



TOWN COMMISSION MEETING MINUTES

February 14, 2023 at 6:30 PM

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

Phone: 863-438-8330 | www.TownofDundee.com

CALL TO ORDER AT 6:30PM by Mayor Pennant

PLEDGE OF ALLEGIANCE led by Mayor Pennant

INVOCATION given by Vice Mayor Richardson

RECOGNITION OF SERGEANT AT ARMS – Sergeant Anderson

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

ROLL CALL taken by Town Clerk Garcia

PRESENT

Steve Glenn

Bert Goddard

Willie Quarles

Mary Richardson

Sam Pennant

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

Mervin Raggs, 312 Lincoln Avenue, Dundee, appreciated the Town's participation in the MLK Parade and for the completion of the Lincoln Avenue Sidewalk completion and the no parking signs. He has founded a 501c3 organization, Hedges Highway Outreach Ministry, that will be active in the Town in the near future.

Archie Sapp, 703 North Adams Avenue, Dundee, appreciated Sgt. Anderson for his work in the community. He reminded the Commission and Residents that they should face the flag when saying the pledge. Would like an update on the striping on 8th Street. He would also like an update on a monument in the Town for Veterans.

Dorothy Smedley, 212 Florida Ave, Dundee, inquired as to why the baseball field has been locked.

Town Manager Davis stated that it is an inactive park and has been closed for some time. With activity happening at the park, it has been locked until the safety updates have been completed. The park will be reopened after all of the safety hazards have been addressed. We are tentatively preparing for the park updates to be completed by the end of the month.

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR FEBRUARY 14, 2023

A. Minutes

1. August 23, 2022 Town Commission Workshop
2. January 10, 2023 Town Commission Meeting
3. January 24, 2023 Town Commission Meeting

B. Board Appointments

1. Annette Wilson, Planning and Zoning
2. David Joubert, Tree Board

MOTION TO APPROVE the consent agenda for the meeting of February 14, 2023, motion made by Goddard, Seconded by Quarles. Passed Unanimously.

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

APPROVAL OF AGENDA FOR FEBRUARY 14, 2023

Town Manager Davis reported the following changes to the agenda:

- Item 04 was moved to Item 07
- Item 04, Discussion and Action, Development Services Building Ceiling Tile Replacement, was added to the agenda.
- Item 05, Discussion and Action, Dr Martin Luther King St Speed Humps, was added to the agenda.
- Item 06, Discussion and Action, Citrus Connection Dundee Stop Request, was added to the agenda.

MOTION TO APPROVE the agenda for February 14, 2023 with changes, Motion made by Quarles, Seconded by Richardson.

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

PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS

1. PROCLAMATION, 2023 BLACK HISTORY MONTH

Mayor Pennant presented Pastor Campbell with the 2023 Black History Month Proclamation.

Pastor Campbell and Reverend Campbell thanked the Town Commission for being able to receive this proclamation and are here to serve the Town.

Mayor Pennant and residents led in song, "Lift Every Voice and Sing" by James Weldon Johnson.

NEW BUSINESS

2. **DISCUSSION & ACTION, RFP 22-01, PUBLIC WORKS BUILDING EXTENSION CHANGE REQUEST #2**

Town Manager Davis gave the analysis.

Town staff has received a change request from Semco Construction for excessive excavation for the Public Works building extension.

RFP 22-001 Part 1.01 WORK BY CONTRACTOR, Section A and Section C, Lines 1-4, and the signed work agreement/contract both state that all grading and drainage is the responsibility of the contractor.

Town Manager Davis did not recommend approval of this change order.

Assistant Attorney Claytor explained that the agreement and RFP state that the grading would be included in the scope of work. Therefore, the excavation was included in the work scope and accounted for in the bid.

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

MOTION TO DENY the change order request for excessive grading, Motion made by Glenn, Seconded by Quarles.

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

3. **DISCUSSION AND ACTION, HURRICANE IAN ROOF DAMAGE**

Town Manager Davis gave the analysis.

Staff has received quotes from contractors regarding repairs to the roofs that were damaged during Hurricane Ian.

Assistant Attorney Claytor reminded the Commission that the Town Manager has already brought these items before the Commission, and they approved the Town Manager to move forward with these items. Public Works Director John Vice explained that he is still waiting for further information from one of the quotes for the Fire Department.

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

MOTION TO APPROVE the award of the project to Code Red for the repair of all buildings listed for the quoted amount of \$94,555.00, made by Glenn, Seconded by Quarles.

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

4. DISCUSSION AND ACTION, DEVELOPMENT SERVICES BUILDING CEILING TILE REPLACEMENT AMENDED ITEM

Town Manager Davis gave the analysis.

Staff had received 3 prices from contractors to replace the damaged/ stained ceiling tiles in the development service building. The scope of work includes removal of the old ceiling tiles, hauling debris away and installing new tiles. This was a project that was approved in the 22-23 budget under capital improvements for the DSB at \$15,000.00.

Mayor Pennant opened the floor for public comment; seeing no public come forth the floor was closed.

Commissioner Glenn asked if the quote included replacing the grid as well.

Public Works Director, John Vice, explained that the grid does not need replacing but agreed to inspect the grid when the tiles were taken down.

MOTION TO APPROVE the award of the project to ASI Acoustical Services for Development Services ceiling tiles for the quoted amount of \$7578.00, made by Quarles, Seconded by Goddard.

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

5. DISCUSSION AND ACTION, DR MARTIN LUTHER KING ST SPEED HUMPS AMENDED ITEM

Town Manager Davis gave the analysis.

Staff has received 3 quotes from contractors to purchase speed humps along Martin Luther King Ave. With Commission approval, staff will purchase the speed humps and install them in 4 different locations. This was a project that was approved in the 22-23 budget under streets capital improvements at \$34,000.00. Mayor Pennant inquired about the life of the rubber speed humps.

Public Works Director, John Vice, reported that according to the vendors, the life of the rubber speed humps is 10-12 years.

Mayor Pennant opened the floor for comments from the public.

Dre Robinson, 612 MLK St, Dundee, inquired about the distance between the speed humps.

Assistant Attorney Claytor verified that the Public Works Department will be following the FDOT guidelines and/or incorporated standards for installation and distance requirements.

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

MOTION TO APPROVE the purchase of the speed humps from Treetop Products, Inc at the quoted price of \$6,015.40, Motion made by Goddard, Seconded by Quarles.

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

6. DISCUSSION AND ACTION, CITRUS CONNECTION DUNDEE STOP REQUEST AMENDED ITEM

Town Manager Davis gave the analysis.

The Commission requested (3) three additional stops to be added to current route:

1. Dundee Road & Martin Luther King Street SW
2. North Scenic Hwy & Race Road
3. US Hwy 27 & Lincoln Avenue

All stops had a detailed study analysis which determined the approval or denial for the location. Citrus Connection staff determined denial of all listed stops above.

An alternative stop which is 500 ft east of Dundee Road and MLK was provided. This location has existing infrastructure for a sign as well as available space for further development, such as a boarding and alighting pad. This location is across the street from the Development Services Building and next to the Taco Amigos establishment.

Additionally, the alternative location is ADA compliant.

Mayor Pennant opened the floor for public comment.

Mervin Raggs, 312 Lincoln Ave, Dundee, was in favor of the recommendations made by Citrus Connection.

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

Commissioner Goddard recommended looking into a stop on Scenic Highway in the future.

Town Manager Davis explained we can also investigate a pull off zone being inserted on Dundee Road for future expansion.

MOTION TO AUTHORIZE the Assistant Town Attorney to accept the recommendations provided by the Citrus Connection and begin negotiating the alternate route with Citrus Connection, made by Quarles, Seconded by Glenn.

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

7. DISCUSSION, STAFF UPDATE

Town Manager Davis gave the analysis.

Assistant Town Manager/Town Clerk Jenn Garcia has given her resignation. After 4 weeks' notice and training new Interim Town Clerk, Trevor Douthat, her last day with the Town of Dundee will be February 17, 2023.

Mayor Pennant presented an award to Jenn Garcia thanking her for her service to the Town of Dundee.

REPORTS FROM OFFICERS

Fire Department: Chief Carbone gave an updated report on the number of calls the fire department has experienced to date in 2023.

Assistant Town Attorney: Updated the Commission on the Dundee Ridge Plaza turn-in. There was a meeting with the property manager and attorneys of the Dundee Ridge Plaza. They have requested that we prepare an agreement for the construction of a road for egress only. There is still a requirement for easements between the Town and the Church.

Town Manager Davis: 2022 Citizen of the Year, Marjorie Lewis, had a heart attack a couple of weeks ago and is now at home in Dundee recovering. A calendar invite will be coming for meetings about the Town Manager Evaluation with each Commissioner.

Vice Mayor Richardson: Stated that there was discouragement among Residents when the ballpark was not prioritized in the past. Congratulated Annette Wilson for her appointment to the Planning and Zoning Board. Requested that the Town Commission reconsider approving further trainings for her, and other members of the Commission as needed. She would like to see an increase in the 2023 - 2023 budget. Was glad to have Town Manager Davis and Assistant Attorney Claytor back.

Town Manager Davis responded that the involvement of some of the residents have made a difference in allowing the improvements to be made.

Commissioner Quarles: Requested that residents and commissioners complete and participate in the TPO survey. Wished Mrs. Garcia good luck.

Commissioner Glenn: Requested that a "Park Temporarily Closed" sign up to communicate to the residents. Requested an update on the Depot. Requested an update on the US 27 Trucking Company Code issue. Requested an update on the Splash Pad that was budgeted in this fiscal year.

Town Manager Davis reported that signs have already been ordered for the park. The PODS at the depot are unloaded and in the process of being unpacked. She stated she will have an update on the Splash Pad on Friday.

Town Planner, Lorraine Peterson, explained that the trucking company has submitted a special use application. They have yet to respond to the 3 pages of comments from the Town. They are still accumulating the fines from the special code violations.

Commissioner Goddard: Thanked Sgt. Anderson for his efforts with the speeding issue. Congratulated Dr. and Pastor Campbell, Ms. Wilson, and Town Clerk Garcia.

Mayor Pennant: Is concerned with the US 27 Trucking company that is still out of compliance and does not feel that they should be allowed to have an application considered while they are out of compliance with the Town code.

Assistant Attorney Claytor explained that they can only come into compliance with a zoning amendment and /or special use approval.

ADJOURNMENT at 8:40PM

Respectfully Submitted,

Trevor Douthat
Trevor Douthat, Interim Town Clerk

APPROVAL DATE: _____