



## **TOWN COMMISSION MEETING MINUTES**

**May 5, 2026, at 6:30 PM**

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

**Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)**

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**CALL TO ORDER** at 6:30 p.m.

**PLEDGE OF ALLEGIANCE** led by Mayor Pennant

**INVOCATION** led by Pastor Jimmy Downing

**RECOGNITION OF SERGEANT AT ARMS** Sergeant Frese

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

**ROLL CALL** taken by Town Clerk Erica Anderson

### **PRESENT**

Commissioner Richardson

Commissioner Goddard

Commissioner Wilson

Mayor Pennant

### **ABSENT**

Vice Mayor Quarles

### **APPROVAL OF AGENDA**

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

Commissioner Goddard moved to approve the agenda without changes, seconded by Commissioner Richardson.

Voting in favor: Commissioner Goddard, Commissioner Wilson, Commissioner Richardson, Mayor Pennant

The motion passed.

### **1. SWEARING IN OF NEW COMMISSIONERS**

Mayor Joe Garrison, Commissioner Julia Hunt, and Commissioner Ray Hunt were sworn into office.

Mayor Sam Pennant, Vice Mayor Willie Quarles, and Commissioner Bertram Goddard concluded their terms of service and relinquished their seats on the Commission.

## **PRESENT**

Commissioner Richardson

Commissioner Wilson

Commissioner Julia Hunt

Commissioner Ray Hunt

Mayor Garrison

## **INTERMISSION – BREAK**

## **OPENING COMMENTS FROM THE MAYOR**

Mayor Garrison provided opening remarks to the public, Town staff, and members of the Commission, offering words of encouragement and expressing his appreciation for the opportunity to serve the Town of Dundee. He thanked the community for their trust and support and stated that he looked forward to working collaboratively to continue moving the Town forward.

## **SELECTION OF VICE MAYOR**

### **2. SELECTION OF VICE MAYOR**

Mayor Garrison made a motion to nominate Commissioner Ray Hunt to serve as Vice Mayor, seconded by Commissioner Julia Hunt.

Voting in favor: Commissioner Richardson, Commissioner Julia Hunt, Commissioner Wilson, Commissioner Ray Hunt, Mayor Garrison.

The motion passed unanimously.

## **PROCLAMATIONS**

### **3. PROCLAMATIONS**

- a. National Day of Prayer Proclamation
- b. The Gathering in Florida Proclamation
- c. Memorial Day Proclamation

## **APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR MAY 5, 2026**

### **4. AGREEMENTS**

- A. Polk County Fire Rescue 2026 Lease Agreement
- B. Polk County Sheriff's Office Interlocal Agreement

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

Vice Mayor Hunt moved to approve the consent agenda, seconded by Commissioner Wilson.

Voting in favor: Commissioner Richardson, Commissioner Julia Hunt, Commissioner Wilson, Commissioner Ray Hunt, Mayor Garrison.

The motion passed unanimously.

## **PUBLIC HEARING**

### **5. DISCUSSION & ACTION, ORDINANCE 26-05 CITRUS AVENUE FUTURE LAND USE MAP AMENDMENT**

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

Mayor Garrison declared a conflict of interest as the owner of the property and passed the gavel to Vice Mayor Hunt.

The Applicant, The Town of Dundee, is requesting an amendment/correction to the Future Land Use Map for property located in the Town of Dundee. The current FLU is Commercial/Industrial Corridor, with the proposed FLU being Medium Density Residential (MDR), as it would be consistent with the Town of Dundee's Comprehensive Plan, Land Development Code, and compatible with the surrounding land uses. The proposed site is located on 1.57 +/- acres of land, east of Highway 27, north of Dundee Road, and on the north side of Citrus Avenue, in the Town of Dundee in Section 29, Township 28, Range 27, further described as parcel 27-28-29-848000-000060.

Vice Mayor Hunt opened the floor for public comment; the following persons addressed the commission.

Brenda Carter spoke in support of the ordinance.

Yvonne Musselwhite spoke in support.

Commissioner Julia Hunt moved to approve Ordinance 26-05; the motion failed for lack of a second.

Commissioner Richardson moved to table this item; Commissioner Wilson seconded the motion.

Voting in favor: Commissioner Richardson and Commissioner Wilson

Voting against: Commissioner Julia Hunt and Vice Mayor Ray Hunt

The motion failed on a 2-2 vote.

Vice Mayor Ray Hunt opened the floor for public comment; being none, the floor was closed.

Vice Mayor Ray Hunt moved to approve Ordinance 26-05 on second reading, seconded by Commissioner Julia Hunt

Voting in favor: Commissioner Julia Hunt and Vice Mayor Ray Hunt

Voting against: Commissioner Richardson and Commissioner Wilson

The motion failed on a 2-2 vote.

Voting against: Commissioner Richardson

The motion failed on a 2-2 vote.

Vice Mayor Hunt moved to table the item until the June 2, 2026, Town Commission Meeting at 6:30 p.m., Commissioner Wilson seconded the motion.

Voting in favor: Voting in favor: Commissioner Richardson, Commissioner Julia Hunt, Commissioner Wilson, Vice Mayor Ray Hunt

The motion passed.

Mayor Garrison abstained and filed Form 8B with the town clerk.

## **NEW BUSINESS**

### **6. DISCUSSION & ACTION, RESOLUTION 26-12 RIDGEWOOD AVENUE VARIANCE FOR PARKING**

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

This is an applicant-initiated request by Mr. John Bannon of Wood & Associates Engineering, LLC for a variance to the required fifty (50) standard parking spaces at 0.4 for every 1,100 square foot floor area (SFGFA), according to 126,158 square feet of buildings to twelve (12) standard parking spaces, two (2) accessible (ADA) spaces, fifty (50) boat accessible spaces, and pull up lanes for storage units for a mini-warehouse/storage center on approximately 8.26+/- acres zoned Industrial (IL) located at 205 Ridgewood Avenue and 0 Center Street.

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

Vice Mayor Ray Hunt moved to approve Resolution 26-12; Commissioner Richardson seconded the motion.

Voting in favor: Commissioner Richardson, Commissioner Julia Hunt, Commissioner Wilson, Vice Mayor Ray Hunt, Mayor Garrison.

The motion passed unanimously.

### **7. DISCUSSION & ACTION, CDM SMITH, INC AGREEMENT TO PRODUCE THE 2025 PUBLIC SUPPLY ANNUAL REPORT FOR WATER USE PERMIT**

Public Utilities Director Mercer presented the item.

The Town is seeking to enter into a service agreement with CDM Smith for specialized support needed to maintain and enhance the Town's water operations.

CDM Smith has demonstrated the relevant experience over the past year, and as well as the capacity required to provide these services in a timely and cost-effective way. Approval of this agreement will ensure continuity of critical operations, improve service delivery to residents, and support the Town's ongoing commitment to operational efficiency and fiscal stewardship.

Approval of the agreement will ensure that the Town effectively meets the requirement of Water Permit 5893.014 Special Conditions 12 annually

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

Commissioner Richardson moved to approve the CDM Smith, Inc. agreement; Commissioner Wilson seconded the motion.

Voting in favor: Commissioner Richardson, Commissioner Julia Hunt, Commissioner Wilson, Vice Mayor Ray Hunt, Mayor Garrison.

The motion passed unanimously.

## **8. DISCUSSION & ACTION, LAKE HAMILTON MUTUAL TERMINATION AGREEMENT FOR SEWER SERVICES**

Town manager Cassel presented the item.

The Town of Lake Hamilton has requested to terminate its sewer service agreement with the Town of Dundee. Since 2017, Lake Hamilton has been pumping wastewater from the US 27 lift station at Sample Park to Dundee for treatment. Lake Hamilton has since developed its own wastewater treatment infrastructure and installed a new force main to redirect flow from the Sample Park lift station to its new facility. As a result, Lake Hamilton is requesting termination of the existing agreement with Dundee.

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

Commissioner Wilson moved to approve the Mutual Termination Agreement; Commissioner Julia Hunt seconded the motion.

Voting in favor: Commissioner Julia Hunt, Commissioner Wilson, Vice Mayor Ray Hunt, Mayor Garrison.

Away: Commissioner Richardson

The motion passed.

## **9. DISCUSSION & ACTION, VOLUNTEER FIRE ASSISTANCE GRANT APPROVAL**

Fire Chief Carbone presented the item.

The Dundee Fire Department was approved for the Volunteer Fire Assistance (VFA) Grant in the amount of \$25,781.00 to purchase eight (8) sets of turnout gear (coats and pants). This is a 50/50 cost-share grant, with the Fire Department and the federal program each contributing \$12,890.40. The bunker gear will be procured through a sole-source provider.

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

Commissioner Wilson moved to approve the Volunteer Fire Assistance Grant; Commissioner Richardson seconded the motion.

Voting in favor: Commissioner Richardson, Commissioner Julia Hunt, Commissioner Wilson, Mayor Garrison.

Voting against: Vice Mayor Ray Hunt,

The motion passed.

## **10. DISCUSSION & ACTION, RFP 26-02 COMMUNITY CENTER PARKING LOT RESURFACING PROJECT**

Public Works Director, Vice, presented this item to the commission.

Town Staff have prepared and reviewed RFP 26-02 for the resurfacing of the Dundee Community Center. This project is being funded through a Community Development Block Grant (CDBG) through Polk County.

In FY 2024-2025, Dundee was awarded \$30,953.00 and did not use these funds but chose to roll them over for the next year. In FY 2025/2026, Dundee was awarded \$31,615.95, bringing the total awarded funds to \$62,568.98. RFP 26-02 has been reviewed and approved by Polk County to move forward.

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

Commissioner Wilson moved to approve RFP 26-02 Community Center Parking Lot Resurfacing Project; Commissioner Richardson seconded the motion.

Voting in favor: Commissioner Richardson, Commissioner Julia Hunt, Commissioner Wilson, Vice Mayor Ray Hunt, Mayor Garrison.

The motion passed unanimously.

### **DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

*(Each speaker shall be limited to three (3) minutes)*

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

Andrew Seabon spoke regarding the Lincoln Avenue pavement project.

Mervin Raggs addressed the Commission and encouraged its members to come together in unity and support one another as they serve the Town. He emphasized the importance of collaboration, professionalism, and teamwork among the Commission and encouraged continued efforts to work together in moving the Town forward in a positive direction for the benefit of the community.

### **REPORTS FROM OFFICERS**

#### **Polk County Sheriff's Office – Monthly Report**

- 193 total calls for service
- 244 traffic stops
- 18 arrests
- 1,833 community contacts

#### **Dundee Fire Department – Monthly Report**

- 111 Total calls for the month
- 6 Fire
- 4 Hazardous Situations
- 73 Medical
- 5 Public Service
- 1 Rescue

- 22 Non-Emergency

**Town Attorney** – Attorney Smith reported that there have been no significant Town legal matters during the past ten weeks of her service with the Town. She also advised that she attended the Land Development Conference held in Coral Gables in April alongside municipal attorneys from across the state.

She went on to provide an overview of several topics and emerging issues discussed during the conference, including matters related to land development, municipal governance, and legal trends affecting local governments. She further stated that she intends to discuss several of the conference topics and potential best practices with the Town Manager for future consideration and implementation where appropriate.

**Town Manager** – Town Manager Cassel provided the following updates.

- National Day of Prayer Gathering is Thursday, May 7<sup>th</sup> at 2 pm (will last between 30 minutes to an hour) at the Dundee Community Center.
- Town Commission Orientation and Training Workshop will be held on Tuesday, May 12, 2026, at 5:30 pm in the Commission Chambers.
- Memorial Day Remembrance Ceremony, Monday, May 25<sup>th</sup>, at 10 am at the Dundee Veterans Memorial.

## **Commissioners**

**Commissioner Julia Hunt** - She thanked everyone for attending and expressed her appreciation to Town staff for their continued hard work and dedication, particularly in managing the additional responsibilities and workload placed before them. She acknowledged the staff's efforts and commitment to the Town and stated that she looks forward to serving the community and working collaboratively with staff, the Commission, and residents moving forward.

**Commissioner Wilson** – She thanked everyone for attending the meeting and congratulated the newly elected Commissioners and Mayor on their appointments to office. She stated that she looks forward to working collaboratively with the new Commission and continuing to serve the Town and its residents.

She also provided an update regarding her recent elected officials conference and training, highlighting several educational sessions and resources available to municipal officials. She encouraged the newly elected Commission members to attend future training opportunities to further their understanding of municipal governance, leadership, and public service responsibilities.

She concluded her remarks by emphasizing the importance of the Commission working together cohesively, maintaining open communication, and building trust and mutual respect in order to effectively serve the community and move the Town forward in a positive direction.

**Vice Mayor Ray Hunt** – He thanked everyone for attending the meeting and expressed his appreciation to Town staff for their continued hard work, professionalism, and dedication to the Town of Dundee. He stated that he is ready to get to work addressing the needs of the community and working collaboratively to solve issues facing the Town. He further expressed his commitment to helping make Dundee a great place to live, work, and raise a family.

**Commissioner Richardson** – thanked staff and the community for coming out. She extended honor to the National Day of Prayer leaders and welcomed the new commissioner and mayor. She said she looks forward to working with them and said everyone has something to bring to the table. She went on to speak about the “State of the city” address for the town of Davenport and how each commissioner had their own grace in their respective positions before ending with, she is here to serve to help make Dundee great and acknowledging law enforcement.

**Mayor** – He stated that he was honored to be present and grateful for the opportunity to serve the residents of the Town. He expressed that he is ready to get to work and emphasized the importance of the Commission working together as a unified team in service to the community.

He acknowledged that there may be times when members of the Commission may disagree on certain matters; however, he stressed that it is important for the Commission to remain respectful, collaborative, and united in its commitment to the Town and its residents. He stated that the residents deserve a Commission that works together for the betterment of the community.

He concluded his remarks by thanking the residents for their trust and support and advised that he remains accessible to the community and available to assist residents whenever needed.

**ADJOURNMENT** at 8:36 p.m.

Respectfully submitted,

*Erica Anderson*

Erica Anderson, Town Clerk

**APPROVAL DATE:** 06/02/2026

***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.*