

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, APRIL 02, 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

PROCLAMATIONS

ITEM-1 Town Council to designate April 2026 as "Water Conservation Month" in the Town of Hilliard.

John P. Beasley – Mayor

Mayor Beasley proclaims April 2026 as "Water Conservation Month" in the Town of Hilliard.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-3 Town Council consideration of next steps following negotiations with New Leaf Communities, LLC for the purchase of the Mikkelsen Estate Property.

Christian Waugh – Town Attorney

Motion to table item to the April 16, 2026, regular meeting.

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-4 Town Council consideration of approval for Capital Budget Purchase in the amount of \$8,196.00 for a 10" Ultra Mag Electromagnetic Flow Meter (Model UM510).

Cory Hobbs – Public Works Director

Public Works Director Cory Hobbs explained that the effluent meter requires replacement because the existing meter is 20 years old and has reached the end of its useful service life.

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-5 Town Council approval for Capital Expenditures in the amount totaling \$53,626.16 for Emergency Repairs and Relocation of a 6-Inch Water Line under West Third Avenue.

Cory Hobbs. – Public Works Director

Public Works Director Cory Hobbs explained that an emergency repair required the relocation and repair of a 6-inch water line beneath West Third Avenue. In accordance with the Town's Procurement Policy, Council President Sims approved the emergency repair.

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-6 Town Council approval of the Capital Budgeted Project totaling \$21,514.41 for required updates made to the Old Town Hall Facility in preparation for new office opening.

Lee Anne Wollitz, Land Use Administrator

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-7 Town Council approval of Position Process for Carrie Mullis transition from Introductory/Probationary status to Regular Full-Time.
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-8 Town Council approval to promote Travis Pasters from Public Works Technician to Public Works Technician (Heavy Equipment Operator).
Cory Hobbs – Public Works Director & Charles Chavarria – Assistant Director
- Assistant Public Works Director Charles Chavarria advised that the position was advertised, and internal interviews were conducted. Travis Pasters has been tested on all required equipment, has performed well throughout the evaluation process, and is ready to assume the position. The position would move from a Grade 3 Step 7 to a Grade 4 Step 7.
- 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-9 Town Council to approve Parks & Recreation offering Youth Tackle Football Programming.
Gabe Whittenburg – Parks & Recreation Director
- Parks and Recreation Director Gabe Whittenburg stated that formal approval is needed. He noted that the proposal has the support of the current league president and the Hilliard Middle-Senior High School coach.
- Councilman Wollitz asked for an update on the Nassau County School Board agreement. Mr. Whittenburg advised that he has been working with Jay from the County on the agreement for the use of the field and that Town Attorney Waugh will review the agreement before it is finalized.
- Council President Beasley asked when the high school and middle school teams would play, when Hilliard Parks programs would use the field, and whether Attorney Waugh was comfortable with the agreement.
- Councilman Pickett expressed his support for the proposal.
- 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 approve Myron Saunders from Part-Time Position (Gym Attendant) to Full-Time Gym Attendant – Programs Coordinator.
Gabe Whittenburg – Parks & Recreation Director

Parks and Recreation Director Gabe Whittenburg provided his recommendation and explained how the position would be updated, including the responsibilities and how the role would operate moving forward.

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-11 Town Council to approve Shelby Turner from Part-Time Position (Kid Attendant) to Full-Time Event Coordinator – Social Media Coordinator.

Gabe Whittenburg – Parks & Recreation Director

Parks and Recreation Director Gabe Whittenburg provided his recommendation and explained how the position would operate, including the responsibilities associated with the role and the incorporation of game day duties.

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-12 Town Council approval of the Town Clerk's recommendation to fill the Town Hall Grant & Capital Projects Administrator newly titled position.

Lee Anne Wollitz - Land Use Administrator

Council President Sims stated that the position cannot be performed from home. He noted that the job description includes cross-training and serving as a backup for other staff members. He stated that he supports the individual being hired but does not support the employee being out of the office for 16 hours each week.

Councilman Wollitz stated that he is not opposed to a four 10-hour work schedule.

A motion was made to hire Hannah without allowing 16 hours of out-of-office work. The motion provides that the position may be worked on a four 10-hour day schedule.

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-13 Town Council approval of the Supplemental Agreement for the Design for the construction of West Sixth Street with Peters Yaffee Transportation now LJA & Traffic Engineering; with Mr. Doug Adkin's of Dayspring Commons LLC, paying the additional cost in the amount of \$15,000.00.

Lisa Purvis, MMC – Town Clerk

Land Use Administrator Lee Anne Wollitz explained that an amendment to the original design contract is required. Mr. Adkins has agreed to deposit the additional funds to cover the increased contract cost.

Motion: Approve the amendment upon receipt of payment.

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-14 Town Council approval of Barrett Supply Services, LLC, Payable through February 26, 2026, Project Name: WTP Master Meter Replacement in the amount of \$7,129.51.

CAPITAL FUNDED PROJECT BUDGETED \$8,000

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-15 Town Council approval of CPH Engineering, Payable through March 20, 2026, Project Name: MH 167 and MH 170 Repairs in the amount of \$1,440.00.

CAPITAL FUNDED PROJECT BUDGETED \$300,000; CPH ENGINEERING LUMP SUM CONTRACT \$18,400.00

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-16 Town Council approval of Lylam, LLC dba Facility's Constructors, Payable through March 25, 2026, Project Name: Construct Box Hangar Building at the Hilliard Airpark in the amount of \$26,462.20.

FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; LYLAM, LLC DBA FACILITY'S CONSTRUCTORS LUMP SUM CONTRACT \$269,989.60

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

- ITEM-17 Town Council approval of Peters & Yaffee Engineering, now owned by LJA Engineering, Inc., Payable through February 27, 2026, Project Name: Design West Sixth Street in the amount of \$9,661.17.

DAYSPRING 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 TB Landmark Construction, Payable through March 30, 2026, Project Name: MH 167 and MH 170 Repairs in the amount of \$78,036.80.

CAPITAL FUNDED PROJECT BUDGETED \$300,000; TB LANDMARK CONSTRUCTION LUMP SUM CONTRACT \$323,267.52

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

ADDITIONAL COMMENTS

PUBLIC

No comments.

MAYOR & TOWN COUNCIL

Councilman Wollitz thanks to the departments and the volunteers for the Town Clean Up. Prayers for Town Clerk Lisa Purvis.

Councilman Michaels please remember Jacob Hagen.

Council President Sims boil water notice is not about water quality. It is a state requirement. It was from the infrastructure we were working on.

Mayor Beasley thank you to the cleanup workers, 202 signed in. Thank you to those who gave gifts for the giveaway. Thank you to the staff for all your help. Sports in town-soccer April 11th, adult basketball April 12th, Food Truck Friday is April 24th. Coke Tour for mayors, commissioners and elected officials.

ADMINISTRATIVE STAFF

PRESENT:

Public Works Director Cory Hobbs

Land Use Administrator Lee Anne Wollitz

Parks and Recreation Director Gabe Whittenburg

ABSENT:

Town Clerk Lisa Purvis

Parks and Recreation Director Gabe Whittenburg Nassau County Sherrif Office Unit looking for places to train. I showed them the annex building. They may want to take the building. They are looking into it.

Land Use Administrator Lee Anne Wollitz Hilliard High Alumni information can be sent to Lee Anne Wollitz or Gabe Whitenburg. Provide name, email and year graduated.

TOWN ATTORNEY

Attorney Christian Waugh while the Clerk cannot sign in person. Do we have an alternate for legal signatures? Can council approve of someone?

Motion for Lee Anne Wollitz to be legal signer. Things that need Clerk authority.

Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.

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

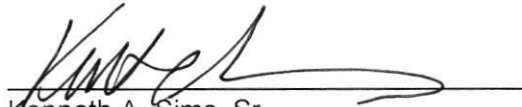
Councilman Hunter, Councilman Michaels

ADJOURNMENT

Motion to adjourn at 7:46 p.m.

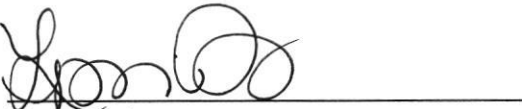
Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

Approved this 16th day of July, 2024 by the Hilliard Town Council,
Hilliard, Florida.



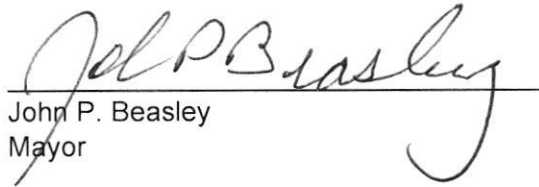
Kenneth A. Sims, Sr.
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



John P. Beasley
Mayor