

Polk County

*Polk County Administration Building
330 West Church Street
Bartow, Florida 33830*



Meeting Minutes - Final

Tuesday, December 9, 2025

9:00 AM

Boardroom

Transportation Planning Organization (TPO)

1. Call to Order - 9:00 a.m. (Trish Pfeiffer, Polk TPO Chairwomen)

Minutes: Chairwoman Trish Pfeiffer called the TPO Board meeting to order at 9:00 a.m.

2. Confirmation of Quorum

Minutes: KC Rivera, Polk TPO staff, confirmed a quorum. Council Member Greenway represented the South County Bloc and Commissioner Willie Quarles represented the Central County and Ridge Bloc. Advisory Council members present were Wayne Gaither, FDOT, Ryan Kordek, Polk TPO, and Heather Bryan, Polk County Legal.

3. Opportunity for Public Comment

Minutes: Chairwoman Pfeiffer opened the floor for public comment. Sharon Garrett voiced concerns about the possibility of losing her family land in association with the planned Central Polk Parkway. Chairwoman Pfeiffer closed public comment.

4. Agenda Review - Ryan Kordek, Polk TPO Executive Director

Minutes: Ryan Kordek, TPO Executive Director, provided an overview of the Board's agenda and highlighted the action items which included public hearings for the Draft Amendments to FY 2025/26 - 2029/30 Transportation Improvement Program (TIP) and Draft 2050 Long Range Transportation Plan (Envision 2050 LRTP). Other action items include Florida Department of Transportation (FDOT) and Florida's Turnpike Enterprise (FTE) FY 2026/27 -2030/31 Draft Work Programs for Polk County, and Board Appointments. The Board will also hear presentations on Best Foot Forward and the recently adopted Transit Development Plan.

Special Presentation

5. Recognition of Service to the Polk TPO for Mayor Bill Mutz

Minutes: Chairwomen Pfeiffer presented a plaque to Mayor Bill Mutz for his service on the Polk TPO Board.

CONSENT AGENDA (TAB 1)

These action items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items. A Board member may request an item be moved to the regular agenda for discussion.

6. Approval of October 9, 2025, Meeting Minutes

Attachments: [A16 A1 Draft TPO Board Meeting minutes 10.9.25](#)

Minutes: Motion: Motion made by Commissioner Wilson, seconded by Commissioner

McCarley. Motion carried without dissent.

7. Draft RFP for the Master Services Agreement TPO 25-687 to Provide a Three-Year contract for TPO planning activities.

Attachments: [A17 A1 Draft RFP 25-687 Packet](#)

Minutes: Motion: Motion made by Commissioner Wilson, seconded by Commissioner McCarley. Motion carried without dissent.

8. Modification to Consultant Services Authorization (CSA) TPO-20-1009-02-05 with Kimley-Horn and Associates, Inc. to Prepare the 2050 Long Range Transportation Plan Update (Part Two) increasing the Cost Not-to-Exceed amount from \$230,000.00 to \$260,000.00

Attachments: [A18 A1 CSA 20-1009-02-05 2050 LRTP Part Two Modification1](#)
[A18 A2 Justification Memo](#)
[A18 A3 Fully executed - Kimley-Horn CSA TPO-20-1009-02-05 \(part 2\) with scope](#)

Minutes: Motion: Motion made by Commissioner Wilson, seconded by Commissioner McCarley. Motion carried without dissent.

OTHER ACTION ITEMS (TAB 2)

9. Draft Amendments to the FY 2025/26 - 2029/30 Transportation Improvement Program (TIP)

Attachments: [A19-A1 Amendments to FY25-29 TIP 12-9-2025 Polk TPO Board Meeting](#)

Minutes: Angela Kaufman, TPO Staff, presented the amendments for the FY 2025/26 - 2029/30 TIP which included Crown Avenue from West Polk Street to West Main Street to add rail safety. Along with modifications with Lakeland Area Mass Transit District and LAMTD/Winter Haven to add additional funding.

Chairwoman Pfeiffer opened the public hearing for public comments. Seeing none, Chairwomen Pfeiffer closed the public hearing.

Motion: Motion made by Mayor Mutz, seconded by Commissioner Roberts McCarley. Motion carried without dissent.

Roll Call vote was taken and approved without dissent.

10. Draft Long Range Transportation Plan - Envision 2050

Attachments: [A110 A1 LRTP](#)

Minutes: Ryan Kordek, TPO staff introduced the 2050 LRTP which included the major steps and key actions taken in the development of the LRTP. Mr. Kordek gave an overview of the public engagement methods which included the project website, public meetings, events, workshops, and social media. On the website we have received approximately 600 comments with the interactive map showing where the public's concerns are. The top concerns from the public are safety, roadways, intersections, and pedestrian needs. Mr. Kordek explained how we identify the long-range needs and reflect the public's concerns in the plan.

Chairwoman Pfeiffer opened the public hearing for public comment. Seeing none, Chairwomen Pfeiffer closed the public hearing.

Motion: Motion made by Commissioner Roberts McCarley, seconded by Mayor Pro Tem Musick. Motion carried without dissent.

Roll Call vote was taken and approved without dissent.

11. Florida Department of Transportation (FDOT) and Florida's Turnpike Enterprise (FTE) FY 2026/27 - 2030/31 Draft Work Programs for Polk County

Attachments: [A111-A1 Polk Draft Tentative WP FY27-31](#)
[A111-A2 Polk Summary of Changes Report FY27-31](#)
[A111-A3 2025 WP Project Summary Turnpike](#)
[A111-A4 Adopted 2025 Priority Transportation Projects](#)
[A111-A5 2025 Priority Projects vs Draft Tentative WP](#)

Minutes: Katina Kavouklis, Florida Turnpike Enterprise, presented the Draft Work Program for Polk County and the investments with toll dollars for the construction of Central Polk Parkway from SR 570 to US 17 and US 17 to SR 60. As of today, the construction is 700 days ahead of schedule for the section between SR 570 to US 17.

Ryan Kordek, TPO staff spoke of the priority transportation projects and how they were addressed in the new draft work program. He noted that right-of-way (ROW) has been funded for a large portion of State Road 60 in eastern Polk County. This has been a top priority of the Polk TPO. However, the bridge project on State Road 60 at CSX's S-Line between Bartow and Lake Wales was removed from the Work Program. The TPO's number one priority is US 98 between Edgewood Drive and Main Street in Lakeland. No additional funding was allocated for this project. Mr. Kordek also covered the recommendations made at the Technical Advisory Committee (TAC) held a week earlier. This included a request for FDOT to consider low cost improvements that could improve safety and congestion along the corridor and be implemented as part of an upcoming resurfacing project which is programmed for the corridor.

A long discussion ensued between the Board regarding priority transportation projects.

Mr. Kordek stated a letter will be prepared for the Chair to sign, conveying the comments to FDOT on the Draft Work Program.

Motion: Motion made by Commissioner Roberts McCarley, seconded by Mayor Mutz. Motion carried without dissent.

12. Appointments to the Florida Metropolitan Planning Organization Advisory Committee (MPOAC) and Central Florida MPO Alliance (CFMPOA)

Minutes: Ryan Kordek, TPO staff, presented information on the Metropolitan Planning Organization Advisory Council and identified the current representatives. The Board discussed whether to retain the existing representatives or appoint new ones.

Mayor Birdsong motioned to keep the current representatives.

Sara Roberts McCarley, Lakeland Member
Nat Birdsong, Winter Haven Primary Alternate
Trish Pfeiffer, Bartow Secondary Alternate

Motion: Motioned by Mayor Birdsong, seconded by Mayor Mutz. Motion carried without dissent.

Mr. Kordek, presented information on the Central Florida MPO Alliance and identifies the current representatives. The Board discussed whether to retain the existing representatives or appoint new ones.

Mayor Birdsong motioned to keep the current representatives.

Brian Yates, Winter Haven Member (CFMPOA Vice Chair)
Nancy Daley, Lake Alfred Member
Omar Arroyo, Haines City Member
Vernal Smith, Haines City Alternate

Motion: Motioned by Mayor Birdsong, seconded by Mayor Mutz. Motion carried without dissent.

13. 2026 TPO Board Meeting Calendar

Attachments: [A113 A1 2026 Meeting Calendar DRAFT RKEdits](#)

Minutes: Ryan Kordek, TPO staff, presented the 2026 TPO Board Meeting calendar and presented an option for the Board to consider holding future Board meetings at FDOT's Conference Center at District One Headquarters.

A lengthy discussion took place among the Board regarding the location of the 2026 meetings. Staff will poll TPO members for their meeting time preference.

Approval of the meeting dates for the 2026 TPO Board Calendar

Motion: Motioned by Commissioner Wilson, seconded by Council Member Greenway. The motion was approved.

Motion: A motion to table a decision to move the TPO Board meetings to FDOT and change

the meeting time to be determined at the next board meeting was made by Commissioner Santiago, seconded by Commissioner Troutman. The motion carried, though not unanimously: 10 in favor, 7 opposed.

PRESENTATIONS AND STATUS REPORTS (TAB 3)

14. Best Foot Forward (BFF) Campaign in Polk County Report

Attachments: [A114-A1_BFF Polk TPO Presentation](#)

Minutes: Jenna Mousseau, Best Foot Forward, presented a program wide overview of the 107 evaluated crosswalks including the crosswalks evaluated in Polk County. These locations were in Lakeland, Winter Haven, Bartow, and Auburndale. The crosswalk improvement plan focuses on engineering, enforcement, and education. Engineering treatments vary by location and may include delineator posts, speed humps, or pedestrian beacons, depending on site conditions and available funding.

Commissioner Roberts McCarley asked about pedestrian hybrid crosswalks. Ms. Mousseau mentioned a current project being completed with FDOT funding. Wayne Gaither states there are criteria for pedestrian hybrid crosswalks.

Commissioner Santiago asked whether the campaign addresses pedestrians crossing in the middle of the street rather than using designated crosswalks. Ms. Mousseau states they are educating all road users and not just drivers.

Commissioner Troutman inquired about the cost of pedestrian hybrid crosswalks. Ms. Mousseau is unaware of the price.

15. Adopted Transit Development Plan

Attachments: [A115-A2_Draft Executive Summary Citrus Connection TDP](#)
[A115-A1_Citrus Connection Transit Development Plan - Final \(1\)](#)

Minutes: Asela Silva of Benesch provided an overview of the Transit Development Plan (TDP), including an explanation of its purpose. Mr. Silva covered the thirty-two existing transit

routes and the five squeeze-service routes, along with a summary of the public outreach

efforts, which included stakeholder interviews, workshops, surveys, the project website, and social media engagement. Through these efforts, approximately 1,300 citizens were reached. He also reviewed the public input survey results related to transit use, key destinations, and service needs. The 2035 transit needs identified in the TDP include enhancements to the

existing network, new local services, new regional and rural services, and the introduction of micro-transit options.

Commissioner Madden asked whether there is a data source that compares transit ridership with automobile use.

Mr. Silva noted that this TDP does not include that information.

Commissioner Madden asked whether artificial intelligence could be used to determine ridership on each route.

Mr. Silva stated that they do have data on the number of citizens riding the bus.

Commissioner Roberts McCarley stated that the overlay is a great idea and requested clarification that the public survey is not limited to ridership. She noted that transit also provides essential access to work, grocery shopping, and other daily needs.

REPORTS (TAB 4)

16. Executive Director's Report

Attachments: [A116b-A1 2026 Transportation Projects Fact Sheet](#)

Minutes: Mr. Kordek introduced new TPO staff member Tracy Mullins. Mr. Kordek also highlighted the award presented to Polk County and the Polk TPO by Bike Walk Central Florida for the Fort Fraser Trail Extension and showed a short video depicting the trail. He also commented on the City of Lakeland's role in helping make this project possible. He noted that the 2026 Priority Transportation Project Cycle has opened and stated that the second segment of the Central Polk Parkway has held its groundbreaking in October.

Chairwoman Pfeiffer stated that this segment is two years ahead of schedule and that the next segment is planned for 2032.

Mr. Kordek also noted the upcoming meeting regarding the Central Polk Parkway East.

17. Florida Department of Transportation (FDOT) Report

Minutes: Wayne Gaither, FDOT, thanked the TPO Board and TPO staff for the LRTP and Priority Projects.

Edith Perez, FDOT, thanked the TPO for the coordination efforts with the Work Program Cycle. Ms. Perez shared the Transportation Alternative, Safety, TRIP and CMS project cycle is open from January 5th until March 31st and the Safe Routes to School funding will open on January 31st. Lastly, Ms. Perez introduced DJ Sharma who is a new engineer at FDOT District One.

18. Opportunity for Public Comment

Minutes: Chairwoman Pfeiffer opened the floor for public comment. Seeing none, closed the floor.

19. Board Member Comments

Minutes: Commissioner Mercer asked about the TPO voting blocs and why some of them are not allowed a full voting seat.

Mr. Kordek stated Florida Statutes limits the size of the board and the two (2) voting seats for the voting blocs are shared by seven (7) cities. The voting member is rotated annually. In the past, this was seen a way to encourage and maximize participation in the TPO process from some of the smaller cities in the county.

20. Adjournment

Minutes: The meeting adjourned at 11:29 a.m.

In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact the Board of County Commissioners, Communications Office, at 330 W. Church Street, Bartow. Telephone (863) 534-6090, not later than four days prior to the proceeding. If hearing impaired call: (TDD) (863) 534-7777 or 1-800-955-8771, or Voice impaired call: 1-800-955-8770, via Florida Relay Service.

The TPO planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or family status may file a complaint with Cindy Mitchell, the TPO's Title VI Specialist at (863) 534-6486, or by writing to her at Post Office Box 9005, Bartow, Florida 33831-9005.

Presentation for TPO Board Members for 12/9/2025

Attachments: [TPO Slides 12-9-2025](#)