

**PROPOSED AGENDA**  
**Town of Penney Farms, Florida**  
**Tuesday, April 21, 2020**  
**Town Council Meeting**

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Anyone wishing to address the Council regarding topics on the Agenda is requested to complete a request form. Present it to the Town Clerk prior to the meeting. The Town Clerk will allot a three minute limit unless other arrangements have been made. Request forms are available at the sign in podium or the Town Clerks desk.

**Abbreviations:**

**\*CM - Council Member \*TA - Town Attorney \*TC - Town Clerk \*TM - Town Manager \*VM - Vice-Mayor**

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**OPEN PUBLIC HEARING: 7:00PM**

**A PUBLIC HEARING FOR THE FIRST READING OF PROPOSED ORDINANCE 2020-01; (READ BY TITLE ONLY)**

**AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA, MAKING LEGISLATIVE FINDINGS; PROVIDING DEFINITIONS; ESTABLISHING THE STRUCTURE OF A TOWN TREE BOARD AND TERMS OF OFFICE; PROVIDING DUTIES AND RESPONSIBILITIES; PROVIDING FOR A PREFERRED TREE LIST; SPECIFYING STREET TREE SPACING; PROVIDING FOR TREE MAINTENANCE TRIMMING AND REMOVAL FOR UTILITY LINES; PROVIDING FOR PUBLIC TREE CARE; PROVIDING STANDARDS FOR TREE TOPPING, PRUNING AND CORNER CLEARANCE; PROVIDING FOR REMOVAL OF DEAD OR DISEASED TREES AND STUMPS; PROVIDING FOR INTERFERENCE WITH THE TOWN TREE BOARD; PROVIDING REGULATIONS FOR ARBORISTS, LICENSE AND BOND; PROVIDING REVIEW BY TOWN COUNCIL; PROVIDING PENALTY FOR VIOLATION; PROVIDING AN EFFECTIVE DATE.**

**OPEN PUBLIC DISCUSSION**

*(DISCUSSION OR COMMENTS BY THOSE ATTENDING ONLINE OR BY TELEPHONE)*

**CLOSE PUBLIC HEARING:**

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**OPEN REGULAR COUNCIL MEETING: 7:15PM**

**FLAG SALUTE:** *MAYOR SABIN WILL LEAD THE GROUP*

**MOMENT OF SILENCE:** *MAYOR SABIN*

**APPROVE THE AGENDA:**

*Motion to accept the Agenda.*

**ROLL CALL:** Mayor Sabin; VM Ryder; CM Andrews; CM Taylor; CM DeVille; Town Manager Cooper; Town Attorney Quinonez;

**RECOGNITION(S):** NONE

**PROCLAMATION(S):**           **THERE ARE TWO (2) PROCLAMATIONS THIS MONTH (Read in their entirety)**

- 1)     **Arbor Day – April 24, 2020**
- 2)     **April - Water Conservation Month**

**APPROVAL OF MINUTES:**

- Regular Town Council Meeting Minutes – February 18 , 2020
- Motion to approve the regular Town Council Meeting Minutes dated February 18, 2020*

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- 1<sup>st</sup> Quarter Town Council Workshop Meeting Minutes - February 21, 2020

*Motion to approve the 1<sup>st</sup> quarter Town Council Workshop Meeting Minutes dated February 21, 2020*

**ORDINANCE(S): THE FIRST READING OF PROPOSED ORDINANCE 2020-01; (READ BY TITLE ONLY)**

**AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA, MAKING LEGISLATIVE FINDINGS; PROVIDING DEFINITIONS; ESTABLISHING THE STRUCTURE OF A TOWN TREE BOARD AND TERMS OF OFFICE; PROVIDING DUTIES AND RESPONSIBILITIES; PROVIDING FOR A PREFERRED TREE LIST; SPECIFYING STREET TREE SPACING; PROVIDING FOR TREE MAINTENANCE TRIMMING AND REMOVAL FOR UTILITY LINES; PROVIDING FOR PUBLIC TREE CARE; PROVIDING STANDARDS FOR TREE TOPPING, PRUNING AND CORNER CLEARANCE; PROVIDING FOR REMOVAL OF DEAD OR DISEASED TREES AND STUMPS; PROVIDING FOR INTERFERENCE WITH THE TOWN TREE BOARD; PROVIDING REGULATIONS FOR ARBORISTS, LICENSE AND BOND; PROVIDING REVIEW BY TOWN COUNCIL; PROVIDING PENALTY FOR VIOLATION; PROVIDING AN EFFECTIVE DATE.**

*Motion to accept the FIRST READING of proposed Ordinance 2020-01*

**Roll Call Vote: Mayor Sabin \_\_\_\_\_; VM Ryder \_\_\_\_\_; CM DeVille \_\_\_\_\_; CM Andrews \_\_\_\_\_; and CM Taylor \_\_\_\_\_**

**RESOLUTION(S): 2020-01; 2020-02; 2020-03; 2020-04; 2020-05; 2020-06; and 2020-08**

**RESOLUTION 2020-01 (READ BY TITLE ONLY)**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, RESTATING AND APPROVING THE TOWN OF PENNEY FARMS WASTEWATER UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN (“AMFS PLAN”); AUTHORIZING THE TOWN MANAGER TO TAKE ALL ACTIONS NECESSARY TO AFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.**

*Motion to accept and approve Resolution 2020-01*

**RESOLUTION 2020-02 (READ BY TITLE ONLY)**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, RESTATING AND APPROVING THE TOWN OF PENNEY FARMS DRINKING WATER UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN (“AMFS PLAN”); AUTHORIZING THE TOWN MANAGER TO TAKE ALL ACTIONS NECESSARY TO AFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.**

*Motion to accept and approve Resolution 2020-02*

**RESOLUTION 2020-03 (READ BY TITLE ONLY)**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, IMPLEMENTING NEW AND UPDATED PROCEDURES FOR THE COLLECTION OF DISHONORED CHECKS WRITTEN TO THE TOWN OF PENNEY FARMS AS AUTHORIZED BY FLORIDA STATUTES, TITLE VI, CHAPTER 68, SECTION 065, AND PROVIDE FOR AN EFFECTIVE DATE.**

*Motion to accept and approve Resolution 2020-03*

**RESOLUTION 2020-04 (READ BY TITLE ONLY)**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, IMPLEMENTING NEW AND UPDATED POLICY AND PROCEDURE FOR THE COLLECTION OF SPECIAL PICK- UP FEES FOR RESIDENTS IN THE TOWN LIMITS OF THE TOWN OF PENNEY FARMS, AND PROVIDE FOR AN EFFECTIVE DATE.**

*Motion to accept and approve Resolution 2020-04*

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**RESOLUTION 2020-05 (READ BY TITLE ONLY)** *\*\*This Resolution was not used because the Fair was cancelled\*\**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, PROVIDING FOR APPRECIATION AND SUPPORT OF THE CLAY COUNTY AGRICULTURAL FAIR FROM THURSDAY, APRIL 2, 2020 THROUGH SATURDAY, APRIL 11, 2020.**

**RESOLUTION 2020-06 (READ BY TITLE ONLY)**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, PROVIDING FOR INCREASE IN WATER/WASTEWATER UTILITY RATES BASED ON THE 2020 CONSUMER PRICE INDEX; BASED ON THE WATER/WASTEWATER UTILITY ASSET MANAGEMENT PLANS ALREADY APPROVED BY THE TOWN COUNCIL; PROVIDING FOR PUBLIC NOTICE; AND PROVIDING FOR AN EFFECTIVE DATE.**

*Motion to accept and approve Resolution 2020-06*

**RESOLUTION 2020-08 (READ BY TITLE ONLY)**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, REGARDING VIRTUAL MEETING RULES OF THE TOWN OF PENNEY FARMS TOWN COUNCIL DURING THE STATEWIDE STATE OF EMERGENCY.**

*Motion to accept and approve Resolution 2020-08*

**TOWN MANAGER REPORT: Town Manager**

- A Review of the February 2020 Town Manager Report

*Motion to approve the Town Manager Report for February 2020*

- A Review of the March 2020 Town Manager

*Motion to approve the Town Manager Report for March 2020*

**TREASURERS REPORT: Town Manager**

Review the **February** Treasurer's Report:

- General Fund – 02/01/20 – 02/29/20
- Utility Enterprises Fund – 02/01/20 – 02/29/20
- Wastewater/Sewer Fund – 02/01/20 – 02/29/20
- Bank Balances of the Town bank accounts – 02/01/20 – 02/29/20

*Motion to approve the Treasurer's Report for February 2020*

Review the **March** Treasurer's Report:

- General Fund – 03/01/20 – 03/31/20
- Utility Enterprises Fund – 03/01/20 – 03/31/20
- Wastewater/Sewer Fund – 03/01/20 – 03/31/20
- Bank Balances of the Town bank accounts – 03/01/20 – 03/31/20

*Motion to approve the Treasurer's Report for March 2020*

**CONSENT AGENDA:**

All matters under the Consent Agenda are routine and will be enacted by one motion and vote. Backup documents and staff recommendations have previously been submitted to the Town Council and will not be discussed unless an item is removed from the Consent Agenda and considered separately under "New Business".

**REPORTS OF COMMITTEES/DEPARTMENTS: (All Pulled Reports will be considered under New Business)**

- |            |                        |             |                   |              |             |
|------------|------------------------|-------------|-------------------|--------------|-------------|
| 1. Finance | 2. Public Works        | 3. CDR      | 4. Human Resource | 5. Utilities | 6. Building |
| 7. Grants  | 8. Planning and Zoning | 9. Security | 10. Legal         |              |             |

*Motion to accept Consent Agenda*

Town Council Agenda, April 21, 2020

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**UNFINISHED BUSINESS: NONE**

**NEW BUSINESS:**

1. Pulled Reports
2. Items not on the Agenda
3. Public Participation
4. Other:

**TOWN CLERK:**

1. New Town Website - Motion
2. Motions needed to approve capital projects

**CORRESPONDENCE: (Location of items – Listed)**

**February 2020:**

1. Copy of Finance Committee meeting minutes dated 02/18/20 – Finance Section
2. Copy of Past Due Water Accounts (February 2020) – Utilities Section
3. Copy of letter from the Florida League of Cities (FLC) dated 02/07/20 – Correspondence Section
4. Copy of the Public Works Meeting Minutes dated 02/10/20 – Public Works Section
5. Copy of letter from Property Appraiser regarding taxable value dated 02/12/20 – Correspondence Section
6. Copy of email Notice for the announcement of the USA Cycling event in June 2020 – Correspondence Section
7. Copy of the Northeast Florida League of Cities Dinner Meeting Notice dated 02/20/20 – Correspondence Section
8. Copy of letter to GovOffice discontinuing current website service dated 02/24/20 – Correspondence Section
9. Copy of Notice Town Hall office closed for President's Day on 02/17/20 – Miscellaneous Section
10. Copy of Notice for Monthly Historic Society meeting dated 02/20/20 – Miscellaneous Section
11. Copy of Notice the Tennis Courts closed due to cleaning 02/20/20 – 02/22/20 - Miscellaneous Section
12. Copy of Meet & Greet Notice for David Theus running for Congress dated 02/25/20 – Miscellaneous Section
13. Copy of Notice of Mobile Office Hours for Marco Rubio dated 02/27/20 – Miscellaneous Section
14. Copy of Clay County Fair Advanced Tickets for Sale Notice for 04/02- 04/11/20 – Miscellaneous Section

**March 2020:**

1. Copy of all documentation regarding the COVID-19 from the Clay County Emergency Operations Center and the State of Florida for the month of March – 31 items (Copies given to Town Council members – All copies for March 2020 are located in the minutes book only)
2. Copy of Invoice to Florida Department of Transportation (FDOT) for the Traffic Signal reimbursement – Correspondence Section
3. Copy of the Northeast Florida League of Cities Dinner Meeting Notice dated 03/19/20 – Correspondence Section
4. Copy of email sent to all the current Building Permit Contractors regarding Town Hall office hours and procedures– Correspondence Section
5. Copy of Notice cancelling all Town meetings for March 2020 dated 03/13/20 – Miscellaneous Section
6. Copy of Notice that Town Hall will be closed for Good Friday dated 03/17/20 – Miscellaneous Section
7. Copy of Notice advising all residents of Town Hall changes regarding COVID-19 dated 03/31/20 – Miscellaneous Section
8. Copy of Notice stating the Playground Park is closed dated 03/31/20 – Miscellaneous Section

*Motion to adjourn meeting*

**Next Council Meeting, Tuesday, May 19, 2020**