



## **TOWN COMMISSION MEETING MINUTES**

**April 11, 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 Mayor Pennant**

**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**

Bert Goddard

Willie Quarles

Mary Richardson

Sam Pennant

### **ABSENT**

Steve Glenn

Town Manager Davis informed the Commission that Commissioner Glenn had announced at the March 28, 2023 Commission meeting that he would be missing today's meeting.

***MOTION TO EXCUSE*** Commissioner Glenn made by Quarles, Seconded by Richardson. Passed Unanimously.  
*Voting Yea: Goddard, Quarles, Richardson, Pennant*

### **DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

Mayor Pennant opened the floor for comments from the public.

**Dee Hall, 801 Lake Marie Dr** - 2 issues – Asked what is going on with Lake Marie and what property will be used for the monument.

**Annette Wilson, 408 Dr MLK St** - Asked if there was a noise ordinance in the Town and how can it be enforced.

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

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

**A. MINUTES**

**1. March 14, 2023 Town Commission Meeting**

***MOTION TO APPROVE the consent agenda for the meeting of April 11, 2023, motion made by Goddard, Seconded by Quarles. Passed Unanimously.***

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

**APPROVAL OF AGENDA**

***MOTION TO APPROVE the regular meeting agenda for the meeting of April 11, 2023, motion made by Goddard, Seconded by Richardson. Passed Unanimously.***

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

**PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

**1. PROCLAMATIONS, ARBOR DAY 2023**

***MOTION TO SUPPORT Arbor Day 2023 made by Goddard, Seconded by Quarles.***

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

**2. PROCLAMATION, WATER CONSERVATION MONTH 2023**

***MOTION TO SUPPORT Water Conservation Month 2023, made by Goddard, Seconded by Quarles.***

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

Mayor Pennant read the proclamation into the record and presented the proclamation to Cindy Rodriguez.

Cindy Rodriguez with South West Florida Water Management District accepted the proclamation and thanked the Town for the recognition.

## NEW BUSINESS

### 3. **ORDINANCE 23-02, POTABLE WATER LEVEL OF SERVICE AMMENDMENT**

Assistant Town Attorney Claytor read the title of Ordinance 23-02 into the record.

Town Planner Peterson gave the analysis.

Assistant Town Attorney Claytor clarified that this is the second read, final public hearing.

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

***MOTION TO APPROVE Ordinance 23-02 made by Quarles, Seconded by Goddard. Passed Unanimously.***

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

### 4. **ORDINANCE 23-03, CAPITAL IMPROVEMENTS ELEMENT**

Assistant Town Attorney Claytor read the title of Ordinance 23-03 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 Ordinance 23-03 made by Quarles, Seconded by Goddard. Passed Unanimously.***

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

### 5. **DISCUSSION AND ACTION, REMOVAL OF EXCESS WATER FROM LAKE MARIE**

Town Manager Davis read the analysis and introduced David Carter from Carter Kay Engineering.

David Carter gave the presentation.

Mayor Pennant opened the floor for public comment.

**Suzetta Henson, 309 8th St N**, expressed concern about being able to use the right of way around Lake Ruth once the water is moved into Lake Ruth from Lake Marie.

**Dee Hall, 801 Lake Marie Dr**, expressed concern about removing water from Lake Marie.

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

**Suzetta Henson, 309 8th St N**, asked that if the contract was for 25 years and said it has been almost 20 years since the sidewalk was installed.

***MOTION TO APPROVE Staff to proceed with the recommendations of Carter Kay Engineering made by Goddard, Seconded by Quarles.***

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

## **6. DISCUSSION & ACTION, CDBG GRANT OPPORTUNITY PUBLIC HEARING**

Town Manager Davis read the analysis.

Mayor Pennant opened the floor for comments from the public.

**Archie Sapp, 703 N Adams Ave**, wants the monument to be out where it can be seen, not behind Town Hall.

**Jill Kitto, 150 Kitto Lane**, gave her support for the monument but has concerns about the parking for downtown being depleted by placing the monument at Town Hall.

**Annette Wilson, 408 Dr MLK St**, asked Town Manager how to address other interests from the public that the CDBG funds could be used for.

**Suzetta Henson, 309 8<sup>th</sup> St N**, suggested a “Memorial Stage” be built by the Community Center instead of a Memorial Park.

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

***MOTION TO ALLOCATE the CDBG funds towards the Veteran’s Memorial Park made by Goddard, Seconded by Quarles.***

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

## **7. DISCUSSION & ACTION, RFP 23-01 FIRE DEPARTMENT REMODEL**

Town Manager Davis read the analysis.

Commissioner Quarles asked if restricted funds would make up the difference between the budgeted amount and the bid amount.

Town Manager Davis explained that restricted funds will pay for the entire project.

Vice Mayor Richardson asked about the RFP process.

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

***MOTION TO APPROVE the bid from JCR Construction for RFP 23-01 made by Quarles, Seconded by Goddard.***

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

Assistant Town Attorney Claytor clarified that the motion was to approve the bid award for the expansion of the Fire Department.

## **8. DISCUSSION, POLK COUNTY BURN BAN**

Fire Chief Carbone gave the analysis and informed the Commission about Polk County's Burn Ban.

### **REPORTS FROM OFFICERS**

Polk County Sheriff's Office - none

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

Town Attorney - none

Town Manager –

Town Manager Davis thanked everyone for their participation at the Easter Egg Hunt and the Autism Awareness event on April 8<sup>th</sup>.

Updated the Commission on Admin Assistant Glogowski's recovery.

Informed that Commission that the last two trucks from the Town's 2021 purchase are available and will be picked up Friday, April 14<sup>th</sup>.

Reported that Lake Dell has received the second treatment in the cleanup effort.

Updated the Commission that the replacement palm trees will be installed on Tuesday or Wednesday.

Informed the Commission that Captain Shea from the Polk County Sheriff's Office has been transferred and we will have a new Captain for the area.

Commissioners

Vice Mayor Richardson thanked everyone for their participation and gave special thanks to Archie Sapp and Town Planner Peterson for their participation in the Dundee On The Ridge Academy.

Mayor Pennant called Felix Cruz from FEMA to the podium to give a brief overview of the work he has been doing with Town Manager Davis.

Mayor Pennant thanked Dave Carter for his presentation on Lake Marie.

**ADJOURNMENT at 8:32PM**

**Respectfully Submitted,**

*Trevor Douthat*

Trevor Douthat, Interim Town Clerk

**APPROVAL DATE:** May 9, 2023