



## **TOWN COMMISSION MEETING MINUTES**

**January 28, 2025, 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 Commissioner Richardson

**RECOGNITION OF SERGEANT AT ARMS** – Sgt. Carlos Raymondi

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

**ROLL CALL** taken by Town Clerk Erica Anderson

### **PRESENT**

Commissioner Richardson

Commissioner Pugh

Vice-Mayor Goddard

Mayor Pennant

### **ABSENT**

A motion to excuse Commissioner Quarles was made by Vice Mayor Goddard, seconded by Commissioner Pugh.

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

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

Michelle Thompson expressed her concerns for Commissioner Quarles. She said she was curious about the status of the minutes being posted. She said she understands staff turnover. She went on to speak about her concerns about the seating of seat two. She spoke about campaigning in a public meeting.

Annette Wilson asked Commissioner Pugh to remove her hat.

Marissa Green said she was elated that (SGR) Strategic Government Resources would be leading the search for the next Town Manager and provided supporting commentary on their performance.

### **APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR JANUARY 28, 2025**

The minutes being reviewed include minutes from the following meeting(s):

**A. MINUTES**

**1. January 14, 2025, TC Regular Meeting**

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

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

Motion passed unanimously.

**B. AGREEMENTS**

- 1. 2025 Election Administrative Agreement**
- 2. 2025 Election Site Agreement**
- 3. Civic Plus Annual Contract Renewal**
- 4. Boring Sophos Renewal Agreement - Pricing**

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

A motion was made to approve the agreements and pricing on the consent agenda by Commissioner Richardson, seconded by Commissioner Pugh.

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

Motion passed unanimously.

**NEW BUSINESS**

**APPROVAL OF AGENDA**

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

- Items 8, 7, and 5(backup) were added to the agenda.

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

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

Motion passed unanimously.

**1. DISCUSSION & ACTION, STRATEGIC GOVERNMENT RESOURCES**

Mr. Doug Thomas with (SGR) Strategic Government Resources, provided a detailed presentation to the commission outlining their process and methodology for assisting the Town of Dundee in recruiting and selecting a new Town Manager. He explained the recruitment process, expectations and addressed any questions or concerns.

Mayor Pennant opened the floor for public comment.

Annette Wilson inquired if the process could take longer than (3) three months to find a new Town Manager.

Mayor Pennant asked if the length of the process was subject to the commission taking their time to choose a candidate. Mr. Thomas stated it could depend on the commission’s availability.

Kevin Kitto stated that if the commission wanted a good manager, they would have to open the checkbook and be realistic.

John Mikash questioned – you’re going to market this all over the state, study Dundee, and look at the budget to see what you can afford. He said he’s not sure you need to go all over the United States. He went on to say there’s a good pool of people in Florida before asking the salary range.

Marissa Green stated - yes, we need to fairly compensate the next town manager but also be mindful of the Town’s budget. She said while our peers in the county pay a certain level, we’re not at the same population count. We are a town that is growing, as more houses are added, more revenue is coming into the town. She went on to say, that if the commission, intends on paying the new town manager more money, then make sure there’s a plan to compensate all staff.

Vice Mayor Goddard – inquired if Ombudsman services would be provided by the SGR.

Commissioner Pugh spoke about the climate in Dundee. She stated the Town needs someone who can understand the aspirations, needs and concerns of the residents and provide outreach and education. She went on to say the new Town manager would need to listen to the residents.

Town Manager Davis spoke about the pool of managers in SGR’s network interested in their services.

Commissioner Richardson said she was impressed with the level of detail provided by Mr. Thomas and said she looks forward to working with them.

Mayor Pennant closed the floor to public comment.

A motion to proceed with the agreement between SGR and the Town of Dundee for a not to exceed the price of \$25,650.00 for the 2025 Town of Dundee Town Manager search by Vice Mayor Goddard, seconded by Commissioner Pugh.

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

## **2. DISCUSSION & ACTION, FY 2023/2024 AUDIT REVIEW**

Town Manager Davis provided the analysis. The town has received an updated report from Mike Brynjulfson, of Brynjulfson CPA, providing updated information on the 2023/2024 Audit which outlines his findings for the Town.

Town Manager Davis informed the commission that the auditor is currently out of town and will be here to present in three to four weeks. Mayor Pennant inquired, for clarity purposes, that the audit is complete. Town Manager Davis stated the audit is complete before proceeding with her report. She stated the audit was filed on Tuesday, January 28, 2025, and presented the findings to the commission.

- Bank reconciliations
- Payroll related liabilities
- Internal control over financial reporting
- Accounts receivable and Customer deposit reconciliations

Town manager Davis further shared there were recommendations provided which were not findings.

- Restricted Cash Monitoring- restricted cash monitoring should occur basis this is now occurring on a monthly base
- Water Loss-Dundee is pumping more water that we have not been able to account for, the water department is looking into this issue
- Developer Deposits-Developer deposits are collected as a liability but not transferred to the revenue side. This will be part of the monthly restricted cash monitoring moving forward

- Audit Completion- Audit not completed by June 30, 2024
- Polk County Impact Fee Collections & Remittance-The town short paid the county, the Town sent the additional monies, but the county did not agree with the calculations which they returned. The Town has since worked out a spreadsheet to better explain, and the county has agreed to accept the funds. Also, the funds should be sent by the 15<sup>th</sup> of each month, which will be monitored.
- Direct Purchases – During the purchase from a vendor, material was returned, and the town was shorted a refund and the Town is still owed monies.

The Mayor opened the floor for public comment.

Naeem Ali – asked how many auditors the Town has had. He said during this time there were several mayors and town managers and the Town, if not mistaken, has always ended up in the red. Town Manager Davis responded, it was possibly ten or twelve years ago but the Town is not in the red now. Mr. Ali went on to say he believes Town Manager Davis has done a wonderful job along with Mayor Pennant and has brought the community to where it now has a surplus. He said this audit shows no problems have arisen. He went on to say, since Ms. Davis has resigned and she is a part of SGR’s email list, perhaps the commission should extend the offer of Town Manager to Ms. Davis and pay her the additional monies.

Michelle Thompson said she appreciated the effort put into completing the audit and asked when the next audit would be completed. It was communicated that the 2023/2024 audit is due by June 30<sup>th</sup>, 2025.

Randy Dowd commended the commission for the veteran’s memorial and suggested a flag be added for first responders – firemen, police, they are the ones taking care of us now.

Mayor Pennant thanked Mr. Dowd and closed public comment.

Commissioner Richardson stated she had no doubt that the audit would get done and asked when the letter came from the auditor. Town Manager Davis stated it was received this morning and provided to the commission this evening.

**3. DISCUSSION & ACTION, COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT**

Town Manager Davis provided the analysis.

The Town has been under partnership with the County for CDBG Grants since 2020. Polk County has presented this amendment for consideration for the Federal Fiscal Years 2024, 2025 and 2026 to continue to receive grants through the county program.

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

A motion to move forward the current partnership between the county and the town with the Community Development Block Grant agreement was made by Commissioner Pugh seconded by Vice Mayor Goddard.

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

Motion passed unanimously.

**4. DISCUSSION & ACTION, UTILITIES DEPARTMENT ENCLOSED TRAILER**

Town Manager Davis provided the analysis.

The Utilities Department has obtained quotes for a 7 x 16-foot Nationcraft enclosed trailer, as approved in the FY 2024-2025 budget. In compliance with Senate Bill 712, a significant percentage of the collection system must be inspected annually, with expenditures reported for necessary repairs or replacements. These inspections assess pipe conditions to minimize infiltration and inflow (I&I), leaks, and overflows. The "TV" system provides visual documentation for recordkeeping. The enclosed trailer will house the camera and TV system required to perform these inspections effectively.

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

A motion to approve the purchase of an enclosed trailer for storage and transportation of camera equipment for a cost not to exceed \$8,487.99 was made by Vice Mayor Goddard, seconded by Commissioner Pugh.

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

Motion passed unanimously.

## **5. DISCUSSION & ACTION, DEVELOPMENT SERVICES BUILDING STORM REPAIRS CHANGE ORDER #1**

Town Manager Davis provided the analysis.

Staff received a Change order for the repairs at the Development Service Building. An increase in the proposed price of \$7,896.20, brings the new project total to \$130,874.28. The Contractor has included a scope of work with the change order to explain the work for the building.

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

A motion to approve Change Order #1 for the Development Services Building was made by Vice Mayor Goddard, and seconded by Commissioner Pugh.

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

Motion passed unanimously.

## **6. DISCUSSION & ACTION, POLICIES, PROCEDURES REGARDING CIVILITY & DECORUM**

Attorney Seth Claytor provided the analysis.

At the January 14, 2025, Commission Meeting, Assistant Town Attorney, Seth Claytor advised the commission that policies and procedures in civility and decorum would be presented at the next regular meeting.

Mayor Pennant stated some of the procedures are already followed by the commission but perhaps sometimes they are more liberal. He said he concurs with the letter, and it would be useful to inform residents who may be attending commission meetings for the first time.

Town Manager Davis said this is something the Town clerk can mark up and revise. Attorney Claytor responded, yes with approved policies and procedures.

Vice Mayor Goddard stated the letter could be placed with the agendas for those entering the meeting.

Town Manager Davis suggested it be placed in the lobby.

Commissioner Richardson suggested the letter be attached to the agenda.

A consensus for the clerk to move forward with bringing back to the commission some formal rules and policies for adoption and create a courteous notice to be placed with the agenda and posted was had amongst the commission.

Commissioner Pugh said the letter needs to be related to everyone, not just the residents and businesses who come here to be a part of our processes. As a commission, we need to take heed and participate in positive decorum and not run-off folk who may consider moving to the town that may want to be a part of and learn about the decision-making processes. She went on to say, "We are elected officials" and the public may hold us accountable.

Mr. Kampsen asked about the workshops. Attorney Claytor stated the workshops would be applicable if the commission decided it would be advantageous.

Tamera Grand stated she likes decorum, rules, guidelines, and procedures because sometimes people don't behave appropriately and there have not been any consequences for those who misbehave.

Mayor Pennant closed the floor for public comment.

It was the consensus of the Town Commission to direct the Town Clerk to work with the Town Attorney to draft and prepare an example letter for consideration.

## **7. DISCUSSION, 2024 DUNDEE FIRE DEPARTMENT ANNUAL REPORT**

Fire Chief Carbone provided the presentation and review.

Fire Chief Carbone spoke – to clear the air, yes, my heart is with the fire department but that doesn't mean the same energy and passion into the interim position as he's done at the fire department.

Notable accomplishments were:

- Purchase New mini pumper
- Paint exterior of fire station
- Complete fire inspections on 100% of commercial buildings
- Complete NFPA required pump test on all trucks with 100% pass rate
- Increase Staffing levels to 3 fulltime firefighters per shift
- Promote 2 engine company lieutenants
- Increased staffing to 3 firefighters per shift
- Increased staffing to 3 firefighters per shift

Future goals for the fire department are:

- *Continue to increase staffing*
- *Plan, design, and build Fire Station 2 in South Dundee*
- *Purchase new Quint style fire truck for station 2*
- *Provide Advanced Life Support Services to the residents of Dundee*
- *Purchase a second set of turn out gear for each firefighter for cancer prevention*
- *Purchase Lucas Chest compression devices*
- *Improve ISO Rating to Class 2*

## **8. DISCUSSION, STRATEGIC EXIT PLAN**

Town Manager Davis provided the analysis.

The Town manager has executed a strategic plan to assist staff in the transition of management while maintaining the accountability of each department. The plan highlights the ongoing expectations of each division and its execution.

Town Manager Davis addressed the commission – Department heads fall into a level of distrust when they think their projects won't be completed. She said when she started in this role, she did not have a playbook and wanted to leave a playbook behind. She said this plan would help with the advertising and pitch for SGR's brochure before deferring to staff to speak on a few items concerning their departments.

Fire Chief Carbone- fire engine repaired, applications for state funding, reimbursement grants, live fire training, and hydrant testing in the town.

Public Works Director Vice – replacement of the Lake Marie walking trail bridge, purchase of new grapple truck, stormwater issues, install park equipment.

Mayor Pennant inquired about the repair of the speed bumps. Director Vice stated it is on the list for repair after the splash pad, due to the heavy trucks.

Human Resources Director Barclay – distribution of policy handbooks to all employees and accountability efforts and partnership with Career Source Polk.

Finance Director Jessica Bell – 2023/2024 Audit in a timely matter, helping directors with outstanding projects to help with the budget and purchasing, and customer service classes for staff.

Development Director Lorraine Peterson – new planning and zoning applications linked to the website, future land use and zoning maps also updated to the website, planning and zoning fee sheet uploaded to the website.

Building Official Bob Lane – New roof, new permit tech, hot water heat added to the building, and a new building inspector.

Library Director Lynette Torres – replacing the countertop with study space, replacing the book drop insert, and replacing the carpet with tile.

Director of Code Enforcement Vermalyn Williams – revisit some of the codes such as parking, and community initiatives to educate the community.

There was a consensus amongst the commission to bring back information on a (CRA) Community Redevelopment Agency. Commissioner Pugh gave a brief explanation of what a CRA is and does.

Town Clerk Erica Anderson – Assistant Town Clerk, Charter Review, Visioning Board.

Public Utilities Director Tracy Mercer – Wastewater treatment plant permit renewal, wastewater masterplan, Winter Haven Dundee interconnect, (PRWC) Polk Regional Water interconnect, (PSA) Public Supply Annual Report, GIS mapping, and lift stations.

Discussion ensued concerning the water in Dundee. Mayor Pennant encouraged everyone, if they see anyone at a fire hydrant taking water, to call the authorities.

Town Manager Davis thanked the Mayor and Commission for listening to the staff's department plans.

## **9. DISCUSSION, DUNDEE CENTENNIAL YEAR IN REVIEW**

Town Manager Davis presented a review of Dundee's Centennial Year.

The Town of Dundee celebrated 100 years in 2024 and will hear a review of the highlights from our Centennial year.

## **REPORTS FROM OFFICERS**

### **Polk County Sheriff's Office**

#### **Dundee Fire Department**

### **Town Attorney**

Assistant Town Attorney Claytor, read the following into record: The Town of Dundee Town Manager has resigned from office effective February 7, 2025; and, pursuant to Sec. 4.03(b) of the Charter of the Town of Dundee, the Town Commission may appoint a qualified administrative officer to serve as interim town manager until the TC Regular Meeting, January 28, 2025, at 6:30 p.m.

position is filled. Pursuant to Florida law, such an *ex officio* designation imposing the duties of one office on another office, rather than on the specific individual who serves in such office, does not violate the provisions of *Article II, section 5(a), Florida Constitution*.

***Article II, section 5(a), Florida Constitution* was manifestly fashioned to ensure that multiple state, county, and municipal offices will not be held by the same person.**

Pursuant to applicable Florida law, it has been a long-recognized rule in the State of Florida that a legislative designation of an officer to perform *ex officio* the function of another office does not constitute holding two offices at the same time, provided the duties imposed are consistent with those being exercised.

Bob Kampsen – The town of Dundee went through the same issue several years back with the Fire Chief stepping in as town manager.

## **Department Updates**

### **Town**

### **Manager**

Town Manager Davis thanked the commission, staff, and community for all they've given her, five years, it has been awesome. She again thanked the commission for the opportunity to serve as town manager, saying, "I think I'm a better manager and person because of the time spent here in Dundee." She invited everyone out to the community center on Friday, February 7<sup>th</sup> at 5:30 p.m. for a farewell get-together.

### **Commissioners**

Commissioner Richardson acknowledged the sheriff's department and the residents in attendance. She went on to say, siblings have issues and though, "we've had our issues, it turned out well." She said, "I've always told you, you have the gift of wisdom", and to see the strategic plan tonight. She said, it was a Jeremiah 1:12 moment, God watched over His word to perform it. She said what she heard tonight was reformation, reformation in employees, in the town and it is very powerful, a vision, and to see it manifested here tonight – "hats off to you." She wished Manager Davis the best.

Commissioner Pugh said she knows of Erica's experience from the City of Haines City, she was there for several years and was successful there, regardless of what some may think. There was a comment earlier about the agenda minutes, that was directed at the town clerk – to the commission, the residents, when we bring on new staff it is our responsibility to support them not cause them to be fearful of what someone may say about them. I have great respect for the work Erica has done in our neighboring city and believe she will be successful at Dundee, and she hopes that Erica and any other new staff will feel supported.

Vice Mayor Goddard thanked everyone for coming out to the meeting. He said he is sorry to see the town manager leave but knows she's going on to a new career. He wished Town Manager Davis the best, and good health and thanked her for all she's done for the town and helped them achieve even the exit strategy. He said he was the one who pointed out she was handling two jobs at the same time, and he knew what that did to the audit. So, to come here and see that the audit is completed, we know what to do for this year. Looking at the ledger, you'd think Dundee is going downhill and it's not so. He went on to thank Chief Carbone and let him know he has the commission's support so, keep up the good work. He thanked the mayor and commissioners.

Mayor Pennant said he would not say goodbye to Ms. Davis. He said, "When I see you leave, then I'll say goodbye." He went on to say, "If you're not serious about work, don't have anything to do with her. Because sometimes I don't feel like going, but she's dragging me along, sometimes we put in (7) seven days for the week." He thanked Town Manager Davis for her service over the years and for making Dundee a better place. He went on to say he cannot express how much he appreciates Ms. Davis.

Assistant Attorney Claytor thanked Town Manager Davis and said you've left the town better than you found it.



**ADJOURNMENT** at 9:38 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 a 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.*