



**Central Florida Regional Planning Council  
February 10, 2016  
Curtis Ezelle Complex  
Hardee County Government Services Building  
315 North 6<sup>th</sup> Avenue  
Wauchula, FL 33873  
9:30 a.m.**

**Meeting Minutes**

Vice-Chair Edie Yates called the meeting to order at 9:30 a.m. Norman White offered the invocation and the Council Pledged Allegiance to the Flag.

**Oath of Office**

Norman White, Council Attorney, administered the Oath of Office to new Council Member William Twyford, Winter Haven City Commissioner.

Roll was called with the following members present.

Vice-Chairman, Commissioner Edie Yates, City of Lakeland  
City Councilman Joe Fink, City of Arcadia  
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  
Mayor John Shoop, City of Sebring  
Donna Howerton, Highlands County Gubernatorial Appointee; Highlands County  
School Board  
Commissioner Bryant Culpepper, Okeechobee County  
City Commissioner, Mike O'Connor, City of Okeechobee  
Commissioner Melony Bell, Polk County  
City Commissioner Pat Huff, City of Bartow and Ridge League of Cities  
City Commissioner, William Twyford, City of Winter Haven  
Hazel Sellers, Polk County Gubernatorial Appointee; Polk County School Board  
Jeff Kincart, Polk County Gubernatorial Appointee  
Earl Hahn, DeSoto County Planning Director, Ex-officio  
Jennifer Stults, Florida Department of Transportation, Ex-officio  
Elizabeth "Libby" Maxwell, South Florida Water Management District, Ex-officio



Members absent:

Chairman Commissioner Buddy Mansfield, DeSoto County  
Elvie Posey, Okeechobee County Gubernatorial Appointee  
Todd Miller, Hardee County Planning Director, Ex-officio  
Ben Dunn, Highlands County Development Services Director, Ex-officio  
Bill Royce, Okeechobee County Planning Director, Ex-officio  
Tom Deardorff, Polk County Director of Growth Management, Ex-officio  
Jim Golden, Southwest Florida Water Management District, Ex-officio  
Mary Yeargan, Department of Environmental Protection, Ex-officio

Announcements

Under announcements, Vice-Chair Edie Yates presented Kathy Hall, CFRPC Program Coordinator, with an engraved crystal vase in recognition of her 35 years working with the Council.

Pat Steed welcomed Winter Haven Commissioner William Twyford to the Council. She thanked Donna Howerton, Highlands County School Board, and Hazel Sellers, Polk County School Board, for accepting the Governor's reappointment to the Council.

Ms. Steed stated that the CFRPC received an award from the National Association of Development Organizations (NADO) for their work in developing the East Lake Combee Area Wide Plan. The Council also received a second award from NADO, along with the other Regional Planning Councils in the state, for developing one platform for each Council's Statewide Coordinated Comprehensive Economic Development Strategy (CEDS). In addition to those awards, the CFRPC also received an American Planning Association, Heart of Florida, 2015 Award of Merit in the category of Plan-It for work done on the East Lake Parker West North Combee Area Wide Plan. Finally, the CFRPC received an award from the American Planning Association, Heart of Florida, 2015 Planning Award for Outstanding Contribution in the category of Build-it for work on the Mulberry Health Care Clinic, Brownfields to Healthfields Project. This is the top recognition award only given a few times in the past.

Pat Huff recognized Pat Steed for being elected to serve on the Board of Directors for the National Association of Development Organizations (NADO).

Norman White pointed out that NADO is a National Organization and it was a testament to Ms. Steed's credentials for having been elected to a seat on that board.

Bryant Culpepper asked about the status of the application for Gubernatorial Appointee submitted by Robert Keith from Okeechobee County.

Ms. Steed stated that the Okeechobee County Gubernatorial Seat on the Council is currently filled. She explained that once the applications are submitted to the Governor's

office, they make the appointments then notify Council staff. She suggested that Mr. Keith keep his application current with the Governor's office.

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

Vice-Chair Yates opened the public comment period. The public comment period closed with no comments.

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

#### **A. December 9, 2015 Council Meeting Minutes**

Vice –Chair Yates asked if there were any additions, deletions or corrections to the December 9, 2015 Council Meeting Minutes.

#### **MOTION**

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

Motion carried unanimously.

#### **B. December 2015 Financial Report**

Pat Steed presented and reviewed the Statement of Activities and Statement of Net Assets for the month ended December 31, 2015.

#### **MOTION**

Joe Fink moved to approve the December 2015 Financial Report as presented. Jeff Kincart seconded.

Motion carried unanimously.

### **AGENDA ITEM #3 HARDEE COUNTY ACTIVITIES UPDATE**

Lex Albritton, Hardee County Administrator, updated the Council on current activities in Hardee County. He mentioned that the Hardee County Commission recently approved an approximate 6% millage rate increase. About 30 new single family homes are under construction in Hardee County. Also, about 3 million dollars' worth of commercial permits have been applied for in the County. A new community center will begin construction soon at Hardee Lakes, with funds contributed by the Mosaic Company. Bowling Green is planning for a new fire station to begin construction soon. Hardee County Civic Center is being renovated. Mr. Albritton reported that Florican Company, a fertilizer distributing company, has relocated to Hardee County, with about 70 new jobs. Also, Caresink Company has opened in Hardee County with a potential of creating 200 new jobs. He

reported that Florida Hospital is planning to construct a new 35 million dollar Hospital in Hardee County. Lastly, Hardee County recently received an application from Mosaic Company for the 28,000 acre Ona Phosphate Mine Facility.

Neda Cobb, Wauchula City Councilmember, announced that the Cities of Wauchula, Bowling Green and Zolfo Springs will be hosting the Ridge League of Cities annual dinner in December at the newly renovated Hardee County Civic Center.

#### **AGENDA ITEM #4 FEDERAL TRANSPORTATION ADMINISTRATION TITLE VI PLAN**

Marcia Staszko, Transportation Disadvantaged Director, stated that the Council, as a recipient of Federal Transportation Administration (FTA) funds, is required to develop, adopt, and implement a Title VI Policy and Plan that complies with the requirements of FTA Circular 4702.1B. Title VI is a federal statute that provides for non-discrimination within the Transportation Disadvantaged federally funded program. The draft Title VI Plan was provided to each member for their review and consideration. This plan will guide all CFRPC operations. Discussion followed.

#### **MOTION**

Pat Huff moved to adopt the Federal Transportation Administration Title VI Plan as presented. Joe Fink seconded.

Motion carried unanimously.

#### **AGENDA ITEM #5 RESOLUTION TO EXECUTE A JOINT PARTICIPATION AGREEMENT (JPA) WITH FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)**

Pat Steed stated that this JPA is between the City of Lakeland and FDOT District One to conduct a Complete Street Charrette and Master Plan for a portion of SR 37 in Lakeland. FDOT wishes to engage the services of the Central Florida Regional Planning Council, supported by the Treasure Coast Regional Planning Council (TCRPC), to study and implement ways to improve mobility, quality of life, and economic vitality along the historic district of South Florida Avenue in Lakeland's Dixieland and downtown areas. The TCRPC has a particular expertise in conducting these types of Complete Streets Charrettes and Master Plans. The proposal is to enter into an agreement with FDOT and authorize staff to negotiate and execute an agreement with TCRPC. The project is expected to last approximately one year.

#### **MOTION**

Don Elwell moved to adopt Resolution Number 2016-2 as presented. Melony Bell seconded.

Motion carried unanimously.

**AGENDA ITEM #6 REQUEST FOR QUALIFICATIONS (RFQ) FOR PLANNING SERVICES**

Pat Steed stated that every five years the Council solicits bids from a variety of consultants to work under a continuing services agreement. The area of expertise needed for CFRPC tasks are: Transportation and Traffic Planning; Environmental/Ecological Planning; Hydrologic Planning; General Urban Planning, including Data Analysis and Comprehensive Planning; and Emergency Management. Ms. Steed described the selection process staff would follow. Discussion followed.

**MOTION**

Hazel Sellers moved to authorize staff to issue the request for qualifications for consulting services. Chet Huddleston seconded.

Motion carried unanimously.

**AGENDA ITEM #7 REQUEST FOR SEALED BIDS FOR NOISE STUDY DATA INTERPRETATION**

Pat Steed stated that the Council requires services to interpret noise study data as part of the Avon Park Joint Land Use Study (JLUS). This is funded by the Department of Defense, Office of Economic Adjustment, whom requires price be a determining factor. She requested the Council authorize staff to conduct a Request for Sealed Bids process for Noise Study Data Interpretation, as well as authorize staff to conduct the procurement process.

**MOTION**

Pat Huff moved to authorize staff to conduct a Request for Sealed Bids process for Noise Study Data Interpretation, as well as authorize staff to conduct the procurement process. Melony Bell seconded

Motion carried unanimously.

**AGENDA ITEM #8 APPOINT EXECUTIVE COMMITTEE FOR 2016**

Vice-Chair Edie Yates appointed the following members to serve on the Council's Executive Committee: Chairman Buddy Mansfield, Vice Chair Edie Yates, Jackie Tucker, Mike Thompson, Don Elwell, Mike O'Connor, Melony Bell and Neda Cobb.

**MOTION**

Hazel Sellers moved to approve the Executive Committee for 2016 as appointed. Chet Huddleston seconded.

Motion carried unanimously.

**AGENDA ITEM #9 ACTIVITIES OF THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)**

Pat Steed updated the Council on the current activities of the recently formed HRTPO. When the HRTPO was formed in April of 2015, they entered into a staffing services agreement with the Council. The primary challenge has been meeting absolute deadlines for a number of required major documents that must be completed. One of those primary efforts is the Long Range Transportation Plan (LRTP), which normally would be a 30 month task, must be prepared in an eight month period. She reported that staff is on schedule with the LRTP, as well as on schedule with the other required documents. Showing a PowerPoint presentation, she summarized the LRTP and described HRTPO activities to date.

Vice Chair Yates added that staffing the HRTPO has been a major undertaking by the CFRPC to meet all required deadlines to get the HRTPO to this point. She commended staff on their accomplishment thus far.

Ms. Steed thanked the HRTPO Board, as well as their Technical Advisory Committee (TAC) and their Citizens Advisory Committee (CAC) for their hard work and dedication.

**AGENDA ITEM #10 REPORT ON FLORIDA REGIONAL COUNCILS ASSOCIATION (FRCA) JANUARY POLICY BOARD MEETING**

Pat Steed distributed the FRCA Annual Report and Directory for 2014-2015. She referred to a Program Matrix listing each RPC and pointed out that the CFRPC is engaged in all the programs listed on the matrix except two, and one of those was coastal planning. Also, some of the CFRPC's projects are highlighted in the Report.

Pat Huff, Immediate Past President of FRCA, and Councilmember Jackie Tucker reported on the FRCA Policy Board meeting that was held in January. Discussion followed.

Bryant Culpepper suggested that one of the five counties in the region give a report at each Council meeting.

**AGENDA ITEM #11 EXECUTIVE DIRECTOR'S REPORT**

A. Legislative Update

Pat Steed reported on legislative activity in Tallahassee. She stated that for the last five years, Regional Planning Councils have not received funding. This year, it was decided that the RPCs would not seek a line item appropriation from the legislature. Instead, a proposal was submitted to conduct Capacity Building for Statewide Job Creation within Florida's Industry Clusters using Economic Model Incorporated (REMI) economic forecasting tool software used by all RPCs. Ms. Steed distributed information regarding

the project. The RPCs continue to work under contract with many state agencies. Discussion followed.

B. Current Status of Projects

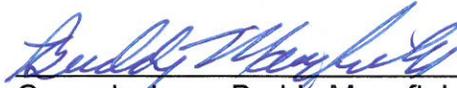
Pat Steed distributed and summarized a list of Legislative Bills for January 29, 2016.

**AGENDA ITEM #12 OTHER BUSINESS**

The next meeting was scheduled for March 9, 2016, at 9:30 a.m. at CareerSource Heartland in Sebring.

There being no further business, the meeting adjourned.

Respectfully submitted,



Commissioner Buddy Mansfield, Chairman  
February 10, 2016 Council Meeting Minutes