



TOWN COMMISSION MEETING MINUTES

February 25, 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 6:28 p.m.

PLEDGE OF ALLEGIANCE led by Mayor Pennant

INVOCATION led by Mayor Pennant

RECOGNITION OF SERGEANT AT ARMS – Sgt. Anderson

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

ROLL CALL taken by Town Clerk Erica Anderson

PRESENT

Commissioner Richardson

Commissioner Pugh

Commissioner Quarles

Vice-Mayor Goddard

Mayor Pennant

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.

LETTER OF CIVILITY presented

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR FEBRUARY 25, 2025

Item A. Community Center Rental Application with Polk County School Board for JROTC – *(this item was placed on the agenda)*

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

A motion was made to approve the School Board Application on the consent agenda by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

The motion passed unanimously.

The minutes being reviewed include minutes from the following meetings:

Item B. 2/11/2025 Town Commission Regular Meeting

Item C. Board Appointment

1. Visioning Committee Application - Terry Hudson

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

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

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

The motion passed unanimously.

APPROVAL OF AGENDA

The following changes were made to the agenda:

- Agenda item #1 – Brynjulfson presentation was added to the agenda.
- Agenda item #4 – task order #4 was updated to task order #6

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 Vice Mayor Goddard, seconded by Commissioner Quarles.

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

The motion passed unanimously.

NEW BUSINESS

1. DISCUSSION & ACTION, PRESENTATION FROM BRYNJULFSON, CPA FY 2022-2023 COMPREHENSIVE ANNUAL FINANCIAL REPORT

The Comprehensive Annual Financial Report was presented by CPA Mike Brynjulfson.

Attorney Claytor explained the investment of restricted funds.

Mayor Pennant opened the floor for public comment:

Annette Wilson asked about the timeliness of the audit, affecting the results of the audit and how well the town did with the audit.

Commissioner Richardson stated she was enthused with the details and structure of which the audit report was completed.

Commissioner Pugh asked for one positive take away from the audit report.

2. DISCUSSION & ACTION, VALENCIA RIDGE RESERVE HARDSHIP APPLICATION

Interim Town Manager and Attorney Claytor provided the analysis for the hardship application.

This is an applicant-initiated request for approval of a hardship application for the Valencia Ridge Subdivision.

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.

In reviewing an application for an exception based upon a claim of extraordinary hardship, the Town Commission shall consider all competent substantial evidence and relevant testimony which includes, but is not limited to, the following:

- (i) Prior to July 23, 2024 (date established by pending ordinance doctrine), the extent to which the owner had received permit(s) and/or approvals from the Town.
- (ii) Prior to July 23, 2024, whether the owner had entered into any contractual commitments in reliance upon the permit(s) and/or approval(s) issued by the Town.
- (iii) Prior to July 23, 2024, whether the owner has made a substantial expenditure in *good faith* reliance upon the permit(s) and/or approval(s) issued by the Town.
- (iv) Prior to July 23, 2024, in *good faith* reliance upon the permit(s) and/or approval(s) issued by the Town, the owner has incurred financial obligation(s) to a lending institution which cannot be met unless the subject development proceeds (i.e., owner exhausted all available alternatives).

Whether the moratorium exposes the owner to substantial monetary liability to third-parties, results in the owner's inability to earn a reasonable investment-backed expectation on and/or for the subject real property.

Mayor Pennant inquired of Assistant Town Manager Peterson of the relevance to the claims of a hardship. She said there is no CSP Approval allowing the developer to move earth.

Mayor Pennant opened the floor for public comment:

Annette Wilson asked if this was one of the projects before the moratorium.

Commissioner Pugh seated, based on the five items before the commission, the commission cannot reasonably vote for the hardship application.

Attorney Claytor stated the Ordinance spells out the conditions of hardship and that staff is not making any recommendations.

Joe Esposito, on behalf of Valencia Ridge Reserve, said they are not asking for approval but to continue their plans so they may receive approval at the end, once they receive water in 90 days or so.

Mayor Pennant stated several things need to be done. Even with everything done and ready to go, we still must wait for the report from SWFMD as to how much water the project will receive.

Commissioner Pugh asked for a vote.

A motion to deny the hardship application based on the project not receiving the level of approval to justify a hardship was made by Vice Mayor Goddard and seconded by Commissioner Pugh.

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

The motion passed unanimously.

3. DISCUSSION & ACTION, UTILITIES DEPARTMENT TRUCK PURCHASE

Interim Town Manager Carbone presented the analysis.

The Public Utilities Department is requesting an additional \$7,887.60 to facilitate the purchase of a 2024 Ford Ranger XL 4X4 and a 2025 Ford Maverick XL from Jarrett Gordon Ford. The Ford Ranger is currently in stock at the dealership, and the Maverick is in production with an estimated availability in 30 days.

At the April 9, 2024, Town Commission Meeting, the Commission approved the purchase of two (2) 2024 Ford Maverick trucks from Bartow Ford in the amount of \$59,095.40, for the Utilities Department, as outlined in the FY 2023-2024 budget. These vehicles were intended to replace vehicle #405 and vehicle #502, both of which are out of service.

The trucks were ordered from Bartow Ford on April 10, 2024. In December 2024, the Town was notified that the vehicles could not be delivered due to a stop-sale recall with an indefinite resolution timeline. With no further updates or resolution, the Public Utilities Department canceled the order with Bartow Ford on February 17, 2025.

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

A motion to approve the purchase of the Ford Maverick and Ford Ranger was made by Vice Mayor Goddard and seconded by Commissioner Quarles.

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

The motion passed unanimously.

4. DISCUSSION & ACTION, RAFTELIS TASK ORDER #6

Interim Town Manager Carbone presented the analysis.

Task Order Number 6 to Continuing Contract for Consulting Services for Stormwater Rate Study.

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

A motion to approve Task order #6 was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

The motion passed unanimously.

REPORTS FROM OFFICERS

Dundee Fire Department

Interim Town Manager Carbone reported as of YTD, there are a total of 211 calls for service, since the last update there have been 102 calls for service, 64 rescue calls, 2 fires, 3 false alarms, 32 good intents and 1 public assist. He further shared the 2025 calendar featuring the Town of Dundee's fire truck by the truck's manufacturer.

Commissioner Richardson called for a resident who arrived late to the meeting to address the commission. Brandon Ramirez spoke concerning a letter received by staff. It was explained that the letter is to notify residents of the right-of-way vacation within 300 ft. of their property.

A brief conversation was had between Commissioner Richardson and Public Works Director John Vice concerning stormwater, she thanked his team for their hard work.

Town Attorney

Town Attorney Claytor stated he would be working with staff, Sgt. Anderson, and PCSO to evaluate the need for speed control devices within certain school zones. Their findings would be shared with the commission at a later date. He went on to say that, based on feedback from the community, there is a need for deterrents within the school zones.

Mayor Pennant inquired about a crossing zone identified for the middle school. It was stated that it was a county-owned road and the county did not designate a crossing zone.

Department Updates

Town Manager

Interim Town Manager Carbone reported the following. Assistant Town Manager Peterson is planning a tour of the Town with the visioning committee. Permits will no longer be accepted after 3:00 p.m. and signage has been placed to notify residents, and Facebook will be updated to reflect the changes. After a meeting with Mike Brynjulfson, a plan was established to meet the June 30th deadline, for the current budget. Staff will be receiving in-person training from Edmunds and the accounting system will be updated, which will provide for efficiency and better tracking of finances. We are also evaluating our IT services for better efficiency and developed a new town motto – “One Town, One Team”. He ended by thanking staff for their hard work and dedication and informed the public of the “meet your team member” highlighting staff members and the work they perform, to be rolled out on social media in the upcoming week.

Commissioners

Commissioner Richardson commended staff on clean-up and taking care of her concerns so soon. She asked for continual updates concerning the elementary and middle schools.

Commissioner Quarles asked for an update on Lake Marie Bridge and thanked the community for coming out. It was stated it is still on schedule.

Commissioner Pugh asked about the repairs for Lake Marie Park. It was stated that the repairs have been made and staff is waiting for good weather to paint. She later inquired about summer camp coming back to Dundee at the community center. The county has provided summer camp in the past and would like the town to contract with the county again. She went on to give an update on the particulars of the program.

Vice Mayor Goddard thanked everyone for coming out, he thanked staff for their performance, Assistant Town Manager Carbone, and Town Attorney Claytor for a job well done.

Mayor Pennant thanked the community for being present and helping them govern. He stated, the commission is here to provide great service and support to the community.

ADJOURNMENT at 8:48 p.m.

Respectfully submitted,

Erica Anderson

Erica Anderson, Town Clerk

APPROVAL DATE: _____

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.