

TOWN COUNCIL
COMMUNITY DEVELOPMENT BOARD MEETING
MINUTES
July 19, 2022

PRESENT: Chair Angie Gardner, Vice Chair Rodney Daniels, Director Wanda Randolph, Director Marlin Daniels, Director Leviticus Henderson, Director Ruthie Critton, Chair Theo Washington (arriving approximately 6:25pm). **STAFF:** Attorney Greg Jackson, **CRA Attorney**, Cathlene Williams, **Interim CAO**, Veronica King, **Town Clerk**, Katrina Gibson, **Finance**.

I. CALL TO ORDER & VERIFICATION OF QUORUM

Chair Gardner called to order the CRA meeting for 5:32 pm and confirmed a quorum.

II. INVOCATION & PLEDGE OF ALLEGIANCE

Chair Gardner led the Prayer of Invocation, followed by the Pledge of Allegiance.

III. CONSENT AGENDA – (All minutes are actual transcripts from a third party)

Chair Gardner motion for approval of consent agenda.

Comments: Chair Gardner stated that the minutes were not edited to ensure promptness and integrity of the minutes; per the advice from Attorney Jackson. Attorney Jackson clarified his suggestion was not for the Chair to do the minutes but to how quickly the minutes were being disseminated to the board. For the Chair to identify the names in the minutes would be appropriate. Moving forward minutes will need to be timely prepared and submitted for review. Director M. Daniels, have a concern that names are not provided and the minutes are inadequate. Vice Chair R. Daniels is not pleased with the minutes and there should be names. This is why it is important for the Town Clerk to do the minutes. Director Randolph are we being charged for the minutes In response, Chair Gardner stated that the minutes were from recorded meeting and sent to a third party to transcribe; this is why you do not see names. There was a charge. Director Randolph recommends accepting the minutes with future corrections; acknowledge receipt and note that there are deficiencies. Vice Chair R. Daniels asked about the court reporter that was used a previous meeting. Chair Gardner will check to see if/when a court reporter was used for the CRA meeting(s). Cathy Williams confirmed that she was present at the May 17 meeting; no action was taken because the CRA Board did not approve the agenda. There was dialogue that too place. Director M. Daniels restated the previous recommendation to acknowledge receipt of minutes; if there are question, we can amend at another time. Attorney confirmed yes for changes at a later date.

Chair Gardner motion for acknowledgement of receipt of the April May June, and July meeting transcripts subject to any corrections deemed appropriate by the board for statutory purposes; moved by Director M. Daniels, seconded by Vice Chair R. Daniels; AYE: ALL, MOTION PASSES.

VI. ADMINISTRATIVE/BOARD OF DIRECTORS DECISION

1. Chair Gardner motion for approval of Resolution CRA-R-2022-15 Interlocal Agreement by and between the Town of Eatonville Community Redevelopment Agency and the Town of Eatonville.

Discussion: Director M. Daniels, there has not been an interlocal agreement since the board switched from independent to the current. I ask that we put these services back in place; the town will invoice the CRA on the twentieth (20) of every month for reimbursement of the services. Chair Gardner, the financial services would be a strain on the town's administration; ask that we get a designated person (under the town) that would manage the financial and the grants. Director Randolph, we do not want to get into an issue of misusing funds. There must be accountability in accounting. Director M. Daniels, who will oversee the financials for the CRA? I would be in strong objection to the current person. In June, there was 14 transactions by check and 13 of the checks were incorrect. Chair Gardner, the position would be

advertised and CRA would incur that cost. Director M. Daniels, who would determine who is hired? Chair Gardner responded that this would be an administrative function; application and credentials can be provided, if desired. Director Randolph, with oversight of \$1 million dollars, maybe it would be better to have an independent agency to administer the funds, manage bookkeeping, and accounting with reports according to financial practices. Chair Gardner, the fees will be hefty and would benefit the town instead of giving it to a third party. Also consider, that the current fiscal coordinator may not want the position. Director M. Daniels, I think administration can handle 18 transactions specific to reconciliation and bill payment. As far as bringing in a dedicated individual, this should be for grant writing. Chair Gardner, the financial will increase once monies are received and managing the CRA financials would be too much of a load to the administration; we are in the midst of an audit and budget. Director Randolph may need consider the position as partial or part-time; hire as needed as a flex position that can also assist Finance when needed. Vice Chair Daniels, has finance been asked about their capacity to handle the extra transactions; had retiree who has assisted (Cathy Williams stated that the retiree will no longer be available but she can ask) Critton asked if the grant writing portion require any prerequisite; Chair Gardner responded yes with experience following the grant writing process and that we pass the audit.

Chair Gardner motion for approval of Resolution CRA-R-2022-15 Interlocal Agreement by and between the Town of Eatonville Community Redevelopment Agency and the Town of Eatonville with stated changes changing sixty to thirty (30) days in Section One of agreement adding a clause for administrative grant writing. The motion was moved by Director Wanda Randolph; seconded by Director Marlin Daniels; AYE: ALL, MOTION PASSES.

Comments: Attorney Jackson will make the changes to the agreement. Chair Gardner stated that the vote was the interlocal agreement and for termination; time will be needed for transition; the signature cards will be given to the Clerk tomorrow. Katrina Gibson, keep in mind we are in the midst of an audit for 2021 and the current fiscal coordinator will need to continue providing information and answer questions for auditor; deadline is in September. Chair Gardner, as of Friday the auditor has everything requested from CRA; pending clearance that the audit is done or there may be clarifications needed.

BOARD OF DIRECTORS REPORTS:

Chair Angie Gardner discussed the **African American Cultural and Historical Grant Award**; This is the \$1 million grant and copies are provided and goes along with the Chitlin circuit. Director M. Daniels, was other non-profits and entities in the town afforded this opportunity?; Director Randolph, is the CRA board notified of grants; what is being writing by this agency?; Chair Gardner responded stating it was matter of sitting down with the Executive Director; Director Randolph, as trustee of the town, we are held accountable and should know what grants are being written.; Vice Chair R. Daniels, yes we must know so grants are not duplicated applications. Chair Gardner referenced a letter written by Mayor Cole in November 2021 supporting the grant; someone on the town side knew about the grant. Vice Chair R. Daniels, that letter came after the fact of learning about the grant and after it was submitted. Director M. Daniels, everyone can benefit when there is a collective approach to the grant; instead of giving \$1 million to one entity; need to move forward with equality and equity. Director Henderson, when the transition took place, there should have been a courtesy from the Executive Director to update this board on all projects and grants. **The Tax Incremental Funding Status:** Katrina Gibson, both checks have been prepared for the 2022 Tiff; 2021 has already been done; a report out the amount was provided.

Director Wanda Randolph requested for copies of the Tax Incremental Funding report Katrina read out. What is the update on the special investigation for the TOECRA financials and audits; Attorney Jackson responded that he has requested minutes and would like to recommend further review and to report back to the board with recommendations before opening up an investigation. Concerning the \$71, 000, Attorney Jackson would like to

sit down with Chair Gardner to better understand; it may have very well been a misunderstanding. Director Randolph, because the CRA has not been functional and operational; the \$5.9 million has a due date for an item on the grant; Chair Gardner stated that Mr. English is involved with this portion of the grant. Director Marlin Daniels, I need clarity on the Tommy Dox situation and how it is being handled; Director Randolph provided update that they goal is to give Mr. Dix his property. The town is on the deed and unsure what mean s financially for the town to take care of this matter; there is a pending tax certificate of \$1800 that increases as time goes by. . There are two citizens in Eatonville who are willing to assist the town; willing to pay the town for what has been spent on the house.

Vice Chair Rodney Daniels: I am asking for the amount fees for writing the grant that Executive Directive did; What company/person is monitoring the cameras. Also asking for an investigation in the Dix situation; something was not done right; inappropriately for him to sign over his property.

Director Marlin Daniels: We need to move forward with CRA transparency, Cathy Williams and Veronica King have been doing a good job getting information, but some things are still lingering. Cathy Williams was informed by the Fiscal Coordinator for the CRA that she is now part-time; but she is getting paid the same amount of money. I have asked for time sheets, bank statements, and should not have to ask for the financial stability of the CRA. Financial reports should be given to the board monthly. June batch of checks had only one check for \$125 that was correct.

Ruthie Critton – NO REPORT

Leviticus Henderson – NO REPORT

Theo Washington – NO REPORT

Chair Angie Gardner: Financial Coordinator report card from the auditor is clean; when she says she is doing the work, I believe her.

ADJOURNMENT: Motion by Chair Gardner to adjourn, the motion was moved by Director Marlin Daniels; seconded by Director Theo Washington; **MEETING ADJOURNED** at: 6:42 PM.

Respectfully Submitted by:



Veronica L King, Town Clerk

APPROVED



Angie Gardner, CRA Chair