



TOWN COMMISSION MEETING MINUTES

October 24, 2023 at 6:30 PM

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

Phone: 863-438-8330 | www.TownofDundee.com

CALL TO ORDER at 6:30 PM by Mayor Pennant

PLEDGE OF ALLEGIANCE led by Mayor Pennant

INVOCATION led by Pastor Lawson

RECOGNITION OF SERGEANT AT ARMS - Detective Mosley

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)

Annette Wilson, 408 Dr MLK St, asked if there would be a Christmas parade this year and what the process is to participate. She also stated that the Town needs a new Christmas tree this year for the tree lighting.

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR OCTOBER 24, 2023

A. MINUTES

1. AUGUST 22, 2023 TOWN COMMISSION MEETING

2. SEPTEMBER 12, 2023 TOWN COMMISSION MEETING

3. SEPTEMBER 26, 2023 TOWN COMMISSION MEETING

***MOTION TO APPROVE** the consent agenda for October 24, 2023 made by Glenn, Seconded by Richardson. Passed unanimously.*

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

APPROVAL OF AGENDA

MOTION TO APPROVE the regular meeting agenda for October 24, 2023 made by Goddard, Seconded by Glenn. Passed unanimously.

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

NEW BUSINESS

1. ORDINANCE 23-08, PERSONNEL POLICY HANDBOOK, FIRE DEPARTMENT HOLIDAY, VACATION & SICK POLICY AMENDMENT - SECOND READING

Assistant Town Attorney Claytor read the title of Ordinance 23-08 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 Ordinance 23-08 made by Quarles, Seconded by Richardson. Passed unanimously.

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

2. 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 Goddard, Seconded by Glenn. Passed unanimously.

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

3. DISCUSSION & ACTION, RFQ 23-01, CONTINUING PROFESSIONAL CONSULTING SERVICES CONTRACTS

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, accept, confirm and ratify the scoring and ranking(s) of the firms evaluated and submittals received by the Town of Dundee Evaluation Committee in response to Town of Dundee RFQ 23-01; and, pursuant to the scoring and ranking(s) of the Town of Dundee Evaluation Committee, the Town Commission authorizes the Town Manager to take all necessary further actions to effectuate the intent of RFQ 23-01 and enter into the continuing master agreement, which was provided as an Addendum to RFQ 23-01, with all consultants made by Goddard, Seconded by Quarles. Passed unanimously.

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

4. DISCUSSION & ACTION, FDOT SHORT TERM AGREEMENT

Town Manager Davis and Assistant Town Attorney Claytor gave the analysis.

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

Motion to give staff permission to execute the short-term agreement with FDOT made by Glenn,
Seconded by Quarles.
Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

5. DISCUSSION & ACTION, SELECTION OF TOWN FLAG

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** flag design #10 with alterations made by Quarles, Seconded by Goddard.
Passed unanimously.*

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

REPORTS FROM OFFICERS

Fire Chief Carbone updated the run totals.

Town Manager Davis informed the Commission of the upcoming holiday events.

Commissioner Richardson asked for an update on the alley behind Dundee Pizza and on the sign at the depot.

ADJOURNMENT at 7:21PM

Respectfully Submitted,
Trevor Douthat

Trevor Douthat, Town Clerk

APPROVAL DATE: 11/14/2023