



TOWN COMMISSION MEETING MINUTES

October 14, 2025, at 6:30 PM

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

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

CALL TO ORDER at 6:30 p.m.

PLEDGE OF ALLEGIANCE led by Mayor Pennant

INVOCATION led by Mayor Pennant

RECOGNITION OF SERGEANT AT ARMS Sergeant Frese

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

ROLL CALL taken by Town Clerk Erica Anderson

PRESENT

Commissioner Goddard

Commissioner Wilson

Commissioner Richardson

Vice-Mayor Quarles

Mayor Pennant

LETTER OF CIVILITY – Presented

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR OCTOBER 14, 2025

The minutes being reviewed include minutes from the following meetings:

Item A. Minutes

1. September 23, 2025, Town Commission Meeting
2. September 29, 2025, Town Commission Special Meeting

Mayor Pennant opened the floor for public comment; being none, the floor was closed.

Commissioner Quarles moved to approve the minutes from September 23, 2025, regular meeting, and September 29, 2025, special meeting, seconded by Commissioner Richardson.

Voting in favor: Commissioner Goddard, Commissioner Wilson, Commissioner Richardsson, Vice Mayor Quarles, Mayor Pennant

The motion passed unanimously.

Item B. Agreements

1. CHA Scope of Work for as Needed Service Agreement
2. Resolution 25-37 with Exhibit A Respec **(This item was moved to # 3 of the agenda)**
 - a. Respec Monthly Hydrologic Monitoring & Compliance Agreement
3. Christmas Tree Purchase

Item B. 2.a. was removed from the consent agenda and placed on the regular agenda.

Mayor Pennant opened the floor for public comment; being none, the floor was closed.

Commissioner Wilson moved to approve the consent agenda with changes. The motion was seconded by Commissioner Goddard.

Voting in favor: Commissioner Goddard, Commissioner Richardsson, Commissioner Wilson, Vice Mayor Quarles, Mayor Pennant

The motion passed unanimously.

APPROVAL OF AGENDA

The following changes were made to the regular agenda.

1. Discussion item #1. Resolution 25-38 Finance Services from CLA was added to the agenda

Mayor Pennant opened the floor for public comment; being none, the floor was closed.

A motion to approve the agenda with changes was made by Commissioner Goddard, seconded by Vice Mayor Quarles.

Voting in favor: Commissioner Goddard, Commissioner Wilson, Commissioner Richardsson, Vice Mayor Quarles, Mayor Pennant

The motion passed unanimously.

NEW BUSINESS

1. DISCUSSION & ACTION, RESOLUTION 25-38 FINANCE SERVICES FROM CLA

Attorney Claytor read the resolution into the record. Town Manager Cassel presented the analysis.

Circumstances require emergency action by the Town of Dundee management to ensure competent and adequate financial services to meet its FY 2024-2025 financial requirements and preserve its eligibility for certain state and federal funding opportunities.

Mayor Pennant opened the floor for public comment, seeing none, the floor was closed.

A motion to approve Resolution 25-38 was made by Commissioner Goddard, seconded by Commissioner Wilson.

Voting in favor: Commissioner Goddard, Commissioner Wilson, Commissioner Richardsson, Vice Mayor Quarles, Mayor Pennant

The motion passed unanimously.

2. DISCUSSION & ACTION, 2025 HOLIDAY SCHEDULE.

Town Manager Cassel presented the analysis.

In previous years, there has traditionally only been one meeting in November and one in December due to the holidays. Our current schedule lists Commission meetings for November 11th, November 25th, December 9th, and December 23rd. Tuesday, November 11th is Veterans Day, and all town offices are closed. If there is a desire to keep the meetings scheduled for the fourth Tuesday of each month, an alternate date will need to be chosen.

Presented for the Town Commission's consideration is the following amended schedule:

1. November 18, 2025
2. December 9, 2025

The proposed amended schedule moves the November meeting to the third Tuesday due to the staff holiday on November 11th and keeps the December meeting on the second Tuesday. The Town Commission may select a different alternate date or cancel the fourth Tuesday meetings in November and December.

Mayor Pennant opened the floor for public comments; the following persons addressed the commission.

1. Michelle Thompson – asked for clarification on the meeting schedule.

Mayor Pennant closed the floor to delegations.

A motion to approve the 2025 Holiday Schedule was made by Commissioner Wilson, seconded by Commissioner Richardson.

Voting in favor: Commissioner Goddard, Commissioner Wilson, Commissioner Richardsson, Vice Mayor Quarles, Mayor Pennant

The motion passed unanimously.

3. DISCUSSION & ACTION, RESOLUTION 25-37 RESPEC HYDROLOGIC MONITORING & COMPLIANCE AGREEMENT [THIS ITEM WAS PULLED FROM THE CONSENT AGENDA]

Attorney Claytor read the resolution into the record. Town Manager Cassel presented the analysis.

Mayor Pennant opened the floor for public comments; seeing none, the floor was closed.

A motion to approve Resolution 25-37 was made by Commissioner Goddard, seconded by Vice Mayor Quarles.

Voting in favor: Commissioner Goddard, Commissioner Wilson, Commissioner Richardsson, Vice Mayor Quarles, Mayor Pennant

The motion passed unanimously.

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

Mayor Pennant opened the floor for delegations. The following persons spoke before the commission.

Ray Hunt – asked about the process of closing an easement.

Alethea Pugh – spoke about the evolving needs of the community, proper utilization of town resources, and proposed a new outreach model.

Sylvia Liriano – Stated she appreciated what Ms. Pugh did for her concerning her A/C, which she had been without since June. She said she appreciated Ms. Pugh and the Commission. She went on to speak about low-income programs for singles and seniors.

Dreextel Robinson – welcomed the new town manager and spoke about the 501c(3) (C.C.O.D.) Concerned Citizens of Dundee and their ongoing process to establish community programs such as Bingo night.

Bob Kempson - spoke about the traffic on 8th St. from Dundee Elementary School, which backs up to his home. He asked who oversaw the traffic. A conversation ensued amongst the commission and staff concerning traffic concerns and possible ways to mitigate issues.

Michelle Thompson – spoke in support of Mr. Kempson’s concerns and proposed strategies to assist with the traffic issues. She went on to ask for a liaison to address the traffic issues on behalf of the residents

Sergeant Frese – stated he’s addressed these issues with his colleagues; they are aware and are actively addressing concerns; however, it can be difficult.

Ray Hunt – suggested the field to the East of the school be made available, if owned by the school, for additional parking and pick-up. He further stated the request for a stop sign at 8th Street.

Mayor Pennant closed the floor for public comments.

REPORTS FROM OFFICERS

Town Manager – Town Manager Cassel addressed the community. I believe Dundee has opportunities, though they won't be cured overnight. With the right vision and support from its stakeholders, we can create a lot out of what we have. He said he would be working with Sgt. Frese and the School Board to figure out a way to address Mr. Kempson’s concerns. He went on to say that, it’s his experience, by state statute, public schools are pretty much exempt from zoning and parking requirements. He announced, in December, that he plans to implement “coffee with the Manager” for questions, comments, updates, and transparency.

Commissioners

Commissioner Goddard thanked the community for their presence and ideas and for pushing forward to get things done. He thanked Sgt. Frese and the town manager for their ideas, he also thanked the town attorney, Assistant Town Manager Peterson, and all department heads.

Commissioner Wilson stated she can see the town moving forward in a positive direction. She thanked the department heads and staff for all they do and let Mr. Kempson know she understands his issues with the traffic on 8th Street.

Commissioner Richardson thanked everyone for coming out. She thanked Sgt. Frese, the residents, and staff for all they do. She went on to welcome back Town Clerk, Erica Anderson, and said she appreciates the new town manager

and has great confidence in his leadership abilities, and believes he is the answer for Dundee. She said she looks forward to working with him and thanked the town attorney.

Vice Mayor Quarles said he is enjoying working with the town manager and looks forward to it. He thanked everyone for coming out to participate in the legislative process. He said the commission is doing its best to alleviate some of the concerns and hardships of the community.

Mayor

Mayor Pennant thanked the community for coming out. He said, while the expectation for Mr. Cassel is very high, let's take time and try not to bombard him all at once. He welcomed back the town clerk and thanked Administrative Assistant Melissa Glogowski for her hard work and Nick for filling in with the Public Works Department. He further acknowledged Assistant Town Manager Lorraine Peterson, Utilities and Special Projects Director Tracy Mercer, and Fire Chief Joe Carbone.

ADJOURNMENT at 7:25 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 accommodation 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.