

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

AGENDA

THURSDAY, OCTOBER 15, 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

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

TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2026-08, on Second & Final Reading.

REGULAR MEETING

ITEM-2

Additions/Deletions to Agenda

ITEM-3

Town Council approval of a Capital Budget Expenditure in the amount of \$32,925.00 to Partridge Well Drilling Company, Inc., a sole source vendor, for the

Rehabilitation of Well No. 2, including necessary well repairs and installation services

Cory Hobbs – Public Works Director

ITEM-4

Town Council approval to transition Brooke Sparkman from probationary status to regular status in her position as Town Hall Administrative Assistant.

Lisa Purvis, MMC – Town Clerk

ITEM-5

Town Council to accept the resignation of Geoffrey Williams, Public Works Technician, effective October 16, 2026.

Cory Hobbs - Public Works Director

ITEM-6

Town Council approval of the Public Works Director's recommendation to fill the vacant Public Works Technician position.

Cory Hobbs - Public Works Director

ITEM-7

Town Council approval of the Minutes for September 3, 2026, Public Hearing & Regular Meeting; September 10, 2026, Workshop; September 17, 2026, Public Hearing & Regular Meeting; September 21, 2026, Public Hearing & Special Meeting; October 5, 2026, Public Hearing & Special Meeting.

Lisa Purvis, MMC – Town Clerk

ITEM-8

Town Council approval of Nassau County Council on Aging donation for Fiscal Year 2026-2027, to assist seniors with their Water & Sewer Bills in the amount of \$10,000.00

BUDGETED DONATION FROM THE WATER & SEWER FUND PENALTIES COLLECTED

ITEM-9

Town Council approval of Nassau County Public Library System Donation for Fiscal Year 2026-2027, to Friends of the Hilliard Branch Library in the amount of \$8,000.00.

BUDGETED DONATION FROM GENERAL FUND TO CULTURE AND RECREATION

ITEM-10

Town Council approval of Energy Engineering Systems, LLC, Payable through September 29, 2026, Project Name: Wastewater Collection SCADA System Expansion, in the amount of \$18,722.00.

CAPITAL FUNDED PROJECT BUDGETED \$18,700

ITEM-11

Town Council approval of Site Savvy, Inc., Payable through September 30, 2026, Project Name: Gravity Sewer Replacement/Lining MH166 – Mill St. & Alma St. in the amount of \$4,989.32. Total approved Gravity Sewer Replacement/Lining \$21,075.01.

CAPITAL FUNDED PROJECT BUDGETED \$50,000

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

TOWN COUNCIL MEETINGS

The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the fourth Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

MINUTES & TRANSCRIPTS

Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.

Live & recorded videos can be accessed at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk's Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

APPEALS

Pursuant to the requirements of Section 286.0105, Florida Statues, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

PUBLIC PARTICIPATION

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for

emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

2026 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 19, 2026
2. Memorial Day	Monday, May 25, 2026
3. Independence Day	Friday, July 3, 2026
4. Labor Day	Monday, September 7, 2026
5. Veterans Day	Wednesday, November 11, 2026
6. Thanksgiving Day	Thursday, November 26, 2026
7. Friday after Thanksgiving Day	Friday, November 28, 2026
8. Christmas Eve	Thursday, December 24, 2026
9. Christmas Day	Friday, December 25, 2026
10. New Year's Eve	Thursday, December 31, 2026
11. New Year's Day	Friday, January 1, 2027



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Public Hearing & Regular Meeting Meeting Date: October 15, 2026

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council to consider Ordinance No. 2026-08, an ordinance regulating the Water and Sewer Usage Rates; In accordance with the Section 4.11 (5) of the Town Charter, which requires certain actions to be accomplished by ordinance, and Chapter 58, Utilities, of the Town Code; providing for an effective date. Adopting on Second & Final Reading.

BACKGROUND:

See attached additional background information sheet.

FINANCIAL IMPACT:

Based on the FRWA Water and Sewer Rate Study, the proposed rate adjustments for Fiscal Year 2026/2027 will become effective November 1, 2026, and are anticipated to result in the following revenue increases:

- **Water Revenue:** 12% increase
- **Sewer Revenue:** 20% increase

The additional revenue will provide funding necessary to support the Town's water and sewer utility operations and address critical infrastructure rehabilitation needs.

RECOMMENDATION:

Staff recommends that the Town Council adopt Ordinance No. 2026-08 on Second & Final Reading.

Background Information – Water & Sewer Rate Increase for Fiscal Year 2026/2027

The Florida Rural Water Association (FRWA) completed a Water and Sewer Rate Study for the Town that identified revenue deficiencies within the Town's water and sewer utility operations. Based on the findings of the Rate Study, adjustments to the Water and Sewer Usage Rates are necessary to ensure that the utility systems generate sufficient revenues to support their ongoing operations and long-term needs.

The findings and recommendations of the Rate Study were previously presented to and discussed in detail with the Town Council during its monthly workshops held on September 11, 2025, October 9, 2025, and November 13, 2025.

The recommended rate adjustments are necessary to provide adequate funding for the continued operation, maintenance, repair, and rehabilitation of the Town's water and sewer infrastructure, which is currently in critical condition. The proposed increases will assist the Town in addressing necessary infrastructure improvements while supporting the long-term financial sustainability, reliability, and functionality of the utility systems.

Recommended Water and Sewer Rate Adjustments

The following rate increases were recommended by FRWA as part of the Water and Sewer Rate Study:

Fiscal Year	Water	Sewer
2024/2025	0%	0%
2025/2026*	12%	49%
2026/2027	12%	20%
2027/2028	12%	3%
2028/2029	3%	3%

*The Water and Sewer Rate Study for Fiscal Year 2025/2026 was completed approximately three months later than anticipated. As a result, the approved rate adjustments did not become effective until January 1, 2026, resulting in only eight months of increased-rate revenue during Fiscal Year 2025/2026.

Based on actual revenues received during the eight-month period from January through August 2026, the estimated annualized revenue and the projected revenue associated with the proposed Fiscal Year 2026/2027 rate increases are as follows:

Water:

Actual revenue received, January–August 2026: **\$467,377.10**

Annualized revenue: $\$467,377.10 \div 8 \times 12 =$ **\$701,065.65**

Additional revenue from proposed 12% increase: **\$84,127.88**

Estimated Fiscal Year 2026/2027 Water Revenue: \$785,193.53

Sewer:

Actual revenue received, January–August 2026: **\$610,694.51**

Annualized revenue: $\$610,694.51 \div 8 \times 12 =$ **\$916,041.77**

Additional revenue from proposed 20% increase: **\$183,208.35**

Estimated Fiscal Year 2026/2027 Sewer Revenue: \$1,099,250.12

These projected revenues will provide additional resources to support the Town's water and sewer utility operations and address identified infrastructure needs.

Asset Management – Fiscal Year 2026/2027

As part of the Town's Fiscal Year 2026/2027 asset management funding, the following will be needed to cover the repairs and maintenance of the Town's water and wastewater assets totaling:

- Water Revenues: **\$410,000**
- Wastewater Revenues: **\$581,900**
- **Total Asset Management Funding: \$991,900**

In accordance with Section 180.136, Florida Statutes, notice of the proposed rate increases will be provided to utility customers with the September 30, 2026, water and sewer utility bills. The notice advised customers of the date, time, and location of the required Public Hearing and provided an opportunity for members of the public to provide comments and input regarding the proposed Water and Sewer Usage Rate increases.

The proposed Fiscal Year 2026/2027 rate adjustments are intended to provide the Town with the necessary revenues to maintain reliable utility services, address critical infrastructure needs, and establish a more sustainable financial foundation for the continued operation and rehabilitation of the Town's water and sewer systems.

Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
CIP Schedule

Description	Funding Source	2025	2026	2027	2028	2029
AMI Meters	Water Revenues	\$109,600	\$110,000	\$0	\$0	\$0
*Aerzen Blower Replacement (carryover)	Wastewater Revenues	\$27,900	\$27,900	\$0	\$0	\$0
Wetland Pumps (Influent)	Wastewater Revenues	\$0	\$0	\$0	\$0	\$0
Wetland Pumps (Effluent)	Wastewater Revenues	\$0	\$20,000	\$0	\$0	\$0
Lift Station SCADA	Wastewater Revenues	\$0	\$18,700	\$0	\$0	\$0
Second Filter	Wastewater Revenues	\$0	\$0	\$175,000	\$0	\$0
Second Belt Press	Wastewater Revenues	\$0	\$0	\$0	\$150,000	\$0
Second Alum Tank	Wastewater Revenues	\$0	\$0	\$0	\$0	\$50,000
WWTP Electric Gate	Wastewater Revenues	\$0	\$0	\$30,000	\$0	\$0
*Lift Station Replacement/Upgrades (Cedar Haven, Lorana)	Wastewater Revenues	\$0	\$20,000	\$0	\$15,000	\$15,000
*Lift Station Pumps	Wastewater Revenues	\$0	\$0	\$25,500	\$0	\$0
*Manhole lining Repair	Wastewater Revenues	\$0	\$50,000	\$50,000	\$50,000	\$50,000
*Gravity Sewer Lining	Wastewater Revenues	\$0	\$50,000	\$100,000	\$100,000	\$100,000
*Sewer Repairs (MH repair)	Wastewater Revenues	\$54,600	\$300,000	\$50,000	\$50,000	\$50,000
WTP Generator Electrical	Water Revenues	\$24,800	\$0	\$0	\$0	\$0
*WTP Replacement Generator	Water Revenues	\$0	\$0	\$200,000	\$0	\$0
Flow Testing	Water Revenues	\$11,600	\$0	\$0	\$0	\$0
*Hydrant Replacement	Water Revenues	\$13,600	\$20,000	\$15,000	\$15,000	\$15,000
*Valve Replacement	Water Revenues	\$9,200	\$10,000	\$50,000	\$50,000	\$50,000
*WM Replacement	Water Revenues	\$0	\$0	\$100,000	\$10,000	\$100,000
*Well Pump & Column Replacement	Water Revenues	\$35,100	\$50,000	\$0	\$0	\$0
*HSP Replacement	Water Revenues	\$0	\$0	\$0	\$50,000	\$0
Director Truck	Wastewater Revenues	\$0	\$0	\$30,000	\$0	\$0
Water Main Extensions	Grant	\$0	\$1,900,000	\$5,300,000	\$1,000,000	\$0
Sewer Rehabs (Planning & Design)	Grant	\$0	\$652,300	\$0	\$0	\$0
Director Truck	Water Revenues	\$0	\$0	\$30,000	\$0	\$0
*Other current obligations (one time cost	Wastewater Revenues	\$100,000	\$0	\$0	\$0	\$0
Sewer Rehabs (Planning & Design)	Grant	\$0	\$652,300	\$0	\$0	\$0
*AC & Galvanized Water Maines Replacement	Water Revenues	\$0	\$60,000	\$0	\$0	\$0
Emergency Waste to Digester	Wastewater Revenues	\$0	\$50,000	\$0	\$0	\$0
CDBG - WM Extension Match	Water Revenues	\$0	\$50,000	\$0	\$0	\$0
*Water Master replacement	Water Revenues	\$0	\$8,000	\$0	\$0	\$0
*Outfall Meter Upgrade	Wastewater Revenues	\$0	\$9,000	\$0	\$0	\$0
Sewer Rehabs (Construction)	Grant	\$0	\$0	\$0	\$7,531,400	\$0
Sewer Rehabs (Construction)	Future Loan	\$0	\$0	\$0	\$3,227,700	\$0
Septic to Sewer	Grant	\$0	\$0	\$5,051,600	\$0	\$0
Lift Station Generator (Whisper Ridge)	Wastewater Revenues	\$0	\$0	\$40,000	\$0	\$0
WTP Shelter over HSP	Water Revenues	\$0	\$0	\$15,000	\$0	\$0
*Belt Press Rehab.	Wastewater Revenues	\$0	\$65,000	\$0	\$0	\$0
*WW Asset Management Reserve needed	Wastewater Revenues	\$0	\$0	\$81,400	\$91,900	\$91,900
*DW Asset Management Reserve needed	Water Revenues	\$0	\$0	\$0	\$48,900	\$8,900
Totaled By	Funding Source	2025	2026	2027	2028	2029
* Items that are R/R not Capital.	Water Revenues	\$203,900	\$308,000	\$410,000	\$173,900	\$173,900
	Wastewater Revenues	\$182,600	\$610,700	\$581,900	\$456,900	\$356,900
	Future Loan	\$0	\$0	\$0	\$3,227,700	\$0
	Grant	\$0	\$3,204,600	\$10,351,600	\$8,531,400	\$0
	Total	\$386,500	\$4,123,300	\$11,343,500	\$12,390,000	\$530,900

ORDINANCE NO. 2026-08

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION 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.

WHEREAS, the Town of Hilliard has found it necessary to adopt Ordinance No. 2026-08, to ensure adequate funds to pay for the annual debt service and annual operating and maintenance costs for the water and wastewater treatment plants and in an effort to meet the goals of USDA Rural Development with respect to sufficient revenue to fund the municipal bond payments and the goals of the St. John's River Water Management District with respect to encouraging conservation; and

WHEREAS, Article IV. Town Council, Section 4.11. Action requiring an ordinance of the Town Charter requires the Town Council to regulate the rate charged for its public utilities by ordinance; and

WHEREAS, Chapter 58 of the Hilliard Utilities Code, states that the Town Council shall conduct annually a review of charges and fees for water and sewer services, and it shall set such fees and charges as are necessary to adequately maintain, repair and replace the system by ordinance. Water and sewer usage rates shall increase annually using the Municipal Cost Index as set forth in this chapter and

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Hilliard, Florida, has established that the following Water and Sewer Usage Rates for said Town and based on the Municipal Cost Index "MCI" published by American City & County Magazine, and any additional increase that shall be warranted as an attachment to this ordinance.

THIS ORDINANCE adopted this _____ day of _____, _____, by the Town Council of the Town of Hilliard, Florida, and shall become effective based on rates billed that are payable on or thereafter, November 1, 2026.

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

First Reading:	September 17, 2026
W&S Billing Notice:	September 30, 2026
Publication Date:	September 30, 2026
Public Hearing:	October 15, 2026
Second/Final Reading:	October 15, 2026

**ATTACHMENT
TOWN OF HILLIARD
ORDINANCE NO. 2026-08 - AMENDING 2025-08
WATER & SEWER RATES**

SECTION 1. WATER & SEWER USAGE RATES AND TAXES

<u>12.00%</u>	WATER	INCREASE
<u>20.00%</u>	SEWER	INCREASE

The monthly water and sewer use rates for residential property are established as follows:

BASE CHARGE	WATER	SEWER
	\$21.60	\$38.50

The Base Charge shall be prorated for the portion of the month in which service was in use.

In addition to the Base Charge, the charge for usage shall also include a charge based on the gallons used as follows:

FIRST INCREMENT	SECOND INCREMENT
(0-6,000 gallons)	(over-6,000 gallons)
WATER	WATER
\$4.05	\$7.20
per whole thousand	per whole thousand
SEWER	SEWER
\$7.22	\$10.26
per whole thousand	per whole thousand

The monthly water and sewer use rates for commercial property are established as follows:

BASE CHARGE	WATER	SEWER
	\$50.41	\$89.17

The Base Charge shall be prorated for the portion of the month in which service was in use.

In addition to the Base Charge, the charge for usage shall also include a charge based on the gallons used as follows:

FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT
(0-2,000 gallons)	(2,001-10,000 gallons)	(over-10,000 gallons)
WATER	WATER	WATER
\$1.78	\$5.40	\$7.20
per whole thousand	per whole thousand	per whole thousand
SEWER	SEWER	SEWER
\$5.14	\$10.26	\$12.80
per whole thousand	per whole thousand	per whole thousand

TAXES

A Public Service Tax (PST) of 5% shall be added to the water service rates.

TOWN OF HILLIARD

Water & Sewer Rate Increase Notice

Ordinance No. 2026-08

In accordance with **Hilliard Town Charter Section 4.11(5), Action Requiring an Ordinance**, the Town shall, by ordinance, regulate the rates charged for services provided by a public utility, including water and sewer rates.

Pursuant to **Florida Statute § 180.136, Water or sewer utilities; notice**, before a local government water or sewer utility increases any rate, charge, or fee for water or sewer utility service, the utility must provide notice of the proposed increase to each customer through the utility's billing process. The notice must state the date, time, and place of the meeting of the governing board at which the proposed increase will be considered.

Proposed Water & Sewer Rate Increase

The **Town of Hilliard** proposes to increase its water rates by **12%** and sewer rates by **20%** for both residential and commercial customers.

The proposed rate adjustments are based on a **Water and Sewer Rate Study conducted in 2025 and finalized on September 13, 2025**. The study evaluated the revenues necessary from the Town's water and sewer utilities to adequately fund **asset management and the ongoing maintenance, repair, replacement, and preservation of the Town's water and sewer infrastructure**.

The proposed increases are intended to help ensure that the Town's water and sewer systems have sufficient revenues to support the continued operation and maintenance of these essential public utilities and to responsibly manage the Town's infrastructure assets.

Public Hearing & Regular Meeting

The Town Council will conduct a public hearing to receive citizen input and consider the proposed water and sewer rate increases.

Date: October 15, 2026

Time: 7:00 p.m.

Location: Hilliard Town Hall / Council Chambers

15859 West County Road 108

Hilliard, FL 32046

Members of the public are invited to attend and provide comments regarding the proposed rate increases.

Authority for Annual Rate Adjustments

The proposed rate increase is also addressed under **Hilliard Town Code Chapter 58 – Utilities, Section 58-86, Annual rate increases tied to inflation**, which provides:

Sec. 58-86. Annual rate increases tied to inflation.

Effective October 1st of every year, the rates subject to annual cost adjustment as set forth above shall be increased by a percentage equal to the annual increase in the Municipal Cost Index ("MCI") published by American City & County Magazine. The MCI is a weighted average, using 2005 as the base year, of the consumer price index, producer price index for industrial commodities, and construction cost index. Notwithstanding anything to the contrary herein, any such rate increase shall be subject to approval or adjustment by the Town Council by ordinance.

(Ord. No. 2010-03, § 6, 10-7-2010; Ord. No. 2023-02, 05-18-2023)

Proposed Rates

Ordinance No. 2026-08 – Attachment:

The proposed water and sewer rates are provided on the back of this notice and include examples of **average monthly residential and commercial consumption, along with the corresponding increase in monthly bills compared to current rates**.

The examples are provided to illustrate the estimated impact of the proposed rate increases on typical residential and commercial customers. **The Town Council will consider the proposed rates at the October 15, 2026, public hearing and regular meeting.**

**ATTACHMENT
TOWN OF HILLIARD
ORDINANCE NO. 2026-08 - AMENDING 2025-08
WATER & SEWER RATES**

**BASE CHARGE
O&M & DEBT
CONSUMPTION
ASSET MANAGEMENT**

SECTION 1. WATER & SEWER USAGE RATES AND TAXES

<u>12.00%</u>	WATER	INCREASE
<u>20.00%</u>	SEWER	INCREASE

The monthly water and sewer use rates for residential property are established as follows:

BASE CHARGE	WATER	SEWER
	\$21.60	\$38.50

The Base Charge shall be prorated for the portion of the month in which service was in use.

In addition to the Base Charge, the charge for usage shall also include a charge based on the gallons used as follows:

FIRST INCREMENT	SECOND INCREMENT
(0-6,000 gallons)	(over-6,000 gallons)
WATER	WATER
\$4.05	\$7.20
per whole thousand	per whole thousand
SEWER	SEWER
\$7.22	\$10.26
per whole thousand	per whole thousand

The monthly water and sewer use rates for commercial property are established as follows:

BASE CHARGE	WATER	SEWER
	\$50.41	\$89.17

The Base Charge shall be prorated for the portion of the month in which service was in use.

In addition to the Base Charge, the charge for usage shall also include a charge based on the gallons used as follows:

FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT
(0-2,000 gallons)	(2,001-10,000 gallons)	(over-10,000 gallons)
WATER	WATER	WATER
\$1.78	\$5.40	\$7.20
per whole thousand	per whole thousand	per whole thousand
SEWER	SEWER	SEWER
\$5.14	\$10.26	\$12.80
per whole thousand	per whole thousand	per whole thousand

TAXES

A Public Service Tax (PST) of 5% shall be added to the water service rates.

BASED ON AVERAGE MONTHLY CONSUMPTION

<u>3,000 GALLONS</u>	<u>5,000 GALLONS</u>
RESIDENTAL AVERAGE	COMMERCIAL
BILL	AVERAGE BILL
\$21.60	\$50.41
\$4.05	\$1.78
\$4.05	\$1.78
\$4.05	\$16.20 *\$5.40 X 3
\$33.77	\$70.17
5.00% PST	5.00% PST
\$1.69	\$3.51
\$35.46 WATER	\$73.68 WATER
\$38.50	\$89.17
\$7.22	\$5.14
\$7.22	\$5.14
\$7.22	\$30.78 *\$10.26 X 3
\$60.17 SEWER	\$130.22 SEWER
\$95.62 NEW TOTAL	\$203.90 NEW TOTAL

<u>3,000 GALLONS</u>	<u>5,000 GALLONS</u>
RESIDENTAL AVERAGE	COMMERCIAL
BILL	AVERAGE BILL
\$19.29	\$45.01
\$3.62	\$1.59
\$3.62	\$1.59
\$3.62	\$14.46 *\$4.82 X 3
\$30.15	\$62.65
5.00% PST	5.00% PST
\$1.51	\$3.13
\$31.66 WATER	\$65.78 WATER
\$32.08	\$74.31
\$6.02	\$4.28
\$6.02	\$4.28
\$6.02	\$25.65 *\$8.55 X 3
\$50.14 SEWER	\$108.52 SEWER
\$81.80 CURRENT	\$174.30 CURRENT
TOTAL	TOTAL
\$95.62 NEW	\$203.90 NEW
\$81.80 CURRENT	\$174.30 CURRENT
\$13.83 DIFFERENCE	\$29.60 DIFFERENCE



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 15, 2026

FROM: ***Cory Hobbs – Public Works Director***

SUBJECT: Town Council approval of a Capital Budget Expenditure in the amount of \$32,925.00 to Partridge Well Drilling Company, Inc., a sole source vendor, for the Rehabilitation of Well No. 2, including necessary well repairs and installation services

BACKGROUND:

Well #2 pumping rate (gallons per hour) has decrease over the past several months. Partridge Well Drilling has rehabbed other wells in the past for the Town of Hilliard. This quote is to replace the pump bowl & strainer and to raise the well casing above the FDEP minimum 12-inch height requirement.

FINANCIAL IMPACT:

Total Capital Budget \$50,000.00 (2025/2026)

Well break down cost \$8,400.00-Approved on 07/02/2026 (2025/2026 Capital)

Capital Budget (Carry Over) \$41,600.00 (2026/2027)

Well repairs and installation \$32.325.00

RECOMMENDATION:

Town Council approval of Capital Budget Expenditure of Well #2 rehab at Cost of \$32,925.00 from Partridge Well Drilling CO, INC a sole source vendor for well # 2 repairs and installation.

PARTRIDGE
WELL DRILLING CO., INC.
Since 1892



Contract # 525
Date 9/25/2026
Valid Through 10/25/2026

ITEM-3

Town of Hilliard,

P O Box 249

Hilliard FL 32046

SITE

15859 CR 108

Hilliard FL 32046

Contact Cory

Replace pump bowl and strainer with a FloWise 10LC. Reinstall pump using existing shaft & column pipe. Repair concrete. Test.

1 \$25,725.00 \$25,725.00

Add spool piece to raise well a minimum of 13 inches. Fabricate as needed and reconnect discharge.

1 \$7,200.00 \$7,200.00

Price does not include any permitting or water sampling.

A 50% deposit of \$16,462.50 will be needed to schedule Contract

Total Contract \$32,925.00

THE BALANCE FOR EACH ITEM WILL BE DUE WHEN INVOICED. A service charge of 1.5% per month will be charged on past due accounts. Unless Buyer notifies Seller in writing within fifteen (15) days from date of invoice, it shall be presumed that goods and services are satisfactory and acceptable to Buyer. Buyer shall pay Seller's cost of collection including a reasonable attorney's fee at all levels of court. Owners Grant to Partridge Well Co., Inc. the right to enter upon and drive vehicles including heavy trucks, over his property to site using most efficient means of ingress and egress at sole discretion of Partridge Well Co., Inc. and agrees to release and save harmless Partridge Well Co., Inc. from any and all damage to said property and all equipment, fixtures or improvements located upon, on or under the ground. This proposal is subject to change unless signed, returned and order to proceed is given within 30 days. The above proposal is accepted at the prices and terms specified herein. It is agreed that the seller will retain title to any equipment or materials that may be furnished until final payment is made as agreed. The seller shall have rights to remove same and seller will be held harmless for any damages resulting from the removal thereof. This contract voids previous contract(s) with the same contract number. It is the owner's responsibility to identify and mark the location of any and all private utilities including but not limited to cables, wires, pipes, gas lines, septic tanks and drainfields etc. Owners agree to release and hold harmless Partridge Well Drilling Co. Inc. from any and all damages to said private utilities.

Signature Owner/Contractor		Print Name	Date	R Stevens	9/25/2026
SID: 54094 CID 10158		4744 Collins Road - Jacksonville, FL 32244		PWD Representative	Date
					1/1



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 15, 2026

FROM: Lisa Purvis, MMC – Town Clerk

SUBJECT: Town Council approval to transition Brooke Sparkman from probationary status to regular status in her position as Town Hall Administrative Assistant.

BACKGROUND:

Brooke Sparkman was hired on July 20, 2026, in Introductory/Probationary status. Her probationary period ends October 20, 2026.

Brooke will come to us with experience in cash handling, customer service and holds certification in Adobe Digital Media. She is enthusiastic about starting a career in government and will be looking to grow with the town in the future.

FINANCIAL IMPACT:

Grade 3 / Step 4: \$20.30 Hourly & \$42,226.18 Annually

The position will now be eligible for health insurance benefits effective October 1, 2026.

RECOMMENDATION:

Town Council approval to transition Brooke Sparkman from probationary status to regular status in her position as Town Hall Administrative Assistant.

**TOWN OF HILLIARD
TOWN CLERK'S OFFICE
Position Process**

Regular Meeting: July 2, 2026

Applicant: Brooke Sparkman
37188 Lee St
Hilliard, Florida 32046

Position: Administrative Assistant (Front Office)

Pay Rate: Grade 3
\$20.30 per hour / \$42,224.00 Annually

Position Starts: July 20, 2026 – Introductory/Probationary Period

Position Status: October 20, 2026 – Regular Full Time Position

Position Requirements:

Position requires customer service, cash collections, utility system, proofreading and editing, having effective oral and written communication skills, ability to complete assignments within stringent deadlines, excellent follow-up skills, ability to be sensitive to political issues, responding to citizen inquiries regarding official actions; knowledge of Public Information and Records Laws, and can take on additional municipal duties as required.

High School Diploma or equivalent required, associate degree in business preferred and at least two years' experience in the public sector or equivalent work experience required. Individuals must be proficient in Microsoft Word & Excel computer programs and have knowledge of Florida Statutes.

Position Information:

The purpose of this classification is to provide customer service to the citizens of the Town of Hilliard under the general supervision and direction of the Town Clerk. The Administrative Assistant is entrusted with numerous and diverse duties. In addition to the required duties performed, the Administrative Assistant provides assistance and support to the Town Clerk participating in discussion and decision making in a variety of areas relating to job duties and responsibilities. A person must be able to work independently with minimal supervision.

Conditions of Employment:

Offer of employment is contingent upon the following: An interview of references and previous employers. Satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test.

The Town of Hilliard is an Equal Opportunity Employer and a Drug Free Workplace.

POSITION DESCRIPTION

POSITION TITLE GRADE - 3

ADMINISTRATIVE ASSISTANT I - FRONT DESK (2)

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The purpose of this classification is to provide customer service to the citizens of the Town of Hilliard under the general supervision and direction of the Town Clerk. The Administrative Assistant is entrusted with numerous and diverse duties. In addition to the required duties performed, the Administrative Assistant provides assistance and support to the Town Clerk participating in discussion and decision making in a variety of areas relating to job duties and responsibilities. A person must be able to work independently with minimal supervision.

ESSENTIAL JOB FUNCTIONS

CUSTOMER SERVICE

Provide customer service.

Address citizen complaints.

First/Second to answer phone calls and greet customers in a timely and accurate manner, offering assistance to customers.

Direct complaints, correspondence, and inquiries for action to various departments at the Town Clerk's request.

Perform liaison work between the Town Council, Town Clerk, and public as may be directed.

ADMINISTRATIVE

Prepare service orders upon request or necessity in the system and final in system upon completion.

Research and furnish data to the public in accordance with the Public Records Laws.

Conduct business with other municipalities, state and federal agencies as directed by the Town Clerk.

Under the guidance of the Town Clerk, develops standard operating procedures and department policies.

Monitors and stays current with technology and practices related to the Town Clerk's Office functions.

Assist with special projects assigned by the Town Clerk to achieve the Town's long- and short-term goals.

Assists with records management activities including file maintenance with adherence to records retention schedule of Town records and e-mails.

Ensure that all official Town documents are maintained in an accurate system for cross-file of Town Council actions.

Always proof and edit all work for accuracy.

Maintain department files for use by self and others in department.

Prepare or follow up on requests from the Town Clerk.

Prepare or follow up on requests from the Mayor & Town Council Members.

Prepare or follow up on requests from the Public Works Director.

Prepare or follow up on requests from the Parks & Recreation Director.

UTILITY SYSTEM

Maintain the AMI System for utility billing. Daily checking for red flags on account and assisting with any issues that need to be resolved.

Prepare billing errors list, indicating errors and oversee those corrections are made prior to processing billing register. Make notes on zero consumption if property is vacant.

Compute utility billing and process billing register, review and sign off on prior to mailing customer bills.

Print and Prepare utility bills then prepare for mailing through the stuffer machine and send to post office monthly in an accurate and timely manner.

Obtain and maintain up to date knowledge of changing laws and requirements as they pertain to utilities.

Once billing is completed submit Pre-notes for bank draft to Southeastern Bank and send confirmation email.

Two business days prior to billing due date send bank draft file to Southeastern Bank containing monthly drafted to be debited on billing due date for each customer's account. Once file is submitted send confirmation email with the total dollar amount of to be drafted and confirmation number.

Complete customer deposit refund process and print refund checks to be signed and mailed out to final customers, once monthly billing is complete.

Make sure the Water Quality Report is mailed to all customers annually.

Prepare and maintain a record of all account numbers and serial numbers for each meter installed or changed out.

Keep up to date records and knowledge of all utility fees.

Track commercial hydrant usage & follow up with customers/contractors to ensure that deposit is received, usage is billed and deposit is refunded if applicable.

BUSINESS TAXES

Assist with maintaining up to date knowledge of changing laws and requirements as they pertain to business taxes.

Assist with maintaining a check list with dates to send out renewals, assess late charges and penalties.

Assist with maintaining renewal of Business Tax Receipts annually including sending of renewal notices at least 60 days prior to September 30th.

Assist with maintaining all fire inspections for the Fire Marshall with checklist for Fire Marshal to note additional business items that may require additional business tax to be paid.

Assist with maintaining files for all businesses with current certifications.

Scan business information into Content Manager in Incode software.

Assist with maintaining reports quarterly for revenue accounts and for business tax receipts and fire inspections for accuracy.

MISCELLANEOUS DUTIES

Oversee office equipment maintenance and troubleshoot equipment problems as needed.

Submit to Land Use Administrator vacant meters information monthly on all discontinuation of utility services so LUA can maintain an up-to-date listing of all non- conforming buildings and residents within the Town of Hilliard.

Assist in coordination of special events/projects.

Maintain daily journal of all tasks worked on that day for use by self and others in department.

Ability to take on additional municipal duties as required.

OTHER DUTIES AND RESPONSIBILITIES

Provide backup to other staff members as needed.

Provide backup to the Utility Department as needed.

Provide backup to Accounts Payable as needed.

Provide backup to Accounts Receivable as needed.

Provide backup to preparing the Daily Close and Deposit Procedure.

Perform computer operation activities for other departments.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and the requirements of the job change.

MINIMUM REQUIREMENTS TO PERFORM WORK

High school diploma or equivalent.

Associate degree in business preferred.

Two (2) years' experience in the public sector or related field.

Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Valid State of Florida Driver's License.

Certified - Florida Association Business Tax Officials (FABTO)

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary.

Knowledge of Florida Statutes.

Knowledge of basic arithmetic operations.

Skill in dealing with community groups and individuals.

Skill in starting, stopping, operating, and monitoring the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Skills in verbal and written communication.

Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.

Ability to work independently with minimal supervision.

Ability to deal courteously with the general public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.

Ability to organize and accomplish work responsibilities and tasks.

PHYSICAL DEMANDS

Work consists of sedentary work, which requires exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Tasks may involve extended periods of sitting, including time at a keyboard or work station. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is performed in a normal office environment. Essential functions are regularly performed without exposure to adverse environmental conditions.

CONDITIONS OF EMPLOYMENT

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test.

The Town of Hilliard has the right to revise this position description at any time and does not represent in any way a contract of employment.

The Town of Hilliard, Florida commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 15, 2026

FROM: ***Cory Hobbs, Public Works Director***

SUBJECT: Town Council to accept the resignation of Geoffrey Williams, Public Works Technician, effective October 16, 2026.

BACKGROUND:

Geoffrey Williams is resigning from his position effective October 16, 2026.

FINANCIAL IMPACT:

RECOMMENDATION:

Town Council approval to accept Geoffrey Williams' resignation as a Public Works Technician

September 24, 2026

To whom it may concern,

Please accept this letter as formal notice of my resignation from my position with the Town of Hilliard Public Works Department.

I have accepted an employment opportunity that will require me to relocate. After careful consideration, I have decided that this is the right opportunity for me and the right time to make the move.

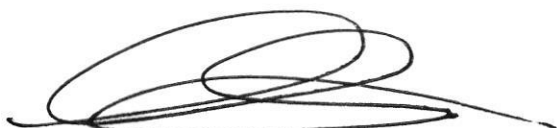
I am grateful for the opportunity to have worked for the Town of Hilliard and for the experience and relationships I have gained during my time here.

I will do everything I can to help make the transition as smooth as possible before my departure.

Thank you again for the opportunity to have been a part of the Public Works Department for the Town of Hilliard.

Sincerely,

Geoffrey Williams

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 15, 2026

FROM: ***Cory Hobbs, Public Works Director***

SUBJECT: Town Council approval of the Public Works Director's recommendation to fill the vacant Public Works Technician position.

BACKGROUND:

This is a request to approve the hiring of Jon Owen for the Public Works Technician position to replace Dennis Alderman.

Jon Owen has experience in commercial plumbing installing new water & sewer mains.

FINANCIAL IMPACT:

Grade 3 Step 7 at \$20.30 Hourly - \$42,226.18 Annually.

RECOMMENDATION:

Town Council approval to hire Jon Owen at \$20.30 per hour as a Public Works Technician in the Public Works Department.

**TOWN OF HILLIARD
PUBLIC WORKS DEPARTMENT
Position Process**

Regular Meeting: October 15, 2026

Applicant: Jon Owen
37174 Alice Street
Hilliard, FL 32046

Position: Public Works Technician

Pay Rate: Grade 3 / Step 7
\$20.30 per hour / \$42,226.18 Annually

Position Starts: October 5, 2026 – Introductory/Probationary Period

Position Status: January 3, 2027 – Regular Full Time Position

Position Requirements: A current Driver's License and High School Diploma or equivalent are required. Certification in Water or Wastewater Plant Operation preferred or experience in Water or Wastewater utilities. Experience in landscaping, water, and sewer utility work is a plus.

Position Information:

- Maintain accurate records of all duties performed.
- Assist in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed,
- Perform the installation of street signs throughout the Town.
- Maintain inventory of the Town's Street signs.
- Assist in maintaining the Town right of way and parks.
- Assist in trimming trees on Town right of way.
- Assist in the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Assist in reading water meters on an as needed basis for billing purposes.
- Performs water service cutoffs for non-payment as directed.
- Assists in maintenance of water main valve as scheduled.
- Assist with water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Help to maintain inventory of water and wastewater supplies and stock.
- Locate and mark Town utilities as required for construction purposes.
- Check and maintain lift stations as needed.
- Assist in preventative and emergency maintenance of all equipment and property of the Town.
- Assist with special projects as directed by the Public Works Director, i.e., Holiday Decorations, July 4th celebration, Town Cleanup, etc.



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Public Works Technician

Department: Public Works

Pay Grade: 3

FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this classification is to provide assistance and support to the Public Works Director, participating in discussion and decision making in a number of areas relating to job duties and responsibilities. Under the general supervision and direction of the Public Works Director, this individual is delegated to the Water and Sewer Department while at the same time must work closely with all departments. This individual must be able to work independently with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

- Perform daily operations with heavy equipment, including backhoes, dump trucks, and excavators.
- Schedule maintenance on equipment.
- Perform accurate records of all duties performed.
- Perform in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed.
- Maintenance of Town right of ways.
- Assist in the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Assist in reading water meters on an as needed basis for billing purposes.
- Performs water service cutoffs for non-payment as directed.
- Assist in maintenance of water main valves as scheduled.
- Perform water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Help to maintain inventory of water and wastewater supplies and stock.
- Locate and mark Town utilities as required for construction purposes.
- Check and maintain lift stations as needed.
- Ensure all generators are fully operational.
- Evaluate and make mechanical repairs as needed.
- Perform building maintenance on all town facilities.
- Assist in installation and maintenance of street signs.
- Paint and maintain fire hydrant appearance throughout the Town.

- Perform preventative and emergency maintenance of all equipment and property of the Town.
- Assist with special projects as directed by the Public Works Director, i.e., Holiday Decorations, July 4th celebration, Town Cleanup, etc.
- Monitors and stays current with technology as it pertains to the operations of this department.
- Assist with after-hours emergencies.
- Assist in the evening Mosquito Prevention program as needed.
- Aid in all emergency situations within the Town.
- Take on additional duties as required by the Public Works Director and or the Assistant Public Works Director.
- Performs other related duties as assigned.

These examples are intended only as illustrations of various types of work performed and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and the requirements of the job change.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years' experience in utility work;
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida CDL License (required within 1 year of employment).

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and safety procedures of public works operations.
- Knowledge of construction methods, materials and equipment as applied in municipal public works.
- Knowledge of emergency management principles and practices.
- Knowledge federal, state and local laws, ordinances and regulations pertaining to the treatment of water, and the occupational hazards and safety precautions associated with water plants and related activities.
- Skill in the operation and control of equipment, machinery, tools and/or materials necessary to the performance of essential functions.
- Skill in communicating effectively with people beyond giving and receiving instructions.
- Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.
- Ability to comprehend and apply training received in the operation of water treatment plants, detection of water quality defects and initiating appropriate remedial action in the operation of water treatment equipment, chemical feed systems and other related equipment, and performing and repairs on plant equipment.
- Ability to follow operating and recording procedures; to prepare reports, logs, work orders, records, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to perform arithmetic operations, to perform accurate calculations aided by calculator, adding machine or measurement device.

- Ability to establish and maintain effective working relationships as necessitated by work assignments; to deal with people beyond giving and receiving instructions, and to perform under stress and when confronted with emergency situations.

PHYSICAL DEMANDS:

Work consists of heavy work, which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Some tasks may require the ability to do work at heights above 20 feet.

WORK ENVIRONMENT:

Work is performed in a dynamic environment in all weather conditions on Town streets, rights-of-way, in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

CONDITIONS OF EMPLOYMENT:

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test.

The Town of Hilliard has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

The Town of Hilliard, Florida commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.

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, SEPTEMBER 03, 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

ABSENT

Councilman Joe Michaels

PUBLIC HEARING

ITEM-1 Ordinance No. 2026-06 – Setting the Town of Hilliard, Tentative Millage Rate for the Fiscal Year 2026-2027.
Mayor Beasley

Open Public Hearing
 Call for Public Comments
 Close Public Hearing on Ordinance No. 2026-06

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

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

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2026-06, on First Reading and to set a Second Public Hearing & Final Reading on Monday, September 21, 2026, at 6:00 p.m.

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

ITEM-2 Ordinance No. 2026-07 – Setting the Town of Hilliard, Tentative Budget for the Fiscal Year 2025-2026.
Mayor Beasley

Open Public Hearing
 Call for Public Comments
 Close Public Hearing on Ordinance No. 2026-07

Following no public comments, motion to close Public Hearing at 7:02 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

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2026-07, on First Reading and to set a Second Public Hearing & Final Reading on Monday, September 21, 2026, at 6:00 p.m.

Lisa Purvis, MMC – Town Clerk

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

REGULAR MEETING

ITEM-3 Additions/Deletions to Agenda

ITEM-14 Town Council to set a meeting of the Hilliard Action Committee.
John Beasley - Mayor

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

ITEM-15 Town Council to approve the use of the Town Council Chambers for a candidate forum.

John Beasley – Mayor

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

ITEM-4 Town Council approval of Capital Budgeted expense for the purchase of NVR Appliance and Cameras to refresh the current set up at a cost not to exceed \$23,834. (excluding shipping).
Guy Riner – IT Director

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

ITEM-5 Town Council approval of Capital Budgeted expense for the purchase of two Computer Servers to refresh the current set up at a cost not to exceed \$35,000.
Guy Riner – IT Director

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

ITEM-6 Town Council to review and discuss Contract Plant Operator Services and Future Staffing Options.
Cory Hobbs – Public Works Director

Cory Hobbs, Public Works Director, requested that the Town return to having an in-house operator, stating that doing so would make it easier to make decisions regarding the Town's operations.

Councilman Wollitz, asked Mr. Hobbs if he had anyone in mind for the position. **Cory Hobbs, Public Works Director**, advised that he has two individuals in mind. He added that he and Assistant Public Works Director Charles Chavarria have completed the required coursework and only need to take the State examination. He further explained that they will need a dual-licensed operator to sign off on their qualifications and the state required hours working in the plant operations.

Motion made to table this item until further notice.

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

ITEM-7 Town Council approval of Updated Dual-Licensed Operator Position Description and Authorization to Advertise.

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

ITEM-8 Town Council approval to transfer and promote Chelsea Wingate from Building & Zoning Administrative Assistant to Public Works Administrative Coordinator.

Cory Hobbs – Public Works Director

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

ITEM-9 Town Council approval to transfer and promote Dennis Alderman from Public Works Technician to Parks & Recreation Program Manager Position.

Gabe Whittenburg – Parks & Recreation Director

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

ITEM-10 Town Council acceptance of the Completion Bond for Completion of the Infrastructure Improvements for the Holland Walk PUD, Ordinance 2025-16, Parcel No. ID. 16-3N-24-0000-0021-0030 prior to the approval of the Final Plat.

Lee Anne Wollitz – Land Use Administrator

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

ITEM-11 Town Council approval of additional Professional Services related to the Hurricane Shelter Rebid Effort.

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

ITEM-12 Town Council approval of the Minutes for August 13, 2026, Workshop and August 20, 2026, Regular Meeting.

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

- ITEM-13 Town Council approval of Phoenix Process Equipment Co., Payable through September 1, 2026, Project Name: Wastewater Treatment Plant Belt Press, in the amount of \$7,660.50.

CAPITAL FUNDED PROJECT BUDGETED \$60,000

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

ADDED ITEMS

- ITEM-14 Town Council to set a Hilliard Action Committee meeting for September 8, 2026, at 7:00 p.m.

John Beasley - Mayor

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

- ITEM-15 Town Council approval for the Nassau County Chamber of Commerce to use the Town Council Chambers for a candidate forum on Tuesday, October 20, 2026, at 7:00 p.m.

John Beasley - Mayor

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

- ITEM-16 Town Council approval to use the Town Council Chambers for the City Government Week Mock Town Council Meeting on Monday, October 19, 2026, at 7:00 p.m.

John Beasley - Mayor

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

ADDITIONAL COMMENTS

PUBLIC

No comments.

MAYOR & TOWN COUNCIL

Councilman Wollitz requested prayers for former Mayor McConnell's family. Services are scheduled for September 4, 2026, at 10:00 a.m.

Council President Sims added that the viewing is scheduled for 10:00 a.m. with the service beginning at 11:00 a.m. The Town Hall office will close for staff to attend the services.

Mayor Beasley expressed his condolences to the McConnell family. He stated that Cris “Mackie” McConnell was a significant part of the Town for many years and that many members turned to him for information and guidance. He will be greatly missed. Don’t forget home football game scheduled for September 4, 2026.

ADMINISTRATIVE STAFF

PRESENT:

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

ABSENT:

Parks & Recreation Director Gabe Whittenburg

Cory Hobbs Public Works Director advised that, unfortunately, there was a vehicle accident that affected the fire hydrant across the street from Town Hall. He stated that no boil-water notice was issued and the Town never lost water pressure. The Public Works Department was contacted by Hilliard Elementary School to participate in Career Day on Thursday October 22, 2026.

LeeAnne Wollitz Land Use Administrator that the Town is approximately one week away from issuing the first permits for Greenbrier Subdivision.

Mayor Beasley provides an update for Parks and Recreation Director Gabe Whittenburg and states that he is currently busy with football practices. The first football game will be held in Brantley County on September 12, 2026, and the first home game will be held on September 19, 2026. Mr. Whittenburg is currently accepting applications for soccer, volleyball, and gymnastics.

TOWN ATTORNEY

Absent

ADJOURNMENT

Motion to adjourn at 7:28 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

Approved this _____ day of _____, _____ by the Hilliard Town Council, Hilliard, Florida.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

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, SEPTEMBER 10, 2026, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

ABSENT

Mayor John Beasley

WORKSHOP

ITEM-1 Town Council to review and discuss the legislative appropriations funding through the Florida Department of Environmental Protection for the Hilliard Sanitary Sewer Collection System Rehabilitation in the amount of \$1,754,115.00.

John Petrohovich, Client Services Manager – CPH Consulting, LLC

John Petrohovich, Client Services Manager explained that the legislative appropriation funds would be used to address the most critical section of the Town's sewer system requiring immediate repairs. He stated that the project would complement the Town's ongoing sewer rehabilitation project by funding a specific phase of the overall project.

Mr. Petrohovich further advised that the Town's current Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) project is in Phase 1 of the planning process for the Hilliard Sanitary Sewer Collection System Rehabilitation. He reported that the work plan was submitted to FDEP on August 21, 2026.

Mr. Petrohovich also provided an overview of the SRF process, explaining that the program meets four (4) times annually, including in August, when a new allocation of funding becomes available. He further noted that approximately \$4 billion in Bipartisan Infrastructure Law funding had been allocated to Florida for

SRF projects.

Lee Anne Wollitz, Land Use Administrator advised that manhole information obtained from Diamond Maps, in coordination with the Florida Rural Water Association (FRWA), is being reviewed to correct the current manhole numbering system. Mrs. Wollitz states that she will provide the information to CPH Consulting, LLC.

Councilman Jared Wollitz asked when construction could begin using the legislative appropriations funds.

Mr. Petrohovich advised that approximately six (6) to seven (7) months would be required to bid the project.

Mr. Petrohovich provides an update regarding the Florida Commerce Infrastructure grant project for the FAA 8" Water Main Extension that was submitted on July 13, 2026, which included a letter of support received from the FAA.

Mr. Petrohovich provides an update regarding the septic to sewer program and states that he will continue to monitor for this program to submit application on behalf of the Town.

ITEM-2

Town Council to review and discuss the Resilient Florida Grant funding through the Florida Department of Environmental Protection for the Town of Hilliard Comprehensive Vulnerability Assessment in the amount of \$180,000.00.

John Petrohovich, Client Services Manager – CPH Consulting, LLC

John Petrohovich, Client Services Manager discussed rainfall events and the process for completing the Comprehensive Vulnerability Assessment. He explained that the first phase involves planning, with the Gemini Group assisting with the planning process. Once the planning phase is approved by the Florida Department of Environmental Protection (FDEP), the project will be closed out and then proceed to the design and construction phase. The second phase involves design and construction, with applications beginning to be submitted September 1, 2026.

Councilman Wollitz explained the history of how the project originated.

Lee Anne Wollitz, Land Use Administrator advised that Nassau County is adding the box culverts on Orange Street to the mitigation plan.

ITEM-3

Town Council to discuss the naming of North Oxford Street Park after longtime resident and dedicated park caretaker Mr. Joseph Walker.

Lisa Purvis, MMC – Town Clerk

Lisa Purvis, Town Clerk discussed the proposed naming of North Oxford Street Park in honor of longtime resident and dedicated park caretaker Mr. Joseph Walker. Mrs. Purvis also asked about moving the event time to either 3:00 p.m. or 4:00 p.m. to allow sufficient time between events. Mrs. Purvis states that the family had requested 2:00 p.m.

ITEM-4

Town Council discussion related to Councilman Wollitz standing meeting with County Manager on the third Friday of each month.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator provided information regarding the results from the Nassau County asphalt study report.

Discussion was held regarding whether Nassau County could provide additional information related to the study.

Council discussed Georgia Street and whether the roadway is under the jurisdiction of Nassau County or the Town of Hilliard. It was also noted that Ingham Road was taken over by Nassau County.

Council provided suggestions for topics to be discussed at the September 18, 2026, meeting with the County Manager, including:

Nassau County Pavement Management Program.

Nassau County hurricane debris contract renewal or piggybacking on an existing contract.

Greenbrier Street names.

- ITEM-5 Town Council to review and discuss the FDEM Hurricane Shelter Rebid ranking sheets received at the bid opening on September 9, 2026.

Lisa Purvis, MMC – Town Clerk

Lisa Purvis, Town Clerk presented the FDEM Hurricane Shelter Rebid ranking sheets received at the bid opening on September 9, 2026.

Discussion was also held regarding this item being on September 17, 2026, Town Council agenda to award the contract to the recommended bidder.

- ITEM-6 Town Council to review and discuss proposed water and sewer rate increases in accordance with the Florida Rural Water Association (FRWA) water and sewer rate study conducted in 2025.

Lisa Purvis, MMC – Town Clerk

Lisa Purvis, Town Clerk presented proposed water and sewer rate increases based on the Florida Rural Water Association (FRWA) Water and Sewer Rate Study conducted in 2025. Along with all the required documents and notices needed for the increase.

Town Council discussed the proposed rate increases in consideration of the Town's current failing infrastructure and the need for sufficient revenues to qualify for the next phase of the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) program, Design Phase 2 funding.

Following discussion, Council indicated that the proposed water and sewer rates should remain in line for first reading on the September 17, 2026, agenda.

ADDITIONAL COMMENTS

No comments

ADJOURNMENT

Motion to adjourn was made at 7:43 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 _____ day of _____, _____ by the Hilliard Town Council,
Hilliard, Florida.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

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, SEPTEMBER 17, 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

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

ITEM-2 Town Council approval of the Bid Review Committee's recommendation to authorize the engagement of Meyer-Najem Construction for construction of the Hilliard Hurricane Shelter and Multi-Use Building, contingent upon the State's approval.

Lisa Purvis, MMC – Town Clerk

After discussion Aldo Minozzi with the PQH Group, asks for questions. Town Attorney Christian Waugh stated that he had no questions.

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-3 Town Council to hear the Operations Update from the Nassau County Economic Development Board.

Sherri Mitchell – Executive Director NCEDB

Sherri Mitchell, Executive Director of the Nassau County Economic Development Board (NCEDB) provided Town Council with the NCEDB'S Operations Update.

Ms. Mitchell provided a presentation and requested the Town's continued financial support in the amount of \$5,000.00.

Mayor John Beasley asked what developments are anticipated west of Interstate 95, other than Crawford Diamond.

Ms. Mitchell advised that the NCEDB advertises available opportunities on its website and assists with direct placement.

Council President Kenny Sims inquired whether any medical facilities or developments are planned for this side of the County.

Ms. Mitchell advised that there are no current plans at this time and further states that she will provide the Town with a list of website traffic.

Mayor Beasley thanked Ms. Mitchell for all she does and inquired about Rural County Days.

Ms. Mitchell advised that the event is expected to be held on either January 21, 2027 or January 22, 2027.

ITEM-4 Town Council to consider Ordinance No. 2026-08, an ordinance regulating the Water and Sewer Usage Rates; In accordance with the Section 4.11 (5) of the Town Charter, which requires certain actions to be accomplished by ordinance, and Chapter 58, Utilities, of the Town Code; providing for an effective date. Adopting on First Reading and set a Public Hearing & Final Reading for October 15, 2026.

Lisa Purvis, MMC – Town Clerk

The ordinance was presented for adoption on First Reading, with a Public Hearing and Final Reading scheduled for October 15, 2026.

Asia Vorreyer-Hedges 27150 West Thirteenth Avenue, states that she is currently without water now. She inquired about how the Town will spend the additional revenue.

Mayor John Beasley advised that the additional revenue would be used to address failing infrastructure issues.

Councilman Jared Wollitz stated that the additional revenue would help cover operating expenses. He also explained that the recent water break occurred as a result of repairs to a manhole and was contractor related. Councilman Wollitz further advised that the Town has applied for grants for many years to assist with transitioning septic systems to sewer service, but those applications to date have not been approved.

Mayor Beasley states that unfortunately the Town has not had sufficient increases to its water and sewer rates in over twenty (20) years.

Council President Kenny Sims states that increases have not previously been necessary because grants were easier to obtain. He further stated that the Town is at risk of another company taking over the Town's system if the Town is unable to make the necessary repairs to the system.

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 Town Council to adopt Resolution No. 2026-10, authorizing the Hilliard Middle Senior High School Homecoming Parade on Friday, October 2, 2026, beginning at 2:45 p.m.

Lisa Purvis, MMC – Town Clerk

Councilman Jared Wollitz inquired whether a certificate of insurance had been provided for the parade.

Council President Kenny Sims advised that the Fall Festival would be held the following day and, therefore, there will not be any food trucks at the Homecoming Parade.

Lee Anne Wollitz, Land Use Administrator, states that the 2050 Visioning's public outreach group will be present at the parade and will be providing information along with a survey for the citizens to take as part of their public outreach efforts.

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-6 Town Council to review and consider the Statewide Mutual Aid Agreement with the State of Florida Division of Emergency Management

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-7 Town Council approval of Whisper Ridge Subdivision Bond Release and acceptance of Whisper Ridge Subdivision.

Lee Anne Wollitz – Land Use Administrator

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-8 Town Council approval of a 3% increase to the Agreement with Bryan Higginbotham for Building Official, Building Inspection, and Plans Review Services.

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

- ITEM-9 Town Council approval of termination of Contractual Services Agreement with Southern Operations Group, Inc., Mr. Rodney McDaniel

Cory Hobbs – Public Works Director

Lee Anne Wollitz, Land Use Administrator provided a report regarding the matter.

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 approval to hire Daniel Moore in the Lead Dual Plant Operator position.

Cory Hobbs – Public Works Director

Wendy Prather, Financial Analyst / Human Resources, provided a report regarding the proposed hire. She advised that Mr. Moore's start date would be upon the expiration of the current contract.

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-11 Town Council approval to transition Carrie Mullis from probationary status to regular status in her position as Accounting Clerk II and to adjust her compensation to Grade 4, Step 9 in accordance with the Town's approved pay plan.

Wendy Prather- HR & Finance Analyst

Wendy Prather, Financial Analyst / Human Resources, provided a report regarding Ms. Mullis's transition to regular status and the proposed compensation adjustment.

Council Pro Tem Lee Pickett asked whether the proposed rate was the same rate discussed approximately three months earlier.

Councilman Dallis Hunter expressed agreement with the position previously discussed by Council.

Ms. Prather discussed additional data that is now available to the Town of Hilliard regarding the position and compensation.

Council Pro Tem Pickett stated that he preferred to maintain the original compensation amount of Grade 4, Step 7. Councilman Hunter agreed with Council Pro Tem Pickett.

A motion was made to maintain Carrie Mullins, Accounting Clerk II, position at the original compensation at Grade 4, Step 7.

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 to accept the resignation of Dustin Winnon from the Planning & Zoning Board, effective September 17, 2026.

Lee Anne Wollitz - Land Use Administrator

Harold “Skip” Frey, 37328 West Seventh Street, wants to thank Dustin Winnon for his service on Planning and Zoning Board. He was always prepared. He will be an asset to the Town with his Emergency Management and FEMA experience.

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-13 Town Council approval of the Land Use Administrator’s recommendation to fill the Build and Zoning Administrative Assistant vacant position with Dustin Winnon.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator, provides her report regarding the recommended hire.

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-14 Town Council approval of Peters & Yaffee Engineering, now owned by LJA Engineering, Inc., Payable through May 1, 2026, Project Name: Design West Sixth Street in the amount of \$15,860.77.

DAYSPRING COMMONS DEVELOPER FUNDED PROJECT IN THE AMOUNT OF \$116,672.26; LUMP SUM CONTRACT \$116,672.26

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 Lylam, LLC dba Facility’s Constructors, Payable through August 25, 2026, Project Name: Construct Box Hangar Building at the Hilliard Airpark in the amount of \$28,809.53.

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

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 PQH Group, Payable through September 11, 2026, Project Name: Hurricane Shelter / Community Center Project in the amount of \$4,500.00.

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-17 Town Council approval of Site Savvy, Inc., Payable through September 4, 2026, Project Name: Gravity Sewer Replacement/Lining MH67 – 27126 First Ave & Kentucky St. in the amount of \$2,701.59. Total approved Gravity Sewer Replacement/Lining \$21,075.01.

CAPITAL FUNDED PROJECT BUDGETED \$50,000

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-18 Town Council approval of Site Savvy, Inc., Payable through September 4, 2026, Project Name: Gravity Sewer Replacement/Lining MH9B – 27526 W. 3rd St. in the amount of \$4,060.80. Total approved Gravity Sewer Replacement/Lining \$21,075.01.

CAPITAL FUNDED PROJECT BUDGETED \$50,000

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-19 Town Council approval of Site Savvy, Inc., Payable through September 4, 2026, Project Name: Gravity Sewer Replacement/Lining MH166 – Mill St. & Alma St. in the amount of \$4,786.17. Total approved Gravity Sewer Replacement/Lining \$21,075.01.

CAPITAL FUNDED PROJECT BUDGETED \$50,000

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

No additions to or deletions from the agenda.

ADDITIONAL COMMENTS

PUBLIC

Dustin Winnon, provides a presentation update from the Nassau County Coalition on Education, Health, and Prevention, Access to Care Workgroup.

MAYOR & TOWN COUNCIL

Councilman Jared Wollitz thank you to the Garden Club for the maintenance they provided around the Welcome to Hilliard sign.

Councilman Joe Michaels stated that Parks and Recreation Director Gabe Whittenburg has Facebook going well.

Council President Kenny Sims stated that the sewer expenditures associated with Items 17, 18, and 19 are part of the Town's broader, deteriorating infrastructure needs. He explained that these expenditures are among the reasons for the proposed increases in water and sewer rates, as previously discussed, to ensure the Town can adequately maintain and improve its overall infrastructure.

Mayor John Beasley advised there will be a home game this Saturday September 19, 2026. Veterans' ceremony will be November 7, 2026. The keynote speaker is booked. Beginning October 3, 2026, there is an event every three weeks through the end of the year at Town Hall Park. Lil' Joe Walker Park dedication will be November 7, 2026, following the Veterans ceremony. Also make sure to get the candidate forum questions to Lisa Purvis and/or Lee Anne Wollitz as soon as possible.

ADMINISTRATIVE STAFF

PRESENT:

Land Use Administrator Lee Anne Wollitz

ABSENT:

Town Clerk Lisa Purvis

Parks & Recreation Director Gabe Whittenburg

Public Works Director Cory Hobbs

Land Use Administrator Lee Anne Wollitz states that there is a precautionary boil water notice west of the railroad tracks. The Hilliard Volunteer Fire Department renovations to their upstairs living quarters are now complete. There is an opening on the Tourism Development Board if anyone from the Council is interested in applying.

TOWN ATTORNEY

No comment

ADJOURNMENT

Motion to adjourn at 8:01 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

Approved this _____ day of _____, _____ by the Hilliard Town Council, Hilliard, Florida.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

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

MONDAY, SEPTEMBER 21, 2026, 6:00 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

SPECIAL MEETING

ITEM-1 Ordinance No 2026-06 – Setting the Town of Hilliard, Final Millage Rate for the Fiscal Year 2026-2027.

Mayor Beasley

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2026-06

Following no public comments, motion to close Public Hearing at 6:02 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

TOWN COUNCIL ACTION

Town Council adoption Ordinance No. 2026-06, on Final Reading.

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-2 Ordinance No. 2026-07 – Setting the Town of Hilliard, Final Budget for the Fiscal Year 2026-2027.

Mayor Beasley

Open Public Hearing
Call for Public Comment
Close Public Hearing on Ordinance No. 2026-07.

Following no public comments, motion to close Public Hearing at 6:03 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 adoption of Ordinance No. 2026-07, 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

ADDITIONAL COMMENTS

PUBLIC

No comments.

MAYOR & TOWN COUNCIL

No additional comments.

ADMINISTRATIVE STAFF

PRESENT:

Land Use Administrator Lee Anne Wollitz

ABSENT:

Town Clerk Lisa Purvis
Public Works Director Cory Hobbs
Parks & Recreation Director Gabe Whittenburg

No additional comments.

TOWN ATTORNEY

Absent

ADJOURNMENT

Motion to adjourn at 6:05 p.m.

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

Approved this _____ day of _____, _____ by the Hilliard Town Council,
Hilliard, Florida.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

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

MONDAY, OCTOBER 05, 2026, 6:00 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 Dallis Hunter
Councilman Joe Michaels

ABSENT

Councilman Jared Wollitz

PUBLIC HEARING

SPECIAL MEETING

ITEM-1 Ordinance No 2026-06 – Setting the Town of Hilliard, Final Millage Rate for the Fiscal Year 2026-2027.

Mayor Beasley

Open Public Hearing

Call for Public Comments

John Russell, 37150 Walker St., Hilliard, FL stated he is opposed to any increase.

Following public comments, motion to close Public Hearing on Ordinance No. 2026-06 at 6:02 p.m.

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

TOWN COUNCIL ACTION

Town Council adoption Ordinance No. 2026-06, on Final Reading.

Councilman Hunter stated that there is no millage rate increase. It is the same 3.5000 Millage Rate as last year.

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

ITEM-2

Ordinance No. 2026-07 – Setting the Town of Hilliard, Final Budget for the Fiscal Year 2026-2027.

Mayor Beasley

Open Public Hearing
Call for Public Comments

John Russell, 37150 Walker St., Hilliard, FL, expressed concern regarding the Town's mowing contract and the expenditure of tax dollars associated with it. Mr. Russell stated that property owners generally mow their properties up to the road and questioned whether the Town's mowing services in these areas are necessary. He suggested that the Town consider eliminating or reducing the mowing contract to avoid unnecessary expenditures.

Following public comments, motion to close Public Hearing on Ordinance No. 2026-07 at 6:07 p.m.

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

TOWN COUNCIL ACTION

Town Council adoption of Ordinance No. 2026-07, on Final Reading.

Council President Sims advised not everyone cuts to the road.

Councilman Hunter advised that there are a lot of areas of right of ways without a houses.

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

ADDITIONAL COMMENTS

PUBLIC

No additional comments.

MAYOR & TOWN COUNCIL

No additional comments.

ADMINISTRATIVE STAFF

ABSENT:

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

No comments.

TOWN ATTORNEY

Absent

ADJOURNMENT

Motion to adjourn at 6:09 p.m.

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

Approved this _____ day of _____, _____ by the Hilliard Town Council,
Hilliard, Florida.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

September 15, 2026

Town of Hilliard
Honorable Mayor and Town Council Members
ATTN: Ms. Lisa Purvis, Town Clerk
Highway 108 & Pine Street
Hilliard, Florida 32046

Dear Ms. Purvis;

The purpose of this letter is to officially request the budgeted amount of \$10,000.00 from the town of Hilliard for the Nassau County Council on Aging to assist the seniors in Hilliard with their water and sewage bills. This will greatly benefit those seniors who live within the Hilliard city limits who meet the income requirement.

Thank you for your continuous support in providing this valuable assistance to many low income seniors in our community. The lives of the seniors are positively impacted by your generosity.

Feel free to contact me if you have any questions or concerns.

Sincerely,



Janice Ancrum,
President and CEO
Nassau County Council on Aging

09152026

2026/2027 - Donation

401.06.56482

SENIORS LIVING HAPPY, HEALTHY LIVES
www.nassaucountycoa.org



Amber Ard , Library Services Division Manager

Nassau County Public Library System

25 N. 4th Street
Fernandina Beach, FL 32034
Phone: 904-530-6500 Fax: 277-7366

<http://nassaureads.com>

To: Hilliard Town Council
From: Amber Ard, Library Services Division Manager
Date: 01 October 2026
Re: Request for Contribution to Hilliard Branch Library

Dear Council Members:

The Hilliard Branch Library greatly appreciates the continued support and generosity of the Town of Hilliard. Previous contributions from the Town have helped us expand our collection, provide community programs, and offer additional resources and services to Hilliard residents.

Over the past year, the Hilliard Branch Library has continued to grow as a community resource, offering programs and activities for children, teens, adults, and families, including book clubs, STEM and technology programs, gaming events, educational activities, and special community events. The Hilliard Branch Library issued 265 new library cards and had 18,500 visits this year.

As we look toward the 2026–2027 fiscal year, I respectfully request a contribution of \$8,000 from the Town of Hilliard. Any amount the Town can provide would be sincerely appreciated.

The Town's support is an important supplement to Nassau County funding and has a direct impact on the services we are able to provide to our community.

Thank you for your continued support of the Hilliard Branch Library and for considering this request. We are grateful for the Town's investment in our library and the residents we serve.

Please do not hesitate to contact me if you have any questions or would like additional information regarding the library's programs, services, or funding needs.

Sincerely,

Amber Ard
Library Services Division Manager
Nassau County Public Library System

Callahan

450086 SR 200
Callahan, FL 32011

Hilliard

15821 CR 108
Hilliard, FL 32046

Yulee

76346 Wm Burgess Blvd
Yulee, FL 32097

Bryceville

7280 Motes Rd
Bryceville, FL 32009

RECEIVED
OCT 07 2026
TOWN OF HILLIARD

Energy Engineering Systems

INVOICE

13883 White Heron PL
Jacksonville, FL 32224
(904)631-0856
glentjr@yahoo.com

DATE: September 29, 2026
INVOICE # 190929

Bill To: Town Of Hilliard
15859 West County Road 108
Hilliard, FL 32046

Services Provided To: Town Of Hilliard
Pump Station SCADA System

P.O. #	Services Provided By	Date	Ship Via	Terms	Due Date
	GlenTyson	9/29/2026		Net-30	

Product ID	Description	Hours/Qty	Unit Price	Line Total
9/29/26	Pump Station SCADA System installed, programmed, and tested. Includes PLC, radios, and battery backup at each pump station. Expansion of the alarm dialer at the WWTP office. Provided and installed SCADA Master PLC and 12" Panelview display at WWTP.	1	18,722.00	18,722.00

Make Checks Payable to: Energy Engineering Systems

SUBTOTAL	\$	18,722.00
PST 6.50%		-
GST 3.20%		-
SHIPPING & HANDLING		
TOTAL	\$	18,722.00
PAID		-
TOTAL DUE	\$	18,722.00

THANK YOU FOR YOUR BUSINESS!

Site Savvy Inc

INVOICE

36287 Acorn Pl
 Hilliard, FL 32046
 (904)742-0416

Bill To

Town Of Hilliard
 C/O Cory Hobbs
 15859 W. CR 108
 Hilliard, FL 32046

Invoice # SSI-2026-1075

Invoice Date 10/08/2026

DESCRIPTION	AMOUNT
Asphalt Demo and Replace 3 tons	642.72
Excavation & Equipment	1,246.30
Dewatering	381.10
Re-Pipe Main Line @ 8" tee	618.00
Foreman/Operator & 2 Laborers	2,101.20
TOTAL	\$4,989.32


Terms & Conditions

Warranty: All repair work performed on the 8" main is covered by a 6-month limited warranty on parts and labor, valid from 10/08/2026 through 04/08/2027. This warranty covers defects in workmanship under normal operating conditions and excludes damage from external factors or third-party interference.

Payment Due Upon Receipt.
 Thank You for your business!