

**TOWN COMMISSION MEETING  
MARCH 13<sup>TH</sup>, 2018  
6:30 PM**

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



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**MINUTES FOR MARCH 13<sup>TH</sup>, 2018**

**CALL TO ORDER:**

The Meeting was called to order by Mayor Pennant at 6:29pm.

**PLEDGE OF ALLEGINCE**

**INVOCATION**

The Invocation was given by Sgt. Tanner.

**RECOGNITION OF SERGEAT AT ARMS:**

Sgt. Tanner  
Captain Davis

**ROLL CALL:**

Town Commissioners Present:	Commissioner Glenn Commissioner Goddard Commissioner Harper Vice Mayor Quarles Mayor Pennant
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 MARCH 13<sup>TH</sup>, 2018**

**MOTION** to Approve the Agenda for March 13<sup>th</sup>, 2018 made by Commissioner Goddard. Second by Commissioner Glen. Approved Unanimously.

AYE: Glenn, Goddard, Harper, Quarels, Pennant  
NAY: None

**AGENDA ITEMS**

**TAB 1. APPROVAL OF TOWN COMMISSION MINUTES FOR FEBRUARY 27<sup>TH</sup>, 2018**

**MOTION** to Approve the Minutes for February 27<sup>th</sup>, 2018 made by Vice Mayor Quarles. Second by Commissioner Harper. Approved Unanimously.

AYE: Glenn, Goddard, Harper, Quarles, Pennant  
NAY: None

**TAB 2. CONSIDER PROCLAMATION FOR FLORIDA BICYCLE MONTH**

Mayor Pennant presented a Proclamation to Vice Mayor Quarles to commemorate March 2018 as Bicycle Month. Quarles announced that he would present this proclamation to the club presidents at the next Bike Club meeting.

**MOTION** to Approve the Proclamation proclaiming March as Bicycle Month in Dundee made by Commissioner Glenn. Second by Vice Mayor Quarles. Approved Unanimously.

AYE: Glenn, Goddard, Harper, Quarles, Pennant

NAY: None

**TAB 3. CONSIDER AMEDNMENT TO TRAFFIC SIGNAL MAINTENANCE & COMPENSATION AGREEMENT (FDOT)**

Mayor Pennant opened the floor for comments. No residents came forward, so the floor was closed. Commissioner Glenn inquired if this was an increase over last year's amount. Town Manager Ware responded that it was an increase of about \$200.00, but that this agreement was for the amount of money the state provides to the town.

Mayor Pennant asked if this agreement had already been approved previously. Town Manager Ware responded that he was thinking of the highway agreement which is different.

**MOTION** to Approve Traffic Signal Maintenance & Compensation Agreement made by Commissioner Harper. Second by Commissioner Glenn. Approved Unanimously.

AYE: Glenn, Goddard, Harper, Quarles, Pennant

NAY: None

**TAB 4. DISCUSSION OF LAND PURCHASE AGREEMENT WITH POLK COUNTY**

Mayor Pennant opened the floor for comments. No residents came forward, so the floor was closed. Assistant Town Attorney Claytor moved forward with discussion explaining that town staff and the town attorney have been in communication with multiple parties including bond counsel as the subject real property, which the tower is located, is collateral security for the Town's bond issuance. The Town Attorney and staff are attempting to get an official opinion as to whether or not the USDA will consent to the issuance of a waiver in order for the Town to use the proceeds from the subject sale for certain capital projects within the Town's municipal boundaries. Attorney Claytor said that bond counsel requires a description as to the Town's proposed capital projects and/or use(s) for the monies received from the sale of the subject real property.

Attorney Claytor said that the issue has been deferred to the Town Manager to identify what capital projects and/or use(s) the proceeds may be used. Attorney Claytor indicated that the USDA would be more likely to issue a waiver if the sale proceeds were used for capital improvement projects, as compared to placing said monies in escrow.

Commissioner Goddard offered a suggestion that the proceeds should be used for the Community Center. Commissioner Harper asked if that would qualify as a capital improvement. Attorney Claytor responded that it would depend on the scope of work.

Attorney Claytor informed the commission that the current agreement states that the proceeds should be used to prepay the bond debt, and that's what Dundee is seeking the waiver for.

Mayor Pennant inquired if Dundee could hold the funds in the General Fund until such a time where the town identifies a capital improvement project. Attorney Claytor responded that it was unlikely that they would approve us integrating the dollars into the General Fund.

Commissioner Glenn asked if the project that Dundee is doing with Lake Hamilton would qualify. Attorney Claytor said that an immediate project that dealt with utility improvements would have a high chance of success for achieving the waiver. Town Manager Ware informed the Commission that all the funds have already been paid to Lake Hamilton for the project.

Attorney Claytor asked the Town Commission if it would be ok if the Town Manager presented several projects or ideas that staff developed at the next commission meeting on March 27<sup>th</sup>. The Commission agreed and asked that it be included on the next agenda.

Commissioner Glenn suggested that if the money can't be put in the General Fund, maybe the Town can hold it in a separate escrow account as designated dollars. Attorney Claytor responded that while that may work, the Town needs to get the waiver prior to the sale or the agreement states that the proceeds have to go towards debt service.

**NO ACTION TAKEN**

*(Tab 4 section is amended, without objection from Town Clerk, at the direction of the Town Attorney, for clarification purposes.)*

**TAB 5. DISCUSSION OF ELECTION QUALIFYING REQUIREMENTS**

Currently Dundee requires 15 signatures to run for office or a fee in lieu of signatures. Town Manager Ware provided data on what other communities require for their candidates.

Mayor Pennant gave an overview of the qualifying requirements and suggested that the Commission raise the amount of signatures to 25 to bring Dundee more in line with other communities. Attorney Claytor added that as long as the Commission isn't altering a charter provision, the Board should be able to change it as an ordinance. He did request extra time to review the issue to make sure that there is not a statutory requirement or formula. Claytor said he would bring back the results at the March 27<sup>th</sup> meeting.

Commissioner Harper inquired about the Fees in Lieu of signatures and the statutory requirements. Attorney Claytor responded that he wasn't sure about the answer and requested additional time to review the issue.

**NO ACTION TAKEN**

**II. DELEGATIONS – QUESTIONS & COMMENTS FROM THE FLOOR**

Mayor Pennant recognized Dr. LaTrice Moore, a candidate for the District 3 school board seat. Dr. Moore gave several brief comments to introduce herself and explain why she is running for school board.

Archie Sapp, 703 N. Adams Avenue. Mr. Sapp expressed concerns with speeding on the street and would like to see speedbumps on the street. He is also concerned about a neighbor with a shed that is in disrepair and that is piled full of junk and is an eyesore. He also is concerned about the house that is adjacent to his property that was burnt four years ago and has still not been repaired and would like to see it demolished as he believes it is a health concern for the neighborhood. His final concern was with the current garbage provider. Mr. Sapp said that a truck busted a hydraulic line on the street and sprayed hydraulic fluid and never came back to clean it up.

The Town Commission requested staff to follow-up with Code Enforcement to look into the issue of the burnt out home next to Mr. Sapp.

**REPORTS**

**III. TOWN ATTORNEY**

- The Town Attorney heard back from Advance Disposal and will be setting up a meeting regarding the letter the Town sent.
- The Town has no funding for demolition projects through code enforcement for a demolition project and recover the money through a special assessment.
- Welcomed the New Town Clerk.

**IV. TOWN MANAGER**

- Welcomed New Town Clerk
- Attended the Spring Fling at Dundee Ridge Academy
- Offered Congrats to Dundee Elementary Academy for obtaining the IB accreditation
- Attended the Polk County Water School
- Promoted Easter Egg Hunt

**V. COMMISSIONERS**

- Commissioner Quarles
  - Welcomed New Town Clerk
- Commissioner Harper
  - Welcomed New Town Clerk
  - Promoted the Easter Egg Hunt
  - Promoted Friends of the Library Book Sale on April 7<sup>th</sup>
  - Thanked Residents for Attending
- Commissioner Goddard
  - Welcomed the New Town Clerk
- Commission Glenn
  - Thanked Dr. Moore for Attending
  - Thanked Captain Davis for attending
  - Thanked Sgt. Tanner for his service
  - Thanked Town Staff for effort into Spring Fling
  - Thanked Residents for Attending

**VI. MAYOR**

- Thanked Public Works staff for getting street signs back up
- Promoted the Easter Egg Hunt

**VII. ADJOURNMENT (7:20)**

**MOTION** to Adjourn at 7:20pm made by Mayor Pennant. Seconded by Consent. Passed Unanimously.

AYE: Glenn, Goddard, Harper, Quarles, Pennant

NAY: None

**Respectfully Submitted,**



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**Brian Lueth, Town Clerk**

**ATTEST:**

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**Samuel Pennant, Mayor**