



TOWN COMMISSION MEETING MINUTES

April 22, 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. Tony Frese

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

ROLL CALL taken by Town Clerk Erica Anderson

PRESENT

Commissioner Richardson

Commissioner Pugh

Commissioner Quarles

Vice-Mayor Goddard

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 APRIL 22, 2025

The minutes being reviewed include minutes from the following meetings:

Item A. Minutes for April 08, 2025

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

Commissioner Quarles moved to approve the minutes from the April 08, 2025, meeting on the consent agenda, seconded by Vice Mayor Goddard.

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

The motion passed unanimously.

Item B. Planning and Zoning Board Appointments

1. Michelle Thompson
2. Julia Hunt

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

A motion was made to approve the Planning and Zoning Board applications by Vice Mayor Goddard, seconded by Commissioner Richardson.

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

The motion passed unanimously.

APPROVAL OF AGENDA

The following changes were made to the agenda:

- Agenda item #3 – Polk County Building Services Contract

(An additional item #7 (Attorney-Client Session) was added to the meeting agenda)

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 Vice Mayor Goddard, seconded by Commissioner Quarles.

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

The motion passed unanimously.

PROCLAMATIONS, RECOGNITIONS, AND DESIGNATIONS

1. ARBOR DAY PROCLAMATION

Vice Mayor Goddard motioned to approve the Arbor Day Proclamation, seconded by Commissioner Quarles

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

Mayor Pennant read the Arbor Day Proclamation into the record.

NEW BUSINESS

2. DISCUSSION & ACTION, RFP 25-01 AUDITOR SELECTION

Interim Town Manager Carbone read the analysis into the record.

The Town of Dundee received four proposals for RFP 25-01 for the Auditor Selection. The companies were selected on the basis of experience and qualifications, knowledge of auditing requirements, quality and clarity of the audit approach, added services, and pricing. The companies that submitted bids were CLA, James Moore, Reliance CPA, and Rivero Gordimer & Company.

The Auditor Selection Committee evaluated all bids before recommending the most responsive bidder based on the timeline to complete the audit process. The recommended Agency is:

1. Rivero, Gordimer & Company with a cost of \$142,000 over three (3) fiscal years

Discussion ensued regarding the scoring process. Commissioner Richardson asked that the tally sheet be updated. Attorney Claytor read the resolution into the record. Assistant Town Manager Peterson presented the resolution.

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

A motion to approve Rivero, Gordimer, & Company as the Auditor for the Town of Dundee was made by Vice Mayor Goddard and seconded by Commissioner Quarles.

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

The motion passed unanimously.

3. DISCUSSION & ACTION, POLK COUNTY BUILDING OFFICIAL CONTRACT

Interim Town Manager Carbone read the analysis into the record.

Both the Town of Dundee and Polk County have the power to inspect buildings, structures, and facilities to protect public health, safety, and welfare and to enforce the Florida Building Code. Therefore, the Town of Dundee has contracted with the county to provide “Building Official Services” until such time as needed.

Attorney Claytor provided additional information concerning the contract.

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

Commissioner Pugh inquired about the cost of contracting with Polk County, as opposed to bringing in someone new. Additionally, she asked about the timeliness of their work.

A motion to approve the Polk County Building Official Contract with conditions, authorizing the Interim Town Manager to make any necessary amendments, was made by Commissioner Quarles and seconded by Vice Mayor Goddard.

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

The motion passed unanimously.

4. DISCUSSION & ACTION, RECYCLING PROGRAM AND SOLID WASTE CHANGES

Interim Town Manager Carbone read the analysis into the record with a recommendation to terminate recycling services.

Staff has recognized the need to revisit the recycling program costs in the Town of Dundee. While examining the expenses incurred by the town due to violations caused by incorrect materials in the carts, we have found that we average two loads per week to the recycling station. When a load is rejected, it incurs an additional cost of \$200.00 per load, plus the expense of dumping it on the station's floor, which amounts to \$ 150.00 per load, resulting in an average total of \$350.00. This represents a significant increase from our typical landfill costs, which range from \$150.00 to \$200.00 per load without any rejections. Staff is seeking direction from the commission. If the commission prefers to cancel and not increase the recycling rates, staff requests setting a date to discontinue the recycling program, allowing residents to keep their current recycling carts until they break. Once a cart breaks, it will be collected by staff, and if residents wish to obtain a second cart, they will need to pay a \$7 fee that will be added to their water account for billing.

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

Michelle Thompson spoke about families with two bins currently, would still have the same amount of waste and would require two cans after recycling is eliminated.

Commissioner Pugh asked for clarification on the fees for additional cans.

A motion to approve the termination of the recycling program starting July 1st, 2025, was made by Commissioner Richardson and seconded by Vice Mayor Goddard.

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

The motion passed unanimously.

5. DISCUSSION & ACTION, JUNTEENTH PARADE AND GALA CHANGES

Interim Town Manager Carbone read the analysis into the record.

The Town wishes to forgo the Juneteenth parade and only proceed forward with the Gala.

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

Commissioner Pugh spoke about the conflict of the parade with other neighboring cities providing the same.

Mayor Pennant clarified that the Town would only move forward with the Juneteenth Gala.

Commissioner Richardson informed the Commission that the Town of Lake Hamilton has invited any commissioners who would like to participate in their Juneteenth parade may do so on June 21st, 2025.

A motion to suspend the Juneteenth Parade and proceed with the Juneteenth Gala was made by Commissioner Quarles and seconded by Commissioner Richardson.

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

The motion passed unanimously.

6. DISCUSSION, DUNDEE REVITALIZATION AND SUPPORTIVE HOUSING PROGRAM, PAINT IT FORWARD

Commissioner Pugh provided the analysis and gave background on the program.

The “Paint It Forward” program provides one-time payment assistance for exterior painting improvements to homestead, residential properties located within the incorporated town limits of Dundee, Florida. This is to encourage reinvestment in the residential structures of the community. The program provides services for painting and improving the facades and exteriors of homes. There will be certain requirements homeowners will have to meet.

A discussion amongst the commission concerning sponsorship, involvement of the Town Commission, concepts of the program, and CRA (Community Redevelopment Agency) development was held.

No official action was taken by the commission.

7. DISCUSSION & ACTION, ATTORNEY-CLIENT SESSION

(This item was added to the agenda during the commission meeting.)

Attorney Seth Claytor requested an attorney–client session (shade meeting) to take place on April 29, 2025, at 4:00 p.m. and requested the whole of the commission be in attendance with the Interim Town Manager. Notice of the meeting will be provided to the public, and a court reporter will be in attendance for transcription services.

Commissioner Pugh motioned to approve the special litigation meeting and attendance of the commission on Tuesday, April 29, 2025, at 4:00 p.m., and seconded by Commissioner Quarles

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

The motion passed unanimously.

REPORTS FROM OFFICERS

Polk County Sheriff’s Office – No report

Commissioner Richardson spoke about the disturbances on MLK. She said there can be a lengthy wait for a response from authorities. Sergeant Frese said the Polk County Sheriff’s Office provides service by priority and that the town’s response time was minimal.

Discussion surrounded the School Zone speed enforcement, and staff would be ready to meet at the location on Main St. between the feed store and the bakery.

Dundee Fire Department – There have been 392 calls for the year thus far. In the last thirty days, there were 91 Calls, 6 Fires, 6 False alarms, 26 good intents, 3 service calls, 1 hazardous condition, and 49 rescue calls.

The town is currently piggybacking on the County’s Burn-Ban.

Town Attorney – No report

Department Updates - No report

TownManager

Interim Town Manager Carbone discussed commission meetings being accessible, possibly via Facebook Live, with a camera mounted to broadcast commission meetings as suggestions.

Commissioners

Commissioner Richardson inquired about the status of the Town Manager search and the start date of the new Finance Director. She spoke about a noise ordinance and dirt bikes and requested the Town Attorney to adopt something similar to the county's noise ordinance.

Ms. Annette Wilson (Commissioner-elect) stated that the majority of the disturbances are caused by persons who don't live in the town but are here visiting. She said we want Dundee to be peaceful and hopefully something could be done to enforce the town's processes.

Commissioner Pugh stated she has enjoyed her time on the dais and is looking forward to working with Commissioner Wilson and the town moving forward.

Commissioner Richardson said has enjoyed working with Commissioner Pugh.

Vice Mayor Goddard thanked staff and Sergeant Frese.

Mayor Pennant said he hoped everyone enjoyed the egg hunt and thanked everyone for coming out.

ADJOURNMENT at 8:38 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.