

Town of Penney Farms
Public Works Committee Meeting
Minutes
VIRTUAL MEETING
Meeting Tuesday, September 15, 2020

Present: *Chairman, Adrian Andrews; Terry Arnold; Kurt Legait; Cooper Murphy; TM Cooper*

Absent: *Wayne Boone from the Penney Retirement Community (PRC); Tom Ryder*

Additional Audience: *None*

Meeting started at 9:05am

All committee members were given a copy of the current capital projects list prior to the meeting. (Attached)

Chairman Andrews stated he will follow the agenda and there is only one item to discuss and it is the 5-Year capital plan. He asked the Town Manager what he needs from this committee.

-TM Cooper stated he will go over the projects for the next five years.

-TC Cooper stated this meeting was called to approve the 2020 5-Year Capital Plan, which is the primary responsibility of this committee. She explained this meeting was called this month to ensure this process gets done to accommodate the application of a state grant for \$50,000.00 from the Florida Recreation Development Assistance Program (FRDAP). She stated this needed to be accomplished before October 1st of this year to submit the application on-time for this grant.

-TM Cooper told the committee that there are some playground items that need to be upgraded and replaced, and the grant will help to screen in the pavilion as well.

-TM Cooper suggested the following capital projects for Fiscal Year 2020/2021 and will be included in the new budget and come from Ad Valorem Taxes:

- 1) \$1,000.00 – New Park Benches for the long stretches of Caroline Blvd. and Morton Street for walkers*
- 2) \$3,000.00 – New storm drain covers on Hoffman Street*
- 3) \$5,000.00 – New sidewalk railings on Clark Avenue across from Kohler Park*
- 4) \$10,000.00 – Sidewalk repairs made throughout the town*

-TM Cooper stated the town staff has measured all of the sidewalks in town and have pictures of every sidewalk that needs repairs.

-TM Cooper explained the following capital projects will come out of the building permit revenues:

- 1) \$45,000.00 - Front office renovation*
- 2) \$5,000.00 – Back office repair & renovation*

-TM Cooper reported the storm water repair project is in progress now and has been funded by a State Community Development & Block Grant (CDBG) for \$600,000.00; St. Johns River Water Management District (SJRWMD) added \$273,000.00; and the Penney Retirement Community (PRC) has added another \$25,000.00 towards this project, totaling \$898,000.00. He stated this project should begin in November.

-TM Cooper stated the Passive Park clean out project is currently in progress and is not complete yet. He stated the total of \$10,000.00 was earmarked for this project in the last budget and he is currently getting the area sprayed to help with the heavy undergrowth.

-TM Cooper stated the Town has received a \$30,000.00 grant from Clay County for the renovation of the old fire station at Town Hall to be renovated into the new Penney Farms Historical Museum. He stated the quoted total cost was \$47,000.00 and the remaining amount after the grant would be given to the Town in in-kind services from the Lowe's Home Improvements.

-TM Cooper stated the ADA restrooms are currently in progress at the Town Hall.

-TM Cooper stated the new climate controlled storage room is just about finished. He stated once that is complete then the staff can move the items out of the fire station to begin the museum project.

-Committee member, K. Legait stated the list is great and noted how the Town is moving forward.

-Committee member, T. Arnold noted how much is being done around the Town and appreciated the hard work.

-Chairman Andrews thanked the Town Manager for keeping the Town moving forward and his diligence. He expressed his concerns about sidewalks that may be hazardous and cause a lawsuit, and would like to see those fixed as soon as possible.

-TM Cooper stated as soon as the budget gets approved, he will schedule the most damaged sidewalks to get repaired first.

-TM Cooper reviewed the Fiscal Year 2021-2022 projects:

- 1) \$50,000.00 grant for Kohler Park upgrade – To include a lighting and sound system and tables and chairs.*
- 2) \$8,000.00 out of the Ad Valorem revenues – To replace the current Town fuel tank with a double walled fuel tank.*

-TM Cooper reviewed Fiscal Year 2022-2023 projects:

- 1) \$855,000.00 replace the galvanized water lines throughout Town. He stated this is also on the Town's Local Mitigation Strategy (LMS) grant list with the County.*

-TM Cooper reviewed the Fiscal Year 2023-2024 projects:

- 1) \$50,000.00 grant for Passive Park to update exercise stations and replace sidewalks and railings.*

-TM Cooper reviewed the Fiscal Year 2024-2025 projects:

- 1) \$150,000.00 – to repave Caroline Blvd. from Clark Avenue to Studio Road. He stated that if the Town begins saving now, each coming year from Ad Valorem tax revenues, it can be done. This may get done sooner when the Town has the revenue.*

-Chairman Andrews asked the committee for any discussion.

There were no further questions.

A motion to accept and recommend to the Town Council the 5 Year Capital Plan as presented by the Town Manager by K. Legait; second by T. Arnold. Motion approved without dissent.

-TC Cooper explained that Chairman Andrews will recommend to the Town Council, at this evening's Meeting, to accept the 5-Year Capital Plan as presented.

-Chairman Andrews asked that the Town Manager get with the Florida Department of Transportation (FDOT) to repair some small pot holes on the east end of town.

-TM Cooper stated he has already called FDOT and the problem areas will be fixed shortly.

There were no more comments or further discussion.

Meeting adjourned at 9:25am

Adrian Andrews, Chairman