MINUTES
COMMISSION DAY
CITY OF HOLLY HILL, FLORIDA
JANUARY 30, 2008

CALL TO ORDER

At approximately 8:30 a.m., members of the Commission and staff met in the Public Works conference room for a light breakfast and some preliminary discussion. Attending were Mayor Roland D. Via and Commissioners John Penny, Rick Glass, Mark Reed, and Liz Towsley. Also attending were the following staff members: City Manager Joe Forte, Chief Building Official/Interim City Manager Tim Harbuck, and City Clerk Valerie Manning.

Also attending from the media Bethany Chambers, from *Hometown News*.

1. PUBLIC WORKS TOUR

Chris Hurst, Public Works Director/City Engineer, showed a slideshow of the Public Works facilities: Wastewater Treatment Plant; sewer plant; aerial map of the plants; sanitary sewer plant map. Some discussion took place about the various lift stations throughout the City; waterlines; map of water system and they discussed some issues with size but mentioned that many areas have already been addressed; Enterprise Fund was discussed and explained that it is funded by fees which are separated by taxes; water usage was discussed; the storm drainage system map was shown to the Mayor and Commissioners; retention ponds; MPDES (Montana Pollutant Discharge Elimination System) program; treatment unit for Marina Grande – treatment unit is underground; brief discussion about the retention pond/park at Marina Grande; the pier/dock/gazebo at Marina Grande being developed; map of sidewalks within the City and those that have been worked on and discussed trying to put sidewalks in where they are really needed – especially be the schools; maintenance of the sidewalks – limited in funds to replace sidewalks; sidewalk along Riverside Drive going towards Ormond Beach was discussed; in July 2009 the construction should start on those sidewalks; asphalt in the easements – who was responsible for those – specifically on Walker Street; VOTRAN bus stops on Flomich and Center Street; Mr. Hurst showed a map of all the parks in Holly Hill – approximately the City maintains 100 acres of land in Holly Hill; the north and south of Sunrise Park was discussed – specifically the improvements that have taken place over there recently; asked about the inmates program and how is that working – Mr. Hurst replied they are doing very well; the landscaping for the medians on U.S. 1/Ridgewood Avenue will be out for bid in the near future because it is within the CRA; discussion about the reuse water. At this time the Mayor and Commissioners took a tour of the Public Works facilities: clarifier and settling tanks; Alum tanks for storage; sand filters; Chlorine conjection tank; treated reuse water tank; Water Plant/laboratory; air rater/screened; treatment units; Chlorinated water tank/this recently got renovated; filters tank/screened; sand filters underneath water; controls panel for the filters; water utility

facility for crew/meter readers/wastewater mechanics; Solids handling building; Fleet Management facilities/maintenance vehicles.

2. FIRE DEPARTMENT TOUR

Police/Fire Chief Don Shinnamon gave the Commissioners and Mayor a tour of the Fire Department. In attendance with Chief Shinnamon were Lieutenant Ed Brown, and Lieutenant Charlie Cobb. They toured the offices, the kitchen area and the bunk room. There was some discussion about response time and mentioned that those times are tracked; automatic aid with Volusia County.

3. RECREATION DEPARTMENT

PAL and Recreation Executive Director Chuck Beach gave the Commissioners and Mayor a tour of the Recreation complex. They toured the pool area and were pleased at how nice everything looked. Mr. Beach mentioned that the pool opens on April 1st which they call *April Pools Day* and he stated that there are umbrella tables and chairs now for the pool area. There was some discussion amongst the Commissioners and Mayor about putting an awning or something of the like over the pool area so there is some additional shade but there was agreement that the umbrella tables were enough for right now. They toured the Wellness Center, which is being used quite a bit. The Mayor and Commissioners toured the racquetball/tennis courts. There was brief discussion about the basketball program; took a tour of the Senior Center over at Sica Hall.

4. POLICE DEPARTMENT TOUR

Police/Fire Chief Don Shinnamon gave the Commissioners and Mayor a tour of the Police Department and the various offices and storage facility. They went through the investigators area. They saw the interview room and the computer training room where the Police Officers and the Police Explorers hold their meetings. The Police Department is clearly well-funded and well-equipped. The Commissioners and Mayor did a walk-through of the holding cells and the dispatch center which is now being used as the local Emergency Operations Center (EOC) for the City. This allows them to be in constant contact with surrounding cities and mentioned that we now have a weather station to keep track of the storms; walk-through of the briefing room-squad room.

- BREAK FOR LUNCH -

The Commissioners, Mayor and staff had lunch in the City Hall conference room.

5. CITY HALL TOUR

A. Finance

Kurt Swartzlander, Finance Director, gave a brief description of the Finance Department staff job duties and mentioned that this department is also over the Utility Billing Department. There was brief discussion amongst the Commissioners at this time and thanked staff for their hard work.

B. Information Technology

Scott Gutauckis, IT Director, gave a brief description of his job duties and spoke briefly about the City's Website and its updates; shared with the Mayor and Commissioners the various City Websites that he works on.

C. Utility Billing (Water) Department

Kurt Swartzlander, Finance Director, gave a brief summary of what the Utility Department does and mentioned that this is part of the Finance Department as well.

D. Building and Zoning Department

Tim Harbuck, Chief Building Official/Interim City Manager, gave the Commissioners and Mayor a brief summary of his department.

E. Human Resources Department

Diane Cole, Human Resources Director, gave the Commissioners and Mayor a brief summary of her department.

6. ADJOURNMENT

Commission Day officially adjourned at approximately 2:10 p.m.

Attest: City of Holly Hill, Florida

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Valerie Manning
City Clerk

Roland D. Via
Mayor

Florida Statutes 286.011 and Government-In-The-Sunshine Manual

"*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meetings; rather the use of the term "minutes" as stated in F.S. 286.011, contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting."*

A verbatim copy of Sunshine Law meetings (e.g. City Commission meetings/workshops/Agency meetings and CRA meetings) are available upon request to the City Clerk during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.