

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, MARCH 19, 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

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council approval of Septic Exception Application No. 20260304 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0210-0130. Wayne Bishop.
Cory Hobbs – Public Works Director

ITEM-3 Town Council to consider moving forward with one of the purchase offers received for the Town of Hilliard's 40 acres vacant parcel known as the Mikkelsen Estate.
Lisa Purvis, MMC – Town Clerk

ITEM-4 Town Council to consider the offer for Hilliard Park & Recreation to assume oversight of the Hilliard Youth Tackle Football Program.
Gabe Whittenburg – Parks & Recreation Director

ITEM-5 Town Council approval of the Minutes for the March 5, 2026, Public Hearing & Regular Meeting and the March 12, 2026, Workshop.
Lisa Purvis, MMC – Town Clerk

ITEM-6 Mayor Beasley presents the annual 2025 State of the Town message.
John P. Beasley – Mayor

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 Statutes, 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 27, 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: Town Council Regular Meeting Meeting Date: March 19, 2026

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

SUBJECT: Town Council approval of Septic Exception Application No. 20260304 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0210-0130. Wayne Bishop.

BACKGROUND:

On February 19, 2026, a development investigation was submitted for a single-family residence. The recommendation of the Public Works Department was for a septic tank exception. The closest location for sewer is West Sixth Street at Ohio Street, approximately 3,037 feet away. Gravity sewer is not an option due to distance and an inability to make needed fall. There was a “septic tank exception” previously approved for the property (April 2022) but, it expired prior to the owner beginning construction. This has resulted in a septic exception application being submitted.

Sec. 58-42. With sewer system.

The owner of each lot or parcel of land within the town, upon which lot or parcel of land any building or trailer used as a dwelling is now situated or shall be hereafter situated, for either residential, commercial or industrial use, shall connect or cause such building or trailer to be connected with the public sewer facilities of the municipal sewer system of the town, and use such facilities within 12 months following notification to do so by the town clerk. All such connections shall be made in accordance with rules and regulations which shall be adopted as necessary by the town council, which rules and regulations shall provide for a charge for making any such connections in such reasonable amounts as such town council may fix and determine. The owner may apply for an exception from the town council upon good cause shown.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval of Septic Exception Application No. 20260304 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0210-0130. Applicant Wayne Bishop, with the following exception: Public Works and/or the Land Use Administrator of the Town of Hilliard must approve proposed/staking out location of drain field before soil testing. If the location is moved due to test results a second location approval is needed prior to installation of drain field.



TOWN OF HILLIARD
 SEPTIC TANK EXCEPTION APPLICATION
 15859 W CR 108 Hilliard, FL 32046
 Phone: 904-845-3555 | cs@townofhilliard.com

For Staff Only	ITEM-2
File #:	2026-03.01
Application Fee:	\$250.00
Payment Processed By:	J.A. 3/4/26

Septic Tank Exception Application

A. PROJECT

1. Project Name: David Bishop
2. Address of Subject Property: 27084 ~~Bobcat~~ W 12TH Ave
3. Parcel Number(s): 08-3N-24-2380-0210 - ~~0000~~ 0130
4. Existing Use of Property: Vacant Residential
5. Future Land Use Map Designation: _____
6. Zoning Designation: _____
7. Acreage: 0.28

B. APPLICANT / CONTRACTOR*

1. Applicant's Status: Owner (title holder) Agent
2. Name of Applicant(s) or Contact Person(s): David Bishop Title: Owner
 Company (if applicable): _____
 Mailing address: 4700 Lonesome Oak Dr
 City: Hilliard State: FL ZIP: 32046
 Telephone: (904) 483-6440 E-mail: _____
3. Contractor:
 Name of Contractor: Wayne Bishop
 Company (if applicable): Wayne Bishop Construction
 Mailing address: 4700 Lonesome Oak Dr
 City: Hilliard State: FL ZIP: 32046
 Telephone: (904) 483-6440 E-mail: _____

*** Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.**

C. ATTACHMENTS (One copy plus one copy in PDF format)

1. Site Plan including but not limited to:
 - i. Name, location, owner, and designer of the proposed development.
 - ii. Vicinity map - indicating general location of the site and all abutting streets and properties.
 - iii. Statement of Proposed Uses.
 - iv. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
 - v. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
 - vi. Area and dimensions of site.



TOWN OF HILLIARD
SEPTIC TANK EXCEPETION APPLICATION
15859 W CR 108 Hilliard, FL 32046
Phone: 904-845-3555 | cs@townofhilliard.com

- vii. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
 - viii. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
 - ix. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
2. Legal description with tax parcel number.
 3. Warranty Deed or other proof of ownership.

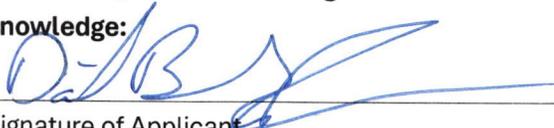
D. FEE

1. \$250.00

No application shall be accepted for processing until the required application fee is paid in full.

All attachments are required for a complete application. A completeness review of the application will be conducted within ten (10) business days of receipt. If the application is determined to be incomplete, the applicant will be required to provide the needed documents prior to approval of work. Work prior to approval will result in a Code Enforcement Violation.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:



Signature of Applicant

David Bishop

Typed or printed name and title of applicant

3/5/26

Date

State of Florida

Signature of Co-applicant

Typed or printed name of co-applicant

Date

County of Nassau

The foregoing application is acknowledged before me this 5th day of March, 2026, by David W. Bishop, who is/are personally known to me, or who has/have produced FL DL as identification.

NOTARY SEAL





Signature of Notary Public, State of FL



KEVIN J. LILLY ASA, CFA
 Nassau County Property Appraiser
Consistent, Fair, Efficient

Parcel 08-3N-24-2380-0210-0130

Owners

BISHOP DAVID W JR & CALLIE K
 15977 CR 108
 HILLIARD, FL 32097

Parcel Summary

Situs Address	27084 W TWELFTH AVE
Use Code	0000: VACANT
Tax District	3: Hilliard
Acreage	0.000
Section	8
Township	3N
Range	24
Subdivision	HILLIARD TERRACE
Exemptions	None

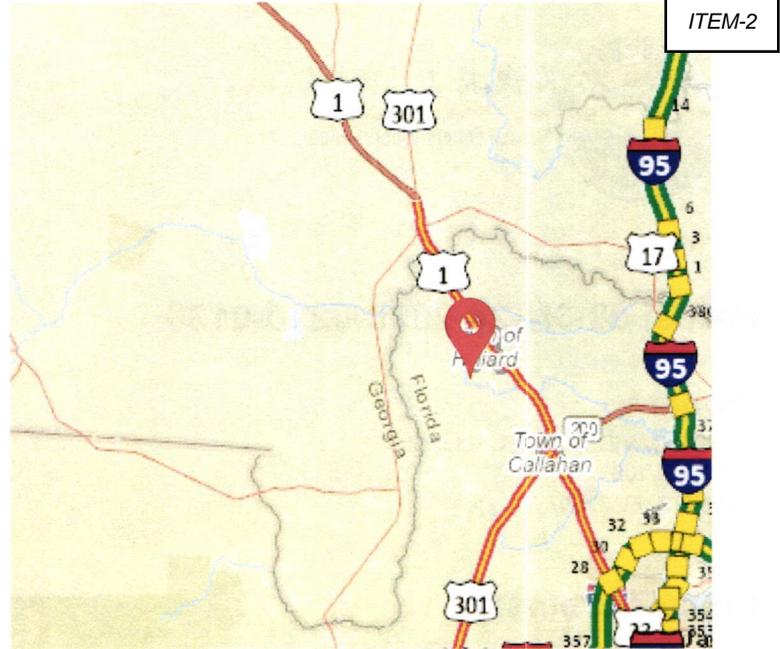
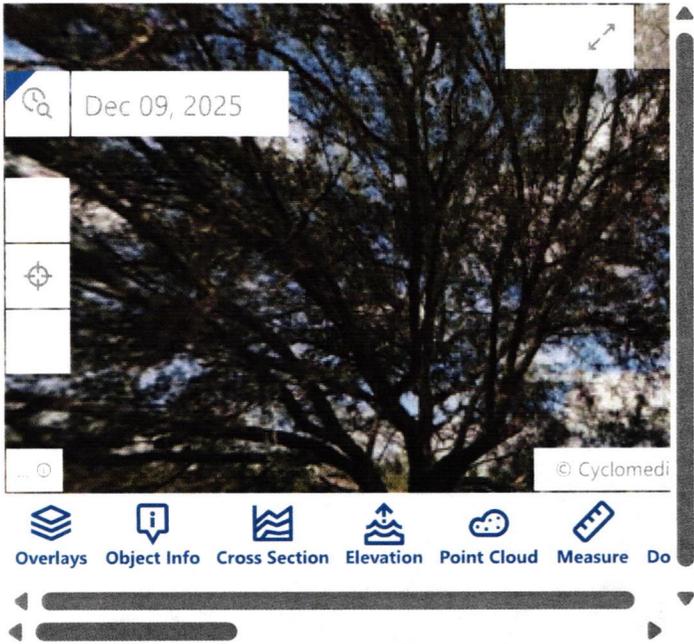
Short Legal

BLOCK 210 LOTS 13 THRU 16
 TOWN OF HILLIARD

Values

	2024 Certified Values	2025 Certified Values
Land Value *	\$30,000	\$35,000
(+) Improved Value	\$0	\$0
(=) Market Value	\$30,000	\$35,000
(-) Agricultural Classification	\$0	\$0
(-) SOH or Non-Hx* Capped Savings **	\$0	\$2,000
(=) School Assessed Value	\$30,000	\$35,000
County Assessed Value	\$30,000	\$33,000
(-) School Exemptions	\$0	\$0
(-) Non-school Exemptions	\$0	\$0
(=) School Taxable Value ***	\$30,000	\$35,000
(=) County Taxable Value	\$30,000	\$33,000





Document/Transfer/Sales History

Instrument / Official Record	Date	Q/U	V/I	Sale Price	Grantor	Grantee
WD 2484/1844	2021-07-29	Q	Vacant	\$49,000	MEADE JOHN	BISHOP DAVID W JR & CALLIE K
QC 2013/0696	2015-11-09	U	Vacant	\$100	MEADE JOHN P & HAIDEE B	MEADE JOHN
QC 1183/0837	2003-10-23	Q	Vacant	\$3,200	TIITF/STATE OF FLORIDA	MEADE JOHN P & HAIDEE B

Buildings

None

Land Lines

Code	Description	Zone	Front	Depth	Units	Rate/Unit	Acreage	Total Adj	Value
000100	RES	R-2	100.00	125.00	100.00	\$350.00/FF	0.00	1.00	\$35,000

Personal Property

None

TRIM Notices

- 2025
- 2024

Property Record Cards

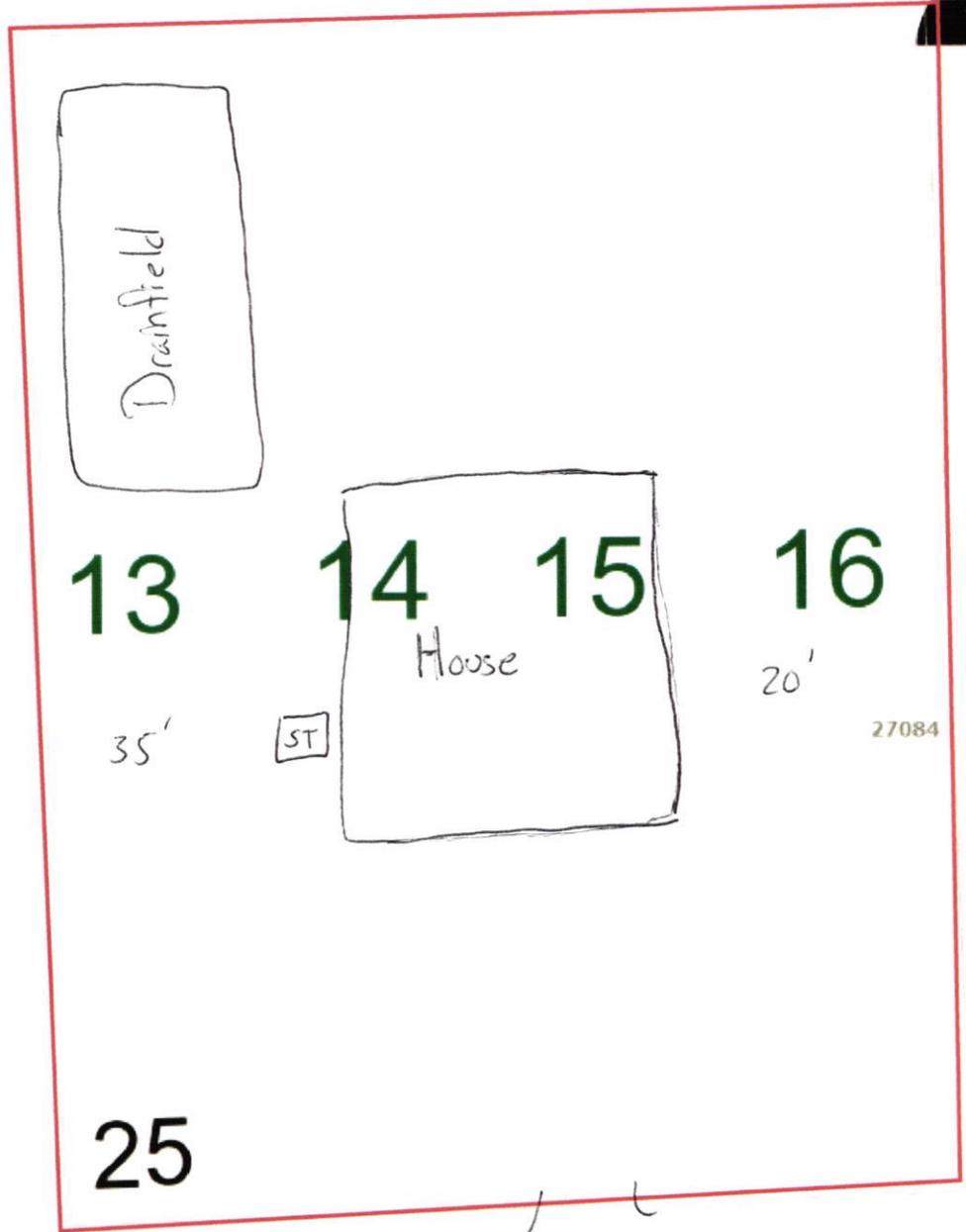
- 2025
- 2024
- 2023

Disclaimer

The Nassau County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The information contained herein is for ad valorem tax assessment purposes only. The Property Appraiser exercises strict auditing procedures to ensure validity of any transaction received and posted by this office but cannot be responsible for errors or omissions in the information received from external sources. Due to the elapsed time between transactions in the marketplace, and the time that those transactions are received from the public and/or other jurisdictions, some transactions will not be reflected.

Dan B... ITEM-2

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AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 19, 2026

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

SUBJECT: Town Council to consider moving forward with one of the purchase offers received for the Town of Hilliard’s 40 acres vacant parcel known as the Mikkelsen Estate.

BACKGROUND:

Offers to purchase the Town of Hilliard’s 40-acre parcel were received from the following parties:

- **February 9, 2026** – Douglas D. Adkins, CEO, Daysprings Property Services
- **March 5, 2026** – New Leaf Communities, LLC, represented by Mr. John H. Latshaw, Jr.
- **March 12, 2026** – Joanne Hickox, G3 Village Visionary (offer to be distributed upon receipt)

The offers submitted by New Leaf Communities, LLC and Daysprings Property Services were discussed and reviewed during the March 12, 2026, monthly workshop. Prior to the workshop, the Town was advised that the G3 Village offer would not be submitted for this property.

FINANCIAL IMPACT:

The potential sale of the property may generate revenue to offset any costs exceeding the FDEM legislative appropriations allocated for the Hurricane Shelter/Community Shelter Building. Any additional funds may also be used to help address current or future budget shortfalls.

RECOMMENDATION:

Town Council to consider moving forward with one of the purchase offers received for the Town of Hilliard’s 40 acres vacant parcel known as the Mikkelsen Estate.

Lisa Purvis

From: Lisa Purvis
Sent: Wednesday, February 25, 2026 3:51 PM
To: Mayor & Town Council
Cc: Christian Waugh
Subject: FW: PURCHASE OFFER - MICHELSON PROPERTY

All,

Please see below incase Doug reaches out to you regarding the offer that he made on the Mikkelsen Property.

Note: Please do not reply all to this email.

Thanks,

Lisa Purvis, MMC

Town Clerk
Town of Hilliard
PO Box 249
15859 West CR 108
Hilliard, FL 32046
904.845.3555 Phone
904.845.1221 Fax
www.townofhilliard.com



From: Lisa Purvis
Sent: Wednesday, February 25, 2026 3:48 PM
To: Douglas Adkins <doug@dayspring.health>
Cc: Lee Anne Wollitz <lwollitz@townofhilliard.com>
Subject: RE: PURCHASE OFFER - MICHELSON PROPERTY

Doug,

Re: Mikkelsen Property Offer

This email is in response to your written offer to purchase the Mikkelsen Property owned by the Town of Hilliard.

Your offer was received on the date of the Town’s monthly workshop. As I mentioned during our phone conversation, we were anticipating two additional offers. We expect to present your offer, along with any others received, at the next monthly workshop.

The next workshop is scheduled for March 12, 2026, at 6:00 p.m. If you are unable to attend, the Council will still review and discuss all submitted offers at that time. Following the meeting, I will provide you with written notice regarding the discussion and advise you of any additional questions or next steps.

Thank you for your interest.

Thanks,

Lisa Purvis, MMC
Town Clerk
Town of Hilliard
PO Box 249
15859 West CR 108
Hilliard, FL 32046
904.845.3555 Phone
904.845.1221 Fax
www.townofhilliard.com



From: Douglas Adkins <doug@dayspring.health>
Sent: Monday, February 9, 2026 8:55 AM
To: Lisa Purvis <lpurvis@townofhilliard.com>
Cc: Lee Anne Wollitz <lwollitz@townofhilliard.com>
Subject: PURCHASE OFFER - MICHELSON PROPERTY

Lisa

I appreciate the opportunity to present our interest in the Michelson property owned by the Town of Hilliard.

This property carries unique significance for the community. I personally knew the Michelson sisters and attended church with them. They were always very kind to me and had a heart for the community. Their decision to donate this land to the Town was clearly rooted in a desire to see it used for the long-term good of Hilliard and its residents. We approach this opportunity with respect for that legacy and with the same mindset.

After careful analysis of the property and the current infrastructure conditions, we would like to submit a **proposal to purchase the Michelson property for \$930,000**, subject to standard due diligence.

This proposal is made in good faith, with respect for the Michelson family’s generosity and the Town’s stewardship of their gift. This offer will be an all cash purchase, the offer will be open for 30 days after which it will be withdrawn. Once the offer is accepted and we have a signed purchase/ sale agreement we would like to have a wetland survey completed at our expense to help us determine whether the property has any wetland issues or other environmental challenges that might affect our decision to close. Once the wetland survey is completed and we determine there are no substantial issues we would close within 30 days.

Thank you for your consideration and for your continued service to the Town of Hilliard.

Kindest Regards

Doug

Douglas D. Adkins
CEO
Dayspring Property Services
PO Box 1080
Hilliard, Florida 32046
904-583-0134-cell
904-675-9181-Office

NEW LEAF COMMUNITIES, LLC
John H. Latshaw, Jr.
4651 Salisbury Road-Suite 330
Jacksonville, FL 32256

March 4, 2026

VIA E-MAIL

Hilliard Town Council
c/o Council President Kenneth A. Sims
15859 West County Road 108
Hilliard, Florida 32046
ksims@townofhilliard.com

VIA E-MAIL

Town of Hilliard
Attn: Lisa Purvis, Town Clerk
15859 West County Road 108
Hilliard, Florida 32046
lpurvis@townofhilliard.com

RE: 40 Acres-Hilliard, Nassau County, Florida

Dear Council President Sims and Ms. Purvis:

We are pleased to submit this Letter of Intent (hereinafter, "Letter") concerning a parcel of land comprised of Forty (40) acres owned by the Town of Hilliard and located at the intersection of C.R. 108 and Magnolia Avenue, as further described herein (hereinafter, "the Property").

This letter outlines the basic terms and conditions under which we (together with our successors and/or assigns being collectively the "Buyer") will proceed toward negotiations, in good faith, of a formal Purchase and Sale Agreement (hereinafter, sometimes referred to as the "PSA") for the purchase of the Property. The parties will sign a mutually acceptable PSA by April 10, 2026 or terminate negotiations.

The terms and conditions are set forth as follows:

Property: The Property is a 40-acre parcel, and it is identified by Nassau County R.E. Tax Parcel Number 20-3N-24-2020-0029-0000. The land is further described and identified by the legal description set forth on Exhibit "A" and by the property outlined on the aerial photo on Exhibit "B" attached hereto.

The Property shall include the land and without limitation, all surface, subsurface and mineral rights, all tenements, hereditaments, easements, rights of way, entitlements, agreements, personality, intellectual property, copyrights, plans and fixtures of any kind located on the Property.

Additionally, all existing, available documents relevant to the zoning, land use, and concurrency including but not limited to local, state, and federal approvals, entitlements, permits, school and traffic concurrency, wetland mitigation credits and the Army Corps of Engineers and Water Management District permits, civil engineering or construction plans, drainage calculations, topographic surveys, and other pertinent items are included with the Property and Seller shall provide those documents to Buyer as Due Diligence Deliverables outlined below.

Land Identification: Any existing survey in Seller's possession shall be provided to Buyer by the Seller within 10 days after the execution of a Purchase and Sale Agreement.

Deposits: Within three (3) business days of mutual execution of a PSA by Seller and Buyer, Buyer shall deposit in an FDIC insured non-interest-bearing account a refundable deposit equal to Fifteen Thousand and No/100 Dollars (\$15,000). At the end of the Due Diligence Period (as herein defined), the Buyer will deposit an additional Fifteen Thousand and No/Dollars (\$15,000) with the Escrow Agent for a total deposit of Thirty Thousand and No/100 Dollars (\$30,000). At that time, the entire deposit of Thirty Thousand and No/100 Dollars (\$30,000) shall become fully non-refundable, except as otherwise provided in the PSA. All deposits will be credited to the Purchase Price.

Due Diligence Period. The buyer shall have 90 days (the "Due Diligence Period") to review and conduct, at Buyer's election, a physical inspection of the Property. Buyer shall restore the Property in its original condition following its inspections, shall indemnify Seller for any claims, losses or liabilities in connection with Buyer's due diligence of the Property. Buyer shall have the right to one thirty (30) day extension of the Due Diligence Period for which Buyer shall make an additional deposit of Ten Thousand Dollars (\$10,000.00) which shall be refundable until the end of the Due Diligence Period. At the end of the Due Diligence Period, if Buyer elects to proceed to property purchase, the Additional Deposit shall become non-refundable making for a non-refundable good faith deposit of Forty Thousand and No/100 Dollars (\$40,000).

Due Diligence Deliverables: Within three (3) business days following Buyer's delivery of the initial deposit, Seller shall provide Buyer with copies of any documents not already provided to Buyer including but not limited to all site plans and civil engineering plus all inspection reports done including without limitation, title reports or any title insurance policy, site surveys, site plans, wetlands delineations, complete accounting of mitigation fees paid or due, mitigation bank records, environmental reports including any endangered species assessment/report, geotechnical tests and soil boring reports, archeological studies, traffic studies, school studies, engineering studies, entitlements, permits, architectural plans, service contracts and any government notices received with respect to the Property including all other pertinent documentation.

Purchase Price: The purchase price for the Property is **One Million Two Hundred Sixty Thousand Dollars and No Cents (\$1,260,000.00)** which shall be paid in cash at closing.

Closings/Payment of the Purchase Price/Final Approval/Outside Date: The Property purchase shall take place, and the purchase price shall be paid on or before Forty-five (45) days after the Buyer has received all permits local, state and federal necessary to procure a land disturbance permit and proceed with horizontal infrastructure for the forty (40) acres.

Conditions Precedent to Property Purchase. The following conditions shall be satisfied before closing.

A. Conditions Precedent to Property Purchase.

1. Seller/Town will guarantee sewer capacity and water capacity for not less than 400 residential dwelling units at no cost to Buyer.
2. The Future Land Use Map designation of the Property shall be amended from Mixed Use to High Density Residential to allow up to 12 dwelling units per acre and the zoning shall be amended to a residential district sufficient to yield a maximum of 400 residential dwelling units.
3. Buyer has verified that electrical service is available to the site at no extraordinary cost.
4. Buyer has verified that there are no wetlands or endangered species on the site.
5. Buyer has verified that the property is in flood zone X.
6. Seller/Town or Nassau County has confirmed the applicable governmental authority will allow at least 2 curb cuts to the Property on C.R. 108 and 1 curb cut on Magnolia Avenue.
7. The Nassau County School Board has confirmed that sufficient school capacity exists for the proposed development so Buyer will not incur any school concurrency or proportionate share mitigation assessments.
8. Seller/Town shall waive any tree mitigation assessments except for any live oak exceeding 25 inches in caliper.
9. No moratorium exists that would restrict the issuance of building permits upon proper application and payment thereof.
10. There has been no casualty to the Property at the time of Closing and/or no condemnation
11. The Title Company has irrevocably committed to issue the title policy to Buyer

Historic house. Buyer and Seller acknowledge the existence of the Mickelson 1941 historic house and outbuildings on the site.

1. Seller and Buyer will agree to cooperate and work together to preserve the house.

2. Buyer will pay the cost of any Phase I ESA or Phase II ESA on the Property. The Seller will pay the cost of any environmental clean-up mandated by a Phase I ESA or Phase II ESA such that the site is deemed clear of any environmental contamination.
3. Buyer will pay the cost of preserving the house if left on the site and is incorporated into a subdivision plan. Seller will pay the cost if the house is removed and transported to a location selected by the Town of Hilliard.

Closing Costs: Seller's closing costs shall include but are not limited to the preparation of the deed, title examination and curing, if any, owner's title insurance premium in the amount of the purchase price, and documentary stamp/revenue taxes in connection with the Property transfer and Buyer's closing costs include recording fees, survey costs, all loan costs, all due diligence and inspection costs, and any other costs typically paid by Buyer in connection with this transaction in accordance with local customs including title endorsements. Rogers Towers, P.A. shall be the escrow, title, and closing agent.

Clear Title: The Seller shall convey to Buyer at the scheduled Closing good, marketable, and insurable title to the property by special warranty deed acceptable to Buyer subject only to such exceptions to title as Buyer has approved in writing prior to closing.

Documents: If this Letter of Intent is accepted, the Buyer will select an Attorney to prepare the first draft of the PSA to be delivered to Seller within 30 days of the Effective Date of this Letter of Intent. Such Agreement shall be submitted to Seller for its review and approval. Buyer and Seller agree to use commercially reasonable efforts to negotiate and execute the PSA. Except as may otherwise be provided herein, each party shall each pay its own expenses, including attorneys' fees, incurred in connection with all negotiations.

Buyer's Entity: Buyer shall have the right to designate a nominee entity to take title to the property or to assign the agreement.

Commission: The parties represent and warrant to each other that no broker is involved in the sale and that there is no broker with any right to claim a commission or fee on the sale of the Property. Neither Seller nor Buyer will have any commission responsibility to any other party or to each other and will indemnify one another from any such claims.

Authority: The person(s) executing this Letter of Intent represent and warrant to the parties that they are authorized and empowered to execute this document on whose behalf they are signing. Upon acceptance of this letter and for a period of 30 days after, Seller agrees not to negotiate or accept any other offers to purchase the Property while Buyer and Seller work toward negotiating and executing a final purchase contract.

Non-Binding: This Letter is not a contract and though non-binding, is intended to serve as the basis for negotiating a final written agreement. Except as set forth herein, this letter is only an expression of mutual interest and is not a binding agreement of either party. Binding obligations will arise only upon the parties' complete execution and delivery of a definitive

PSA in a form acceptable to both parties, which contract will contain additional terms and conditions not described above.

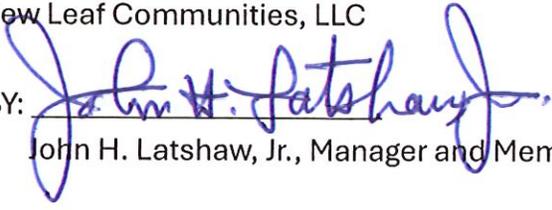
Expiration: This Letter of Intent shall expire at 5:00 PM EST on March 31, 2026 in the event a fully counter-signed copy of the Letter is not returned to the following email address jlatshaw@newleafci.com.

We appreciate the opportunity to provide you with this offer. We look forward to working with you on this transaction.

Sincerely,

New Leaf Communities, LLC

BY:


John H. Latshaw, Jr., Manager and Member

Acknowledged and Accepted:

Town of Hilliard

BY: _____

Kenneth A. Sims
Council President

CC: Lee Anne Wollitz (lwollitz@townofhilliard.com)
Lee Arsenault

EXHIBIT "A"

Short Legal Description

Lots 29 thru 32 in OR Book 2067 at Page 694 and in OR Book 2067 at Page 696. Cornwall Survey.

Full legal to be verified and established by survey.

EXHIBIT "B"

Aerial Photo

To Be Provided



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Meeting Date: March 19, 2026

FROM: ***Gabe Whittenburg – Parks & Recreation Director***

SUBJECT: Town Council to consider the offer for Hilliard Park & Recreation to assume oversight of the Hilliard Youth Tackle Football Program.

BACKGROUND:

This item was reviewed and discussed as a potential new program to be operated by the Hilliard Parks & Recreation Department at the March 12, 2026, monthly workshop. Following that discussion, the item was to be placed on this agenda for consideration to move forward, with the concurrence of Parks & Recreation Director, Gabe Whittenburg.

FINANCIAL IMPACT:

Admission Fees collected and concessions profits.

RECOMMENDATION:

Town Council to consider the offer for Hilliard Park & Recreation to assume oversight of the Hilliard Youth Tackle Football Program with the recommendation of Parks & Recreation Director, Gabe Whittenburg.

Proposal for Hilliard Parks & Recreation to Assume Oversight of Youth Tackle Football

Introduction

Youth football has long been an important part of the Hilliard community. For many years, the volunteer-run Hilliard Youth Football organization has provided opportunities for young athletes to learn the game, build character, and represent their community.

As Hilliard continues to grow and evolve, there is an opportunity to strengthen and sustain youth football by integrating it into the existing Parks & Recreation youth sports structure.

This proposal recommends transitioning the administration of youth tackle football from the current volunteer organization to the Hilliard Parks & Recreation Department. Doing so will create operational consistency across youth programs, strengthen long-term sustainability, and ensure youth football continues to thrive for generations of Hilliard athletes.

Background

Hilliard Parks & Recreation currently operates several successful youth sports programs including:

- Youth Basketball (Winter)
- Flag Football (Summer)
- Soccer (Fall & Spring)
- Volleyball (Fall & Summer)
- Gymnastics (Fall & Spring)
- Summer Sports Camps (Football, Basketball, Volleyball, Track, Tennis)

These programs have benefited from centralized administration, consistent policies, and the resources of the Parks & Recreation Department. In fact, overall program participation has grown by 467% since 2019, with approximately 1,200 sports registrations last year.

Youth tackle football remains one of two youth sports in Hilliard operated independently by volunteers rather than through the Parks & Recreation structure.

It is also important to note the deep connection between the current Parks & Recreation leadership and youth football in Hilliard. Recreation Director Gabe Whittenburg was one of the founding members of Hilliard Youth Football and understands the program's history, values, and importance to the community.

Benefits of Parks & Recreation Oversight

1. Streamlined Youth Sports Programming

Bringing youth tackle football under Parks & Recreation will create a consistent structure across all youth sports in Hilliard.

Benefits include:

- Standardized registration systems.
- Consistent scheduling.
- Unified communication with families across sports programs.
- Centralized financial oversight.
- Improved program accountability.

This alignment will make participation easier for families and simplify administration for the Town.

2. Long-Term Program Stability

Volunteer-run organizations often depend heavily on a small number of individuals. While the dedication of these volunteers has sustained the program for years, long-term stability can be strengthened through Parks & Recreation oversight.

Municipal administration ensures:

- Continuity from year to year.
- Financial transparency.
- Structured policies and procedures.
- Reliable staffing and oversight.

This helps ensure youth football remains available for future generations of Hilliard athletes.

3. Protection Against Participation Loss

The upcoming opening of Westside Regional Park will introduce additional recreational options in nearby areas. While this is a positive development for Nassau County, it may also create new competition for youth sports participation.

By integrating youth tackle football into Parks & Recreation programming, the Town can better coordinate marketing, scheduling, and outreach efforts to maintain strong participation levels.

4. Football Experience Within Parks & Recreation Leadership

Another advantage of this transition is the significant football experience already within the Parks & Recreation staff.

- Gabe Whittenburg, Recreation Director
 - Co-Founded Hilliard Youth Football
 - High School Coaching Experience (Hilliard and Charlton County)
 - Strong Football Background
- David Pender, Program Manager
 - High School Coaching Experience (Charlton County, Ware County)
 - Former Division 1 Player at Purdue University
 - NFL Playing Experience (Eagles, Ravens, Bengals, Colts)

This leadership background ensures that the program will continue to be guided by individuals who understand the sport and value proper development for young athletes.

“During my years at Charlton County High School, I had the privilege of both Gabe Whittenburg and David Pender working for me, and I can say without hesitation they represent the very best of our profession.

Gabe served on my staff during my final three seasons, and football is truly in his blood. He has a rare ability to teach the game at a high level while keeping it simple, relatable, and meaningful for his players. The Whittenburg name has long been synonymous with coaching football the right way.

David played for me and later coached on my staff, and he is one of the finest technicians I’ve been around, particularly in developing defensive backs. He understands the details, demands excellence, and has a genuine desire to pass on the knowledge he gained competing at the highest level to the next generation.

If I were building a coaching staff today, Gabe and David would be two of the first names I would call. There is no question they will be tremendous assets in ensuring the game of football is taught the right way in Hilliard — whether at the youth, middle school, or high school level.”

Rich McWhorter, Retired Head Coach – Georgia High School Hall of Fame (300 Wins 4 State Titles)

5. Alignment with Hilliard High School Football

Parks & Recreation oversight also creates opportunities for greater alignment with the Hilliard High School football program.

Potential benefits include:

- Consistent terminology and teaching progression
- Development pathways for young athletes
- Increased involvement from high school coaches and players
- Stronger community connection to Hilliard football

This alignment can strengthen both youth and high school programs over time.

Transition from Hilliard Youth Football (HYF) to Hilliard Parks & Recreation

As part of this transition, the current Hilliard Youth Football organization has expressed willingness to support the future of the program through:

- Donating existing equipment to Parks & Recreation
- Liquidating remaining funds and transferring them to the Parks & Recreation Department for football program use (or purchase and donation of equipment with remaining assets)

This contribution provides a strong starting foundation for the program under municipal oversight.

Staffing Plan

Staffing needs can be addressed using existing and planned Parks & Recreation resources.

Recommended Solution:

1. Utilize the open Event Coordinator position

This role can assist with:

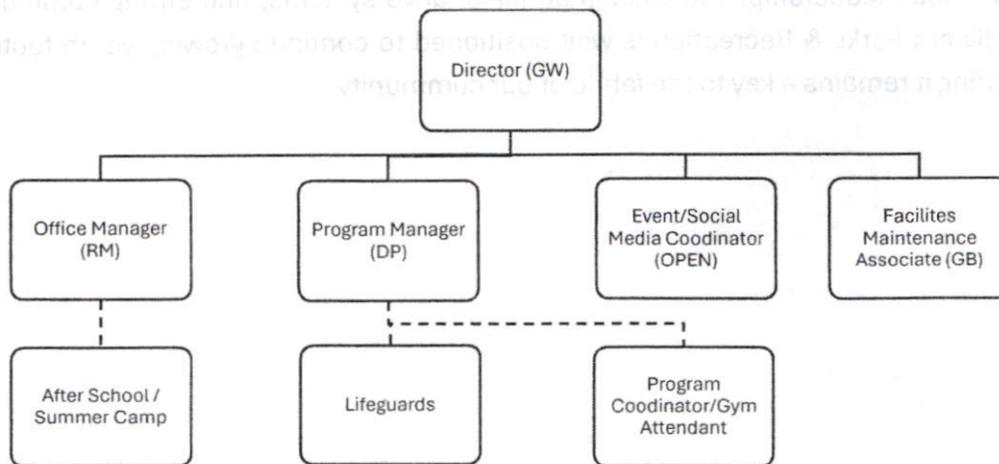
- Game day operations
- Scheduling
- Volunteer coordination
- Event management

2. Transition of two current part-time employees into full-time roles

Splitting football-related responsibilities between these positions would allow:

- Year-round program support
- Registration and communication management
- Field and logistics coordination
- Strengthen All Programs Event Coordination

This approach allows the department to expand programming while maintaining efficient staffing. Expense to the town would be limited as transition of positions to full-time would be cost effective to the town and thought to be a savings. Transitioning the two part-time employees to split the Event and Social Media Coordinator Position would result in the following structure:



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, MARCH 05, 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 Joe Michaels

ABSENT

Councilman Dallis Hunter

PUBLIC HEARING

ITEM-1 Liquor License Application – RHYSE Properties, LLC DBA Steamboat Lilly's – Mr. Michael Shawn McClinton, Owner
Steamboat Lilly's Restaurant, located at 551429 US Hwy 1, Hilliard, Florida for a liquor license in addition to the standard beer and wine license, that was approved June 18, 2020.
Mayor Beasley

Ian Farhat representing Rhyse Properties, LLC DBA Steamboat Lilly's is present for any questions that the public may have.

Open Public Hearing
 Call for Public Comments
 Close Public Hearing on Liquor License Application

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

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

TOWN COUNCIL ACTION

Town Council to consider approval to issue liquor license to RHYSE Properties, LLC DBA Steamboat Lilly's.

Motion to approve conditional on submitting background check to attach to the application in compliance with Town Code Chapter 6, Section 6.2.

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

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

ITEM-3 Town Council approval of the Public Works Director's recommendation to award the Right of Way Mowing Contract Bid for mowing, weed eating, and trash clean-up, a quantity of eight (8) times per contract year, from April 13, 2026, through the last cycle in 2028, to North Florida Lawn Maintenance, Inc.

Cory Hobbs – Public Works Director

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

ITEM-4 Town Council approval of the Minutes for the February 5, 2026, Workshop and Regular Meeting, February 12, 2026, Workshop and the February 19, 2026, Regular Meeting.

Lisa Purvis, MMC – Town Clerk

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

ITEM-5 Town Council approval of Peters & Yaffee Engineering, now owned by LJA Engineering, Inc., Payable through January 30, 2026, Project Name: Design West Sixth Street in the amount of \$5,615.33.

DAYSPRING COMMONS DEVELOPER FUNDED PROJECT LUMP SUM CONTRACT \$101,672.26

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

ITEM-6 Mayor Beasley presents the annual 2025 State of the Town message.
John P. Beasley – Mayor

Motion to table item to the March 19, 2026, regular meeting agenda.

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

ADDITIONAL COMMENTS

PUBLIC

Doug Conkey, 7775 Baymeadows Way, Suite 102, Jacksonville, FL SJRWMD, advised that mandatory water restrictions are currently in effect. He stated that he will provide the Clerk with information to distribute to the public. The Town Clerk advised that the information will be shared on the Town's social media platforms, posted on the Town website, and included as a flyer in the April water and sewer bills.

MAYOR & TOWN COUNCIL

Councilman Wollitz thanked the Lyons family for their thoughtful gift and for their hard work in creating a large Christmas light display set to music for the community to enjoy. **Councilman Michaels** stated that Hilliard Parks & Recreation has been approached about potentially taking over the football program currently operating at the Little League fields. He requested that this item be placed on the agenda for discussion at the upcoming monthly workshop scheduled for March 12, 2026.

Mayor Beasey also thanked the Lyons family for their gift and for their efforts in providing the community with a Christmas light display set to music.

Mayor Beasey announced that Opening Day for Hilliard Little League will take place on March 14, 2026, and that he has been invited to throw out the opening pitch. He also announced that the next HAC meeting will be held on Monday, March 16, 2026, during which plans for the Town's Annual Clean-Up Event will be finalized. Additionally, he noted that there will not be a Food Truck Friday at the end of March due to the Clean-Up Event being scheduled for the following Saturday.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk Lisa Purvis

Public Works Director Cory Hobbs

Land Use Administrator Lee Anne Wollitz

ABSENT:

Parks & Recreation Director Gabe Whittenburg

Land Use Administrator Lee Anne Wollitz, reported that the recent hands-on CPR courses were a great success and that additional classes are planned for the future. She also stated that she, along with members of the Public Works Department including the Director and Assistant Director, attended Florida Rural Water Association training classes in Lake City earlier in the day. She noted that several regulatory changes are forthcoming. Ms. Wollitz further reported that all building permits will be relocated to the Old Town Hall beginning this week. She also advised that the Hilliard Volunteer Fire Department will begin renovations to the upstairs living quarters at the fire station next week. Additionally, she commented on the recent Westside Regional Park site visit and provided an update regarding the various facilities that will be included at the park.

Town Clerk Lisa Purvis, reported that she received an email earlier in the day from Nassau County Economic Development Executive Director Sherri Mitchell regarding the Governor's visit to Nassau County. During the visit, it was announced that West Nassau County has officially been designated as a Rural Area of Opportunity (RAO) by the State of Florida. Ms. Purvis noted that this designation is significant for the western portion of the county.

Ms. Purvis also announced that the Florida Division of Emergency Management (FDEM) has officially approved the building plans for the Hurricane Shelter / Community Shelter project. With the RAO designation now in place for West Nassau County, the Town should no longer need to obtain interim lending when the project enters the construction phase. She noted that this would represent a significant cost savings that had not been included in the Town's current budget.

TOWN ATTORNEY

No comment.

ADJOURNMENT

Motion to adjourn at 7:24 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 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

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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, MARCH 12, 2026, 6:00 PM

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

WORKSHOP

ITEM-1 Town Council to review and discuss updates regarding the Hilliard Airpark.
Bill Prange, P.E. – AECOM

Bill Prange, Engineer for the Hilliard Airpark, was present to discuss several items related to recent Florida Department of Transportation (FDOT) funding changes.

Key updates included:

1. REDI Legislative Changes
FDOT has announced that moving forward, no projects will qualify for 100% REDI funding.
2. Hangar Project Funding Changes
FDOT has stated that all future hangar projects will be funded 50% by the State and 50% by local governments.
3. Equipment Project Funding Changes
FDOT has announced that all equipment purchases will be funded 80% by the State and 20% locally.
4. REDI Waiver Status
FDOT recently announced program changes eliminating 100% REDI funding for new projects. However, projects for which the Town has already executed

Public Transportation Grant Agreements (PTGA) that were approved at 100% funding will remain fully funded.

The Council noted that the west side of Nassau County was recently designated as a Rural Area of Opportunity (RAO) and asked whether this designation would affect eligibility. Mr. Prange responded that the change is an FDOT rule and currently applies regardless of RAO designation. He added that there may be hope the REDI program could return in the future, but there are no guarantees.

Mr. Prange noted that smaller airparks, which often lack the revenue to cover local match requirements, may face significant challenges with growth and development under the new funding structure.

5. FDOT Funding Priorities

- a. FAA Matching Funds – FDOT 8%, Local 2%
- b. Licensing and Safety Issues – FDOT 80%, Local 20%
- c. Pavement Preservation – FDOT 80%, Local 20%
- d. Capacity Additions – Not Available
- e. Economic Development – Not Available

ITEM-2

Town Council to review and discuss purchase offers received for the Town of Hilliard's 40 acres vacant parcel known as the Mikkelsen Estate.

Lisa Purvis, MMC – Town Clerk

Land Use Administrator Lee Anne Wollitz presented two purchase offers received following the showing of the Town's 40-acre property located at CR 108 and Magnolia Avenue.

Offer 1

New Leaf Communities, LLC – John Latshaw

Attorney Courtney Gaver with Rogers Towers was present on behalf of Mr. Latshaw to answer questions.

- Purchase Offer: \$1,260,000
- Proposal includes approximately 400 residential units.
- The offer includes several conditions that would require the Town approximately 30 days and \$2,000 to verify before the developer would agree to proceed.

Council discussed concerns regarding proposed lot widths, which would not fit within the Town's traditional zoning requirements. Attorney Gaver discussed the potential need for a "bubble PUD" (Planned Unit Development) and provided an explanation of how such zoning could be structured.

Offer 2

Dayspring Properties – Doug Adkins

Mr. Adkins was present to answer questions regarding his proposal.

- Original Offer: \$930,000

- Following discussion of the first offer, Mr. Adkins stated he would increase his offer to \$980,000 cash, with the ability to close within 30 days.

Mr. Adkins also stated that the property would likely remain unchanged for several years and expressed an interest in restoring the Mikkelsen home located on the property.

Council requested that this item be placed on the March 19, 2026, agenda for a decision regarding how the Council wishes to proceed.

ITEM-3 Town Council to review, discuss and hear information and input regarding the salary study.

Wendy Prather – Financial Analyst

Financial Analyst Wendy Prather advised the Council that a **third proposal** had been received for conducting a salary study. The Town now has proposals from the following firms:

- Evergreen
- Outsolve – Kickstarter
- Lattice/Mercer

Following discussion of the services offered by each firm and the associated costs, the Council requested that this item be revisited during the next fiscal year budget process for additional review and discussion.

ITEM-4 Town Council to review, discuss and hear information and input regarding the Hilliard Youth Football Program.

Gabe Whittenburg – Parks & Recreation Director

Hilliard Parks & Recreation Director Gabe Whittenburg and League President Jaron DeBerry appeared before the Council to discuss a proposal for Hilliard Parks & Recreation to assume oversight of the youth tackle football program currently operated by Hilliard Youth Football (HYF/HVF).

The presentation included discussion on the following topics:

- Introduction and Background of the existing youth tackle football program
- Benefits of Parks & Recreation Oversight of the program
- Transition Plan from Hilliard Youth Football to Hilliard Parks & Recreation

The current Hilliard Youth Football Board is in the process of voting to dissolve the organization in preparation for another entity assuming oversight of the program. As part of this transition, the board intends to donate all existing football equipment to the Town.

Currently, the youth tackle football program consists of four teams and operates eight games per season, with four home games and four away games. The season typically runs July through December.

If Hilliard Parks & Recreation assumes oversight of the program, it is recommended that the department's one vacant full-time position be restructured

into two full-time positions by transitioning two existing part-time staff members to full-time status. The staff members recommended for these positions are Shelby Turner and Myron Saunders.

This item is requested to be placed on the Council agenda for March 19, 2026, for discussion and a decision regarding the direction the Council wishes to take concerning oversight of the youth tackle football program.

ITEM-5 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

Land Use Administrator Lee Anne Wollitz and Councilman Wollitz informed the Council of several topics discussed during the County Manager's monthly meeting.

Topics included:

- Fireworks
Nassau County will serve as a one-third partner in annual fireworks costs. The Town of Callahan will maintain an accounting of revenues and expenses and will notify each partner of their share of the cost.
- Code Enforcement
Discussion regarding recordkeeping procedures and the Magistrate process moving forward. Staff will contact the Town Attorney for guidance regarding the development of a formal process.
- Emergency Evacuation Plan
The Town will work with Hilliard Volunteer Fire Department Chief Jerry Johnson and Nassau County Emergency Management to establish an evacuation plan in the event of an emergency like the recent wildfire that nearly required evacuation of one of the Town's daycare facilities.
- Nassau County Paving Contract
The County discussed the possibility of the Town piggybacking on their existing paving contract and completing work while paving crews are already in the area to reduce mobilization costs.
- GIS Layers
Nassau County assisted the Town with GIS data so the Town could submit required information to 811 for approval.

ADDITIONAL COMMENTS

Land Use Administrator Lee Anne Wollitz informed the Council that Nassau County's executive team recently spent over 1,000 hours developing their strategic plan as part of their budget preparation process, including strategies for reducing the upcoming fiscal year budget.

She stated that she will request copies of the County's budget information and legislative updates that may affect the Town's future budget planning.

ADJOURNMENT

Motion to adjourn at 8:16 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



AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 19, 2026
FROM: ***John P. Beasley – Mayor***
SUBJECT: Mayor Beasley presents the annual 2025 State of the Town message.

BACKGROUND:

Based on Town of Hilliard, Town Charter, Section 4.03, the mayor is to annually present the State of the Town message.

FINANCIAL IMPACT:

NA

RECOMMENDATION:

Mayor Beasley presents the annual 2025 State of the Town message.