



TOWN COMMISSION SPECIAL MEETING MINUTES

August 8, 2025, at 10:00 AM

COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838

Phone: 863-438-8330 | www.TownofDundee.com

CALL TO ORDER at 10:00 a.m.

PLEDGE OF ALLEGIANCE led by Mayor Pennant

INVOCATION

RECOGNITION OF SERGEANT AT ARMS

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

ROLL CALL taken by Administrative Assistant Melissa Glogowski

PRESENT

Vice-Mayor Quarles

Mayor Pennant

Commissioner Richardson

Commissioner Wilson

Commissioner Goddard

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.

NEW BUSINESS

1. DISCUSSION & ACTION, NEW TOWN MANAGER CONTRACT REVIEW AND APPROVAL

The Town Commission will review the Town Manager Terms of Agreement Sheet. Mr. Doug Thomas from SGR (Strategic Government Resources) presented the following contract proposals on behalf of Mr. Ken Cassell. Town

Attorney Claytor examined the employment agreement with the Commission and outlined the following provisions:

- Key Man Policy – \$100 per month for term life insurance amounting to \$430,000.00, with the Town of Dundee designated as the beneficiary.
- Insurance Stipend Section 10(d) – A stipend for health insurance not exceeding the amount given to a regular employee.
- Housing Update – Mr. Thomas reported that Mr. Cassell has closed on a home in Clermont, FL.
- Car Allowance – A monthly allowance of \$400.00.
- Severance Pay – Adjusted to 20 weeks, in accordance with Florida law.
- Termination and Suspension – Discussed in detail with the Commission.
- Contract Amendments:
 - Residency requirements will not apply. The employee must notify the commission within 90 days of any intended move, including details about proximity.
 - Section 13 – The contract will include an 18-month review.
 - Section 15(b) – The Florida League of Cities (FLC) is added for cost reimbursement.
 - Section 15 – The Town will cover costs for professional dues, IIMC, travel, FLC conference, training, other conferences, and city device provisions.
- Changes to Governance – Options discussed should the form of government change in the future.

The agreement will commence from today's date, subject to commission approval. Mr. Cassell must give 45 days' notice and will update the town on the effective date.

A discussion among the commission addressed relocation and its distance from the town boundary. It was agreed that the contract should be amended to state that upon notification of relocation, there will be an opportunity to renegotiate this provision to maintain proximity to the Town of Dundee.

Mr. Thomas reminded the commission of the option to hold a half-day retreat with the new town manager.

Commissioner Richardson inquired about COLA (Cost of Living Adjustment) for the commission. Town Attorney Claytor said he would bring information regarding COLA for the next meeting.

A motion to approve the Town Manager Contract with modifications and contingent on a satisfactory reference from current employers was made by Vice Mayor Quarles, seconded by Commissioner Goddard.

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

The motion was approved unanimously.

Commissioner Richardson asked about the ability to meet salary requirements. It was confirmed that the town can accommodate this.

ADJOURNMENT at 11:49 a.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.

