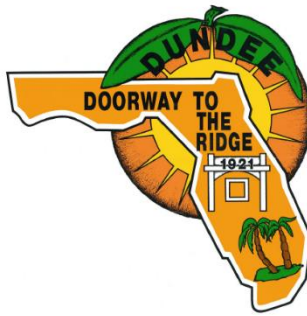




TOWN COMMISSION ORIENTATION WORKSHOP MEETING MINUTES

May 12, 2026, at 5:30 PM

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

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

CALL TO ORDER at 5:30 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

RECOGNITION OF SERGEANT AT ARMS

PRESENT

Commissioner Richardson

Commissioner Hunt

Commissioner Wilson

Vice Mayor Hunt

Mayor Garrison

1. INTRODUCTION – provided by Town Manager Cassel.

2. FORM OF GOVERNMENT

The Commission discussed the Town's form of government, including the respective authority and responsibilities of the Town Commission, Town Manager, Town Attorney, and other charter officers. The discussion emphasized the importance of maintaining clearly defined roles and following the Town Charter, Code of Ordinances, adopted policies, and applicable Florida law.

3. COMMISSION

A. ROLE & RESPONSIBILITY

The Commission reviewed its legislative and policymaking responsibilities. Discussion included establishing policy, adopting ordinances and resolutions, approving the annual budget, setting the millage rate, and providing overall direction for the Town.

The Commission also discussed the distinction between collective Commission action and the authority of individual commissioners. It was noted that official direction generally must be provided by the Commission, acting as a governing body, during a properly noticed public meeting.

B. FUNCTIONALITY

The Commission discussed practices intended to promote effective governance, professional communication, orderly meetings, and productive working relationships. Topics included meeting procedures, agenda preparation, requests for information, communication with staff, and adherence to the Florida Sunshine Law and public-records requirements.

The Commission discussed the importance of allowing staff to perform their assigned duties while ensuring that the Commission receives sufficient information to make informed policy decisions.

4. TOWN ATTORNEY

A. ROLE & RESPONSIBILITY

The Town Attorney's role and responsibilities were reviewed. The discussion included providing legal advice to the Commission and Town administration, preparing and reviewing legal documents, attending public meetings, advising on Sunshine Law and public-records matters, and representing the Town in legal proceedings.

The Commission discussed the appropriate process for requesting legal opinions and communicating with the Town Attorney.

5. TOWN MANAGER

A. ROLE & RESPONSIBILITY

The Commission reviewed the Town Manager's responsibilities as the Town's chief administrative officer. Discussion included implementing Commission policies, supervising Town operations and employees, preparing and administering the annual budget, overseeing contracts and projects, and providing recommendations to the Commission.

The distinction between the Commission's policymaking authority and the Town Manager's administrative responsibilities was discussed.

6. PREVIOUS COMMISSION DISCUSSION ITEMS

The Commission revisited matters previously raised for discussion.

- Commission Compensation
- Conferences
- Community Banners
- Holidays the Commission wishes to support

- Proclamations the Commission wishes to support

7. NEW DISCUSSION ITEMS

There were no new discussion items at this time.

8. GOVERNMENT ACCOUNTING 101

Mike Howard with CLA presented an overview of governmental accounting principles and municipal financial practices. The presentation addressed fund accounting, restricted and unrestricted revenues, governmental and enterprise funds, budget amendments, reserves, capital expenditures, and the differences between budgeted amounts and actual revenues and expenditures.

The Commission discussed its financial oversight responsibilities and the importance of reviewing financial information in a consistent and understandable format.

9. NEW BUDGET PRESENTATION FORMAT

Staff proposed a new budget format for future budget presentations. The proposed format is designed to provide clearer comparisons of prior-year actual expenditures, current-year budgeted and projected expenditures, proposed expenditures, revenue sources, fund balances, staffing costs, capital projects, and departmental requests.

10. CODE & POLICY UPDATES

The Commission discussed anticipated updates to the Town's Code of Ordinances, administrative policies, and operating procedures. Discussion included identifying outdated, inconsistent, or unnecessary provisions by the Town Manager and code compliance department and establishing priorities for future review.

11. ADDITIONAL DISCUSSION ITEMS

The Commission discussed the following additional matters:

Implementing an Overlay District, code compliance courtesy letters, a potential retreat, appointments for a code review board, and a new code enforcement committee.

ADJOURNMENT at 7:42 p.m.

Respectfully submitted,

Erica Anderson

Erica Anderson, Town Clerk

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.