



TOWN COMMISSION MEETING MINUTES

October 6, 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 6:44 p.m.

PLEDGE OF ALLEGIANCE led by Hezekiah Louis-Jeune

INVOCATION provided by Daniel Ramirez

RECOGNITION OF SERGEANT AT ARMS, Sgt. Eason

ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS provided by Mayor Garrison

ROLL CALL taken by Town Clerk Erica Anderson

PRESENT

Mayor Joe Garrison

Vice Mayor Ray Hunt

Commissioner Annette Wilson

Commissioner Mary Richardson

Commissioner Julia Hunt

ALSO PRESENT:

Town Manager Ken Cassel

Town Attorney Markeishia Smith

Town Clerk Erica Anderson

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

Drexcel Robinson – spoke in favor of the Town Manager's evaluation and the positive communications between them.

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR OCTOBER 6, 2026

The minutes being reviewed include minutes from the following meetings:

A. MINUTES

1. September 1, 2026, Town Commission Meeting Minutes

B. AGREEMENTS

1. Republic Services Municipal Solid Waste Collection and Exclusive Franchise Agreement
2. PRWC Temporary Construction Easement
3. PRWC Permanent Easement Parcel 3016
4. PRWC Permanent Easement Metering
5. Dundee PAS 26-27 Planning Services

C. BOARD APPOINTMENT

1. Sean Holten – Code Review Committee

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

Commissioner Wilson moved to approve September 1, 2026, commission meeting minutes, seconded by Vice Mayor Hunt.

The motion passed unanimously.

APPROVAL OF AGENDA

Commissioner Wilson moved to approve the agenda with the addition of Resolution 26-33 adopting the fee schedule, seconded by Commissioner Richardson.

The motion passed unanimously.

NEW BUSINESS

1. DISCUSSION & ACTION, ORDINANCE 26-17 ADOPTING THE 2024 IPMC

Attorney Smith read the ordinance title into the record. Assistant Town Manager Hunnicutt.

Ordinance No. 12-01 adopted the 2009 IPMC. Ordinance No. 15-08 amended that ordinance and related enforcement provisions. Ordinance No. 26-17 replaces the 2009 code adoption while preserving local enforcement and nuisance-abatement procedures except where expressly amended.

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

Vice Mayor Hunt moved to approve Ordinance 26-17, seconded by Commissioner Richardson.

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

The motion passed unanimously.

2. DISCUSSION & ACTION, RESOLUTION 26-32 ODYSSEY MANUFACTURING COMPANY FOR THE PURCHASE OF SODIUM CHLORITE

Attorney Smith read the resolution title into the record. Utilities Director Mercer provided the analysis.

The Town is seeking to enter into an agreement to purchase chlorine from Odyssey Manufacturing Company needed to maintain and enhance Town operations. Odyssey Mfg. has demonstrated the qualifications, experience, and capacity required to deliver these services in a timely and cost-effective manner by piggybacking off the Lake Wales bid with two one-year renewals. Approval of this agreement will ensure continuity of operations, improve service delivery to residents, and support the Town's ongoing commitment to efficiency and fiscal stewardship.

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

Commissioner Wilson moved to approve Resolution 26-32, seconded by Vice Mayor Hunt.

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

The motion passed unanimously.

3. DISCUSSION & ACTION, [RESOLUTION 26-33] ADOPTION OF BUILDING FEE SCHEDULE

Attorney Smith read the resolution title into the record. Building Official Bill Nolen provided the analysis.

Town administration has suggested a more streamlined fee schedule to better serve both customers and Building Department staff. The current fee schedule has a somewhat complicated fee structure and a number of extraneous fees, some not pertaining to the Building Department. Though the proposed new fee schedule is more streamlined, it adequately covers all the different permit types issued by the department.

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

Vice Mayor Hunt moved to approve Resolution 26-33, seconded by Commissioner Hunt.

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

The motion passed unanimously.

REPORTS FROM OFFICERS

Polk County Sheriff's Office – Report for September 2026

- 26 arrests
- 352 traffic stops
- 96 citations
- 1258 community contacts
- 250 calls for service
- 13 live 911 calls

Dundee Fire Department – Report for August 2026

- 104 calls for service
- 1 hazardous situation
- 70 medical
- 8 public service
- 1 rescue
- 24 non-emergencies

Town Attorney – No Comment.

Town Clerk – Announced Ridge League of Cities Dinner on October 8, 2026, in Haines City, FL; the Polk Chamber of Commerce Luncheon with State Attorney Brian Haas on October 8, 2026; and the Community Town Hall on October 13, 2026, at Dundee Town Hall.

Town Manager – He announced that Coffee with the Town Manager will be held on October 20, 2026, at 5:30 p.m., and thereafter on the second Tuesday of each month. He also reported that he will attend a meeting of the Florida League of Cities' Finance and Taxation Committee, to which he was appointed by the FLC President. Assistant Town Manager Hunnicutt will also attend FLC committee meetings. He further reported that the Town received \$19,000 from the sale of the boat at auction. Employee identification cards have arrived and will be modified to identify essential employees.

Commissioners

Commissioner Richardson – She thanked everyone for attending, congratulated the Town Manager on his evaluation, and welcomed new staff to the Town. She announced that Lincoln Avenue is now open and that Dundee on the Ridge will be held on October 21, featuring a discussion on tax dollars and the Town's budget. She invited anyone interested in learning more about the budget to attend. She concluded by encouraging everyone to continue praying for our schools, children, and bus drivers.

Commissioner Hunt – She thanked everyone, staff, and residents for coming out. She said the town is moving in the right direction and making positive improvements.

Commissioner Wilson – She thanked everyone for attending and shared that she serves as the liaison for Dundee Ridge Middle School and Dundee Elementary Academy. She announced that Dundee Elementary Academy will hold its Community Learning Walk on October 7, 2026, with the theme "Diving into Discovery, Different Perspectives, Brighter Futures," and that she plans to attend. She also announced that the next Conversations with the Commissioner will be held on October 14, 2026, at 5:30 p.m. at the PCSO Substation, with changes to the program planned for November.

Vice Mayor Hunt – No comment

Mayor – He introduced Tiffany, a representative of Duke Energy, and asked commissioners to submit informational reports on the boards they serve to the Town Clerk. He also asked commissioners who cannot attend their board meetings to arrange for a staff member to attend on their behalf. He reported that a group of citizens had approached him about establishing "Friends of the Depot," a proposed five-member group. The Commission voted unanimously to establish "Friends of the Depot" as a staff-led, volunteer-based group.

ADJOURNMENT at 7:25 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.

DRAFT