Wollitz wanted to congratulate both Councilman Hunter and Councilman Elect Shane Barber on being elected.
Councilman Michaels added congratulations to the candidates.
Councilman Pickett added congratulations to the candidates.
Councilman Sims also offers congratulations and states it was good to see a clean race.
Mayor Beasley
November 7, 2026, at 9:00 a.m. we will have the Veterans Day Celebration.
November 7, 2026, at 2:00 p.m. we will have the dedication of North Oxford Park.
November 12, 2026, at 7:00 p.m. will be Hilliard High School Football Playoffs come out to support our team.
November 25, 2026, the Planning and Zonning meeting have been moved due to Thanksgiving Holiday.
November 28, 2026, the Christmas Market will be held. There will be food trucks and the tree lighting.
November 14, 2026, will be the beginning of Soccer and Volleyball. You still have time to sign up for basketball.

ADMINISTRATIVE STAFF

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

ABSENT:
Parks & Recreation Director Gabe Whittenburg

Public Works Director Cory Hobbs Public Works Department has several job openings. The Public Works Department also recently hosted two successful field trips for students at Hilliard Elementary School. The visits provided students with an opportunity to learn more about the Public Works Department and how it helps keep the community running smoothly.

Land Use Administrator Lee Anne Wollitz Leadership Nassau has invited Mayor Beasley and Town Clerk Lisa Purvis to participate in a discussion on December 15, 2026, at 11:00 a.m. The meeting will provide an opportunity for participants gain a better understanding of the Town's operations and local government functions.

Town Clerk Lisa Purvis advised that Sherri Mitchell will be leaving the Nassau County Economic Development Board. She has been instrumental in including the Town in Rural County Day's. Her last day will be November 19, 2026. We are sorry to see her go and appreciate her service, dedication, and contributions to Nassau County. We wish her all the best and much success in her future endeavors. Nassau Delegation will be held on December 9, 2026, and all the information needs to be submitted by December 4, 2026. The Town's 2028 requests will be discussed at the November 12, 2026, monthly workshop and on the November 19, 2026, regular meeting for a decision on what projects the Town will be requesting.

Councilman Sims added that Mrs. Hunter will also be leaving the Nassau County Economic Development Board. He further advised that he may be willing to step in as her replacement.

Land Use Administrator LeeAnne Wollitz advised that she contacted the appropriate parties and obtained additional details regarding the Nassau County Economic Development Board (NCEDB). The matter has been placed on the November 12, 2026, Workshop agenda for further discussion.

TOWN ATTORNEY

Town Attorney Christian Waugh congratulated the candidates who were successful in the recent election and expressed appreciation to all individuals who participated in the election process, including those who were not elected. He also provided an update regarding the two Town Charter Referendums, noting that one of the proposed amendments passed. However, the approved amendment will not become effective until January 2029.

ADJOURNMENT

Motion to adjourn at 7.40 p.m.

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

Approved this 19th day of November 2024 by the Hilliard Town Council, Hilliard, Florida.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor