



## **TOWN COMMISSION MEETING MINUTES**

**October 10, 2023 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 6:30 PM

**PLEDGE OF ALLEGIANCE** led by Mayor Pennant

**INVOCATION** given by Commissioner Richardson

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

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

**ROLL CALL** given by Town Clerk Douthat

**PRESENT**

Steve Glenn

Bert Goddard

Willie Quarles

Mary Richardson

Sam 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; seeing no public come forth, the floor was closed.

**APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR OCTOBER 10, 2023**

### **A. AGREEMENTS**

#### **1. DATAWORKS AGREEMENT**

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

***MOTION TO APPROVE the consent agenda for the meeting of October 10, 2023, made by Glenn, Seconded by Goddard. Passed Unanimously.***

***Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant***

## **APPROVAL OF AGENDA**

Town Manager Davis reported the following changes to the regular agenda:

Item 6 - corrections were made to Resolution 23-26

Item 7 - Resolution 23-28 was added to the agenda packet

***MOTION TO APPROVE** the agenda with changes made by Quarles, Seconded by Glenn. Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

### **1. PROCLAMATION, DWARFISM AWARENESS MONTH**

***MOTION TO SUPPORT** October as Dwarfism Awareness Month made by Goddard, Seconded by Quarles. Passed Unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

Mayor Pennant read the proclamation into the record.

Autumn Wise, daughter of Accounts Payable Clerk Gina Barnhorst, accepted the proclamation.

### **2. PROCLAMATION, BREAST CANCER AWARENESS MONTH**

***MOTION TO SUPPORT** October as Breast Cancer Awareness Month made by Goddard, Seconded by Quarles. Passed Unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

Mayor Pennant read the proclamation into the record.

### **3. PROCLAMATION, FLORIDA CITY GOVERNMENT WEEK**

***MOTION TO SUPPORT** October 16, 2023 through October 22, 2023 as Florida City Government Week made by Goddard, Seconded by Quarles. Passed Unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

Mayor Pennant read the proclamation into the record.

Dr. Headley from Dundee Elementary accepted the proclamations on behalf of herself and the principal of Dundee Ridge Academy. She thanked the Commission and updated attendees on current happenings with her students.

### **4. PROCLAMATION, FIRE PREVENTION WEEK**

***MOTION TO SUPPORT** October ,2023 through October ,2023 as Fire Prevention Week made by Goddard, Seconded by Quarles. Passed Unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

Mayor Pennant read the proclamation into the record.

Fire Chief Carbone accepted the proclamation.

## **NEW BUSINESS**

### **5. ORDINANCE 23-06, CALDWELL RIDGE FUTURE LAND USE MAP AMENDMENT**

Assistant Town Attorney Claytor read the title of Ordinance 23-06 into the record.

Town Planner Peterson gave the analysis.

Jeremy Knowles, 355 W Lake Marion Rd, Haines City, spoke against the ordinance.

Larry Mathis, 1660 Tyner Rd, Haines City, spoke against the ordinance.

Glenn Lawhorn, 11000 Jim Edwards Rd, Haines City, spoke against the ordinance.

Debra Lawson, 200 Penny Lane, Haines City, spoke against the ordinance.

Daryl Conner, 6630 Lake Hatchineha Rd, Haines City, spoke against the ordinance.

Blair Quinn, 22 Lakeview Dr S, spoke against the ordinance.

Justyna Gale, Forward Planning & Design, made a presentation for the future land use amendment.

Brad Weihrauch , 33 Turtle Lake, Haines City, the owner of the property, spoke for the ordinance.

Assistant Town Attorney Claytor explained the Town of Dundee development review process and applicable legal standard(s) for the review and approval/denial of the proposed Future Land Use.

***MOTION TO APPROVE Ordinance 23-06 made by Pennant, Seconded by Quarles.***

*Voting Yea: Glenn, Goddard, Quarles, Pennant.*

*Voting No: Richardson*

**6. RESOLUTION 23-26, WOODLAND RANCH ESTATES SUBDIVISION CERTIFIED SUBDIVISION PLAN (CSP)**

Assistant Town Attorney Claytor read the title of Resolution 23-26 into the record.

Town Planner Peterson 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 Resolution 23-26 made by Goddard, Seconded by Quarles. Passed unanimously.***

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**7. RESOLUTION 23-28, ODYSSEY MANUFACTURING COMPANY EMERGENCY AGREEMENT**

Assistant Town Attorney Claytor read the title of Resolution 23-28 into the record.

Town Manager Davis 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 Resolution 23-28 made by Goddard, Seconded by Richardson. Passed unanimously.***

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**8. DISCUSSION & ACTION, FLEET SURPLUS ITEMS**

Town Manager Davis 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 sale of surplus items made by Richardson, Seconded by Goddard. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **9. DISCUSSION & ACTION, NAME CHANGE FOR THE TOWN OF DUNDEE**

Town Manager Davis gave the analysis.

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

***MOTION TO AUTHORIZE*** and direct Town staff to prepare the necessary ordinance and document(s) to amend the Charter of the Town of Dundee changing Town to City made by Richardson, Seconded by Goddard. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **9. DISCUSSION & ACTION, NOVEMBER & DECEMBER 2023 MEETING DATES**

Town Manager Davis 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*** November 14, 2023 and December 12, 2023 as the amended Town Commission meeting schedule made by Goddard, Seconded by Richardson. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **REPORTS FROM OFFICERS**

Fire Chief Carbone updated the run totals and reported that the bunk house and bay door remodels have been completed.

Assistant Town Attorney Claytor gave an update on the Dundee Plaza access.

Town Manager Davis reported that she will be scheduling a grand reopening at the Fire Department. She reported that the lights have been added to the front of the Fire Department. She stated that the Tree Board had done a beautification project at the Historic Depot and that they are doing a townwide beautification project.

Commissioner Richardson asked for an update on the alley behind Dundee Pizza and received an update from Public Works Director John Vice.

## **ADJOURNMENT at 8:25 PM**

Respectfully Submitted,

*Trevor Douthat*

Trevor Douthat, Town Clerk

APPROVAL DATE: 11/14/2023