



**MEETING MINUTES  
SESSION OF THE CITY COMMISSION  
CITY OF KISSIMMEE  
CITY HALL, COMMISSION CHAMBERS  
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054  
TUESDAY, JUNE 4, 2024 AT 6:00 PM**

**1. MEETING CALLED TO ORDER**

**Members Present:** Vice-Mayor Olga Castano, 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 2024 Fair Housing Drawing Contest**

Commission recognition of the winners and participants in the 2024 Fair Housing Drawing Contest.

Housing Manager Frances DeJesus presented the Fair Housing Drawing Contest winners and participants. This contest highlights April's Fair Housing Month and focuses on anti-discrimination efforts. This year, the City asked residents of the Haven of Vine to participate in the contest. Adults who were present to receive their awards were Catherine Migala (1st Prize), Amy Migala (3rd Prize) and Krista Smith (2nd Prize). The Special Price Winner, Koda Sky Faison also received her award. Jude was a child participant in the contest and received a participation certificate as he posed for a photo.

Housing Manager DeJesus thanked the Osceola County Association of Realtors for their support and she looks forward to returning again next year to announce the winners.

**3.B Employee of the Month for June**

That the Commission join the City Manager in recognizing Shawnta Dillard of the Development Services as the Employee of the Month for June.

City Manager Steigerwald introduced Shawnta Dillard of the Development Services Department and reviewed the qualities and attributes which led to their nomination and selection as employee of the month. Shawnta is an Administrative Assistant in the very demanding division of Code Enforcement. 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. Ms. Dillard announced she loves working for the City.

**4. PUBLIC HEARINGS - FIRST AND SECOND READINGS**

4.A Public Hearing - Second and Final Reading - Proposed Ordinance # 24-01 - Amending the City's Lien Ordinance

AN ORDINANCE AMENDING THE CODE OF ORDINANCE FOR THE CITY OF KISSIMMEE, CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCE, CREATING DIVISION 4, LIEN POLICY; PROVIDING FOR THE ENFORCEMENT AND COLLECTION OF LIENS AND ASSOCIATED FEES; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Request approval of the Second and Final Reading of Proposed Ordinance #24-01.

City Attorney Sanchez de Fuentes read Ordinance # 3099 by title.

City Manager Steigerwald reminded the commission that this ordinance would update the lien search ordinance to adopt fees via a Resolution, and would also allow for the City Manager to create a policy to set forth requirements and procedures regarding waivers and requests for fine reductions. After holding the public hearing, staff recommends approval.

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

Commissioner Alvarez moved to adopt Ordinance # 3099. Commissioner Eady seconded the motion.

Upon roll call, the vote was as follows:

|                       |        |
|-----------------------|--------|
| Vice-Mayor Castano    | AYE    |
| Commissioner Eady     | AYE    |
| Commissioner Alvarez  | AYE    |
| Commissioner Martinez | AYE    |
| Mayor Gonzalez        | ABSENT |

Motion carried 4 - 0.

4.B Public Hearing - Second and Final Reading - Proposed Ordinance #24-05 - Amending the Future Land Use Map designation from Mixed Use Vine (MU-V) to Industrial Business (IN): Grissom Lane and Kissimmee Executive Park Land Use Amendment - LUPA-24-0001

AN ORDINANCE AMENDING ORDINANCE NO. 3050 KNOWN AS THE ORDINANCE ADOPTING THE COMPREHENSIVE DEVELOPMENT PLAN FOR THE CITY OF KISSIMMEE, FLORIDA, UNDER THE AUTHORITY OF FLORIDA STATUTE 163.3184; DIRECTING THE CITY MANAGER TO AMEND THE COMPREHENSIVE LAND USE PLAN AS HEREIN PROVIDED AFTER THE PASSAGE OF THIS ORDINANCE; PROVIDING FOR A PUBLIC HEARING AS REQUIRED BY LAW; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE

Approval of a City Initiated Land Use Amendment changing the Future Land Use Map designation from Mixed Use Vine (MU-V) to Industrial Business (IN) on approximately 27 acres of land.

City Attorney Sanchez de Fuentes read Ordinance # 3100 by title.

Planning Manager Brenda Ryan reviewed the information attached to the agenda and explained this is a City-initiated request. The change is to facilitate a number of requests received to develop the remaining vacant parcels. After holding the public hearing, staff recommends approval.

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

Commissioner Alvarez moved to approve the Final Reading of Ordinance # 3100. Commissioner Eady seconded the motion.

Upon roll call, the vote was as follows:

|                       |        |
|-----------------------|--------|
| Commissioner Eady     | AYE    |
| Commissioner Alvarez  | AYE    |
| Commissioner Martinez | AYE    |
| Vice-Mayor Castano    | AYE    |
| Mayor Gonzalez        | ABSENT |

Motion carried 4 - 0.

4.C Public Hearing - Second and Final Reading - Proposed Ordinance #24-06 - Repealing the Citizens' Police Review Board

AN ORDINANCE REPEALING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 2, ADMINISTRATION, ARTICLE III, BOARDS AND COMMISSIONS, DIVISION 11, CITIZENS' POLICE REVIEW BOARD, SECTIONS 2-364, 2-365, AND 2-366; AND PROVIDING AN EFFECTIVE DATE

Approval of the Second and Final Reading of the Proposed Ordinance #24-06 repealing the Citizens' Police Review Board (CPRB).

City Attorney Sanchez de Fuentes read Proposed Ordinance # 3101 by title.

City Manager Steigerwald explained that the Florida Legislature enacted a new bill making it illegal for City's to have review boards of this nature. A discussion was held about the differences between legal settlements and disciplinary information. City Attorney Sanchez de Fuentes stated that the City has not had any settlements for police misconduct and a settlement database would not necessarily reflect misconduct, nor would that type of litigation material be open to the public. City Manager Steigerwald confirmed that disciplinary records such as closed IA's are public records and can be obtained by citizens, though some information may be redacted. After holding the public hearing, staff recommends approval.

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

Commissioner Martinez moved to approve the Ordinance # 3101. Commissioner Eady seconded the motion.

Upon roll call, the vote was as follows:

|                      |     |
|----------------------|-----|
| Commissioner Alvarez | AYE |
|----------------------|-----|

|                       |        |
|-----------------------|--------|
| Commissioner Martinez | AYE    |
| Vice-Mayor Castano    | AYE    |
| Commissioner Eady     | AYE    |
| Mayor Gonzalez        | ABSENT |

Motion carried 4 - 0.

## 5. PUBLIC HEARINGS

## 6. HEAR AUDIENCE

Tiffany Jeffers thanked the City and the Commission for the 2024 School of Government Program.

## 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 Eady 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 May 21, 2024, Commission Workshop and Commission Meeting

Request Commission approval of the May 21, 2024, Commission Workshop and Meeting Minutes

### 7.B Donegan Corners Replat - Final Plat (DRC# SR-24-0004)

Approval of the final plat known as Donegan Corners Replat.

### 7.C Award of Florida Digital Services Technology Grant

Approval to accept the award of a Florida Digital Services Technology Grant from the State of Florida

### 7.D Approval of an Interlocal Agreement between School District of Osceola County and the City of Kissimmee for School Resource Officers

Approval of the Interlocal Agreement relating to School Resource Officers at each district public school (Contract #20240087).

### 7.E First Amendment for Engineering and Design services for Lancaster Ranch Park

Approval of the First Amendment to the Engineering and Design Services Agreement with AECOM Technical Services, Inc. (Contract 20240324) for additional engineering and design services related to the construction of Lancaster Ranch Park in the amount of \$941,897.

### 7.F Second revision to the Guaranteed Maximum Price for Lancaster Ranch Park

Approve the second revision to the Guaranteed Maximum Price (GMP) for Lancaster Ranch Park Phase 1A.

### 7.G KABOOM! Grant for Playground at Mill Slough Park

Approval to accept a "Build it with KABOOM!" grant for a new playground to be constructed at the Mill Slough Park and for the City Manager to sign and execute any documents related to the grant.

- 7.H Stormwater Asset Inventory Data Collection for Mill Slough and Bass Slough Basins  
Approval of Task Work Order No. 5 to Michael Baker International, Inc. (Contract # 20230232) for Phase II of the Stormwater Asset Inventory Data Collection for the City's Mill Slough and Bass Slough Drainage Basins in the amount of \$280,237.00
- 7.I State Highway Lighting, Maintenance and Compensation Agreement  
Approval to renew State Highway Lighting, Maintenance and Compensation Agreement Contract #20240362 between the City of Kissimmee and the Florida Department of Transportation (FDOT).
- 7.J Mill Slough Waterway Debris Removal Project Change Order No.1  
Approval of Change Order No. 1 to amend the current contract price for the Mill Slough Debris Clearing project (contract # 20240222) from \$218,000 to \$247,000, for the cost of completing additional work to satisfy the grant requirements and award a \$3,300 Task Work Order for professional engineering services to Michael Baker International, Inc. (contract # 20230232).
- 7.K Easement Agreement between the City and Tohopekaliga Water Authority for Force Main  
Approval of an Easement Agreement between the City of Kissimmee and Tohopekaliga Water Authority (Toho) for a new force main within city property located between Vine Street and Columbia Avenue.
- 7.L Building Division Budget Transfer to cover additional costs for new Permitting Center project  
Approve budget transfer from the Building Fund to several other funds to complete the new Permitting Center project.
- 7.M Drainage Easement Agreement for Mosaic at Lake Toho  
Approval of the Easement Agreement between Mosaic at Lake Toho, LLC and the City of Kissimmee.
- 7.N Utility Easement Agreement for Aston Square Development  
Approval of a new Utility Easement Agreement between the City of Kissimmee and Aston Square Kissimmee MF, LLC (the developer).
- 7.O Tohopekaliga Water Authority Easement Agreement for Aston Square  
Approval of a new Utility Easement Agreement between the City of Kissimmee and Tohopekaliga Water Authority (Toho) for the Aston Square development.
- 7.P A Resolution Establishing Service Fees and Charges for Lien Searches  
Adoption of the Resolution establishing Service Fees and Charges for lien searches.

## 8. DISCUSSION ITEMS

### **CITY COMMISSION RECESSES AND CONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY BOARD**

- 8.A Vine Street Community Redevelopment Agency (VSCRA) and GAI Consultants, Inc., Agreement for Vine Street CRA Master Plan Update, RFP2024-002  
Approve the VSCRA and GAI Consultants, Inc.,(contract #20240342) RFP2024-002 for Update of the Vine Street CRA Master Plan Agreement and authorize the Economic Development Director to add any additional services to the scope of work not to exceed \$150,000.

CRA Manager Samia Singleton expressed that the Master Plan Agreement has not been updated for the past ten years. Due to all of the priority projects approved and

those that are currently underway, now is a good time to seek an updated Master Plan. This new Master Plan will propose the improvements for the next ten years. Staff is recommending approval.

Commissioner Martinez made a motion to approve. Commissioner Eady seconded the motion.

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

NAY: None

Motion carried 4 - 0.

## **COMMUNITY REDEVELOPMENT AGENCY BOARD ADJOURNS AND RECONVENES AS THE CITY COMMISSION**

### **8.B Kissimmee Utility Authority (KUA) Board Appointment**

Review the applications and qualifications of the recommended candidates (Scott Brian Gerald, Felix Ortiz, and Melissa Thacker) in order to fill the upcoming vacancy on the Kissimmee Utility Authority (KUA) Board.

City Manager Steigerwald announced the decision of the Commission at a Special Meeting that took place today at 5:00 p.m. Melissa Morgan Thacker was appointed to the KUA Board by the City Commission. Commissioner Martinez stated all of the candidates were strong but Ms. Thacker had the most experience.

### **8.C Annual Advisory Board vacancies with terms ending May 31, 2024**

The Commission is requested to appoint or reappoint members to fill vacancies for boards with terms ending May 31, 2024.

Commissioner Alvarez made a motion to reappoint Maria Lebron to the Historic Preservation Board. Commissioner Eady seconded the motion.

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

NAY: None

Motion carried 4 - 0.

## **9. HEAR CITY OFFICIALS**

### **9.A CITY MANAGER**

City Manager Steigerwald announced that tomorrow, June 5, 2024 at 5:30 p.m. the Downtown CRA is hosting a Branding Workshop at the Civic Center. He also announced that on Saturday, June 15, 2024, the City will celebrate its Juneteenth Festival with activities outside at the Civic Center from 12:00 p.m. to 4:00 p.m.

### **9.B CITY ATTORNEY**

### **9.C CITY COMMISSION**

Commissioner Eady commended the staff on the recent Pride Fest Event. She announced that she plans to host an event at Chambers Park for the African American Ministers and Leaders in the community. She is requesting commission approval to use \$250 towards food for the event.

Commissioner Alvarez made a motion to approve. Commissioner Martinez seconded the motion.

Motion carried 4 - 0.

Commissioner Alvarez encouraged the community to come out to the CRA Event at the Civic Center tomorrow night.

Commissioner Martiez prompted a discussion between the board and staff regarding increasing social service funds beyond \$300,000. Currently, staff is in the process of balancing the budget and can look for additional avenues to make this happen if it is commission consensus. Public safety would not be impacted. City Manager Steigerwald indicated there is no need to vote, he will prepare budget recommendations based on the five-year projections, and will present those at the Budget Workshop in July. Commissioner Eady and the City Manager discussed millage and the health of the City's reserve account.

Commissioner Martinez additionally requested staff to look into salary increases for the Commissioners. Commissioner's salaries are dictated by the City Charter. In order to amend the City Charter, an ordinance would have to pass First and Second Reading, and then it would need to go on the ballot for the vote of the general public. The City Clerk will investigate the ballot deadlines with the State of Florida for both the General and Primary Election. Commission consensus was received to move forward. The Commission additionally discussed possibilities to receive a one-time bonus payment. City Manager Steigerwald recommended a future workshop to discuss these matters in addition to pension options that were previously addressed in the Commission Retreat.

Vice-Mayor Castano stated the presentations by the non-profits were very beneficial.

## 10. ADJOURNMENT

There being no further business to come before the Commission, Vice-Mayor Castano adjourned the meeting at 6:41 PM.



*Olga Gonzalez*

MAYOR-COMMISSIONER

ATTEST:

*Taneera Crespo*

CITY CLERK

## AUDIT TRAIL

### (S) - CCM MIN JUN 04 2024

|                      |                                                            |
|----------------------|------------------------------------------------------------|
| FILE                 | CCM MIN JUN 04, 2024_Jun-18-2024_completed.pdf (563.21 KB) |
| DOCUMENT REF ID      | HBRREF-a546e3e8df154b35a5c87dccbbeddc92                    |
| FILE VERIFICATION ID | TQXWuHDboec/VEST00OfVA== (md5hash base64)                  |
| STATUS               | Completed (June 19th 2024 00:36:22 UTC)                    |

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## DOCUMENT HISTORY



#### CREATED

Agreement Created by City Clerk's Office  
(tcrespo@intra.kissimmee.org)

Agreement Type: EMAILS  
June 17th 2024 12:22:34 UTC



#### SIGNED

Agreement Signed by Olga Gonzalez

June 19th 2024 00:35:27 UTC  
US FL • • •  
Signer Email: olga.gonzalez@kissimmee.gov



#### SIGNED

Agreement Signed by Tameara Crespo

June 19th 2024 00:36:22 UTC  
US FL • • •  
Signer Email: tameara.crespo@kissimmee.gov



#### COMPLETED