



TOWN COMMISSION MEETING MINUTES

October 28, 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 Sergeant Frese

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

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

(Each speaker shall be limited to three (3) minutes) This item was moved to #7 on the regular agenda.

1. LETTER OF CIVILITY – Presented

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR OCTOBER 28, 2025

The minutes being reviewed include minutes from the following meetings:

Item 2. Minutes

A. October 14, 2025, Town Commission Meeting

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

Commissioner Richardson moved to approve the minutes from the October 14, 2025, regular meeting, seconded by Commissioner Wilson.

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

The motion passed unanimously.

Item 3. Agreements

A. Revise Web Services

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

Vice Mayor Quarles moved to approve the Revise Web Services agreement, seconded by Commissioner Goddard.

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

The motion passed unanimously.

DISCUSSIONS, PROCLAMATIONS, AND PRESENTATIONS

4. CPPEAST US 27 TO US 17/92 SELECTED CORRIDOR

Town Manager Cassel presented to the commission a request to negotiate off-ramps for the selected corridor.

Commissioner Goddard moved to approve the request for the town manager to negotiate off-ramps for the selected corridor, seconded by Voice Mayor Quarles.

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

The motion passed unanimously.

5. VETERANS DAY 2025 PROCLAMATION

Mayor Pennant read the Veterans Day Proclamation. Accepting the proclamation was Mr. Archie Sapp.

Mayor Pennant asked for a motion of support for the Veterans Day Proclamation.

Vice Mayor Quarles motioned to support the Veterans Day Proclamation, seconded by Commissioner Goddard.

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

The motion passed unanimously.

6. COMMITTED CITIZENS OF DUNDEE-FL PRESENTATION - Presented

APPROVAL OF AGENDA

There were no changes made to the agenda.

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

A motion to approve the agenda was made by Commissioner Richardson, seconded by Commissioner Goddard.
Voting in favor: Commissioner Wilson, Commissioner Richardson, Commissioner Goddard, Vice Mayor Quarles, Mayor Pennant
The motion passed unanimously.

NEW BUSINESS

1. DISCUSSION & ACTION, ORDINANCE 25-03 MUNICIPAL ELECTION DATE CHANGE

Attorney Claytor read the Ordinance into the record. Town Manager Cassel presented the analysis.

The Polk County Supervisor of Elections has proposed and/or offered the opportunity for all municipal elections within Polk County, Florida, to be held on the first Tuesday after the first Monday in November of odd-numbered years. The Town Commission has determined that it desires the Supervisor of Elections to handle all of its elections and has further determined that its elections can conveniently be held in November of every odd-numbered year, which allows the Town to potentially conserve costs and encourages a larger voter turnout. The Town of Dundee is a Florida municipal corporation vested with home rule authority pursuant to the Municipal Home Rule Powers Act (F.S. Chapter 166) and Article VIII, §2 of the Florida Constitution.

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

A motion to approve Ordinance 25-03 was made by Commissioner Goddard, seconded by Commissioner Richardson.

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

The motion passed unanimously.

2. DISCUSSION & ACTION, RESOLUTION 25-39 LAKE MABEL LOOP MAINTENANCE BOND RELEASE

Attorney Claytor read the Resolution into the record. Town Manager Cassel presented the analysis.

On November 8, 2022, during a duly noticed public meeting, the Town Commission of the Town of Dundee approved Resolution No. 22-49, granting conditional approval of the Certified Subdivision Plan for the Landings at Lake Mabel Loop Subdivision.

The developer provided a performance bond from Harco National Insurance Company in the amount of \$2,444,777.50 in favor of the Town of Dundee.

Town staff and consultants have verified that all required Phase 1 improvements have been completed in accordance with approved plans and Town standards. All required testing, certifications, and inspections have been successfully completed, and the subdivision systems are now fully operational.

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

A motion to approve Resolution 25-39 was made by Vice Mayor Quarles, seconded by Commissioner Goddard.

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

The motion passed unanimously.

3. DISCUSSION & ACTION, RESOLUTION 25-42 FIRE TRUCK PURCHASE

Attorney Claytor read the Resolution into the record. Town Manager Cassel presented the analysis. He explained that, as part of this process, a lease agreement with Leasing 2 is also involved and will be included in the record. He noted that the final document with Leasing 2 will be subject to legal review and his final approval prior to execution. Town Manager Cassel recommended that the Town move forward with the agreement, stating that it is necessary for improvements to the Fire Department.

The League of Cities Oregon (LOC) and National Purchasing Partners, LLC (d/b/a NPPGov) (“Npp.gov”) form a national cooperative purchasing group authorized under the Intergovernmental Cooperative Purchasing Agreement. The Town of Dundee is a participating agency and has access to all Npp.gov contracts.

In accordance with *Section 2-159(3) of the Code of Ordinances of the Town of Dundee, Florida*, which is entitled *alternative source selection*, the Town may authorize the purchase of goods, services, supplies equipment and material without competitive bids when the manager of the using department has documented in writing that such goods, supplies, equipment, materials or service, is the only item that will meet the need and is available through only one source of supply.

Npp.gov issued RFP #1905 – Fire Apparatus, competitively awarded on June 13, 2023, for fire service vehicles and equipment. This contract provides participating agencies with discounted pricing through volume purchasing which is available only to participating agencies.

The Town of Dundee Fire Department requests approval to purchase a new fire engine through the Npp.gov contract to replace Engine 62. The purchase includes the engine, air packs, and hoses, totaling \$950,000—with a \$300,000 down payment and the remaining \$650,000 financed. Funding for this purchase was approved in the FY 2025–26 budget.

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

A motion to approve Resolution 25-42 was made by Vice Mayor Quarles, seconded by Commissioner Wilson.

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

The motion passed unanimously.

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.

Fabienne Dorley – requested help from the commission in getting a new bus stop pick-up and drop-off location closer to her subdivision.

Mayor Pennant closed the floor for public comments.

REPORTS FROM OFFICERS

Polk County Sheriff's Office – for September 2025;

- 227 total calls for service
- 232 traffic stops
- 118 traffic citations
- 25 total arrests
- 1415 community contacts

Dundee Fire Department – Year to date 944 calls for service

- 24 rescues
- 1 public assist
- 6 good intents
- 1 false alarm

New fire hydrants have been entered into the system.

Town Attorney – No report

Town Manager – Town Manager Cassel provided the following updates. He reported that negotiations are nearing completion and advised that a shade meeting will be scheduled when appropriate, likely within the next 60 days. He also provided an update on the new accounting firm, noting that their initial findings have been positive. Additionally, he informed the Commission of concerns regarding certain fees within the Town Code and emphasized the need for code updates and improved utilization of the current software.

He provided the following reminders to the board.

- Trick or Treat on Main Street, Friday, October 31, 2025, at 3:00 p.m.
- Harvest Fest of Fall Saturday, November 1, 2025, at 10:00 a.m. at East Central Park
- Veterans Day Ceremony on Saturday, November 8, 2025, at 10:00 a.m. at Veterans Memorial
- Town Hall will be closed on Tuesday, November 11, 2025, in honor of Veterans Day
- Garbage pick-ups regularly scheduled for Tuesday will take place on Wednesday, November 9, 2025
- “Coffee with the Manager” will begin on the first Tuesday in December at 6:00 p.m. and will continue to be held on the first Tuesday of each month.

Further, he informed the commission that he had spoken with a member of the school board, and they are working together to mitigate the drop-off and pick-up issues.

Commissioners

Commissioner Goddard requested an update on the Town's efforts to hire a new Finance Manager. He also expressed his appreciation to Sergeant Frese, Fire Chief Carbone, Town staff, the Town Attorney, the Town Manager, CCOD (Concerned Citizens of Dundee), and the Commission for their continued support and service.

Commissioner Wilson thanked everyone for attending the meeting and expressed appreciation to the Town Manager for his updates. She acknowledged that there is significant work ahead, but stated she is confident it will be accomplished. Commissioner Wilson also shared her experience serving as the school liaison and attending the SAC meeting at Dundee Elementary Academy. She encouraged residents to consider volunteering at the school, noting that additional support is greatly needed. Additionally, she reported on a concern brought to her attention

regarding zoning and flooding issues in the area of Main Street and Frederick. She ended by thanking CCOD for their ideas and commitment to the citizens of Dundee.

Commissioner Richardson thanked Sgt Frese, residents, and staff for coming out to the meeting. She inquired about having a charter review and CCOD for coming out.

Vice Mayor Quarles thanked everyone for coming out and offered his help with TPO (Transportation Planning Organization) if needed.

Mayor

Mayor Pennant spoke about acknowledging the teacher of the year at Dundee Elementary by presenting her with a plaque or something equivalent as encouragement. He thanked the town manager and the community for coming out and thanked all veterans and first responders for their service.

ADJOURNMENT at 7:47 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.