



TOWN COMMISSION MEETING MINUTES

December 10, 2024 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 Vice Mayor Goddard

RECOGNITION OF SERGEANT AT ARMS – Sgt. Carlos Raymondi

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

ROLL CALL taken by Town Clerk O'Neill

PRESENT

Commissioner Quarles

Commissioner Richardson

Vice-Mayor Goddard

Mayor Pennant

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

Drexcetel Robinson, 612 Dr. Martin Luther King Street, Dundee, made comments.

Rafael Jaramarillo, 903 Dr. Martin Luther King Street, Dundee, expressed concern about property values decreasing for properties between Garrison, Lincoln, and Dr. Martin Luther King Street

Michelle Thompson, 406 4th Street South, Dundee, asked for an update on the FY 2023 audit. Town Manager Davis responded with the updated timeline.

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR DECEMBER 10, 2024

The minutes being reviewed include minutes from the following meetings:

1. 11/12/2024 Town Commission Regular Meeting

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

A motion was made to approve the minutes on the consent agenda by Commissioner Richardson, seconded by Commissioner Quarles.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant
Motion passed unanimously.

The agreements on the Consent Agenda for consideration and approval include the following:

1. Interagency Agreement Between the Polk County Sheriff's Office and the Dundee Fire Department for Criminal Justice Information Exchange and Computer Usage
2. Zambelli Fireworks Manufacturing Company – 11/22/2024 Agreement for December 20th event

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

Rafael Jaramarillo, 903 Dr. Martin Luther King Street, Dundee, asked for clarification about the fireworks contract.

A motion was made to approve the agreements on the consent agenda by Vice Mayor Goddard, seconded by Commissioner Richardson.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant
Motion passed unanimously.

PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS

A. RECOGNITION, SERVICE AWARD PRESENTED TO STEVEN GLENN

Mayor Pennant presented Mr. Steve Glenn with a plaque and special recognition award for his eleven years of service from 2013-2024.

Chief Joe Carbone presented Mr. Steve Glenn with a special gift from the Dundee Fire Department.

Vice Mayor Goddard, Commissioner Richardson, Commissioner Quarles, and Mayor Pennant wished Mr. Glenn all the best in his future endeavors and thanked him for his service to the Town of Dundee.

B. PROCLAMATION, TOWN OF DUNDEE CENTENNIAL YEAR PROCLAMATION

Mayor Pennant read the Centennial Proclamation. Receiving the proclamation was former Mayor and Commissioner Mr. Kevin Kitto.

C. MOTION TO RECESS

A motion for a 10-minute recess was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

All in favor. The motion passed. The 10-minute recess began at 7:01pm, and the meeting was reconvened at 7:11pm.

NEW BUSINESS

APPROVAL OF AGENDA

Mayor Pennant asked the Town Manager if there were any changes to the agenda. The Town Manager noted the following changes:

- Items 5, 17, and 18 were added to the agenda.

A motion to approve the agenda with changes was made by Vice Mayor Goddard, seconded by Commissioner Richardson.

Voting in favor: Commissioner Quarles, Commissioner Richardson, Vice Mayor Goddard, Mayor Pennant
Motion passed unanimously.

1. DISCUSSION & ACTION, SEAT 2 APPOINTMENT

Mayor Pennant asked the Town Clerk to present the applications submitted by the five applicants for the delegation to view. The Mayor noted the names of the applicants, which included Alethea Pugh, Annette Wilson, Jessica Farler, Kevin Kitto, and Jacob Reuter. Four of the five applicants were in attendance. Mr. Reuter was not present.

The Mayor reviewed the applicant responses for the benefit of the delegation.

The Mayor opened the floor for public comment.

Drexcetel Robinson, 612 Dr. Martin Luther King, Jr. Street, Dundee, asked the Commission about the selection process. The Mayor noted that the information provided on the applications is being used to evaluate applicants.

The Mayor closed the floor to public comment.

The Mayor explained that a vote would be taken for each applicant, starting with Ms. Pugh.

The Mayor opened the floor for a motion to appoint Alethea Pugh for the remainder of the term for Seat 2 of the Town Commission. The motion was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

Opposed: Commissioner Richardson

The motion passed.

Assistant Town Attorney Seth Claytor administered the Oath of Office to Ms. Alethea Pugh.

2. DISCUSSION & ACTION, NORTHEAST CHAMBER OF COMMERCE MEMBERSHIP

Town Manager Davis provided the analysis.

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

A motion was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

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

The motion passed unanimously.

The meeting was recessed at 7:39pm and was reconvened at 7:44pm.

3. DISCUSSION & ACTION, ORDINANCE 24-11, VOLUNTARY ANNEXATION RICHARDS AT LAKE ANNIE, 2ND READING

Assistant Town Attorney read Ordinance 24-11 by title into the record.

Development Services Director, Lorraine Peterson, provided the analysis. The Town of Dundee received a petition for annexation of property which is intended for commercial use and called Richards at Lake Annie, which consists of 67.8+/- acres, in March 2024. This is the public hearing and second reading of Ordinance 24-11.

Ms. Petersen reviewed presentation slides for the property proposed for annexation. Attorney Claytor noted that, as a condition of the agreement(s) entered into between Polk County and the Town of Dundee for the transfer of certain rights-of-way, the Town must take any necessary and further action(s) in order to preserve the uninterrupted use of and/or access to the boat ramp on Lake Annie which is located on real property immediately adjacent to the subject real property.

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

A motion to approve with conditions Ordinance 24-11 at second reading/public hearing, an Ordinance for the voluntary annexation for Richards at Lake Annie, a request by the applicant Benjamin E. Crosby, was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

Motion passed unanimously.

4. DISCUSSION & ACTION, RESOLUTION 24-27, SHORES OF LAKE DELL FINAL PLAT

Attorney Claytor read Resolution 24-27 by title into the record.

Development Services Director, Lorraine Peterson, provided the analysis. Ms. Petersen reviewed presentation slides for the Shores of Lake Dell subdivision, including concurrency information. Ms. Petersen further noted that the proposed final plat meets the requirements of Florida Statutes, the Code of Ordinances, and the Land Development Code, and that the applicant is providing a maintenance bond for the project.

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

A motion to approve Resolution 24-27, a resolution for the Final Plat of Shores of Lake Dell Subdivision, a request by the applicant, TBHG, LLC, was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

Motion passed unanimously.

5. DISCUSSION & ACTION, WOODLAND RANCH ESTATES HARDSHIP APPLICATION

Attorney Claytor provided a brief background related to *Town of Dundee Ordinance No. 24-09* implementing the moratorium. Attorney Claytor explained that *Ordinance No. 24-09* provides two (2) “off ramps” one (1) for vested rights and one (1) for hardship.

Attorney Claytor reviewed Section 5 of Ordinance 24-09, which details the criteria for hardship.

Applicant, George Lindsey, representing Woodland Ranch Estates, 4900 Dundee Road, Dundee, FL 33884, made an appeal to the Town Commission to be exempted from the moratorium based on extraordinary hardship(s). Mr. Lindsey read page 2 of the application narrative as presented to the Town Manager, Tandra Davis, dated December 2, 2024.

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

Mr. Lindsey acknowledged and agreed that, in the event the Town Commission grants the hardship, the applicant waives any and all statutory development review timelines for *development orders* and *development permits* which are otherwise applicable in accordance with Florida law.

Vice Mayor Goddard asked for clarification about the fiscal impact. Mr. Lindsey noted that the loan documents were executed prior to *Ordinance 24-09*.

Discussion ensued relating to agricultural well transfers. Mayor Pennant stated that the Town needs to not only look out for providing water to new residents but to the current residents.

Mr. Lindsey stated that he is not requesting any relief which is not contemplated in *Ordinance No. 24-09*; and, pursuant to *Ordinance No. 24-09*, administrative review(s) cannot proceed without the approval of the Town Commission.

Mr. Lindsey appealed to the Town Commission to authorize and direct Town staff to proceed with reviewing the applicable plans and submittals for the Woodland Ranch Estates Phase 1 (i.e., identified in the applicable Certified Subdivision Plan as consisting of Phase 1 & 2); and, unless and until the Town of Dundee receives a credit to its Water Use Permit (WUP) from SWFWMD, the applicant acknowledges and accepts that no approval(s) resulting in the issuance of a *development order* and/or *development permit* shall be issued by the Town of Dundee.

Mr. Lindsey stated that, for purposes of any credit received by the Town for its WUP, the applicant accepts the amount(s) (gallons per day) approved by SWFWMD.

Attorney Claytor reviewed two (2) tiers of projects which are identified in *Ordinance No. 24-09*; and, pursuant to the terms of *Ordinance No. 24-09*, the Woodland Ranch Estates Phased development is the first Tier Two project that is coming forward with a hardship application for consideration.

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

Vice Mayor Goddard asked Attorney Claytor if there was anything else that the Town Commission should consider for purposes of evaluating the instant hardship application. Mr. Lindsey discussed and reviewed average daily usage for three (3) of the agricultural wells which the applicant transferred and/or allocated to the Town of Dundee; and Mr. Lindsey informed the Town Commission that all phases of the Woodland Ranch Estates development will require approximately 146,000 GPD (approximately 250,000 GPD less than the current permitted capacity for the transferred agricultural wells).

Ms. Peterson stated that SWFWMD determines, in its sole discretion, whether a credit will be provided for the subject agricultural wells; and, if SWFWMD determines, in its sole discretion, that a credit is applicable, SWFWMD will also determine, in its sole discretion, the amount of the credit to the Town's WUP.

Ms. Peterson stated that there is no certainty or guarantee that SWFWMD will provide a credit to the Town's WUP arising out of the transfer and/or allocation of the subject agricultural wells; however, Ms. Peterson is confident

that, in the event the Town of Dundee receives a credit to its WUP for the subject agricultural wells, the credit will more likely than not provide sufficient capacity (i.e., GPD) for the proposed Woodland Ranch Estates development.

Attorney Claytor noted that the Certified Subdivision Plan provides for Phases I and II; however, any plat reviewed for the subject development will be titled Phase I (alternatively Phase East and/or Phase West).

Mayor Pennant requested that final approval(s) must be subject to and/or contingent on the Town of Dundee receiving from the SWFWMD a credit to the Town's WUP (i.e., the credit must be received and allocable).

Mr. Lindsey requested that the Town Commission make a motion to direct and authorize Town staff to review the proposed Woodland Ranch Estates Phase I; however, no *development order(s)*, *development permit(s)*, and/or further review(s) shall be authorized unless and until the Town of Dundee receives allocable credited capacity to the Town's WUP arising out of the applicant's transfer of agricultural wells.

Attorney Claytor stated that, if the Town Commission grants the subject hardship, an order will be drafted which identifies the authorization(s) and condition(s) identified by the Town Commission which includes, but shall not be limited to, the applicant's waiver of any and all statutory development review timelines for *development orders* and *development permits* which are otherwise applicable in accordance with Florida law.

Mayor Pennant clarified that review of Phase I may proceed; however, the Woodland Ranch Estates development shall not receive vested entitlements unless and until the Town of Dundee receives allocable credited capacity from SWFWMD to the Town's WUP arising out of the agricultural wells transferred by the applicant to the Town of Dundee.

Attorney Claytor requested direction as to whether the Town Commission is authorizing the Town Manager to execute the order on behalf of the Town of Dundee; or, in the alternative, whether the Town Commission is directing the Town Attorney to draft an order for consideration at the next regularly scheduled Town of Dundee Town Commission meeting on January 14, 2025.

The consensus of the Town Commission was to authorize the Town Manager to execute the order; and, at the Town Commission meeting scheduled for January 14, 2025, the Town Commission would ratify the Town Manager's execution of the order.

A motion was made that, pursuant to *Town of Dundee Ordinance 24-09, Section 5, Subparagraph I*, to authorize and direct the Town Attorney to prepare an Order Approving the Hardship for the Woodland Ranch Estates Phase I (the "Order") in accordance with the authorization(s) and condition(s) identified by the Town Commission which includes, but shall not be limited to, the applicant's waiver of any and all statutory development review timelines for *development orders* and *development permits* which are otherwise applicable in accordance with Florida law; and, for purposes of determining whether the applicant has any vested development entitlements, the Order shall

provide that, unless and until the Town of Dundee receives allocable credited capacity from SWFWMD to the Town WUP arising out of the applicant's transfer of the subject agricultural wells, neither the applicant and/or the Woodland Ranch Estates Phased development shall receive any *development order(s)*, *development permit(s)*, and/or vested development entitlements. Once the Order is executed by the Town of Dundee, the Town Commission authorizes and directs Town staff to proceed with the review of the proposed plans and/or proposed plat for the Woodland Ranch Estates Phase I development.

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

Motion passed unanimously.

6. DISCUSSION & ACTION, PARKS AND RECREATION ENCLOSED TRAILER

Public Works Director, John Vice, provided the analysis.

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

A motion to approve the purchase of an enclosed trailer for the Parks and Recreation Department in the amount of \$7,662.00 was made by Commissioner Richardson, seconded by Commissioner Quarles.

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

Motion passed unanimously.

7. DISCUSSION & ACTION, STREETS DIVISION ENCLOSED TRAILER

Public Works Director, John Vice, provided the analysis.

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

A motion to approve the purchase of an enclosed trailer for the Parks and Recreation Department in the amount of \$7,662.00 was made by Commissioner Richardson, seconded by Commissioner Quarles.

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

Motion passed unanimously.

8. DISCUSSION & ACTION, ROAD CLOSURE, DECEMBER 20TH MOVIE NIGHT AT THE DUNDEE COMMUNITY CENTER

Town Manager Davis provided the analysis.

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

A motion to approve the road closure for the December 20th Movie Night was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

Motion passed unanimously.

9. DISCUSSION & ACTION, CCOD EVENT APPLICATION AND ROAD CLOSURE, MARTIN LUTHER KING, JR. DAY PARADE AND BLOCK PARTY ON JANUARY 19, 2025

Town Manager Davis provided the analysis for the road closure for the Dr. MLK Day, Jr. Day Parade and Block Party scheduled for January 19, 2025.

The Mayor opened the floor for public comment.

Drexford Robinson, 612 Dr. Martin Luther King Street, commented about two CCOD groups within the community. Mr. Robinson asked questions about the funding for this event. Town Manager Davis stated that this special event application does not include a request for funding.

Naeem Ali, 204 Grace Avenue, a representative for the non-profit CCOD, Inc. stated that his group for the past four years has submitted the special event applications each year. Mr. Ali stated that all funds that have been donated in the past have been used expressly for the event.

Commissioner Richardson asked Mr. Ali to try to come together to bring one CCOD.

Mayor Pennant asked the Commission to consider the route for the event.

A motion to approve the road closure for the MLK Day Parade and Block Party on January 19, 2024 was made by Vice Mayor Goddard, seconded by Commissioner Richardson.

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

Motion passed unanimously.

10. DISCUSSION & ACTION, BLACK HISTORY MONTH POLE BANNERS

Town Manager Davis provided the analysis.

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

Discussion ensued about local individuals to highlight on the banners. Ideas included Mr. Smedley, Mayor Pennant, Commissioner Mary Richardson, Ms. Joann Hall. No official decision was made.

A motion to approve the purchase of pole banners for Black History Month was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

Motion passed unanimously.

11. DISCUSSION & ACTION, HART COMMUNITY SIGN

Town Manager Davis provided the analysis.

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

Attorney Claytor made a comment that staff would need to consider whether the location has any encumbrances and/or matters which may affect title to the underlying real property and review FDOT signage requirements prior to purchase.

Attorney Claytor suggested that the sign is placed in the public right-of-way.

A motion to approve the purchase of a Hart Community Sign in the amount of \$1765, with the Town's share earmarked in the amount of \$500 and the remainder to be paid by CCOD, was made by Vice-Mayor Goddard, seconded by Commissioner Quarles.

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

Motion passed unanimously.

12. DISCUSSION & ACTION, FIRE TRUCK REPAIRS

Town Manager Davis provided the analysis. These repairs for Engine 61 were included in budget discussions for FY 2024-25 in an amount of \$30,000.

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

A motion to approve the fire truck repairs by Matheny Fire & Emergency in the amount of \$29,125.83 was made was made by Vice-Mayor Goddard, seconded by Commissioner Quarles.

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

Motion passed unanimously.

13. DISCUSSION & ACTION, POLK REGIONAL WATER COOPERATIVE CONSERVATION IMPLEMENTATION AGREEMENT

Utilities Director, Tracy Mercer, provided the analysis. Ms. Mercer noted that once the Town signs the agreement, Dundee becomes a member agency, and as a member agency, a portion of the share in an amount not to exceed \$9,000 becomes the responsibility of the Town.

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

A motion to approve the Polk Regional Water Cooperative Conservation Implementation Agreement was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

Motion passed unanimously.

14. DISCUSSION & ACTION, TASK ORDER #3, CHA CONSULTING, IMPROVEMENTS TO RINER WATER PLANT

Utilities Director, Tracy Mercer, provided the analysis. Ms. Mercer presented slides that summarized the proposed improvements to the Riner Water Plant. Improvements include a new 250,000 ground storage tank, a third high service pump (for redundancy), a new air-conditioned control/operations building including restroom, electrical

equipment, monitoring and controls, a workstation to log and record pumping data, computer entry, and associated site and civil work in support of improvements.

The funds necessary for the improvements to the Riner Water Plant total an amount not to exceed \$2,348,915.84, and ARPA funds will be used for this project.

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

A motion to approve Task Order #3 with CHA Consulting for improvements to the Riner Water Plant in the amount of \$348,915.84, and to earmark estimated construction costs in an amount not to exceed \$2,000,000, and to authorize the Town Manager and staff to take all necessary actions to terminate the lease agreement with Ridge Community Church was made by Commissioner Quarles, seconded by Vice Mayor Goddard.

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

Motion passed unanimously.

15. DISCUSSION & ACTION, UTILITIES DIVISION, BYPASS PUMP PURCHASE THROUGH STATE CONTRACT

Utilities Director, Tracy Mercer, provided the analysis. Ms. Mercer stated that with natural disasters such as hurricanes that cause problems for public water systems, and the purchase of a by-pass pump would provide redundancy sufficient to keep operating during power loss.

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

A motion to approve purchase of a by-pass pump in the amount of \$133,864.62 from a sole source vendor under State contract using ARPA funds was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

Motion passed unanimously.

16. DISCUSSION & ACTION, PURCHASE OF SEWER INSPECTION CAMERA SYSTEM (CCTV INSPECTION CAMERA) FROM FLORIDA STATE PURCHASING CONTRACT

Utilities Director, Tracy Mercer, provided the analysis. Ms. Mercer explained the monitoring technology.

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

A motion to approve purchase of a TV Camera for Sewer Line Inspection at a cost not to exceed \$100,000 from a sole source vendor under State contract using ARPA funds was made by Vice Mayor Goddard, seconded by Commissioner Quarles.

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

Motion passed unanimously.

17. DISCUSSION & ACTION, WINTER HAVEN INTERCONNECT WITH THE TOWN OF DUNDEE

Utilities Director, Tracy Mercer, provided the analysis. Ms. Mercer noted that up to \$500,000 will cover the cost of the pipeline to connect the Winter Haven interconnect to the Riner Water Plant ground storage tank, and the Town of Dundee’s fiscal responsibility is half of this amount.

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

A motion to approve the expenditure associated with the construction of the potable water utility line in order to connect to the City of Winter Haven as a sole source purchase in an amount not to exceed \$500,000 was made by Vice Mayor Goddard, seconded by Mayor Pennant.

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

Motion passed unanimously.

18. DISCUSSION & ACTION, SPECIAL EVENT APPLICATION FOR BIKE GIVEAWAY, COMMISSIONER MARY RICHARDSON

Mayor Pennant commented that this event does not need to come before the Town Commission as it is not a Town-sponsored event. The Mayor noted that the Depot Museum is not a site for rentals. Locations approved as rentals include the Dundee Community Center or the Main Street Center would be appropriate to rent for this event. Discussion ensued about liability with public facility rentals and the importance of differentiating between Town-sponsored events and individual events.

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

No action was taken. Town staff was given direction to work with the applicant.

REPORTS FROM OFFICERS

Polk County Sheriff's Office

Detective Raymondi stated that they are looking forward to the parade on December 14th and noted that there are two families from Dundee Elementary Academy that will be sponsored

Dundee Fire Department

Fire Chief Carbone provided the call numbers:

- 89 calls
- 61 rescues
- 5 fires
- 3 false alarms
- 11 good intents

- 1 hazardous conditions
- 8 public assists
- Year-to-Date Total = 1,072
- 365 total = 1,133 calls

Town Attorney

Attorney Claytor made an appeal to the Town Commission, Town staff, and attendees to utilize decorum and operate using accepted standards of conduct during meetings.

Attorney Claytor noted that pursuant to the Town Charter, Section 3.08, “meetings, rules, and voting,” that there are rules that must govern the procedures of Town meetings.

Department Updates

- Utilities – Melissa Glogowski, Administrative Assistant to Utilities Director and Special Projects Coordinator, welcomed Andrew Stevens to read a letter of commendation dated December 4, 2025 to put on the record the professionalism of the Town of Dundee Utilities staff.

Town

Manager

Town Manager Davis announced that the auditor will have all items, including fixed assets, from the Town by Friday, December 13, 2024. Mike Brynjulfson, CPA, is expected to present the audit at the Town Commission meeting on January 14, 2025. Ms. Davis also reminded the Commission of a few upcoming events, including the Ridge League Dinner on Thursday, December 12, 2024, in Auburndale; the Centennial Christmas Parade on Saturday, December 14th, 2024, and the Movie Night on Friday thanked Chief Carbone and others that represented on Veterans Day. Ms. Davis announced the Tree Lighting event on December 6th at the Dundee Community Center and the Career Expo on December 18th. December 14th is the Christmas Parade and the Mayor’s Toy Drive, and December 20th is the Centennial Festival and Movie Night with Santa.

Commissioners

ADJOURNMENT at 11:06 p.m.

Respectfully submitted,

Lita O’Neill

Lita O’Neill, 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.