

**PROPOSED AGENDA**  
**Town of Penney Farms, Florida**  
**Tuesday, June 15, 2021**  
**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.  
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**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 SECOND AND FINAL READING OF PROPOSED ORDINANCE 2021-01; (READ BY TITLE ONLY)**

**AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA AMENDING ARTICLE III, ADDING SECTION 3.002.05 – PROHIBITED USES: PROHIBITING THE CREATION OR ENLARGEMENT OF BORROW PITS IN THE TOWN LIMITS, PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.**

**OPEN PUBLIC DISCUSSION**

*(DISCUSSION OR COMMENTS BY THOSE IN ATTENDANCE)*

**CLOSE PUBLIC HEARING:**

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**OPEN REGULAR COUNCIL MEETING: 7:00PM**

**FLAG SALUTE: MAYOR ANDREWS**

**MOMENT OF SILENCE: MAYOR ANDREWS**

**APPROVE THE AGENDA:**

*Motion to accept the Agenda.*

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

**RECOGNITION(S):**

- **Acknowledge any Clay County Sheriff Representative(s) present**
- **Special Guest given the “Key to the City”**

**PROCLAMATION: NONE**

**APPROVAL OF MINUTES:**

- Regular Town Council Meeting minutes dated April 20, 2021, 2021 *(If available)*  
*Motion to approve the regular Town Council Meeting Minutes dated April 20, 2021*
- Town Council Workshop Meeting Minutes dated May 14, 2021 *(If available)*  
*Motion to approve the Town Council Workshop Meeting Minutes dated May 14, 2021*  
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- Regular Town Council Meeting Minutes dated May 18, 2021 *(If available)*  
*Motion to approve the regular Town Council Meeting Minutes dated May 18, 2021*

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**ORDINANCE(S): SECOND AND FINAL READING OF ORDINANCE 2021-01 (READ BY TITLE ONLY)**

- *At the last Town Council Meeting the Chairman of the Planning & Zoning (P&Z) Commission provided the Town Council with a recommendation from the P&Z Commission to move forward and approve this Ordinance.*

**ORDINANCE 2021-01**

**AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA AMENDING ARTICLE III, ADDING SECTION 3.002.05 – PROHIBITED USES: PROHIBITING THE CREATION OR ENLARGEMENT OF BORROW PITS IN THE TOWN LIMITS, PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.**

*Motion to approve the Second and Final reading of Ordinance 2021 -01*

**Roll Call Vote:**

**Mayor Andrews \_\_\_\_\_; Vice-Mayor Taylor \_\_\_\_\_; CM DeVille \_\_\_\_\_; CM Ryder \_\_\_\_\_; and CM Sabin \_\_\_\_\_**

**RESOLUTION(S): 2021-03 and 2021-04**

**RESOLUTION 2021-03 (Read by title only)**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, PROVIDING FOR THE RENEWAL OF AN AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE MAINTENANCE AND OPERATION OF A TRAFFIC SIGNAL AT THE INTERSECTION OF STATE ROAD 16 AND COUNTY ROAD 218 IN PENNEY FARMS, FLORIDA, PROVIDING FOR AN EFFECTIVE DATE.**

*Motion to approve Resolution 2021-03*

**RESOLUTION 2021-04 (Read by title only)**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, AUTHORIZING THE TOWN MANAGER TO EXECUTE AND DELIVER TO THE FLORIDA DEPARTMENT OF TRANSPORTATION THE STATE HIGHWAY SYSTEM LIGHTING, MAINTENANCE AND COMPENSATION AGREEMENT FOR FISCAL YEAR JULY 1, 2021 THROUGH JUNE 30, 2022.**

*Motion to approve Resolution 2021-04*

**TOWN MANAGER REPORT: Town Manager**

- A Review of the May 2021 Town Manager Report

*Motion to approve the Town Manager Report for May 2021*

**TREASURERS REPORT: Town Manager**

Review the **May 2021** Treasurer's Report:

- General Fund – 05/01/21 – 05/31/21
- Utility Enterprises Fund – 05/01/21 – 05/31/21
- Wastewater/Sewer Fund – 05/01/21 – 05/31/21
- Bank Balances of the Town bank accounts – 05/01/21 – 05/31/21

*Motion to approve the Treasurer's Report for May 2021*

**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".

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**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. Legal  
*Motion to accept Consent Agenda*

**UNFINISHED BUSINESS:**

1. General Statement for Town Website – For the “Our Town” Section

*\*This item to be discussed further at the next Town Council Workshop scheduled for August 13, 2021\**

**NEW BUSINESS:**

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

**TOWN CLERK:**

1. VIPS Program restarting

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

**May 2020:**

1. Copy of Finance Committee Meeting Minutes dated May 17, 2021 – Finance Section *(If available)*
2. Copy of Water Utility Meeting Minutes dated April 15, 2021 – Utilities Section *(If available)*
3. Copy of VIPS Program Flyer – Correspondence Section
4. Copy of Florida Department of Transportation (FDOT) Traffic Signal Invoice dated April 1, 2021 – Correspondence Section
5. Copy of Clay County Emergency Operation Center email regarding mobile vaccination sites dated April 30, 2021 – Correspondence Section
6. Copy of Florida League of Cities (FLC) email regarding Governor Executive Orders dated May 4, 2021 – Correspondence Section
7. Copy of Letter to Town Council from Employee, Rachael Mack dated May 6, 2021 – Correspondence Section
8. Copy of Congresswoman Kat Cammack’s Newsletter dated May 14, 2021 – Correspondence Section
9. Copy of Notice of the Northeast Florida League of Cities (NEFLC) Dinner Meeting dated May 20, 2021 – Correspondence Section
10. Copy of Congresswoman Kat Cammack’s Newsletter dated May 28, 2021– Correspondence Section

***Motion to adjourn meeting***

**Next Council Meeting, Tuesday, July 20, 2021**