



TOWN COMMISSION MEETING MINUTES

March 10, 2026, 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 Sergeant Frese

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

ROLL CALL taken by Town Clerk Erica Anderson

PRESENT

Commissioner Richardson

Commissioner Goddard

Commissioner Wilson

Vice-Mayor Quarles

Mayor Pennant

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR MARCH 10, 2026

The minutes being reviewed include minutes from the following meetings:

1. MINUTES

A. January 13, 2026, Meeting Minutes

B. February 10, 2026, Meeting Minutes

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

Vice Mayor Quarles moved to approve the minutes of January 13 and February 10, 2026, commission meeting, seconded by Commissioner Goddard.

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

The motion passed unanimously.

2. PROCLAMATIONS

A. Women's History Month

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

Commissioner Richardson moved to approve the Women's History Month Proclamation, seconded by Commissioner Wilson.

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

The motion passed unanimously.

B. Water Conservation Month

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

Commissioner Goddard moved to approve the Water Conservation Month Proclamation, seconded by Commissioner Richardson.

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

The motion passed unanimously.

3. CITRUS CONNECTION

The Citrus Connection representative provided a transit briefing to the commission.

There are currently 2 fixed routes for the Town of Dundee. Between October 2024 and September 2026, there were 163 boardings within the town limits. The top stops are located at Center St. & Lake Ave., N Scenic Hwy & Dekle Rd., E. Main St. & Third St., and Dundee Town Hall. He went on to provide updates for Para Transit Services and emergency services during hurricanes and the like.

4. APPROVAL OF AGENDA

The following items were added to the agenda.

Item #1 Ordinance 26-03

Item #2 Ordinance 26-04

Item #8 Piggyback Agreement

Item #9 Per Diem Discussion

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

Commissioner Richardson moved to approve the agenda with changes, seconded by Commissioner Goddard.

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

The motion passed unanimously.

PUBLIC HEARING

4. DISCUSSION & ACTION, ORDINANCE 26-03 TOWN ATTORNEY VOTING REQUIREMENT 2ND READING

Attorney Smith read the ordinance title into the record. Town Manager Cassel provided the analysis.

The Town Commission has expressed a desire to formalize the voting requirement for appointing or removing the Town Attorney to promote stability, continuity, and broad consensus in the Town's legal representation.

Currently, the Town Charter provides that the Town Attorney is appointed by the Commission; however, the Charter does not specify a supermajority voting threshold. This Ordinance amends the Town of Dundee Code of Ordinances to require that the appointment and/or termination of the Town Attorney be approved by a minimum affirmative vote of four (4) Commissioners.

This action is intended to ensure that decisions regarding the Town's chief legal advisor reflect strong governing body support and are made with deliberate consideration.

Mayor Pennant opened the floor for public comment; the following persons spoke before the commission.

Michelle Thompson spoke about government structure and how authorities should function within town government. She asked for consideration from the commission before voting on this item.

Michelle Smith addressed the commission's selection of the Town Attorney and spoke of the expectations of the residents concerning the commission's decision. She asked the commission to explain its choice.

Mayor Pennant closed the floor.

Commissioner Richardson moved to approve Ordinance 26-03 on second reading. The motion was seconded by Commissioner Goddard.

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

The motion passed unanimously.

NEW BUSINESS

5. DISCUSSION & ACTION, ORDINANCE 26-04 IMPLEMENTING ADMINISTRATIVE APPROVAL OF PLATS

Attorney Smith read the ordinance title into the record. Town Manager Cassel provided the analysis.

During the 2025 Legislative Session, the Florida Legislature adopted Senate Bill 784, to require that local governments provide for the administrative approval of plats and replats when such plats meet all applicable statutory

and local land development requirements.

The amendments became effective July 1, 2025, and require municipalities to designate an administrative official responsible for reviewing and approving compliant plats. The purpose of the legislation is to streamline the development review process and ensure that compliant plats are approved administratively rather than requiring formal action by the governing body.

Mayor Pennant opened the floor for public comment; the following persons spoke before the commission.

Alethea Pugh advised the commission against granting authority to the Town Manager to sign plats.

With there being no other comments, the floor was closed.

Commissioner Goddard moved to approve Ordinance 26-04; the motion was seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

6. DISCUSSION & ACTION, ORDINANCE 26-02 WAWA ZONING MAP AMENDMENT

Attorney Smith read the ordinance title into the record. Development Services Coordinator Carter presented this item to the commission.

The Applicant, Matthew Dundee Investments, LLC is requesting an amendment to the Zoning Map for property located in the Town of Dundee. The current Zoning is General Retail Commercial (CC), the proposed zoning is Highway Commercial (CH) on 2.86 +/- acres. The proposed site is located at the northeast corner of Highway 27 and Dundee Road on 2.86 +/- acres in the Town of Dundee in Section 29, Township 28, Range 27, further described as parcels: 272829-848000-001430, 272829-848000-001060, 272829-848000-001082, 272829-848000-001080, 272829-848000-001102, 272829-848000-001101, 272829-848000-001121, 272829-848000-001122, 272829-848000-001142, 272829-848000-001141, 272829-848000-001371, 272829-848000-001372, 272829-848000-001390.

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

Commissioner Goddard moved to approve Ordinance 26-02, the motion was seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

7. DISCUSSION & ACTION, RESOLUTION 26-04 WOODLAND RANCH ESTATES PHASE II WEST FINAL PLAT

Attorney Smith read the resolution title into the record. Development Services Coordinator Carter presented this item to the commission.

The developer of Woodland Ranch Estates Phase Two has submitted a final plat for review and approval in accordance with Chapter 177, Florida Statutes, the Town of Dundee Code of Ordinances, and the Town's Land Development Code. The plat reflects the layout of lots, tracts, easements, rights-of-way, and other improvements

necessary for the continued development of the subdivision. Town staff and the Town's consulting engineer have reviewed the plat and associated construction of required infrastructure improvements. These improvements include, but are not limited to, roadways, drainage facilities, utilities, and other public infrastructure necessary to serve the subdivision. Staff has confirmed that required improvements have been completed in accordance with approved plans and Town standards, or that appropriate surety has been provided where applicable. Mayor Pennant opened the floor for public comment; being none, the floor was closed.

Vice Mayor Quarles moved to approve Resolution 26-04, the motion was seconded by Commissioner Richardson.

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

The motion passed unanimously.

8. DISCUSSION & ACTION, RESOLUTION 26-10 BUDGET AMENDMENT

Attorney Smith read the resolution title into the record. Town Manager Cassel provided the analysis.

The proposed resolution 26-10 amends the FY 2025 – 2026 annual budget's general fund, impact fund, and enterprise fund to provide emergency funding for Public Financial Services, adjustments in revenues and expenditures experienced during the year.

Mayor Pennant opened the floor for public comment; the following persons spoke before the commission.

Julia Hunt inquired about who oversees payables for the town. She asked if A/P Accounts Payable and A/R Accounts Receivable were completed by the same person.

Alethea Pugh inquired if staff had recouped taxes paid by the town in oversight.

Mayor Pennant closed the floor.

Commissioner Wilson moved to approve Resolution 26-10, the motion was seconded by Commissioner Richardson

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

The motion passed unanimously.

9. DISCUSSION & ACTION, WAWA SPECIAL EXCEPTION FOR BUSINESS DIRECTIONAL SIGNS

Development Services Coordinator presented this item to the commission.

This item was introduced by Matthew Development Investments, LLC. The applicant is seeking a Special Exception for Business Directional Signs as stated in section 4.05.00 of the Land Development Code (LDC). Matthew Development Investments, LLC has submitted a complete application on August 30, 2025. The Development Review Committee has reviewed the Special Exception application and has approved it according to section 7.04.00 of the LDC. The recommendation for approval of this application will ensure compliance with the Town of Dundee's Land Development Code. This will produce an increase in the Town's tax base by way of adding two new commercial businesses.

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

Vice Mayor Quarles moved to approve the WAWA Special Exception for Business Directional Signs. The motion was seconded by Commissioner Goddard.

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

The motion passed unanimously.

10. DISCUSSION & ACTION, REVIEW OF ZAYYTOBBINN PROMO LLC SPECIAL EVENT APPLICATION

Public Works Director John Vice presented this item to the commission.

Quaze'Vyun Johnson, with Zayytobbinn Promo LLC, submitted a Special Events application on January 23, 2026, requesting approval to host "The Ultimate Easter Experience" on Sunday, April 5, 2026, from 2:00 p.m. to 9:00 p.m. The event is described as an Easter giveaway and community gathering.

Staff notified the applicant that the Special Events application was incomplete and requested the additional required documentation, with a deadline of Monday, March 2, 2026, in order to be placed on the agenda. As of the date of this report, the requested documentation has not been received.

Additionally, based on documented issues encountered during previous events hosted by this group, staff cannot recommend approval of the application.

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

Commissioner Goddard moved to reject the special event application. The motion was seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

11. DISCUSSION & ACTION, NORTH FLORIDA PYROTECHNICS PIGGYBACK AGREEMENT

Public Works Director John Vice presented this item to the commission.

The City of Haines City previously entered into an agreement with Florida Pyrotechnics, Inc. for professional fireworks display services. The agreement was competitively procured in accordance with applicable Florida procurement requirements.

Staffs recommendation is that the Town of Dundee piggyback on the existing agreement for purposes of securing fireworks display services for the Town's upcoming 4th of July celebration. Piggybacking on an existing competitively awarded contract allows the Town to obtain favorable pricing and services without duplicating the formal solicitation process, provided the original agreement permits cooperative purchasing and the vendor agrees to extend the same terms and pricing.

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

Commissioner Goddard moved to approve the Piggyback Agreement with North Florida Pyrotechnics. The motion was seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

12. DISCUSSION, PER DIEM

Commissioner Wilson presented this item to the commission for discussion.

Currently, the Town Commission has not formally adopted a standardized per diem rate for meals and incidental expenses during official travel. Discussing the establishment of a clear per diem policy helps ensure transparency, fiscal responsibility, and uniform application of reimbursement practices for employees and elected officials.

Mayor Pennant opened the floor for public comment; the following people spoke before the commission.

Michelle Thompson spoke in support of the per diem increases for the town.

Mayor Pennant closed the floor.

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

Mayor Pennant opened the floor for public comment; the following people spoke before the commission.

Ray Hunt asked about the labor attorney hired by the town at the previous meeting and why the town is spending \$9,000.00 if there's no cooperation. He went on to ask for an update on the total amount spent thus far.

Delanda Hall stated that no employee working for the town should use obscene language on Facebook to insult citizens and embarrass the town.

Mayor Pennant closed the floor to public speaking.

REPORTS FROM OFFICERS

Polk County Sheriff's Office – for the Month of February

- 277 total calls for service
- 320 traffic stops
- 21 arrests
- 4,653 community contacts

Dundee Fire Department – No Report

Town Attorney – Attorney Smith expressed her appreciation to the Mayor and Commission and stated that she is honored to serve as the Town Attorney for Dundee. She noted that her background in government has provided her with a strong understanding of the responsibilities faced by the Commission in public service, and she emphasized

her commitment to fiscal responsibility. Attorney Smith further stated that she looks forward to working diligently and serving in the best interests of the Town of Dundee.

Town Manager – Town Manager Cassel provided the following updates.

- Chamber Breakfast is Thursday, March 12, 2026, at 8:30 a.m., at the Lake Eva Event Center in Haines City.
- The Ridge League of Cities Dinner is Thursday, March 12, 2026, at 6:00 p.m. at the Bartow Civic Center.
- The Splash Pad Ribbon Cutting will be held on Saturday, March 28, 2026, at 10:00 a.m.
- The Easter Egg Hunt will take place on Saturday, April 4th at 11:00 a.m. at Church on the Hill.

Commissioners

Vice Mayor Quarles – Thanked everyone for coming out.

Commissioner Goddard - Thanked everyone for coming out and providing their input and gave a special welcome to the Town Attorney. He went on to thank Citrus Connection and their continued service before thanking Sgt. Frese.

Commissioner Wilson – Thanked everyone for coming out. She thanked the town attorney and said she looks forward to working with her. She thanked Mrs. Thompson for her input and stated the commission wants to do what is best for the Town of Dundee.

Commissioner Richardson – She expressed her appreciation to the Sheriff’s Office and thanked everyone for attending before welcoming the Town Attorney. She stated that prior to Attorney Smith’s engagement with the Town, she did not know Attorney Smith and emphasized that her intentions are sincere. She noted that this marks the first time in 21 years that the Town has appointed a new attorney and clarified that Attorney Smith had no involvement in the Commission’s decision. She further stated that she received a favorable recommendation regarding Attorney Smith from Fort Meade. She concluded by announcing the Women’s Day Roundtable Event scheduled for March 21.

Mayor – welcomed Town Attorney Smith and thanked everyone for being here. He went on to discuss the meeting dates with the whole of the commission and asked for a motion to change the Town Commission Meeting dates to the 1st and/or 3rd Tuesdays of the month.

Commissioner Wilson moved to change the Town Commission meeting dates to the 1st and or 3rd Tuesdays of the month. The motion was seconded by Vice Mayor Quarles.

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

The motion passed unanimously.

ADJOURNMENT at 8:30 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 accommodation 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.

DRAFT