



## TOWN COMMISSION MEETING MINUTES

November 12, 2024 at 6:30 PM

COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838

Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)

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**CALL TO ORDER** at 6:30 p.m.

**PLEDGE OF ALLEGIANCE** led by Mayor Pennant

**INVOCATION** led by Mayor Pennant

**RECOGNITION OF SERGEANT AT ARMS** – Sgt. Josh Anderson

**ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS** provided by Mayor Pennant

**ROLL CALL** taken by Town Clerk O'Neill

**PRESENT**

Commissioner Quarles

Commissioner Richardson

Vice-Mayor Goddard

Mayor Pennant

**DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

*(Each speaker shall be limited to three (3) minutes)*

**APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR NOVEMBER 12, 2024**

The minutes being reviewed include minutes from the following meetings:

1. 10/7/2024 Town Commission Emergency Meeting
2. 10/22/2024 Town Commission Regular Meeting
3. 10/25/2024 Visioning Committee Meeting

The Mayor opened the floor for public comment; being none, the floor was closed.

A motion was made to approve the minutes on the consent agenda by Commissioner Richardson, seconded by Commissioner Quarles.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

The agreements on the Consent Agenda for consideration and approval include the following:

TC Regular Meeting, November 12, 2024 at 6:30 p.m.

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1. Continuing Master Agreement between the Town of Dundee and Carter Kaye Engineering for RFQ 23-01 with Exhibit A Work Scope
2. Addendum to the Continuing Master Agreement between the Town of Dundee and Carter Kaye Engineering for RFQ 23-01
3. Concurrency Developer's Agreement – AG Investments of Polk County, LLC (Hills of Dundee)
4. Water Supply Allocation Agreement – AG Investments of Polk County, LLC (Hills of Dundee)

The Mayor opened the floor for public comment; being none, the floor was closed.

A motion was made to approve the agreements on the consent agenda by Vice Mayor Goddard, seconded by Commissioner Richardson.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

### **APPROVAL OF AGENDA**

Mayor Pennant asked the Town Manager if there were any changes to the agenda. The Town Manager noted the following changes:

- Item #10, GPS Tracking for Fleet, was added, which moved Items 10,11,12 to Items 11,12,13
- Resolution 24-33 for the chlorine piggyback with Odyssey, including exhibits A through F, was added.
- Exhibit A was added to Resolution 24-34 for the Budget Amendment.

A motion to approve the agenda with changes was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

### **PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS None**

### **NEW BUSINESS**

#### **1. DISCUSSION & ACTION, ORDINANCE 24-11, VOLUNTARY ANNEXATION**

Assistant Town Attorney read the title of Ordinance 24-11 into the record.

Development Services Director, Lorraine Peterson, provided the analysis. The Town of Dundee received a petition for annexation of property called Richards at Lake Annie, which consists of 67.8+/- acres, in March 2024. Attorney Claytor noted that the applicant, Richards Restaurants, Inc., is a foreign, for-profit corporation.

As a commercial entity specializing in the commercial food delivery, food preparation, and food distribution industries, the applicant submitted the voluntary petition to annex the subject property in order to develop same for commercial purpose(s) consistent with the Articles of Incorporation for Richards Restaurants, Inc.

The Mayor opened the floor for public comment; being none, the floor was closed.

A motion to approve Ordinance 24-11 upon first reading, an Ordinance for the voluntary annexation for Richards at Lake Annie, a request by the applicant Benjamin E. Crosby, was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

#### **2. DISCUSSION & ACTION, NE POLK CHAMBER OF COMMERCE PRESENTATION**

Mayor Pennant welcomed Lana Stripling, the Executive Director of the Northeast Polk Chamber of Commerce.

Ms. Stripling thanked the Town Commission for inviting her to speak. Ms. Stripling explained the history and benefits of membership.

The Mayor opened the floor for public comment; being none, the floor was closed.

Jacque Nichols, 308 Lewis Lane, asked Ms. Stripling whether individuals are able to participate as members, or if it is only for business membership. Ms. Stripling stated that while it is mainly businesses, but there are “silver angels” that are not businesses.

Vice-Mayor Goddard asked how the Chamber of Commerce would assist with promoting events and fundraising. Ms. Stripling explained that the Chamber of Commerce is a non-profit organization that is dedicated to supporting community events. Ms. Stripling explained that her organization would be able to assist with arranging meetings if the Town of Dundee is interested in fundraising efforts.

Commissioner Richardson thanked Ms. Stripling for presenting the information. Ms. Stripling noted that Leadership Polk visits Dundee each year, and participants are always glad to learn how much Dundee has to offer.

Ms. Stripling provided brochures and directories to the Commission for their review.

No action was taken.

### **3. DISCUSSION ONLY, AUDIT TIMELINE**

Town Manager Davis provided the analysis and gave an update on the FY 2023 audit timeline.

Commissioner Quarles asked about the C.P.A. who is working on gathering the items.

Commissioner Richardson discussed whether an internal control system is in place as the Town of Dundee moves forward unnecessary future delay(s).

No action was taken.

### **4. DISCUSSION & ACTION, RESOLUTION 24-34, FY 2023-24 BUDGET AMENDMENT**

Assistant Town Attorney, Seth Claytor, read Resolution 24-34 by title.

Town Manager Davis provided the analysis. Ms. Davis additionally provided details about the budget as described in Exhibit A.

Discussion ensued about recycling services.

The Mayor opened the floor for public comment; being none, the floor was closed.

A motion to approve Resolution 24-34 was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

### **5. DISCUSSION & ACTION, RESOLUTION 24-33, PROCUREMENT PIGGYBACK RE: SODIUM HYPOCHLORITE**

Assistant Town Attorney, Seth Claytor, read Resolution 24-33 by title.

Town Manager Davis provided the analysis.

The Mayor opened the floor for public comment; being none, the floor was closed.

A motion to approve Resolution 24-33 was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant  
Motion passed unanimously.

**6. DISCUSSION & ACTION, CONTINUING MASTER AGREEMENT BETWEEN THE TOWN OF DUNDEE AND CHA CONSULTING (RFQ 23-01 – OCTOBER 22, 2024) TASK ORDER #1 WATER AND WASTEWATER UTILITY MASTER PLAN**

Town Manager Davis provided the analysis.

The Mayor opened the floor for public comment; being none, the floor was closed.

A motion to approve Task Order #1 with CHA Consulting was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant  
Motion passed unanimously.

**7. DISCUSSION & ACTION, CONTINUING MASTER AGREEMENT BETWEEN THE TOWN OF DUNDEE AND CHA CONSULTING (RFQ 23-01 – OCTOBER 22, 2024) TASK ORDER #2 DUNDEE REGIONAL WWTF PERMIT RENEWAL APPLICATION**

Town Manager Davis provided the analysis.

The Mayor opened the floor for public comment; being none, the floor was closed.

A motion to approve Task Order #2 with CHA Consulting was made by Commissioner Quarles, seconded by Commissioner Richardson.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant  
Motion passed unanimously.

**8. DISCUSSION & ACTION, RFP 24-11 GRAPPLE TRUCK, SANITATION DEPARTMENT**

Town Manager Davis provided the analysis.

The Mayor opened the floor for public comment; being none, the floor was closed.

A motion to approve RFP 24-11 was made by Commissioner Quarles, seconded by Commissioner Richardson.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant  
The motion passed unanimously.

**9. DISCUSSION & ACTION, PURCHASE OF GARBAGE CARTS**

Mayor Pennant stated that the recycling effort does not seem to be worth the effort. Discussion ensued about how contamination of the recycling load leads to high costs.

The Mayor opened the floor for public comment; being none, the floor was closed.

A motion to approve the purchase of 144 garbage carts and no recycling carts was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant.  
The motion passed unanimously.

**10. DISCUSSION & ACTION, GPS TRACKING FOR FLEET**

Town Manager Davis provided the analysis. Ms. Davis noted that staff obtained three quotes for GPS tracking services, and the low quote was from Samsura.

The Mayor opened the floor for public comment; being none, the floor was closed.

A motion to approve the change for GPS tracking service for fleet was made by Commissioner Richardson, seconded by Vice-Mayor Goddard.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

### **11. DISCUSSION & ACTION, RENTAL RATES FOR DUNDEE COMMUNITY CENTER**

Town Manager Davis provided the analysis. Due to the fact that renovations at the Dundee Community Center were completed recently, Town staff has looked at rental prices at similarly sized venues at nearby municipalities. Ms. Davis presented PowerPoint slides that summarized current costs for events.

Town Manager Davis presented the proposed rental rates. Discussion ensued regarding the proposed rental rates.

The Mayor opened the floor for public comment; being none, the floor was closed.

Jacque Nichols, 308 Lewis Court, stated that the Haines City venue and the Town of Dundee venue are not the same type of facility.

A motion to approve the new rental rates for the Dundee Community Center was made by Commissioner Quarles, seconded by Vice-Mayor Goddard.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

### **12. DISCUSSION & ACTION, SEAT 2 VACANCY – APPOINTMENT APPLICATION FORM**

Assistant Town Attorney, Seth Claytor, provided the analysis.

The Mayor opened the floor for public comment; being none, the floor was closed.

Annette Wilson, 408 Dr. Martin Luther King St., asked for clarification about when the forms would be made available. Attorney Claytor stated that an informational social media post would likely be made by Town staff, and Town staff will likely make copies available at Town Hall.

A motion to approve the use of the Town of Dundee Appointment Oath and the revised Board and Commission Seat Appointment Form and to authorize Town staff to make these forms available upon approval by the Town Commission to be submitted to the Town Clerk's office by 5:00 p.m. on Monday, December 2, 2024 was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant

Motion passed unanimously.

### **13. DISCUSSION & ACTION, TOWN OF DUNDEE STAGE DESIGN**

Town Manager Davis provided the analysis. Ms. Davis explained that the stage that had been ordered and expected to be delivered in six months, was delivered last week.

Ms. Davis described the eight different options that the Public Works Director presented for consideration. Discussion ensued about the different design options.

General consensus among the Town Commission was reached when they agreed to approve the photos and logos for the stage design as shown in example C provided in the PowerPoint slides.

## **REPORTS FROM OFFICERS**

### **Polk County Sheriff's Office**

Sgt. Anderson announced the turkey giveaway will take place 8-10am on Saturday, November 23, 2024 at The Church on the Hill.

Sgt. Anderson also invited the Town to partner with the Dundee Sheriff's Sub-Station again this year to adopt a family or two for the holidays.

### **Dundee Fire Department**

Fire Chief Carbone provided the call numbers for the past two weeks:

- 51 runs
- 29 medicals
- 3 fires
- 1 special event (carbon monoxide detector)
- 3 false alarms
- 10 good intents
- 1 hazardous conditions
- 4 public assists
- **365 total = 1,120 calls**

**Town Attorney** None

### **Department Updates**

- Parks and Recreation – Director Matt Jones provided an update. The parade for the November 30<sup>th</sup> Hispanic and Cultural Event was canceled, but the event is still taking place.
- Public Works – Director John Vice provided an update on storm debris pickup. Mr. Vice also updated the Commission about Betty Avenue stormwater issues.

### **Town Manager**

Town Manager Davis announced the turkey giveaway on November 23, 2024. Ms. Davis also thanked Chief Carbone and others that represented on Veterans Day. Ms. Davis announced the Tree Lighting event on December 6<sup>th</sup> at the Dundee Community Center and the Career Expo on December 18<sup>th</sup>. December 14<sup>th</sup> is the Christmas Parade and the Mayor's Toy Drive, and December 20<sup>th</sup> is the Centennial Festival and Movie Night with Santa.

### **Commissioners**

**Commissioner Richardson** asked about the Northeast Chamber of Commerce membership. Mayor Pennant responded. Commissioner Richardson asked about how the Commission should make a decision. The Mayor noted that the information provided by Ms. Stripling may be reviewed and the Town Commission may decide about membership at the meeting in December. Town Manager Davis noted that annual membership costs \$667.00.

Commissioner Richardson also announced a vegetable giveaway for senior citizens upcoming in November.

**Commissioner Quarles** asked about the Lake Marie bridge. Town Manager Davis provided the timeline and details about construction, which will start soon and should be completed by January 2025.

**Vice-Mayor Goddard** thanked staff including John Vice and Chief Joe Carbone for a great event for Veterans Day. The Vice-Mayor noted the upcoming events on the November and December calendar. He commended Town staff for all the great Centennial events throughout the year.

**Mayor Pennant** expressed his appreciation to the Town staff, noting that Dundee came through the hurricane season well as compared to other municipalities. Mayor Pennant noted that when he attended the Mayors' Roundtable a couple of weeks ago, he noticed that Town staff here in Dundee goes above and beyond to help Dundee be successful. Mayor Pennant wished everyone in attendance a happy and healthy holiday season.

**ADJOURNMENT** at 9:02 p.m.

Respectfully submitted,

*Lita O'Neill*

Lita O'Neill, Town Clerk

**APPROVAL DATE:** 12/10/2024

**PUBLIC NOTICE:** *Please be advised that if you desire to appeal any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases, a verbatim record is required. You must make your own arrangements to produce this record. (Florida statute 286.0105)*

*If you are a person with disability who needs any accommodations in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the town clerk's office at 202 east main street, Dundee, Florida 33838 or phone (863) 438-8330 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771.*