HISTORIC TOWN OF EATONVILLE, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY
SPECIAL MEETING MINUTES

Wednesday, October 22, 2025, at 5:30 PM

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 – Vice Chair Washington called the meeting to order at 5:38 p.m.

ROLL CALL – Quorum was established through roll call by Ms. Jones.

PRESENT: **(5)** Director Donovan Williams, Director Ruthi Critton (Arrived after roll call), Director Tarus Mack, Director Wanda Randolph, Director Rodney Daniels, Vice Chair Theo Washington (**Absent:** Director Rodney Daniels, Chair Angie Gardner)

STAFF: **(4)** Greg Jackson, **Attorney;** Michael Johnson, **CRA Executive Director;** Shakeila Jones, **CRA;** Chenea Henson, **CRA**

INVOCATION AND PLEDGE OF ALLEGIANCE

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

CITIZEN PARTICIPATION: None.

Vice Chair Washington **MOTIONS** to **ADD** Resolution CRA-R-2025-44 to Board Decisions; **Comments/Questions:** Director Randolph asks if board members already received the resolution. Executive Director Michael Johnson states that Orange County requires it. Director Randolph states that she would like more time to look over the information. Executive Director Michael Johnson – They are (Orange County) are in the process of going before staff to include it on the county agenda, and they brought it to my attention today. I asked Attorney Jackson to review it and make sure it aligns with the statutes. He has recommended some changes. It will also be on the next Town Council meeting agenda. Attorney Jackson – This is in conjunction with the Florida Community Loan funds, so it relates to the documents on the agenda for tonight. (**Vice Chair calls for question): moved** by Director Mack, **second by** Director Williams. **AYE: ALL, MOTION PASSES.**

BOARD DECISIONS:

Approval of CRA-R-2025-40 September 2025 Financials – Executive Director Johnson – As you all know, we bring forth the monthly financials since it is the end of the year. I wanted to ensure the Board knew where the CRA was financially. The bank balance as of today is $934,820.51. Director Randolph – Which report is the September 2025 financial statement? Executive Director Johnson reviews the packet and states that there is a missing document that should have been included. The CRA does have the bank statement from September and will print out the document for the Board to review. **Vice Chair Washington states that the Board will move forward with the agenda and return to the Approval of CRA-R-2025-40 after reviewing September financials.**

Approval of Resolution CRA-2025-41 Appropriate remaining TIF to FY 2025-2026 Projects and Programs – Executive Director Johnson – This has to be done annually before you start spending in the next fiscal year. You are supposed to transfer all of the remaining TIF funds and designate them to projects and programs. The total balance is $1,025,955.06, and that number includes the $243,000 that is left in the grant. All of the grant funds are in one trust account. Director Randolph – Regarding the TIF and the CRA, those funds come from the county. Is part of the $934,820.51 being applied back to the same category for TIF and Orange County? Executive Director Johnson – The total amount, including the grant funds, is $1,015,955.06. We do not have one bank account, which is the trust fund, so we have to transfer all of the money and reassign it to projects and programs. When we get to the budget amendment, you will see how we break that down. Director Randolph asks if there are any funds left from the TIF and Orange County? If so, what are the separate amounts? Executive Director Johnson – The grant funds are $994,553.92. Director Randolph clarifies that she is asking to see individual amounts. Director Randolph – On this form, you have current TIF and CRA. I am asking what portion of those two which was not spent in those two categories, is transferred over as part of the $994,553.92. When you get the money for this year for the town and from the county, will you be able to add those two in the same category? Executive Director Johnson – This will all go into one account. Director Randolph – I understand but the issue is the line item (carryover) for these two. To me, it looks like the current amount and year-to-date from TIF says $218,000; and for the CRA taxes from the county, it is $132,000. Are those amounts carried over to the new year at the same number? Attorney Jackson recommends that the resolution be read, a motion be put on the floor followed by a vote then go into questions.

Vice Chair Washington **MOTIONS** to **APPROVE** Resolution CRA-R-2025-41; **Comments/Questions:** Executive Director Johnson (to Director Randolph) – If you look at the TIF on the town and the town's TIF, as well as the percentage amount of expenditure, which is why it is at 100, because those funds have been expended for those amounts. What is projected in the budget is the incoming TIF in December which comes from the interlocal agreement between the two which is $350,500 total. Director Randolph requests that Mr. Johnson clarifies where he is reading from. Director Randolph – The amount has already been spent? Executive Director Johnson – The amount has already been expended. That is the amount which has already been spent for this fiscal year. Director Randolph asks if Mr. Johnson has correspondence from the state regarding the historic grant program? Executive Director Johnson – I have been in communication with the state, but I have not closed the program out. I have just signed the extension through December. Director Randolph – Do we still have to carry the $750,000 (historic grant program)? Executive Director Johnson – You are only counting the budget money you have received. We have not received $750,000. Director Randolph clarifies she is referring to the deficit column. Executive Director Johnson states that for the purpose of reporting, they do have to carry the amount over. Director Critton – If the grant is suspended or we close it out, would this be reflected differently? Executive Director Johnson confirms that it will be after it is closed out. **Vice Chair Washington calls for question and the Preamble is read; moved** by Director Mack, **second** by Director Randolph. **AYE: ALL, MOTION PASSES.**

Approval of Resolution CRA-2025-42 FY 2024-2025 End of Year Budget Adjustments – Preamble read. Vice Chair Washington **MOTIONS** to **APPROVE** Resolution CRA-R-2025-42; **moved** by Director Critton, **second** by Director Mack. **Comments/Questions:** Director Randolph – On this particular budget for 2025-2026, I am concerned that this report is difficult to understand. It is different from the format we usually use. Executive Director Johnson – This is the typical budget format. It is probably in a smaller font. Director Randolph states that previous reports have been legible with columns and headings at the top. Executive Director Johnson – The information including the line items and budget accounts, are all the same. The numbers included reflect those expenditures. There are explanations that show why those numbers changed or had to be adjusted. There is no resolution that shows how the funds will carry over. You have to carry over the full amount and it has to be reflected in the budget. In the 2024-2025 budget, the full amount was not reflected. I can provide an alternative copy that is more legible. We have to do the budget adjustments and get them ready for the auditors, and they

are already getting started. Director Randolph – We can pass the proposed budget, but it has to be subject to changes. Executive Director Johnson – This is not the proposed budget. This is only amending the 2024-2025 budget. The proposed budget has already been adopted and posted on the website. Director Critton – This is the format that I am familiar with. It has all the information regarding account number, titling at the top. If we are going to change the format, that is something we should discuss as a Board. Director Randolph states that she does not want content changed but rather wants the document to be legible. Executive Director Johnson states that he will provide a different copy tomorrow in a bigger font. **Vice Chair Washington calls for question; AYE:** Director Mack, Director Critton, Director Williams, Vice Chair Washington; **NAY:** Director Randolph. **MOTION PASSES 4/1.**

The Board resumes discussion on Approval of CRA-R-2025-40 September 2025 Financials – Preamble read. Vice Chair Washington **MOTIONS** to **APPROVE** Resolution CRA-R-2025-40; **moved** by Director Mack, **second** by Director Critton. **Comments/Questions:** Executive Director Johnson states that they updated the September financial statement. (Board members were handed copies). Director Randolph – On the last page, it states that we have a negative–what was the cause? Executive Director Johnson explains that there is a general fund expenditure and restricted fund, which is salaries and grants. Even though you break it out in line items, the budget is administrative in how the agency needs to function. Some of the line items are going to be negative and positive, and may fluctuate in different ways, as long as the amount of money in the general expenditure does not exceed what you have in the general fund. The last column (percentages) is just updating you on those line items and what point they have been extended. Director Randolph – Until we get the CRA taxes from the town and TIF from the town, it will not be included in this, correct? Executive Director Johnson – No. September is our last month of fiscal operation. Director Randolph asks for clarification on the September payout for insurance ($43,000). Executive Director Johnson confirms that it is the correct amount as of October 1, 2025. It is broken down in two ways: worker's compensation and general liability insurance. If we do not have any litigation between now and the end of the 2026 fiscal year, our premium number should drop, but they have based it upon a 5-year window. **Vice Chair Washington calls for question; AYE: ALL, MOTION PASSES 5/0.**

Approval of Resolution CRA-R-2025-43 Approval of Florida Community Loan Fund Loan – Preamble read. Executive Director Johnson – The Board did approve Resolution 2025-36 which authorized private property in urban areas. The document that you have before you is for the loan closing. Attorney Jackson will be completing the document with the proper language. Vice Chair Washington **MOTIONS** to **APPROVE** Resolution CRA-R-2025-43; **moved** by Director Mack, **second** by Director Critton. **Comments/Questions:** Director Randolph asks Attorney Jackson about missing information on the document including names and dates. Attorney Jackson answers that it would be the chair's name on the document and the CRA Executive Director. The date is determined by the state. Executive Director Johnson – The redevelopment plan has already been adopted by the town. Whatever the statutory provisions are, the town is already obligated to follow this through 2045. We are currently negotiating with Orange County on the final interlocal agreement, which will come back to the Board and Town Council. The county is trying to get everything resolved and ready to go so they can get it before the Board of County Commissioners early next year. **Vice Chair Washington calls for question; AYE: ALL, MOTION PASSES 5/0.**

Approval of Resolution CRA-R-2025-44 Charitable Contributions to Non-Profit Organizations – Preamble read. Executive Director Johnson – This is an item Orange County brought to my attention today. We thought the town had a charitable contribution policy, but they were not been able to locate it, and this is one of the documents that we need to get approved to send to the county on the behalf of the CRA. It does not have to come from the town. Vice Chair Washington **MOTIONS** to **APPROVE** Resolution CRA-R-2025-44; **moved** by Director Mack, **second** by Vice Chair Washington. **Comments/Questions:** Attorney Jackson – The county has asked for a charitable contribution policy, but according to Florida statute, Community Redevelopment Agencies cannot

make charitable contributions. However, they can invest in projects along with non-profit organizations, so I have recommended some changes to this resolution, which I did discuss with Mr. Johnson. Attorney Jackson explains language he included in the first paragraph which clarifies that the CRA can make investments. In addition, the attorney made changes to the purpose statement so that it is possessive (TOECRA). Executive Director Johnson asks that the Board approve the Resolution with the recommendations from the Attorney. Director Randolph asks for clarification on what was removed from the statement of purpose. Attorney Jackson rereads the edited resolution. Director Critton asks how the resolution will impact policy? Executive Director Johnson – If it is not in the CRA's plan, we cannot make the investment. For example, if we do not provide a service that is tied to something that we developed, we can invest in an organization like the regional planning consultants we hired who are non-profit. Attorney Jackson – Board Member Randolph would like me to note that on the second page "submission requirements" paragraph D, where it notes donations–I am striking "donations" out. Also, paragraph E of that section, I am striking out "donations" and replacing the language with "funding." As well as paragraph F and paragraph G. Director Randolph – It says that the goods or services cannot exceed over $250? Are we going to make this for a calendar year or fiscal year? Executive Director Johnson – Yes but understand that it has to be tied back to the activity of the plan and we have to request that from them. They do not offer that to us. Anything over $250 has to be approved by the Board, anything under is approved administratively. Director Randolph asks how many times can they come back? Executive Director Johnson states that it is administrative discretion. Director Randolph – Will there be any specific use for them wanting the funds? Executive Director Johnson – They have to explain, for example, why they want $250 or $2,500. Anything over $25,000 has to go through a procurement process. There is no opportunity for anyone to take advantage of the policy because we control it. It has to be tied to the CRA's plan. Director Critton asks if donations do not always have to be monetary? Executive Director Johnson confirms that it is for services. Vice Chair Washington **MOTIONS** to **APPROVE** Resolution CRA-R-2025-44 with AMENDMENTS; **moved** by Director Mack, **second** by Director Williams. **AYE: ALL, MOTION PASSES 5/0.**

BOARD REPORTS:

Director Critton – I had a good time at the FRA conference and learned a lot. I like these training opportunities because, in addition to the information you learn, you meet so many people in different spaces and places. Thank you, Executive Director Johnson, for making accommodations available and to the FRA for providing a high level of education. Thank you to the board members who came as well.

Director Randolph – The FRA conference was very inspiring. Thank you for allowing us to go. It gives you a better understanding of Community Redevelopment Agencies. We should work on recognizing ourselves for the CRA's work. [To Mr. Johnson] Mrs. Evans called today about the house, so where are we on that project? Executive Director Johnson – I am trying to find a match. We put up $5,000, which is a small amount when considering all the work that needs to be done on the house. I have to find more opportunities and resources to assist the project. The Evans house could be addressed by Orange County through their rehab program. Director Randolph – In regard to the master plan, was the CRA Board asked to be part of the master plan meetings? Executive Director Johnson – I typically find out about the master plan meetings the day of. No one communicated anything. I am very outspoken, so I can understand why I was not there, because there is a lot of stuff in there that I would never support. Director Randolph – In last night's Town Council meeting we discussed how some departments were not included in either the presentation or allowing their recommendations. Executive Director Johnson – There is more inclusive and more communication going on between the partners. You will see more of that happening. Director Randolph – I know that we are not directly involved with the Hungerford property, but I believe that the CRA should make our views about the property known. The CRA should also be part of the development. Executive Director Johnson – The Town Council has created their own committee of professionals to look at all the documents. I have talked to one of our consultants and he is reviewing everything to recommend to us what direction the CRA should go in. There cannot be any

redevelopment in the Town of Eatonville without the CRA Board. Director Critton – I wanted to add to Director Randolph's comments to acknowledge that Mr. Johnson has graduated from the Academy. Also, in regard to the FRA conference, there is a resource called Redevelopment Works that is available online. I want to encourage us, as Board Members, that we contribute to the continuing efforts of redevelopment in Florida.

STAFF REPORTS:

Executive Director Michael Johnson – We have been locked out of the grant process even though the funds belong to the CRA. We will be sending out a memorandum. Attorney Jackson – Mr. Johnson and I speak at least 4 to 10 times a week, and I will say that a lot of what he is referring to about the CRA and the involvement with redevelopment in the town has been neglected. I do concur with what he is saying in regard to the grant process. Thank you to Mr. Johnson and the other Board Members for keeping me involved so that I can properly advise this agency. Executive Director Michael Johnson – Also, November 12, 2025, is the scheduled groundbreaking for the renovation project for the Senior Center. We will be sending out the marketing information to everyone. Attorney Jackson and I decided that going through the RFP process to find a general contractor–their numbers were ridiculous. We have decided to try to hire a construction project manager and it is being advertised currently. This works better because we have better control of finances. Vice Chair Washington – I agree with Mr. Johnson that the CRA has to be in control of the grant process. Director Mack [To Attorney Jackson] – Is it legal that grant funding was set aside for the CRA then moved over to the town side? Attorney Jackson – I am not going to say that it is illegal. I do not know the procedure in which they did it. However, it should not have been transferred from the CRA. One reason is that the grants were provided and awarded because they were under the CRA, so they should not have been transferred. Director Randolph – Was it transferred by resolution? Executive Director Michael Johnson – No, it was done administratively under the interlocal agreement and at the time there was no Executive Director in place. However, once there was an Executive Director, everything should have come back to the CRA. Attorney Jackson – Even in the absence of an Executive Director, the CRA grant should not have been moved.

ADJOURNMENT Vice Chair Washington **MOTIONS** for Adjournment of Meeting (**MOVED** by Director Critton; **SECOND** by Director Mack; **AYE: ALL, MOTION PASSES.**) **Meeting Adjourned at 6:45 P.M.**

HANDOUTS: Agenda; Amended Resolution 2025-43; Statement of Revenue and Expenditures; Budget Amendment

Respectfully Submitted by:

Signed by:
Veronica King
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Veronica L King, Town Clerk

TOWN OF EATONVILLE INCORPORATED AUG.18 1886 ORANGE COUNTY, FLORIDA

APPROVED

Signed by:
Angie Gardner
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Angie Gardner, Chair