



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR COUNCIL MEETING AGENDA

Tuesday, January 07, 2025, at 7:30 PM

Town Hall - 307 E Kennedy Blvd

Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

I. CALL TO ORDER AND VERIFICATION OF QUORUM

II. INVOCATION AND PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

IV. PRESENTATIONS AND RECOGNITION

A. Presentations of the Officer of the 3rd and 4th Quarter for Corporal Robert Jones and Corporal Michelle Rozefort (**Police**)

V. CITIZEN PARTICIPATION (Three minutes strictly enforced)

VI. CONSENT AGENDA

1. Approval of Town Council Meeting Minutes (**Clerk Office**)

VII. COUNCIL DECISIONS

2. Approval of the Special Events Rental Fee For Main Street Parking Space (**Administration**)

VIII. REPORTS

CHIEF ADMINISTRATIVE OFFICER'S REPORT

TOWN ATTORNEY'S REPORT

TOWN COUNCIL REPORT/DISCUSSION ITEMS

MAYOR'S REPORT

IX. ADJOURNMENT

The Town of Eatonville is subject to the Public Records Law. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

****PUBLIC NOTICE****

This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

JANUARY 7, 2025, AT 07:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Presentations of the Officer of the 3rd and 4th Quarter for Corporal Robert Jones and Corporal Michelle Rozefort

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS	YES	Department: POLICE DEPARTMENT
PUBLIC HEARING 1ST / 2ND READING		Exhibits: <ul style="list-style-type: none"> N/A
CONSENT AGENDA		
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Staff request that Town Council hear a presentation of the Officer of the 3rd and 4th Quarter presenting Certificate of Appreciation of two officers.

SUMMARY: The Eatonville Police Department Chief will be presenting Certificate of Appreciation to two officers for the Officer of the 3rd and 4th Quarters (within the 2024 year).

RECOMMENDATION: Staff recommend that the Town Council hear a presentation awarding the Officer of the 3rd and 4th Quarters to Corporal Robert Jones and Corporal Michelle Rozefort.

FISCAL & EFFICIENCY DATA: N/A



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

JANUARY 7, 2025, AT 7:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of Town Council Meeting Minutes (Clerk Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATIVE (CLERK OFFICE)
PUBLIC HEARING 1ST / 2ND READING		Exhibits: (Council Meeting Minutes: <ul style="list-style-type: none"> - Council Meeting Minutes, October 15, 2024, 7:30 p.m. - Council Meeting Minutes, November 5, 2024, 7:30 p.m. - Council Meeting Minutes, November 19, 2024, 7:30 p.m.
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Approval of meeting minutes for the Town Council Meeting held on the below dates:

- October 15, 2024, at 7:30 p.m.
- November 5, 2024, at 7:30 p.m.
- November 19, 2024, 7:30 p.m.

SUMMARY: The Town Council Meetings are held on the 1st and 3rd Tuesdays. Meeting Minutes were transcribed from the audio archive for approval for the public records.

RECOMMENDATION: Recommend approval of meeting minutes for the Town Council Meeting held on the below dates:

- October 15, 2024, at 7:30 p.m.
- November 5, 2024, at 7:30 p.m.
- November 19, 2024, 7:30 p.m.

FISCAL & EFFICIENCY DATA: N/A



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR COUNCIL MEETING

MEETING MINUTES

Tuesday, October 15, 2024, at 7:30 PM

Town Hall – 307 E. Kennedy Boulevard. 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 Council Agenda Page.*

CALL TO ORDER AND VERIFICATION OF QUORUM:

Mayor Gardner called the meeting to order at 7:30 p.m. and a quorum was established by Mrs. King

PRESENT: (5), Mayor Angie Gardner, Vice Mayor Theo Washington, Councilman Rodney Daniels, Councilwoman Wanda Randolph, Councilman Tarus Mack

STAFF: (7) Demetrius Pressley, **Chief Administrator Officer**, Veronica King, **Town Clerk**, Clifford Shepard, **Town Attorney**, Officer Hernandez, **EPD**, Cobbin McGee, **Planning**, Katrina Gibson, **Finance Director**, Baruti Abdallah-Nosakhere, **Code Enforcement**

INVOCATION AND PLEDGE OF ALLEGIANCE:

Rev. Critton led the Invocation followed by the Pledge of Allegiance

APPROVAL OF THE AGENDA: Mayor Gardner Motions to **APPROVE** the meeting agenda with amendment moving the (Item #1) the budget adjustment for advertised job position down to council decision; **Moved by** Councilman Daniels; **Second by** Councilwoman Randolph; **AYE: ALL, MOTION PASSES.**

CITIZEN PARTICIPATION – (0)

PUBLIC HEARING

Approval of Second Reading of Ordinance 2024-7 – Approval of Ordinance on Camping on Public Property and Right of Way in the Town of Eatonville (Preamble Read by Town Clerk)

Public Comments: None.

Mayor Gardner Motions to **APPROVE** Second Reading of Ordinance 2024-7 – Approval of Ordinance on Camping on Public Property and Right of Way in the Town of Eatonville; **Moved by** Councilman Mack; **Second by** Councilwoman Randolph; **AYE: ALL, MOTION PASSES.** **Council Comments:** None.

Approval of First Reading of Ordinance 2024-9 – Amending Chapter 30, “Solid Waste”, of The Town Code by Revising the Enclosure Requirements for Commercial Solid Waste Containers (Preamble Read by Town Clerk)

Public Comments: Angela Johnson - Asked, if this allows staff to make a unilateral determination and waive the requirements of what is currently in the code (Yes), how do we ensure that there is no preferential treatment? (Referencing back to Public Comments) encourage council to look at that budget amendment, it looks like a request of an hourly rate from about \$16.00 up to \$34.00.

Mayor Gardner Motions to **APPROVE** First Reading of Ordinance 2024-9 – Amending Chapter 30, “Solid Waste”, of The Town Code by Revising the Enclosure Requirements for Commercial Solid Waste Containers; **Moved by** Mayor Gardner; **Second by** Vice Mayor Washington with questions; **Comments:** (Pressley) This ordinance originated from code enforcement noticing that there were certain enclosures that needed some changes. The current ordinance did not provide flexibility to make adjustment based off one's spacing and

likeability of what happens and if it required it. Legal have made changes to allow for flexibility not to stop the enclosure, but to make sure the right method was used for the enclosure. This gives staff the option to make decisions out in the field on how to get that enclosure (not a decision on whether it should have one or not). (Cobbin) The required metrics will be based on the determination of the service provider, whoever the town is contracted at that time, based on their capabilities, the size of their trucks, the overhead and back up clearance needed, we may change service providers from time to time. Currently there is no flexibility. The proposed ordinance will give the needed flexibility to make decisions based on the site. (Legal) the waiver section says that the planning director or their designee shall possess the authority to waive the enclosure requirements provided in subsection A and to approve an alternate enclosure design. It is an alternate design due to the unique physical layout of the property, compliance with enclosure requirements would result in significant increase in non-conformity with existing site conditions. The waiver shall only be granted after a thorough review of specific circumstances and if the termination of the proposed waiver does not adversely impact on the overall aesthetics, health, safety, and welfare of the community. The standards include a submittal in writing, accompanied by a nonrefundable waiver fee. In evaluating the request, the planning director, or designee must consider the following factors, the extent to which the property's layout makes it difficult or impractical to comply with the enclosure requirements, the potential impact of the waiver on existing zoning regulations, land use plans, and other site conditions, the potential effects of the waiver on the aesthetics, health, safety, and welfare of the community, and the availability and feasibility of alternative methods for managing waste that would comply with the enclosure requirements. (Washington) have observed cracking sidewalks, invasion of people's property, trucks come in and dips down on the property, there infrastructure damage to the property. If someone does not meet the criteria, remove the dumpster, and get them roll away, if someone does not have the enclosure, do not give them a dumpster. (Randolph) dumpsters along Kennedy are an eye soar, if someone does not have the property or space, they can get the equivalent to a residential roll away charged at a commercial rate. (Daniels) how does administration allow dumpsters on the front street, administration should not allow a dumpster on the front street, what is going to be done about that, those businesses who already have them. (Mack) not in favor of dumpsters being placed on the front street (Kennedy Boulevard), it is not a good look for the community. (Washington) the heavy trucks are causing infrastructure damage on the grounds; some have cracked water pipes. (Pressley) this ordinance is needed to assist with code enforcement, having the ability to enforce those who do not want to comply. (Randolph) must have standards, do not allow business owners to create their own standards. (Gardner) Not every container is on the main streets, the ordinance will address all violations, those on and not on the main street? This ordinance is the best option based on legal, staff the team's review, and from haulers and other communities, the amendments will make sure staff can enforce and address situation, (Cobbin) do not have the authority by the present code to give the roll aways to businesses, code says commercial sites shall have 12 by 12 concrete paved with 6 foot concrete walls, there are no options, (Baruti) since October 2023, the code board decided to table the code cases specific to enclosures because the town hall did not have an enclosure on its dumpster, the town have the design already laid out for the enclosure to be built per the code, the town needs to come into compliance, (Gardner) request for the language to state that the administrator or designee will designate. (Baruti) asked the council to be mindful that if the ordinance does not pass and once the town gets its dumpster enclosure in place at the town hall, the code board is going to proceed forward with the code as it is and everyone will be required to follow the code if we do not make way for other options. The current code does not allow us to look at any other options. **Mayor Gardner Calls for the question; AYE:** Mayor Angie Gardner, Councilman Rodney Daniels, Councilwoman Wanda Randolph, Councilman Tarus Mack **NAYE:** Vice Mayor Theo Washington, **MOTION PASSES.**

CONSENT AGENDA

Mayor Gardner Motions to **APPROVE** the Consent Agenda (Item #2 Only), approval of the Updated Policy and Procedures CDBG-MIT; **Moved by** Councilman Daniels; **Second by** Councilman Mack; **AYE: ALL, MOTION PASSES.** **Notes:** Item #1 (Budget Adjustment for Advertised Job Position) was moved to Council decisions during the agenda approval.

COUNCIL DECISIONS:

Approval of Budget Adjustment for Advertised Job Position: **Mayor Gardner Motions to APPROVE**
 Approval of Budget Adjustment for Advertised Job Position with amending salary to \$27,965.60; **Moved by**
 Councilman Mack; **Second by** Councilman Washington; **Comments:** The interviewing process has started and
 did not want to offer anyone the job position when our budget is not consistent with the salary range that has
 been advertised, potentially that would look like false advertisement. The request is to ensure that the budget is
 consistent with the advertised salary range for the position, the position hours are 1040 not 26 hours, adjustments
 are needed to reflect the 1040 hours at (\$14.87 up to \$26.89 per hour). As stated on the cover sheet, upon
 selection of a qualified candidate to be considered, offers will be varied based upon education, experience, and
 their skills beneficial to the records coordinating position, the requested budget adjustment is to ensure that the
 budget and the salary is consistent, this is a part-time position with no vacation at 1040 hours (about 20 hours a
 week). As a matter of policy, nobody should advertise a position with a range of salary where the money is not
 allocated to the top end of the salary range, it is asked that we correct the wrong before there is an offer made.
Mayor Gardner calls for the question; AYE: ALL, MOTION PASSES.

REPORTS:

CHIEF ADMINISTRATIVE OFFICER: Demetrius Pressley – (Hurricane Milton) had 283 residents out of
 power, all has been restored, all lift stations were in operation, generators were working, the old lift station
 (Vereen Lift Station) will need modifications, and Ms. Mundy is handling that, all town facilities were secured,
 do have roof leaks being addressed, the damage total assessed is about \$265,000 and has been submitted to the
 count, it has been declared by the president that there is a 100 percent reimbursement (90 days starting from
 October 5th), have to follow the procedures for reimbursement, there were free drone shots made of the town
 after the storm (Company, Axon), the stormwater system did what was expected, with the amount of there were
 no major flooding due to the preventive efforts made by the Public Works Department (special thanks); met
 with Orange County about the West Kennedy Boulevard project pressing the issue of connectivity, went over
 the bus stops, there will be rectangular rapid flashing beacons at certain points, there will be continuous study
 at Campus View for a light, working with Inscribe's developers agreement to address a traffic study at that
 location, looking to procure the first phase in February, will take between four to six months which is starting
 in the county up until Kingston is what they'll be working on for the first phase of West Kennedy, looking to
 get some sidewalks and working on the landscaping layouts for these projects in the second phase; met the
 Florida Real Water Association to discuss challenges with that rate study, may need to redo the rate structure
 for the utility department to ensure proper scales, looking to bring to the first meeting in November once the
 best case scenario for the water and sewer rate study for is identified, may have to call a special meeting because
 we have timelines to get the SRF; early voting starts on 21st (October), election day is the 5th (November), the
 Stakeholders and first meeting in November will be at the Denton Johnson Center; recommend having the Club
 Eaton discussions at the Stakeholders meeting; the Edmonds integration system is almost complete, will also
 for better file maintenance from permitting and utilities; copies of three contract for solid waste are available
 for council review, looking at new dates for the committee to meet (due to cancellation because of the storm),

ATTORNEY: Clifford Shepard – No new lawsuits; made settlement proposal for the existing lawsuit with UP
 Development and pending a response; drafted the purchase lease agreement for the school board, emailed the
 Mayor and Mr. Pressley, a shade meeting was held today to the pending litigation with PEC to discuss options,
 insurance provision was added to the agreement, suggest council read the agreement to best advocate for the
 town, need the property because of what it means for the future of the town, the agreement gives a five year
 lease at a dollar a year, after year two it can be purchase at any time for a dollar, for a maximum investment of
 three dollars if needed, the town can own what is left of the Hungerford property, will have to settle loss with
 the school board in how the property will be managed and what the plans will be for bringing tax revenue to the
 town;

TOWN CLERK – Veronica King – No Report

TOWN COUNCIL REPORTS -

Councilman Tarus Mack – Inquired about the HostDime Agreement (Pressley - pending a call from Mr. Manning to discuss amendments to certain provisions); acknowledged that Waste Connection is doing a better job with the trash (have not received phone calls); acknowledged public works and staff for a good job during the hurricane; prayers for those who are experiencing death; congratulations to Edgewater High School for becoming district champs; expressed importance in voting.

Councilwoman Wanda Randolph – Acknowledged staff for a good job with the hurricane; residents are having problems with water in Cataline Park (will get addresses to Mr. Pressley for follow up from public works); inquired about an update on the town's logo (Pressley – on agenda for November, working with legal to address); inquired about a proposal for the Zora Neale Hurston Festival (Pressley – nothing has been submitted, there are outstanding bills, due to unfulfilled agreement, the expectations for a potential agreement are that all bills for services will have to be paid upfront); requested an update on night market (Pressley – assessing what special events will look like to include associated fees, staff is putting something together for all special events for consistency, the pilot program (for night market) was to provide an opportunity, because there was no structure in place and to see where it goes, looking at what is going to be in the best interest for all special events).

Councilman Rodney Daniels – Request an email providing a list of vendors on persons or companies that can be trusted, status on the lift station on Eaton (alarm went off during storm and residents experienced flooding); acknowledged Ms. Mundy for the grants and plans that are in place, request an update on the infrastructure cut off valves and piping replacement and camping on campus in Eatonville, also want an update on the a resident who is interested in a lot next to his home (Pressley – it is being worked on and will send over a response); inquired to legal the name of person (lawyer) we are settling with; are pilot programs required to have insurance (Pressley – must have liability insurance and a bond)

Vice Mayor Theo Washington – expressed concerns of having the money but procrastinating on getting this done; acknowledged the passing of Rudolph Jones; inquired about permitting waivers (Pressley – with declarations, the flexibility is there to do waivers, there is the public assistance side that can assist residents that need assistance, disaster.com is the website); spoke about Waste Connection, was doing good services for the town, when change happens, the town have to adapt to the new changes (the issue is with the amount of trash that are able to pick up), encouraged everyone to go vote; something needs to be done about the dumpster on the side of the road (collecting fees); need special events, it is a part of rentals and there should already be policies in place (rental agreements of the community), do not make laws that make it hard for people to come to Eatonville to do things.

MAYOR'S REPORT - Mayor Angie Gardner – Recognized Ms. Gragg for the things she does, she put a nice light on the town through social media; City of Orlando had their State of Downtown, it was refreshing to see some of the same ideas being presented to the town by Ms. Mundy such as the resiliency hub (sustainability for the town), redoing the Denton Johnson area; prayers to Dr. Johnson and her family and to other families; customer service has to improve and expect the service level to be same in every instance, expediting permits now due to storm damage would be important; commendable job to everyone for efforts before, during, and after the storm; to Vice Mayor, apologized for rushing a vote earlier because input is important and taken serious. (Vice Mayor Washington – if the water bills is due on a day that the town is not opened, asked that people are not penalized, due date should be on the Monday after due date.); Councilwoman Randolph – there will be a rally on the 26th (October) between the hours of 10am and 2pm for the upcoming election, it is a non-partisan event to be held at the Unity Credit Union parking lot (in Eatonville), the Chambers along with Macedonia Missionary Baptist Church will be providing voter information and awareness.

ADJOURNMENT Mayor Gardner Motions for Adjournment of Meeting; **Moved** by Councilman Mack,
Second by Vice Mayor Washington; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 9:17pm.**

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Mayor



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR COUNCIL MEETING

MEETING MINUTES

Tuesday, November 5, 2024, at 7:30 PM

Denton Johnson Center – 400 Ruffel Street, Eatonville, Florida 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 Council Agenda Page.*

CALL TO ORDER AND VERIFICATION OF QUORUM:

Mayor Gardner called the meeting to order at 7:31 p.m. and a quorum was established by Mrs. King

PRESENT: (4), Mayor Angie Gardner, Vice Mayor Theo Washington, Councilman Rodney Daniels, , Councilman Tarus Mack (**Absent:** Councilwoman Wanda Randolph)

STAFF: (8) Demetrius Pressley, **Chief Administrator Officer**, Veronica King, **Town Clerk**, Patrick Brackins, **Attorney**, Stanley Murray, **Police Chief**, Cobbin McGee, **Public Works**, Valerie Mundy, **Planning**, Katrina Gibson, **Finance Director**, Baruti Abdallah-Nosakhare, **Code Enforcement**

INVOCATION AND PLEDGE OF ALLEGIANCE:

Rev. Critton led the Invocation followed by the Pledge of Allegiance

APPROVAL OF THE AGENDA: Mayor Gardner Motions to **APPROVE** the meeting agenda; **Moved by** Councilman Mack; **Second by** Vice Mayor Washington; **AYE: ALL, MOTION PASSES.**

CITIZEN PARTICIPATION – (1)

Angela Johnson – Acknowledge the town for cooperation with Macedonia Missionary Baptist Church on the rally that took place, congratulations to officers for community service, acknowledged the staff for the hard work in accommodating early voting and for those who have voted; asked that during the first reading of the water rate increase that literature (one pager) be given that simplifies the projections of the rates outlining current and projected rates, to get out additional information to get the residents to be involved in the process, placing information in the water bill; drains have a lot weeds in them and request something be done with maintenance of keeping the weeds out; there is car racing taken place leaving black tire marks in front of the park (on Campus View), raised awareness that the park is open after dark with activity, east of aspire and west of empty lot at corner of Lake Destiny and Kennedy, the grass is growing into the sidewalk (maintenance is needed); request more information on the town's \$1.7 million debt, if debt is not fulfilled, then that debt has to be rolled to the new rate structure where current and future residents are responsible for a debt forgiven for those that used the services prior (what can or is being done?).

PUBLIC HEARING

Approval of Second Reading of Ordinance 2024-9 – Amending Chapter 30, “Solid Waste”, of The Town Code by Revising the Enclosure Requirements for Commercial Solid Waste Containers (Preamble Read by Town Clerk); Public Comments: Mr. Vereen – What is the reason for this ordinance, asked that the council do everything in decency and remember that this decision is about the citizens.

Mayor Gardner Motions to **APPROVE** Second Reading of Ordinance 2024-9 – Amending Chapter 30, “Solid Waste”, of The Town Code by Revising the Enclosure Requirements for Commercial Solid Waste

Containers; **Moved by** Vice Mayor Washington; **Second by** Councilman Mack; **Mayor Gardner Calls for the question;** **AYE: ALL, MOTION PASSES.**

Approval of First Reading of Ordinance 2024-10 – Repealing Ordinance No. 97-07 and Ordinance No. 2016-4; Providing for the Future Adoption of Water And Wastewater Service Rates and Fees By Resolution (Preamble Read by Town Clerk); Introduction by legal (Patrick Brackins) – The current code, Ordinance 97-07 sets the rates and have not been amended since that time. This Ordinance is the first reading to repeal (Ordinance 97-07). If approved at the second reading, at that time is when the town would adopt the new rates by resolution giving the flexibility to make changes by resolution rather than by ordinance (a first and second reading would not be needed should changes be needed resulting from a future rate study), the first reading does not have the new rates, the new rates were discussed in the workshop and legal will include the second reading. **Public Comments:** None -

Mayor Gardner Motions to **APPROVE** the First Reading of Ordinance 2024-10 – Repealing Ordinance No. 97-07 and Ordinance No. 2016-4; Providing for the Future Adoption of Water And Wastewater Service Rates and Fees By Resolution; **Moved by** Vice Mayor Washington; **Second by** Councilman Mack with questions; **Council Comments.** Councilman Mack wants to ensure the most feasible rates (Legal- based on presentation in workshop, confirmed that the residential water rate will be \$15.84 and for commercial at \$26.46, for wastewater residential rate will be \$26.06 and for commercial at \$49.08, Ordinance 97-07, section D, did not have CPI language in it, legal will make sure there is one single document with both the rates and the CPI information in it; **Mayor Gardner Calls for the question;** **AYE: ALL, MOTION PASSES.**

CONSENT AGENDA

Mayor Gardner Motions to **APPROVE** the Consent Agenda, approval Resolution 2024-32 Reappointing (1) Individual to the Code Enforcement Board, Resolution 2024-33 Reappointing (1) Individual to the Planning and Zoning Board, Council Meetings Minutes for September 3 (Budget Hearing #1), September 16 (Budget Hearing #2, September 17 (Council Meeting); **Moved by** Vice Mayor Washington; **Second by** Councilman Mack; **AYE: ALL, MOTION PASSES.**

COUNCIL DECISIONS: None

REPORTS:

CHIEF ADMINISTRATIVE OFFICER: Demetrius Pressley – Voting and Staff work activity did not infringe upon the continuous work, special thanks to staff, public works worked late every night; working on garbage proposal, had the ranking sessions, do have a candidate currently negotiating to get final rates, the current hauler (Waste Connection) made a change from the original discussions, they would an extension for 11 months instead of the 3 months extension previously discussed, the 11 month extension would not allow continuation of the RFP process to correct the garbage issues, it is important to staff to ensure the cycle does not continue, maps, service times are being worked on with the new hauler, have an emergency hauler due to the Waste Connection's decision to no longer do a short-term extension, will finalize everything from the RFP and bring back to council, staff is working now to make sure commercial as well. Residential services are taken care of, Waste Connection has taken the commercial dumpsters, working to have temporary service dumpsters put at the locations until the finalization; working on the community change grant and very close to getting all the information together, Ms. Valerie and Ms. Bragg is diligently making sure those items happen; there is a meeting on November 12th at 4 pm at the Orange County School Board to discuss the Hungerford property, have submitted a lease purchase agreement to the school board, they had a closed session because of the pending lawsuit, open conversations will take place and council and residents are encouraged the meeting on November 12th, selected individuals will speak to show support to the town; working closely with Congressman Frost's office pertaining to \$4.1 million dollar grant for the Vereen Lift Station, have authorized engineer to move forward with the design; discussions on Club Eaton took place on this past Wednesday.

ATTORNEY: Patrick Brackins – No Report

TOWN CLERK: Veronica King – Provided an update on the Record’s Coordinator position, New hire (Nicole Direnzo) beginning the onboarding process,

TOWN COUNCIL REPORTS -

Councilman Tarus Mack – Thanked the staff for doing a good job on the early voting and election day, acknowledged Bill Clinton (former President) for coming to town as collaboration with Macedonia Missionary Baptist Church; thanks to Chief and his staff for making the town safe on a daily basis; need to move forward with the HostDime contract; very particular about getting temporary sidewalks for our residents, desires for Representative Christine Moore to come Eatonville to help out again; hopeful that everyone have taken advantage of early voting or voting today (November 5) up until seven o'clock; prayers to those that have suffered any loss including personal family, recently lost father; inquired about any new litigations or lawsuits pending (Legal – not aware of any new, will follow up).

Councilman Rodney Daniels – Expressed disappointment in the lack of communication from administration in coordinating the opportunity to meet the former President Bill Clinton, was an important time to show unity, and that the Eatonville community is standing in this time during early voting and also support Bill Clinton, should have had the same opportunity as the Mayor; talked to staff and hear concerns, it is disheartening to know that well educated staff members are not compensated for their education and skills, desire to bring the pay level up, looking to get with Mr. Pressley to discuss policy change to address staff compensation.

Vice Mayor Theo Washington – Expressed condolences for the loss of loved ones; did not found out about Bill Clinton’s visit until Sunday morning, was able to attend later, there needs to be transparency.

MAYOR’S REPORT - Mayor Angie Gardner – Received unconfirmed information on the visit with former President Bill Clinton, no details were available until receiving an email Friday evening, apologize and acknowledged that if there was a question to be asked, she will know for the next time something like this comes up, did not receive agenda for the program until Saturday, the only people in the room were speakers and some staff; in response to comments about why the meeting was not cancelled, needed to talk about fees going up and what was being done about it, there was a lot of work to do tonight; appreciate the staffs efforts, condolences to Councilman Mack.

ADJOURNMENT Mayor Gardner Motions for Adjournment of Meeting; **Moved** by Councilman Mack;
Second by Vice Mayor Washington; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 8:04 pm.**

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Mayor



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR COUNCIL MEETING

MEETING MINUTES

Tuesday, November 19, 2024, at 7:30 PM

Town Hall – 307 E. Kennedy Boulevard. 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 Council Agenda Page.*

CALL TO ORDER AND VERIFICATION OF QUORUM:

Mayor Gardner called the meeting to order at 7:35 p.m. and a quorum was established by Mrs. King

PRESENT: (5), Mayor Angie Gardner, Vice Mayor Theo Washington, Councilman Rodney Daniels, Councilwoman Wanda Randolph, Councilman Tarus Mack

STAFF: (7) Demetrius Pressley (By Zoom), **Chief Administrator Officer**, Veronica King, **Town Clerk**, Clifford Shepard, **Town Attorney**, Stanley Murray, **Police Chief**, Katrina Gibson, **Finance Director**, Valerie Mundy, **Public Works Director**, Brittani Gragg, **Executive Assistant**

INVOCATION AND PLEDGE OF ALLEGIANCE:

Rev. Critton led the Invocation followed by the Pledge of Allegiance

APPROVAL OF THE AGENDA: Mayor Gardner Motions to **APPROVE** the meeting agenda with amendment moving the (Item #4) the Zora Festival 2025 Agreement Between Town of Eatonville and Association to Preserve the Eatonville Community, Inc. (P.E.C.) down to council decision; **Moved by** Councilman Mack; **Second by** Vice Mayor Washington ; **AYE: ALL, MOTION PASSES.**

PRESENTATIONS AND RECOGNITION

Gwen Peirce, MPA, MMC, FACC Central East District Director, representative of IIMC/FACC conducted the official pinning and presentation of certificate to Veronica King (Town Clerk) for her CMC Designation awarded by the International Institute of Municipal Clerks (IIMC). Town Clerk was acknowledged by the Mayor and Town Council followed up with pictures and a speech of gratitude and appreciation.

CITIZEN PARTICIPATION – (3)

Julian Johnson – Presented an email to the town clerk for public reading into the record. (Copy has been kept for record in the clerk's meeting package) Email reads: This is Julian again and I am requesting a reading for a public comment for Tonight's council meeting on 11/19/2024. This is not on any specific Topic tonight. (Public Comment) Good evening, Council and residents, This comment is coming from Julian Johnson the community organization, 1887 First, as well as our fellow residents of the Historic Town of Eatonville. We've sent a formal request to the Town to potentially work this ordinance into a framework that will allow our organization to run a sustainable farmer's market here in Eatonville. This market has become a vital part of our community, and we have seen firsthand the immense economic opportunity it brings to the town, impacting our ownership in Cultural Heritage Tourism. However, to ensure its continued success and growth, we need proper accommodations, similar to those provided to other markets in neighboring municipalities. As you know, Mr. Pressley and former CRA Director Shan Rose introduced us to Red Top Productions LLC, the for-profit organization that operates the Downtown Orlando Lake Eola Farmers Market. Through this collaboration, we were able to seek mentorship and learn from their model, which includes substantial government support such as a \$75,000 allocation for their Farmers Market, as seen in the proposed ordinance from Downtown Orlando

CRA. Additionally, neighboring municipalities such as Lake Mary, which hosts the Lake Mary Farmers Market, provide essential accommodations for the same for profit vendor that runs their market, including the use of City Hall facilities for restrooms. This level of support has been integral to their success, and it is our expectation that the Town of Eatonville extend the same level of support to the 1887 Night Market. We would greatly appreciate it if you could include this item on the agenda for the upcoming workshop in December, where we hope to share the substantial community support we have garnered from registered voters and online from Night Market Vendors and attendees. We are also preparing a detailed presentation to provide insights from our time in the incubator program and to illustrate the impact the market has had on Eatonville. Our goal is to ensure that Eatonville thrives and that the younger generation can carry the town's legacy forward with pride and opportunity. We look to our elders for guidance and support in making this vision a reality, and we hope the Town Council will consider this as a moment of generational unity. Thank you & Continued Growth Julian Johnson, 1887 First.

Danita Brazil – Expressed a concern for non-responsive town workers who did not give attention and care to an after-hour sewer line issue, the field supervisor who was on call never showed up, chose to keep playing dominoes in Catalina Park rather than coming out to assess the sewer line, There was another town worker, who was off that weekend who did come and stayed while working with the representative from Brownies, Councilwoman Randolph stopped and stayed as well, the manhole up the sewer line was so dry and packed full of dry mud and dry dirt, have to do a better job as a city in maintaining our sewer lines, To date, no one from the town has come back to check out the line, Brownies opened up the line and it is not a collapse pipe, feels that the town let her down, the field supervisor should not be in a field supervisor if he cannot show up.

Greg Ware – Came before the council in 1975 needing money for the drums, which was received, forming the first and only Eatonville Drum Corps, the drum corps took trophies from Eatonville to down south; acknowledged positive things that are happening; extended congratulations to Mrs. King; express concerns about the removal of the speed bumps, why were they taken; have to asked what was the purpose of the speed bumps (to regulate the speed of vehicles and the flow of traffic, protects investments such as houses, vehicles, and children; the speed bump can be an assistant to the police officer; why not place them even if you have to move them from where they are, asked question about notification, were the homeowners notified, as a homeowner no notice was provided by mail nor email, people are speeding up and down the street and will not stop at the four way stop signs, they are speeding from Warren Avenue and it is dangerous; admonishes to stop the cycle of taking one step forward and two steps backwards, stop imploding ourselves creating problems and hassles for ourselves, help our community, help the residents, and help the police department, this is not just Eatonville, this is a town that we all love.(Mayor Gardner will reach out to both Ms. Brazil and Mr. Ware).

CONSENT AGENDA

Mayor Gardner Motions to **APPROVE** the Consent Agenda (Items 1, 2, and 3 Only), approval of Resolution 2024-35 Repealing Resolution 2024-34, approval of Resolution 2024-36 Updating Fair Housing Policy and Procedures, approval of Resolution 2024-37 Updating the Excessive Force Policy; **Moved by** Councilwoman Randolph; **Second by** Councilman Mack; **AYE: ALL, MOTION PASSES.**

COUNCIL DECISIONS:

Approval of the Zora Festival 2025 Agreement Between Town of Eatonville and Association to Preserve the Eatonville Community, Inc. (P.E.C.): **Mayor Gardner Motions to APPROVE** the Zora Festival 2025 Agreement Between Town of Eatonville and Association to Preserve the Eatonville Community, Inc. (P.E.C.); **Moved by** Councilwoman Randolph; **Second by** Vice Mayor Washington; **Comments:** Clarity of changes from the workshop was stated; the approval is with the amendments to the agreement that one payment is due January 20th (2025) and the final half is due January 27th (2025). **Mayor Gardner calls for the question;** **AYE: ALL, MOTION PASSES.**

REPORTS:

CHIEF ADMINISTRATIVE OFFICER: Demetrius Pressley – The library district did approve the agreement with the additional cost and will start on January 1st with the new rates coming, this was approved in August of this year, was waiting on their process to get done through the library district, it has been approved with plans to move forward; have a few meetings that will be coming up in the upcoming weeks regarding special events, and will bring to the first workshop in December for discussions on how town council would like to proceed forward with all special events; Happy Thanksgiving to everyone.

TOWN CLERK: Veronica King – We do have our new higher for the Records Coordinator's position (Nicole Direnzo); this is her first week, which she started on Monday, I am excited to have her on board, hopefully town council will have an opportunity to meet her within the next couple of weeks; again thank you for the opportunity to acquire additional training and development, getting ready to go for the MMC which is also issued through the International Institute of Municipal Clerks.

ATTORNEY: Clifford Shepard – This is a big deal for this town having someone with the skillset, something the town has not had regarding responding to the records request and all the other things that most people who are involved in town government never know, certainly the residents do not understand, it is a complicated job to do correctly, having this certificate (CMC), affirms she is doing the job correctly, if she goes for the master level (the next level), the town clerk will be performing at the highest level acquired, this is fantastic news for the town; On the 12th (November), the Mayor, legal, Mr. Pressley, and others assembled to go to the school board for the four o'clock public participation session to speak for the town, it was a positive presentation showing community support, a solid statement was given with representatives of not just Eatonville, but also the surrounding community, well known people who were in support, this was the last meeting for Karen Castor Dental who has been elevated to Supervisor of Elections, she expected things to still go smoothly for the town, since submitting the lease purchase agreement to the school board, the school board have had two or three shade meetings regarding the SPLC lawsuit with PEC, have not heard anything resulting from the meetings; no new lawsuits.

TOWN COUNCIL REPORTS -

Vice Mayor Theo Washington – The debris was gone from the streets on Lincoln, people are coming in our town dumping debris on the streets; attended the veteran's event; need to do something as soon as possible on the house located on Bethune, it has several liens, if the town has to take on the cost, the town will get it back on the back end; condolences to the Wynn and Alexander family; TD Bank donated some trees to Elizabeth Park, you cannot see the lights because of trees, did not pressure wash the basketball court, did not go to the event but did take a picture of the tree that is leaning to the right, they planted the tree, we need to make sure that the trees are taken care of, putting suspensions on them to hold the trees up, thank TD Bank for donating the trees to the town; desire for the pool to never close (open year-round), recreation for any community is not a money making effort, if money can be made through event or having adult evening swimming, need to consider for the future; the town's branding is not good, if you put out negativity that is what comes back; need to go from speed bumps to speed humps, the speed bumps will tear up your car; congratulations to Mrs. King, met Ms. Wynn at the Florida League of Cities and she says good things about Mrs. King; provided a book (FLC Florida Municipal Officials Manual 2022) to the clerk, request that the book be provided to the Town Council.

Councilman Rodney Daniels – Offered condolences to Gil (Lopez) and the John (Wynn) families; congratulations to Mrs. King, you have every qualification to take Eatonville to the next level, thank you and whatever we need to do to help you get that master level certification let us know; Offered apology to Ms. Brazil, when matters are brought to the forefront, it gives council an opportunity to get it right and do a better job of having on call staff to properly respond to a resident, it is up to the public works director and administration to find out what happened and put policies and procedures in place; received the email to go to

the school board meeting and that there would be a vote, talked to Ms. Castor Dental who gave the assurance that discussions would be had as they go in session to discuss whether or not if the town would get the property back, the school board, like any other municipality, is a business who may be accounting for the funds resulting from the sale of the property; the speed bumps were bad on cars and council wanted to replace them with better ones, are aware of traffic control and the safety of our kids and do not want cars speeding, was the impression that they would be replaced; good branding for the town is bringing in good revenue; need to capitalize on Eatonville being the oldest black municipality in the United States, need to brand by getting funds to bring Eatonville up; the statement on Facebook made by 1887 First was an unfair statement knowing that Eatonville had the opportunity for the first time to be an early voting precinct, working together with understanding can help us go further, that was one of our models (Progress Through Understanding), did not appreciate speaking against the council and will be looking for an apology from 1887 First; had a Veterans Day program and hoping it will continue with the next person who sits in seat three, it gives back to the community showing veterans that we appreciate what they do, appreciate the freedoms that we have, the freedom of speech, freedom to assemble, thanks for the fight, want to thank staff, Darius Washington, Ms. Johnson for the audio system, Ms. Brittani efforts in putting a program together, and appreciate the recreation and Public Works departments, for record requesting for next year a podium, tent, twenty chairs, a silent generator, it was a great event and thanks to Vice Mayor who represented in the Mayor's absence, it was stated that this was one of the best events in a long time; thanks to All Seasons pool, the pool is sentimental having almost drowned in the pool.

Councilman Tarus Mack – Thanks to everyone for coming out and being engaged in the town business; stated that the 32 percent out of the 14,000 clerks who sit with the CMC designation is tremendous, will continue to give the clerk her flowers knowing the scope of work done for the Town of Eatonville, many do not know the importance of the clerk, every time an email was sent or made a phone call, the response was quick, you make us better as a town; recognized the mayor and the administration she runs, the administrations does an impeccable job from public work and throughout, never seen the administration run this since 2016, see a difference and like the scope of work that has been done, the professionalism and doing what is needed (the entire staff); commend All Seasons pool for coming into our community to help, especially with the youth, in support of the pool remaining open; expressed concern with HostDime and requesting feedback from Mr. Pressley; always known the Zora Neale (Festival) to be successful and want to ensure that it continue to go down that path of success, hoping to iron out the kinks and get a better understanding as a community, we want to help you so you can help us; pertaining to the trash venue, thanks to Mr. Pressley for his diligence in making sure the town is covered, if people knew exactly what was going on, there would be different thoughts on the previous vendor (hauler); congratulations to Edgewater High School for reaching the Class 5A Regional Two Second Round in the playoff, chasing the site, chasing the state championship ring (son is one of the top safeties in the country), come out this Friday to support Edgewater; it is a pleasure to walk and ride down my street not seeing the debris in the road, thanks Ms. Mundy, public work, and other associates for making that happen, it looks better with all that debris gone since the storm, everyone needs make sure that the town is clean, that is why the annual cleanup is done; concerned also about the statement made on social media, to put information on social media and bash the people that is looking out for you is a shame, hoping to have a sit down conversation to resolve this situation; condolences to the Alexander family, Gil Lopez, a great kid who always brightened my day seeing him walk around community helping people; disturbing for wife's mother to experience frustration with the on call staff (public works), if you are on duty you have to do your job,

Councilwoman Wanda Randolph – Thanks to Mrs. King for your accomplishments and efforts; condolences and prayers to the bereaved families of Eatonville; attended the FRA conference (about CRAs), was a great conference, learned a lot, acknowledged Attorney Shepard who is well respected among many people here, attended both of his sessions, see a different side of Mr. Shepard, we are fortunate to have Mr. Shepard as a part of our legal counsel; having problems with the basketball courts on the streets and the liquid on the street has not been resolved, there is a mobile (RV) blocking the sidewalk interfering with children needing to get to school (Chief will check into this matter located on Wigman and Eaton); request an update on the trash (Mr. Pressley will follow up), trash pickup was done at night; gave a reminder about the Thanksgiving drive on

Monday, there are enough turkeys for everyone, thanks Ms. Brittani for the flyer; request an update on the house located on Bethune (Mr. Pressley will follow up).

MAYOR’S REPORT - Mayor Angie Gardner – inquired of legal as to if the RV mobile situation would be a police or a code enforcement matter (depends on what the ordinance states, it could be a safety hazard); the complaint about the speed bumps before was that height of the bumps were causing damage to cars, if it happens enough times it can become very costly, will address; thanks to Mrs. King; apologized to Ms. Brazil, Ms. Mundy is the reason why the town is looking at \$34 million to help replace and fix our pipes, because of decades pipe erosions, please know that the administration is not ignoring the bigger problem that resulted in a problem for you (Ms. Brazil), administration is trying to fix the problem across the board; people automatically are seeing us (the town) differently, for every negative, there are plenty of positives, branding starts with the change that is being made, we are making that change, the culture is changing, expectations have changed, our branding has already begun without paying attention to pens, pencils, and mugs, that is important, the pens, pencils, and mugs are cute and they are coming, for right now, we need to get the house in order; had a great masterplan session; Stakeholder’s meeting is Monday at 5:30pm; please refer to the schedule events provided, there is bingo on the 20th at Denton Johnson, the Turkey Drive on the 25th, and bingo again on the 18th; condolences to all the families; the trees being planted was an extension of the former CRA director, it was a CRA project, thankful that Mr. Pressley and Ms. Gragg helped to bring that project to close; congratulations to the new hire; gave appreciation to Ms. Nathiri, if the agreement states it then that is what is binding, please present a then we can see about the support on the revenue side; do not care about apologies from anyone that is not going to be sincere, you cannot cancel something that no one applied for, the election (early voting) was discussed early in the year around June, July, August, the town gave a 10 day notice and there was no application at that time to consider, staff will not assume that something is happening, it is a pilot program and just like we have the same stipulations for Zora, the same stipulations will be applied for any other event, the law enforcement was expected to be paid, it is believed that one of the biggest problems behind those posts (Facebook), it is difficult to sustain something that does not have a real plan, the staff has been working with all events that have come in the town, for them to be put down is unfair.

ADJOURNMENT Mayor Gardner Motions for Adjournment of Meeting; **Moved** by Councilman Mack; **Second** by Vice Mayor Washington; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 8:41 pm.**

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Mayor



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

JANUARY 07, 2025, AT 7:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Approval of the Special Events Rental Fee For Main Street Parking Space (Administration)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
PUBLIC HEARING 1ST / 2ND READING		Exhibits: <ul style="list-style-type: none"> Resolution 2025-1 Special Events Application
CONSENT AGENDA		
COUNCIL DECISION	YES	
ADMINISTRATIVE		

REQUEST: It is being requested that the council approves the adoption of a flat rental fee for the usage of the main street parking space.

SUMMARY: The administration realizes that the town is restricted in the amount of event space available for various special events and that the usage of the town hall's main location can fill that need as well as the need for residents to socialize within the community.

RECOMMENDATION: Staff recommend that the council approve the flat rental fee to allow for the ability to stretch tax revenue by collecting special user fees for special events.

FISCAL & EFFICIENCY DATA: N/A

RESOLUTION 2025 - 1

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EATONVILLE ADOPTING A SPECIAL USAGE FEE FOR SPECIAL EVENTS LOCATED ON THE TOWN'S MAIN STREET PARKING SPACE LOCATED AT THE CORNER OF EAST KENNEDY BOULEVARD AND COLLEGE AVENUE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town has established a "Special Events" application outlining processes and procedures for events that are held by various groups and entities in the Town; and

WHEREAS, the Town realizes that such events do contribute to the Town's overall ambience and creation of place and space in the community;

NOW, THEREFORE, BE IT RESOLVED BY THE Town Council of the Town of Eatonville; Florida as follows:

SECTION ONE: The Town of Eatonville Special Event rental fee for the town's Main Street parking lot is set at \$250.00.

SECTION TWO: All resolutions or part of resolutions in conflict with any other Resolution of any of the provisions of this Resolution are hereby repealed.

SECTION THREE: SEVERABILITY: If any portion of a section of this Resolution is found to be invalid, unlawful, or unconstitutional it shall not be held to invalidate or impair the validity force, or effect of any other section or part of this Resolution.

SECTION FOUR: Effective Date. This resolution takes effect upon adoption and secures any prior "temporary" pricing quoted.

PASSED AND ADOPTED by the Town Council of the Town of Eatonville, Florida on this _____ day of January, 2025.

ATTEST:

TOWN OF EATONVILLE, FLORIDA

By _____ By:

Veronica King, Town Clerk

Angie Gardner, Mayor



SPECIAL EVENT PERMIT APPLICATION

Completed form should be submitted to the Town of Eatonville Town Hall located at 307 Kennedy Blvd. along with a \$100.00 Application fee. Town Hall: 407.623.8900/ Fax 407.623.8919

APPLICANT INFORMATION

Today's Date _____ Event Coordinator _____

Event Sponsor/Organization _____

Physical Address _____

Email Address _____

Phone Number _____ Fax Number _____

EVENT INFORMATION

Name of Event _____

Event Location _____

Event Start Date _____ Event End Date _____

Event Start Time _____ Event End Time _____

Event Set-Up Date _____ Event Breakdown Date _____

Event Set-Up Time _____ Event Breakdown Time _____

Type of Event ☐ Festival ☐ Run/Walk (Requires TCP) ☐ School Event ☐ Street Fair ☐ Other

Sponsorship? Y or N **If yes, by whom?** _____

Will the event be advertised? Y or N

TRAFFIC/ POLICE/ UTILITY

Will your event require the following? If so, how will the service be provided? **-check all that apply:**

☐ **Parking Arrangements**

- What type of parking will be utilized by this event? Onsite ☐ Offsite ☐ Both ☐
If off-site and parking is on private property, Applicants must submit a letter of permission from the property owner.
- Parking attendants? Yes ☐ No ☐ If yes, how many?
- How will attendees be transferred from off-site parking to the special event area and returned?

☐ **Electricity-** Will there be electrical panel and/or generator:

☐ **Police Security-** The applicant may be required to provide police officers for security, crowd control, and/or traffic control at the Special Event. The total number of police officers working at the Special Event is determined by the Eatonville Police Department, and in some cases may use planning variables, including: **(1)** the estimated number of participants and spectators; **(2)** the availability of alcoholic beverages; **(3)** topography and size of the event location; **(4)** weather conditions; **(5)** the time of day during which the Special Event is conducted; **(6)** the need for street closures or rerouting of vehicular or pedestrian traffic; and **(7)** the history of the particular Special Event.

Traffic Control – include number of cones and/or barricades and identify location of each one on site map. Excluding road closures and barricades related to a Traffic Control Plan. Barricades must be approved and detour signs will be required and approved as well. **(Applicants must provide cones and barricades.)**

☐ Barricades ☐ Cones ☐ Pedestrians Crossing

List rental company name and contact information providing names.

☐ **Standard Parade or Race Route**

If applicable, please identify which city route and Traffic Control Plan will be utilized **(Use separate sheet of paper if necessary)**

☐ **Temporary Road Closures** This also requires a traffic control plan. Please identify requested road closures, intersections, distances, and time of requested closure. Road closures require approval from the Town of Eatonville, Town Hall administration and Orange County, separate Road Closure form is required to be completed through the Town of Eatonville as well. **Attach map on separate page.**
☐ **Traffic Control/Security** May require the completion of short-term agreement for off-duty officers (Excluding officers related to a Traffic Control Plan)

☐ **Amplified Sound** Include SPECIFIC details on the type of amplified sound

If you are planning to utilize any loudspeakers or other form of amplified sound, please indicate on an attached site plan or map of the location and orientation of those systems. Speakers should not be positioned so as to adversely affect any adjacent residential area between the hours of 9:00 p.m. and 7:00 a.m. A separate approval may be required by the police department if you plan to utilize any type of amplified sound systems.

PROVIDE A SITE MAP INCLUDING AN EVENT SITE PLAN, PARKING, BOOTHS, AND EMERGENCY ENTRANCE & EXITS. ALL ITEMS CHECKED "YES" BELOW MUST ALSO BE IDENTIFIED ON THE SITE MAP.

Check all that apply (items marked with * must provide additional information or permits)

☐ Yes ☐ No Will there be a petting zoo or any type of animals at the event? (Exotic animals require Eatonville Police Department approval)

☐ Yes ☐ No Will there be any inflatable's?

☐ Yes ☐ No Will there be portable restrooms?

☐ Yes ☐ No Will there be a trash dumpster(s)?

☐ Yes ☐ No Will there be any special seating. i.e. bleachers?

☐ Yes ☐ No Will there be a first aid station? Who will do it?

☐ Yes ☐ No Will there be amusement rides? (Police inspection & insurance required)

☐ Yes ☐ No Will there be selling of alcoholic beverages?* (Requires fencing and controlled entrances)

☐ Yes ☐ No Will there be selling of food or beverages?

☐ Yes ☐ No Will there be merchandise sales?

☐ Yes ☐ No Will there be use of liquid propane or BBQ pits? (Fire Extinguisher may be required)

☐ Yes ☐ No Will there be fencing around the event?

☐ Yes ☐ No Will there be hot air balloons?

☐ Yes ☐ No Will there be fireworks? (Must be approved by Fire Dept and Police Station)

☐ Yes ☐ No Will there be tents (top with sides)? Certain tents are not allowed. See Town Hall for details

☐ Yes ☐ No Will there be canopies (top with no sides)?

☐ Yes ☐ No Will there be banners and signs?* (All banners and signs, especially with Town logo must go through Town Hall)

Public Notification

If required, the applicant shall deliver written notice to all owners or occupants of real property abutting the boundaries of the area in which the Special Event will be conducted. The notice must include the following information: **(1)** event date, time, and location, and **(2)** statement that an application for a Special Event Permit has been filed with the Town of Eatonville.

Signage

All signage must remain on the event site and be removed after the event. So not place signs in the City's right-of-way.

Disposal of Wastewater

Applicants shall submit a plan for disposal of any wastewater in connection with the Special Event and such plan must be approved by the Utilities Department.

Other Permits and Fees

Please attach copies of any required insurance, surety bonds, permits or other documents as described in the application and ordinances of the Town of Eatonville for this event.

Insurance and Bonds

If a Special Event uses any portion of the Town's right-of-way, the Applicant shall provide a certificate of insurance that complies with the standards established by the Town's Risk Manager.

If a Special Event is on City Property, a Five Thousand Dollar (\$5,000.00) surety bond shall be deposited with the Application to ensure that no damage is done to City Property. If the Town Chief Administrative Officer certifies that all conditions from the event are in order the bond shall be returned in full. If the Town Chief Administrative Officer does not certify that all conditions are complied with, any costs expended for policing and/or cleaning shall be deducted from the bond and the remainder returned.

If a Special Event is fully on private property, Applicant shall deposit Five Hundred Dollars (\$500.00) with the Town Chief Administrative Officer as a condition that no paper, liter, or debris shall remain on the site after the Special Event is over. The deposit shall be returned to Applicant upon certification by the Town Chief Administrative Officer that all conditions are met. If the conditions are not met, such costs for cleaning shall be deducted from the deposit and the remainder returned.

All Special Events must have a valid insurance certificate required for use of any town facility. The insurance certificate must afford one million dollars (\$1,000,000.00) of general liability coverage per occurrence and contain the following information:

General Liability coverage (property and bodily injury) as evidenced by an insurance certificate with an endorsement naming the Town of Eatonville as ADDITIONAL INSURED, and guaranteeing 30 days prior notice to change or cancellation of the policy.

Use of any facility for the Special Event will not be permitted unless a valid insurance certificate has been received by no later than ten (10) business days prior to the first scheduled date of the event for facility use.

1. The permit holder shall be responsible for any and all damage to the Town’s facilities, equipment, and/or property, as previously stated. If additional maintenance is deemed required (in excess of normal services/time) to restore the premises, equipment, and/or property to reasonable use by others the permit holder will be held responsible, by the bond agreements, as previously mentioned.
2. The Town disclaims responsibility for any accident, injury, liability, loss, or damage to person or property as a result of unauthorized facility use.
3. The permit holder will be responsible for all actions and omissions that result in damages that are caused by their attendees.

Indemnity Agreement

As a condition of a Special Event Permit being issued, the Applicant acknowledges that he/she has voluntarily applied for a Special Event permit that in consideration of the privileges, associated therewith, Applicant agrees to PROTECT, INDEMNIFY, and HOLD HARMLESS, the Town of Eatonville, its officers, agents, and employees, from and against suits, actions, claims, losses, liability, or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage, or liability on account of omission of the undersigned, its officers, employees, or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.

Applicant Signature: _____ Date: _____

I hereby grant the Applicant and the affiliated organization permission to use my property in connection with the Special Event and as described herein.

Property Owner Signature _____ Date _____

Please note that it is the responsibility of the applicant/organization to complete all ADDITIONAL and required applications, permits, and forms as they relate to the Special Event.

