TOWN COMMISSION MEETING MINUTES

August 4, 2026, at 6:30 PM

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

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

CALL TO ORDER at 6:36 p.m.

PLEDGE OF ALLEGIANCE led by Mayor Garrison

INVOCATION Bishop Meaux

RECOGNITION OF SERGEANT AT ARMS, Deputy Nixon

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

ROLL CALL taken by Town Clerk Erica Anderson

PRESENT

Mayor Joe Garrison

Vice Mayor Ray Hunt

Commissioner Julia Hunt

Commissioner Annette Wilson

Commissioner Mary Richardson

ALSO PRESENT:

Town Manager Ken Cassel

Town Attorney Markeishia Smith

Town Clerk Erica Anderson

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR
(Each speaker shall be limited to three (3) minutes)

PRESENTATION – Provided by Daxton Ball and Deklin Ball for The Skatepark of Dundee Project.

<u>APPROVAL OF CONSENT AGENDA:</u> CONSENT AGENDA FOR AUGUST 4, 2026

The minutes being reviewed include minutes from the following meetings:

A. MINUTES
1. June 23, 2026, Budget Strategy Meeting Minutes
2. July 7, 2026, Town Commission Meeting Minutes

B. AGREEMENTS
1. ASRUS LLC Scope of Work Agreement
2. PRWC Ingress & Egress Agreement
3. AAA Top Quality Asphalt IFB 26-01
4. RFP 26-02 Construction Agreement

C. BOARD RE-APPOINTMENT
1. David Joubert – Planning and Zoning Board

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

Commissioner Wilson moved to approve the August 4, 2026, Consent Agenda, seconded by Commissioner Richardson.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

APPROVAL OF AGENDA

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

Commissioner Wilson moved to approve the Agenda without changes, seconded by Vice Mayor Hunt.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

1. PROCLAMATIONS
   A. Florida Water Professionals Proclamation – Accepted by Johnathan Blackburn

PUBLIC HEARINGS

2. DISCUSSION & ACTION, ORDINANCE 26-11, TOWN-INITIATED TEXT AMENDMENT TO TABLES 2.03 (A) THROUGH 2.03 (C) 2ND READING

Attorney Smith read the ordinance title into the record. Development Services Director Peterson presented the item.

The Town is proposing a text amendment to the Town of Dundee Land Development Code (LDC) specifically regarding tables 2.03 (A) through 2.03 (C) Canopy Trees, Small Trees for Buffer yards, and Shrubs. The Town's current landscaping tables have not been updated in several years. The added small trees and shrubs can be found in red, the proposed additions align with a more modern and aesthetic look along with sustainable water use.

Mayor Garrison opened the floor for public comment; seeing none, the floor was closed.

Vice Mayor Hunt moved to approve Ordinance 26-11, seconded by Commissioner Wilson.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

3. DISCUSSION & ACTION, ORDINANCE 26-12 OFFICE OF THE TOWN CLERK 2ND READING

Attorney Smith read the ordinance title into the record.

The Town Commission has requested consideration of an ordinance establishing the Office of the Town Clerk and defining the appointment, authority, duties, and responsibilities of that office. The proposed ordinance is intended to provide a clear governance structure for the Office of the Town Clerk, ensure continuity in the administration of the Town's legislative and records management functions, and clarify the reporting relationship between the Town Clerk and the Commission.

Ordinance No. 26-12 supplements the Charter of the Town of Dundee by creating Section 3.12 establishing the Office of the Town Clerk. The ordinance provides for the appointment, powers, duties, and responsibilities of the Town Clerk; establishes the Town Clerk as the administrative head of the Office of the Town Clerk under the general direction and supervision of the Commission; and authorizes the Town Clerk to administer and supervise the Office of the Town Clerk and its personnel.

The ordinance further provides for the uninterrupted continuation of the individual serving as Town Clerk immediately preceding the effective date of the ordinance, ensuring there is no interruption in service, no break in employment, and no loss of compensation, accrued leave, retirement benefits, years of service, or other employment rights and benefits. The ordinance also preserves the Commission's authority to consider and approve an employment agreement with the Town Clerk at a future meeting, should the Commission determine such action to be appropriate.

The proposed ordinance is intended to clarify the administration of the Office of the Town Clerk while preserving continuity of municipal operations and uninterrupted public services. If approved, the Town Manager, Town Clerk, and Town Attorney will be authorized to take all administrative actions necessary to implement the ordinance.

Mayor Garrison opened the floor for public comment; seeing none, the floor was closed.

Commissioner Wilson moved to approve Ordinance 26-12, seconded by Commissioner Richardson.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

NEW BUSINESS

4. DISCUSSION & ACTION, ORDINANCE 26-14 CENTRAL FLORIDA OUTDOOR STORAGE, INC, VOLUNTARY ANNEXATION

Attorney Smith read the ordinance title into the record. Development Services Director Peterson presented the item.

The Applicant, Central Florida Outdoor Storage, Inc. through Donielle Mixon is requesting a Voluntary Annexation from Unincorporated Polk County to the corporate limits of the Town of Dundee.

The proposed site is located on Almburg Road, east of Scenic Highway and west of Steward Road, in Unincorporated Polk County, Section 35. Township 28 South, Range 27 East, further described as parcel: 272835-000000-044040.

Mayor Garrison opened the floor for public comment; the following persons spoke before the commission.

Michelle Smith

Alethea Pugh

Danielle

Mayor Garrison closed public comments.

Vice Mayor Hunt moved to approve Ordinance 26-14, seconded by Commissioner Hunt.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

5. DISCUSSION & ACTION, RESOLUTION 26-22 CORE IMPROVEMENT TERMINATION AGREEMENT

Attorney Smith read the Resolution title into the record. Town Manager Cassel presented the analysis.

The Town of Dundee and Polk County entered into an interlocal agreement on February 20, 2008, as amended May 11, 2010, establishing a joint Core Improvement Area to coordinate growth and development incentives.

Resolution 26-22 finds that the Town's economic conditions and planning priorities have changed and that the joint framework is now administratively obsolete. Approval will authorize the parties to mutually terminate the agreement, return the affected area to standard local zoning and impact-fee regulations, and release both jurisdictions from future obligations while safeguarding previously grandfathered development approvals.

Mayor Garrison opened the floor for public comment; seeing none the floor was closed.

Commissioner Wilson moved to approve Resolution 26-22, seconded by Commissioner Hunt.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

6. **DISCUSSION & ACTION, RESOLUTION 26-23 CREATION OF COMMISSION & COMMUNITY ENGAGEMENT COORDINATOR**

Attorney Smith read the Resolution title into the record.

The Mayor/Commission respectfully requests approval of Resolution No. 26-23 establishing the position of Commission & Community Engagement Coordinator within the Town Clerk's Office.

The proposed position is intended to provide dedicated administrative, communications, community engagement, and event coordination support to the Town Commission while allowing the Town Clerk to remain focused on statutory responsibilities, including records management, elections, agendas, minutes, public records compliance, ordinances, resolutions, and other duties prescribed by Florida law and the Town Charter.

The position will coordinate official Commission travel, conferences, community outreach initiatives, public engagement events, promotional materials, photography, approved social media content, constituent outreach coordination, and other administrative projects assigned through the Town Clerk.

The position reports directly to the Town Clerk. Day-to-day direction may be provided by the Deputy Town Clerk when designated by the Town Clerk. Requests from individual Commissioners will be coordinated through the Town Clerk to ensure proper workload management and preserve the Town's Commission-Manager form of government.

Mayor Garrison opened the floor for public comment; seeing none, the floor was closed.

Commissioner Hunt moved to approve Resolution 26-23, seconded by Commissioner Richardson.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

7. **DISCUSSION & ACTION, WASTEWATER PLANT MAINTENANCE & REPAIRS**

Public Works Director Vice provided the analysis.

Town staff has identified items at the Wastewater Treatment Facility that will need to be to have maintenance or repairs completed. Staff has identified five (5) different projects at this time and has received quotes from three different companies for each project. Staff is requesting approval to move forward with the repairs, selecting the lowest-cost proposal from each quote.

Projects:

- Chlorine Storage Building
- Chlorine Contact Chamber
- Digesters
- Plant

- Generator

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

Vice Mayor Hunt moved to approve the wastewater plant maintenance & repairs, seconded by Commissioner Richardson.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

8. DISCUSSION & ACTION, DUNDEE 2026 DUNDEE TRUCKS/ EQUIPMENT SURPLUS ITEMS

Public Works Director Vice provided the analysis.

Town staff has prepared a list of trucks/ equipment that are no longer needed or are not in compliance with operations standards. Staff is seeking permission to send the following items to auction in the month of August to sell these items. The town will be sending these items to a local Auction and one that we have used in the past. The vendor will be Central Florida Auction LLC, located at 4445 US-17, Haines City, Florida 33844. Below is a list of items that are intended to be sold.

2019 Nautic Star Rescue Boat - $30,000 – Fire Department
2005 Sterling Grapple Truck - &10,000 - $15,000 – Stormwater
2008 Ford F-150 4X4 XL - $2,000 – Streets Department

Commission and Mayor will need to approve purposed sell price and set a limit that they may not want to go below.

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

Vice Mayor Hunt moved to approve the 2026 Dundee Trucks and Equipment Surplus items and give authority to the town manager to negotiate a lower price if the asking price is not offered, seconded by Commissioner Wilson.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

9. DISCUSSION & ACTION, IFB 26-02 COMMERCIAL SOLID WASTE COLLECTIONS

Public Works Director Vice provided the analysis.

Town staff has prepared and reviewed Invitation for Bid (IFB) No. 26-02 for the Sanitation Department Solid Waste Collections for the FY 26-27 budget. IFB 26-02 was approved for release at the 07/07/26 TC Meeting and was released. On 07/23/2023, the Purchasing Review Committee met and opened the two bids received bids These companies included Waste Pro of Florida, Inc. DBA Trash Taxi of Florida and Republic Services of Florida, LP.

The Purchasing Evaluation Committee scored both proposals. Waste Pro DBA Trash Taxi earned an average of 383 points, while Republic Services earned an average of 400 points.

Proposed total costs from each company are as follows:

- Waste Pro DBA Trash Taxi - $341,742.24 / year ($28,478.52 / month)
- Republic Services - $281,426.00 / yr ($281,426.00 / month)

Mayor Garrison opened the floor for public comment; the following persons spoke before the commission

Curtis Ageis

Platt Loftis

Mayor Garrison closed public comment.

Commissioner Hunt to approve IFB 26-02 Commercial Solid Waste Collections, seconded by Commissioner Wilson.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt and Mayor Garrison

The motion passed unanimously.

10. DISCUSSION & ACTION, TOWN OF DUNDEE EVALUATION AND APPRAISAL REPORT(EAR) – COMPREHENSIVE PLAN UPDATE

Development Services Director Peterson presented the analysis.

The EAR evaluates the Town's Comprehensive Plan against current conditions and Florida law. It identifies updates needed for the required 10- and 20-year planning horizons; statutory references and definitions; levels of service; administrative, concurrency, mobility, and transportation provisions; site-specific policies; utilities; housing; resiliency infrastructure; and capital improvements. The proposed process includes drafting, staff review, Planning and Zoning Board review, Town Commission transmittal review, state coordinated review, and final adoption.

Florida Commerce acknowledged receipt of the Town's notification on September 24, 2024, and stated that the EAR-based amendments were to be transmitted by September 24, 2025, in a single plan-amendment cycle. Because that date has passed, staff and the Town Attorney should confirm the Town's compliance status and corrective schedule with Florida Commerce before formal processing.

Mayor Garrison opened the floor for public comment; the following persons spoke before the commission.

Junior Jaramillo

Curtis Gibson

Vice Mayor Hunt moved to approve the EAR Report, seconded by Commissioner Wilson.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

11. DISCUSSION & ACTION, VISTA DEL LAGO PHASE 4 OFFSITE POTABLE WATER MAIN EXTENSION AND REIMBURSEMENT AGREEMENT

Utilities and Special Project Director Mercer provided the analysis.

Town staff has requested that the developer extend the proposed water main approximately 270 linear feet beyond the northern terminus of the Phase 4 water main, continuing north along Race Road to connect with the town's existing water main near Camp Endeavor Blvd. in order to create a fully looped water system and improve reliability of service to Phases 3 and 4 and the surrounding area.

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

Commissioner Wilson moved to approve Vista Del Lago Phase 4 Offsite Potable Water Main Extension and Reimbursement Agreement, seconded by Commissioner Richardson.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

12. DISCUSSION & ACTION, CLARIFICATION OF RESOLUTION 26-21 CODE REVIEW COMMITTEE

Town Manager Cassel presented the analysis.

Clarification that the committee will operate as an advisory committee under the sunshine law provisions, or as a group of individuals willing to work with staff reviewing changes to the code. Mayor Garrison opened the floor for public comment; seeing none, the floor was closed.

Commissioner Wilson moved to approve the Code Review Committee to operate as a committee under the Sunshine Law, seconded by Commissioner Hunt.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

13. DISCUSSION & ACTION, REGARDING CODE COMPLIANCE DEPARTMENT

Mayor Garrison presented this item before the commission.

This item is to discuss and possibly take action on what to do with the code compliance department and personnel while the codes are being reviewed and rewritten over the next six to nine months.

Mayor Garrison opened the floor for public comment; the following persons spoke before the commission.

Junior Jaramillo

Alethea Pugh

Michelle Thompson

Michael Glassford

Commissioner Hunt moved to reallocate funds for the code compliance department for a period of up to nine months for the rewriting of the code, seconded by Vice Mayor Hunt.

Voting in favor: Commissioner Hunt, Vice Mayor Hunt, and Mayor Garrison

Voting against: Commissioner Wilson and Commissioner Richardson

The motion passed 3-2.

14. DISCUSSION & ACTION, CHARTER REVIEW COMMITTEE

Commissioner Richardson presented this item before the commission.

This item is to discuss and appoint a charter review committee.

Discussion surrounding the need for a Code Review Committee was had amongst the commission.

Mayor Garrison opened the floor for public comment; seeing none, the floor was closed.

A consensus was reached among the commission for the attorney to bring steps to the commission for the charter review process and committee in December, January, or February.

15. DISCUSSION & ACTION, HIGHLANDS AVENUE DOG PARK

Mayor Garrison presented this item to the commission.

This item is to discuss and make any necessary changes to the Highlands Avenue [Johnson] Dog Park.

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

Commissioner Hunt motioned to move the Johnson Dog Park to Lake Menzie, seconded by Vice Mayor Hunt.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

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16. DISCUSSION & ACTION, CLIFTON, LARSON, AND ASSOCIATES (CLA)

Town Manager Cassel presented this item before the commission.

The Town Commission is being asked to consider a proposal from CliftonLarsonAllen LLP (CLA) to provide recurring professional accounting and advisory services for the Town of Dundee.

The proposed engagement is intended to assist the Town in addressing past, current, and future financial and operational needs and challenges.

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

Vice Mayor Hunt moved to approve CLA to provide professional services, seconded by Commissioner Wilson.

Voting in favor: Commissioner Hunt, Commissioner Wilson, Commissioner Richardson, Vice Mayor Hunt, and Mayor Garrison

The motion passed unanimously.

REPORTS FROM OFFICERS

Polk County Sheriff's Office – No Report

Dundee Fire Department – Report for July 2026

- 105 calls for service
- 6 fires
- 2 hazardous situations
- 69 medical
- 10 public services
- 18 non-emergencies

Town Attorney – Assisted with a foreclosure for which the Town has a lien on the property. She said she would email the commission some of the rules for Robert's Rules of Order.

Town Manager – Received a notice from the auditor; the amounts have triggered a single audit, which requires a budgetary impact of an additional $5,000.00. He said that he would like to move forward with the search for an assistant town manager. Also, the Camp Endeavour/Lincoln Rd. project requires the town to remove (6) poles. The town will need to update its fire assessment methodology. He spoke with the commission concerning the visioning retreat and alternate ideas to consolidate holiday functions. He asked the commission to appoint a member of the commission to assist with event planning; Commissioner Julia Hunt was appointed.

Commissioners

Commissioner Hunt: thanked staff for their continued work and provided brief comments regarding matters of interest to the community.

Commissioner Wilson: expressed appreciation to Town staff and shared general comments concerning the Town and its residents.

Commissioner Richardson: thanked staff for their efforts and provided brief updates and comments regarding community matters. She spoke briefly concerning the Visioning Committee consisting of staff, residents, and the commission, which was put on hold for lack of funds.

Vice Mayor Hunt: thanked staff for their continued efforts and briefly addressed matters of community interest. He also proposed a new Town initiative, "On Watch," aimed at promoting responsible adult supervision of children while swimming and helping prevent drownings.

Mayor Garrison: Mayor Garrison thanked the Commission, Town staff, and residents for their participation and continued commitment to the Town of Dundee. He also provided general remarks regarding Town and community matters. He announced that Lt. Governor Jay Collins would be attending the Prayer Breakfast in Dundee.

ADJOURNMENT at 10:19 p.m.

Respectfully submitted,

Erica Anderson

Erica Anderson, Town Clerk

APPROVAL DATE: September 1, 2026

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 accommodation 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.