



## **TOWN COMMISSION MEETING MINUTES**

**September 12, 2023 at 6:30 PM**

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

**Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)**

---

---

**CALL TO ORDER at 6:30 PM by Mayor Pennant.**

**PLEDGE OF ALLEGIANCE led by Mayor Pennant.**

**INVOCATION given by Mayor Pennant.**

**RECOGNITION OF SERGEANT AT ARMS - Sergeant Anderson.**

**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)*

Mayor Pennant opened the floor for comments from the public.

Jaramillo Jr, 116 Garrison Ave, requested a permit or exception to have his property rezoned so he can operate his trucking business in an area that is zoned residential.

Suzetta Henson, 309 8th St N, tendered her resignation from the Planning and Zoning Board. Her resignation was read into the record by Dee Hall.

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

**APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR SEPTEMBER 12, 2023**

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 September 12, 2023 made by Goddard,  
Seconded by Glenn. Passed unanimously.*

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

**A. A. MINUTES**

**1. August 8, 2023 Town Commission Meeting**

**B. AGREEMENTS**

- 1. Applied Aquatic - Aquatic Plant Management Agreement Lake Maire**
- 2. Applied Aquatic - Aquatic Plant Management Agreement Lake Menzie**
- 3. Applied Aquatic - Aquatic Plant Management Agreement Lake Ruth**

**APPROVAL OF AGENDA**

Town Manager Davis reported that Item 12 had been removed from the agenda.

*MOTION TO APPROVE the regular meeting agenda for the meeting of September 12, 2023, made by Glenn,  
Seconded by Quarles. Passed Unanimously.*

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

**PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

**1. PROCLAMATION, SICKLE CELL DISEASE AWARENESS MONTH**

Mayor Pennant read the proclamation into the record.

*MOTION TO SUPPORT September as National Sickle Cell Awareness month made by Goddard,  
Seconded by Quarles. Passed unanimously.*

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

**NEW BUSINESS**

**2. MAYOR'S STATEMENT**

Mayor Pennant read the Mayor's Statement into the record.

**3. RESOLUTION 23-20, ADOPTION OF TENTATIVE MILLAGE RATE FY 2023 - 2024**

Assistant Town Attorney Claytor read Resolution 23-20 in its entirety 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** Resolution 23-20 made by Quarles, Seconded by Goddard. Passed unanimously.*

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

**4. RESOLUTION 23-21, ADOPTION OF TENTATIVE BUDGET FY 2023 – 2024**

Assistant Town Attorney Claytor read Resolution 23-21 in its entirety 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** Resolution 23-24 made by Glenn, Seconded by Goddard. Passed unanimously.*

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

**5. RESOLUTION 23-18, STORMWATER UTILITY FEE ROLL CERTIFICATION**

Assistant Town Attorney Claytor read the resolution title of Resolution 23-18 into the record.

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public.

Ron Hall, 801 Lake Marie Dr, requested that the Commission have more of a discussion about the items being voted on.

Guadalupe Ortiz, 116 Garrison Ave, also requested to have agenda items explained before being voted on.

Annette Wilson, 408 MLK St, stated that it is an individual's responsibility to educate themselves on items coming before the Commission.

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

***MOTION TO APPROVE** Resolution 23-18 made by Quarles, Seconded by Goddard. Passed unanimously.*

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

**6. RESOLUTION 23-19, FIRE ASSESSMENT FEE ROLL CERTIFICATION**

Assistant Town Attorney Claytor read the title of Resolution 23-19 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** Resolution 23-19 made by Goddard, Seconded by Richardson. Passed unanimously.*

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

**7. ORDINANCE 23-08, PERSONNEL POLICY HANDBOOK, FIRE DEPARTMENT HOLIDAY, VACATION & SICK POLICY AMENDMENT**

Assistant Town Attorney Claytor read the title 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.

Vice Mayor Glenn asked what process the County follows.

Fire Chief Carbone explained that the County begins with 10 hours and then starts a step program.

***MOTION TO APPROVE** the first reading of Ordinance 23-08 made by Quarles, Seconded by Goddard. Passed unanimously.*

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

**8. RESOLUTION 23-22, CONCURRENCY MANAGEMENT**

Assistant Town Attorney Claytor read the title of Resolution 23-22 into the record.

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public.

Naeem Ali, 204 Grace Ave, asked if the concurrency plan applied to County roads as well.

Assistant Town Attorney Claytor stated that it only applies to Town roads.

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

***MOTION TO APPROVE** Resolution 23-22 made by Glenn, Seconded by Richardson. Passed unanimously.*

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

**9. DISCUSSION & ACTION, CHASTAIN SKILLMAN TASK ORDER**

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 Chastain Skillman task order made by Quarles, Seconded by Glenn. Passed unanimously.*

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

**10. DISCUSSION & ACTION, RAFTELIS TASK ORDER**

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 Raftelis task order made by Glenn, Seconded by Goddard. Passed unanimously.*

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

## **11. DISCUSSION & ACTION, CHA ADDENDUM**

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 CHA addendum 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 and reported that the bunk room renovation is scheduled to be completed by September 30<sup>th</sup>.

Town Manager Davis reported that the investigation into Assistant Town Attorney Claytor had no findings and was dismissed.

Town Manager Davis informed the Commission that New St Luke Baptist Church sent an invitation for their Pastoral Anniversary.

Town Manager Davis gave an update on the construction and coating of the tank at the waste water treatment plant.

Vice Mayor Glenn stated that there are some fire hydrants that need to be painted. Fire Chief Carbone updated the Commission on the fire hydrant testing and painting program.

Vice Mayor Glenn stated that 8th St is in need of restriping.

Vice Mayor Glenn asked for an update on the Finance Director search.

Vice Mayor Glenn asked for an update on the electronic sign at the Depot.

Assistant Town Attorney Claytor clarified by consensus of the Commission that they Commission did in fact accept Board Member Henson's resignation.

**ADJOURNMENT at 7:01 PM**

Respectfully Submitted,

*Trevor Douthat*

Trevor Douthat, Town Clerk

APPROVAL DATE: 10/24/2023