



HISTORIC TOWN OF EATONVILLE, FLORIDA

COMMUNITY REDEVELOPMENT AGENCY

MEETING MINUTES

Thursday, January 23, 2024, at 6:30 PM

(Rescheduled date to 4th Thursday for the month of January)

Town Hall (Council Chambers) – 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 Board Agenda Page.*

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

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

****Director Randolph, Director Critton, and Director Williams arrived after the roll call****

PRESENT: (7) Chair Angie Gardner, Vice-Chair Theo Washington, Director Tarus Mack, Director Rodney Daniels, Director Donovan Williams, Director Ruthi Critton, Director Wanda Randolph

STAFF: (4) Michael Johnson, **Executive Director**, Veronica King, **Town Clerk**; Greg Jackson, **Attorney**; Police Corporal Boone, **Police Department**

INVOCATION AND PLEDGE OF ALLEGIANCE

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

PRESENTATIONS:

****Added to Agenda:** Reading of Proclamation honoring 3D Tires for 40 years of service in the Town of Eatonville)

1. December 2024 Financial Statements Presentation – Presented by Executive Directive Michael Johnson with an overview of the December financials to include all the expenditures, current balances, and transactions; starting in February, the full budget will be a decision item for the Board of Directors approval.
2. FY 2024-2025 Orange County CDBG Grant Presentation - Presented by Executive Directive Michael Johnson (grant application provided); program amount of \$450,000, have to have this project completed by August 2025, funding is for business incubator and career source (not broadband), career source will set up a virtual apparatus same as the incubator program with the ability to make a conference room, it is a virtual office providing for a business address and a workstation when they come in, there is no cost to the agency for more staffing dollars to staff the facility, revenue generating through rental costs, no cost for staffing, Executive director cannot speak to what was done to determine what went into the grant which was done prior to his hire, the funding is going to be released at the end of the month; the town was looking to use the old police station building as an incubator of this sort, so the idea of bringing an incubator here is not new to the town as a whole.
3. MAJ Architects & Design Eatonville Cultural Entertainment and Event Center – Presented by Malcolm Jones with accompanying PowerPoint, current building condition indicate no roof, most of walls are demolished with about 13-14 ft in overall height, set of stairs remain but no second floor, the canopy no longer exist, peeling of

paint, the emergency demolition discovered that none of the block walls have existing rebar, and none of the cells are currently poured; this is a historic restoration grant, there is only a handful of photos; presented a conceptual floorplan indicating a live event venue and cultural center to function in various capacities such as a cafe or dining space, a lounge that incorporates a bar, and live event space that could host live music and performances; will provide operable partitions of walls to allow for space flexibility; no more of the building can be demolished or there is no more Club Eaton, the best way to maintain what is left is to not touch it at all and work around it, presented a new construction of the building on the interior of the existing shell of what is left of Club Eaton, the new building is going to speak to and be reminiscent of the history reflecting recognizable features from the older folders reviewed; this is the second iteration of the design which allowed for the historic building to stand out more and was sufficient, there is a preliminary approval of the design and waiting for a writing and confirmation to proceed to the next step to begin 30 percent of the schematic design creating the construction documents; building capacity is approximately 15 sq.ft. per person at about 11,000 sq.ft. for the new building can be up to 900 capacity, capacity can be limited through discussions with the Fire Marshall to determine the final capacity; Request: scale drawing in relation to the surrounding areas; currently discussing parking for the space.

4. Reading of Proclamation honoring 3D Tires for 40 years of service in the Town of Eatonville as of January 21, 2025. A picture was taken with Board member Donovan Williams (a son of the original owner of 3D Tires) with the rest of the board.

CITIZEN PARTICIPATION – (1)

Joyce Irby (Provided Handouts) - This is a business issue and provides clarity through correspondence between Ms. Joyce Irby and Mr. Johnson; expressed concerns and challenges with hotel accommodations during the August 2021 Founder's day when musical group was contracted to do a concert, Johnson agreed to pay for hotel stay but hotels indicated that there were no rooms; \$953 is owed for expenses paid out; contract also says buyer agrees to provide ground transportation to and from the hotel and to the sound check and performance, hotel check in was at 3pm with no rooms available, had to pay \$139 for three rooms at the Embassy Suites because of no access to the hotel Mr. Johnson paid for.

CONSENT AGENDA: (Approved items 4 and item 6 only)

Chair Gardner motion to APPROVE Consent Agenda with amendments moving items #5 and # 7 to board decision; approving CRA Meeting Minutes for 9/19/24,10/3/24, 10/17/24, 12/18/24; approving Resolution # CRA-R-2025-02 Amending of TOE and TOECRA Interlocal Agreement; **moved** by Director Randolph; **second** by Director Critton; **AYE: ALL, MOTION PASSES. Notes:** Moved items # 5 (Resolution # CRA-R-2025-01 Authorizing the Executive Director or Designee Limited Access to the CRA Trust Account) and item #7 (approving Resolution #CRA-R-2025-03 Memorandum of Understanding with HELP CDC) to board decision.

BOARD DISCUSSION:

Discussion of Resolution CRA-R-2025-04 CRA Bylaws – (Handout of the redlined copy of bylaws indicating the accumulation of the three drafts including the current bylaws) – **Discussions:** (Director Randolph) concerns with the bylaw redlined draft, inconsistencies; recommend more time to review; (Director Critton) hoping to table to allow time for conversation through a special meeting or workshop, tonight's meeting was supposed to be a light agenda to allow for more time, the current agenda have several items for consideration; (Director Daniel) recommend that this item be workshopped; (Chair Gardner) the redlined documents was more of a strike out not a comparison of the bylaws; need a majority vote to remove someone from office so we could stop breaking the flow of the business of the community redevelopment, need something to protect when laws have been broken, recommend majority vote to hire and super majority to remove, when documented by law and by lawyers that laws have been broken, we do not want to pin ourselves to a supermajority vote in those instances when there is a reason for someone to be removed and both lawyers (town and CRA) have agreed, Executive director clarified that the redlined document is the comparison of the bylaws provided him, the

information contained in the resolution is also contained in the redlined document indicating what is the same and what is not, the bylaws are for the board on how to govern yourself, there are certain things that are statutory like special meetings and the composition of the board; (legal) a super majority votes or two thirds votes is what is it sometimes referred to are used to address certain or special circumstances for an agency or for an organization, the agency can have a supermajority vote as long as a supermajority vote does not conflict with the charter, if there is a certain or special situation that the agency needs protection against, a supermajority vote can be used for that purpose, if it is going to impede on someone's rights and/or if someone is being accused of doing something, a supermajority vote can be employed for removal, if for cause, then it does not have to be supermajority but a majority vote to remove someone where a cause have been found, if there are other positions retained by the board, then the same standard should apply to those positions as well, do not want to single out a position to prevent there being any disparate treatment of the various positions of individuals who are appointed by the board to serve, (Mr. Johnson) the CRA is governed by the Statute 163 and not the town charter, the town charter is for the government, but the government creates a plan in which the CRA agency is supposed to execute, (Legal) where the statute is silent on certain issues, then you refer to the charter; (Director Critton) in the case of insubordinate or who lacks professionalism and not carrying out the duties that are set into the bylaws for the executive director, does that really need to go to legal (Response by Chair, in the case of breaking policies that can go before legal to determine did this break policy, if ye, it comes to the board for a decision as a majority vote to remove the person) Director Critton wants to be sure that the voice of a board member will matter and not to be cut off as a director from bringing what is believed to be a cause or having that dismissed because of not having a juris doctorate; all employees fall under human resource of the town, the CRA does have its own policies and procedures since 2000 that deals with employment, corrective action, same as the town, presently the human resource is working to update both; (Vice Chair Washington) the board runs the CRA and directs the Executive Director; the need for a supermajority for the reasons stated is a fundamental flaw, it is not a flaw in the policy or procedure, but a flaw in the board, we should do this town some justice and be adults, (Chair Gardner) should use the supermajority from having to revisit these bylaws from someone who just does not like something, if there is a flaw in the bylaws five people will see it, there is language already in the resolution that speaks to the supermajority (page 42, section one in the populated package), bylaws should appeal to everyone; want to table the decision for the bylaws once we get to item #14 on the agenda; Discussions with considerations were pertaining to the advisory board, independent board, majority versus supermajority vote, termination of Executive Director, deadlines for board packages, the interlocal agreement, the calling of special meetings, appointment period for the Chair and Vice Chair.

BOARD DECISIONS: (Items 5 and 7 were moved from the consent agenda)

(Item #5 - Moved from Consent) Approval of Resolution # CRA-R-2025-01 Authorizing the Executive Director or Designee Limited Access to the CRA Trust Account - (Preamble Read) - Chair Gardner motion to APPROVE Resolution # CRA-R-2025-01 Authorizing the Executive Director or Designee Limited Access to the CRA Trust Account; moved by Director Randolph; second by Vice Chair Washington; AYE: ALL, MOTION PASSES.

(Item #7 - Moved from Consent) Approval of Resolution #CRA-R-2025-03 Memorandum of Understanding with HELP CDC - (Preamble Read) - Chair Gardner motion to APPROVE Resolution #CRA-R-2025-03 Memorandum of Understanding with HELP CDC; moved by Director Mack; second by Director Daniels; AYE: ALL, MOTION PASSES. Questions/Comments: Director Daniels expressed concerns about the language in the resolution (section one), the Executive Director should bring to the board all future MOUs and partnerships, resolution is for two things establishing the Health CDC Memorandum of Understanding and giving the Executive Director the authority to establish partnerships with other communities; it is important to clarify the intent of the language in a resolution because resolution is policy; the board by consensus would like to remove the language from section one “the future community partnership to leverage resources”; **Chair Gardner motion to RESCIND** the previous vote on the Approval of Resolution #CRA-R-2025-03 Memorandum of

Understanding with HELP CDC; **moved** by Director Critton; **second** by Director Randolph; **AYE: ALL, MOTION PASSES (Previous vote rescinded).**

Chair Gardner motion to APPROVE Resolution #CRA-R-2025-03 Memorandum of Understanding with HELP CDC **with amendment** removing out the language in section one “the future community partnership to leverage resources”; **moved** by Director Daniels; **second** by Vice Chair Washington; **AYE: ALL, MOTION PASSES.**

Approval of Resolution # CRA-R-2025-05 Architectural Vendor Services – Executive Director Michael Johnson introduced the items, the Town of Eatonville Finance Department came up with a procurement process for Architectural Vendor Services specifically for the renovations anticipated by the state, one of the requirements was to do a procurement process and make a selection, the scoring sheets indicates the highest ranking vendor as Rhodes & Brito Architects; (Preamble Read) **Chair Gardner motion to APPROVE** Resolution # CRA-R-2025-05 Architectural Vendor Services; **moved** by Director Mack; **second** by Director Daniels; **AYE:** Chair Gardner, Vice-Chair Washington, Tarus Mack, Director Williams, Director Critton, Director Randolph; **NAYE:** Director Rodney Daniels; **MOTION PASSES. Question/Comments:** Expressed concerns that Mrs. Chua may not have understood the assignment of scoring the vendors; ranking criteria, this is quantitative, will take a look and fix the questions;

Chair Gardner motion to RESCIND the previous vote on the Approval of Resolution # CRA-R-2025-05 Architectural Vendor Services; **moved** by Director Critton; **second** by Director Daniels; **Discussion:** (Chair Gardner) The recommendation is for the highest ranking, there is nothing that says we cannot go with who the board chooses, believe that MAJ Architecture should be the architect, clarity was given that this recommendation for architect is for the business this is the incubator (not Club Eaton), the board has the authority to choose whoever they want but required to follow the town's procurement process, the town did that process and made a recommendation, the board is not obligated to take that recommendation but will need to justify doing something different when the process was properly scored and ranked, the town in the procurement process needs to establish a local preference policy which gives more flexibility, it is not in the current procurement procedure. **NO ACTION TAKEN; Motion Rescinded.**

Approval of Resolution 2025-06-CRA FY2024 – 2025 Budget Amendment #2 - (Preamble Read) – Executive Director stated that items 11 and 12 are to be stripped and taken out of the resolution, the money will be placed back into the capital line. **Chair Gardner motion to APPROVE** Resolution 2025-06-CRA FY2024 – 2025 Budget Amendment #2 with amendments removing Item 11 and 12 in the resolution; **moved** by Director Washington; **second** by Director Mack; **AYE:ALL; MOTION PASSES.**

Approval of Resolution CRA 2025-07 CRA Organization Chart - (Preamble Read) **Chair Gardner motion to APPROVE** Resolution CRA 2025-07 CRA Organization Chart; **moved** by Director Mack; **second** by Director Washington; **AYE:ALL; MOTION PASSES. Question/Comments:** Clarifications: (Page 60) line pointing up to the mayor and council, is that correct (yes, the mayor and council creates the CRA Board and can change it, there are no changes without the council's approval; there is supposed to be a line pointing from the Executive Director up to the board (yes, the Executive Director reports to the board); positions will be posted inhouse.

Approval of Resolution # CRA-R-2025-08 CRA Job Descriptions for Program Coordinator – Executive Director provided a copy of the Job Description (JD)for the Fiscal Coordinator (it was not in the original board package and does not include grants on JD). (Preamble Read) **Chair Gardner motion to APPROVE** Resolution # CRA-R-2025-08 CRA Job Descriptions for Program Coordinator; **moved** by Director Critton; **second** by Vice Chair Washington; **AYE:ALL; MOTION PASSES.**

Approval of Resolution # CRA-R-2025-09 Authorizing Invitation to Negotiate (ITN) – (Preamble Read) Executive Directive provided clarity and corrections to the preamble which should read “Pool of vendors” and

“executive director” - **Chair Gardner motion to APPROVE** Resolution # CRA-R-2025-09 Authorizing Invitation to Negotiate (ITN) with amendments correcting the preamble to read ”Pool of vendors” and “executive director”; **moved** by Director Mack; **second** by Director Critton; **AYE:ALL; MOTION PASSES. Question/Comments:** What are the means to advertise and solicit contractors or vendors as well as minority contractors; once the invitation to negotiate is drafted with criteria, it will go to DemandStar (advertisement platform for the town) where responses are received based on criteria, general contractor are state mandated and required to be licensed, and any selection will come back to the board.

Approval Resolution CRA–R–2025-04 CRA Bylaws – (Preamble Read) Chair Gardner motion to TABLE Resolution CRA–R–2025-04 CRA Bylaws; **moved** by Director Critton; **second** by Vice Chair Washington; **AYE:ALL; MOTION PASSES (Item Tabled).**

Approval of Sponsorship Request in Support of the 36th Annual ZORA! Festival, Programming (PEC) – Presented by NY Nathiri (Gave to board the 2022 Zora Festival Season Official Guide)- behalf of the Association to Preserve and Lead the Developed Community. This sponsorship request directly addresses the October 25, 1997, Community Development. Plan, page 21, column 3, events, presently the Town of Eatonville celebrates the Zora Neale Hurston Festival annually, it is a four-day cultural event featuring the visual, written, and performance arts and widely attended, including nearly 7, 000 of region visitors who came to the area and spent over a million dollars in the metro Orlando area, this event can be promoted and made the cornerstone of the communities events, much like the Winter Park Festival, which has regional notoriety, this is a season long sponsorship from January to October; **Board Questions/Comments:** The CRA can only fund projects for the FY2024/2025 through September 30, sponsorship has to be CRA preference specifically for CRA; doing activities and funding activities, if it's not specifically spelled out, uh, in the plan and you can't find the language for it to fit inside of the plan, then it should not be, um, should not be done, must comply with the 2023 law change; laws state that the CRA cannot give to a non-profit; the CRA limitations are bound to the 2023 law changes, marketing is not allowed, the term marketing is no longer used, the term used in training was education, the Stogies at Sunset was not a CRA event and should not have happened; a CRA hosted event must be under the CRA and informs the public about the district and activities happening in the district; if one of the Zora events can be CRA driven informing others about the town's CRA, the great things that are happening, it would fit within the parameters, have to do away with the term sponsor, can assist by getting some of the CRA vendors to be sponsors; Mr. Johnson request that the board allow him to work with Mrs. Nathiri in getting sponsors, like TD Bank, could probably get a lot more than what is being asked, cannot do anything perceived to be marketing but can educate, can buy a booth and disseminate CRA information, funding is yearlong, too short of notice for January, we can work to help leverage relationships; Director Critton request for an copy of the 2023 update statue. **Chair Gardner motion to TABLE** Sponsorship Request in Support of the 36th Annual ZORA! Festival, Programming (PEC); **moved** by Director Mack; **second** by Director Randolph; **AYE:ALL; MOTION PASSES (Item Tabled).**

STAFF/BOARD REPORTS:

Town Clerk (Veronica King) -- No Report

Attorney (Greg Jackson) – No Report

Executive Director (Michael Johnson) – Will coordinate the special session

Director Tarus Mack – No Report

Director Rodney Daniels – No Report

Director Donovan Williams – Excited about Club Eaton (Eatonville Performing Arts and Cultural Center), give attention and take care of what is in the front and in the back of it

Director Ruthi Critton – excited about the Eatonville Performing Arts and Cultural Center and the CDBG Incubator; Happy New Year

Chair Wanda Randolph – No Report; Happy New Year

Vice Chair Theo Washington – Congratulations to 3D Tires; need to be good stewards and welcome businesses.
Chair Gardner – MAJ has been doing a great job with the club; would ask that Rhodes & Brito Architects bring in and partner with MAJ Architecture

ADJOURNMENT Chair Wanda Randolph Motions for Adjournment of Meeting (**Moved** by Director Mack; **Second** by Director Critton; **AYE: ALL; MOTION PASSES. Meeting Adjourned at 8:55 P.M.**

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Chair