



HISTORIC TOWN OF EATONVILLE, FLORIDA

COMMUNITY REDEVELOPMENT AGENCY

MEETING MINUTES

Thursday, June 15, 2023 at 6:30 PM

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

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

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

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

PRESENT: (5) Chair Angie Gardner, Vice-Chair Rodney Daniels, Director Ruthie Critton, Director Wanda Randolph, Director Marlin Daniels (**Not In Attendance:** Director Leviticus Henderson, Director Theo Washington)

STAFF: (6) Nicole Bonds, **CRA Executive Director**, Veronica King, **Town Clerk**, Greg Jackson, **Attorney**, Robert Jones, **EPD Officer**, Demetrius Pressley, **Interim Chief Administrative Officer**, Katrina Gibson, **Finance Director**

INVOCATION AND PLEDGE OF ALLEGIANCE

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

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

NY Nithiri – (Funding for Zora) – Chair Gardner invited NY Nithiri to the podium and indicated that the board could not vote on the matter of approving funds for Zora; it was not noticed on the agenda. A special meeting can be established given there is a quorum; Attorney Jackson will research and provide legal opinion on the appropriateness of the CRA giving monies towards a festival (FS.163.370 was referenced by Councilwoman Randolph as not being permitted). Upon a favorable legal opinion and compilation of information requested by the board, a special meeting proposed for June 20th at 5:30pmp will be determined if quorum requirements are met. Information being requested is the last five years of funding from the Town and CRA towards PEC/Zora Festival to include a detailing of the expenditures, what the funds will be used for; Clerk will forward email NY Nithiri to the Board. A budget adjustment will be needed to accommodate the request.

Louissteen Cummings – (Funds for Zora) Concerns about coming to the board at the late as the last minute to request funds.

APPROVAL CONSENT AGENDA – Chair Gardner Motions to approve Consent Agenda for approval of TOECRA Meeting Minutes for 5-18-2023; Moved by Director M. Daniels; Second by Ruthie Critton; **AYE: ALL, MOTION PASSES.**

BOARD DISCUSSION

Discussion of Monthly Financial Report – Financial report is current as of Tuesday, June 12th. Ms. Bonds yielded to Mrs. Gibson answering questions about the budget, specific to the TIFF and associated rebate, FICA Taxes,

Contractual Services, and Rental Leases. Ms. Bonds and Mrs. Gibson will get together to reformat the report so that it is better to read and interpret. The board is calling for a more accurate budget report.

Discussion of Bylaws of the TOECRA (Administration) – Attorney Jackson facilitated the review and discussion of the revised drafted Bylaws. Attorney Jackson will update the draft with the requested changes and send a copy to Ms. Bonds and Mrs. King for further board review. Will come back to the board during the next scheduled meeting in July. The following reflects changes requested of the board:

- **ARTICLE 2: GENERAL**
 - 2.3 – Add/adjust language to reflect appointment by the Town
 - 2.3 – Add the appropriate language that indicates that each board member shall hold office until his or her successor has been appointed and must meet all qualifications
- **ARTICLE 3: OFFICERS AND EMPLOYEES**
 - 3.3 – Add definition that clarifies what is meant by “disability.”
 - 3.4.1 – Add language that speaks to the Executive Director having the responsibility of setting the meeting agenda.
 - 3.4.2 – Increase purchase order over \$500 to \$2000.
 - 3.7.2 – Remove Special Counsel
- **ARTICLE 4: MEETINGS:**
 - 4.4.2 – Change from two (2) Board members to three (3) Board members
 - 4.4.2 – Add the 72 hours required notice period.
 - 4.3 – Add language indicating that meeting must be identified as an Emergency Meeting.
 - 4.4 – Change to reflect waiver of notice for non-voting matters
 - 4.6 – Remove “ and eligible”
- **ARTICLE 5: CONTRACTS**
 - 5.1 – add appropriate language with examples of types of instruments i.e., MOU, Agreements, etc.
 - 5.2 – Remove and combine language with section 6.8
 - 5.3 – Add the appropriate language indicating procedures must be consistent with the town policies and procedures
- **ARTICLE 6: FISCAL MATTERS**
 - 6.8 – Update to reflect language from section 5.2
 - 6.8 – Add example of market value
- **ARTICLE 7: COMMITTEES**
 - 7.1 – Review the corresponding section in the 2017 bylaws’ on criteria breakdown for possible inclusion
- **ARTICLE 8: AMENDMENTS**
 - 8.1 – Add appropriate language indicating that the Bylaws will be subject to annual review.

STAFF REPORTS

Nicole Bonds - Executive Director – Auditor has been given all information on the contract payout to Mr. Johnson for further research and possible findings, tomorrow a seven-day eviction will be served on the Dixon property, human resources has been asked to post the position for Executive Director, the MIT 128 Infrastructure required policy and procedure updates (to be presented at the Town Council meeting for approval), the CRA office will move to town hall next week (AC is not working, notice will be placed on Facebook, both the town and CRA website, and water bill).

Attorney Greg Jackson – Will do further research into CRA Funds being used for festivals and street parties; read an opinion from an Attorney General (Bill McCollum) on this matter for the downtown Sanford area.

BOARD REPORTS

1. **Director Ruthie Critton** – Requesting status of the procedures for EPD having authorization to execute a trespass on residential property; was told by a member of the EPD department that there is a blanket authority policy.
2. **Director M. Daniels** – The CRA is heading in a positive way; the only concern is to make sure the financial report is up to date.
3. **Director Wanda Randolph** – Need accuracy of information, requesting an update on the 2015 CRA Plan and the Comprehensive plan 2018-2038; are they active (the CRA 2015 plan was never approved by Orange County resulting in a default to the 1997 plan.- needs to be updated). Observed the CRA website, Mainstreet is represented on the website and live to receiving donation; Mainstreet needs to be dismantled. Request a review of the site updates; Coleman's Pizza and membership dues are items to be removed (Councilwoman will call Ms. Bonds to further discuss). Reminded everyone of the Juneteenth events and activities starting tomorrow night (Friday, Saturday, and Monday).
4. **Vice Mayor R. Daniels** – Would like to know if the CRA funds are permissible to assist Zora; the town not helping the Zora Festival is inaccurate. Statements indicating that the town has not given back need to stop. The town has helped and partnered in various ways including In kind donations; only allowed for \$1 for permitting and vending, road closures, etc. How much revenue and resources has been brought to the town?
5. **Chair Angie Gardner** – No Report

ADJOURNMENT Chair Gardner Motions for Adjournment of Meeting (Moved by Director M. Daniels; Second by Director Critton; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 8:32 P.M.**

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Chair