



**MEETING MINUTES
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, DECEMBER 19, 2023 AT 6:00 PM**

1. MEETING CALLED TO ORDER

Members Present: Vice -Mayor Olga Castano, Commissioners Angela Eady, Carlos Alvarez, III, Janette Martinez

Staff Present: City Manager Mike Steigerwald, City Attorney Olga Sanchez de Fuentes, Deputy City Manager Desiree Matthews, Assistant City Manager Austin Blake, City Clerk Linda Hansell

Members Absent: Mayor-Commissioner Olga Gonzalez

Vice-Mayor Castano called the meeting to order at 6:00 PM.

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

After a Moment of Silence, Commissioner Alvarez led the audience in the Pledge of Allegiance.

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

3.A Employee of the Month for December

Request that the City Commission join the City Manager in recognizing James Lietz, Creative Designer II, as December's Employee of the Month.

City Manager Steigerwald introduced James Lietz of the Strategic Communications and Access Osceola Division and reviewed the qualities and attributes which led to his nomination and selection as employee of the month. He reminded everyone that the Employee of the Month is not selected by the Commission, City Manager, or department heads but by nominations that are reviewed and selected by a committee of peers from all departments in the City and there is no greater honor. James thanked the City and is grateful for the support of his supervisor, Chris Rodriguez.

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

None.

5. PUBLIC HEARINGS

5.A Program Year 2022-2023 Community Development Block Grant Consolidated Annual Performance and Evaluation Report

Approval of the Program Year 2022-2023 Community Development Block Grant Consolidated Annual Performance and Evaluation Report.

Frances DeJesus, Development Services Department, provided information relating to the grant as listed in the agenda details for those who do not have a copy of the report.

Vice-Mayor Castano announced the Public Hearing with no response from the audience.

Commissioner Eady made a motion to approve the Public Hearing and adopt the Consolidated Annual Performance and Evaluation Report. Commissioner Alvarez seconded the motion.

AYE: Commissioner Alvarez, Commissioner Castano, Commissioner Eady, Commissioner Martinez

NAY: None

Motion carried 4 - 0.

6. HEAR AUDIENCE

Ernest Culler, 859 Franconville Court, Kissimmee, FL, later in the conversation identified himself as a employee of NAPA. Mr. Culler requested item 7.S. be moved to discussion for a future agenda due to a language concern written in the item regarding the contract end date. The City Manager and Mr. Culler engaged in open discussion with the Commissioners regarding the current NAPA contract, the City's desire to preliminary approve two new in-house positions, termination clauses, contract language, and the cost savings to the City by providing the services in-house versus continuing to outsource. City Manager Steigerwald confirmed there's still time to negotiate with NAPA before the contract expires in February, and the item tonight is not a request to terminate early, but to create and budget for the two (2) new positions out of an abundance of caution, should future negotiations fall through.

Ted Baker, 806 Person St, Kissimmee, spoke before the Commission acknowledging the City installed two (2) speed bumps but stated they were not enough and he is requesting additional services to include: more speed bumps, stop signs, and for staff to assess Mann Street by installing rocks or gravel on the road.

7. CONSENT AGENDA

The consent agenda is a technique designed to expedite the handling of routine miscellaneous business of the City Commission. The City Commission in one motion may adopt the entire Consent Agenda. The motion for adoption is non-debatable and must receive unanimous approval. By request of any individual member, an item may be removed from the Consent Agenda for discussion.

Before approving the Consent Agenda, the City Manager brought to the Commission's attention a small error in the financial table of item 7.E. The fiscal table reads \$82,000 but the actual contract is for \$90,000.

Commissioner Martinez made a motion to approve the consent agenda with the amendment to 7.E to \$90,000. Commissioner Eady seconded the motion.

AYE: Commissioner Alvarez, Commissioner Castano, Commissioner Eady, Commissioner Martinez

NAY: None

Motion carried 4 - 0.

- 7.A Approval of City Commission Minutes from the December 5, 2023, meeting
Request Commission approval of the December 5, 2023, Commission Minutes.
- 7.B Extension of Temporary Construction Easement with Osceola County School Board for Lancaster Ranch Park
Approval to extend the Temporary Construction Easement between the Osceola County School Board and the City of Kissimmee at Lancaster Ranch Park.

- 7.C Temporary Construction Easement with Toho Water Authority for Lancaster Ranch Park
Approval of the Temporary Construction Easement between Toho Water Authority and the City of Kissimmee for ingress and egress to Lancaster Ranch Park to construct and install an underground reuse main pipeline
- 7.D Additional Hurricane Housing Recovery Program Funding
Acceptance of additional Hurricane Housing Recovery Program (HHRP) funding in the amount of \$157,796 and amend the FY 2023-2024 budget for the proposed use of the funds.
- 7.E Subrecipient Agreement with Kissimmee Oaks Housing I, Inc.
Approve and execute the contract number #2024-0109, HHRP Subrecipient Agreement between City of Kissimmee and Kissimmee Oaks Housing I, Inc. to pay for repair expenses resulting from Hurricane Ian.
- 7.F Architectural and Engineering Continuing Services Agreements
Request approval of the Architectural/Engineering Services master agreements, contract # 2024-0133 with Barrientos Design & Consulting, Inc., BEA Architects, Inc., Bumpus & Associates, Inc., Forefront Architecture & Engineering, Franklin Design KPM-KMF Joint Venture, Florida Technical Consultants, Inc., Harvard Jolly-PBK, and Ohlson Lavoie Corp.
- 7.G Ministerial Approval - Police Pension Board Appointment
Request Commission ministerial approval of the appointment of Ian Downing as the fifth member of the Police Pension Board of Trustees.
- 7.H Disposal of City Assets
Approval to dispose of the asset items detailed in the attached report.
- 7.I Memorandum of Understanding with Toho Water Authority for Lancaster Ranch Park
Approve the Memorandum of Understanding with Toho Water Authority in reference to future perpetual, non-exclusive utility easement at Lancaster Ranch Park, contract #20240144.
- 7.J Satisfaction of Mortgage and Security Agreement and Promissory Note for 924 Determination Way
Approval of the Satisfaction of Mortgage and Note for property located at 924 Determination Way, Kissimmee, Florida 34741.
- 7.K 2023 Affordable Housing Advisory Committee (AHAC) Incentives Strategies Report
Accept the 20232 AHAC Incentive Strategies Report.
- 7.L Letter of Agreement with Cirrus at Kissimmee Gateway Airport
Approve Letter of Agreement (LOA), Contract # 20240145 with Cirrus Aircraft to exercise the Option Agreement for Ground Lease at the Kissimmee Gateway Airport.
- 7.M Justice Assistance Grant Award
Approval to accept Justice Assistance Grant – Countywide (JAG-C) Program in the amount of \$43,864.16, and approval to amend the budget accordingly.
- 7.N Grant Application for Urban Areas Security Initiative
The Police Department requests authorization to submit an application for the FY 2024 Homeland Security Grant through the Urban Areas Security Initiative Program (UASI).

- 7.O Intake and Pump Station Easement with Toho Water Authority
Approval of the Intake and Pump Station Easement Agreement between the City of Kissimmee and Tohopekaliga Water Authority relating to the Toho Reservoir Intake Pump Station and Raw Water Main.
- 7.P Temporary Construction Easement with Toho Water Authority for the Toho Reservoir Intake and Pump Station Project
Approval of the Temporary Construction Easement between the City of Kissimmee and Tohopekaliga Water Authority relating to the Toho Reservoir Intake Pump Stations and Raw Water Main.
- 7.Q Budget Amendment for Traffic Signal Design and Construction
Approval to amend/increase the amount of Contract # 20240137 in the Interlocal Agreement (ILA) with Osceola County for Traffic Signal Design and Construction by \$400,000 for costs associated with labor and material price escalations which resulted in the low bid being higher than what the City originally budgeted for the project. Approval to transfer the funds from the Gas Tax project GT2307.
- 7.R Ground Lease Agreement with KUA at Kissimmee Gateway Airport
Approve Kissimmee Utility Authority (KUA) Ground Lease Agreement, Contract # 202401146 at the Kissimmee Gateway Airport.
- 7.S Addition of Two New Positions in Fleet Division
Request approval to add two new positions in the Fleet Division's Parts Room as part of a reorganization of the vehicle parts operation.

8. DISCUSSION ITEMS

- 8.A 2024 City Commission Meeting Calendar
Request approval to establish the Commission annual meeting calendar for 2024.

City Manager Steigerwald reviewed the proposed calendar, reviewing the tentative dates as presented.

Commissioner Alvarez made a motion to approve the 2024 Commission Annual Calendar. Commissioner Martinez seconded the motion.

Motion carried 4 - 0.

9. HEAR CITY OFFICIALS

- 9.A CITY MANAGER
City Manager Steigerwald wished everyone a Merry Christmas and Happy New Year.
- 9.B CITY ATTORNEY
City Attorney Sanchez de Fuentes wished everyone happy holidays.
- 9.C CITY COMMISSION
Commissioner Eady congratulated the City on a fantastic holiday parade and recommended a Grand Marshall for next year.

Commissioner Martinez wished everyone a Happy Holiday and New Years and recognized her mother in the audience.

Commissioner Alvarez encouraged the community to reach out to their neighbors during the holidays season.

Vice-Mayor Castano wished everyone a Merry Christmas and Happy New Year.

10. ADJOURNMENT

There being no further business to come before the Commission, Vice-Mayor Castano adjourned the meeting at 6:27 PM.



ATTEST:

Linda S. Hansell
CITY CLERK

Olga Gonzalez
MAYOR-COMMISSIONER