

TOWN OF ASTATULA
Special Council Meeting Agenda
Wednesday, December 17, 2025, 6:00 pm
Astatula Town Hall
25009 County Road 561 | Astatula, FL 34705

Town Council Members

Zane Teeters, Jr., Mayor
Cheryl Marinelli, Vice-Mayor
Kay MacQueen, Councilwoman
Susan Richert, Councilwoman
Kim Hanawalt, Councilwoman

Town Staff

Kelly Edwards, Acting Town Clerk
Wally Hoagland, Police Chief
David Langley, Town Attorney
Tom Harowski, Interim Town Planner
Andy Stamper, Public Works Director

Call to Order

Invocation & Pledge of Allegiance

Roll Call, Acknowledgement of Quorum Present and Proper Notice Given

Welcome and Introduction of Guests

A. CITIZENS' QUESTIONS AND COMMENTS

CITIZEN QUESTION AND COMMENT PERIOD

At this point in the meeting, the Town Council will hear questions, comments, and concerns from the citizens. If the issue raised is not on today's agenda, action will not be taken by the Council at this meeting. Questions may be answered by staff or referred for appropriate staff action. If further action is necessary, the item may be placed on a future board agenda. Zoning and code enforcement matters cannot be discussed during the public comment period. Procurement matters not scheduled to be heard by the Council today also cannot be discussed during the public comment period. Public comment may be limited to 3 minutes.

B. AGENDA REVIEW

C. NEW BUSINESS

1. (KM) Discussion and possible action regarding termination of Ann Quandt, Town Clerk.

D. COUNCIL MEMBER MISCELLANEOUS COMMENTS

E. ADJOURNMENT

Please Note: In accordance with F.S. 286.0105; Any person who desires to appeal any decision or recommendation at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based. The Town of Astatula does not prepare or provide this verbatim record.

Note: In accordance with the F.S. 286.26; Any Persons with disabilities needing assistance to participate in any of these proceedings should contact Town Hall, 25009 CR 561, Astatula FL 34705, (352) 742-1100 at least two business days in advance of the meeting.

TOWN OF ASTATULA

Human Resources Incident Report and Employment Termination Summary

Employee: Ann Quandt

Position: Town Clerk

Department: Administration

Supervisor: Mayor Zane A. Teeters

Prepared by: Mayor Zane A. Teeters

Date: December 10, 2025

Employment Status: Terminated — Voluntary Resignation Through Conduct / Job Abandonment

1. Purpose of Report

This report documents the events of December 9–10, 2025, involving unauthorized payroll processing, resulting payroll discrepancies across multiple departments, the employee's conduct during a supervisory meeting, prior disciplinary history, and the Town of Astatula's determination that Ms. Ann Quandt voluntarily resigned her position through job abandonment and insubordination.

2. Background and Policy Requirements

The Town of Astatula requires that all payroll be reviewed and approved by the Mayor prior to processing. This requirement exists to ensure fiscal accuracy, compliance, internal controls, and separation of duties. Ms. Quandt was fully aware of this requirement and had previously been instructed to comply.

3. Timeline of Events

December 9, 2025

- Ms. Quandt processed the Town payroll one day earlier than scheduled and without the required mayoral approval, in direct violation of established Town policy and Town Council direction.
-

December 10, 2025 – 7:37 AM

- Ms. Quandt contacted Mayor Teeters via text message stating she could not locate the payroll folder and indicating there “may be one mistake” in the payroll she had processed.
-

December 10, 2025 – Approximately 8:10 AM

- Mayor Teeters was informed that a Public Works employee had been shorted approximately \$300 as a result of the payroll processing.
 - The Mayor immediately began inquiries to determine the scope and severity of the payroll issue.
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December 10, 2025 – Approximately 8:10 AM

- Mayor Teeters contacted the Chief of Police and requested a review of payroll deposits within the Police Department.
 - The Chief of Police confirmed that at least one officer had been overpaid approximately \$500, indicating payroll discrepancies beyond a single employee.
-

December 10, 2025 – 8:30 AM: Supervisory Meeting

- Mayor Teeters directed Ms. Quandt to meet in her office to discuss the unauthorized payroll processing and emerging payroll errors.
 - During the meeting:
 - The Mayor reiterated the Town’s policy requiring mayoral approval before payroll processing.
 - Ms. Quandt was asked multiple times why payroll had been processed contrary to policy.
 - Ms. Quandt ignored the question while continuing to type on her keyboard and open emails.
 - When asked again, she shrugged her shoulders.
 - Upon a third request, she responded: “Because I did!”
 - Mayor Teeters advised that this response was unacceptable.
 - Ms. Quandt then stood up, accused the Mayor of yelling and berating her (a characterization that is disputed and considered inaccurate), and stated repeatedly:
 - “I’m done. I’m leaving. I’m done.”
 - Ms. Quandt gathered her personal belongings, exited her office, and left Town Hall during business hours.
 - Her actions were reasonably interpreted as job abandonment and voluntary resignation through conduct.
-

December 10, 2025 – Between 8:30 AM and 11:00 AM

- Mayor Teeters received calls from Councilwoman Richert and Councilwoman MacQueen requesting information regarding the incident.
 - The Mayor explained the unauthorized payroll processing and the confirmed payroll errors.
 - Both council members expressed that the conduct was unacceptable and agreed separation from employment was appropriate.
-

December 10, 2025 – Approximately 2:00 PM

- The Finance Clerk advised Mayor Teeters that the payroll errors were widespread and included:
 - All hourly Police Department officers being overpaid approximately \$400–\$600 each;
 - Multiple Public Works employees being either underpaid or overpaid; and
 - Administrative/office staff also being paid incorrectly.
- This information confirmed that the unauthorized payroll processing resulted in material errors affecting all departments.

December 10, 2025 – 11:07 AM: Employee Text Message

- Ms. Quandt texted Mayor Teeters stating that she did not quit and alleging the Mayor was screaming and told her to leave.
 - The Town formally rejects this version of events as factually inaccurate and fabricated.
-

Mayor's Written Response

Mayor Teeters responded in writing stating that:

- Leaving a supervisory meeting and abandoning assigned duties constitutes job abandonment.
- The Town was treating her actions as a voluntary resignation.

Ms. Quandt disputed this again, and the Mayor advised that the determination was final and not negotiable.

4. Immediate Administrative and Security Actions

By mid-afternoon on December 10, 2025:

- The Town Attorney was notified of the situation.
 - IT services were directed to revoke all system access.
 - The Town's banking institution was contacted to remove all financial access and permissions previously held by Ms. Quandt.
-

5. Prior Disciplinary History and Pattern of Conduct

Ms. Quandt had a documented history of unprofessional conduct, including:

- Two formal written reprimands, both denied by Ms. Quandt with no acceptance of responsibility.
- Three prior incidents involving emotional outbursts, door slamming, storming out of meetings, and failure to return for the remainder of the workday.
- A direct warning from Mayor Teeters that any future storming out would result in termination.

Ms. Quandt was therefore on clear notice regarding expectations and consequences.

6. Basis for Termination

The Town of Astatula's determination is based on the following cumulative grounds:

1. Job Abandonment / Voluntary Resignation Through Conduct
 2. Insubordination and Refusal to Follow Supervisory Direction
 3. Unauthorized Payroll Processing
 4. Material Payroll Errors Affecting All Departments, including Police, Public Works, and Administrative staff
 5. Exposure of the Town to Financial, Compliance, and Reputational Risk
 6. Repeated Pattern of Unprofessional Conduct
-

7. Return of Town Property

Ms. Quandt was instructed to return all Town-issued property, including keys and access credentials, to the Chief of Police by close of business on December 10, 2025.

8. Conclusion

Based on the documented facts, Ms. Ann Quandt is no longer employed by the Town of Astatula effective December 10, 2025. Her separation is classified as voluntary resignation through conduct and job abandonment and is not subject to reversal.

Prepared by:

Mayor Zane A. Teeters

Town of Astatula

352-805-7500

TOWN OF ASTATULA

WRITTEN REPRIMAND

To:

Ann Quandt, Town Clerk

Town of Astatula

From:

Mayor Zane A. Teeters, Jr.

Town of Astatula

Date: November 4, 2025

Subject: Written Reprimand – Unprofessional Conduct / Insubordinate Behavior

Incident Summary

On November 3, 2025, during a discussion regarding training scheduled for Deputy Town Clerk Kelly Edwards related to permitting procedures, you raised your voice and yelled at the Mayor, your direct supervisor, in protest of the decision. This occurred in the presence of Ms. Edwards. Following the exchange, you abruptly exited the office, slamming doors as you left the premises.

Your actions were disrespectful, unprofessional, and disruptive to the workplace environment. Such behavior undermines supervisory authority and reflects poorly on the Town administration.

Policy References

- Chapter 1, Section 1.3 – Town Responsibilities and Authority

The Mayor holds final responsibility for employee supervision and establishes policies and procedures related to education and training. Disrespectful or disruptive behavior toward the Mayor constitutes a breach of this authority.

- Chapter 2, Sections 2.1 and 2.2 – Employee Conduct and Courtesy

All employees are required to render prompt, courteous service and maintain attitudes that promote goodwill toward Town administration. Yelling at a supervisor and slamming doors in front of other employees directly violate these expectations.

- Chapter 5 – Employee Training

The Mayor has authority to direct educational and job improvement training. Disrespectful opposition to required training assignments is inconsistent with this chapter.

- Chapter 14 – Employee Disciplinary and Grievance Procedures
 - Section 14.3.1 – Reprimands: Written reprimands are appropriate for first-time misconduct not yet warranting suspension or termination.
 - Section 14.5 – Code of Conduct:
 - Group II(a): Discourtesy to persons with whom the employee comes in contact while in the performance of duties.
 - Group III(b) and (cc): Insubordination in the refusal to comply with verbal instructions of the supervisor/Mayor and Insubordination.

Your conduct falls within these provisions.

Findings

- The incident occurred in front of another staff member, undermining professional decorum.
- The behavior displayed disrespect toward supervisory authority.
- The tone, volume, and physical outburst were inconsistent with the standards of professionalism required of all Town employees—particularly of one serving as Town Clerk.

Corrective Action Required

1. Professional Conduct: You are expected to maintain professional and respectful communication with the Mayor, Council, and all staff, regardless of disagreement.
2. Chain of Command: Any objections or concerns regarding directives or staff training must be expressed privately and respectfully to the Mayor.
3. Office Behavior: You are not to slam doors, raise your voice, or display physical anger or frustration while on Town property.
4. Future Violations: Any recurrence of this nature will result in more severe disciplinary action, up to and including suspension or termination, in accordance with Chapter 14 of the Town of Astatula Policy & Procedure Manual.

Right to Respond

Per Section 14.6 – Grievance Procedure, you may submit a written response for inclusion in your personnel file and may appeal this action to the Mayor or Town Council as provided in the policy.

Acknowledgment of Receipt

I acknowledge receipt of this Written Reprimand. My signature does not necessarily indicate agreement, only that I have received and reviewed this document.

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Mayor Zane A. Teeters, Jr.

Mayor, Town of Astatula

Dear Ms. Quandt,

I have counseled you on several occasions regarding the importance of adhering to established procedures and respecting the authority of this office. Unfortunately, my guidance has not been consistently followed. Most recently, during today's staff meeting, when I outlined the Town's chain of command, you chose to leave the meeting abruptly. Additionally, I have observed actions, demeanor, and remarks from you that I consider to be disrespectful to me in my capacity as Mayor and as your direct supervisor. Such conduct is both unprofessional and insubordinate.

For clarity, the Town of Astatula operates under the Mayor/Council plan of government. The Mayor has the final responsibility for hiring, discipline, and the overall administration of personnel policies and procedures, subject to the policy direction and approval of the Town Council where required. Department Heads may propose rules, but such rules are not effective until formally approved by the Mayor, who retains authority to amend or revoke them. Furthermore, under salary management policy, all salaries, promotions, and disciplinary changes require approval by the Town Council, while the Mayor remains accountable for the overall management and administration of Town personnel.

As Mayor, I am accountable to more than 2,100 residents for the effective and lawful operation of this government. That responsibility requires a staff that conducts itself with professionalism, respect, and compliance with established authority. Behavior that undermines the chain of command, disrupts operations, or reflects disrespect toward supervisory authority compromises the Town's ability to serve its residents effectively.

This advisory is issued formally and must be taken seriously. Professionalism, respect, and adherence to the Town's chain of command are not optional—they are mandatory requirements of your position. Please be advised that further conduct of this nature will not be tolerated and may result in disciplinary action, up to and including termination, in accordance with Town policy and applicable law.

Sincerely,

Zane A. Teeters, Jr.

Mayor, Town of Astatula

TOWN OF ASTATULA

POLICY AND PROCEDURE

WRITTEN REPRIMAND

Employee: Ann Quandt – Town Clerk

Date: November 4, 2025

Issued By: Zane A. Teeters Jr., Mayor

1. Nature of the Violation

This written reprimand is being issued as a result of your recent actions involving the unauthorized sharing of administrative information that was not approved for release. Specifically, you disclosed internal details regarding draft Council agenda items (Items 3, 4, and 6) before the agenda was finalized and published for public viewing.

This material was still under administrative review and had not been approved by the Mayor's Office for dissemination. As Town Clerk, it is your duty to maintain confidentiality of draft administrative documents until such time that they are officially released.

2. Basis for Disciplinary Action

Your decision to share these internal details with Town staff, prior to their official release, represents a breach of confidentiality and a lapse in professional judgment. Additionally, this action appears to be influenced by your personal relationship with Ms. Amy Pfeiffer, a current Town employee and your sister-in-law.

This conduct raises concerns under Policy 4.8 – Nepotism, which states that “No Town official, department head, or supervisor may appoint, employ, promote, advance, or be influential in any way in the employment of any individual who is a relative... Further, no relative of an employee may be hired by the Town to fill a position which would cause the current employee to either have jurisdiction over or be subject to the jurisdiction of the relative.”

While this reprimand does not allege a direct hiring violation, your actions indicate that your family relationship may be influencing professional communications and administrative decisions within the Clerk's Office. Such conduct is inconsistent with the impartiality and professional objectivity required by your position.

3. Expected Conduct and Future Compliance

You are hereby directed to refrain from sharing or discussing any non-public administrative information, including draft agendas, pending documents, or internal directives, without express authorization from the Mayor's Office.

Further, you are reminded that all professional interactions and decisions must remain free from the appearance of favoritism or undue influence related to family relationships, in accordance with Policy 4.8 – Nepotism.

Any future occurrence of this nature will result in further disciplinary action, up to and including suspension or termination.

4. Acknowledgment

Please acknowledge receipt of this written reprimand by signing below. This document will be placed in your official personnel file.

Employee Acknowledgment:

I acknowledge receipt of this reprimand and understand its contents.

Signature: _____ Date: _____

Issued By:

Zane A. Teeters Jr.

Mayor, Town of Astatula

Ann,

Subject: Follow-Up Regarding Today's Conversation

I want to take a moment to address today's conversation. In my opinion, you did not take responsibility for your actions, repeatedly denied any wrongdoing, and instead chose to place the blame for this incident entirely on me. I find that approach to be unprofessional and counterproductive to the expectations of conduct within the Town's administration.

Furthermore, I am increasingly concerned by what appears to be a misunderstanding among you and your staff regarding the authority structure within the Town. The Chief of Police is an integral part of the administrative team; however, he is a department head—just as you are—and, like all department heads, answers directly to the Mayor and Town Council. The perception that the Chief has authority beyond the established chain of command is simply not accurate and must be corrected immediately.

There are two reprimands attached to this email for your review, signature, and return. Please note that refusal to sign these reprimands may be considered insubordination, though that determination will ultimately be made by the Town Council.

It is essential that we all operate with mutual respect and a clear understanding of our respective roles and responsibilities.

Sincerely,

Zane A. Teeters Jr.

Mayor, Town of Astatula