



**CITY OF KISSIMMEE
COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING AGENDA
MONDAY, MAY 24, 2010, 6:00 p.m.
City of Kissimmee Commissioner Chambers
1st Floor, City Hall
101 Church Street
Kissimmee, FL 34741**

- I. Call to Order
- II. Approval of Minutes
- III. Consent
No Items
- IV. Discussion Items
 - A. Master Redevelopment Plan Workshop
- V. Information Items
 - B. Kissimmee Main Street
- VI. Hear Audience
- VII. Hear Director
- VIII. Hear Board of Commissioners

Adjourn

In accordance with Florida Statute 286.0105: Any person wishing to appeal any decision made by the Community Redevelopment Agency with respect to any matter considered at such meeting or hearing will need a record of the proceeding, and for such purposes may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida Statute 286.26, persons needing assistance to participate in any of these proceedings should contact the office on the City Clerk, 407-518-2309 prior to the meeting.

REGULAR SESSION OF THE CITY OF KISSIMMEE COMMUNITY REDEVELOPMENT AGENCY APRIL 26, 2010

Description	Those in attendance: Commissioner/Chair Evans, Commissioner/Vice-Chair Meyers, Commissioner Cross, Commissioner Novak, Commissioner Foust, Commissioner Eck, CRA Director Hamilton, Development Services Director Holland, Admin. Assistant Grieb. Those absent: Commissioner Brooks.		
Date	4/26/2010	Location	City Commissioner Chambers, 101 Church Street, Kissimmee, FL 34741
Time	Agenda	Minutes	
6:12:23 PM	I. Call to order	Sherry Evans called the meeting to order	
6:12:40 PM	II. Approval of Minutes	Commissioner Novak moved to approve the minutes of the February 22, 2010 meeting. Commissioner Foust seconded. Motion Carried 6-0 Commissioner Brooks absent	
6:13:15 PM	III. Consent Agenda	<p>The Consent Agenda is a technique designed to expedite handling of routine and miscellaneous business of the Community Redevelopment Agency. The CRA, in one motion, may adopt the entire Agenda. The motion for adoption is non-debatable and must receive unanimous approval. By request of any individual member, any item may be removed from the Consent Agenda and placed upon the Regular Agenda for debate.</p> <p>Commissioner Meyers moved to approve the consent agenda as presented. Commissioner Cross seconded.</p> <p>Motion carried 6-0 Commissioner Brooks absent</p> <p>A. Commercial Grants</p> <p>Request approval of Grant # 476 – Water and Sewer Impact Fee Assistance for 10 E. Dakin Avenue for \$19,237.76.</p> <p>B. Residential Grants</p> <p>Request approval of Grant #472, #473 – Paint Voucher and Matching Façade for 306 E. Drury for \$1,274.40 and \$ 700, Grant # 474 – Matching Façade for 605 Mabbette Street for \$1,500, Grant #477, #478 – Paint Voucher and Matching</p>	

		Rehabilitation for 526 Lakeshore Blvd. for \$ 641.68 and \$ 5,000, Grant #480, #481 – Live Where You Work and Owner Occupancy Incentive for 407 S. Dillingham for \$10,000 each. Grant #475 was canceled by staff due to a façade grant was previously awarded to this property.
6:14:17 PM	IV. Discussion Items	<p>C. 804 Bryan Street, Phase I - Change Order #5</p> <p>CRA Director Hamilton requested approval of change order #5 in the amount of \$ 8,886. Changes required based on the Florida State building codes and the inability to reuse existing railings.</p> <p>Commissioner Cross moved to approve Change Order #5 with Durable Restoration. Commissioner Eck seconded.</p> <p>Motion carried 6-0 Commissioner Brooks absent</p>
6:16:20 PM		<p>C. 804 Bryan Street, Phase II - Contract for Services</p> <p>CRA Director Hamilton introduced Bill Zammit, Burkhardt Construction, and project manager for 804 Bryan Street. Bill spoke in regards to the projects historic significance. The objective to keep the project moving forward and to occupy the building as soon as possible. Bill discussed some of the changes to the plans to bring the cost down. Bill Zammit presented three options and commented the numbers being presented are very competitive.</p>
6:24:56 PM		CRA Director Hamilton explained the itemized cost list is not being presented the project manager in the event the commissioners choose Option #3 to develop a Request for Proposals and to solicit bids for Phase II.
6:26:46 PM		Bill Zammit clarified, because this is a commercial building, it requires more extensive code requirements to be met.
6:27:58 PM		In response to Commission Novak, CRA Director Hamilton stated staff will pursue in-kind services and confirmed the new budget begins October 1 st .
6:32:25 PM		Commissioner Foust moved to approve Option B – to Complete Phase IIA, a Modified Scope of Work that does not complete the Master Plan, the Guaranteed Maximum Price development by Durable Restoration Company Inc. at \$599,738. Commissioner Eck seconded.
6:32:47 PM		CRA Director Hamilton responded to Commissioner Novak

		clarifying Option B includes Phase IIB to complete the balance of the finishes and items in the Master Plan in the new budget year.
6:36:40 PM		Motion carried 6-0 Commissioner Brooks absent
6:37:05 PM		D. East Oak Plaza - Developers Incentive CRA Director Hamilton requested approval of the Developer Incentives Agreement for East Oak Plaza pending all conditions are met by the developer/applicant. The incentive was approved at the October 26, 2009 CRA meeting. CRA Director Hamilton read the conditions into the record.
6:40:53 PM		In response to Commissioner Meyers, D.S. Director Holland the church will be torn down after completion of the new building.
6:42:38 PM		Commissioner Meyers questioned if anyone has looked into salvaging any items of the church before demolition. Cheryl Fish, Main Street Director and CRA Director Hamilton confirmed they would look into it.
6:43:12 PM		Commissioner Meyers moved to approve. Commissioner Novak seconded. Motion carried 6-0 Commissioner Brooks seconded.
6:43:43 PM		E. 421 Broadway – Annual Lease Agreement Renewal CRA Director Hamilton requested approval of the Annual Lease Agreement of 421 Broadway with Kissimmee Main Street. Staff requests an addition to the lease agreement requiring KMS to pay the annual Fire Fee and to require annual pest control services of the building.
6:45:45 PM		Commissioner Eck announced her abstention from the vote.
6:46:08 PM		Commissioner Cross moved for approval of the lease renewal with the addition of the requirements KMS pay the annual fire fees and requirement for annual pest control. Commissioner Foust seconded.
6:46:39 PM		KMS Executive Director Cheryl Fish did not see any issues with the agreement as presented.
6:47:01 PM		Motion carried 5-0-1 Commissioner Eck abstained Commissioner Brooks absent

6:47:09 PM	V. Information Items	G. Downtown Streetscape - Phase II, Presentation CRA Director Hamilton introduced Brian Good with Kimley-Horn and Associates.
6:49:36 PM		Brian Good provided an overview, benefits, and funding sources of the Phase II Streetscape for downtown.
7:31:31 PM		H. East Oak Plaza - PUD Zoning Development Services Director Holland provided details of the zoning request.
7:32:29 PM		I. Kissimmee Main Street Cheryl Fish, Executive Director, thanked the commission for the renewal of the lease. Cheryl stated there were 247 visitors at the Welcome Station during the month of March however the retail sales are not at the level that was hoped for. Staff has increased the print media promotion of the store. Social media is also being utilized. The web site is changing on a regular basis and also the use Facebook and Twitter has been added. Cheryl reported on the past and upcoming events.
7:38:36 PM	VI. Hear Audience	Sherry Marcoe praised the Main Street Director for her job over the past year and thanked the CRA for their continued support.
7:38:44 PM	VII. Hear Director	CRA Director Hamilton informed the Commission the CRA office has moved to 3 Courthouse Square which on the first floor of the Historic Courthouse. City Staff continues to work on master retention plan. Staff is working on a Request for Qualifications for Toho Square and the Hansell Plant. The Monument Avenue streetscaping continues to move forward. Mr. Wheeler, who is a relative of the Carson/Bryan family, has been in touch with staff to express his interest in the restoration of the house. An ad was placed in Visitflorida.com. The ad gives the internet link to CRA website. Staff is currently working on budget and will providing it at the next board meeting.
7:42:42 PM	VIII. Hear Board of Commissioners	CRA Director Hamilton confirmed Commissioner Eck's question, the bricks on the streets will be saved.
7:43:51 PM		Commissioner Eck commented on how accommodating the Burkhardt Construction crew is. CRA Director Hamilton confirmed she will pass the information along to their main office.
7:45:11 PM		Commissioner Foust commented on the need for a Bed &

		Breakfast in the downtown.
7:46:16 PM	Adjourn	<p>Adjourn There being no further business to come before the CRA Commission, Chairwoman Evans adjourned the meeting.</p> <hr/> <p>Sherry Evans, Chairwoman</p> <hr/> <p>Gail Hamilton, CRA Director</p>

IV. A. MASTER REDEVELOPMENT PLAN WORKSHOP

REQUEST: Workshop on update to the Master Redevelopment Plan

EXPLANATION: The CRA has undertaken the update to the Master Redevelopment Plan. Consultant Kurt Easton with Urban Networks will provide information collected from focus group meetings, existing conditions and projects completed within the District and give feed-back on progress.

The last update to the Master Redevelopment Plan was adopted in 2003.

RECOMMENDATION: Workshop on the progress of the CRA Redevelopment Plan. No action is required.

V. B. KISSIMMEE MAIN STREET MINUTES

The Kissimmee Main Street minutes from the April meeting is included for informational purposes. Cheryl Fish, Main Street Executive Director, will be available to address any questions.

Kissimmee Main Street Board of Directors Agenda

April 19, 2010

5:15PM

Kissimmee Main Street Welcome Station

5:15 – 5:20 Minutes Approved

5:20 – 5:25 Treasurer’s Report

5:25 – 5:35 – President’s report

5:35 – 5:45 Executive Director’s Report

5:45 – 5:55 Old Business

Decision on Alcohol Permit changes – w/ update from director

Retreat Facilitator

5:55 – 6:05 New Business

Board Application – Maria Grulich-Toumazos – ex-officio from Osceola County

6:05 – 6:20 Committee Reports

Design

Economic Restructuring

Organization

Promotions

6:20 – 6:25 Announcements and Calendar

CRA Board meeting Monday, April 26 at 6PM – Lease renewal vote

May 1, 2010 – Downtown Kissimmee Art, Crafts and Antique Festival

Next meeting – May 17th at 5:15 At Welcome Station

6:25 – 6:35 Hear the Directors

6:35PM - Adjourn

KMS Board Meeting April 19, 2010 at CRA

Present: Gail Eck, Josh DeVries, Vince Bronson, Kim Grieb, Melissa Bancroft, Cheryl Fish, Sherry Marcoe, Belinda Ortiz, Maria Barry

Absent: Kena Blaine, Chuck Castellon, Sherry Hopkins, Katharine Navas

Minutes for February approved by Josh Feb., 2nd by Gail Eck. No Board meeting was held in March

Treasurer's Report approved by Josh, 2nd by Vince

Executive Directors Report– New Members, Renewals, Adopt-A-Pot renewals, United Way Designated Payout from City Employees for Non-Profit Group - \$76.00. KUA sent check for Kowtown sponsorship. Cheryl asked for Committees to provide budgets/work plans for upcoming year. Next CRA mtg. our MainStreet office lease is up for renewal, board members are invited to attend. City Commission Mtg. tomorrow night about Alcohol Ordinance from 50 to 30 seats capacities. Cheryl showed on-line to Board Ed Sackett made into a 60 second commercial for \$399 a month on the tourist channel. Cheryl will be meeting with Dave Pool with DP marketing regarding some hotel advertising. Cheryl brought up working with other organizations – some are tough, offer them an ex-officio seat to attend our meetings now to help them understand there is a place for them in our organization. Jeremy talked with Cheryl about a gentleman who is affiliated with Good Sams about having their residents involved in downtown. Cheryl mentioned Jeannette Peters as a facilitator for our Retreat, possibly July 31st. Suggestions for sponsorship of food for the retreat, possibly Publix, Golden Corral.

Motion - Gail Eck made a motion to create an ex-officio seat, 2nd by Vince Bronson. Cheryl will send a letter to that effect to all the downtown organizations.

Committee Reports –

Design – Maria Barry was not at the last mtg. Cheryl shared info about re-planting the pots once Melissa gets new plants. Melissa will be checking with Forest Hills Landscaping to acquire plants and possibly the Osceola ARC. Vince volunteered to assist with plants by talking with Forest Hills as well. Maria would like to participate in the Promotions Committee to work with Design for future events. Broadway's Best awards are being worked on by Cheryl.

E.R. - Josh has renewed subscription to Lease Track and will be sending newsletter and cards to local businesses to start a new search within the next month or two. 2nd Annual Showcase and Forum for Commercial Real Estate invitations going out. Cheryl Grieb, Belinda Ortiz, Gail Hamilton will be speaking at event. Heidi will work with Josh for locations to tour and open locations for visits by the Real Estate agents.... Reconvening at Signature by the Lake with dinner. Downtown Deals – Businesses will punch holes on the flyers and people will bring back to office for a drawing for a downtown restaurant meal.

New business start up grant – Echos of Yesterday – paid membership dues and for entry to Arts Antiques and Craft show.

Organization – no mtg. last month, Gail talked with Atlee about Membership drive (June 14) coming up and ways to approach. February mtg. – talked about having name tags for events, Kim checked with Alpha Specialties – \$5.00 donation from board members for their own tags. Newsletter – possibly talk with Kena about working on for Kiss. Main Street. Gail would like Committee Chairs to ask committee members to become members of Kiss. Main St.

Promotion – 5K committee had mtg. \$6,287.00 Heart Association, \$4,190.00 KMS. Cheryl Fish will ask Cheryl Grieb to talk with the Heart Association to send some of the money to Kissimmee for next years event instead of money going out of Osceola County. Kowtown \$1852.00 in the hole. It's a feel-good event, not a fund-raiser so that business would stay open longer. 1800 – 2000 people attended.

Education in the Park – will have table at the event, need volunteers to man the tables. Cheryl Fish, Kim Grieb, Bill Spinola and Sherry Marcoe have volunteered already to set up and man the table. Nice items have been donated already for a gift basket – to raise money for KMS. Free pass out items will be handed out as well by current businesses who are members. May 1st Arts Crafts Antiques flyers were passed out to KMS board. News Gazette article about the Festival only appeared in the Kissimmee Edition – not St. Cloud. This is not a good thing for KMS. Count me In, a listing of events was created to pass around to businesses asking them which events they'd like to participate and some of the downtown merchants have been faxing their replies to Cheryl already. Discussion regarding stranded tourists left in the area because of delays flying back to Europe could be invited to our event May 1st.

Old Business

An offer was made by Bill Spinola to become the chair Promotions Committee but it would represent a conflict of interest.

Facebook update – #500 milestone, suggestions for prize or coupons for events for future levels of those joining the website as “friends.”

New Business

Motion made by Sherry Marcoe, 2nd by Belinda Ortiz to accept new board member application by Maria Grulich Tomazos. Passed unanimously.

Motion made by Belinda Ortiz, second by Vince Bronson to accept resignation of Katharine Navas who has been unable to make most of the board meetings since being appointed a Board member. Passed unanimously.

President's Report

Monday night coming up -- CRA mtg. City Commission chambers – Lease renewal
Attend Craft, Antiques & Art festival
Help with Plant re-potting needed by all board members and volunteers – see Cheryl
Thanks to all who attended Comm. Meeting that lasted 2 ½ hours to get approval for funding.
Turn in any Business Inventories that have been completed to help with new Brochures that will be printed.

Hear the Directors

Vince—wants to help with planting
Kim—CRA temp. housed on 1st floor of the Historic Courthouse – Phase #2 of 804 on agenda for next week, should take 6 months to complete. Master Redevelopment plan being updated.
Gail---wants any ideas for membership drive from board members
Sherry—Nancy Dale will be speaking at the Hist. Society this Sat. at 2:00
Belinda---appreciated being with the board
Next Board Meeting: Monday, May 17, 2010 at 5:15 Welcome Station
Meeting Adjourned 6:55 pm