



## **TOWN COMMISSION MEETING MINUTES**

**April 21, 2026, 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 6:30 p.m.

**PLEDGE OF ALLEGIANCE** led by Mayor Pennant

**INVOCATION** led by Bishop

**RECOGNITION OF SERGEANT AT ARMS** Detective Miller

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

**ROLL CALL** taken by Town Clerk Erica Anderson

### **PRESENT**

Commissioner Richardson

Commissioner Goddard

Commissioner Wilson

Vice-Mayor Quarles

Mayor Pennant

### **APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR APRIL 21, 2026**

The minutes being reviewed include minutes from the following meetings:

#### **A. MINUTES**

1. March 10, 2026, Meeting Minutes
2. August 12, 2025, Budget Workshop Minutes
3. August 12, 2025, TC Meeting Minutes
4. August 26, 2025, Budget Workshop Minutes
5. August 28, 2025, Budget Workshop Minutes
6. September 2, 2025, Budget Workshop Minutes

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

Commissioner Goddard moved to approve the minutes of March 10, 2026, August 12, 2025, August 12, 2025, August 26, 2026, August 28, 2025, and September 2, 2025, commission workshops and commission meetings, seconded by Commissioner Wilson.

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

The motion passed unanimously.

## **B. BOARD APPLICATIONS**

1. Donaldson Barclay, P&Z Board Application
2. Virginia Shuff-Dowd, P&Z Board Application
3. Tiffany McCracken, P&Z Board Application

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

Vice Mayor Quarles moved to approve the Planning and Zoning Board Applications for Donaldson Barclay, and Virginia Shuff-Dowd seconded by Commissioner Goddard.

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

The motion passed unanimously.

## **C. AGREEMENTS**

1. Election Agreements
2. Settlement Payments for Water Providers – Town of Dundee – AFFF MDL – Privileged
3. National Day of Prayer on May 7th, 2026

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

Commissioner Goddard moved to approve the Election Agreement with Polk County Supervisor of Elections, Settlement Payments for Water Providers, and the National Day of Prayer. The motion was seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

## **APPROVAL OF AGENDA**

The following changes were made to the agenda.

The Valencia Ridge Transportation Agreement was removed.

One duplicate item was removed.

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

Vice Mayor Quarles moved to approve the agenda with changes, seconded by Commissioner Goddard.

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

The motion passed unanimously.

**1. MAYOR AND TOWN COMMISSIONER(S) FINAL REVIEW** – Presented by Mayor Pennant

A motion to move this item down on the agenda and complete the proclamations ahead of this item was made by Commissioner Goddard and seconded by Commissioner Richardson.

The motion passed unanimously.

**2. PROCLAMATIONS**

**a. ARBOR DAY PROCLAMATION** – Presented by Mayor Pennant and accepted by Tree Board Members Michelle Smith and Sheila Aguilar

A motion of support for the Arbor Day Proclamation was made by Commissioner Richardson and seconded by Commissioner Wilson.

The motion passed unanimously.

**a. AUTISM AWARENESS PROCLAMATION** -Presented by Mayor Pennant

A motion of support for the Autism Awareness Proclamation was made by Commissioner Goddard and seconded by Vice Mayor Quarles.

The motion passed unanimously.

**PUBLIC HEARING**

**3. DISCUSSION & ACTION, ORDINANCE 26-02 2<sup>ND</sup> READING WAWA ZONING MAP AMENDMENT**

Attorney Smith read the ordinance title into the record. Development Services Director Peterson presented the item.

The Applicant, Matthew Dundee Investments, LLC, is requesting an amendment to the Zoning Map for property located in the Town of Dundee. The current Zoning is General Retail Commercial (CC), the proposed zoning is Highway Commercial (CH) on 2.86 +/- acres. The proposed site is located at the northeast corner of Highway 27 and Dundee Road on 2.86 +/- acres in the Town of Dundee in Section 29, Township 28, Range 27, further described as parcels: 272829-848000-001430, 272829-848000-001060, 272829-848000-001082, 272829-848000-001080, 272829-848000-001102, 272829-848000-001101, 272829-848000-001121, 272829-848000-001122, 272829-848000-001142, 272829-848000-001141, 272829-848000-001371, 272829-848000-001372, 272829-848000-001390.

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

Commissioner Goddard moved to approve Ordinance 26-02 on second reading. The motion was seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

#### **4. DISCUSSION & ACTION, ORDINANCE 26-04 2<sup>ND</sup> READING, IMPLEMENTING ADMINISTRATIVE APPROVAL OF PLATS**

Attorney Smith read the ordinance title into the record. Town Manager Cassel provided the analysis.

During the 2025 Legislative Session, the Florida Legislature adopted Senate Bill 784, to require that local governments provide for the administrative approval of plats and replats when such plats meet all applicable statutory and local land development requirements.

The amendments became effective July 1, 2025, and require municipalities to designate an administrative official responsible for reviewing and approving compliant plats. The purpose of the legislation is to streamline the development review process and ensure that compliant plats are approved administratively rather than requiring formal action by the governing body.

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

Vice Mayor Quarles moved to approve Ordinance 26-04 on second reading. The motion was seconded by Commissioner Goddard.

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

The motion passed unanimously.

#### **NEW BUSINESS**

#### **5. DISCUSSION & ACTION, ORDINANCE 26-05 TOWN-INITIATED FUTURE LAND USE MAP AMENDMENT**

Attorney Smith read the ordinance title into the record. Development Services Director Peterson presented the item.

The Applicant, The Town of Dundee, is requesting an amendment/correction to the Future Land Use Map for property located in the Town of Dundee. The current FLU is Commercial/Industrial Corridor with the proposed FLU being Medium Density Residential (MDR), as it would be consistent with the Town of Dundee's Comprehensive Plan, Land development Code, and compatible with the surrounding land uses. The proposed site is located on 1.57 +/- acres of land, east of Highway 27, north of Dundee Road, and on the north side of Citrus Avenue, in the Town of Dundee in Section 29, Township 28, Range 27, further described as parcel 27-28-29-848000-000060.

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

Commissioner Goddard moved to approve Ordinance 26-05; the motion was seconded by Commissioner Wilson.

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

The motion passed unanimously.

**6. DISCUSSION & ACTION, 2026 THIRD AMENDMENT BELLA VISTA RICHMOND AMERICAN HOMES SEWER ERC'S**

Town Manager Cassel introduced this item.

The Town previously agreed to reserve wastewater treatment capacity to support future development. The agreement has been amended from time to time to reflect changes in development ownership, timelines, and capacity allocations.

The current amendment reflects the assignment of the agreement to Richmond American Homes and updates certain terms related to the reservation of wastewater treatment capacity within the Town's system.

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

Commissioner Goddard moved to approve the third amendment with Bella Vista Richmond American Homes. The motion was seconded by Commissioner Richardson.

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

The motion passed unanimously.

**7. DISCUSSION & ACTION, LANDING AT LAKE MABEL LOOP, LLC. V. THE TOWN OF DUNDEE, CASE NO.: 24-CA-4137, LITIGATION SETTLEMENT AGREEMENT**

**[This item was moved to the top of the agenda after Proclamations]**

Attorney Sherry Sutphen addressed the commission on behalf of Roper, Townsend, and Sutphen and requested approval of the settlement agreement.

On or about November 1, 2024, Landing at Lake Mabel Loop, LLC, filed a lawsuit in Polk County Circuit Court against the Town of Dundee for an alleged temporary taking of its property based upon the Town's processing and review of a multi-phased residential subdivision planned for approximately 65.5 acres of property located in Dundee, Florida. Due to the uncertainty of litigation costs related to takings claims, including the requirement to pay the property owner's attorney's fees in the event the Court were to find that the Town effected a temporary taking based on its processing efforts, the Town entered into settlement discussions with the property owner following the shade meeting conducted in this matter. The settlement amount is based on past and future development fees. The insurance carrier will contribute \$30,000.00 toward the settlement sum, and the property owner will provide a full release of any and all state and federal claims. Approval of the settlement agreement as proposed is recommended.

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

Alethea Pugh asked if payment would come from the town's General Fund or another source and what impact it would have on the current budget.

Commissioner Goddard moved to approve the Litigation Settlement Agreement; the motion was seconded by Commissioner Wilson.

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

The motion passed unanimously.

## **8. DISCUSSION & ACTION, LAKE DELL HYDRILLA TREATMENT**

Public Works Director, Vice presented the item to the commission.

This item was introduced to maintain and improve the water quality in Lake Dell. Staff have received a price from Applied Aquatics to treat the hydrilla and floating vegetation. The Town of Dundee currently has a contract with Applied Aquatics to treat other lakes in the Town on a regular basis. This lake was “treated as needed” in the past since it does not belong completely to the Town at this time. Staff is recommending approval for all of Lake Dell to be treated for hydrilla with a price not to exceed \$6,450.00.

This will produce better water quality for wildlife and increase the appearance throughout the area by preventing hydrilla from taking over the lake as it did back in 2024.

Mayor Pennant opened the floor for public comment; the following persons spoke before the commission.

Suzetta Henson provided information for the owner of the lake and provided support for treatment.

Mayor Pennant closed the floor.

Commissioner Richardson moved to approve the Lake Dell Hydrilla Treatment for a price not to exceed \$6,450.00, the motion was seconded by Commissioner Goddard

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

The motion passed unanimously.

## **9. DISCUSSION & ACTION, PEST CONTROL SERVICE CONTRACT**

Public Works Director, Vice presented the item to the commission.

The Town seeks approval to enter into a services agreement with Country Boy Pest Control for pest control services at Town facilities. Due to ongoing service concerns with the current provider, staff solicited quotes from multiple vendors and recommends selecting Country Boy Pest Control.

Approval of this agreement will ensure effective pest management, supporting a safe and sanitary work environment and preventing disruptions to Town operations and facility maintenance.

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

Vice Mayor Quarles moved to approve the Pest Control Service Contract with Country Boy Pest Control. The motion was seconded by Commissioner Goddard.

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

The motion passed unanimously.

## **10. DISCUSSION & ACTION, APPROVAL OF PURCHASE OF 150-95 GALLON**

## **GARBAGE CARTS**

Public Works Director John Vice presented this item to the commission.

The Town is requesting approval to purchase 150 95-gallon garbage carts to replenish inventory for new residential construction within the Town of Dundee. Staff recommends awarding the purchase to Cascade Cart Solutions in the amount of \$9,855.00, as they submitted the lowest bid and can deliver within a four-week timeframe.

This purchase will ensure adequate stock is available to meet the ongoing demand associated with residential growth within the Town limits.

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

Commissioner Goddard moved to approve the purchase of 150-95-Gallon Garbage Carts. The motion was seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

## **11. DISCUSSION & ACTION, APPROVAL OF TUCKER PAVING CONSTRUCTION**

Public Works Director John Vice presented this item to the commission.

The Town is seeking approval to enter into a services agreement with Tucker Paving, Inc. for the construction and paving of Camp Endeavor Boulevard and Lincoln Avenue. This project will convert currently unpaved roadways into paved surfaces.

Tucker Paving, Inc. was the awarded vendor for RFP 25-05, as approved by the Commission at the February 10, 2026, meeting. Town staff has verified that the firm possesses the qualifications and experience necessary to complete the project in a timely and cost-effective manner.

Approval of this agreement will enhance roadway conditions, improve resident services, and support the Town's ongoing commitment to infrastructure improvements and the overall quality of life for residents.

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

Vice Mayor Quarles moved to approve the Tucker Paving Construction Agreement. The motion was seconded by Commissioner Goddard.

Voting in favor: Commissioner Richardson, Commissioner Goddard, Commissioner Wilson, 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 public comment, seeing none, the floor was closed.

## REPORTS FROM OFFICERS

**Polk County Sheriff's Office** – No report

**Dundee Fire Department** – Report for April 2026

- 104 calls for service
- 15 fires
- 3 hazardous situations
- 59 medical
- 7 public services
- 20 non-emergencies

**Town Attorney** – Attorney Smith shared that she would be attending a Land Development Conference starting on April 22, and she will be available via phone during this time.

**Town Manager** – Town Manager Cassel provided the following updates.

- The May 5, 2026, Commission Meeting will be held at the Dundee Community Center at 6:30 p.m.
- Town Commission Orientation and Training Workshop will be held on Tuesday, May 12, 2026, at 5:30 pm in the Commission Chambers.

## Commissioners

**Vice Mayor Quarles** – Said he appreciates everyone for coming out.

**Commissioner Goddard** – No Comment

**Commissioner Wilson** – She thanked everyone for their continued support and patience with the Commission throughout the years. She also expressed her appreciation to the Town of Dundee and all those in attendance for their support of the Commission. She stated that serving with the Commission has been a rewarding experience, that she has enjoyed her time working alongside the Commission, and wished everyone continued success in their future endeavors. She concluded by thanking the Commission and community for the past 16 years.

**Commissioner Richardson** – She thanked the residents, Town staff, Commissioners, and Mayor for their support. She expressed her appreciation for the opportunity to serve alongside the Commission and stated that the experience had provided valuable lessons and personal growth. She acknowledged that there had been challenges and growing pains along the way; however, those experiences ultimately strengthened and fortified her both personally and professionally. She concluded by extending her best wishes to the Mayor and Commissioners in their future endeavors.

**Mayor** – Stated that, though there was a final review today, he would still be here in the delegation and will continue to represent the town.

**ADJOURNMENT** at 8:51 p.m.

Respectfully submitted,

*Erica Anderson*

Erica Anderson, Town Clerk

**APPROVAL DATE:** 06/02/2026

***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.*