



TOWN COMMISSION MEETING MINUTES

October 22, 2024 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 – Sgt. Josh Anderson

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

ROLL CALL taken by Town Clerk O'Neill

PRESENT

Commissioner Quarles
Commissioner Richardson
Vice-Mayor Goddard
Mayor Pennant

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

Michelle Thompson, 406 4th Street South, Dundee, commended the Town of Dundee for storm cleanup after Hurricane Milton.

The Mayor commented that water service was not disrupted at all after the storm.

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR OCTOBER 22, 2024

The minutes being reviewed include minutes from the following meetings:

1. August 15, 2024 Planning & Zoning Regular Meeting
2. August 26, 2024 Planning & Zoning Special Meeting
3. September 24, 2024 TC Public Workshop #2 to Discuss Transportation Impact Fees
4. September 24, 2024 TC Regular Meeting

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

A motion was made to approve the minutes on the consent agenda by Vice Mayor Goddard, seconded by Commissioner Richardson.

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

Motion passed unanimously.

The agreements under consideration for approval include the following:

1. CCNA RFQ 23-01, Rayl Engineering Agreement and Addendum
2. CCNA RFQ 23-01, Civil Surv Design Group Agreement
3. CCNA RFQ 23-01, Jones Edmunds Agreement and Addendum
4. CCNA RFQ 23-01, CHA Consulting Agreement and Addendum

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

A motion was made to approve the agreements on the consent agenda by Vice Mayor Goddard, seconded by Commissioner Richardson.

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

Motion passed unanimously.

APPROVAL OF AGENDA

Mayor Pennant asked the Town Manager if there were any changes to the agenda. The Town Manager noted the following changes:

- Item #6, RFP 24-11 Grapple Truck, was removed
- Resolution 24-32, Extension of State of Local Emergency, was added
- Item #11, Road Closure for Rescheduled Hispanic and Latin Cultural Parade, was added

A motion was made to approve the agenda with changes made by Vice Mayor Goddard, seconded by Commissioner Richardson.

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

Motion passed unanimously.

PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS

Proclamations on the agenda include Breast Cancer Awareness Month, Fire Prevention Week, and Mobility Week.

A motion of support for all three proclamations was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

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

Motion passed unanimously.

PROCLAMATION, BREAST CANCER AWARENESS MONTH, OCTOBER 2024

The Mayor read the proclamation into the record. Accepting the proclamation was Brandy Blackburn, wife of Town of Dundee Wastewater Division staff, John Blackburn.

PROCLAMATION, FIRE PREVENTION WEEK, OCTOBER 6-12, 2024

The Mayor read the proclamation into the record. Accepting the proclamation was Town of Dundee Fire Department staff, including Jason Tidwell, George Bailey, and Sebastian Orozco.

PROCLAMATION, MOBILITY WEEK, OCTOBER 25-NOVEMBER 2, 2024

The Mayor read the proclamation into the record. Accepting the proclamation was Commissioner Quarles as the Polk County Transportation Planning Organization representative for the Town Commission.

NEW BUSINESS

1. DISCUSSION & ACTION, RESOLUTION 24-32, EXTENSION OF THE STATE OF LOCAL EMERGENCY

Assistant Town Attorney read Resolution 24-32 into the record by title.

Town Manager Davis provided the analysis.

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

A motion was made to approve Resolution 24-32 by Commissioner Quarles, seconded by Vice Mayor Goddard.

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

Motion passed unanimously.

2. DISCUSSION & ACTION, RESOLUTION 24-25, SEASONS AT BELLA VISTA FINAL PLAT

Assistant Town Attorney read Resolution 24-25 into the record by title.

Assistant Town Manager and Development Services Director, Lorraine Peterson, provided the analysis and PowerPoint presentation slides.

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

Assistant Town Attorney Claytor commented that, by approving Resolution 24-25, the Town Commission was affirmatively accepting the dedicated public improvements and a maintenance surety for the Seasons at Bella Vista Subdivision.

A motion to approve Resolution 24-25, a resolution for the Final Plat of Seasons at Bella Vista Subdivision, a request by the applicant Poulos & Bennett, LLC, was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

Motion passed unanimously.

3. DISCUSSION & ACTION, RESOLUTION 24-26, LANDINGS AT LAKE MABEL LOOP FINAL PLAT

Assistant Town Attorney read Resolution 24-26 into the record by title.

Assistant Town Manager and Development Services Director, Lorraine Peterson, provided the analysis and PowerPoint presentation slides about the Landings at Lake Mabel Loop.

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

Ms. Peterson invited Bob Lane, Building Official for the Town of Dundee, to speak. Mr. Lane provided a summary of events regarding a stop work order for KB Homes on this project, as work on three slabs had begun without permits. Mr. Lane met with a representative from KB Homes last week, and as of yesterday, Mr. Lane reported that the stop work order had been lifted since the slabs were removed.

Commissioner Richardson asked for clarification about development review protocols. Assistant Town Attorney Claytor noted that the permitting issues reported by Mr. Lane and the final plat are mutually exclusive.

In response to Commissioner Richardson's question, Mr. Lane explained that once the final plat is approved, then the developer/property owner may submit application(s) for building permits and construction may commence, as approved.

A motion to approve Resolution 24-26, a resolution for the Final Plat of Landings at Lake Mabel Loop Subdivision, a request by the applicant Poulos & Bennett, LLC, was made by Commissioner Richardson, seconded by Commissioner Quarles.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant
Motion passed unanimously.

4. DISCUSSION & ACTION, RESOLUTION 24-29, DEFINING THE VISIONING COMMITTEE

Assistant Town Attorney, Seth Claytor, read Resolution 24-29 by title.

Town Manager Davis provided the analysis.

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

A motion to approve Resolution 24-29 was made by Vice Mayor Goddard, seconded by Commissioner Richardson.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant
Motion passed unanimously.

5. DISCUSSION & ACTION, RFP 24-09, EMERGENCY GENERATOR FOR DUNDEE COMMUNITY CENTER

Town Manager Davis provided the analysis.

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

A motion was made to approve RFP 24-09 made by Commissioner Quarles, seconded by Vice Mayor Goddard.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant
Motion passed unanimously.

6. DISCUSSION & ACTION, RFP 24-10, EMERGENCY GENERATOR FOR ECONOMY LODGE LIFT STATION

Town Manager Davis provided the analysis.

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

A motion was made to approve RFP 24-10 made by Commissioner Quarles, seconded by Vice Mayor Goddard.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant
Motion passed unanimously.

7. DISCUSSION ONLY, FY2022-2023 AUDIT UPDATE

Mr. Mike Brynjulfson, with Brynjulfson, C.P.A., the external auditor working with the Town of Dundee on the 2023 fiscal year end audit, addressed the Town Commission and stated that there is a statutory requirement to complete the audit by June 30th each year. Mr. Brynjulfson stated there are no extensions to this deadline and reviewed potential outcomes to a late audit.

Mr. Brynjulfson asked the Town Commission if they had any questions.

The Mayor opened the floor for public comment.

Annette Wilson, 408 Dr. Martin Luther King Street, asked why the Town of Dundee is in this situation and expressed concerns about the completion of the audit.

Ms. Wilson stated she understood the Town Manager could not perform both the Town Manager role and the Finance Director role, but was concerned about how the audit will get done.

Mayor Pennant asked Mr. Brynjulfson if the Town would be able to make the date, and Mr. Brynjulfson stated that it would be a matter of providing the data on the item list he has provided to the Town.

Commissioner Quarles asked whether the work that the external auditor could be split among more than one C.P.A. Town Manager Davis responded yes; however, she noted that the external C.P.A. is familiar with previous findings and is now actively working on the items.

Vice Mayor Goddard asked whether Mr. Brynjulfson's comments have been communicated with the external C.P.A., and Mr. Brynjulfson stated yes.

Mayor Pennant asked the Town Manager how long it will take the external auditor to complete the work. Town Manager Davis stated that she is hopeful that all the items will be addressed within the coming weeks.

Mayor Pennant asked the Town Manager to have these items resolved by the next Town Commission meeting.

Town Manager Davis thanked Mr. Brynjulfson for being responsive.

Commissioner Richardson asked Mr. Brynjulfson how the response had been on the part of the Town. Mr. Brynjulfson stated that about half of the data has been provided and noted that an online portal is used and includes a shared list of items. Once items are updated, the item is removed from the list. Town Manager Davis stated that the individuals receiving email updates includes Ms. Davis, the external C.P.A. under contract with the Town of Dundee, Mr. Brynjulfson, and one of Mr. Brynjulfson's staff.

Mayor Pennant stated that all items should be provided prior to the November meeting so that the audit may be completed by December at the latest.

Jessica Farler, 315 7th Street South, asked whether there is a plan for a new C.P.A. so the Town of Dundee is able to get in compliance more quickly. Town Manager Davis stated that there will be a plan provided at the next meeting. Ms. Davis also noted that the 2024 fiscal year audit is moving forward alongside the 2023 fiscal year audit so that there will not be a delay with this year's audit.

Commissioner Richardson asked Mr. Brynjulfson about internal controls, and he stated that good internal controls have been put in place statutorily.

Ms. Alethea Pugh, 1367 Swan Lake Circle, Dundee, asked whether internal controls are aligned and where they need to be.

Mr. Brynjulfson thanked the Commission for their time.

8. DISCUSSION & ACTION, COMMISSION APPOINTMENT REASSIGNMENT

Town Manager Davis provided the analysis.

Staff is requesting that Commissioner Richardson takes on the quarterly appointment obligation for the remainder of the assignment that had been assigned to Steven Glenn prior to his resignation. Commissioner Richardson is already the SAC Committee Representative for Dundee Middle Academy.

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

A motion was made to approve Commissioner Richardson as the SAC Committee Representative for Dundee Elementary Academy by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

The motion passed unanimously.

9. DISCUSSION & ACTION, TOWN COMMISSION SEAT 2 VACANCY

Assistant Town Attorney Claytor provided the analysis.

Attorney Claytor explained the varying process(es) used by the City of Lake Alfred and City of Winter Haven, amongst others. Attorney Claytor noted that the process used by the City of Lake Alfred was very successful; however, the process was not as expeditious as the application process used by the City of Winter Haven.

Mayor Pennant suggested using the Board Application form that is currently used. Commissioner Richardson asked to see this form. Upon review, the Commission expressed interest in updating the City of Winter Haven form for use by the Town of Dundee. The Town Clerk was asked to update the form and provide the updated form to Attorney Claytor for review.

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

A motion was made to modify the Winter Haven board application form for use by the Town of Dundee, which will be considered for approval at the November Town Commission meeting by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

The motion passed unanimously.

10. DISCUSSION ONLY, RESOLUTION 24-30, FLORIDA CITY GOVERNMENT WEEK, OCTOBER 21-27, 2024

Assistant Town Attorney read Resolution 24-30 into the record by title.

Town Manager Davis provided the analysis.

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

A motion was made to approve Resolution 24-30 by Commissioner Quarles, seconded by Commissioner Richardson.

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

Motion passed unanimously.

11. DISCUSSION & ACTION, ROAD CLOSURE FOR THE RESCHEDULED HISPANIC & LATIN CULTURAL PARADE & FESTIVAL

Town Manager Davis provided the analysis. Due to Hurricane Milton, the original date for the Hispanic and Latin Cultural Parade and Festival, which was October 12th, was canceled. The event applicant has asked to reschedule for November 30th and to change the time to 3:00 p.m.

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

A motion to approve the new date and time for the Hispanic and Latin Cultural Parade and Festival, and the associated road closure, was made by Commissioner Quarles, seconded by Commissioner Richardson.

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

Motion passed unanimously.

12. DISCUSSION & ACTION, NOVEMBER & DECEMBER 2024 MEETING DATES

Town Manager Davis provided the analysis. The proposed dates for November and December meetings are November 12, 2024 and December 10, 2024. The 4th Tuesday meetings would be canceled (November 26th and December 24th).

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

A motion to approve the holiday meeting dates for the 2nd Tuesday in November and the 2nd Tuesday in December was made by Vice Mayor Goddard, seconded by Commissioner Richardson.

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

Motion passed unanimously.

REPORTS FROM OFFICERS

Polk County Sheriff's Office None

Dundee Fire Department 93 calls including 69 rescues, 1 hazardous materials, 19 good intent, 4 fires. There were also 7 service calls. In the past 365 days, there have been 1,113 calls.

Town Attorney None

Department Updates

- Parks and Recreation – Director Matt Jones provided a post-storm summary of damages to parks and recreation facilities
- Public Works – Director John Vice provided an update on the Betty Avenue project. Mr. Vice noted that by the next meeting he will be able to provide a more descriptive report. He provided a post-storm summary of debris removal, invited the Commission to attend the Camp Endeavor Car Show this Saturday from 10am – 2pm, and reminded the Commission about the November 2nd Fall Festi-Fall Event.

Town Manager

Town Manager Davis noted that kindergarten from Dundee Elementary Academy will walk to Town Hall to talk to the Mayor and the Vice Mayor on November 8th from 8:30-10:20am.

Town Manager Davis thanked Merissa Green and Alethea Pugh for hosting a food giveaway from noon-4pm on Saturday at Town Hall this Saturday. This is a drive-thru event.

Town Manager Davis invited the Commission to a staff appreciation lunch sponsored by CCOB this Friday from noon – 2pm at the Main Street Center.

A Veterans Day Wreath Laying Ceremony will take place on at Centennial Park on November 9th.

Commissioners

Commissioner Richardson thanked everyone for coming out to the meeting. A free Thanksgiving Dinner organized by Commissioner Richardson is taking place on November 19th at the Dundee Community Center.

Commissioner Quarles thanked Utilities and Public Works for all the work that they did to keep the water and sewer running. Tracy Mercer provided information about some of the issues that Utilities is experiencing post-storm.

Mayor Pennant commented that the Town of Dundee, while out of power for two days, was able to ensure generators kept the lift stations going. The Mayor encouraged everyone to look for ways we can each make a difference as we move into the future. He thanked everyone for their support and help.

ADJOURNMENT at 8:29 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.