



## **TOWN COMMISSION MEETING MINUTES**

**May 09, 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)**

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**CALL TO ORDER AT 6:30PM by Mayor Pennant**

**PLEDGE OF ALLEGIANCE led by Mayor Pennant**

**INVOCATION given by Vice Mayor Richardson**

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

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

**ROLL CALL taken 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; seeing no public come forth, the floor was closed.

**APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR MAY 9, 2023**

**A. MINUTES**

- 1. March 28, 2023, Town Commission Meeting**
- 2. April 11, 2023, Town Commission Meeting**
- 3. April 25, 2023, Town Commission Meeting**

Town Manager Davis reported the following changes to the consent agenda:

- 1. The Boring Business Solutions agreement was removed.

***MOTION TO APPROVE the consent agenda with changes for the meeting of May 9, 2023, made by Goddard, Seconded by Quarles. Passed Unanimously.***

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

**APPROVAL OF AGENDA**

Town Manager Davis reported the following changes to the regular agenda:

- 1. Exhibit B on Item 4 was corrected to 23-04
- 2. Item 7 was added.

***MOTION TO APPROVE the regular meeting agenda with changes for the meeting of May 9, 2023, motion made by Glenn, Seconded by Richardson. Passed Unanimously.***

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

**PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

**NEW BUSINESS**

**1. SELECTION OF VICE MAYOR OF THE TOWN COMMISSION**

Mayor Pennant presented Vice Mayor Richardson with a plaque in appreciation of her service as Vice Mayor.

***MOTION TO APPROVE Steve Glenn as the next Vice Mayor made by Richardson, Seconded by Goddard. Passed unanimously***

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

**2. COMMISSIONER APPOINTMENTS TO VARIOUS COMMITTEES**

Consensus of the Commission is to continue with the current assignments.

Commissioner Richardson expressed interest in exploring other committees.

Vice Mayor Glenn requested to pass his seat on the middle school board to Commissioner Richardson.

***MOTION TO APPROVE giving Richardson, Glenn's seat on the middle school board made by Glenn, Seconded by Richardson. Passed unanimously.***

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

***MOTION TO APPROVE*** committee appointments made by Glenn, Seconded by Quarles. Passed unanimously.

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

**3. ORDINANCE 23-04, CALDWELL RIDGE VOLUNTARY ANNEXATION**

Assistant Town Attorney Claytor read the title of Ordinance 23-04 into the record.

Town Planner 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*** Caldwell Ridge Annexation made by Goddard, seconded by Quarles. Passed Unanimously.

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

**4. DISCUSSION & ACTION, IDEAL REFUSE BAD DEBT WRITE OFF**

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 write off of bad debt from Ideal Refuse made by Quarles, Seconded by Goddard. Passed unanimously.

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

**5. DISCUSSION & ACTION, BUDGET WORKSHOP DATES**

Town Manager Davis gave the analysis and proposed several dates for budget workshops.

June 24, 2023 from 9AM to 3PM

June 27, 2023 from 5PM to 6PM

July 11, 2023 from 5PM to 6PM

July 25, 2023 from 5PM to 6PM

Commissioner Richardson suggested sending out post cards to inform the public about budget workshop dates.

Mayor Pennant did not approve.

**Dre Robinson, 612 MLK St**, asked that they find a middle ground.

Vice Mayor Glenn suggested putting a message on the bill instead.

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

***MOTION TO APPROVE** the chosen dates for budget workshop dates made by Glenn, Seconded by Richardson. Passed unanimously.*

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

## **6. DISCUSSION & ACTION, GRAPPLE TRUCK REPAIR**

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public.

**Robert Edwards, 1130 Allegro Place**, asked if the selected company had been researched to ensure they are dependable.

**Archie Sapp, 703 N Adams Ave**, stated that the truck was old when the Town bought it and that it serves its purpose but it will need to be replaced soon.

**Dre Robinson, 612 MLK St**, needed clarity on the charges for bulk debris pick up.

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

***MOTION TO APPROVE** the repair quote from Harrison Diesel Services Inc made by Quarles, Seconded by Goddard. Passed unanimously.*

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

## **7. DISCUSSION & ACTION, QUIT CLAIM DEED HELICOPTER ROAD**

Assistant Town Attorney Claytor 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** Town Attorney to create the quit claim deed and take any further necessary actions made by Quarles, Seconded by Glenn. Passed unanimously.*

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

## **REPORTS FROM OFFICERS**

Dundee Fire Department – Fire Chief Carbone updated the department’s run totals.

Town Attorney – Assistant Town Attorney Claytor gave an analysis of Senate Bill 1604

Town Manager – Town Manager Davis gave the following reports:

1. She thanked Chief Carbone for their work during the storm.
2. FDOT is set to begin a repaving project from Cypress Gardens Boulevard to Kokomo Road and installing a traffic light at Kokomo Road.
3. The work will start soon on the Fire Department roof replacement as well as the interior repairs to the Sheriff’s substation.
4. The pump permit has been signed for Lake Marie and will be starting soon.

5. She welcomed back Administrative Assistant Glogowski and Town Intern Will Kenan.
6. Planning & Zoning Board member Suzetta Henson had a fall at her home and has broken several bones.
7. The Town sent a flower arrangement to the services for JP Powell and she attended the services along with some other Town staff members.
8. Concerned Citizens of Dundee will be putting on an appreciation luncheon for John Vice for his hard work around the Town.
9. Town Manager Davis announced that Town Clerk Douthat had agreed to take the Clerk's position.

Commissioners –

Commissioner Richardson asked about Commissioner training funds, Town Manager Davis explained the amount and how it is spent.

Vice Mayor Glenn asked Assistant Town Attorney Claytor for an update on the Winn Dixie plaza turn in.

Vice Mayor Glenn asked for an update on the lighting at Lake Marie. Public Works Director stated that the electrical system is still under review by Duke energy.

Vice Mayor Glenn asked about an alternate solution for the bridge that is perpetually under water. Town Manager stated that Town staff has been in contact with someone who has been out to take measurements and look at alternatives to the current wooden bridge and that FEMA may be able to assist with the cost of the project.

**ADJOURNMENT at 8:29PM**

**Respectfully Submitted,**

*Trevor Douthat*  
Trevor Douthat, Interim Town Clerk

**APPROVAL DATE:** 5/23/2023