



City Commission
Minutes • March 10, 2026

City Commission Chamber	Regular City Commission	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

1. Call to Order

The meeting was called to order at approximately 6:00 PM.

Present:

Mayor John Penny

City Commissioner Debra Snow

City Commissioner Penny Currie

City Commissioner Jeffrey DeLanoy

Excused: Vice Mayor/City Commissioner Roy Johnson

*Commissioner Currie made a motion to **EXCUSE COMMISSIONER/VICE-MAYOR JOHNSON FROM THE MEETING DUE TO MEDICAL REASONS**, seconded by Commissioner Snow.*

Mayor Penny opened public participation. No one spoke.

PASSED, 4-0.

B. Invocation led by City Commissioner Jeffrey DeLanoy

C. Pledge of Allegiance led by Mayor John Penny

2. Presentations

1. Proclamation - Kenneth "Casey" Bingham - 24 Years of Service to the City of Holly Hill Public Works Department

(Requested by Steve Juengst, Deputy Public Works Director)

2. Heart of Autism, Inc. - Community-Based Autism Support & Partnership Initiative

Presenter: Founder and President, Dr. Canute White

(Requested by Valerie Manning, City Clerk)

3. FY2025 Annual Audit Presentation Presented by Chris Noyes, James Moore & Co., CPAs.

(Requested by Michele Moore, Finance Director)

Chris Noyes, Senior Manager, CPA, CGMA from James Moore Law Firm, went through the FY2025 Annual Audit PowerPoint presentation for the Mayor and City Commissioners at this time. The slides are available within the agenda packet. ***(This meeting in its entirety is available upon request on a CD in the City Clerk's Office and available online under the CivicPlus Agenda and Minutes section on the homepage).***

3. Public Comments

The following individual came forward to speak to the Mayor and City Commissioners:

Jim Legary, Holly Hill.

4. Approval of Minutes

1. Minutes - February 24, 2026 Regular City Commission Workshop - FY26 - FY30 Road Resurfacing Program

(Requested by Valerie Manning, City Clerk)

Motion to Approve.

Result:	Passed [UNANIMOUS]
Mover:	City Commissioner Debra Snow
Second:	City Commissioner Jeffrey DeLanoy
Ayes:	John Penny, Debra Snow, Penny Currie, Jeffrey DeLanoy
Nays:	None

2. Minutes - February 24, 2026 Regular City Commission meeting

(Requested by Valerie Manning, City Clerk)

Motion to Approve.

Result:	Passed [UNANIMOUS]
Mover:	City Commissioner Debra Snow
Second:	City Commissioner Jeffrey DeLanoy
Ayes:	John Penny, Debra Snow, Penny Currie, Jeffrey DeLanoy
Nays:	None

5. Consent Agenda - None

6. Regular Agenda

1. 2026-R-16 - Commission Chambers Audio / Video System Upgrade - Koncept Systems

(Requested by Michele Moore, Finance Director and Steve Juengst, Deputy Public Works Director)

RESOLUTION 2026-R-16

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AWARDED RFP 26-PW-01 FOR COMMISSION CHAMBERS AUDIO AND VIDEO SYSTEM UPGRADE TO KONCEPT SYSTEMS; AUTHORIZING THE CITY MANAGER TO FINALIZE NEGOTIATIONS AND EXECUTE A CONTRACT CONSISTENT WITH THE RFP AWARD, WITH NO CHANGE TO THE APPROVED CONTRACT AMOUNT OR TERM; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill requires an upgraded audio and video system in the Commission Chambers at City Hall to support City meetings, public hearings, and other official proceedings; and

WHEREAS, the City issued Request for Proposals (RFP 26-PW-01) for Commission Chambers Audio and Video System Upgrade in accordance with the City's procurement requirements; and

WHEREAS, sealed proposals were received from qualified firms; and

WHEREAS, an evaluation committee reviewed and scored each proposal based on technical capability, experience and references, implementation plan and timeline, and cost; and

WHEREAS, Koncept Systems received the highest overall score; and

WHEREAS, the total cost for the project is \$48,379.75 and is included in the City's FY25-26 adopted budget; and

WHEREAS, the City Commission has determined that awarding RFP 26-PW-01 to Koncept Systems is in the best interest of the city.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. AUTHORIZATION OF CONTRACT. The City Manager is authorized to finalize negotiations and execute a contract with Koncept Systems for RFP 26-PW-01, Commission Chambers Audio and Video System Upgrade, consistent with the RFP award, with no change to the approved contract amount or term. The contract shall reflect the terms and pricing approved by the City Commission. Costs for these services shall be paid from existing budgeted appropriations.

SECTION 2. SEVERABILITY. If any provision of this Resolution is held illegal, invalid, or unenforceable, the remainder shall not be affected and shall remain in full force and effect.

SECTION 3. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 10th day of MARCH 2026.

Mayor Penny opened public comments. No one spoke.

Motion to Approve.

Result: Passed [UNANIMOUS]

Mover: City Commissioner Penny Currie

Second: City Commissioner Jeffrey DeLanoy

Ayes: John Penny, Debra Snow, Penny Currie, Jeffrey DeLanoy

Nays: None

2. Request for Lien Reduction - 127 12th Street

(Requested by Joseph Forte, City Manager)

Mr. Forte went through the staff report for the request for Lien Reduction for property located at 127 12th Street. The original owner was William Landers, who is deceased. The property has been in a state of disrepair since 2019. The property went through the probate process and is being turned over to Mr. Landers two daughters, Alex and Christina Landers. The Landers have entered into a Purchase and Sale Agreement with Mrs. Rebecca M. Webb, who has entered into an agreement with the city to bring

the property into compliance within 90-days of the purchase in exchange for a lien reduction as detailed in the staff report. Based on the Findings of Fact and Conclusions of Law, the Special Master's Order of Non-Compliance was issued on January 29, 2019, to the property owner, William Landers, for violations of the following codes listed within the staff report. The property remains in non-compliance. Mr. Forte stated he is requesting the City Commission reduce the lien from \$381,600.00 down to 5% of the original lien to \$19,080.00 plus administrative costs, for a total of \$21,627.82, as detailed in the staff report to be resolved once the property is in full compliance no later than June 30, 2026.

Mayor Penny opened public participation.

Mike Cerbo, Holly Hill.

Mayor Penny closed public participation.

Motion to Approve.	
Result:	Passed [UNANIMOUS]
Mover:	City Commissioner Penny Currie
Second:	City Commissioner Debra Snow
Ayes:	John Penny, Debra Snow, Penny Currie, Jeffrey DeLanoy
Nays:	None

7. Public Hearings - None

8. Communications

Commissioner DeLanoy asked about the security for City Hall and Mr. Forte let them know that staff is currently working on some updates and is working with Finance to budget the changes. He will continue to keep them informed, and asked about the traffic lights at Flomich and Ridgewood Avenue. Mr. Forte gave them an update on that as well.

Commissioners Currie, Snow and Mayor Penny thanked the Finance Department for a great job on the audit report this year. Commissioner Snow thanked Police Chief Williams for a great job during Bike Week and the presence of Officers that were around.

Commissioner Penny thanked Police Chief Williams as well for the extra presence of officers during Bike Week; everyone did a great job. She didn't receive any complaints this year.

Mayor Penny thanked Police Chief Williams for the "Don't Be That Guy" the department posted on their Facebook page. That's a fun and good way to help educate the residents; reminded everyone about the Farmers Market at Sunrise Park on Sundays, and they now have a new produce vendor who will be coming and there is a St. Patrick's Day event at the Market coming; Easter Egg event on March 28th at City Hall; free concert series this Friday night at Pictona - An Eagles Tribute band will be playing; and Movie with A Cop is on March 20th on the front lawn.

9. Adjournment

The meeting adjourned at approximately 6:40 PM.

