



TOWN COMMISSION MEETING MINUTES

January 14, 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 Mayor Pennant

RECOGNITION OF SERGEANT AT ARMS – Sgt. Joshua Anderson

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

ROLL CALL taken by Interim Town Clerk Glogowski

PRESENT

Commissioner Quarles

Commissioner Richardson

Commissioner Pugh

Vice-Mayor Goddard

Mayor Pennant

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

Town Manager Davis - addressed the commission concerning items placed in the Newspaper and Facebook. Town Manager Davis went on to inform the commission, that the auditor is reviewing documents, and a report would be uploaded, once completed.

Ron Hall – suggested the Town revisit its (PCSO) Polk County Sheriff's Office contract. He spoke on incidents throughout the town, that would benefit from more staffing from PCOS.

Melton Jaramillo – spoke about his code violations.

Marissa Green – addressed the commission and asked that, “we lay down verbal arms”, spoke of her concerns about staffing changes, stating “we must all work together”. She went on to speak about training and staffing opportunities, and the ability to partner with other towns before asking the commission to take their time when hiring the next Town Manager. Town Manager Davis thanked Ms. Green for input and support.

Andrew Baldaif - stated he requested staff to turn off his water due to his sprinkler system not working correctly and said his request was ignored. He said this resulted in his water running all day and asked to discuss options concerning his bill. Staff informed Mr. Baldaif he had previously received 2 courtesy adjustments on his bill, and he was not eligible for additional adjustment.

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

The minutes being reviewed include minutes from the following meetings:

1. 1/14/2025 Town Commission Regular Meeting

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

A motion was made to approve the minutes on the consent agenda by Commissioner Richardson, seconded by Commissioner Quarles.

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

Motion passed unanimously.

The items on the Consent Agenda for consideration and approval include the following:

Item A. Agreements – *(tabled)*

Item B. Board Appointments and Resignations

1. Visioning Committee Resignation – Alethea Pugh

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

A motion was made to approve the Board Appointments and Resignation on the consent agenda by Commissioner Quarles, seconded by Vice Mayor Goddard.

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

Motion passed unanimously.

Item A. Agreements *(tabled)*

1. Robert Stevens and Associates

A motion was made to table the agreement on the consent agenda and consider same later in the meeting by Vice Mayor Goddard, seconded by Commissioner Goddard.

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

Motion passed unanimously

PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS

1. RECOGNITION, SERVICE AWARD PRESENTED TO STEVEN GLENN

Mayor Pennant presented the Martin Luther King Jr. Day Proclamation to Ms. Rhonda. Mr. Naeem Ali spoke about the support of the commission to bring the first MLK Jr. Day Parade to the Town of Dundee with other cities following suit. He further gave details on the parade. Parade line-up is at 2:00 p.m. behind town hall.

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 number 3, the resolution number changed from 24-35 to 25-01.
- Item number 4, the resolution was updated to number 25-02.
- Item number 9, a correction on the town managers last day from Thursday, February 6, 2025, to Friday, February 7, 2025.

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

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

Motion passed unanimously.

2. DISCUSSION & ACTION, ORDINANCE 25-01, AMENDING SECTION 18-01 OF THE CODE OF ORDINANCES OF THE TOWN OF DUNDEE, FL

Assistant Town Attorney Claytor read Ordinance 25-01 into record.

Attorney Seth Claytor provided the analysis.

It is the regular practice of municipalities in Polk County, Florida to permit qualifying during the seventh week prior to election which, in terms of days, is described as the period beginning at 12:00 noon on the 50th day prior to the election and ending at 12:00 noon on the 46th day prior to the election. In addition, Section 99.093, Florida Statutes (2024), imposes an election assessment equal to 1 percent of the annual salary of the office sought; and

The purpose of Ordinance No. 25-01 is to harmonize Section 18-1 of the *Code of Ordinances of the Town of Dundee, Florida* with the Town's general and ordinary election practices by determining and setting the dates for the qualification period for filing petitions and a written notice of candidacy with the designated official.

The mayor opened the floor for public comment.

Resident Michelle Thompson asked if the ordinance was for clarification on the cut-off, if there was a date/ Town Manager Davis explained, there are no specified dates but a timeline. Attorney Claytor provided Ms. Thompson a copy of the ordinance draft.

A conversation with the commission and Attorney Claytor ensued concerning election dates and their fluctuation.

Mayor Pennant closed the floor for public comment.

A motion to approve Ordinance 25-01 amending section 18-01 of the Code of Ordinances of the Town of Dundee, FL., on first read was made by Commissioner Richardson, and seconded by Vice Mayor Goddard.

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

Motion passed unanimously.

3. DISCUSSION & ACTION, DISCUSSION & ACTION, RESOLUTION 25-01, PROCURMENT PIGGYBACK WITH CITY OF LAKE ALFRED CCNA 23-01 FOR GIS SERVICES - AGREEMENT

Attorney Claytor read Resolution 25-01 by title into the record.

Attorney Claytor provided the analysis and background.

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

A motion to approve Resolution 25-01, a resolution for the Procurement Piggyback with City of Lake Alfred CCNA 23-01 for GIS Services was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

Motion passed unanimously.

4. DISCUSSION & ACTION, MASTER CONTINUING PROFESSIONAL AGREEMENT WITH ROBERT A STEVENS AND ASSOCIATES (PREVIOUSLY TABLED, THIS ITEM WAS PULLED FROM THE CONSENT AGENDA AND PLACED ON THE AGENDA)

Attorney Claytor introduced the executed Master Continuing Professional Consulting Agreement for Professional Planning and Visioning Services between the Town of Dundee, FL. And Consultant (Robert A. Stevens and Associates) to the Commission for review.

A. MOTION TO RECESS

A motion to recess was made by Mayor Pennant, seconded by Commissioner Quarles.

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

After a 10-minute recess, Mayor Pennant asked for a motion to approve the Continuing Professional Agreement and Addendum between the Town of Dundee and Robert A. Stevens and Associates.

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

A motion to approve the Continuing professional Agreement and Addendum between the Town of Dundee and Robert A. Stevens and Associates was made by Commissioner Quarles, seconded by Commissioner Pugh.

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

5. DISCUSSION & ACTION, EMERGENCY RESOLUTION 25-02, DEVELOPMENT SERVICES BUILDING REPAIR

Attorney Claytor read Resolution 25-02 into record and Town Manager Davis provided the analysis.

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

Commissioner Richardson asked for a timeline as to when the repairs would take place. Town Manager Davis replied, FEMA will be out on Thursday, January 16, 2025, for a site visit, afterwards, SEMCO will section off areas and remove the damage to allow staff to return to the building in designated areas.

Commissioner Pugh inquired about the removal of the damaged areas, the areas to be inspected and the safety of staff. Town Manager Davis replied stated yes, SEMCO has provided a detailed outline, identifying the areas damaged and their assessments.

Mayor Pennant inquired whether staff would be able to occupy the building while SEMCO is on the premises. Town Manager Davis stated SEMCO has indicated once they enter on Friday, staff will know more.

Commissioner Pugh spoke about the building's humidity levels based on the report and concerns over the environment being healthy enough for staff to return to the building.

A motion to approve Resolution 25-02, Development Services Building Repair, and authorize the Town Manager to take all necessary further action(s) which included, but is not limited to, negotiating and entering into an agreement with SEMCO for the work contemplated was made by Vice Mayor Goddard, seconded by Commissioner Pugh.

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

Motion passed unanimously.

6. DISCUSSION & ACTION, HARDSHIP ORDER NO. 01-24 FOR WOODLAND RANCH ESTATES PROJECT

Attorney Claytor provided the analysis.

On September 10, 2024, at a duly noticed public meeting, the Town Commission passed and adopted *Town of Dundee Ordinance No. 24-09* (the "Ordinance") establishing a moratorium on the acceptance and processing of applications for residential annexations, rezonings, building permits, planned developments, master planned communities, development order(s), and development permits, amongst others.

On or about December 2, 2024, pursuant to *Section 5(i) of the Ordinance*, the Applicant submitted the *Town of Dundee Development Services – Hardship Application* and all required and relevant documentation (collectively referred to as the "Application") to the Town in order to request certain exception(s) from the moratorium.

On December 10, 2024, at a duly noticed public meeting, the Request and Application were presented to and considered by the Town Commission at a public hearing with a quorum present and voting; and, based on the competent substantial evidence and testimony presented by Applicant's representative, George Lindsey, the Town Commission unanimously voted to enter this **ORDER GRANTING HARDSHIP APPLICATION WITH CONDITION(S)** ("Order").

The mayor opened the floor for public comment.

Kevin Kitto – questioned, if they do not have enough well water to execute their plans, the town is not obligated to make up for it. Attorney Claytor stated this is correct.

Mayor Pennant closed the floor for public comment.

A motion to approve the Hardship Order No. 01-24 as presented for Woodland Ranch Estates was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

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

Motion passed unanimously.

7. DISCUSSION & ACTION, RFP 24-09 DESIGN, CONSTRUCTION, AND INSTALLATION OF EMERGENCY GENERATOR AT THE DUNDEE COMMUNITY CENTER

Town Manager Davis provided the analysis.

The Town sought three (3) bids and received two proposals for the design, construction, and installation of an emergency generator at the Dundee Community Center.

Two companies submitted responsive bids during the sealed bid process. These companies included Mid Florida Diesel and Zabatt Engine Services, Inc.

The Purchasing Evaluation Committee scored both proposals, and Mid Florida Diesel, Inc. earned an average of 57.5 points, while Zabatt Engine Services, Inc. earned an average of 23 points.

Proposed total costs from each company are as follows:

- Mid Florida Diesel, Inc. - \$105,216.00
- Zabatt Engine Services, Inc. - \$204,598.40

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

Attorney Claytor requested the motion include the authorization of the town manager to take any and all necessary further actions which would include, but not be limited to, negotiating and executing any required agreement in relation to RFP 24-09.

A motion to approve the RFP 24-09 for the Design, Construction, and Installation of an Emergency Generator at the Dundee Community Center, authorizing the town manager to take any and all necessary further actions which would include, but shall not be limited to, negotiating and executing any required agreement in relation to RFP 24-09 was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

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

Motion passed unanimously.

8. DISCUSSION & ACTION, RFP 24-10 DESIGN, CONSTRUCTION, AND INSTALLATION OF EMERGENCY GENERATOR AT THE ECONO LIFT STATION

Town Manager Davis provided the analysis.

The Town of Dundee received two proposals for the design, construction, and installation of an emergency generator at the Econo Lift Station.

The Town sought three (3) bids and received responsive bids during the sealed bid process. These companies included Mid Florida Diesel and Zabatt Engine Services, Inc.

The Purchasing Evaluation Committee scored both proposals, and Mid Florida Diesel, Inc. earned an average of 73.5 points, while Zabatt Engine Services, Inc. earned an average of 33.3 points.

Proposed total costs from each company are as follows:

- Mid Florida Diesel, Inc. - \$60,157.00
- Zabatt Engine Services, Inc. - \$139,034.52

Commissioner Pugh asked for clarification of the tabulation process. Town Manager Davis stated, after the commission awards a bidder, staff will send out an award letter to the company chosen. She stated the intent is to let the commission know the firms have met all qualifications.

Attorney Claytor requested the motion include the authorization of the town manager to take any and all necessary further actions which would include, but not limited to, negotiating and executing any required agreement in relation to RFP 24-10.

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

A motion to approve the RFP 24-10 for the Design, Construction, and Installation of an Emergency Generator at the Dundee Community Center, and authorizing the town manager to take any and all necessary further actions which would include, but shall not be limited to, negotiating and executing any required agreement in relation to RFP 24-09 was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

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

Motion passed unanimously.

9. DISCUSSION & ACTION, IFB 24-11 ONE (1) TWENTY-YARD GRAPPLE LIGHTING LOADER TRUCK

Town Manager Davis provided the analysis. Public Works Director Vice provided further information.

The Town of Dundee received three proposals for one (1) twenty-yard grapple/lightning loader truck. One of these proposals was withdrawn due to time schedules for production.

Of the two bids remaining that were submitted during the sealed bid process, one was an incomplete packet, or “nonresponsive” bid from Tampa Crane and Body. However, the staff Purchasing Evaluation Committee scored both proposals for the benefit of the Commission to consider both. Petersen Industries scored 100% of the points while Tampa Crane and Body scored 65% of the points.

Proposed total costs from each company are as follows:

- Petersen Industries, Inc. - \$217,597.80
- Tampa Crane and Body - \$215,000.00
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Director Vice provided some background for the commission. He said Petersen Industries is in Lake Wales off Hwy 60 and they build everything in house. Therefore, there’s no concern with it coming from another state and having to travel to Tampa, FL. For repairs. He said were trying to bring back some local business and, in the process, have less downtime.

Mayor Pennant opened the floor for public comment.

Kevin Kitto – Said he’s dealt with Petersen for many years. He had an experience before and one company told him it would be 90 days and (inaudible) fixed within one day, so local service, local people, you need to support.

Commissioner Pugh questioned the changes in the bid amounts. Director Vice stated, initially there were two separate bids from the company, for two different items, one was a Kenworth the other was the Peterbilt. In the end the company submitted the bid for the Peterbilt.

Mayor Pennant closed the floor for public comment.

A motion to approve bid 24-11 for Petersen Industries, Inc. and authorizing the town manager to take any and all necessary further actions which would include, but shall not be limited to, negotiating and executing any required agreement in relation to RFP 24-11 was made by Vice Mayor Goddard, seconded by Commissioner Pugh.

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

Motion passed unanimously.

10. DISCUSSION & ACTION, TOWN MANAGER RESIGNATION

Town Manager Davis provided the analysis.

- A. Town Manager Davis has submitted her resignation pursuant to her January 14, 2021, contract. She is requesting the Town Commission accepts her resignation which allows her to work until Friday, February 7, 2025.

Mayor Pennant opened the floor for public comment.

Mr. Kitto – I think you should leave on the 6th and not the 7th to get a paycheck.

E. Hall – I wish you luck and happiness down the road. She went on to say after reading the ledger she was ashamed. She asked for clarification of policies and said she hopes things change.

Mayor Pennant addressed Ms. Hall, as long as I've known Mr. Hall, I've known him to be a public servant.

Commissioner Richardson stated, the commission did adopt lake Alfred's form (for selecting a seat mate) but did not follow their process.

Attorney Claytor interjected; it was my recollection that the form used was a hybrid between Winter Haven and Lake Alfred. The commissions desire, due to time restraints, was not to implement the entire process but to review the questionnaires and from those questionnaires make a decision. It was never with the intent to have an interview process.

Mayor Pennant closed the floor for public comment.

Mayor Pennant stated, this is not foreign to him, of the past four managers, who've all done a great job. "However, for Ms. Davis there is a special place in my heart for her", because there are so many things that have happened under her watch. So much they cannot be chronicled. He went on to say, we have a lot to be proud of in Dundee.

Commissioner Richardson stated, this is a bittersweet moment, she said Town Manager Davis has been a blessing to her, through ups and downs, she said, we've learned from one another and wished Ms. Davis the best.

Commissioner Quarles thanked Ms. Davis and spoke about the great job she's done in Dundee, "who could ask for better".

Vice Mayor Goddard stated he does not think Ms. Davis should leave. He said he understands what she came into, having to do multiple jobs. He said at one point you weren't appreciated but I appreciate everything you've done. He spoke about the awards the city has received for their audits.

Commissioner Pugh wished Ms. Davis well.

A motion to approve the resignation of Town Manager Davis was made by Commissioner Richardson, seconded by Mayor Pennant.

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

Motion passed unanimously.

B. Town Manager Davis presented to the commission a strategic exit plan which will outline each department goals and expectations for the following:

Time Frame:

30 Day Action

60 Day Action

3rd Quarter Action

4th Quarter Action

Town Manager Davis stated she would like to bring the plan before the commission at the next scheduled commission meeting for approval on the consent agenda.

12. DISCUSSION & ACTION, SELECTION OF INTERIM TOWN MANAGER

Town Manager Davis provided the analysis.

- A. At the wishes of the Town Commission, Town Manager Davis is requesting that the Town Commission will select an Interim Town Manager to shadow the current manager to help the town move forward until a permanent Manager is selected.

Mayor Pennant opened the floor for public comment.

Michelle Thompson – stated she has never been at a meeting with the chief in the managers spot, but she has attended with Ms. Lorraine in the managers’ spot. She went on to say, she believes Ms. Lorraine is nothing less than spectacular and to her may be the smartest person in the room.

Kevin Kitto – Spoke in support of Fire Chief Carbone as Interim City Manager. He further spoke about unresolved concerns with staff and was not sure if Ms. Lorraine could fix the problems he believes should be fixed.

Commissioner Richardson said she believes when you have an Assistant Manager who’s worked in that role, has a master’s degree, and the town is growing, she has a lot of experience with the growth and planning, so there is great experience. She said you use the chief in crisis, but her vote is toward Lorraine.

Mayor Pennant closed the floor for public comment.

A motion to appoint Fire Chief Joe Carbone as Interim City Manager was made was made by Commissioner Quarles, seconded by Vice-Mayor Goddard.

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

Attorney Claytor recommended SGR - Strategic Government Resources for further discussion at the next commission meeting. There was a consensus of the commission to have Attorney Claytor reach out to SGR for the next commission meeting.

Commissioner Pugh said she believes the process needs to be layered with a salary study for a more competitive search.

Department Updates

PCSO – Looking forward to parade.

Fire Chief – Reported the station has received 129 calls of those calls 6 public assists, 1 hazardous condition, 76 rescues, 35 good intents, and 5 false alarms.

City Attorney – informed the commission, meeting policies and procedures will be placed on the next agenda.

Town Manager - Presented the 2024-2025 Fiscal Year Budget Book and provided copies to the commission. She informed everyone of the passing of auditor Jordan Ortiz and reminded the commission of Martin Luther King Jr. Parade. She asked everyone to keep Mother Lewis family in their prayers and the visitation and funeral arrangements. She went on to welcome the new town clerk before speaking about the Christmas breakfast and her visit with Mr. Hardy at the hospital. Further she informed the public, town offices, facilities and the library would be closed next Monday, January 20th in observance of Martin Luther King Jr. Day. She further addressed the commission concerning the January 28th, 2025, Commission meeting moving to the Community Center for the State of the Town Address. Mayor Pennant said he would speak with Town Manager Davis and let her know.

Commission Comments

Commissioner Richardson – Thank everyone for coming out and wished the Fire Chief the best. She thanked the Ledger for being present and wished Town Manager Davis the best and welcomes the new Town Clerk Erica. She went on to express the will to create a Charter Review Committee to focus on a more detailed process for the selection of commission members. She asked Public Works Director Vice to provide an update on the MLK drainage infrastructure. Utilities Director Mercer stated she is working on locating lines for GIS mapping for the past year and a half and will continue to provide updates.

Commissioner Quarles – asked for a status update on Lake Marie Bridge. He stated there is a slow down due to attachment issues, says he's hoping to see some changes by mid to late February. He went on to with the new clerk well and thanked everyone for coming out.

Commissioner Pugh – asked for a status update on equipment for Lake Marie Park. Public Works Director Vice stated, it was in the process of getting repaired and hoped to have the equipment back by next week. With new equipment being added in the next couple of weeks.

Vice Mayor Goddard – welcomed the new clerk and thanked Attorney Claytor, Special Projects Assistant Glogowski, Fire Chief Carbone and thanked the public for coming out.

Mayor Pennant – Thanks for everyone who came out and serving with us. He also welcomed the new town clerk.

ADJOURNMENT at 9:34 p.m.

Respectfully submitted,

Erica Anderson

Erica Anderson, Town Clerk, CMC

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.