



# **TOWN COMMISSION SPECIAL MEETING MINUTES**

**June 27, 2025, at 1:00 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** at 1:00 p.m.

**PLEDGE OF ALLEGIANCE** led by Mayor Pennant

**INVOCATION** led by Mayor Pennant

**ROLL CALL** taken by Town Clerk Erica Anderson

## **PRESENT**

Commissioner Wilson

Commissioner Goddard

Commissioner Richardson

Vice-Mayor Quarles

Mayor Pennant

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

## **NEW BUSINESS**

### **1. DISCUSSION & ACTION, TOWN MANAGER APPLICANT SEMIFINALIST RANKING**

Mr. Thomas with Strategic Government Resources outlined the ranking process with the commission.

A discussion ensued amongst the commission concerning whether to search for additional candidates and whether to add the Interim Town Manager in the interview process. A consensus to move forward with the previously selected candidates was had by the commission.

The town commission selected (9) semifinalists for review. The following persons were selected for the ranking process.

1. Jacob Smith
2. James Gaston III
3. Jeffrey (Jeff) Shoobridge
4. Jennifer (Jenn) Denson-Garcia

5. Kenneth (Ken) Cassel
6. Michael Manning
7. Thomas Thomas
8. Timothy (Tim) Day
9. Troy Bell

The commission ranked the candidates by circling 1, 2 or 3 for each candidate. “1” designates a candidate that you DEFINITELY would like to continue to the next step of the process; “2” designates a candidate you MIGHT want to continue to the next step of the process, and “3” designates a candidate that you DO NOT want to continue in the process.

The Commission narrowed the field of candidates for interviews based on the number of selections made by individual commissioners; Jacob Smith received (5) votes, Kenneth Cassel received (4) Votes, Tim Day received (3) votes, Thomas Thomas received (2) votes, Jenn Garcia received (2) votes, Michael Manning received (2) votes, Troy Bell received (2) votes, Jeff Shoobridge received (1) vote and James Gaston received (1)vote.

After further deliberations, the Commission advanced the following (5) candidates to the interview stage.

- Jacon Smith
- Kenneth Cassel
- Tim Day
- Thomas Thomas
- Michael Manning

Mr. Thomas went over the interview process with the commission and next steps. On day (1) one the candidates will receive one on one sessions with each commissioner, followed by a staff meeting with senior staff, and a “meet and greet” with the community. The commission will conduct public interviews with the candidates on day (2) two and receive a tour of the town. The town will be responsible for providing lodging, flight, and mileage for the candidates. A consensus amongst the commission was had to have the finalists present their “first year game plan” and a PowerPoint presentation prior to their meeting.

Without any further business, the meeting was adjourned.

**ADJOURNMENT** at 2:50 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 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.*