



## **TOWN COMMISSION MEETING MINUTES**

**March 14, 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**

**PLEDGE OF ALLEGIANCE led by Mayor Pennant**

**INVOCATION led by Mayor Pennant**

**RECOGNITION OF SERGEANT AT ARMS, Sergeant Anderson**

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

**ROLL CALL by Interim Town Clerk Trevor 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)*

**Mrs. Dee Hall, 801 Lake Marie Dr** thanked the Fire Department and the Chief for their dedication and the work they do. She reported vandalism that had happened at her home. She also asked for a warning sign for an alligator at the bridge/dock on Lake Marie.

**Archie Sapp, 703 N Adams Ave**, spoke about the lack of proper lighting around the Town and asked about the request he made to have speed bumps installed on 8<sup>th</sup> Street.

**Suzetta Henson, 309 8th St N**, spoke about the traffic back up issues at Frederick Avenue & 8<sup>th</sup> Street North.

With no further comments from delegation, Mayor Pennant closed the floor.

## **APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR MARCH 14, 2023**

### **A. Minutes**

#### **1. January 18, 2023 Tree Board Meeting**

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

**MOTION TO APPROVE the consent agenda for the meeting of March 14, 2023, made by Quarles, Seconded by Goddard. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant**

## **APPROVAL OF AGENDA**

Town Manager Davis reported the following changes to the March 14, 2023, regular agenda.

- Item 4 Resolution 23-04 was added.
- Item 5 Resolution 22-51 was updated.
- Item 9 Discussion, State House and Senate bills was added.

**MOTION TO APPROVE the agenda with changes made by Glenn, Seconded by Goddard. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant**

## **PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

### **1. RECOGNITION OF RESIDENT, KEVIN KITTO**

Town Manager Davis read the analysis.

Mayor Pennant presented Mr. Kitto with a certificate of appreciation.

### **2. PROCLAMATION, WOMEN'S HISTORY MONTH**

Town Manager Davis read the analysis.

Mayor Pennant read the proclamation and presented Jill Kitto and Annette Wilson with proclamation certificates.

**MOTION TO SUPPORT WOMEN'S HISTORY MONTH made by Glenn, Seconded by Goddard. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant**

## **NEW BUSINESS**

### **3. RESOLUTION 23-03, POLK REGIONAL WATER COOPERATIVE GUARANTY AGREEMENT**

Assistant Town Attorney Claytor read the Resolution by title and gave the analysis.

#### **RESOLUTION NO. 23-03**

**A RESOLUTION OF THE TOWN OF DUNDEE, FLORIDA, RELATING TO A LOAN OBTAINED BY THE POLK REGIONAL WATER COOPERATIVE FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION; MAKING FINDINGS; APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF AN AMENDMENT 1 TO GUARANTY AGREEMENT FOR POLK REGIONAL WATER COOPERATIVE DRINKING WATER STATE REVOLVING FUND PLANNING LOAN AGREEMENT; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.**

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

Commissioner Quarles asked if there would be any fiscal impact.

**MOTION TO APPROVE** made by Goddard, Seconded by Quarles.

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

### **4. RESOLUTION 23-04, RDK CONTRACT RENEWAL**

Assistant Town Attorney Claytor read the Resolution by title.

Town Manager Davis read the analysis.

#### **RESOLUTION NO. 23-04**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA MEMORIALIZING A DECLARATION OF EMERGENCY AS TO THE LEASE AGREEMENT(S) BETWEEN THE TOWN OF DUNDEE AND RDK ASSETS, INC. D/B/A RDK TRUCK SALES FOR THE THIRTEEN (13) MONTH LEASE OF A 2021 FREIGHTLINER M2 REARLOADER AND 2022 FREIGHTLINER M2 SIDE LOADER 31 YARD; MAKING A FINDING OF EMERGENCY UNDER STATE LAW AND SECTION 2-159(c)(2) OF THE CODE OF ORDINANCES OF THE TOWN OF DUNDEE; AND CONFIRMING AND APPROVING THE TOWN MANAGER'S ACTIONS IN ENTERING INTO SAID LEASE AGREEMENTS WITH RDK ASSETS, INC. D/B/A RDK TRUCK SALES.**

Mayor Pennant opened the floor for comments from the public.

**Archie Sapp, 703 N Adams Ave**, supported maintaining the Town service but suggested that the fee schedule should be changed.

**Dre Robinson, 612 MLK St**, does not feel the elderly should be charged for bulk pick up of excessive items. He also questioned whether or not anyone considered how much the speed humps installed on MLK St would slow down emergency vehicles.

**Suzetta Hensen, 309 8th St N**, suggesting charging for garbage cans that are left out.

Seeing no further public come forth, the floor was closed.

Commissioner Goddard asked what day the contract would be effective.

**MOTION TO APPROVE Resolution 23-04** *made by Goddard, Seconded by Glenn. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

5. **RESOLUTION 22-51, WOODLAND RANCH ESTATES PHASE I & II CSP**

Assistant Town Attorney Claytor read the Resolution by title.

**RESOLUTION NO. 22-51**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA, APPROVING THE CERTIFIED SUBDIVISION PLAN (CSP) WITH CERTAIN CONDITIONS FOR THE WOODLAND RANCH ESTATES PHASES I AND II SUBDIVISION; MAKING FINDINGS; AND AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY FURTHER ACTION(S) RELATED TO ENTERING INTO A DEVELOPER'S AGREEMENT ON BEHALF OF THE TOWN OF DUNDEE WITH REGARD TO THE CONDITIONAL APPROVAL OF THE CSP FOR THE WOODLAND RANCH ESTATES PHASES I AND II; PROVIDING FOR SEVERABILITY; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.**

Development Director Peterson gave the presentation/technical review.

Assistant Town Attorney Claytor clarified that the technical review comments provided and the reason the CSP is conditional is because a Developer's Agreement is required and will service as Exhibit C.

Mayor Pennant opened the floor for comments from the public.

**Kevin Kitto, 150 Kitto Lane**, expressed concerns about school accommodations and said that one local school is at capacity and will not be accepting any new students this year or the next.

Seeing no further public come forth, the floor was closed.

**MOTION TO APPROVE RESOLUTION 22-51** *made by Quarles, Seconded by Goddard.*

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

*Voting Nay: Richardson*

**6. DISCUSSION AND ACTION, CFRPC AGREEMENT**

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 CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AGREEMENT** *made by Goddard, Seconded by Glenn. Passed Unanimously.*

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

**7. DISCUSSION AND ACTION, LAKE DELL TREATMENT**

Town Manager Davis gave the analysis.

Commissioner Goddard asked about a future refund.

Commissioner Glenn asked if we have proof of ownership.

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

**MOTION TO APPROVE THE LAKE DELL TREATMENT** *made by Glenn, Seconded by Goddard. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**8. DISCUSSION AND ACTION, ZAMBELLI 2023 CONTRACT**

Town Manager Davis gave the analysis including the price increase of \$1200.

Assistant Town Attorney Claytor reminded the Commission that this agreement has historically been treated as a sole source purchase; however, if the Town Commission wished for Town Staff to seek additional vendors, Town Staff could do same.

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

**MOTION TO APPROVE the Zambelli 2023 Contract** *made by Goddard, Seconded by Quarles. Passed Unanimously. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**9. DISCUSSION, HOUSE AND SENATE BILLS**

Town Manager Davis gave the analysis and a description of several State House and Senate bills that are currently before them.

## REPORTS FROM OFFICERS

Polk County Sheriff's Office - Sergeant Anderson asked about the Easter Egg Hunt event and that the traffic concerns on Frederick Ave are a known problem and that the Sheriff's Department is open to suggestions to alleviate the problem.

Dundee Fire Department – Chief Carbone reported that May 20<sup>th</sup> the department will have live fire training and services will be covered by County. He also gave the updated run totals.

Town Manager reported the following events:

- Historic Depot grand reopening on March 18<sup>th</sup> at 10AM until 12PM
- The Easter Egg Hunt at Church on the Hill Saturday, April 8<sup>th</sup> at 11AM
- The Autism Awareness event at the Development Services Building at 3PM, Saturday, April 8<sup>th</sup>

Town Manager also informed the Commission that the Town received the Distinguished Budget Presentation Award. Manager Davis also informed the Commission that the speed humps on MLK St had been installed.

Commissioner Goddard commended all reward recipients on their awards. He thanked all for their service and time. He announced that Town Manager Davis was able to book the band from the March Ridge League of Cities dinner for the Town's July 4<sup>th</sup> celebration.

Commissioner Glenn congratulated all of the reward recipients and thanked everyone for spending their time to be at the meeting and asked for an update for the Winn Dixie turn in and the lighting at Lake Marie.

Commissioner Quarles congratulated the reward recipients and thanked everyone for their time.

Vice Mayor Richardson congratulated the award recipients and informed Jill Kitto that she had communicated with the Town Manager regarding her (Jill Kitto) concern.

**Kevin Kitto, 150 Kitto Ln**, informed the Commission that Leadership Polk County will be in Dundee on April 14<sup>th</sup>, 2023 to tour local businesses.

Mayor Pennant congratulated the award recipients and thanked all of the ladies for all they do.

**ADJOURNMENT at 8:15PM**

Respectfully Submitted,

*Trevor Douthat*  
Trevor Douthat, Interim Town Clerk

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