



TOWN COMMISSION MEETING MINUTES

April 08, 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 Mayor Pennant

RECOGNITION OF SERGEANT AT ARMS – Sgt. Tony Frese

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 congratulated the candidates for the election.

Michelle Thompson said the election went well and commended the candidates. She thanked the Town for providing lunch for its election workers.

LETTER OF CIVILITY presented

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR APRIL 08, 2025

The minutes being reviewed include minutes from the following meetings:

Item A. Minutes for March 25, 2025

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

Vice Mayor Goddard moved to approve the minutes from the March 25, 2025, meeting on the consent agenda, seconded by Commissioner Pugh.

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

The motion passed unanimously.

Item B. Agreements

1. Zambelli Fireworks 2025 Proposal
2. Valencia Ridge Reserve Hardship Order No 01-25

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

A motion was made to approve the agreement(s) on the consent agenda by Commissioner Pugh, 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 #3 – Resolution 25-07 was updated to Resolution 25-08 and attachments were added
- Agenda item #5 – Resolution 25-10 Summer Camp Program was added
- Agendas item #4 – Adding a conditional agreement of approval (as agenda item #4)

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

A motion to approve the amended agenda and add an additional item was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

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

The motion passed unanimously.

PROCLAMATIONS, RECOGNITIONS, AND DESIGNATIONS

1. NATIONAL LIBRARY WEEK

Commissioner Quarles motioned to approve the National Library Week Proclamation, seconded by Vice Mayor Goddard.

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

Mayor Pennant read the National Library Week Proclamation into the record.

2. NATIONAL AUTISM AWARENESS MONTH

Commissioner Quarles motioned to approve the National Library Week Proclamation, seconded by Commissioner Pugh.

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

Mayor Pennant read the National Autism Awareness Month Proclamation into the record.

NEW BUSINESS

3. DISCUSSION & ACTION, RESOLUTION 25-08 RESERVE AT DUNDEE LAKES CERTIFIED SUBDIVISION PLAN

Attorney Claytor read the resolution into the record. Assistant Town Manager Peterson presented the resolution.

Mayor Pennant opened the floor for public comments.

Commissioner-Elect Annette Wilson thanked the developers for their due diligence.

Rafael Jamarillo asked about the impact on the other end of Lake Trask.

Bernard Hammonds inquired about payment for the first phase of the project and the allocation of funds. Mayor Pennant explained ERC credits to the public. Mr. Hammonds went on to speak about sewer treatments in the MLK area and receiving these services with or without grant monies.

Commissioner Richardson asked whether prior grant/program monies would be available in the future and the sources.

Commissioner Pugh asked about available green space for the development and the community.

Mayor Pennant closed public comments.

A motion to approve Resolution 25-08 Reserve at Dundee Lakes Certified Subdivision Plan was made by Commissioner Richardson and seconded by Vice Mayor Goddard.

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

The motion passed unanimously.

4. DISCUSSION & ACTION, CONDITIONAL AGREEMENT OF APPROVAL (This item was placed on the agenda during “agenda approval”)

Town Attorney Claytor presented the agreement and provided the analysis. Mr. Shelton presented to the commission.

Mayor Pennant opened the floor for public comments.

Rafael Jamarillo spoke concerning the schedule for roads and streets within Dundee. Public Works Director Vice provided a breakdown of the processes.

Mayor Pennant closed public comments.

A motion to approve the Conditional Agreement was made by Mayor Pennant and seconded by Commissioner Quarles.

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

The motion passed unanimously.

5. DISCUSSION & ACTION, RESOLUTION 25-09 EXTREME CAR CARE SPECIAL EXCEPTION

Town Attorney Claytor read Resolution 25-09 into the record and presented to the commission.

Mayor Pennant opened the floor for public comments. Seeing none, the floor was closed.

A motion to approve Resolution 25-09 Extreme Car Care Special Exception was made by Commissioner Richardson and seconded by Commissioner Quarles.

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

The motion passed unanimously.

6. DISCUSSION & ACTION, RESOLUTION 25-10 CAMP ROCK SUMMER PROGRAM

Town Attorney Claytor read Resolution 25-10 into the record. Interim Town Manager Carbone presented the analysis.

Mayor Pennant opened the floor for public comments. Seeing none, the floor was closed.

Commissioner Pugh inquired about tuition assistance.

Attorney Claytor suggested a resolution outlining reasonable criteria for funding.

A motion to approve Resolution 25-10 Camp Rock Summer Program was made by Mayor Pennant and seconded by Commissioner Pugh.

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

The motion passed unanimously.

7. DISCUSSION & ACTION, JUNETEENTH TEMPORARY ROAD CLOSURES

Interim Town Manager Carbone and Public Works Director Vice presented this item to the commission.

Discussion ensued amongst the commission and staff concerning the time and day of the parade and the conflicts with other towns and cities, and hosting on the same day. It was later decided that the parade would be held on Saturday, the 21st, 2025.

Mayor Pennant opened the floor for public comments. Seeing none, the floor was closed.

A motion to approve the Juneteenth Parade and Temporary Road Closures was made by Commissioner Quarles and seconded by Vice Mayor Goddard.

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

Voting against: Commissioner Richardson

The motion passed 4-1

REPORTS FROM OFFICERS

Polk County Sheriff's Office – No report

Dundee Fire Department – No report

Town Attorney – No report

Department Updates - None

Town Manager

Interim Town Manager Carbone gave an update on the election results and announced the upcoming Ridge League of Cities Dinner Meeting, this Thursday in Arcadia, FL. The town has hired a new finance director. He said the audit will be put together, it will be transparent, and have everything the commission has asked for. If the CRA is not abolished this summer, look forward to seeing it come back before the commission. He then announced the summer camp advertising and Easter festivities before thanking Finance Director Jessica Bell for her hard work.

Commissioners

Mayor Pennant thanked the community for coming out and participating in the meeting. He then welcomed Sergeant Frese.

Vice Mayor Goddard thanked everyone for coming out and thanked the new Sergeant at Arms Frese.

Commissioner Richardson asked about the hotel on Highway 27 in Dundee and thanked everyone for coming out.

Commissioner Pugh asked about the Heartland Grant and asked when the funds for PRWC (Polk Regional Water Cooperative) would come in. She went on to inquire about any past monies the town had recouped and the Town Manager Selection. She went on to congratulate Ms. Annette Wilson.

Commissioner Quarles thanked staff, the community and welcomed Sgt. Frese.

ADJOURNMENT at 8:59 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.