

**PROPOSED AGENDA**  
**Town of Penney Farms, Florida**  
**Tuesday, March 21, 2023**  
**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:** *MAYOR DEVILLE*

**MOMENT OF SILENCE:** *MAYOR DEVILLE*

**APPROVE THE AGENDA:**  
*Motion to accept the Agenda.*

**ROLL CALL:** Mayor DeVille; VM Sabin; CM Brooks; CM Ryder; CM Andrews; and Town Manager Cooper

**RECOGNITION(S):** NONE

**APPROVAL OF MINUTES:**

- **Town Council Meeting Minutes dated February 21, 2023**  
*Motion to approve the Town Council Meeting Minutes for February 21, 2023*
- **1<sup>st</sup> Quarterly Town Council Workshop Minutes for February 17, 2023**  
*Motion to approve 1<sup>st</sup> Quarterly Town Council Workshop Meeting Minutes for February 17, 2023*

**ORDINANCE(S):** NONE

**RESOLUTION(S):** NONE

**TOWN MANAGER REPORT:** Town Manager

- **A Review of the February 2023 Town Manager Report**  
*Motion to approve the Town Manager Report for February 2023*

**TREASURERS REPORT:** Town Manager

Review the **February 2023** Treasurer's Report:

- General Fund – 02/01/28 – 02/28/23
  - Utility Enterprises Fund – 02/01/28 – 02/28/23
  - Wastewater/Sewer Fund – 02/01/28 – 02/28/23
  - Bank Balances of the Town bank accounts – 02/01/28 – 02/28/23
- Motion to approve the Treasurer's Report for February 2023*

**PROPOSED AGENDA**  
**Town of Penney Farms, Florida**  
**Tuesday, March 21, 2023**  
**Town Council Meeting**

**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. 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:**

- **Approve Grant Administrator for CDBG Grant**
  - **The required Advertising Notice was put in the Florida Times-Union and the Clay Today newspapers**
  - **The deadline for the Request for Proposals was 2:00pm on Monday, March 13, 2023**
  - **There was only one submission, so no rating was necessary**

*Motion to approve Andy Easton & Associates as the Grant Administrator for the FFY 2021-2022, Florida Small Cities Community Development Block Grant (CDBG) in the neighborhood revitalization category.*

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

**February 2023:**

1. Copy of notes from the Planning & Zoning Commission (P&Z) Workshop Agenda, Outline and Notes from meeting dated February 15, 2023 - P&Z Section
2. Copy of Finance Agenda/Meeting Minutes dates February 21, 2023 – Finance Section
3. Copy of the Florida League of Cities (FLC) FLCities Connect w/2023 Federal Action Agenda Email dated February 7, 2023 – Correspondence Section
4. Copy of the Florida Department of Economic Opportunity (DEO) Award letter for the \$600,000.00 Community Development Block Grant (CDBG) dated February 10, 2023 – Correspondence Section
5. Copy of the Northeast Florida League of Cities (NEFLC) Dinner Meeting Notice for February 16, 2023 – Correspondence Section

*Motion to adjourn meeting*

**Next Council Meeting, Tuesday, April 18, 2023**