

**MINUTES**  
**TOWN COMMISSION MEETING**  
**FEBRUARY 14, 2017**  
**6:30 P.M.**  
**LOCATION: TOWN HALL**  
**202 EAST MAIN STREET, DUNDEE, FLORIDA**

**CALL TO ORDER:**

Mayor Pennant calls the meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE:**

Mayor Pennant leads the Pledge of Allegiance.

**INVOCATION:**

Pastor Brown of Friendship Missionary Baptist Church

**RECOGNITION OF SERGEANT AT ARMS:**

Detective Stephens

**ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS:**

**ROLL CALL:**

TOWN COMMISSIONERS PRESENT:      Commissioner Glenn  
   Commissioner Harper  
   Commissioner Quarles  
   Vice Mayor Goddard  
   Mayor Pennant

STAFF MEMBERS PRESENT:              Town Manager, Ryan Taylor  
   Assistant Town Attorney, Seth Claytor  
   Finance Director, John Wasmund  
   Public Services Director, Clifton Bernard  
   Asst. Town Mgr./Town Clerk, Deena Ware

**APPROVAL OF AGENDA FOR FEBRUARY 14, 2017**

**MOTION** by Commissioner Glenn, seconded by Vice Mayor Goddard, to approve the Agenda for the February 14, 2017 Town Commission Meeting.

AYE: Glenn, Harper, Quarles, Goddard, Pennant  
NAY: None

*Mayor Pennant recognizes Merissa Green for receiving the L.B. Brown Legacy Award on February 11, 2017 in Bartow, Florida.*

*Ms. Green thanks the Town Commission and Town Administration for recognizing her community service and civic engagement efforts.*

**TAB 1: APPROVE MINUTES: JANUARY 26, 2017 - TOWN COMMISSION**

**MOTION** by Vice Mayor Goddard, seconded by Commissioner Quarles, to approve the of Minutes for the January 26, 2017 Town Commission Meeting.

AYE: Glenn, Harper, Quarles, Goddard, Pennant

NAY: None

**TAB 2: CONSERVATION IMPLEMENTATION AGREEMENT – PRWC**

Town Manager states that the Polk Regional Water Cooperative is seeking member approval to the following Agreement:

PRWC Conservation Project Implementation Agreement - This Agreement authorizes the Cooperative to act as the representative of the members (including Dundee) with regards to seeking cooperative funding for conservation projects, executing Cooperative Funding Agreements with the funding agency and with the participating members implementing conservation projects.

Mayor Pennant opens the public hearing.

Mayor Pennant closed the public hearing.

Mayor Pennant explains that the cooperative is needed to secure future water needs.

**MOTION** by Vice Mayor Goddard, seconded by Commissioner Quarles, to approve the Conservation Implementation Agreement - PRWC.

AYE: Glenn, Harper, Quarles, Goddard, Pennant

NAY: None

**TAB 3: CONSERVATION PROJECT AGREEMENT – PRWC**

Town Manager states that the Polk Regional Water Cooperative is seeking member approval to the following Agreement:

PRWC Conservation Project Agreement – This Agreement authorizes the Cooperative to implement \$637,000 DEP Springs Water Funding Grant for various conservation projects. These include indoor conservation incentives, outdoor best practices, and encouraging home builders to participate in the Florida Water Star Standards Project.

Town has designated roughly \$6,500 for the initial conservation program application for indoor/outdoor incentives, while getting funding from the District. The agreement allows the Town to participate, but there is no obligation.

Commissioner Quarles asks how the savings for conservation is tracked.

Town Manager states that savings are tracked by historical data from the residents.

Commissioner Harper asks about the savings for homeowners.

Town Manager states that the indoor and outdoor incentives are for everyone, and Florida Water Star is open for new homes only.

Commissioner Glenn wants to know how residents will be notified of the conservation program.

Town Manager states that information will be available on the back of the utility bills, the website, and the newspaper.

Vice Mayor states the importance of notifying the public of the possible savings.

**MOTION** by Commissioner Quarles, seconded by Vice Mayor Goddard, to approve the Conservation Project Agreement – PRWC.

AYE: Glenn, Harper, Quarles, Goddard, Pennant

NAY: None

#### **TAB 4: COMBINED PROJECTS IMPLEMENTATION AGREEMENT – PWRC**

Town Manager states that On March 22, 2016 the Town of Dundee entered into an Interlocal Agreement with Polk County and other municipalities to establish the Polk Regional Water Cooperative (PRWC) to address the future water supply needs for the County as a “regional entity”. On May 24, 2016 the Town Commission appointed Vice Mayor Goddard as its primary member, and Commissioner Glenn as the alternate member to serve on the PRWC Board.

Town Manager states that in 2015, utility directors, engineers, and technical staff began evaluations of the future water supply needs and to identify supply deficits on a twenty-year horizon. The total 2035 deficit for the PRWC was identified as 46.52 million gallons per day (MGD). The Dundee future water demand represents 2.25% of that total, or 1.04 MGD in 2035. Simultaneously, the technical team identified 205 possible non-traditional or alternative water supply projects. The projects were shortlisted to nine (9) based on regional benefits and meeting the 30 MGD yield target for cooperative funding from the Southwest Florida Water Management District (SWFWMD).

Town Manager states that the PRWC Board voted to advance five (5) of the projects as “Nominated Projects”, and further advanced three (3) of the five (5) as “Candidate Projects”. Those three (3) projects include two (2) that are Lower Floridan Aquifer deep well projects (West Polk Deep Wellfield in Lakeland, Southeast Wellfield near Frostproof) and the Peace Creek Integrated Water Supply in the Winter Haven area. These three (3) projects are estimated to yield 50 MGD toward meeting the long-term water supply needs of the region (Polk County).

Combined costs for the three (3) Candidate Projects, if all were constructed is estimated at over \$617 million.

Town Manager states that on January 24, 2017 the PRWC Board unanimously voted to approve the proposed Implementation Agreement for Phase I of the combined three Candidate Projects with an estimated timeline for completion of five years. The scope of work included in Phase I included field testing, test Wells, site evaluations, yield verification, conceptual and preliminary design including water quality and pressure, total project cost refinement, rate analysis, and which member utility will participate in Phase II (actual construction of one of the projects). Phase I is estimated at \$23 million with 50% (\$11.5 million) in matching SWFWMD cooperation funding. The balance (\$11.5 million) would be paid by the PRWC members adopting the proposed Combined Projects Implementation Agreement.

Town Manager states that Dundee's cost share based on the same percentage of the identified water supply deficit (2.25%), including the SWFWMD funding is \$257,259.50. This amount is also contingent on all PRWC members participating in Phase I. The Combined Projects Implementation Agreement requires Phase I payment even if members withdraw during Phase I, or if the entity opts out of Phase II. The PRWC is seeking additional funding from the State, and will be looking at revolving fund load programs, financial institutions and bond anticipation notes. The financing arrangement will be determined at a later date and will define the total principal and interest payments from the Town.

**Considerations:**

- ❖ The purpose of forming the cooperative was to be eligible for 50% match funding through SWFWMD for AWS projects. SWFWMD funding priority is to “regional entities” such as TOHO Water Authority and Tampa Bay Water.
  - AWS Projects are extremely expensive due to their higher treatment requirements and large distribution systems which reinforces the need for outside funding to offset these costs.
- ❖ Traditional Water Supply through the Upper Floridan Aquifer is at capacity (Only a 6% capacity increase in current usage remain or less than ~5 years of growth)
  - Current water supply is “over permitted” leading to concerns that SWFWMD will at some point attempt to cut back on permitted allocations in the upper aquifer.
- ❖ Future Water Supply and increased permitted usage to accommodate growth and economic development will be required to come from AWS sources (lower wells, reservoirs, desalination, etc.)
  - No water, no growth.
  - Going forward, SWFWMD will likely require any public water supply to have AWS for an increase in permitted usage (or potentially even for just a renewal of existing permitted usage).
- ❖ The Phase 1 implementation agreement has all member governments pursuing all three projects collectively meaning that we will be on the project board for each of these projects and have the ability to participate in any of the projects in Phase 2 to meet our future needs.
  - Participating in all projects allows us to hedge our bets. Not certain which project will be the most cost effective and its 2.25% of the future deficit anyway we slice it.
- ❖ It is critical to be a part of Phase I on the onset. The train is getting ready to leave the station and everyone is going to want to be on board.
  - Since AWS will be required by SWFWMD in future permits if you are not a part of the cooperative projects now you would have to “buy in” later and effectively be on

the “outside looking in” and at the mercy of the “project board” which could charge a steep premium or potentially not let you in at all.

- ◆ Pay now and help guide the process from within or be sidelined and pay significantly more later.
- Keeps us in good standing the SWFWMD which is important for protection of existing permits and permit increases. Especially when considering that these AWS projects are 7+ years from even coming online which means that SWFWMD will have to work with the cities on interim permit increase/renewals (but only if we’re on board).
- ❖ Before we commit to Phase 2, we will have the opportunity to “true-up” the projected demand with what we think our actual needs will be.
  - Opportunity to lower our project costs while at the same time keeping us engaged with the projects and overall solution.
- ❖ Conservation has been a critical component in keeping water usage below previously projected needs and will continue to be important in the future as water becomes more expensive.
  - The 2035 projected deficit already reflects increased conservation.

Commissioner Glenn asks about the Dundee portion should any other municipalities opt out.

Town Manager states that the portion would be dividedly equally should a municipality decide to opt out of the program.

Commissioner Harper asks for the number of cities that have agreed to the program, and how about the numbers work should others decide to opt out.

Town Manager states that five cities have said yes, some have it on their agenda tonight, and others have the item on upcoming agendas. He states that there are a total of 16 members in the Cooperative; and if anyone opts out, the numbers will be proportionately divided.

Town Manager states that each municipality’s portion is based on projected growth.

Mayor Pennant asks how the payments will be setup for the program.

Town Manager states that there will be an option to pay with a lump sum, with impact fees, or with a secure loan. Town Manager states that this item will come back before Commission when numbers are firmed up.

Mayor Pennant opens the public hearing.

Mayor Pennant closed the public hearing.

Mayor recommends that Town Manager attend Polk County Day in Tallahassee, Florida this March to further represent the Town for any PRWC projects, and then report all information back to the Town Commission.

**MOTION** by Vice Mayor Goddard, seconded by Commissioner Glenn, to approve the Combined Projects Implementation Agreement – PRWC.

AYE: Glenn, Harper, Quarles, Goddard, Pennant  
NAY: None

**TAB 5: AGREEMENT FOR SPECIAL MASTER SERVICES – JEFFREY S. DAWSON**

Town Manager states that the Town of Dundee utilizes a special magistrate to conduct hearings and impose fines and costs against violators of Town codes and ordinances. The special magistrate must be an attorney who is duly admitted to practice in the State of Florida, who has knowledge and experience in the fields of zoning, building, and code enforcement.

Town Manager states that the previous Interlocal Agreement for Special Master Services with Attorney Heather R. Christman has terminated with Mrs. Christman's resignation in December 2016. Mrs. Christman referred her colleague Mr. Jeffrey Dawson as a possible replacement. Mr. Dawson is a member of the Florida Bar in good standing, is licensed to practice law in the State of Florida and meets all qualifications required by the Town of Dundee to serve as Special Master.

Town Manager states that this contract shall be for a one (1) year period to be effective upon approval until the end of the Town's FY 2016-2017 (current). Then the contract may be renewed for five (5) additional one (1) year periods subject to agreed-upon rates, available funds and the provisions of Section 9. Compensation is provided at a rate of \$160.83 an hour exclusive of out-of-pocket costs. For subsequent fiscal year renewals, both parties shall agree on a fee schedule for that fiscal year.

Town Manager states that Mr. Dawson has filled in as Special Magistrate for Dundee when Mrs. Christman was unable to do so due to scheduling conflicts. Recently, the cities of Haines City and Lake Alfred have approved agreements for Mr. Dawson to provide Special Master Services.

Mayor Pennant opens the public hearing.

Mayor Pennant closed the public hearing.

**MOTION** by Commissioner Quarles, seconded by Commissioner Harper, to approve the Agreement for Special Master Services with Jeffrey S. Dawson.

AYE: Glenn, Harper, Quarles, Goddard, Pennant  
NAY: None

**DELEGATION-QUESTIONS & COMMENTS FROM THE FLOOR**

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

None.

**REPORTS FROM OFFICERS**

- ASSISTANT TOWN ATTORNEY COMMENTS  
Mr. Claytor welcomes Commissioner Harper to the Town Commission.

Mr. Claytor states that he is working with Town Staff in making updates relating to Code Enforcement.

Mr. Claytor states that he is still awaiting regulations, in regards to the Land Development Code for medical marijuana facilities.

- **TOWN MANAGER COMMENTS**

Mr. Taylor reminds the Commission of the upcoming Ethics Training Workshop on February 18, 2017 from 9AM – 1PM in Winter Haven, Florida.

Mr. Taylor notifies that the Road Resurfacing Project is scheduled to begin the week of February 27, 2017.

Mr. Taylor states that any additional paving projects will be presented at the next Town Commission Meeting, as it relates to the Mayor's inquiry on getting other paving projects done while Tucker is in Town.

- **COMMISSION COMMENTS**

Commissioner Quarles – Welcomes Commissioner Harper, and wishes everyone a Happy Valentine's Day.

Commissioner Glenn – Thanks Detective Stephens for her service; thanks the public for their attendance; welcomes Commissioner Harper; and welcomes Mr. Claytor back. He wishes a Happy Valentine's Day to everyone.

Vice Mayor Goddard – Congratulates Merissa Green on the L.B. Brown Legacy Award; congratulates Town Staff for receiving the Traveling Trophy Award from the Ridge League of Cities Dinner in Davenport, and welcomes Commissioner Harper.

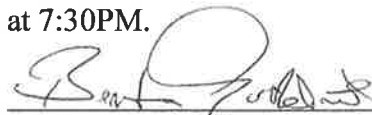
Commissioner Harper thanks the Town Manager for his patience; thanks the Town Clerk for her assistance; thanks the audience for their participation; and wishes everyone a Happy Valentine's Day.

- **MAYOR COMMENTS**


Mayor reminds the audience of the upcoming Easter Egg Hunt in April. He thanks the audience for their participation.

**ADJOURNMENT**

Vice Mayor Goddard adjourned the meeting at 7:30PM.

  
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Bert Goddard, Vice Mayor

ATTEST:

  
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Deena Ware, Town Clerk