

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Tuesday, July 02, 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 Construction Licensing, Enforcement and Appeals Board will hold a regular meeting at 7:00 p.m., on Tuesday, July 2, 2024, in the Board Room, 600 S. Commerce Ave., Sebring

County offices will be closed on Thursday, July 4, 2024, in observance of the Independence Day holiday

The Highlands County Board of County Commissioners will hold a special workshop meeting on the Capital Financial Strategy and the budget for the Board departments at 9:00 a.m., on Tuesday, July 9, 2024, in the Board Room, 600 S. Commerce Ave., Sebring

The Highlands County Planning & Zoning Commission and Local Planning Agency and the Zoning Board of Adjustment will have a meeting at 3:00 p.m., on Tuesday, July 9, 2024, in the Board Room, 600 S. Commerce Ave., Sebring

The Highlands County Board of County Commissioners Office of Management & Budget will have a Special Meeting at 6:00 p.m., on Tuesday, July 9, 2024, at South Florida State College in the University Center Auditorium & Lobby, 600 College Drive, Avon Park

The Natural Resources Advisory Commission will hold a regular meeting at 4:00 p.m., on Wednesday, July 10, 2024, in Conference room 3 of the Bert J. Harris, Jr. Agricultural Center, 4509 George Blvd., Sebring

The Highlands County Board of County Commissioners Office of Management & Budget will have a Special Meeting at 6:00 p.m., on Thursday, July 11, 2024, at the Lake Placid Government Center, 1069 US 27 N., Lake Placid

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

- 6.A *2024 Central Square software upgrade*
Theo Watts, Clerk IT Director & Chief Information Officer
Sally Hood, Clerk Accounting & Finance Director
Tanya Cannady, BOCC Business Services Director

There is no fiscal impact.

[Central Square Highlands County Presentation.pdf](#)

- 6.B *Update from the Central Florida Regional Planning Council Regarding the Florida Department of Environmental Protection Grant to Prepare a Vulnerability Assessment for Highlands County, Including the Municipalities of Avon Park, Lake Placid, and Sebring.*

Jennifer Codo-Salisbury, Central Florida Regional Planning Council

Leah Sauls, Development Services Director

There is no fiscal impact to Highlands County. FDEP is providing the grant award in the amount of \$340,000.00 to conduct a Comprehensive Vulnerability Assessment pursuant to Section 380.093, Florida Statutes, and an update to the Local Mitigation Strategy. No match is required. This grant award has eleven (11) deliverables. The final project must be complete by March 31, 2025. The project is cost reimbursable. The County will be reimbursed after deliverables are submitted and proof of payment to the CFRPC is provided.

[Highlands BOCC Update_VA_07_02_2024.pdf](#)

7 PUBLIC COMMENT

8 CONSENT AGENDA

- 8.A *Request adoption of Resolution 23-24-129 for Budget Amendment 23-24-117 for Project 22071 (Hazard Analysis Grant 23-24).*

Corey Amundsen, Emergency Manager

The fiscal impact is an increase to Fund 005 (General) and the overall budget is increasing FY 23-24. This budget amendment is recognizing additional revenue in the amount of \$2,242.58 in Fund 005, cost center 3991 (Emergency Management), and project 22071 (Hazard Analysis Grant 23-24).

[23-24-117R Project 22071 Hazard Analysis Grant 23-24 \(Resolution\).pdf](#)

[23-24-117 Project 22071 Hazards Analysis Grant 23-24 \(BA\).pdf](#)

- 8.B *Request approval of Budget Amendment 23-24-126 for strategic planning.*

Laurie Hurner, County Administrator

The fiscal impact to Fund 005 (General) of \$75,000, is increasing Professional Services in cost center 2111 (Central Services) and decreasing Reserve for Contingency in cost center 9990 (Budgetary Expenditures AC/005) in the amount of \$75,000 for a net fiscal impact of \$0.

[23-24-126 Strategic Planning Countywide.pdf](#)

[23-24-126 Countywide Strategic Plan \(Reserve\).pdf](#)

- 8.C *Request adoption of Resolution 23-24-127 pertaining to County Maintained Invasive Plant Management.*

Jonathan Harrison, Road & Bridge Director

Chris Mayhew, Invasive Plant Management Supervisor

There is no fiscal impact.

- 8.D *Request approval of Amendment 3 to the Interlocal Agreement for Maintenance of the Sebring Parkway.*
Richard Oujevolk, Project Manager
James D. Langford, P.E., County Engineer
The fiscal impact will be an increase to Fund 175 (Sebring Parkway Maintenance) for funds received from the City of Sebring but is undetermined until the annual expenditures are estimated/determined.
[City executed Amendment No. 3 to Sebring Parkway Maintenance Interlocal with County.pdf](#)
[Amendment No. 2 to Interlocal Agreement for Maintenance Sebring Parkway.pdf](#)
[Amendment 1 to Interlocal Agreement.pdf](#)
- 8.E *Request adoption of Resolution 23-24-139 for Budget Amendment 23-24-131 to transfer funds from the Sebring Tax Collector Remodel, Project # 17035 to Avon Park Tax Collector Remodel, Project # 18025.*
Tiffany Gunn, Capital Projects Manager
Fiscal impact is a decrease in Fund 151 (Infrastructure Surtax) of \$8,555.00 from project # 17035 (Sebring Tax Collector), account #56200Z (Project Buildings) and an increase in Fund 151 of \$8,555.00 to project #18025 (Avon Park Tax Collector), account #56200Z for a net change of \$0.00.
[23-24-131 Xfer Proj 17035 Sebring Tax Collector to Proj 18025 AP Tax Collector \(BA\).pdf](#)
[23-24-131R Xfer Proj 17035 Sebring Tax Collector to Proj 18025 AP Tax Collector \(Resolution\).pdf](#)
- 8.F *Request adoption of Budget Amendment 23-24-130 for the purchase of a new sign printer and rolling table to replace the outdated equipment that is currently being used and is no longer serviceable and compatible with new software.*
J D Langford, P.E., County Engineer
There is no fiscal impact to the budget as this Budget Amendment is simply reallocating funds from Cost Center 9990A (Budget Expenditure AC/110), Account 59900 (Reserve for Contingency) to Cost Center 4105 (Traffic Operations), Account 56400 (Machinery & Equipment).
[23-24-130 Sign Printer_Rolling Table for Traffic Ops.pdf](#)
- 8.G *Request adoption of Resolution 23-24-140 for Budget Amendment 23-24-132 to approve and authorize to set up Project 23090 for the Duke Energy Foundation Emergency Preparedness Outreach Grant.*
Karen Clogston, Public Information Officer
The fiscal impact is an increase to Fund 005 (General) and the overall budget in the amount of \$15,000 which is being appropriated in Project 23090 (Emergency Preparedness Outreach), Cost Center 2109 (Public Information), account 54800Z (Project Promotional Activities).
[23-24-132 Proj 23090 Emergency Preparedness Outreach FY23-24.pdf](#)
[23-24-132R Proj 23090 Emergency Preparedness Outreach.pdf](#)
- 8.H *Request adoption of Resolution 23-24-122 to establish a public hearing date of August 6, 2024, to discuss and consider closing a portion of a platted roadways name Antler Street (Platted as Castile Street) and Enid Avenue (Platted as Cecilia Avenue).*

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

There is no fiscal impact.

[VOR Agenda Packet - Emerald Hills Golf Villas - 1s Hearing.pdf](#)

[VOR 1st Hearing - Emerald Hills Golf Resolution 05.21.24.SGS \(002\).docx](#)

- 8.I *Request adoption of Budget Amendment 23-24-129 for reallocating funds within Project #21104 (Spring Lake Fire Station 20).*
Mitchell D. Thomas, P.E., Assistant County Engineer - Stormwater
There is no fiscal impact as this Budget Amendment is simply reallocating funds within Project 21104 (Spring Lake Fire Station 20) from Account 53100Z (Project Professional Services) to Account 56200Z (Project Buildings).
[23-24-129 Proj 21104 Spring Lk Fire Station 20 Realignment.pdf](#)
- 8.J *Request to approve Budget Amendment 23-24-133 to reallocate funds from Project #23002 (ADA Transition Plan FY 23-24) to Project #22010 (ADA Hammock Rd. Multi-Use Path) to complete the Hammock Rd. Multi-Use Path.*
J D Langford, P.E., County Engineer,
Kenya Anderson, Senior Project Manager
There is no fiscal impact to Fund 151 (Infrastructure Surtax Fund) or the overall budget as this budget amendment is merely a realignment of funds from Project #23002 (ADA Transition Plan FY 23-24) to Project #22010 (ADA Multi – Use Path) to complete the Hammock Rd. Multi-Use Path.
[23-24-133 Xfer Proj 23002 ADA Plan to 22010 Hammock Rd. MUP.pdf](#)
- 8.K *Request adoption of Resolution 23-24-142 for Budget Amendment 23-24-134 for a Florida Fish & Wildlife Conservation Commission grant.*
Dawn Ritter, Natural Resources Manager
The fiscal impact is an increase to Fund 129 (Conservation Trust) in the amount of \$6,500.00 and is being appropriated in cost center 6307 (Conservation Trust), account 56300Z (Project Improvements), Project 23064 (Lake Grassy Scrub Gopher Tortoise Habitat Management FY23-24).
[23-24-134 Proj 23064 Lake Grassy Scrub Gopher Tortoise Habitat Mgmt FY23-24 \(BA\).pdf](#)
[23-24-134R Proj 23064 Lake Grassy Scrub Gopher Tortoise Habitate Managment FY23-24 \(Resolution\).pdf](#)
- 8.L *Request adoption of Resolution 23-24-137 for Budget Amendment 23-24-127 for project 23086 Playground Equipment.*
Brandon Gunn, Parks & Facilities Director
The fiscal impact to Fund 151 (Infrastructure Surtax) is to close Project 22048 and transfer remaining balance of \$18,508.00 to Project #23086 for Playground Equipment for FY23/24 with a net fiscal impact of \$0.00.
[23-24-127R Proj 23086 Countywide Playground Equipment \(Resolution\).pdf](#)
[23-24-127 Proj 23086 Countywide Playground Equipment \(BA\).pdf](#)
- 8.M *Request acceptance of donated surplus items from Arbuckle Creek Fuse Disposal project.*
Brandon Gunn, Parks & Facilities Director
There is no fiscal impact.

- 8.N *Request approval of the Florida Department of Transportation (FDOT) State Highway Lighting, Maintenance, and Compensation "Exhibit A" ASH11, Financial Project NO. 412579-1-78-02 FY 24-25 and accompanying Resolution 23-24-144.*
JD Langford, P.E., County Engineer
Upon approval of the agreement, the County will receive \$255,008.80 in Fund 110 (Transportation Trust) as compensation for maintaining streetlights for the State Highways for the FDOT Fiscal Year 24/25 which will be budgeted in the FY 24/25 budget.
[Res. 23-24-144 .FDOT Project 412579-1-78-02 FY 24-25_Ex A.pdf](#)

9 COMMITTEE ASSIGNMENTS:

- 9.A *Request to appoint one (1) member to fill a vacancy on the Highlands County Board of Adjustment (BOA) and the Planning and Zoning Commission and Local Planning Agency (P&Z), or request to remove an existing member and appoint two (2) members to fill vacancies on the BOA and P&Z.*
Rachel Barry, Zoning Supervisor
No fiscal impact.
[Members' and Applicants' Information.pdf](#)
[K. Payne Application.pdf](#)
[V. Sclater Application.pdf](#)
[V. Laurence Application.pdf](#)

10 PUBLIC HEARING

- 10.A *Public hearing to consider adoption of Resolution 23-24-141 pertaining to the re-imposition of the solid waste special assessment.*
Robert Diefendorf Jr.,
Tanya Cannady, Business Service Director
The fiscal impact is a proposed increase in the assessment to \$229.47 which would be an increase of approximately \$268,696.32 in assessment revenue based on the current residential unit count.
[SW Preliminary Tear Sheet - Affidavit.pdf](#)
[Resolution 23-24-141 Preliminary Solid Waste assessment.pdf](#)

11 ACTION AGENDA

- 11.A
Request approval of E.O. Koch TOA 1-1 for construction services for the Unit II Expansion ARPA project.
Tiffany Gunn, Capital Projects Manager
The fiscal impact of \$446,915.30 is currently budgeted in Fund 005 (General), cost center 3996, account 56200Z, project 20077.
[20-039 EO KOCH TOA 1-1 CMAR GMP lgl apv 6-25-2024 signed.1.pdf](#)
- 11.B *Request approval of the Tower Removal Agreement between Highlands County and the tower owner/operator, CitySwitch II-A, LLC.*
Rachel Barry, Zoning Supervisor
There is no fiscal impact.
[BOA 1935 Tower Removal Agreement.pdf](#)

- 11.C *Request approval of the Highlands County Evaluation and Appraisal Report (EAR) Notification Letter for the County's Comprehensive Plan.*
Jennifer Codo-Salisbury, Central Florida Regional Planning Council
Leah Sauls, Development Services Director
There is no fiscal impact.
[DRAFT EAR Affidavit 07_02_2024.pdf](#)
[Sec 163.3191_FS.pdf](#)
[HC_EAR_Letter_07_02_2024.pdf](#)
- 11.D *Request for direction on delaying programmed grant projects within Florida Department of Transportation (FDOT) Work Program to FY 2029-2030 Five Year Work Program.*
J.D. Langford, P.E., County Engineer
Kenya A. Anderson, MSP, Senior Project Manager
The fiscal impact to the County will be determined by the acceptance of the projects into the FY 2029-2030 Five Year Work Program.
[Aerial Location Arbuckle Creeek Rd Phasel US 98 to Bishop Dairy Rd.pdf](#)
[Arbuckle Creek Rd_Proj Loc - MLK to Riverdale.pdf](#)
[FDOT SCOP & SCRAP DEFICIT SPREADSHT.pdf](#)
- 11.E *Consider Statement of Legislative Intent for Impact Fee Moratorium Extension.*
Leah Sauls, Development Services Director
JD Langford, PE, County Engineer
There is no fiscal impact.

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 *Summary Presentation of the FY 2024/2025 Recommended Budget.*
David Nitz, OMB Manager
There is no fiscal impact at this time.
[Rec 24-25 Budget - 7-2-24.pdf](#)
- 12.C *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 July 2, 2024, through July 15, 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.