

# HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Tuesday, July 15, 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 Highlands County Industrial Development Authority/Economic Development Commission will hold a special meeting on Tuesday, July 15, 2025, at 2:30 p.m., in the Engineering Training Room, 505 S. Commerce Ave., Sebring, FL

The Highlands Soil & Water Conservation District will hold a regular meeting on Tuesday, July 15, 2025, at 3:00 p.m., at the HSWCD Conference Room of the Bert J. Harris, Jr. Agricultural Center, 4509 George Blvd., Sebring, FL

The Heartland Library Cooperative Governing Board will hold a regular meeting on Wednesday, May 21, 2025, at 10:30 a.m., at the Lake Placid Memorial Library, 205 W. Interlake Blvd., Lake Placid, FL

The Highlands County Insurance Committee will hold a regular meeting on Thursday, May 22, 2025, at 10:00 a.m., in the Board Room, 600 S. Commerce Ave., Sebring, FL

The Highlands County Hospital District Board will hold a regular meeting at 1:30 p.m., on Thursday, May 22, 2025, in the Board Room, 600 S. Commerce Ave., Sebring, FL

**5. CONSTITUTIONAL OFFICERS - ANNOUNCEMENTS:**

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

6.A *Recognition of the Promotion of Lieutenant, Firefighter/Paramedic Ceciel Williams to Division Chief/Chief of Training on June 16, 2025*

James K. Duppenthaler

There is no fiscal impact

[Internal Promotion Williams.doc](#)

- 6.B *Recognition of Highlands County Fire Rescue Paramedic Marjorie Cauffield and Michael Jolin on their retirement.*  
James K. Duppenhalter, Fire Chief  
no fiscal impact  
[Cauffield.pdf](#)  
[Jolin.pdf](#)

## 7. **CONSENT AGENDA**

- 7.A *Request approval of TOA 1-2, for additional funds in the amount of \$22,002.96, to the August 6, 2024 executed TOA 1-1 CMAR Agreement between Highlands County and EO Koch for the remodel and expansion of Road and Bridge Unit II, Project No.: 20077.*  
Tiffany Gunn, Capital Projects Manager  
The fiscal impact is an increase of \$22, 002.96 which is currently budgeted in project number 4102A 56200Z 20077.  
[Statement of Issue.docx](#)  
[20-039 EO Koch 1-2 Approved for Agenda.pdf](#)
- 7.B *Request approval of a payment without PO to VISIT FLORIDA in the amount of \$25,500.00.*  
Reagan Fultz, Tourism Marketing & Project Manager  
Fiscal Impact is an expense of \$25,500.00 to Fund 152 (Tourist Development Trust) and cost center 5305 (Tourist Dev-Marketing and Promotion).  
[Statement of Issue.pdf](#)  
[PWOP Signed.pdf](#)  
[Agreement-2024-25 DMO Video - Visit Sebring-Highlands County - completed.pdf](#)
- 7.C *Request approval of Budget Amendment 24-25-089 to provide additional budgeted funds for Cost Center 2103 County Attorney.*  
David Nitz, OMB  
There is no fiscal impact to Fund 005 (General) or the overall budget as this budget amendment is transferring available funds from cost center 9990 (Budgetary Expenditures AC/005), account 59900 (Reserve for Contingency) to cost center 2103 (County Attorney), account 53100 (Professional Services).  
[24-25-089 2103 County Attorney Add'l Funding \(BA\).pdf](#)  
[24-25-089 2103 County Attorney Add'l Funding \(Reserve\).pdf](#)  
[1303.pdf](#)
- 7.D *Request approval of the minutes from the June 3, 2025, Regular Meeting of the Board.*  
[060325REG.pdf](#)
- 7.E *Request approval of a Sport Event Tourist Development Grant for 2025 BNA Sports College Showcase to be held in Highlands County on August 2-3, 2025.*  
Reagan Fultz, Tourism Marketing & Project Manager  
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 BNA Sports College Showcase is eligible for \$9,940.00 from Fund 152 (Tourist

Development Trust) and cost center 5305 (Tourist Dev-Marketing and Promotion).  
[STATEMENT OF ISSUE.pdf](#)  
[Grant Agreement Signed.pdf](#)

- 7.F *Request approval of Partner for Fish and Wildlife Program Agreement with United States Fish and Wildlife Services (USFWS) and Wildlands Conservation.*

Dawn Ritter, Natural Resources Manager

Increase to conservation trust fund 129, cost center 6307, project #02084 in the amount of \$22,022.06.

[20250616\\_Landowner Agreement\\_USFWStoMultiple\\_F22AC02989\\_SunNLake Preserve 2025-01-FWS-WC.pdf](#)

[Statement of Issue-USFWS and Preserve.docx](#)

- 7.G *Request approval of Budget Amendment 24-25-093 providing budget for payments to Public Consulting Group related to the Public Emergency Medical Transportation (PEMT) Program.*

Tanya Cannady, Business Services Director

The budget amendment for \$60,000 is a transfer in Fund 005 (General) from Cost Center 9990 (Budgetary Expenditures AC/005), Account 59900 (Reserve for Contingency) to Cost Center 5105 (Ambulance Service), Account 53400 (Contractual Services).

[24-25-093 Transfer Funding for 5105\\_PEMT \(Reserve\).pdf](#)

[24-25-093 Transfer Funding for 5105\\_PEMT \(BA\).pdf](#)

[statement of issue pcg 7-15-25.docx](#)

- 7.H *Request approval to rename western portion of Ernest E Sims St to Prof Sims St*  
JD Langford Jr. PE., Assistant County Administrator

The fiscal impact will be \$750, the cost of five (5) new street signs. Funding is available in Fund 110 - Transportation Trust Fund, Cost Center 4105 - Traffic Operations, Account 55209 - Traffic Control Devices.

[Statement of Issue.docx](#)

[Ernest E Sims Map.png](#)

- 7.I *Request approval to authorize the submissions of the Hazard Mitigation Grant Program through FEMA.*

Brandon Gunn, Parks & Facilities Director

There is no fiscal impact.

[HMGP Statement of Issue.pdf](#)

[Gov Center authorizing-agent-approval-form.pdf](#)

[Courthouse authorizing-agent-approval-form.pdf](#)

- 7.J *Request adoption of Resolution 24-25-114 for Budget Amendment 24-25-090 and to recognize the donation from Lorida Volunteer Fire Department, Inc. to be used for the training of Highlands County Fire Rescue.*

James K. Duppenhaler, Fire Chief

The fiscal impact is an increase to Fund 005 (General) in the amount of \$4,000 and is being appropriated in cost center 3217 (Fire Assessment), account 55403 (Education & Training).

[LVFD Donation Agenda Item.pdf](#)

[24-25-090 Appropriate Lorida Donation\\_3217 \(BA\).pdf](#)

- 7.K *Request adoption of Resolution 24-25-126 for Budget Amendment 24-25-095 to provide additional funding for cost centers with negative category balances.*

David Nitz, OMB Manager

The fiscal impact is an increase to Fund 176 (State Court Facilities Trust) in the amount of \$35,000 which is being appropriated in cost center 1031B (State Court Facilities), account 54600 (Repair & Maintenance) which is being transferred from Fund 005 (General), cost center 9990 (Budgetary Expenditures AC/005), account 59900 (Reserve for Contingency). In addition, this budget amendment is transferring \$84,300 of available funding from cost center 2111 (Central Services), account 54500 (Insurance) to cost centers 3400 (Development Svcs), account 54600 (Repair & Maintenance), cost center 5222 (State-County Assistance Prog.), account 53400 (Contractual Svcs), and cost center 5330 (Community Program Svcs), account 51200 (Regular Salary & Wages) in the amounts of \$2,500, \$60,400, and \$21,400, respectively. Also, \$26,000 is being realigned in cost center 5301 (Tourist Dev. - Operations) from account 51200 (Regular Salaries & Wages) to account 53400 (Contractual Svcs); \$5,000 is being realigned in cost center 3215 (Fire Inspections) from account 51200 (Regular Salary & Wages) to account 54600 (Repair & Maintenance) for a total net fiscal impact of \$150,300.

[24-25-095 Negative Cost Centers Cleanup #3\(BA\).pdf](#)

[24-25-095R Negative Cost Centers Cleanup #3 \(Resolution\).pdf](#)

[24-25-095 Negative Cost Centers Cleanup #3 \(Reserve\).pdf](#)

[Reg.-1336-2024 Statement of Issue Negative Cost Centers #3.pdf](#)

## 8. PUBLIC COMMENT

## 9. COMMITTEE ASSIGNMENTS:

## 10. PUBLIC HEARING

- 10.A *Request adoption of Ordinance 24-25-16 pertaining to solicitation in public roadways.*

Sherry G. Sutphen, County Attorney

There is no fiscal impact.

[Ordinance unsafe use of roadway \(final\).pdf](#)

- 10.B *Public hearing to consider adoption of Resolution 24-25-121 pertaining to the re-imposition of the solid waste special assessment.*

JD Langford, Assistant County Administrator Tanya Cannady, Business Service Director

The fiscal impact is a proposed increase in the assessment to \$236.36 which would be an increase of approximately \$281,001 in assessment revenue for the Solid Waste Fund based on the current residential unit count.

[SW Final Tear Sheet - Affidavit.pdf](#)

[Statement of Issue - Final.pdf](#)

[Resolution 24-25-121 FINAL Solid Waste assessment.pdf](#)

- 10.C *Public hearing to consider adoption of Resolution 24-25-115, for P&Z Case No. 2179, changing the Official Zoning Atlas for an approximate 10.33-acre parcel from Residential District (R-1A) to Residential District with a Flexible Unit Development (R-1A FUD).*  
Sergio Garcia, Planner II  
There is no fiscal impact.  
[1. Agenda Item Memo.pdf](#)  
[2. Resolution 2179 - Sparta Properties.sgs.pdf](#)  
[3. BCC Hearing Staff Report P&Z 2179.pdf](#)  
[4. P&Z 2179 Application.pdf](#)  
[5. Letters Received Before June 10 P&Z Meeting.pdf](#)  
[6. Letters Received After June 10 P&Z Meeting.pdf](#)
- 10.D *Public hearing to consider acceptance of a release of an existing restrictive easement limiting the maximum number of residential dwelling units on the property to 28.*  
Sergio Garcia, Planner II  
There is no fiscal impact.  
[1. Agenda Item Memo MDA.pdf](#)  
[2. MDA-25-005 Staff Report BCC.pdf](#)  
[3. Release of Easement.MDA-25-005.sgs.pdf](#)
- 10.E *Public hearing to consider proposed amendments to Section 12.03.205 of the Highlands County Land Development Regulations (LDRs) pertaining to the effective period of zoning variances.*  
Melony Culpepper, Planning & Zoning Supervisor  
There is no fiscal impact.  
[Statement of Issue Section 12.03.205.pdf](#)  
[Staff Report.pdf](#)  
[Ordinance 24-25-17.pdf](#)  
[Ordinance 24-25-17 Business Impact Form.pdf](#)

## **11. ACTION AGENDA**

- 11.A *Request approval of Subcontract Renewal 25-30-42 between Highlands County and the Ounce of Prevention Fund of Florida to continue Healthy Families services in Highlands County for a five-year term commencing July 1, 2025, and concluding June 30, 2030.*  
Cynthia Acevedo, Healthy Families Program Manager / Community Programs Assistant Director  
The grant award for fiscal year 2025-2026 is \$343,463. The county's cash contribution is an estimated \$207,417, with additional expenses covered through county in-kind contributions.  
[STATEMENT OF ISSUE Healthy Families Contract Renewal 25-30.pdf](#)  
[Highlands FY 25-26 Contract.pdf](#)
- 11.B *Request approval of State of Florida Law Enforcement Salary Assistance ("LESA") award for Fiscally Constrained Counties and authorize Board Chair to sign the Grant Award Agreement No. LG015 and request adoption of Resolution 24-25-123*

*for Budget Amendment 24-25-094.*

Paul Blackman, Sheriff

The Fiscal Impact will be an increase to Fund 005 (General) to the County's FY24-25 budget in the amount \$425,830.25. The total grant amount for the State's FY25-26 from July 1, 2025 thru June 30, 2026 is \$1,703,321, however 75% of that amount (\$1,277,490.75) will be accounted for in FY25-26.

[24-25-094 Project 24050 LESA FY25-26 \(BA\).pdf](#)

[24-25-094R Project 24050 LESA FY25-26 \(Resolution\).pdf](#)

[Reg.-1331-2024 Statement of Issue\\_Proj 24050 LESA FY25-26.pdf](#)

[LG015 FY25-26 LESA Contract.pdf](#)

11.C *Request to certify the maximum millage for FY 25/26.*

David Nitz, OMB Manager Laurie Hurner, County Administrator

Ad Valorem revenue is projected to comprise 61.04% of the total projected General Fund revenues in FY 25/26. Failure to certify millage would put those revenues and state revenue sharing at risk.

[Reg.-1332-2024 Statement of Issue\\_Certify Millage FY26.pdf](#)

[DR-420, DR-420MM-P, DR-420TIF's 2025.pdf](#)

## **12. COUNTY ADMINISTRATOR AND LEGAL**

12.A *County Attorney Status Report as of July 9, 2025.*

Sherry G. Sutphen, County Attorney

There is no fiscal impact.

[Legal Long Range Update \(7925\).pdf](#)

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 July 15, 2025, through August 4, 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](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 8:50 a.m. All Speaker Cards received after 8:50am, will be called during the regular Public Comment.

No person will be permitted to speak at the time of the Consent Agenda if a Speaker Card has not been timely submitted.