



**MEETING MINUTES
SESSION OF THE CITY COMMISSION
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
TUESDAY, MARCH 19, 2024 AT 6:00 PM**

- 1. MEETING CALLED TO ORDER Members Present:** Mayor Olga Gonzalez, Commissioners Olga Castano, Angela Eady, 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: Commissioner Carlos Alvarez

Mayor Gonzalez called the meeting to order at 6:00 PM.

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

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

3. PROCLAMATIONS AND SPECIAL PRESENTATIONS

- 3.A The Early Learning Coalition of Osceola County is presenting an update on Osceola Reads and their accomplishments during this funding period
Kelly Trace, CEO from Reach, is presenting an update on Osceola Reads.

Natalie Snodgrass Mosquera, Strategic Partnership Coordinator for the Early Learning Coalition of Osceola County, introduced herself and turned over the presentation to Kelly Trace.

Ms. Trace, representing Osceola Reads, reviewed a PowerPoint presentation that was part of the agenda and thanked the Community and Funding Partners of the Early Learning Coalition. She provided an update on the program from its inception in 2015, when child readiness entering kindergarten was at 13%. Former Osceola Superintendent Melba Luciano started an initiative and partnered with the Education Foundation to find a company to build a community wide literary program. The current figures for preparedness entering kindergarten were at 44% for 2022, and in 2023 the number rose to 45%. The goal of the program is to teach our littlest learners to read. We have to thank our teachers and all of our partners in education. Ms. Trace thanked the City for their participation.

- 3.B Proclamation- Irish American Heritage Month

To present the Irish American Heritage Month Proclamation to Greg Sean Canning, Florida State Secretary of the Ancient Order of Hibernians.

City Manager Steigerwald read a proclamation in honor of Irish American Heritage Month as the Mayor and Commissioners presented the proclamation to Greg Sean Canning, a representative of the Ancient Order of Hibernians.

Mr. Canning spoke on behalf of the Irish American community in Florida and expressed his gratitude for recognizing the month of March and specifically March 17th as St. Patrick's Day. People throughout the world proudly celebrate their heritage, and by doing so, we remember those who made this country and our state what it is today. Mr. Canning thanked the Commission for this honor.

3.C Proclamation- Women's History Month

To present a Proclamation in honor of Women's History Month.

City Manager Steigerwald read a proclamation in honor of Women's History Month and invited all the women present that work for the City to come forward as the Mayor and Commissioners presented the proclamation to the group.

3.D Employee of the Month for March

Request the City Commission to join the City Manager in recognizing Stacey Legel, Police Sergeant, as March's Employee of the Month.

City Manager Steigerwald introduced Sergeant Stacey Legel of the Kissimmee Police Department and reviewed the qualities and attributes which led to her nomination and selection as employee of the month. Sergeant Legel has been with the City for more than 18 years and is recognized for her positivity that is felt every day by the individuals that come in contact with her.

City Manager Steigerwald 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 their peers from all departments in the City and there is no greater honor.

Sergeant Legel thanked her family and friends which are her cheer squad, for being present in support of this recognition. She is also grateful to the staff that nominated her and the support from the administration that backs our officers.

3.E Recognition of local female artists in honor of Women's History Month

During March 2024, Women's History Month, the City of Kissimmee would like to express our gratitude to the artists who have displayed their art in City Hall.

Alibeth Suarez, Communication Director for the City of Kissimmee, introduced the female artists being recognized for their participation in the "Art in Public Places" program. The honorees are: Patricia Jimenez, Camila Ramos, Yaa Rivera, Sapphire Servellon, Annie Espejo, Jennifer Duque, Diane Stapleton, Panther Brunotte, Vanessa Valleray, Zyll, Juliana Davidson-Ross, Jessica Ross, Mya Ross, Sharon Boliver, Marsha D Broske, Michelle Davidson, Renee Elizabeth, Michelle Mathis.

Marilyn Cortes-Lovato, Visual Arts Director for Osceola Arts, thanked all the talented artists, and she recognized Trey for getting all the artists to participate in the "Art in Public Places" program.

4. PUBLIC HEARINGS - FIRST AND SECOND READINGS

None.

5. PUBLIC HEARINGS

None.

6. HEAR AUDIENCE

Charles Baker, 1001 Hill Street, Kissimmee, thanked the City for the work being done in the area of Hill Street. He requested that Hill Street and Finley be looked at because of extensive potholes on Finley and speeders on Hill Street that still need to be addressed.

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.

Commissioner Castano made a motion to approve the Consent Agenda in its entirety. Commissioner Martinez seconded the motion.

Motion carried 4 - 0.

- 7.A Approval of City Commission Minutes from the March 5, 2024, meeting
Request Commission approval of the March 5, 2024, Commission Minutes.
- 7.B Debris Removal contract extension
Approval to extend the Disaster Response Services Contract for Debris Removal with Crowder Gulf (Contract# 20230037) and Southern Disaster Recovery (Contract# 20230042).
- 7.C Debris Monitoring contract extension
Approval to extend the Disaster Response Services Contract for debris monitoring with Thompson Consulting Services (contract# 20230036) for one year.
- 7.D Notice of Correction of Scrivener's Error in City of Kissimmee Ordinance No. 3062, Establishing The Knightsbridge Community Development District
Request approval of the Notice of Correction to City Ordinance No. 3062, Establishing the Knightsbridge Community Development District.
- 7.E Budget Adjustment for Proceeds from the sale of 504 Canterbury Lane
Move the proceeds from the sale of 504 Canterbury Lane to a General Fund Capital Account for future use.
- 7.F Authorization to submit application for 2024-25 VOCA Grant
The Police Department requests authorization to submit an application to the Office of the Attorney General for the Victim of Crimes Act (VOCA) grant for fiscal year 2024-2025.
- 7.G Approval of scholarship awards for four (4) Osceola High School seniors through the Celebrating Youth Success Award Program
The Police Department is requesting the Commission approve scholarship awards for four (4) Osceola High School seniors through the Celebrating Youth Success Awards (CYSA) program utilizing Law Enforcement Trust Fund (LETF) money.
- 7.H Resolution to accept grant funding from the Florida Department of Transportation (FDOT) for Taxiway Delta Environmental Assessment at Kissimmee Gateway Airport
Authorize acceptance of grant funding from the Florida Department of Transportation (FDOT) for Taxiway Delta Environmental Assessment at the Kissimmee Gateway Airport in the amount of \$86,004.00, by execution of the Resolution and the Public Transportation Grant Agreement (PTGA).
- 7.I Professional Service Agreement with Avcon, Inc., for an Environmental Assessment for Taxiway Delta Extension Project
Approval of Task Order No. 3 of the professional service agreement, contract No. 20230139 between the City of Kissimmee and AVCON, Inc. that was executed on February 7, 2023, for an Environmental Assessment for Taxiway Delta Extension Project for technical engineering design services in the amount of \$107,505.00.
- 7.J Consent to Sub-Lease between Quantem FBO Group – Kissimmee, LLC dba Odyssey Aviation and SyncJet Aviation
Approval of Consent to Sub-Lease between Quantem FBO Group – Kissimmee, LLC dba

Odyssey Aviation and SyncJet Aviation.

8. DISCUSSION ITEMS

CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD

8.A (VSCRA) Acceptance of a Florida Department of Transportation Landscape Grant for the Vine Street Community Redevelopment Area

Acceptance of the Florida Department of Transportation (FDOT) District Five Landscape Program Grant in the amount of \$1,775,366, approval to execute the funding agreement and approval for the City Manager or Economic Development Director to execute any grant related documents according to the levels of signature authority consistent with the City's Procurement Policy after its review by the City Attorney.

Samia Singleton, Community Redevelopment Agency (CRA) Manager, reviewed the request for approval by the CRA Board of a grant awarded by the Florida Department of Transportation in the amount of \$1,775,336. The funds will be used in FY2027 after FDOT completes their resurfacing project. Vine Street CRA will be responsible for adding landscaping as approved in the Vine Street Landscape Master Plan.

Commissioner Martinez made a motion to approve the FDOT District Five Landscape Program Grant in the amount of \$1,775,366. Commissioner Castano seconded the motion.

AYE: Mayor-Commissioner Gonzalez, Commissioner Castano, Commissioner Eady, Commissioner Martinez

NAY: None

Motion carried 4 - 0.

8.B Downtown Kissimmee Community Redevelopment Agency (DKCRA) and 100 Honeymoons, LLC Pioneer Project Incentive Program Agreement

Approval of a Downtown Kissimmee Community Redevelopment Agency (DKCRA) and 100 Honeymoons, LLC Pioneer Project Incentive Program Agreement for the property located at 14 Neptune Road.

Samia Singleton, CRA Manager, requested the Commission as the CRA Board approve a Pioneer Project Incentive Program (PPIP) Agreement for Violet's Garage, a project located at 14 Neptune on the historical site of the Coca-Cola Bottling Plant. The tax increment generated for the property is \$90,945. Therefore, staff recommends approval of the PPIP grant and the grant agreement to 100 Honeymoons, LLC in that amount.

Commissioner Castano made a motion to approve the Program Agreement and funding in the amount of \$90,945. Commissioner Eady seconded the motion.

AYE: Mayor-Commissioner Gonzalez, Commissioner Castano, Commissioner Eady, Commissioner Martinez

NAY: None

Motion carried 4 - 0.

8.C (DKCRA) Community Redevelopment Agencies Demolition Services Program Policy Amendment

Adoption of the amended Community Redevelopment Agency (CRA) Incentives Policy-Demolition Services and approval of a transfer from reserves to increase the program budget.

Samia Singleton, CRA Manager, reviewed the request for adoption of an amended Demolition Services Program Policy for the Downtown CRA that would allow participants to select their own contractor for demolition and reimburse grant funds upon completion of the demolition project. Due to the expected increase in interest in the program, staff is requesting approval of a \$200,000 transfer from Reserves to make the program budget total \$250,000. Staff recommends approval.

Commissioner Castano made a motion to approve the amended Demolition Policy and increase the Budget Transfer to \$200,000 for a Program total of \$250,000. Commissioner Eady seconded the motion.

AYE: Mayor-Commissioner Gonzalez, Commissioner Castano, Commissioner Eady, Commissioner Martinez
NAY: None

Motion carried 4 - 0.

8.D (VSCRA) Community Redevelopment Agencies Demolition Services Program Policy Amendment

Adoption of the amended Community Redevelopment Agency (CRA) Incentives Policy-Demolition Services and approval of a transfer from Reserves to increase the Program budget.

Samia Singleton, CRA Manager, reviewed the request for adoption of an amended Demolition Services Program Policy for the Vine Street CRA that would allow participants to select their own contractor for demolition and reimburse grant funds upon completion of the demolition project. Due to the expected increase in interest in the program, staff is requesting approval of a \$200,000 transfer from Reserves to make the program budget total \$250,000. Staff recommends approval.

Commissioner Eady made a motion to approve the amended Demolition Policy and increase the Budget Transfer to \$200,000 for a Program total of \$250,000. Commissioner Castano seconded the motion.

AYE: Mayor-Commissioner Gonzalez, Commissioner Castano, Commissioner Eady, Commissioner Martinez
NAY: None

Motion carried 4 - 0.

COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION

8.E Discuss Draft Policy for Signage During Voting at the Kissimmee Civic Center
Commission direction on signage at the Kissimmee Civic Center during voting.

Craig Holland, Development Services Director, provided a draft copy (Exhibit "A") of the Signage Policy for Kissimmee Civic Center that was in use by the Osceola County Supervisor of Elections as a polling location. The First Amendment does not allow us to regulate the content of signage and this policy does not prohibit any First Amendment

Rights. The following items are highlighted in the policy:

- 1) All signs are of a temporary nature and do not require a sign permit.
- 2) Signs cannot be larger than 2' x 2' (4 square feet).
- 3) Signs may be double-sided.
- 4) Signs may only be placed in designated areas as shown on Map # 1 (Exhibit "A").
- 5) Signs must be mounted in the ground and freestanding on a wire frame.
- 6) Signs may be placed once the Osceola County Supervisor of Elections polling location becomes active at the Civic Center.
- 7) All signs must be removed within 24 hours of the end of the voting and polling closes.
 - a. Signs not removed within 24 hours or that do not meet the policy will be collected by the City and disposed of in the appropriate manner.
- 8) Signs may be affixed to vehicles.
 - a. Vehicles must be parked within a designated parking space.
 - b. Vehicles cannot be parked or located within designated drive aisles, in landscaped areas, handicap parking space or across multiple parking spaces.
 - c. Vehicles cannot be parked overnight.

This will not restrict any signage necessary for the Supervisor of Elections and is intended for the usage of the Kissimmee Civic Center only. The policy, if approved, will be formatted and provided to the Osceola Supervisor of Elections to distribute to all candidates running for office or individuals with a ballot initiative.

Commissioner Martinez made a motion to approve the Civic Center Election Signage Policy. Commissioner Eady seconded the motion.

AYE: Mayor-Commissioner Gonzalez, Commissioner Castano, Commissioner Eady, Commissioner Martinez

NAY: None

Motion carried 4 - 0.

9. HEAR CITY OFFICIALS

9.A CITY MANAGER

City Manager Steigerwald reminded the Commission of two (2) events on Saturday, March 23, 2024; Kowtown Festival (City's Birthday Celebration) will begin at 12:00 p.m. in Lakefront Park. The second event is the St. Baldrick's event hosted by the Police and Fire Departments and in support of funding to fight childhood cancers; that event will be at 4:00 p.m. on Dakin Avenue.

The Women's History Month Celebration will be held on Wednesday, March 27, 2024, at 5:30 p.m. at the Kissimmee Civic Center; your participation in the event is appreciated.

9.B CITY ATTORNEY

9.C CITY COMMISSION

Commissioner Castano invited everyone to celebrate with the City at the Kowtown Festival on Saturday.

Commissioner Martinez congratulated the Firefighters on their accreditation and Commissioner Eady on her Woman Warrior recognition from Osceola County. She announced that the Burlington store had its Grand Opening and she expressed our appreciation for them locating in the City limits. Also, congratulations to Borifongo, a new

restaurant that opened at 10 W. Dakin and held its Grand Opening on March 12, 2024.

Commissioner Martinez encouraged our residents to attend the Osceola Magic games to support our local NBA "G" League basketball team. She commented on attending Leadership Osceola and was impressed with the three (3) visits to local governments that included the City of Kissimmee, City of St. Cloud, and Osceola County.

Commissioner Martinez expressed condolences to Diana Pinto-Marrero on the passing of her father; he was known as Poppy to many in our community. She read a quote and reference speaking Spanish is not a disability.

Mayor Gonzalez requested Commission approval to attend an event in Washington, D.C. on April 25, 2024. The program is for Faith based Community Initiatives.

Commissioner Castano made a motion to approve and Commissioner Martinez seconded the motion.

Motion carried 3 - 0. Mayor Gonzalez did not vote.

Commission discussion on the cost of the travel initiated a response by City Manager Steigerwald who explained that the City Travel Policy and the GSA Schedule (Generals Services Administration of the Federal Government) would be required to be used. The GSA provides details on the allowable charges for rooms, meals, and other expenses based on the location of the travel. Those guidelines would be used for the travel expenses.

Mayor Gonzalez restated that the motion carried 3 - 0.

- 10. ADJOURNMENT** There being no further business to come before the Commission, Mayor Gonzalez adjourned the meeting at 6:49 PM.



ATTEST:

Linda S. Hansell

CITY CLERK

Olga Gonzalez

MAYOR-COMMISSIONER

Exhibit "A"

Item 8.E. - Discuss Draft Policy for Signage During Voting at the Kissimmee Civic Center
Copy of Draft Policy

Exhibit "A"
3/19/2024
Policy 8.E.

City of Kissimmee Policy

Signage allowed at the Kissimmee Civic Center during Osceola County Supervisor of Elections use of the facility for all elections.

The Kissimmee Civic Center located at 201 E Dakin in Downtown Kissimmee is often used by the Osceola County Supervisor of Elections as a polling place for elections. This use can occur for several weeks with early voting.

This policy manages the time, size, location, and method of display for signs during the period the Civic Center is being used as a polling place for elections. This policy is not intended to restrict signage erected by the Supervisor of Elections to identify the Civic Center as a polling place.

Nothing in this policy shall prohibit or restrict the language or information on signs.

Sign standards:

- 1) All signs are of a temporary nature and do not require a sign permit.
- 2) Signs cannot be larger than 2' x 2' (4 square feet).
- 3) Signs may be double sided.
- 4) Signs may only be placed in the area designated on Map #1.
- 5) Signs must be mounted in the ground and freestanding on a wire frame. See Illustration #1.
- 6) Signs may be placed once the Osceola County Supervisor of Elections polling location becomes active at the City of Kissimmee Civic Center.
- 7) All signs must be removed within 24 hours of the end of the voting and the polling closes.
 - a. Signs not removed within 24 hours will be collected by the City and disposed of in the appropriate manner.
- 8) Signs may be affected to vehicles.
 - a. Vehicles must be parked within a designated parking space.
 - b. Vehicles cannot be parked or located within a designated drive aisle, landscape area, handicap parking space or across multiple parking spaces.
 - c. Vehicles cannot be parked overnight.

Illustration #1



Map #1



Prohibited signs and method of display:

- 1) Any sign that does not meet the standard above.
- 2) Signs mounted, tied, or affixed to landscaping, street and parking signs, or other structures.
- 3) Signs using a frame or stand other than a wire frame as described above.
- 4) Signs using concrete blocks or similar items to maintain the sign upright.

The City of Kissimmee Civic Center is owned and operated by the City of Kissimmee, and the City reserves the right to remove and dispose of any sign that does not meet the standards or intent of this policy.