



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## COMMUNITY REDEVELOPMENT AGENCY

### SPECIAL CRA MEETING MINUTES

Monday, September 18, 2023, at 5:00 PM

Town Hall (Board Chamber) - 307 E Kennedy Blvd. 32751

**SPECIAL NOTICE:** These meeting minutes are presented in an abbreviated format intended as a public record discussion of stated meeting according to the Florida's Government-in-the-Sunshine law. Meetings are opened to the public, noticed within reasonable advance notice, and transcribed into minutes for public record. *\*\*Audio Recording are available through the Town's website on the Board Agenda Page.*

---

**CALL TO ORDER** – Chair Gardner called the meeting to order at 5:00 p.m.

**ROLL CALL** – Quorum was established through roll call by the Town Clerk

**PRESENT:** (5) Chair Angie Gardner, Director Wanda Randolph, Director Marlin Daniels, Director Ruthie Critton, Director Theo Washington (**Absent:** Vice Chair R. Daniels)

**STAFF:** (8) Demetris Pressley, **Chief Administrative Officer**, Veronica King, **Town Clerk**, Nicole Bonds, **CRA Executive Director**, Greg Jackson, **Attorney**, Katrina Gibson, **Finance Director**, Cobbin McGee, **Planner**, Rachel McCoy, **Finance**, Joseph Jenkins, **Police Department**.

#### INVOCATION AND PLEDGE OF ALLEGIANCE

Chair Gardner led the invocation through a Moment of Silence followed by the Pledge of Allegiance

**PUBLIC PARTICIPATION - (The Three-minute rule was strictly enforced) - NONE.**

#### BOARD BUDGET REVIEW:

Review of the TOECRA Budget for Fiscal Year 2023/2024 – (Update Budget with adjustments were provided)  
**Review/Discussion/Comments:** The CRA Budget has to be reviewed and approved by CRA Board and adopted along with the Town's Budget by the town's final budget hearing.

- The Fiscal Coordinator is a designated person who will handle the finances for the CRA and will also be with the town under as part of an interlocal agreement (Full-time position, \$72,000). Will also help with grant administration. (M. Daniels) can not split 50/50 has to be billable hours.
- Will take \$25,000 (Expense paid for update to CRA Plan) out of programming
- Most of the grants received was because of Master Planning. The CRA's boundaries are the same as the Town's boundaries. CRA can pay for a master plan if the board chooses.
- Public Works is covering the air conditioning and the grounds.
- Example events under Promotional Activities would be a housing symposium, events geared towards what the CRA is and would be separate from programs and projects.

**Chair Gardner motion to approve the TOECRA Budget for FY2023/2024** Moved by Director Critton;  
Second by Director M. Daniels with discussion;

#### CRA BUDGET AMENDMENTS FOR FY23/24:

1. (PAGE 1) CRA Executive Directive Increase from \$56,000 to \$65,000. **Chair Gardner motion for CRA Executive Directive Increase from \$56,000 to \$65,000;** Moved by Director M.

Daniels; Second by Director Critton; **AYE: ALL, MOTION PASSES.**

**Comments:** (Pressley) – In the first TOE budget reading, the council was not comfortable with moving forward with the split position for the Community Development Director. It will be modified in-house. There will only be a CRA Director. The Community Development Director position will go away on the organization chart.

2. **(PAGE 2)** Rental Leases increase from \$10,000 to \$15,000 **Chair Gardner motion for Rental Leases increase from \$10,000 to \$15,000;** Moved by Director Randolph; Second by Director Washington; **AYE: ALL, MOTION PASSES.**

**Comments:** Increase is recommended in consideration of lease pay out, maintenance, potential purchases, and to cover the truck payment of \$816.08.

3. **(PAGE 2)** Programming/Grants change from \$95,000 to \$70,000 **Chair Gardner motion for Programming/Grants to be changed from \$95,000 to \$70,000;** Moved by Director M. Daniels; Second by Director Critton; **AYE: ALL, MOTION PASSES.**

**Comments:** N/A

4. **(PAGE 1 & 2)** Move the CRA Balance Forward of \$944,490.37 (PG1) to Other under Programming & Grants (Pg 2) **Discussion:** The \$5.9 million grant was written on the CRA side but written for the town. It is a reimbursable grant in which funds from the CRA will be used to pay up front and then the CRA will be paid right back. The board can set it aside and approve it in the budget. The CRA plan allows the CRA to help with the infrastructure. The town has not been paid back the money paid out for the CRA expenditures for the year (Will receive money on Thursday). It would be a budget amendment. The amount is \$144,032.09 Finance is planning to do it 9/30 once remaining bills are paid for the fiscal year.

**RECESS - Chair Gardner motion for recess of the CRA Special Board Meeting,** Moved by, Director M. Daniels; Second by Director Critton; **AYE: ALL, MOTION PASSES.** CRA Special Board Meeting in recess at **6:16 p.m.**

**OPENING the Town of Eatonville 2<sup>nd</sup> Budget Hearing – Mayor Gardner calls the Town of Eatonville 2<sup>nd</sup> Budget Hearing to order at 6:16 p.m.** Quorum was established through roll call by the Town Clerk, Mayor Gardner led the invocation through a Moment of Silence followed by the Pledge of Allegiance.

**RECESS – Mayor Gardner motion for recess from the Town of Eatonville 2<sup>nd</sup> Budget Hearing ,** Moved by, Director M. Daniels; Second by Director Washington; **AYE: ALL, MOTION PASSES.** CRA Special Board Meeting in recess at **6:16 p.m.**

**RESUME - Chair Gardner motion to resume the Special CRA Budget meeting at 6:18 pm.** Moved by Director M. Daniels; Second by Director Critton; **AYE: ALL, MOTION PASSES.** CRA Special Board Meeting in recess at **6:16 p.m.**

- (4. CONTINUES) Chair Gardner motion to move forward the Fiscal Year 2023 net balance of the CRA to Other under Programming and Grants to account for any outstanding invoices;** Moved by Director Randolph; Second by Director Washington; **AYE: ALL, MOTION PASSES.**  
**Comments:** The Balance Forward gets moved to the Other line under Programming & Grants

**Town Clerk restated all amendments for the CRA FY2023-2024 Budget:**

**The motion to approve the TOECRA Budget for FY2023/2024 has already been moved and seconded; all in favor of the Fiscal Year 2023/2024 CRA Budget with the stated amendments; AYE: ALL, MOTION PASSES.** The Fiscal Year 2023-2024 CRA Budget has been approved.

**ADJOURNMENT** Chair Gardner Motions for Adjournment of the CRA Special Budget Meeting (Moved by Director Wahington; Second by Director M. Daniels; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 6:20 P.M.**

Respectfully Submitted by:



---

Veronica L King, Town Clerk

APPROVED



---

Angie Gardner, Chair