

AMENDED



TOWN COMMISSION MEETING AGENDA

March 28, 2023, at 6:30 PM

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

RECOGNITION OF SERGEANT AT ARMS

ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS

ROLL CALL

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR MARCH 28, 2023

A. Minutes

1. February 14, 2023, Town Commission Meeting
2. February 28, 2023, Town Commission Meeting

APPROVAL OF AGENDA

PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS

NEW BUSINESS

- 1. RESOLUTION 23-05, CDBG 2023-2024 GRANT FUNDING ALLOCATION**
- 2. RESOLUTION 23-06, LAKE DELL INVASIVE PLANT TREATMENT**
- 3. DISCUSSION AND ACTION, LAKE MENZIE STORY WALK PROJECT**
- 4. DISCUSSION AND ACTION, RACE ROAD/CAMP ENDEAVOR BLVD**

5. DISCUSSION, SPLASH PAD UPDATE

6. DISCUSSION AND ACTION, WINTER HAVEN ECONOMIC DEVELOPMENT COUNCIL

REPORTS FROM OFFICERS

Polk County Sheriff's Office
Dundee Fire Department
Town Attorney
Town Manager
Commissioners
Mayor

ADJOURNMENT

***PUBLIC NOTICE:** Please be advised that if you desire to appeal from 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 accommodations in order 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.



TOWN COMMISSION MEETING

March 28, 2023 at 6:30 PM

AGENDA ITEM TITLE: Approval of the Commission Consent Agenda

SUBJECT: The Town Commission will consider the items of the consent agenda as provided for by the Town Code Article IIA, Sec. 2-33(e). Items in the consent agenda are routine business or reports. All items in the consent agenda are approved in one motion. Any item in the consent agenda may be pulled by a member of the Town Commission for separate consideration.

STAFF ANALYSIS: The consent agenda for the meeting of March 28, 2023 contains the following:

A. Minutes

1. February 14, 2023 Town Commission Meeting
2. February 28, 2023 Town Commission Meeting

STAFF RECOMMENDATION: Staff recommends approval

ATTACHMENTS: February 14, 2023 Town Commission Meeting
February 28, 2023 Town Commission Meeting



TOWN COMMISSION MEETING MINUTES

February 14, 2023 at 6:30 PM

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

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

CALL TO ORDER AT 6:30PM by Mayor Pennant

PLEDGE OF ALLEGIANCE led by Mayor Pennant

INVOCATION given by Vice Mayor Richardson

RECOGNITION OF SERGEANT AT ARMS – Sergeant Anderson

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

ROLL CALL taken by Town Clerk Garcia

PRESENT

Steve Glenn

Bert Goddard

Willie Quarles

Mary Richardson

Sam Pennant

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

Mervin Raggs, 312 Lincoln Avenue, Dundee, appreciated the Town's participation in the MLK Parade and for the completion of the Lincoln Avenue Sidewalk completion and the no parking signs. He has founded a 501c3 organization, Hedges Highway Outreach Ministry, that will be active in the Town in the near future.

Archie Sapp, 703 North Adams Avenue, Dundee, appreciated Sgt. Anderson for his work in the community. He reminded the Commission and Residents that they should face the flag when saying the pledge. Would like an update on the striping on 8th Street. He would also like an update on a monument in the Town for Veterans.

Dorothy Smedley, 212 Florida Ave, Dundee, inquired as to why the baseball field has been locked.

Town Manager Davis stated that it is an inactive park and has been closed for some time. With activity happening at the park, it has been locked until the safety updates have been completed. The park will be reopened after all of the safety hazards have been addressed. We are tentatively preparing for the park updates to be completed by the end of the month.

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR FEBRUARY 14, 2023

A. Minutes

1. August 23, 2022 Town Commission Workshop
2. January 10, 2023 Town Commission Meeting
3. January 24, 2023 Town Commission Meeting

B. Board Appointments

1. Annette Wilson, Planning and Zoning
2. David Joubert, Tree Board

MOTION TO APPROVE the consent agenda for the meeting of February 14, 2023, motion made by Goddard, Seconded by Quarles. Passed Unanimously.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

APPROVAL OF AGENDA FOR FEBRUARY 14, 2023

Town Manager Davis reported the following changes to the agenda:

- Item 04 was moved to Item 07
- Item 04, Discussion and Action, Development Services Building Ceiling Tile Replacement, was added to the agenda.
- Item 05, Discussion and Action, Dr Martin Luther King St Speed Humps, was added to the agenda.
- Item 06, Discussion and Action, Citrus Connection Dundee Stop Request, was added to the agenda.

MOTION TO APPROVE the agenda for February 14, 2023 with changes, Motion made by Quarles, Seconded by Richardson.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS

1. PROCLAMATION, 2023 BLACK HISTORY MONTH

Mayor Pennant presented Pastor Campbell with the 2023 Black History Month Proclamation.

Pastor Campbell and Reverend Campbell thanked the Town Commission for being able to receive this proclamation and are here to serve the Town.

Mayor Pennant and residents led in song, "Lift Every Voice and Sing" by James Weldon Johnson.

NEW BUSINESS**2. DISCUSSION & ACTION, RFP 22-01, PUBLIC WORKS BUILDING EXTENSION CHANGE REQUEST #2**

Town Manager Davis gave the analysis.

Town staff has received a change request from Semco Construction for excessive excavation for the Public Works building extension.

RFP 22-001 Part 1.01 WORK BY CONTRACTOR, Section A and Section C, Lines 1-4, and the signed work agreement/contract both state that all grading and drainage is the responsibility of the contractor.

Town Manager Davis did not recommend approval of this change order.

Assistant Attorney Claytor explained that the agreement and RFP state that the grading would be included in the scope of work. Therefore, the excavation was included in the work scope and accounted for in the bid.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO DENY the change order request for excessive grading, Motion made by Glenn, Seconded by Quarles.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

3. DISCUSSION AND ACTION, HURRICANE IAN ROOF DAMAGE

Town Manager Davis gave the analysis.

Staff has received quotes from contractors regarding repairs to the roofs that were damaged during Hurricane Ian.

Assistant Attorney Claytor reminded the Commission that the Town Manager has already brought these items before the Commission, and they approved the Town Manager to move forward with these items. Public Works Director John Vice explained that he is still waiting for further information from one of the quotes for the Fire Department.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO APPROVE the award of the project to Code Red for the repair of all buildings listed for the quoted amount of \$94,555.00, made by Glenn, Seconded by Quarles.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

4. DISCUSSION AND ACTION, DEVELOPMENT SERVICES BUILDING CEILING TILE REPLACEMENT AMENDED ITEM

Town Manager Davis gave the analysis.

Staff had received 3 prices from contractors to replace the damaged/ stained ceiling tiles in the development service building. The scope of work includes removal of the old ceiling tiles, hauling debris away and installing new tiles. This was a project that was approved in the 22-23 budget under capital improvements for the DSB at \$15,000.00.

Mayor Pennant opened the floor for public comment; seeing no public come forth the floor was closed.

Commissioner Glenn asked if the quote included replacing the grid as well.

Public Works Director, John Vice, explained that the grid does not need replacing but agreed to inspect the grid when the tiles were taken down.

MOTION TO APPROVE the award of the project to ASI Acoustical Services for Development Services ceiling tiles for the quoted amount of \$7578.00, made by Quarles, Seconded by Goddard. Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

5. DISCUSSION AND ACTION, DR MARTIN LUTHER KING ST SPEED HUMPS AMENDED ITEM

Town Manager Davis gave the analysis.

Staff has received 3 quotes from contractors to purchase speed humps along Martin Luther King Ave. With Commission approval, staff will purchase the speed humps and install them in 4 different locations. This was a project that was approved in the 22-23 budget under streets capital improvements at \$34,000.00. Mayor Pennant inquired about the life of the rubber speed humps.

Public Works Director, John Vice, reported that according to the vendors, the life of the rubber speed humps is 10-12 years.

Mayor Pennant opened the floor for comments from the public.

Dre Robinson, 612 MLK St, Dundee, inquired about the distance between the speed humps.

Assistant Attorney Claytor verified that the Public Works Department will be following the FDOT guidelines and/or incorporated standards for installation and distance requirements.

Seeing no further public come forth, the floor was closed.

MOTION TO APPROVE the purchase of the speed humps from Treetop Products, Inc at the quoted price of \$6,015.40, Motion made by Goddard, Seconded by Quarles.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

6. DISCUSSION AND ACTION, CITRUS CONNECTION DUNDEE STOP REQUEST AMENDED ITEM

Town Manager Davis gave the analysis.

The Commission requested (3) three additional stops to be added to current route:

1. Dundee Road & Martin Luther King Street SW
2. North Scenic Hwy & Race Road
3. US Hwy 27 & Lincoln Avenue

All stops had a detailed study analysis which determined the approval or denial for the location. Citrus Connection staff determined denial of all listed stops above.

An alternative stop which is 500 ft east of Dundee Road and MLK was provided. This location has existing infrastructure for a sign as well as available space for further development, such as a boarding and alighting pad. This location is across the street from the Development Services Building and next to the Taco Amigos establishment.

Additionally, the alternative location is ADA compliant.

Mayor Pennant opened the floor for public comment.

Mervin Raggs, 312 Lincoln Ave, Dundee, was in favor of the recommendations made by Citrus Connection.

Seeing no further public come forth, the floor was closed.

Commissioner Goddard recommended looking into a stop on Scenic Highway in the future.

Town Manager Davis explained we can also investigate a pull off zone being inserted on Dundee Road for future expansion.

MOTION TO AUTHORIZE the Assistant Town Attorney to accept the recommendations provided by the Citrus Connection and begin negotiating the alternate route with Citrus Connection, made by Quarles, Seconded by Glenn.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

7. DISCUSSION, STAFF UPDATE

Town Manager Davis gave the analysis.

Assistant Town Manager/Town Clerk Jenn Garcia has given her resignation. After 4 weeks' notice and training new Interim Town Clerk, Trevor Douthat, her last day with the Town of Dundee will be February 17, 2023.

Mayor Pennant presented an award to Jenn Garcia thanking her for her service to the Town of Dundee.

REPORTS FROM OFFICERS

Fire Department: Chief Carbone gave an updated report on the number of calls the fire department has experienced to date in 2023.

Assistant Town Attorney: Updated the Commission on the Dundee Ridge Plaza turn-in. There was a meeting with the property manager and attorneys of the Dundee Ridge Plaza. They have requested that we prepare an agreement for the construction of a road for egress only. There is still a requirement for easements between the Town and the Church.

Town Manager Davis: 2022 Citizen of the Year, Marjorie Lewis, had a heart attack a couple of weeks ago and is now at home in Dundee recovering. A calendar invite will be coming for meetings about the Town Manager Evaluation with each Commissioner.

Vice Mayor Richardson: Stated that there was discouragement among Residents when the ballpark was not prioritized in the past. Congratulated Annette Wilson for her appointment to the Planning and Zoning Board. Requested that the Town Commission reconsider approving further trainings for her, and other members of the Commission as needed. She would like to see an increase in the 2023 - 2023 budget. Was glad to have Town Manager Davis and Assistant Attorney Claytor back.

Town Manager Davis responded that the involvement of some of the residents have made a difference in allowing the improvements to be made.

Commissioner Quarles: Requested that residents and commissioners complete and participate in the TPO survey. Wished Mrs. Garcia good luck.

Commissioner Glenn: Requested that a "Park Temporarily Closed" sign up to communicate to the residents. Requested an update on the Depot. Requested an update on the US 27 Trucking Company Code issue. Requested an update on the Splash Pad that was budgeted in this fiscal year.

Town Manager Davis reported that signs have already been ordered for the park. The PODS at the depot are unloaded and in the process of being unpacked. She stated she will have an update on the Splash Pad on Friday.

Town Planner, Lorraine Peterson, explained that the trucking company has submitted a special use application. They have yet to respond to the 3 pages of comments from the Town. They are still accumulating the fines from the special code violations.

Commissioner Goddard: Thanked Sgt. Anderson for his efforts with the speeding issue. Congratulated Dr. and Pastor Campbell, Ms. Wilson, and Town Clerk Garcia.

Mayor Pennant: Is concerned with the US 27 Trucking company that is still out of compliance and does not feel that they should be allowed to have an application considered while they are out of compliance with the Town code.

Assistant Attorney Claytor explained that they can only come into compliance with a zoning amendment and /or special use approval.

ADJOURNMENT at 8:40PM

Respectfully Submitted,

Trevor Douthat
Trevor Douthat, Interim Town Clerk

APPROVAL DATE: _____



TOWN COMMISSION MEETING MINUTES

February 28, 2023 at 6:30 PM

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

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

CALL TO ORDER AT 6:30PM by Mayor Pennant

PLEDGE OF ALLEGIANCE lead by Mayor Pennant

INVOCATION given by Commissioner Goddard

RECOGNITION OF SERGEANT AT ARMS – Deputy Williams

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

ROLL CALL taken by Interim Town Clerk Douthat

PRESENT

Steve Glenn

Bert Goddard

Willie Quarles

Mary Richardson

Sam Pennant

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

Bartholomew Delcamp, Curator of Collections & Exhibitions at the Polk County History Center presented invitations to the Commission for the new *Cities of Polk* exhibition at the history center and gave a brief history on the exhibit.

With no further comments from delegation, Mayor Pennant closed the floor.

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR FEBRUARY 28, 2023

A. Minutes

1. October 11, 2022 Town Commission Meeting
2. October 20, 2022 Planning and Zoning Meeting

3. October 25, 2022 Town Commission Meeting
4. November 8, 2022 Town Commission Meeting
5. January 17, 2023 Planning and Zoning/Tree Board Joint Workshop

B. Agreements

1. Johnson Controls PSA Renewal

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO APPROVE the consent agenda for the meeting of February 28, 2023, motion made by Glenn, Seconded by Goddard. Passed Unanimously.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

APPROVAL OF AGENDA FOR FEBRUARY 28, 2023

Town Manager Davis reported no changes to the agenda

MOTION TO APPROVE the regular meeting agenda for the meeting of February 28, 2023, motion made by Goddard, Seconded by Glenn. Passed Unanimously.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS

1. RECOGNITION OF THE DR. MLK JR ESSAY WINNERS

Town Manager Davis presented the three first place winners of the Committed Citizen Of Dundee Dr Martin Luther King, Jr. essay contest celebrating Black History Month.

Mayor Pennant presented each winner with a framed certificate.

2. RECOGNITION OF BILLY IVEY

Town Manager Davis gave the analysis.

Fire Chief Carbone presented Billy Ivey with an award for his retirement after 52 years of service to the Town.

Mayor Pennant opened the floor for delegation to congratulate Mr. Ivey

Kevin Kitto, 150 Kitto Lane, thanked Mr. Ivey for his service and wished him well.

Town Commission thanked Mr. Ivey for his service to the Town.

NEW BUSINESS

3. PRESENTATION, YEAR IN REVIEW

Town Manager Davis gave the analysis and made a presentation of her accomplishments over the last fiscal year, 2021-2022

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

4. TOWN MANAGER EVALUATION, FY 2021 – 2022

Mayor Pennant gave the analysis and read the scores from Town Manager Davis' annual evaluation.

Mayor Pennant opened the floor for comments from the public.

Kevin Kitto, 150 Kitto Lane, praised the Town Manager for her work and suggested she deserved more than five percent increase.

Bob Edwards, 1130 Allegro Place, praised the Town Manager for her work and suggested she deserved more than five percent increase.

Seeing no further public come forth, the floor was closed.

Commissioner Quarles verified that five percent was the maximum allowed.

MOTION TO APPROVE a five percent increase for the Town Manager *motion made by Glenn, Seconded by Goddard. Passed Unanimously.*
Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

5. ORDINANCE 23-02, POTABLE WATER LEVEL OF SERVICE AMMENDMENT TRANSMITTAL AND PUBLIC HEARING

Assistant Town Attorney Claytor read the legal description of Ordinance 23-02

ORDINANCE 23-02

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA, AMENDING THE 2030 COMPREHENSIVE PLAN OF THE TOWN OF DUNDEE, FLORIDA, AND THE TOWN OF DUNDEE LAND DEVELOPMENT CODE, RELATING TO LEVEL OF SERVICE FOR POTABLE WATER SUPPLY BY AMENDING THE POTABLE WATER SUPPLY LEVEL OF SERVICE FROM 140 GALLONS PER CAPITA PER DAY (GPCD) TO 115 GPCD; PROVIDING FOR TRANSMISSION TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR REVIEW AND COMPLIANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND FOR THE ADMINISTRATVIE CORRECTION OF SCRIVERNER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Planner Peterson gave the analysis.

Mayor Pennant opened the floor for comments from the public.

Misael Ortega, Jr. 1008 Harmon Ave, questioned with the new construction coming to the Town would we be able to maintain the 115 level.

Seeing no further public come forth, the floor was closed.

MOTION TO APPROVE Ordinance 23-02 Level Of Service Comp Plan Amendment *made by Quarles, Seconded by Goddard. Passed Unanimously.*
Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

6. ORDINANCE 23-03, CAPITAL IMPROVEMENTS ELEMENT

Assistant Town Attorney Claytor read the legal description of Ordinance 23-03

ORDINANCE NO. 23-03

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA AMENDING THE 2030 COMPREHENSIVE PLAN OF THE TOWN OF DUNDEE, FLORIDA, SAID AMENDMENT BEING KNOWN AS "AMENDMENT 23-03CIE"; SPECIFICALLY AMENDING THE ADOPTED CAPITAL IMPROVEMENTS ELEMENT AND UPDATING THE 5-YEAR CAPITAL IMPROVEMENTS PLAN; PROVIDING FOR CONFLICTS, SEVERABILITY, THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Planner Peterson gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO APPROVE *Ordinance 23-Capital Improvements Element Amendment made by Glenn, Seconded by Goddard. Passed Unanimously.*
Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

7. DISCUSSION AND ACTION, NANCY AVENUE BALL PARK

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public.

Misael Ortega, Jr., 1008 Harmon Ave, gave a summation of why they use the park, why they cleaned it and what it means to the community.

Carlotta Moton, 222 Betty Ave, commented on the benefits of the park and how the community appreciates it.

Carmen Ortega, 1008 Harmon Ave, invited everyone to come out to the park.

Seeing no public come forth, the floor was closed.

Commissioner Glenn thanked those who spent time cleaning up the park and encouraged the residents to stay in touch with the Town with any issues at the park.

Vice-Mayor Richardson asked about the cost of lighting for the park and if vendors would be at the park.

Town Manager Davis said she would look into adding lighting into the next budget.

Assistant Town Attorney Claytor stated that if the Town decided to allow vendors, the Town would need contractual indemnifications amongst others from approved vendors.

MOTION TO APPROVE *Reopening Nancy Avenue Ball Park made by Glenn, Seconded by Goddard. Passed Unanimously.*
Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

8. DISCUSSION AND ACTION, SHINGLE SELECTION

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

Motion to approve the green shingles for the Sheriff's Department made by Quarles, seconded by Glenn. Passed Unanimously.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

Motion to approve the Charcoal Black shingles for the Community Center made by Quarles, seconded by Glenn. Passed Unanimously.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

REPORTS FROM OFFICERS

Polk County Sheriff's Office - None

Dundee Fire Department - Fire Chief Carbone gave an update to the run totals for the department.

Town Attorney - None

Town Manager Davis gave the following updates:

- Status update on Lake Dell treatment
- Ridge League of Cities Dinner will be in Bartow March 9, 2023
- The grand reopening of the Historic Train Depot is March 18, 2023 from 10am to 12pm
- The Town received the Certificate of Achievement for Financial Reporting Excellence

Commissioner Goddard congratulated the Dr Martin Luther King Jr essay winners, the Town Manager on her excellent review and thanked the families who helped get the Nancy Avenue Park cleaned up.

Dreena Brown, 217 Betty Ave, stated that her water was disconnected for nonpayment and was not turned on again by the end of business. Town Manager Davis assured her that her water would be on that night.
Mayor

Vice Mayor Richardson asked for an update on the MLK speed bumps.

Town Manager Davis stated that they are in process.

ADJOURNMENT at 8:13pm.

Respectfully Submitted,

Trevor Douthat

Trevor Douthat, Interim Town Clerk

APPROVAL DATE: _____



TOWN COMMISSION MEETING

March 28, 2023 at 6:30 PM

Item 1.

AGENDA ITEM TITLE:	RESOLUTION 23-05, CDBG 2023-2024 GRANT FUNDING ALLOCATION
SUBJECT:	The Town Commission will consider Resolution 23-05 for the CDBG Grant Funding allocation for the 2023-2024 Obligation
STAFF ANALYSIS:	<p>In FY 2019-2020 The City of Auburndale entered into an agreement with the Town of Dundee to utilize Auburndale's CDBG funding allocation of \$86,2013.00 to complete our Lake Menzie Dock Project. Each year our CDBG funding has been passed on to the City of Auburndale to repay the funding provided.</p> <p>FY 2020-2021: Dundee reimbursed Auburndale their full allocation in the amount of \$23,000.00, leaving a balance of \$63,213.00.</p> <p>FY 2021-2022: Dundee reimbursed Auburndale their full allocations in the amount of \$25,200.00, leaving a balance of \$38,013.00.</p> <p>FY 2022-2023: Dundee reimbursed Auburndale their full allocations in the amount of \$25,200.00, leaving a balance of \$12,813.00.</p> <p>FY 2023-2024: Dundee will reimburse Auburndale a portion of their allocation in the amount of \$12,813.00, leaving a zero balance with the City of Auburndale.</p> <p>The Town of Dundee will have an estimated total of \$17,403.00 remaining allocation for FY 2023-2024.</p>
FISCAL IMPACT:	No Fiscal Impact for FY 2023-2024 Budget
STAFF RECOMMENDATION:	Staff recommends approval
ATTACHMENTS:	Resolution 23-05 Letter to City of Auburndale



Town of Dundee

TOWN MANAGER

◆ 202 E. Main Street ◆ PO Box 1000 ◆ Dundee, Florida 33838 ◆ (863) 438-8330 ◆ Fax (863) 438-8338

March 20, 2023

Jeff Tillman
1 Bobby Green Plaza
Auburndale, Florida 33823

Re: FY 2023-2024 CDBG Grant Obligations

Mr. Tillman,

The Town of Dundee is truly appreciative of the continuous partnership with the City of Auburndale and the Community Development Block Grant Funding in the past years. As part of the partnership, the Town of Dundee has reallocated its CDBG Funding to the City of Auburndale to repay the CDBG funding the City of Auburndale provided to Dundee in the total amount of \$86,230.00 in FY 2019-2020. The Town of Dundee has a balance of \$12,813.00 as of today owed to City of Auburndale. The Town has directed Polk County Housing and Neighborhood Development to provide Auburndale with the balance listed above from this fiscal year 2023/2024 CDBG funds granted to the Town.

We are continuously thankful for the successful partnership and relationship with the City of Auburndale, as well as CDBG.

Sincerely,

Tandra S. Davis, M.B.A
Town Manager, Town of Dundee
202 E. Main Street
Dundee, Florida 33838-4306
tdavis@townofdundee.com
Office: 863-438-8330 ext. 222
Fax: 863-438-8333 Fax

cc: Kelly Carter, CDBG Program Supervisor
Trevor Douthat, Town Clerk - Town of Dundee

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Space For Recording

RESOLUTION 23-05

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, REGARDING THE ALLOCATION OF TOWN OF DUNDEE 2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING IN THE APPROXIMATE AMOUNT OF \$30,216.00 AND ALLOCATION OF AVAILABLE TOWN CDBG FUNDING FOR ELIGIBLE PROJECTS; PROVIDING FOR SEVERABILITY; REPEAL OF CONFLICTING RESOLUTIONS; THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Community Development Block Grant (hereinafter, "CDBG") program is authorized under Title I of the Housing and Community Development Act of 1974, as amended and is administered by the United States Department of Housing and Urban Development (HUD); and

WHEREAS, the CDBG program consists of two components: (1) Entitlement Program wherein funds are provided directly to qualified urban communities, and (2) State Program wherein funds are allocated to the states for distribution to eligible non-entitlement communities; and

WHEREAS, the Town of Dundee, Florida, (hereinafter, "the Town") and City of Auburndale, Florida, (hereinafter, "the City"), have participated in the CDBG program since 1975; and

WHEREAS, the Town and City are qualified as entitlement jurisdictions under the CDBG Entitlement Program and receive an annual allocation of grant funds to be used on projects that benefit principally low and moderate income persons and households, in accordance with CDBG regulatory requirements; and

WHEREAS, the Town agreed to forward future Town CDBG allotments to the City beginning in CDBG Fund Year 2019-2020 and thereafter until the full allotment has been repaid to the City; and

WHEREAS, on March 20, 2023, the Town was asked by Polk County's Housing and Neighborhood Development Manager who oversees the CDBG Municipal Partner

Program to make application for Fiscal Year 2023-2024 CDBG Funds which for the Town of Dundee is expected to be approximately \$30,216.00; and

WHEREAS, the Town Manager recommends that the sum of \$12,813.00 from the Town's expected 2023-2024 CDBG Fund allocation be paid to the City when available to repay the City the sum of \$12,813.00 which would fully pay all CDBG Funds owed by the Town to the City leaving a zero balance owed to the City; and

WHEREAS, the balance of the Town CDBG Funds in the approximate amount of \$17,403.00 would be utilized by the Town for future projects that benefit principally low and moderate income persons and households within the Town, in accordance with CDBG regulatory requirements; and

WHEREAS, it is in the best interests of the residents and citizens of the Town for the Town Commission to continue CDBG funding.

NOW, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA:

1. That the above Whereas clauses are the factual basis for the passage of this Resolution.
2. That the Town Commission hereby supports the Town's allocation of the sum of \$12,813.00 to the City in CDBG Funds for Fund Year 2023-2024.
3. The Town Commission hereby authorizes the Town Manager to take any further action(s) necessary to ensure the allocation and delivery of the Town's 2023-2024 CDBG funding in the amount of \$12,813.00 to the City and the balance of the Town CDBG Funds in the approximate amount of \$17,403.00 to the Town for future eligible projects that benefit principally low and moderate income persons and households within the Town, in accordance with CDBG regulatory requirements.
4. After the allocation of the Town's CDBG Funds in the amount of \$12,813 to the City for Fund Year 2023-2024, the Town's obligation to the City will be fully satisfied and no further Town CDBG Funds will be owed to the City.
5. If any portion of this Resolution is declared invalid or unenforceable, then to the extent it is possible to do so without destroying the overall intent and effect of this Resolution, the portion deemed invalid or unenforceable shall be severed herefrom and the remainder of this Resolution shall continue in full force and effect as if it were enacted without including the portion found to be invalid or unenforceable.
6. All conflicting Resolutions are hereby repealed so as to give this Resolution full force and effect.
7. Any provision in this Resolution may be renumbered or relettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be

authorized by the Town Manager or his designee, without need of consideration by the Town Commission, by filing a corrected or recodified copy of same with the Town Clerk.

8. This Resolution shall be effective immediately upon passage by the Town Commission and shall remain in full force and effect until repealed by a Resolution adopted by the Town Commission.

READ, PASSED AND ADOPTED at a duly called meeting of the Town Commission of the Town of Dundee, Florida assembled on the 28th day of March, 2023.

TOWN OF DUNDEE

Samuel Pennant, Mayor

ATTEST WITH SEAL:

Trevor Douthat, Town Clerk

Approved as to form:

Frederick J. Murphy, Jr., Town Attorney



TOWN COMMISSION MEETING

March 28, 2023 at 6:30 PM

-
- AGENDA ITEM TITLE:** RESOLUTION 23-06, LAKE DELL INVASIVE PLANT TREATMENT
- SUBJECT:** The Town Commission will consider Resolution 23-06 for the emergency treatment of Lake Dell
- STAFF ANALYSIS:** Resolution 23-06 is an emergency purchase for the invasive plant treatment of Lake Dell. As mentioned at the March 14, 2023, meeting, the Town obtained a permit from FWC granting permission to treat Lake Dell's invasive plant issue. Applied Aquatics has provided the quote for the necessary treatment to meet FWC's guideline. It can take up to 90 days for the water to clear up with this treatment plan.
- FISCAL IMPACT:** \$22,200.00
- STAFF RECOMMENDATION:** Staff recommends approval
- ATTACHMENTS:** Resolution 23-06

RESOLUTION NO. 23-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA MEMORIALIZING A DECLARATION OF EMERGENCY AS TO THE AQUATIC PLANT MANAGEMENT AGREEMENT BETWEEN THE TOWN OF DUNDEE AND APPLIED AQUATIC MANAGEMENT, INC. FOR AQUATIC MANAGEMENT SERVICES TO INCLUDE ONE TIME CLEAN-UP AND A MINIMUM OF TWO TREATMENTS OF SUBMERSED VEGETATION CONTROL (HYDRILLA ONLY) AND TOW FASTEST ANALYSIS FOR LAKE DELL; MAKING A FINDING OF EMERGENCY UNDER STATE LAW AND SECTION 2-159(c)(2) OF THE CODE OF ORDINANCES OF THE TOWN OF DUNDEE; AND CONFIRMING AND APPROVING THE TOWN MANAGER'S ACTIONS IN ENTERING INTO SAID AQUATIC PLANT MANAGEMENT AGREEMENT WITH APPLIED AQUATIC MANAGEMENT, INC.

WHEREAS, circumstances have arisen requiring emergency action on the part of the Town of Dundee to enter into an Aquatic Plant Management Agreement with Applied Aquatic Management, Inc. for aquatic management services to include one-time clean-up and a minimum of two treatments of submersed vegetation control (hydrilla only) and tow fastest analysis for Lake Dell; and

WHEREAS, the Town has an immediate need for aquatic management control services; and

WHEREAS, pursuant to Section 2-159(3)b of the Town of Dundee Code of Ordinances, the Town acknowledges and agrees that this Agreement constitutes an emergency purchase made in response to a requirement when the delay incident to complying with all governing rules, regulations, and procedures would be detrimental to the health, safety and welfare of the town and/or its citizens; and

WHEREAS, the delay incident in strictly complying with all governing rules, regulations, and public bidding procedures and/or Town procurement requirements in this instance would be detrimental to the health, safety and welfare of the Town Employee's and the Town citizens and residents; and

WHEREAS, the Town Commission of the Town of Dundee finds that the Aquatic Plant Management Agreement with Applied Aquatic Management, Inc. for aquatic

management control services is found to be in and will promote the best interests of the public health, safety, and general welfare of the citizens and residents of the Town of Dundee.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA:

SECTION 1: The Town Commission declares that the foregoing recitals are true and hereby factually finds as such.

SECTION 2: The Town Commission finds that an “emergency” as defined in Section 2-159(c)(2), Code of Ordinances of the Town of Dundee, exists, namely that the Town is under a significant requirement such that the delay incident in strictly complying with all of the current governing procurement rules, regulations, and procedures would be detrimental to the health, safety and welfare of the Town’s employees and the Town’s citizens and residents.

SECTION 3: Accordingly, the Town Commission authorizes, confirms and ratifies: The Town Manager’s actions in approving the Aquatic Plant Management Agreement with Applied Aquatic Management, Inc. for aquatic management control services to include one-time clean-up and a minimum of two treatments of submersed vegetation control (hydrilla only) and tow fastest analysis for Lake Dell, as further described in the agreement attached hereto as Exhibit “A” and incorporated herein by reference, on an emergency basis and waives the requirements of strict compliance with the Town’s procurement code in this instance.

SECTION 4: This Resolution shall be effective immediately upon adoption by the Town Commission.

READ, PASSED AND ADOPTED at a duly called meeting of the Town Commission of the Town of Dundee, Florida assembled on the 28th day of March, 2023.

TOWN OF DUNDEE

Samuel Pennant, Mayor

ATTEST WITH SEAL:

Trevor Douthat, Town Clerk

Approved as to form:

Frederick J. Murphy, Jr., Town Attorney

EXHIBIT "A"



P.O. Box 1469
Eagle Lake, FL 33839
1-800-408-8882

AQUATIC PLANT MANAGEMENT AGREEMENT

Submitted to: Name: Town of Dundee Date: March 2, 2023
Address: 202 E. Main St
City: Dundee, FL 33838
Phone: 863-514-6636

This Agreement is between Applied Aquatic Management, Inc. hereafter called "AAM" and signee hereafter called "Customer".

The parties hereto agree as follows

A. AAM agrees to provide aquatic management services for a period of NA in accordance with the terms and conditions of this Agreement in the following sites:

Lake Dell

B. The AAM management program will include the control of the following categories of vegetation for the specified sum:

- 1.Submersed vegetation control Included (Hydrilla Only)
2.Tow Fastest Analysis. Included

Service Shall Consist of One (1) Time Clean-up/Minimum of Two (2) Treatments.

C. Customer agrees to pay AAM the following amounts during the term of this Agreement:

Total Cost \$22,200.00 Due upon invoicing* as billed x 1.

*Overdue accounts may accrue a service charge of 1 1/2% per month

- D. AAM agrees to commence treatment within 14 days, weather permitting, from the date of execution or receipt of the proper permits.
E. The Agreement shall have no force & is withdrawn unless executed and returned by Customer to AAM on or before April 2, 2023
F. Customer acknowledges that he has read and is familiar with the additional terms and conditions printed on the reverse side which are incorporated in this agreement.

Submitted: Telly R. Smith Date: 3/2/2023 Accepted Date:
AAM Customer

Terms and Conditions

1. The AAM Aquatic Plant Management Program will be conducted in a manner consistent with good water management practice using only chemicals which have a wide margin of safety for fish, waterfowl and human life and in conformance with applicable State and Federal Laws, regulations and rules. AAM agrees to indemnify Customer for any violation of such laws, rules or regulations.
2. Federal & State regulations require that various time-use restrictions be observed during & following treatment. AAM agrees to notify Customer of such restrictions verbally &/or by posting the restrictions at several readily visible locations on the perimeter of each body of water at the time of treatment. It shall be the Customer's responsibility to observe the restrictions throughout the required period. Customer understands & agrees that notwithstanding any other provisions of this Agreement, AAM does not assume any liability by any party to be notified, or to observe, the regulations.
3. The AAM Aquatic Plant Management Program is devised so that water areas are brought into a maintenance configuration as rapidly after their start, consistent with responsible management practices. Some forms of vegetation (particularly grasses & cattail) have visible residues after chemical treatment. Customer is responsible for removing such residues.
4. In addition to the amounts noted on the face of this Agreement, Customer shall also pay fees, taxes (including sales taxes) or charges that might be imposed by any government body with respect to the services offered herein.
5. This Agreement shall have as its effective date the first day of the month in which services are first rendered to Customer and shall terminate upon the last day of a month.
6. AAM is licensed & insured. Certificates of Insurance will be provided upon Customers request.
7. If at any time during the term of this Agreement, Customer does not feel AAM is performing in a satisfactory manner Customer shall promptly notify AAM who shall investigate the cause of Customer's lack of satisfaction & attempt to cure same. If nonsatisfactory performance continues, this Agreement may be voided by either party giving thirty days written notice & payment of all monies owing to the effective date of termination, which shall be the last day of the month.
8. Neither party shall be responsible in damages, penalties or otherwise for any failure or delay in the performance of any of its obligations hereunder caused by strikes, riots, war, acts of God, accidents, governmental orders & regulations, curtailment or failure to obtain sufficient material, or other forces (whether or not of the same class or kind as those set forth above) beyond its reasonable control & which, by the exercise of due diligence, it is unable to overcome.
9. AAM agrees to hold Customer harmless from any loss, damage or claims arising out of the sole negligence of AAM however, AAM shall in no event be liable to Customer or others, for indirect, special or consequential damages resulting from any cause whatsoever.
10. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida
11. In the event a legal action is necessary to enforce any of the provisions of this Agreement, the prevailing party is entitled to recover legal costs & reasonable attorney fees.
12. This Agreement constitutes the entire Agreement of the parties hereto & no oral or written alterations or modifications of the terms contained herein shall be valid unless made in writing & accepted by an authorized representative of AAM & Customer.
13. This Agreement may not be assigned by Customer without the prior written consent of AAM.



TF :: (800) 408-8882 T :: (863) 533-8882 F :: (863) 534-3322

**Lake Dell
Treatment Plan**

Hydrilla Management in Lake Dell: Sonar Use Prescription Proposal

The following recommended Sonar use prescription for Lake Dell is provided as a guide to improve herbicidal efficacy for hydrilla management. Overall, the management plan objective is to maximize Hydrilla control efficacy and native vegetation selectivity through an economically and scientifically sound approach. This Sonar treatment prescription has been developed to maintain a specific dose of Sonar in the lake for a minimum exposure of 85 days.

Treatment Prescription:

Treatment Date: March 2023

Day 1: Apply Sonar AS.

Day 10: Lake survey and take 2 FasTest samples.

Day 28: Apply Sonar AS.

Day 38: Lake Survey and Take 2 FasTest Samples.

Day 56: Apply Sonar AS.

Day 84: Final Survey or date as determined by progress of treatment.



appliedaquaticmgt.com



TOWN COMMISSION MEETING

March 28, 2023 at 6:30 PM

AGENDA ITEM TITLE: DISCUSSION AND ACTION, LAKE MENZIE STORY WALK PROJECT

SUBJECT: The Town Commission will consider names for the story walk project.

STAFF ANALYSIS: Town Staff made a recommendation to the Dundee Tree Board to create an educational story walk at Lake Menzie in an effort to encourage health & wellness to our youth and create an opportunity to learn more about our trees in Dundee. We have 16 pre-designed posters arriving in mid-April 2023 that will be posted at Lake Menzie. Once a name is chosen for the project, a sign will be designed and place at Lake Menzie.

FISCAL IMPACT: Estimated: \$500.00 - \$700.00

STAFF RECOMMENDATION: At the will of the commission.

ATTACHMENTS: Exhibit A – Name options

DUNDEE STORY WALK @ LAKE MENZIE

Tandra Davis, Town Manager



STORYWALK PURPOSE

Story Walk projects provide a delightful way for children (and adults) to enjoy reading and the outdoors at the same time. As you walk the path, you are directed to the next page in the story.

STORIES

This project will serve as part of the Tree Board Arbor Day event which is Tentatively scheduled for June 3th or 10th

DESIGN

Minimalist and easy to use

LAKE MENZIE STORYWALK PROJECT





20XX

PARK NAME 1
Dundee Adventure Walk
at Lake Menzie

PARK NAME 2
A Tale Trail at Lake Menzie

PARK NAME 3
Dundee Tale Trail
At Lake Menzie



TOWN COMMISSION MEETING

March 28, 2023 at 6:30 PM

-
- AGENDA ITEM TITLE:** DISCUSSION AND ACTION, RACE ROAD/CAMP ENDEAVOR BLVD
- SUBJECT:** The Town Commission will consider naming the proposed newly paved road.
- STAFF ANALYSIS:** This road has multiple names. It begins as Race Road at Highway 17 then becomes Camp Endeavor Blvd and then Southern Road as it approaches 4th Street South. As plans are prepared to be sent to the State for approval, this needs to be corrected to reflect how it is listed with the Polk County Property Appraiser. With approval it will be named Camp Endeavor Blvd from Campbell Road until it meets Lincoln Avenue and becomes 4th Street South.
- FISCAL IMPACT:** No Impact at this time
- STAFF RECOMMENDATION:** At the will of the commission.
- ATTACHMENTS:** Exhibit A – Map from Google Map
Exhibit B – Maps from Polk PA



Parcel ID: 272828847020000010 ✕

Parcel Details: [272828847020000010](#)
PDR: [Property Desc Report](#)
[Property Record Card \(PDF\)](#)
[Property Record Card \(HTML\)](#)
PRM: [Property Report with Map](#)

Owner1: THELMA C RALEY INC
Site Address: 603 CAMP ENDEAVOR BLVD, DUNDEE, 33838
Short Desc: FLA HIGHLANDS CO SUB OR LAKE ADA VILLA LOTS PB 1 PG 87 LOTS 1 THRU 5 & THAT PART LYING WITHIN LAKE ADA VILLA LOTS OF FOLI BESS BEG 011

Property	Sales	Value
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00490 72828

272827

Item 4.

4TH STS

000150

000210

000160

Lake Ada

CARRIED IN SEC 28 T28 R27

Parcel ID: 272828847020000060

Website last updated on 03/21/2023

Parcel Details: [272828847020000060](#)

PDR: [Property Desc Report](#)

[Property Record Card \(PDF\)](#)

[Property Record Card \(HTML\)](#)

PRM: [Property Report with Map](#)

Owner1: THELMA C RALEY INC

Site Address: 0 CAMP ENDEAVOR BLVD, DUNDEE, 33838

Short Desc: FLA HIGHLANDS CO SUB OR LAKE ADA VILLA LOTS PB 1 PG 97 LOTS 6 THRU 10

Property	Sales	Value
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000060

Dundee

272833

000010

CAMP ENDEAVOR BLVD

000130

000160

36



TOWN COMMISSION MEETING

March 28, 2023 at 6:30 PM

AGENDA ITEM TITLE:	DISCUSSION, SPLASH PAD UPDATE
SUBJECT:	Update to the progress of the Splash Pad
STAFF ANALYSIS:	Town Staff has placed the Splash Pad out for bid multiple times without success. It is believed to be because the bid requires the design of the entire park. After consulting with engineering, we plan to revise the RFP to include the Splash Pad and accessories only. The remaining infrastructure and parking will be done by staff selected vendors to help manage costs. The stormwater portion must be approved prior to obtaining bids as design plans may change. Once it is sent to the State for approval, we will release the revised RFP and move forward with the infrastructure, parking lot and the center gazebo while the bid process happens.
FISCAL IMPACT:	None
STAFF RECOMMENDATION:	Discussion Only
ATTACHMENTS:	None



AMENDED

TOWN COMMISSION MEETING

March 28, 2023, at 6:30 PM

- AGENDA ITEM TITLE:** DISCUSSION AND ACTION, WHEDC
“Vision for the future in Town of Dundee”
- SUBJECT:** The Town Commission is requested to be a part of a 15–20-minute zoom/team meeting individually to share your vision for the Town of Dundee.
- STAFF ANALYSIS:** Bruce Lyon and Jenifer Romberger at Winter Haven Economic Development Council are wanting to interview each commissioner, Vice-Mayor, and Mayor individually to collect their vision for Dundee for the next couple years. They are requesting a 15–20-minute virtual meeting to make sure as we continue to keep Dundee moving in a forward manner we are incorporating the vision of the governing body. Please find the available schedule attached. We are asking that you email me no later than Thursday at 5pm so we can arrange the meetings. The appointment schedule will be emailed to your town email address with the link once you submit your available time.
- FISCAL IMPACT:** No Impact currently
- STAFF RECOMMENDATION:** At the will of the commission.
- ATTACHMENTS:** Exhibit A – April 3rd – 7th available schedule.