

# HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Tuesday, June 17, 2025

9:00 AM

600 S. Commerce Ave. Sebring, FL 33870

**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 Affordable Housing Advisory Committee will hold a regular meeting at 3:30 p.m., on Wednesday, June 18, 2025, in the Engineering Conference Room, 505 S. Commerce Ave., Sebring

The Highlands County Code Enforcement Special Magistrate will hold a Hearing at 1:30 p.m., on Friday, June 20, 2025, in the Board Room, 600 S. Commerce Avenue, Sebring

The Highlands County Hospital District will hold a Special Meeting at 10:00 a.m., on Tuesday, June 24, 2025, in the Board Room, 600 S. Commerce Avenue, Sebring

County offices will be closed on Friday, July 4, 2025, in observance of the Independence Day holiday

**5. CONSTITUTIONAL OFFICERS - ANNOUNCEMENTS:**

**6. RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:**

**6.A *Presentation to Employee of the 1st Quarter of 2025***

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.

[Cynthia Acevedo nomination.docx](#)

**6.B *County Administrator Laurie Hurner Presentation of Years of Service Awards***

James K. Duppenhalter, Fire Chief Leah Sauls, Development Services Director

James D. Langford, Assistant County Administrator

No fiscal impact.

- 6.C *Request approval of a Proclamation recognizing June 16 through June 20, 2025, as "Code Enforcement Officer's Appreciation Week" in Highlands County, Florida.*  
Eric Longshore, Building Official  
There is no fiscal impact.  
[Proclamation for Code Enf 2025.pdf](#)

## **7. PUBLIC COMMENT**

## **8. CONSENT AGENDA**

- 8.A  
*Request to approve and execute the plat of Kat Ridge Subdivision for recordation.*  
  
JD Langford, P.E., Acting County Engineer  
There will be no additional fiscal impact, CR 17 is County maintained.  
[Statement of Issue.pdf](#)  
[KAT RIDGE SUBDIVISION\\_LOCATION MAP.pdf](#)  
[KAT RIDGE PLAT FOR RECORDATION1.pdf](#)
- 8.B *Request approval of Budget Amendment 24-25-081 for the EOC Warehouse building.*  
Corey Amundsen, Division Chief Emergency Management  
The fiscal impact of \$20,000 in Fund 151 (Infrastructure Surtax) is being transferred from cost center 9990B (Budgetary Expenditures AC/151), account 59900 (Reserve for Contingency) to Project 23085 (EOC Warehouse Building), cost center 3991 (Emergency Management), account 56200Z (Project Buildings).  
[Statement of Issue.pdf](#)  
[24-25-081 Proj 23085 EOC Warehouse Add'l Funding.pdf](#)  
[24-25-081 Proj 23085 EOC Warehouse Add'l Funding \(Reserve\).pdf](#)
- 8.C *Request approval of Budget Amendment 24-25-084 to realign funds within cost center 1031B, State Court Facilities.*  
Brandon Gunn, Facilities Director  
The fiscal impact is a decrease of \$30,000.00 to account 51200 (Regular Salaries & Wages) and an increase to account 54600 (Repair & Maintenance) within Fund 176 (State Court Facilities), cost center 1031B (State Court Facilities) for a net fiscal impact of \$0.00.  
[24-25-084 Realign 1031B Salaries to Repair Maintenance.pdf](#)  
[24-25-084 BA Statement of Use2.pdf](#)
- 8.D *Request adoption of Resolution 24-25-106 for Budget Amendment 24-25-082 for the FDLE Drone Replacement grant.*  
Corey Amundsen, Emergency Management Division Chief  
There is an increase to Fund 005 (General) in the amount of \$47,766.80 which is being appropriated in Project 24038 (Drone Replacement Program), cost center 3991 (Emergency Management), account 56400Z (Project Equipment).

[Statement of Issue.pdf](#)

[24-25-082 Proj 24038 Drone Replacement Prog Assistance \(BA\).pdf](#)

[24-25-082R Proj 24038 Drone Replacement Prog Assistance \(Resolution\).pdf](#)

- 8.E *Request adoption of Resolution 24-25-107 for Budget Amendment 24-25-085 to set up Project 24046 Sun 'N Lake of Sebring Improvement District for Concrete Path and Fitness Stations.*

Brandon Gunn, Parks & Facilities Director

The fiscal impact is an increase of \$78,133.60 to Fund 151 (Infrastructure Surtax) which is being appropriated in Project 24046 (Sun 'N Lake Concrete Path & Fitness Stations), account 58100Z (Aid to Govt Agency Project). in addition, \$149,690.00 is being transferred from cost center 6101A, account 56300 (Improvements Other Than) in the amount of \$149,690.00 also into Project 24046, cost center 6101A, account 58100Z for project 24046 total of \$227,823.60.

[SNL BA 24-25-085.pdf](#)

[SNL Res 24-25-107.pdf](#)

[SNL Statement.pdf](#)

- 8.F *Request approval of Budget Amendment 24-25-075 to realign funds within Fund 143 FL Boating Improvement for Repair & Maintenance.*

Brandon Gunn, Parks & Facilities Director

The fiscal impact of \$48,000 is to realign funds within Fund 143, FL Boating Improvement, from account 56300 (Improvements Other Than), to account 54600 (Repair & Maintenance).

[24-25-075 Statement of Use 6103 Boating Improvement Funding.pdf](#)

[24-25-075 Realign 6103 Boating Improvement Funding \(BA\).pdf](#)

- 8.G *Request adoption of Resolution 24-25-108 for Budget Amendment 24-25-086 to increase and realign funds in Project 23109 (FNCAC VOCA-BTG).*

Gail T. Werley, CAC Manager

The fiscal impact is an increase to Fund 005 (General) in the amount of \$53,719.83 in Project 23109, FNCAC VOCA-BTG 24/25, cost center 3995 (Children's Advocacy Center), and various personal and operating accounts for the CAC.

[24-25-086 Proj 23109 FNCAC VOCA-BTG Add'l Funding \(BA\).pdf](#)

[24-25-086R Proj 23109 FNCAC VOCA-BTG Add'l Funding \(Resolution\).pdf](#)

[STATEMENT OF ISSUE FNCAC VOCA-BTG ADDITIONAL GRANT FUNDS 6.17.25.pdf](#)

- 8.H *Request approval of Budget Amendment 24-25-070 for APX Consolette.*

Corey Amundsen, Division Chief Emergency Management

There is no fiscal impact.

[24-25-070 Xfer Fds fm 3991 to 3998B\\_APX Consolette \(BA\).pdf](#)

[Statement of Issue.pdf](#)

- 8.I *Request approval of Budget Amendment 24-25-083 to update the distribution of grant funds from FNCAC GR-CPT to the CAC in Project 23108 to align funding approved by the FNCAC*

Gail T. Werley, CAC Manager

There is no fiscal impact.

[24-25-083 Proj 23108 FNCAC GR-CPT 24-25 Realignment 5.21.25.pdf](#)

[STATEMENT OF ISSUE FNCAC GR-CPT BA 6.17.25.pdf](#)

- 8.J *Request approval of Budget Amendment 24-25-087 to provide additional funding for cost centers with negative category balances.*  
David Nitz, OMB Manager  
The fiscal impact of \$24,300 is transferring available funding from cost center 5108 (HCRA), account 53400 (Contractual Svcs) to cost center 1000 (Gen. Admin Circuit Crt), account 54100 (Communications & Freight) and account 55200 (Operating Supplies) in the amounts of \$1,900 and \$600, respectively; to cost center 3400 (Development Svcs), account 54600 (Repair & Maintenance) in the amount of \$5,000; and to cost center 5330 (Community Program Svcs), account 51200 (Regular Salaries & Wages) in the amount of \$16,800.  
[24-25-087 Clean Up Negative Cost Ctrs #2 \(BA\).pdf](#)  
[Reg.-1244-2024 Statement of Issue Negative Cost Centers #2.pdf](#)
- 8.K *Request for approval of eight Memorandum of Agreements with community partner agencies as required by the Healthy Families Highlands subcontract agreement.*  
Cynthia Acevedo, Healthy Families Highlands Program Manager  
There is no fiscal impact.  
[MOA Tri-County HF 25-30.pdf](#)  
[MOA Early Learning Coalition HF 25-30.pdf](#)  
[MOA Early Steps HF 25-30.pdf](#)  
[MOA FDOH HF 25-30.pdf](#)  
[MOA Healthy Start Coalition HF 25-30.pdf](#)  
[MOA Heartland for Children HF 25-30.pdf](#)  
[MOA Peace River Center HF 25-30.pdf](#)  
[MOA RCMA HF 25-30.pdf](#)
- 8.L *Request approval of Amendment #0010 to Subcontract Agreement 20-25-42 between Highlands County and the Ounce of Prevention Fund of Florida Inc. (Healthy Families Florida) to extend the end of the contract period from June 30, 2025, to July 31, 2025.*  
Cynthia Acevedo  
There is no fiscal impact.  
[STATEMENT OF ISSUE Healthy Families Amend #0010 .pdf](#)  
[Highlands Amend 10 FY 24-25 Extension 5.30.25.pdf](#)
- 8.M *Request approval of the May 20, 2025, Regular Minutes of the Board and the Special Workshop.*  
[052025REG.pdf](#)  
[052025Workshop.pdf](#)
- 8.N *Request appointment of Gail Werley, Program Manager of the Children's Advocacy Center to the Board of the Early Learning Coalition of Florida's Heartland (ELCFH).*  
Ingra Gardner, Director of Community Programs  
There is no fiscal impact.  
[Statement of Issue\\_ELCFH 2.pdf](#)  
[Letter of Appointment.pdf](#)
- 8.O *Request approval to waive field rental fees and deposit for Sebring High School*

*Cross Country Program at the Highlands County Multi-Sports Complex.*

Brandon Gunn, Parks & Facilities Director

The fiscal impact would be a loss in revenues of \$855.00 to Fund 005 (General) account 3475100 (Sports Complex).

[SHS Letter of Wavier.pdf](#)

[SHS Statement.pdf](#)

[SHS Fees Waived.pdf](#)

- 8.P *Request approval to move forward with the sale of eight (8) County owned surplus properties and provide the County Administrator the authority to execute the Deeds.*

Stacy Quillen, Procurement Manager

The fiscal impact is revenue totaling \$117,505.00 to the General Fund from sale of the properties and the properties will return to the Tax Roll.

[Property Statement of Issue.docx](#)

[25-020-RDV NOIA.pdf](#)

- 8.Q *Request approval to waive rental fees and damage deposit for the Venus Community Foundation at the Venus Community Clubhouse, and the associated Special Event Permit fees, Temporary Road Closure fee, and Alcoholic Beverage License review fees.*

Brandon Gunn, Parks & Facilities Director Melony Culpepper, Planning and Zoning Supervisor

The fiscal impact would be a loss in revenues of a total of \$1,125.00; \$500.00 to Fund 005 (General) account 3475100 (Sports Complex), \$400.00 to Fund 005 (General) account 3419100 (Bingo Application), \$200.00 to Fund 110 (County Transportation Trust) account 3449000 (Inspections), and \$25.00 to Fund 005 (General) account 3699000 (Other Misc Revenue).

[VCF Letter of Waiver.pdf](#)

[VCF Statement.pdf](#)

[VCF Fees Waived.pdf](#)

- 8.R *Request approval of the Business Associates Agreement with Central Florida Behavioral Health Network.*

Sherry G. Sutphen, County Attorney

There is no fiscal impact.

[Statement of issue.docx](#)

[Business Assoc. Agreement.pdf](#)

- 8.S *Request approval of a Sport Event Tourist Development Grant for 2025 Excel Speed Combine to be held in Highlands County on June 27- 28, 2025.*

Reagan Fultz, Tourism Marketing & Project Manager Casey Hartt, Lead Marketing Consultant

There is no fiscal impact to Fund 152 (Tourist Development) or the overall budget as there are funds budgeted in FY24/25 for marketing said event. The 2025 Excel Speed Combine is eligible for \$7,045.00 from Fund 152 (Tourist Development Trust) and cost center 5305 (Tourist Dev-Marketing and Promotion).

[Excel Speed Grant Agreement 2.pdf](#)

[STATEMENT OF ISSUE - Excel Speed TDC Grant.pdf](#)

- 8.T *Request approval of the Interlocal Agreement between Highlands County and the*

*Highlands County Sheriff.*

Sherry G. Sutphen, County Attorney Paul Blackman, Sheriff

There is no fiscal impact.

[Interlocal Agreement Signed by Sheriff.pdf](#)

[HCSO Grant Interlocal Agenda Memo \(2025.06.12\).pdf](#)

- 8.U *Request approval of Amendment 4 to Agreement between Highlands County and Comanco Environmental Corporation for the Highlands County Solid Waste Management Center Class I Cell 5 Landfill Expansion.*

Robert A. Diefendorf, Jr. E.I., Project Engineer

There is an increase of \$9,300.00 to the contract in Fund 401 (Solid Waste) but no change to the overall Project No. 21078 and FY 24/25 project budget.

[Statement of Issue 1219-2024.pdf](#)

[COMANCO Amendment 4 SGS Executed.pdf](#)

- 8.V *Request approval of the May 20, 2025, Regular Minutes of the Board and the Special Workshop.*

[052025REG.pdf](#)

[052025Workshop.pdf](#)

- 8.W *Request approval of Budget Amendment 24-25-080 to realign funds in Project 22030 (R&B Main Bldg Expansion) along with Amendment #1 to the Marmer Contract which correlates with the change orders and revised scope of work.*

Jonathan Harrison, Road and Bridge Director

The Fiscal Impact includes realigning funds (Fund 151) in the amount of \$64,774.95 in Project 22030 (R&B Main Bldg Expansion) due to shortages. Marmer Amendment 1 is under this BA request in the amount of \$11,678.25.

[24-25-080 Proj 22030 R&B Main Bldg Expansion Add'l Funding.pdf](#)

[Statement\\_of\\_Issue\\_-Road\\_and\\_Bridge\\_Realign\\_22030\\_6.3.2025.pdf](#)

[Road & Bridge-PCCO #1-Amendment.pdf](#)

## **9. COMMITTEE ASSIGNMENTS:**

- 9.A *Request approval of Zachary Franco and Hannah Bowen as the newest members of the Natural Resources Advisory Commission (NRAC).*

Mike McMillian, Natural Resources Specialist II

There is no fiscal impact.

[NRAC application for Allain Hale.docx](#)

[Statement\\_of\\_Issue.docx](#)

## **10. PUBLIC HEARING**

- 10.A *Public Hearing to consider approval of Pasco-Pinellas, Hillsborough Health System Inc. DBA AdventHealth Wesley Chapel EMS application for renewal of Class 2 Basic Life Support Ambulance and Class 3 Advanced Life Support Certificate of Public Convenience and Necessity (COPCN) serving the entirety of Highlands County with servicing all areas within Highlands County.*

Dustin Fitch, Deputy Chief

There is no fiscal impact.



[Application only.pdf](#)  
[COI.pdf](#)  
[Statement 1204-2024.pdf](#)  
[Advent Wesley Chapel aff.pdf](#)

- 10.B *Request adoption of Ordinance 24-25-13 prohibiting camping on public property in accordance with Florida Statutes, Section 125.0231, and solicitation in public rights of way.*

Sherry G. Sutphen, County Attorney

There is no fiscal impact.

[24-25-13\\_Agenda\\_memo\\_public\\_camping.SGS.pdf](#)

[Ordinance\\_public\\_sleeping\\_and\\_panhandling\\_\\_2025.06.06\\_.katie.SGS.pdf](#)

## 11. ACTION AGENDA

- 11.A *Consideration of Statement of Legislative Intent to extend the moratorium of Impact Fees in Highlands County for up to one year from the date of adoption.*

Leah Sauls, Development Services Director.

The fiscal impact is not determinable at this time but is an estimated loss of \$2.5 million per year (500 new homes x approx. \$5,000 per home impact fee assessment) that will not be collected for capital improvement items.

[Statement of Issue\\_IF MORT EXT.pdf](#)

- 11.B *Request approval of Consultant Services Authorization (CSA) No. 1 between Highlands County and SAM Construction Services, LLC (SAM) for Construction Engineering and Inspection (CEI) services for construction of the Beacon Avenue widening and resurfacing, Project No. 22060.*

Kenya A. Anderson, MSP, Senior Project Manager James D. Langford, P.E.,  
Assistant County Administrator /Acting County Engineer

The fiscal impact of \$176,404.00 to Fund 151 (Infrastructure Surtax) is included in the FY24/25 Adopted budget, Project 22060 (Beacon Ave. Widening), account 56301Z (Proj. Capital Infrastructure) as the funding for this project was originally approved and included in the FY22/23 Adopted budget and CFS. FDOT is willing to reimburse the County up to the amount of \$1,496,161.00 for design, construction, and construction engineering and inspection (CEI) for Project 22060.

[Location Map 2.pdf](#)

[REG 1250-2024 - Statement of Issue 2.pdf](#)

[SAM Construction CSA - CEI.pdf](#)

- 11.C *Request approval of RFP for Infrastructure Sales Surtax Refunding Revenue Bond Series 2025 and request Adoption of Resolution 24-25-112.*

David Nitz, OMB Manager Sherry Sutphen, County Attorney Tanya Cannady,  
Business Svcs Director

The fiscal impact is a \$12,000,000 loan to the HClSSRB Construction Fund and will be appropriated in cost center 2680G (HClSSR LTD Capital 2025), Project 21064 (County Jail Facility Expansion), account 56200Z (Project Building) in the amount not to exceed \$7,000,000 and the balance will be used for near future projects for the purchase/construction of additional office facilities.

[Reg.-1262-2024 Statement of Issue\\_Revenue Note Series 2025.pdf](#)

## 12. COUNTY ADMINISTRATOR AND LEGAL

### 12.A *County Attorney Status Report as of June 11, 2025.*

Sherry G. Sutphen, County Attorney

There is no fiscal impact.

[Long\\_Range\\_Legal\\_Log\\_6.11.2025.SGSKatie.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 *Document and correct for the record, scrivener's errors found in 446322-1 Draft agreements for the W College Drive Phase I previously approved with incorrect percentages documented in the agreement*

Thomas Hendel - Construction Inspector / Project Manager Kenya Anderson, Senior Project Manager James D. Langford, P.E., Assistant County Administrator / Acting County Engineer

There is no fiscal impact.

[446322-1 Draft Agreement - Partially Executed with Resolution revised.pdf](#)

[Scriveners Errors - Document 24033 - 446322-1 - Statement of Issue.pdf](#)

### 14.B *Document and correct for the record, scrivener's errors found in 446322-2 Draft agreements for the W College Drive Phase II previously approved with incorrect percentages documented in the agreement*

Thomas Hendel - Construction Inspector / Project Manager Kenya Anderson, Senior Project Manager James D. Langford, P.E., Assistant County Administrator / Acting County Engineer

There is no fiscal impact.

[446322-2 Draft Agreement - Partially Executed with Resolution - revised.pdf](#)

[Scriveners Errors - Document 24034 - 446322-2 - Statement of Issue.pdf](#)

### 14.C *Board payables from June 19, 2025, through June 30, 2025*

## 15. ADJOURN

### 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 Relay Service 711, or by e-mail: [hrmanager@highlandsfl.gov](mailto:hrmanager@highlandsfl.gov)." Requests for CART or interpreter services should be made as soon as possible but no less than 48 hours in advance to permit coordination of the service.

Any invocation that may be offered before the official start of the Commission meeting is a voluntary offering by a private citizen. The views or beliefs expressed by the invocation speaker have not been 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.

A person desiring to provide public comment related to an item on the Consent Agenda of this meeting, must fill out a Speaker Card and submit the same to the County Administrator or Chairperson by 8:00a.m. All Speaker Cards received after 8:50am, will be called during the regular Public Comment