

**TOWN COMMISSION MEETING  
SEPTEMBER 25, 2018  
6:30 PM**

**LOCATION: DUNDEE TOWN HALL  
202 MAIN STREET, DUNDEE, FLORIDA**



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**TOWN COMMISSION MINUTES REPORT  
FOR SEPTEMBER 11, 2018**

**CALL TO ORDER:**

Mayor Pennant called the meeting to order at 6:31 PM.

**PLEDGE OF ALLEGIANCE**

**INVOCATION:**

The Invocation was provided by Commissioner Goddard.

**RECOGNITION OF SERGEANT AT ARMS:**

Mayor Pennant recognized the PCSO Deputy McKinnon and Deputy Simmons as the Sergeant at Arms.

**PUBLIC SPEAKING INSTRUCTIONS:**

The instructions for comments from the public were given by Mayor Pennant.

**ROLL CALL:**

*Town Commissioners Present:*

Commissioner Glenn  
Commissioner Goddard  
Vice Mayor Harper  
Commissioner Quarles  
Mayor Pennant

*Absent: NONE*

*Town Staff Members Present:*

Town Manager, Deena Ware  
Assistant Town Attorney, Seth Claytor  
Town Clerk, Brian Lueth  
Finance Director, John Wasmund  
Public Works Director, Clifton Bernard

**I. APPROVAL OF AGENDA FOR SEPTEMBER 11, 2018**

Mayor Pennant asked Town Manager Ware if there were any additions or changes to the agenda. Town Manager Ware responded that there was a change in the order in which items were to be taken.

**MOTION TO APPROVE** the agenda as amended for September 11, 2018 made by Commissioner Glenn. Seconded by Commissioner Goddard. Passed Unanimously.

*AYE: Glenn, Goddard, Harper, Quarles, Pennant*

*NAY: None*

## AGENDA ITEMS

### **TAB 1: PUBLIC HEARINGS**

#### **A). RESOLUTION 18-11 – TENTATIVE MILLAGE FY 2018-2019**

The Mayor read the mayors statement explaining the millage rate in comparison to the rollback rate. The Mayor then deferred to the Assistant Town Attorney who read the entirety of the resolution. The Town Manager then read the resolution analysis.

The Mayor opened the public hearing for public comment. Seeing no speakers come forward, the mayor closed the public hearing.

The Assistant Town Attorney stated that a reason the town is maintaining the level of ad valorem is because staff doesn't know how the change in the Homestead Exemption will affect the Town's revenues.

***MOTION TO APPROVE*** Resolution 18-11 at 6:41pm made by Commissioner Goddard. Seconded by Commissioner Glenn. Passed Unanimously.

*AYE: Glenn, Goddard, Harper, Quarles, Pennant*

*NAY: None*

#### **B). RESOLUTION 18-12 – TENTATIVE BUDGET FY 2018-2019**

The Assistant Town Attorney read the resolution in its entirety.

The Mayor opened the public hearing for public comment. Seeing no speakers come forward, the mayor closed the public hearing.

***MOTION TO APPROVE*** Resolution 18-12 at 6:45pm made by Commissioner Glenn. Seconded by Commissioner Quarles. Passed Unanimously.

*AYE: Glenn, Goddard, Harper, Quarles, Pennant*

*NAY: None*

### **TAB 2: OBSERVANCE: MOMENT OF SILENCE FOR 9/11 REMEMBRANCE**

The Town Commission observed a moment of silence in remembrance of the 9/11 attacks 17 years ago.

### **TAB 3: PROCLAMATION: INTERNATIONAL DAY OF PEACE**

The Mayor read the proclamation into the record. Monica Crosthwaithe from Dundee Elementary Academy received the proclamation, and informed the Commission of what the children of DEA would be doing to observe the day. The observance includes an assembly on September 21, 2018 where the proclamation will be presented to the kids.

The Mayor invited the children to attend the commission meeting next year and explain some of what International Peace Day means.

Commissioner Goddard asked if the school was planning to hold an event for observance of the day. Ms. Crosthwaithe said that they would be holding an event where they observe the international moment of silence and will be doing things with the students throughout the day. Commissioner Goddard asked if he could attend as this is a United Nations sanctioned event, and he is a retired United Nations liaison officer.

Ms. Crosthwaithe said the event is open to the public and invited the whole commission to attend.

**MOTION TO APPROVE** the Proclamation of September 21, 2018 as International Peace Day in Dundee made by Commissioner Goddard. Seconded by Commissioner Glenn. Passed Unanimously.

AYE: Glenn, Goddard, Harper, Quarles, Pennant

NAY: None

**TAB 4: APPROVAL OF MINUTES**

**A). AUGUST 28, 2018 BUDGET WORKSHOP**

**MOTION TO APPROVE** the minutes of the August 28, 2018 budget workshop made by Vice Mayor Harper. Seconded by Commissioner Glenn. Passed Unanimously.

AYE: Glenn, Goddard, Harper, Quarles, Pennant

NAY: None

**B). AUGUST 28, 2018 TOWN COMMISSION MEETING**

**MOTION TO APPROVE** the minutes of the August 28, 2018 Town Commission meeting made by Commissioner Glenn. Seconded by Commissioner Vice Mayor Harper. Passed Unanimously.

AYE: Glenn, Goddard, Harper, Quarles, Pennant

NAY: None

**TAB 5: DISCUSSION: CREATION OF AN AD HOC COMMITTEE OF THE TOWN COMMISSION**  
(Requested by Vice Mayor Harper per Town Code 2.2.33(b)(c) )

Vice Mayor Harper explained that during a conversation with Town Clerk Lueth, with regard to the Town's visioning process and how best to move from a vision to implementation, the idea of a committee came up. Vice Mayor Harper stated that she would like to see some kind of body formed to move these projects forward.

Assistant Town Attorney said that in the creation of an ad hoc committee they would want to appoint a non-voting commission liaison, and that this will be a Sunshine Meeting. The commission would also need a resolution to create the committee.

The Mayor said that he agreed with the Vice Mayor that the Commission should do something to advance these projects, however, he would like to see it done as project specific workshops similar to how the visioning process was done.

Vice Mayor Harper said that out of the four projects, only one (1) is currently moving forward thanks to the efforts of Commissioner Quarles and TPO, but there are three (3) other projects that have details and nothing is being done. Vice Mayor Harper continued that she'd like to see the committee formed over a workshop route to move those projects forward since public input was gotten at visioning. She envisioned the committee to be more about implementation and strategy than public input gathering.

Assistant Town Attorney Claytor said that staff will review the vision plan and make a recommendation to the Town Commission at the next commission meeting.

Vice Mayor Harper restated that this committee needs to be about implementation and finding resources. The public had their chance to provide input during the visioning process.

## II. DELGATIONS – QUESTIONS & COMMENTS FROM THE FLOOR

**Ashley Lawrence. 410 Miles Blvd, Dundee.** Had complaint about Town Water problems. She had concerns about discrepancy between the letter mailed to utility customers and the website posting. She is concerned that the water is contaminated.

Assistant Town Attorney Claytor addressed her concerns. He explained that the Town has met all of its requirements in strict accordance by the protocols by the Department of Health. He explained that the file discrepancy was a simple error as both files shared the same title since then the records have been corrected.

Ms. Lawrence asked how often the town is testing. Attorney Claytor responded that he believes its every 90 days which was confirmed by Public Works Director Bernard. Ms. Lawrence asked if testing could be done every 30 days. Attorney Claytor said that the problem with that it is the engineer that is telling the Town how to proceed and the town can certainly check into additional testing, but he is hesitant to recommend it without first consulting with the engineers. Assistant Attorney Claytor stated that they will bring back information from the engineer at the next commission meeting.

The Mayor told Ms. Lawrence that the Town is sending out an amended notice to utility customers. The Mayor also explained that this is an issue with the source water and not easily fixed, but he assured Ms. Lawrence that the town is working with all the necessary agencies and making the effort needed to correct the issue as quickly as possible.

Ms. Lawrence asked if the timeline of 12 months for correction was not met if bottled water would be distributed to residents. The Mayor responded that that decision is up to the Department of Health.

## III. REPORTS FROM OFFICERS

### a. TOWN ATTORNEY

- At the most recent Special Magistrate an order for demolition was ordered for 705 Adams Ave.

### b. TOWN MANAGER

- The Town purchased tables and benches for less than \$400.00
- The Town received a Garland recognition in *The Ledger* for the commission removing the money for commission health insurance and putting it into other projects
- Mayors roundtable event was to be the following day

Mayor Pennant asked about the digital signs. Town Manager Ware said that staff has found local companies that create signs and are exploring the options. Town Manager Ware said at an upcoming meeting the commission would see designs and pricing. The Mayor said it's important to have a working sign.

Commissioner Glenn asked how much it would cost to move the sign at the Depot to the Community Center and put the new sign by the depot. He explained that his concern was that most people see the sign by the Depot, not the Community Center, so he feels it's more important to have the best equipment in that location. Town Manager Ware said that there is still a year left on the warranty on the Depot sign, and moving it might affect the warranty.

The Mayor opened the floor for public comment.

**Thomas Wade. 214 Louise Ave, Dundee.** Told the commission that the digital sign at the depot was not waterproofed when it was installed and if the sign was removed and waterproofed they would no longer have any issue with its operation.

**c. COMMISSIONERS**

**Vice Mayor Harper**

- Thanked staff for the time and effort put into the budget book
- Thanked the public for their attendance

**Commissioner Glenn**

- Asked staff about the preserve annexation.

Town Manager Ware said that the Town is waiting on proper documentation.

- Asked staff about the water rate study.

Town Manager Ware said that staff was working with Joe Williams for Raftelis and sending them requested documentation, but there has been no word on results or timeline.

- Thanked staff for their work on the budget
- Thanked Dundee Elementary staff for attending
- Thanked the Sheriff's Deputies for attending

**Commissioner Goddard**

- Thanked the Staff for their work

**Commissioner Quarles**

- Thanked the staff for their hard work

**d. MAYOR**

- Thanked Public for attendance, and invited them to next meeting

**IV. ADJOURNMENT**

***MOTION TO ADJOURN*** made by Mayor Pennant at 7:33PM. Seconded by Consent. Passed Unanimously.

**SIGNATURE PAGE**  
**MINUTES FOR SEPTEMBER 11<sup>TH</sup>, 2018**

**Respectfully Submitted,**



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**Brian Lueth, Town Clerk**

**ATTEST:**

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**Samuel Pennant, Mayor**