



AMENDED TOWN COMMISSION MEETING MINUTES

November 08, 2022 at 6:30 PM

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

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

CALL TO ORDER- Mayor Pennant called the meeting to order at 6:57pm

PLEDGE OF ALLEGIANCE- Mayor Pennant

INVOCATION- Mayor Pennant

RECOGNITION OF SERGEANT AT ARMS- Sargent Anderson

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

ROLL CALL- Jenn Garcia

Town Commissioners Present:

Commissioner Glenn

Commissioner Goddard

Commissioner Richardson

Vice Mayor Quarles

Mayor Pennant

Town Commissioners Absent:

None

Town Staff Members Present:

Tandra Davis, Town Manager

Jenn Garcia, Assistant Town Manager/Town Clerk

Seth Claytor, Assistant Town Attorney

John Vice, Public Works Director

Eneida Padilla Nieves, Interim Finance Director

Trevor Douthat, Utilities Supervisor

Melissa Glogowski, Executive Administrative Assistant

Tracy Mercer, Special Projects

MAYOR PENNANT OPENED THE FLOOR FOR DELEGATION QUESTIONS AND COMMENTS

Archie Sapp, 703 North Adams Avenue, Dundee, requested striping on road from the Community Center to Frederick and stated that the Community Center roof needs attention.

Pam Blaker, representing Royal Oaks, 1012 Dundee Road, Dundee, requested clarity on the Fire Assessment Program Fees. After conducting comparisons, there seemed to be a discrepancy considering Royal Oaks seem to be much higher than the other mobile homes parks around them. They are requesting that Town Staff investigate the discrepancy.

Town Manager Davis requested that Ms. Blaker contact her this week for further investigation of the issue.

Seeing no further public come forth, the floor was closed.

APPROVAL OF CONSENT AGENDA

The consent agenda for the meeting of November 08, 2022 contained the following:

A. Agreements:

1. Data Works Plus Renewal

B. Board Resignations:

1. Joe Garrison Tree Board Resignation

C. Board Appointments:

1. Jeffery Gunter Planning & Zoning Board Application
2. Tracy Barnhill Tree Board Application
3. Dretextel Robinson Tree Board Application

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 November 08, 2022, made by Commissioner Goddard. Seconded by Commissioner Quarles. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

1. Approval of the Agenda for the November 08, 2022 Town Commission meeting.

Town Manager Davis reported the following changes to the agenda:

- Item 2, Budget Amendment, Resolution 22-48 was amended.
- Item 3, Concurrency Developers Agreement was amended.
- Item 4, Resolution 22-52, Shores of Lake Dell CSP was removed.
- Item 5, Resolution 22-50, Crystal Lake Preserve CSP was amended.
- Item 6, Resolution 22-49, Landings at Lake Mabel Loop was amended.

MOTION TO APPROVE the regular meeting agenda with changes for the meeting of November 08, 2022, made by Commissioner Glenn. Seconded by Commissioner Quarles. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

NEW BUSINESS

2. Resolution 22-48, FY 2021 – 2022 Budget Amendment

Assistant Attorney Claytor read the legal title of Resolution 22-48.

RESOLUTION 22-48

A RESOLUTION OF THE TOWN OF DUNDEE, POLK COUNTY, FLORIDA, AMENDING FINAL APPROPRIATION OF FUNDS FOR THE FISCAL YEAR 2021 – 2022 BUDGET; PROVIDING FOR AN EFFECTIVE DATE.

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 22-48 for the FY 2021 – 2022 budget amendment. Motion made by Quarles, Seconded by Goddard. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

3. Discussion & Action, Concurrency Developers Agreement

Assistant Town Attorney Claytor gave the analysis.

Kevin Kitto, 150 Kitto Lane, asked if current developments in the queue are going to have water.

Assistant Attorney Claytor explained that the form Concurrency Developers Agreement is something that, at this time, the Town must provide to all developers, but the Agreement is not intended to hinder or delay any project.

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

MOTION TO APPROVE the form Concurrency Developers Agreement. Motion made by Quarles, Seconded by Goddard. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

5. Resolution 22-52, Shores of Lake Dell Subdivision Certified Subdivision Plan

Assistant Attorney Claytor read the legal title of Resolution 22-52.

RESOLUTION NO. 22-52

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA, APPROVING THE CERTIFIED SUBDIVISION PLAN (CSP) WITH CERTAIN CONDITIONS FOR THE SHORES OF LAKE DELL SUBDIVISION; MAKING FINDINGS; AND AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY FURTHER ACTION(S) RELATED TO ENTERING INTO A DEVELOPER'S AGREEMENT ON BEHALF OF THE TOWN OF DUNDEE WITH REGARD TO THE CONDITIONAL APPROVAL OF THE CSP FOR THE SHORES OF LAKE DELL; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Planner, Lorraine 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 22-52 approving the Certified Subdivision Plan for the Shores of Lake Dell and approving construction prior to platting. Motion made by Glenn, Seconded by Richardson. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

6. Resolution 22-50, Crystal Lake Preserve Subdivision Certified Subdivision Plan

Assistant Town Attorney Claytor read the legal title of Resolution 22-50.

RESOLUTION NO. 22-50

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA, APPROVING THE CERTIFIED SUBDIVISION PLAN (CSP) WITH CERTAIN CONDITIONS FOR THE CRYSTAL LAKE PRESERVE SUBDIVISION; MAKING FINDINGS; AND AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY FURTHER ACTION(S) RELATED TO ENTERING INTO A DEVELOPER'S AGREEMENT ON BEHALF OF THE TOWN OF DUNDEE WITH REGARD TO THE CONDITIONAL APPROVAL OF THE CSP FOR THE CRYSTAL LAKE PRESERVE; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Planner, Lorraine 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 22-50 approving the Certified Subdivision Plan for the Crystal Lake Preserve Subdivision and approving construction prior to platting. Motion made by Richardson, Seconded by Goddard. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

7. Resolution 22-49, Landings at Lake Mabel Loop Subdivision Certified Subdivision Plan

Assistant Attorney Claytor read the legal title of Resolution 22-49.

RESOLUTION NO. 22-49

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA, APPROVING THE CERTIFIED SUBDIVISION PLAN (CSP) WITH CERTAIN CONDITIONS FOR THE LANDINGS AT LAKE MABEL LOOP SUBDIVISION; MAKING FINDINGS; AND AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY FURTHER ACTION(S) RELATED TO ENTERING INTO A DEVELOPER'S AGREEMENT ON BEHALF OF THE TOWN OF DUNDEE WITH REGARD TO THE CONDITIONAL APPROVAL OF THE CSP FOR THE LANDINGS AT LAKE MABEL LOOP; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Planner, Lorraine Peterson, gave the analysis.

Attorney Leonard Johnson, Land Use Attorney representing the developer, 14552 Mt. Zion Road, Dade City, complimented the staff on their efforts in making this development successful.

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

MOTION TO APPROVE Resolution 22-49 approving the Certified Subdivision Plan for the Crystal Lake Preserve Subdivision and approving construction prior to platting. Motion made by Goddard, Seconded by Richardson. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

8. Discussion and Action, CHA Consulting, Inc. Scope of Work for Population and Potable Water Demand Projections

Town Manager Davis gave the analysis.

Public Services Director, Tracy Mercer explained the need and use for this service.

Assistant Attorney Claytor confirmed with Town Staff that this request is a sole-source purchase as a result of the specialized nature of the service(s); and, Section 2-159 of the Town of Dundee Code of Ordinances, a sole-source purchase is an exception to the Town's procurement requirements.

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

MOTION TO APPROVE CHA Consulting, Inc. to complete the necessary study to satisfy the apprehensions and requirements of SWFWMD. Motion made by Quarles, Seconded by Richardson. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

9. Discussion & Action, Odyssey Manufacturing Company Chlorine Modifications to Hickory Walk Water Treatment Plant Dedicating a Pump to Each Water Source

Town Manager Davis gave the analysis.

Public Services Director, Tracy Mercer, explained the need and use of this service.

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

MOTION TO APPROVE Odyssey Manufacturing Company to upgrade and modify the chlorination pumping system to include an additional chlorination pump and skid system to provide the accurate amount of chlorine to be distributed to both wells. Motion made by Glenn, Seconded by Richardson. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

10. Discussion & Action, Hubbard Construction Co. Notification of Claim

Town Manager Davis gave the analysis.

Mayor Pennant requested that staff investigate filing this as a claim with insurance.

It was the consensus of the commission for Town Staff to file a claim with the insurance company.

REPORTS FROM OFFICERS

PCSO Comments:

November 19, 2022, from 8:30 am – 10:30 am the PCSO Turkey Giveaway will be held at Church on The Hill.

Fire Department:

Updated numbers were given by Town Manager Davis on the calls to date at the fire department.

Assistant Town Attorney:

Give an update on the status of the Winn Dixie turn-in. The owner of the car wash business about the easement needs for the turn-in. They will be having a follow-up meeting with him soon and are hoping that the project will continue to move forward.

Town Manager Davis:

- Gave a report on Mr. and Mrs. Kitto's meeting with the Winter Haven Community Development Director. There are potential opportunities for the Town to partner with the organization to address the economic development opportunities of the Town.
- SBA Informational Meeting will be held on 11/14/2022 at 5:00 pm at the Community Center
- PCSO is looking for representatives for the County Citizen Advisory Committee.
- Dundee received a grant for the PRWC and SWFWMD from Heartland, and we received a grant match for \$2,799,058.
- Christmas movie night with Santa at the Depot December 17th.
- Winter Wonderland Tree Lighting, December 2nd.
- Winter Wonderland Parade, December 10th.
- Mayor Toy Drive is accepting donations until December 9th.
- Polk County Schools will be closing on Thursday because of the incoming storm. The Town will be following suit with the county and will determine if Town offices/departments will open or close based on the decision of Polk County.
- Sandbags are available on November 9th only from 7am – 5pm at the County Barn in Town.
- Town offices will be closed on Friday in observance of Veterans Day.

Commissioner Goddard:

Thanked all in attendance, appreciated the planning presentations and the efforts of Ms. Mercer with the grant, thanked the PCSO and Assistant Town Attorney. Congratulated Town Manager Davis on the article from FCMA.

Commissioner Quarles:

Congratulated Town Manager Davis and thanked all in attendance.

Commissioner Glenn:

Congratulated Town Manager Davis, thanked Ms. Mercer for the grant, appreciated the update on the Winn Dixie Plaza turn-in, looking forward to the completion of the depot, hopeful that the new code enforcement officer will be trained enough to begin making strides soon.

Vice Mayor Richardson:


Congratulated Town Manager Davis on the article, thanked Ms. Mercer for the successful grant, thanked Ms. Peterson for the Planning presentations, thanked PCSO, wished everyone a Happy Thanksgiving. Requested that the Town Commission consider increased trainings and conferences budget in the next fiscal year.

Mayor Pennant:

Thanked the commission and all in attendance. Encouraged everyone to stay safe during the pending storm. Reminded everyone that the next meeting will be December 13th.

ADJOURNMENT at 8:34 pm.

Respectfully Submitted,


Jenn Garcia, Town Clerk

APPROVAL DATE: _____

AYES: _____ **NAYS:** _____