



## TOWN COMMISSION MEETING MINUTES

September 10, 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** at 6:30 p.m.

**PLEDGE OF ALLEGIANCE** led by Mayor Pennant

**INVOCATION** led by Mayor Pennant

Mayor Pennant requested that attendees remain standing for a moment of silence in honor of those who lost their lives on 9-11.

**RECOGNITION OF SERGEANT AT ARMS** – Sgt. Anderson

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

**ROLL CALL** taken by Town Clerk O'Neill.

**PRESENT**

Willie Quarles

Mary Richardson

Bert Goddard

Sam Pennant

**ABSENT**

Steve Glenn

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

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

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

**APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR SEPTEMBER 10, 2024**

***MOTION TO APPROVE*** the minutes on the consent agenda for September 10, 2024 Town Commission meeting made by Vice Mayor Goddard, Seconded by Commissioner Quarles. Passed unanimously.

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

**MOTION TO APPROVE** the agreements, board appointments, and board resignations on the consent agenda made by Vice Mayor Goddard, seconded by Commissioner Richardson. Passed unanimously.

Voting Yea: Quarles, Richardson, Goddard, Pennant

**A. MINUTES**

1. August 29, 2024 Town Commission Public Workshop
2. August 29, 2024 Town Commission Special Meeting

**B. AGREEMENTS**

1. Reserve at Dundee Lakes Concurrency Developer's Agreement
2. Reserve at Dundee Lakes Water Supply Allocation Agreement

**C. BOARD APPOINTMENTS**

1. Merissa Green – Visioning Board
2. Clark Tallman – Visioning Board

**D. BOARD RESIGNATIONS**

1. Annette Wilson – Visioning Board Resignation
2. Dretextel Robinson – Visioning Board Resignation

**PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

**1. RECOGNITION, DUNDEE ELEMENTARY ACADEMY**

Mayor Pennant recognized Dundee Elementary Academy for achieving an “A” school grade and recognized Principal Lana Headley Tatom for the excellent dedication to the students with a special plaque, gift basket, and award from the Town Commission on behalf of the Town of Dundee.

**2. RECOGNITION, DUNDEE RIDGE MIDDLE ACADEMY**

Mayor Pennant recognized Dundee Ridge Middle Academy for achieving a “B” school grade and recognized Principal Stacy Gideons for the excellent dedication to her students with a special plaque, gift basket, and award from the Town Commission on behalf of the Town of Dundee.

**3. TREE BOARD RESIDENTIAL BEAUTIFICATION AWARD – AUGUST 2024**

The Mayor planned to award Frank and Amy Pasta the Residential Beautification Award for August 2024. Town Manager Davis noted that Ms. Pasta was unable to attend to receive the award, and the item may be tabled until the next meeting.

**APPROVAL OF AGENDA**

Town Manager Davis reported that the Mayor's Statement and Item #16 were added and Resolution 24-22 was added to Item #9 on the agenda. She requested to table the beautification award until the next meeting.

**MOTION TO APPROVE** the regular meeting agenda with changes for the meeting of September 10, 2024 made by Goddard, Seconded by Quarles. Passed unanimously.

Voting Yea: Quarles, Richardson, Goddard, Pennant

**NEW BUSINESS**

**4. MAYOR'S STATEMENT**

Mayor Pennant read the Mayor's Statement into the record.

**5. DISCUSSION & ACTION, RESOLUTION 24-20, ADOPTION OF TENTATIVE MILLAGE RATE  
FY 2024 - 2025**

Assistant Town Attorney Claytor read Resolution 24-20 in its entirety into the record.

The Finance Manager, Jessica Bell, provided 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 24-20 made by Vice Mayor Goddard, Seconded by Commissioner Quarles.  
Passed unanimously.*

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

Time adopted: 6:50 p.m.

**6. DISCUSSION & ACTION, RESOLUTION 24-21, ADOPTION OF TENTATIVE BUDGET FY 2024 –  
2025**

Assistant Town Attorney Claytor read Resolution 24-21 in its entirety into the record.

Town Manager Davis asked the Finance Manager, Jessica Bell, to provide 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 24-21 made by Commissioner Quarles, Seconded by Vice Mayor Goddard.  
Passed unanimously.*

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

Time adopted: 6:55 p.m.

**7. DISCUSSION & ACTION, RESOLUTION 24-18, STORMWATER UTILITY FEE ROLL  
CERTIFICATION**

Assistant Town Attorney Claytor read Resolution 24-18 by title into the record.

Town Manager Davis provided the analysis.

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

***MOTION TO APPROVE** Resolution 24-18 made by Vice Mayor Goddard, Seconded by Commissioner Quarles.  
Passed unanimously.*

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

**8. DISCUSSION & ACTION, RESOLUTION 24-19, FIRE ASSESSMENT FEE ROLL CERTIFICATION FY 2024 – 2025**

Assistant Town Attorney Claytor read Resolution 24-19 by title into the record.

Town Manager Davis provided the analysis.

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

***MOTION TO APPROVE** Resolution 24-19 made by Commissioner Quarles, Seconded by Vice Mayor Goddard. Passed unanimously.*

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

**9. DISCUSSION & ACTION, RESOLUTION 24-22, CONCURRENCY MANAGEMENT**

Assistant Town Attorney Claytor read Resolution 24-22 by title into the record.

Town Manager Davis provided the analysis.

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

***MOTION TO APPROVE** Resolution 24-22 made by Commissioner Richardson, Seconded by Vice Mayor Goddard. Passed unanimously.*

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

**10. DISCUSSION & ACTION, ORDINANCE 24-09, MORATORIUM**

Assistant Town Attorney Claytor read Ordinance 24-09 by title into the record.

Development Director, Lorraine Peterson, presented a PowerPoint presentation providing background information on the moratorium. The Mayor opened the floor to questions or comments from delegation.

Mayor Pennant opened the floor for public comment.

Mr. Shelton Rice, Attorney with Peterson and Myers, 225 East Lemon Street, Lakeland, representing the Reserve at Dundee Lakes, spoke in support of the moratorium. Attorney Rice stated his appreciation for efforts of Town staff.

Town Manager Davis requested the floor to speak to the Town Commission and it was granted. Ms. Davis applauded the Town Commission for the direction provided and noted it is vital for the Town of Dundee.

Seeing no further comment, the floor was closed.

***MOTION TO APPROVE** Ordinance 24-09 made by Vice Mayor Goddard, Seconded by Commissioner Richardson. Passed unanimously.*

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

## **11. DISCUSSION & ACTION, ORDINANCE 24-10, TRANSPORTATION IMPACT FEES**

Attorney Claytor read Ordinance 24-10 by title into the record.

Town Manager Davis provided the analysis. She noted that Florida law requires that the Town hold two public workshops and two public hearings prior to the Town Commission taking action to increase the Transportation Impact Fee(s) in excess of the phase-in limitations.

Town Manager Davis stated that the duly noticed public workshop meetings were scheduled for September 10, 2024, at 5:30 p.m. and September 24, 2024 at 6:00 p.m.

Assistant Town Attorney Claytor noted that, pursuant to Florida Statute, Section 163.1380, an increase to the Transportation Impact Fee(s) exceeding the phase-in limitations must be necessitated by extraordinary circumstances identified in a demonstrated need study.

Attorney Claytor also noted that, pursuant to Florida Statute, Section 163.1380, an increase to the Transportation Impact Fee(s) exceeding the phase-in limitations must be approved by a two-thirds vote of the Town Commission.

Mr. Alex Anaya, representing the consulting firm, ESRP Corporation, was engaged by the Town to develop the Transportation Impact Fee Study and Update Report, presented a PowerPoint. Mr. Anaya noted that the Town of Dundee is experiencing extraordinary circumstances, including significant future development projected within Town limits, unprecedented population growth, and significant increase in travel demand. Mr. Anaya reviewed population projections and analysis of existing deficiencies and future level of service. One of Mr. Anaya's presentation slides showed the growth rate of the Town of Dundee (40.84%) outpaced the growth rate of Polk County (20.42%) from 2010 to 2020. The estimated population of the Town is projected to grow to 24,921 by 2045. A cost estimate for capacity improvements totaled \$141,516,226.00.

Transportation Impact Fees are proposed in the Town of Dundee Transportation Impact Fee Study and Fee Schedule Update Technical Report. Mr. Anaya explained that transportation impact fees are one-time fees that are assessed and collected when a development is built or expanded. These fees are based on projected costs for maintaining levels of service.

Mayor Pennant opened the floor to public comments.

Annette Wilson, 408 Dr. Martin Luther King Street, asked whether the greater impact would come from new development or current residents. Attorney Claytor responded that impact fees are paid by new development that impact infrastructure.

Michelle Thompson, 406 4<sup>th</sup> Street South, commented about her concerns about the large percentage increase in the 'Senior Adult Housing' category. Town Manager Davis clarified details about the numbers on the 'Proposed vs. Current TIF Comparison' slide in Mr. Anaya's presentation.

Seeing no further comment, the floor was closed.

***MOTION TO APPROVE Ordinance 24-10 made by Vice Mayor Goddard, Seconded by Commissioner Quarles. Passed unanimously.***

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

## **12. DISCUSSION & ACTION, “KICK CANCER” KICKBALL TOURNAMENT, CCOD EVENT APPLICATION**

Town Manager Davis provided the analysis.

Event date changed from Saturday, October 5, 2024, to Sunday, October 6, 2024. Hours changed to 9am-6pm.

CCOD (Concerned Citizens of Dundee) representative, Tyrone Henderson, 220 Betty Avenue, was asked to take the podium to state updates about the event.

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

***MOTION TO APPROVE** the CCOD Event Application and road closure made by Vice Mayor Goddard, Seconded by Commissioner Richardson. Passed unanimously.*

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

## **13. DISCUSSION & ACTION, THANKSGIVING FAMILY DINNER**

Town Manager Davis provided the analysis.

Commissioner Richardson is hoping to accommodate up to 300 individuals for a home cooked meal. She is seeking support from donors in the community. She would not need Town staff the day of the event but is requesting that staff sets up and breaks down at the Dundee Community Center.

Commissioner Richardson stated that she decided that the event could be held on November 16th or 23rd and would accommodate up to 200 individuals.

Mayor Pennant commented that there is liability involved, so he would recommend this would have to be a private event.

Town Manager Davis commented that Commissioner Richardson is not requesting a donation of the facility. Ms. Davis stated that Town employees are offered a discount when renting the facility. Discussion ensued about whether the Commissioners are employees because if they are, then the Town would be able to extend the discount to the Commissioners too.

Assistant Town Attorney explained that if you are receiving a W-2 instead of a Form 1099, the W-2 suggests that Commissioners are employees, albeit part-time employees. Attorney Claytor stated that if the Town Commission would like a more formal opinion, then he would provide that at their direction.

Mayor Pennant opened the floor for public comment.

Annette Wilson, 408 Dr. Martin Luther King Street, stated that if renting the Dundee Community Center is an issue for Town Commissioners or staff, then she would apply for the rental for the proposed event.

Seeing no further comment, the floor was closed.

No action was taken.

#### **14. DISCUSSION & ACTION, CAMP ENDEAVOR CAR SHOW AND TRUNK OR TREAT EVENT**

Town Manager Davis provided the analysis.

The Mayor opened the floor for public comment.

A representative from Camp Endeavor, Bob Caszatt, stated that he is happy to work with Town staff on this event.

Seeing no further comment, the floor was closed.

***MOTION TO APPROVE** the event partnership between Camp Endeavor and the Town of Dundee to hold a Car Show and Trunk or Treat Event made by Vice Mayor Goddard, Seconded by Commissioner Quarles. Passed unanimously.*

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

#### **15. DISCUSSION ONLY, DUNDEE COMMUNITY CAREER EXPO**

Town Manager Davis provided the analysis.

Ms. Davis invited Ms. Alethea Pugh, 1367 Swan Lake Circle, event coordinator for the job fair, to speak. Ms. Pugh provided details about the event, which will take place at the Main Street Center in Dundee.

Mayor Pennant asked about whether Ms. Pugh is working with Career Source Polk, and she responded yes. Ms. Pugh stated that she is hoping to secure 15-20 employers for the event.

This item was for informational purposes. No action was taken.

#### **16. DISCUSSION & ACTION, VETERAN'S DAY WREATH LAYING/5K COLOR WALK AND RUN/BRICK FUNDRAISER**

Town Manager Davis provided the analysis. Ms. Davis sought direction from the Town Commission about the types of brick pavers to use for the fundraiser. The cost for the in-ground style would be \$65-\$75 each with up to three lines of text. The ½-inch thick tiles would be \$35-\$45. Town Manager noted that this item is presented now to allow for 4 weeks of fundraising, which will allow enough time to order and install prior to the November 9<sup>th</sup> Veterans' Day holiday wreath laying. Comments from the Commission instructed the Town Manager to move forward with the sale of the in-ground bricks for \$65 each.

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

***MOTION TO APPROVE** the Brick Fundraiser made by Commissioner Quarles, Seconded by Vice Mayor Goddard. Passed unanimously.*

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

#### **REPORTS FROM OFFICERS**

Polk County Sheriff's Office  
Dundee Fire Department

- Chief Joe Carbone provided call numbers.
- He offered to pay for the Thanksgiving event rental at the Dundee Community Center.

Town Attorney

Department Updates

Town Manager

- Congratulated Commissioner Richardson for appointment to the policy committee of the Florida League of Cities
- Congratulated Matt Jones for his recent promotion to Parks and Recreation Director after 3 ½ years working in the Public Works Department

Commissioners

- Commissioner Richardson mentioned she received a gold certificate for elected officials, in addition to serving on the policy committee for the third year.
- Commissioner Quarles thanked everyone for attending and participating in the process.
- Vice-Mayor Goddard thanked everyone for attending the meeting.
- Mayor Pennant noted he will be at The Depot Museum for Market Day on Saturday, September 14<sup>th</sup> for the Centennial Event, ‘Donuts with the Mayor.’

**ADJOURNMENT** at 8:34 p.m.

Respectfully submitted,

**Lita O’Neill**

Lita O’Neill, Town Clerk

**APPROVAL DATE:** \_\_\_\_\_

***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.*