



## **TOWN COMMISSION MEETING MINUTES**

**May 14, 2024 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 by Mayor Pennant at 6:30pm**

**PLEDGE OF ALLEGIANCE led by Mayor Pennant**

**INVOCATION given by Commissioner Richardson**

**RECOGNITION OF SERGEANT AT ARMS - Sergeant Anderson**

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

**ROLL CALL given by Town Clerk Douthat**

### **PRESENT**

Steve Glenn  
Bert Goddard  
Willie Quarles  
Mary Richardson  
Sam Pennant

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

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

Ciana Malinis, 502 Edmund Ave, asked about Town spending oversight.

Darlene Moton, 113 Garrison Ave, had questions about Code Enforcement.

Vice Mayor Morris West, 620 E Main St, Haines City, spoke about the Florida Black Caucus and requested a delegate from Dundee to be on the board.

Marissa Green, 1307 Vista Del Lago Blvd, spoke against the Town's partnership with the Winter Haven Economic Development Council.

### **APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR MAY 14, 2024**

#### **A. MINUTES**

- 1. April 23, 2024 Town Commission Meeting**
- 2. May 2, 2024 Purchase Review Committee Meeting**

***MOTION TO APPROVE items 1 and 2 under Minutes on the consent agenda with changes for May 14, 2024 made by Goddard, Seconded by Richardson. Passed unanimously.***  
***Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant***

## **B. AGREEMENTS**

- 1. Polk County Library Cooperative Interlocal Agreement**
- 2. Zambelli Contract 2024**
- 3. Woodland Ranch Estates Water Allocation**
- 4. Shores of Lake Dell Developer's Agreement**
- 5. WHEDC Incubator Lease Agreement**
- 6. Fire Services Agreement**
- 7. Stormwater Utility Agreement**

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

***MOTION TO TABLE item 5 and APPROVE the remaining items in the Agreements section of the consent agenda with changes for May 14, 2024 made by Goddard, Seconded by Richardson. Passed unanimously.***  
***Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant***

## **APPROVAL OF AGENDA**

***MOTION TO APPROVE the regular agenda with changes for May 14, 2024 made by Richardson, Seconded by Glenn. Passed unanimously.***  
***Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant***

## **PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

### **1. PROCLAMATION, MILITARY APPRECIATION MONTH**

***MOTION to support May 2024 as Military Appreciation Month made by Glenn, Seconded by Richardson. Passed unanimously.***  
***Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant***

Mayor Pennant read the proclamation into the record and presented them to Commissioner Quarles and Archie Sapp.

### **2. PROCLAMATION, MUNICIPAL CLERKS WEEK**

***MOTION to support May 6 - 10, 2024 as Municipal Clerks Week made by Goddard, Seconded by Quarles. Passed unanimously.***  
***Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant***

Mayor Pennant read the proclamation into the record and presented it to Town Clerk Douthat.

## **NEW BUSINESS**

### **3. SELECTION OF VICE MAYOR OF THE TOWN COMMISSION**

Town Manager Davis gave the analysis.

Commissioner Goddard was nominated for Vice-Mayor. No other nominations were made.

Mayor Pennant asked Commissioner Goddard if he would accept the role as Vice Mayor for the 2024-2025 year. Commissioner Goddard accepted.

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

***MOTION TO APPROVE Commissioner Goddard as Vice Mayor made by Glenn, Seconded by Richardson. Passed unanimously.***

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

#### **4. COMMISSIONER APPOINTMENTS TO VARIOUS COMMITTEES**

Town Manager Davis gave the analysis.

Mayor Pennant asked if anyone would be changing appointments. All members agreed to remain in their current appointments.

Town Manager Davis clarified for the record that Commissioner Richardson will continue serving as the SAC representative for Dundee Ridge Middle School.

***MOTION TO APPROVE board appointments made by Goddard, Seconded by Glenn. Passed unanimously.***

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

#### **5. ORDINANCE 23-10, TOWN OF DUNDEE TEN-YEAR WATER SUPPLY FACILITIES WORK PLAN**

Assistant Town Attorney Claytor read the title of Ordinance 23-10 into the record.

Stefanie von Paleske-Bush, CFRPC, gave the presentation.

Mayor Pennant opened the floor for comments from the public.

Utilities Director Mercer clarified errors in the CFRPC presentation.

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

***MOTION TO APPROVE Ordinance 23-10 made by Quarles, Seconded by Glenn. Passed unanimously.***

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

#### **6. DISCUSSION & ACTION, RESOLUTION 24-07 TPO APPORTIONMENT PLAN**

Assistant Town Attorney Claytor read the title of Resolution 24-07 into the record.

Town Manager Davis 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 Resolution 24-07 made by Goddard, Seconded by Quarles. Passed unanimously.***

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

**7. DISCUSSION & ACTION, RESOLUTION 24-08 HICKORY WALK REPAIRS**

Assistant Town Attorney Claytor read the title of Resolution 24-08 into the record.

Utilities and Special Projects Director Mercer gave the presentation.

Mayor Pennant opened the floor for comments from the public.

Ciana Malinis, 502 Edmund Ave, asked if there were any warranties that could cover repairs.

Seeing no further comment from the public, the floor was closed.

***MOTION TO APPROVE Resolution 24-08 made by Goddard, Seconded by Quarles. Passed unanimously.***

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

**8. DISCUSSION & ACTION, NEW CITRUS CONNECTION STOPS**

Kaley Raub with Citrus Connection gave the presentation.

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

***MOTION TO APPROVE the new Citrus Connection stops made by Quarles, Seconded by Goddard. Passed unanimously.***

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

**9. DISCUSSION & ACTION, BUDGET WORKSHOP DATES**

Town Manager Davis gave the analysis.

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

The dates chosen were:

June 11, 2024 5pm through 6:15pm

June 22, 2024 10am through 5:30pm

June 25, 2024 5pm through 6:15pm

***MOTION TO APPROVE the listed dates for budget meetings made by Goddard, Seconded by Richardson. Passed unanimously.***

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

**10. DISCUSSION & ACTION, EDUCATION CONNECT LEARNING CENTER**

***MOTION TO TABLE item 10 made by Goddard, Seconded by Richardson. Passed unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant***

**11. DISCUSSION & ACTION, RFQ 24-01 SUBMISSION EVALUATION & SCORING**

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for public comment.

Ciana Malinis, 502 Edmund Ave, asked if this RFQ was for contracting firms.

Annette Wilson, 802 MLK, asked who maintains the yellow striping on the roads.

Seeing no further comment from the public, the floor was closed.

***MOTION TO APPROVE AND ACCEPT all responses received by the Evaluation Committee in response to RFQ 24-01 as complete, approve the scoring and ranking of the Evaluation Committee, and authorize the Town Manager to negotiate and enter into consultant continuing agreements with all four (4) vendor/consultants that submitted responses to RFQ 24-01 made by Glenn, Seconded by Goddard. Passed unanimously.***

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

## **REPORTS FROM OFFICERS**

Sergeant Anderson invited everyone to the meet and greet on Tuesday, May 21st at the Community Center.

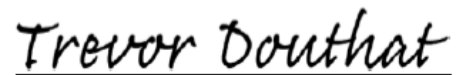
Fire Chief Carbone updated the run totals.

Town Manager Davis gave details on the Sheriff's meet and greet, gave an update on the new digital sign at the Depot, reminded everyone about the Veteran's Memorial grand opening.

Commissioner Richardson requested a conversation with FDOT to discuss traffic issues at MLK and Dundee Rd and requested that the Town become a member of the Northeast Chamber of Commerce.

**ADJOURNMENT at 8:40 pm**

**Respectfully Submitted,**



Trevor Douthat, Town Clerk

**APPROVAL DATE:** 5/28/2024