

# DUNDEE TOWN COMMISSION

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



## TOWN COMMISSION MINUTES REPORT FOR OCTOBER 25, 2022

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

**PLEDGE OF ALLEGIANCE:** Mayor Pennant

**INVOCATION:** Commissioner Goddard

**RECOGNITION OF SERGEANT AT ARMS:** Deputy Williams

**PUBLIC SPEAKING INSTRUCTIONS:** Mayor Pennant

**ROLL CALL:** Melissa Glogowski

*Town Commissioners Present:*

Commissioner Goddard

Commissioner Richardson

Vice Mayor Quarles

Mayor Pennant

*Town Commissioners Absent:*

Commissioner Glenn

***MOTION TO EXCUSE Commissioner Glenn from the October 25, 2022 Town Commission meeting made by Commissioner Goddard. Seconded by Vice Mayor Richardson. Passed Unanimously.***

*AYES: Goddard, Quarles, Richardson, Pennant*

*NAYES: None*

A moment of silence was observed for Town Manager Davis and her family at this difficult time.

*Town Staff Members Present:*

Jenn Garcia, Assistant Town Manager/Town Clerk

Seth Claytor, Assistant Town Attorney

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.

**Jill Kitto, 150 Kitto Lane, Dundee**, expressed concern for the ongoing code case on the trucking company at Frederick and US 27. She felt this code case is taking too long considering it was opened in 2021 for no

business license. She encouraged the Town Commission to do their part to bring this violation to completion.

Assistant Attorney Claytor explained that the Town currently has two (2) open cases that are accumulating a \$250 per day fine for the cited violation(s). Attorney Claytor also informed the Town Commission that certain land use and zoning applications have been submitted to the Town of Dundee Development Services Department related to the subject real property. Attorney Claytor recommended the Town Commission not comment any further.

**Dre Robinson, 612 Dr. MLK, Dundee**, expressed appreciation of John Vice and the Public Works Department efficient response to the hurricane debris. He further expressed concerns for the sidewalk issue on Lincoln Avenue being cancelled and stated that Dundee needs to spend money on the Town parks.

Assistant Town Manager Garcia stated that the sidewalk project on Lincoln Avenue has been approved and will begin in the near future.

**Jack Camp, Public Affairs Specialist with the US Small Business Administration**, notified the Commission of SBA disaster loans that are available for those impacted by Hurricane Ian. He encouraged everyone to apply for a loan if they fit the criteria, the loans are available to everyone- not just businesses.

Mayor Pennant requested that Mr. Camp contact the Town Administration to provide additional information.

Seeing no further public come forward, the floor was closed.

#### **ITEM 01: APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR**

- **Minutes for approval:**
  - Town Commission August 09, 2022 Meeting Minutes
- **Agreements:**
  - Richmond American Homes, Season at Hilltop Developers Agreement
  - Mid-Florida Diesel Construction Agreement, RFP 22-05
- **Board Appointments:**
  - Suzetta Henson Reappointment to Planning & Zoning Board

Assistant Town Manager Garcia reported the following changes to the October 25, 2022 consent agenda:

The Mid-Florida Diesel Construction Agreement for RFP 22-05 was added to 1B Agreements.

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 25, 2022, made by Commissioner Goddard. Seconded by Commissioner Quarles. Passed Unanimously.***

*AYES: Goddard, Quarles, Richardson, Pennant*

*NAYES: None*

#### **APPROVAL OF AGENDA: AGENDA FOR OCTOBER 25, 2022**

Assistant Town Manager Garcia reported the following changes to the October 25, 2022 agenda:

Item 03: Odyssey Emergency Service Agreement added Resolution 22-47.

***MOTION TO APPROVE the regular meeting agenda with changes for the meeting of October 25, 2022, made by Commissioner Goddard. Seconded by Commissioner Quarles. Passed Unanimously.***

*AYES: Goddard, Quarles, Richardson, Pennant*

*NAYES: None*

**ITEM 02: RESOLUTION 22-46, PROGRESSIVE WATER EMERGENCY SCOPE OF WORK**

Assistant Attorney Claytor read the legal title of Resolution 22-46.

RESOLUTION NO. 22-46

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA MEMORIALIZING A DECLARATION OF EMERGENCY AS TO ENTERING INTO A SCOPE OF WORK WITH PROGRESSIVE WATER RESOURCES, A DIVISION OF RESPEC COMPANY, LLC TO PROVIDE SERVICES FOR THE TOWN RELATED TO THE DEVELOPMENT OF LAND USE TRANSITIONAL (LUT) PROGRAM, GROUNDWATER FLOW MODELING, AND WATER USE PERMIT MODIFICATION APPLICATION ASSISTANCE; MAKING A FINDING OF EMERGENCY UNDER STATE LAW AND SECTION 2-159(c)(2) OF THE CODE OF ORDINANCES OF THE TOWN OF DUNDEE; CONFIRMING AND APPROVING THE EXPENDITURE OF \$47,500.00; AND AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY FURTHER ACTIONS RELATED TO ENTERING INTO A SCOPE OF WORK WITH PROGRESSIVE WATER RESOURCES, A DIVISION OF RESPEC COMPANY, LLC TO PROVIDE SERVICES FOR THE TOWN WITH REGARD TO THE DEVELOPMENT OF LAND USE TRANSITIONAL (LUT) PROGRAM, GROUNDWATER FLOW MODELING, AND WATER USE PERMIT MODIFICATION APPLICATION ASSISTANCE RELATED TO PUBLIC WATER SUPPLY.

Assistant Town Manager Garcia gave the analysis.

Public Services Director, Tracy Mercer, gave a presentation on the need and scope of work of Progressive Water.

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

***MOTION TO APPROVE Resolution 22-46 for the emergency services of Progressive Water, made by Vice Mayor Richardson. Seconded by Commissioner Goddard. Passed Unanimously.***

*AYES: Goddard, Quarles, Richardson, Pennant*

*NAYES: None*

**ITEM 03: RESOLUTION 22-47, ODYSSEY MANUFACTURING COMPANY EMERGENCY AGREEMENT FOR WATER AND WASTEWATER TREATMENT**

Assistant Attorney Claytor read the legal title of Resolution 22-47.

RESOLUTION NO. 22-47

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA MEMORIALIZING A DECLARATION OF EMERGENCY AS TO THE PURCHASE ULTRACHLOR 12.5 TRADE PERCENT SODIUM HYPOCHLORITE FOR THE TOWN OF DUNDEE WATER PLANT(S) AND WASTEWATER PLANT; MAKING A FINDING OF EMERGENCY UNDER STATE LAW AND SECTION 2-159(c)(2) OF THE CODE OF ORDINANCES OF THE TOWN OF DUNDEE; CONFIRMING AND APPROVING THE EXPENDITURE OF \$1.25 PER GALLON OF ULTRACHLOR 12.5 TRADE PERCENT SODIUM HYPOCHLORITE FROM ODYSSEY MANUFACTURING COMPANY, INC; AND AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY FURTHER ACTION(S) RELATED TO ENTERING INTO AN AGREEMENT WITH ODYSSEY MANUFACTURING COMPANY, INC, FOR THE PURCHASE AND DELIVERY OF ULTRACHLOR 12.5 TRADE PERCENT SODIUM HYPOCHLORITE FOR THE TOWN OF DUNDEE WATER PLANT(S) AND WASTEWATER PLANT.

Assistant Town Manager Garcia gave the analysis.

Public Services Director, Tracy Mercer, gave a presentation on the need and services of Odyssey Manufacturing Company.

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

***MOTION TO APPROVE Resolution 22-47 for the emergency services of Odyssey Manufacturing Company made by Commissioner Quarles. Second by Commissioner Goddard. Passed Unanimously.***

*AYES: Goddard, Quarles, Richardson, Pennant*

*NAYES: None*

**ITEM 04: DISCUSSION & ACTION, PUBLIC WORKS PURCHASE OF 72-INCH MOWERS FOR STREETS & STORMWATER**

Assistant Town Manager Garcia gave the analysis. Staff recommended approval and authorization to purchase two (2) 72-inch zero turn mowers from Daves Power Equipment at a price not to exceed \$12,881.20 per mower.

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

***MOTION TO APPROVE the purchase of two 72-inch zero turn mowers from Daves Power Equipment at a price not to exceed \$12,881.20 per mower made by Commissioner Quarles. Second by Commissioner Goddard. Passed Unanimously.***

*AYES: Goddard, Quarles, Richardson, Pennant*

*NAYES: None*

**ITEM 05: DISCUSSION & ACTION, HENDERSON PARK TRUNK-OR-TREAT SPECIAL EVENT TEMPORARY ROAD CLOSURE REQUEST**

Assistant Town Manager Garcia 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 a temporary road closure of MLK Avenue on October 29<sup>th</sup> from 4:00 pm – 9:00pm on October 29, 2022 made by Commissioner Quarles. Second by Commissioner Goddard. Passed Unanimously.***

*AYES: Goddard, Quarles, Richardson, Pennant*

*NAYES: None*

**ITEM 06: DISCUSSION, WATER AND WASTEWATER CAPITAL IMPROVEMENTS PLAN FOR 2022/23 TO 2026-27**

Assistant Town Manager Garcia gave the analysis.

Public Services Director, Tracy Mercy gave a presentation on the wastewater portion of the updated Capital Improvement Plan (CIP)

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

***MOTION TO CONCEPTIONALLY APPROVE the updated Wastewater Master Plan and the Utility Maintenance Infrastructure, Machinery, and equipment made by Commissioner Quarles. Second by Commissioner Goddard. Passed Unanimously.***

*AYES: Goddard, Quarles, Richardson, Pennant*

*NAYES: None*

**REPORTS FROM OFFICERS**

- **DUNEE FIRE DEPARTMENT**

Assistant Town Manager Garcia reported the following on behalf of Fire Chief Carbone:

- 1 Fire
- 3 Rescue and Emergencies
- 4 Hazardous Conditions
- 5 Service Calls
- 6 Good Intent Calls
- 7 False Alarms

- **ASSISTANT TOWN MANAGER**

- The PCSO Deserts with Deputies event will be from 5:30 – 7:30pm on October 26, 2022, at the Community Center.
- Library Halloween Carnival event is on October 28, 2022, from 5:00 – 7:00pm.
- Dundee Staff Appreciation lunch, as recommended by Mayor Pennant, will be on October 28, 2022, from 11:00am – 2:00pm at the Development Services Building.
- The funeral for Town Manager Davis's nephew, Audea Thames, will be on October 29, 2022.
- The Main Street Trick-or-Treat event will be on October 31, 2022, from 3:00 – 5:00pm.
- The 2022 – 2023 Budget Books were placed at seats of the Commission.

- **COMMISSIONERS**

- **Commissioner Goddard**
  - o Thanked all in attendance.
  - o Appreciated Ms. Mercer's presentations.
  - o Thanked Town Staff and Consultants.
  - o Gave condolences to the family of Town Manager Davis.
- **Commissioner Quarles**
  - o Appreciated Ms. Mercer's presentations.
  - o Thanked Staff and Consultants.
- **Vice Mayor Richardson**
  - o Appreciated Ms. Mercer's informative presentations.
  - o Thanked Staff and Consultants.
- **MAYOR**
  - o Thanked all in attendance.
  - o Encouraged everyone to attend the Desert with Deputies event.

**ADJOURNMENT**

Meeting adjourned at 8:21pm.

Respectfully Submitted,

Jenn Denson-Garcia  
Jenn Garcia, Town Clerk

APPROVAL DATE: \_\_\_\_\_

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_