



Central Florida Regional Planning Council

October 8, 2014

Sebring Airport Authority

128 Authority Lane

Sebring, FL 33870

9:30 a.m.

Meeting Minutes

Chairman Pat Huff called the meeting to order at 9:30 a.m. Norman White led the Council in prayer. The Council Pledged Allegiance to the Flag. Roll was called and the following members were present.

CFRPC Chairman, City Commissioner Pat Huff, Ridge League of Cities, City of Bartow
CFRPC Vice-Chairman, Councilman Clayton Williams, City of Okeechobee
Commissioner Buddy Mansfield, DeSoto County
Jackie Tucker, DeSoto County Gubernatorial Appointee
City Councilwoman Neda Cobb, Wauchula
Commissioner Ron Handley, Highlands County
Commissioner Melony Bell, Polk County
Mark Hill, Highlands County Development Services Director, Ex-officio
Gary Ritter, South Florida Water Management District, Ex-officio

Members absent:

City Councilman Robert Heine, Arcadia
Commissioner Sue Birge, Hardee County
Chet Huddleston, Hardee County Gubernatorial Appointee
City Councilman Bud Whitlock, Sebring
City Commissioner Edie Yates, Lakeland
City Commissioner J.P. Powell, Winter Haven
Dr. Marshall Goodman, Polk County Gubernatorial Appointee
Tom Cookingham, DeSoto County Planning Director, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio
Tom Deardorff, Polk County Director of Growth Management, Ex-officio
Jennifer Stults, Florida Department of Transportation, Ex-officio
Gina Reynolds, Florida's Heartland Rural Economic Development Initiative, Ex-officio
Jim Golden, Southwest Florida Water Management District, Ex-officio
Mary Yeargan, Florida Department of Environmental Protection

Under announcements, Pat Steed, Executive Director, presented a plaque which was awarded to the Central Florida Regional Planning Council that represents the Certificate of Achievement for



Excellence in Financial Reporting. Each year that the criterion is met, the Council will receive a medallion to be placed on the plaque.

AGENDA ITEM #1 PUBLIC COMMENTS

Chairman Huff opened the public comment period. The public comment period closed with no comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

September 10, 2014, Council Meeting Minutes

Chairman Huff asked if there were any additions, deletions or corrections to the September 10, 2014, Council Meeting Minutes.

MOTION

There being none, Jackie Tucker moved to approve the Council Meeting Minutes as submitted. Buddy Mansfield seconded.

Motion carried unanimously.

AGENDA ITEM #3 FINANCE COMMITTEE RECOMMENDATIONS

Pat Steed explained that the financial report will be presented with the upcoming audit report.

Discussion with Auditors

Ms. Steed stated that the Finance Committee met on October 3, 2014, in Bartow. The Committee met with the Council's auditors and discussed their Auditing Standards requirements and responsibilities. A letter outlining those responsibilities was issued to the Finance Committee, and distributed to the full membership. The audit is expected to be complete and presented to the Council at the December Council meeting.

A. Final Amended Budget for FY 2013-14

Pat Steed stated that the Finance Committee also reviewed the final amended budget for FY 2013-14. She reviewed in detail the proposed amendments to the FY 2013-14 Budget and stated that the Finance Committee was recommending its approval. Discussion followed.

MOTION

Clayton Williams moved to approve the Final Amended Budget for FY 2013-14 as presented and recommended by the Finance Committee. Buddy Mansfield seconded.

Motion carried unanimously.

B. Amend Budget for FY 2014-15

Ms. Steed stated that the Finance Committee also reviewed the amended budget for FY 2014-15. She reviewed in detail the proposed amendments to the budget with the Council and stated that the Finance Committee was recommending its approval. Discussion followed.

MOTION

Buddy Mansfield moved to approve the Amended Budget for FY 2014-15 as presented and recommended by the Finance Committee. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #4 EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT

Pat Huff pointed out the minor changes to Pat Steed's employment contract, which the Finance Committee had reviewed at their October 3, 2014 meeting, and was recommending its approval. Ms. Steed's contract included the addition of the cost of medical insurance, a slight increase for cell phone service, and the removal of the provision of \$100,000 in additional term life insurance.

MOTION

Jackie Tucker moved to approve the amended employment contract as presented. Ron Handley seconded.

Motion carried unanimously.

AGENDA ITEM #5 JOINT PARTICIPATION AGREEMENT (JPA) WITH FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)

Pat Steed stated that the Florida Department of Transportation (FDOT) has made funding available to CFRPC to prepare a Long Range Transportation Plan (LRTP) for the proposed Heartland Regional Transportation Planning Organization (HRTPO) for DeSoto, Glades, Hardee, Hendry, Highlands and Okeechobee Counties. This plan must be written and approved by the March 2016 deadline. The funding amount is \$150,000 and would also cover other planning and administrative tasks.

Laura Lockwood, FDOT, reiterated that the LRTP is no small task and that FDOT is excited to work with CFRPC.

Pat Huff added that he serves on the Polk TPO and reiterated that writing a LRTP is a huge undertaking.

MOTION

Buddy Mansfield moved to authorize the Executive Director to execute the JPA with the FDOT and administer all grant documents. Melony Bell seconded.

Motion carried unanimously.

AGENDA ITEM #6 CONTRACT FOR TECHNOLOGY SERVICES

Pat Steed stated that the Council uses an information technology company to provide support to the computer system and network in the Council office. Staff is recommending continuing services with Cipher Integration, Inc., for a contract period of October 1, 2014 through September 30, 2015, for the amount of \$31,960.

MOTION

Buddy Mansfield moved to approve the contract with Cipher Integration, Inc., for \$31,960 for a contract period of October 1, 2014 through September 30, 2015. Ron Handley seconded.

Motion carried unanimously.

AGENDA ITEM #7 ECONOMIC DEVELOPMENT DISTRICT, THREE YEAR PARTNERSHIP PLANNING GRANT

Pat Steed stated that this funding has been received by the Council since about 1976, and has been used for core economic development activities over the years. In the past it was an annual grant application, but is now a three year grant, beginning January 1, 2015.

MOTION

Buddy Mansfield moved to authorize staff to submit the application and for the Executive Director to execute the necessary grant documents. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #8 2015 HOLIDAY SCHEDULE

Pat Steed requested approval of the 2015 Holiday Schedule. The Council office will be closed on the scheduled dates in recognition of these holidays.

MOTION

Jackie Tucker moved to approve the 2015 Holiday Schedule as presented. Buddy Mansfield seconded.

Motion carried unanimously.

AGENDA ITEM #9 APPLICATION FOR RURAL COMMUNITY DEVELOPMENT INITIATIVE GRANT

Pat Steed stated that staff is requesting authorization to potentially submit an application for a USDA Rural Community Development Initiative grant and for the Executive Director to execute the necessary grant documents. This is a new grant project that the Council has not received in the past. It would provide funding for financial and technical assistance to undertake projects related to housing, community facilities, or community and economic development that will support communities in the region. Ms. Steed added that discussions with USDA staff are ongoing in an effort to determine if this grant application should be submitted. The deadline to notify USDA with intention to submit is November 12, 2014. A follow-up agenda item will be on the December 2014 Council agenda, which is the next meeting. Ms. Steed requested authorization to explore this grant opportunity.

Buddy Mansfield indicated that it is within the Executive Director's authority to explore this potential grant opportunity without bringing this to the Council at this point in the process. Discussion followed.

Ms. Steed requested the Council authorize her to submit this grant application and if awarded, the grant contract would be brought before the Council for authority to execute.

MOTION

Ron Handley moved to authorize the Executive Director to submit this grant application. If awarded, the contract would then be brought before the Council for authority to execute. Buddy Mansfield seconded.

Motion carried unanimously.

Melony Bell reiterated that it is within the Executive Director's authority to explore potential grant opportunities without her having to seek Council authority to do so.

Norman White, Council Attorney, explained that in some cases, grant applications ask if the person signing and submitting such applications is authorized to submit on behalf of the agency. Discussion followed.

MOTION

Melony Bell moved to authorize the Executive Director to have full authority to explore potential grant opportunities, and to sign and submit such grant applications on behalf to the CFRPC. Once a grant is awarded, the grant contract would then be presented to the Council for disclosure and authority to execute. Buddy Mansfield seconded.

Motion carried unanimously.

AGENDA ITEM #10 APPOINT MEMBERS TO NOMINATING COMMITTEE

Chairman Pat Huff appointed Clayton Williams, Jackie Tucker and Sue Birge to serve as the Nominating Committee. The Nominating Committee is scheduled to meet on December 10, 2014 at 9:00 a.m. just prior to the Council Meeting, to nominate a candidate to serve as Chairman of the CFRPC in 2015.

AGENDA ITEM #11 EXECUTIVE DIRECTOR'S REPORT

Pat Steed asked Laura Lockwood, who was attending on Jennifer Stults' behalf, to introduce the team of staff working with the new HRTPO. They were: Jeffrey Deemer, FDOT Community Liaison and Keith Robins, FDOT District Freight Coordinator.

Ms. Steed reported that she recently attended the Florida Chamber of Commerce Florida Forum, which has business and economic development connectivity, and works closely with the regional planning councils (RPSs). At that Forum she was asked to facilitate a Regional Discussion which included the six counties of the Heartland FRHEDI area and some coastal counties, and had an interesting discussion. A council member from the Southwest RPC suggested a joint meeting between the two regions be held to discuss common issues of interest.

Ms. Steed reported on the Florida Regional Councils Association (FRCA) meeting, and Policy Board meeting, that were held in August. She met with the Director of the Department of Economic Opportunity and other key staff. Ms. Steed distributed the FRCA monthly Activity Report for August through September, 2014 to each member.

Ms. Steed distributed and reviewed an informational sheet indicating planning services being conducted by CFRPC for various municipalities in the region.

Ms. Steed showed a PowerPoint presentation of photographs taken at the Council's 40th Anniversary Celebration Luncheon and Council Meeting. There were also photos of proclamation presentations made at various municipalities, and she stated that other proclamation presentations are scheduled. Included in the presentation were copies of local newspaper articles covering the Council's 40th Anniversary Celebration.

AGENDA ITEM #12 OTHER BUSINESS

Jackie Tucker announced that DeSoto County is working on having a official state veteran's ceremony at a retirement facility to recognize the veterans and their service to this country.

Gary Ritter announced that the South Florida Water Management District (SFWMD) is going to have a cooperative funding program dealing with storm water and restoration type projects to assist counties develop storm water projects. The SFWMD is asking counties to submit their projects for consideration.

Buddy Mansfield announced that the Vietnam Wall will be in DeSoto County on December 3 to 8, 2014, at the Turner Center. Also, DeSoto County has a Rodeo scheduled for November 1 and 2, 2014, at the rodeo arena.

The next meeting was scheduled for December 10, 2014, at the Bartow Public Library, at 9:30 a.m., with the Nominating Committee meeting scheduled for 9:00 a.m.

Melony Bell asked if the meetings could be held closer to the City of Sebring, perhaps on Hwy 27. Discussion followed.

Pat Steed stated that she will pursue a meeting venue more conveniently located.

There being no further business, the meeting adjourned.

Respectfully submitted,



W. Patrick Huff, Chairman

October 8, 2014 Council Meeting Minutes