



## **TOWN COMMISSION MEETING MINUTES**

**May 23, 2023 at 6:30 PM**

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

**Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)**

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**CALL TO ORDER at 6:30PM by Mayor Pennant**

**PLEDGE OF ALLEGIANCE led by Mayor Pennant**

**INVOCATION given by Mayor Pennant**

**RECOGNITION OF SERGEANT AT ARMS – Detective Matthew Ervin**

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

**ROLL CALL taken by Town Clerk Douthat**

**PRESENT**

Steve Glenn

Bert Goddard

Willie Quarles

Mary Richardson

Sam Pennant

**DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

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

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

**APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR MONTH DD, 20YY**

### **A. MINUTES**

#### **1. MAY 9, 2023 TOWN COMMISSION MEETING**

## **B. BOARD RESIGNATION**

### **1. TRACY BARNHILL TREE BOARD RESIGNATION**

Town Manager Davis reported no changes.

***MOTION TO APPROVE the consent agenda for the meeting of May 23, 2023, made by Glenn, Seconded by Richardson. Passed Unanimously.***

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **APPROVAL OF AGENDA**

Town Manager Davis reported the following changes to the regular meeting agenda for May 23, 2023:

1. Two proclamations were added.
2. Item 3, FDOT agreement was removed.
3. Item 5, the quit claim deed and back up documents were added.
4. Item 6, Leadership Polk vs Florida League of Cities conference was added.

***MOTION TO APPROVE the regular meeting agenda, as amended, for the meeting of January 24, 2023, made by Goddard, Seconded by Glenn. Passed Unanimously.***

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

### **1. PROCLAMATION, NATIONAL PUBLIC WORKS WEEK**

***MOTION TO SUPPORT National Public Works Week made by Goddard, Seconded by Glen. Passed Unanimously.***

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

Mayor Pennant stated that he was going to read and present the Memorial Day proclamation prior to the National Public Works Week. Mayor Pennant then read the Memorial Day proclamation into the record and presented it to Commissioner Quarles.

Mayor Pennant read the National Public Works Week proclamation into the record and presented it to Special Projects Coordinator Mercer and the delegation from the water department.

Town Manager Davis gave the analysis for the National Public Works Proclamation and presented the recipients with a token of appreciation.

## **2. PROCLAMATION, MEMORIAL DAY**

***MOTION TO SUPPORT*** Memorial Day made by Quarles, Seconded by Goddard. Passed Unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **NEW BUSINESS**

## **3. DISCUSSION & ACTION, SHERIFF'S DEPARTMENT FLOOR REPLACEMENT**

Town Manager Davis 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*** the recommended vendor Tucker Carpets Flooring America with a bid not to exceed \$16,299.00 for the replacement of the flooring at the Sheriff's department made by Goddard, Seconded by Glenn. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **5. DISCUSSION & ACTION, SHERIFF'S DEPARTMENT INTERIOR PAINTING**

Town Manager Davis read the analysis.

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

***MOTION TO APPROVE*** the recommended vendor Goff Painting of Central Florida, INC with a bid not to exceed \$7532.00 for the painting of the interior of the Sheriff's department made by Quarles, Seconded by Goddard. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **5. DISCUSSION & ACTION, HELICOPTER ROAD QUIT CLAIM DEED**

Town Manager Davis read the analysis.

Assistant Town Attorney Claytor reminded the Commission that this is a general housekeeping matter. The Town Commission previously adopted, at a duly noticed public meeting, a resolution vacating the subject ROW; however, as a result of the County Deed received by the Town from Polk County, the Town Commission should convey any interests received in the underlying fee by Quit Claim Deed. Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE*** the conveyance of the quit claim deed to TECO made by Glenn, Seconded by Quarles. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **6. DISCUSSION & ACTION, LEADERSHIP POLK CLASSES VS FLORIDA LEAGUE OF CITIES CONFERENCE**

Town Manager Davis read the analysis.

Mayor Pennant asked if any one on the Commission would be interested in joining Leadership Polk.

***MOTION TO NOMINATE** Commissioner Richardson to represent the Town of Dundee as an application to Leadership Polk made by Goddard, Seconded by Richardson. Passed unanimously.  
Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

***MOTION TO APPROVE** to approve, if selected, the appropriated amount of \$2100.00 for Commissioner Richardson to represent the Town of Dundee as a member of Leadership Polk, class of 17 made by Goddard, Seconded by Pennant. Passed unanimously.  
Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## **REPORTS FROM OFFICERS**

**Polk County Sheriff's Office** – Detective Irvin introduced himself to the Commission.

**Dundee Fire Department** – Fire Chief Carbone updated the run totals.

**Town Attorney** – Assistant Town Attorney Claytor updated the Commission on the easement for the Ridge Community Shopping Center.

Assistant Town Attorney Claytor also stated that he has the draft form of the Town's transportation study and he will be working towards getting it finalized.

**Town Manager** – Town Manager Davis informed the Commission that the dates for the budget workshops have been posted town wide.

Town Manager Davis stated that she would be at the Florida County and City Manager's conference May 31<sup>st</sup> through June 3<sup>rd</sup>.

Town Manager Davis stated the Commission that she had provided them with the Save The Date for the Florida League of Cities conference.

Town Manager Davis reminded the Commission that the Ridge League of Cities dinner on June 8.

Town Manager Davis informed the Commission that she had provided each of them with flyers for the following events:

July 4<sup>th</sup> Celebration  
Memorial Day closures  
Juneteenth

Town Manager Davis reminded the Commission that she will be taking two vacation days May 26<sup>th</sup> and May 30<sup>th</sup>.

**Commissioners** – Commissioner Goddard congratulated the proclamation recipients on their recognition and hard work. He also informed the Commission that Camp Endeavor would be having their camp for the deaf on June 25, 2023.

**ADJOURNMENT at 7:32PM**

Respectfully Submitted,

*Trevor Douthat*

Trevor Douthat, Interim Town Clerk

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

DRAFT