

# 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

## TOWN ATTORNEY

Christian Waugh

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## MINUTES

THURSDAY, OCTOBER 16, 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

## PRESENT

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

## PROCLAMATIONS

ITEM-1 Mayor & Town Council to Proclaim October 2025 as "Emily Adkins Blood Clot Awareness Month".

***Mayor Beasley***

Mayor Beasley reads the Proclamation in its entirety and proclaims October 2025 as "Emily Adkins Blood Clot Awareness Month".

Janet and Doug Adkins both speak about blood clot awareness.

## REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-19 Payable from CPH Consulting, LLC, on the Manhole 167 & 170 Repairs.

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

ITEM-3 Town Council to consider Ordinance No. 2025-08, An Ordinance regulating the Water and Sewer Usage Rates; In accordance with the Town Charter Section 4.11 (5) Action Requiring an Ordinance; and further stated in Chapter 58 Utilities of the Town Code; and providing for an effective date. Adopting on First Reading and set a Public Hearing & Final Reading for November 20, 2025.

***Lisa Purvis, MMC – Town Clerk***

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-4 Town Council to consider Ordinance No. 2025-11, an Ordinance approving the confirmation of Reservation of Plant Capacity and Cost Recovery Agreement between the Town of Hilliard and Sherry Downs; and providing for non-codification and an effective date. Adopted on First Reading and set a Public Hearing & Final Reading for November 6, 2025.

***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 Hunter, Councilman Michaels

ITEM-5 Town Council to consider Ordinance No. 2025-12, an Ordinance of the Town of Hilliard, Nassau County, Florida amending Chapter 1 and 30 of the Town Code to reflect the Code Enforcement Special Magistrate; providing for conflict, severability, administrative correction of scrivener's error, publication and effective date. Adopted on First Reading and set a Public Hearing & Final Reading for November 6, 2025.

***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-6 Town Council review, discussion and decision regarding the formal Request for Qualifications (RFQ) for Municipal Licensed Water and Wastewater Plant Operator Services, received on October 2, 2025, and publicly reviewed on October 9, 2025.

***Lisa Purvis, MMC – Town Clerk***



Motion to readvertise for RFQ's for Water & Wastewater Treatment Plant Operator.

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-7 Town Council to accept the resignation of Elise Earnest, Administrative Assistant, effective October 2, 2025.

***Lisa Purvis, MMC – Town Clerk***

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

- ITEM-8 Town Council to accept the resignation of Jennifer Cone, Administrative Assistant, effective October 8, 2025.

***Lisa Purvis, MMC – Town Clerk***

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

- ITEM-9 Town Council consideration and approval of the Town Clerk's recommendation to fill the Town Hall vacancies with a temporary, part-time position.

***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-10 Town Council to accept the resignation of Wendy Prather from the Planning & Zoning Board, effective October 15, 2025.

***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-11 Town Council approval of the Town Clerk's recommendation to fill the Town Hall Administrative Financial Analyst vacant position.

***Lisa Purvis, MMC – Town Clerk***

Harold "Skip" Frey Jr., 34328 West Seventh Street, Hilliard, FL, submitted a request to speak on this item. Mr. Frey speaks regarding the hiring of Wendy Prather and asks about the salary that she is being hired at.

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-12 Town Council approval of the Town Clerk's recommendation to fill the Town Hall Administrative Assistant vacant position.  
**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-13 Town Council approval of the Town Clerk's recommendation to fill the Town Hall Administrative Assistant vacant position.  
**Lisa Purvis, MMC – Town Clerk**
- 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-14 Town Council approval of the Minutes for the September 23, 2025, Workshop, October 2, 2025, Regular Meeting, October 6, 2025, Special Meeting, and October 9, 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 Hunter, Councilman Michaels
- ITEM-15 Town Council approval of AECOM Technical Services, Inc., Payable through September 26, 2025, Project Name: Environmental Assessment for the North and South Property Acquisitions at the Hilliard Airpark in the amount of \$1,650.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT \$55,000; AECOM S.A. NO. 21 LUMP SUM CONTRACT \$55,000**
- 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-16 Town Council approval of AECOM, Payable through September 30, 2025, Project Name: Design & Construct New Box Hangar at the Hilliard Airpark in the amount of \$8,915.28.  
**FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441**
- 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-17 Town Council approval of Peters & Yaffee Engineering, Payable through September 30, 2025, Project Name: Design West Sixth Street in the amount of \$31,564.90.  
**DAYSRING COMMONS DEVELOPER FUNDED PROJECT LUMP SUM CONTRACT \$101,672.26**



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-18 Town Council approval of PQH Group, Payable through September 30, 2025,  
Project Name: Hurricane Shelter / Community Center Project in the amount of  
\$18,750.00.  
**FDEM 100% GRANT FUNDED PROJECT \$5,890,200; PQH GROUP LUMP  
SUM CONTRACT \$572,000**

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

#### **ADDED ITEMS**

- ITEM-19 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 Wollitz.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman  
Wollitz, Councilman Hunter, Councilman Michaels

#### **ADDITIONAL COMMENTS**

##### **PUBLIC**

**Harold Frey, Jr. 34328 West Sevent Street, Hilliard, FL** states that he feels like Wendy  
Prather is a qualified candidate but feels the Town is open a huge can of worms by offering  
health insurance waiver to be added to annual salary.

**Lee Anne Wollitz, 37024 South Oak Street, Hilliard, FL** states that she has no issues  
with offering insurance package but would like to request that the Town consider moving  
the open enrollment period to January so she could have taken advantage of.

##### **MAYOR & TOWN COUNCIL**

**Mayor Beasley** reminds everyone that next week is City Government Week and October  
23<sup>rd</sup> we have Muffins with the Mayor from 8:00 a.m. to 10:00 a.m. Southeastern Bank  
ribbon cutting is set that same date from 4:00 p.m. to 6:00 p.m. and after at 7:00 p.m. we  
have our Mock Town Council Meeting with the students from Hilliard Elementary School.  
Saturday, October 25, 2025, we will have our first ever Trunk or Treat along with the Food  
Trucks instead of on Food Truck Friday. Thursday, October 30, 2025, the school is having  
a dress up banana ball game as a fund raiser. Friday, October 31, 2025, is Halloween and  
he reminds everyone to please watch out for the trick or treaters.

##### **ADMINISTRATIVE STAFF**

##### **PRESENT:**

Town Clerk Lisa Purvis

Public Works Director Cory Hobbs

ABSENT:  
Parks & Recreation Director Gabe Whittenburg

**TOWN ATTORNEY**

No comment.

**ADJOURNMENT**

Motion to adjourn at 7:37 p.m.

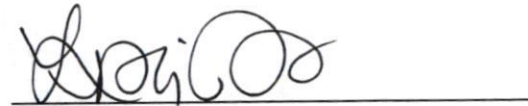
Motion made by Council President Sims, Seconded by Councilman Michaels.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

Approved this 6<sup>th</sup> day of November, 2025 by the Hilliard Town Council,  
Hilliard, Florida.



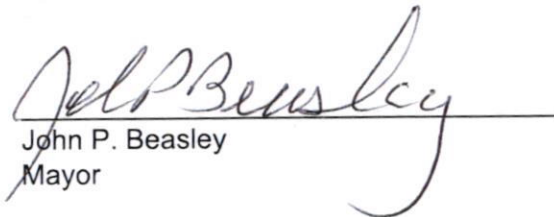
Kenneth A. Sims, Sr.  
Council President

ATTEST:



Lisa Purvis  
Town Clerk

APPROVED:



John P. Beasley  
Mayor