

# CITY OF HOLLY HILL, FLORIDA

## CITY COMMISSION

AGENDA • JANUARY 14, 2020

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Large Conference Room

Work Session

6:00 PM

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CITY HALL  
1065 RIDGEWOOD AVENUE  
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448



Large Conference Room  
City Hall  
1065 Ridgewood Avenue  
Holly Hill, FL 32117

### **CITY COMMISSION MEMBERS**

**Mayor**  
Chris Via

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**District 1 - Commissioner**  
John Penny

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**District 3 - Commissioner**  
John C. Danio

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**District 2 - Commissioner**  
Penny Currie

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**District 4 - Commissioner**  
Roy Johnson

**CITY MANAGER**  
Joseph Forte

**CITY CLERK**  
Valerie Manning

1. **CALL TO ORDER**
2. **HOLIDAY DISCUSSION**
  1. Holiday Discussion  
(Requested by Valerie Manning, City Clerk)
3. **MIRAGE LAKE DISCUSSION**
  1. Mirage Lake Discussion  
(Requested by Valerie Manning, City Clerk)
4. **CITY MANAGER COMMENTS**
  1. Wellness Initiative for 2021  
(Requested by Joseph Forte, City Manager)
  2. Veterans Memorial  
(Requested by Joseph Forte, City Manager)
5. **ADJOURNMENT**

**Website Address – [www.hollyhillfl.org](http://www.hollyhillfl.org)** (City Clerk)

**NOTICE** – If any person decides to appeal any decision of the City Commission at this meeting, he/she will need a record of the proceedings and, for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City does not prepare or provide such a record.



For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 248-9441



Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.

In accordance with the Americans with Disabilities Act (ADA), persons needing a special accommodation to participate in the Commission proceedings should contact the City Clerk's Office no later than three (3) days prior to the proceedings.



## City Commission

1065 Ridgewood Ave  
Holly Hill, FL 32117

### SCHEDULED

## WORKSHOP DISCUSSION (ID # 2818)

Meeting: 01/14/20 06:00 PM  
Department: City Clerk  
Category: Workshop Item  
Prepared By: Valerie Manning  
Initiator: Valerie Manning  
Sponsors:  
DOC ID: 2818

# Holiday Discussion

## Christmas Tree Lighting and Parade

This symbol (\$) indicates items that will cost additional money to be discussed.

\$ New ornaments and LED lights for all outside lighting of landscaping

\$ Add lights on medians or at least the first medians north and south

\$ Purchase artificial pre-lit tree for front steps of city hall

\$ Have awards for best decorated entry in parade 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>

\$ Place to store lawn ornaments to prevent further damage

\$ Increase the size of the stage or limit the number of people on it

\$ Port-O-Let on west side of Ridgewood Ave

Authorize Parade Marshals to move the parade along when people slow it down

Entertainers need to put music on thumb drives for Friday night

Place commissioners on the front steps of city hall

Make introductions after the lights come on and after Joy to the World so people can see those being introduced

Add a description of the entrant so they can be announce from the reviewing stand

Invite other dignitaries to coffee and donuts prior to the line up

This past year the city staff spent \$3,520.00 on all activities not including personnel

| Christmas 2019 costs |              |                                     |          |            |            |
|----------------------|--------------|-------------------------------------|----------|------------|------------|
|                      |              |                                     |          | Budgeted   |            |
| Staff                | Vendor       | Description                         | Cost     |            | Remaining  |
| Val                  | Lowe's       | Tree Lights                         | \$351.18 | \$2,000.00 | \$1,648.82 |
| Val                  | Hobby Lobby  | Garland                             | \$47.92  |            | \$1,600.90 |
| Shawn                | Mosca Design | Lawn Bulbs                          | \$498.64 |            | \$1,102.26 |
| Manny                | Lowe's       | Roof bulbs                          | \$25.28  |            | \$1,076.98 |
| Manny                | Lowe's       | Clips, Fuses, Bulbs for roof lights | \$74.00  |            | \$1,002.98 |
| Manny                | Maddens      | Fuses for roof lights               | \$14.33  |            | \$988.65   |

|        |                |                                |            |            |            |
|--------|----------------|--------------------------------|------------|------------|------------|
| Manny  | Maddens        | Cable Ties                     | \$10.79    |            | \$977.86   |
| Dennis | Maddens        | Caulk for tree                 | \$3.23     |            | \$974.63   |
| Manny  | Maddens        | Red Electric Tape for switches | \$2.69     |            | \$971.94   |
| Val    | Walmart        | Candy Canes                    | \$69.98    |            | \$901.96   |
| Val    | Winn Dixie     | Coffee, Creamer, Filters       | \$10.27    |            | \$891.69   |
| Val    | Bands          | Unifrom cleaning fee           | \$600.00   |            | 291.69     |
|        |                |                                |            |            |            |
| Steve  | SES            | Stage Rental                   | \$785.00   | \$2,500.00 | \$1,715.00 |
| Val    |                | Christmas Tree                 | \$300.00   |            | \$1,415.00 |
| Val    |                | River Lily                     | \$200.00   |            | \$1,215.00 |
| Val    |                | Band Donations                 | \$600.00   |            | \$615.00   |
| Val    |                | Java Junction                  | \$30.00    |            | \$585.00   |
|        |                | Candy Canes/Mints              | \$80.00    |            | \$505.00   |
| Steve  | Knight Jon Boy | Portolet Rentals               | \$410.00   |            | \$95.00    |
|        |                |                                |            |            |            |
| Total  |                |                                | \$4,113.31 |            |            |
|        |                |                                |            |            |            |
|        |                |                                |            |            |            |



**City Commission**

1065 Ridgewood Ave  
Holly Hill, FL 32117

**SCHEDULED**

**WORKSHOP DISCUSSION (ID # 2819)**

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**3.1**

Meeting: 01/14/20 06:00 PM  
Department: City Clerk  
Category: Workshop Item  
Prepared By: Valerie Manning  
Initiator: Valerie Manning  
Sponsors:  
DOC ID: 2819

**Mirage Lake Discussion**



**STAFF REPORT  
CITY OF HOLLY HILL, FLORIDA**

**City Commission  
Agenda Item**

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4.1

**MEETING DATE:** January 14, 2020  
**FROM:** Joseph Forte  
**SUBJECT:** Wellness Initiative for 2021  
**NUMBER:** (ID # 2820)  
**APPLICANT:**  
**PLANNER:**

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**DISCUSSION:**

The purpose of this discussion is to seek direction and comments from the City Commission with regard to the attached recommended changes to the City Health Insurance Plan and incentives.

- 2020 Wellness Initiative (PDF)



**2020**

**INITIATIVE**

***The 2020 Wellness Initiative begins on January 1, 2020 and ends on December 31, 2020.***

*The City of Holly Hill is committed to health and wellness and continues to adopt plans to encourage healthy behaviors. This initiative consists of a funding incentive toward the employee's Health Savings Plan by achieving health targets. This program is available to participant employees enrolled in the High Deductible Health Savings Plan. The total contribution made by the City to the employee's Health Savings Account is \$1,893.84 for the plan year. This City will deposit the amount of \$1,393.84 on the January 2021 paycheck into the employee-owned Health Savings Account if enrolled in the group High Deductible insurance plan. This year to be eligible to receive the total city contribution, **you must participate and earn a total of 5 points to earn up to the additional \$500.00.** This initiative must be completed by December 18, 2020 to receive the additional city contribution for the 2021 plan year.*

#### HOW IT WORKS?

All employees that elect to participate in the City's voluntary Wellness Initiative Program must first visit their primary physician to complete a physical exam to complete the weight measurement and blood pressure during an office visit and request laboratory work that will measure blood sugar, triglycerides and LDL cholesterol and complete the on-line health assessment through Florida Health Care's Member Portal. Once your blood work is complete and received by your primary physician, ask the primary physician to check the targets listed below, if fall they within the ranges identified. Points toward your incentive goal will not be released until you complete your physical examination and complete your health assessment at [fhcp.com/member\\_portal/wellness](http://fhcp.com/member_portal/wellness). Each point listed below is valued at \$100.00 with the eligibility to earn up to the total 5 points of \$500.00.

## REWARD POINTS

## HEALTH STATUS GOALS

|                                                                                                                                                          |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>Annual Physical Exam and On-Line Health Assessment</b>                                                                                                | 0 |
| Both goals must be completed before <b>any</b> incentive points will be awarded                                                                          |   |
| <b>Weight Measurement</b> - achieve a waist circumference<br>(Men – Under 40”)<br>(Women – Under 35”)<br>OR, <b>Body Mass Index</b><br>Of 26% or less    | 1 |
| <b>Blood Pressure – Achieve a healthy blood pressure level of:</b><br>Systolic – 139 or less<br>Diastolic – 89 or less<br>OR, improve to a healthy level | 1 |
| <b>Blood Sugar</b> - Achieve a Fasting Blood Sugar level of:<br>Less than 100 OR Non-Fasting Blood Sugar Level less than 140                             | 1 |
| <b>Healthy LDL level</b> - Achieve a healthy LDL Level of:<br>Less than or equal to 129 mg/dl                                                            | 1 |

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 Print Name

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 Signature

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 Date

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 Total Points

Physician/Facility Signature (specify total points achieved, do not include actual levels)

## HEALTH SCREENING GOALS

|                              |   |
|------------------------------|---|
| Colonoscopy/Sigmoidoscopy    | 1 |
| Mammography or Pap Smear     | 1 |
| Prostrate Exam               | 1 |
| Skin Cancer                  | 1 |
| Bone Mineral Density         | 1 |
| Vision or dental examination | 1 |

Attachment: 2020 Wellness Initiative (2820 : Wellness Initiative for 2021)

**HEALTH COACHING GOALS**

|                                                                                                                                                       |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Personal Health Assessment Event – September 2020                                                                                                     | 2 |
| Achieve a Personal Health Goal by working with a Health Coach<br>(proof of completion required)                                                       | 1 |
| Complete on-line coaching program (Weight Management, Diabetes Education,<br>Stress Management, Nutrition, Tobacco Cessation (proof of certification) | 1 |
| Tobacco Use -Must sign affidavit attesting no use (completed at the HR dept<br>and will be notarized)                                                 | 1 |

*Please sign and date the form and remit the form to Human Resources upon completion. The leave will be granted the pay period following receipt of the completed form. The leave can be used in increments. All forms must be turned in by December 18, 2020 by close of business.*

I certify that the information provided above is true and accurate. Please do not attach any medical documentation to this form. Medical information is considered personal and confidential. Please read the disclosure included with this Wellness Program form.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

HR Use: Total number of personal leave hours credited\_\_\_\_\_

Attachment: 2020 Wellness Initiative (2820 : Wellness Initiative for 2021)



**STAFF REPORT  
CITY OF HOLLY HILL, FLORIDA**

4.2

**City Commission  
Agenda Item**

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**MEETING DATE:** January 14, 2020  
**FROM:** Joseph Forte  
**SUBJECT:** Veterans Memorial  
**NUMBER:** (ID # 2821)  
**APPLICANT:**  
**PLANNER:**

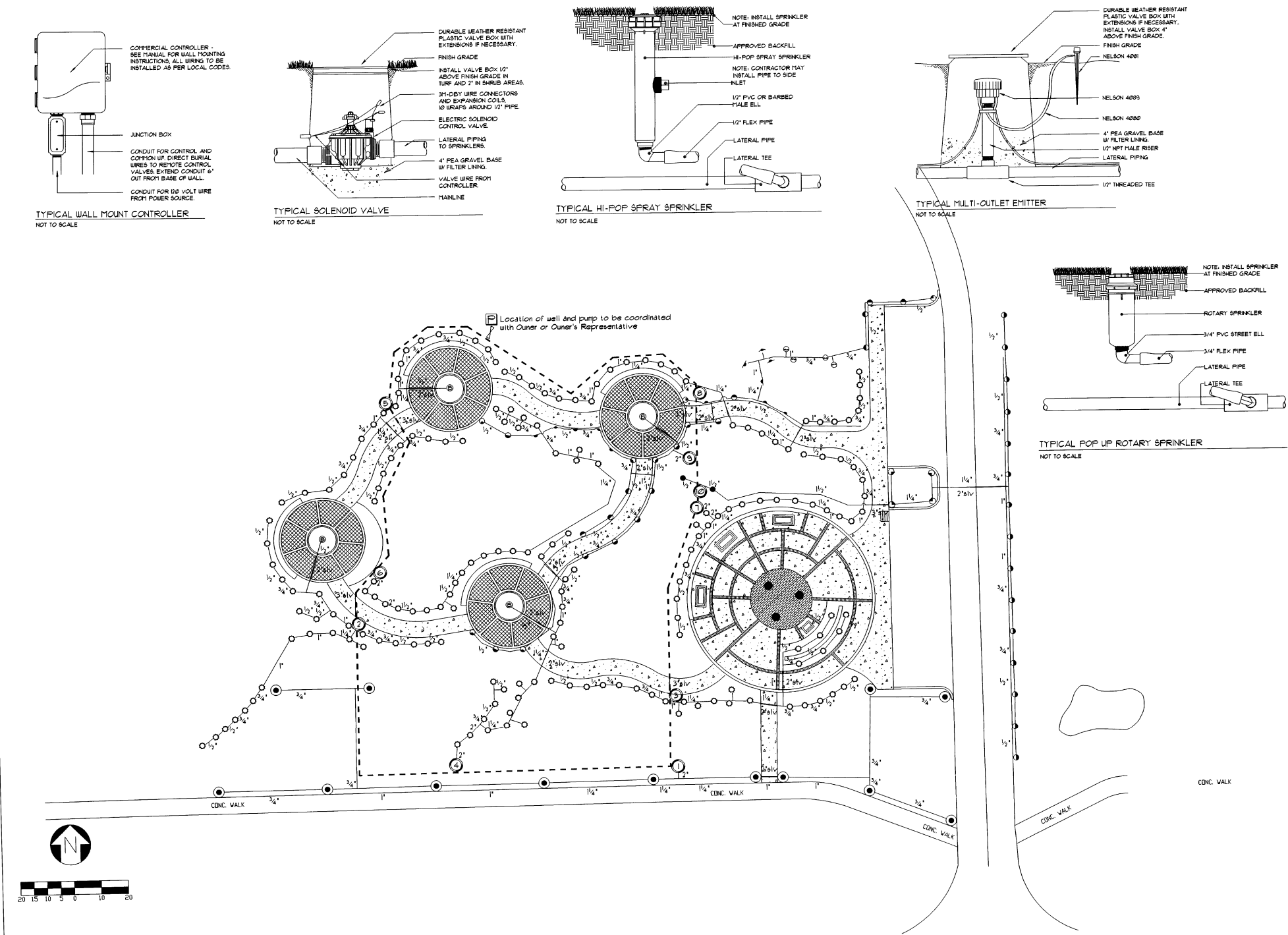
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**DISCUSSION:**

The purpose of this discussion is to discuss the process of constructing a Veterans Memorial on the front lawn of City Hall and seek the Commission direction.

- Palm Coast Hero's Memorial (PDF)





|     |    |         |                    |
|-----|----|---------|--------------------|
| 10  |    |         |                    |
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| 4   |    |         |                    |
| 3   |    |         |                    |
| 2   |    |         |                    |
| 1   |    |         |                    |
| 0   | IC | 1/30/06 | Issued for Bidding |
| No. | By | Date    | Revision           |

Scale: 1"=20'

Project Mgr: J. Courtney

Designed by: L. Garrett

Drawn by: L. Garrett

QA/QC: BMR Staff



Engineers • Planners • Landscape Architects - Surveyors  
1650 Prudential Drive, Suite 400 - Jacksonville, Florida 32207  
(904) 721-2991 • Fax: (904) 725-0171



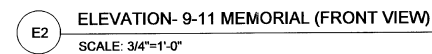
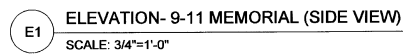
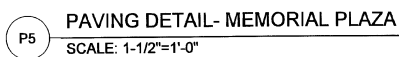
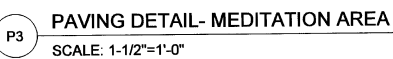
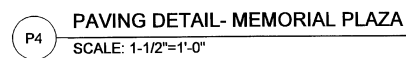
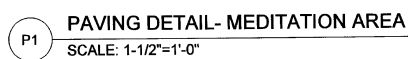
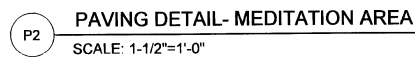
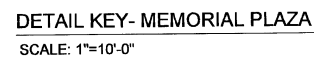
HEROES PARK  
at  
Palm Coast, FL.



IRRIGATION PLAN

Landscape Architect  
Stephen J. Stewart, P.L.A.  
LA #1030

|             |               |
|-------------|---------------|
| Sheet No.   | IR-1          |
| 9 of 14     |               |
| Issue Date  | January 2006  |
| Project No. | JK005156.0001 |



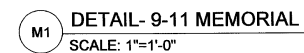
**NOTE:**  
SEAL ALL JOINTS WITH WATERPROOF CAULK.  
POLISH ALL EXPOSED GRANITE EDGES.

8:00 AM- AMERICAN AIRLINES| FLIGHT 11 DEPARTS BOSTON \_\_\_\_\_  
8:14 AM- UNITED AIRLINES FLIGHT 175 DEPARTS BOSTON \_\_\_\_\_  
8:21 AM- AMERICAN AIRLINES FLIGHT 77 DEPARTS WASHINGTON, D.C. \_\_\_\_\_  
8:42 AM- UNITED AIRLINES FLIGHT 93 DEPARTS NEWARK \_\_\_\_\_  
8:46 AM- FLIGHT 11 CRASHES INTO NORTH TOWER OF WORLD TRADE CENTER \_\_\_\_\_  
9:03 AM- FLIGHT 175 CRASHES INTO SOUTH TOWER OF WORLD TRADE CENTER \_\_\_\_\_  
9:37 AM- FLIGHT 77 CRASHES INTO THE PENTAGON \_\_\_\_\_  
9:59 AM- SOUTH TOWER OF WORLD TRADE CENTER COLLAPSES \_\_\_\_\_  
10:06 AM- FLIGHT 93 CRASHES INTO AN EMPTY NEAR SHANKSVILLE, PA \_\_\_\_\_  
10:29 AM- NORTH TOWER OF WORLD TRADE CENTER COLLAPSES \_\_\_\_\_

9-11 MEMORIAL ENGRAVING DETAIL "A"

---

NOT TO SCALE



CITY OF PALM COAST  
SEPTEMBER 11 MEMORIAL

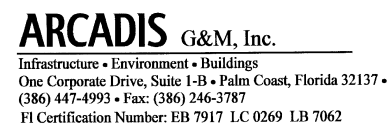
ON SEPTEMBER 11, 2001 FOUR HIJACKED COMMERCIAL AIRLINERS WERE DELIBERATELY CRASHED INTO THE WORLD TRADE CENTER IN NEW YORK, THE PENTAGON IN WASHINGTON, D.C AND AN EMPTY FIELD IN RURAL PENNSYLVANIA IN WHAT WOULD COME TO BE REALIZED AS THE MOST DEVASTATING TERRORIST ATTACK ON AMERICAN SOIL. THIS MONUMENT IS DEDICATED TO THE 2973 AMERICANS WHO LOST THEIR LIVES THAT DAY.

9-11 MEMORIAL ENGRAVING DETAIL "B"

---

NOT TO SCALE

|              |              |
|--------------|--------------|
| Scale:       | Not To Scale |
| Project Mgr: | J. Courtney  |
| Designed by: | J. Courtney  |
| Drawn by:    | J. Courtney  |
| QA/QC:       |              |



DO NOT SCALE THIS DRAWING - DIMENSIONS AND NOTES TAKE PREFERENCE. DRAWING IS REDUCED IF LESS THAN 22" x 34"

Heroes Memorial Park  
For  
The City of Palm Coast

### Monument Details

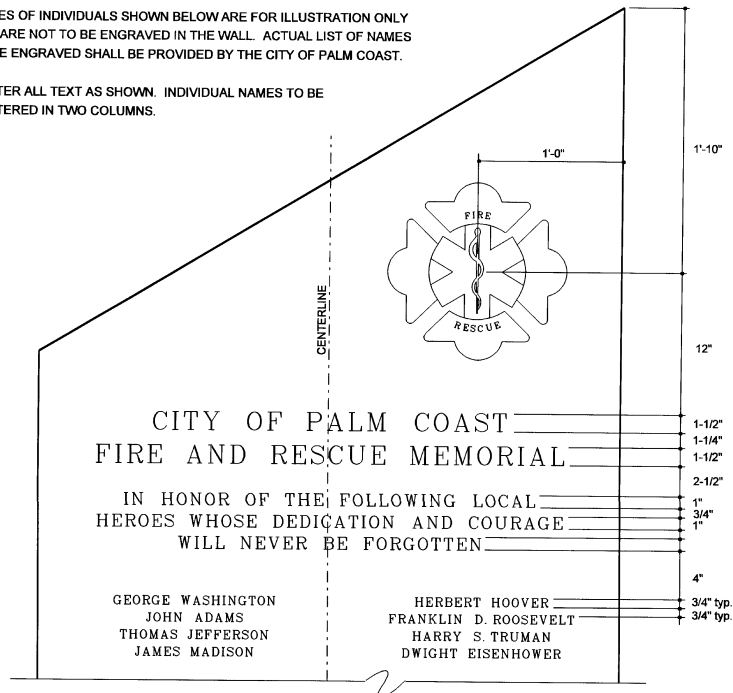
|                                                                                                  |                                                                           |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <br>8-27-06 | Sheet No. _____<br><b>DT-2</b><br>11 of 14                                |
|                                                                                                  | Issue Date<br><b>January, 2006</b><br>Project No.<br><b>JK005156.0001</b> |

|  |  |  |                           |          |
|--|--|--|---------------------------|----------|
|  |  |  | Released for construction | by _____ |
|--|--|--|---------------------------|----------|

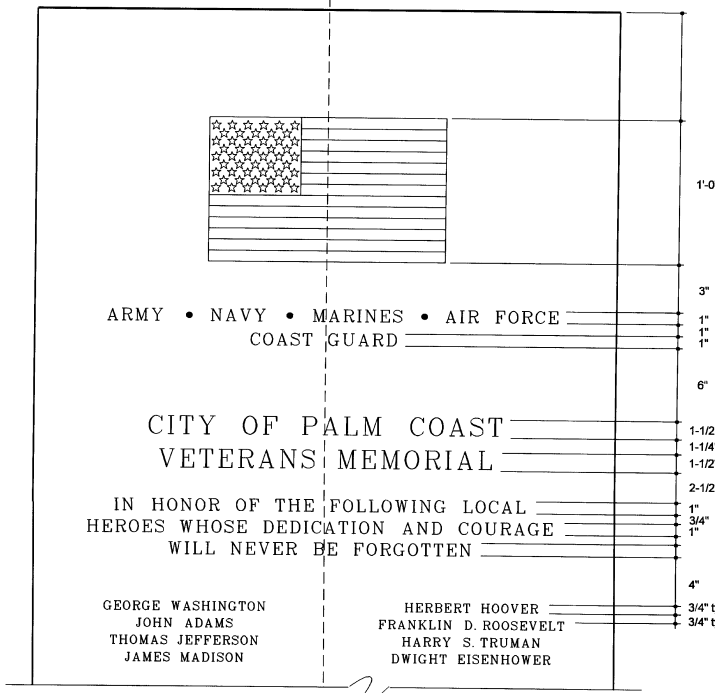
NOTE:

NAMES OF INDIVIDUALS SHOWN BELOW ARE FOR ILLUSTRATION ONLY AND ARE NOT TO BE ENGRAVED IN THE WALL. ACTUAL LIST OF NAMES TO BE ENGRAVED SHALL BE PROVIDED BY THE CITY OF PALM COAST.

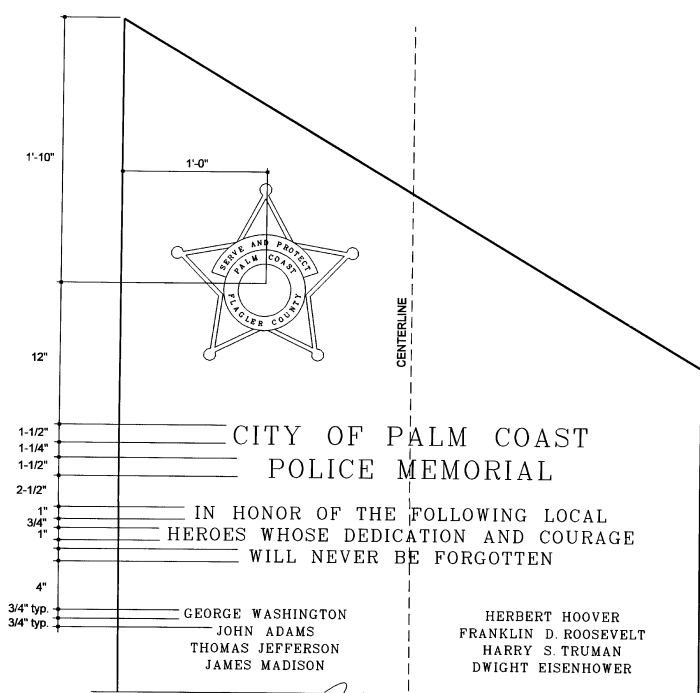
CENTER ALL TEXT AS SHOWN. INDIVIDUAL NAMES TO BE CENTERED IN TWO COLUMNS.



ENGRAVING DETAIL- FIRE/ RESCUE MONUMENT  
NOT TO SCALE



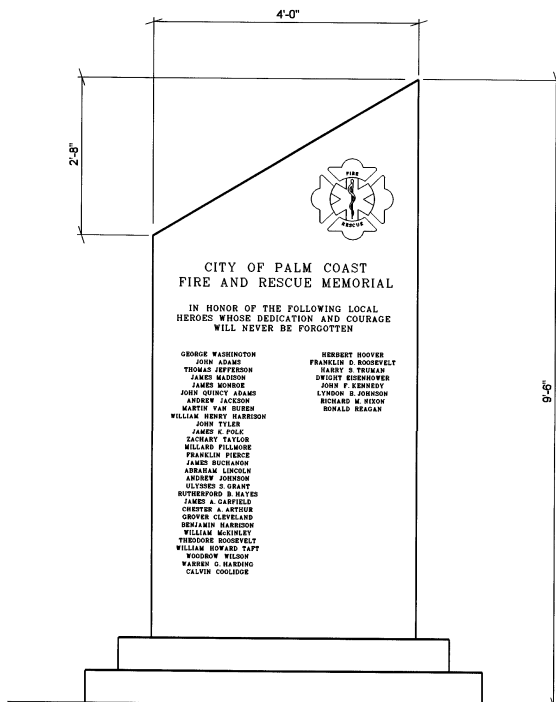
ENGRAVING DETAIL- VETERANS MONUMENT  
NOT TO SCALE



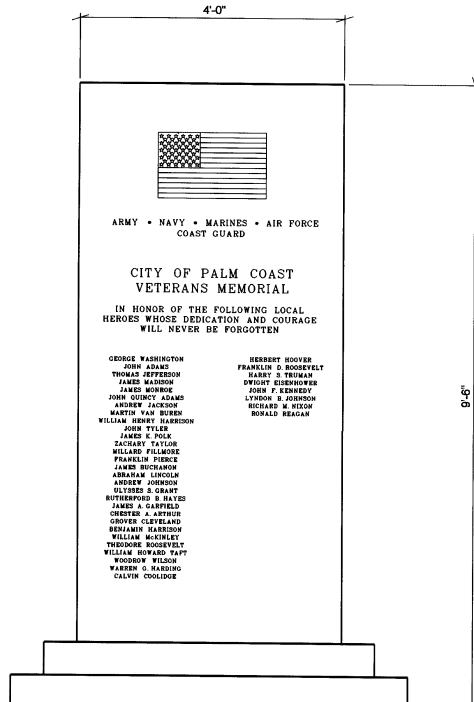
ENGRAVING DETAIL- POLICE MONUMENT  
SCALE: 1"=1'-0"

AREA RESERVED FOR CITY APPROVAL STAMP

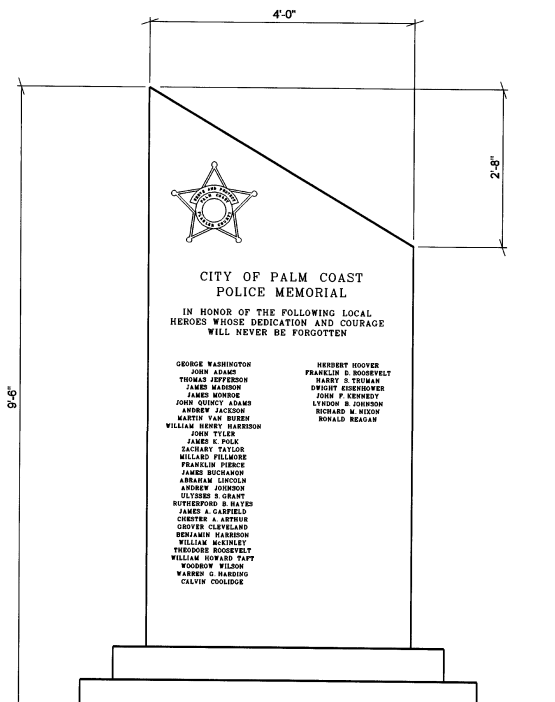
NOTE:  
SEAL ALL JOINTS WITH WATERPROOF CAULK.  
POLISH ALL EXPOSED GRANITE EDGES.



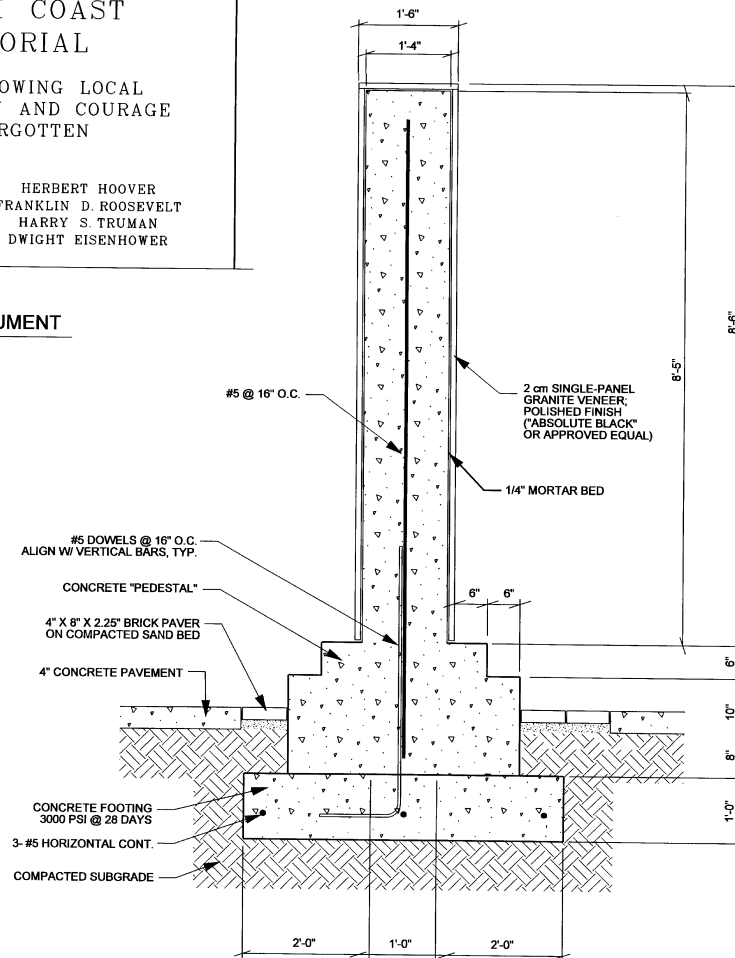
E3 ELEVATION- FIRE/ RESCUE MONUMENT  
SCALE: 3/4"=1'-0"



E4 ELEVATION- VETERANS MONUMENT  
SCALE: 3/4"=1'-0"



E5 ELEVATION- POLICE MONUMENT  
SCALE: 3/4"=1'-0"



M2 DETAIL- POLICE / FIRE / VETERANS MONUMENT  
SCALE: 3/4"=1'-0"

"ABSOLUTE BLACK" AVAILABLE AT INTERNATIONAL GRANITE AND MARBLE (IGM)  
8100 WESTSIDE INDUSTRIAL, UNIT #1 JACKSONVILLE, FL 32219 (904) 786-7778.

CONTRACTOR TO SUBMIT MINIMUM 4"X4" SAMPLE TO OWNER OR OWNER'S REPRESENTATIVE FOR REVIEW AND APPROVAL.

22-AUG-2006 11:43  
C:\Users\jstewart\AppData\Local\Temp\22-AUG-2006 11:43

| No. | By   | Date    | Revision           |
|-----|------|---------|--------------------|
| 10  |      |         |                    |
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| 3   |      |         |                    |
| 2   |      |         |                    |
| 1   | J.C. | 1-30-06 | Issued for Bidding |
| 0   |      |         | Revision           |

|              |              |
|--------------|--------------|
| Scale:       | Not To Scale |
| Project Mgr: | J. Courtney  |
| Designed by: | J. Courtney  |
| Drawn by:    | J. Courtney  |
| QA/QC:       |              |



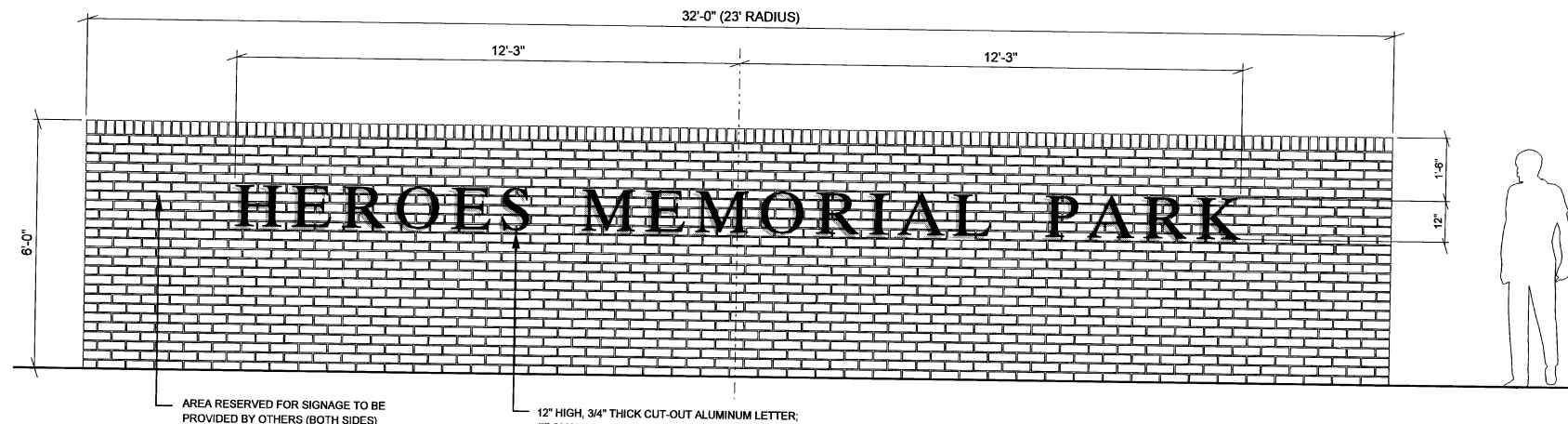
**ARCADIS** G&M, Inc.  
Infrastructure • Environment • Buildings  
One Corporate Drive, Suite 1-B • Palm Coast, Florida 32137 •  
(386) 447-4993 • Fax: (386) 246-3787  
FI Certification Number: EB 7917 LC 0269 LB 7062

Heroes Memorial Park  
For  
The City of Palm Coast

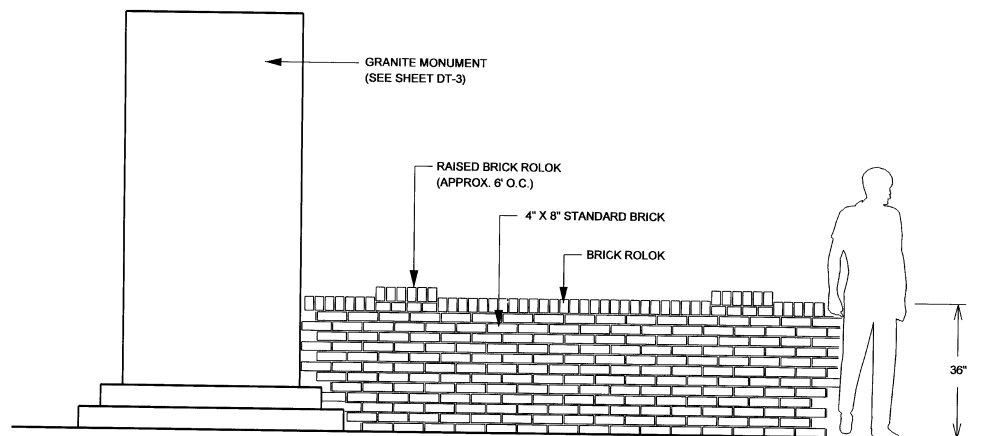
Memorial Details

8-22-06  
Landscape Architect  
Stephen J. Stewart  
L.A. # 0001030

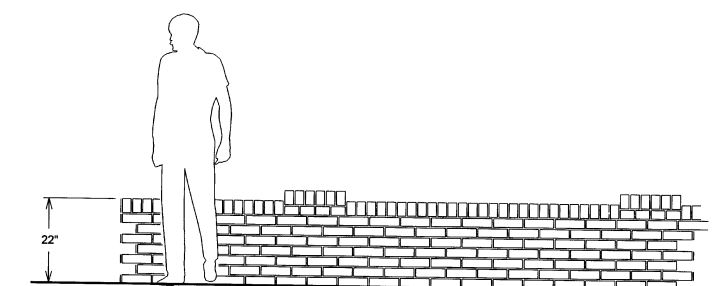
Sheet No.  
**DT-3**  
12 of 14  
Issue Date  
**January, 2006**  
Project No.  
**JK005156.0001**



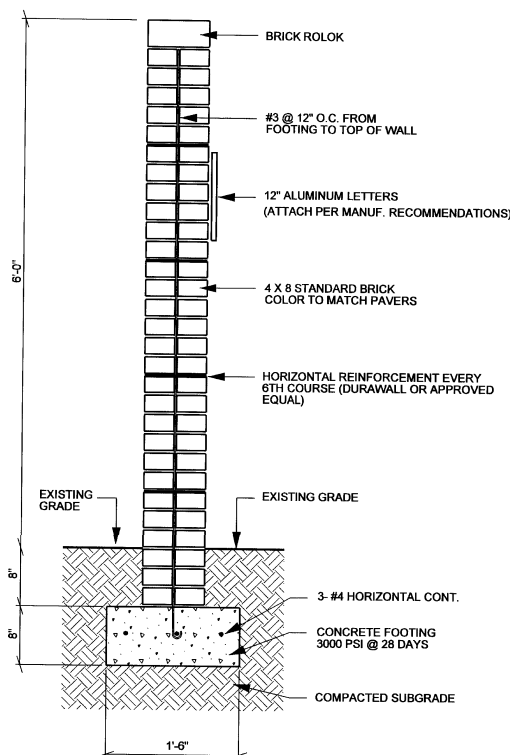
E6 ELEVATION- 6' BRICK WALL/ ENTRY SIGN  
SCALE: 1/2"=1'-0"



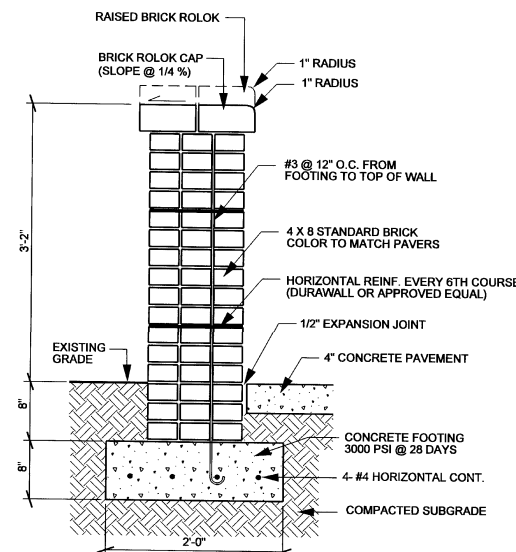
E7 ELEVATION- 3' BRICK SEAT WALL @ MEMORIAL PLAZA  
SCALE: 1/2"=1'-0"



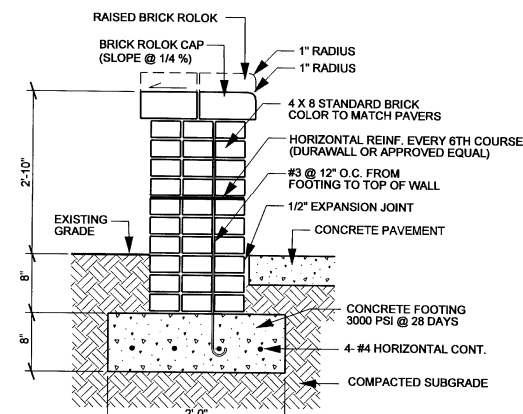
E8 ELEVATION- 22" BRICK SEAT WALL @ MEDITATION AREA  
SCALE: 1/2"=1'-0"



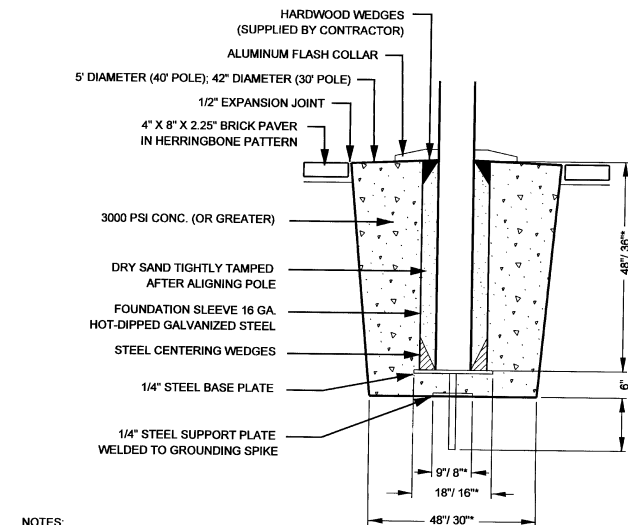
W1 DETAIL- ENTRY SIGN WALL  
SCALE: 1"=1'-0"



W2 DETAIL- BRICK WALL @ MAIN PLAZA  
SCALE: 1"=1'-0"



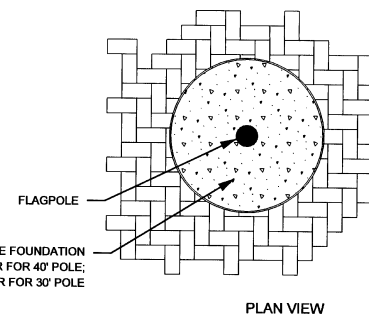
W3 DETAIL- MEDITATION AREA SEATING WALL (TYP)  
SCALE: 1"=1'-0"



NOTES:

1. INSTALL FLAGPOLE AS PER MANUFACTURER'S SPECIFICATIONS.
2. CONTRACTOR SHALL PROVIDE AND INSTALL A 8' X 12' NYLON US FLAG WITH EMBROIDERED STARS AND SEWN STRIPES. US FLAG TO BE INSTALLED ON 40' POLE.
3. CONTRACTOR SHALL SUPPLY SHOP DRAWINGS OF FLAGPOLE SPECIFICATIONS AND INSTALLATION DETAILS.
4. UPON DELIVERY OF FLAGPOLES, REMOVE FROM PACKING MATERIAL IMMEDIATELY. DO NOT ALLOW POLES TO GET WET IN THEIR PACKING- POLES WILL STAIN.
5. REFER TO CIVIL DRAWINGS FOR FLAGPOLE LIGHTING

F1 DETAIL- FLAGPOLE FOUNDATION  
NOT TO SCALE



C:\Users\GJ\OneDrive\Heroes Memorial Park\Drawings\Heroes Memorial\4.2.a\4.2.a-MEM0103.dwg

| No. | By   | Date    | Revision           |
|-----|------|---------|--------------------|
| 1   | J.C. | 1-30-06 | Issued for Bidding |
| 2   | J.C. | 1-30-06 | Revision           |

Scale: **Not To Scale**  
Project Mgr: **J. Courtney**  
Designed by: **J. Courtney**  
Drawn by: **J. Courtney**  
QA/QC:



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Heroes Memorial Park  
For  
The City of Palm Coast

Memorial Details

Landscape Architect  
Stephen J. Stewart  
L.A. # 0001030

Sheet No.  
**DT-4**  
13 of 14  
Issue Date  
**January, 2006**  
Project No.  
**JK005156.0001**

Released for construction by

