

# RFQ #24-01 Non Mandatory Pre Submittal Meeting

LOCATION: DUNDEE TOWN HALL  
202 MAIN STREET, DUNDEE, FLORIDA



---

**REQUEST FOR QUALIFICATIONS 24-01  
CONTINUING PROFESSIONAL PLANNING & VISIONING SERVICES CONTRACTS  
NON MANDATORY PRE SUBMITTAL MEETING  
MINUTES REPORT  
APRIL 3, 2024 at 11:00am**

**STAFF PRESENT:**

Bruce Lyon, WHEDC  
Tracy Mercer, Special Project Manager  
Lorraine Peterson, Town Planner  
Seth Claytor, Assistant Town Attorney

**CALL TO ORDER:**

Planner Peterson called the meeting to order at 11:06am.

Assistant Town Attorney Claytor administered the meeting.

Town Clerk Douthat took roll call.

Assistant Town Attorney Claytor stated that in light of the fact that there were no respondents present for the meeting he would call for a motion to recess the meeting for 5 minutes to allow others to join.

**MOTION** to recess for 5 minutes made by Lyon, seconded by Mercer, passed unanimously. Meeting recessed at 11:08am.

Assistant Town Attorney Claytor called the meeting back to order at 11:13am.

Since no other attendees joined the meeting, Assistant Town Attorney Claytor called for a motion to adjourn the meeting.

**MOTION** to adjourn made by Lyon, seconded by Mercer. Passed unanimously.

**ADJOURNMENT**

Meeting was adjourned at 11:13am.

**Respectfully Submitted,**

*Trevor Douthat*

Trevor Douthat, Town Clerk

**APPROVAL DATE:** \_\_\_\_\_