

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, DECEMBER 18, 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. 2025-16 – 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, goes over the changes made to the written description based on the recommendations given by the Planning & Zoning Board.

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 7:03 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 First Reading and
Set Second Public Hearing & Final Reading for January 15, 2026.

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
Voting Abstaining: Councilman Hunter

ITEM-2 Ordinance No 2025-17 – Amending Chapter 14 Building to create an article,
addressing Unsafe Structures and/or Conditions.
Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-17

Following no public comments, motion to close Public Hearing at 7:05 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. 2025-17, on Second & Final
Reading.

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

REGULAR MEETING

ITEM-3 Additions/Deletions to Agenda

ITEM-4.5 Engineer's Recommendation of Award MH 167 and MH 170 Repairs.

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 Cancel January 1, 2026, Regular Meeting.

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-4 Town Council approval of the proposal for engineering services related to assisting the Town of Hilliard with the St Johns River Water Management District Consumptive Use Permit Renewal with CPH Consulting, LLC, in the amount of \$25,000.

Cory Hobbs – Public Works Director

Mr. Tim Norman, Town Engineer with CPH Consulting, LLC presents engineering services proposal.

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

ADDED ITEM

ITEM-4.5 Town Council approval of Engineer's Recommendation of Bid Award for MH 167 and MH 170 Repairs.

Mr. Tim Norman, Town Engineer with CPH Consulting, LLC presents recommendation for bid approval.

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-5 Presentation to the Town Council of the Local Hazard Mitigation Plan in preparation for adoption via Resolution January 15, 2026.

Tim Cooper, Director – Nassau County Emergency Management

Mr. Tim Cooper and Mr. Mark Wilson gives presentation from NCEM and provides updates regarding the Local Hazard Mitigation Plan.

ITEM-6 Town Council to consider the recommendation of the Planning & Zoning Board regarding the Pre-Application for the Vacation of Right of Way for the Alleys and portions of Right of Way within and surrounding Blocks 68, 69, and 71.
Project name - Dayspring Cottages, Property Owner – Dayspring Property Services, LLC.

Lee Anne Wollitz – Land Use Administrator

Courtney Gaver, Attorney with Rogers Towers, states that she is currently working on affidavits with the adjacent property owners.

Lee Anne Wollitz, Land Use Administrator provides the recommendation from the Planning & Zoning Board.

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-7 Town Council approval of Septic Exception Application No. 20251203 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0128. Applicant Franklin Properties.
Cory Hobbs – Public Works Director

Following discussion regarding the location and cost to connect to the Town's sanitary sewer system verses the granting of a septic tank exception being requested by Mr. Bobby Franklin.

Motion to deny the septic tank exception.

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

Following further discussion and alternatives regarding the location and cost to connect to the Town's sanitary sewer system.

Motion to allow Mr. Bobby Franklin to run sewer lateral 125' to 150' from the Manhole located at Montana Street and West Fourth Avenue even with the Alley Way of Block 128 to connect to the Town's sanitary sewer system.

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

- ITEM-8 Town Council Approval of the Hilliard Volunteer Fire Department 2025 Run Reimbursements.
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 Hunter, Councilman Michaels
Voting Abstaining: Councilman Wollitz

- ITEM-9 Town Council Town Council to accept the resignation of Alicia Head, Public Information Officer – Event Coordinator, effective December 31, 2025
Gabe Whittenburg – Parks & Recreation Director

Director Gabe Whittenburg, thanks Alicia Head for her time with the Town and states that he would like to keep the everts up and reevaluate the workload and integrate into the department.

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-10 Town Council update on the progress and status of the Federal & State Grant Funding Awards expended at fiscal year ending September 30, 2025.
Lisa Purvis, MMC – Town Clerk

The Clerk submitted for review an update on all open federal and state grants along with the amounts expended at fiscal yearend.

- ITEM-11 Town Council approval of the Minutes for the December 4, 2025, Public Hearing & Regular Meeting.
Lisa Purvis, MMC – Town Clerk

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

ADDED ITEM

- ITEM-12 Town Council approval to cancel the January 1, 2026, Regular Meeting due to falling on New Years Day Holiday.

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

Skip Frey 37328 West Seventh Street, Hilliard, FL thanks Alicia Head for all of her hard work.

MAYOR & TOWN COUNCIL

Councilman Wollitz thanks Alicia Head for everything that she has done for the Town and wishes everyone a Merry Christmas.

Councilman Hunter thanks Alicia Head for everything that she has done for the Town and wishes everyone a Merry Christmas.

Council President Sims, thanks Alicia Head for everything that she has done for the Town and wishes everyone a Merry Christmas.

Councilman Michaels thanks Alicia Head for everything that she has done for the Town and wishes everyone a Merry Christmas.

Mayor Beasley, Wishes everyone a Merry Christmas and a Happy New Years, gives update following the golf cart parade, field trip today, advises that he will be attending the January 5, 2026 Town of Callahan meeting to discuss the fireworks, thanks the staff for the Christmas party lunch. Thanks Alicia Head for everything that she has done for the Town.

ADMINISTRATIVE STAFF

PRESENT:

Parks & Recreation Director Gabe Whittenburg
Public Works Director Cory Hobbs
Land Use Administrator Lee Anne Wollitz

ABSENT:

Town Clerk Lisa Purvis

Land Use Administrator Lee Anne Wollitz, advises in the absence of Town Clerk Lisa Purvis that the NCSB Joint Workshop will be set on the next agenda January 15, 2026, for February 5, 2026. Updates everyone regarding the CPR course that will be offered at the Hilliard Volunteer Fire Department. That Sunshine Christian Academy had a field trip today and visited Town Hall and were showed around to all the different departments and functions of local town government.

TOWN ATTORNEY

Not present.

ADJOURNMENT

Motion to adjourn at 7:50 p.m.

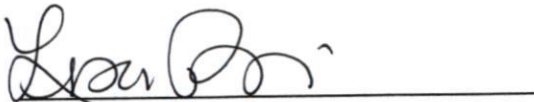
Motion made by Councilman Pro Tem Pickett, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

Approved this 5th day of February, 2026 by the Hilliard Town Council,
Hilliard, Florida.



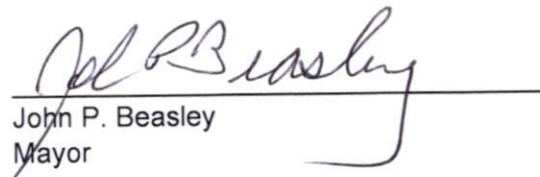
Kenneth A. Sims, Sr.
Council President

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 J Dellis</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:	
CITY <i>Hilliard</i>	COUNTY <i>Nassau</i>	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>12/18/25</i>		NAME OF POLITICAL SUBDIVISION <i>Hilliard</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 D Hunter, hereby disclose that on 12/18, 20 25:

(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, Conduct Real Estate Transactions with Boulder;
- ☐ 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.

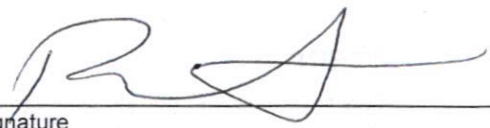
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I Conduct Real Estate Transactions with
builder who is developing Property

Item 1 Regular Meeting 12/18/25

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.

12/18/25
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.

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

LAST NAME—FIRST NAME—MIDDLE NAME WOLLITZ JARED ERWIN		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE HILLMAN TOWN COUNCIL	
MAILING ADDRESS 37255 INGLHAM RD		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY HILLMAN	COUNTY NASSAU	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 12/18/25		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

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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.

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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.

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APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Jared Wollitz, hereby disclose that on December 18, 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, _____;
- ☒ inured to the special gain or loss of my relative, Son (HVFD Run Reimb);
- ☐ 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.

12/18/2025
Date Filed

Jared Wollitz
Signature

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