



TOWN COMMISSION MEETING AGENDA

November 18, 2025 at 6:30 PM

COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838

Phone: 863-438-8330 | www.TownofDundee.com

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

RECOGNITION OF SERGEANT AT ARMS

ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS

ROLL CALL

LETTER OF CIVILITY

1. APPROVAL OF AGENDA

2. APPROVAL OF TOWN COMMISSION MEETING MINUTES: FOR NOVEMBER 18, 2025

A. MINUTES

October 28, 2025, Town Commission Meeting

PUBLIC HEARING

3. DISCUSSION & ACTION, ORDINANCE 25-03 MUNICIPAL ELECTION DATE CHANGE

NEW BUSINESS

4. DISCUSSION & ACTION, TOWN COMMISSION MEETING SCHEDULE

5. PRESENTATION BY RAFTELIS ENGINEERING REGARDING PRELIMINARY RESULTS OF THE WATER/WASTEWATER RATE STUDY

6. DISCUSSION & ACTION, WOMEN'S SELF-DEFENSE CLASS HOSTED BY COMMISSIONER RICHARDSON

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

REPORTS FROM OFFICERS

Polk County Sheriff's Office

Dundee Fire Department

Town Attorney

Town Manager

Commissioners

Mayor

ADJOURNMENT

PUBLIC NOTICE: *Please be advised that if you desire to appeal from 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.



Town of Dundee

TOWN CLERK

Item 1.

◆ 202 East Main Street ◆ P.O. Box 1000 ◆ Dundee, Florida 33838 ◆ (863) 438-8330

Dear Town of Dundee Resident:

Welcome to the Town of Dundee. We are truly delighted to have you with us and sincerely appreciate your interest in our vibrant community. Your thoughts and participation are invaluable.

The Town Commission invites you to help us create meetings that are not only successful but also productive as we collectively navigate our legislative processes.

To ensure that every voice is heard, public comments are limited to three (3) minutes per person. In the event of multiple speakers, you may be kindly asked to shorten your remarks.

We encourage you to consider whether your question or comment has already been addressed, as this will help us make the most of our time together.

Public Comment cards are readily available and should be submitted to the Town clerk before the meeting begins. When you take the floor, please share your name and address for the record; and, in order to provide an opportunity for all members of the delegation to participate in the meeting, please also be mindful of the time limitations applicable for all public comment(s).

In the agenda for this public meeting, the section titled **"Delegation and Comments"** provides an opportunity for all members of the delegation to speak on any matter which may or may not be agendaized for consideration and/or discussion. In order to allow meaningful participation in the democratic process, please acknowledge and adhere to the Town's "Pledge of Civility" in order to foster a respectful atmosphere. The Town Commission will not tolerate abusive language, threats, and/or any inappropriate conduct which includes, but shall not be limited to, inappropriate outbursts or addressing the commission out of turn.

These guidelines are crafted to help us govern efficiently and facilitate an orderly meeting. We genuinely hope you have a rewarding experience with your Town government.

Thank you once again for joining us!

Warm regards,

Mayor Sam Pennant



TOWN COMMISSION MEETING MINUTES

October 28, 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 Commissioner Richardson

RECOGNITION OF SERGEANT AT ARMS Sergeant Frese

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

ROLL CALL taken by Town Clerk Erica Anderson

PRESENT

Commissioner Goddard

Commissioner Wilson

Commissioner Richardson

Vice-Mayor Quarles

Mayor Pennant

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

(Each speaker shall be limited to three (3) minutes) This item was moved to #7 on the regular agenda.

1. LETTER OF CIVILITY – Presented

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR OCTOBER 28, 2025

The minutes being reviewed include minutes from the following meetings:

Item 2. Minutes

A. October 14, 2025, Town Commission Meeting

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

Commissioner Richardson moved to approve the minutes from the October 14, 2025, regular meeting, seconded Commissioner Wilson.

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

The motion passed unanimously.

Item 3. Agreements

A. Revise Web Services

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

Vice Mayor Quarles moved to approve the Revise Web Services agreement, seconded by Commissioner Goddard.

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

The motion passed unanimously.

DISCUSSIONS, PROCLAMATIONS, AND PRESENTATIONS

4. CPPEAST US 27 TO US 17/92 SELECTED CORRIDOR

Town Manager Cassel presented to the commission a request to negotiate off-ramps for the selected corridor.

Commissioner Goddard moved to approve the request for the town manager to negotiate off-ramps for the selected corridor, seconded by Voice Mayor Quarles.

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

The motion passed unanimously.

5. VETERANS DAY 2025 PROCLAMATION

Mayor Pennant read the Veterans Day Proclamation. Accepting the proclamation was Mr. Archie Sapp.

Mayor Pennant asked for a motion of support for the Veterans Day Proclamation.

Vice Mayor Quarles motioned to support the Veterans Day Proclamation, seconded by Commissioner Goddard.

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

The motion passed unanimously.

6. COMMITTED CITIZENS OF DUNDEE-FL PRESENTATION - Presented

APPROVAL OF AGENDA

There were no changes made to the 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 Commissioner Goddard.

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

The motion passed unanimously.

NEW BUSINESS

1. DISCUSSION & ACTION, ORDINANCE 25-03 MUNICIPAL ELECTION DATE CHANGE

Attorney Claytor read the Ordinance into the record. Town Manager Cassel presented the analysis.

The Polk County Supervisor of Elections has proposed and/or offered the opportunity for all municipal elections within Polk County, Florida, to be held on the first Tuesday after the first Monday in November of odd-numbered years. The Town Commission has determined that it desires the Supervisor of Elections to handle all of its elections and has further determined that its elections can conveniently be held in November of every odd-numbered year, which allows the Town to potentially conserve costs and encourages a larger voter turnout. The Town of Dundee is a Florida municipal corporation vested with home rule authority pursuant to the Municipal Home Rule Powers Act (F.S. Chapter 166) and Article VIII, §2 of the Florida Constitution.

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

A motion to approve Ordinance 25-03 was made by Commissioner Goddard, seconded by Commissioner Richardson.

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

The motion passed unanimously.

2. DISCUSSION & ACTION, RESOLUTION 25-39 LAKE MABEL LOOP MAINTENANCE BOND RELEASE

Attorney Claytor read the Resolution into the record. Town Manager Cassel presented the analysis.

On November 8, 2022, during a duly noticed public meeting, the Town Commission of the Town of Dundee approved Resolution No. 22-49, granting conditional approval of the Certified Subdivision Plan for the Landings at Lake Mabel Loop Subdivision.

The developer provided a performance bond from Harco National Insurance Company in the amount of \$2,444,777.50 in favor of the Town of Dundee.

Town staff and consultants have verified that all required Phase 1 improvements have been completed in accordance with approved plans and Town standards. All required testing, certifications, and inspections have been successfully completed, and the subdivision systems are now fully operational.

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

A motion to approve Resolution 25-39 was made by Vice Mayor Quarles, seconded by Commissioner Goddard.

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

The motion passed unanimously.

3. DISCUSSION & ACTION, RESOLUTION 25-42 FIRE TRUCK PURCHASE

Attorney Claytor read the Resolution into the record. Town Manager Cassel presented the analysis. He explained that, as part of this process, a lease agreement with Leasing 2 is also involved and will be included in the record. He noted that the final document with Leasing 2 will be subject to legal review and his final approval prior to execution. Town Manager Cassel recommended that the Town move forward with the agreement, stating that it is necessary for improvements to the Fire Department.

The League of Cities Oregon (LOC) and National Purchasing Partners, LLC (d/b/a NPPGov) (“Npp.gov”) form a national cooperative purchasing group authorized under the Intergovernmental Cooperative Purchasing Agreement. The Town of Dundee is a participating agency and has access to all Npp.gov contracts.

In accordance with *Section 2-159(3) of the Code of Ordinances of the Town of Dundee, Florida*, which is entitled *alternative source selection*, the Town may authorize the purchase of goods, services, supplies equipment and material without competitive bids when the manager of the using department has documented in writing that such goods, supplies, equipment, materials or service, is the only item that will meet the need and is available through only one source of supply.

Npp.gov issued RFP #1905 – Fire Apparatus, competitively awarded on June 13, 2023, for fire service vehicles and equipment. This contract provides participating agencies with discounted pricing through volume purchasing which is available only to participating agencies.

The Town of Dundee Fire Department requests approval to purchase a new fire engine through the Npp.gov contract to replace Engine 62. The purchase includes the engine, air packs, and hoses, totaling \$950,000—with a \$300,000 down payment and the remaining \$650,000 financed. Funding for this purchase was approved in the FY 2025–26 budget.

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

A motion to approve Resolution 25-42 was made by Vice Mayor Quarles, seconded by Commissioner Wilson.

Voting in favor: Commissioner Wilson, Commissioner Richardson, Commissioner Goddard, 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 delegations. The following persons spoke before the commission.

Fabienne Dorley – requested help from the commission in getting a new bus stop pick-up and drop-off location closer to her subdivision.

Mayor Pennant closed the floor for public comments.

REPORTS FROM OFFICERS

Polk County Sheriff's Office – for September 2025;

- 227 total calls for service
- 232 traffic stops
- 118 traffic citations
- 25 total arrests
- 1415 community contacts

Dundee Fire Department – Year to date 944 calls for service

- 24 rescues
- 1 public assist
- 6 good intents
- 1 false alarm

New fire hydrants have been entered into the system.

Town Attorney – No report

Town Manager – Town Manager Cassel provided the following updates. He reported that negotiations are nearing completion and advised that a shade meeting will be scheduled when appropriate, likely within the next 60 days. He also provided an update on the new accounting firm, noting that their initial findings have been positive. Additionally, he informed the Commission of concerns regarding certain fees within the Town Code and emphasized the need for code updates and improved utilization of the current software.

He provided the following reminders to the board.

- Trick or Treat on Main Street, Friday, October 31, 2025, at 3:00 p.m.
- Harvest Fest of Fall Saturday, November 1, 2025, at 10:00 a.m. at East Central Park
- Veterans Day Ceremony on Saturday, November 8, 2025, at 10:00 a.m. at Veterans Memorial
- Town Hall will be closed on Tuesday, November 11, 2025, in honor of Veterans Day
- Garbage pick-ups regularly scheduled for Tuesday will take place on Wednesday, November 9, 2025
- “Coffee with the Manager” will begin on the first Tuesday in December at 6:00 p.m. and will continue to be held on the first Tuesday of each month.

Further, he informed the commission that he had spoken with a member of the school board, and they are working together to mitigate the drop-off and pick-up issues.

Commissioners

Commissioner Goddard requested an update on the Town's efforts to hire a new Finance Manager. He also expressed his appreciation to Sergeant Frese, Fire Chief Carbone, Town staff, the Town Attorney, the Town Manager, CCOD (Concerned Citizens of Dundee), and the Commission for their continued support and service.

Commissioner Wilson thanked everyone for attending the meeting and expressed appreciation to the Town Manager for his updates. She acknowledged that there is significant work ahead, but stated she is confident it will be accomplished. Commissioner Wilson also shared her experience serving as the school liaison and attending the SAC meeting at Dundee Elementary Academy. She encouraged residents to consider volunteering at the school, noting that additional support is greatly needed. Additionally, she reported on a concern brought to her attention

regarding zoning and flooding issues in the area of Main Street and Frederick. She ended by thanking CCOD their ideas and commitment to the citizens of Dundee.

Commissioner Richardson thanked Sgt Frese, residents, and staff for coming out to the meeting. She inquired about having a charter review and CCOD for coming out.

Vice Mayor Quarles thanked everyone for coming out and offered his help with TPO (Transportation Planning Organization) if needed.

Mayor

Mayor Pennant spoke about acknowledging the teacher of the year at Dundee Elementary by presenting her with a plaque or something equivalent as encouragement. He thanked the town manager and the community for coming out and thanked all veterans and first responders for their service.

ADJOURNMENT at 7:47 p.m.

Respectfully submitted,

Erica Anderson

Erica Anderson, Town Clerk

APPROVAL DATE: _____

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TOWN COMMISSION MEETING

November 18, 2025, at 6:30 PM

AGENDA ITEM TITLE: Approval of the Commission Consent Agenda

SUBJECT: The Town Commission will consider the items of the consent agenda as provided for by the Town Code Article IIA, Sec. 2-33(e). Items in the consent agenda are routine business or reports. All items in the consent agenda are approved in one motion. Any item in the consent agenda may be pulled by a member of the Town Commission for separate consideration.

STAFF ANALYSIS: The consent agenda for the meeting of November 18, 2025, contains the following:

A. MINUTES

1. October 28, 2025, Town Commission Meeting

STAFF CONTACT: Ken Cassel, Town Manager

STAFF RECOMMENDATION: Staff recommends approval

ATTACHMENTS: October 28, 2025, Town Commission Meeting Minutes



TOWN COMMISSION MEETING

October 28, 2025, at 6:30 PM

AGENDA ITEM TITLE:	DISCUSSION & ACTION, ORDINANCE 25-03 MUNICIPAL ELECTION DATE CHANGE
SUBJECT:	The Town Commission will consider date and year changes for the Town of Dundee municipal elections.
STAFF ANALYSIS:	The Polk County Supervisor of Elections has proposed and/or offered the opportunity for all municipal elections within Polk County, Florida, to be held on the first Tuesday after the first Monday in November of odd-numbered years. The Town Commission has determined that it desires the Supervisor of Elections to handle all of its elections and has further determined that its elections can conveniently be held in November of every odd-numbered year, which allows the Town to potentially conserve costs and encourages a larger voter turnout. The Town of Dundee is a Florida municipal corporation vested with home rule authority pursuant to the Municipal Home Rule Powers Act (F.S. Chapter 166) and Article VIII, §2 of the Florida Constitution.
STAFF CONTACT:	Town Manager, Ken Cassel
FISCAL IMPACT:	There is no budgetary impact as a result of this item, but includes cost savings for the Town.
STAFF RECOMMENDATION:	At the will of the commission.
ATTACHMENTS:	Ordinance 25-03 Exhibit A

ORDINANCE NO. 25-03

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA AMENDING SECTION 18-23 OF ARTICLE II OF CHAPTER 18 OF THE CODE OF ORDINANCES OF THE TOWN OF DUNDEE, FLORIDA REGARDING ELECTIONS TO CHANGE THE DATE AND YEAR FOR THE ELECTION OF THE MAYOR AND TOWN COMMISSIONERS TO THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER IN ODD-NUMBERED YEARS COMMENCING IN NOVEMBER, 2027 AND ALLOWING FOR EXTENSION IN TERMS OF THE MAYOR AND TOWN COMMISSIONERS IN OFFICE AT THE TIME OF THE ADOPTION OF THIS ORDINANCE AS A RESULT OF THE CHANGE IN THE DATE AND YEAR OF REGULAR MUNICIPAL ELECTIONS WITHIN THE TOWN OF DUNDEE; ESTABLISHING THE 2027 ELECTION DATE AND ELECTION DATES THEREAFTER FOR THE TOWN OF DUNDEE REGULAR MUNICIPAL ELECTIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING BUSINESS IMPACT ESTIMATE; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

WHEREAS, the Town of Dundee (the "Town") is a Florida municipal corporation vested with home rule authority pursuant to the Municipal Home Rule Powers Act (F.S. Chapter 166) and Article VIII, §2 of the Florida Constitution; and

WHEREAS, pursuant to Section 2(b), Article VIII of the Florida Constitution and Chapter 166, Florida Statutes, the Town is vested with governmental, corporate and proprietary powers to enable it to conduct municipal government, perform municipal functions, and render municipal services, including the general exercise of any power for municipal purposes; and

WHEREAS, as provided in *Section 166.021(3), Florida Statutes (2024)*, the governing body of each municipality in the state has the power to enact legislation concerning any subject matter upon which the state legislature may act, except when expressly prohibited by law; and

WHEREAS, the Polk County Supervisor of Elections has proposed and/or offered the opportunity for all municipal elections within Polk County, Florida, to be held on the first Tuesday after the first Monday in November of odd-numbered years; and

WHEREAS, the first Tuesday after the first Monday in November has traditionally been associated with elections at the State and National levels; and

WHEREAS, four (4) municipalities within Polk County, Florida, two (2) of which are the largest municipalities within Polk County, Florida, already conduct and hold their regular municipal elections on the first Tuesday after the first Monday in November of odd-numbered years; and

WHEREAS, on February 11, 2025, the Town Commission of the Town of Dundee, Florida (the "Town Commission") passed and adopted *Town of Dundee Ordinance No. 25-01* in order to harmonize *Section 18-1 of the Code of Ordinances of the Town of Dundee, Florida*, with the Town's general and ordinary election practices by determining and setting the dates for the qualification period for filing petitions and a written notice of candidacy with the designated official, by reserving the ability to determine and set the dates for the qualification period for a special election by further resolution or ordinance, by requiring that any filing fee or statutory election assessment be collected by the Town Clerk at the time of qualifying, and by permitting the Town Clerk to hold qualifying papers submitted not earlier than 14 days prior to the beginning of the qualifying period; and

WHEREAS, the Town Commission has determined that it desires for the Supervisor of Elections to handle all of its elections and has further determined that its elections can conveniently be held in November of every odd-numbered year which allows the Town to potentially conserve costs and encourages a larger voter turnout; and

WHEREAS, on April 10, 1994, the Florida Attorney General issued *Attorney General Opinion 94-31* concluding that a municipal corporation could not amend its charter by ordinance to provide for a change in the date on which municipal elections would occur and, as a result of same, extend the terms of the sitting officers affected by the change; and

WHEREAS, in or about 1995, in response to *Florida Attorney General Advisory Legal Opinion 94-31*, the Florida Legislature introduced *Chapter 95-178, Laws of Florida*, which amended *Section 166.021 of the Florida Statutes* to provide, in pertinent part, as follows:

[N]othing in this act shall be construed to permit any changes in a special law or municipal charter which affect . . . the terms of elected officers and the manner of their election ***except for the selection of election dates and qualifying periods for candidates and for changes in terms of***

office necessitated by such changes in election dates, . . . without approval by referendum of the electors as provided in s. 166.031....

WHEREAS, Chapter 95-178, Laws of Florida, also created Section 100.3605 of the Florida Statutes which provides, in pertinent part, as follows:

The governing body of a municipality may, by ordinance, change the dates for qualifying and for the election of members of the governing body of the municipality and provide for the orderly transition of office resulting from such date changes.

WHEREAS, Florida Attorney General Advisory Legal Opinion(s) 2000-61 and 2003-52 interpret Section 100.3605(2), Florida Statutes, and conclude that the legislative intent of this statutory provision indicates that municipalities are authorized to amend their Charters and/or Code of Ordinances to change the election dates and qualifying periods for candidates, including any changes in terms of office necessitated by such amendment, without a referendum; and

WHEREAS, Section 100.3605(2), Florida Statutes (2025), allows the governing body of a municipality **by ordinance** to change the dates for qualifying and for the election of members of the governing body of the municipality; and

WHEREAS, for purposes of this **Ordinance No. 25-03**, the Town Commission has determined that the said change of date of and/or for the Town of Dundee's elections necessitates a change in the dates for seating of newly-elected commissioners and an extension of the terms for the Mayor and Town Commissioners in office at the time this **Ordinance No. 25-03** is passed and duly adopted; and

WHEREAS, the Town Commission of the Town of Dundee, Florida, finds that the approval and adoption of this **Ordinance No. 25-03** is intended to enhance the present advantages that exist within the corporate limits of the Town of Dundee, Florida; is consistent with the public interest; and this **Ordinance No. 25-03** is intended to promote, protect, and improve the public health, safety, and general welfare of the citizens and residents of the Town of Dundee, Florida.

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE TOWN OF DUNDEE, FLORIDA, AS FOLLOWS:

Section 1. Incorporation of Recitals.

The above-referenced factual recitals (WHEREAS clauses) and referenced exhibits are incorporated herein as true and correct statements which form a factual and material basis for the adoption of this **Ordinance No. 25-03**, and the Town Commission of the Town of Dundee, Florida (the "Town Commission"), hereby adopts the above-

referenced factual recitals as the legislative findings supporting the adoption of this **Ordinance No. 25-03**.

Section 2. Amendments to the Code of Ordinances of the Town of Dundee.

The *Code of Ordinances of the Town of Dundee, Florida* (the "Town Code") is amended as set forth in **Exhibit "A"**, a copy of which is attached hereto and incorporated herein, to amend *Chapter 18 of the Town Code* in order to effectuate the change in and/or for the date of the Town's regular municipal elections, extending term(s) of seated Town elected officials which is necessitated by such change in the election date, and other minor editorial revision(s) to in order to reflect current and applicable code provisions.

The terms of the Mayor and all Town Commissioners serving on the effective date of this **Ordinance No. 25-03**, are hereby extended to the dates their successors are elected and seated according to the provisions hereof as necessitated by the change in the Town of Dundee municipal election date to the first Tuesday after the first Monday in November 2027, as provided for herein.

Section 3. Conflicts.

All ordinances or parts of ordinances in conflict with any of the provisions of this **Ordinance No. 23-05** are hereby repealed to the extent necessary to give this **Ordinance No. 25-03** full force and effect.

Section 4. Administrative Correction of Scrivener's Errors.

It is the intention of the Town Commission of the Town of Dundee, Florida, that sections of this **Ordinance No. 25-03** may be renumbered or re-lettered and the word "ordinance" may be changed to, "section", or such other appropriate word or phrase in order to accomplish such intentions; and regardless of whether such inclusion in the *Code of Ordinances of the Town of Dundee, Florida*, is accomplished, sections of this **Ordinance No. 25-03** may be renumbered or re-lettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the Town Manager or designee, without need of public hearing, by filing a corrected or re-codified copy of same with the Town Clerk.

Section 5. Codification.

It is the intent of the Town Commission that the provisions of **Exhibit 'A'** to this Ordinance shall be codified as and become and be made a part of the *Code of Ordinances of the Town of Dundee, Florida*. The new provisions in **Exhibit "A"** attached to of this **Ordinance No. 25-03** may be renumbered or re-lettered to accomplish such intention and the word "Ordinance", or similar words, may be changed to "Section," "Article", or other appropriate word. The implementing sections of this **Ordinance No. 25-03**, Sections 1,

2, 3, 4, 5 and 6 shall not be codified. The Code codifier is granted liberal authority to codify the provisions of this **Ordinance No. 25-03**.

Section 6. Severability.

The provisions of this **Ordinance No. 23-05** are severable. If any section, subsection, sentence, clause, phrase of this **Ordinance No. 23-05**, or the application thereof shall be held invalid, unenforceable, or unconstitutional by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby. The Town Commission of the Town of Dundee, Florida, hereby declares that it would have passed this **Ordinance No. 23-05**, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared invalid, unenforceable, or unconstitutional. If any word, sentence, clause, phrase, or provision of this **Ordinance No. 23-05** for any reason is declared by any court of competent jurisdiction to be invalid, unenforceable, or unconstitutional, then all remaining provisions and portions of this **Ordinance No. 23-05** shall remain in full force and effect. If any section, subsection, sentence, clause or phrase of this **Ordinance No. 23-05** is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this **Ordinance No. 23-05**. The Town of Dundee, Florida, by and through its Town Commission, hereby declares that it would have passed this **Ordinance No. 23-05**, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 7. Business Impact Estimate.

On October 1, 2023, Senate Bill 170 ("SB 170"), *Chapter 2023-309, Laws of Florida*, was enacted amending Section 166.041, Florida Statutes, requiring a local government to prepare a *business impact estimate* before the enactment of an ordinance.

On October 1, 2024, Senate Bill 1628 ("SB 1628"), as codified under *Chapter 2024-145, Laws of Florida*, was enacted and further amends Section 166.041(4), Florida Statutes, by amending the applicable exemptions from the *business impact estimate* requirement(s).

In this instance, this **Ordinance No. 25-03** is enacted and necessary to maintain consistency with *Chapters 97-106, Florida Statutes*, which is titled and known as the *Florida Election Code*. As such, pursuant to Section 166.041(4)(c)1, Florida Statutes (2024), **Ordinance No. 25-03** is an ordinance required for compliance with federal or state law or regulation and does not require a *business impact estimate*.

Section 8. Effective Date.

This **Ordinance No. 25-03** shall become effective immediately upon its passage and adoption.

INTRODUCED AND PASSED, on First Reading with a quorum present and voting, by the Town Commission of the Town of Dundee, Florida, this 28th day of October, 2025.

PASSED AND DULY ADOPTED, on Second Reading and public hearing with a quorum present and voting, by the Town Commission of the Town of Dundee, Florida, this 18th day of November, 2025.

TOWN OF DUNDEE, FLORIDA

Mayor – Sam Pennant

Attest:

Town Clerk – Erica Anderson

Approved as to form:

Town Attorney – Frederick J. Murphy, Jr.



TOWN COMMISSION MEETING

November 18, 2025, at 6:30 PM

AGENDA ITEM TITLE:	DISCUSSION & ACTION, TOWN COMMISSION MEETING SCHEDULE
SUBJECT:	To analyze the operational, financial, and administrative benefits of transitioning from two regular Town Commission meetings per month to one monthly meeting, while maintaining transparency, efficiency, and continuity of government operations.
STAFF ANALYSIS:	The Town Commission currently holds two regular meetings per month. Over the past year, staff workload, project requirements, and the volume of agenda items have been reviewed to determine whether the current meeting structure remains the most efficient model for the Town. Several Florida municipalities of similar size operate with one meeting per month, supplementing as needed with special meetings or workshops.
STAFF CONTACT:	Ken Cassel, Town Manager
FISCAL IMPACT:	Reducing the number of monthly meetings results in measurable savings associated with: <ul style="list-style-type: none">• Legal advertisement costs (newspaper notices, ordinances, public hearings)• Staff overtime or adjusted schedules• Attorney fees for meeting attendance and preparation• Operational costs (recording, setup, utilities)
STAFF RECOMMENDATION:	Staff recommends approval
ATTACHMENTS:	Memorandum




Town of Dundee

Town Hall

◆ 202 E. Main Street ◆ PO Box 1000 ◆ Dundee, Florida 33838 ◆ (863) 438-8330 ◆ Fax (863) 438-8333

MEMORANDUM

TO: Mayor and Commission
FROM: Ken Cassel, Town Manager 
RE: Monthly Commission Meetings

I have noticed there is a significant amount of time, effort and money spent on preparing for two commission meetings a month with very little gain.

With two meetings a month the staff has no time between the meetings to do the follow-up from the prior meeting to have a response for the Manager let alone for the Commission. The staff is in full gear preparing for the next meeting; therefore, all the time is spent preparing for meetings versus follow up and accomplishing the necessary task.

Therefore, it is recommended to the Commission that we move to once-a-month commission meetings on the second Tuesday at the regular time.

We will still have workshops and other meetings as necessary to address emergency issues. However, the intent is to provide a predictable framework for meeting schedules and timeframes for submissions to the staff and the public.

This change should also push staff, developers and others to think further ahead and be proactive not reactionary. Therefore, allowing for more complete and fully vetted information to be presented to the commission and the public.



TOWN COMMISSION MEETING

November 18, 2025, at 6:30 PM

AGENDA ITEM TITLE:	DISCUSSION & ACTION, WOMEN'S SELF-DEFENSE CLASS HOSTED BY COMMISSIONER RICHARDSON
SUBJECT:	Request for Commission Vote of Support – Women's Self-Defense Class Hosted by Commissioner Mary Richardson
STAFF ANALYSIS:	<p>Commissioner Mary Richardson, in partnership with the Polk County Sheriff's Office (PCSO), will be hosting a Women's Self-Defense Class to provide personal safety training and empowerment resources for women in the community.</p> <p>This event supports the Town's goals of promoting public safety, building community relationships, and offering meaningful engagement opportunities for residents.</p>
FISCAL IMPACT:	None
STAFF RECOMMENDATION:	At the will of the Commission
ATTACHMENTS:	Flyer



WOMEN'S SELF-DEFENSE & Personal Safety

Presented by:

POLK COUNTY SHERIFF'S OFFICE

Crime Prevention Specialist

Gianirys Soto-Sierra



PCSO Substation

135 E. Main Street

December 1st

6:00pm -7:30pm

Hosted by Commissioner Mary Richardson



RSVP by 5:00 pm on Tuesday, 11/25



mrichardson@townofdundee.com