



UMATILLA COMMUNITY REDEVELOPMENT BOARD (CRA) MEETING

November 18, 2025, at 6:00 PM

Council Chambers, 1 S. Central Avenue, Umatilla, Florida 32784

AGENDA

Please silence your electronic devices

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES REVIEW

1. Approval of Meeting Minutes
- October 21, 2025, Community Redevelopment Advisory Board (CRA) Minutes

PRESENTATIONS

PUBLIC COMMENT

At this point in the meeting, the Umatilla CRA Board will hear questions, comments and concerns from the public. Please write your name and address on the paper provided on the podium. Matters which may be coming before the Board at a later date should not be discussed until such time as they come before the Board in a public hearing. Comments, questions, and concerns from the public regarding items listed on this agenda shall be received at the time the CRA Board addresses such items during this meeting. Public comments are generally limited to three minutes.

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

ACTION ITEMS / DISCUSSION ITEMS

2. Resolution No. 2025-36, Authorizing City Manager to Execute Deed and Closing Documents for Purchase and Sale of 59 N. Trowell Avenue

ADJOURNMENT

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352)669-3125. F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The City of Umatilla is an equal opportunity provider and employer.



UMATILLA COMMITTEE REDEVELOPMENT BOARD (CRA) MEETING

October 21, 2025 at 6:00 PM

Council Chambers, 1 S. Central Avenue, Umatilla, Florida 32784

MINUTES

CALL TO ORDER

Having been duly advertised as required by law, Chair Creech called the Community Redevelopment Agency (CRA) Meeting to order at 6:00 pm.

ROLL CALL

MEMBERS PRESENT

Christopher Creech, Chair
Katherine Adams, Vice Chair
Bear Crockett, Board Member
Zack Durbin, Board Member
Fred Fetterolf, Board Member

NOT PRESENT

Vaughan Nilson, Public Works Director

ALSO PRESENT

Aaron Mercer, City Manager
Adam Bolton, Assistant City Manager
Jeniffer Cotch, City Attorney
Jessica Burnham, City Clerk
Regina Frazier, Finance Director
David Seeley, Chief of Police
Amy Stultz, Library Director
Misti Lambert, Programs and Compliance Manager

AGENDA REVIEW

MOTION BY VICE CHAIR ADAMS TO APPROVE THE AGENDA; SECONDED BY BOARD MEMBER CROCKETT. MOTION PASSED BY A UNANIMOUS VOICE VOTE.

MINUTES REVIEW

PRESENTATIONS

PUBLIC COMMENT

Chair Creech opened public comment

No one spoke

Chair Creech closed public comment

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

ACTION ITEMS / DISCUSSION ITEMS

1. Proposed Property Purchase at 55 Guerrant St. and Adjacent Lots – Presentation by Logan Wilson

Logan Wilson presented a proposal to the Council to purchase three parcels for potential public parking.

Discussion followed regarding the condition of the existing building and potential uses for it.

The Council expressed interest in acquiring the vacant parcels for parking.

Staff was directed to work on an agreement to purchase the two vacant parcels and obtain appraisals for those properties.

The appraisals will be brought back for review at an upcoming CRA meeting.

ADJOURNMENT

With no further business for discussion, the meeting adjourned at approximately 6:21 p.m.

Jessica Burnham, CMC, FCRM
City Clerk

Christopher R Creech, Chair



CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE:

MEETING DATE: November 18, 2025

SUBJECT: Resolution No. 2025-36, Authorizing City Manager to Execute Deed and Closing Documents for Purchase and Sale of 59 N. Trowell Avenue

BACKGROUND SUMMARY:

At the September 2, 2025, City Council meeting, staff presented a proposal for the City to purchase the paved parking area along Cassady Street, located across from the City's skate park, from the First Baptist Church of Umatilla for \$100,000. The City Council provided direction for staff to move forward with preparing the necessary contract documents and funding arrangements.

Since that meeting, staff has confirmed that the property acquisition is consistent with the adopted CRA Redevelopment Plan and is eligible for funding from the CRA Trust Fund. The property is located within the boundaries of the CRA district and supports ongoing redevelopment and downtown improvement efforts. A Vacant Land Contract has been negotiated and finalized between the City and the First Baptist Church of Umatilla, establishing a purchase price of \$100,000, with closing anticipated on or after November 19, 2025. The contract specifies that the City shall pay all reasonable and customary closing costs.

The attached Resolution authorizes the City Manager to execute the Contract and all related closing documents on behalf of both the City of Umatilla and the Umatilla Community Redevelopment Agency.

RECOMMENDATIONS:

Staff Recommends approval of Resolution No. 2025-36, Authorizing City Manager to Execute Deed and Closing Documents for Purchase and Sale of 59 N. Trowell Avenue

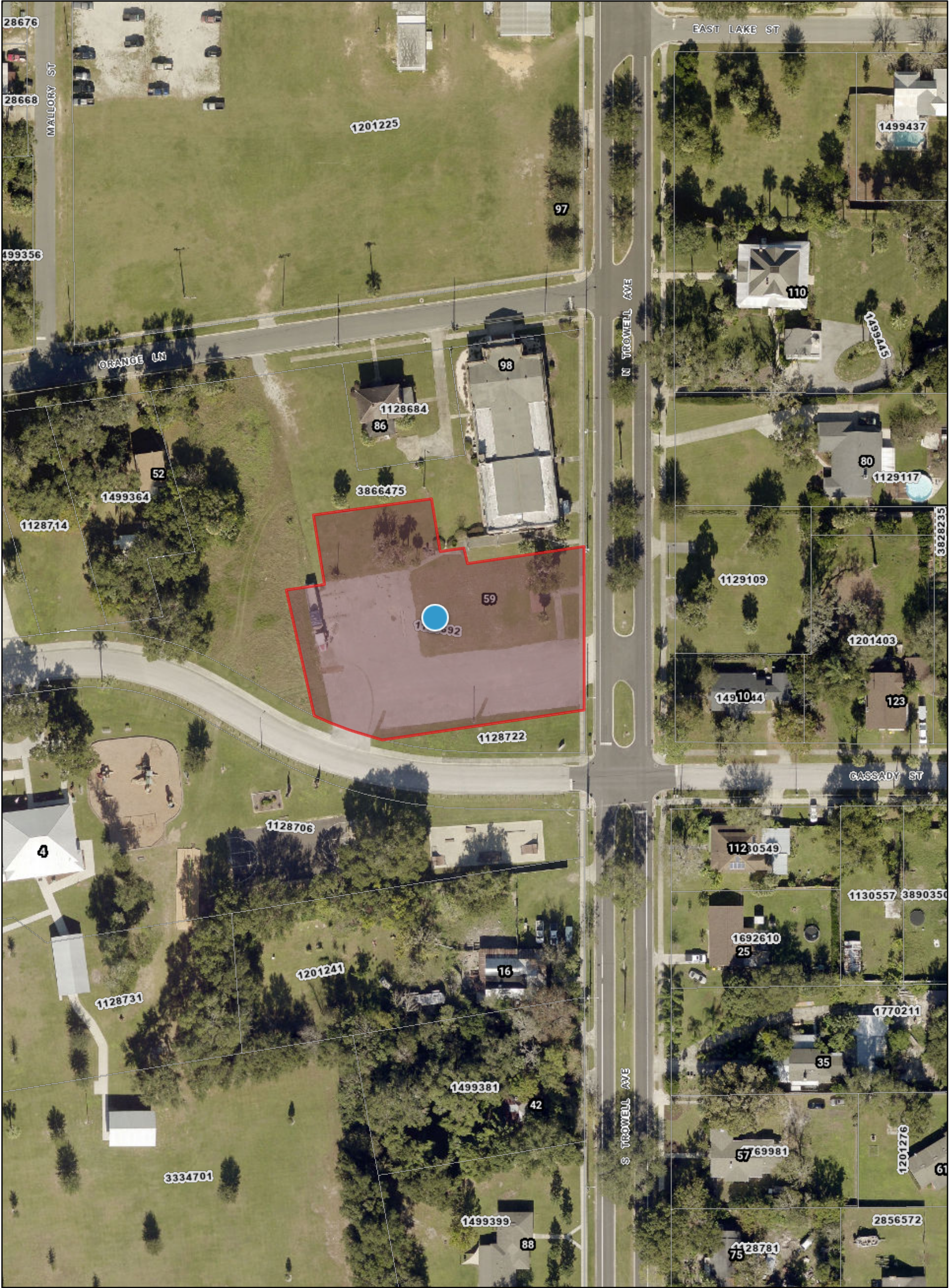
FISCAL IMPACTS:

The total purchase price is \$100,000, to be paid from budgeted CRA Trust Fund account. Additional minor closing costs (title, recording, and legal fees) are also to be paid from CRA funds.

ATTACHMENTS:

1. UBC Property Cassady - Trowell Ave
 2. Resolution No. 2025-36, Authorizing City Manager to Execute Deed and Closing Documents for Purchase and Sale of 59 N. Trowell Avenue
-

UBC Property



September 8, 2025

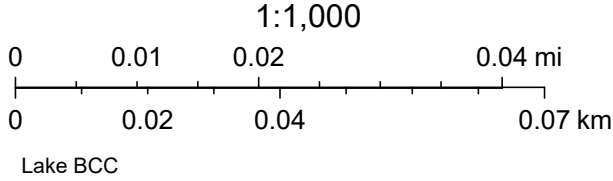
- Override 1

Override 1

Tax Parcels
- Tax Parcels Alternate Key

Address Locations

Street Names



RESOLUTION NO. 2025-36

**JOINT RESOLUTION OF THE CITY COUNCIL AND THE
COMMUNITY REDEVELOPMENT AGENCY (CRA) OF THE
CITY OF UMATILLA, FLORIDA, AUTHORIZING THE CITY
MANAGER TO EXECUTE A VACANT LAND CONTRACT AND
OTHER CLOSING DOCUMENTS IN CONJUNCTION WITH THE
PURCHASE OF PROPERTY FROM THE FIRST BAPTIST
CHURCH OF UMATILLA, UTILIZING CRA FUNDS, PROVIDING
FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

WHEREAS, the City of Umatilla, Florida (“City”) desires to purchase certain real property located in Lake County, Florida, from The First Baptist Church of Umatilla, a Florida non-profit corporation (“Seller”); and

WHEREAS, the City and Seller have negotiated and prepared a Vacant Land Contract for the sale and purchase of the property located at 59 N. Trowell Avenue, Umatilla, Florida 32784, identified as Tax Parcel 13-18-26-2900-011-00200 (Alternate Key 1128692), as further described in Exhibit “A” to the Contract; and

WHEREAS, the agreed purchase price for the property is \$100,000.00, with closing to occur on or after November 19, 2025, pursuant to the terms of the Contract; and

WHEREAS, the Contract specifies that the City shall pay all reasonable and customary closing costs and that the purchase is contingent upon approval of the City Council and Community Redevelopment Agency (CRA); and

WHEREAS, the CRA Trust Fund shall be used to finance the acquisition of the property in accordance with the adopted CRA budget and redevelopment plan; and

WHEREAS, the City Council finds it to be in the public interest to authorize the City Manager to execute the Vacant Land Contract and all related closing documents necessary to complete the transaction on behalf of both the City and the CRA.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AND
THE COMMUNITY REDEVELOPMENT AGENCY (CRA) OF THE CITY OF
UMATILLA, FLORIDA:**

Section 1. Authorization to Execute Contract. The City Council hereby authorizes the City Manager, Aaron Mercer, to execute, on behalf of the City of Umatilla and the CRA, the Vacant Land Contract with The First Baptist Church of Umatilla for the purchase of the property described above, along with all associated documents required to complete the transaction.

Section 2. Funding Source. Payment of the purchase price and closing costs shall be made from the CRA Trust Fund, consistent with the adopted CRA budget and redevelopment plan.

Section 3. Authorization for Closing. The City Manager is further authorized to execute any and all documents customarily required to close the transaction, including but not limited to the closing statement, title documents, affidavits, and any other instruments necessary to consummate the purchase, in accordance with the terms of the Contract.

Section 4. Conflicts. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 5. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution is held invalid, the validity of the remainder shall not be affected thereby.

Section 6. Effective Date. This Resolution shall take effect immediately upon its passage and adoption by both the City Council and the Community Redevelopment Agency.

PASSED AND ADOPTED this ____ day of _____, 2025, by the City Council and Community Redevelopment Agency of the City of Umatilla, Florida.

CITY OF UMATILLA, FLORIDA

By: _____
Christopher R. Creech, Mayor

**COMMUNITY REDEVELOPMENT AGENCY
(CRA) OF THE CITY OF UMATILLA,
FLORIDA**

By: _____
Christopher R. Creech, CRA Chair

ATTEST:

Jessica Burnham, City Clerk, CMC, FCRM

Approved as to Form:

Jennifer Cotch, City Attorney

EXHIBIT "A"
Legal Description

THOSE PORTIONS OF LOTS 2, 3, 5, 6, 7, AND THE NORTH 1/2 OF LOT 4 OF LOT OR BLOCK 11, ACCORDING TO A MAP OF PROPERTY OF E. D. DENT, UMATILLA, FLORIDA, FILED OF RECORD SEPTEMBER 18, 1919 AND RECORDED IN PLAT BOOK 4, PAGE 5, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA AND ALSO ACCORDING TO N. J. TROWELL'S ADDITION TO UMATILLA, ORANGE COUNTY, FLORIDA, FILED OF RECORD IN LAKE COUNTY, FLORIDA SEPTEMBER 18, 1919 AND RECORDED IN PLAT BOOK 4, PAGE 6, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, LYING NORTH OF THE NORTHERLY RIGHT OF WAY LINE OF CASSADY STREET, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT A 4" ROUND CONCRETE MONUMENT WITH NO IDENTIFICATION AT THE NORTHEAST CORNER OF LOT 5, LOT OR BLOCK 11, ACCORDING TO A MAP OF PROPERTY OF E. D. DENT, UMATILLA, LAKE COUNTY, FLORIDA, FILED OF RECORD SEPTEMBER 18, 1919 AND RECORDED IN PLAT BOOK 4, PAGE 5, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; THENCE N81°46'27"E, ON A BEARING RELATED TO THE FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, ALONG THE NORTH LINE OF LOT OR BLOCK 11, ALSO BEING THE SOUTHERLY RIGHT OF WAY LINE OF ORANGE LANE, FOR 289.25 FEET TO A 4" SQUARE CONCRETE MONUMENT WITH BROKEN TOP AT THE NORTHEAST CORNER OF LOT 1, LOT OR BLOCK 11 OF N. J. TROWELL'S ADDITION TO UMATILLA, ORANGE COUNTY, FLORIDA, FILED OF RECORD IN LAKE COUNTY, FLORIDA SEPTEMBER 18, 1919 AND RECORDED IN PLAT BOOK 4, PAGE 6, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, SAID CORNER ALSO BEING ON THE EAST LINE OF LOT OR BLOCK 11 AND BEING THE POINT OF INTERSECTION WITH THE WEST RIGHT OF WAY LINE OF TROWELL AVENUE; THENCE S00°05'36"E, ALONG THE EAST LINE OF LOT OR BLOCK 11, ALSO BEING THE WEST RIGHT OF WAY LINE OF TROWELL AVENUE, FOR 191.99 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE S00°05'36"E ALONG SAID EAST LINE AND THE SAID WEST RIGHT OF WAY LINE FOR 143.96 FEET TO A 4" SQUARE CONCRETE MONUMENT WITH NO IDENTIFICATION AT THE SOUTHEAST CORNER OF THE NORTH 1/2 OF LOT 4, LOT OR BLOCK 11, OF SAID N. J. TROWELL'S ADDITION TO UMATILLA; THENCE DEPARTING SAID EAST LOT OR BLOCK LINE AND WEST RIGHT OF WAY LINE, S81°18'41"W ALONG THE SOUTH LINE OF THE SAID NORTH 1/2 OF LOT 4, LOT OR BLOCK 11, A DISTANCE OF 188.83 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF CASSADY STREET, SAID POINT BEING A POINT ON A CURVE CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 349.33 FEET AND A RADIAL LINE WHICH BEARS S14°57'14"W; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE AND SAID NORTHERLY RIGHT OF LINE THROUGH A CENTRAL ANGLE OF 09°04'09" FOR A DISTANCE OF 55.29 FEET TO A POINT OF NON TANGENCY; THENCE LEAVING SAID NORTHERLY RIGHT OF WAY LINE, RUN N11°20'59"W FOR 125.41 FEET; THENCE N82°56'13"E FOR 34.00 FEET; THENCE N07°44'56"W FOR 62.00 FEET; THENCE N83°27'46"E FOR 105.00 FEET; THENCE S08°06'57"E FOR 47.00 FEET; THENCE N83°10'54"E FOR 10.84 FEET; THENCE S06°02'17"E FOR 18.07 FEET; THENCE N81°39'07"E FOR 115.38 FEET TO THE POINT OF BEGINNING. CONTAINING 0.98 ACRES, MORE OR LESS.

