



TOWN COMMISSION MEETING MINUTES

February 11, 2025, at 6:30 PM

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

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

CALL TO ORDER at 6:27 p.m.

PLEDGE OF ALLEGIANCE led by Mayor Pennant

INVOCATION led by Commissioner Pugh

RECOGNITION OF SERGEANT AT ARMS – Sgt. Carlos Raymondi

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

ROLL CALL taken by Town Clerk Erica Anderson

PRESENT

Commissioner Pugh

Commissioner Quarles

Vice-Mayor Goddard

Mayor Pennant

ABSENT - Commissioner Richardson

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

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

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR FEBRUARY 11, 2025

The minutes being reviewed include minutes from the following meetings:

1. 1/28/2025 Town Commission Regular Meeting

Mayor Pennant 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 Quarles, seconded by Vice Mayor Goddard.

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

The motion passed unanimously.

2. Canvassing Board Appointments:

1. Jacquelyn Nichols - Canvassing Board
2. Amanda Barclay - Canvassing Board Alternate
3. Melissa Glogowski - Canvassing Board Alternate

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

A motion was made to approve the Canvassing Board appointments on the consent agenda by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

The motion passed unanimously.

NEW BUSINESS

APPROVAL OF AGENDA

The following changes were made to the agenda:

- Agenda item #5 - Resolution 25-05 was added to the agenda.
- Agenda item #4 – was moved to item #5
- Agenda item #6 – Resolution 25-06 was added to the agenda.

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

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

The motion passed unanimously.

PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS

A. PROCLAMATION, BLACK HISTORY MONTH

Mayor Pennant read the Black History Month Proclamation. Accepting the proclamation was Ms. Burnie Armwood.

Mayor Pennant asked for a motion of support for the Black History Month Proclamation.

Ms. Armwood thanked the commission and gave a brief history of Black History Month.

Vice Mayor Goodard motioned to support the Black History Month Proclamation, seconded by Commissioner Pugh

Voting in favor, Commissioner Pugh, Commissioner Quarles, Vice Mayor Goddard, Mayor Pennant

The motion passed unanimously.

1. DISCUSSION & ACTION, COMMUNITY REDEVELOPMENT AGENCY PRESENTATION

The CRA Community Redevelopment Agency discussion was presented by Attorney Drew Crawford of Boswell and Dunlap at the request of the commission.

Mayor Pennant opened the floor for public comment.

Mr. Bernard Hammonds spoke about funding and doing more research before developing a CRA.

Mr. Kevin Kitto spoke of his past experience and support of the CRA, as well as the County not allowing the town to create a CRA.

Michelle Thompson asked for an explanation of what a “Chartered County” entails. She asked if the town already had in mind what areas would be earmarked for CRA and the benefit of using a consultant.

Commissioner Pugh inquired how the CRA would qualify property, she gave further explanation on the CRA and the different entities it envelops.

Vice Mayor Goddard inquired about the timeline of 18 to 24 months, and the length of time to see results.

Mayor Pennant closed the floor for public comments and asked for a motion.

A motion to authorize the creation of a CRA and direct Town staff and the Town Attorney to proceed in accordance with the steps and timeline identified in the presentation was made by Vice Mayor Goddard, and seconded by Commissioner Quarles.

Voting in favor, Commissioner Pugh, Commissioner Quarles, Vice Mayor Goddard, Mayor Pennant

The motion passed unanimously.

2. DISCUSSION & ACTION, ORDINANCE 25-01 ELECTION QUALIFYING 2ND READ

Town Attorney Claytor presented Ordinance 25-01 and read the title into the record. Interim Town Manager Carbone provided the analysis.

The Town of Dundee is a Florida municipal corporation vested with home rule authority pursuant to the Municipal Home Rule Powers Act (F.S. Chapter 166) and Article VIII, §2 of the Florida Constitution. The Town is vested with governmental, corporate and proprietary powers to enable it to conduct municipal government, perform municipal functions, and render municipal services, including the general exercise of any power for municipal purposes. It is the regular practice of municipalities in Polk County, Florida to permit qualifying during the seventh week prior to the election which, in terms of days, is described as the period beginning at 12:00 noon on the 50th day prior to the election and ending at 12:00 noon on the 46th day prior to the election. In addition, Section 99.093, Florida Statutes (2024), imposes an election assessment equal to 1 percent of the annual salary of the office sought; and

The purpose of Ordinance No. 25-01 is to harmonize Section 18-1 of the *Code of Ordinances of the Town of Dundee, Florida* with the Town’s general and ordinary election practices by determining and setting the dates for the qualification period for filing petitions and a written notice of candidacy with the designated official.

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

A motion to approve Ordinance 25-01 Elections Qualifying on 2ns read was made by Vice Mayor Goddard and seconded by Commissioner Quarles.

Voting in favor, Commissioner Pugh, Commissioner Quarles, Vice Mayor Goddard, Mayor Pennant

The motion passed unanimously.

3. DISCUSSION & ACTION, SUPPORT RESOLUTION 25-03 PUBLIC RECORDS EXEMPTION

Attorney Claytor presented Resolution 25-03 and read the title into the record. Interim Town Manager Carbone provided the analysis.

The (FACC) Florida Association of City Clerks Board of Directors is considering how to pursue legislation to provide public records exemptions for the personal information of current Municipal Clerks and employees who perform elections work as well as code compliance officers. The association is asking for the support and enactment of all cities in Florida to adopt this resolution.

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

A motion to move forward with Support Resolution 25-03 was made by Vice Mayor Goddard and seconded by Commissioner Pugh.

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

The motion passed unanimously.

4. DISCUSSION & ACTION, EMERGENCY RESOLUTION 25-05 SELECTION OF NEW CPA FIRM

Attorney Claytor presented Resolution 25-05 and read the title into the record. Interim Town Manager Carbone provided the analysis.

Circumstances have arisen requiring emergency action on the part of the Town of Dundee management to ensure the health, safety, and general welfare of the citizens, employees, and residents of the Town of Dundee, Florida.

Mayor Pennant opened the floor for public comment.

Annette Wilson asked why the firm was not renewing their contract.

Mayor Pennant closed the floor for public comment.

A motion to approve to approve Emergency Resolution 25-05 Selection of a New CPA Firm was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

The motion passed unanimously.

5. DISCUSSION & ACTION, RESOLUTION 25-04 AUDITOR SELECTION COMMITTEE

Attorney Claytor presented Resolution 25-04 and read the title into the record. Interim Town Manager Carbone provided the analysis.

The current Town of Dundee external auditor contract was not renewed by the Town Commission and has therefore expired with the conclusion of the fiscal year 2022-2023. Therefore, in accordance with Section 218.391 of the Florida Statutes [staff is seeking permission for searching] and appointing members to serve.

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

A motion to approve the amendment of Resolution 25-04 Auditor Selection Committee with the selection of Kevin Kitto and Archie Sapp as members of the Selection Committee was made by Vice Mayor Goddard and seconded by Commissioner Quarles.

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

The motion passed unanimously.

A motion to approve the amendment of Resolution 25-04 Auditor Selection Committee with the appointment of Commissioner Pugh as the Commission Liaison and chair was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

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

The motion passed unanimously.

A motion to approve Resolution 25-04 Auditor Selection Committee, as amended, was made by Commissioner Quarles and seconded by Vice Mayor Goddard.

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

The motion passed unanimously.

6. DISCUSSION & ACTION, RESOLUTION 25-06 SOL VISTA FINAL PLAT

Attorney Claytor presented Resolution 25-06 and read the title into the record. Interim Town Manager Carbone provided the analysis.

This is an applicant-initiated request for approval of a Final Plat Petition for Sol Vista Subdivision.

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

A motion to approve Resolution 25-06 Sol Vista Final Plat, was made by Commissioner Quarles and seconded by Vice Mayor Goddard.

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

The motion passed unanimously.

7. DISCUSSION & ACTION, SPEED LIMIT CHANGE REQUEST FOR LAKE MARIE BLVD

Public Works Director Vice presented to the commission.

Staff has received comments and concerns regarding the speeding along the Lake Maire Blvd road starting at 8th Street North and ending at HL Smith Road. Staff has looked at all options and inspected the current conditions and is asking the commission to allow staff to change the current speed of 40MPH to 35MPH with the curves and narrow road the purpose would provide a calmer speed and allow drivers the time to respond to curves in the event pedestrians and bus stops located along the road are near. The newer subdivision along with Dundee Middle School is located in the same area. Staff has communicated our concerns with Ryal Engineering and the road is classified as a MINOR URBAN COLLECTOR ROAD the variable speed for the curve is 40MPH, but staff would like to lower the speed to the entire road to 35MPH to keep it uniform from start to end.

Mayor Pennant opened the floor for public comment.

Michelle Thompson spoke in support of decreasing the speed limit.

Mayor Pennant closed the floor for public comment.

A motion for staff to bring back a Resolution or Ordinance for approval to the commission was made by Commissioner Quarles and seconded by Vice Mayor Goddard.

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

The motion passed unanimously.

8. DISCUSSION & ACTION TOWN HALL & COMMISSION CHAMBERS CARPET REPLACEMENT

Interim Town Manager Carbone provided the analysis and recommended approval.

Staff has seen a need to replace the carpet throughout Town hall over the past few years. Staff and vendors have cleaned the carpet to make sure it looked presentable, but it has reached a time that the carpet has exceeded its life. There are stains and the carpet is coming apart at doorways and heavy traffic areas. Staff has received 3 quotes and seeking approval at the commission's direction.

A motion for staff to move forward with the carpet replacement at a cost not to exceed \$24,375.00 was made by Commissioner Quarles and seconded by Vice Mayor Goddard.

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

The motion passed unanimously.

REPORTS FROM OFFICERS

Polk County Sheriff's Office

Dundee Fire Department

Town Attorney

Town Attorney Claytor read the following into record:

"Dear Town of Dundee Resident:

Welcome to the Town of Dundee. We are truly delighted to have you with us and sincerely appreciate your interest in our vibrant community. Your thoughts and participation are invaluable.

The Town Commission invites you to help us create meetings that are not only successful but also productive as we collectively navigate our legislative processes.

To ensure that every voice is heard, public comments are limited to three (3) minutes per person. In the event of multiple speakers, you may be kindly asked to shorten your remarks.

We encourage you to consider whether your question or comment has already been addressed, as this will help us make the most of our time together.

Public Comment cards are readily available and should be submitted to the Town clerk before the meeting begins. When you take the floor, please share your name and address for the record; and, in order to provide an opportunity

for all members of the delegation to participate in the meeting, please also be mindful of the time limitations applicable for all public comment(s).

In the agenda for this public meeting, the section titled **“Delegation and Comments”** provides an opportunity for all members of the delegation to speak on any matter which may or may not be agendaized for consideration and/or discussion. In order to allow meaningful participation in the democratic process, please acknowledge and adhere to the Town’s “Pledge of Civility” in order to foster a respectful atmosphere. The Town Commission will not tolerate abusive language, threats, and/or any inappropriate conduct which includes, but shall not be limited to, inappropriate outbursts or addressing the commission out of turn.

These guidelines are crafted to help us govern efficiently and facilitate an orderly meeting. We genuinely hope you have a rewarding experience with your Town government.

Thank you once again for joining us!

Warm regards,
Mayor Sam Pennant”

Commissioner Pugh stated that the letter of civility would not only apply to the public but the governing body as well. She spoke of a previous resident and their ability to address the commission and hold them accountable without being questioned about residency.

Mr. Kevin Kitto spoke about how business owners in the town should feel welcomed also not just residents.

Mayor Pennant stated that people want to feel welcomed, warmth and civility. He asked for the letter to be stapled to the agenda. Commissioner Pugh stated it was agreed to be posted.

A motion to accept the Letter of Civility was made by Commissioner Quarles and seconded by Vice Mayor Goddard.

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

The motion passed unanimously.

Town Attorney Claytor thanked Sgt. Anderson for working with staff and others for their assistance in attempting to implement video traffic speed enforcement in certain designated school zones.

Mayor Pennant inquired about the best route to take in regards to the traffic light at Fredricks stating on regular rotation instead of school rotation. He spoke about concerns from residents he’s received concerning the traffic. Director Vice stated, it had been addressed and has now been taken care of for a couple of weeks.

Department Updates

Public Works Director Vice spoke about the foundation for Lake Marie, it should be delivered this week and completed by the end of this month. He further provided updates on the hurricane damages.

Town Manager

It was a great farewell party for Tandra. It’s been a busy couple of weeks but we are moving forward as a team and approaching things as a team.

Commissioners

Commissioner Quarles thanked everyone for coming out.

Commissioner Pugh said the town does need a CRA consultant. She said they have a specialized skill set and the staff has their skill set but the consultant will help identify issues that we cannot. [she stated on February 22, from 11:00 a.m. until 2:00 p.m. there will be a free community day of service in the Winn Dixie parking lot.]

Vice Mayor Goddard thanked everyone for coming out for what was a productive meeting.

Mayor Pennant said he echoes his seatmates' sentiments and thanked everyone for coming out to help the commission govern and make a great experience.

ADJOURNMENT at 8:15 p.m.

Respectfully submitted,

Erica Anderson

Erica Anderson, Town Clerk

APPROVAL DATE: February 11, 2025

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.

