TOWN MANAGER EVALUATION MEETING MINUTES

October 6, 2026, at 5:30 PM

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

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

CALL TO ORDER at 5:30 p.m.

PLEDGE OF ALLEGIANCE Mayor Garrison

INVOCATION provided by Commissioner Wilson

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)

Ms. Jessee – spoke about her property and development and stated on the record she is not willing to exchange property but is willing to sell property.

DRAFT

APPROVAL OF AGENDA

Commissioner Wilson moved to approve the agenda without changes, seconded by Commissioner Hunt.

The motion passed unanimously.

NEW BUSINESS

1. DISCUSSION & ACTION, TOWN MANAGER EVALUATION

The item concerned the FY 2025-2026 performance evaluation of Town Manager Ken Cassel. The written evaluations addressed fiscal management; management and organization; management of Town assets; intergovernmental relations; program development and follow-through; community relations; communication; management style; accomplishments; areas for improvement; and goals for the upcoming year.

The following summarizes the individual written evaluations. The comments represent the evaluators' assessments and are not findings or adopted positions of the Town Commission.

Mayor Joe Garrison — Written Evaluation

Mayor Garrison credited the Town Manager with strong financial management, an improved budget, interest-bearing accounts, and positive relationships with residents, government officials, and the business and development community. He recognized improvements in technology and municipal operations. Areas identified for improvement included timely follow-up, more active departmental oversight, consistent accountability, and appropriate delegation to the Assistant Town Manager and department directors. His proposed goals included monitoring the Town's finances, building reserves, and strengthening oversight.

Vice Mayor Ray Hunt — Written Evaluation

Vice Mayor Hunt recognized progress in budget preparation, staffing, planning for Town property and equipment, intergovernmental communication, and efforts to update the Town's codes and land development regulations. He emphasized setting clear expectations and holding employees accountable. He identified delayed responses and the need for open, direct, and timely communication as areas requiring improvement. He encouraged the Town Manager to use staff expertise and maintain a courteous, service-oriented approach focused on the Town's interests and the safety of residents and visitors.

Commissioner Julia Hunt — Written Evaluation

Commissioner Hunt recognized improvements in budgeting, long-term planning, resource use, and program follow-through. She requested stronger staff supervision, clearer expectations for department directors, and consistent community outreach, including resuming Coffee with the Town Manager. She identified communication and follow-through as primary areas for improvement, particularly timely responses, transparency, and equal access to information for all commissioners. Her goal was continued, steady improvement in moving the Town forward.

Commissioner Annette Wilson — Written Evaluation

Commissioner Wilson noted improvements in the budget process and presentation, management skills, and completion of the audit. She emphasized trust, accountability, leadership, stronger communication, and greater visibility in the community. Her proposed goals included practical strategies to improve departments, bringing

employees together around shared goals and community outcomes, and developing a clearer vision for the Town's future.

Commissioner Mary Richardson — Written Evaluation

Commissioner Richardson's evaluation recognized the Town Manager's availability, communication with her, cooperation on community initiatives, and participation in community and regional events. She expressed concerns about staff supervision, workplace communication, morale, personnel-policy administration, and the handling of employee matters. She described improvement in his management approach and recommended continued leadership and management training, clearer procedures, and consideration of input from others. She also proposed renewing the resident-and-staff visioning initiative to help shape the Town's future.

Town Manager – Thanked the commission for their continued support and provided updates on projects within the town and staff's continuous progress.

ADJOURNMENT at 6:28 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

DRAFT