

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, MARCH 20, 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 Dallis Hunter
Councilman Joe Michaels

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.

Mayor Beasley

Open Public Hearing
Call for Public Comments

Courtney Gavers of Rogers Towers presents to the Town Council, highlighting the following key points:

- Proposal includes 22 single-family homes and 6 townhomes.
- Single-family homes will have 25-foot setbacks.
- A reservation letter from the Nassau County School Board confirms capacity.
- Acknowledges a deficit in fire protection measure compared to the Town's current resources but assures it will not impact existing residents.
- Outlines alternative fire protection measures, including a dry hydrant system or "dry" hydrant, a hydrant well/private system, or individual residential fire suppression/sprinkler systems.

Ben Buchannan, 37242 Lee Street, Hilliard, property owner of Holland Walk states he has built 1,310 homes, totaling over 2.4 million square feet, with none lost to fire. He emphasizes that if homes 1,311 to 1,339 were to catch fire, multiple conditions would need to be met before the Town would need to issue boil water notices. He further discusses fire incidents involving specific housing requirements.

Timothy Fisk, of 27146 West First Avenue, Hilliard, expresses no objections to the plan, acknowledging that the homes will be built. He also notes the presence of two realtors on the Town Council and states that they should not be voting on this item.

Close Public Hearing on Ordinance No. 2025-02

Following public comments, Motion to close Public Hearing at 7:19 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 Hunter, Councilman Michaels

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-02, and to set a Public Hearing & Final Reading for April 17, 2025.

Councilman Hunter abstains from the vote for discussion.

Councilman Michaels requests to abstain, but Town Attorney Waugh clarifies that while Councilman Hunter must abstain, Councilman Michaels cannot do so solely because he is a realtor.

Following this clarification, Councilman Michaels withdraws his request to abstain.

Before the vote, Council President Sims raises questions.

Land Use Administrator Lee Anne Wollitz explains that the Town Council is not required to make a decision that evening but can outline necessary requirements before adopting the ordinance.

Council Pro Tem Pickett inquiries about ownership of the well and generators.

Courtney Gaver with Rogers Towers, clarifies that the Homeowners Association

would be responsible for them.

A discussion follows regarding the fire protection well generator and the lift station generator. It is noted that the generator under the Town management will receive annual reports, and once the Town establishes a water supply, protection measures would be doubled.

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

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-20 Setting a Workshop for the Hurricane Shelter/Community Center.

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

ITEM-11 Add an amendment to Item-11.

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-3 Town Council to consider Ordinance No. 2025-03, and Ordinance 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. Adopting on First Reading and Setting Public Hearing & Final Reading for April 17, 2025.

Lisa Purvis, MMC – Town Clerk

Town Attorney Christian Waugh points out a typo in the Ordinance, followed by Land Use Administrator Lee Anne Wollitz providing an explanation of the Ordinance.

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 Town Council to consider Ordinance No. 2025-05, and Ordinance approving the confirmation of reservation of plant capacity and cost recovery agreement between the Town of Hilliard and Greenbrier Nassau, LLC. Adopting on First Reading and Setting Public Hearing & Final Reading for April 17, 2025.

Lisa Purvis, MMC – Town Clerk

Land Use Administrator Lee Anne Wollitz continues explaining the Ordinance.
Town Attorney Christian Waugh clarifies that while most contracts do not require

an Ordinance, this particular contract must be adopted by Ordinance because it is tied to the Town's Utility Code.

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-5 Town Council approval of the Minor Subdivision Application No. 20250211, Parcel ID No. 08-3N-24-2380-0075-0020, Property Owner, Sherry Downs.
Lee Anne Wollitz – Land Use Administrator

Land Use Administrator Lee Anne Wollitz states that the second parcel will need a development investigation and must meet all development requirements before approval.

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

ITEM-6 Town Council approval to adopt Resolution No. 2025-05, Amending Resolution No. 2021-10, Setting forth the rules and regulation; programs and fees; and facilities and properties for the Town of Hilliard Parks & Recreation Department; providing an effective date.
Gabe Whittenburg – Parks & Recreation Director

Motion made by Councilman Michaels, 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 approval of the annual Parks & Recreation Seasonal Staffing Request.
Gabe Whittenburg – Parks & Recreation Director

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-8 Town Council approval of the Capital Budget Expenditure for the Fire Department's Overhead Doors with Burdens Overhead Doors, in the amount of \$19,565.00.
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 to approve the Capital Budget Expenditure for the repair and upgrade of the Ring Power CAT Generator located at the Water Treatment Plant, in the amount of \$24,843.50.
Cory Hobbs – Interim Public Works Director

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

Councilman Wollitz asks Interim Public Works Director Cory Hobbs if there is a timeline for the project. Public Works Director Cory Hobbs advises that he provide one.

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

ITEM-10 Town Council to set a Workshop to discuss the Public Works Director position vacancy.

Lisa Purvis, MMC – Town Clerk

Motion to set a Workshop for Monday, March 24, 2025, at 6:00 p.m.

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-11 Town Council approval of Public Information Officer & Event Coordinator, Alicia Head to be appointed as liaison for the 4th of July Fireworks Display.

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-12 Town Council approval of the termination of Rachael Sparkman within the probationary period in the Administrative Assistant Position.

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-13 Town Council approval of the Town Clerk's recommendation to move Town Hall Administrative Assistant Kendra McNeal from one administrative position to another.

Lisa Purvis, MMC – Town Clerk

Councilman Wollitz inquiries about any potential pay changes. Town Clerk Lisa Purvis confirms that both positions start at the say pay grade and step.

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-14 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 Councilman Wollitz, Seconded by Council President Sims.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-15 Town Council approval of the Minutes for the March 3, 2025, Workshop, and the March 6, 2025, Regular Meeting.
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-16 Town Council approval of AECOM Technical Services, Inc., Payable through February 28, 2025, Project Name: Environmental Assessment for the North and South Property Acquisitions at the Hilliard Airpark in the amount of \$6,600.00.
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-17 Town Council approval of PQH Group, Payable through March 3,2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$15,000.00.
FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000
- 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-18 Town Council approval of Island Hopper Home Repairs, Payable through March 14, 2025, Project Name: Gym Maintenance in the amount of \$8,000.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$36,750
- 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 approval of Miller Electric Company & Evanlily Engineering, Payable through March 7, 2025, Project Name: Generator & Electric, in the amount of \$11,883.51.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$30,200
- 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

ADDED ITEMS

ITEM-20 Town Council to set a Workshop to review building design of the Hurricane Shelter / Community Center Project.
Lisa Purvis, MMC – Town Clerk

Motion to set Workshop Thursday, March 27, 2025, at 6:15 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

John Gates, Hilliard, thanks the Town for repairing two holes but notes that the repairs have worsened the issue and that more than just two holes exist. He expresses concern, emphasizing that he does not want to see another child fall and get hurt.

Timothy Fisk, 27146 West First Avenue, Hilliard, criticizes the lack of proper maintenance at the Veteran's Crosses outside of Town Hall, stating that he is appalled by its condition. He states that he would like the names removed from the four crosses he sponsored, asserting that his family and friends deserve better care than what the Town has provided. Additionally, he points out that the shared-use path at the park, funded with \$60,000 from a Nassau County grant and taxpayer money, does not meet FDOT and ADA compliance standards. He urges the Town to bring the path up to required standards.

MAYOR & TOWN COUNCIL

Mayor Beasley, thanks everyone who attended Rural Counties Day at Capitol Hill in Tallahassee to advocate for the Town's needs.

He announces that the Town Cleanup will take place on March 22, 2025, starting at 8:30 a.m. He also shares that Food Truck Friday is scheduled for March 28, 2025, and that Music in the Park will begin in May.

Councilman Wollitz, expresses gratitude to the state for hosting Rural Counties Day and acknowledges the Nassau County Economic Development Board for assisting the Town in presenting its projects.

Councilman Hunter, remarks that Rural Counties Day was a great event. He also shares his experience attending the FLOC Leadership Class, describing it as excellent and encourages others to take advantage of similar opportunities.

Councilman Michaels, states that he spoke with Parks & Recreation Director Gabe Whittenburg, and he is currently spending time with his family.

Council Pro Tem Pickett, states that Rural Counties Day was a great experience and that he feels optimistic about it.

Council President Sims, agrees, highlighting that they were able to use a private vehicle, avoiding any insurance concerns. He remains hopeful for a positive outcome from the Capitol visit.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk Lisa Purvis
Interim Public Works Director Cory Hobbs

ABSENT

Parks & Recreation Director Gabe Whittenburg

Councilman Michaels, announces that soccer registration is now open.

Town Clerk Lisa Purvis, shares that the Town has been awarded the FDEP Resilient Program Grant, which Mayor Beasley has already signed. The \$180,000 grant will be used for storm drainage planning and related projects.

She adds that all food has been ordered for the Town Cleanup and Gabe will be picking it up tomorrow.

Purvis also thanks everyone who participated in Rural Counties Day, giving special recognition to Land Use Administrator Lee Anne Wollitz for effectively conveying the Town's needs to the Senator and House Representative in her absence.

TOWN ATTORNEY

Town Attorney Waugh, expresses his appreciation that valuable insights were gained during the Capitol trip. He mentions that he is currently speaking from the Cliffs of Moher in Ireland while on vacation.

ADJOURNMENT

Motion to adjourn at 8:12 p.m.

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

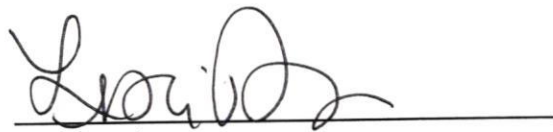
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

Approved this 3RD day of April, 2025 by the Hilliard Town Council, Hilliard, Florida.



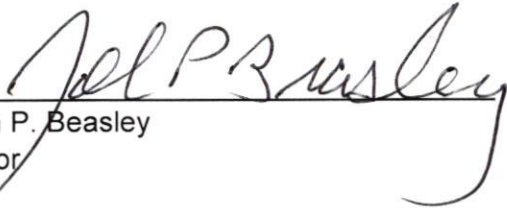
Kenneth A. Sims, Sr.
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



John P. Beasley
Mayor

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, Dallis Hunter, hereby disclose that on March 20, 2025:

(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 / Ben Buchman;

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.

3/20/25

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.