



TOWN COMMISSION MEETING MINUTES

October 25, 2024 at 1:00 PM

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

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

CALL TO ORDER at 1:12pm

WELCOMING REMARKS given by Lorraine Peterson, Assistant Town Manager

ROLL CALL taken by Town Clerk, Lita O'Neill

Committee Members Present: Clark Tallman, Jackie Nichols, Rhonda Sara, Jennifer Nguyen (online), Alethea Pugh (online), Commissioner Mary Richardson

Absent: Merissa Green

Staff Present: Lita O'Neill, Town Clerk, and Lorraine Peterson, Assistant Town Manager

APPROVAL OF MINUTES The Town Clerk noted that the minutes from the initial kickoff introduction meeting would be provided with the meeting minutes from today's meeting.

OLD BUSINESS None

NEW BUSINESS

Resolution 24-29, Visioning Committee Defined

Resolution 24-29 was approved by the Town Commission on October 22, 2024. Town Clerk O'Neill provided background information about why the resolution was necessary. Lorraine Peterson, Assistant Town Manager and Development Services Director, read the resolution by title while the Town Clerk provided copies of Resolution 24-29 for all members. Town Clerk O'Neill highlighted key portions of the resolution, which defines and guides how the Visioning Committee will conduct business.

Robert's Rules of Order

Each member of the Visioning Committee attending the meeting in person received a copy of Robert's Rules of Order: Newly Revised in Brief. The Town Clerk noted that copies would be provided to those who are not attending in person.

Electing Chair and Vice-Chair

Alethea Pugh asked if there were job descriptions available. The Town Clerk stated no and noted that the Chair would run the meetings and other duties. Ms. Nichols stated that she would be willing to serve as the Committee Chair. Ms. Nichols also asked what she would need to do. The Clerk will provide job descriptions for the Chair and Vice-Chair roles at the next meeting for consideration by the committee.

A motion to approve Jackie Nichols as Chair of the Visioning Committee effective immediately was made by Ms. Nichols, seconded by Commissioner Richardson.

All in favor. None opposed.

Motion passed unanimously.

Discussion ensued about who will serve as the Vice-Chair.

A motion to approve Rhonda Sara as Vice-Chair of the Visioning Committee effective immediately was made by Ms. Nichols, seconded by Commissioner Richardson.

All in favor. None opposed.

Motion passed unanimously.

Community Engagement Timeline, Ayres Associates

Ms. Peterson presented a visioning timeline chart, which was provided by Ayres Associates, which was broken down into three stages: 1) community engagement and visioning, 2) community engagement and ideation, and 3) feedback assessment, vision, and roadmap.

Staff will provide the committee members with a copy of the Ayres' timeline along with the meeting minutes.

Ms. Peterson noted the importance of the first phase of the visioning, which is community engagement.

Mission, Vision, and Goals for Town of Dundee

Chair Nichols asked the committee if there were any comments.

Ms. O'Neill stated she would share the "2016 Imagine Dundee: Downtown Vision and Action Plan."

Rhonda Sara shared mission, vision, and/or goals from other municipalities.

- 1) Lake Alfred: The mission is to provide, in a special manner, the citizens of the City of Lake Alfred with quality services that are both reasonable and efficient in cost, while promoting managed affordable growth.
- 2) Clermont: The mission is bringing Clermont together through active community engagement that revitalizes the historic downtown, celebrates its history, fosters innovation and creativity, and grows the local economy for the benefit and enjoyment of residents and visitors alike.
- 3) Lantana: To preserve Lantana's small-town atmosphere through responsible government and quality service.

Lorraine Peterson shared the mission and vision for the City of Lakeland.

- 1) Mission: A community working together to achieve an exceptional quality of life.
- 2) Vision: Lakeland = a vibrant, innovative, culturally inclusive, world-class community.

After presenting these, discussion ensued about whether having these in front of the committee members at the next meeting. Additional discussion about identifying who we are (i.e. Dundee) may have to happen before the committee begins to develop a mission, vision, or goals statement.

Clark Tallman shared a T-shirt he had made. It included an acrostic for D.U.N.D.E.E., which represented the words Dedicated, Unified, Neighborly, Diverse, Empowered, Excited.

Commissioner Richardson commented that she liked that T-shirt and design. She asked if the design could be incorporated into other items like hats, bags, jackets, and other items.

Rhonda Sara stated that this goes along with a branding plan as discussed at the September 20th kickoff meeting.

Lorraine Peterson noted that the branding will likely develop as part of the work that Ayres Associates facilitates, but it is good to think about what makes Dundee unique and sets us apart from other municipalities.

Lita O'Neill stated that staff would like direction from the committee about the committee's next steps. Clark Tallman stated that the committee needs to set some priorities. He noted that answering the question, "who are we?" would be valuable for the committee and help the visioning process.

Rhonda Sara stated that that exploration of who we are would best be done now before starting the community engagement with Ayres in December.

Lorraine Peterson made comments about another visioning report that she located in the Town files that pre-dates her time with Dundee. The Clerk will provide copies to all committee members.

Since the emphasis of the committee will be about identifying what makes and defines Dundee, Ms. Peterson asked the committee to state what they see for Dundee. She further noted that she has a sense in her limited time here in Dundee that it seems residents wish to retain the small town feel of Dundee. She noted that there are communities whose “heartbeat” is easily identified. She asked the committee to state what they want to see.

Alethea Pugh stated that she is extremely interested in the downtown area and redevelopment for Dundee. She also commented that she would like to get to know the business community. Ms. Pugh further noted that a Dundee community garden would be a possibility for the future. Ms. Peterson responded that this is not the first time that she has heard about the idea of a community garden in Dundee. There seems to be interest.

Jackie Nichols commented that fresh food from a community garden would require not only a garden space but would need a storefront or facility to sell the produce.

Commissioner Richardson commented that a few years ago the Town Commission discussed having a Community Redevelopment Agency, and while it did not move forward then, it may be the time now. She added that Nancy Ballfield would be a great site for a community garden. Commissioner Richardson noted the importance of improving the blighted areas of Dundee. Alethea Pugh commented that if the primary focus is on improving the quality of life across all of Dundee, then the blighted areas will also be improved.

Chair Nichols asked if there were any other comments. Discussion ensued about having the committee get to know the neighborhoods within Dundee. Clark Tallman noted that if Dundee grows at the rate that is predicted, then some neighborhoods may be left behind unless work is intentionally done to preserve the character of these neighborhoods.

Chair Nichols initiated discussion about the next meeting date. The committee decided to meet on Friday, November 22nd, 1-2pm.

ADJOURNMENT by Chair Nichols at 2:22 p.m.

Respectfully submitted,

Lita O’Neill

Lita O’Neill, Town Clerk

Date Approved: _____

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.