



TOWN COMMISSION MEETING MINUTES

May 13, 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 6:27 p.m.

PLEDGE OF ALLEGIANCE led by Mayor Pennant

INVOCATION led by Vice Mayor Goddard

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

Vice-Mayor Goddard

Mayor Pennant

Commissioner Richardson

Commissioner Pugh

Commissioner Quarles

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

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

SWEARING IN OF NEW COMMISSIONERS

Commissioners Mary Richardson and Annette Wilson were sworn into office.

Commissioner Pugh conceded Seat 2 to Commissioner Annette Wilson.

REORGANIZATION OF THE TOWN COMMISSION

Vice Mayor Goddard motioned to appoint Commissioner Quarles as Vice Mayor for the 25/26 fiscal year, the motion was seconded by Commissioner Richardson. The motion passed unanimously.

Mayor Pennant appointed Commissioner Wilson to the Dundee Elementary Academy – School Advisory Council and Dundee Ridge Middle School – School Advisory Council.

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR MAY 13, 2025

Item A.

1. Minutes for April 22, 2025, Town Commission Meeting

A motion was made to approve the April 22, 2025, Meeting Minutes by Vice Mayor Quarles, seconded by Commissioner Goddard.

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

The motion passed unanimously.

Item B. Agreements

1. C & W Equipment Repair & Maintenance

A motion to approve the C&W Equipment Repair & Maintenance was made by Vice Mayor Quarles and seconded by Commissioner Goddard.

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

Town staff stated that the purchase constituted an emergency procurement pursuant to the applicable provisions of the Town of Dundee Code of Ordinances.

Voting in favor and directing the Town Attorney to bring back a resolution ratifying the procurement at the Town Commission meeting scheduled 5/27/25: Commissioner Goddard, Commissioner Richardson, Commissioner Pugh, Vice Mayor Quarles, Mayor Pennant

The motion passed unanimously.

2. Carter Kay Engineering Task Order #1

A motion to approve the Carter Kay Engineering Task Order #1 was made by Commissioner Goddard and seconded by Commissioner Richardson.

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

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

The motion passed unanimously.

APPROVAL OF AGENDA

The following changes were made to the agenda:

- Honoring the Dundee Salutatorian was removed from the agenda
- Drinking Water Week Proclamation was added to the agenda
- Valencia Ridge Hardship Application was removed from the agenda
- Caldwell Ridge Hardship Application was updated

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 Richardson, seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

PROCLAMATIONS, RECOGNITIONS, AND DESIGNATIONS

1. PROCLAMATIONS:

A. MILITARY APPRECIATION MONTH

B. DRINKING WATER WEEK

Mayor Pennant read the Military Appreciation Month Proclamation. Accepting the proclamation was Ms. Alethea Pugh.

Mayor Pennant read the Drinking Water Week Proclamation. Accepting the proclamation was Ryan Garretson.

2. PRESENTATIONS:

A. CITRUS CONNECTION

Kaley Raub, Assistant Director of External Affairs with Citrus Connection, provided an update to the commission.

INTERMISSION – BREAK

The commission took a brief intermission for 10 minutes.

NEW BUSINESS

1. DISCUSSION & ACTION, RESOLUTION 25-11 TINDEL CAMP RIGHT-OF-WAY

Attorney Claytor read the resolution title into the record.

Interim Town Manager Carbone gave the analysis.

The Town has requested, and Polk County has agreed to transfer a portion of Tindel Camp Road from Lake Mabel Loop Road west to State Road 17 (US 27A/Scenic Highway), to accommodate the transfer of maintenance and operational responsibilities to the Town of Dundee, FL. Chapter 335 of the Florida Statutes, Subsection 335.0415(3) authorizes the transfer of public roads between jurisdictions by mutual agreement of the affected governmental entities.

A motion to approve the agreement between Polk County, FL., and the Town of Dundee was made by Vice Mayor Quarles and seconded by Commissioner Goddard.

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

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

A motion to approve Resolution 25-11 was made by Vice Mayor Quarles and seconded by Commissioner Richardson.

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

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

The motions passed unanimously.

2. DISCUSSION & ACTION, RESOLUTION 25-12 LAKE MABEL LOOP RIGHT-OF-WAY

Attorney Claytor read the resolution title into the record.

Interim Town Manager Carbone gave the analysis.

The Town has requested, and Polk County has agreed to transfer a portion of Lake Mabel Loop Road from H.L. Smith Road east to the Northeast corner of Section 35 and then southerly to Tindel Camp Road in order to accommodate the transfer of maintenance and operational responsibilities to the Town of Dundee, FL. Chapter 335 of the Florida Statutes, Subsection 335.0415(3) authorizes the transfer of public roads between jurisdictions by mutual agreement of the affected governmental entities.

A motion to approve the agreement between Polk County, FL., and the Town of Dundee was made by Vice Mayor Quarles and seconded by Commissioner Goddard.

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

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

A motion to approve Resolution 25-12 was made by Vice Mayor Quarles and seconded by Commissioner Richardson.

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

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

The motions passed unanimously.

3. DISCUSSION & ACTION, RESOLUTION 25-13 CANAL ROAD RIGHT-OF-WAY

Attorney Claytor read the resolution title into the record.

Interim Town Manager Carbone gave the analysis.

The Town has requested, and Polk County has agreed to transfer a portion of Canal Road from Lake Mabel Loop Road east to Porter Road to accommodate the transfer of maintenance and operational responsibilities to the Town

of Dundee, FL. Chapter 335 of the Florida Statutes, Subsection 335.0415(3) authorizes the transfer of public roads between jurisdictions by mutual agreement of the affected governmental entities.

A motion to approve the agreement between Polk County, FL., and the Town of Dundee was made by Commissioner Goddard and seconded by Vice Mayor Quarles .

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

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

A motion to approve Resolution 25-13 was made by Commissioner Goddard and seconded by Vice Mayor Quarles.

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

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

The motions passed unanimously.

4. DISCUSSION & ACTION, RESOLUTION 25-14 CYPRESS CREEK VILLAGE PHASE 5 SITE PLAN DEVELOPMENT

Attorney Claytor read the resolution title into the record.

Interim Town Manager Carbone gave the analysis.

A Site Development Plan request by Hunter Engineering, Inc. has been submitted for approval by the Town Commission. The proposed site is located on 35.09 +/- acres of land, west of Highway 27, north of Dundee Road, in the Town of Dundee in Section 20, Township 28, Range 27, further described as parcel 27-28-20-000000-044020.

A motion to approve Resolution 25-14 was made by Vice Mayor Quarles and seconded by Commissioner Richardson

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

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

The motions passed unanimously.

5. DISCUSSION & ACTION, RESOLUTION 25-15 EMERGENCY A/C PURCHASE

Attorney Claytor read the resolution title into the record.

Interim Town Manager Carbone gave the analysis.

Pursuant to Section 2-159(3) of the Code of Ordinances for the Town of Dundee, Florida an “emergency purchase” means procurement made in response to a requirement when the delay incident for complying with all governing rules, regulations, and procedures would be detrimental to the health, safety, and welfare of the town and/or its citizens.

A motion to approve Resolution 25-15 was made by Vice Mayor Quarles and seconded by Commissioner Richardson

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

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

The motions passed unanimously.

6. DISCUSSION & ACTION, CALDWELL RIDGE SUBDIVISION HARDSHIP APPLICATION

Attorney Claytor introduced this item to the commission.

Interim Town Manager Carbone gave the analysis.

The Town Commission may authorize exception(s) to the moratorium imposed by Ordinance 24-09 when it finds, based upon competent substantial evidence presented at a duly noticed public meeting, that the deferral of action and/or issuance on an application for a development order and/or development permit for the duration of the moratorium imposes an extraordinary hardship. For purposes of requesting a hardship exception, the owner shall request a determination in the same form and manner provided for in **Section 6** of the Ordinance.

A motion to deny the hardship application based upon the level of review obtained by the property owner and having no allocable potable water capacity was made by Commissioner Richardson and seconded by Commissioner Wilson

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

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

Voting against: Vice Mayor Quarles

The motions passed 4-1

REPORTS FROM OFFICER

Polk County Sheriff's Office

Sergeant Frese – Since May 1st, 2025, Deputies answered and issued the following

- 85 calls for service
- 47 traffic stops
- 14 Citations
- 14 warnings

Dundee Fire Department

No report

Town Attorney

The Town Attorney will bring back legislative updates at the next town meeting.

Department Updates

No reports

Town Manager

The Town of Dundee's 2024 Tree City USA application has been approved, marking its 10th consecutive year as a Tree City USA recognized by the Arbor Day Foundation. This honor is a testament to the diligent work of our Dundee Tree Board.

Commissioners

Commissioner Quarles inquired about the Finance Manager appointment.

Commissioner Richardson asked for an update on the Town Manager update. She spoke of her vision for the Town of Dundee and protecting the town and its assets. She said she will hold everyone accountable, as well as herself, and will be taking advantage of the Dundee on Ridge Community Academy to bring awareness to the residents and hosting roundtables. She thanked everyone for coming out.

Commissioner Wilson thanked God for the opportunity to serve the community. She thanked her campaign team and family for their encouragement and support. She went on to thank the residents. She spoke about weekly updates to the commission.

Commissioner Goddard thanked everyone for a productive meeting, and Sgt. Frese for his updates before wishing the newly seated commissioners and staff for all they do and have done.

Vice Mayor Quarles thanked the newly seated commissioners. He said they will work together and do the best they can.

Mayor Pennant said he appreciates the peaceful transition of power and congratulated the newly seated commissioners. He went on to say that what the commissioners and board members do is important work, and a lot is expected from all. He applauded those who decided to step up and serve and thanked Ms. Pugh for her service and Ms. Hunt for being willing to serve. He ended by thanking Commissioner Goddard for his service as Vice Mayor and congratulated Vice Mayor Quarles on his new position before thanking the community for coming out.

Former Commissioner Alethea Pugh asked about concurrency deficiencies. She stated there was information/concerns she wanted to share with the commission on the record

- Senate Bill 180 and its impact on how the town controls land use and development
- Comprehensive Plan Agenda
- Interconnect Comprehensive Plan Amendment
- Agricultural wells received by the town
- Plan reviews being adopted without regulations
- Code sections being developed without resolution or ordinance

She encouraged the commission to be well-versed in department duties and issues to better protect residents' quality of life. She further spoke about Senate Bill 180 and its impact, if approved, on the town.

ADJOURNMENT at 8:25 p.m.

Respectfully submitted,

Erica Anderson

Erica Anderson, Town Clerk

APPROVAL DATE: May 27, 2025

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.