



## **TOWN COMMISSION MEETING MINUTES**

**August 13, 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 by Mayor Pennant at 6:30PM**

**PLEDGE OF ALLEGIANCE led by Mayor Pennant**

**INVOCATION given by Mayor Pennant**

**RECOGNITION OF SERGEANT AT ARMS – Sergeant Anderson**

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

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

**PRESENT**

Bert Goddard

Willie Quarles

Mary Richardson

Sam Pennant

**ABSENT**

Steve Glenn

**MOTION TO EXCUSE Commissioner Glenn** made by Quarles, Seconded by Goddard. Passed unanimously.

Voting Yea: Quarles, Richardson, Goddard, Pennant

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

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

Mayor Pennant opened the floor for comments from the public.

Annette Wilson, 408 Dr. Martin Luther King Street, Dundee, attended a community meeting on August 12<sup>th</sup> to get information about internet infrastructure and broadband service in Dundee. Ms. Wilson requested a copy of the broadband map that shows infrastructure and hotspots. Attorney Claytor noted that structural engineering and

independent contracts with internet providers would be necessary. Town Manager Davis responded about IT staffing questions. She also noted that the Polk County Library Cooperative provides broadband at the library. She stated that she will research the broadband map and will try to provide that information. The Town Manager asked Ms. Wilson to share the list of her questions.

Mr. Ray Rogers, representing the Board of Directors for Sertoma Camp Endeavor, 1300 Camp Endeavor Blvd., Dundee, commented about Camp Endeavor Boulevard. Mr. Rogers noted that it is currently a sand road, but it is set to be paved. He requested speed bumps and signs stating that deaf children are in the area. Mr. Rogers also commented that 8th Street South has been a sand road but is slated for paving. He requested some type of catchment basin to offset the water runoff. Town Manager Davis asked Mr. Alan Rayl with Rayl Engineering and Surveying, 810 East Main Street, to address the concerns on Camp Endeavor Boulevard, starting at the intersection of Campbell and 4th and Lincoln, going west on Lincoln. Mr. Rayl stated signage can be added at the Town's direction. Mr. Rayl addressed the concerns about runoff and noted the project was permitted by SWFWMD.

### **APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR AUGUST 13, 2024**

#### **A. MINUTES**

1. June 22, 2024 Budget Workshop
2. July 9, 2024 Town Commission Meeting
3. July 23, 2024 Town Commission Meeting

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

**MOTION TO APPROVE THE MINUTES ON THE CONSENT AGENDA FOR AUGUST 13, 2024** made by Goddard, seconded by Quarles. Passed unanimously.

Voting Yea: Goddard, Quarles, Richardson, Pennant

#### **B. AGREEMENTS - MASTER CONTINUING PROFESSIONAL CONSULTING AGREEMENT FOR ARCHITECTURAL, ENGINEERING, PLANNING, AND VARIOUS CONSULTING PROFESSIONAL SERVICES WITH CARTER AND KAYE ENGINEERING, LLC**

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

Mayor Pennant opened the floor for comments from the Commission.

**MOTION TO APPROVE THE AGREEMENTS ON THE CONSENT AGENDA FOR AUGUST 13, 2024 MEETING AGENDA** made by Goddard, seconded by Quarles. The motion passed with 3 votes in favor and 1 against.

Voting Yea: Goddard, Quarles, Pennant

Voting Nay: Richardson

## **PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

1. Mayor Pennant announced August 2024 is Florida Water Professionals Month.

### **MOTION TO SUPPORT FLORIDA WATER PROFESSIONALS' MONTH WITH A PROCLAMATION**

made by Quarles, seconded by Goddard. The motion passed unanimously.

Voting Yea: Goddard, Quarles, Richardson, Pennant

The Mayor read the proclamation in full and presented it to Town of Dundee staff from the Public Utilities Department. Town of Dundee Public Utilities Director, Tracy Mercer, recognized the dedicated work of Public Utilities staff and thanked them for their service to the Town.

## **APPROVAL OF AGENDA**

Mayor Pennant asked staff if any changes to the meeting agenda had been made. Town Manager Davis reported that the only change was the addition of New Business Item #7.

**MOTION TO APPROVE THE MEETING AGENDA FOR AUGUST 13, 2024, WITH CHANGES** *made by Glenn, Seconded by Richardson. Passed unanimously.*

Voting Yea: Quarles, Richardson, Goddard, Pennant

## **NEW BUSINESS**

2. DISCUSSION & ACTION, PCSO INTERLOCAL AGREEMENT MODIFICATION #4

Town Manager Davis provided a summary about the item.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

**MOTION TO APPROVE** the PCSO Interlocal Agreement Modification #4 made by Richardson, seconded by Goddard.

Passed unanimously. Voting Yea: Quarles, Richardson, Goddard, Pennant

3. DISCUSSION & ACTION, RFP 24-07 DESIGN, CONSTRUCTION, AND INSTALLATION OF SPLASH PAD/PADS

Town Manager Davis provided the analysis.

Mayor Pennant opened the floor for public comments; seeing no public come forth, the floor was closed.

Mayor Pennant asked staff for information.

Town Manager Davis described the proposal received from JCR Construction. Davis stated that civil engineering work has already been done, so the cost is anticipated to decrease. Town Manager Davis noted that approval from the Town Commission should be at a cost not to exceed \$950,000.

Michelle Thompson, 406 4th Street South, asked about the funding source being restricted funds, and the Town Manager confirmed.

Ms. Davis asked Mr. Rayl with Rayl Engineering to address the delegation. Mr. Rayl stated that the design plans for this project are fully engineered. Mayor Pennant thanked Mr. Rayl for his work on the project.

Commissioner Richardson asked why the project cost increased. Town Manager Davis stated that, when it was first put out to bid, the project was initially organized in phases. The \$950,000 includes the entire project. Commissioner Richardson asked whether the Town should move forward with a splash pad park when we need to take care of existing parks.

Mayor Pennant stated that the Town has been trying to make this happen for the residents and their children for some time.

Town Manager Davis explained that staff would not move forward without bringing a contract agreement to the Commission for consideration.

**MOTION TO APPROVE THE AWARD OF RFP 24-07, DESIGN, CONSTRUCTION, AND INSTALLATION OF SPLASH PAD/S IN AN AMOUNT NOT TO EXCEED \$950,000 TO JCR CONSTRUCTION AND SERVICES, LLC, AND FURTHER DIRECT AND AUTHORIZE THE TOWN ATTORNEY'S OFFICE TO PREPARE A CONSTRUCTION AGREEMENT TO BRING BACK TO THE TOWN COMMISSION FOR REVIEW AND APPROVAL.**

Motion made by Goddard, Seconded by Quarles.

Voting Yea: Quarles, Richardson, Goddard, Pennant

4. DISCUSSION & ACTION, TEMPORARY ROAD CLOSURES – FAMILY FUN DAY AT IMPACT CHURCH DUNDEE

Town Manager gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

**MOTION TO APPROVE the temporary road closure for the Impact Church Family Fun Day on August 24, 2024** made by Goddard, seconded by Richardson.

Voting Yea: Quarles, Richardson, Goddard, Pennant

5. DISCUSSION & ACTION, TEMPORARY ROAD CLOSURES – TREE LIGHTING AND HOLIDAY PARADE

Town Manager gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

**MOTION TO APPROVE the temporary road closure for the Tree Lighting on Friday, December 6, 2024, 5-9 p.m., and the Parade on Saturday, December 14, 2024, 4-8 p.m.,** made by Quarles, seconded by Goddard.

Voting Yea: Quarles, Richardson, Goddard, Pennant

6. DISCUSSION & ACTION, PLANNING AND VISIONING MEETINGS AND BOARD APPOINTMENTS

Town Manager Davis gave the analysis. She presented the four board application for approval and a selection of days/times to consider for the initial kickoff meeting. Attorney Claytor advised that the members on the Visioning Board would need to operate under Government in the Sunshine Laws. Ms. Davis informed the Commission that Commissioner Richardson had agreed to serve as the liaison between the Visioning Board and the Town Commission.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

**MOTION TO APPROVE the Visioning Board applications and appointments and to move forward with scheduling the initial meeting for Friday, September 20, 2024, at noon** made by Richardson, seconded by Pennant

Voting Yea: Quarles, Richardson, Goddard, Pennant

7. DISCUSSION & ACTION, WORKSHOPS FOR TOWN OF DUNDEE TEMPORARY MORATORIUM

Town Manager gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO APPROVE the public workshop dates of August 27, 2024 and September 10, 2024 at 6:00 p.m. for the Town of Dundee temporary moratorium ordinance discussion made by Goddard, seconded by Quarles.

Voting Yea: Quarles, Richardson, Goddard, Pennant

**REPORTS FROM OFFICERS**

Polk County Sheriff's Office  
Dundee Fire Department  
Town Attorney  
Town Manager  
Commissioners  
Mayor

**PCSO REPORT** None

**FIRE DEPARTMENT REPORT** None

**TOWN ATTORNEY REPORT** None

**TOWN MANAGER REPORT**

Town Manager Davis thanked the community for the opening of the Johnson Dog Park. Ms. Davis recognized the Public Works staff for their good work.

Dundee Elementary Academy earned an "A" grade, and Town Manager Davis recognized the principal. Ms. Davis would like to have a plaque presented to Principal Lana Tatom Headley at a future Town Commission meeting recognizing Dundee Elementary Academy's accomplishments.

Town Manager Davis stated that she will be attending the Florida League of Cities Conference in Hollywood, Florida later this week along with some other staff, Mayor, and Commissioners.

The Town Manager welcomed the new Town Clerk, Lita O'Neill.

### **COMMENTS FROM COMMISSIONERS**

Commissioner Richardson thanked everyone for coming out tonight. She thanked law enforcement for protecting the community. She welcomed the new Town Clerk. She asked whether the entire Commission would be able to participate with supporting the schools next year. She also asked about Northeast Chamber of Commerce. Town Manager Davis responded that she would follow up.

Commissioner Quarles thanked everyone for coming to the meeting. He welcomed the new Town Clerk.

Commissioner Goddard recognized Dundee Elementary Academy and congratulated the principal and school. He welcomed the new Town Clerk.

### **COMMENTS FROM MAYOR**

Mayor Pennant thanked the community members and staff for coming out this evening. He thanked the Town Clerk for the work she does.

**ADJOURNMENT** at 7:48PM

Respectfully submitted,

**Lita O'Neill**

Lita O'Neill, Town Clerk

**APPROVAL DATE: 08/29/2024**

***PUBLIC NOTICE:** Please be advised that if you desire to appeal from 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 a 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 St., 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.*