



TOWN COMMISSION MEETING MINUTES

November 14, 2023 at 6:30 PM

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

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

CALL TO ORDER by Mayor Pennant at 6:30 PM

PLEDGE OF ALLEGIANCE led by Mayor Pennant

INVOCATION given by Commissioner Richardson

MOMENT OF SILENCE for Cathy Montero led 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

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

Annette Wilson, 408 Dr Martin Luther King St., asked if the Town could initiate a traffic study at the intersection of MLK Street and Dundee Road.

Archie Sapp, 703 N Adams Ave, thanked the Town for commencing work on the Veteran's Memorial Park.

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR MONTH DD, 20YY

A. A. Minutes

- 1. October 10, 2023 Town Commission Meeting**
- 2. October 24, 2023 Town Commission Meeting**

B. Board Appointments

- 1. Tree Board - Donna Schultz**

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 14, 2023, made by Glenn, Seconded by Goddard. Passed Unanimously.

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

APPROVAL OF AGENDA

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

- Item 1 The Beautification Award was added
- Items 2-7 ordinances were updated
- Exhibit A was added to Item 9
- Items 12 and 13 were added to include the RFPs

MOTION TO APPROVE the regular meeting agenda with changes for the meeting of November 14, 2023, made by Goddard, Seconded by Glenn. Passed Unanimously.

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

PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS

1. RECOGNITION OF BEAUTIFICATION AWARD WINNERS

Town Manager Davis gave the analysis.

Tree Board Chair Aguilar presented the awards to Arlyn Martinez for the Residential award and Margaret from Paw Petting for the Commercial award.

NEW BUSINESS

2. ORDINANCE 23-11, FOUR UNNAMED RIGHT OF WAY VOLUNTARY ANNEXATION

Assistant Town Attorney Claytor read the title of Ordinance 23-11 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 the first reading of Ordinance 23-11 made by Quarles, Seconded by Goddard. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

3. ORDINANCE 23-12, STEWARD ROAD RIGHT OF WAY VOLUNTARY ANNEXATION

Assistant Town Attorney Claytor read the title of Ordinance 23-12 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 the first reading of Ordinance 23-12 made by Goddard, Seconded by Glenn. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

4. ORDINANCE 23-13, CAMPBELL ROAD RIGHT OF WAY VOLUNTARY ANNEXATION

Assistant Town Attorney Claytor read the title of Ordinance 23-13 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 the first reading of Ordinance 23-13 made by Richardson, Seconded by Glenn. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

5. ORDINANCE 23-14, ALMBURG ROAD RIGHT OF WAY VOLUNTARY ANNEXATION

Assistant Town Attorney Claytor read the title of Ordinance 23-14 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 the first reading of Ordinance 23-14 made by Richardson, Seconded by Goddard. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

6. ORDINANCE 23-15, WELSH ROAD RIGHT OF WAY VOLUNTARY ANNEXATION

Assistant Town Attorney Claytor read the title of Ordinance 23-15 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.

Assistant Town Attorney Claytor stated for the record that Ordinance Nos. 23-11 through 23-16 were ROW annexations and voluntary petitions were appropriately submitted for same.

***MOTION TO APPROVE** the first reading of Ordinance 23-15 made by Quarles, Seconded by Goddard. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

7. ORDINANCE 23-16, AT RACE ROAD RIGHT OF WAY VOLUNTARY ANNEXATION

Assistant Town Attorney Claytor read the title of Ordinance 23-16 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** the first reading of Ordinance 23-16 made by Glenn, Seconded by Richardson. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

8. ORDINANCE 23-17, CHARTER AMMENDMENT

Assistant Town Attorney Claytor read the title of Ordinance 23-17 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** Ordinance 23-17 made by Quarles, Seconded by Glenn. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

9. RESOLUTION 23-29, FY 2022 – 2023 BUDGET AMENDMENT

Assistant Town Attorney Claytor read the title of Resolution 23-29 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** the first reading of Ordinance 23-11 made by Goddard, Seconded by Quarles. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

10. DISCUSSION & ACTION, WHEDC VISION ANALYSIS

Town Manager Davis gave the analysis.

Bruce Lyons from Winter Haven Economic Development Council gave the presentation.

***MOTION TO AUTHORIZE** the Town Manager to take all necessary further actions in negotiating and bringing back before the Commission a lease or other operating agreement to facilitate the Launch East Polk County incubator made by Quarles, Seconded by Goddard. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

11. DISCUSSION & ACTION, SEASONS AT HILLTOP SEWER ERC EXTENSION DEVELOPMENT AGREEMENT

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 extensions of the Seasons at Hilltop ERCs made by Glen, Seconded by Goddard. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

12. DISCUSSION AND ACTION, RFP 24-03 1 REAR LOADER 31 YARD GARBAGE TRUCK

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** staff to move forward with RFP 23-03 made by Quarles, Seconded by Goddard. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant.*

13. DISCUSSION AND ACTION, RFP 24-02 2 AUTOMATED SIDELOADER 31 YARD GARBAGE TRUCK

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** staff to move forward with RFP 23-02 made by Quarles, Seconded by Goddard. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

14. DISCUSSION & ACTION, DEPOT LED SIGN REPLACEMENT

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** to move forward with the quote received from Petro LED to repair the Depot sign with a cost not to exceed \$16136.00 made by Goddard, Seconded by Quarles. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

15. DISCUSSION & ACTION, AC REPLACEMENT AT THE MAIN STREET CENTER

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** staff to move forward with the quote from Nebula Heating and Air Conditioning for the A/C replacement with a price not to exceed \$5746.66 at the Main Street Center made by Goddard, Seconded by Quarles. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

16. DISCUSSION & ACTION, MESSAGE BOARD

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** staff to move forward with the quote from United Rentals (Mulberry) for the purchase of 1 portable message sign with a price not to exceed \$11,400.00 made by Richardson, Seconded by Goddard. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

17. DISCUSSION & ACTION, GRAPPLE TRUCK

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public.

Robert Edwards, 1130 Allegro Place, suggested that the Town buy a replacement truck rather than continuing to repair the current truck.

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

***MOTION TO APPROVE** staff to move forward with repairing the current grapple truck made by Goddard, Seconded by Quarles. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

18. DISCUSSION, FIRST SATURDAY'S EVENTS

Town Manager Davis gave the analysis.

REPORTS FROM OFFICERS

Fire Chief Carbone updated the run totals.

Town Manager reported that the Fall Fest was a success as was the 39 Mile Yard Sale. She also congratulated Commissioners Quarles and Richardson for attending their IEMO II training and getting published in the Winter Haven Sun for it. She reported that two FEMA awards have been disbursed for projects with the Town.

Vice Mayor Glenn asked for information about the Town's contract with Republic Services. He also asked for an update on the Mobile Stage and Splash Pad RFPs.

ADJOURNMENT at 9:25 PM

Respectfully Submitted,

Trevor Douthat

Trevor Douthat, Town Clerk

APPROVAL DATE: 12/12/2023