



TOWN COMMISSION MEETING MINUTES

May 27, 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 Commissioner Wilson

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 Wilson

Commissioner Goddard

Commissioner Richardson

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, seeing none, the floor was closed.

LETTER OF CIVILITY presented

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR May 13, 2025

The minutes being reviewed include minutes from the following meetings:

Item A. Minutes

1. May 13, 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 May 13, 2025, meeting on the consent agenda, seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

Item B. Agreements

1. Valencia Ridge Reserve Concurrency Developers Agreement
2. Cassidy Weiberg Rd. Water Supply Allocation
3. Cassidy Weiberg Rd. Developers Agreement
4. Landings at Lake Trask Water Supply Allocation Agreement
5. Landings at Lake Trask Developers Agreement

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

A motion was made to approve the Valencia Ridge Reserve Concurrency Developers Agreement by Commissioner Goddard, seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

A motion was made to approve the Cassidy Weiberg Rd Water Supply Allocation by Vice Mayor Quarles, seconded by Commissioner Goddard.

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

The motion passed unanimously.

A motion was made to approve the Cassidy Weiberg Rd. Developers' Agreement by Commissioner Goddard, seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

A motion was made to approve the Landings at Lake Trask Water Supply Allocation Agreement by Commissioner Wilson, seconded by Commissioner Goddard.

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

The motion passed unanimously.

A motion was made to approve the Landings at Lake Trask Developers Agreement by Commissioner Wilson, seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

APPROVAL OF AGENDA

The following changes were made to the consent and regular agenda:

- Meeting Minutes were updated
- Cassidy Weiberg Rd. Water Supply Allocation was added
- Cassidy Weiberg Rd. Developers Agreement was added
- Landings at Lake Trask Water Supply Allocation Agreement was added
- Landings at Lake Trask Developers Agreement was added
- Caldwell Ridge Hardship Order 25-02 denial was updated

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

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

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

The motion passed unanimously.

PROCLAMATIONS, RECOGNITIONS, AND DESIGNATIONS

None

NEW BUSINESS

1. DISCUSSION & ACTION, RESOLUTION 25-16 EMERGENCY UTILITY PUMP PURCHASE

Attorney Claytor read the title into the record.

Interim Town Manager Carbone read the analysis into the record.

Circumstances have arisen requiring emergency action on the part of Town of Dundee management to ensure the health, safety, and general welfare of the citizens, employees, and residents of the Town of Dundee, Florida, with the purchase of a new utility pump from C&W Equipment, Repair and Maintenance Inc.

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

A motion to approve Resolution 25-16 Emergency Utility Pump Purchase was made by Vice Mayor Quarles and seconded by Commissioner Goddard.

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

The motion passed unanimously.

2. DISCUSSION & ACTION, RESOLUTION 25-17 0 SCENIC HWY EASEMENT

Attorney Claytor read the title into the record.

Interim Town Manager Carbone read the analysis into the record.

Town staff and Town consultants confirmed that all utility improvements located within the Development, as identified by that certain plat entitled *Vista Del Lago Phase II-Replat* were completed to the standards set forth by the Town, passed all necessary and required tests, received the necessary and required certifications, and the utility system(s) are operational pursuant to Town standards.

Attorney Claytor recommended to the Town Commission that Resolution No. 25-17 be *conditionally approved*; and, for purposes of the *conditional approval*, the property owner enter into and execute a hold harmless and release agreement as related to the relocation of the easement, design of stormwater drainage system, construction and placement of utility infrastructure, and the Town's need to access the easement, amongst others.

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

A motion to *conditionally* approve Resolution 25-17 for the 0 Scenic Hwy Easement was made by Commissioner Goddard and seconded by Commissioner Richardson.

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

The motion passed unanimously.

3. DISCUSSION & ACTION, CALDWELL RIDGE HARDSHIP APPLICATION DENIAL

Attorney Claytor presented the Caldwell Ridge Hardship Application Denial to the commission.

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

A motion to approve the hardship application denial was made by Commissioner Wilson and seconded by Commissioner Richardson

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

Voting in favor: Commissioner Wilson, Commissioner Goddard, Commissioner Richardson, and Mayor Pennant.

Voting against: Vice Mayor Quarles

The motion passed 4-1

4. DISCUSSION & ACTION, RICHMOND AMERICAN HOMES OF FLORIDA, LP.

Attorney Claytor presented the request for ERC Credits reactivation from Richmond American Homes of Florida, LP.

On March 17, 2025, the Owner requested that the Town reactivate 81 of the Wastewater ERC Certificates numbered 2024-29 through 2024-109 (Original ERC Certificates 1788 through 1868) for use in the Bella Vista subdivision. The Owner has not otherwise conveyed, assigned, pledged, hypothecated, or otherwise redeemed any of said certificates representing the Owner ERCs as defined and identified.

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

A motion to approve the ERC reactivation request was made by Commissioner Goddard and seconded by Commissioner Wilson.

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

The motion passed unanimously.

5. DISCUSSION & ACTION, RFP 25-03 COMMERCIAL SOLID WASTE

Interim Town Manager Carbone read the analysis into the record.

Staff has prepared a Request for Proposals (RFP) 25-03 for Commercial Solid Waste Services for the Town of Dundee, as the current contract is due for renewal. The proposed RFP outlines a 12-month contract term with a provision allowing the Town to terminate the agreement with written notice. Staff is requesting authorization to finalize posting dates, advertise the RFP for bids, and return to the Commission with the submitted proposals for review and approval at a future meeting."

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

Commissioner Richardson asked that town staff conduct their due diligence in regards to pricing.

A conversation ensued amongst the commission and staff as to when the commercial contract ended, how long ago it ended, and transparency.

A motion to approve the Commercial Solid Waste RFP 25-03 for publication was made by Vice Mayor Quarles and seconded by Commissioner Goddard.

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

The motion passed unanimously.

6. DISCUSSION & ACTION, SECURITY UPGRADES AT THE DEVELOPMENT SERVICES BUILDING

Public Works Director Vice presented this item to the commission.

Town staff has obtained quotes for the installation of new locks and surveillance cameras at the Development Services Building. This initiative is in direct response to ongoing safety concerns and is intended to enhance security for Town staff and protect municipal assets.

The proposed upgrades will include access control systems and modern surveillance technology, providing improved monitoring and restricted entry capabilities. The installation is expected to deter unauthorized access, support incident response efforts, and contribute to a safer work environment for employees and visitors. The total cost of the upgrades is \$15,177.29

Mayor Pennant spoke in support of the security upgrades.

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

Michelle Thompson said she appreciates staff's vetting of the security upgrades and asked about the price difference.

Commissioner Richardson asked if staff would notify the public of the new security changes.

Mayor Pennant closed the floor for public comments.

A motion to approve the Security upgrade purchase and installation was made by Commissioner Wilson and seconded by Commissioner Richardson.

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

The motion passed unanimously.

DISCUSSION & ACTION, NATIONAL LEAGUE OF CITIES – COMMUNITY ENGAGEMENT GRANT OPPORTUNITY

Interim Town Manager Carbone read the analysis into the record.

The Cities of Opportunity (CoO) Community Engagement Academy will offer a cohort experience for cities seeking to deepen their approach and build essential capacity and infrastructure for long-term community engagement. Over the course of the academy, city teams will be guided through a stepwise process to evaluate their current community engagement efforts and pinpoint opportunities to strengthen existing capacity, ultimately developing a concrete workplan outlining the strategies and milestones needed to implement vital community engagement infrastructure. Awarded cities will be provided with the opportunity to build new relationships with community partners and ensure that every community member is heard, especially those from historically marginalized groups. Mayor Pennant opened the floor for public comments, seeing none, the floor was closed.

Mayor Pennant inquired about other cities' participation in the cohort.

Commissioner Wilson asked if this was a grant or a participation grant, and if the commissioner would serve as a liaison.

Mayor Pennant opened the floor for public comment.

Former Commissioner Alethea Pugh spoke in support of the grant opportunity. She said it's a way for the town to engage in the community.

Commissioner Richardson expressed her interest in serving as the Commission Liaison.

Mayor Pennant suggested both Commissioner Wilson and Commissioner Richardson serve as liaisons.

Attorney Claytor expressed his concern with Sunshine Law violations.

Mayor Pennant further inquired about the town's financial responsibility.

Commissioner Wilson stated her support of the grant and said it is in line with previous conversations had by the commission.

A conversation ensued amongst the commission and staff as to who would serve as the commission, staff, and community liaison.

Mayor Pennant closed the floor for public comments.

A motion to appoint Commissioner Richardson as the Commission Liaison for purposes of the grant and direct staff to take any necessary further actions to effectuate the town's participation was made by Commissioner Wilson and seconded by Commissioner Goddard.

The motion passed unanimously

Further, there was a consensus of the commission to appoint Town Clerk Anderson as the Staff Liaison and Julia Hunt as the Community Liaison.

Former Commissioner Alethea Pugh indicated her readiness to serve in this capacity.

REPORTS FROM OFFICERS

Polk County Sheriff's Office – Sgt. Frese gave the following report:

- Deputies responded to 264 calls
- 244 traffic stops
- 78 citations

Dundee Fire Department – Firefighter Ray Hunt provided the following report:

- Since January 2025, 515 calls for service
- 124 calls in the last 30 days
- 29 Good intents
- 5 false alarms
- 1 special incident
- 10 fires
- 73 rescue calls
- 6 public assists

Town Attorney – No report

Department Updates - No reports

TownManager – Interim Town Manager Carbone gave the following report:

- On June 28, 2025, Former Commissioner Alethea Pugh will sponsor a hurricane preparedness event with participation from the Town of Dundee, located at the Main St. Center from 11 a.m. to 2 p.m.
- Finance director resumes have been removed, and interviews will start soon
- Staff has been working on the budget in anticipation of the new finance director, as well as the fire assessment

Commissioners

Commissioner Wilson inquired as to when budget workshops would take place. She asked for an update on the vision committee and ESOL classes for non-English speaking persons.

Commissioner Goddard thanked everyone for coming. He said a lot was achieved.

Commissioner Richardson thanked the town's law enforcement and everyone for coming out. She thanked staff and inquired about the finance director applications.

Vice Mayor Quarles thanked everyone for coming out.

Mayor Pennant thanked everyone who came out to the Veterans Memorial Day wreath laying. He went on to thank Vice Mayor Quarles for his presentation

ADJOURNMENT at 8:07 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.