



**Central Florida Regional Planning Council**

**August 12, 2015**

**Bartow Public Library  
2<sup>nd</sup> Floor Conference Room  
2150 South Broadway Avenue  
Bartow, FL 33830  
9:30 a.m.**

**Meeting Minutes**

Chairman Buddy Mansfield 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 Commissioner Buddy Mansfield, DeSoto County  
CFRPC Vice-Chairman, Commissioner Edie Yates, City of Lakeland  
Jackie Tucker, DeSoto County Gubernatorial Appointee  
Commissioner Mike Thompson, Hardee County  
City Councilwoman Neda Cobb, City of Wauchula  
Chet Huddleston, Hardee County Gubernatorial Appointee  
Commissioner Don Elwell, Highlands County  
City Councilman John Shoop, Sebring Mayor  
Donna Howerton, Highlands County Gubernatorial Appointee  
Commissioner Bryant Culpepper, Okeechobee County  
City Commissioner, Mike O'Connor, City of Okeechobee  
Elvie Posey, Okeechobee County Gubernatorial Appointee  
Commissioner Melony Bell, Polk County  
City Commissioner Pat Huff, City of Bartow and Ridge League of Cities  
Jeff Kincart, Polk County Gubernatorial Appointee  
Earl Hahn, DeSoto County Planning Director, Ex-officio  
Todd Miller, Hardee County Planning Director, Ex-officio  
Ben Dunn, Highlands County Development Services Director, Ex-officio  
Tom Deardorff, Polk County Director of Growth Management, Ex-officio  
Jeff Diemer for Jennifer Stults, Florida Department of Transportation, Ex-officio  
Jim Golden, Southwest Florida Water Management District, Ex-officio  
Mary Yeargan, Department of Environmental Protection

**Members absent:**

City Councilman Joe Fink, City of Arcadia  
Hazel Sellers, Polk County Gubernatorial Appointee  
City Commissioner, J.P. Powell, Winter Haven



Bill Royce, Okeechobee County Planning Director, Ex-officio  
Gina Reynolds, Florida's Heartland Regional Economic Development Initiative, Ex-officio  
Elizabeth "Libby" Maxwell, South Florida Water Management District, Ex-officio

### Announcements

Pat Steed announced that many of the Council's ex-officio positions had recently been filled. She welcomed all the new members and asked anyone attending for the first time to introduce themselves. They were as follows:

Mary Yeargan, Director of the Florida Department of Environmental Protection  
Edie Barns, Hardee County Community Planner  
Ben Dun, Highlands County Community Services Director and Executive Director of HRTPO  
Earl Hahn, DeSoto County Development Director  
Terry Stewart, Arcadia City Administrator  
Tami Hulse, Finance Director for CFRPC

Ms. Steed reported on the awards the Council had received since the last meeting. One was from the Florida Planning and Zoning Association for the Bartow CRA Redevelopment Plan and one for the Heartland 2060 project. Another was the Major Metro Award from the National Association of Regional Councils for the Council's Broadband project. The plaques were available at the meeting for members to see.

### **AGENDA ITEM #1 PUBLIC COMMENTS**

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

### **AGENDA ITEM #2 COUNCIL ADMINISTRATION**

#### **A. June 10, 2015 Council Meeting Minutes**

Chairman Mansfield asked if there were any additions, deletions or corrections to the June 10, 2015 Council Meeting Minutes.

### **MOTION**

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

Motion carried unanimously.

## **B. Financial Report**

Ms. Steed reviewed the Statement of Activities and Statement of Net Assets for the month ended July 31, 2015. Discussion followed.

### **MOTION**

Don Elwell moved to approve the July 31, 2015 Financial Report as presented. Mike Thompson seconded.

Motion carried unanimously.

### **AGENDA ITEM #3 UPDATE ON EMERGENCY MANAGEMENT AND PREPAREDNESS AND HAZARDOUS MATERIALS PROGRAMS**

Showing a PowerPoint presentation, Chuck Carter, Program Manager, reviewed the various programs he manages for the Council. The Hazardous Materials Emergency Preparedness (HMEP) contract with the state is used to plan and conduct training exercise scenarios and assist with emergency operations planning. HMEP exercise scenarios are required to include a hazardous material (HAZMAT) and a transportation component. A table-top exercise with Hardee County is currently planned for later this year which will involve a chemical facility in danger of being exposed to fire. Mr. Carter added that HMEP funds have been used over the last several years to sponsor Live Fire Training with fire departments in the region. Over 450 firefighters have been trained each year for the past three years.

Mr. Carter stated that the Small Quantity Generators (SQG) of Hazardous Waste program to conducts inspections in DeSoto, Hardee and Okeechobee Counties. Staff inspects 20% of each of the three counties' facilities each year for five years. Highlands and Polk Counties operate their own inspection programs. Facilities inspected are those that create hazardous waste as a product or a by-product of their business.

Mr. Carter explained that the Hazards Analysis contract is to conduct inspections of facilities that maintain Extremely Hazardous Substances (EHS) onsite, that are used in their daily business. This contract is for facility inspections in DeSoto, Hardee and Okeechobee Counties. The facilities that are inspected are mandated by the state.

The Council is staff to the Local Emergency Planning Committee (LEPC) which is composed of emergency responders, from public and private sectors, within the five county region. The group meets quarterly and is responsible for keeping the regional Hazardous Materials Emergency Preparedness Plan up to date. He reported that a full-scale Active Shooter exercise was conducted earlier this year on the campus of Lake Gibson High School in Lakeland. There were over 100 participants including law enforcement, fire, EMS and student volunteers. Several hundred Polk County school officials observed the event through closed circuit TV. Discussion followed.

**AGENDA ITEM #4 APPROVAL OF HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) CONTRACT**

Pat Steed presented the HMEP Contract for next fiscal year. This annual contract is for emergency planning and training of local emergency responders in the region. The contract amount is \$68,653. She requested authorization for the chairman to sign the HMEP contract.

**MOTION**

Pat Huff moved to authorize the chairman to sign the HMEP contract as presented. Chet Huddleston seconded.

Motion carried unanimously.

**AGENDA ITEM #5 TRANSPORTATION DISADVANTAGED (TD) AND TRANSIT FUNDING UPDATE**

Marcia Staszko, Transportation Disadvantaged Director, stated that the CFRPC is the Planning Agency for the Transportation Disadvantaged program in Hardee, Highlands and Okeechobee Counties. As the Planning Agency, the CFRPC is required to select a Community Transportation Coordinator (CTC) to recommend to the Commission for the Transportation Disadvantaged. An RFQ process was conducted, and as a result of that process, an entity other than the current CTC was selected for recommendation by the Selection Committee. The TD Commission accepted the CFRPC's recommendation. A formal protest was then filed by the current CTC. On July 17, 2015 the current CTC withdrew its protest, and is now committing to working with the new CTC to ensure a smooth transition. Due to the protest, a delay has occurred, and the start day for the new CTC has been moved to November 1, 2015.

Ms. Staszko stated that there has been a decrease in the demand for TD trips in the last few months, which translates into more funds going forward to the new fiscal year.

**AGENDA ITEM #6 TRANSPORTATION DISADVANTAGED PLANNING GRANT**

Ms. Staszko stated that staff has prepared the FY 2015-2016 Transportation Disadvantaged Planning Grant application and accompanying Resolution Number 2015-8A, which authorizes the Executive Director to submit the grant and administer the grant program.

**MOTION**

Bryant Culpepper moved to adopt Resolution Number 2015-8A as presented. Jackie Tucker seconded.

Motion carried unanimously.

**AGENDA ITEM #7 FEDERAL TRANSIT ADMINISTRATION 5307 GRANT APPLICATION**

Ms. Staszko stated that staff is seeking Council authorization to submit grant applications to the Federal Transit Administration as authorized by the Heartland Regional Transportation Planning Organization (HRTPO). The CFRPC has been designated by the HRTPO as the direct recipient of Urban Transit Funds for the Sebring-Avon Park Urbanized Area. She referred to the accompanying Resolution Number 2015-8B, which authorizes the Executive Director to submit and administer the grant.

**MOTION**

Pat Huff moved to adopt Resolution Number 2015-8B as presented. Don Elwell seconded.

Motion carried unanimously.

**AGENDA ITEM #8 STATUS REPORT FOR THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)**

Pat Steed summarized the process leading up to the designation of the six-county Heartland Regional Transportation Planning Organization (HRTPO). The Unified Planning Work Program (UPWP) was presented at the first meeting of the HRTPO. It describes available funding and tasks that will be accomplished. The UPWP is required to be reviewed by the HRTPO at least annually. She then updated the Council on the HRTPO activities that have occurred since the formational meeting on April 29, 2015. A required Public Participation Plan (PPP) has been put in place, which details how the public will be engaged to encourage public input. The PPP is currently in a 45 day public comment period and the plan can be accessed on [www.cfrpc.org](http://www.cfrpc.org) and on [www.heartlandregionaltpo.org](http://www.heartlandregionaltpo.org). Ms. Steed reported that another item staff is currently working on is a Long Range Transportation Plan (LRTP). In order to continue funding for transportation projects funded by FHWA, the LRTP must be completed by March, 2016.

Ms. Steed stated that Highlands County has named Ben Dunn, the new Highlands County Development Services Director, as the Executive Director of the Heartland Regional Transportation Planning Organization. Mr. Dunn has many years' experience as Transportation Planner for Polk County and working with the Polk TPO.

**AGENDA ITEM #9 APPROVAL OF CONTRACT BETWEEN HIGHLANDS COUNTY AND CFRPC FOR COORDINATION OF STAFF SERVICES FOR HRTPO**

Pat Steed stated that in April the HRTPO approved a contract with CFRPC to provide staff services to the HRTPO. The Council approved that agreement in May. In that agreement, it detailed that the Executive Director of the HRTPO would serve from Highlands County and the HRTPO staff, which would be responsible for the UPWP required tasks and grant management, would be from CFRPC.

She presented a proposed Staff Coordination Agreement between Highlands County Board of County Commissioners and CFRPC for those duties.

Ms. Steed added the UPWP has transit planning funds that are specifically for the Sebring-Avon Park Urbanized Area, known as 5305D. These specific funds do require a match. Highlands County has included funds in their budget to provide the match. The agreement specifies those details.

**MOTION**

Mike Thompson moved to approve the Agreement for Administrative and Technical Staff Services between the CFRPC and the Highlands County Board of County Commissioners. Melony Bell seconded.

Motion carried unanimously.

**AGENDA ITEM #10 AMENDMENT TO COUNCIL’S ATTORNEY’S CONTRACT**

Pat Steed stated that CFRPC has contracted legal services with Norman White since 1997. His contract was last amended in 2008. Ms. Steed presented an amended contract for legal services between Norman White and the CFRPC, and reviewed the details of the proposed changes. Discussion followed.

**MOTION**

Pat Huff moved to approve the amended contract for legal services between Norman White and the Central Florida Regional Planning Council. Chet Huddleston seconded.

Motion carried unanimously.

**AGENDA ITEM #11 NEW COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) MEMBERS**

Shannon Brett, Program Director, stated that the CFRPC is an Economic Development District designated by the US Economic Development Administration. As such, the Council has certain roles and responsibilities which include developing an Economic Development Strategy (CEDS) for the region. Staff continuously monitors key economic development projects, investments, performance measures, and demographics within the region. This information is used to update the CEDS. The CEDS provides an ongoing picture of the economic health of the region. The CEDS Committee, which works with staff to produce the CEDS updates, has several vacancies. The composition of the CEDS Committee must meet certain criteria, including a mix of public and private sector, including economic development and community stakeholders. Ms. Brett presented a list of proposed CEDS Committee members and asked for Council approval. Discussion followed.

## **MOTION**

Melony Bell moved to approve the CEDS Committee as presented, and to include Bill Lambert, Hardee County EDC Director and Jerry Miller, with Duke Energy. Don Elwell seconded.

Motion carried unanimously.

## **AGENDA ITEM #12 CHANGES TO PERSONNEL POLICIES**

Pat Steed presented an amendment to the CFRPC Personnel Policies related to health insurance availability to new employees. She explained that the current policy states that new employees must be employed for one month before they become eligible for health care benefits. Since this has become a recruiting problem, staff proposed an amendment to the policy which will allow new employees to obtain health care benefits on the first day of the next month following employment. Discussion followed.

## **MOTION**

Melony Bell moved to approve the proposed change to the Council's personnel policies as presented. Jackie Tucker seconded.

Motion carried unanimously.

## **AGENDA ITEM #13 REPORT ON FLORIDA REGIONAL COUNCILS ASSOCIATION (FRCA) POLICY BOARD MEETING**

Pat Steed reported on the July FRCA Policy Board meeting in Altamonte Springs. Members serving on the FRCA Policy Board from CFRPC are Chair Buddy Mansfield, Jackie Tucker, and Pat Huff, who is the Immediate Past President of the Policy Board. At this meeting a Strategic Regional Policy Plan was adopted after many months of work with the Policy Board and FRCA staff. The Policy Board members summarized their thoughts and experiences regarding the July meeting. Discussion followed.

## **AGENDA ITEM #14 EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION**

Chairman Mansfield stated that he had received performance evaluations from seven Council members. The Executive Director received primarily "excellent" ratings. He stated that Pat Steed was doing a great job, and is admired and respected by her peers. Discussion followed.

## **MOTION**

Pat Huff moved to confirm that Pat Steed will receive a three percent salary increase, along with all full time employees, as approved in the FY 2015-16 Budget. Jackie Tucker seconded.

Motion carried unanimously.

Ms. Steed thanked Chairman Mansfield and the Council for allowing her the pleasure to serve as Executive Director, and for their kind review and the salary increase.

**AGENDA ITEM #15 EXECUTIVE DIRECTOR'S REPORT**

Pat Steed stated that staff submitted eight grant applications on behalf of local government in the region, to the Department of Economic Opportunity (DEO) for Community Planning Technical Assistance Grants. A total of five grants were awarded in the region. The Council will be involved in four of the grant awards. The grants were awarded to the City of Frostproof to develop a Community Redevelopment Plan; the Town of Dundee to develop a Downtown Vision Plan and implementing Land Development Regulations; and Highlands County for the next phase of the Sebring Airport Encouragement Zone/Spring Lake mixed use Development Area Overlay. The fourth grant was awarded to the CFRPC to work with 12 local governments within the Heartland Regional Transportation Planning Organization (HRTPO) to develop the comprehensive plan policies, in coordination with the HRTPO as required by Florida Statutes.

Ms. Steed added that staff is working to renew their Planning Advisory Services contracts with local governments for the next fiscal year.

Ms. Steed introduced Tami Hulse, the new CFRPC Finance Director.

**AGENDA ITEM #16 OTHER BUSINESS**

No meeting will be held in September. The next regular meeting of the Council is scheduled for October 14, 2015, at 9:30 a.m. at the Okeechobee County Commission Chambers in Okeechobee.

There being no further business, the meeting adjourned.

Respectfully submitted,

  
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Commissioner Buddy Mansfield, Chairman  
August 12, 2015 Council Meeting Minutes