



TOWN COMMISSION MEETING MINUTES

December 9, 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 Absent

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

LETTER OF CIVILITY – Presented

1. APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR DECEMBER 9, 2025

The minutes being reviewed include minutes from the following meetings:

A. Minutes November 18, 2025, Town Commission Meeting

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

Commissioner Goddard moved to approve the minutes from the November 18, 2025, commission meeting, seconded by Commissioner Wilson.

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

2. APPROVAL OF AGENDA

There were no changes to the agenda.

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

Commissioner Wilson moved to approve the agenda, seconded by Vice Mayor Quarles.

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

NEW BUSINESS

3. DISCUSSION & ACTION, ORDINANCE 25-05 ESTES/ESPERANZE PRITITION FOR ANNEXATION-FIRST READING

Attorney Murphy read the ordinance title into the record. Development Services Director Peterson presented the analysis.

This item was introduced by Heather E. Wertz of Absolute Engineering, Inc. Ordinance 25-05 extends the corporate limits of the Town of Dundee, Florida, to include parcel number 27-29-01-000000-012000 consisting of 40+/- acres which lies contiguous and adjacent to the present boundaries of the Town. The parcel in this petition for annexation is part of the Estes/Esperanza subdivision which is 638.76+/- acres

Approval of this annexation preserves, enhances, and encourages the most appropriate use of land consistent with the public interest and the Town of Dundee 2030 Comprehensive Plan policies, goals, and objectives.

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

Commissioner Goddard moved to approve Ordinance 25-05 to second reading, seconded by Commissioner Richardson.

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

The motion passed unanimously.

4. DISCUSSION & ACTION, ORDINANCE 25-07 LEGISLATIVE MILESTONE INSPECTION(S)

Attorney Murphy read the ordinance title into the record. Town Manager Cassel provided the analysis.

Recent amendments to Florida Statutes, specifically §553.889(11) (2025), require local governments to establish procedures ensuring that condominium and cooperative buildings subject to mandatory structural inspections commence or schedule necessary repairs within certain statutory timeframes. These requirements were adopted statewide to improve building safety, ensure timely remediation of structural deficiencies, and prevent failures associated with substantial structural deterioration.

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

A motion to approve Ordinance 25-07 for Legislative Milestone Inspections was made by Vice Mayor Quarles, seconded by Commissioner Goddard.

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

The motion passed unanimously.

5. DISCUSSION & ACTION, ORDINANCE 25-08, CERTIFIED RECOVERY RESIDENCE(S)

Attorney Murphy read the ordinance title into the record. Town Manager Cassel provided the analysis.

The proposed ordinance fulfills the Town of Dundee's obligation to implement these provisions by creating Article VII, Chapter 14 of the Town's Code of Ordinances. The new article outlines procedures for reviewing and processing reasonable accommodation requests and establishes standards for certified recovery residences operating within the Town. The ordinance also includes provisions related to conflicts, severability, administrative correction of scrivener's errors, codification, and the required business impact estimate.

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

A motion to approve Ordinance 25-08 for Certified Recovery Residences was made by Commissioner Goddard, seconded by Commissioner Wilson.

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

The motion passed unanimously.

6. DISCUSSION & ACTION, ORDINANCE 25-09, POTABLE WATER ERC(S)

Attorney Murphy read the ordinance title into the record. Town Manager Cassel provided the analysis.

The proposed ordinance amends Sections 54-3 and 54-8 of the Town of Dundee Code of Ordinances and Article 9 of the Land Development Code to revise the Town's ERC definitions, calculations, and application procedures. These amendments ensure more accurate evaluation of water system impacts associated with new development, redevelopment, and capital planning. The ordinance also updates applicable cross-references and incorporates new statutory or regulatory considerations.

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

A motion to approve Ordinance 25-09 for Potable Water ERCs was made by Commissioner Goddard, seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

7. DISCUSSION & ACTION, RESOLUTION 25-43 WOODLAND RANCH ESTATES PHASE ONE CONVEYANCES

Attorney Murphy read the resolution title into the record. Town Manager Cassel provided the analysis.

Woodland Ranch Estates Community Development District ("CDD") has conveyed certain real property interests to the Town of Dundee, Florida, through two Special Warranty Deeds recorded on October 9, 2025, in Official Records Book 13730, Pages 45–47 and 66–68, of the Public Records of Polk County, Florida.

The conveyed properties consist of areas associated with public infrastructure or facilities intended for dedication and long-term municipal ownership and maintenance. To formalize the Town's acceptance of these properties, a

resolution is required authorizing the Town Commission to accept the conveyances affirmatively and to authorize the Town Manager to complete all actions necessary to effectuate this transfer.

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

A motion to approve Resolution 25-43 for Woodland Ranch Estates Phase One Conveyance was made by Commissioner Goddard, seconded by Commissioner Wilson.

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

The motion passed unanimously.

8. DISCUSSION & ACTION, RESOLUTION 25-45 AUTHORIZING TOWN MANAGER KEN CASSEL AS ACCOUNT SIGNATORY

Attorney Murphy read the resolution title into the record. Town Manager Cassel provided the analysis.

The purpose of this resolution is to ensure that all Town checks are valid only when signed by the Town Manager, thereby ensuring consistent oversight and aligning financial procedures with municipal code.

Mayor Pennant opened the floor for public comment. The following persons spoke in reference to the resolution.

Michelle Thompson inquired about the number of signatures required for the town's bank accounts.

Discussion amongst the commission ensued concerning whether the correct commissioners are authorized to sign on the accounts according to the town's charter.

Alethea Pugh expressed concerns with the correct signatories being placed on the town's bank accounts.

Mayor Pennant closed public comments.

A motion to approve Resolution 25-45 authorizing Town Manager Cassel as account signatory was made by Commissioner Goddard, seconded by Commissioner Wilson.

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

The motion passed unanimously.

9. DISCUSSION & ACTION, RFP 25-05 ROAD PAVING OF CAMP ENDEAVOR BLVD. & LINCOLN AVE.

Public Works Director Jon Vice presented this item to the commission.

Town Staff have prepared and reviewed RFP 25-05 for the paving of Camp Endeavor Blvd. and Lincoln Ave. This project was approved through the FY 25–26 budget, and staff is now seeking approval to advertise the RFP so we may solicit bids for the work. If approved, staff will proceed with advertising, and all bids will be due by January 21, 2026, at 4:00 p.m.

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

A motion to approve the advertising of RFP 25-05 was made by Commissioner Goddard, seconded by Commissioner Richardson.

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

10. DISCUSSION, HIGHLANDS SPLASH PARK PHASE 1 & 2 WARRANTY

Staff has received a request for an extension of the warranty on the asphalt parking lot. During the walk-through inspection, there were a few items that staff were not fully satisfied with. However, at this time, staff does not believe these areas warrant immediate replacement.

As a result, we have asked the subcontractor to extend the warranty for an additional six (6) months, bringing the total warranty period to eighteen (18) months. This extended warranty will continue to cover all labor and materials.

This additional time will allow the Town to monitor the areas of concern. If, toward the end of the warranty period, staff determines that the issues have not been resolved to our satisfaction, the Town will reserve the right to require the parking lot to be milled and resurfaced or resealed, including new striping, labor, and materials.

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

A consensus amongst the commission was reached to accept the additional warranty.

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

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.

Drexcetel Robinson informed the commission and public of the upcoming MLK Parade, Prayer Breakfast, and Celebration hosted by (CCOD) Concerned Citizens of Dundee, all events are open to everyone.

Alethea Pugh addressed the commission concerning correspondence she sent to the town commission, town manager, and town clerk. She went on to inquire if the town would be partnering with the district (USDA) program to feed the children this summer.

REPORTS FROM OFFICERS

Polk County Sheriff's Office – None

Dundee Fire Department – Year to date 1079 calls for service, with 68 calls since the last update

- 40 medical
- 4 fires
- 2 special circumstances
- 16 good intents
- 2 false alarms
- 4 public assists

Town Attorney – He extended holiday greetings to everyone, wishing them a Merry Christmas and a happy holiday season. He then informed the Commission of the resignation of Boswell and Dunlap, which had previously been submitted to the Town.

Town Manager – Town Manager Cassel provided the following updates.

- Wished everyone a merry Christmas and a blessed season
- The next Town Commission meeting will be held on Tuesday, January 13, 2026
- The Ridge League of Cities is on Thursday, December 11, 2025, in Auburndale, FL.
- The Town's Christmas Parade will take place on Saturday, December 13, 2025.
- All town offices and the library will be closed at 12 noon on Tuesday, December 23rd through the 26th, 2025. Also, town hall will be closed on Thursday, January 1, and Friday, January 2, 2026.
- Residential trash will run on a normal schedule, Monday through Wednesday, with no residential pick-up on Thursday and Friday. Commercial pick-ups will be on the normal schedule with the exception of Christmas Day.
- The Legislative Conference addressed several major topics, including ad-valorem tax issues, business tax receipts, and business tax licenses. These items will continue to be monitored to assess any potential impacts on the Town.
- Documentation for the solicitation of proposals for a new Town Attorney is currently being prepared.

Commissioners

Commissioner Goddard - thanked the public for coming out and wished everyone a Merry Christmas and a Happy New Year. He thanked Boswell and Dunlap for their service throughout the years, as well as all commissioners. He expressed his delight with the Tree Lighting Ceremony and gave his compliments to the staff.

Commissioner Wilson - She stated that she was grateful to see everyone in attendance that evening and wished all a very happy and healthy holiday season. She added that she has not forgotten the reason for the season and encouraged others to do the same. She spoke about her experience at the Legislative Conference and thanked Ms. Pugh for making residents feel comfortable sharing their concerns with her. She noted that she received an email from Ms. Pugh on Saturday evening while she was attending the Legislative Conference and stated that she will review it and respond to Ms. Pugh accordingly.

Commissioner Richardson – She stated that, in her view, the Legislative Conference was somewhat overwhelming; however, she expressed her desire for the Town to become more engaged in the process. She provided an overview of the lobbying process discussed at the most recent legislative conference and spoke about potential proposals to reduce or eliminate certain property taxes by the governor's office, noting the possible impacts on various governmental entities such as the school board and fire department. She encouraged everyone to remain informed to better understand these developments. She concluded by expressing her interest in becoming more involved and traveling to Tallahassee to meet with state representatives. She further admonished Ms. Pugh for her knowledge of government, and she thanked the town staff and Melissa Glogowski.

Vice Mayor Quarles – Wished everyone a Merry Christmas and a Happy New Year.

Mayor

Mayor Pennant stated he is blessed and happy to see the end of 2025; this was a year we haven't seen the likes of for a long time. He said the Town has had great representation over the past two decades and hopes we will continue with the same standard of representation in the future. He wished Attorney Murphy and his staff a happy and prosperous New Year. He admonished everyone to be appreciative of the legislative process's which is the reason for everyone here. He concluded by wishing everyone a blessed, safe, and happy Merry Christmas and a better 2026.

ADJOURNMENT at 8:03 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 accommodation 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.