

# 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, AUGUST 01, 2024, 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. 2024-06 – Annexing into the corporate limits three parcels real property containing approximately 37.35 acres; described with particularity herein; finding said annexation to be consistent with the Town of Hilliard's Comprehensive Plan and the Town Code; Amending Section 2.03 of the Charter of the Town of Hilliard to include said land; Providing for and authorizing the updating of the official Town maps.

***Mayor Beasley***

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2024-06

### TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2024-06, on Second & Final Reading.

**ITEM-2**

Ordinance No. 2024-07 – Amending the Hilliard Comprehensive Plan, Future Land Use Map designation of that certain property consisting of 16.32 acres, more or less; located on the east side of US HWY 1 and south of Cosmos Trail, Hilliard, FL, Nassau County Parcel No.15-3N-24-2320-0017-0020 and Parcel No. 15-3N-24- 2320-0019-0010; Adding the designation of Commercial; providing for severability; and providing for an effective date.

***Mayor Beasley***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-07

**TOWN COUNCIL ACTION**

Town Council to consider adopting Ordinance No. 2024-07, and to set a Second Public Hearing & Final Reading for September 5, 2024.

**ITEM-3**

Ordinance No. 2024-08 – Changing the Zoning Designation from Nassau County Zoning Open Rural to Town Zoning C-1, General Commercial District; for the 16.32 acres parcels more or less; located on the east side of US HWY 1 and south of Cosmos Trail, Hilliard, FL, Nassau County; and providing an effective date.

***Mayor Beasley***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-08

**TOWN COUNCIL ACTION**

Town Council to consider Ordinance No. 2024-08, and to set a Second Public Hearing & Final Reading for September 5, 2024.

**ITEM-4**

Ordinance No. 2024-09 – Amending the Hilliard Comprehensive Plan, Future Land Use Map designation of that certain property consisting of 21.03 acres, more or less; located on the east side of US HWY 1 at Cosmos Trail, Hilliard, FL, Nassau County Parcel No. 15-3N-24-2320-0017-0010; adding the designation of Commercial and High Density Residential; providing for severability; and providing for an effective date.

***Mayor Beasley***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-09

**TOWN COUNCIL ACTION**

Town Council to consider Ordinance No. 2024-09, and to set a Second Public Hearing & Final Reading for September 5, 2024.

**ITEM-5** Ordinance No. 2024-10 – Changing the Zoning Designation from Nassau County Zoning Open Rural to Town Zoning PUD, Planned Unit Development; for the property located on the east side of US HWY 1 and south of Eastwood Road; described in Attachment “A”, Legal Description; specifically described in Attachment “B” Written Description; and Attachment “C” Site Plan; providing for severability, repealer, and setting an effective date.  
**Mayor Beasley**

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-10

**TOWN COUNCIL ACTION**

Town Council to consider Ordinance No. 2024-10, and to set a Second Public Hearing & Final Reading for September 5, 2024.

**REGULAR MEETING**

**ITEM-6** Additions/Deletions to Agenda

**ITEM-7** Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 2, 2024.  
**Lisa Purvis, MMC – Town Clerk**

**ITEM-8** Town Council approval of the Change Order No. 1 for the DEP Agreement No. LPA0302 - Oxford Street Force Main Rerouting Project to decrease the contract price by \$500.  
**Lisa Purvis, MMC – Town Clerk**

**ITEM-9** Town Council approval of the Contract Services Agreement for Joel Hall, P.E., to perform Public Works related services through September 30, 2024.  
**Lisa Purvis, MMC – Town Clerk**

**ITEM-10** Town Council to consider the position process for Kimberly Corbett to transition into the Lead Administrative Assistant position.  
**Lisa Purvis, MMC – Town Clerk**

**ITEM-11** Town Council to consider the position process for Alicia Head to transition into the Public Information Officer & Events Coordinator position.  
**Lisa Purvis, MMC – Town Clerk**

**ITEM-12** Town Council approval of the FY 2024 Revenues and Expenditures Report for the period ending June 30, 2024  
**Lisa Purvis, MMC – Town Clerk**

**ITEM-13** Town Council approval of the Minutes for the July 18, 2024, Workshop, and the July 18, 2024, Public Hearing & Regular Meeting.  
**Lisa Purvis, MMC – Town Clerk**

**ITEM-14** Town Council approval of the Payables through July 19, 2024, Project Name: Emergency Water & Sewer Generator Repairs in the amount of \$34,922.67.  
**CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$34,922.67**

**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 second 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.

### **2024 HOLIDAYS**

#### **TOWN HALL OFFICES CLOSED**

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|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 15, 2024     |
| 2. Memorial Day                  | Monday, May 27, 2024         |
| 3. Independence Day Monday       | Thursday, July 4, 2024       |
| 4. Labor Day                     | Monday, September 2, 2024    |
| 5. Veterans Day                  | Monday, November 11, 2024    |
| 6. Thanksgiving Day              | Thursday, November 28, 2024  |
| 7. Friday after Thanksgiving Day | Friday, November 29, 2024    |
| 8. Christmas Eve                 | Tuesday, December 24, 2024   |
| 9. Christmas Day                 | Wednesday, December 25, 2024 |
| 10. New Year’s Eve               | Tuesday, December 31, 2024   |
| 11. New Year’s Day               | Wednesday, January 1, 2025   |