



TOWN COMMISSION MEETING MINUTES

July 7, 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 Michelle Thompson

RECOGNITION OF SERGEANT AT ARMS, Sgt. Frese

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

Town Clerk Erica Anderson

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR JULY 7, 2026

The minutes being reviewed include minutes from the following meetings:

A. MINUTES

TC Meeting Minutes, July 7, 2026, at 6:30 p.m.

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1. June 2, 2026, Town Commission Meeting Minutes

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

Commissioner Richardson moved to approve the June 2, 2026, commission meeting minutes seconded by Commissioner Wilson.

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

The motion passed unanimously.

APPROVAL OF AGENDA

The following changes were made to the agenda.

Report from the auditor was added to the agenda.

Item #13: CLA Agreement was tabled until the August meeting.

Item #16 was deleted as a duplicate.

Item #23 IFB 26-02 documents were added

Discussion item for CRA was added

FINANCE UPDATE - Provided by Julie Davis of Rivero, Gordimer, &Co. and provided a general update.

PUBLIC HEARINGS

1. DISCUSSION & ACTION, ORDINANCE 26-10 CODE OF ORDINANCES REVISIONS 2ND READING

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

The proposed ordinance amends Chapter 2, Article II, Section 2-162 of the Town of Dundee Code of Ordinances relating to budgetary control and government fund accounting procedures.

The purpose of the ordinance is to modernize and clarify the Town's financial management and accounting practices by authorizing the establishment of additional governmental accounting funds as necessary to comply with applicable Governmental Accounting Standards Board (GASB) standards, generally accepted accounting principles (GAAP), state reporting requirements, audit requirements, and accepted municipal accounting practices.

The ordinance further clarifies the Town Manager's administrative authority regarding line-item transfers within approved funds, the establishment of accounting fund classifications for proper financial reporting purposes, and procedures related to interfund transfers requiring Town Commission approval through the budget amendment process.

Adoption of the ordinance will assist the Town in maintaining compliance with current governmental accounting standards, improving financial transparency, enhancing fiscal accountability, and supporting proper financial reporting and audit practices.

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

Commissioner Wilson moved to approve Ordinance 26-10, seconded by Vice Mayor Hunt.

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

The motion passed unanimously.

2. DISCUSSION & ACTION, ORDINANCE 26-09 ESTES GROVE MAJOR PUD-MU AMENDMENT TO ORDINANCE 15-05 2ND READING

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

The developer is requesting a Major Modification to PUD Ordinance No. 15-05, including:

- Addition of parcels- 272835-000000-023010 & 272901-000000-012000
- Moving a 15-acre school site & 5-acre public use site from the east side of Lake Mabel Loop Road to the west side of Lake Mabel Loop Road North of Almburg Road.
- Defining lot layout and lot sizes per original PUD conditions.
- Changes to external access points.
- Reduction in overall project density.
- Adding Welsh Road extension right-of-way dedication.
- Adding project phasing.

The total acreage of the parcels is 638.76. The parcels are on the southeast side of the Town of Dundee, west of Lake Pierce and east of Lake Annie. They are located on the east and west sides of Lake Mabel Loop Road and on the north and south sides of Canal Road. The present use of the parcels is citrus groves. The adjacent parcels have land use designations of Dundee LDR to the west and south, and County A/RR to the north and east. The proposed land use change to LDR designates 5 units per acre. The Major Modification of PUD Ordinance 15-05 will satisfy the intent of the land development code, as well as meet the need for residential, commercial, and school property growth in the area. Roadway and utility infrastructure will be determined based on detailed traffic analysis and engineered construction plans. The project will be constructed in 4 phases starting in 2026 and will complete each phase per year thereafter, ending in 2030.

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

Commissioner Wilson moved to approve Ordinance 26-09, seconded by Vice Mayor Hunt.

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

The motion passed unanimously.

3. DISCUSSION & ACTION, ORDINANCE 26-06 ESTES FUTURE LAND USE MAP AMENDMENT 2ND READING

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

The Applicant, Heather Wertz of Absolute Engineering, Inc., is requesting an amendment to the Future Land Use Map for property located in the Town of Dundee. The current FLU is Multi-Use Village Center (MU-VC) with the proposed FLU being Low Density Residential (LDR) 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 in the southeast quadrant of the Town of Dundee, on the east and west sides of Lake Mabel Loop Road and the north and south sides of Canal Road, in Sections 36, 01, and 02, Townships 28 and 29, Range 27, further described as portions of parcels: 272836-000000-040000, 272901-000000-013000, 272902-000000-011010, 272902-000000-011040, and all of parcel 272901-000000-012000.

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

Vice Mayor Hunt moved to approve Ordinance 26-06, seconded by Commissioner Wilson.

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

The motion passed unanimously.

4. DISCUSSION & ACTION, ORDINANCE 26-07 TEXT AMENDMENT TO 3.06.07 OF THE LAND DEVELOPMENT CODE 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 Section 3.06.07. Currently, the code contains a blanket prohibition on underground seepage systems. The proposed amendment seeks to allow these systems under strict engineering and environmental criteria to provide developers and the Town with modern, space-efficient stormwater management options.

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

Vice Mayor Hunt moved to approve Ordinance 26-07, 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

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

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.

Commissioner Wilson moved to approve Ordinance 26-11, 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, ORDINANCE 26-12 OFFICE OF THE TOWN CLERK

Attorney Smith read the ordinance title into the record and presented the item.

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; the following persons spoke before the commission.

Michelle Thompson

Mayor Garrison closed public comments,

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.

7. DISCUSSION & ACTION, RESOLUTION 26-17 RATIFYING PRIOR OFFICIAL DOCUMENTS AND AUTHORIZING THE EXECUTION BY THE MAYOR

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

The Town Commission is requested to consider Resolution No. 26-17, authorizing Mayor Joe Garrison to execute certain ordinances, resolutions, agreements, contracts, and other official documents previously approved by the Town Commission during the prior Mayor's tenure but which may not have been fully executed.

During a review of the Town's official records, staff identified certain previously approved documents that require mayoral execution to ensure administrative completion, proper recordkeeping, and maintenance of complete municipal records. The proposed resolution authorizes the current Mayor to sign such documents solely for administrative and ministerial purposes.

Approval of this resolution does not alter, amend, reapprove, or otherwise modify any lawful action previously taken by the Town Commission. Rather, it serves to memorialize and complete execution of documents already approved through prior Commission action.

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

Commissioner Wilson moved to approve Resolution 26-17, seconded by Commissioner Hunt.

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

The motion passed unanimously.

8. DISCUSSION & ACTION, PRELIMINARY RESOLUTION 26-18 PRELIMINARY STORMWATER ASSESSMENT FEES

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

The Town has partnered with Susan Schoettle-Gumm, Attorney-at-Law, to levy and collect the Town's stormwater fee for FY 2026-2027 using the ad valorem property tax bill method in accordance with F.S. §197.3632 and §403.0893. Town Staff are updating the technical data for the preparation of the preliminary and final rolls for submittal to the Property Appraiser and Tax Collector.

The stormwater utility provides funding for the Town's stormwater management services and facilities with the adoption of Ordinance No. 03-22.

This preliminary resolution is directing the preparation of a Preliminary Roll, authorizing a public hearing, and directing the provision of mailed and published notice of such hearing, and directing preparation of an Annual Resolution to approve the Final Roll, after a public hearing, and directing the billing and collection using the uniform collection process.

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

Commissioner Wilson moved to approve Resolution 26-18, seconded by Vice Mayor Hunt.

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

The motion passed unanimously.

9. DISCUSSION & ACTION, RESOLUTION 26-19 FIRE ASSESSMENT FEE

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

A Fire Assessment Fee is a charge on real property to cover fire protection services. The fees will be included in the Ad Valorem Tax Roll.

The Town has partnered with Susan Schoettle-Gumm, Attorney-at-Law, to levy and collect the Town's Fire Assessment fee for FY 2025-2026 using the ad valorem property tax bill method in accordance with F.S. §197.3632 and §403.0893. Town staff is updating the technical data for the preparation of the preliminary and final rolls for submission to the Property Appraiser and Tax Collector.

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

Delonda Hall

Mayor Garrison closed public comment.

Vice Mayor Hunt moved to approve Resolution 26-19, seconded by Commissioner Hunt.

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

The motion passed unanimously.

10. DISCUSSION & ACTION, RESOLUTION 26-20 FIRST AMENDMENT TO SITE AGREEMENT FOR WATER TOWER/LEASE WITH T-MOBILE SOUTH LLC

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

On June 21, 2000, the Town of Dundee entered into a Site Agreement for Water Tower/Lease with APT Tampa/Orlando, Inc., predecessor in interest to T-Mobile South LLC, for the lease and use of water tower property for telecommunications purposes. T-Mobile South LLC, as successor in interest, has continued to lease and utilize the property pursuant to the terms of the original agreement.

The proposed First Amendment to the Site Agreement extends the lease term for an additional five (5) years, beginning January 1, 2026, and ending December 31, 2030. The amendment also updates the lease payment terms, establishing monthly rent payable to the Town in the amount of \$1,744.72, effective January 1, 2026, with annual rent increases of 3.5%, beginning January 1, 2027, and continuing each year thereafter.

Approval of the amendment will allow continued telecommunications services within the Town while providing recurring lease revenue.

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

Vice Mayor Hunt moved to approve Resolution 26-20, 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, RESOLUTION 26-21 CODE REVIEW COMMITTEE

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

At the June 2, 2026 Town Commission meeting, it was requested that town staff draft a Resolution for the creation of a Code Review Committee. This committee will perform a comprehensive review of the current municipal code. Resolution 26-21 formally establishes an advisory Code Review Committee. This committee will identify obsolete ordinances, streamline development processes, and ensure local codes align with current state statutes and community standards.

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

Jill Kitto, Tony Perez, and Jackie Nichols

Mayor Garrison closed public comment.

Commissioner Wilson moved to approve Resolution 26-21, seconded by Vice Mayor Hunt.

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

The motion passed unanimously.

12. DISCUSSION & ACTION, FY 2026-2027 PROPOSED MILAGE RATE

Town Manager Cassel presented the analysis.

The Town Commission will consider and take public comment on the proposed millage rate of 7.9 mils. The following dates were approved at the June 25, 2026 Budget Strategy Meeting: · July 7, 2026 - Establish proposed millage rate · August 4, 2026 - Deadline to provide proposed millage to the Property Appraiser · August 24, 2026 (Approx) – TRIM notices mailed · July 21, 2026 – Budget Workshop #1 · August 4, 2026 – Budget Workshop #2 · August 18, 2026 – Optional Budget Workshop #3 · September 8, 2026 – First Public Hearing/Tentative Budget Adoption · September 18, 2026 – Final hearing advertisement · September 22, 2026 – Final Public Hearing/Final Budget Adoption.

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

Commissioner Wilson moved to approve the FY 2026/2027 Proposed Milage Rate, 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, TERMINATION OF MASTER CONTINUING PROFESSIONAL CONSULTING AGREEMENT WITH RAYL ENGINEERING

Town Manager Cassel presented this item to the commission.

The Town Commission will consider the termination of the Master Continuing Professional Consulting Agreement for architectural, engineering, planning, and various professional consulting services between the Town of Dundee and Rayl Engineering and Surveying, LLC, executed on October 22, 2024, pursuant to RFQ 23-01.

Administration has evaluated the town's current operational and professional service needs and recommends termination of the continuing services agreement with Rayl Engineering and Surveying, LLC, subject to the contractual notice requirements contained within the agreement.

Termination of the agreement allows the town to determine the most appropriate method for obtaining future engineering and consulting services according to Florida Statutes 287.055.

Administration will coordinate the transition of any active task orders, outstanding invoices, projects, and work product to ensure continuity of operations and minimize disruption to Town projects.

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

Jill Kitto

Alan Rayl

Commissioner Hunt moved to approve the termination agreement, 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, TRAFFIC CALMING ON 4TH STREET AND FREDRICKS AVENUE

Town Manager Cassel presented this item to the commission.

The Town Commission is being asked to discuss potential traffic-calming measures to improve roadway safety. Proposed measures for consideration include installing speed bumps or evaluating the feasibility of reducing the posted speed limit on Fredricks Avenue to 30 miles per hour. In addition, the Commission will consider whether speed bumps or similar traffic calming devices would be appropriate for 4th street..

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

Michelle Thompson

Delonda Hall

Mayor Garrison closed public comments.

Commissioner Wilson moved to approve lowering the speed limit on Frederick ave, seconded by Commissioner Richardson.

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

The motion passed unanimously.

15. DISCUSSION & ACTION, SITE DEVELOPMENT PLAN APPROVAL FOR CENTRAL FLORIDA HEALTH CARE

Town Manager Cassel presented this item to the commission.

The Applicant, Ann Claussen, on behalf of Central Florida Health Care Inc, is requesting approval of a site development plan for the construction of Central Florida Health Care. The proposed site is located at 916 Dundee Road on 4.39 +/- acres in the Town of Dundee in Section 29, Township 28, Range 27, further described as parcel 272829-000000-014030.

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

Commissioner Hunt moved to approve the Site Development Plan, seconded by Vice Mayor Hunt.

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

The motion passed unanimously.

16. DISCUSSION & ACTION, RIDGEWOOD MINI WAREHOUSE SITE DEVELOPMENT PLAN

Development Services Director Peterson presented this item to the commission.

The applicant John Bannon of Quiddity Engineering, LLC is requesting approval of a site development plan for a site situated on 8.69 +/- acres and located at 205 and 0 Ridgewood Ave. in Dundee, FL, further described as parcels 272821-832000-001000 and 272821-832000-002071 in Section 21, Township 28, Range 27. The proposed site has an existing Future Land Use (FLU) designation of commercial/industrial corridor and the zoning classification of Industrial (IL).

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

Vice Mayor Hunt moved to approve the Ridgewood Mini Warehouse Site Development Plan, seconded by Commissioner Hunt.

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

The motion passed unanimously.

17. DISCUSSION & ACTION, VALENCIA RIDGE TRANSPORTATION AGREEMENT

Development Services Director Peterson presented this item to the commission.

The applicant of the Valencia Ridge Reserve has submitted a Transportation Agreement for the improvements that will be needed.

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

Commissioner Wilson moved to approve the Valencia Ridge Transportation Agreement, seconded by Vice Mayor Hunt.

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

The motion passed unanimously.

18. DISCUSSION & ACTION, LEGACY HILL SUBDIVISION DEVELOPERS' AGREEMENT AND WATER ALLOCATION AGREEMENT

Development Services Director Peterson presented the requested developer's and water allocation agreements for Legacy Hill Subdivision.

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

Commissioner Wilson moved to approve the Legacy Hill Subdivision Developers' Agreement and Water Allocation Agreement, seconded by Commissioner Hunt.

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

Recusal: Mayor Garrison

The motion passed.

19. DISCUSSION & ACTION, SANITATION GARBAGE CART RE-STOCK PURCHASE

Public Works Director Vice presented this item to the commission.

The Sanitation Department is requesting authorization to purchase 300 95-gallon garbage carts from Cascade Cart Solutions at a total cost of \$19,600.00. These carts will restock inventory used to replace damaged bins and support new residential developments. The vendor specifies a four-week delivery lead time. Funding for this purchase is included in the approved FY 25-26 Sanitation Department budget.

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

Vice Mayor Hunt moved to approve the Sanitation Garbage Cart Restock purchase, seconded by Commissioner Hunt.

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

The motion passed unanimously.

20. DISCUSSION & ACTION, RFP 26-02 COMMUNITY CENTER PARKING LOT RESURFACING PROJECT

Public Works Director Vice presented this item to the commission.

Town Staff released 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 the amount of \$62,568.98. The Town of Dundee received two proposals for the Community Center Parking Lot Resurfacing Project during the sealed bid process. These companies included AAA Top Quality Asphalt and Tucker Paving Inc.

The Purchasing Evaluation Committee scored both proposals. AAA Top Quality Asphalt earned an average of 355 points, while Tucker Paving earned an average of 115 points.

Proposed total costs from each company are as follows:

- AAA Top Quality Asphalt - \$55,975.00
- Tucker Paving, Inc. - \$63,308.86

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

Commissioner Wilson moved to approve the Community Center Resurfacing Project, seconded by Commissioner Hunt.

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

The motion passed unanimously.

21. DISCUSSION & ACTION, IFB 26-01 ROAD RESURFACING PROJECT

Public Works Director Vice presented this item to the commission.

Town Staff released IFB 26-01 for the resurfacing of Melina Avenue, Elinor Avenue, Grace Avenue, and Garrison Avenue. Funding for this project is included in the FY 2025-2026 budget process.

The Town of Dundee received one proposal from AAA Top Quality Asphalt for the Road Resurfacing Project during the sealed bid process.

The Purchasing Evaluation Committee scored the proposal; AAA Top Quality Asphalt earned an average of points.

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

Vice Mayor Hunt moved to approve the Road Resurfacing Project, seconded by Commissioner Richardson.

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

The motion passed unanimously.

22. DISCUSSION & ACTION, IFB 26-02 FY25/26 SANITATION DEPARTMENT SOLID WASTE COLLECTIONS

Public Works Director Vice presented this item to the commission.

Town staff prepared and reviewed Invitation for Bid (IFB) No. 26-02 for the Sanitation Department Solid Waste Collections.

Funding for this project is included within the Sanitation Department's annual budget, approved by the Town Commission during the Fiscal Year 2025–2026 budget process.

The intent for this IFB is to receive bids to continue to contract out the commercial solid waste collections. This bid will include the collection of franchise fees and create a policy for the everyday operations of the commercial solid waste. This IFB will also create the standard of services that the Town is seeking for our commercial Solid Waste customers. Once bids are received and reviewed, they will be presented back to the commission for approval for the 26-27 budget.

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

Vice Mayor Hunt moved to approve the Sanitation Department Solid Waste Collection, seconded by Commissioner Richardson.

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

23. DISCUSSION & ACTION, POTENTIAL COMMUNITY REDEVELOPMENT AGENCY (CRA)

Commissioner Richardson presented this item to the commission.

REPORTS FROM OFFICERS

Polk County Sheriff's Office – Report for June 2026

- 268 calls for service
- 304 traffic stops
- 33 arrests
- 2091 community contacts

Sergeant Frese provided the Commission with information regarding the Sheriff's Office's upcoming community outreach initiative. As part of the program, the Sheriff's Office has palm trees decorated like a traditional Christmas tree to promote community engagement.

Sergeant Frese explained that the Polk County Sheriff's Office will distribute "Golden Tickets" throughout the community to kids they see at play. Individuals who receive a ticket may redeem it at the Sheriff's Office, where they will have the opportunity to meet a deputy and receive a gift. The initiative is intended to foster positive relationships between law enforcement and the community through meaningful engagement and interaction.

Dundee Fire Department – Report for June 2026

- 98 calls for service
- 3 fire
- 74 medical
- 8 public services
- 13 non-emergencies

Town Attorney – Attorney Smith shared that she would be attending the “Florida Municipal Attorney Conference” from Wednesday to Saturday. She also gave an update on the Mayor’s Town Hall to discuss Amendment #3. The town hall will take place on Tuesday, July 14th at 5:00 pm, at Town Hall.

Town Manager – Town Manager Cassel provided the following updates.

- Ridge League of Cities Dinner is June 4th at 6pm @ the Tom Fellows Event Center in Davenport.
- Sunshine Law Public Records Training is June 15th @ 9am, if going please let the clerk know.
- There is a request from Polk County Schools to utilize the Dundee Community Center and have the fees waived for a date(s) in August.
- Form 1 financial statements are due by July 1st; an email was sent to you.
- We are still gathering information for the live streaming, we can have numbers to the commission before budget.
- Town Offices will be Closed on Friday, June 19th in observance of Juneteenth.
- Juneteenth Heritage Celebration: Friday, June 19th from 2pm-5pm at the Dundee Community Center. Cosponsored by CCOD FL & Town of Dundee
- Town offices will be closed on Friday, July 3rd in observance of the 4th of July holiday.
- 4th of July Annual Celebration: Saturday, July 4th from 5pm-9pm at Lake Marie.

Commissioners

Commissioner Hunt – She thanked staff, Sgt. Frese on the great job they did with the parade and made it feel safe.

Commissioner Wilson – She expressed her appreciation to Town staff for their continued dedication and hard work, stating that the Town of Dundee has the best Public Works Department in Polk County. She commended the department for its outstanding efforts during the parade and shared that, at one point, when she did not have an umbrella, Mr. Davis promptly assisted her by escorting her with one.

She also recognized Ms. Tracy, Ms. Lorraine, and Sergeant Frese for their commitment and support, emphasizing that the Town's accomplishments would not be possible without the collective efforts of staff. She concluded by stating that everyone is united in serving the residents of the Town of Dundee.

Commissioner Richardson – She thanked the residents and Town staff for attending the meeting and for their continued support and involvement in the community. She remarked that Dundee remains a community where residents can still enjoy a peaceful atmosphere, hear the birds sing, experience a relatively low crime rate, and appreciate a high quality of life. She emphasized that resident participation at Town meetings makes a meaningful difference and encouraged continued community engagement.

She inquired about the status of Glanton Park and commented on the strong community turnout for the Town's Fourth of July celebration. She also asked about the future plans for the hotel located along U.S. Highway 27, noting that its current condition has become an eyesore within the community.

Vice Mayor Hunt – He expressed his appreciation to Town staff for their continued hard work, dedication, and commitment to serving the community. He also thanked the residents for attending the meeting and for their ongoing participation and engagement in Town affairs, noting that their involvement is valued and contributes to the success of the community.

Mayor – He requested that staff look into the issues of the dog park on 8th Street.

He also provided an update on the community outreach initiative in partnership with Lighthouse Ministries. He reported that a task force has been established consisting of himself, Michelle Thompson, Pastor Louie, and Mervin Raggs. The task force is currently developing bylaws and working collaboratively with local churches to coordinate community outreach efforts.

He explained that the group's objectives include identifying individuals and families in need, establishing a centralized food distribution site at the former Chamber of Commerce building, and developing programs to address issues such as homelessness, substance abuse, and rehabilitation. He emphasized that the initiative is intended to extend beyond providing food by offering opportunities for fellowship, prayer, encouragement, education, and access to community resources and support services.

He concluded his comments by touching on the Overlay District to come in the future.

ADJOURNMENT at 9:57 p.m.

Respectfully submitted,

Erica Anderson

Erica Anderson, Town Clerk

APPROVAL DATE: _____

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.