

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday – January 21, 2020
Web Site: <http://penneyfarmsfl.govoffice2.com>

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 DeVille; VM Sabin; CM Andrews; CM Taylor; CM Ryder; Town Manager Cooper; Town Attorney Quinonez;

RECOGNITION(S): **Special Recognition for Mr. Keith Reed followed by a short Video presentation of the 2019 Christmas Parade Celebration**

=====

APPOINTMENT OF MAYOR FOR CALENDAR YEAR 2020

The Town Clerk will read from the Town Charter, Article 2, Section 2; *“The Town Council shall elect from among its members a Mayor who shall serve as the ceremonial head of the Town of the Penney Farms, preside over the meetings of the Town Council, and perform such duties consistent with his/her office as may be imposed by the Town Council”*. The Town Clerk will request nominations for Mayor for the calendar year 2020. (If more than one name is submitted, a written ballot will be necessary) The newly appointed Mayor will begin their duties at the close of this meeting.

APPOINTMENT OF VICE-MAYOR FOR CALENDAR YEAR 2020

The Town Clerk will request nominations for Vice-Mayor for the calendar year of 2020. (If more than one name is submitted, a written ballot will be necessary) The newly appointed Vice-Mayor will begin their duties at the close of this meeting.

- The Town Clerk will request that the newly appointed Mayor will confirm the chairpersons for the Town’s Committees.
- The Town Clerk will request the Committee Chairpersons to now report changes their participating committee member lists and have new selections and/or deletions updated and reported to her by Friday, February 07, 2020.
- The Town Clerk will request the seated Council Members to announce their respective Planning & Zoning Commission member(s) and/or appoint a new member to be sworn in at the next Town Council meeting on Tuesday, February 18, 2020.

PROCLAMATION(S): NONE

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday – January 21, 2020
Web Site: <http://penneyfarmsfl.govoffice2.com>

APPROVAL OF MINUTES:

- Regular Town Council Meeting Minutes – December 17, 2019

Motion to approve the regular Town Council Meeting Minutes dated December 17, 2019

ORDINANCE(S): NONE

RESOLUTION(S): NONE

TOWN MANAGER REPORT: Town Manager

- A Review of the December 2019 Town Manager Report
- 2019 Year in review

Motion to approve the Town Manager Report for December 2019

TREASURERS REPORT: Town Manager

Review the December 2019 Treasurer's Report:

- General Fund – 12/01/19 – 12/31/19
- Utility Enterprises Fund – 12/01/19 – 12/31/19
- Wastewater/Sewer Fund – 12/01/19 – 12/31/19
- Bank Balances of the Town bank accounts – 12/01/19 – 12/31/19

Motion to approve the Treasurer's Report for December 2019

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

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

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

TOWN CLERK:

1. Town Calendar updates in Council books
2. Town Council Workshop Reminder – Friday, February 21, 2020 9:00am (Refreshments will be served)
3. Historical Society Meeting – This Thursday, January 23, 2019 7:00pm

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday – January 21, 2020
Web Site: <http://penneyfarmsfl.govoffice2.com>

CORRESPONDENCE: (Location of items – Listed)
December 2019:

1. Copy of Finance Committee meeting minutes dated 12/16/19 – Finance Section
2. Copy of Past Due Water Accounts (December 2019) – Utilities Section
3. Copy of Boil Water Notice dated December 20, 2019 – Utilities Section
4. Copy of Planning & Zoning (P&Z) Meeting Notice and Minutes dated December 03, 2019 – P&Z Section
5. Copy of Planning & Zoning (P&Z) Meeting Notice and Minutes dated December 09, 2019 – P&Z Section
6. Copy of Clay County Board of Commissioners Agenda dated December 3, 2019 (Penney Farms Historic Museum Grant –Item 7) – Correspondence Section
7. Copy of the Northeast Florida League of Cities (NEFLC) Dinner meeting dated December 5, 2019 – Correspondence Section
8. Copy of the Clay County Emergency Management Holiday 2019 Situation Report #1 – Correspondence Section
9. Copy of the Clay County Emergency Management Holiday 2019 Situation Report #2 – Correspondence Section
10. Copy of the Clay County Emergency Management Holiday 2019 Situation Report #3 – Correspondence Section
11. Copy of email from Town Attorney regarding water service outside of the Town limits / Florida statutes dated December 10, 2019 – Correspondence Section
12. Copy of email from the State Grant official regarding the Pickle Ball striping of the tennis courts dated December 20, 2019 – Correspondence Section
13. Copy of pictures of Mayor’s Assistants, Ka’Maria Graham and Mackenna Mack at December 2019 Town Council meeting – Miscellaneous Section
14. Copy of Notice that Town Hall closed for Christmas, December 24-25, 2019 – Miscellaneous Section

Motion to adjourn meeting

Next Council Meeting, February 18, 2020