



COMMUNITY REDEVELOPMENT AGENCY
MINUTES
FEBRUARY 18, 2020
5:30 P.M.

MEMBERS PRESENT: Director Sconions, Chairman Washington, Vice Chairman Daniels, Director Mack and, Director Gardner. **ABSENT: Director Cole, and Director Hopkins.**

Also, in attendance: Michael Johnson, **Consultant**, Cathlene Williams, **Town Clerk, Attorney Jaimon Perry**; Joseph Jenkins, **Deputy**, and Jasmyne Reese, **Community Coordinator.**

Chairman Washington called the CRA Meeting to order at 5:36 PM, followed by silent Prayer and the Pledge of Allegiance. Chairman Washington introduced Attorney Perry to the Board.

- I. CALL TO ORDER AND VERIFICATION OF QUORUM**
- II. INVOCATION & PLEDGE OF ALLEGIANCE**
- III. PRESENTATION AND AWARDS**
- IV. PUBLIC COMMENTS-NONE**
 - A. Review of December 2019 Financial Report**
 - B. Review of January 2020 Financial Report**

Chairman Washington asked about the payment to Orange County. Mr. Johnson replied that when the TIF is due, the payment is \$576,962.06, a portion of this goes back to Orange County and a portion goes back to the Town. Director Sconions asked Mr. Johnson how much comes back to the Town? Mr. Johnson replied this year it was \$350,000; out of this \$350,000 the County received \$119,000 and \$194,000 went back to the TIF.

- V. ADMINISTRATIVE/BOARD OF DIRECTORS DECISION**
 - A. Award and Appointment of Legal Services RFP (Jaimon H. Perry/Perry Law Group).** Mr. Johnson stated that in January an RFQ was sent out after we

hired Mr. Perry on an interim basis; Mr. Perry was the only applicant that responded to the legal services, since he is serving in the interim capacity, I thought it would be good to award him the contract to serve as legal Counsel. Mr. Perry introduced himself to the CRA Board of Directors, was raised here locally, I live in Longwood; I have been an Attorney since 200, started with a large law firm, started my firm in 2006 with my sister, we are a multi full service firm.

VI. CONSENT AGENDA

A. Approval of TOECRA B.O.D. January 21, 2020 Minutes. Motion by Director Sconions, the motion was seconded by Director Mack; **AYE: ALL, MOTION PASSES.**

VII. OLD BUSINESS ACTION ITEMS

A. Approval of Resolution #2020-7 Approval of CPH Proposals/501 Monroe Avenue. Mr. Johnson stated this item was tabled from the last meeting, needed to get an appraisal on this property, this will address Director Sconions concerns with regards to agenda item B. Motion by Director Mack, the motion was seconded by Director Sconions; Director Sconions asked did we receive a survey? Mr. Johnson replied it's all included, not to exceed \$7,500 which includes the survey. **PREAMBLE READY BY TOWN CLERK.** A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY UNDER CONTINUING SERVICE OF THE TOWN OF EATONVILLE AUTHORIZING THE APPROVAL OF CPH DUE DILIGENCE REPORT DEVELOPMENT FOR THE 501 MONROE AVENUE PROPERTY; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE. **AYE:** Director Sconions, Chairman Washington, Director Mack, and Director Gardner; **NAYE:** Vice Chairman Daniels; **MOTION PASSES.**

B. Approval of Resolution #2020-8 Authorization of the solicitation of Appraisal on 501 Monroe Avenue. PREAMBLE READ BY TOWN CLERK. A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) AUTHORIZING AND APPROVING THE EXECUTIVE DIRECTOR TO OBTAIN AN APPRAISAL ON PROPERTY LOCATED AT 501 MONROE AVENUE, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE. Motion by Director Sconions, the motion was seconded by Director Mack; **AYE:** Director Sconions, Chairman Washington, Director Mack, and Director Gardner; **NAYE:** Vice Chairman Daniels; **MOTION PASSES.**

C. Approval of Resolution #2020-9 Adopting the Town of Eatonville Procurement Policy. PREAMBLE READ BY TOWN CLERK. A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) ADOPTING THE TOWN OF EATONVILLE PROCUREMENT POLICY; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE. **Mr. Johnson** stated that as of October 1, all CRA's are required to adopt Cities Procurement Policies, this Resolution is being presented to sanction that adoption, based upon what the Florida Statutes requirements are. Motion by Director Mack, the motion was seconded by Director Sconions, **AYE: ALL, MOTION PASSES.**

D. Approval of Resolution #2020-10 Adopting the amended Board of Directors by Laws. PREAMBLE READ BY TOWN CLERK. A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) FORMERLY ADOPTING THE FOLLOWING BYLAWS AND PROVIDE FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE. Vice Chairman stated that in the future as previously stated by board member Sconions when amendments and changes are being made, that the board be provided with the original to show the original text, and what is being recommended. Regarding the Bylaws, is it going to be a requirement that the budget is passed by December 21st?, section 2.7. We had the same problem before, when someone said it was okay to go beyond that, is this correct, if not someone correct me. Mr. Johnson replied 2.7 regarding the budget, that statutorily we are required to have the proposed budget posted on the website by October 1st , the final adoption of the Budget, because you don't know what your numbers will be until Finance Department gives you that report from Orange County, which normally comes in around the 15th, this way we can make a final adoption like we just did. Vice Chairman Daniels asked Mr. Johnson did legal review these Bylaws, and were they okay with them? Attorney Perry stated that he had not seen the Bylaws/policy procedures, need to get with Mr. Johnson on this, so I am not able to answer any questions regarding the Bylaws. Vice Chairman stated to the board, since legal has not fully vetted this, I think we are putting the cart before the horse if de adopt these and legal has not seen them, I have a lot of questions written out, we can table this or go on with it and wait for our legal Counsel Attorney Perry to ensure we are following the Statutes. Vice Chairman Daniels asked

for an explanation on 2.9 supervision of accounts, by the CRA Director. Mr. Johnson replied no one else can authorize anything outside of the Agency other than myself, with the Boards permission. Vice Chairman Daniels asked for an explanation of 1.6; does that eliminate the Board of Directors from the CRA, because when you keep reading, with no appointment required by the taxing authority as stated in the Interlocal Agreement? Mr. Johnson replied, as long as the Town Council serves as the Board the County gets to appoint someone to sit on the board which means the County is the taxing authority, the Town appoints someone therefore that's how you are comprised today. If anytime the Town Council is not the board, the County's authority to appoint someone goes away per the Statute.

Motion by Director Sconions, the motion was seconded by Director Mack; **AYE:** Director Sconions, Chairman Washington, Director Mack, and Director Gardner; **NAYE:** Vice Chairman Daniels; **MOTION PASSES.**

VIII. NEW BUSINESS ACTION ITEMS

A. Approval of Resolution 2020-11 CPH continuing service proposal to provide Planning Services per the terms of the Interlocal Agreement between the TOECRA and TOE. **PREAMBLE READ BY TOWN CLERK.** A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) AUTHORIZING THE ADMINISTRATION TO NEGOTIATE WITH CPH AS A CONTINUING SERVICE ALL PLANNING RESPONSIBILITIES AS REQUIRED BY THE INTERLOCAL AGREEMENT WITH THE TOWN OF EATONVILLE NOT TO EXCEED AMOUNT BUDGETED BY THE TOWN COUNCIL FOR SUCH SERVICE, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE. No questions from the Board members. **Motion by Director Mack, the motion was seconded by Director Sconions; AYE: ALL, MOTION PASSES.**

B. Approval of Resolution #2020-12 approving and authorizing the execution of Employment Agreement with Executive Director. **PREAMBLE READ BY TOWN CLERK.** A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) AUTHORIZING THE APPROVAL OF EMPLOYMENT CONTRACT AND DESIGNATION OF MICHAEL JOHNSON AS FULL-TIME EXECUTIVE DIRECTOR; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE. Director Gardner asked Attorney Perry are there any hiring procedures, and are there any conflicts going from this contract to regular employment status? Vice Chairman Daniels asked was this

position advertised? Yes, as answered by Ms. Williams, we only received one (1) resume'. Attorney Perry replied that as long as the board agrees to it there is no issue. Motion by Director Sconions, the motion was seconded by Director Mack; **AYE:** Director Sconions, Chairman Washington, Director Mack, and Director Gardner; **NAYE:** Vice Chairman Daniels; **MOTION PASSES.**

C. Approval of Resolution #2020-13 creating Job Descriptions for Main Street Coordinator, Fiscal Coordinator, Program Manager and Administrative Assistant. Mr. Johnson, as you know the Town has been designated as a Florida Main Street, and part of that agreement was; the Town of Eatonville and CRA Board agreeing to create this position to working with the businesses to develop our main street program; this is a job description that myself and Ms. Reese reviewed, we are recommending that Main Street Coordinator position be adopted by the board. The second position is the Program Manager, a part-time contractual position; this position was in the budget before I came along, there was no job description. We are asking that the job description for the Project Manager be adopted. The third job description is the Administrative Assistant; this is a new position, part-time to help administratively in the office. The last job description is the fiscal coordinator position, as the board talked about operating independently, we need a fiscal coordinator, just to handle all fiscal management issues. Asking the board to adopt this Resolution approving these positions. **PREAMBLE READ BY TOWN CLERK.** A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) ADOPTING JOB DESCRIPTIONS FOR EMPLOYMENT POSITIONS WITHIN THE TOECRA, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE. Motion by Director Sconions, the motion was seconded by Director Mack; Chairman Washington, with the Mainstreet Program, this is a very unique program; this project is not political, it brings people to your community; this is not politically driven, its not a CRA or Town program, it manages itself, it is funded by the CRA and the Town. **AYE:** Director Sconions, Chairman Washington, Director Mack, and Director Gardner; **NAYE:** Chairman Daniels; **MOTION PASSES.**

D. Approval of Resolution #2020-14 Approving FY 2020 Budget Amendments. A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) ADOPTING THE AMENDED 2020 FISCAL YEAR OPERATING BUDGET; PROVIDING FOR CONFLICTS, SEVERABILITY, AND

AN EFFECTIVE DATE. Mr. Johnson: in the blue section of the Budget is the recommended amended Budget to fund all the new positions; our total revenue is \$1,367,950,00 as the total expenditures; budget being presented is balanced. **PREAMBLE READ BY TOWN CLERK.** Motion by Director Sconions, the motion was seconded by Director Mack, **AYE:** Director Sconions, Chairman Washington, Director Mack, and Director Gardner; **NAYE:** Vice Chairman Daniels; **MOTION PASSES.**

E. Approval of Resolution #2020-15 Adopting the procurement procedures of the Town of Eatonville. Mr. Johnson: this is the piggyback policy that we needed to address per the Comptrollers report; this is their recommendation. **PREAMBLE READ BY TOWN CLERK.** A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) ADOPTING THE TOWN OF EATONVILLE PROCUREMENT PROCEDURES AND AUTHORIZES THE AGENCY TO PIGGYBACK WITH ORANGE COUNTY AND NEIGHBORING MUNICIPALITIES ON PROCUREMENT, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE. Motion by Director Mack, the motion was seconded by Director Sconions; **AYE: ALL, MOTION PASSES.**

F. Approval of Resolution #2020-16 Authorizing and approving the Florida Main Street Letter of Agreement. A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) AUTHORIZING PARTICIPATING IN THE FLORIDA MAIN STREET PROGRAM AND AUTHORIZATION TO EXECUTE DIRECTOR AND CHAIRMAN TO EXECUTE LETTER OF AGREEMENT WITH FLORIDA MAIN STREET, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE. **PREAMBLE READ BY TOWN CLERK.** Mr. Johnson; this Resolution not only includes the Mainstreet Agreement that was sent to us from Tallahassee from the Secretary of State; basically what it does is also includes the list of responsibilities are for the MainStreet designation, also this Resolution solidifies our commitment, we never got a chance to vote on the last Main Street Resolution with the allocations, this incorporates everything with the \$30,000, this is a three (3) year commitment. Motion by Director Sconions, the motion was seconded by Director Mack; **AYE: ALL, MOTION PASSES.**

G. Approval of Resolution #2020-17 Designating the TOECRA Advisory Board Members as the initial Eatonville Main Street Board of Directors.

PREAMBLE READ BY TOWN CLERK. A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) WISHES TO APPOINT THE INITIAL BOARD OF DIRECTORS FOR THE FLORIDA MAIN STREET PROGRAM AND SET THE CRITERIA FOR FUTURE MEMBERS, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE. **Mr. Johnson:** Since the Advisory Board other than board members just to get the initial board in place Motion by Director Sconions, the motion was seconded by Director Mack; **AYE: ALL, MOTION PASSES.**

H. AUDIT SERVICES BY LUIS HARRIS, (2019). ADDED DURING MEETING.

Mr. Johnson, as we submitted the RFP to Florida Redevelopment Association, it was also posted on demand star, we received no replies for auditing services, so I contact Mr. Harris since he is familiar with the Town and CRA, and asked him to consider auditing our 2019 financials, and asking the board to approve this, since the audit is due at the end of March. Motion by Director Sconions, the motion was seconded by Director Mack; AYE: **ALL, MOTION PASSES.**

IX. BOARD OF DIRECTORS REPORT

DIRECTOR GARDNER- NO REPORT

DIRECTOR MACK- thank all those in attendance tonight and being engaged in the community, tonight's meeting was pretty good. Commissioner Regina Hill speaking on affordable housing on 2/27/2020 at 7PM at the Denton Johnson Center, encouraging all residents to attend this meeting. Welcome aboard Attorney Perry looking forward to working with you. The CRA is a very important entity within the Town, if we have funds that are available, we need to take access to them.

VICE CHAIRMAN DANIELS- For the record, legal didn't have time to review the Bylaws.

CHAIRMAN WASHINGTON- thank everyone for attending the meeting tonight, keep Town united as we go forward in the future.

DIRECTOR SCONIONS- NO REPORT

- X. ADMINISTRATIVE REPORT- Mr. Johnson- N/A**
- XI. MOTION FOR ADJOURNMENT- 6:45 PM**

RESPECTFULLY SUBMITTED BY

Cathlene Williams, Town Clerk