

**Highlands County Board of County Commissioners**  
**Tuesday, February 3, 2026**  
**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**

A hearing of the Code Enforcement Special Magistrate will be held on Wednesday, February 4, 2026, at 1:30 p.m., in the Board Room, 600 S. Commerce Ave., Sebring, FL

- 5. Constitutional Officers - Announcements**

- 6. Public Comment**

- 7. Consent Agenda**

- A. Request to approve revisions to Sick Leave Pool — Section 602 of The Personnel Rules and Regulations Manual**  
Sherri Bennett, Human Resources Manager  
No Fiscal Impact
- B. Request approval of Amendment 6 between Highlands County and Clifton Larson Allen, L.L.P**  
Jackie Hill, Senior Accountant, Highlands County Clerk of Courts  
There is no fiscal impact.
- C. Request approval of County Surplus Disposal Personal Property, to waive the two-step procedure for Disposal of Property.**  
Mark Lawrence, Solid Waste Director  
The fiscal impact is unknown. Revenue generated from sale proceeds will be distributed into the appropriate revenue accounts.
- D. Request adoption of Resolution 25-26-080 for Budget Amendment 25-26-044 to appropriate funds received for the Healthy Families program.**  
Cynthia Acevedo, Healthy Families Program Manager  
The fiscal impact to Fund 005 (General), cost center 5229 is an increase of \$870.00 which is being appropriated in account 54800 (Promotional Activities) and account 55200 (Operating Supplies).
- E. Request to approve pay grade change for the Healthy Families Program Assistant**

Cynthia Acevedo, Healthy Families Program Manager

No fiscal impact.

F. Request approval of Budget Amendment 25-26-045 to move available funds for an urgent need in the Jail Facility.

Paul Blackman, Sheriff

There is No Fiscal Impact.

G. Request approval of recommendation to award by purchase order for ITB 26-004-RDV ALS-BLS Medical Supplies Advanced-Basic.

Stacy Prevatte, Procurement Manager

The fiscal impact is approximately \$389,000 from cost center 5105, account 55200. These funds are in the approved FY25/26 Budget.

H. Request adoption of resolution 25-26-081 for budget amendment 25-26-046 to appropriate awarded funds from VOCA for the CAC.

Gail Werley, CAC Manager

The fiscal impact is an increase to the General Fund (005), Cost Center 3995, Project 25032 in the amount of \$7,549.51.

I. Request adoption of Resolution 25-26-085 for Budget Amendment 25-26-048 to reverse a portion of encumbrances that rolled from FY 24/25 into FY 25/26.

David Nitz, OMB Manager

The fiscal impact will be a decrease to the overall budget in the amount of \$20,340.40 by reversing a portion of encumbrances that rolled forward from FY 24/25 into FY 25/26. The following funds decreased, and amounts are as follows: Fund 005 General (\$8,955.76), Fund 177B Legal Aid Trust (\$10,456.64), and Fund 181 Fire Assessment (\$928.00).

J. Request adoption of Resolution 25-26-086 for Budget Amendment 25-26-049 to reverse a portion of Project encumbrances that rolled from FY 24/25 into FY 25/26.

David Nitz, OMB Manager

The fiscal impact of \$150,833.81 is merely realigning encumbrances that rolled forward from FY 24/25 into FY 25/26 to Project Fund Balance Forward. The following funds affected and amounts are as follows: Fund 005 General (\$54,470.27), Fund 110 Transportation Trust (\$49,957.50), and Fund 151 Infrastructure Surtax (\$46,406.04) for a net fiscal impact of \$0.00.

K. Request to approve Defense Grant Agreement with the Department of Commerce and Florida Defense Support Commission.

Dawn Ritter, Natural Resources Manager

The fiscal impact is an increase to Fund 005 (General) in the amount of \$500,000.00 with a cost reimbursement Agreement that will be appropriated to cost center 6303 (Natural Resources).

- L. Request adoption of Resolution 25-26-083 for Budget Amendment 25-26-047 W Walden Rd to move property-owner funding from the deposit account into project #25015 (W Walden Rd) Fund 151

Jonathan Harrison, Road & Bridge Director

The fiscal impact is an increase to Fund 151 (Infrastructure Surtax) in the amount of \$29,500.00 received from property-owner funding which is being appropriated in Project 25015, cost center 4102A (Transportation Projects), account 56301Z (Project Capital Infrastructure).

- M. Request to approve minutes from the December 16, 2025, and January 6, 2026, Regular Meetings of the Board.

Pamela Gamez, Official Records Manager

No fiscal impact.

## **8. Action Agenda**

- A. Request approval of the Interlocal Agreement between Polk County and Highlands County for expansion and renovation of the Polk County Medical Examiner's Facility.

David Nitz, OMB Manager

The fiscal impact is an increase in Fund 151 (Infrastructure Surtax) in the amount of \$1,500,000.00 that is budgeted in cost center 3990B (Medical Examiner – 151), account 58100 (Aid to Government Agency) in the FY25/26 Adopted Budget.

- B. Request acceptance of Ridge to River Conservation Planning Study Greenprint.

Dawn Ritter, Natural Resources Manager

No fiscal impact

- C. Statement of legislative intent authorizing the return of Tourist Development Tax collection duties from the Florida Department of Revenue to the Highlands County Tax Collector's office.

Leah Sauls, Development Services Director, Casey Hartt, Lead Marketing Consultant

The fiscal impact is a three percent (3%) service fee on Tourist Development Tax collections, to be paid from Fund 152 (Tourist Development Trust).

- D. Request approval to

A) adopt Resolution No. 25-26-88, repealing Resolution No. 14-15-47 and dissolving the Lake Istokpoga Management Committee (LIMC) and  
B) terminate the 1997 agreement with the Florida Game and Fresh Water Commission, now known as the Florida Fish and Wildlife Conservation Commission (FWC).

Jonathan Harrison, Road & Bridge Director, Dawn Ritter, Natural Resources

Manager

No Fiscal Impact

- E. Request adoption of Resolution No. 25-26-082 extending the Certificate of Public Convenience and Necessity for Positive Mobility, LLC d/b/a Elite Medical Response.

Dustin Fitch, Deputy Chief

No fiscal impact.

**9. County Attorney and County Administrator**

- A. County Attorney Status Report

Office of the County Attorney

No fiscal impact

- B. County Administrator's Status Report

**10. Commissioners**

**11. Informational**

- A. Board payables from February 3–16, 2026

**12. 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.