



TOWN COMMISSION MEETING MINUTES

January 13, 2026, 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 p.m.

PLEDGE OF ALLEGIANCE led by Mayor Pennant

INVOCATION led by Commissioner Goddard

RECOGNITION OF SERGEANT AT ARMS Sergeant Frese

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

ROLL CALL taken by Town Clerk Erica Anderson

PRESENT

Commissioner Wilson

Commissioner Goddard

Commissioner Richardson

Vice-Mayor Quarles

Mayor Pennant

LETTER OF CIVILITY – Presented

1. APPROVAL OF AGENDA

No changes were made to the agenda.

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

Commissioner Richardson moved to approve the agenda with no changes, seconded by Commissioner Goddard.

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

2. APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR JANUARY 13, 2026

The minutes being reviewed include minutes from the following meetings:

A. MINUTES

1. December 09, 2025, Meeting Minutes

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

Commissioner Richardson moved to approve the minutes of December 9, 2025, commission meeting, seconded by Commissioner Goddard.

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

B. AGREEMENTS

1. AIG TankGuard Third Party Liability Renewal

Commissioner Wilson moved to approve the AIG TankGuard Liability Renewal, seconded by Commissioner Goddard.

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

2. Pitney Bowes Lease Renewal

Commissioner Goddard moved to approve the Pitney Bowes Lease Renewal, seconded by Vice Mayor Quarles.

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

3. Florida League of Cities renewal

Commissioner Goddard moved to approve the Florida League of Cities Renewal, seconded by Commissioner Wilson.

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

4. CCOD-MLK Parade Application

Commissioner Goddard moved to approve the CCOD-MLK Parada Application, seconded by Commissioner Wilson.

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

PRESENTATIONS

- 1. 1. CDBG (COMMUNITY DEVELOPMENT BLOCK GRANT) PRESENTATION** – Presented by Utilities and Special Projects Director, Tracy Mercer

2. **2. WATER AND WASTEWATER STUDY PRESENTATION BY RAFTELIS** – Presented by Mike Rocca

3. **3. DUNDEE DEPOT HISTORIC PRESERVATION AWARD** – Presented by the Daughter's of the American Revolution (DAR)

PUBLIC HEARING

4. DISCUSSION & ACTION, ORDINANCE 25-05 ESTES/ESPERANZA PETITION FOR ANNEXATION 2ND READING

Attorney Murphy read the ordinance title into the record. Town Manager Cassel provided the analysis.

This item was introduced by Heather E. Wertz of Absolute Engineering, Inc. Ordinance 25-05 extends the corporate limits of the Town of Dundee, Florida, to include parcel number 27-29-01-000000-012000 consisting of 40+/- acres which lies contiguous and adjacent to the present boundaries of the Town. The parcel in this petition for annexation is part of the Estes/Esperanza subdivision which is 638.76+/- acres. Approval of this annexation preserves, enhances, and encourages the most appropriate use of land consistent with the public interest and the Town of Dundee 2030 Comprehensive Plan policies, goals, and objectives.

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

Vice Mayor Quarles moved to approve Ordinance 25-05 on second reading. The motion was seconded by Commissioner Goddard.

Voting in favor: Commissioner Goddard, Commissioner Wilson, Commissioner Richardsson, Vice Mayor Quarles, Mayor Pennant

The motion passed unanimously.

5. DISCUSSION & ACTION, ORDINANCE 25-07 LEGISLATIVE MILESTONE INSPECTION(S) 2ND READING

Attorney Murphy read the ordinance title into the record. Town Manager Cassel provided the analysis.

Recent amendments to Florida Statutes, specifically §553.889(11) (2025), require local governments to establish procedures ensuring that condominium and cooperative buildings subject to mandatory structural inspections commence or schedule necessary repairs within certain statutory timeframes. These requirements were adopted statewide to improve building safety, ensure timely remediation of structural deficiencies, and prevent failures associated with substantial structural deterioration.

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

Commissioner Wilson moved to approve Ordinance 25-07 on second reading. The motion was seconded by Vice Mayor Quarles.

Voting in favor: Commissioner Goddard, Commissioner Wilson, Commissioner Richardsson, Vice Mayor Quarles, Mayor Pennant

The motion passed unanimously.

**6. 4. DISCUSSION & ACTION, ORDINANCE 25-08 CERTIFIED RECOVERY RESIDENCE(S)
2ND READING**

Attorney Murphy read the ordinance title into the record. Town Manager Cassel provided the analysis.

The proposed ordinance fulfills the Town of Dundee's obligation to implement these provisions by creating Article VII, Chapter 14 of the Town's Code of Ordinances. The new article outlines procedures for reviewing and processing reasonable accommodation requests and establishes standards for certified recovery residences operating within the Town. The ordinance also includes provisions related to conflicts, severability, administrative correction of scrivener's errors, codification, and the required business impact estimate.

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

Commissioner Wilson moved to approve Ordinance 25-08 on second reading. The motion was seconded by Vice Mayor Quarles.

Voting in favor: Commissioner Goddard, Commissioner Wilson, Commissioner Richardsson, Vice Mayor Quarles, Mayor Pennant

The motion passed unanimously.

7. 4. DISCUSSION & ACTION, ORDINANCE 25-09 POTABLE WATER ERC(S) 2ND READING

Attorney Murphy read the ordinance title into the record. Town Manager Cassel provided the analysis.

The proposed ordinance amends Sections 54-3 and 54-8 of the Town of Dundee Code of Ordinances and Article 9 of the Land Development Code to revise the Town's ERC definitions, calculations, and application procedures. These amendments ensure more accurate evaluation of water system impacts associated with new development, redevelopment, and capital planning. The ordinance also updates applicable cross-references and incorporates new statutory or regulatory considerations.

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

Commissioner Goddard moved to approve Ordinance 25-09 on second reading. The motion was seconded by Vice Mayor Quarles.

Voting in favor: Commissioner Goddard, Commissioner Wilson, Commissioner Richardsson, Vice Mayor Quarles, Mayor Pennant

The motion passed unanimously.

NEW BUSINESS

8. DISCUSSION & ACTION, ORDINANCE 26-01, WATER AND SEWER RATE STUDY

Attorney Murphy read the ordinance title into the record. Town Manager Cassel provided the analysis.

The proposed ordinance amends Sections 54-3 and 54-8 of the Town of Dundee Code of Ordinances and Article 9 of the Land Development Code to revise the Town's ERC definitions, calculations, and application procedures. These amendments ensure more accurate evaluation of water system impacts associated with new development, redevelopment, and capital planning. The ordinance also updates applicable cross-references and incorporates new statutory or regulatory considerations.

Mayor Pennant opened the floor for public comment; the following persons spoke before the commission.

Michelle Thompson asked for clarification of the ordinance.

Ray Hunt inquired about the town's current budget.

Julia Hunt asked for an update on previous residents not paying for water.

Alethea Pugh asked how the town plans to recover financially.

Commissioner Richardson stated she would like Mr. Hunts' concerns to be addressed.

Michelle Thompson further expressed her concerns on moving forward with the ordinance.

Mayor Pennant closed the floor.

Commissioner Wilson moved to approve Ordinance 26-01 on first reading. The motion was seconded by Commissioner Goddard.

Voting in favor: Commissioner Goddard, Commissioner Wilson, Commissioner Richardsson, Vice Mayor Quarles, Mayor Pennant

The motion passed unanimously.

9. DISCUSSION & ACTION, RESOLUTION 25-40 HILLCREST AVENUE RIGHT-OF-WAY VACATION

Attorney Murphy read the resolution title into record. Development Services Director, Peterson presented the analysis.

This item was introduced by Crow Investments LLC for a Right-of-Way Vacation. This request seeks to vacate portions of specific unopen, unpaved, and unimproved portion as depicted in plat book 20, page 4 of the public records of Polk County, Florida, that lies along the above-described corridor. That part of Section 21, Township 28 South, Range 27 East, Polk County Florida. Approval of this Right-of-Way preserves, enhances, and encourages the most appropriate use of land consistent with the public interest and the Town of Dundee 2030 Comprehensive Plan policies, goals, and objectives.

Mayor Pennant opened the floor for public comment, seeing none, the floor was closed.

Commissioner Goddard moved to approve Resolution 25-40 with conditions that the engineer review the legal descriptions. The motion was seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

10. DISCUSSION & ACTION, PURCHASE OF SANITATION GARBAGE CARTS FOR INVENTORY RESTOCK

Public Works Director, Vice presented the analysis.

The Public Works Sanitation Department is requesting approval to purchase 150 (95-gallon) garbage carts to replenish inventory for the replacement of damaged carts and to accommodate new development. Staff recommend purchasing the carts from Cascade Cart Solutions at a total cost of \$9,610.00, with an estimated four (4) week delivery lead time.

Commissioner Richardson stated for the record that Human Resources Director should not sign in place of the Finance Director.

Town Manager Cassel stated for the record, moving forward it would only be his and Director Vice's signature used for approval.

Mayor Pennant opened the floor for public comment, seeing none, the floor was closed.

Vice Mayor Quarles moved to approve the purchase of sanitation garbage carts for inventory restoration with the stipulation that the Human Resources Director's signature would be removed. The motion was seconded by Commissioner Wilson.

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

The motion passed unanimously.

11. DISCUSSION & ACTION, DEVELOPMENT SERVICES BUILDING A/C REPLACEMENT

Public Works Director, Vice presented the analysis.

Staff is asking for approval to replace the 4 Tin A/C unit at the development services building. The facility has 3 A/C units and the unit needing replacement cools and heats the lobby and office areas. The coils are dry rotted and falling apart. This replacement was not a budgeted item but will need to be replaced before entering the summer months.

Mayor Pennant opened the floor for public comment, seeing none, the floor was closed.

Commissioner Goddard moved to approve the development services building A/C replacement. The motion was seconded by Commissioner Wilson.

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

The motion passed unanimously.

12. DISCUSSION & ACTION, EVENT STAGE RENTAL CONTRACT

Public Works Director, Vice presented the analysis.

Public Works Director Johnathon Vice is proposing a contract for the rental of the Town of Dundee's mobile event stage, which was purchased in 2024. At the time the stage was approved by staff and the Commission, it was discussed that the Town would allow other municipalities or Polk County to rent the stage, similar to the Town's past practice of renting a stage from Polk County.

Staff has prepared a draft of the proposed rental contract for the Commission's review and approval. Renting the stage would provide an additional revenue source for the Town, and limiting rentals to other municipalities or the County would help ensure the stage is properly handled and protected from damage.

Revenue generated from stage rentals will be allocated to the Town's Parks and Recreation Department.

Mayor Pennant opened the floor for public comment; the following persons spoke before the commission.

Ray Hunt expressed his support for the item, its about working with our neighbors.

Mayor Pennant closed the floor.

Commissioner Goddard moved to approve the event stage rental. The motion was seconded by Commissioner Richardson.

Voting in favor: Commissioner Goddard, Commissioner Wilson, Commissioner Richardsson, Vice Mayor Quarles, Mayor Pennant

The motion passed unanimously.

Mayor

Mayor Pennant presented Attorney Murphy of Boswell and Dunlap with a plaque commemorating their 21 years of legal service with the town.

Commissioner Richardson

Mayor Pennant presented Attorney Murphy of Boswell and Dunlap with a token of appreciation for Attorney Seth Claytor.

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

Mayor Pennant opened the floor for public comment, seeing none, the floor was closed.

REPORTS FROM OFFICERS

Polk County Sheriff's Office – for December 2025.

- 239 total calls for service
- 219 traffic stops
- 24 citations
- 1722 community contacts
- 66 (inaudible)

Dundee Fire Department – Year to date 1149 calls for service

- 47 rescues
- 110 calls for service
- 4 fires
- 14 good intents
- 41 others (false alarms etc.)
- 14 public assists

Town Attorney – No report

Town Manager – Town Manager Cassel provided the following updates.

- The MLK Parade will take place on Sunday, January 18th at 4:00 p.m. with the Prayer Breakfast to take place on Monday, January 19th at 9:00 a.m. at the Community Center.
- The upcoming Ridge League Meeting will take place on Thursday January 15th at 6:00 p.m. in Lake Wales. Please notify the clerk of your RSVP.

Commissioners

Vice Mayor Quarles – Thanked everyone for coming out and thanked Utilities Director Mercer, for securing a grant for the Town.

Commissioner Goddard - Thanked the public for coming out and participating in the meeting. He wished everyone a productive year and thanked Utilities Director Mercer, Development Services Director Peterson, Town Attorney Murphy, and Town Manager Cassel for their hard work.

Commissioner Wilson – Thanked everyone for coming out. She thanked the town attorney's and said she is thankful everyone is here and asked how the town attorney search was going. She thanked staff for all they do. She went on to announce the School Choice open enrollment.

Commissioner Richardson – Thanked everyone for coming out to the meeting and thanked Utilities Director Mercer for the grant awarded to the town. She said her time on the commission has been good and wished everyone a happy new year. She said the Christmas party was great and thanked law enforcement and expressed her support for the new sheriff's station. She went on to inquire about the splash pad to generate funds and further asked for information concerning the town attorney's search. Further, she asked for a consensus of the commission for staff to bring forth an ordinance at the next commission meeting allowing the commission to hire and fire the town attorney by super majority.

Mayor Pennant stated for the record, Boswell and Dunlap were not fired from the Town of Dundee.

Mayor

Mayor Pennant presented Attorney Murphy of Boswell and Dunlap with a plaque commemorating their 21 years of legal service with the town. He thanked those who have served over the past years.

ADJOURNMENT at 8:52 p.m.

Respectfully submitted,

Erica Anderson

Erica Anderson, Town Clerk

APPROVAL DATE: _____

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 accommodation 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.

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