



City Commission
Minutes • May 26, 2026

City Commission Chamber

Regular City Commission

6:00 PM

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, Vice Mayor
City Commissioner Jeffrey DeLanoy

B. Invocation was led by Commissioner Snow
C. Pledge of Allegiance was led by Mayor Penny

2. Presentations

1. Proclamation - Public Works Week 2026

(Requested by Valerie Manning, City Clerk)

3. Public Comments

The following individual spoke to the Mayor and City Commissioners:

Mike Cerbo, Holly Hill.

4. Approval of Minutes

1. Minutes - May 12, 2026 Workshop Capital Improvements Ideas & Discussion

(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
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2. Minutes - May 12, 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-28 - Used Tractor Purchase

(Requested by Steven Juengst, Deputy Public Works Director)

RESOLUTION 2026-R-28

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE PURCHASE OF A 2021 JOHN DEERE 6105E TRACTOR WITH A 22 FOOT BOOM MOWER FROM BRADCO SUPPLY COMPANY AT A COST OF \$94,500, APPROVE A BUDGET AMENDMENT IN THE SAME AMOUNT TO ALLOW FOR THE PURCHASE AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, during a City Commission Workshop held on April 28, 2026, it was determined that staff should seek proposals for a used tractor with a boom mower; and

WHEREAS, staff have received four proposals for similar used equipment; and

WHEREAS, staff recommend that the City purchase the 2021 John Deere 6105E Tractor with a Boom Mower from Bradco Supply Company at a cost of \$94,500 due to its condition and age.

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

SECTION 1. That the City Commission of the City of Holly Hill approve a purchase of a 2021 John Deere 6105E Tractor with a Boom Arm from Bradco Supply Company in the amount of \$94,500 and authorize the City Manager to execute the same.

SECTION 2. That the City Commission of the City of Holly Hill approve a budget amendment request in the amount of \$94,500 using prior year carryover funds to make this purchase.

SECTION 3. 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 4. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 26th day of MAY 2026.

Josef Grusauskas, Public Works Director, and John Yokem, Fleet Supervisor, briefly explained this request for the purchase and what it would do for the city.

Mayor Penny opened public participation.

Kimberly Dibble, Holly Hill and Phil Whaby, Holly Hill.

Mayor Penny closed public participation.

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

2. 2026-R-29 - Benesch Fire Assessment Study Piggyback Agreement
(Requested by Michele Moore, Finance Director)

RESOLUTION 2026-R-29

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING A PIGGYBACK AGREEMENT UTILIZING LAKE COUNTY CONTRACT NO. 24-516 WITH BENESCH TO PROVIDE A FIRE ASSESSMENT STUDY FOR THE CITY OF HOLLY HILL AT A COST OF \$49,040; AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill Fire Department provides essential fire suppression and emergency medical services to the residents and businesses of the city; and

WHEREAS, the city desires to evaluate the implementation of a Fire Assessment Program to provide a sustainable and equitable funding source for fire rescue services; and

WHEREAS, Benesch possesses extensive experience in preparing fire assessment studies for municipalities throughout the State of Florida and is familiar with local conditions and legal requirements associated with special assessments; and

WHEREAS, the City intends to utilize a piggyback agreement through Lake County, Florida Contract No. 24-516 for Public Safety Funding Consultant Services, which was competitively solicited and awarded to Alfred Benesch & Company, in accordance with the City of Holly Hill Purchasing Policy authorizing the use of other governmental entities' competitively awarded contracts; and

WHEREAS, the scope of services includes analysis of fire department operational costs, service demand, development of assessment methodologies and rates, preparation of technical reports, and implementation recommendations necessary for the City to establish a fire assessment program; and

WHEREAS, City staff will coordinate with the City Attorney to ensure all required legal documents and procedures associated with implementation of a fire assessment program are properly completed; and

WHEREAS, funding for the Fire Assessment Study will be provided through General Fund prior year carryover funds, with a budget amendment included as Attachment "A"; and

WHEREAS, the City Commission finds that entering into a piggyback agreement with Benesch utilizing Lake County Contract No. 24-516 for the preparation of a Fire Assessment Study is in the best interest of the City and its residents.

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

SECTION 1. That the City Commission of the City of Holly Hill approves the piggyback agreement utilizing Lake County Contract No. 24-516 with Benesch to provide a Fire Assessment Study for the City of Holly Hill.

SECTION 2. That the City Commission approves the expenditure of \$49,040 utilizing General Fund prior year carryover funds for the Fire Assessment Study and authorizes the City Manager to execute the piggyback agreement and related documents.

SECTION 3. SEVERABILITY. If any section or portion of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 26th day of MAY 2026.

Mayor Penny opened public participation. 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

3. 2026-R-30 - Volusia County ECHO Grant - Ross Point Heritage Park and Scenic Observation Pier

(Requested by Michele Moore, Finance Director)

RESOLUTION 2026-R-30
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE VOLUSIA COUNTY ECHO GRANT PROGRAM IN THE AMOUNT OF \$1,000,000 FOR THE RECONSTRUCTION OF THE ROSS POINT HERITAGE PARK AND SCENIC OBSERVATION PIER; AUTHORIZING THE PURSUIT OF SUPPLEMENTAL FUNDING FROM THE FLORIDA INLAND NAVIGATION DISTRICT (FIND) IN THE AMOUNT OF \$600,000; APPROVING THE COMMITMENT OF LOCAL MATCHING FUNDS FROM RESERVES TO FULLY FUND THIS PROJECT PRIOR TO REIMBURSEMENT; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the city desires to restore maritime access and preserve the 1868 pioneer history of Ross Point Park through the reconstruction of the Ross Point Heritage Park and Scenic Observation Pier; and

WHEREAS, the city intends to apply for a grant award from the Volusia County ECHO Grant Program in the amount of \$1,000,000 toward the \$2,000,000 total estimated cost of the resilient marine structure; and

WHEREAS, the city has already expended \$34,500 for the professional removal of storm-damaged debris at the project site to ensure safety and construction ready; and

WHEREAS, the city further intends to pursue supplemental funding from the Florida Inland Navigation District (FIND) in the amount of \$600,000 to offset the local matching requirement; and

WHEREAS, the city anticipates a net local cash requirement of \$365,500 from reserves assuming the successful award of a \$600,000 FIND grant, but is prepared to fund up to \$965,500 from reserves if necessary to satisfy the ECHO 1:1 match requirement; and

WHEREAS, the city has the necessary funds in reserves to satisfy the 1:1 local match requirement in the event the supplemental FIND grant is not awarded to the City; and

WHEREAS, the city acknowledges and accepts the required 20-year maintenance and public use obligation associated with the Volusia County ECHO Grant Program for the Ross Point Heritage Park and Scenic Observation Pier and understands that grant compliance may require execution of agreements or other related documents to ensure continued public benefit and maintenance of the facility.

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

SECTION 1. That the City Commission of the City of Holly Hill authorizes the submission of a grant application to the Volusia County ECHO program for a request in the amount of \$1,000,000 for the reconstruction of the Ross Point Heritage Park and Scenic Observation Pier, acknowledges and accepts the required 20-year maintenance and public use obligation associated with the program, and authorizes the City Manager to execute all grant applications, agreements, and related documents required by Volusia County.

SECTION 2. That the City Commission of the City of Holly Hill hereby commits a local match in the total amount of \$1,000,000; said match is to be funded through City Reserves (inclusive of the \$34,500 previously expended) with a cash commitment of up to \$965,500, with the understanding that supplemental grant awards (FIND) shall be used to reduce the required reserve expenditure to approximately \$365,500.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 26th day of MAY 2026.

Mayor Penny opened public participation. No one spoke.

Motion to Approve.

Result: Passed [UNANIMOUS]

Mover: City Commissioner Debra Snow

Second: City Commissioner Penny Currie

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

Nays: None

4. 2026-R-31 - City of Holly Hill 125th Birthday Bash

(Requested by Michele Moore, Finance Director)

RESOLUTION 2026-R-31

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING A BUDGET AMENDMENT IN THE AMOUNT OF \$65,000 FOR THE CITY OF HOLLY HILL 125TH BIRTHDAY CELEBRATION; AUTHORIZING THE CITY MANAGER TO EXECUTE RELATED EVENT AGREEMENTS AND EXPENDITURES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill was founded in 1901 and will celebrate its 125th Anniversary in 2026; and

WHEREAS, the city desires to host a community-wide 125th Birthday Celebration event to commemorate the City's history, recognize its growth and achievements, and promote community engagement and civic pride; and

WHEREAS, the event is planned for October 10, 2026, at Sunrise Park and will include entertainment, community activities, promotional materials, and public festivities for residents and visitors; and

WHEREAS, expenditures associated with the event include entertainment services, event rentals, advertising, security, children's activities, and related operational costs necessary for the successful implementation of the celebration; and

WHEREAS, the estimated cost of the event is \$65,000 as outlined in Exhibit "A"; and

WHEREAS, funding for the 125th Birthday Celebration will be provided through General Fund prior year carryover funds, with a budget amendment included as Attachment "A"; and

WHEREAS, the City Commission finds that the 125th Birthday Celebration is in the best interest of the city and its residents and will promote community identity, public engagement, and tourism opportunities.

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

SECTION 1. That the City Commission of the City of Holly Hill approves a budget amendment in the amount of \$65,000 utilizing General Fund prior year carryover funds for the City of Holly Hill 125th Birthday Celebration.

SECTION 2. That the City Manager is authorized to execute related event agreements, vendor contracts, and expenditures necessary to implement the 125th

Birthday Celebration in accordance with the approved budget.

SECTION 3. SEVERABILITY. If any section or portion of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 26th day of MAY 2026.

Mayor Penny opened public participation. No one spoke.

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

1. SECOND READING - Ordinance 3097 - Zahn Engineering, Inc., Business Planned Unit Development (BPUD) Rezone

(Requested by Brian Walker, City Planner / Assistant City Manager)

ORDINANCE 3097

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS, BY AMENDING THE OFFICIAL ZONING MAP TO DESIGNATE THE PROPERTY DESCRIBED IN EXHIBIT "A" FROM CC-1 (COMMERCIAL CORRIDOR DISTRICT) TO BUSINESS PLANNED UNIT DEVELOPMENT (BPUD); PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Holly Hill, Volusia County, Florida, has adopted a comprehensive plan pursuant to, and in compliance with 163.3161 et. Seq., Florida Statutes; and

WHEREAS, the City Commission, as authorized by 163.3202, Florida Statutes, has enacted and does enforce the Land Development Regulations, based on, related to, and as a means to implement its adopted comprehensive plan; and

WHEREAS, the City Commission has determined that it is necessary to amend its Land Development Regulations as herein provided in order to more effectively implement its adopted comprehensive plan; and

WHEREAS, the City Commission has determined that the proposed amendment to the Land Development Regulations is consistent with its adopted comprehensive plan.

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

SECTION 1. The Official Zoning Map of the City of Holly Hill is hereby amended to designate the property described in Attachment A as BPUD (Business Planned Unit Development) pursuant to the provisions contained in the attached Development Agreement, as Attachment B and incorporated in this Ordinance by reference.

SECTION 2. Development of the property described in Attachment A shall conform to the Land Development Regulations of Holly Hill and the Master Development Agreement.

SECTION 3. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any Court, such portion or application shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions or application hereof.

SECTION 4. That all ordinances made in conflict with this Ordinance are hereby repealed.

SECTION 5. That this Ordinance shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 26th day of MAY 2026 for second and final reading.

ATTACHMENT "A"

LEGAL DESCRIPTION:

Lots 1, 2, 3, and the Southerly 20 feet of Lot 4; together with the southerly 20 feet of Lot 40; and all of Lots 41, 42, and 43, all in Block 10, RIO VISTA SUBDIVISION, as per map or plat thereof of record in Map Book 6, Page 150 of the public records of Volusia County, Florida, less and except any portion lying in the right of way of U.S. No. 1 Highway, A/K/A Ridgewood Avenue.

LESS AND EXCEPT that portion conveyed to the Florida Department of Transportation in that Special Warranty Deed recorded in Official Records Book 7957, Page 4299, of the Public Records of Volusia County, Florida.

ATTACHMENT "B"

Exhibit to Ordinance No. 3097, Development Agreement.

Joshua Steele, Senior Planner, stated that there have been no changes to the applicant's request since first reading other than the name change within the Development Agreement, which will be ECMCD Holdings, LLC.

Mayor Penny opened public participation.

Kimberly Dibble, Holly Hill.

Mayor Penny closed public participation.

John Zembal, applicant, came forward to speak to the Mayor and City Commissioners regarding the project.

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

8. Communications

- a. Mr. Forte stated the only thing he would like to report tonight is that the state's budget has been sent up to the Governor and two of our projects did make it to the final list. Barring the Governor doing a line-item veto, we were approved for \$221,000 for the Lake Mirage storm water flood mitigation project. If you remember, that's the weir structure that the city is going to hopefully, put on the south-west corner, that will help regulate the volume of water that's in that pond, that we can lower prior to storms coming. That's a huge benefit. The second is the North Third Street water main replacement. He thinks this is going into Phase 3 and 4. The city was approved for \$250,000 for that project. That's all good news.
- b. Mayor Penny mentioned the Memorial Day ceremony yesterday at City Hall by the American Legion Post 120. It was great to see many of the Commissioners there.

However, one person they did miss was former Commissioner Roy Johnson, who always attended. The historic Holly Hill School house was moved over to Sica Hall, which will now be in its permanent location.

- c. Commissioner Snow thanked the American Legion Post 120 who put on the Memorial Day ceremony. They are amazing at what they do for the community. They did a beautiful job yesterday. Commissioner Snow asked if the Commission would consider in August is the annual Florida League of Cities conference, and herself and Commissioner DeLanoy will be attending. Even though that conference is at the end of Mr. Forte's retirement, she would like to request if Mr. Forte can go, with interim City Manager Brian Walker. This will help herself and Commissioner DeLanoy, as they are new and Mr. Walker can get familiar with the resources net. It's a tremendous opportunity for us and she doesn't want to lose it this year.

Mayor Penny stated he agrees, 100%. Commissioners Currie and DeLanoy agreed as well.

Mr. Forte stated yes, he would actually like to go and help Mr. Walker through that and work with both you and Commissioner Snow. He wasn't planning on going because it was too close to the end of his time and normally, he would think that's not the right thing to do but he believes there is a benefit to him going and it would be helpful, and if the Commission is okay with that, he would be more than happy to go and participate in that with all of you.

Mayor Penny mentioned Commissioner Currie, and he knows that she has said she doesn't plan on attending, but there's a wealth of knowledge to be gained there.

Commissioner Currie stated, thank you, she appreciates that, but she will not be attending. Commissioner Currie mentioned she misses Commissioner Johnson's updates on Dallas. She really misses hearing from him. School is almost out so please be careful and watchful of the kids out, stay hydrated because the weather is getting warm.

- d. Commissioner DeLanoy spoke about the purchase of the tractor and is glad that the city is getting one. Spoke about the landscaping at LPGA Blvd. Glad to see the corner of LPGA and Ridgewood property getting cleared out and looking forward to the business coming in there, Murphy Oil.

(The meeting in its entirety is available on a CD upon request in the City Clerk's Office or on the city's YouTube channel)

9. Adjournment

The meeting adjourned at approximately 6:50 PM.