

MINUTES

**TOWN COMMISSION MEETING
FEBRUARY 28, 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:

Sergeant Doug Tanner

RECOGNITION OF SERGEANT AT ARMS:

Sergeant Doug Tanner

ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS:

ROLL CALL:

TOWN COMMISSIONERS PRESENT: Commissioner Glenn
 Commissioner Harper (Excused)
 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

MOTION by Mayor Pennant, seconded by Vice Mayor Goddard, to excuse the absence of Commissioner Harper due to a family emergency.

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

APPROVAL OF AGENDA FOR FEBRUARY 28, 2017

MOTION by Commissioner Glenn, seconded by Vice Mayor Goddard, to approve the Agenda for the February 28, 2017 Town Commission Meeting.

AYE: Glenn, Quarles, Goddard, Pennant

NAY: None

TAB 1: APPROVE MINUTES: FEBRUARY 14, 2017 - TOWN COMMISSION

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

AYE: Glenn, Quarles, Goddard, Pennant

NAY: None

TAB 2: ORDINANCE NO. 17-02 – RIGHT-OF-WAY ANNEXATION

Assistant Town Attorney reads the title of proposed Ordinance No. 17-02 – Right-of-Way Annexation.

Town Manager states that the Town has received a petition from Ag Investments of Polk County, LLC and the State of Florida (Budwood Nursery) to annex land consisting of a 60-foot by approximately 1,176-foot unopened, unpaved, and unimproved right-of-way located south of State Road 17 (Scenic Highway) between Race Road and Welsh Road. Portions of the subject right-of-way are located internally to the proposed Vista Del Lago Phase II subdivision.

Town Manager states that the subject right-of-way was dedicated for public use as part of the Florida Highlands Subdivision in 1911 and is recorded in plat book 1, page 87. Both ends of the right-of-way end in existing rights-of-way. The properties abutting the right-of-way include the proposed Vista Del Lago Phase II subdivision to the north and the southwestern parcel, and the Budwood Nursery as the southeastern parcel. Adjacent properties are within the Town limits of Dundee.

Town Manager states that the proposed Ordinance was prepared by the Town Attorney and reviewed by the Town Manager's Office. If approved on first reading, the proposed Ordinance will be presented for adoption at second and final reading on March 14, 2017. He states that the applicant is in the audience, if there are any questions.

Mayor Pennant opens the public hearing.

Mayor Pennant closed the public hearing.

Mayor Pennant asks about the easement.

Lee Saunders with AG Investments states that this issue was from over 10 years ago and it was thought to have already been handled.

Mayor Pennant states that he hopes the project will move forward successfully.

Mr. Saunders states that Town Staff and Marisa Barmby have been a pleasure to work with on this project, and he looks forward to the project moving along.

Mayor Pennant encourages Mr. Saunders to keep in mind the drainage issues, as his subdivision is right next to this new subdivision.

Mr. Saunders states that they will be addressing drainage issues and are working with staff as the plans are being developed.

MOTION by Commissioner Glenn, seconded by Commissioner Quarles, to approve Ordinance No. 17-02 – Right-of-Way Annexation.

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

TAB 3: 2016 TOWN MANAGER EVALUATIONS

Mayor Pennant states that the Town Commission conducts an annual performance review of the Town Manager, in accordance with the Town Manager Employee Agreement. Each Commission Member evaluates the Town Manager on performance in fulfilling various roles, as required by the contract. The Performance Evaluation scale is from 5 to 1, with the breakdown as follows:

- 5 = Substantially Exceeds Commission’s Expectations
- 4 = Generally Exceeds Commission’s Expectations
- 3 = Meets Commission’s Expectations
- 2 = Requires Improvement
- 1 = Unsatisfactory Performance

Mr. Taylor received an overall score of **4.28**, generally exceeding the Commission’s expectations in his performance as the Town Manager for 2016. This is an increase from the 2015 score of 3.73.

Commissioners' Scores										
Name:	Fiscal Management	Management & Organization	Management of Town Assets	Intergovernmental Relations	Program Development & Follow Through	Community Relations	Communication with Commission & Others	Management Style		
Mayor Sam Pennant	5	4	4	5	4	4	4	5	4.38	
Vice Mayor Bert Goddard	5	4	4	5	4	5	5	4	4.50	
Commissioner Steven Glenn	4	4	3	5	3	4	2	4	3.63	
Commissioner Willie Quarles	5	4	4	5	4	5	5	5	4.63	
Total Score:	19	16	15	20	15	18	16	18	Totals:	137
Average Score:	4.75	4.00	3.75	5.00	3.75	4.50	4.00	4.50		4.28
										0.55

Mayor Pennant opens the public hearing.

Robert Edwards of 1130 Allegro Place speaks on taking baby steps with the expectations for the manager. Mr. Edwards states that Town Manager is doing a good job, and that it's not fair to load up the Town Manager with items and nothing to back it up.

Town Manager states that he is appreciative of another great year, great audit, increased reserves, major projects, and key staff members. The Town Manager states that he looks forward to continuing the momentum. He thanks the Town Commission and the residents of Dundee.

Mayor Pennant closed the public hearing.

TAB 4: CANVASSING BOARD APPOINTMENT

Town Clerk states that in the Town of Dundee Charter, Section 18-5. – Canvassing board, states that the canvassing board for the Town of Dundee shall be comprised of the town clerk, the town attorney, and one elector of the Town of Dundee that shall be appointed by an oral motion of the Town Commission at least 30 days prior to the town election.

The Canvassing Board will meet four (4) times:

- March 28th (1:30p) – Pre-election logic and accuracy testing (1 member minimum)
- April 4th (6:00p) – Election night canvassing of ballots (quorum needed)
- April 7th (5:00p) – Certification of election (quorum needed)
- April 10th – 13th (TBD) – Post-election manual audit (quorum needed)

Town Clerk states that the Town of Dundee is scheduled to hold an election for the Town Commission Seat #4. Two (2) candidates have qualified for the election that will be held on Tuesday, April 4, 2017.

Town Clerk states that in 2015, the Town of Dundee held a Special Election for electors to decide on two (2) Charter Amendments approved by the Town Commission. One was amending the Charter to provide for elections to be decided by plurality meaning that the candidate receiving the greatest number of votes shall be declared elected (Section 18-23. – Terms; elections cycle; elections. (f)). Previously, candidates would need to receive a majority of the vote which sometimes resulted in run-off elections and additional expenses for the Town.

The Town of Dundee Canvassing Board will consist of:

- Deena Ware, Assistant Town Manager/Town Clerk
- John Murphy, Town Attorney
- Merissa Green, Elector of the Town
- Marcus Roman, Alternate Elector of the Town

Mayor Pennant opens the public hearing.

Mayor Pennant closed the public hearing.

MOTION by Vice Mayor Goddard, seconded by Commissioner Quarles, to approve the Canvassing Board Appointment.

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

TAB 5: CONSIDER COMPUTER SERVER PURCHASE

John Wasmund, Finance Director, presents information on the computer server purchase. In March of 2002, the Town paid \$1,930 for a Dell Poweredge Computer Server for Utility Billing, email services, and electronic file storage. Late FY 2011, the Town spent \$2,921.14 for a Hewlett Packard (HP) server replacing that Dell server after a catastrophic system failure. Since then the Town has reached its growth limit with the HP server and needs to replace it. The current server has 8 GB of memory (RAM) and is not enough to support any required software updates for our Accounting & Utility Billing and Meter Reading Software. We are also operating on Windows Server 2003 Operating System. Microsoft no longer issues security updates for any version of the Windows Server 2003 as extended support ended on July 14, 2015.

Finance Director states that in researching, servers come in a variety of RAM sizes for the motherboard such as 8GB, 16GB, 32GB and so on. After exploring our software needs, staff is recommending purchasing a 32GB server which will handle the current software needs and provide additional RAM for future software growth.

The RAM memory needs:

	Current Server	New Server
Edmund’s Accounting & Billing Software	8 GB minimum <i>Ver. 3.2</i>	16 GB minimum <i>Ver. 4.0</i>
Neptune Meter Reading Software	4 GB minimum	4 GB minimum
Server Operating System	2 GB minimum Server 2003 OS (no longer supported)	2 GB minimum Server 2012 R2 OS (Server 2016 OS)
TOTAL RAM NEEDED	14 GB minimum	22 GB minimum

Staff has received two (2) quotes for a 32GB server and software, which both are state contracts.

Company	Server	Software	Total
Hewlett Packard Enterprises (State Contract)	\$5,539.89	\$722.00	\$6,261.89
Southern Computer Warehouse (State Contract)	\$5,412.88	\$805.52	\$6,218.40
Computer Warehouse Discount (Not State Contract)	\$8,156.00	\$800.00	\$8,956.00

Finance Director states that the new server will have a 3 year proactive care agreement, which includes 4-hour hardware support and 2 hour standard software support. Winter Haven IT will provide support with the installation and setup of the new server, as part of the interlocal agreement. In addition, the old HP Server will be converted into a dedicated electronic file storage server for the Town. He states that he budgeted \$17,000 in the total line item, for the server and service with Winter Haven IT.

Mayor Pennant asks if the Town has a backup system.

Mr. Wasmund states there is a Barracuda backup system that backs up every day. The expenditure was provided in the FY 2017 Annual Budget in the Finance Department - Line Item #513-311. Town staff recommends purchasing the HP Server with 32 GB of RAM Memory (Server 2016 operating software, with a rollback to Server 2012 R2).

Mayor Pennant opens the public hearing.

Wilbert Johnson of 314 and 316 East Main Street states that the servers that the town suggested are not good servicers. He recommends Acer, IBM, or Apple instead.

Mayor Pennant closed the public hearing.

Commissioner Quarles asks the speed of the server.

Mr. Wasmund states that the speed is currently 1.74 gigahertz.

Town Commission discusses the need for more research, with higher memory. As well, Commissioner Quarles would like the Town to research allowing utility billing program to customers.

Town Manager states that Town Staff tried to be conservative in gathering quotes, as well as contacted Winter Haven IT for their recommendation. He states that Town Staff will research a higher memory server and utility billing programs options for residents.

Assistant Town Attorney states that there is no need for action on this item, simply Town Staff will research and bring the requested information back for the next meeting.

TAB 6: CONSIDER TRACTOR PURCHASE

Clifton Bernard, Public Services Director, states that Town currently has a John Deere tractor (5510) that was purchased from Fields Equipment in the mid-1990's. About two weeks ago, it is no longer able to run and is in need of extensive repairs. It is estimated to completely repair the tractor will cost about \$15,000. Some repairs include fixing the driveline and transmission. Since January of 2015, the Town has spent over \$20,000 in repairs for this tractor. Even if repairs are made, Staff is not confident on the ability of the tractor to operate as needed long enough to justify the expense.

Public Services Director states that the Town received three quotes for replacement tractors (open cab and closed cab) capable to operate the new bush hog deck as well as other equipment attachments. Quotes were received from Fields Equipment (Winter Haven), Polk Tractor Company (Winter Haven), and Grove Equipment (Bartow).

Below is a list of quotes received for a new tractor:

<u>Company</u>	<u>Open Cab</u>	<u>Loader Option Available</u>	<u>Closed Cab</u>	<u>Loader Cost</u>
Polk Tractor Company (Kubota M5-091HD)	\$33,590.47 (total after \$5,500 trade-in)	Yes	\$41,514.13 (total after \$5,500 trade-in)	\$6,182.28
Grove Equipment Service, Inc. (Massey Ferguson 4710)	\$31,300.00 (total after \$7,500 trade-in)	Yes	\$39,768.00 (total after \$7,500 trade-in)	\$6,000.00
Fields Equipment (John Deere 5085E)	\$33,332.92 (total after \$8,000 trade-in)	Yes	\$41,760.88 (total after \$8,000 trade-in)	\$6,207.74

Commissioner Glenn confirms that the new tractor will accommodate the current batwing. As well, he recommends looking at the loader in the future and not with this purchase.

Mayor Pennant opens the public hearing.

Mayor Pennant closed the public hearing.

MOTION by Commissioner Quarles, seconded by Commissioner Quarles, to approve the Purchase of an Open Cab Tractor from Fields Equipment for \$33,323.92.

AYE: Glenn, Quarles, Goddard, Pennant

NAY: None

DELEGATION-QUESTIONS & COMMENTS FROM THE FLOOR

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

Wilbert Johnson of 316 Main Street announces the Ribbon Cutting of Melchizedek Treasures on Saturday, March 4, 2017 at 5PM.

REPORTS FROM OFFICERS

- ASSISTANT TOWN ATTORNEY COMMENTS
Mr. Claytor - None.
- TOWN MANAGER COMMENTS
Mr. Taylor states that the Road Resurfacing Project is underway, with completion being in the next day or so.

Mr. Taylor states that Polk Regional Water Cooperative (PRWC) Implementation Agreement has been approved by 14 of 16 municipalities.

Mr. Taylor states that he has been in contact with the Florida Department of Transportation (FDOT), regarding the SR 542 Road Widening Project and alternatives to address the turning lane concerns into the Winn Dixie Plaza.

Mayor Pennant requests a sidewalk on the proposed alternate road for residents.

Mr. Taylor confirms the consensus for approval to continue talks with FDOT about the project, including adding a sidewalk.

- COMMISSION COMMENTS

Commissioner Quarles – None.

Commissioner Glenn – None.

Vice Mayor Goddard – Welcomes Ms. Washington back to the Commission Meeting; congratulates the Town Manager on the annual evaluation, and thanks Town Staff for their presentations.

- MAYOR COMMENTS

Mayor thanks the audience for their attendance. He welcomes Ms. English to the meeting, and acknowledges the father of the Public Services Director in the audience.

ADJOURNMENT

Mayor Pennant adjourned the meeting at 8:13PM.



Bert Goddard, Vice Mayor

ATTEST:



Deena Ware, Town Clerk