



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## COMMUNITY REDEVELOPMENT AGENCY

### MEETING MINUTES

Thursday, October 19, 2023, at 6:30 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.*

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**CALL TO ORDER** – Chair Gardner called the meeting to order at 6:30 p.m.

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

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

**STAFF:** (5) Demetris Pressley, **Chief Administrative Officer**, Veronica King, **Town Clerk**, Andrew Hand, **Attorney**, Katrina Gibson, **Finance Director**, Eric McIntyre, **Police Department**.

#### **INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**Mayor Gardner provided updates:** Presented a request for a walk on item for discussion (Resolution CRA-R-2023-3 - Release of lien for property located at 213 West Kennedy Blvd); Moved by Director M. Daniels; Second by Director Randolph; **AYE: ALL, MOTION PASSES.**

#### **PUBLIC PARTICIPATION - (The Three-minute rule was strictly enforced) –**

Crystal Whittaker – (Item #4) - The purchase of daycare property for senior citizens), cousin has a contract on the daycare, and it is unfair for the town to sell it because she has given this community twenty-nine years. She is more than a daycare provide, she feeds and clothes children who are hungry and do not have. (Gardner) This has nothing to do with what the owner is trying to do. If she does not close, or someone walks away from the deal, the CRA could be ready in position to buy. If the town decides or could purchase it, should it become available, the senior citizen center is an idea. Will discuss further during the agenda time.

Ryan Novak – (Item #3) Would like to know the plans for the house on the corner of Fitzgerald and West Street; (Item #4) do not know the history of the property, but support the town, if there is an opportunity should the contract fall through, to purchase the land, Eatonville will have the entire Elizabeth Park, it is next to the pool, the lapidated tennis courts, near the giant field. A plan for the area could be considered.

#### **BOARD DECISIONS: (\*\*Item was moved to discussion)**

1. Approve Resolution 2023-22 for Amending FY2022/2023 budget in the amount of \$89,044.54 – (Handout were given by Finance) This item is a clean form the 2022-2023 budget, there was a deficit when the contractual line went to \$1000. To move money from a salary line, it would need to come before the board for approval, being done after the year end budget. **Chair Gardner motion** for approval of Resolution 2023-22 amending the fiscal year 2022-2023 budget in the amount of \$89, 044.54; moved by Director Randolph;

Second by Director M. Daniels with discussion; (M. Daniels) request clarity; to completely close that year's budget out, the monies in the salary line that were not spent has to come before the board in order to clear up for realignment. Is this a reimbursement back to the town; the duties were taken over by the town when the former finance coordinator left, because the CRA was using QuickBooks, the town started paying using ADP and the town system to take care of everything on the town side. To do the reimbursement, the salary line of the \$37,944.54 from the CRA budget needs to be utilized for the cleanup; \$50,000 that was budgeted and changed to \$1000 through the budget process for the CRA for the fiscal 2022-2023. In that same budget line, the Attorney and the Interim Director must be paid (Pressley) this adjustment is reconciling several items. When the change happened with the CRA, the finance Team did not have access to the accounts, so they started making the payments from the town side. It was understood that when they receive records at some point, they would return to paying it regularly. It was tracked and would be reconciled from the CRA back to the town (Randolph) There is not enough sufficient information to understand, the form is incomplete and should have more information with dollar amounts. This is incomplete, would like to see where the money is coming from, where the money is being moved to, to include showing actual financial documents. All information should have been in the board package. (Discussion was paused for the reading of the preamble) This is moving from the salary line to the contractual line. With the change in position, nothing was put in the contractual line to cover the contractual person we had at that time. Ms. Bond has been paid by the contractual line instead of the salary line. Is there a copy of the contract? Yes, with payout that were made out to her that aligns with the requested amount. **Chair motion** to table this item to board discussion until there is clarification; moved by Director Critton; second by Director Randolph; **AYE: ALL, MOTION PASSES (Will move to #7 to further discuss for clarifications from Finance.)**

### **BOARD DISCUSSION (\*\*Item #1 was continued and #2 was moved both to the end of Board Decision)**

3. -To Discuss The Purchase of House at Corner of Fitzgerald and West St – (501 Fitzgerald Drive) Chair Gardner talked (showing pictures) about the land trust and CRA should start considering purchasing land that is available. Community Reinvestment Act states what many institutions need to do if they want to keep expanding, reinvest back into their community. One of the qualifying activities are home mortgages and affordable mortgages. Homebuyers' assistance programs are out there and do not have to be reinvented. Need to know the guidelines for low to medium income. The idea is for the CRA to purchase property, get quotes to renovate with all the inspections, the structural inspections, the roof inspections, and electrical; the home can be made available for someone in the community. (Critton) if it is decided to move forward, would we consider partnership with the Help CDC, Unity (Credit Union) to alleviate some potential financial burdens; bring everyone to the table to kick start the program; everyone can play a part. (M. Daniels) Is this a part of a CRP plan or master plan; to take a house off the tax revenue code to sit for a period that would put the tax burden on the residents; if Help CDC is purchasing home why should the CRA take on that burden (Gardner) the idea is not to land bank but to get the home ready for purchase. A master plan would plan around homes, would not imagine a master plan not supporting fixing up homes. The CRA would have the opportunity to do a cash purchase protecting a home from getting away from a potential buyer in the community due to the approval process with a bank. (Randolph) what would be the financial gain to the town; to reinvest it back into our community or just make money back (Gardner) the CRA is not to make money but to remove slums and blithe, the idea is to help the residents. No, no, no. I do not mean it in that way. Okay. So Yes. You take that money and reinvest it back into our community. (Critton) The CRA currently owns properties right now and Ms. Bonds brought a list of slum and blighted homes, a customized program for home ownership in our town could be considered. A program that allows the CRA to be involved, whether it is in partnership that will increase home ownership without discriminating for residents who might be currently renting. (Randolph) consider looking at options by allowing a professional or Help CDC to show how the process works and how the town could benefit. (Critton) what is being done with the properties that the CRA currently owns, is there an opportunity for business owners if commercial property is available? (Gardner) looking at the goals of the

1997 CRA plan, commercial may be considered. The purpose of this item today was to move and do something, put in an offer, do the inspections, put a package together with procedures in place. (M. Daniels) in support, the package should be put together along with how the program will be outlined (vetted by legal), when the next house becomes available, everything will be in place. (Legal) One of the roles of the CRA is to acquire blight properties, do things that come out of the statute to provide for affordable housing, improve and dispose of the properties. There are statutes to follow when depositing properties and inviting proposals from the community who would be the potential purchasers. The framework is set up within the statutes. If there were a loss in a sale, one of the purposes of a CRA is to increase taxable property values, with more money collected from the county and by the town itself. (Critton) request to schedule a workshop, invite partners. (R. Daniels) what are the pros and cons other municipalities have had, can their model or process of implementation (Pressley) CRAs all over are purchasing properties with intent to clean and fix them up with processes already in place. If there is a property, the CRA does not wait. In this case, making an offer that is considered will give the time to put in place what is needed, who to hire in assisting with getting that property ready for the market. The money would come from contingency in the CRA budget (line item "other" indicating \$593,000). Other municipalities are doing this and can provide examples that are applicable to what we need. (Legal) when spending CRA money, it needs to be a part of the plan. (Gardner) in addition to placing a lien on the property, would like to ensure the right to first refusal (if applicable), (Legal) the board can give direction to staff to start looking and assembling things to further discuss and schedule another meeting to make the decision, this would be the start of the decision making process, but nothing binding per se. A real estate offer, signing a purchase and sale agreement with conditions upon would be binding.

4. -To Discuss The Purchase of the Daycare Property For a Senior Center (Gardner) The property became available, a lien search had been requested, and limited information was provided, since then a contract had been placed with several persons of interest. If the property does not close, there is an opportunity to talk about it. When it was sold, the town should have negotiated the price of the land based upon the agreement, the quick claim was never filed with the courts (it closed with no knowledge of the agreement). The property is important in that the parcel of land was where the first elementary school sat, the town should have been negotiating for the land, there is a resolution that was not signed by anybody from the town, it should not have exchanged hands. It is currently under contract. It would be the same process as getting anything else, should it become available. (M. Daniels) A process needs to be in place. The property has been under contract since June 23<sup>rd</sup> and under extension until November 30<sup>th</sup> of this year. There are concerns with permits and town-related matters that have not been executed, need to address the issues with her completed application. Is there a CIP or Master plan for Elizabeth Park; (Pressley) There are plans that were done sporadically throughout the town, the goal is to have a master plan for the entire town. (Gardner) The master plans were done because of the appropriations that were requested, requiring visuals. The Elizabeth Park is not a master plan but more of a rendering done for something that could potentially happen. The idea was the town owed \$322,000 to the CRA, to sell the land on paper would clear the amount owed off the books. (Crystal Whittaker) cousin has been in the building for 29 years, efforts have been made to take the land from her, concerned about her treatment by town. Is she gets the property, will it be zoned for a daycare; there are steps in place for persons wanting to change the zoning, must go through the process with Planning and Zoning. (Critton) It is the intent of this board to do right by the citizens, procedures are being addressed and cleaned up to ensure everyone gets fair treatment when following protocols and procedures. Whether the property is a senior citizen center, a daycare or school, or an aquatic type of pool, the zoning would have to be addressed to make sure the building meets those zoning requirements. The intent is to wish the best for her, many members of this community have been impacted by the work she has done with children in this community.

5. -To Discuss the RFP Process of The CRA (Master) Plan (Pressley) It is the desire to move forward with a master plan for the entire town, it is appropriate for the CRA to put an RFP out for a master plan. The master plan will be in conjunction with the town. The goal is to do a CRA master plan as well as update the CRA 30-year plan, the master plan will be done separately from the money allocated for the CRA plan update. There

was a 2015 CRA Plan submitted but never approved. The master plan would be good to have prior to the CRA plan to ensure that everything in the plan will cover all that is needed. This item is for the master plan (the wording is unclear). The master plan is for the entire town and the goal is to see overall the ideas from the council and the community. The CRA plan will include both what the town needs and what the CRA is planning to do. The master plan should be done first with direction to move forward with getting it done. (Gibson) The 1997 CRA plan updates need to be done first because some projects in there will not be done. The master plan, the town can pay half and the CRA can pay the other half. It would be an additional separate expense. There are some things in the 1997 CRA plan that are not in the 2015 CRA plan, a compilation of both could be done to create the updated CRA plan. The 2015 CRA plan was done by contractor, GIA Consultant, Mr. Tom Coleman paid by the Winter Park Health Foundation, it was submitted and approved by the town council. After Tom Coleman was let go, he thought the 2015 CRA plan was sent to the county, but it was not. (Pressley) if the board would like to move, information forward will be presented at the next meeting.

6. -To Discuss and Consider Having A Veteran's Expo – (Gardner) Consider bringing it back to the town side only because no funds can be expended for it. Inquired if Vice Chair would like to spearhead this event (Declined, Director M. Daniels has agreed to spearhead the event. There are resources that many veterans do not know about. Will further discuss on the town side.

1. (Continuing Discussions) Approve Resolution 2023-22 for Amending FY2022/2023 budget in the amount of \$89,044. (Pressley) An actual full budget was given that shows the actuals and totals for the next fiscal year, there were three, three items that went over budget. This is a budget amendment for contractual services, the rental lease, and the accounts and audits, the breakdown (Page 2) shows those items: (Handouts provided)

- Contractual Services \$72,903.30 (17,000 – Attorney Fees + \$55,000 – Administrative Contract)
- Rental and Lease \$9641.24 (Budgeted \$10,000)
- Accounting & Auditing \$6,500 (Budgeted \$10,000)

**Chair motion** to approve Resolution 2023-22 for Amending FY2022/2023 budget in the amount of \$89,044.; moved by Director M. Daniels; second by Director Critton with discussion; **AYE: ALL, MOTION PASSES**  
**Discussion:** For clarity, resolution 2023-22 is for approval of the budget amendment only (Yes)

2. -To Discuss Payment to the TOE for Financial Services for FY23. FY23 Accounts Payable

(Gibson) There was no CRA fiscal, all the CRA bills were brought to the town and paid from the town side. The attachments show the whole fiscal year, what was paid for by the town on behalf of the CRA. The CRA will pay the town the money that is owed (\$117,000). The monies owed back to the town are a separate situation from the requested budget adjustment. (M. Daniels) another resolution should have been made for a \$117,000 wire. (Critton) Does this amount includes the highlighted unreconciled items presented by Ms. Bonds (professional services, contractual services, auditing, and, operating supplies) at a previous meeting and who is Larry Quinn; yes, the unreconciled highlighted items are included, and Larry Quin took care of the lawn services. Instead of waiting for another month to bring back a resolution (need to inquire through the auditor what the best practice is, email is acceptable), should a resolution be required, it can be brought back later. (Randolph) inquired about the \$2,153.85 paid to Ms. Bonds for five days of work (Mrs. Gibson will pull the backup information and follow up with clarifications) **Chair motion** to transfer funds (all actions rescinded due to unrequired vote)

**By CONSENSUS, the board is approving staff to proceed forward with a wire of the \$117, 849.94 if it does not require action from the auditor.**

## BOARD REPORTS

**Director Wanda Randolph** – Requesting an update on Mr. Dixon's property (will bring back to next meeting) and the hiring of a director (being advertised, opened until filled);

**Director Ruthi Critton** – No Report

**Director M. Daniels** – No Report

**Vice Chair R. Daniels** – No Report

**Chair Angie Gardner** – No Report

**ADJOURNMENT** Chair Gardner Motions for Adjournment of Meeting (Moved by Director M. Daniels;  
Second by Director Critton; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 8:47 P.M.**

Respectfully Submitted by:

  
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Veronica L King, Town Clerk

**APPROVED**

  
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Angie Gardner, Chair