TOWN COMMISSION MEETING MINUTES

September 1, 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 6:30 p.m.

PLEDGE OF ALLEGIANCE led by Mayor Garrison

INVOCATION provided by Commissioner Richardson

RECOGNITION OF SERGEANT AT ARMS, Sgt. Eason

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 Annette Wilson

Commissioner Mary Richardson

Commissioner Julia Hunt

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)

Suzetta Hinson – reinstating the Christmas parade

Delonda Hall – Bench under the tree at Lake Marie

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR SEPTEMBER 1, 2026

The minutes being reviewed include minutes from the following meetings:

A. MINUTES

1. August 4, 2026, Town Commission Meeting Minutes

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

Commissioner Wilson moved to approve the August 4, 2026, commission meeting minutes, 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

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

PUBLIC HEARINGS

1. DISCUSSION & ACTION, ORDINANCE 26-14 CENTRAL FLORIDA OUTDOOR STORAGE, INC, VOLUNTARY ANNEXATION 2ND READING

Attorney Smith read the ordinance title into the record. Town Manager Cassel provided the analysis.

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; seeing none, the floor was closed.

Commissioner Wilson 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.

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

Town Manager Cassel provided 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; seeing none, the floor was closed.

Commissioner Wilson moved to approve EAR Comprehensive plan update, 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

3. DISCUSSION & ACTION, RESOLUTION 26-24 VISTA DEL LAGO PHASE IV SUBDIVISION SITE DEVELOPMENT PLAN

Attorney Smith read the resolution title into the record. Town Manager Cassel provided the analysis.

The Applicant, Daniel Kovacs of Tract Engineering on behalf of Vista Del Lago of Polk County LLC is requesting approval of Subdivision Site Development Plan (SSDP) for Vista Del Lago Phase IV Subdivision. The proposed subdivision is located on 7.31+/- acres of land and is located west of Welsh Road, and the east side of A T Race Road further described as parcels: 272834-853000-000121. The property has a Future Land Use of Low Density Residential (LDR) and a Zoning designation of Residential Single Family (RSF-3). The proposed project includes 32 single-family units and 0.454+/- acres of open space (0.371+/- acres required) to be owned and maintained by the Homeowners Association (HOA).

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

Commissioner Wilson moved to approve Resolution 26-24, seconded by Vice Mayor Hunt.

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

The motion passed unanimously.

4. DISCUSSION & ACTION, DISCUSSION & ACTION TUCKER PAVING CHANGE ORDER

Public Works Director Vice presented this item to the commission.

Staff has received two (2) change orders from contractor Tucker Paving Inc. for the Camp Endeavor Blvd/ Lincoln Ave paving project, and staff is seeking approval for the change orders, which will be billed in the next billing cycle from contractor Tucker Paving Inc. if approved by the Commission and Mayor. Change Order #1 -Construction Layout w/ as-builts (Additional Survey) – this change order was required to correct the alignment from existing pavement that was installed per plan by Bella Vista Subdivision to the existing pavement on Lincoln Ave. There was a noticeable misalignment once the contractor was able to stake out the roadway. Change Order #2 additional structures/ piping – during the pre-construction meeting, it was brought to the Town's and Tucker Paving Inc attention that we had to add an additional entrance point on Lincoln Ave for the property owner that was shown on the original Plat; this wasn't taken into consideration during the plan review or design process. Ryal Engineering provided this information during the Pre- Construction Meeting after the bid was approved.

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

Michelle Thompson – Will the town receive monies from the approving engineer as a result of this item.

Vice Mayor Hunt moved to approve the Tucker Paving Change Order, 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 – Report for August 2026

- 261 calls for service
- 328 traffic stops

Dundee Fire Department – Report for August 2026

- 96 calls for service
- 2 fires
- 70 medical
- 7 public services
- 17 non-emergencies

Town Attorney – Attorney Smith provided a presentation to the commission on CRA's, Overlay Districts, Special Districts, and Redevelopment tools, as well as Rules of Procedure and Governing Authority.

Town Manager – Town Manager Cassel had no additional comments.

Commissioners

Commissioner Hunt – No Comment.

Commissioner Wilson – She expressed her appreciation for the community and announced "Conversations with the Commissioner" to have community discussions on Tuesday, September 15, 2026, at the PCSO Substation.

Commissioner Richardson – She thanked the residents and Town staff for attending the meeting and spoke of resources for the public.

Vice Mayor Hunt – He thanked everyone for coming out and their participation.

Mayor – He stated the parks are looking good and announced the town retreat to be held on Saturday, September 26, 2026, from 8:30 to 4:30 p.m. He spoke about a possible gravesite/cemetery for the town, and DOT possibly repaving the parking on Main St.

ADJOURNMENT at 8:03 p.m.

Respectfully submitted,

Erica Anderson

Erica Anderson, Town Clerk

APPROVAL DATE: October 6, 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.