

VILLAGE OF JUNIPER

215 Seabreeze Avenue, Juniper, FL 33457

Building Dept Regular Meeting Agenda

Date: July 8, 2025

Time: 6:30 PM

1. Call to Order

The meeting was called to order by **Mayor Sarah Whitmore** at **6:32 PM**.

2. Roll Call

Present:

- Mayor Sarah Whitmore
- Vice Mayor Carlos Mendoza
- Council Member Alicia Morgan
- Public Works Director Thomas J. Greene
- Village Clerk/Treasurer Kathleen M. Parker

Absent:

- Chief of Police Robert H. Lawson
Council Members James Porter and Linda Chen

A quorum was present.

3. Approval of Agenda

Motion by **Vice Mayor Mendoza**, seconded by **Council Member Morgan**, to approve the agenda as presented.

Motion carried unanimously.

4. Discussion Items

A. Village of Juniper Charity Event – August 16–17, 2025

Mayor Whitmore reviewed final preparations for the upcoming charity event at the Juniper Community Center.

- **Public Works Director Greene** confirmed setup support for parking, waste collection, and event signage.
- **Vice Mayor Mendoza** reported that all food truck vendors and artisan booths have confirmed participation.
- **Council Member Morgan** provided a volunteer list of 26 community members, with shifts coordinated through *volunteer@juniperevents.org*.
The board discussed security and emergency access; **Chief Lawson** had submitted a written note confirming police coverage for both event days.
The board agreed to feature a short opening announcement by Mayor Whitmore at 10:15 AM on Saturday to welcome attendees.
- **Clerk Parker** confirmed that event proceeds will be tracked and reported publicly, with funds directed to the *Juniper Community Grant Program*.

B. Facilities and Maintenance

Director Greene outlined plans to inspect the community center on August 13. Public Works will install additional waste bins and temporary directional signage.

C. Community Engagement and Communications

Mayor Whitmore commended the outreach efforts and requested a final reminder post on the Village website and Facebook page by Wednesday, August 13.

5. Action Items

1. **Motion by Council Member Morgan**, seconded by **Vice Mayor Mendoza**, to approve an expenditure of up to **\$2,500** from the Community Events Fund for event logistics and promotion.
Motion carried unanimously.
2. **Motion by Vice Mayor Mendoza**, seconded by **Council Member Morgan**, to authorize Public Works Department support for parking and grounds maintenance during event hours.
Motion carried unanimously.

3. **Motion by Mayor Whitmore**, seconded by **Council Member Morgan**, to publish the official event announcement and volunteer information on the Village homepage.

Motion carried unanimously.

6. Announcements

- **Village of Juniper Charity Event:** Saturday & Sunday, August 16–17, 2025
Location: Juniper Community Center
Time: 10:00 AM – 5:00 PM each day
Activities: Local artisan market, live music, food trucks, cookout, kids' games, and more.
All proceeds benefit local charities and community projects.
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7. Adjournment

Motion by **Vice Mayor Mendoza**, seconded by **Council Member Morgan**, to adjourn the meeting.

Motion carried unanimously.

The meeting adjourned at **7:37 PM**.

Respectfully Submitted,

Kathleen M. Parker

Village Clerk/Treasurer