

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, June 18, 2024
9:00 AM
600 S. Commerce Ave. Sebring, FL 33870
AGENDA

1 MEETING CALLED TO ORDER: Invitation to fill out “COMMENTS BY THE PUBLIC” forms.
Please silence all cell phones and devices.

2 INVOCATION

3 PLEDGE OF ALLEGIANCE

4 ANNOUNCEMENTS

The Highlands County Board of Commissioners will hold a Special Meeting on Tuesday, June 18, 2024, at 10:00 a.m., or as soon thereafter as possible, for the purpose of holding a Workshop on the proposed 2024/2025 budget, in the Board room, 600 S. Commerce Ave., Sebring

The Children’s Services Council will hold a General Body Meeting on Wednesday, June 19, 2024, at 8:00 a.m., in the Board room, 600 S. Commerce Ave., Sebring

The Road Committee will hold a meeting on Wednesday, June 19, 2024, at 2:00 p.m., in the Road & Bridge Conference Room, 4344 George Blvd., Sebring

The Affordable Housing Advisory Committee will hold a regular meeting on Wednesday, June 19, 2024, at 3:30 p.m., in the Engineering Training Room, 505 S. Commerce Ave., Sebring

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

- 6.A *Presentation to Employee of the Quarter, 1st Quarter of 2024.*
Laurie Hurner, County Administrator

The Employee of the Quarter recipients receive a plaque, eight (8) hours of personal leave, a gift card, and their name placed on a plaque displayed in the Government Center.

[Vickey Linsinbigler.docx](#)

- 6.B *Presentation of Years of Service Awards*
Laurie Hurner, County Administrator
Jonathan Harrison, Road & Bridge Director
Kelly Duppenthaler, Interim Fire Chief
J.D Landford, County Engineer
No fiscal impact.

[Service Award Bios Jun 2024.docx](#)

7 PUBLIC COMMENT

8 CONSENT AGENDA

- 8.A *Request to adopt Resolution 23-24-123 for Budget Amendment 23-24-114 to appropriate funds in the amount of \$121,342.12 to the Memorial Dr. - Pompano Dr. to Sebring Parkway multi-use path project.*
Kenya A. Anderson, MSP
The fiscal impact is an increase to Fund 151 (Infrastructure Surtax) in the amount of \$121,342.12 in Cost Center 4102A (Transportation Projects), Project Number 17034 (Memorial Dr. - Pompano Dr. to Sebring Parkway), Account No. 56301Z (Project Capital Improvements) which is being funded by a transfer from Fund 005 (General Fund) in the amount of \$121,342.12 in Cost Center 9990 (Budgetary Expenditure Accounts), Account No. 59900 (Reserve for Contingency).
[23-24-114 Project 17034 Memorial Dr Trail Path Add'l Funding \(BA\).pdf](#)
[23-24-123 Proj 17034 Memorial Dr Trail Path Add'l Funding \(Resolution\).pdf](#)
[23-24-114 Project 17034 Memorial Dr Trail Path Add'l Funding \(Reserve\).pdf](#)
- 8.B *Request approval to declare the indicated lists of library materials surplus and allow designated items to be donated to the Friends of the Library of Avon Park. All Library Friends groups are nonprofit corporations.*
Vikki Brown, Highlands Library System Manager
Remaining value of said items is difficult to determine. Using an estimated value of five cents to the dollar against the original purchase price would give donations of \$924.26 from Avon Park. Revenue generated by the sale of surplus Library materials by the Friends of the Library will be donated back to the affected libraries.
[20240618 APL Surplus Packet.pdf](#)
- 8.C *Release of Lien*
Beverly Singley - Code Enforcement Administrator
There is no impact to the General Funds.
[Release of Lien_3512 Paradise.SGS.pdf](#)
- 8.D *Request approval of Amendment 1 to the Agreement between Highlands County and EO Koch Construction, Co., for the construction of the New Traffic Operations Building and the adoption of Resolution 23-24-109 for Budget Amendment 23-24-099 to appropriate additional funds to Project No. 19007, and ITB No. 22-013.*
Melony Culpepper, AICP, Project Manager - Transportation
James D. Langford, P.E., County Engineer
The fiscal impact is a decrease to Fund 110 (Transportation Trust) Cost Center 4120 (Multi Use Paths/Sidewalks) in the amount of \$11,460.00; a decrease to Fund 151 (Transportation Trust) Cost Center 4102A (Transportation Projects) Annex 2nd Floor Remodel (Project 22051) in the amount of \$40,000.00; and an increase to Fund 151 (Infrastructure Surtax) Cost Center 4102A (Transportation Projects) in the amount of \$51,460.00 and will be appropriated in Project 19007 New Traffic Operations Building with a net fiscal impact of \$0.00.
[22-013 Amendment 1 New Traffic Ops Bldg.pdf](#)
[Resolution 23-24-109](#)
[Budget Amendment 23-24-099](#)

- 8.E *Request approval of Amendment 1 between Highlands County and Airstream Ventures, LLC.*
Leah Sauls, Development Services Director
Casey Hartt, Lead Marketing Consultant
There is no fiscal impact.
[Amendment 1 - ACL Cornhole Championship Grant Contract.pdf](#)
[ACL Cornhole BCC Contract.pdf](#)
- 8.F *Request approval of Amendment 1 between Highlands County and Airstream Ventures, LLC.*
Leah Sauls, Development Services Director
Casey Hartt, Lead Marketing Consultant
There is no fiscal impact.
[Amendment 3 - Fall Prep Lacrosse Showcase Grant Contract.pdf](#)
[10-04-2022 - \(Change Order 1 - Amend Fall Prep Girls to Fall Prep Boys Lacrosse Showcase Date\).pdf](#)
[FPGLS Approved Contract.pdf](#)
[10-03-2023_-_Amendment_2_SCAN.pdf](#)
- 8.G *Request approval of Amendment 1 between Highlands County and Airstream Ventures, LLC.*
Leah Sauls, Development Services Director
Casey Hartt, Lead Marketing Consultant
There is no fiscal impact.
[Amendment 1 - USFA Sebring Invitational and Pumpkin Smash Tournaments.pdf](#)
[8-01-2023 - \(ASV Grant Contract - USFA Sebring Invitational & Pumpkin Smash Softball Tournaments\).pdf](#)
- 8.H *Request approval of Amendment 1 between Highlands County and Airstream Ventures, LLC.*
Leah Sauls, Development Services Director
Casey Hartt, Lead Marketing Consultant
There is no fiscal impact.
[Amendment 1 - USA Lacrosse Hall of Fame_All American Festival Grant.pdf](#)
[5-16-2023 - \(Airstream Ventures LLC Grant Contract - USA Lacrosse Florida Hall of Fame & All-American Festival\).pdf](#)
- 8.I *Request approval to expend State Forfeiture Funds from the Special Law Enforcement Trust Fund*
Paul Blackman, Sheriff
This contribution will be funded through Fund 170 (Special Law Enforcement Trust), cost center 3107 (Confiscated Property - State) in the amount of \$500.00.
[Fund_170_SheriffsYouthRanch_Letter.pdf](#)
[Fund_170_RqstExpFnds_SheriffsYouthRanch.pdf](#)
- 8.J *Request approval of a Sport Event Tourist Development Grant for the 2024 Youth Baseball Division II State Tournament per the recommendation of the Tourist Development Council.*
Leah Sauls, Development Services Director

Casey Hartt, Lead Marketing Consultant

There is no fiscal impact to Fund 152 (Tourist Development Trust) or the overall budget.

This item was approved in the Tourist Development's budget for FY23-24. The Dixie Youth Baseball Division II State Tournament is eligible for \$5,000.00 from cost center 5305 (Tourist Dev-Marketing and Promotion), account 53400 (Contractual Services).

[Grant Contract - 2024 Dixie Youth Division II Baseball Tournaments_APB signed.pdf](#)

[Attachment A - 2024 Dixie Youth Division II Baseball Tournaments Grant Application.pdf](#)

- 8.K *Request acceptance of the JAG Countywide Certification of Participation (COP) to apply for the grant as well as the 51 % Letter that are required.*

Paul Blackman, Sheriff

There will be no fiscal impact as these funds are anticipated and set up during the budgetary process. Any required match is covered within the Sheriff's, the City's, and the Town's budgets.

[JAGC 23 COP Letter.pdf](#)

[JAGC 51% Letter Highlands County Board of County Commissioners.pdf](#)

[JAGC-Allocations FY2023.pdf](#)

- 8.L *Request adoption of Resolution 23-24-132 for Budget Amendment 23-24-121 for Project 23087 E911 Cybersecurity Special Disbursement.*

Paul Blackman, Sheriff

The fiscal impact is an increase to Fund 122 (E911) and the overall budget in the amount of \$100,000.00 and is being appropriated in cost center 3998 (E911 Program), account 53100Z (Project Professional Services), Project 23087 (E911 Cybersecurity Special Disbursement).

[23-24-121 Project 23087 Cybersecurity Spc Disbursement \(BA\).pdf](#)

[23-24-121R Project 23087 E911 Cybersecurity Spc Disbursement \(Resolution\).pdf](#)

- 8.M *Request approval of Resolution 23-24-131 for Budget Amendment 23-24-120 for Project 23085 EOC Steel Warehouse.*

Corey Amundsen, Emergency Manager

The fiscal impact is a transfer of funds in Fund 151 (Local Govt Infrastructure Surtax) from Project 21032 County Facility improvements set-a-side to Project 23085 EOC Warehouse Bldg. in the amount of \$250,000

[23-24-120R Project 23085 EOC Steel Warehouse \(Resolution\).pdf](#)

[23-24-120 Project 23085 EOC Steel Warehouse \(BA\).pdf](#)

- 8.N *Request adoption of Resolution 23-24-130 for Budget Amendment 23-24-119 for Project 23055 Hurricane Irma PAAP DAC.*

Corey Amundsen, Emergency Manager

The fiscal impact is an increase to Fund 005 (General) and the over budget is increasing for FY23-24. This budget amendment is recognizing additional revenue in the amount of \$471,456.44 for cost center 3991 (Emergency Management), project 23055 (Hurricane Irma PAAP DAC).

[23-24-119R Proj 23055 Hurricane Irma PAAP DAC \(Resolution\).pdf](#)

[23-24-119 Proj 23055 Hurricane Irma PAAP DAC \(BA\).pdf](#)

- 8.O *Request approval of the Interlocal Agreement between Highlands County and the School Board of Highlands County for cost sharing related to the construction of turn lane and school zone improvements on CR 29.*

Joseph L. DeFronzo, P.E., Asst. County Engineer - Transportation

James D. Langford, P.E., County Engineer

There is no Fiscal Impact.

[CR 29 Improvements - Lake Country Elementary_Estimated Cost.pdf](#)

[LAKE COUNTRY ELEMENTARY TURN LANE_ALL.pdf](#)

- 8.P *Request to approve Amendment No. 3 to Agreement No. 20126 between the Board and State of Florida Fish and Wildlife Conservation Commission extending the term of Agreement from June 30, 2024 to December 31, 2024.*

Leah Sauls, Development Services Director

No additional fiscal impact from the original Agreement.

[20126-A3 Highlands County - Amendment.pdf](#)

[EXECUTED FWC Contract 20126-A2 Highlands County Amendment-scan.pdf](#)

[EXECUTED FWC Contract 20126-A1 Highlands County Amendment-scan.pdf](#)

[EXECUTED FWC Contract 20126_-_Highlands_County_-_Agreement_Final_-_bee - Copy.pdf](#)

8.Q

Request approval of A.D. Morgan TOA 1-1 for construction services for the Avon Park Tax Collector Remodel project.

Tiffany Gunn, Capital Projects Manager

The fiscal impact of \$767,783,91 is currently budgeted in Fund 151 (Infrastructure Surtax), cost center 2672A, account 56200Z, project 18025.

[20-039 AD Morgan TOA 1-1 signed 6.12.24.pdf](#)

- 8.R *Request adoption of Resolution No. 23-24-133 for Budget Amendment (B/A) 23-24-122 to appropriate funds to Project No. 23089, CR 29 Turn Lanes and School Zone Improvements.*

Joseph L. DeFronzo, P.E., Asst. County Engineer - Transportation

James D. Langford, P.E., County Engineer

The fiscal impact is a \$49,500.00 decrease to Project No. 22003 TOSIP Fund 151 (Infrastructure Surtax), Cost Center 4102A (Transportation Projects), Revenue Account No. 3999100Z, a \$49,500.00 decrease to Project No. 22003 TOSIP Fund 151, Cost Center 4102A, Account No. 56301Z (Project Capital Infrastructure), a \$26,106.42 decrease in Project No. 23003 TOSIP Fund 151, Coast Center 4102A, Account No. 3999100Z, a \$26,106.42 decrease in Project No. 23003 TOSIP Fund 151, Cost Center 4102A, Account No. 56301Z, an increase to Project No. 23089 Fund 151 Cost Center 4102A, Account 56301Z in the amount of \$66,606.42.

[23-24-122 Proj 23089 CR 29 Turn Lane School Zone Improvements \(BA\).pdf](#)

[23-24-133 Proj 23089 CR 29 Turn Lane School Zone Improvements \(Resoluiton\).pdf](#)

- 8.S *Request adoption of Resolution 23-24-134 for Budget Amendment 23-24-124 to reverse a portion of encumbrances that rolled from FY 22/23 into FY 23/24.*

David Nitz, OMB Manager

The fiscal impact will be a decrease to the overall budget in the amount of \$125,307.02 by reversing a portion of encumbrances that rolled forward from FY 22/23 into FY 23/24.

The following funds decreased, and amounts are as follows: Fund 005 General (\$45,012.02), Fund 152 Tourist Development Trust (\$9,612.00), Fund 181 Fire Assessment (\$4,610.38), Fund 401 Solid Waste (\$66,072.62).

[23-24-124 Encumbrance Roll Adjustments - Non Projects \(BA\).pdf](#)
[23-24-124R Encumbrance Roll Adjustments - Non Projects \(Resolution\).pdf](#)

- 8.T *Request adoption of Resolution 23-24-135 for Budget Amendment 23-24-125 to reverse a portion of Project encumbrances that rolled from FY 22/23 into FY 23/24.*
David Nitz, OMB Manager
The fiscal impact will be a net increase to the overall budget in the amount of \$150,261.52 by reversing a portion of encumbrances that rolled forward from FY 22/23 into FY 23/24. The following funds decreased, and amounts are as follows: Fund 005 General (\$68,712.75), and Fund 355 HCFPIRN LTD Capital (\$18,818.85) while Fund 151 Infrastructure Surtax increased \$61,089.50.
[23-24-125 Encumbrance Roll Adjustments - Projects \(BA\).pdf](#)
[23-24-125R Encumbrance Roll Adjustments - Projects \(Resolution\).pdf](#)
- 8.U *Status Update on the National Pollutant Discharge Elimination System (NPDES) Phase II permitting efforts.*
Mitchell D. Thomas, P.E., Assistant County Engineer - Stormwater
There is no fiscal impact.
[Highlands County Phase II MS4 Annual Report Yr 3 Cy 2.pdf](#)
[HighlandsCo_148_C2Y3_Audit_Package_20240507.pdf](#)
[RAI Response Yr 3 audit FINAL - board.pdf](#)

9 COMMITTEE ASSIGNMENTS:

10 PUBLIC HEARING

- 10.A *Public hearing to consider proposed amendments to the Highlands County Land Development Regulations pertaining to Manufactured Home and RV Park requirements, and to schedule the adoption hearing.*
Rachel Barry, Zoning Supervisor
There is no fiscal impact.
[P&Z 2160 Staff Report for BCC 1st reading.pdf](#)
[Ord. 23-24-29 Proposed MHP Amendments.pdf](#)
[Ord. 23-24-29 Business Impact Form.pdf](#)
- 10.B *Proposed amendment to Highlands County Code of Ordinances, Chapter 5 - Health and Sanitation.*
Dustin Fitch, Interim Deputy Chief
There is no fiscal impact
[Ordinance COPCN.pdf](#)
[COPCN Impact.pdf](#)
- 10.C *Request adoption of Ordinance 23-24-32 pursuant to Florida Statutes, Section 125.66.*
James Duppenhaller, Interim Fire chief
There is no fiscal impact
[Burn Ban Ordinance 23-24-32.pdf](#)
[23-24-32.pdf](#)

11 ACTION AGENDA

- 11.A *Consideration of Agreement with Comanco Environmental Corporation for the Highlands County Solid Waste Management Center Class I Cell 5 Landfill Expansion Pursuant to ITB 23-030-KSB*
Robert A. Diefendorf, Jr. E.I., Assistant to the Critical Infrastructure Director
There is no fiscal impact to Fund 401 (Solid Waste) or the overall FY 23/24 budget as the funds in the amount of \$12,999,708.58 already exist in Project 21078- Landfill Cell No. 5, in Cost Center 4210 (Refuse Disposal), Account 56300Z (Project Improvements), Project 21078 – Landfill Cell.
[Signed_Landfill Expansion Construction Agreement - COMANCO \(2024.06.04\).pdf](#)
- 11.B *Request to approve Resolution 23-24-113 for closing the platted portion of roadway name Austin Road.*
J.D. Langford, P.E., County Engineer
There is no fiscal impact.
[VOR Agenda - 1403 Lake Clay Dr - Austin Rd 06.18.2024.pdf](#)
- 11.C *Consider Statement of Legislative Intent for amendments to “clean up” the Land Development Regulations.*
Rachel Barry, Zoning Supervisor
There is no fiscal impact.
[SLI - LDR Clean Up.pdf](#)
- 11.D *Request approval of Amendment #0008 to Subcontract Agreement 20-25-42 between Highlands County and the Ounce of Prevention Fund of Florida to continue Healthy Families services in Highlands County for the grant period of July 1, 2024, through June 30, 2025.*
Cynthia Acevedo, Healthy Families Program Manager / Community Programs Assistant Director
The grant award for fiscal year 2024-2025 is \$343,463 to Fund 005 (General) and requires a minimum 25% contribution match. The requested cash contribution is \$129,054.68 with additional expenses being covered through in-kind contributions.
[Highlands Contract Renewal Amend 0008 FY 24-25.pdf](#)
- 11.E *Request approval of Budget Amendment 23-24-118 to realign funds from Road Construction Projects.*
Jonathan Harrison, Road & Bridge Director
No additional fiscal impact to Fund 151 (Infrastructure Surtax). The funds of \$327,766.69 are merely being transferred from Project #23029 to Project #23088 (Markland Ln) for road reconstruction respectively.
[23-24-118 Reconstruct Reallocation fm Proj 23029 to Proj 23088 Markland Ln \(BA\).pdf](#)

12 COUNTY ADMINISTRATOR AND LEGAL

- 12.A *County Attorney Status Report.*
Sherry G. Sutphen, County Attorney
There is no fiscal impact.
[Legal_Long_Range_Log.docx](#)
- 12.B *Commissioner's Priorities and the Project Status Report.*
Laurie Hurner, County Administrator
There is no fiscal impact.

13 COMMISSIONERS

14 INFORMATIONAL

14.A *Board payables from June 18, 2024, through July 1, 2024*

15 ADJOURN

Any person who decides to appeal any decision made by this Board of County Commissioners of Highlands County, Florida, in public hearing or meeting is hereby advised that he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record will include the testimony and evidence upon which such appeal is to be based.

The Board of County Commissioners of Highlands County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. "Anyone requiring reasonable accommodation as provided for in the Americans With Disabilities Act or Section 286.26 Florida Statutes should contact Human Resources, ADA Coordinator at: 863-402-6509 (voice), or via Florida Rely Service 711, or by e-mail: hrmanager@highlandsfl.gov." Requests for CART or interpreter services should be made as soon as possible but no later than 48 hours in advance to permit coordination of the service.

Please note our new website address: www.highlandsfl.gov/

Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.