



**Polk Transportation Planning Organization
Technical Advisory Committee (TAC)
APPROVED MEETING MINUTES
Thursday, January 19, 2017**

Neil Combee Administration Building, Room 413
330 West Church Street
Bartow, FL 33830

Members Present:

Bob Wieggers
Doug Leonard
Kathy Bangle, Chairman
Chuck Barmby
Marisa Barmby
Thomas Ernharth
Jerry Rodriguez
Sherry Carver
Merle Bishop
Sean Byers
Addie Javed
Rodney Wetzel
John Bohde
Bill Skelton

Representing:

City of Bartow
Town of Lake Hamilton
City of Lake Wales
City of Lakeland
Town of Dundee
City of Eagle Lake
Polk County School
CFRPC
City of Winter Haven
City of Winter Haven
City of Haines City
LAMTD
Polk County Land Development
Polk County Roads and Drainage

Others Present:

Jan Parham
Millie Brown
Dave Walters
Carol Scott
Tina Mann
Tom Deardorff
Ryan Kordek
Curtis Knowles
Diane Slaybaugh
Chanda Bennett
Tom Wodrich
Gloria Rake

Representing:

LAMTD
FDOT
LAMTD
Florida Turnpike
Polk Communications
Polk TPO Staff
Polk TPO Staff
Polk TPO Staff
Polk TPO Staff
Polk Long Range Planning Division Staff
Polk Long Range Planning Division Staff
Polk Long Range Planning Division Staff

Call to Order, Roll Call

Chairman Kathy Bangle called the TAC meeting to order at 9:30 a.m. Roll call was taken. A quorum was present with 14 members in attendance.

Approval of Minutes

Motion: Rodney Wetzel motioned to approve the November 17, 2016 meeting minutes as presented. Chuck Barmby seconded the motion. Motion carried without dissent.

Agenda Review

Ryan Kordek, TPO Administrator, highlighted the significant topics and action items on the meeting agenda.

1. Election of Officers

Chairperson: Chuck Barmby nominated Amy Palmer, seconded by Jerry Rodriguez. Motion carried without dissent.

Vice-Chairperson: Jerry Rodriguez nominated Doug Leonard, seconded by Chuck Barmby. Motion carried without dissent.

2. 2017 Priority Transportation Project Application Cycle Reminder

Ryan Kordek, TPO Staff, reminded the members of the TAC that we are currently in an open cycle for a candidate for priority projects. These include Regional Trails, Transportation Alternatives, and Complete Streets projects. Candidate projects are due to the TPO by February 1st. The applications are turned over to Florida Department of Transportation (FDOT) who reviews the project to make sure they are feasible, legitimate, etc. Later this spring the TPO will be prioritizing projects for funding consideration. To assist in this effort staff is seeking volunteers from the TAC to serve on a project review subcommittee. Members from the TPO's Adviser Network will also comprise the subcommittee.

The chair asked for volunteers to serve on the review subcommittee. Bill Skelton, Bob Wieggers, Merle Bishop, and Jerry Rodriguez, as the alternate volunteered. Marisa Barmby made the motion to accept, seconded by Doug Leonard. Motion passed without dissent.

3. 2016-2018 TPO Strategic Plan Update

Tom Deardorff, TPO Staff, spoke on The Strategic Plan which was adopted by the TPO Board February 25, 2016. This was to cover two fiscal years, 2016 – 2017. The purpose of today's agenda item is just a reminder of some of the work that is planned for the coming year and a little bit about where we are with various projects. This Strategic Plan is organized along the basis of having a statement of the TPO vision, mission, core values, strategies intended to achieve the vision of safe travel for all. One of the things you will be hearing about a lot this morning is raising awareness of different safety related items. There is a strategy to raise stakeholder and public awareness of traffic crash data. The first item highlighted states that we will update our TPO website to feature crash data in a more prominent manner. That is under development today. One of the

things that happened last year is our Communication Specialist, Tricia Pichette, left to work on a full-time basis with PGTV. Instead of replacing her, we replaced her with two individuals. One is Judy Ashlock who is a web programmer analyst in IT. She is redesigning our website to include more prominent information on traffic crash data. It also says we will develop, maintain, and implement Pedestrian and Bicycle Safety Action Plan as one of our strategies. The next item on the agenda is talking about the first meeting of the Polk Vision Pedestrian Bicycle Safety team. The major thrust of that first work is going to be implementing The Pedestrian and Bicycle Safety Action Plan which is already under way. One of the topics at the last meeting were the pedestrian and bicycle high crash corridors. There will be roadway safety audits conducted, probably two, during the current fiscal year. The March meeting will probably show us getting more serious about selecting two corridors for the Roadway Safety Audits. TPO will prepare a technical memo that identifies how TPO can offer technical assistance for the Safe Routes to School program. The TPO staff is already providing that assistance to Polk County Roads and Drainage. We can use that as example going forward as part of how we can provide assistance.

He spoke concerning a strategy to prepare traffic study requirements for new development that places emphasis on complete streets and access to transit. There was a discussion at the last meeting that something that is going to be a major point of emphasis this coming year.

Neighborhood mobility audits for areas with a high concentration of elderly residents. This afternoon, we have an update from our project consultants on the transit plan updates. That work is in progress. Another related action is evaluation of school sidewalk coverage and lighting within the vicinity of public schools. He complimented Ryan for some of the things he has been working on such as a better GIS sidewalk coverage that shows the centerline for sidewalks on our complete street network throughout the county. The notice went out to the project consultant last week. Phase II we will get into more detailed analysis to identify those areas that have very poor coverage. You will probably hear quite a bit more on that at your March or May meeting. This has been a great opportunity to align with Polk Vision. John Bohde and Jason Lewis are chairs at the Polk Vision Infrastructure Team, and that is one of the strategies they are incorporating in their tactical plan. He went over the Action of Traffic Data Collection Program that uses state of the art technology. He also spoke concerning Action M2-A regarding engaging consultant services to develop a truck flow analysis. We have received from the consultant over the last month the data for, not only the truck flow data, but also other origin/destination data. We also have an example of truck GPS data. A meeting was held with the City of Winter Haven to discuss traffic patterns as far as truck traffic and other traffic coming in on State Road 542 and whether that needed to traverse downtown or where that was actually coming. A discussion was also held with the City of Lakeland about travel patterns north/south on State Road 37, Florida Avenue. Over the holidays, we received the data. Our staff is still trying to understand the data and how to manipulate it. By March they should be able to present some of

the preliminary information. Before coming back to the full committee, we will get with Lakeland and Winter Haven to make sure you are getting what you want out of the data. It seems to a very rich data source. It is new to us, so it is going to take a little bit to digest it and figure out how to use it.

He spoke on potential transit service to Poinciana, the SunRail Station. We will get a briefing from our project consultant.

This item was presented for information only.

4. Pedestrian/Bicycle Safety Team

Tom Deardorff, TPO staff, stated that they are at the jumping off place to implement the Pedestrian and Bicycle Safety Action Plan. There was a flurry of email activity when the 2016 version of Dangerous by Design identified the Lakeland/Winter Haven metro area as the 6th most dangerous metro area for pedestrians in the United States. They have formed a partnership with Polk Vision to have an opportunity to bring stakeholders together to help implement Bicycle and Pedestrian Safety Action Plan. It was pointed out that besides the number of local government contacts willing to participate and probably attend the meeting scheduled for the following Tuesday, law enforcement representatives, as well as a member of a committee at a health care facility. The Polk Vision Pedestrian/Bicycle Safety Team will have a co-chairperson, Dr. Mary Crow with Florida Southern College. The meeting will be held next Tuesday, January 24, 2017 at 8:30 a.m. in Room 413, of the Neill Combee Administrative Building at 8:30 a.m. Anyone from the TAC is welcome to attend. He gave brief highlights of the agenda for the meeting. Discussion followed.

This item is being presented for information only.

5. Pledge to Slow Down Campaign

Mr. Deardorff, TPO staff, presented slides and discussed the plans for this campaign. This is to complement the Pedestrian/Bicycle Safety Team efforts. He introduced Tina Mann who works in the Communications Division who is the other half of our Communication Specialist. The overall goal of this campaign is to get people to think about slowing down and drive safely. The first element of the campaign would be to get people to take the pledge to slow down and drive safely. He pointed out the different ways to accomplish getting this message out to the public. Discussion followed.

This item is being presented for information only.

6. Evaluation and Appraisal Report (EAR) Update

Tom Wodrich, LRP staff, provided an update on the Polk County Evaluation and Appraisal Report. He passed out a copy of an additional item that would be

relevant. Questions from the Committee were answered with discussion. This item is being presented for information only.

7. Polk County Joint Airport Zoning Regulations Update

Curtis Knowles, TPO staff, provided an update regarding the Polk County Joint Airport Zoning Regulations. He informed the next meeting would be at the Bartow Municipal Airport, Monday, January 30, 2017, at 9:00 a.m. The reason this is being brought to the TAC today is because the Florida Statutes, Chapter 333 changed recently, and requires us to update our local airport zoning regulations. This item is being presented for information only.

Ryan Kordek apologized for neglecting introducing a few people at the beginning of the meeting. He introduced Millie Brown who is the new FDOT Liaison replacing Lori Carlton. He welcomed back Jerry Rodriguez who is now with the Polk County School Board serving as the Senior Coordinator. He introduced the new City Manager at Eagle Lake, Thomas Ernharth.

8. Confirm Technical Advisory Members and Designees to the Technical Advisory Committee

Curtis Knowles, TPO staff, would like to confirm appointments to the TAC from each jurisdiction. A copy of the current Bylaws accompanied each packet sent out. He introduced a slide of a table with the left hand side having the jurisdictions, the position as it is titled in the Bylaws, member column, and a status column showing the designee or they use themselves. The next column is the designee, and the last one is the alternate. This table needs to be updated. Discussion followed. A copy of the table will be emailed out after the meeting. This item is being presented for information only.

9. Communications and Reports

A. Safe Routes to School Mandatory Training Workshop

Ryan Kordek, TPO staff, stated if you plan to prepare a Safe Routes to School application, then you must attend this training. He encouraged those who plan now or in the future to do this to have the training. The training will be May 15, 2017. There will be several places around the state with one being held at the FDOT District Headquarters here in Bartow. He will pass out any new information to the TAC members when it is available. He answered questions from the committee. Discussion followed. This item is being presented for information only.

The next meeting of the TAC is scheduled for March 23, 2017.

10. Adjournment

With no further business to discuss, the meeting adjourned at 11:00 a.m.

Respectfully transcribed by Gloria Rake, Long Range Planning Secretary

Section 286.0105, Florida Statutes, states that if a person decides to appeal any decision made by a board, agency or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

DRAFT