

PROPOSED TOWN COUNCIL AGENDA
Town of Penney Farms, Florida
Tuesday, June 16, 2026
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 BROOKS*

MOMENT OF SILENCE: *MAYOR BROOKS*

ROLL CALL: Mayor Brooks, VM DeVille; CM Andrews; CM Nix; CM Hollowell and Town Manager Cooper

APPROVE THE AGENDA:

Motion to accept the Agenda.

PROCLAMATION: [The Penney Retirement Community Centennial \(Read in its entirety\)](#)

RECOGNITION(S): [Timothy Devin, Director of Emergency Management for Clay County](#)

- **[Mr. Devin will present the 2025 Clay County Local Mitigation Strategy and provide a brief explanation for the need of Resolution 2026-03.](#)**

RESOLUTION(S): 2026-03

RESOLUTION 2026-03 (*Read by title only*)

A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, OF CLAY COUNTY, FLORIDA, ACCEPTING THE CLAY COUNTY LOCAL MITIGATION STRATEGY PLAN.

Motion to approve RESOLUTION 2026-03

APPROVAL OF MINUTES:

- 3rd Qtr Town Council Workshop dated Friday, May 15, 2026

Motion to approve the 3rd Qtr Town Council Workshop dated Friday, May 15, 2026

- Town Council Meeting Minutes dated May 19, 2026

Motion to approve the Town Council Meeting Minutes for May 19, 2026

ORDINANCE(S): NONE

PROCLAMATION: NONE

TOWN MANAGER REPORT: Town Manager

- A Review of the May 2026 Town Manager Report

Motion to approve the Town Manager Report for May 2026

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TREASURERS REPORT: Town Manager

Review the May 2026 Treasurer's Report:

- Bank Balances of the Town bank accounts –05/18/26 – 05/31/26
- General Fund – 05/18/26 – 05/31/26
- Utility Enterprises Fund – 05/18/26 – 05/31/26
- Wastewater/Sewer Fund – 05/18/26 – 05/31/26

Motion to approve the Treasurer's Report for May 2026

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:

1. Reminder: Community Event – Saturday, June 27, 2026 10am – Noon
2. Reminder: Financial Disclosures Due – (Wednesday) July 1st – Everyone is using Form 1

CORRESPONDENCE: (Location of items – Listed)

May 2026:

1. Copy of Finance Agenda/Meeting Minutes date May 18, 2026 – Finance Section
2. Copy of Northeast Florida League of Cities Dinner Meeting Notice – May 21, 2026 – Correspondence Section
3. Copy of the Water Utility Report for May 2026 – Utility Section
4. Copy of Notice the Town Hall was closed for Memorial Day, May 25, 2026– Miscellaneous Section
5. Copy of the 2026 Estimated Taxable Value from the Clay County Appraiser's Office dated May 29, 2026 – Correspondence Section

Motion to adjourn meeting

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Next Council Meeting, Tuesday, July 21, 2026