



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR COUNCIL MEETING AGENDA

Tuesday, August 19, 2025, at 7:30 PM

Town Hall - 307 E Kennedy Blvd

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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.](#) Presentation of the Scholarship Recipients for the 2025 Bruce & Winnie Mount Scholarship Program (**Administration**)

### V. CITIZEN PARTICIPATION (Three minutes strictly enforced)

### VI. CONSENT AGENDA

- [1.](#) Approval of Town Council Meeting Minutes – August 5, 2025 (**Clerk Office**)
- [2.](#) Approval of Resolution 2025-19 Setting Forth Administrative Designations Consistent With The Requirements Of Section 177.071, Florida Statutes (2025) (**Administration**)

### VII. COUNCIL DECISIONS

- [3.](#) Approval of Extending the Completion Date of HostDime Requirements (**Councilwoman Randolph**)
- [4.](#) Approval of Resolution 2025-20 Transferring Property Ownership to the CRA (**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

### AUGUST 19, 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:** Presentation of the Scholarship Recipients for the 2025 Bruce & Winnie Mount Scholarship Program (**Administration**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>	YES	<b>Department:</b> ADMINISTRATION
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits:</b>  - N/A
<b>CONSENT AGENDA</b>		
<b>COUNCIL DECISION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** To present Certificate of Achievement and Scholarship Award to recipients of the 2025 Bruce & Winnie Mount Scholarship Program.

**SUMMARY:** In honor of the former and deceased Mayor Bruce Mount and his wife Winnie Mount, the Bruce and Winnie Mount Scholarship Program has been established to encourage and support new high school graduates, 1<sup>st</sup> year College Student (Freshman), and 2nd Year College Student (Sophomore) as they enter into the next phase of their academic experience beyond high school.

The Town of Eatonville Town Council desires to award qualifying students a scholarship towards higher education honoring their accomplishments in graduating high school at a GPA of 2.5 or greater; as well as their efforts in giving back to community through volunteerism/community service. Application deadline was July 31, 2025.

The reviewing committee convened on Monday, August 5, 2024 to review all applications. Findings from the review committee along with recommendations were presented to the Town Council during a workshop on Tuesday, August 6. In conclusion, three scholarships will be awarded to the following:

- Jahmari M. Brown
- Raelin M. Daniels

**RECOMMENDATION:** Staff is recommending the Town Council present the Certificate of Achievement and Scholarship Award to recipients of the 2025 Bruce & Winnie Mount Scholarship Program.

**FISCAL & EFFICIENCY DATA:** Funding (\$5,000 total) will come from budget line 001-0511-511-4801 Legislative/Council Scholarship.



**The Town of Eatonville  
Eatonville Florida  
2025 Bruce and Winnie Mount Scholarship Program  
STAFF FINDINGS & RECOMMENDATIONS**

APPLICANT'S NAME	CATEGORIES <i>(Must meet all category requirements)</i>						
	Application Submitted	Essay (200 Words)	Official Transcript	GPA	Community Service	College Acceptance	Academic Status
<b>JAHMARI M. BROWN</b> 540 Lime Street, Maitland College Freshman (75%)	<b>YES</b> Submitted 5/13/25	<b>YES</b> (253 words)	<b>YES</b>	3.530 (Cum)	YES (143.5 Total) H.S. & College	<b>YES</b> Florida A& M	Active College Student
<b>RAELIN M. DANIELS</b> 260 N. East Street, Maitland High School Graduate (100%)	<b>YES</b> Submitted 6/10/25	<b>YES</b> (297 words)	<b>YES</b>	3.5470 (D-Cum) 3.0190 (S-Cum)	YES (33 hours total) H.S.	<b>YES</b> Alcorn State University	High School Graduate
<b>OTHER COMMENTS: Others of Interest but no information was submitted by the deadline date or did not meet the minimum requirements.</b> <ul style="list-style-type: none"> <li>Jaraya Burns</li> <li>Jemica McCutchan</li> <li>Zamon Tate</li> </ul>							
<b>STAFF RECOMMENDATIONS:</b> <ul style="list-style-type: none"> <li>Raelin M. Daniels - Eligible applicant at \$ 2,500.00 + \$312.50 (for HS Graduate) = Award Amount = \$2,812.5</li> <li>Jahmari M. Brown - Eligible applicant \$1875.00 + 312.50 (for College Student) = Award Amount = \$2,187.5</li> </ul>							
<b>2025 REVIEWING COMMITTEE:</b> Wanda Randolph (Council Member), Mrs. Veronica King (Town Clerk), Bruce Mount Jr. (Stakeholder), Angela Rentz (Resident), Francis Sealey (Resident)							
<b>Overall Scholarship Award Amount: \$5,000</b>							

# **The Historic Town of Eatonville**

## ***“The Town That Freedom Built”***

# *Certificate of Achievement*



**Raelin M. Daniels**

**TOWN OF EATONVILLE, FLORIDA**

The Mayor, Town Council, and the Town of Eatonville  
recognize your commitment to academic achievement  
in meeting the minimum requirements of the

**Bruce and Winnie Mount Youth Scholarship Program.**

As you further your education, your community stands proud  
in presenting to you this deserving Certificate of Achievement.

**Congratulations!**

**August 19, 2025**

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Veronica L. King, Town Clerk

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ANGIE GARDNER, Mayor

# The Historic Town of Eatonville

## *“The Town That Freedom Built”*

### *Certificate of Achievement*



**Jahmari M. Brown**

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**Congratulations!**

**August 19, 2025**

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Veronica L. King, Town Clerk

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ANGIE GARDNER, Mayor



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL MEETING

### AUGUST 19, 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 – August 5, 2025,  
(Clerk Office)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> LEGISLATIVE (CLERK OFFICE)
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits:</b>  - Council Meeting Minutes, August 5, 2025, 7:30 p.m.
<b>CONSENT AGENDA</b>	YES	
<b>COUNCIL DECISION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** Approval of meeting minutes for the Town Council Meeting held on August 5, 2025, at 7:30 p.m.

**SUMMARY:** The Town Council Meeting was held on the 1<sup>st</sup> Tuesday, August 5, 2025, at 7:30 p.m. Minutes were transcribed from the audio archive for approval for the public records.

**RECOMMENDATION:** Approval of August 5, 2025, Town Council meeting minutes.

**FISCAL & EFFICIENCY DATA:** N/A



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR COUNCIL MEETING

### MEETING MINUTES

Tuesday, August 5, 2025, at 7:30 PM

Town Hall – 307 E. Kennedy Blvd.

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

**STAFF: (6)** Demetrius Pressley, **Chief Administrator Officer**, Veronica King, **Town Clerk**, Katrina Gibson, **Finance Director**, Lt. Felicita Hernandez, **EPD**; Clifford Shepard, **Attorney**; Tara Salmieri, **Town Planner**

### INVOCATION AND PLEDGE OF ALLEGIANCE:

Invocation through a moment of silence led by Mayor Gardner followed by the Pledge of Allegiance.

### APPROVAL OF THE AGENDA:

**Mayor Gardner Motions** to **APPROVE** the meeting agenda with the amendment to move Item #2 (Resolution 2025-15 – Directing the Finance Department to Provide Monthly Financial Statements, to the Town Council Each Month ) to Council Decision; **moved by** Vice Mayor Washington; **second by** Councilman Daniels; **AYE: ALL, MOTION PASSES 5/0.**

### CITIZEN PARTICIPATION – (5)

Kelvan Franklin – An ambassador for the Eatonville Chamber of Commerce presenting a statement from LaVonda Wilder, president of the Eatonville Chamber of Commerce thanking the Town of Eatonville and GCI for providing an opportunity for the Chamber to work with the Mayor's Business Development Academy. We enjoyed the experience. The graduation was amazing. Nineteen business owners completed the academy and video remarks from Congressman Maxwell Frost and Mayor Demings were played congratulating the class. Representative Anna Eskamani also attended the event. The Eatonville Chamber Welcome Center in partnership with Community Nook is excited to be chosen as the recipient of a Zimbabwe Friendship Benches. We are proud of Jack Warner and Troop 631 for their leadership skills and collaboration.

Joyce Irby – Wanted to come and make a comment on self-inflicted wounds, I understand that the smartest person in the room has been voted out of legal representation by the council. This is a man who has passionately advocated for us and who is connected and respected, there has to be some personal reasons why this happened. It is a self-inflicted wound. When I tried to contact attorneys for personal representation, the first one I talked to said that Eatonville is a mess and it would be difficult to find an attorney to address any matters of the town. He [Clifford Shepard] has represented us honorably and passionately and this makes absolutely no sense.

Angela Johnson –Regarding the termination of legal services, there are less than 7% of Florida Board Members that earn a distinct designation to serve a municipality; have you completed any other research on firms that have this distinct designation. Is it wise to have the same attorney represent the Town and Community Redevelopment Agency, or would it bring potential conflicts? Also, when considering firms that can handle complex real estate transactions, Mr. Pressley, what is the status of the opinion from Orange County regarding the water rates? Council members, I would ask that you lead and self-govern, and not depend upon

that guidance from Orange County, and that you put forth a motion tonight to refund residents for the amount that they were overcharged, based upon what you approved, which is a water rate without the per thousand charges. Mr. Pressley, what is going on with our garbage collection? How do we bill residents that have two containers? What happens when the resident puts the bin on the truck themselves—who assumes the liability? **Council yields two additional minutes for Johnson to continue her comments.** Johnson continues: We voted to fine HostDime, what was the completion date and have their fines been assessed? Based upon the recent shooting in Catalina Park, I requested a meeting with the Mayor, Mr. Pressley and Chief Murray; and that meeting was not taken [honored]. I was requesting it [meeting] because there were seniors who were not comfortable with speaking in front of you. I was really taken back that you would not take a meeting with myself and senior residents. Why do we have to continuously wait around for last minute communication from the council? I commend you, Mayor Gardner, for the Mayor's Business Academy, and I invite you to consider inviting the recent graduates to the Founder's Day luncheon. What is the status of the budget? Finally, I want to echo the comments made by Mrs. Mundy on the need for a local business preference ordinance. (Council Comment: provide feedback on allowing time among the 3 minute time to speak; unfair to others who want to speak, do not want to open ourselves by showing preferential treatment.)

Vance Guthrie – On the redistricting, the Maitland City Council are going to do a little more homework and draft a letter to send to the county, asking Eatonville, Maitland, and Winter Park altogether. Second, on a lighter note, I came here to share that the Edgewater High School class of 1985 is hosting its 40<sup>th</sup> high school reunion in September 12 and 13, please invite anyone you know out to it, there is a Facebook page called Edgewater High School c/o Class of 85 40th Reunion Group, at [ticketstrike.com/ehs85Eagles](https://www.ticketstrike.com/ehs85Eagles) to buy tickets; lastly, to speak on Mr. Cliff Shephard, he is the guy and you are not going to find anyone better.

Angela Thomas – First, can we get more information on Founder's Day and what to expect. Second, I was reading the line of credit, and if I could get someone to call me back on section 9. Lastly, to Mrs. King, the town website is the easiest website to maneuver, so I thank you for that.

**APPROVAL CONSENT AGENDA:** Mayor Gardner Motions to APPROVE the Consent Agenda Items 1 (Town Council Meeting Minutes 7-15-25) and 3 (Resolution 2025-18 Authorizing Issuance of Revolving Line of Credit Note); moved by Vice Mayor Washington; second by Councilman Mack; AYE: ALL, MOTION PASSES 5/0.

## COUNCIL DECISIONS:

Approval Resolution 2025-15 – Directing the Finance Department to Provide Monthly Financial Statements, to the Town Council Each Month (Councilwoman Randolph) – Chair Gardner asks to table the item, but your request can still be made. If you want to look at checks, that needs to be done in-house. Randolph – We can table it now, but I request we have a financial report on the second meeting each month. **Mayor Gardner MOTIONS to TABLE Resolution 2025-15; moved by Vice Mayor Washington, second by Councilman Mack. MOTION PASSES 5/0. Discussion/comments:** Councilman Mack states that he respects Councilwoman Randolph's position in terms of the direction you want to go in. He does not believe that the council needs to make a resolution. Financial statements are available whenever the council asks.

Approval of the Paige Corner Preliminary Plat (Planning) – Town planner Tara Salmieri presented a PowerPoint presentation on the Paige Corner Preliminary Plat. Salmieri stated that tonight, the council is being asked to vote on a preliminary plat which takes the 2.74 acres of land and then divides that into 8 lots. The preliminary plat stages are to look at that piece of land, and how it meets all the zoning criteria. The owner of this piece of land as well as the representatives are here tonight for any questions. Councilwoman Randolph – Does this mean it meets the requirements for land and developing code, and there are no other issues? Salmieri confirms. Councilwoman Randolph – So, this will be on individual lots? Planner Salmieri – Yes, it takes one piece of land and divides it into multiple pieces to allow single-family homes. The land use itself would permit 8 units and acres. Councilwoman Randolph – Mr. Pressley, where are we with impact

fees? Mr. Pressley stated that impact fees have been established. Councilman Mack requests to yield time to the representatives to speak on the plan. Tom Faber is with Faber Engineering and states that the project was originally started in 2023. Faber – We are not proposing to do anything crazy, this is restating zoning and designation. The site actually has 41% open space. There will be a good amount of green space the residents can enjoy. We are happy to answer any questions. Councilman Mack states he appreciates their involvement and for coming out tonight and appreciates Town Planner Salmieri's enthusiasm. **Mayor Gardner MOTIONS to APPROVE the Paige Corner Preliminary Plat; moved by Vice Mayor Washington, second by Councilman Mack. MOTION PASSES 5/0.**

Approval Resolution 2025-14 – Establishing a 30-day Work From Home Limit (Councilwoman Randolph) – Mayor Gardner asks that this item be tabled because this request falls under administration. **Mayor Gardner MOTIONS to TABLE Resolution 2025-14; moved by Vice Mayor Washington, second by Councilman Mack. Discussion/comments:** Councilwoman Randolph asks for the reasoning behind tabling this item. The resolution is for the Town Council to adopt a work from home policy. It is up to the administration to enforce the policy. Councilman Mack – This is an administrative item, should let the administration handle the enforcement. I do agree that we need some stipulations for people working from home, but your requirements need to be tweaked a little bit. I ask that we table it and that the Mayor and administration look at this item and see what they can come up with. Councilwoman Randolph asks Mayor Gardner if she believes the town needs a work from home policy, and if so can you get with administration and come up with a policy? Mayor Gardner – it depends on every situation. Right now, in 2025, work from home makes sense. If we were to ask everyone to come in-house, where would we put everyone? That is one thing to think about. There are other circumstances that are going into consideration with the work from home policy. In this instance, it works well and to change it would mean changing the person [in the position]. Councilwoman Randolph – you need to have some guidelines or policy for working from home. We need more protection for our employees working from home. Mayor Gardner – That is something Mr. Pressley can get with Human Resources on and see what is out there already. Pressley – They [Human Resources] have already started on the rewrite of the policy and procedures of the town. They are going through the ADP consultant, on finalizing and updating the policies. I am waiting on the time frame for when they will be completed. Councilman Daniels – Policy is necessary and should have been in place. I am in favor of the policy, and it is definitely needed. Councilman Mack – we need a procedure for the employee coming in three times a week. Pressley – One of the things we are doing with the revamping of the policy was to make sure we had a workflow. That is one of the things HR has been working on. Another thing, the purpose was to review the whole system. Versus working on one resolution, it would be good to bring the entire policy to council in a workshop. Councilman Mack – Councilman Randolph, did you have an opportunity to speak with Mr. Pressley before presenting this item? Councilwoman Randolph – I had a conversation with Mr. Pressley some time ago, but not recently. Councilman Mack – It is important that we do have these conversations with Mr. Pressley. At this point, everyone has a different opinion. We are not going to agree on everything, but we have to have the notion that we have already discussed it. If you are working on something policy-wise, I think it should have been addressed to Councilwoman Randolph. Councilman Daniels – The Vice Mayor brought up a good point about sick time. If you are sick, you should not be working. In those types of situations, I am relying on the administration to work it out. Councilwoman Randolph – If I would have known that we were working on this—it did not come up. Mayor Gardner – But Mr. Pressley, in all fairness, has mentioned this in a meeting. Councilwoman Randolph – Stating something and saying that something is going to be done is two different things. **Mayor Gardner calls for the question; AYE: ALL, MOTION PASSES 5/0.**

Approval of Resolution 2025-16 – Interim Legal Counsel Services (Councilwoman Randolph) – Mayor Gardner – I feel the same way about this because we are not just talking about legal counsel now. We have boards. We have big issues going on in the town. Even with the grants, the town has been doing so well. It does not make sense to change the legal oversight right now. I am asking that this item also be tabled. **Mayor Gardner MOTIONS to TABLE Resolution 2025-16; moved by Vice Mayor Washington; second by**

Councilman Daniels. **Discussion/comments:** Councilwoman Randolph asked Mayor Gardner what the reason is for tabling. Mayor Gardner stated that she has various reasons: (1) the quality of legal counsel, (2) the timing right now is not good, (3) and if he is removed, we still have ongoing legal issues. Vice Mayor Washington – I was in a class last week and one of the things that the FRA spoke of is that you should have different counsel for different agencies. Councilman Mack – The issue that I had, it is nothing personal, I just feel like we are not moving in the right direction for multiple reasons. One is the lack of respect from Attorney Shepard. I want the best interest of the town and when I asked the question: do we have any lawsuits against the town; and when I get a “no” and it is a “yes,” I have a problem with that. In my opinion, even if you did not know, you should have known. Vice Mayor Washington – Attorney Shepard deals with multiple lawsuits, the CRA has lawsuits, so if he did not know, but the Florida League of Cities had a lawsuit. Pressley – We have heard from the residents and as you all are figuring out, previously HR, which handles several risk management litigations, they do not go directly to general counsel. Councilman Mack asks why general counsel is not made aware. Pressley – It is normally handled with HR. After the meeting and because of the nature of it, I instructed our HR, which the town did not have for many years, that is if we have any litigation to make sure that our general counsel is aware even if it is not something that he is handling. Councilman Mack – The general counsel oversees all agencies, if anything is happening legally in this community, he should know about it. Mr. Pressley asked if the attorney could speak on the points being brought up in council. Attorney Shepard – First I want to say that I never want to give anybody on this council the impression that I do not respect them. I am passionate about this town and whether I sit here or not is not going to change that. In regard to the recent issue about the lawsuit, the next day after the meeting Mrs. Randolph told me about a pending lawsuit. That is when I immediately notified everybody in the town. And to the extent, someone thinks that I should be reviewing the docket, if that is something the town wishes me to do, I am happy to do it. But I will say, it is more than normal that when the town gets sued, for me to be notified through official channels. I think the lawsuit in question was one involving a police officer and that is why it would not have involved me, but it would have been nice to know. Councilman Mack requests that Attorney Jackson approach [podium] so that he can ask some questions. Councilman Mack asks Jackson if he is able to handle the capacity of Attorney Shepard’s position. Attorney Jackson states that he can. Councilman Mack – If he is capable, I would like him to fill the position temporarily. Attorney Jackson – I have had conversations with Mr. Pressley and Attorney Shepard. My understanding is that there is a school board issue. Attorney Shepard has done an outstanding job regarding the school board issue. Attorney Shepard and I talked about him continuing working on the school board issue, which I support. Councilman Mack – I do appreciate your [Attorney Jackson] opinion and everything you just stated. With that being said, for the sake of the town, I would strongly consider keeping Attorney Shepard on a temporary basis or even a permanent basis, if things are changed for the benefit of the town. Attorney Jackson – A lot of times that I stand up here, folks may question my capabilities and what I would ask is to get to know me and my extensive experience, do not want people thinking because my title does not include board certified, that it means my abilities are not on par. Councilwoman Randolph – Thank you Attorney Jackson for your comments and Attorney Shepard. I put this item on the council agenda, after analyzing a lot of things and coming back from the FRA meeting and learning how respected Attorney Shepard is. Mr. Shepard has put in a lot of time with this agency. And I do not want to make a long speech, but I am in favor of tabling this until we can make a decision later on. Councilman Daniels – I was in favor of tabling from now after listening to citizens and council members comments, but we need to do better. **Mayor Gardner calls for the question; AYE: ALL, MOTION PASSES 5/0.**

**(Added to the Agenda) Mayor Gardner MOTIONS to REINSTATE Legal Services with the Shepard Law Firm; moved by Councilman Daniels, second by Vice Mayor Washington; AYE: ALL, MOTION PASSES 5/0.**

Approval of Resolution 2025-17 – Non-Rehire of Individuals Dismissed Due to Unsatisfactory Performance or Conduct (Councilwoman Randolph) – Mayor Gardner – I feel the same way about this but with what Mr. Pressley said, if we are updating the manual this will be a part of it. **Mayor Gardner MOTIONS to TABLE**

Resolution 2025-17; **moved** by Vice Mayor Washington, **second** by Councilman Mack. **Discussion/comments:** Councilman Mack – I do not agree with this resolution because it is almost like if I am elected, the people decide that. So, how are you going to tell me that I cannot run? Councilwoman Randolph clarifies that this resolution is in regard to employees. Councilman Mack – I know a lot of different companies and corporations who have fired people and hired them back. I do not think this is something that we should be dealing with. Councilwoman Randolph – You are correct, there are a lot of times companies will rehire, but only because they are desperate for workers. We need to demonstrate that we want quality employees and are accountable. This is a way to say if you have unsatisfactory performance or conduct, you will not be considered for employment in the Town of Eatonville. Councilman Mack – That is why we do background checks and other checks, so that those people are not hired. Mack reiterates that a resolution is not needed. Mr. Pressley clarifies that a portion of this will be part of the policy being made by HR. Councilman Daniels – I thought Councilwoman Randolph was saying the rehire of town employees with unsatisfactory performance should not be allowed? Councilwoman Randolph confirms. Councilman Daniels continues by saying he agrees. Councilwoman Randolph requests for Attorney Shepard's opinion. Attorney Shepard – I am not sure that any of the cities I am counsel for has a rehire policy. That does not mean you cannot have such a policy. I do suggest that language be added for disqualifications. **Mayor Gardner calls for the question;** **AYE: ALL, MOTION PASSES 5/0.**

## REPORTS:

**CHIEF ADMINISTRATIVE OFFICER: Demetrius Pressley** – In regard to Orange County's opinion on the water issue, they are not giving an official opinion due to the nature of the item, so they asked us to review the process, and we did. But if this council wants another opinion before we make a decision, that is what I want to make sure. I do not have a yes or no answer I can give you all on whether or not they were in agreement. Regarding the public comments, I will be reaching out to public works to talk to Waste Pro and confirm that process. In regard to Founder's Day, that information has been sent out (3-day event, 14-16). Thank you for helping us to get the line of credit in place to continue to proceed with the improvement to the town's infrastructure. Mrs. Tara Salmieri has been working with CPH in getting a survey to help us proceed with getting it back for council approval. The Town planner and planning coordinator will be working on rezoning; Mrs. Gibson created folders and binders for the budget (there is a workshop scheduled for the next meeting). Also, we are moving at a rapid pace with the engineering and architecture for the clubhouse. We are hoping to have that out for bid at the end of September. Mrs. Johnson I will reaching out to you regarding the recent shooting. Lastly, we just had out MPDS inspection with the state which included audit checks. We also got some quotes on the van, so we will be presenting that for council's approval. As for sidewalks, we have been doing checks with public works and getting some quotes for those areas. Lastly, the Host Dime project, I did get an email from the owner and included you all, they have not completed. As of July 31st, they are now being charged \$250 per day. The owner is aware and expressed some of the challenges, one being working with the building official and updating codes. In closing, the local Principal of Hungerford Elementary has been nominated for Principal of the Year. Moving forward, I think it would be good to recognize her at some point.

**TOWN CLERK: Veronica King** – The town has a new public records request portal that has launched: NextRequest. On August 19th, the council will present the Bruce and Winnie Mount Scholarship awards. The Special Election for District 15 is approaching, and we have early voting August 23-31 with election day on September 2, 2025. The council meeting for September 2nd will be moved to the Denton Johnson Community Center. For the 2026 election, being that our election is on a Saturday, do we want to participate in early voting with Orange County? The administration will review the potential and cost for using Town Hall for early voting.

**ATTORNEY: Clifford Shepard** – I am happy to meet with anyone of you at any time. Additionally, I really do take to heart the comments about respect. I am a little thickheaded sometimes and other times I do not hear

the tone I am using, but it is not my intention to disrespect you. I wanted to make sure that I checked the docket today; as of today, there are no new cases.

**MAYOR’S REPORT - Mayor Angie Gardner** – I am going to start by saying a huge shout out to GCI, Mrs. Mundy, Town of Eatonville, and the Chamber for the Mayor’s Business Development Academy. I am so appreciative of the time and effort that went into the event. I want to congratulate the scholars who received the Bruce and Winnie Mount Scholarship. Also, condolences to all of the families that have lost loved ones. I have to address the email that was mentioned earlier. I only found out about the shooting at 8 o’clock and the email was sent at 8:25. The Town has to get itself together before getting with the residents and seniors. And the concerns are not just for that area. We were in the process of getting the information when the email was sent. Therefore, it made sense to reschedule the stakeholders meeting to include safety and so that it is for everyone in the community. The meeting was not denied; it was scheduled at a time for everyone. The other concern that was stated was that I did not want to have a meeting, so you call each of the council members, and to me that is a threat. We need to rethink that process.

**TOWN COUNCIL REPORT/DISCUSSION ITEMS -**

**Vice Mayor Theo Washington** – The Mayor’s Business Academy graduation was nice. Condolences to the families of Eatonville who have lost loved ones.

**Councilman Rodney Daniels** – Can we get Mrs. Mundy to give an update on the alligator issue. As far as HostDime, can we make sure the town is not hindering them? Also, I passed by the night market and it was packed with food and vendors, but Angels [restaurant] was empty. The solution for everybody is to include them in the night market. Thank you to everyone for coming out tonight.

**Councilwoman Wanda Randolph** – Congratulations to the recent graduates of the Mayor’s Business Academy. Councilwoman Randolph presented a picture of markings on the street [tire marks] on the west end. The photo is about a month old, and if you drive by you can still see the markings. Also, the breast cancer event will be held September 6th. Moving forward, we should just do right by our community and town.

**Councilman Tarus Mack** – Thank you to everyone who showed up to tonight’s council meeting. Condolences to anyone who has lost loved ones. A big congratulations to the recipients of the Bruce and Winnie Mount Scholarship. I strongly recommend that we have engagement with Catalina Park residents in regard to the police facility being built there. Perhaps we could have more engagement so that they have an idea of the plan. Also, I am somewhat disappointed because we have been doing a great job with Waste Pro and now it is becoming problematic. I am looking forward to my back to school giveaway. There will be free haircuts, food, book bags, and school supplies. My philosophy has always been helping people and changing lives. Thank you to Mrs. Gibson for her assistance. Also, looking forward to Founder’s Day and our 138 year celebration.

**ADJOURNMENT** Mayor Gardner Motions for Adjournment of Meeting; **Moved** by Vice Mayor Washington; **Second** by Councilman Mack; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 9:47pm.**

**Handouts:** Agenda, Certificate pertaining to public meetings and no conflict of interest (revolving loan); updated Resolution 2025-15 and Resolution 2025-16; Founder’s Day flyer

**Respectfully Submitted by:**

\_\_\_\_\_  
**Veronica L King, Town Clerk**

**APPROVED**

\_\_\_\_\_  
**Angie Gardner, Mayor**



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL MEETING

### AUGUST 19, 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 Resolution 2025-19 Setting Forth Administrative Designations Consistent With The Requirements Of Section 177.071, Florida Statutes (2025) - (**Administration**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> ADMINISTRATION
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits:</b>  - Resolution 2025-19
<b>CONSENT AGENDA</b>	YES	
<b>COUNCIL DECISION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** Approval of Resolution 2025-19 Setting Forth Administrative Designations Consistent With The Requirements Of Section 177.071, Florida Statutes (2025)

**SUMMARY:** The Town Council of the Town of Eatonville acknowledges the requirements of the Act, its obligation to comply with the Act's requirements, and the preemption of the Town's authority to prescribe the plat approval process as currently set forth within the Town's Land Development Code. Accordingly, the Town Council of the Town of Eatonville has determined that it is necessary, via resolution, to designate an administrative authority to receive, review, and process a plat or replat submittal and an administrative official to approve, approve with conditions or deny applications for same, until such time as the Town's Land Development Code can be amended to ensure consistency and comply with the requirements of the Act; and

**RECOMMENDATION:** Approval of Resolution 2025-19 Setting Forth Administrative Designations Consistent With The Requirements Of Section 177.071, Florida Statutes (2025)

**FISCAL & EFFICIENCY DATA:** N/A

**RESOLUTION NO. 2025-19**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, PROVIDING FOR LEGISLATIVE FINDINGS; SETTING FORTH ADMINISTRATIVE DESIGNATIONS CONSISTENT WITH THE REQUIREMENTS OF SECTION 177.071, FLORIDA STATUTES (2025); PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE; AND PROVIDING FOR SUNSET.**

**WHEREAS**, s. 177.071, *Florida Statutes*, as amended by SB 784 (the “Act”), which took effect on July 1, 2025, requires that a plat or replat submitted under the Act be administratively approved if the plat or replat complies with the requirements of s. 177.091, *Florida Statutes*; and

**WHEREAS**, the Act requires the Town of Eatonville to designate, by ordinance or resolution, an administrative authority to receive, review, and process a plat or replat submittal, which designation shall include designation of an administrative official responsible for approving, approving with conditions, or denying a proposed plat or replat; and

**WHEREAS**, the Town Council of the Town of Eatonville acknowledges the requirements of the Act, its obligation to comply with the Act’s requirements, and the preemption of the Town’s authority to prescribe the plat approval process as currently set forth within the Town’s Land Development Code; and

**WHEREAS**, the Town Council of the Town of Eatonville acknowledges that it is necessary for the Town to amend its Land Development Code in order to ensure consistency with the requirements of the Act; and

**WHEREAS**, accordingly, the Town Council of the Town of Eatonville has determined that it is necessary, via resolution, to designate an administrative authority to receive, review, and process a plat or replat submittal and an administrative official to approve, approve with conditions or deny applications for same, until such time as the Town’s Land Development Code can be amended to ensure consistency and comply with the requirements of the Act; and

**WHEREAS**, the Town Council of the Town of Eatonville has determined that the administrative designations set forth herein are in the best interests of the Town and the health, safety, and welfare of its citizens.

**NOW THEREFORE, BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA, AS FOLLOWS:**

**SECTION 1. LEGISLATIVE FINDINGS.** The foregoing recitals are hereby adopted as the legislative findings of the Town Council of the Town of Eatonville, Florida.

**SECTION 2. ADMINISTRATIVE DESIGNATIONS.** Given the preemption regarding

plat processing and approval authority set forth in the Act, and notwithstanding any conflicting provision(s) set forth within the Town's Land Development Code:

- 1) the Town's Planning And Permitting Department is hereby designated as the administrative authority to receive, review, and process plat or replat submittals; and
- 2) the Town Administrator, or his or her designee, is hereby designated as the administrative official responsible for approving, approving with conditions, or denying a proposed plat or replat.

**SECTION 3. SEVERABILITY.** If any section, sentence, clause, or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then all remaining provisions and portions of this Resolution shall remain in full force and effect.

**SECTION 4. CONFLICTS.** All resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its passage.

**SECTION 6. SUNSET.** This Resolution shall remain effective until such time as it is repealed and/superseded by subsequent resolution and/or until such time as the Town amends its Land Development Code to address the requirements of the Act, at which time this Resolution and the designations set forth herein shall sunset and no longer remain in effect.

**PASSED AND ADOPTED** this 19th day of August, 2025.

**TOWN COUNCIL OF THE TOWN OF  
EATONVILLE, FLORIDA**

\_\_\_\_\_  
Angie Gardner, Mayor

**Attest:**

\_\_\_\_\_  
Veronica King, Town Clerk

**Approved as to form:**

\_\_\_\_\_  
Clifford B. Shepard, Town Attorney



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL MEETING

### AUGUST 19, 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 Extending the Completion Date of HostDime Requirements  
(Councilwoman Randolph)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> LEGISLATIVE/COUNCILWOMAN RANDOLPH
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits:</b>  - N/A
<b>CONSENT AGENDA</b>		
<b>COUNCIL DECISION</b>	YES	
<b>ADMINISTRATIVE</b>		

**REQUEST:** Request approval to extend the completion date of HostDime requirements.

**SUMMARY:** The Town Council granted an extension for the completion of the HostDime Facility sometime earlier this year. Another completion date was extended until July 31, 2025, but has not yet been completed due to excessive project delays and mishaps as explained by Mr. Vivar. At the Town Council meeting held on July 15, 2025, CAO Demetris Pressley stated that an agreed upon fine of \$250.00 per day will be assessed until the completion and satisfaction of the required final inspections are met for occupancy.

**RECOMMENDATION:** Approval of extension of completion and requirements of the inspection no later than December 31, 2025, in order to provide consideration to timely complete the project. Therefore, the Town Council is to show diligence in working with HostDime as one of the major business entities in our town to establish good business relations.

- Development Agreement Executed May 25, 2016
- Amendment No. 1 to Development Agreement Between The Town of Eatonville and Hostdime.Com, Inc was effective as of January 16, 2024.
- Amendment No. 2 To Development Agreement Between The Town of Eatonville and Hostdime.Com, Inc. effective as of February 4, 2025

**FISCAL & EFFICIENCY DATA:** N/A



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL MEETING

### AUGUST 19, 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 Resolution 2025-20 Transferring Ownership Property Owned TOE to the CRA

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b>
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>• Resolution 2025-20</li> <li>• Property Summary</li> <li>• Property Map</li> </ul>
<b>CONSENT AGENDA</b>		
<b>COUNCIL DECISION</b>	YES	
<b>ADMINISTRATIVE</b>		

**REQUEST:** The Town Council authorize the transfer of ownership of parcel located at 504 Eaton Street to the TOE CRA by quick claim deed for the purpose of developing single family housing.

**SUMMARY:** The TOE CRA has expressed the desire to develop property located at 504 Eaton Street whose parcel I.D. # is 36-21-29-2376-03-240 and legal descriptions is EATONVILLE LAWRENCE D/25 LOT 24 BLK 3. This property will be used to develop new single-family housing. The benefit to the town is as follows: vacant property will be on the tax roll; water& sewer revenue collection; reduce department maintenance cost; impact fee collection and most importantly allowing a new family to be part of the community

**RECOMMENDATION:** Approval of Resolution 2025-xx Transferring Ownership Property Owned TOE to the CRA

**FISCAL & EFFICIENCY DATA:** None

## Resolution 2025-20

**A RESOLUTION OF THE TOWN OF EATONVILLE TOWN COUNCIL AUTHORIZING THE TRANSFER OF OWNERSHIP OF PROPERTY LOCATED AT 504 EATON STREET, EATONVILLE, FLORIDA 32751 TO THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY BY QUICK CLAIM DEED AND AUTHORIZING THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY THE AUTHORITY TO DEVELOP A SINGLE FAMILY HOME ON PARCEL ID IS 36-21-29-2376-03-240 WITH THE LEGAL DESCRIPTION OF EATONVILLE LAWRENCE D/25 LOT 24 BLK 3 , PROVIDING FOR CONFLICT AND EFFECTIVE DATE**

**WHEREAS** the Town Council has adopted the Town of Eatonville CRA Plan which addresses the removal of slum and blight as identified in the Blight Study; and

**WHEREAS** the Town Council acknowledges Florida Statute 163.357 1 (b) which states the members of the governing body shall be the members of the agency, but such members constitute the head of a legal entity, separate, distinct, and independent from the governing body of the county or municipality. If the governing body declares itself to be an agency which already exists, the new agency is subject to all of the responsibilities and liabilities imposed or incurred by the existing agency.

**WHEREAS** the Town Council acknowledges Florida Statute 163.358 4 the power to approve the acquisition, demolition, removal, or disposal of property as provided in s. 163.370(4) and the power to assume the responsibility to bear loss as provided in s. 163.370(4).

**WHEREAS** the Town Council authorize the transfer of property ownership to the Eatonville Community Redevelopment Agency for the purpose of developing single family home; and

**WHEREAS** the Town Council authorizes the Town of Eatonville Community Redevelopment Agency the right to develop property located at 504 Eaton Street, Eatonville, Florida 32751, whose Parcel ID is 36-21-29-2376-03-240 and legal description is EATONVILLE LAWRENCE D/25 LOT 24 BLK 3; and

**WHEREAS** the Town Council of the Town of Eatonville supports the development of infill housing both market rate and affordable/attainable; and

**WHEREAS NOW, THEREFORE BE IT RESOLVED BY THE TOWN OF EATONVILLE TOWN COUNCIL**

**SECTION ONE: AMENDMENTS.** The Town Council of the Town of Eatonville shall reserve the right to provide for amendments to this resolution as needed to accomplish the goals and objective of the Town of Eatonville CRA Plan.

**SECTION TWO: AUTHORIZATION:** The Town Council of the Town of Eatonville authorizes the transfer of title to Town of Eatonville Community Redevelopment Agency. It includes all property located at 504 Eaton Street, Eatonville, Florida 32751 minus the lift station area which shall be parceled out from this authorization and , whose Parcel ID is 36-21-29-2376-03-240 and legal description is EATONVILLE LAWRENCE D/25 LOT 24 BLK 3. Town Council further authorizes the development of single family housing consistent with the zoning regulations.

**SECTION THREE: CONFLICTS:** All Resolutions of the Town of Eatonville Town Council or parts thereof in conflict with the provisions of this Resolution are to the extent of such conflict superseded and repealed.

**SECTION FOUR: SEVERABILITY:** If any section or 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 FIVE: EFFECTIVE DATE:** This Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** this 19th day of August 2025.

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Angie Gardner, Mayor

**ATTEST:**

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Veronica King, Town Clerk

# Property Record - 36-21-29-2376-03-240

Orange County Property Appraiser •  
http://www.ocpafl.org

## Property Summary as of 08/08/2025

### Property Name

504 Eaton St

### Names

Town Of Eatonville

### Municipality

EVL - Eatonville

### Property Use

8900 - Municipal (Other)

### Mailing Address

Po Box 2163  
Eatonville, FL 32751-2009

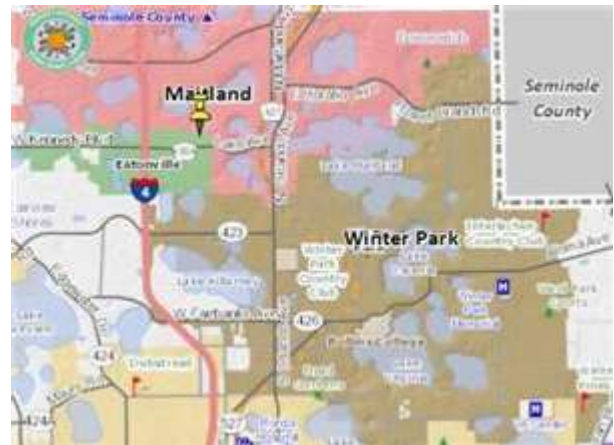
### Physical Address

504 Eaton St  
Maitland, FL 32751

OR  
OR  
Code  
Code  
For  
Mobile  
Phone











504 EATON ST, EATONVILLE, FL 32751 5/20/2021 12:35 PM







## Value and Taxes

## Historical Value and Tax Benefits

Section VII. Item #4.

Tax Year Values		Land	Building(s)	Feature(s)	Market Value	Assessed Value
2024	 	\$55,000	+ \$0	+	\$0 = \$55,000 (0%)	<b>\$261</b> (10%)
2023	 	\$55,000	+ \$0	+	\$0 = \$55,000 (198%)	<b>\$237</b> (10%)
2022	 	\$18,480	+ \$0	+	\$0 = \$18,480 (10%)	<b>\$215</b> (10%)
2021	 	\$16,800	+ \$0	+	\$0 = \$16,800	<b>\$195</b>

Tax Year Benefits		Other Exemptions	Tax Savings
2024	 	\$261	<b>\$1,031</b>
2023	 	\$237	<b>\$1,029</b>
2022	 	\$215	<b>\$347</b>
2021	 	\$195	<b>\$320</b>

## 2024 Taxable Value and Certified Taxes

Taxing Authority	Assd Value	Exemption	Tax Value	Millage Rate	Taxes	%
Public Schools: By State Law (Rle)	\$55,000	\$261	\$0	3.2160 (1.36%)	<b>\$0.00</b>	0 %
Public Schools: By Local Board	\$55,000	\$261	\$0	3.2480 (0.00%)	<b>\$0.00</b>	0 %
Orange County (General)	\$261	\$261	\$0	4.4347 (0.00%)	<b>\$0.00</b>	0 %
Town Of Eatonville	\$261	\$261	\$0	7.2938 (0.00%)	<b>\$0.00</b>	0 %
Library - Operating Budget	\$261	\$261	\$0	0.3748 (0.00%)	<b>\$0.00</b>	0 %
St Johns Water Management District	\$261	\$261	\$0	0.1793 (0.00%)	<b>\$0.00</b>	0 %
				<b>18.7466</b>	<b>\$0.00</b>	

## 2024 Non-Ad Valorem Assessments

Levying Authority	Assessment Description	Units	Rate	Assessment
There are no Non-Ad Valorem Assessments				

## Tax Savings

2025 Estimated Gross Tax Total:	\$0.00
Your property taxes without exemptions would be	\$1,082.62
Your ad-valorem property tax with exemptions is	– \$0.00
Providing You A Savings Of	= \$1,082.62

## Property Features

### Property Description

EATONVILLE LAWRENCE D/25 LOT 24 BLK 3

### Total Land Area

10,229 sqft (+/-)

0.23 acres (+/-)

GIS Calculated

Section VII. Item #4.

## Land

Land Use Code	Zoning	Land Units	Unit Price	Land Value	Class Unit Price	Class Value
8900 - Municipal (Other)	EVL-R-2	1 Units	working...	working...	working...	working...

## Buildings

## Extra Features

Description	Date Built	Units	Unit Price	XFOB Value
There are no extra features associated with this parcel				

## Sales

### Sales History

Sale Date	Sale Amount	Instrument #	Book/Page	Deed Code	Seller(s)	Buyer(s)	Vac/Imp
There are no sales for the selected parcel							

## Services for Location

### TPP Accounts At Location

Account	Market Value	Taxable Value
There are no TPP Accounts associated with this parcel.		

## Schools

### Edgewater (High School)

<b>Principal</b>	Heather Haas Kreider
<b>Office Phone</b>	407.835.4900
<b>Grades</b>	2023:

### Maitland (Middle School)

<b>Principal</b>	Aski Melik Brown
<b>Office Phone</b>	407.623.1462
<b>Grades</b>	2023:

### Hungerford (Elementary)

<b>Principal</b>	Letecia Harris
<b>Office Phone</b>	407.623.1430
<b>Grades</b>	2023:

## Utilities/Services

<b>Electric</b>	Duke Energy
<b>Water</b>	Eatonville
<b>Recycling (Friday)</b>	Orange County
<b>Trash (Thursday)</b>	Orange County
<b>Yard Waste (Friday)</b>	Orange County

**Elected Officials**

County Commissioner	Christine Moore
State Senate	Geraldine F. "Geri" Thompson
State Representative	Anna Eskamani
US Representative	Maxwell Alejandro Frost
School Board Representative	Stephanie Vanos
Orange County Property Appraiser	Amy Mercado





**WALK ON  
ITEM(S)**



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL MEETING

### AUGUST 19, 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 Resolution 2025-21 Delaying the Newly Created Position of the Planning and Development Coordinator (Clerk Office) – **WALK ON**

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> LEGISLATIVE - Councilwoman Randolph
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>Resolution 2025-21</li> <li>Job Description: Planner I</li> <li>Job Description: Planning and Development Coordinator</li> <li>Email: Three questions from Councilwoman Randolph to Mr. Pressley on August 15, 2025</li> </ul>
<b>CONSENT AGENDA</b>		
<b>COUNCIL DECISION</b>	YES	
<b>ADMINISTRATIVE</b>		

**REQUEST:** Approval by Resolution 2025-21 delaying the newly created position of the Planning and Development Coordinator until approval by Town Council of proper procedures.

**SUMMARY:** The Administration created a new position as Planning and Development Coordinator. The position was filled in the month of July 2025 under the Department Development and Planning Department. The Town Council contends that the new position was not approved by the Town Council by majority vote. Additionally, the position was not approved for funding by the Town Council. In comparison to the former position of Planner I is different from the newly created position of Planning and Development Coordinator in the areas of job description, salary, knowledge, skills, and qualifications, therefore, this position was not authorized by the Town Council by majority vote nor listed in the organizational chart of the town because its newly created not the same.

**RECOMMENDATION:** Recommend approval by Resolution 2025-21 delaying the newly created position of the Planning and Development Coordinator until approval by Town Council of proper procedures and that this unauthorized practice cease and desist immediate continuation of employment of funding the newly position of Planning and Development Coordinator until the Administration follows the proper steps for approval to the Town Council as governed by the Charter.

**FISCAL & EFFICIENCY DATA:** N/A

**RESOLUTION #2025-21**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA DELAYING THE NEWLY CREATED POSITION OF THE PLANNING AND DEVELOPMENT COORDINATOR UNTIL APPROVAL BY TOWN COUNCIL OF PROPER PROCEDURES, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS:** The Town of Eatonville desires to maintain a consistency in adhering to the established policies and procedures within the administrations of the Town of Eatonville.

**WHEREAS:** The Town Council realizes the need to follow authorized protocols when creating new positions within employment that are approved by town council and consistent with the organizational chart adopted by the town.

**WHEREAS:** The newly created position as Planning and Development Coordinator was filled in the month of July 2025 under the Development and Planning Department and was not approved by the Town Council by a majority vote.

**WHEREAS:** The Town Council wishes to cease and desist immediate continuation of employment and funding of the newly created Planning and Development Coordinator position until the administration follows the proper steps for approval from the Town Council as governed by the Charter.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, ORANGE COUNTY, FLORIDA AS FOLLOWS:**

**SECTION ONE:** Effective immediately upon the adoption of this resolution, the continuation of employment and funding of the newly created Planning and Development Coordinator position will be delayed until the proper steps for approval from the Town Council is conducted as governed by the Charter..

**SECTION TWO: CONFLICTS:** All Resolutions or parts of Resolutions in conflict with any other Resolution or any of the provisions of the Resolution is hereby repealed.

**SECTION THREE: SEVERABILITY:** If any section or portion of a section of this Resolution is found to be invalid, unlawful, or unconstitutional, it shall be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution two

**SECTION FOUR: EFFECTIVE DATE:** This Resolution will take effect immediately upon its passage and adoption.

**PASSED AND ADOPTED this 19 day of August 2025.**

**ATTEST:**

\_\_\_\_\_  
**Angie Gardner, Mayor**

\_\_\_\_\_  
**Veronica L. King, Town Clerk**



## THE TOWN OF EATONVILLE

### Job Description

**Division/Department:** Development and Planning Department

**Location:** TOWN HALL

**Job title:** PLANNER I

**Reports to:** MAYOR/ or Designee/CHIEF ADMINISTRATIVE OFFICER

**Level/Grade:** Q-18

**POSITION#** 512

**SALARY RANGE**-\$45,000-\$55,695

**Type of position:**

☒ Full-time

☐ Part-time

☐ Contractor

☐ Intern

**Hours:** 40/per week

☒ Exempt

☐ Non-exempt

#### POSITION SUMMARY:

Under the direction of the mayor and/or designee, Chief Administrative Officer (CAO), the Planner will control and direct all Planning Operations. The Planner will oversee development, land use management, site plan review, permitting and licensing, and urban planning programs for the Town. Functions involve responsibility for comprehensive planning, site plan review, development review, administration and enforcement of the Town's Land Development Code, re-development and economic development activities, and coordination of engineering functions. Performs related work as directed. Review Business Tax Receipt Applications. Review all building and permit applications submitted to the Town.

**ESSENTIAL JOB FUNCTIONS-** Assists with the development of current, long-range, development review and/or other planning activities. Ensures consistency with Chapter 163 of the Florida Statutes. Reviews and processes development applications for sufficiency and compliance with the Land Development Code. Reviews and processes site development orders and/or permit applications for compliance with the City's Comprehensive Plan and Land Development. Reviews and processes site annexations, large- and small-scale comprehensive plan amendments and zoning map amendment applications for compliance with the City's Comprehensive Plan and Department of Economic Opportunity. Prepares Staff reports for various boards and Town Council meetings. Performs all duties and responsibilities in a manner consistent with the core values of the Town, and consistent with Town and Department policies. Follows safe working practices and has a working knowledge of safety practices and procedures. Reviews all permit requests handled by the Building Services and permit coordinator. Participates in department meetings, staff meetings and other related activities. Adheres to laws, regulations, and policies of the Town and of the assigned Department. Follows instructions provided by the supervisor or their designee. Completes the identified required or assigned training timely and applies acquired knowledge and/or skills. Maintains, preserves, retains, and disposes of public records pursuant to FS Chapter 119.

**KNOWLEDGE ABILITIES AND SKILLS:** Knowledge of a relevant specialization such as transportation, land use, or affordable housing is desired; \*knowledge of the principles and practices of research and data collection. \*Knowledge of the principles and practices of planning. Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical

situations. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

**ESSENTIAL PHYSICAL REQUIREMENTS:** Use both hands and fingers with dexterity. Light lifting (30 pounds), reaching above shoulders, kneeling, bending, and squatting. Good hands/eye coordination. Good near/far vision, good hearing.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

**MINIMUM QUALIFICATIONS:** master's degree preferred in Planning or a related field study in addition to one year; extensive technical experience in urban development and planning; at least 5 years of experience with a municipal planning agency or an appropriate combination of experience, training, and knowledge may also be considered. **Must have a valid Florida Driver's License.**

**SPECIAL REQUIREMENTS:** N/A

## Planning and Development Coordinator

Section VII. Item #4.

**Department:** Planning

**Reports To:** Chief Administrative Officer

**FLSA Status:** Non-Exempt

**Salary Hourly Rate:** \$19.00 - \$31.00

**Date:** May 15, 2025

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The purpose of this position is to facilitate the smooth operation of the Town by providing numerous varied services. The position is responsible for planning and development coordination for the Town of Eatonville. The Planning and Development Coordinator will also provide support and assistance to code compliance, construction management, economic development, and the Town manager and Town Clerk's office.

### **SUPERVISION RECEIVED AND EXERCISED:**

This position receives direct supervision from the Chief Administrative Officer (CAO), or designee appoint. This position will not exercise the supervision of any employee.

### **ESSENTIAL PLANNING AND DEVELOPMENT COORDINATOR RESPONSIBILITIES:**

May include, but are not limited to, the following:

- Coordinates the development application process, including oversight of application and plan submittals, fee assessment and payment, processing plan review and comment transmittals, and issuance of permits and other approval correspondence as appropriate.
- Coordinates and attends pre-submittal and technical review meetings for development projects.
- Assists with zoning and development applicants and their representatives throughout the review process to ensure deadlines are met.
- Assist the Planner Consultant in preparing reports for the Town Council, Boards, and the public.
- Evaluates a variety of applications and proposals for administrative completeness and maintains appropriate logs of plan applications processed.
- Monitors and ensures timely processing of applications, plans, and permits; manages and coordinates the routing and tracking of plans to various departments and outside consultants for required reviews and approvals; performs follow-up phone calls to ensure timeliness of responses from Town staff, consultants, and applicants.
- Manage all new residential home building permits, new construction for commercial permits, and all other permits for the Town.
- Serves as the planning administrative liaison to the All Department, relative to the duties of planning and development.
- Provides administrative support by typing and processing correspondence, forms and reports, preparing and maintaining computerized records, ensuring records are current and accurate.
- Supports the OCFR in managing 911 addressing.

- Prepares and maintains a variety of written documents, including proofing, for and reviewing written documents.
- Enter and coordinates Edmunds, FileBank, etc.... activities.
- Assists in preparation and/or posts approved agendas and public notices for all Town-related boards and councils as directed.
- Attend planning, historic, code enforcement boards meetings and council meetings.
- Provide efficient and effective service delivery to customers; handle difficult and complex customer service situations; identify and recommend opportunities for improving service delivery methods and procedures.
- Occasional nights and weekends are required.
- Other duties as assigned.

### **Qualifications**

- High School diploma or GED required.
- Two (2) years' experience in municipal government and significant experience in plan review, and zoning administration.
- Experience in municipal community development, permitting and/or economic development preferred.
- ICC Permit Technician and/or Permit Specialist Certification preferred.
- Notary Public or ability to obtain within the first six months of employment. Proficiency in Microsoft Office, permitting databases, and document management systems.
- Strong communication, customer service, multitasking, and organizational skills.
- Possession of a valid Florida Driver's License.

### **Knowledge, Skills, and Abilities**

Modern office procedures, methods, and equipment. Basic municipal government practices and operations. Principles and practices of planning, community and land development, and zoning. Public relations and customer service practices and procedures. Records management and filing principles and practices. Computer data entry, filing, and practices of financial and statistical record keeping and reporting.



Veronica King &lt;vking@townofeatonville.org&gt;

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## Fwd: Development & Planning Position

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**Demetris Pressley** <dpressley@townofeatonville.org>

Mon, Aug 18, 2025 at 7:55 AM

To: Wanda Randolph &lt;wrandolph@townofeatonville.org&gt;, Veronica King &lt;vking@townofeatonville.org&gt;

Good morning Councilwoman,

Thank you for your email. Please allow me to provide clarification regarding your questions on the Development & Planning Coordinator role:

**1. Date of Council Approval**

There was not a *new* position created. Instead, this is a modification of the existing position description to ensure that the duties and responsibilities are clear and accurately reflect the needs of the Town. This type of adjustment is handled administratively and has been applied to most new job postings advertised to the public.

**2. Budget Line Item**

Since this is not a newly created position, no new funding allocation was required. The salary and pay range, as approved by Council, remain the same.

**3. Organizational Chart**

Because this is a modification of an existing position rather than a new position, there has been no change to the approved organizational chart that was adopted by Council.

In short, this process is an administrative clarification of the position description, not the creation of a new role.

Please let me know if any additional information would be helpful.

Best regards,

On Sat, Aug 16, 2025 at 9:19 AM Wanda Randolph <wrandolph@townofeatonville.org> wrote:

>> Good morning ,

>> This is an urgent request in writing regarding the newly created position, Development & Planning Coordinator as  
>> following:

>> 1. Date when the position was approved by majority vote of the council?

>> 2. What budget line item where the funds for this position is coming from?

>> 3. Please provide the approved organizational chart by majority vote of the council of this position.

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>> Thank you,

>> Wanda Randolph

>> Councilwoman

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D. C. Pressley, CSM

**Chief Administrative Officer**