

DUNDEE TOWN COMMISSION

LOCATION: DUNDEE TOWN HALL
202 MAIN STREET, DUNDEE, FLORIDA



TOWN COMMISSION MINUTES REPORT FOR OCTOBER 11, 2022

CALL TO ORDER: Mayor Pennant called the meeting to order at 6:30 PM.

PLEDGE OF ALLEGIANCE Mayor Pennant

INVOCATION Mayor Pennant

RECOGNITION OF SERGEANT AT ARMS: Sergeant Anderson

PUBLIC SPEAKING INSTRUCTIONS: Mayor Pennant.

ROLL CALL: Jenn Garcia

Town Commissioners Present:

Commissioner Goddard

Commissioner Richardson

Vice Mayor Quarles

Mayor Pennant

Town Commissioners Absent:

Commissioner Glenn

Town Manager Davis reported that Commissioner Glenn could not attend the meeting due to a death in the family.

MOTION TO EXCUSE Commissioner Glenn from the meeting October 11, 2022 Town Commission meeting, made by Commissioner Goddard. Seconded by Commissioner Quarles. Passed Unanimously.

AYES: Goddard, Quarles, Richardson, Pennant

NAYES: None

Town Staff Members Present:

Tandra Davis, Town Manager

Seth Claytor, Assistant Town Attorney

Jenn Garcia, Town Clerk

John Vice, Public Works Director

Eneida Padilla Nieves, Finance Director

Trevor Douthat, Utilities Supervisor

Melissa Glogowski, Executive Administrative Assistant

Tracy Mercer, Special Projects

DELEGATION QUESTIONS & COMMENTS FROM THE FLOOR

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

Mayor Pennant opened the floor for comments from the public.

Dre Robinson, 612 MLK SW, Dundee, requested that the Town Commission consider allocating funding per Executive Order 10-4050 to the heart district. He requested that they be placed on the 10/25/2022 agenda to discuss this item in more detail.

Assistant Attorney Claytor explained that the Town and Town Attorney's Office reviewed and researched Executive Order 10-4050 (the "Order"). Attorney Claytor further explained that, according to the terms of the Order, the program(s), which are the subject of the Order, are federally funded and not applicable to the Town of Dundee.

Seeing no additional public come forth the floor was closed.

ITEM 01: APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR OCTOBER 11, 2022

Town Manager reported the following changes to the consent agenda:

- The RDK Assets, Inc. 31-yard Freightliner ASL Truck was removed from the consent agenda and was added to the regular agenda.

A. Minutes for approval:

- Town Commission Budget Workshop Minutes 07/14/2022
- Town Commission Budget Workshop Minutes 07/19/2022
- Town Commission Meeting Minutes 07/26/2022
- Planning & Zoning Board Meeting Minutes 07/21/2022
- Town Commission Meeting Minutes 07/12/2022
- Town Commission Budget Workshop Minutes 07/26/2022

B. Committee Appointment

- Sheila Aguilar, Tree Board Reappointment for a 3-year term, ending November 2025

C. Agreements for approval:

- Applied Aquatic Lake Ruth 2022 Agreement
- Applied Aquatic Lake Marie 2022 Agreement
- Applied Aquatic Lake Menzie 2022 Agreement

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO APPROVE the consent agenda with changes for the meeting of October 11, 2022, made by Commissioner Goddard. Seconded by Vice Mayor Richardson. Passed Unanimously.

AYES: Goddard, Quarles, Richardson, Pennant

NAYES: None

APPROVAL OF AGENDA: AGENDA FOR OCTOBER 11, 2022

Town Manager Davis reported the following changes:

- Item 04, Resolution 22-43, the attachments were updated.
- Item 06, Lincoln sidewalk Tucker Paving task order proposal was removed from the agenda.
- Item 10, Resolution 22-45, RDK Garbage truck emergency purchase was added

MOTION TO APPROVE the regular meeting agenda with changes for the meeting of October 11, 2022, made by Commissioner Goddard. Seconded by Commissioner Quarles. Passed Unanimously.

AYES: Goddard, Quarles, Richardson, Pennant

NAYES: None

ITEM 02: RECOGNITION, ARCHIE SAPP- GOOD CITIZENSHIP AWARD

Commissioner Quarles presented Mr. Archie Sapp with a Good Citizen Award, thanking him for his contributions to the success of the Town Sanitation Department.

Mr. Sapp was appreciative of the award and committed to continuing to assist the Town.

ITEM 03: HISPANIC HERITAGE MONTH PROCLAMATION

Mayor Pennant presented the 2022 Hispanic Heritage Month Proclamation to the Town Finance Director, Eneida Padilla.

Mrs. Padilla was grateful to receive the proclamation on behalf of the Hispanic community in the Town of Dundee.

MOTION TO SUPPORT the Hispanic Heritage Month Proclamation made by Commissioner Goddard. Second by Commissioner Quarles. Passed Unanimously.

AYES: Goddard, Quarles, Richardson, Pennant

NAYES: None

ITEM 04: RESOLUTION 22-43, ALFORD RIDGE PARKS AND RECREATION REQUEST

Assistant Attorney Claytor read the legal title of Resolution 22-43.

RESOLUTION NO. 22-43

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA, APPROVING WITH CONDITIONS THE REQUEST BY ABSOLUTE ENGINEERING, INC, ON BEHALF OF SLC IRA, LLC AND ABC IRA, LLC TO OBTAIN TOWN COMMISSION APPROVAL OF THE PARKS AND RECREATION REQUEST RELATED TO THE PROPOSED ALFORD RIDGE SUBDIVISION, ON APPROXIMATELY 48.29 +/- ACRES OF LAND, LOCATED ON THE EAST SIDE OF ALFORD ROAD, NORTH OF EDWARDS ROAD, SOUTH OF LAKE HATCHINEHA ROAD, WEST OF HL SMITH ROAD, WITHIN THE TOWN OF DUNDEE, FLORIDA, FURTHER DESCRIBED AS POLK COUNTY PROPERTY APPRAISER PARCEL IDENTIFICATION NUMBERS 272823-000000-034010, 272823-000000-034020, 272823-000000-034030, AND 272823-000000-032020.

Town Planner, Lorraine Peterson, gave the presentation.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO APPROVE Resolution 22-43 Alford Ridge Parks and Recreation Request made by Commissioner Goddard. Second by Commissioner Quarles. Passed Unanimously.

AYES: Goddard, Quarles, Richardson, Pennant

NAYES: None

ITEM 05: DISCUSSION & ACTION, RFP 22-05 BID AWARD FOR RFP 22-05, FOR THE DESIGN, CONSTRUCTION, & INSTALLATION OF A 350KW GENERATOR, INCLUDING DEMOLITION & REMOVAL OF EXISTING GENERATOR

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO AWARD RFP 22-05 for the design, construction, and installation of a 350kw generator, including the demolition and removal of the existing generator to Mid-Florida Diesel and authorize the Town Manager to take any necessary further actions in order to move forward with the work therein made by Commissioner Goddard. Second by Commissioner Quarles. Passed Unanimously.

AYES: Goddard, Quarles, Richardson, Pennant

NAYES: None

ITEM 06: DISCUSSION & ACTION, LINCOLN AVENUE SIDEWALK PROJECT, PHASE I, TUCKER PAVING TASK ORDER- ITEM REMOVED FROM AGENDA

ITEM 07: DISCUSSION & ACTION, WATER AND WASTEWATER CAPITAL IMPROVEMENTS PLAN FOR 2022 – 2023 TO 2026 – 2027

Public Utilities Director Tracy Mercer gave a presentation of the updated five-year water and wastewater capital improvements plan.

There was discussion among the Commission, Town Manager Davis, and Ms. Mercer of the updated CIP.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO APPROVE the conceptual water facilities, water distribution infrastructure, and water plant miscellaneous CIP plans made by Commissioner Quarles. Second by Commissioner Goddard. Passed Unanimously.

AYES: Goddard, Quarles, Richardson, Pennant

NAYES: None

ITEM 08: DISCUSSION AND ACTION: 2022 MEETING SCHEDULE FOR NOVEMBER AND DECEMBER

Town Manager Davis proposed the following Town Commission meeting schedule for November and December 2022:

- November 22, 2022
- December 27, 2022

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO APPROVE the proposed November and December 2022 Town Commission meeting schedule made by Commissioner Goddard. Second by Commissioner Quarles. Passed Unanimously.

AYES: Goddard, Quarles, Richardson, Pennant

NAYES: None

ITEM 09: DISCUSSION & ACTION, TREE REMOVAL SERVICE APPROVAL

Town Manager Davis gave the analysis.

The Damage Assessment that occurred after Hurricane Ian. The assessment revealed trees that were damaged by the storm that need to be removed due to utility conflicts and for the safety of the Town. The size of the trees are too large for Town Staff and Town equipment to handle.

Town Staff received 3 quotes for this service:

Vendor Name	Quoted Amount
Summeralls Environmental	\$10,200.00
Briggs Tree Service	\$15,200.00
Ground Zero Tree & Environment	\$17,750.00

Town Staff is recommending Summeralls Environmental for this project.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO APPROVE the Summeralls Environmental for tree removal at the quoted price of \$10,200 for the removal of damaged trees caused by Hurricane Ian made by Vice Mayor Richardson. Second by Commissioner Goddard. Passed Unanimously.

AYES: Goddard, Quarles, Richardson, Pennant

NAYES: None

ITEM 10: RESOLUTION 22-45, RDK GARBAGE TRUCK EMERGENCY PURCHASE

Assistant Attorney Claytor read the legal title of Resolution 22-45.

RESOLUTION NO. 22-45

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA MEMORIALIZING A DECLARATION OF EMERGENCY AS TO THE LEASE AGREEMENT BETWEEN THE TOWN OF DUNDEE AND RDK ASSETS, INC. D/B/A RDK TRUCK SALES FOR THE THIRTEEN (13) MONTH LEASE OF A 2022 FREIGHTLINER ASL; MAKING A FINDING OF EMERGENCY UNDER STATE LAW AND SECTION 2-159(c)(2) OF THE CODE OF ORDINANCES OF THE TOWN OF DUNDEE; AND CONFIRMING AND APPROVING THE TOWN MANAGER'S

ACTIONS IN ENTERING INTO SAID LEASE AGREEMENT WITH RDK ASSETS, INC. D/B/A RDK TRUCK SALES.

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO APPROVE Resolution 22-45 for the emergency purchase of a garbage truck from RDK Assets, Inc. made by Commissioner Goddard. Second by Commissioner Quarles. Passed Unanimously.

AYES: Goddard, Quarles, Richardson, Pennant

NAYES: None

REPORTS FROM OFFICERS

- **POLK COUNTY SHERIFFS OFFICE**

Sergeant Anderson said the crime numbers are still high from the car burglaries from unlocked cars a couple of months ago. Detective Weston did make arrests from those incidents, and they were not from the Town of Dundee. Turkey giveaway is coming up. The deputies are putting an emphasis on speeding, and they understand that it is an increased issue across all of Polk County.

- **FIRE DEPARTMENT**

Town Manager Davis gave a report from Chief Carbone. In the last week there was 1 fire, 21 medical, 1 hazardous condition, 1 service call, 6 good intent, and 7 false alarms.

- **TOWN ATTORNEY**

Assistant Attorney Claytor gave an update to the Ridge Church Winn Dixie Plaza access. He and Town Staff had a sit visit and met with the owner of the car wash. The Town's consulting engineer is currently working on a conceptual drawing. Another meeting with the property owner is necessary to further discuss requested and proposed easement across the parcel. A response from bond council and USDA is expected very soon. Although it is a timely process, progress is being made.

- **TOWN MANAGER**

- Introduced the Town's new Code Compliance Officer, Jorge Rodriguez.
- Ridge League Dinner will be Thursday, October 13th.
- Thoughts and prayers go to Commissioner Glenn with the death in his family.

- **COMMISSIONERS**

- **Commissioner Goddard**, thanked all in attendance, welcomed Sgt. Anderson back, complimented Ms. Peterson and Ms. Mercer on their presentations.
- **Commissioner Quarles**, thanked all in attendance and welcomed Sgt. Anderson back.
- **Vice Mayor Richardson**, thanked all in attendance, thanked staff for their hard work, thanked Ms. Peterson for her professionalism, thanked John Vice for his hard work, thanked Town Manager Davis for her hard work and commended her wisdom.

- **MAYOR**

Suggested to the Town Manager to have an appreciation luncheon for all of the staff as a small token of thanks for their hard work before, during and after Hurricane Ian. He explained that he was very hesitant to agree to the Town Sanitation Department, but he is relieved that he was convinced and is thankful for how well it is going.

ADJOURNMENT

Meeting adjourned at 8:48pm.

Respectfully Submitted,

Jenn Denson Garcia
Jenn Garcia, Town Clerk

APPROVAL DATE: _____

AYES: _____ NAYS: _____

DRAFT