



TOWN COMMISSION MEETING MINUTES

August 26, 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 – Sgt. Frese

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

ROLL CALL taken by Town Clerk Erica Anderson

PRESENT

Commissioner Wilson

Commissioner Goddard

Commissioner Richardson

Vice-Mayor Quarles

Mayor Pennant

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

Mayor Pennant opened the floor for delegations.

Jill Kitto – suggested public comments be placed at the end of the meeting.

Mr. Sapp – Stated that Frederick and 8th St., along with 8th St. and Ridgewood, need a four-way stop. He further requested the town to look into recognizing our first responders.

Alethe Pugh – presented hurricane essentials for staff and residents.

LETTER OF CIVILITY - Presented

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR JULY 8TH, 2025

The minutes being reviewed include minutes from the following meetings:

TC Regular Meeting, July 8, 2025, at 6:30 p.m.

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Item A. Approval of the Consent Agenda

Item B. MINUTES

1. June 10, 2025, Town Commission Meeting Minutes

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

Vice Mayor Quarles moved to approve the minutes from the June 10, 2025, meeting on the consent agenda, seconded by Commissioner Goddard.

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

The motion passed unanimously.

Item C. BOARD APPOINTMENTS AND RESIGNATIONS

- 1. Tree Board Resignation – Patricia Joubert**
- 2. Tree Board Application – Edwin Manucy Jr.**
- 3. Tree Board Application – Rhonda Sara**

Commissioner Richardson moved to approve the resignation of Patricia Joubert, seconded by Commissioner Goddard.

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

Commissioner Richardson moved to approve the Tree Board Applications for Edwin Manucy Jr. and Rhonda Sara, seconded by Commissioner Goddard.

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

APPROVAL OF AGENDA

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

A motion to approve the agenda was made by Commissioner Richardson, seconded by Vice Mayor Quarels.

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

The motion passed unanimously.

NEW BUSINESS

1. DISCUSSION & ACTION, RFP 25-03 COMMERCIAL SOLID WASTE COLLECTION AND SERVICES

Interim Town Manager Carbone read the analysis into the record.

Town staff is requesting approval of temporary road closures for upcoming events. Early approval will streamline planning by eliminating the need to bring individual requests to multiple future meetings. It will also allow staff to

complete required FDOT permits—specifically for the closure of eastbound turn lanes on U.S. Hwy. 27 and Dundee. Once approved, the Sheriff’s Office and Dundee Fire Department will be advised of all temporary closings.

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

Commissioner Richardson inquired about the schedule.

Vice Mayor Quarles moved to approve the 2025 Events Temporary Road Closures, meeting on the consent agenda, seconded by Commissioner Goddard.

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

The motion passed unanimously.

2. DISCUSSION & ACTION, PRELIMINARY RESOLUTION 25-22, STORMWATER MANAGEMENT FEE

Attorney Claytor read the title into the record.

Interim Town Manager Carbone read the analysis into the record.

The Town has partnered with Susan Schoettle-Gumm, Attorney-at-Law, to levy and collect the Town’s stormwater fee for FY 2025-2026 using the ad valorem property tax bill method in accordance with F.S. §197.3632 and §403.0893. Town Staff are updating the technical data for the preparation of the preliminary and final rolls for submittal to the Property Appraiser and Tax Collector.

The stormwater utility provides funding for the Town’s stormwater management services and facilities with the adoption of Ordinance No. 03-22.

The preliminary resolution is directing the preparation of a Preliminary Roll, authorizing a public hearing, and directing the provision of mailed and published notice of such hearing, and directing preparation of an Annual Resolution to approve the Final Roll, after a public hearing, and directing the billing and collection using the uniform collection process.

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

A motion to approve Resolution 25-23 Fire Assessment Fee was made by Commissioner Wilson and seconded by Commissioner Richardson.

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

The motion passed unanimously.

3. DISCUSSION & ACTION, PRELIMINARY RESOLUTION 25-23, FIRE ASSESSMENT FEE

Attorney Claytor read the title into the record.

Interim Town Manager Carbone read the analysis into the record.

A Fire Assessment Fee is a charge on real property to cover fire protection services. The fees will be included in the Ad Valorem Tax Roll. The Town has partnered with Susan Schoettle-Gumm, Attorney-at-Law, to levy and

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collect the Town's Fire Assessment fee for FY 2025-2026 using the ad valorem property tax bill method in accordance with F.S. §197.3632 and §403.0893. Town staff is updating the technical data for the preparation of the preliminary and final rolls for submission to the Property Appraiser and Tax Collector.

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

A motion to approve Resolution 25-23 Fire Assessment Fee was made by Commissioner Richardson and seconded by Commissioner Wilson

Voting in favor: Commissioner Wilson, Commissioner Goddard, Commissioner Richardson, Vice Mayor Quarles, and Mayor Pennant.

The motion passed unanimously.

4. DISCUSSION & ACTION, SGR TOWN MANAGER UPDATES

Interim Town Manager Carbone presented to the commission.

During the Town Commission Special Meeting, the commission selected five finalists to advance to the interview phase. Since that time, two of the selected candidates have withdrawn from the process. Strategic Government Resources (SGR) has presented the following options for the Commission's consideration moving forward.

The Current Semifinalists (in alphabetical order) are:

1. Ken Cassel
2. Tim Day
3. Michael Manning

Option 1: Proceed as planned with the 3 remaining finalists

Option 2: Select 1 or 2 new finalists from the current pool of semifinalists

Option 3: Postpone the July 14th and 15th Interviews and seek additional candidates

It was the recommendation of SGR that the Town either proceed as planned under Option 1, and/or add one or two additional semifinalists to the pool of finalists.

Mayor Pennant opened the floor for public comments; the following persons spoke in regard to the (3) candidates.
Marissa Green
Alethea Pugh

A motion to move forward with Option 1 was made by Mayor Pennant and seconded by Commissioner Goddard.

Voting in favor: Commissioner Wilson, Commissioner Goddard, Commissioner Richardson, Vice Mayor Quarles, and Mayor Pennant.

The motion passed unanimously.

REPORTS FROM OFFICERS

Polk County Sheriff's Office – No report

Dundee Fire Department – No Report

Town Attorney – Informed the commission he would be speaking with staff, Assistant Town Manager and Development Services Director Lorraine Peterson, and Utilities and Special Projects Director Tracy Mercer.

Department Updates – Public Works Director John Vice provided solid waste, recycling, and special projects updates. Utilities Director Tracy Mercer provided updates on water allocations, rate study increase review, and wastewater treatment plants to the commission.

Town Manager – Interim Town Manager Carbone provided updates to the commission concerning the millage adoption. [commission vote provided below] He stated department updates to the commission will be provided at the second commission meeting of the month moving forward, to streamline processes. He addressed concerns of using the town logo for sponsorships and provided suggestions to the commission along with goals for the commission.

Commissioners

A motion to move the September 9th, 2025, Regular Commission Meeting to September 10th, 2025, at 6:30 p.m. to not interfere with Polk County's Budget meeting was made by Mayor Pennant and seconded by Commissioner Goddard.

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

Commissioner Goddard, Commissioner Wilson, Commissioner Richardson, Vice Mayor Quarles, and Mayor Pennant provided closing remarks.

Commissioner Goddard expressed his gratitude for the 4th of July celebrations to Interim City Manager and staff.

Commissioner Wilson thanked everyone for coming out and thanked Interim Town Manager for his responsiveness to complaints.

Commissioner Richardson thanked everyone for coming out, “our residents are first”, I’m thankful for everyone involved [4th of July celebration] and thanked law enforcement, her fellow commissioners, Chief and staff, along with the new board appointees.

Vice Mayor Quarles praised the 4th of July event and thanked everyone who participated and came out for the event and commission meeting.

Mayor Pennant provided closing remarks.

ADJOURNMENT at 7:41 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.