

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

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, OCTOBER 02, 2025, 7:00 PM

NOTICE TO PUBLIC

Anyone wishing to address the Town Council regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Town Clerk. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council adoption of Resolution No. 2025-15, Recognizing City Government Week, October 20 – 26, 2025 and encouraging all citizens to support the celebration and corresponding activities.
Lisa Purvis, MMC – Town Clerk

ITEM-3 Town Council approval of the Minutes for the September 11, 2025, Workshop, September 18, 2025, Regular Meeting, and September 19, 2025, Public Hearing & Special Meeting.
Lisa Purvis, MMC – Town Clerk

ITEM-4 Town Council approval of Municipal Equipment Company, LLC, Payable through September 17, 2025, Project Name: 2 Sets of Bunker Gear in the amount of \$8,046.05.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$9,794.10

ITEM-5

Town Council approval of Peters & Yaffee, Payable through August 1, 2025, Project Name: Dayspring Commons – W Sixth Street Design in the amount of \$9,144.76.

**DAYSPRING COMMONS CAPITAL FUNDED PROJECT LUMP SUM
CONTRACT \$110,000**

ITEM-6

Town Council approval of Town of Callahan, Payable through September 25, 2025, Project Name: Northwest Quadrant Upgrades Project in the amount of \$6,000.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$40,000

ITEM-7

Town Council approval of Town Employee Grade/Step Pay Increases and Benefits for Fiscal Year 2025-2026.

Lisa Purvis, MMC – Town Clerk

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 first Tuesday 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.

2025 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 20, 2025
2. Memorial Day	Monday, May 26, 2025
3. Independence Day	Friday, July 4, 2025
4. Labor Day	Monday, September 1, 2025
5. Veterans Day	Tuesday, November 11, 2025
6. Thanksgiving Day	Thursday, November 27, 2025
7. Friday after Thanksgiving Day	Friday, November 28, 2025
8. Christmas Eve	Wednesday, December 24, 2025
9. Christmas Day	Thursday, December 25, 2025
10. New Year's Eve	Wednesday, December 31, 2025
11. New Year's Day	Thursday, January 1, 2026



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 2, 2025

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

SUBJECT: Town Council adoption of Resolution No. 2025-15, Recognizing City Government Week, October 20 – 26, 2025 and encouraging all citizens to support the celebration and corresponding activities.

BACKGROUND:

The Town of Hilliard hosts an annual essay contest for students at Hilliard Elementary School, with the prompt, "If I were the Mayor of Hilliard...". The winners will be chosen by Mayor Beasley, and prizes include certificates and cash awards: \$50 for 1st place, \$30 for 2nd place, and \$20 for 3rd place. The winners and their teachers will be recognized during the Mock Town Council Meeting on October 23, 2025, at 6:00 p.m.

FINANCIAL IMPACT:

\$100.00

RECOMMENDATION:

Town Council adoption of Resolution No. 2025-15, Recognizing City Government Week, October 20 – 26, 2025

RESOLUTION NO. 2025-15

A RESOLUTION OF THE TOWN OF HILLIARD RECOGNIZING CITY GOVERNMENT WEEK, OCTOBER 20 - 26, 2025 AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES.

WHEREAS, city government is the government closest to most citizens, and the one with the most direct daily impact upon its residents; and

WHEREAS, municipal government provides services and programs that enhance the quality of life for residents, making their city their home; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, Florida City Government Week offers an important opportunity for elected officials and city staff to spread the word to all citizens of Florida that they can shape and influence this branch of government; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

NOW, THEREFORE BE IT RESOLVED BY THE TOWN OF HILLIARD AS FOLLOWS:

Section 1. That the Town of Hilliard does encourage all citizens, city government officials and employees to do everything possible to ensure that this week is recognized and celebrated accordingly.

Section 2. That the Town of Hilliard does encourage educational partnerships between city government and schools.

Section 3. That the Town of Hilliard does support and encourage all city governments to actively promote and sponsor "Florida City Government Week."

PASSED AND ADOPTED this _____ day of _____, _____
by the Hilliard Town Council, Hilliard, Florida.

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

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Dallis Hunter, Councilman

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, SEPTEMBER 11, 2025, 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
Town Clerk Lisa Purvis
Public Works Director Cory Hobbs
Assistant Public Works Director Charles Chavarria
Land Use Administrator Lee Anne Wollitz

ABSENT

Parks & Recreation Director Gabe Whittenburg
Town Attorney Christian Waugh

WORKSHOP

- ITEM-1 Town Council to review and discuss the Fiscal Year 2025 Water & Sewer Rate Study as prepared by Florida Rural Water Association, Dyana Stewart, Financial Management Supervisor
Lisa Purvis, MMC – Town Clerk

Dyana Stewart of the Florida Rural Water Association, presents the Town of Hilliard's Water and Wastewater Rate Study, highlighting both financial sustainability and long-term infrastructure needs. She explains that while sales tax funds are currently being used to cover repair and replacement costs, revenues remain insufficient to meet ongoing capital, debt, and operating expenses. Without adjustments, reserves could be depleted by Fiscal Year 2028-2029, with a projected deficit of approximately \$180,275 in Fiscal Year 2024-2025.

Mrs. Stewart recommends beginning more aggressive budgeting for asset replacement in Fiscal Year 2026-2027 to prepare for aging infrastructure and stresses the importance of maintaining adequate reserves to handle demand shifts, capital improvements, emergencies, and unexpected failures.

She states that in order to address the shortfall, new water and wastewater rates are proposed for Fiscal Year 2025–2026. A typical residential customer inside Town limits with a ¾” meter and 3,000 gallons of monthly usage would see a combined bill of about \$80.28 (\$30.14 for water, \$50.14 for wastewater). For higher-usage commercial customers, the combined bill would be approximately \$321.40.

The proposed structure is designed to ensure that by Fiscal Year 2028-2029, the Town can fully fund all water and sewer operating, debt, and capital expenses without drawing on reserve funds.

- ITEM-2 Town Council to review and discuss the request regarding the Cheerleaders to ride on top of the Hilliard Volunteer Fire Engine in Homecoming Parade set for Friday, September 19, 2025.

Christian Waugh – Town Attorney

Town Clerk Lisa Purvis, explains that she only needs a consensus to notify the Town Attorney to draft a hold harmless agreement if necessary.

Councilman Wollitz, raises concerns about potential liability and mental trauma should someone fall from the firetruck, noting that the Hilliard Volunteer Fire Department is also uncomfortable with the risk and does not want the liability. The Town Council acknowledges this and expresses similar concerns and states they do not feel comfortable allowing it.

- ITEM-3 Town Council to review and discuss the Fiscal Year 2025-2026 Employee Salary recommendations.

Lisa Purvis, MMC – Town Clerk

Town Clerk Lisa Purvis, presents both the Directors’ pay recommendations and the proposal from Council President Sims.

Councilman Wollitz points out concerns regarding lower-paid employees.

Town Clerk Lisa Purvis explains that pay levels differ based on the type, quality, and level of work performed, which is why a compensation study was requested. She also highlights her succession plan for Town Hall staff, stressing the importance of retaining valued employees.

Council Pro Tem Pickett states that he is not in favor of the rate study, after which Purvis provides an explanation of the study.

- ITEM-4 Town Council to review and discuss the item(s) to be presented at the Nassau County Legislative Delegation Public Hearing that will be held on Wednesday, October 1, 2025, for Legislative Appropriation Funding consideration.

Lisa Purvis, MMC – Town Clerk

Town Clerk Lisa Purvis, asks the Town Council for direction on which items to present.

The Council requests to use the same items as the previous year.

ADJOURNMENT

Motion to adjourn at 7:24 p.m.

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

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

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

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ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, SEPTEMBER 18, 2025, 7:00 PM

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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 (TEAMS)
Councilman Joe Michaels

PRESENTATIONS

ITEM-1 Florida League of Cities to Present Mayor John P. Beasley with the Mayor John Land Years of Service Award for 25 Years of Service to the Town of Hilliard
Chris Holley, Director of Member Services & Training – Florida League of Cities

Mr. Chris Holley, Director of Member Services & Training with the Florida League of Cities, reads Resolution adopted by the Florida League of Cities honoring Mayor John P. Beasley for 25 years of elected service and presents Mayor Beasley with the John Land Years of Service Award.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM 14- Set a Workshop to discuss staffing issues.

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

ITEM-3 Town Council approval of Septic Exception Application No. 20250903.01, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 15656 CR 108. Parcel ID No. 20-3N-24-2020-0028-0000.
Cory Hobbs – Public Works 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, Councilman Michaels

ITEM-4 Town Council approval of Resolution 2025-11, for the creation of private street to serve as frontage for Parcel ID No. 17-3N-24-2020-0016-0010.
Lee Anne Wollitz – Land Use Administrator

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

ITEM-5 Town Council approval of Septic Exception Application No. 20250911.01, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 Magnolia Parcel ID No. 17-3N-24-2020-0016-0010.
Cory Hobbs – Public Works Director

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

ITEM-6 Town Council to adopt Resolution No. 2025-12, authorizing the Hilliard Middle Senior High School Homecoming Parade on Friday, September 19, 2025, beginning at 2:45 p.m.
Lisa Purvis, MMC – Town Clerk

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

ITEM-7 Town Council approval to adopt Resolution No. 2025-13, Authorizing the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection for State of Florida Fiscal Year 2026-2027, for the development of Oxford Street Park Ph V.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-8 Town Council approval to adopt Resolution No. 2025-14, Authorizing the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection for State of Florida Fiscal Year 2026-2027, for the development of Town Hall Park Ph II.

Lisa Purvis, MMC – Town Clerk

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

- ITEM-9 Town Council approval of the Minutes for the September 4, 2025, Public Hearing & Regular Meeting and September 8, 2025, Workshop.

Lisa Purvis, MMC – Town Clerk

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

- ITEM-10 Town Council approval of AECOM, Payable through August 29, 2025, Project Name: Design & Construct New Box Hangar at the Hilliard Airpark in the amount of \$10,029.69.

FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441

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-11 Town Council approval of PQH Group, Payable through September 9, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$3,576.02.

FDEM 100% GRANT FUNDED PROJECT \$5,890,200; PQH GROUP LUMP SUM CONTRACT \$572,000

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-12 Town Council approval of Triple B Dirt LLC, Payable through September 4, 2025, Project Name: Northwest Quadrant Upgrades Project in the amount of \$29,750.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$40,000

Motion made by Councilman Michaels, 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 Payables through September 18, 2025, Project Name: Town Hall Park Improvements \$50,539.67.
NASSAU COUNTY BOCC FY 2023/2024 MUNICIPAL GRANT IN THE AMOUNT OF \$50,000

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

ADDED ITEMS

- ITEM-14 Town Council to set a Workshop to discuss staffing issues.
John P. Beasley – Mayor

Motion to set a Workshop on Tuesday, September 23, 2025, at 6:00 p.m.

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

ADDITIONAL COMMENTS

PUBLIC

No comments.

MAYOR & TOWN COUNCIL

Councilman Wollitz, asks everyone to keep the past Councilwoman Webb's family in their prayers and congratulates Mayor Beasley on his 25 years of service.

Councilman Michaels, reports that he has spoken with Parks & Recreation Director Gabe Whittenburg and that the gymnastics program is full and soccer is about to begin. He shares that he is painting the football field tonight in preparation for Homecoming.

Council Pro Tem Pickett, also congratulates Mayor Beasley on his 25 years of service.

Council President Sims, extends prayers for past Councilwoman Webb's family and likewise congratulates Mayor Beasley on his milestone.

Mayor Beasley, reminds every one of the Public Hearing & Special Meeting on Friday, September 19, 2025, at 6:00 p.m. He also asks that past Councilwoman Webb's family be kept in everyone's prayers. He highlights the success of the Annual Town of Hilliard Car Show, thanks the Parks & Recreation Department, Town Hall staff, and Public Works for their support, and requests that Town events be added to the marquee in front of Town Hall. He also reminds everyone about the upcoming Hilliard Harvest Festival and Food Truck Saturday on September 27, 2025, and the Trunk or Treat in October.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk Lisa Purvis

ABSENT:

Public Works Director Cory Hobbs

Parks & Recreation Director Gabe Whittenburg (Football Field Painting)

Town Clerk Lisa Purvis, reminds every one of the Nassau Delegation Public Hearing on Wednesday, October 1, 2025, from 1:00 p.m. to 3:00 p.m., noting that preparations are well underway. She also congratulates Mayor Beasley on his 25 years of service.

TOWN ATTORNEY

Town Attorney Christian Waugh, congratulates Mayor Beasley as well and apologizes for not being present at such a special occasion. He explains that he was invited to speak at a Federal Society event honoring Charlie Kirk and free speech, which was well attended and worthwhile, and assures Mayor Beasley, he will make it up to him. He also mentions reviewing the agenda packet and clarifies that, contrary to being listed as the third-longest serving Town Attorney, his 6 years and 9 months of service make him the second-longest, adding humorously that he has his eyes on becoming number one.

ADJOURNMENT

Motion to adjourn at 7:25 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

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ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

FRIDAY, SEPTEMBER 19, 2025, 6:00 PM

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CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

PUBLIC HEARING

ITEM-1 Ordinance No 2025-09 – Setting the Town of Hilliard, Final Millage Rate for the Fiscal Year 2025-2026.

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-09

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

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

TOWN COUNCIL ACTION

Town Council adoption of Ordinance No. 2025-09, on Second & 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

ITEM-2 Ordinance No. 2025-10 – Setting the Town of Hilliard, Final Budget for the Fiscal Year 2025-2026.

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-10

Following no public comments, motion to close Public Hearing at 6:03 p.m.

Motion made by Councilman Hunter, 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 of Ordinance No. 2025-10, on Second & Final Reading.

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

SPECIAL MEETING

ITEM-3 Town Council adoption of the Current Year Capital Budget for the Fiscal Year 2025-2026.

Lisa Purvis, MMC – Town Clerk

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-4 Town Council adoption of the Five-Year Capital Improvements Plans for Fiscal Years 2026-2030.

Lisa Purvis, MMC – Town Clerk

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

ADDITIONAL COMMENTS

PUBLIC

No comments.

MAYOR & TOWN COUNCIL

Councilman Hunter, states that he is glad to be back in Hilliard.

ADMINISTRATIVE STAFF**PRESENT:**

Town Clerk Lisa Purvis

ABSENT:

Public Works Director Cory Hobbs

Parks & Recreation Director Gabe Whittenburg

No comments.

TOWN ATTORNEY

Absent.

ADJOURNMENT

Motion to adjourn at 6:09 p.m.

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

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

Town of Hilliard

Bunker Gear**BUDGETED AMOUNT: \$ 9,794.10**

Vendor	Invoice No.	Product/Description	Cost Total	Date Paid	10/02/2025 Payables	Total Paid
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2024/2025

Municipal Equipment Company, LLC	453457-00	2 Haix Fire Hunter Pro & 1 Lion Commander Ace Glove Gauntlet	\$ 839.95	9/4/2025		\$ 839.95
Municipal Equipment Company, LLC	453547-03	2 Majestic Halo Particulate Blocking Hood	\$ 124.20	9/4/2025		\$ 124.20
Municipal Equipment Company, LLC	453547-04	2 Bullard Helmets & 2 Leather Fronts	\$ 783.90	9/4/2025		\$ 783.90
Municipal Equipment Company, LLC	453547-01	1 Lion Commander Ace Glove Gauntlet	\$ 121.45	10/2/2025	\$ 121.45	\$ 121.45
Municipal Equipment Company, LLC	453547-02	2 Janesville Super Deluxe Coats & 2 Janesville Super Deluxe Pants	\$ 7,924.60	10/2/2025	\$ 7,924.60	\$ 7,924.60

**2024/2025
TOTAL PAID****\$ 9,794.10****Total to be Paid
10/02/2025****\$ 8,046.05**



MUNICIPAL EQUIPMENT - FLORIDA

408 BIF COURT
ORLANDO, FL 32809
PHONE (800) 228-8448

Invoice Date	Due Date	Customer #	Invoice #
8/19/25	9/18/25	8220	453457-01
Cust PO#		Job Name	Job #
080825SADLER		TOWN OF HILLIARD	

Bill To
TOWN OF HILLIARD 15859 COUNTY ROAD 108 HILLIARD, FL 32046-6712

Ship To
TOWN OF HILLIARD ATTN: FIRE DEPARTMENT PO# 080825SADLER 15859 WEST COUNTY ROAD 108 HILLIARD, FL 32046

Correspondence To:
MUNICIPAL EQUIPMENT - FLORIDA 408 BIF COURT ORLANDO, FL 32809 EMAIL: ACCOUNTING@MECOFIRE.COM

Instructions				
Ship Point	Via	Shipped	Terms	Package ID
MUNICIPAL EQUIPMENT - FLORIDA	UPS	8/18/25	NET 30 DAYS	
Notes				
Tracking Package: 1z3479080352896145				

Line	Product and Description	Order Quantity	Backorder Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Discount Multiplier	Amount(Net)
1	CSTM JANESVILLE SUPER DELUXE COAT ***PER PSGQ 31384-A 48/32/R CREWS 40/29/R WOLLITZ ** Direct Order **	2.00	2.00	0.00	each	2,517.40	each	0.00	0.00
2	PSDM JANESVILLE SUPER DELUXE PANT ***PER PSGQ 31384-A 42 WAIST/32 IN-SEAM W/ TALL SUSPENDERS CREWS 36L W/ REGULAR SUSPENDERS WOLLITZ ** Direct Order **	2.00	2.00	0.00	each	1,444.90	each	0.00	0.00
6	LIOLPG928BLK-LG LION COMMANDER ACE GLOVE GAUNTLET, BLK SIZE LARGE KEVIN CREWS	1.00	0.00	1.00	PR	121.45	PR	0.00	121.45
7	HALO SPZ NB MAJESTIC HALO SPZ PARTICULATE BLOCKING STRUCTURAL FIREFIGHTING HOOD Nomex Blend, COLOR: WHITE ** Direct Order **	2.00	2.00	0.00	each	62.10	each	0.00	0.00



MUNICIPAL EQUIPMENT - FLORIDA

408 BIF COURT
ORLANDO, FL 32809
PHONE (800) 228-8448

Invoice Date	Due Date	Customer #	Invoice #
8/19/25	9/18/25	8220	453457-01
Cust PO#		Job Name	Job #
080825SADLER		TOWN OF HILLIARD	

Line	Product and Description	Order Quantity	Backorder Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Discount Multiplier	Amount(Net)
8	LTXBKR4R330M BULLARD LTX HELMET BLACK Fire Helmet, Structural, LTX, Black, Thermoplastic, Faceshield R330M 4" Polyarylate with Quick-Attach Blades, R400 4" Leather Front Mount ** Direct Order **	2.00	2.00	0.00	each	308.75	each	0.00	0.00
9	BK402LWHL SWH BULLARD 4" LEATHER FRONT BLACK WITH SEWN NUMBERS BYB261596 ** Direct Order **	2.00	2.00	0.00	each	83.20	each	0.00	0.00
13	FRT FREIGHT	1.00	0.00	1.00	Each	0.00	Each	0.00	0.00
7	Lines Total	Qty Shipped Total				2.00		Subtotal	121.45
								Taxes	0.00
								Total	121.45

If Sending Payment via Check – Remittance Address:

Municipal Equipment Co. LLC
PO Box #282076
Tampa, FL 33630



MUNICIPAL EQUIPMENT - FLORIDA
 408 BIF COURT
 ORLANDO, FL 32809
 PHONE (800) 228-8448

Invoice Date	Due Date	Customer #	Invoice #
9/17/25	10/17/25	8220	453457-02
Cust PO#	Job Name	Job #	
080825SADLER	TOWN OF HILLIARD		

Bill To
TOWN OF HILLIARD 15859 COUNTY ROAD 108 HILLIARD, FL 32046-6712

Ship To
TOWN OF HILLIARD ATTN: FIRE DEPARTMENT PO# 080825SADLER 15859 WEST COUNTY ROAD 108 HILLIARD, FL 32046

Correspondence To:
MUNICIPAL EQUIPMENT - FLORIDA 408 BIF COURT ORLANDO, FL 32809 EMAIL: ACCOUNTING@MECOFIRE.COM

Instructions				
Ship Point	Via	Shipped	Terms	Package ID
MUNICIPAL EQUIPMENT - FLORIDA	UPS	9/9/25	NET 30 DAYS	
Notes				

Line	Product and Description	Order Quantity	Backorder Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Discount Multiplier	Amount(Net)
1	CSTM JANESVILLE SUPER DELUXE COAT ***PER PSGQ 31384-A 48/32/R CREWS 40/29/R WOLLITZ ** Direct Order **	2.00	0.00	2.00	each	2,517.40	each	0.00	5,034.80
2	PSDM JANESVILLE SUPER DELUXE PANT ***PER PSGQ 31384-A 42 WAIST/32 IN-SEAM W/ TALL SUSPENDERS CREWS 36L W/ REGULAR SUSPENDERS WOLLITZ ** Direct Order **	2.00	0.00	2.00	each	1,444.90	each	0.00	2,889.80
2	Lines Total	Qty Shipped Total				4.00		Subtotal	7,924.60
								Taxes	0.00
								Total	7,924.60

If Sending Payment via Check – Remittance Address:
 Municipal Equipment Co. LLC
 PO Box #282076
 Tampa, FL 33630

9822 Tapestry Park Circle
Suite 205
Jacksonville, FL 32246
904-265-0751

Town of Hilliard
Town of Hilliard
PO Box 249, 15859 West CR 108
Hilliard, FL 32046
Lisa Purvis

Invoice number 6885
Date 08/13/2025
Dates of Service: 06/02/2025 - 08/01/2025
Project 25-008 W 6TH STREET

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
General Project Manager	20,806.36	5.00	0.00	1,040.32	1,040.32
Roadway/TTCP	35,077.44	0.00	0.00	0.00	0.00
Drainage	18,858.50	0.00	0.00	0.00	0.00
SAPM	8,379.04	0.00	0.00	0.00	0.00
ETM- Survey	7,745.00	0.00	0.00	0.00	0.00
MAE- Geotech	10,805.92	75.00	0.00	8,104.44	8,104.44
Total	101,672.26	8.99	0.00	9,144.76	9,144.76

Invoice total **9,144.76**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
6885	08/13/2025	9,144.76	9,144.76				
	Total	9,144.76	9,144.76	0.00	0.00	0.00	0.00

Approved by:

Eric Lanning
Director

Town of Hilliard
Project 25-008 W 6TH STREET

Invoice number 6885
Date 08/13/2025

It is a pleasure working with you!

Town of Hilliard

Northwest Quadrant

BUDGETED AMOUNT: \$ 36,050.00

Vendor	Invoice No.	Product/Description	Cost Total	Date Paid	10/02/2025 Payables	Total Paid
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2024/2025

Triple B Dirt LLC	359	24 Loads of Millings	\$ 20,400.00	9/18/2025		\$ 20,400.00
Triple B Dirt LLC	362	11 Loads of Millings	\$ 9,350.00	9/18/2025		\$ 9,350.00
Seldomridge Body Shop	056354	Towing of Motor Grader	\$ 800.00	9/18/2025		\$ 800.00
Town of Callahan	09122025GF	Paving & Grading of Roads	\$ 4,700.00	10/2/2025	\$ 4,700.00	\$ 4,700.00
Town of Callahan	09122025GF1	Roads Rough-In	\$ 1,300.00	10/2/2025	\$ 1,300.00	\$ 800.00

**2024/2025
TOTAL PAID****\$ 36,050.00****Total to be Paid
10/02/2025****\$ 6,000.00**

INVOICE

Town of Callahan General Fund
PO Box 5016
Callahan, FL 32011

clerk@townofcallahan-fl.gov
+1 (904) 879-3801



Bill to
Town of Hilliard,
Attn: Corey Hobbs
15859 West CR 108
Hilliard, FL 32046

Ship to
Town of Hilliard,
Attn: Corey Hobbs
15859 West CR 108
Hilliard, FL 32046

Invoice details
Invoice no.: 09122025GF
Terms: 1% 10 Net 30
Invoice date: 09/19/2025
Due date: 10/19/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Sales	Paving & grading of roads 9/4/2025	10	\$300.00	\$3,000.00
2.	Sales	Paving & grading of roads 9/5/25	1	\$300.00	\$300.00
3.	Sales	Paving & grading of roads 9/8/25	8	\$300.00	\$2,400.00
4.	Sales	Discount	1	-\$1,000.00	-\$1,000.00
5.					

Ways to pay

BANK

Total \$4,700.00

INVOICE

Town of Callahan General Fund
PO Box 5016
Callahan, FL 32011

clerk@townofcallahan-fl.gov
+1 (904) 879-3801



Bill to
Town of Hilliard,
Town of Hilliard
15859 West CR 108
Hilliard, FL 32046

Ship to
Town of Hilliard,
Town of Hilliard
15859 West CR 108
Hilliard, FL 32046

Invoice details
Invoice no.: 09122025GF1
Terms: Net 30
Invoice date: 09/25/2025
Due date: 10/25/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Sales	Roads rough-in	4.5	\$300.00	\$1,350.00
2.	Sales	Discount	1	-\$50.00	-\$50.00

Ways to pay

Total \$1,300.00

BANK



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: October 2, 2025

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

SUBJECT: Town Council approval of Town Employee Grade/Step Pay Increases and Benefits for Fiscal Year 2025-2026.

BACKGROUND:

Information to be sent out separately and one day prior to the meeting. Following the Town Council's input on what they would like to recommend approving for the Town Employees pay evaluations, positions, promotions, re-classifications, etc.

FINANCIAL IMPACT:

TBD.

RECOMMENDATION:

Town Council approval of Town Employee Grade/Step Pay Increases and Benefits for Fiscal Year 2025-2026.