



Central Florida Regional Planning Council

June 9, 2021

Jack Stroup Sebring Civic Center
355 West Center Avenue | Sebring, FL

Meeting Minutes

Chair Neda Cobb called the meeting to order at 9:30 a.m. Norman White led the invocation followed by the Pledge of Allegiance.

Norman White, Council Attorney, administered the Oath of Office to DeSoto County Commissioner Ashley Coone.

Roll was called with the following members present:

Chair, Commissioner Neda Cobb, City of Wauchula
Vice-Chair, Councilmember Keith Keene, City of Arcadia
Commissioner Kathleen Rapp, Highlands County
Commissioner Ashley Coone, DeSoto County
Jackie Tucker, DeSoto County Gubernatorial Appointee
Commissioner Charlie Lowrance, City of Sebring
Commissioner Kelly Owen, Okeechobee County
Commissioner Bobby Keefe, City of Okeechobee
Commissioner Rick Wilson, Polk County
Commissioner Nathaniel Birdsong, City of Winter Haven
Commissioner Chad Mcleod, City of Lakeland
Commissioner Morris West, City of Haines City, Ridge League of Cities
Leah Sauls, Highlands County Development Services Director, Ex-officio
Chandra Frederick, Polk County Director of Growth Management, Ex-officio
Cindy Rodriguez, Southwest Florida Water Management District, Ex-officio

Members absent:

Commissioner Judith George, Hardee County
Donna Howerton, Highlands County Gubernatorial Appointee; Highlands County School Board
Jeff Kincart, Polk County Gubernatorial Appointee
June Fisher, DeSoto County Planning Director, Ex-officio
Todd Miller, Hardee County Planning Director, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio
Deborah Chesna, Florida Department of Transportation, Ex-officio
Elizabeth "Libby" Pigman, South Fla. Water Management District, Ex-officio

Announcements

Pat Steed, Executive Director, welcomed Commissioner Ashley Coone to the Council Board.

AGENDA ITEM #1 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. April 14, 2021 Council Meeting Minutes

Chair Cobb asked if there were any changes to the April 14, 2021 Council Meeting Minutes.

MOTION

There being none, Morris West moved to approve the April 14, 2021 Council Meeting Minutes as submitted. Keith Keene seconded.

Motion carried unanimously.

B. May 2021 Financial Report

Pat Steed reviewed the Statement of Activities and Statement of Net Assets for the month ended May 31, 2021.

MOTION

Kathleen Rapp moved to accept the May 2021 Financial Report as presented. Bobbie Keefe seconded.

Motion carried unanimously.

AGENDA ITEM #3 FINANCE COMMITTEE RECOMMENDATIONS

Pat Steed stated that the Council's Finance Committee met on May 12, 2021. After reviewing the budget items, the Finance Committee is recommending the following budget items for approval.

A. Budget Amendment #2 for FY 2020-21

Ms. Steed presented the Budget Amendment and explained each line item amendment in both the Revenue and Expense portions of the budget. The proposed amended balanced budget for revenues and expenditures totaled \$5,699,461.

MOTION

Morris West moved to approve the Budget Amendment #2 for FY 2020-21 as presented. Bobby Keefe seconded.

Motion carried unanimously.

B. Proposed FY 2021-22 Annual Budget

Pat Steed presented the proposed FY 2021-22 Annual Budget. She pointed out the changes in revenue and expenses from the current year budget and noted that the proposed budget for next fiscal year included a 2.5% cost of living adjustment (COLA) for all employees. Total budget was proposed at \$4,857,855 which would create a balanced budget.

MOTION

Keith Keen moved to approve the Proposed FY 2021-22 Annual Budget as presented. Kelly Owen seconded.

Motion carried unanimously.

C. Member Assessment for FY 2021-22

Ms. Steed stated that the Finance Committee is recommending no change to the current Member Assessments. The assessments currently are set at \$0.30 per capita for each of the Council's five counties. The amount for each county is calculated using Bureau of Economic and Business Research (BEBR) Population Estimates for the previous year. Ms. Steed presented a chart showing each county's estimated total member assessments for FY 2021-22.

Discussion followed.

MOTION

Nathaniel Birdsong moved to approve the \$0.30 per capita Member Assessments for FY 2021-22, as presented. Morris West seconded.

Motion carried unanimously.

D. Audit Engagement Letter

Pat Steed presented the Council's proposed annual audit engagement letter with CliftonLarsonAllen. The fee for next year's audit is \$26,500 which is a \$1300 increase from the current year, primarily due to the number of federal programs requiring audit this year. The audit is scheduled to begin late summer and end in December.

MOTION

Rick Wilson moved to approve the Audit Engagement Letter as presented. Chad McLeod seconded.

Motion carried unanimously.

AGENDA ITEM #4 ADOPT RESOLUTION 2021-6A RESCINDING RESOLUTION 2020-5B

Pat Steed stated that in May of 2020 the Council adopted Resolution 2020-5B declaring a regional state of emergency for the Council due to the COVID-19 Pandemic and giving Ms. Steed, as the Executive Director, certain emergency powers and describing how those powers would be carried out. This included the authority to sign time sensitive documents, such as grants and contracts, as was required to meet deadlines. Those emergency orders have expired or are expiring this month, so the Council no longer needs to declare a regional emergency. Resolution 2021-6A will rescind Resolution 2020-5B.

Kelly Owens asked about the need for policy updates or changes.

Ms. Steed stated that policy changes and clarifications have been addressed and she explained that changes were made, such as authorizing the Executive Director to continue to electronically signs documents.

MOTION

Rick Wilson moved to adopt Resolution 2021-6A to rescind Resolution 2020-5B, as presented. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #5 SELECTION OF TECHNOLOGY CONSULTANTS

Jennifer Codo-Salisbury stated that the Council uses an information technology company to provide support for the office computer system and network. The services include off-site backup of files, keeping software up to date and guard the office against the latest computer viruses. A Request for Qualifications (RFQ) and price proposal have been prepared to solicit firms interested in providing these services.

MOTION

Rich Wilson moved to approve the technology consultant RFQ as presented. Kelly Owens seconded.

Motion carried unanimously.

AGENDA ITEM #6 UPDATE ON LOCAL GOVERNMENT PLANNING SERVICES

Jennifer Codo-Salisbury presented an overview of the Planning Advisory Services (PAS) that CFRPC offers its local governments and communities through agreements known as PAS agreements. These agreements are with Cities and Counties within the region, CRAs, Economic Development Organizations, School Boards and other special projects. The CFRPC offers professional planning services in the areas of Comprehensive Plan Text Amendments, Future Land Use Map Amendments, Rezoning/Text Amendments, Variances, Site Development Plans, Subdivision Plats, Change of Use, Military Installation Compatibility, and Geographic Information Systems. She highlighted projects that are currently underway.

Discussion followed.

AGENDA ITEM #7 MIGRANT AND FARMWORKER HOUSING STUDY AND MODEL ORDINANCE

Jennifer Codo-Salisbury presented an overview of the Council's Migrant and Farmworker Housing Study and Model Ordinance funded through a Florida Department of Economic Opportunity (DEO) Technical Assistance Grant. She stated that farmworker housing has become an important topic to all local governments in the region, as 150,000 to 200,000 documented farmworkers, some with families, travel to work in Florida's rural areas in any given year. Agricultural is one of the top three economic drivers in the state. Four of the top five citrus producing counties are in this region which accounts for 71% of all Florida's citrus and 93% of Florida's oranges. Ms. Codo-Salisbury stated that there has never been a uniform way for local governments to approach this subject from a planning perspective. With guidance from Florida Statutes, federal guidelines and the Department of Health, staff gathered information and performed studies, then looked at what was currently being practiced by municipalities and counties across the region to find a base that all local governments could use to address the subject with some consistency. She discussed the scope of work of the study which included the demand for migrant and seasonal farmworker housing. Staff held discussions with stakeholders, reviewed the policies of each of the 30 local governments in the region, and used that information to prepare a model ordinance as a guide that may be utilized by local governments. Ms. Codo-Salisbury discussed the next steps in the process which was to vet the model ordinance with stakeholders then provide it to local governments for their use. Local governments have reached out to say they are extremely interested in obtaining the ordinance as it is a much needed tool in the region.

Keith Keen shared that he was employed by the Department of Health for 29 years as the Environmental Health Administrator. The migrant program for the DOH was under his jurisdiction for Charlotte, DeSoto and Highlands County. He also served in Tallahassee as the Interim Division Director of Environmental Health for the State of Florida. In his experience the placement of migrant housing has always been an issue. There are many

definitions of migrant farmworkers and their placement, which he discussed. He was excited to learn that work is being conducted to establish a universal ordinance.

Questions and discussion followed.

AGENDA ITEM #8 LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) GRANT AGREEMENT FOR FY 2021-22

Pat Steed presented the draft scope of work and stated that this is a reoccurring annual contract with the State Division of Emergency Management (DEM) to support the Central Florida LEPC. The Local Emergency Planning Committee (LEPC) is comprised of first responders from cities and counties in the five-county region, as well as first responders and safety specialists from private businesses in the region. The contract work will begin July 1, 2021.

Discussion followed.

MOTION

Nathaniel Birdsong moved to authorize the Executive Director to sign and administer the Grant Agreement as presented. Rick Wilson seconded.

Motion carried unanimously.

AGENDA ITEM #9 HAZARDS ANALYSIS (HA) GRANT AGREEMENT FOR FY 2021/2022

Pat Steed presented the draft scope of work and stated that this is a reoccurring grant agreement, funded by the US Department of Transportation and passed to the Council through the Florida Division of Emergency Management (DEM) for Hazardous Analysis (HA) which are conducted on large scale producers or users of hazardous materials.

MOTION

Kathy Rapp moved to authorize the Executive Director to sign and administer the Grant Agreement as presented. Nathaniel Birdsong seconded.

Motion carried unanimously.

AGENDA ITEM #10 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) CONTRACT FOR FY 2021/22

Pat Steed presented the draft scope of work and stated that this is a reoccurring grant agreement, funded by the US Department of Transportation and passed to the Council through the Florida Division of Emergency Management (DEM) for Hazardous Materials Emergency Preparedness (HMEP) Services. The funds are primarily used for various types of training of first responders throughout the region.

MOTION

Jackie Tucker moved to authorize the Executive Director to sign and administer the Grant Agreement as presented. Morris West seconded.

Motion carried unanimously.

AGENDA ITEM #11 HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO) ACTIVITIES

Marybeth Soderstrom presented an overview of HRTPO and its structure, starting with the makeup of the Governing Board, the Technical Advisory Committee, the Citizens Advisory Committee, and the Local Coordinating Boards. The HRTPO recently updated and adopted the 2045 Long Range Transportation Plan (LRTP), which is mandated every five years. The LRTP is a comprehensive plan that looks at the long range need of the region for a 20 year period. The Plan is developed over a two to three year period. The website for that Plan is www.hrtpo2045 where more information can be obtained. Ms. Soderstrom summarized the Transportation Improvement Program (TIP) for FY 2021/22 through 2025/26. The TIP is the five year programming schedule of transportation dollars for the region, which she presented. The TIP will be presented to the HRTPO Board on June 16, 2021 for adoption. Ms. Soderstrom highlighted the Community Transportation Coordinators (CTC) that receive Transportation Disadvantaged funds as well as rural public transportation funds to provide door-to-door transportation service in the six Heartland Counties. She reviewed the structure of the Transportation Disadvantaged program and noted that the Glades/Hendry County TD Service Area is now being served by Hendry County as the CTC. Serving as CTC, Hendry County has branded the CTC as "STREAM". They are up and running with door-to-door bus service providing trips. STREAM has re-launched a fix route bus service that runs between Moore Haven to Clewiston to Bell Glade. Ms. Soderstrom reported that the CTC serving DeSoto, Hardee, Highlands, and Okeechobee has been MV Transportation for the last six years. However, that contract will expire June 30, 2021. Staff went through a procurement process and MTM Transit will be taking over as the new CTC on July 1, 2021.

AGENDA ITEM #12 HEARTLAND 2060: BUILDING A RESILIENT REGION – REVISITED

Pat Steed distributed an informational booklet on Heartland 2060. She stated that the Heartland 2060 program came about in late 2007 as Florida was experiencing extreme growth. Staff saw an opportunity to come together as a region with a regional dialogue of seven counties of the Heartland, that includes Glades and Hendry, to consider the vision for the future of inland Florida and the Heartland. Ms. Steed stated that people and organizations came together from all different aspects of the community – government, private sector, agriculture, environmental, water management, schools – at every level, to discuss the regional future. Many meetings were conducted over several years with

meaningful engagement with experts providing information and guidance on all subjects relating to the future of the Heartland. CFRPC was able to obtain a grant from the Department of Housing and Urban Development to study and conduct regional visioning and planning for the Heartland. With those resources, staff was able to engage with a vast variety of partners to develop an energy plan, a land-use plan with the University of Florida, and an environmental assessment which became the standard for how the State reviews environmental lands. At this high-level, the groundwork for the Heartland 2060 plan was established. Also at that time, the need for a regional transportation planning organization was realized. In 2019 the Council received a technical assistance grant from the Department of Economic Opportunity to update the data and analysis. Ms. Steed continued by presenting a high level overview of the Heartland 2060 data update and projections on the topics of People and Communities including population projections, and the Future of Our Economy including transportation, agriculture and water issues. She stated that staff is available to present this information to local governments or civic groups. The website to obtain more information is www.heartland2060.org.

Discussion followed.

AGENDA ITEM #13 EXECUTIVE DIRECTOR'S REPORT

A. Legislative Update

Pat Steed, Executive Director, stated that legislation had passed ending M-CORES. As additional Transportation Disadvantaged (TD) funding was part of the M-CORES legislation, the HRTPO adopted a Resolution to secure the continuation of supplemental TD funding, but it was not included in the final state budget. There is some potential funding that hopefully could translate into SR 70 improvements in this region. Ms. Steed reported on several other pieces of legislation that was successfully passed.

B. Projects Update

Ms. Steed reported that the Statewide Regional Evacuation Study will be completed this summer. The Department of Defense (DOD) Compatible Use Plan for Avon Park Air Force Range is underway after a delay by the DOD due to the pandemic.

C. Florida Regional Councils Association (FRCA) Update

Ms. Steed announced the next FRCA Policy Board meeting is scheduled for July 27, 2021 at the Tampa Bay RPC office in Pinellas Park, in person and virtual.

AGENDA ITEM #14 OTHER BUSINESS

Chair Cobb announced that the Ridge League of Cities next dinner meeting will be held in Lakeland, where they will be awarding their college scholarships. This will be her last meeting as President. She stated that this past year was different than any other, but it

was a good year. The last monthly meeting was held in Haines City with 192 in attendance.

Chair Cobb reminded members to stay for a few minutes after the meeting as staff will be taking a group photo of the Council.

The next meeting was scheduled for September 8, 2021 at 9:30 a.m. in the Okeechobee County Commission Chambers.

There being no further business, the meeting adjourned.

Respectfully submitted,

Neda Cobb, Chair
June 9, 2021 Council Meeting Minutes