

# 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, Interim Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

THURSDAY, JULY 03, 2025, 7:00 PM

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### 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

## PRESENTATIONS

- ITEM-1** Presentation of Certificate of Recognition to Board Member, Mr. Charles Reed for Over 5 Terms of Service on the Planning & Zoning Board of the Town of Hilliard.  
***Mayor Beasley***

## PUBLIC HEARING

- ITEM-2** Ordinance No. 2025-04 – Amending Chapter 62 Zoning and Land Development Regulations of the Hilliard Town Code; amending Article vii Signs.; and providing for an effective date.  
***Mayor Beasley***
- Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2025-04

### **TOWN COUNCIL ACTION**

Town Council adopting Ordinance No. 2025-04, on Second & Final Reading.

- ITEM-3** Ordinance No. 2025-07 – Amending the Town’s Business Tax Rate schedule in accordance with Section 205.0535(4) of the Florida Statutes by increasing the rate of each classification by no greater than five percent; and providing an effective date.

***Mayor Beasley***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2025-07

### **TOWN COUNCIL ACTION**

Town Council adopting Ordinance No. 2025-07, on Second & Final Reading.

### **REGULAR MEETING**

- ITEM-4** Additions/Deletions to Agenda
- ITEM-5** Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Oxford Park Playground Structure.  
***Gabe Whittenburg – Parks & Recreation Director***
- ITEM-6** Town Council to appoint Planning & Zoning Board Member for the remaining 3-year term from the list of candidates.  
***Lee Anne Wollitz – Land Use Administrator***
- ITEM-7** Town Council approval of Position Process for Jennifer Cone’s transition from Introductory/Probationary status to Regular Full-Time.  
***Lisa Purvis – Town Clerk***
- ITEM-8** Town Council approval of Pool Rental Agreement between Nassau County School District and Town of Hilliard for Hilliard Middle Senior High School and West Nassau High School Swim Teams.  
***Gabe Whittenburg – Parks & Recreation Director***
- ITEM-9** Town Council approval of Pool Rental Agreement between the Local Chapter of the Special Olympics of Northeast Florida and Town of Hilliard for Special Olympics Swim Practice.  
***Gabe Whittenburg – Parks & Recreation Director***
- ITEM-10** Town Council approval of Complete Comfort Specialist, Payable through June 27, 2025, Project Name: Town Hall AC Unit in the amount of \$8,186.84.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$50,000**
- ITEM-11** Town Council approval of Ring Power CAT, Payable through June 23, 2025, Project Name: Cat Generator at Water Treatment Plant in the amount of \$24,843.50.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$24,843.50**

## **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](http://www.townofhilliard.com).

Live & recorded videos can be accessed at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

## **ADA NOTICE**

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

## **APPEALS**

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

## **PUBLIC PARTICIPATION**

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

## **EXPARTE COMMUNICATIONS**

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

## **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