

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday, March 20, 2024
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 ANDREWS

MOMENT OF SILENCE: MAYOR ANDREWS

APPROVE THE AGENDA:

Motion to accept the Agenda.

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

RECOGNITION(S): NONE

APPROVAL OF MINUTES:

- Town Council Meeting Minutes dated February 20, 2024

Motion to approve the Town Council Meeting Minutes for February 20, 2024

- Town Council Workshop Minutes date February 16, 2024

Motion to approve the Town Council Workshop Meeting Minutes for February 16, 2024

ORDINANCE(S): NONE

RESOLUTION(S): 2024-03

RESOLUTION 2024-03

A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, PROVIDING FOR INCREASE IN WATER/WASTEWATER UTILITY RATES BASED ON THE 2024 CONSUMER PRICE INDEX (3.24%); BASED ON THE WATER/WASTEWATER UTILITY ASSET MANAGEMENT PLANS ALREADY APPROVED BY THE TOWN COOUNCIL; PROVIDING FOR PUBLIC NOTICE; AND PROVIDING FOR AN EFFECTIVE DATE.

A Motion to approve Resolution 2024-03

TOWN MANAGER REPORT: Town Manager

- A Review of the February 2024 Town Manager Report

Motion to approve the Town Manager Report for February 2024

TREASURERS REPORT: Town Manager

Review the February **2024** Treasurer's Report:

- General Fund – 02/01/24 – 02/29/24
- Utility Enterprises Fund – 02/01/24 – 02/29/24
- Wastewater/Sewer Fund – 02/01/24 – 02/29/24
- Bank Balances of the Town bank accounts – 02/01/24 – 02/29/24

Motion to approve the Treasurer's Report for February 2024

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday, March 20, 2024
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: NONE

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

TOWN CLERK:

1. Reminder Committee changes were due by March 8, 2024
2. Clay County Fair Tickets for sale at the Town Hall
3. Old Fashioned Farm Day

CORRESPONDENCE: (Location of items – Listed)

February 2024:

1. Copy of Finance Agenda/Meeting Minutes dates February 21, 2024 – Finance Section
2. Copy of Northeast Florida League of Cities Dinner Meeting Notice – February 15, 2024 – Correspondence Section
4. Copy of Email from the Florida League of Cities "On the Tap" dated February 16, 2024 – Correspondence Section
5. Copy of P&Z Commission Meeting Minutes dated February 21, 2024 – P&Z Section
6. Copy of the Water Utility Report; Water Outage Notices for February 2024 – Utility Section
7. Copy of CDR Committee minutes dated February 13th; and the 27th, 2024 – CDR Section
8. Copy of Notice that Town Hall will be closed to observe President's Day dated February 19, 2024 – Miscellaneous Section

Motion to adjourn meeting

Next Council Meeting, Tuesday, April 16, 2024