

# 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

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## AGENDA

**THURSDAY, NOVEMBER 06, 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

## PUBLIC HEARING

**ITEM-1** Ordinance No. 2025-11 – Reservation of Plant Capacity and Cost Recovery Agreement Sherry Downs West Fifth Street; and providing for an effective date.  
**Mayor Beasley**

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2025-11

## TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-11, on Second & Final Reading.

**ITEM-2** Ordinance No. 2025-12 – Amending Chapter 1 and 30, Town Code to reflect Code Enforcement Special Magistrate; and providing for an effective date.  
**Mayor Beasley**

Open Public Hearing

Call for Public Comments  
Close Public Hearing on Ordinance No. 2025-12

**TOWN COUNCIL ACTION**

Town Council to consider adopting Ordinance No. 2025-12, on Second & Final Reading.

- ITEM-3** Ordinance No. 2025-13 – Require Approval of Plat Submittals by Administrative Authority.  
**Mayor Beasley**

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2025-13

**TOWN COUNCIL ACTION**

Town Council to consider adopting Ordinance No. 2025-13, on First Reading and Set Second Public Hearing & Final Reading for December 4, 2025.

**REGULAR MEETING**

- ITEM-4** Additions/Deletions to Agenda

- ITEM-5** Town Council to approve AECOM Recommendation to Award Contract to Lylam, LLC dba Facility's Constructors, to construct Box Hangar Building at the Hilliard Airpark in the amount of \$269,989.60. Funding provided through FDOT Public Transportation Grant Agreement No. 441751-1-94-24.  
**Lisa Purvis, MMC – Town Clerk**

- ITEM-6** Town Council to consider Ordinance No. 2025-14, an ordinance relating to Public Right-of-Way or Alley; making findings; vacating Public Right-of-Way or Alley within or surrounded by Block 93; Plat of the West Portion of Hilliard; within Town of Hilliard, Florida; authorizing recording of a certified copy of this ordinance. Adopting on First Reading and Set Public Hearing & Final Reading for December 4, 2025.  
**Lisa Purvis, MMC – Town Clerk**

- ITEM-7** Town Council to consider Ordinance No. 2025-15, an ordinance relating to Public Right-of-Way or Alley; making findings; vacating a Block of Public Right-of-Way known as West Eighth Avenue which falls between Georgia Street and Virginia Street; Plat of the West Portion of Hilliard; within Town of Hilliard, Florida; authorizing recording of a certified copy of this ordinance; providing for severability; and providing for an effective date. Adopting on First Reading and Set Public Hearing & Final Reading for December 4, 2025.  
**Lisa Purvis, MMC – Town Clerk**

- ITEM-8** Town Council approval of the Minutes for the October 16, 2025, Regular Meeting and October 23, 2025, Workshop.  
**Lisa Purvis, MMC – Town Clerk**

- ITEM-9** Town Council approval of AECOM, Payable through October 10, 2025, Project Name: Design & Construct New Box Hangar at the Hilliard Airpark in the amount of \$1,100.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441**
- ITEM-10** Town Council approval of CPH Consulting, LLC, Payable through October 17, 2025, Project Name: 8" Parallel Water Main Extension to FAA Facility in the amount of \$8,484.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$199,680**
- ITEM-11** Town Council approval of Nassau County Public Library System Donation for Fiscal Year 2025-2026, to Friends of the Hilliard Branch Library in the amount of \$8,000.00.  
**BUDGETED DONATION FROM GENERAL FUND TO CULTURE AND RECREATION**
- ITEM-12** Town Council approval of Suez Annual Payment No. 5 of 5, Payable through October 1, 2025, Project Name: Advanced Metering Infrastructure (AMI), in the amount of \$109,553.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$547,765.00**

#### **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  
11. New Year's Day

Wednesday, December 31, 2025  
Thursday, January 1, 2026