



HISTORIC TOWN OF EATONVILLE, FLORIDA
SPECIAL CRA MEETING
MARCH 31, 2025, AT 6:30 PM
Cover Sheet

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

ITEM TITLE: Approval of Resolution CRA-R- 2026-07 Approving the BOD Meeting Minutes (**Administration**)

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	Department: ADMINISTRATION
CONSENT AGENDA	YES	Exhibits: <ul style="list-style-type: none"> • RESOLUTION CRA-R-2026-07
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Approval of Resolution CRA-R-2026-07

SUMMARY: The Board of Directors will need to approve all meeting minutes of the TOE CRA.

RECOMMENDATION: The TOECRA Administration recommends approval of Resolution CRA-R-2026-07

FISCAL & EFFICIENCY DATA: No fiscal impact.

RESOLUTION CRA-R-2026-07

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) APPROVING THE BOARD OF DIRECTORS JANUARY 2026 MEETING MINUTES AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS the members of the governing body and two (2) additional members from the taxing authorities serve as Directors of the Agency; and

WHEREAS, such members constitute the head of a legal entity, separate, distinct, and independent from the governing board of the County and Municipality; and

WHEREAS the TOECRA Board of Directors is the fiduciary to the CRA Trust Account and seeking to manage the CRA Trust in an efficient manner and document meetings of the Board of Directors through minutes and recordings; and

WHEREAS the TOECRA Board of Directors will review and approve all Board of Directors meeting minutes: and

Whereas NOW, THEREFORE BE IT RESOLVED BY THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY OF EATONVILLE, FLORIDA.

SECTION ONE: AMENDMENTS. The TOECRA Board of Directors will review and approve all meeting minutes of the agency.

SECTION TWO: CONFLICTS: All Resolutions of the Town of Eatonville Community Redevelopment Agency or parts thereof in conflict with the provisions of this Resolution are to the extent of such conflict superseded and repealed.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 not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION FOUR: EFFECTIVE DATE: This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 31st day of MARCH 2026.

Chair or Board Designee

ATTEST:

Veronica King, Town Clerk



Town of Eatonville



HISTORIC TOWN OF EATONVILLE, FLORIDA COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES

Thursday, January 15, 2026, at 6:30 PM

Town Hall (Council Chambers) – 307 E. Kennedy Blvd

AMENDED

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 ShaK Jones – CRA Staff.

PRESENT: (6) Chair Angie Gardner, Vice-Chair Theo Washington, Director LaDwyana Jordan, Director Tarus Mack, Director Wanda Randolph, Director Ruthi Critton

STAFF: (5) Michael Johnson, **Executive Director**, Veronica King, **Town Clerk**; Greg Jackson, **Attorney**; Police Officer Jones, **Police Department**, Chenea Henson, **CRA Staff**

INVOCATION AND PLEDGE OF ALLEGIANCE

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

PRESENTATIONS:

- 1) Standard Operating Procedures (SOP) for the CRA – Executive Director Mike Johnson presented Proposed Standard Operating Procedures (SOP) for the CRA.

Key Points:

- Purpose of SOP is to formalize consistent oversight, monitoring, coordination, and advisory functions for all redevelopment activities in the CRA district.
- The SOP is grounded in Florida Statutes Chapter 163 (and related public records/Sunshine law chapters) and aligned with the CRA Plan and Town comprehensive plan.
- Johnson emphasized:
 - The CRA Board is the agency; staff (including the Executive Director) serve the board.
 - The SOP does not grant CRA enforcement, zoning, permitting, or development approval authority and does not replace Town Council powers.
 - Johnson clarified roles within the SOP, including the CRA Board as the policy and oversight body, the Executive Director as the primary point of contact responsible for coordination and reporting, legal counsel for compliance review, and staff/consultants for documentation and support.

- Focus on transparency, audit-ready documentation, public records and Sunshine Law compliance, and continuity when staff/board members change.
- Roles are clarified for:
 - Board/Agency: policy guidance and oversight.
 - Executive Director: primary point of contact, monitoring, coordination, and reporting.
 - Legal Counsel: legal and risk review.
 - Staff/Consultants: recordkeeping, documentation, and support.
- Board members discussed implementation, consistency, and legal compliance. Questions were raised regarding the CRA’s authority and how it compares to other municipalities, as well as its relationship to advisory boards. Attorney Greg Jackson confirmed the CRA’s authority to establish oversight procedures and emphasized maintain flexibility to amend the SOP while remaining compliant with state law.
- SOP is a flexible, amendable governance document, not a rigid control tool.
 - Intended to operationalize existing statutory duties, not expand CRA authority, and that its application is district wide. Board members stressed the importance of clear documentation, transparency, and consistent communication.

Outcome:

- Informational only; no vote taken.
- Johnson noted implementation would not move forward until Town Council acts on a related resolution and the CRA Board is formally directed to adopt the SOP.

CITIZEN PARTICIPATION – (1)

Michelle Fort - Raised concerns regarding the **Standard Operating Procedures (SOP)** for the CRA, including questions about the CRA bylaws, approval procedures for website responses, and the need for clear documentation and communication regarding CRA decisions.

CONSENT AGENDA: (Approved items 1, 2 & 3) Item (4) was removed from the Consent Agenda and moved to Board Decision for separate discussion and action.

Chair Gardner motion to APPROVE Consent Agenda Items 1, 2, and 3 (Resolutions CRA-R-2026-1-December 2025 Financials, CRA-R-2026-2-Board of Directors Meeting Minutes, CRA-R-2026-3 CRA-R-2026-3-Banking RFP).

MOVED BY: Director Ruthie Critton

SECOND: Director Tarus Mack

AYE: All

MOTION PASSES

BOARD DISCUSSION:

School Board and FDOT Property (Item 5)

Subject: Historical and current treatment of a FDOT retention pond and adjacent property, and its relationship to current and past development agreements.

Key Points:

- Past FDOT Negotiations (Dixon):

- Vice-Mayor Theo Washington reported that former CAO Roger Dixon negotiated with FDOT to move a retention pond farther back along Wymore Road, preserving front property for development.
- He believes documents or agreements reflecting this are in Town records and indicated willingness to help locate them.
- Link to Current Development Contract:
 - Mayor Gardner stated that the last development contract for the area likely addressed the same parcel and may have given the developer the opportunity to purchase the FDOT-related piece if they purchased the main property.
 - She emphasized the need to confirm this in writing.
- Annexation / Enclave Concern:
 - Executive Director Johnson explained that part of the area is inside town limits and part is outside, creating or risking an enclave.
 - He recommended that, regardless of ownership, the parcel should ultimately be annexed into the Town of Eatonville to ensure contiguous boundaries.
- Follow-Up Responsibility:
 - Director LaDwyana Jordan asked who would follow up on:
 - Clarifying any prior Dixon–FDOT arrangement, and
 - How the parcel is treated in the current development contract.
 - Mayor Gardner stated that she would direct the CAO to:
 - Review FDOT-related documents and the applicable development contract(s), and
 - Report findings back to the CRA Board via email or in a future report.
- Outcome:
 - No formal motion taken.
 - Informal direction:
 - Staff/CAO to locate FDOT/Dixon records, review the current development contract, and consider annexation options once the parcel’s status is clarified.

BOARD DECISIONS: (Items 4 was moved from the consent agenda)

(Item #4 - Moved from Consent) Approval of Resolution # CRA-R-2026-4 Consulting Service Agreement – Matthew Lawrence - (Preamble Read) - **Chair Gardner motion to APPROVE** Resolution # CRA-R-2026-4 with the understanding that the attorney will revise the wording to state the CRA “desires to join” the development consultant services agreement rather than has already entered into it.

MOVED BY: Director Wanda Randolph

SECOND: Director Ruthie Critton

AYE: Majority (Vice-Chair Theo Washington, Director LaDwyana Jordan, Director Tarus Mack, Director Wanda Randolph, Director Ruthi Critton) | **NAYE:** Chair Gardner

MOTION PASSES

STAFF/BOARD REPORTS:

CRA Staff (ShaK Jones) -- No Report

Attorney (Greg Jackson) – Subject: Lease-Purchase / 426 E. Kennedy Blvd. (“Club Eaton”). Reported on negotiations related to the property acquisition at 426 East Kennedy Boulevard and legal considerations associated with the lease purchase agreement.

- Key Points
 - Board has previously authorized an offer of \$500,000 for 426 E. Kennedy Blvd. with a 9-month closing.
 - Owner initially wanted at least \$1 million, but more recent discussions indicate willingness to accept the \$500,000 price if the closing were shortened to a standard commercial timeframe (~90 days).
 - Owner has indicated that, absent agreement, the property could be listed publicly.
- Constraints and Funding Timeline:
 - Executive Director Johnson highlighted:
 - A June 30 deadline tied to construction/funding;
 - A pending grant for the “Club Eaton” project, with funding unlikely to be available until July, making a 90-day closing problematic.
- Board Direction:
 - Director Mack suggested asking the owner if he would accept a later closing date (e.g., sometime in July or by end of July) to align with anticipated funding.
 - Discussion of providing a good-faith earnest money deposit (held by the CRA’s escrow agent) to show commitment if an extension is granted.
- Outcome:
 - Board authorized Attorney Jackson to:
 - Continue negotiations with the owner of 426 E. Kennedy Blvd.,
 - Explore a later closing timeline (around July), and
 - Discuss potential earnest money terms, with any final amended agreement to return to the board for approval.
- Attorney Greg Jackson proposed that the board authorize him to amend the existing lease purchase agreement.

MOTION: To authorize the CRA Attorney to amend the Lease Purchase Agreement for the purchases of the property located at 426 East Kennedy Boulevard and any associated properties at \$500,000, including terms related to the earnest money deposit up to \$50,000 and closing timeline.

MOVED BY: Director Tarus Mack

SECOND: Director, Ruth Critton

AYE: All

MOTION PASSES

Executive Director (Michael Johnson) – Provided updates on the federal grant correction, housing program coordination with regional funding partners, and ongoing redevelopment initiatives.

- **Highlights:**
 - 307 – Eatonville Works Project Grant:
 - Grant agreement for the project is being finalized; a delay caused by an expired/incorrect UEI under the Town has been resolved.
 - Final agreement will be brought back to the CRA Board for ratification.
 - Housing Programs / HELP CDC / Rebuild Together
 - Prior process issues with HELP CDC have been addressed with a new regional structure.
 - 18 applicants are expected to receive housing assistance; names/details to be provided at a subsequent meeting.

- Planning another housing outreach event with Orange County, Rebuild Together, and other partners, now under direct CRA Coordination.
- First House Permitting
 - Permit and documentation for the first house were previously submitted and reviewed but cannot currently be found in the system.
 - Staff are working to locate or reconstruct those records to move the project forward.
- Seacoast Bank – Eatonville CRA Biz Boost
 - Seacoast Bank has contributed \$10,000 to the Biz Boost small business support program and is open to further assistance while allowing the CRA to manage program design.
- 140 – Senior Health and Wellness Recreation Center
 - Johnson, the CAO, and health foundation representative Nick Abrams met to advance plans for [140] as a state-of-the-art senior center/multi-use facility focused on health and wellness for our seniors and broad community use.

Director Tarus Mack – Expressed support for establishing clear SOPs and oversight processes, particularly given the scale of redevelopment projects (e.g., Dr. Phillips). Supported moving forward with development consulting support and with negotiations on the 426 E. Kennedy Blvd. property (including exploring earnest money and timing adjustments). Expressed appreciation for the board’s collaboration and acknowledged the vision and leadership of the Executive Director in advancing CRA initiatives. And that the entire Town of Eatonville is the CRA.

Director LaDwyana Jordan – No Report.

Chair Wanda Randolph – Inquired about Property 41 Lincoln Street – Septic System Issue

- Executive Director Michael Johnson discussed a potential issue involving the property at 41 Lincoln Street and the need to verify documentation and permitting status prior to board action.
- Director Tarus Mack recommended scheduling a special emergency meeting once documentation is confirmed.
- Johnson agreed to gather the necessary information and present it to the board for further action.

Director Ruthi Critton –

Community Program Updates

- Director Ruthie Critton requested updates regarding Rebuilding Together and Club Eaton.
- Executive Director Johnson provided updates on both initiatives and discussed their potential community impact.
- Board members expressed support and enthusiasm for the continued progress of the projects.

Director Donovan Williams – Not present. No report.

Vice Chair Theo Washington –

- Confirmed financial considerations related to the lease purchase agreement and emphasized the importance of securing site control for redevelopment.
- Provided historical context on FDOT discussions, including prior negotiations to move a retention pond to preserve development frontage.
- Urged locating existing records of those discussions/agreements.

Chair Gardner – No report. Saving story to Tuesday.

ADJOURNMENT Chair Gardner Motions for Adjournment of Meeting (**Moved** by Director Mack; **Second** by Director Critton; **AYE: ALL; MOTION PASSES. Meeting Adjourned at 8:12 P.M.**

Respectfully Submitted by:

APPROVED

ShaK Jones, CRA Staff

Chair or Board Designee

ATTEST By:

Veronica King, Town Clerk