

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday – February 18, 2020
Town Council Meeting

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**

OPEN REGULAR COUNCIL MEETING: 7:00PM

FLAG SALUTE:

MOMENT OF SILENCE:

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): NONE

APPROVAL OF MINUTES:

- Regular Town Council Meeting Minutes – January 21, 2020

Motion to approve the regular Town Council Meeting Minutes dated January 21, 2020

ORDINANCE(S): NONE

RESOLUTION(S): NONE

TOWN MANAGER REPORT: Town Manager

- A Review of the January 2020 Town Manager Report

Motion to approve the Town Manager Report for January 2020

TREASURERS REPORT: Town Manager

Review the January 2020 Treasurer's Report:

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

Motion to approve the Treasurer's Report for January 2020

CONSENT AGENDA:

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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*

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

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

TOWN CLERK:

1. Town Council Workshop Reminder – Friday, February 21, 2020 9:00am (Refreshments will be served)
2. Town Council Meeting Change in March 2020
3. Candidate for Congress – David Theus / Marco Rubio – Mobile Office Hours

CORRESPONDENCE: (Location of items – Listed)

January 2020:

1. Copy of Finance Committee meeting minutes dated 01/21/20 – Finance Section
2. Copy of Past Due Water Accounts (January 2020) – Utilities Section
3. Copy of Community Development & Recreation Committee (CDR) minutes dated 12/03/19 and 01/14/20 – CDR Section
4. Copy of letter from Town's Workers Compensation Attorney dated 01/8/20 – Human Resources Section
5. Copy of the Water Utility Committee meeting minutes dated 01/16/20 – Utility Section
6. Copy of Past Due Accounts for January 2020 – Utility Section
7. Copy of Planning & Zoning Commission meeting notice dated for 01/22/20 – P & Z Section
8. Copy of mowing invoice to Florida Department of Transportation (FDOT) dated 010720 – Correspondence Section
9. Copy of FDOT Road Report for Clay County – Correspondence Section
10. Copy of letter to Association of Penney Retirement Community Residents dated 01/13/20 – Correspondence Section
11. Copy of letter to Penney Retirement Community (PRC) dated 01/13/20 – Correspondence Section
12. Copy of the dinner meeting notice for the Northeast League of Cities dated 01/16/20 – Correspondence Section
13. Copy of the Oath of Office for the current Mayor dated 01/21/20 – Correspondence Section
14. Copy of the Oath of Office for the current Vice-Mayor dated 01/21/20 – Correspondence Section
15. Copy of letter from PRC dated 01/20/20 – Correspondence Section
16. Copy of letter to resident, Richard Hawn dated 01/27/20 – Correspondence Section
17. Copy of Notice the Town Hall Office closed 01/01/2020 for New Year's Day – Miscellaneous Section
18. Copy of Notice to all Town residents for Capital Project input date 01/07/20 – Miscellaneous Section
19. Copy of Notice for the Historical Society meeting dated 01/16/20 – Miscellaneous Section
20. Copy of Notice the Town Hall Office closed 01/20/20 for Martin Luther King Jr. Day – Miscellaneous Section
21. Copy of Notice the March Town Council meeting date change posted 01/29/20– Miscellaneous Section

Motion to adjourn meeting

Next Council Meeting, Wednesday, March 18, 2020