

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Tuesday, July 1, 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**

ANNOUNCEMENTS:

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

The Highlands County Board of County Commissioners will hold a Special Meeting for the purpose of holding a Budget Workshop at 9:00 a.m., on Tuesday, July 8, 2025, in the Board Room, 600 S. Commerce Ave., Sebring, FL

A Public Hearing of the Highlands County Planning & Zoning Commission and Local Planning Agency and the Zoning Board of Adjustment will be held at 3:00 p.m., on Tuesday, July 8, 2025, in the Board Room, 600 S. Commerce Ave., Sebring, FL

The Construction Licensing, Enforcement and Appeals Board will hold a regular meeting on Tuesday, July 8, 2025, at 7:00 p.m., in the Board Room, 600 S. Commerce Ave., Sebring, FL

5. **CONSTITUTIONAL OFFICERS - ANNOUNCEMENTS:**

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

6.A *Presentation of Preferred Governmental Insurance Trust Risk Management Professional of the year*

Lauren Quinto- Safety Risk Management Consultant Pam Hancock- Director of Loss Control Services

There is no fiscal impact.

[Preferred Governmental Insurance Trust has selected Kristina Fyfe.docx](#)

- 6.B *Request approval of a Proclamation recognizing the month of July as "National Parks and Recreations Month" in Highlands County and announce the winning ponds names for the Sun n' Lake Preserve.*

Brandon Gunn, Parks and Facilities Director
Dawn Ritter, Natural Resources Manager

There is no fiscal impact.

[Statement of Issue-Parks and Rec Month and pond naming.docx](#)

[Parks & Rec Month Proclamation.pdf](#)

7. **CONSENT AGENDA**

- 7.A *Request approval of the amendment to the contract between Highlands County and Howerton Services, LLC for Sod.*

Jonathan Harrison, Road and Bridge Director

Fiscal impact is approximately \$250,000.00. Budget is provided for sod in the Transportation Trust Fund (110,) cost center 4102 (Road & Bridge Services). This item is already allocated within the adopted FY 2024/2025 budget.

[Statement of Issue, ITB 23-020.pdf](#)

[Howerton Renewal 7.1.2025.pdf](#)

- 7.B *Request approval of Pay Without PO for Motorola in the amount of \$21,110.40*

James K. Duppenhaler, Fire Chief

Fiscal impact to Fund 181 (Fire Assessment), cost center 3217 (Fire Assessment), Account 56400 (Machinery and Equipment) in the amount of \$9,212.16 and Fund 005 (General), cost center 5105 (Emergency Medical Services), Account 56400 (Machinery and Equipment) in the amount of \$13,818.24. A credit balance of \$1,920.00 has been applied to the original amount due of \$ 23,030.40 for a net fiscal impact of \$21,110.40.

[Statement.pdf](#)

[PWOP0.pdf](#)

- 7.C *Request approval of Budget Amendment 24-25-088 to realign funds in project # 21104, Spring Lake Fire Station #23.*

Tiffany Gunn, Capital Projects Manager
Mitch Thomas, Assistant County Engineer / Stormwater

The fiscal impact is a decrease of \$110,000.00 from Fire Assessment fund 181 cost center 3217 account #56200Z and an increase of \$110,000.00 to cost center 3217, account 56301Z, project #21104 for the widening of Haywood Taylor Boulevard for Spring Lake Fire Station, for a net fiscal impact of \$0.00.

[24-25-088 Proj 21104 Spring Lk Fire St 20_Haywood Taylor Widening \(BA\).pdf](#)

[Statement_of_Issue_SLFS_7.1.25.pdf](#)

- 7.D *Request to approve Amendment No. 3 to the Agreement Between Highlands County and Tetra Tech, Inc. for Disaster Debris Monitoring Services.*

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

There is no fiscal impact to the County until the County is adversely impacted by a disaster that would require the activation of this contract.

[Statement of Issue #1277-2024 - Tetra Tech.pdf](#)

[signed & notarized Amend. 3 to Tetra Tech Debris Monitoring Agree..pdf](#)

- 7.E *Request to approve Amendment No. 3 to the Agreement Between Highlands County and Phillips and Jordan, Inc. for Disaster Debris Removal and Recovery Services as the Prime Contractor*
Robert A. Diefendorf, Jr., E.I., Project Engineer
There is no fiscal impact to the County until the County is adversely impacted by a disaster that would require the activation of this contract.
[Statement of Issue #1278-2024 - Phillips & Jordan.pdf](#)
[signed & notarized Amend 3 to P & J Debris Removal Agree.pdf](#)
- 7.F *Request to approve Amendment No. 3 to the Agreement Between Highlands County and Ceres Environmental Services, Inc. for Disaster Debris Removal and Recovery Services as the Secondary Contractor*
Robert A. Diefendorf, Jr., E.I., Project Engineer
There is no fiscal impact to the County until the County is adversely impacted by a disaster that would require the activation of this contract.
[Statement of Issue #1279-2024 - Ceres.pdf](#)
[Agenda ready Signed & Notarized Ceres Environ. Amend. 3 to debris removal Agree.pdf](#)
- 7.G *Request approval of Sales Order ID# 10187793-JAmbr-26384269, which amends that Master Service Agreement ID# FL-10187793-JAmbr between Highland County and Comcast.*
J.D. Langford, Assistant County Administrator Theo Watts, CIO & Director of IT, Clerk of Courts
For the remaining 3 months of fiscal year 24-25, the fiscal impact is an estimated increase of \$13,368 for all agencies and \$11,109 for the Board's General Fund 005. The fiscal impact for year 25-26 and subsequent years is an estimated increase of \$53,472 for all agencies and \$44,440 for the Board's General Fund 005. The annual increase will be included in the fiscal year 25-26 budget.
[Comcast Statement of Issue.docx](#)
[Comcast HC Revised SOA.pdf](#)
- 7.H *Request adoption of Resolution 24-25-116 for Budget Amendment 24-25-091 for Central Square software additional funding.*
Tanya Cannady, Business Services Director
Fiscal impact is an increase of \$8,500 to Fund 005 (General), cost center 2111 (Central Services), account 56810Z (Proj. PC Software Purchase), project 20081 (Central Square Software).
[24-25-091 Proj 20081 Central Square Add'l Funding \(BA\).pdf](#)
[24-25-091R Proj 20081 Central Square Appropriate Add'l Funding \(Resolution\).pdf](#)
[Statement of Issue - Central Square BA.docx](#)
- 7.I *Request approval of an Amendment to the Interlocal Agreement between Highlands County and Central Florida Regional Planning Council.*
Leah Sauls, Development Services Director
There is no fiscal impact.
[Statement of Issue- CFRPC IRL ADDENDUM .pdf](#)
[CFRPC IRL Addendum.pdf](#)
- 7.J *Request adoption of Resolution No. 24-25-113 to repeal Resolution No. 24-25-075*

and reapprove the previously approved FDOT Supplemental Agreement No. 1 due to scrivener's errors found in the Project # 22066 / 441923-1 W. Interlake Sidewalk Agreement approved on 04/01/2025.

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

The net fiscal impact is to reduce the added \$27,400 to \$24,700 in Fund 151 (Infrastructure Surtax Fund) specifically account 4102A 56301Z 22066.

[Res. 24.25.113 repeal 24.25.075 packet.pdf](#)

[22066 W Interlake Blvd MUP_Catfish Creek Rd to S Tangerine_Statement of Issue.pdf](#)

- 7.K *Request approval of a 5 (five) year lease renewal contract previously established between the Board of County Commissioners and DP Partners & PGP Partners, Ltd.*

Jonathan Harrison, Road and Bridge Director

The fiscal impact will be the cost of property taxes which normally do not exceed \$6,000.00, annually. Fund 110, Cost Center 4102.

[Statement of Issue, Phypers Renewal 7.1.2025.pdf](#)

[DP Partners and PGP Partners, LTD 7.1.2025.pdf](#)

- 7.L *Request approval of a High Impact Signature Event Tourist Development Grant for 2025 Caladium Festival to be held in Highlands County on July 25-27, 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 Caladium Festival is eligible for \$10,000.00 from Fund 152 (Tourist Development Trust) and cost center 5305 (Tourist Dev-Marketing and Promotion).

[STATEMENT OF ISSUE.pdf](#)

[Grant 2025.pdf](#)

- 7.M *Request approval of the Memorandum of Understanding with the Central-South Florida Prescribed Fire Working Group.*

Dawn Ritter, Natural Resources Manager

There is no fiscal impact

[Statement of Issue-MOU Prescribed fire.docx](#)

[CSFL_PFWG_MOU_Feb 2023.pdf](#)

- 7.N *Request approval of Amendment No. 2 to Agreement No. DMS-P1-24-07-05*

Paul Blackman, Sheriff

There is no fiscal impact.

[Reg.-1300-2024 Statement of Issue_Project 24014 NextGen E911 Amendment.pdf](#)

[DMS-P1-24-07-05 - HIGHLANDS - Amendment 2_CLEAN COPY.pdf](#)

8. PUBLIC COMMENT

9. COMMITTEE ASSIGNMENTS:

10. PUBLIC HEARING

- 10.A *Public hearing to approve Resolution 24-25-117 of the Highlands County Fire Protection Municipal Service Benefit Unit pertaining to the re-imposition of the fire protection special assessment.*

Tanya Cannady, Business Service Director Sandi Neubarth, Director of Infrastructure & Capital Projects Kelly Duppenhaler, Fire Chief

There is no fiscal impact to the fire assessment fund 181 as this does not affect the total budget.

[Resolution 24-25-117 PRELIMINARY Fire Assessment.SGS.pdf](#)

[Preliminary Fire Tear Sheet - Affidavit.pdf](#)

[Fire Assessment Statement of Issue.docx](#)

[Highlands County Workshop 5-20-25.pdf](#)

[Wholly Exempt - Church.pdf](#)

[Copy of Wholly Exempt non churches.pdf](#)

[Fire Assessment Retirement Homes 2025.pdf](#)

- 10.B *Public hearing to consider adoption of Ordinance 24-25-14, extending the moratorium of Impact Fees in Highlands County for up to one year from 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.

[Ordinance.suspending_Impact_Fees.2026.SGS.pdf](#)

[Statement of Issue- IF Ord.pdf](#)

- 10.C *Public Hearing to consider approval of an Application for a Class 3 Certificate of Convenience and Necessity (COPCN) to National Health Transport, Inc.*

Dustin Fitch, Deputy Chief

There is no fiscal impact

[COPCN 1.pdf](#)

[Highland COI 6.2026.pdf](#)

[Statement.pdf](#)

- 10.D *Request adoption of Ordinance 24-25-15 pertaining to camping on public property.*

Sherry G. Sutphen, County Attorney

There is no fiscal impact.

[Ordinance public camping \(2025.06.18\).pdf](#)

[Statement of Issue \(003\).pdf](#)

11. ACTION AGENDA

12. COUNTY ADMINISTRATOR AND LEGAL

- 12.A *County Attorney Status Report as of June 25, 2025.*

Sherry G. Sutphen, County Attorney

There is no fiscal impact.

[Long_Range_Legal_Log_6.25.2025.SGSKatie.pdf](#)

12.B *Summary Presentation of the FY 2025/2026 Recommended Budget.*

David Nitz, OMB Manager

There is no fiscal impact at this time.

[Rec 25-26 Budget - 7.1.25.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 1, 2025, through July 14, 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 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 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 8:50a.m. All Speaker Cards received after 8:50am, will be called during the regular Public Comment.