



TOWN COMMISSION MEETING MINUTES

February 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 Sgt. Frese

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

ROLL CALL taken by Town Clerk Erica Anderson

PRESENT

Commissioner Goddard

Commissioner Wilson

Commissioner Richardson

Vice-Mayor Quarles

Mayor Pennant

A. APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR FEBRUARY 10, 2026

The following items are presented for approval:

Michelle Thompson Application

Autum Carter Application

Election Agreement

Election Site Agreement

Valencia Ridge Reserve Water Supply Allocation Agreement

Commissioner Richardson moved to approve the consent agenda for February 10, 2026, seconded by Commissioner Goddard.

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

APPROVAL OF AGENDA

Town Attorney Claytor placed Item #17 Labor Attorney Services Contract to the agenda.

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

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

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

PROCLAMATIONS AND RECOGNITIONS

- 1. INTRODUCTION OF NEW POLK COUNTY SCHOOL BOARD CHAIR - JUSTIN SHARPLESS** – Mr. Sharpless introduced himself to the commission and public.
- 2. BLACK HISTORY MONTH PROCLAMATION** – Accepted by Alethea Pugh

Commissioner Wilson moved to approve the Black History Month Proclamation, seconded by Commissioner Goddard.

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

PRESENTATIONS

- 3. TOWN ATTORNEY REVIEW & SELECTION** – Attorney presentations include Vose Law Firm, Sabitini Law Firm, and Markeishia Smith Law Firm.
- 4. PRESENTATION FROM RIVERA, GORDIMER & COMPANY FY2023-2024 COMPREHENSIVE ANNUAL FINANCE REPORT** – Julie Davis presented the Finance Report to the Commission.

PUBLIC HEARING

- 5. DISCUSSION & ACTION, ORDINANCE 26-01, WATER AND SEWER RATE STUDY 2nd READING**

Attorney Claytor read the ordinance title into record. Ted Williams, on behalf of Rafetelis presented the Water and Sewer Rate Study.

In September 2023, the Town Commission directed town staff to commission Raftelis Engineering, Inc., to complete a Water and Sewer Rate Study. The original project budget, dating back to 2023, was for \$40,000.00. Raftelis is requesting a budget adjustment in the amount of \$15,000.00 for additional services which brings the project total budget to \$55,000.00.

The Town Attorney has worked with Raftelis Engineering to draft Ordinance 25-04 to adopt their recommendations. If adopted, the new water and wastewater rates will take effect on March 1, 2026, and further increases will take effect on October 1, 2026.

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

Alethea Pugh, Jill Kitto, and Julia Hunt

Mayor Pennant closed

Commissioner Wilson moved to approve Ordinance 26-01 on second reading, seconded by Commissioner Goddard.

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

The motion passed unanimously.

NEW BUSINESS

6. DISCUSSION & ACTION, ORDINANCE 26-03 TOWN ATTORNEY VOTING REQUIREMENT

Attorney Claytor 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 comments; being none the floor was closed.

A motion to approve Ordinance 26-03 on first reading was made by Vice Mayor Quarles, seconded by Commissioner Richardson.

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

The motion passed unanimously.

7. DISCUSSION & ACTION, RESOLUTION 26-03 VALENCIA RIDGE CSP

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

The applicant has submitted a Certified Subdivision Plan (CSP) for the proposed Valencia Ridge Reserve Subdivision. The Development Services Department has reviewed the plan for compliance with the

Town's Land Development Regulations, Comprehensive Plan, engineering standards, and applicable state and local requirements.

Mayor Pennant opened the floor for public comment; the following persons spoke before the commission. Mr. Jaramillo, Michelle Smith, and Mr. Morales

A motion to approve resolution 26-03 Valencia Ridge CSP was made by Commissioner Wilson, seconded by Commissioner Richardson.

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

The motion passed unanimously.

8. DISCUSSION & ACTION, RESOLUTION 26-04 WOODLAND RANCH ESTATES PHASE 2 WEST

A motion to continue this item until March 10, 2026, TC meeting agenda was made by Commissioner Goddard, seconded by Mayor Pennant.

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

The motion passed unanimously.

9. DISCUSSION & ACTION, RESOLUTION 26-05, CALDWELL RIDGE SUBDIVISION PARKS AND RECREATION REQUEST

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

This item was introduced by Raysor Ventures, LLC. A Resolution to obtain Town Commission approval of parks and recreation request related to the proposed Caldwell Ridge Subdivision, on proximately 24+/- acres of land, located on the southwest corner of Lake Hatchineha Road and Caldwell Drive, west of Tyner Road, south of Water Tank Road, east of H.L. Smith Road, Town of Dundee, further described as Polk County property appraiser parcel identification numbers: 27-28-24-000000-013010 and 27-28-24-000000-013020.

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

A motion to approve Resolution 26-05 Caldwell Ridge Subdivision was made by Commissioner Goddard, seconded by Commissioner Wilson.

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

The motion passed unanimously.

10. DISCUSSION & ACTION, RESOLUTION 26-06 ALFORD RIDGE SUBDIVISION CSP

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

The applicant has submitted a Certified Subdivision Plan (CSP) for the proposed Alford Ridge Subdivision. The Development Services Department has completed its review of the plan to ensure consistency with the Town's Comprehensive Plan, Land Development Regulations, engineering standards, and other applicable state and local requirements.

The subdivision proposal includes required infrastructure such as roadways, drainage systems, utilities, and other site improvements necessary to support residential development. As part of the review process, staff has identified specific conditions to ensure full compliance with Town standards and to safeguard public health, safety, and welfare.

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

A motion to approve Resolution 26-06 Alford Ridge Subdivision CSP was made by Vice Mayor Quarles, seconded by Commissioner Richardson.

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

The motion passed unanimously.

11. DISCUSSION & ACTION, RESOLUTION 26-08, MEMORIALIZING DECLARATION OF EMERGENCY FOR PUBLIC FINANCIAL SERVICES

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

The Town has identified an urgent need to secure professional public financial services to ensure continuity of critical fiscal operations, maintain compliance with state and federal reporting requirements, and protect the Town's financial integrity. Due to the time-sensitive nature of these needs, the situation qualifies as an emergency under applicable Florida law and Section 2-159(c)(2) of the Town of Dundee Code of Ordinances, which allows for emergency procurement when immediate action is required.

Staff has identified CliftonLarsonAllen LLP (CLA) as a qualified firm with the expertise and capacity to provide the necessary financial services to the Town during this emergency period.

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

A motion to approve Resolution 26-08 Memorializing a Declaration of Emergency for Public Financial Services was made by Commissioner Richardson, seconded by Commissioner Wilson.

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

The motion passed unanimously.

12. DISCUSSION & ACTION, RESOLUTION 26-09 (LMS) LOCAL MITIGATION STRATEGY HIGHLANDS SPLASH PARK PHASE 1 & 2 WARRANTY

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

The Polk County Multi-Jurisdictional Local Mitigation Strategy (LMS) is a comprehensive, countywide planning document developed in coordination with municipalities, emergency management officials, and regional stakeholders. The LMS identifies hazards, assesses vulnerabilities, and outlines mitigation initiatives designed to reduce long-term risk to people, property, infrastructure, and the environment.

Adoption of the LMS is necessary for the Town to remain eligible for certain state and federal mitigation funding opportunities, including grants administered through the Florida Division of Emergency Management and the Federal Emergency Management Agency (FEMA). Participation in the LMS demonstrates the Town's commitment to proactive disaster planning and resilience.

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

A motion to approve Resolution 26-09 (LMS) Local Mitigation Strategy was made by Commissioner Goddard seconded by Commissioner Wilson.

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

The motion passed unanimously.

13. DISCUSSION & ACTION, APPROVAL OF THE 2026 MUNICIPAL ELECTION CANVASSING BOARD MEMBERS

Town Manager Cassel presented the analysis.

Per Section 18-5 of the Town of Dundee Charter, the Canvassing Board is comprised of the Town Clerk, the Town Attorney, and one Town elector appointed by oral motion of the Town Commission at least 30 days prior to the election.

The Town of Dundee will hold an election on Tuesday, April 7, 2026, for the Mayoral Seat and Town Commission Seats #1 and #3.

The Canvassing Board is required to meet four times: pre-election logic and accuracy testing, election night canvassing of ballots, certification of the election, and the post-election manual audit.

The Town of Dundee Canvassing Board will consist of:

- Erica Anderson, Town Clerk
- Town Attorney - TBD
- Melissa Glogowski, Deputy Town Clerk
- Michelle Thompson, Elector of the Town
- Autum Carter, Alternate Elector of the Town

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

A motion to approve the 2026 Municipal Canvassing Board Members was made by Vice Mayor Quales seconded by Commissioner Goddard.

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

The motion passed unanimously.

14. DISCUSSION & ACTION, RFP 25-05 ROAD PAVING OF CAMP ENDEAVOR BLVD. & LINCOLN AVE.

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

The Town of Dundee received two proposals for the road paving of Camp Endeavor Blvd. and Lincoln Ave. Two companies submitted responsive bids during the sealed bid process. These companies included EZ Contracting, LLC and Tucker Paving Inc.

The Purchasing Evaluation Committee scored both proposals, and Tucker Paving, Inc. earned an average of 87 points, while EZ Contracting, LLC earned an average of 81 points.

Proposed total costs from each company are as follows:

- EZ Contracting LLC - \$1,554,101.94
- Tucker Paving, Inc. - \$1,454,638.20

Mayor Pennant opened the floor for public comments; the following persons addressed the commission.

Mr. Morales

Mayor Pennant closed the floor for public comment.

A motion to approve RFP 25-05 Road Paving of Camp Endeavor contract for EZ Contracting 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 passed unanimously.

15. DISCUSSION & ACTION, BETTY AVE. STORMWATER IMPROVEMENTS

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

In 2025, RFP 25-04 for the Betty Avenue Drainage Repairs project was issued to address stormwater and flooding concerns in the MLK Boulevard and Betty Avenue area. Bids were opened on November 26, 2025, and the Town received one bid from Tucker Paving, Inc. in the amount of \$147,824.75. No award was made, as the bid exceeded the project threshold. Following the bid process, staff contacted three contractors to obtain quotes for the required stormwater improvements. These improvements will enhance stormwater runoff and collection and improve safety and quality of life for area residents. Staff recommends approval to hire Odom Contracting to perform the Betty Avenue stormwater improvements. Upon approval, staff will coordinate scheduling and notify impacted residents prior to construction.

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

A motion to approve the Betty Ave. Stormwater Improvements was made by Commissioner Goddard seconded by Commissioner Richardson.

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

The motion passed unanimously.

16. DISCUSSION & ACTION, DEVELOPMENT SERVICES BUILDING CEILING TILE PROJECT

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

The Public Works Facilities Department is seeking approval to replace ceiling tiles at the Development Services Building (DSB), located at 124 Dundee Road. The Town has experienced a pest issue that has resulted in odors and staining to the existing ceiling tiles.

Staff obtained three quotes for this project and is recommending approval of AAA Ceiling, as they submitted the lowest quote and are able to meet the timeline requested by Town staff.

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

A motion to approve the Development Services Building Ceiling Tile Project was made by Commissioner Richardson seconded by Commissioner Wilson.

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

The motion passed unanimously.

[17. DISCUSSION & ACTION, LABOR ATTORNEY CONTRACT APPROVAL]

This item has been requested by staff for placement on the agenda. The purpose of this item is to seek Commission approval authorizing the Town Manager to negotiate and execute a contract with a qualified Labor Attorney on behalf of the Town Commission.

Approval of this item will allow the Town to secure appropriate legal representation for labor and employment matters, as needed

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

A motion to approve the Town Manager to enter into a contract with a qualified labor attorney for employment matters was made by Commissioner Richardson seconded by Commissioner Wilson.

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

The motion passed unanimously.

TOWN ATTORNEY PRESENTATION, REVIEW & SELECTION

- Vose Law Firm presented to the commission. A motion to select and retain the services of Vose Law Firm was made by Vice Mayor Quarles, the motion died for lack of a second.
- Sabitini Law Firm presented to the commission. A motion to select and retain the services of Sabitini Law Firm was made by Commissioner Goddard, seconded by Mayor Pennant.

Voting in favor: Commissioner Goddard and Mayor Pennant

Voting Nay: Commissioner Wilson, Commissioner Richardson, and Mayor Pennant

The motion failed by a 2-3 vote.

- Markeishia Smith Law Firm presented to the commission. A motion to select and retain the services of Markeishia Smith Law Firm, authorizing the town manager and current attorney to assist in negotiating and executing a representation agreement between Markeishia Smith Law Firm and the Town of Dundee was made by Commissioner Wilson and seconded by Commissioner Richardson.

Voting in favor: Commissioner Wilson, Commissioner Richardson, and Mayor Pennant

Voting Nay: Commissioner Goddard and Vice Mayor Quarles

The motion passed by a 3-2 vote.

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

Mayor Pennant opened the floor for delegations.

REPORTS FROM OFFICERS

Polk County Sheriff’s Office – Sgt Frese announced the open house “coffee with the stars” to take place at 9:00 a.m. on Saturday, February 14, 2026, at the Polk County Sheriff ‘s Office substation in Dundee, FL.

Dundee Fire Department – Year to date 132 calls for service, with 94 calls since the last update

- 40 Hazardous Conditions
- 8 fires
- 22 good intents
- 1 rescue
- 3 public assists

Town Attorney – No report

Town Manager – Town Manager Cassel provided the following updates.

- The town will place an administrative hold on any code cases while the code is re-written

Commissioner Goddard – wished Boswell and Dunlap all the best. He thanked CCOD for a great event.

Commissioner Wilson – thanked everyone for coming out and congratulated Markeishia Smith Law Firm. She spoke of her experience at Polk County Day in Tallahassee.

Commissioner Richardson – [Inaudible]

Vice Mayor Quarles – [Inaudible]

Mayor - thanked everyone for coming out before thanking Markeishia Smith Law Firm for being selected as the town attorney.

ADJOURNMENT at 9:52 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.