HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, August 19, 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 Board of County Commissioners will hold a Special Meeting to hold a Workshop on Code Enforcement, at 10:00 a.m., or as soon thereafter as possible on Tuesday, August 19, 2025, in the Boardroom, 600 S. Commerce Ave., Sebring, FL

   The Lake Istokpoga Management Committee will hold a Special Meeting at 9:00 a.m., on Wednesday, August 20, 2025, in the Sam Polston Auditorium of the Bert J. Harris, Jr. Agricultural Center, 4509 George Blvd., Sebring, FL

   The Heartland Library Cooperative Governing Board will hold a regular meeting at 10:30 a.m., on Wednesday, August 20, 2025, at the Lake Placid Memorial Library, at 205 W. Interlake Blvd., Lake Placid, FL

   The Highlands County Insurance Committee will hold a Regular meeting at 10:00 a.m., on Thursday, August 21, 2025, in the Boardroom, 600 S. Commerce Ave., Sebring, FL

   The Historic Preservation Commission will hold a Regular meeting at 2:30 p.m., on Thursday, August 21, 2025, in the Boardroom, 600 S. Commerce Ave., Sebring, FL

   The Highlands Soil & Water Conservation District Board of Supervisors will hold a rescheduled meeting at 3:00 p.m., on Tuesday, August 26, 2025, in the Highlands Soil & Water Conference room of the Bert J. Harris, Jr., Agricultural Center, 4509 George Blvd., Sebring, FL

   The Highlands County Hospital District Board will hold a regular meeting at 1:30 p.m., on Thursday, August 28, 2025, in the Boardroom, 600 S. Commerce Ave., Sebring, FL

County offices will be closed on Monday, September 1, 2025, in observance of the Labor Day holiday

The Highlands County IDA/EDC will hold a general body meeting at 7:30 a.m., on Wednesday, September 3, 2025, at South Florida State College, Building F Boardroom, 600 W. College Dr., Avon Park, FL

5. CONSTITUTIONAL OFFICERS - ANNOUNCEMENTS:

6. RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

6.A *Presentation on the 2025 Highlands County Citizen's Preparedness Academy.*
Karen Clogston, Public Information Officer
Statement of Issue Reg.-1391-2024.docx

6.B *Project Update - Sand Mining Regulations*
Cyndie Kramer, Planning & Zoning Manager
None.
Statement of Issue

6.C *Presentation by the Baseball Museum group*
Mr. Bill Jarrett and Dr. Ron Sevigny
No fiscal impact at this time
07242025.pdf

6.D *Tallahassee Update Presentation*
Halsey Beshears, Lobbyist, The Legis Group LLC
No fiscal impact

6.E *Presentation of Interim Financial Report of Key Operating Performance Measures for the 3rd Quarter of Fiscal Year 2025 (as of June 30, 2025)*
Clerk of Courts' Accounting Manager Jackie Gabrus
No fiscal impact
Q3 2025 BCC Quarterly Financial Report.pdf

7. CONSENT AGENDA

7.A *Request approval of Budget Amendment 24-25-107 for additional funds to Courthouse Remodel Project 22053 for law library renovations.*
Brandon Gunn, Parks & Facilities Management
The fiscal impact includes transferring funds within Fund 151 in the amount of $130,000 from Project 21032, Facility Improvements, to Project 22053, Judicial Court Remodel.
24-25-107 Proj 22053 Judical Court Remodel Add'l Funding (BA).pdf
24-25-107_Statement_of_Issue.pdf

7.B *Request approval of Amendment 5 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 $8,140.00 to the contract in Fund 401 (Solid Waste) but no change to the overall Project No. 21078 and FY 24/25 project budget as funds are available within the project.
8-19-25 Statement of Issue 1387-2024.pdf
COMANCO signed Amend 5.FINAL.080525.SGS.pdf

7.C *Request adoption of Resolution 24-25-144 for Budget Amendment 24-25-104 to appropriate a donation to cost center 5229 (Healthy Families Highlands) for fiscal year 2024-2025.*
Cynthia Acevedo, Healthy Families Program Manager
The fiscal impact is an increase to Fund 005 (General) in the amount of $400.00 which is being appropriated in cost center 5229 (Healthy Families), account 55200 (Operating Supplies). In addition, $1,100.00 is being realigned from account 54000 (Travel & Per Diem) to account 55200 for a total increase of $1,500.00 to account 55200.
24-25-104R Healthy Families Donation Allocation (Resolution).pdf
24-25-104 Healthy Families Donation Allocation (BA).pdf
STATEMENT OF ISSUE BA-Resolution Kiwanis Donation to Healthy Families Highlands.pdf

7.D *Request approval to renew its participation of the Florida Recovery Obligation Calculation (F-ROC) program with the Florida Division of Emergency Management.*
Corey Amundsen, Division Chief
No fiscal impact.
Statement of Issue - FROC.pdf
2026-f-roc-participation-request-and-renewal-form.pdf

7.E *Request adoption of Resolution 24-25-147, authorizing the County Administrator to execute County Deeds related to releasing the County's reversionary interest in the lots contained in the Highlands County Habitat for Humanity, Inc.'s Mason Ridge Project.*
Katie Houlihan, Assistant County Attorney
There is no fiscal impact.
Resolution.County_Admin.MASONS RIDGE.sgs.pdf
Statement of Issue.pdf

7.F *Request adoption of Resolution 24-25- for Budget Amendment 24-25-109 to appropriate Fund Balance for Project 23052 Boardroom Audiovisual Overhaul.*
J.D. Langford, Asst. County Administrator
The fiscal impact is an increase to Fund 151 (Infrastructure Surtax) which will be appropriated in cost center 2672A (Facilities Management-151), account 56300Z (Project Improvements), Project 23052 (Boardroom Audiovisual Overhaul).
24-25-109 Proj 23052 Boardroom Audiovisual Overhaul (BA).pdf
24-25-109R Proj 23052 Boardroom Audiovisual Overhaul (Resolution).pdf
Reg.-1403-2024 Stmt of Issue Proj 23052 Boardroom Audiovisual Overhaul.pdf

7.G *Request approval of the June 17, 2025 Regular Meeting and Workshop minutes of the Board.*
061725REG.pdf
061725Workshop.pdf

8. PUBLIC COMMENT

9. COMMITTEE ASSIGNMENTS:

9.A *Consider Mr. Russell Schilling as the Citizen, Lake Resident North member for the Lake Istokpoga Management Committee (LIMC).*
Dawn Ritter, Natural Resources Manager
Statement of Issue-N Resident LIMC Application-2025.pdf
app.pdf

10. PUBLIC HEARING

10.A *Public hearing to consider adoption of Resolution 24-25-125, for P&Z Case No. 2143.01, modifying the conditions of approval for an existing B-3 PD (Business District with a Planned Development) zoning classification.*
Cyndie Kramer, Planning & Zoning Manager
There is no fiscal impact.
Statement of Issue.pdf
Staff Report P&Z 2143.01
Resolution P&Z 2143.01
Application P&Z 2143.01
Res. 23-24-64.pdf

11. ACTION AGENDA

11.A *Request approval to rename a portion of U.S. 27/S.R. 25 between 9200 U.S. 27 South and George Boulevard in Highlands County as the "Deputy William Gentry, JR., Memorial Highway"*
Paul Blackman, Highlands County Sheriff.
No fiscal impact.
Gentry Resolution.pdf

11.B *Request to Adopt Resolution 24-25-143 for Budget Amendment 24-25-105 to appropriate Sheriff's Miscellaneous Revenue.*
Paul Blackman, Sheriff
The fiscal impact is an increase to Fund 005 (General) and the overall budget in the amount of $717,747.11 which is being appropriated in cost center 3101 (Sheriff-005), account 51001 (Personal Services Elected Official), and account 56001 (Capital Outlay Elected Official) in the amounts of $417,512.55 and $300,234.56, respectively.
Reg.-1382-2024 Stmt of Issue Sheriff's Misc. Revenue.pdf
24-25-105 Appropriate SO Addl Misc Revenue (BA).pdf

24-25-105R Appropriate SO Addl Misc Revenue (Resolution).pdf
Reg.-1382-2024 Stmt of Issue Sheriff's Misc. Revenue.pdf

11.C *Request consideration to waive fees for the Highlands County Family YMCA Soccer Program at the Highlands County Multi-Sports Complex.*
Brandon Gunn, Parks & Facilities Director
The fiscal impact would be a loss in revenues at the Highlands County Multi-Sports Complex, account 3475100, in the amount of $1,650.00.
Statement of Use.pdf
Board Letter and Dates.pdf
2025 YMCA Sports Calendar.pdf

11.D
Consideration of Statement of Legislative Intent seeking direction from the Board regarding needed amendments to Sec. 8.5-24 of the Highlands County Code relating to the enforcement and penalty structure for violations of load tarping requirements.

Sherry G. Sutphen, County Attorney
The fiscal impact will include staff and legal time required to research, draft, and process the ordinance amendment. The proposed change may enhance administrative efficiency and provide a mechanism for the County to periodically review, and update penalty amounts based on financial needs and policy priorities.
SOLI update to Tarp requirement GR.sgs.docx

11.E *Presentation to consider the Proposed Budget for FY 25/26.*
David Nitz, OMB Manager Laurie Hurner, County Administrator
The fiscal impact for the Proposed Budget is the current budget amount of all funds totaling $202,611,188.00..
Reg.-1400-2024 Stmt of Issue Proposed Budget Presentation.pdf
Proposed 25-26 Budget Presentation - 8-19-25.pdf

11.F *Request approval to apply for the Florida Defense Support Commissions Grant for funds to acquire lands for conservation and Avon Park Airforce Range buffering.*
Dawn Ritter, Natural Resources Manager
Up to $2,000,000.00 to the general fund and cost center 6303.
Statement of Issue-grant .pdf

11.G *Request to authorize the County Administrator permission to submit the grant application for The Florida Department of Environmental Protection (FDEP) Resilient Florida Grant.*
Kelsey Whidden, CFM, Floodplain Manager/NPDES Coordinator
If approved, the fiscal impact will be a positive of $500,000 to the budget.
Resilient Florida Grant Agenda Item - SOI 8-19-25.pdf

12. COUNTY ADMINISTRATOR AND LEGAL

12.A *Commissioner's Priorities and the Project Status Report.*
Laurie Hurner, County Administrator
There is no fiscal impact.

12.B *County Attorney Status Report as of August 14, 2025.*
Sherry G. Sutphen, County Attorney
No fiscal impact.
Long_Range_Legal_Log_8.14.25.docx

13. COMMISSIONERS

14. INFORMATIONAL

14.A *Board payables from August 19, 2025, through September 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." 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.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **Aug. 19, 2025**

PRESENTER: **Karen Clogston, Public Information Officer**

SUBJECT/TITLE: **Presentation on the 2025 Highlands County Citizen's Preparedness Academy.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

No action needed.

FISCAL IMPACT

Attachments: Statement of Issue Reg.-1391-2024.docx

Statement of issue: Reg.-1391-2024

Our Highlands County Citizen’s Preparedness Academy is a hands-on, interactive program designed to help residents understand how local government responds to disasters and how they can prepare for emergencies at home.

Now in its fourth year, the academy brings together county staff, community partners, and guest speakers to walk participants through real-life scenarios, practical planning tips, and emergency response tools.

This video presentation covers what our students learned this past year.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Cyndie Kramer, Planning & Zoning Manager**

SUBJECT/TITLE: **Project Update - Sand Mining Regulations**

STATEMENT OF ISSUE

RECOMMENDED ACTION

None, informational only

FISCAL IMPACT

None.

Attachments: Statement of Issue

Statement of Issue – Project Update on Sand Mining Regulations

Development Services staff would like to provide a brief update to the Commission on their activities to review and assess regulations pertaining to sand mine operations, and the plan to move forward in light of the passage of SB 180, prohibiting the adoption of any comprehensive plan amendments, land development regulations or development review procedures that are “more restrictive or burdensome.”

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Mr. Bill Jarrett and Dr. Ron Sevigny**

SUBJECT/TITLE: **Presentation by the Baseball Museum group**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Request for consideration of funding for the proposed baseball museum.

FISCAL IMPACT

No fiscal impact at this time

Attachments: 07242025.pdf

NEEDED PUBLIC PURPOSE:

A large group of citizens met in December of 2022 to discuss ways to elevate Avon Park and Northern Highlands County. We recognized that Lake Placid was The Caladium Capital of the World and the City of Murals; and Sebring is internationally renowned for the 12 Hour Race.

What could we do to put Avon Park and northern Highlands County on the map.

After careful consideration, it was determined that the one thing that was unique was our baseball history. Of the 411 cities in Florida, we had the most remarkable 100 year baseball history of any city in Florida. A history that included every Major League team playing in our city from 1927 to 1952; a ballfield that was built in 1925 under the direction and standards of Major League Baseball, spring training home for the St Louis Cardinals, the House of David team, and three other MLB minor league teams. A history that included Babe Ruth, Lou Gehrig, Dizzy Dean, TY Cobb, Grover Cleveland Alexander and many more Hall of Famers. And the Avon Park Red Devil High School team holding 12 State High School records along with 8 State Championsips , 7 Runner Ups, and 18 young men that went on to play Major League baseball. And ESPN 2012 calling Avon Park "Baseball City"

We committed to building a quality Baseball Museum that would attract baseball fans from throughout Florida and the country, a Museum that would bring tourists to our area; tourists that would eat , shop, and be exposed to our area where they might chose to settle here. The Museum would be an economic boast for our County, our City, and our Downtown.

There is only one other Baseball Museum in Florida (Ybor City). There is only one Baseball Museum in Georgia; in Royston, Georgia that attracts fans from all over.

The fact of the matter is that the majority of Highlands County citizens are unaware of the legendary history of baseball in our County and will be very proud to learn of this unique history.

Our Committee then proceeded to gauge the public interest. We were amazed at the enthusiasm and the willingness of the citizens to donate to the project.

It was apparent to our Committee that this was an enthusiastically desired project that would put Avon Park and northern Highlands County on the map.

The Historical Society of Avon Park is a 501-3-C organization.

This funding request is a ONE TIME REQUEST.

Continued expenses and maintenance of the Museum will come from our 256 members.

Board of Directors: Nancy Fisk, President Rick Helms, Vice President Beth Helms, Secretary Jane Avery, Treasurer Board Members: David Flowers, Carol Breckenridge, Marva Turner, Sharon Seymour, Ronald Sevigny, Judy Laycock, Kamla Long, MerrieAnne Santore, Susan Hill, Brenda Gray, Elaine Levey

Baseball Museum Committee: Ronald Sevigny, Chairman Bill Jarrett, Vice Chairman, Kamla Long, Thomas Gordon, Mason Cobb, Ronnie Jackson, Clay Gooch, Tammy Atmore, Charles Devlin, Stephanie Devlin, Robert Brooks, Jessica Hartline, Suzanne Hunnicut, Gaylin Thomas, Marva Turner, Cathy Albritton, Rick and Beth Helms, Penny Norton, Gerald Snell, Nancy Fisk, Terry Heston, DeeDee Harstine.

PROJECT BUDGET

TOTAL PROJECT COST	$544,032
Money Raised to date	$252,900
Avon Park CRA	$100,000
Additional Fundraising	$55,000 by Baseball Committee)
Small Grants Expected	$45,000 (Publix, Carney Foundation, Duke Energy)

AMOUNT REQUESTED FROM HIGHLANDS COUNTY $91,132

Your consideration on this request is sincerely appreciated.

Our Committee has put its heart and soul into this project with the only goal of improving our City and our County.

Please note that we have raised over a ***QUARTER MILLION DOLLARS*** from over 200 individuals and businesses.

The only other Baseball Museum in Florida is the Ybor City Baseball Museum .

Chantal Hevia was the Chief Executive Officer of theYbor City Museum Society ; she told us that their County contributed $350,000 towards the $800,000 cost of their Museum.

Interior and A ... ion Costs.doc Open with Google Docs

Interior and After Shell Completion Costs

Interior Murals	Diane Reis	36,000
Recognition Wall	Souther Signs	2,000
Design Fees	J. Carlson	7,000
Carpentry		5,000
Audio/Visual/Kiosks		33,000
Display Cases		30,000
Interior 3D Lettering		2,900
Artifacts		5,200
Benches		4,000
Pitch !		7,800
Sign		3,000
Exterior 3D Mural	Keith Goodson	26,000
Bollards (3)		11,200
Cart w/ 84 Chairs		3,800
Exterior 2D Mural		9,500
TOTAL	Exterior	352,632
	Interior	191,400
GRAND TOTAL		544,032

Exterior

BASEBALL MUSEUM HIST

Shell		
Insurance	4,100	
Permits	2,000	
Bond	8,500	
Excavating & Grading	27,500	
Exterminate/Pre	810	
City Water Hookup	7,500	
Concrete Slab	6,000	
Trusses	15,127	
Duke Energy	2,500	
Block	12,000	
Brick, Labor & Materials	25,128	
Roof	20,000	
Electrical Wiring	30,000	
Carpentry	15,000	
AC & Heat	23,000	
Insulation	9,750	
Flooring/Infield	16,500	
Drywall	6,500	
Plumbing & Fixtures	17,400	
Sewer	5,392	
Mirrors	750	
Painting	6,600	
Wallpaper	15,000	
Stucco	12,000	
Final Cleanup	1,200	
Irrigation/Landscaping	10,300	
Sod	5,000	
Trash Pickup	2,000	
Subtotal		307,557
Contractor's Fee	45,075	
Total for Shell		**352,632**

Exterior

BASEBALL MUSEUM HIST

Shell		
Insurance	4,100	
Permits	2,000	
Bond	8,500	
Excavating & Grading	27,500	
Exterminate/Pre	810	
City Water Hookup	7,500	
Concrete Slab	6,000	
Trusses	15,127	
Duke Energy	2,500	
Block	12,000	
Brick, Labor & Materials	25,128	
Roof	20,000	
Electrical Wiring	30,000	
Carpentry	15,000	
AC & Heat	23,000	
Insulation	9,750	
Flooring/Infield	16,500	
Drywall	6,500	
Plumbing & Fixtures	17,400	
Sewer	5,392	
Mirrors	750	
Painting	6,600	
Wallpaper	15,000	
Stucco	12,000	
Final Cleanup	1,200	
Irrigation/Landscaping	10,300	
Sod	5,000	
Trash Pickup	2,000	
Subtotal		307,557
Contractor's Fee	45,075	
Total for Shell		**352,632**

BASEBALL MUSEUM EXPANSION PROJECT

Our Family of Benefactors March 2025

HALL OF FAME

JARRETT FAMILY FOUNDATION

LEAGUE CHAMPION

BUDGET INSURANCE – ASHLEY BISHOP, LANDON BISHOP & HAYDEN BISHOP, THE HERITAGE GROUP, THE VILLAGES OF HIGHLANDS RIDGE

ALL STAR

FRED & FIDELIA JAHNA FAMILY	SEVIGNY EYE CARE

MVP

AVANTI COMPANY	CARNEY FOUNDATION	THE CHAMPIONS CLUB	CRUISER & CHRISTY CREWS
RODNEY & LISA DAVIS, RIVER GREENS GOLF COURSE	KEN DIXON	MARVA TURNER	

MAJOR LEAGUE

MAXWELL TURNER ALBRITTON	MAYOR GARRETT ANDERSON	DEPUTY MAYOR JIM & VICKI BARNARD	GEORGE & JOAN BRODE
CHARLES & STEPHANIE DEVLIN	DR ISAAC DURRANCE & DR TINA THOMAS	DAVID & DANI FLOWERS	CLAY &TERRY GOOCH
JESSICA HARTLINE, ALLSTATE	HEARTLAND NATIONAL BANK	EMILY M JONES, REALTOR REMAX	JAMES & LINDA MCDONALD
BRITTANY MCGUIRE-PARKVIEW PRE K	HAL MCRAE FAMILY -CULLEN	HAL & JOHNCYNA MCRAE	NUCOR STEEL
WALTER & JOYCE NUNNALEE	ROTARY CLUB OF AVON PARK	JEFF ROTH-EDWARD JONES FINANCIAL	EILEEN SACHSENMAIER
SEBRING ELKS	SEDLOCK & HESTON	GLORIA SEVIGNY	ROBERT SEVIGNY
TURNER FURNITURE	THE WELLS FAMILY	REV. DUANE WILLIS	

IN MEMORY OF JERIL CLENNEY: JANICE CLENNEY, ROBIN CLENNEY WEEKS, CPA, RENEE REVELL, SUSAN ROBERTS, DONNA HARVARD, CHRIS & LEEANN AYCOCK, KELLEY & KENNETH MILLER, BUD WORDEN, EVELYN METCALFE

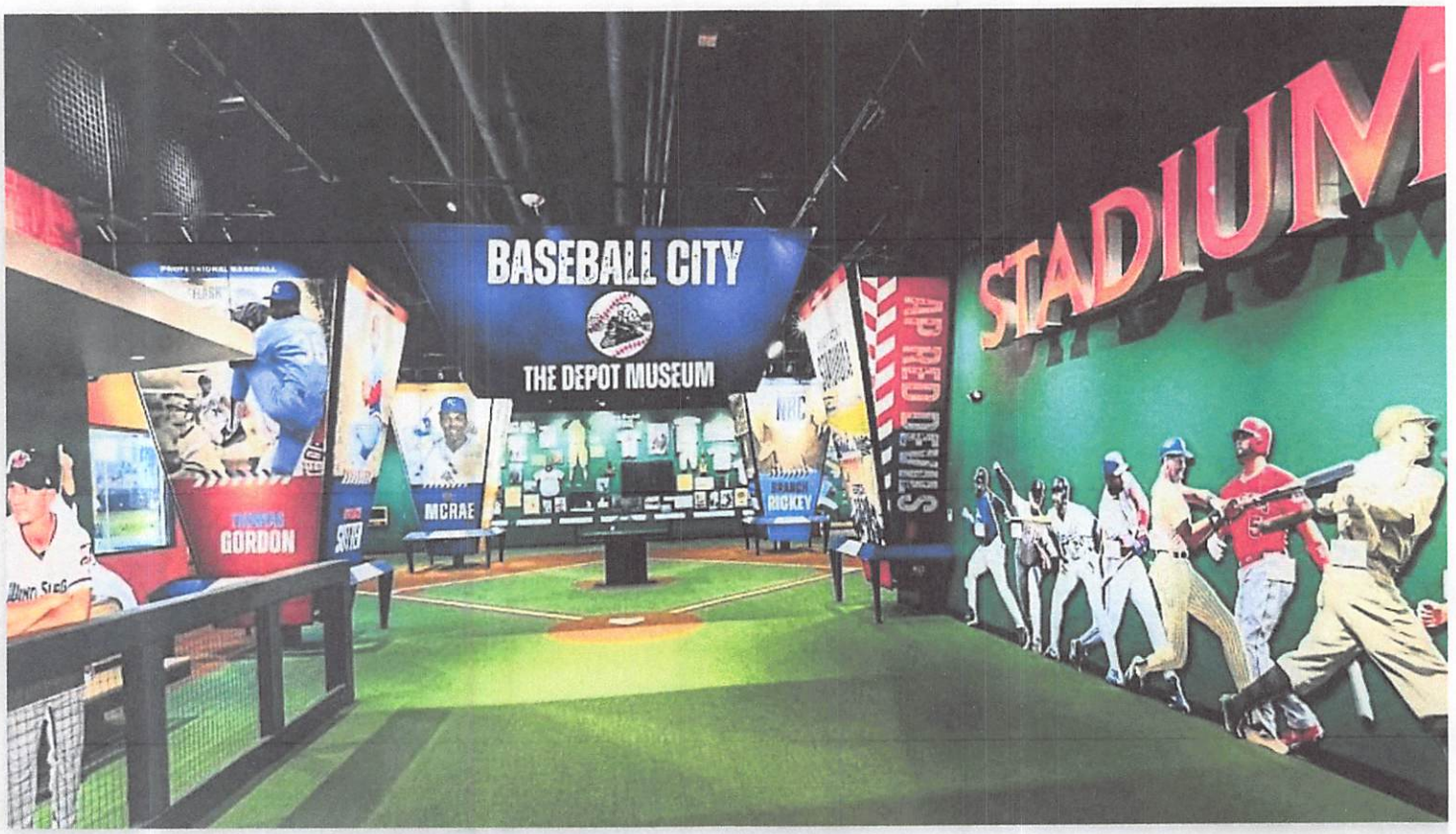
HOME RUN

JOHN BARBEN	DR. CATHERINE CORNELIUS	TRAVIS & DAWN CROSSON	STEPHEN & BECKY FORD
ROGER AND SUSAN GURGANUS	JEFF & DEEDEE HARTSTINE	MATT LAYE	PENNEY PADELFORD NORTON
JOHN PALMER ELECTRIC	MARK PALMER ELECTRIC & AIR	THE CHAD PRITCHETT FAMILY	DANIEL SAULS REAL ESTATE
KEVIN ROBERTS	SOUTH STATE BANK	MELTON & GAYLIN THOMAS	ROBIN WEEKS, CPA
BETSY WOOD, D.O.			

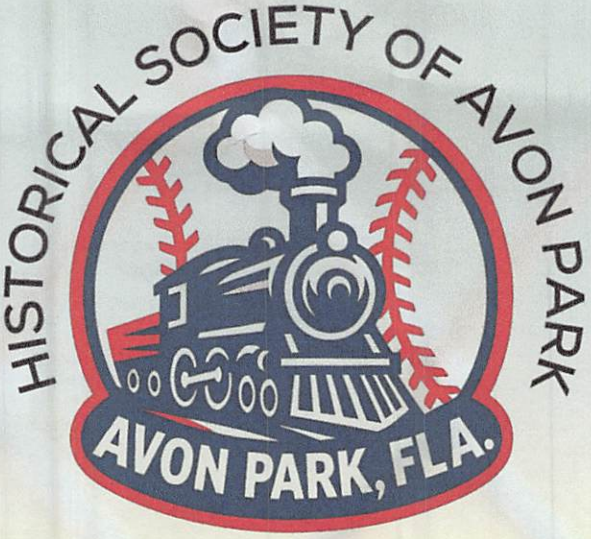
FAN

MARYLYN ADAMS	CATHY ALBRITTON	GENE & SARA ALBRITTON	AMERICA FIRST AIR CONDITIONING
JANE AVERY	AVON PARK DIAMOND CLUB	AVON PARK HIGH SCHOOL CLASS OF 1973	AVON PARK SERVICE CLUB
GARY & BETSY BAGWELL	STEPHEN BARKLEY	BETTY PADELFORD BARTLETT	TERRY BARTLETT
DONALD & CAROL BATTS	JANE BENHAM	BRUCE BENNETT	DARYL BENNETT
DELIA BENNETT	HENDERSON BENNETT	NOLA BENNETT	REBECCA BENNETT
LARRY & JILL BENSON	RICHARD & VIRGINIA BENTLEY	PAUL BODDEN	COL. MIKE BORDERS
CHET & CHRIS BROJEK	JEANETTE BROOKS	JIM & TONI BROOKS (IN MEMORY OF RICKY GREEN)	PEGGY BROOKS
ROBERT BROOKS	RONALD CARMON	EDWARD & ANN CARTER	ANNE CARTER

DARRELL & LYNN CLOUD	SAMUEL & CATHERINE COLLINS	KENNY & SUSAN COOK	ROBERT COOK
ROBERT CULLUM	JOE DALTON (GARY BAGWELL)	DR. W. PATRICK DANZEY	STEPHANIE & JAY DAVIDSON
DAVID DELANEY	MARK JANE NAGEON deLESTANG	CYNTHIA DOWNS	JULIAN & ANGELA DURRANCE
CHARLENE EDWARDS	RONALD & ROBIN PADELFORD EISEMAN	MARK & PAM FAFEITA	RANDY & TINA FARLESS
NANCY FISK	DR RUIX GANTHIER	BRENDA GRAY	JODI GRIFFING
RICK & MARY ANN GUIGNON	PATRICK & MEGHAN HAMILTON	SYLVIA TOMEK HAYES	LARRY HEDLEY
BILL & ANITA HELBIG	BETH HELMS	BRYAN HELMS	GLYNN HELMS
RICK HELMS	DAVID HESTON	GRACE HUDSON	RUSS HUDSON
CHARLES & ISABEL JOHNS	TED & KATHY JOHNSON	SHANNON JONES	KIM & DENNIS KELLEY
MIKE & SHARON KILPATRICK	CHARLES KLEIN	VIRGINIA & STACY LANDRESS	TIMOTHY & JENNIFER LANGSTON
JUDY LAYCOCK	DEAN LONG	KAMLA LONG	SHARI KERIK-LYMAN
WILLIAM & TRACY MALLOY	DR. KATE MARKELL	JUDY MASSAM	ALYSSIANA MCRAE
CULLEN MCRAE II	TRISH MECKSTROTH	THOMAS MENDEL	ROBERT AND KATHLEEN MORIN
JOE & RACHELLE MURPHY	DEL & SHELLY MURPHY	BOYD & CATHERINE NELSON	ALICE OLDHAM
KAREN OLMSTEAD	RICHARD & MARCIA PERCY	RICHARD & JAN PRINCE	GORDON & RACHAEL PUDSEY
SHIRLEY PERDUE RANDOLPH	CONNIE REITZ	ELIZABETH RESSLER	BUDDY & BRENDA RICHARDS
DIANE ROBERTS	DONALD SISEMORE	MIKE POOLE & SUSAN SISEMORE ROBERTS	DAVID SANFORD
GARY & LINDA SCHWORM	WADE & MISSY SHERRY	JOSEPH & TERRY SIMON	SEBRINA MONTSDEOCA SMITH (IN MEMORY OF DENNY MONTSDEOCA)
SEBRINA MONTSDEOCA SMITH	BOBBY & BETH STEWART	JOHNNY TODD	WAYNE & KAY TODD
RON VOELKER	ROBERTA WALKER	JAMES WALKER III	CECIL & DEBBIE WALLEY
RICHARD & B.H. WARD	RICHARD WARD	MARU WHALEN	MARVIN WILLIAMS
WENDELL WILLIAMS	TOM WOLCOTT	RICHARD & CHERYL WOODARD	WILLIAM YODER
DREMA ZIMMERMAN			
IN-KIND DONORS			
MASON COBB. COOL & COBB ENGINEERING	GEODEV FINANCIAL GROUP	SUZANNE & KEITH HUNNICUT	RONNIE JACKSON
SEDLOCK & HESTON CONSTRUCTION	SHERCO SURVEYING, INC	MIKE SOUTHER SIGNS	


BASEBALL CITY
THE DEPOT MUSEUM
STADIUM
AP RED DEVILS
GORDON
MCRAE
RICKEY


Avon Park
DEPOT MUSEUM



AVON PARK: BASEBALL CITY
HONORING THE PAST. INSPIRING THE FUTURE.

THE HISTORICAL SOCIETY OF AVON PARK IS PROUD TO ANNOUNCE A NEW AND EXCITING EXPANSION TO THE HISTORIC MUSEUM: THE BASEBALL EXHIBIT – A TRIBUTE TO AVON PARK'S EXTRAORDINARY LEGACY IN AMERICA'S PASTIME.

MORE THAN JUST AN EXHIBIT, THIS IS A CELEBRATION OF THE DEEP, LEGENDARY ROOTS THAT CONNECT AVON PARK TO THE SPORT OF BASEBALL. OUR COMMUNITY HAS PRODUCED SOME OF MAJOR LEAGUE BASEBALL'S MOST INFLUENTIAL PLAYERS AND PLAYED A VITAL ROLE IN SHAPING THE GAME WE LOVE TODAY.

WITH THIS EXPANSION, OUR MISSION IS CLEAR:

- **TO PRESERVE THE RICH HISTORY OF BASEBALL IN AVON PARK.**
- **TO EDUCATE FUTURE GENERATIONS ON THE HEROES AND HERITAGE THAT DEFINE OUR TOWN.**
- **TO HONOR BOTH THE LEGENDS OF YESTERDAY AND THE DREAMERS OF TOMORROW.**

WE ARE PROUD TO BRAND AVON PARK AS "BASEBALL CITY" – A PLACE WHERE THE PAST LIVES ON, AND THE FUTURE OF BASEBALL CONTINUES TO THRIVE.

THIS IS MORE THAN AN EXHIBIT.
IT'S A LEGACY.
IT'S A HOMECOMING.

IT'S AVON PARK!

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Halsey Beshears, Lobbyist, The Legis Group LLC**

SUBJECT/TITLE: **Tallahassee Update Presentation**

STATEMENT OF ISSUE

RECOMMENDED ACTION

No action necessary

FISCAL IMPACT

No fiscal impact

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Clerk of Courts' Accounting Manager Jackie Gabrus**

SUBJECT/TITLE: **Presentation of Interim Financial Report of Key Operating Performance Measures for the 3rd Quarter of Fiscal Year 2025 (as of June 30, 2025)**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to accept into the record the presentation of Interim Financial Report of Key Operating Performance Measures for the 3rd Quarter of Fiscal Year 2025, as of June 30, 2025.

FISCAL IMPACT

No fiscal impact

Attachments: Q3 2025 BCC Quarterly Financial Report.pdf

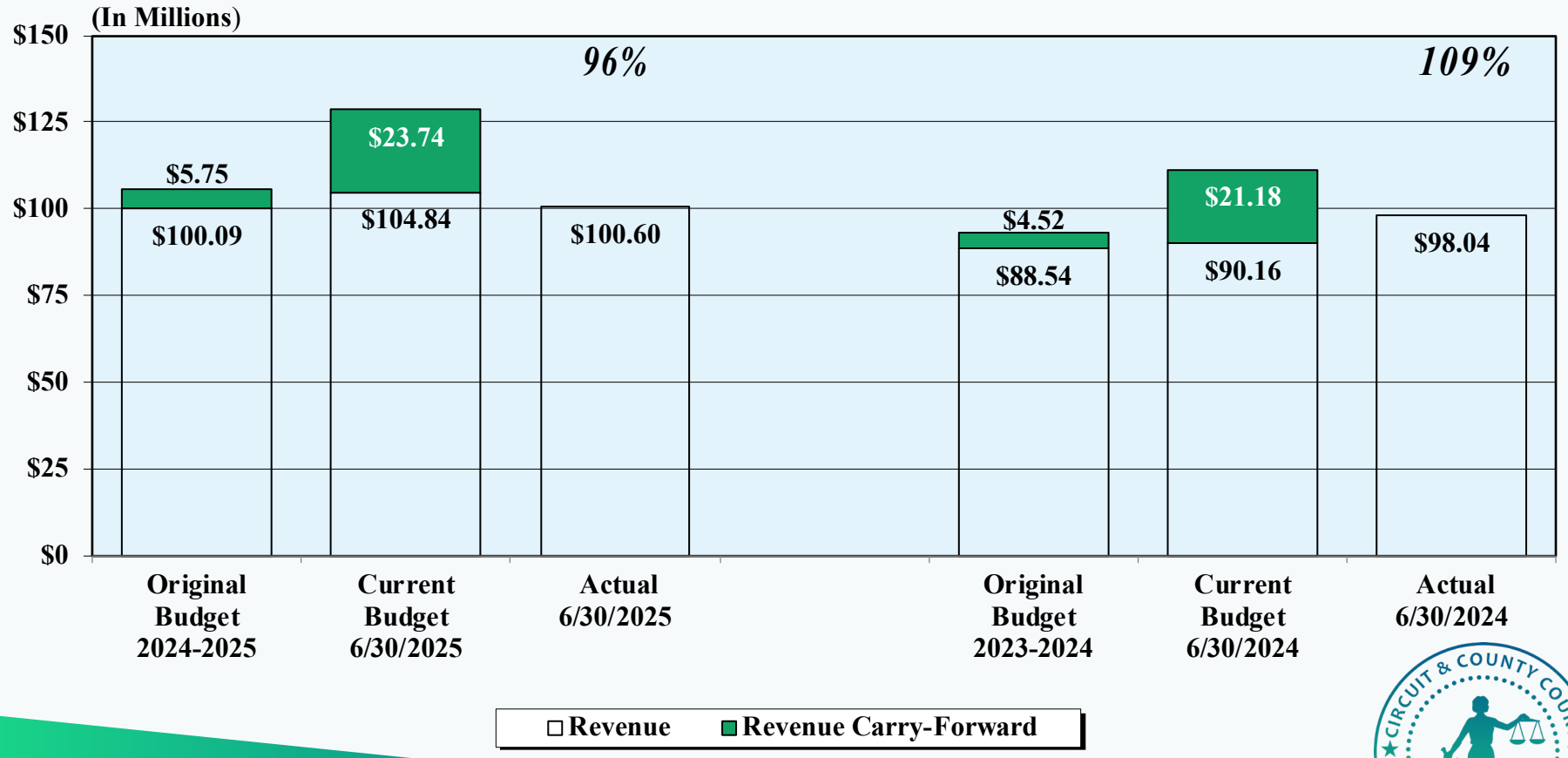
Highlands County Florida
Clerk of Courts

INTERIM FINANCIAL REPORT OF KEY OPERATING PERFORMANCE MEASURES AS OF June 30, 2025

(UNAUDITED)

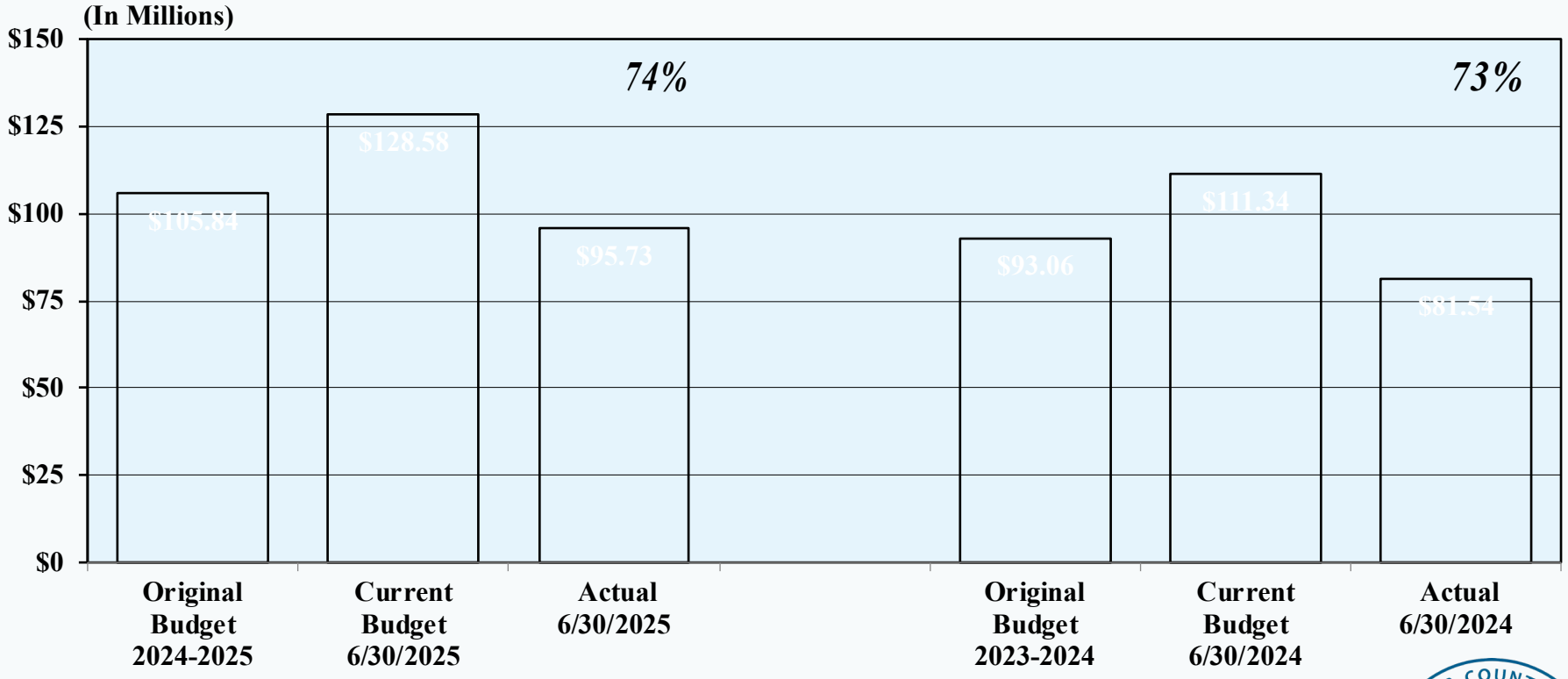
REVENUE – GENERAL FUND

BUDGET – TO – ACTUAL



EXPENDITURES – GENERAL FUND

BUDGET – TO – ACTUAL & ENCUMBRANCES

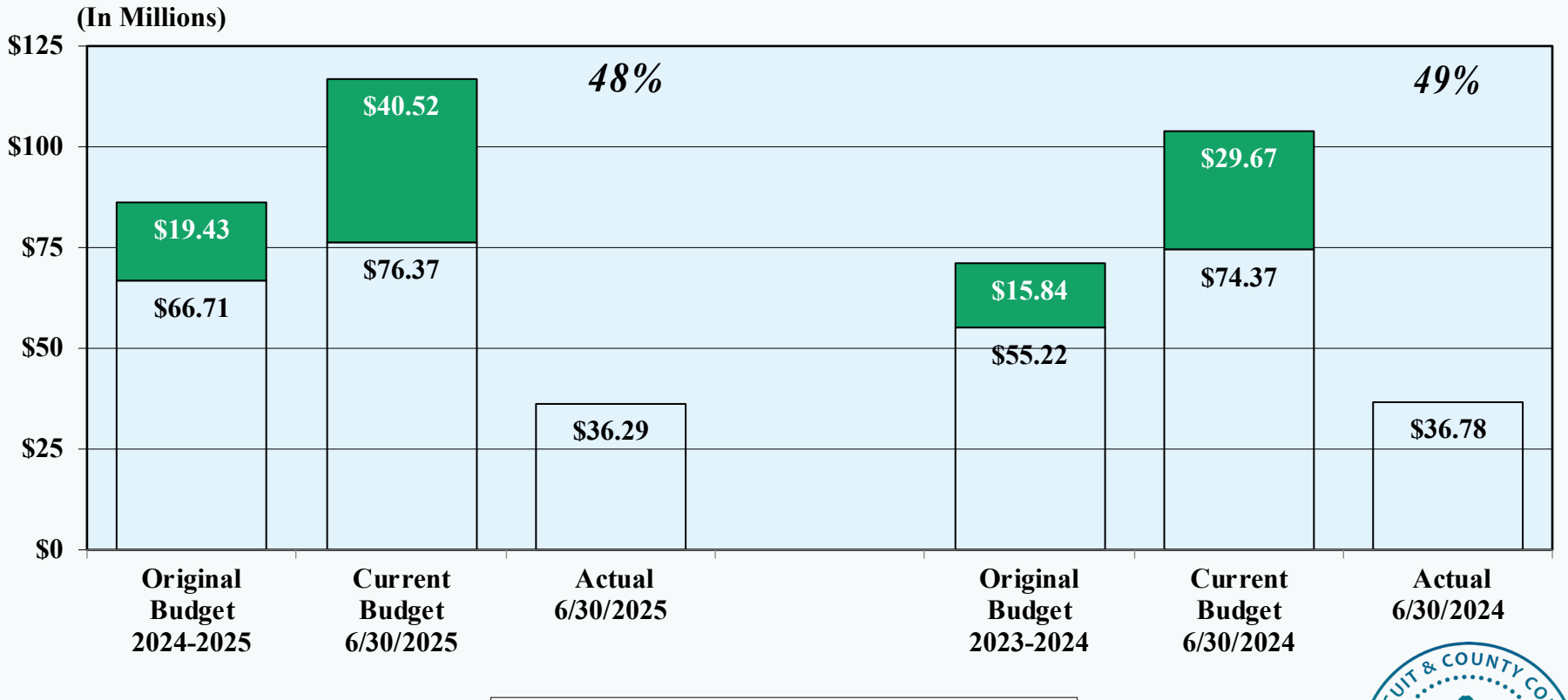


Actual Less Encumbrances / Current Year:	67%

Actual Less Encumbrances / Prior Year:	71%

REVENUE – SPECIAL REVENUE FUNDS

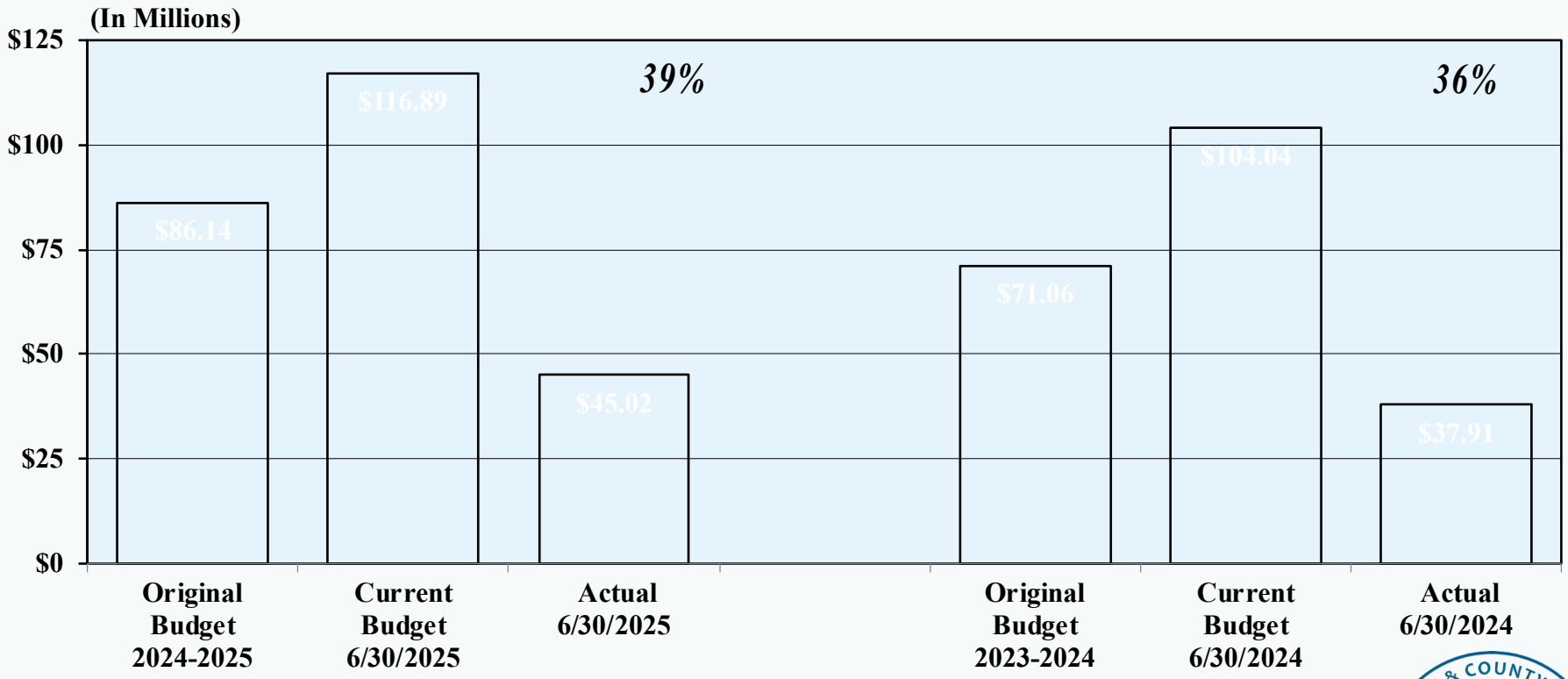
BUDGET – TO – ACTUAL



Note: State Revenue Sharing Funds lag 30 to 60 days

EXPENDITURES - SPECIAL REVENUE FUNDS

BUDGET – TO – ACTUAL & ENCUMBRANCES

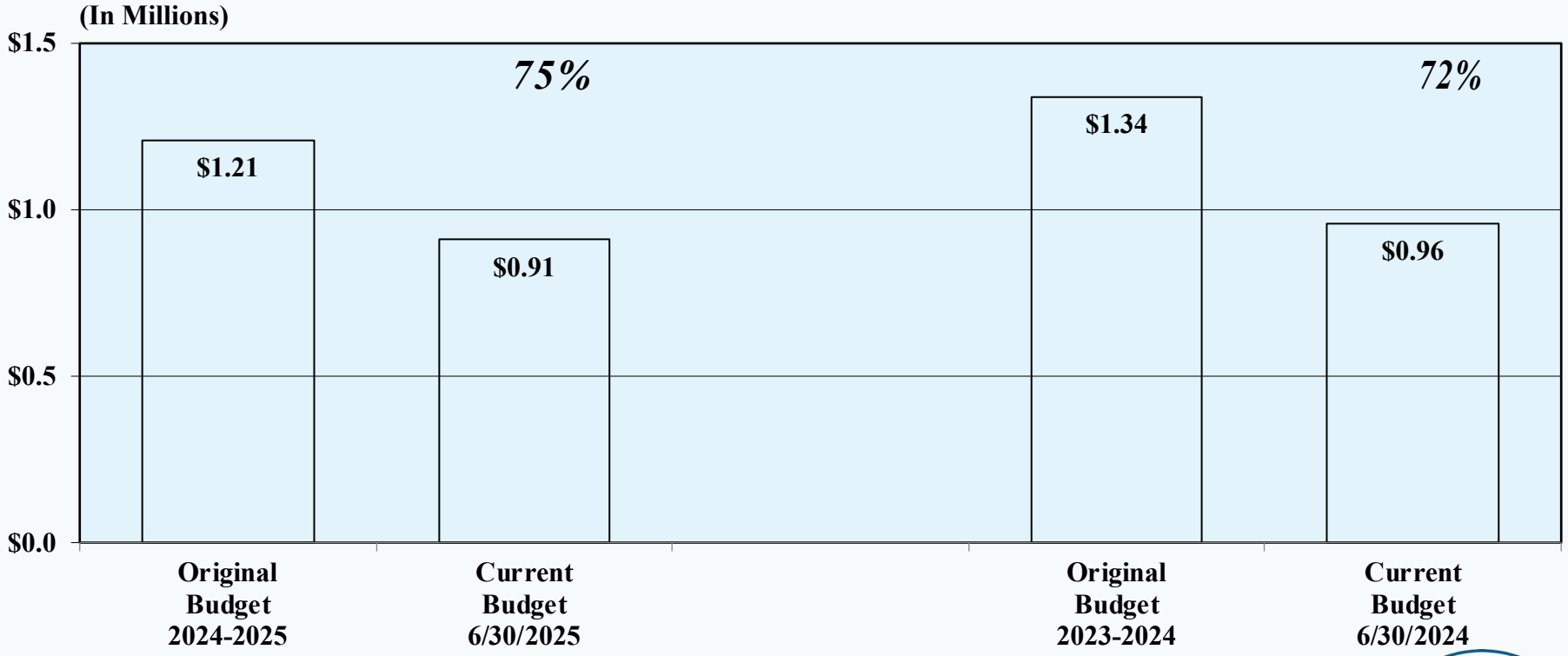


Actual Less Encumbrances / Current Year:	29%

Actual Less Encumbrances / Prior Year:	28%

RESERVE FOR CONTINGENCY

BEGINNING BUDGET TO CURRENT BUDGET

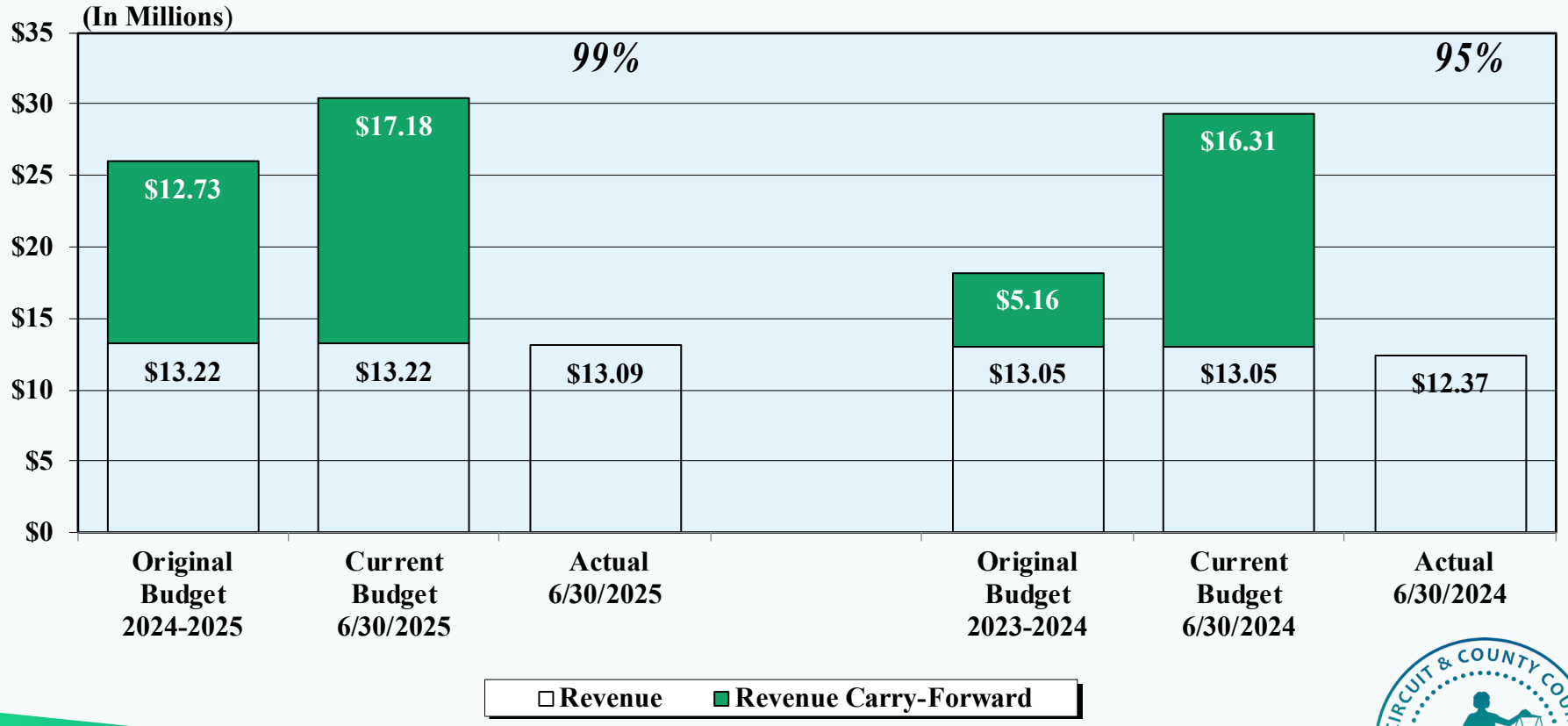


RESERVE FOR CONTINGENCY
CHANGES DURING FISCAL YEAR

Budget Amendment	Amount	Description	Date Approved
24-25-007	$ (5,456.00)	Adjust Property Appraiser's Budget for State Changes	10/15/2024
24-25-027	(18,317.00)	Adjust Supervisor of Elections' Budget for State Changes and Health Insurance Increase	12/17/2024
24-25-004	(55,836.00)	Adjust Clerk of Courts' Budget for Employer Health Insurance Increase	12/17/2024
24-25-041	(4,500.00)	Realign Budget for Central Square Software Upgrade	2/20/2025
24-25-054	(33,910.00)	Realign Budget for Misdemeanor/Probation Case Management Platform (Ritetrack)	4/15/2025
24-25-058	(25,000.00)	Realign Budget for Residential Substance Abuse Grant County Match	4/15/2025
24-25-072	(78,000.00)	Realign Budget for Code Enforcement Abatement Cases	5/20/2025
24-25-080	(64,774.95)	Realign Budget for R&B Main Building Expansion	6/17/2025
24-25-081	(20,000.00)	Realign Budget for EOC Warehouse Building Concrete	6/17/2025

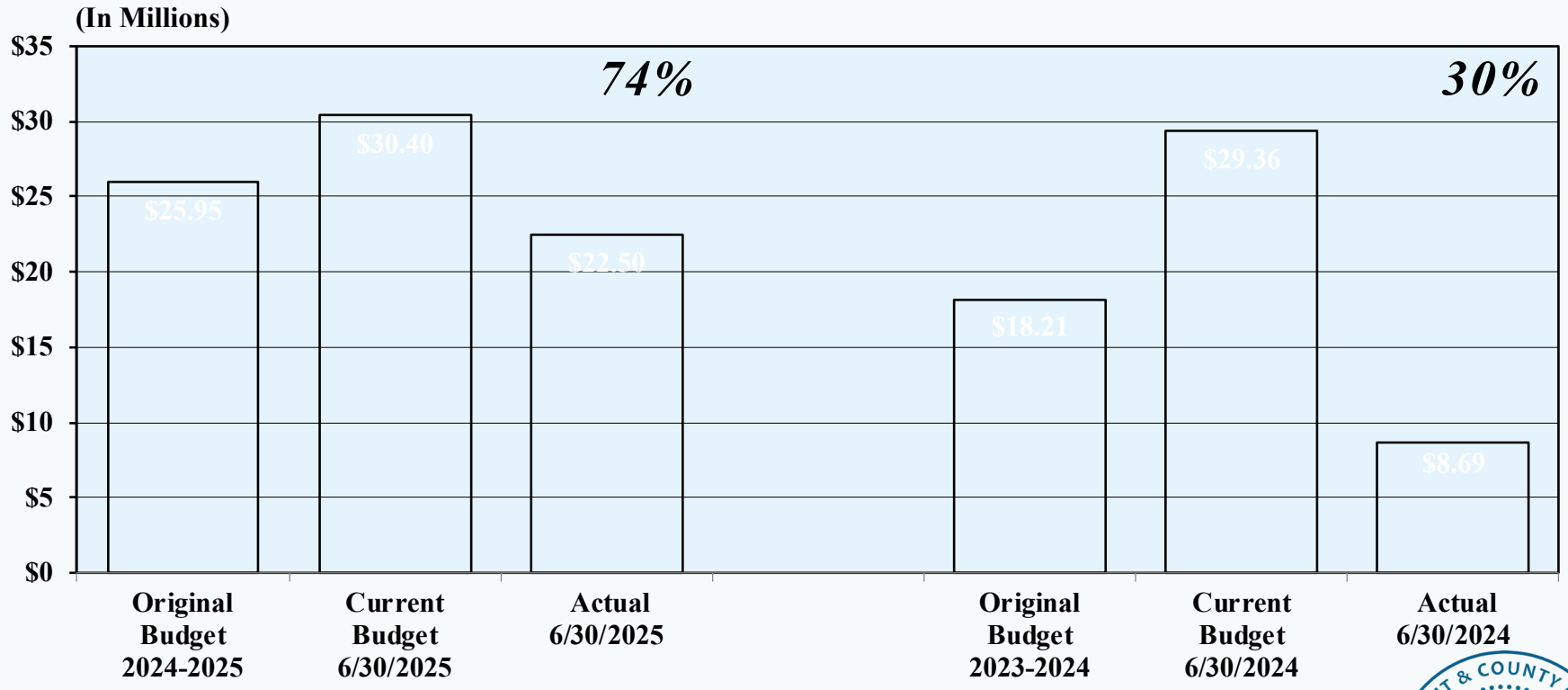
REVENUE – SOLID WASTE

BUDGET – TO – ACTUAL



EXPENSES – SOLID WASTE

BUDGET – TO – ACTUAL AND ENCUMBRANCES

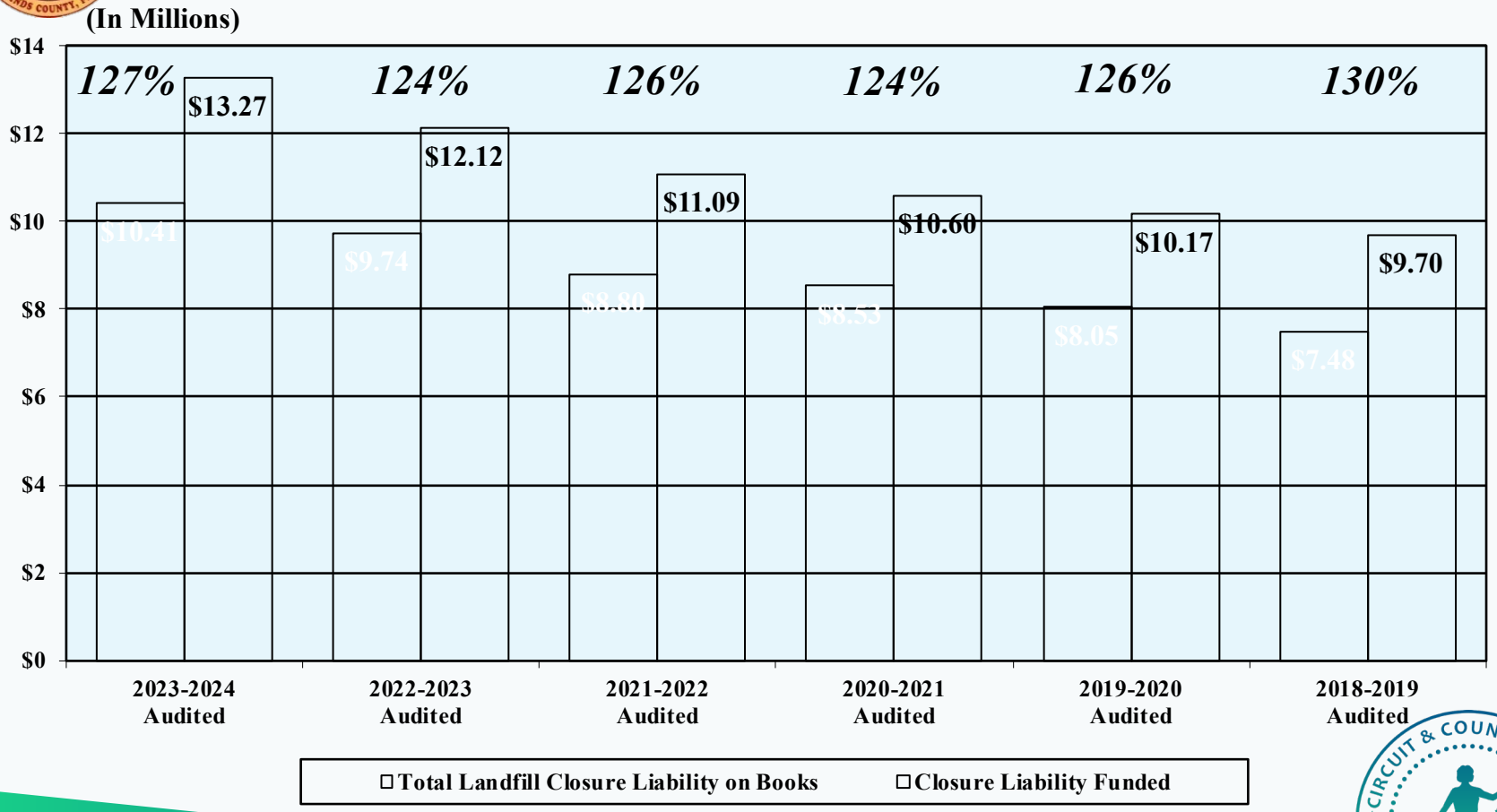


Actual Less Encumbrances / Current Year: 63%

Actual Less Encumbrances / Prior Year: 23%

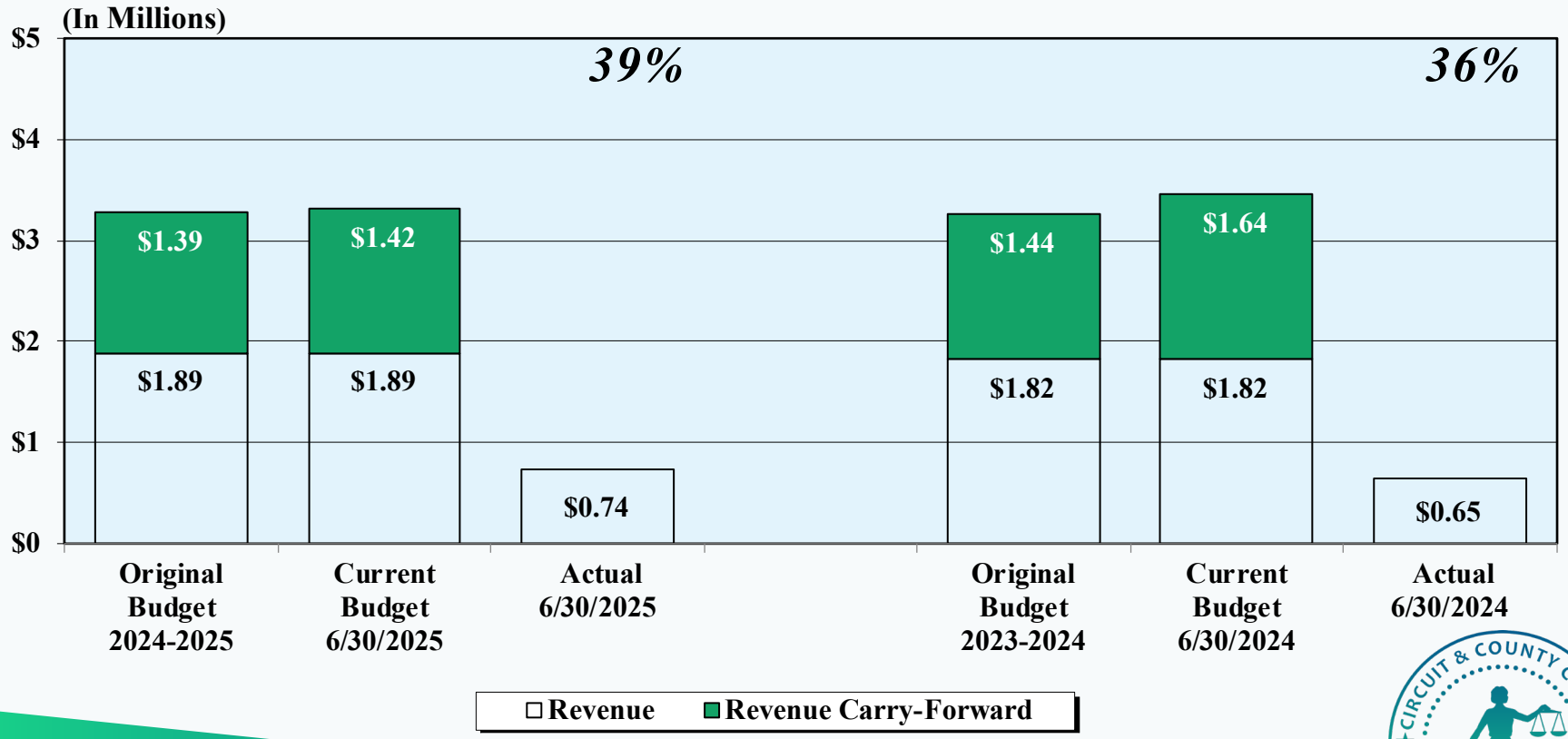
LANDFILL CLOSURE LIABILITY

Percent Funded Six Fiscal Years



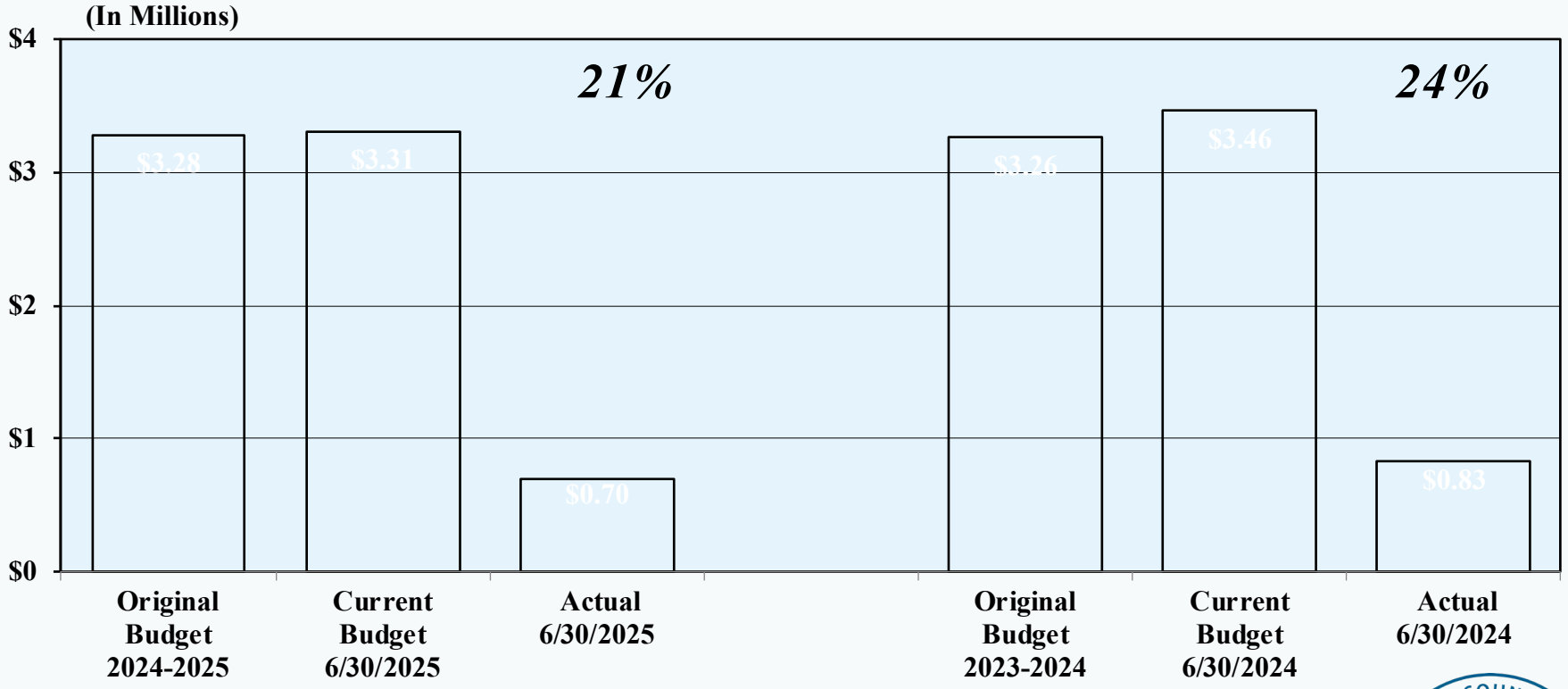
REVENUE – ENERGY RECOVERY FUND

BUDGET – TO – ACTUAL



EXPENSES – ENERGY RECOVERY FUND

BUDGET – TO – ACTUAL AND ENCUMBRANCES



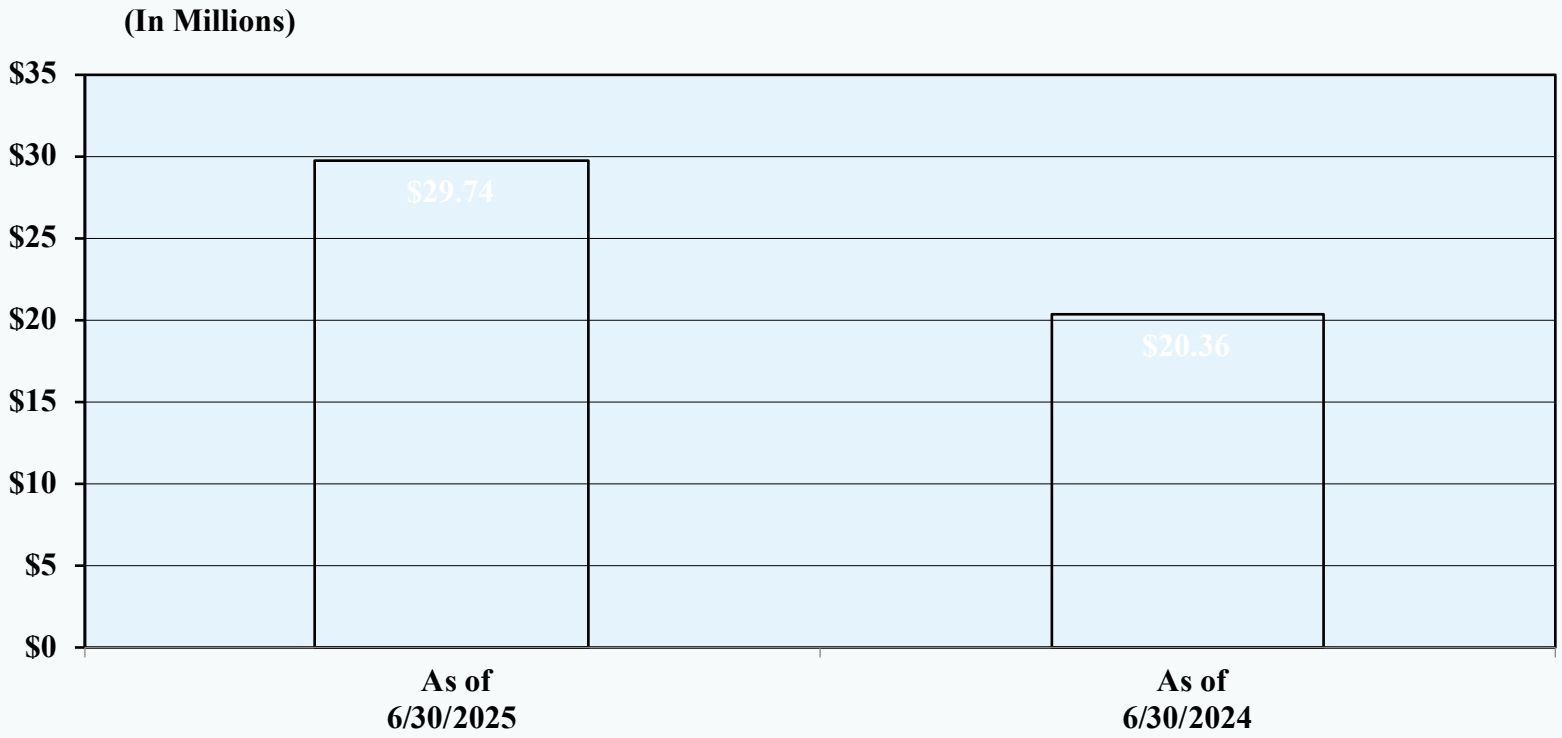
Actual Less Encumbrances / Current Year : 16%

Actual Less Encumbrances / Prior Year: 23%

FUND SUMMARY
3rd QUARTER

REVENUES		
Fund	**Percent Collected / Billed**	**Percentage Points Above/ Below Target of 75%**
General	96%	**21 Percentage Points Above Target**
Special Revenue	48%	**27 Percentage Points Below Target**
Solid Waste	99%	**24 Percentage Points Above Target**
Energy Recovery	39%	**36 Percentage Points Below Target**
EXPENDITURES		
Fund	**Percent Expended & Encumbered**	**Percentage Points Above/ Below Target of 75%**
General	74%	**1 Percentage Points Below Target**
Special Revenue	39%	**36 Percentage Points Below Target**
Solid Waste	74%	**1 Percentage Points Below Target**
Energy Recovery	21%	**54 Percentage Points Below Target**

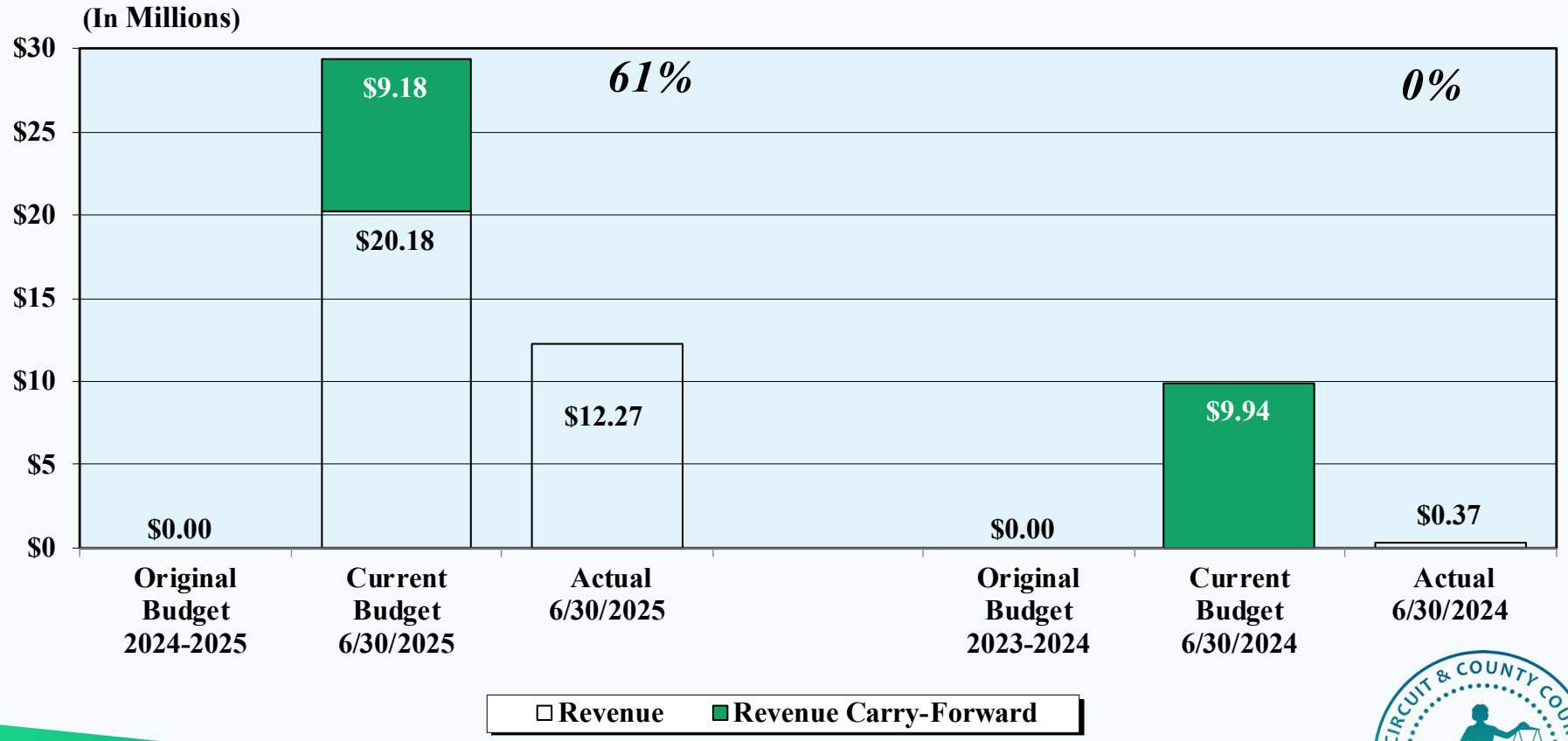
LONG-TERM DEBT
GOVERNMENTAL FUNDS



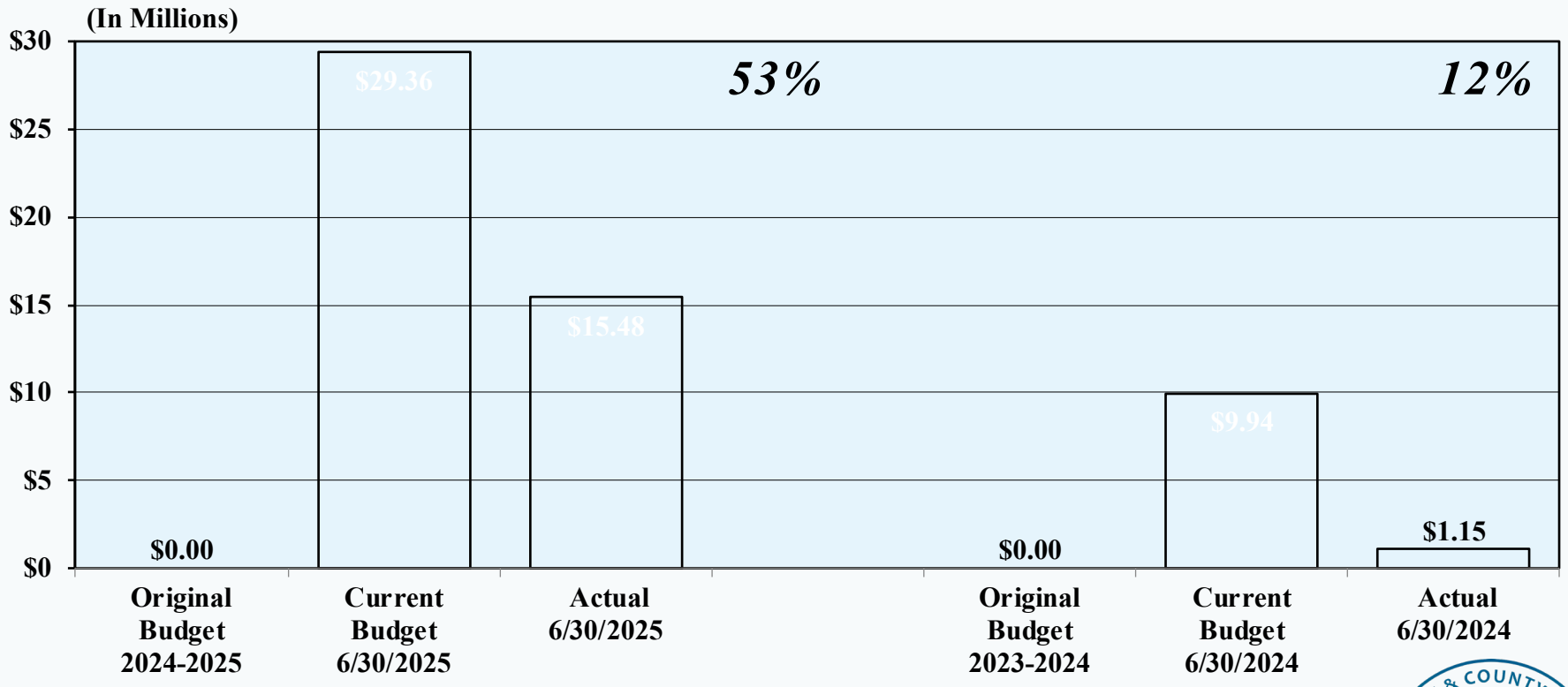
LONG-TERM DEBT
GOVERNMENTAL FUNDS

	Balance	Interest Rate	Final Payment	Holder of Note	
Public Improvement Revenue Note, Series 2019 (Fund 151)	$ 4,085,000.00	2.08%	August 1, 2034	Truist	Original Amount $5,500,000.00 Dated – September 19, 2019
ISS Refunding Revenue Note, 2021 (Fund 151)	12,999,000.00	1.52%	November 1, 2033	Regions Capital Advantage, Inc.	Original Amount $21,614,000.00 Dated – November 10, 2021
ISS Refunding Revenue Note, 2025 (Fund 151)	12,000,000.00	3.92%	November 1, 2033	Webster Bank, N.A.	Original Amount $12,000,000.00 Dated – June 25, 2025
State Revolving Fund (SRF) Loan (Fund 151)	652,473.00	0.00%	May 15, 2045	Florida Water Pollution Control Financing Corporation	Amount Borrowed to Date $652,473.00 Dated – April 6, 2023

REVENUE
ISSRRN CAPITAL PROJECT FUND
BUDGET – TO – ACTUAL



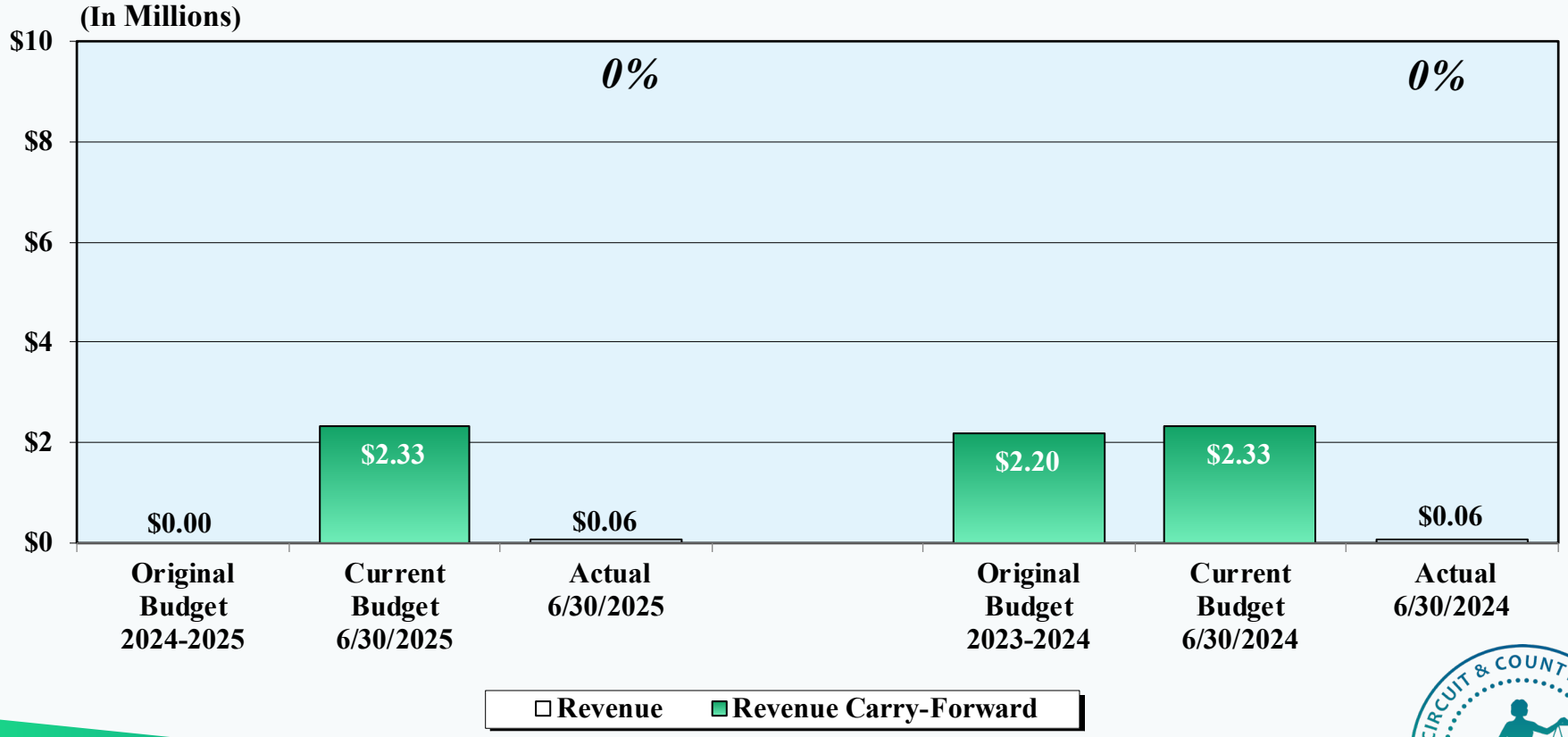
EXPENDITURES
ISSRRN CAPITAL PROJECT FUND
BUDGET – TO – ACTUAL AND ENCUMBRANCES



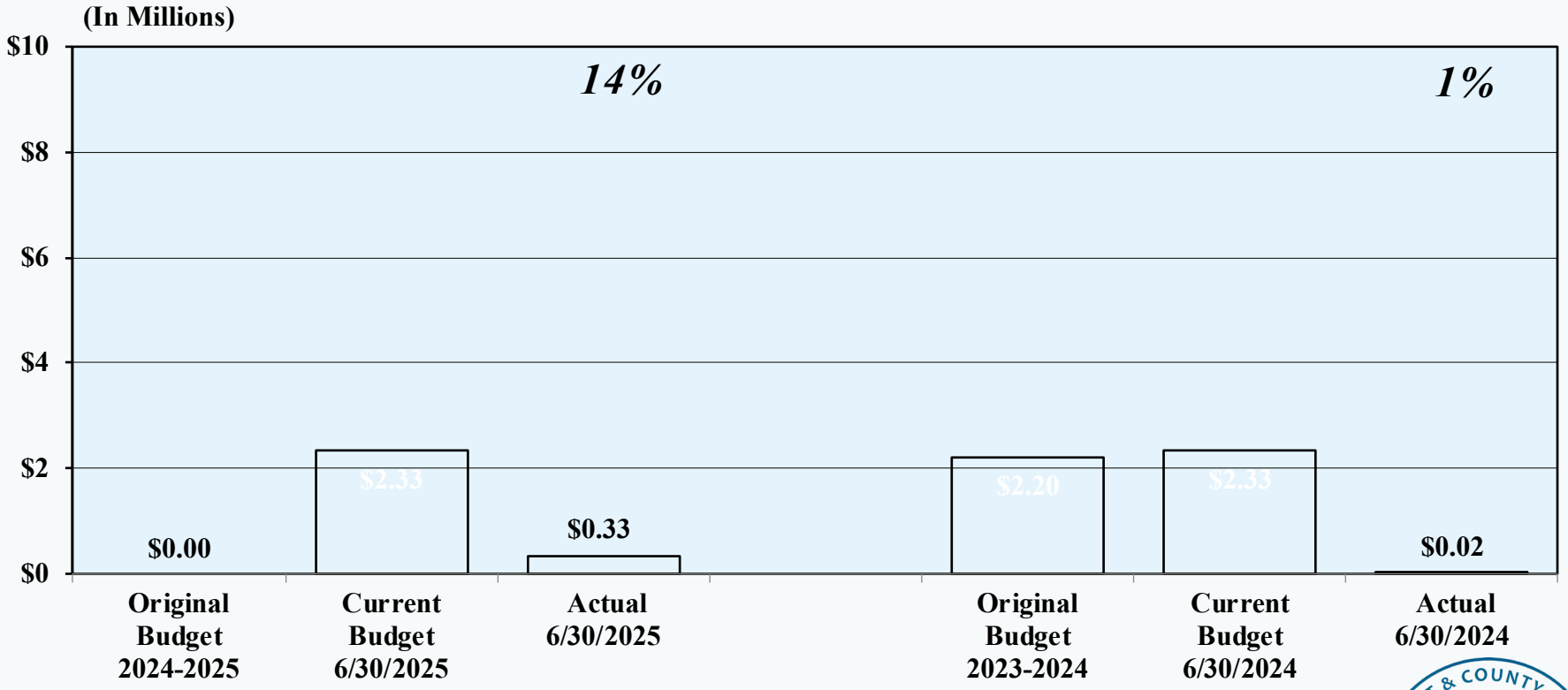
Actual Less Encumbrances /Current Year : 5%

Actual Less Encumbrances / Prior Year: 2%

REVENUE
PIRN CAPITAL PROJECT FUND
BUDGET – TO – ACTUAL



EXPENDITURES
PIRN CAPITAL PROJECT FUND
BUDGET – TO – ACTUAL AND ENCUMBRANCES

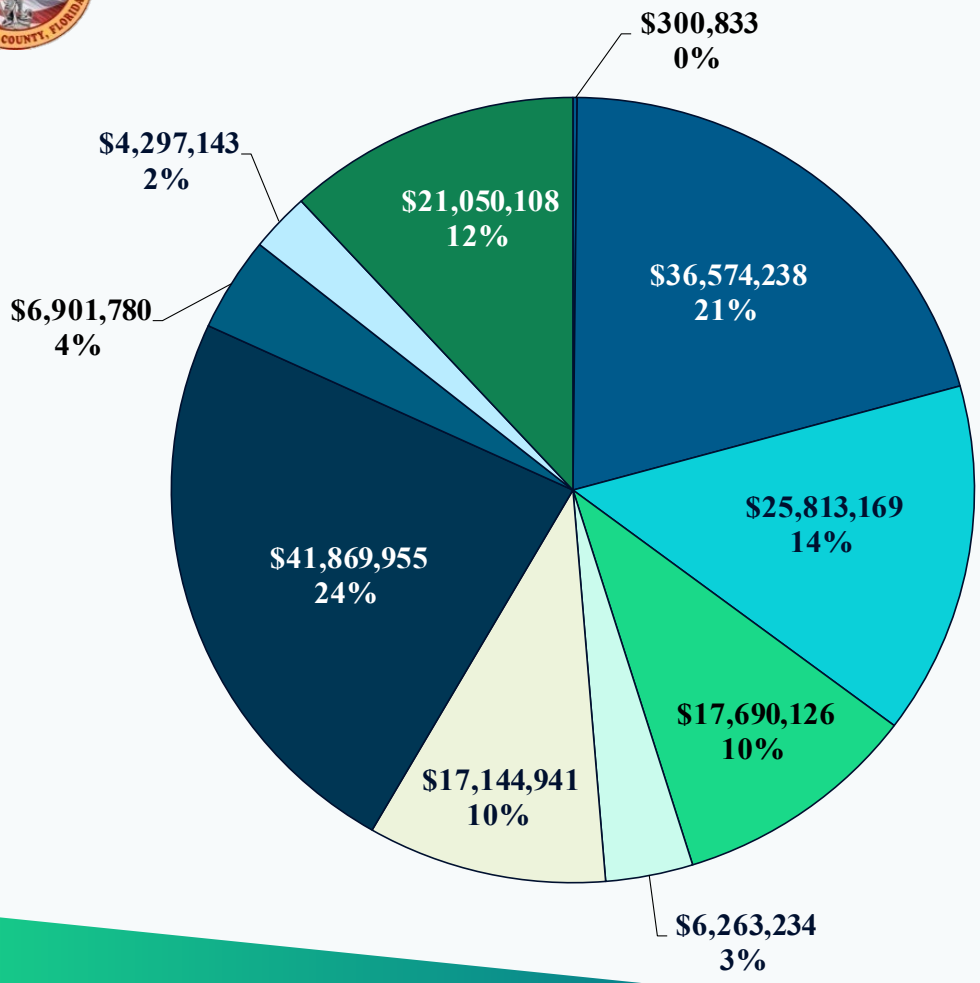


Actual Less Encumbrances /Current Year : 8%

Actual Less Encumbrances / Prior Year: 1%

BOCC INVESTMENT PORTFOLIO

As of June 30, 2025



- JP Morgan Chase (earning 0.00%)
- Truist (earning 1.75-3.31%)
- EverBank - Certificates of Deposit (earning 4.06-4.21%)
- FL PRIME (earning 4.47%)
- FLGIT Short-Term Bond (earning 5.97%)
- FLGIT Day-To-Day (earning 4.87%)
- FL PALM (earning 4.35-4.45%)
- FL CLASS (earning 4.36%)
- FL SAFE (earning 4.25-4.33%)
- FL FIT (earning 4.47%)

TOTAL: $177,905,527

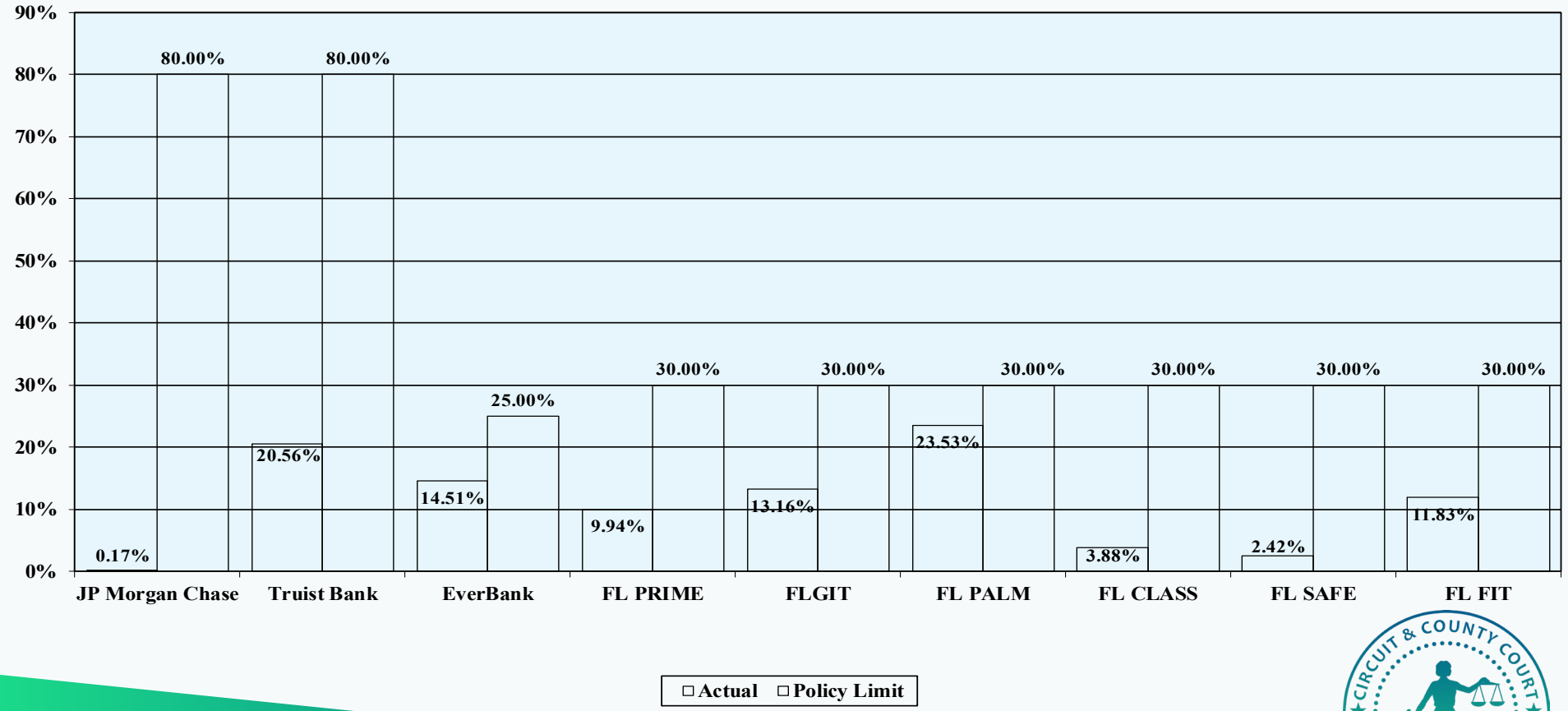
BOCC INVESTMENT PORTFOLIO

As of June 30, 2025

Investment	Book Value General Ledger Balance	Market Value Statement Balance	Rate of Return 30-day	Rate of Return 12-Month	Investment Earnings Quarter	Investment Earnings YTD	Quarterly Fees
JP Morgan Chase - Cigna	$ 300,833.26	$ 300,833.26	0.000%	0.000%	$ -	$ -	$ -
Truist Bank - Clearing	15,967,027.21	15,591,678.39	0.146%	1.750%	30,176.29	125,307.66	9,324.30
Truist Bank - Sweep	28,958.13	26,974.54	0.146%	1.750%	121.69	270.68	337.60
Truist SLGS	9,055,585.49	9,055,585.49	0.276%	3.310%	4,846.13	74,397.84	-
Truist GPGXX	11,900,000.00	11,900,000.00	0.264%	3.170%	-	69,551.71	-
EverBank - Certificate of Deposit	-	-	0.410%	4.923%	-	69,551.71	-
EverBank - Certificate of Deposit	-	-	0.390%	4.680%	-	186,304.50	-
EverBank - Certificate of Deposit	10,124,851.16	10,387,188.20	0.351%	4.206%	-	-	-
EverBank - Certificate of Deposit	10,238,919.30	10,388,118.21	0.339%	4.062%	-	-	-
EverBank - Certificate of Deposit	5,000,000.00	5,037,862.42	0.343%	4.110%	-	-	-
TD Bank - Certificate of Deposit	-	-	0.349%	4.190%	103,674.86	103,674.86	-
FL PRIME	17,690,126.07	17,690,126.07	0.367%	4.470%	217,829.78	672,099.46	-
FLGIT - Short-Term Bond	6,263,234.22	6,263,234.22	0.748%	5.969%	88,720.35	186,085.52	-
FLGIT - Day to Day Fund	17,144,940.80	17,144,940.80	0.364%	4.870%	187,270.50	572,633.31	-
FL PALM	369,954.53	369,954.53	0.364%	4.370%	28,495.74	662,408.85	-
FL PALM Term	-	-	0.458%	5.500%	-	13,561.64	-
FL PALM Term	-	-	0.463%	5.550%	305,630.12	305,630.12	-
FL PALM Term	-	-	0.373%	4.480%	111,693.15	111,693.15	-
FL PALM Term	5,000,000.00	5,000,000.00	0.363%	4.350%	-	-	-
FL PALM Term	10,000,000.00	10,000,000.00	0.371%	4.450%	-	-	-
FL PALM Term	10,000,000.00	10,000,000.00	0.363%	4.350%	-	-	-
FL PALM Term	10,000,000.00	10,000,000.00	0.369%	4.430%	-	-	-
FL PALM Term	6,500,000.00	6,500,000.00	0.365%	4.380%	-	-	-
FL CLASS	6,901,780.32	6,901,780.32	0.284%	4.362%	161,370.39	521,394.95	-
FL SAFE - Stable NAV	4,164,175.54	4,164,175.54	0.361%	4.330%	44,734.87	138,584.65	-
FL SAFE - Variable NAV	132,967.34	132,967.34	0.496%	4.250%	-	-	-
FL FIT - Cash Pool	21,050,107.58	21,050,107.58	0.367%	4.470%	233,243.87	715,659.13	-
	$ 177,833,460.95	**$ 177,905,526.91**	**0.342%**	**4.095%**	**$ 1,517,807.74**	**$ 4,528,809.74**	**$ 9,661.90**
Benchmark			0.353%	4.240%			
Above/(Below) Benchmark			**-0.011%**	**-0.145%**			

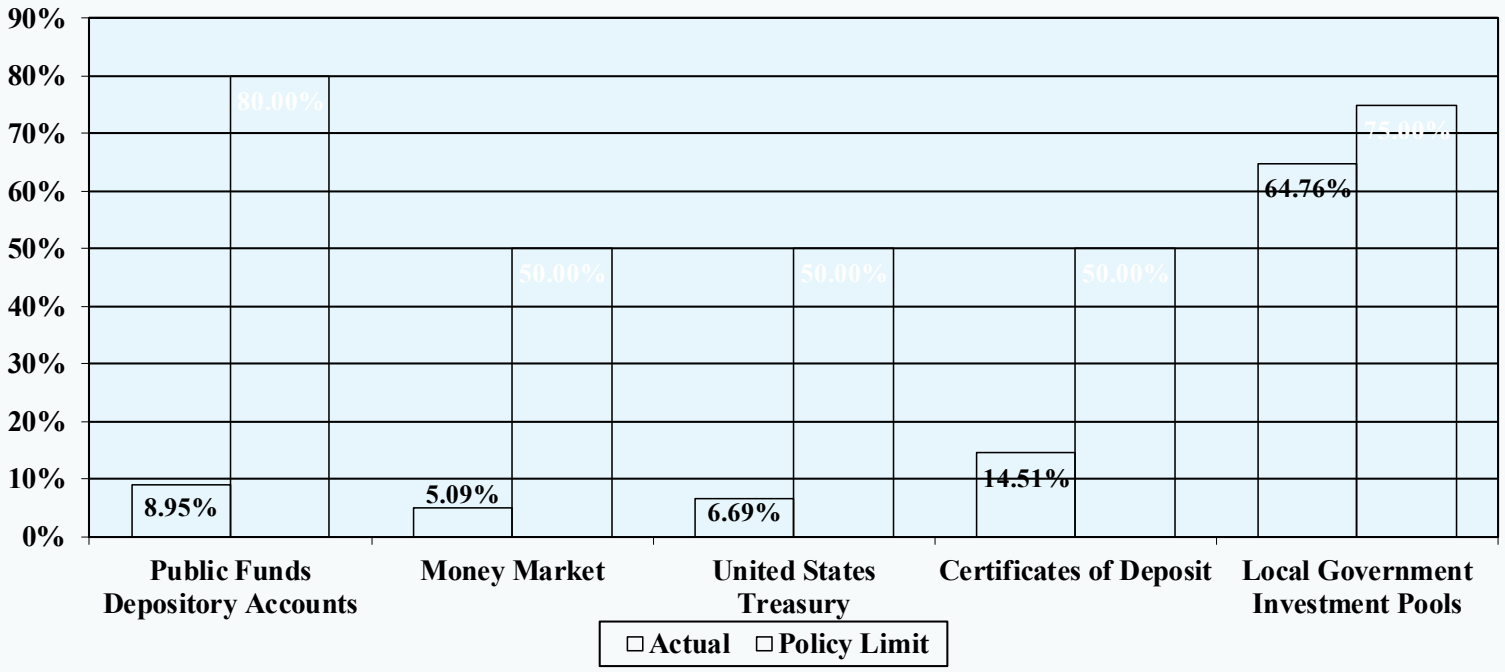
BOCC INVESTMENT PORTFOLIO ISSUER LIMITATIONS

As of June 30, 2025



BOCC INVESTMENT PORTFOLIO TYPE LIMITATIONS

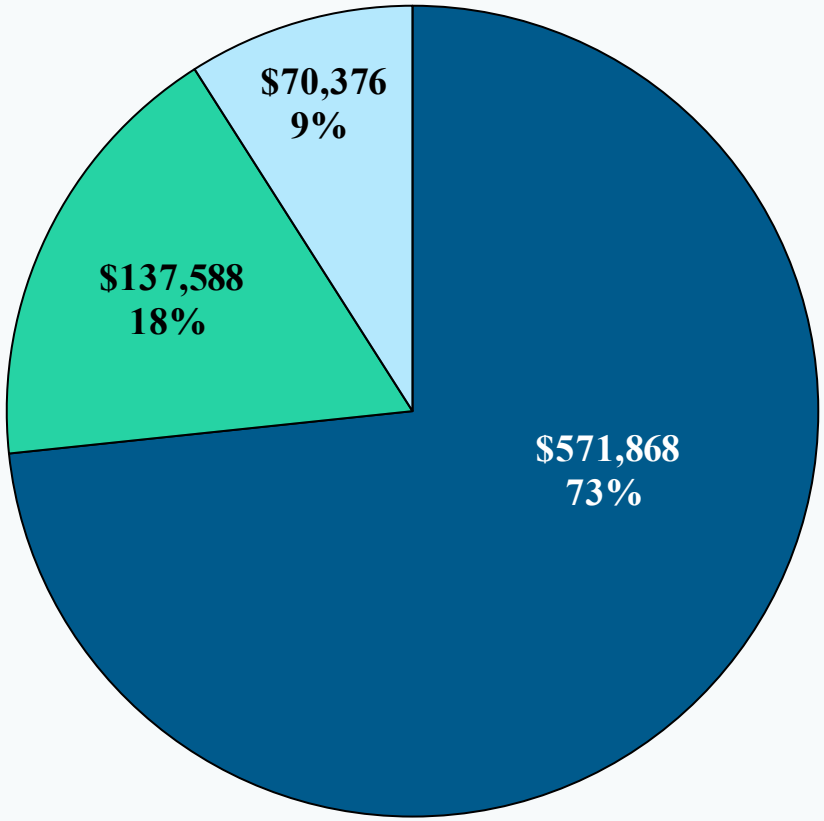
As of June 30, 2025



EMPLOYEE BENEFIT FUND

FUND BALANCE

As of June 30, 2025



Total: $779,832

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Brandon Gunn, Parks & Facilities Management**

SUBJECT/TITLE: **Request approval of Budget Amendment 24-25-107 for additional funds to Courthouse Remodel Project 22053 for law library renovations.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to approve Budget Amendment 24-25-107 for additional funds to Courthouse Remodel Project 22053 for law library renovations.

FISCAL IMPACT

The fiscal impact includes transferring funds within Fund 151 in the amount of $130,000 from Project 21032, Facility Improvements, to Project 22053, Judicial Court Remodel.

Attachments: 24-25-107 Proj 22053 Judical Court Remodel Add'l Funding (BA).pdf
Attachments: 24-25-107_Statement_of_Issue.pdf

REVIEWED
O.M.B DEPARTMENT
July 31, 2025
BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS
(Transfers over $5,000 require Board approval)

DATE: **7/30/2025** SUBMITTED BY: **Brandon Gunn**

FUND(S): **151** FUND TITLE(S): **Local Gov't Infra. Surtax** COST CENTER(S) #: **2672A**

PROJECT(S) #: **21032, 22053** PROJECT TITLE(S): **County Facility Improvements, Judical Court Remodel** COST CENTER TITLE(S): **Facilities Management 151**

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	**151**	**2672A**	**56300Z**	**Project Improvements**	**21032**	**1,362,225.11**		**130,000.00**	**1,232,225.11**
E	**151**	**2672A**	**56200Z**	**Project Buildings**	**22053**	**235,300.00**	**130,000.00**		**365,300.00**
									0.00
									0.00
									0.00
									0.00
									0.00

REASON: **To provide additional funds for the Courthouse Remodel Project for law library renovations.**

OFFICE USE ONLY

OMB RECOMMENDATION:

_____ Approval

_____ Denial

REQUEST # **24-25-107**

ACTION:

Board _____ Approved _____ Denied

County Administrator _____ Approved _____ Denied

SIGNATURE: _____

DATE: ____ / ____ / ____

TRANSFER TYPE:

XX ITEM TO ITEM
_____ RESERVE
_____ BY RESOLUTION
_____ SUPPLEMENTAL BUDGET

Signature: _____

Posted by Clerk: _____

Form Revised 08/05/2020

Statement of Issue

Item ID: 1385-2024

Date: August 19, 2025

This budget amendment is to provide additional funds from Project 21032,Facility Improvements and transferring to Project 22053 Judicial Court Remodel for the renovations of the Law Library.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Robert A. Diefendorf, Jr. E.I., Project Engineer**

SUBJECT/TITLE: **Request approval of Amendment 5 to Agreement between Highlands County and Comanco Environmental Corporation for the Highlands County Solid Waste Management Center Class I Cell 5 Landfill Expansion.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to approve Amendment 5 to the Agreement between Highlands County and Comanco Environmental Corporation for construction of the Highlands County Solid Waste Management Center (HCSWMC) Class I Cell 5 Landfill Expansion.

FISCAL IMPACT

There is an increase of $8,140.00 to the contract in Fund 401 (Solid Waste) but no change to the overall Project No. 21078 and FY 24/25 project budget as funds are available within the project.

Attachments: 8-19-25 Statement of Issue 1387-2024.pdf
Attachments: COMANCO signed Amend 5.FINAL.080525.SGS.pdf

STATEMENT OF ISSUE 1387-2024

Attached for your review and approval is Amendment 5 to the Agreement between Highlands County and Comanco Environmental Corporation (“Contactor”) related to the construction of the Highlands County Solid Waste Management Center (HCSWMC) Class I Cell 5 Landfill Expansion Project (“Project”) in the total additive amount of $8,140.00 to the Project.

The Amendment 5 to the Agreement involves work related to performing revised stormwater maintenance and sodding/seeding placement. During construction certain areas within the vicinity of Cell 5 were found to contain levels of aluminum causing a low pH or acidic state in the soil that could prevent grass growth from developing. Sodding/Seeding has been delayed while the County has been working with the University of Florida/Institute of Food and Agriculture Sciences (UF/IFAS) to determine successful soil treatment rates using Gypsum and lime. However, sodding/seeding needs to proceed along with additional stormwater site maintenance without doing any soil amendments due to the length of time it is taking to perform laboratory testing and the occurrence of seasonal rains that is causing continuous stormwater maintenance to the site to restore already prepared surfaces for sodding/seeding. The additional stormwater maintenance in the vicinity of Cell 5 and sod/seed placement will require additional funds in the amount of $8,140.00 and additional time in the amount of thirty-seven (37) calendar days to be added to the final completion of the project.

Due to the familiarity with the Project, the contractor is best situated to complete the stormwater maintenance and sod/seed work as part of the Project.

The Board Attorney has reviewed and approved Amendment 5.

AMENDMENT 5 TO AGREEMENT

THIS AMENDMENT 5 is made by and between Highlands County, Florida, a political subdivision of the State of Florida, 600 S. Commerce Avenue, Sebring, Florida 33870 ("County"), and COMANCO Environmental Corporation ("Contractor"), and shall modify the terms and conditions of that Agreement between the parties approved by the County on June 18, 2024, Amendment 1 thereto approved on September 17, 2024, Amendment 2 thereto approved on November 19, 2024, Amendment 3 thereto approved on March 18, 2025, and Amendment 4 thereto approved on June 17, 2025 (collectively referred to as "Agreement").

WITNESSETH:

WHEREAS, pursuant to the Agreement, Contractor is responsible for construction services related to the Highlands County Solid Waste Management Center Class I, Cell 5 Landfill Expansion ("Project"); and

WHEREAS, during construction of the Project, it was determined that certain soils in the vicinity of the Cell 5 were found to have a low pH and contain Aluminum that could prevent grass growth from sodding/seeding; and

WHEREAS, the revised plan for site stormwater maintenance work of sodding/seeding areas and placement of sod/seed will require additional funds; and

WHEREAS, the parties have determined that it is in their mutual best interest to amend the Agreement to include the revised plan site stormwater maintenance and sod/seed placement work as part of the Project.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the County and Contractor agree as follows:

1. Article 1, Section 1.03 13, Project, and Article 4.00, Contract Sum, are hereby amended to include the revised site stormwater maintenance and sod/seed placement work around Cell 5 as follows:

Item	Description	Quantity	Unit	Unit Price	Total
1	Additional Site Stormwater Maintenance	1	LS	$5,000.00	$5,000.00
2	Supply & Install Jute Mat Erosion Control	1	LS	$3,140.00	$3,140.00
				TOTAL	**$8,140.00**

2. Article 3.00, Section 3.01, Duration Days, is hereby amended to include thirty-seven (37) additional calendar days in order to complete the site stormwater maintenance and sodding/seeding work set forth herein. Final Completion shall now be achieved not later than three hundred eight-two (382) consecutive calendar days after the Specified Date of Commencement.

3. The parties expressly agree that there will be no additional unforeseen tasks which need to be completed under the Agreement and there will not be any additional time added to the Duration Days under the Agreement.

4. All of the terms and conditions of the Agreement shall remain in full force and effect, and to the extent of any conflict between this Amendment 5 and the Agreement between the parties, this Amendment 5 shall prevail.

IN WITNESS WHEREOF, the parties hereto have set their hands and seal this ____ day of _____, 2025.

BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY

_____
Arlene Tuck, Chairwoman

ATTEST:

_____
Jerome Kaszubowski, Clerk of Court

COMANCO ENVIRONMENTAL CORPORATION

_____
Print: Daniel McRae
Title: Vice President of Construction

STATE OF FLORIDA
COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me by means of [✓] physical presence or [ ] online notarization of Daniel McRae, as VP of Construction, of COMANCO Environmental Corporation, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Corporation, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this 5th day of August, 2025.

(stamp)

_____
NOTARY PUBLIC, State of Florida

CAROL SABINE
MY COMMISSION # HH193004
EXPIRES: October 31, 2025

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Cynthia Acevedo, Healthy Families Program Manager**

SUBJECT/TITLE: **Request adoption of Resolution 24-25-144 for Budget Amendment 24-25-104 to appropriate a donation to cost center 5229 (Healthy Families Highlands) for fiscal year 2024-2025.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to adopt Resolution 24-25-144 for Budget Amendment 24-25-104 to appropriate a donation to cost center 5229 (Healthy Families Highlands) for fiscal year 2024-2025.

FISCAL IMPACT

The fiscal impact is an increase to Fund 005 (General) in the amount of $400.00 which is being appropriated in cost center 5229 (Healthy Families), account 55200 (Operating Supplies). In addition, $1,100.00 is being realigned from account 54000 (Travel & Per Diem) to account 55200 for a total increase of $1,500.00 to account 55200.

Attachments: 24-25-104R Healthy Families Donation Allocation (Resolution).pdf
Attachments: 24-25-104 Healthy Families Donation Allocation (BA).pdf
Attachments: STATEMENT OF ISSUE BA-Resolution Kiwanis Donation to Healthy Families Highlands.pdf

RESOLUTION NO. 24-25-144

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 24-25-104TO THE GENERAL FUND; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Section 129.06, (Execution and Amendment of Budget) provides that the Board of County Commissioners may by resolution amend its budget; and

WHEREAS, Highlands County has determined that the following budget amendment is necessary and proper within the General Fund.

NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY, FLORIDA AS FOLLOWS:

SECTION 1. **Legislative Findings and Intent.** Highlands County has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. **Approval of Budget Amendment.** Budget Amendment 24-25-104 is hereby approved and authorized to appropriate a donation to cost center 5229 (Healthy Families Highlands) for fiscal year 2024-2025. The fiscal impact is an increase in the amount of $400.00.

SECTION 3. **Implementation of Administrative Actions.** The County Administrator is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 4. **Savings Clause.** All prior actions of Highlands County pertaining to the budget amendment approved hereby, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. **Scrivener's Errors.** Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the County Administrator and County Attorney, may be corrected.

SECTION 6. **Conflicts.** All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. **Severability.** If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. **Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 19th day of August, 2025.

HIGHLANDS COUNTY, FLORIDA

By:_____
Arlene Tuck, Chairwoman

ATTEST:

_____
Jerome Kaszubowski, Clerk of Court

REVIEWED
O.M.B DEPARTMENT
July 30, 2025
BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS
(Transfers over $5,000 require Board approval)

DATE: **7/21/2025** SUBMITTED BY: **Cynthia Acevedo**

FUND(S): **005** FUND TITLE(S): **General** COST CENTER(S) #: **5229**

PROJECT(S) #: PROJECT TITLE(S): COST CENTER TITLE(S): **Healthy Families Highlands**
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	**005**		**3661000**	**Contributions & Donations**		**42,830.20**	**400.00**		**43,230.20**
E	**005**	**5229**	**54000**	**Travel & Per Diem**		**14,597.00**		**1,100.00**	**13,597.00**
E	**005**	**5229**	**55200**	**Operating Supplies**		**2,100.00**	**1,500.00**		**13,598.00**

REASON: **To appropriate a $400 donation and realignment of budget.**

OFFICE USE ONLY

OMB RECOMMENDATION:

_____ Approval

_____ Denial

REQUEST # **24-25-104**

ACTION:
Board _____ Approved _____ Denied
County Administrator _____ Approved _____ Denied

SIGNATURE: _____

DATE: ____ / ____ / ____

TRANSFER TYPE:

XX ITEM TO ITEM
____ RESERVE
XX BY RESOLUTION
____ SUPPLEMENTAL BUDGET

Signature: _____

Posted by Clerk: _____

Form Revised 08/05/2020

HIGHLANDS COUNTY

COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: August 19, 2025

PRESENTER: Cynthia Acevedo, Healthy Families Program Manager

SUBJECT/TITLE: Request adoption of Resolution 24-25-144 for Budget Amendment 24-25-104 to appropriate a donation to cost center 5229 (Healthy Families Highlands) for fiscal year 2024-2025.

STATEMENT OF ISSUE:

A budget amendment and the adoption of a resolution are necessary to appropriate funds ($400) donated by the Kiwanis Club of Greater Sebring to the Healthy Families Highlands program. The donation will be used to provide baby items for program participants.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Corey Amundsen, Division Chief**

SUBJECT/TITLE: **Request approval to renew its participation of the Florida Recovery Obligation Calculation (F-ROC) program with the Florida Division of Emergency Management.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to approve the renewal of our participation of the Florida Recovery Obligation Calculation (F-ROC) program with the Florida Division of Emergency Management.

FISCAL IMPACT

No fiscal impact.

Attachments: Statement of Issue - FROC.pdf
Attachments: 2026-f-roc-participation-request-and-renewal-form.pdf

Statement of Issue

The F-ROC program is an initiative, sponsored by the Florida Division of Emergency Management (“Division”), that assists Applicants in identifying risk in their organization and develops a clear action plan that will abate those risks, while standardizing and streamlining the Public Assistance process. Highlands County has been apart of the F-ROC program since 2023.

2026 PARTICIPATION REQUEST AND RENEWAL FORM
FLORIDA RECOVERY OBLIGATION CALCULATION (F-ROC) PROGRAM

Highlands County (hereinafter referred to as the "Applicant"), requests to opt- in/renew its participation in the Florida Recovery Obligation Calculation ("F-ROC") program. The F-ROC program is an initiative, sponsored by the Florida Division of Emergency Management ("Division"), that assists Applicants in identifying risk in their organization and develops a clear action plan that will abate those risks, while standardizing and streamlining the Public Assistance process.

Applicant's name:	Highlands County
Applicant's FEIN:	59-0000655
Applicant's Address:	600 S. Commerce Ave, Sebring, FL 33870

(1) DEFINITIONS

1. Disaster Readiness Assessment (DRA): The DRA is a questionnaire completed prior to a disaster that evaluates the Applicant's risk of de-obligations in the Public Assistance (PA) program.
2. Post Disaster Questionnaire (PDQ): The PDQ is completed after each federally declared event to gather Applicant-specific information regarding training and utilization of forms.
3. Expedited Projects: Applicants may submit Expedited Projects to FEMA if they have an immediate need for funding to continue life-saving emergency protective measures. If approved, the Applicant will be awarded 50% of the federal portion of the FEMA-confirmed project cost based on initial documentation.
4. Obligated: FEMA obligates funding once a project meets the Stafford Act eligibility requirements.
5. De-obligated: FEMA de-obligates funding if previously obligated costs have been determined to be ineligible under the PA program.
6. Emergency Management Accreditation Program (EMAP): A voluntary "standards, assessment, and accreditation" process for disaster preparedness programs.

(2) CONTACT

Applicant Point of Contact:	Laurie Hurner
Telephone:	863-402-6500
Email:	lhurner@highlandsfl.gov

Division Point of Contact:	Recovery Bureau
Telephone:	(850) 815-4400
Email:	F-ROC@em.myflorida.com

a. If different representatives or addresses are designated by either party after submitting this Form, a notice with the name, telephone, and email of the new representative will be provided to the other party in writing via letter or electronic email.

(3) TERMS AND CONDITIONS

Upon the Applicant completing the mandatory Opt-In training course, submitting this completed Form, and submitting the mandatory Disaster Readiness Assessment, the Applicant will receive the minimum/baseline score of 10% for work-completed projects and work-to-be-completed projects.

a. Pursuant to this Form, the opt-in/renewal will cover large, non-expedited, Category A (Debris Removal) and Category B (Emergency Protective Measures) projects. As additional categories of work are incorporated into the DRA, F-ROC funding will be applicable to those large projects. Participation in the F-ROC program will be automatically renewed on an annual basis.

b. To complete the participation process and receive the 10% baseline, the Applicant must:

c. Complete the Opt-In training course with a score of 100%:

   i. Submit the signed Participation Request and Renewal Form; and

   ii. Submit the 2026 DRA.

d. If an Applicant wishes to increase their score, they can do so by completing the items listed below:

   i. Complete the recommended abatement activities following submittal and review of the DRA.

   ii. Complete the Post Disaster Questionnaire (“PDQ”).

   iii. Utilize the Division’s standardized F-ROC forms.

   iv. Training (excluding the Opt-in and Leadership courses).

e. This Form will not apply to any Expedited Projects.

f. The deadline to opt-in or renew participation in the 2026 term of the F-ROC program, is August 31, 2025.

g. The implementation of the F-ROC program does not guarantee funding for Applicants. Funding will remain contingent upon obligation by FEMA and the Applicant will be liable for repayment (See (7) REPAYMENTS) upon de-obligation by FEMA of any disbursed funds. Any de-obligation of funding is within FEMA's sole discretion and the Division shall not be liable for FEMA's exercise of its discretion.

h. If the Applicant seeks to "opt-out" of F-ROC, the Applicant must make a request to that effect and submit it in writing to the Division. The request must be on the Applicant's letterhead and duly signed by an authorized representative of the Applicant.

i. The deadline to complete the 2026 DRA, pursuant to this Form, is October 31, 2025.

j. The deadline to complete any abatement activities shall be March 31st of the calendar year after this Form has been executed and re-occurs every year.

k. The Applicant shall have sixty (60) days from the date their County is designated under the disaster declaration to complete the applicable PDQ. The PDQ must be completed to access additional points and increase the locked-in score for that event. If the Applicant requests an extension on completing the PDQ, such an extension request must be made prior to the obligation of funds for it to impact the Applicant's score and therefore, influence the obligation attached thereto.

l. The Applicant and the Division shall identify the key Points of Contact (POC) respectively.

m. The Division reserves the right to remove an Applicant from the program. Furthermore, if the Division has reason to believe that the Applicant is engaged in fraud, waste, abuse, or noncompliance of State and/or Federal laws, the Division may impose a one (1) year prohibition upon the Applicant from participation in the program.

n. The Applicant's failure to complete the criteria set forth in this Form shall result in a default to the traditional method of disbursing obligated Public Assistance funds; meaning, the Division will consider failure to complete the requirements as the Applicant voluntarily "opting out" of the program.

o. The opt-in participation renewal duration shall remain open-ended until the division receives a formal "opt-out" request as stated above (h).

(4) PERIOD OF PERFORMANCE

This Form survives and remains in effect after termination, for the herein referenced State and Federal audit requirements and required records retention periods. Work may only be performed during the timeframes established and approved by the State and/or FEMA for each Category of Work type.

(5) FUNDING

a. Participation in the F-ROC program does not guarantee funding and is dependent upon FEMA's obligation.

b. By signing and returning this Form for F-ROC, Applicants have the potential to receive a score up to 80%. This score is made up of three components:

1. 10% Baseline score for signing and returning this Form. Applicants will receive the baseline score upon submittal of the 2026 DRA.
2. Up to a 50% score for completing the DRA and applicable abatement activities.
3. Up to a 20% score for completing the PDQ.

c. Applicants who have received EMAP accreditation will receive an additional 5%.

d. Scores related to any activities completed because of this form shall be applied to any Presidentially declared events from July 1, 2026, through June 30, 2027. This period shall serve as the relevant timeframe for the Disaster Readiness Assessment (DRA), and the same annual timeframe shall apply in subsequent years.

e. The Applicant may choose to receive a lesser score than the score earned through the completion of the above components on a one-time basis per disaster. The Applicant must make a request to that effect in writing to the Division, on their letterhead and duly signed by an authorized representative of the Applicant. Such a request must be made prior to the obligation of funds for it to impact the Applicant's score and therefore reflect upon the obligation attached thereto.

f. The Applicant's score directly corresponds to the percent of the eligible obligated amount that will be disbursed to the Applicant upon obligation of the Public Assistance project. After validation of all supporting documentation is complete, the Applicant will receive the remainder of the validated, obligated amount.

g. If the Applicant has any open receivables with the Division, those receivables must be satisfied before any disbursements are made through the F-ROC program.

(6) PAYMENT

a. The payment method used by the Division is either Cost Reimbursement or an Advance Payment. Advance Payments are governed by Chapter 216, Florida Statutes. Documentation to support the F-ROC payment must be provided to the Division within 90 days of the disbursement of funds via a Request for Reimbursement in FloridaPA.org. The Division, in its sole discretion, may release funds during or after the term of this form, subject to the availability of funds.

b. The Division's Grant Manager, as required by section 215.971(2)(c), Florida Statutes, shall reconcile and verify all funds received against all funds expended during the agreement period and

produce a final reconciliation report. The final report must identify any funds paid in excess of the expenditures incurred by the Applicant.

(7) REPAYMENTS

a. Refunds or repayments of the obligated funds may be paid to the Division via offset with another obligated Public Assistance project, check, or a payment plan, as approved by the Department of Financial Services.

b. All refund or repayments due to the Division under this Agreement are to be made payable to the order of "Florida Division of Emergency Management" and must include the invoice number and the applicable Disaster and Project number(s) that are the subject of the invoice, and shall be mailed directly to the following address:

Florida Division of Emergency Management Cashier
2555 Shumard Oak Boulevard
Tallahassee FL 32399-2100

For the purposes of execution and opt-in/renewal, this Form shall remain binding unless the Applicant decides to formally opt-out of the program. The Division reserves the right to remove an Applicant from the program. The Division and Applicant agree that all records will be maintained until the conclusion of all applicable record retention periods.

IN WITNESS WHEREOF, the Applicant hereto has executed this Form.

Applicant: Highlands County

By: _____ (Signature)

Name: Arlene Tuck

Title: Chair

Date: _____

2026 PARTICIPATION REQUEST AND RENEWAL FORM
FLORIDA RECOVERY OBLIGATION CALCULATION (F-ROC) PROGRAM

ATTACHMENT A: APPLICANT POINTS OF CONTACT

F-ROC SMART GRANTS CONTACTS

	Name	Email Address
Authorized Agent*	Corey Amundsen	camundsen@highlandsfl.gov
Alternate**	Loretta Mitten	lmitten@highlandsfl.gov
Alternate	Laurie Hurner	lhurner@highlandsfl.gov
Alternate	Tanya Cannady	tcannady@highlandsfl.gov
Alternate		
Alternate		
Alternate		

**All Applicants must identify an Authorized Agent or an Authorized Delegate. The Authorized Agent, or Delegate, is the only person who can submit the DRA.*
***An alternate can do all tasks within the system with the exception of submitting the DRA.*

F-ROC COMMUNICATIONS DISTRIBUTION LIST

Name	Email Address
Corey Amundsen	camundsen@highlandsfl.gov
Loretta Mitten	lmitten@highlandsfl.gov
Laurie Hurner	lhurner@highlandsfl.gov
Tanya Cannady	tcannady@highlandsfl.gov

This list will be for anyone you would like to receive F-ROC communications and updates.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Katie Houlihan, Assistant County Attorney**

SUBJECT/TITLE: **Request adoption of Resolution 24-25-147, authorizing the County Administrator to execute County Deeds related to releasing the County's reversionary interest in the lots contained in the Highlands County Habitat for Humanity, Inc.'s Mason Ridge Project.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to adopt Resolution 24-25-147, authorizing the County Administrator to execute County Deeds related to releasing the County's reversionary interest in the lots contained in the Highlands County Habitat for Humanity, Inc.'s Mason Ridge Project.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Resolution.County_Admin.MASONS RIDGE.sgs.pdf
Attachments: Statement of Issue.pdf

RESOLUTION NO. 24-25-147

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO THE RELEASE OF REVERSIONARY INTERESTS IN CERTAIN LOTS OF THE HIGHLANDS COUNTY HABITAT FOR HUMANITY MASON'S RIDGE PROJECT; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING AUTHORIZATION FOR THE COUNTY ADMINISTRATOR TO EXECUTE QUIT CLAIM DEEDS; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Florida Statutes, Section 125.35, Highlands County is expressly authorized to convey real property which is owned by the County; and

WHEREAS, as part of its dissolution, the Heartland Community Land Trust, Inc. (the "Trust"), recorded a Quit Claim Deed on January 27, 2011, in Official Records Book 2269, Page 1155, of the public records of Highlands County, Florida, which transferred a reversionary interest to Highlands County in certain lots that the Trust had deeded to Highlands County Habitat for Humanity Inc., for its Mason's Ridge Project; and

WHEREAS, the reversionary interest held by Highlands County in the Mason's Ridge lots is no longer necessary once each such lot has been developed and conveyed to a qualifying individual; and

WHEREAS, upon development and conveyance to a qualifying individual, the County's release of the reversionary interest is necessary to effectuate a valid transfer of title for each individual lot; and

WHEREAS, the County has determined, in pursuit of government efficiency, that granting the County Administrator the authority to execute Quit Claim Deeds, as requested, to release the reversionary interest in each of the individual, encumbered lots of the Mason's Ridge Project, is in the best interest of the citizens of Highlands County.

NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY AS FOLLOWS:

SECTION 1. Legislative Findings and Intent. Highlands County has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. Authorization for County Administrator to Execute Quit Claim Deeds. The County Administrator is hereby authorized to execute Quit Claim Deeds, upon request, to release the reversionary interest in the encumbered lots of the Highlands County Habitat for Humanity

Inc.'s Mason's Ridge Project, provided that such deeds are reviewed and approved by the County Attorney.

SECTION 3. Implementation of Administrative Actions. The County Administrator is hereby authorized and directed to take such actions as deemed necessary and appropriate in order to implement the provisions of this Resolution. The County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of Highlands County pertaining to authorization for the County Administrator to execute certain Quit Claim Deeds on behalf of the County, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the County Administrator and County Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution is effective retroactive to May 1, 2022.

PASSED AND ADOPTED this 19th day of August, 2025.

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

By: _____
Arlene Tuck, Chair

ATTEST:

_____
Jerome Kaszubowski, Clerk of Court

STATEMENT OF ISSUE

On July 23, 2009, the Heartland Community Land Trust, Inc. ("Land Trust") deeded two parcels of land to Highlands County Habitat for Humanity, Inc. ("Habitat for Humanity") for the purpose of developing the Mason's Ridge subdivision for qualifying homeowners. The Warranty Deed that conveyed the two parcels to Habitat for Humanity included a retained reversionary interest. As part of the dissolution of the Land Trust, the reversionary interest was transferred to Highlands County by Quit Claim Deed recorded in the public records of Highlands County on January 27, 2011. As each individual lot within Mason's Ridge is developed and conveyed to qualifying individuals, it is necessary for the County to release this reversionary interest in each individual lot to effectuate a valid transfer of title to the new owner. Due to the time constraints related to real estate transactions, it would be more efficient for the County Administrator to have the authority to execute a Quit Claim Deed to release these reversionary interests, upon request.

RECOMMENDED ACTION

Move to adopt Resolution 24-25-147, authorizing the County Administrator to execute Quit Claim Deeds to release the County's reversionary interest in certain lots which are part of the Highlands County Habitat for Humanity, Inc.'s Mason's Ridge Project.

FISCAL IMPACT

There is no fiscal impact.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **Aug 19, 2025**

PRESENTER: **J.D. Langford, Asst. County Administrator**

SUBJECT/TITLE: **Request adoption of Resolution 24-25- for Budget Amendment 24-25-109 to appropriate Fund Balance for Project 23052 Boardroom Audiovisual Overhaul.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to adopt Resolution 24-25- for Budget Amendment 24-25-109 to appropriate Fund Balance for Project 23052 Boardroom Audiovisual Overhaul.

FISCAL IMPACT

The fiscal impact is an increase to Fund 151 (Infrastructure Surtax) which will be appropriated in cost center 2672A (Facilities Management-151), account 56300Z (Project Improvements), Project 23052 (Boardroom Audiovisual Overhaul).

Attachments: 24-25-109 Proj 23052 Boardroom Audiovisual Overhaul (BA).pdf
Attachments: 24-25-109R Proj 23052 Boardroom Audiovisual Overhaul (Resolution).pdf
Attachments: Reg.-1403-2024 Stmt of Issue Proj 23052 Boardroom Audiovisual Overhaul.pdf

REVIEWED
O.M.B DEPARTMENT
August 11, 2025
BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS
(Transfers over $5,000 require Board approval)

DATE: **8/5/2025** SUBMITTED BY: **Administration**

FUND(S): **151** FUND TITLE(S): **Infrastructure Surtax** COST CENTER(S) #: **2672A**

PROJECT(S) #: **23052** PROJECT TITLE(S): **Boardroom Audiovisual Overhaul** COST CENTER TITLE(S): **Facilities Mgmt 151**
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	151		3999100	Fund Balance Brought Forward		539,982.00	200,000.00		739,982.00
E	151	2672A	56300Z	Project Improvements	23052	0.00	200,000.00		200,000.00
									0.00
									0.00
									0.00
									0.00
									0.00

REASON: **To appropriate funding to replace/upgrade the audiovisual system in the commissioner's Boardroom.**

OFFICE USE ONLY

OMB RECOMMENDATION:

_____ Approval

_____ Denial

REQUEST # **24-25-109**

ACTION:
Board _____ Approved _____ Denied
County Administrator _____ Approved _____ Denied

TRANSFER TYPE:

_____ ITEM TO ITEM
_____ RESERVE
XX BY RESOLUTION
_____ SUPPLEMENTAL BUDGET

SIGNATURE: _____

Signature: _____ DATE: ____/____/____ Posted by Clerk: _____

Form Revised 08/05/2020

RESOLUTION NO. 24-25-148

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 24-25-109 TO THE INFRASTRUCTURE SURTAX FUND; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Section 129.06, (Execution and Amendment of Budget) provides that the Board of County Commissioners may by resolution amend its budget; and

WHEREAS, Highlands County has determined that the following budget amendment is necessary and proper within the Infrastructure Surtax Fund.

NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY, FLORIDA AS FOLLOWS:

SECTION 1. **Legislative Findings and Intent.** Highlands County has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. **Approval of Budget Amendment.** Budget Amendment 24-25-109 is hereby approved and authorized to appropriate Fund Balance to Project #23052 Boardroom Audiovisual Overhaul. The fiscal impact is an increase in the amount of $200,000.00.

SECTION 3. **Implementation of Administrative Actions.** The County Administrator is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 4. **Savings Clause.** All prior actions of Highlands County pertaining to the budget amendment approved hereby, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. **Scrivener's Errors.** Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the County Administrator and County Attorney, may be corrected.

SECTION 6. **Conflicts.** All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. **Severability.** If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. **Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 19th day of August, 2025.

HIGHLANDS COUNTY, FLORIDA

By:_____
Arlene Tuck, Chairwoman

ATTEST:

_____
Jerome Kaszubowski, Clerk of Court

Reg.-1403-2024 Statement of Issue

In January 2024, Project 23052 was set up to upgrade the sound system and visual recording for meetings in the Boardroom. However, the project was put on the backburner due to other pressing issues. Administration has now determined that this project can no longer be delayed and asked that we move forward.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **Aug 19, 2025**

PRESENTER:

SUBJECT/TITLE: **Request approval of the June 17, 2025 Regular Meeting and Workshop minutes of the Board.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move approval of the June 17, 2025 Regular Meeting and Workshop minutes of the Board.

FISCAL IMPACT

Attachments: 061725REG.pdf
Attachments: 061725Workshop.pdf

REGULAR MEETING OF THE BOARD, JUNE 17, 2025

1. The meeting was called to order at 9:00 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

Commissioner Arlene Tuck — **Commissioner Scott A. Kirouac**
Commissioner Kevin J. Roberts — **Commissioner Don Elwell**
Commissioner Chris Campbell

Also, present: Laurie Hurner, County Administrator; J.D. Langford, Assistant County Administrator; Sherry G. Sutphen, County Attorney; David Ontermaa, Court Services Senior Director; Savannah Demeri, Deputy Clerk; and Deborah Cwalinski, Deputy Clerk.

2. INVOCATION
The meeting opened with a prayer led by Chantel Parris, Pastor of Bountiful Blessings Church.

3. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Michelle Rigterink, US Navy, Assistant Veteran Services Officer.

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, FL.

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, FL.

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, FL.

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

5. CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:
No announcements.

6. RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

A. Presentation to Employee of the 1st Quarter of 2025.
Laurie Hurner, County Administrator, presented the Employee of the 1st Quarter of 2025 award to Cynthia Acevedo, Healthy Families Program Manager. ***See SMB 158 Page 1.***

B. Presentation of Years of Service Awards.
Years of Service Awards were presented to: Rhonda Hestand, Laurie Hurner, Kenya Anderson, Eddie Cardona, Mike Jolin, and Beverly Singley. ***See SMB 158 Page 2.***

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, presented the request and read the Proclamation into the record.

Commissioner Campbell moved to approve the proclamation recognizing June 16 through June 20, 2025, as Code Enforcement Officer's Appreciation Week in Highlands County, Florida. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 158 Page 3 & Res Book 38 Page 28.***

7. PUBLIC COMMENT

Laurie Hurner, County Administrator, recommended moving the public comment portion of the agenda after the consent agenda, per the new agenda process.

8. CONSENT AGENDA

Commissioner Tuck declared a conflict of interest on item 8A due to her son being the owner of Kat Ridge Subdivision. A Memorandum of Voting Conflict form was submitted to the Clerk to become part of the permanent record.

Commissioner Elwell moved to approve the consent agenda starting with item 8B through 8W with the exclusion of item 8A. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried.

Commissioner Elwell moved to approve consent agenda item 8A. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye, except Commissioner Tuck, who abstained. The motion carried.

A. **Request to approve and execute the plat of Kat Ridge Subdivision for recordation.** *See Clerk of Courts Official Records & SMB 158 Page 4.*

B. **Request approval of Budget Amendment 24-25-081 for the EDC Warehouse Building.** *See SMB 158 Page 5.*

C. **Request approval of Budget Amendment 24-25-084 to realign within cost center 1031B, State Court Facilities.** *See SMB 38 Page 6.*

D. **Request adoption of Resolution 24-25-106 for Budget Amendment 24-25-082 for the FDLE Drone Replacement grant.** *See SMB 158 Page 7 & Res Book 38 Page 29.*

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.** *See SMB 158 Page 8 & Res Book 38 Page 30.*

F. **Request approval of Budget Amendment 24-25-075 to realign funds within Fund 143 FL Boating Improvement for Repair & Maintenance.** *See SMB 158 Page 9.*

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).** *See SMB 158 Page 10 & Res Book 38 Page 31.*

H. **Request approval of Budget Amendment 24-25-070 for APX Consolette.** *See SMB 158 Page 11.*

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. *See SMB 158 Page 12.*

J. Request approval of Budget Amendment 24-25-087 to provide additional funding for cost centers with negative category balances. *See SMB 158 Page 13.*

K. Request for approval of eight Memorandum of Agreements with community partner agencies as required by the Healthy Families Highlands subcontract agreement. *See Healthy Families Florida file.*

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. *See Healthy Families Florida file.*

M. Request approval of the May 20, 2025, Regular Minutes of the Board and the Special Workshop. *See Clerk of Courts Website.*

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). *See SMB 158 Page 14.*

O. Request approval to waive field rental fees and deposit for Sebring High School Cross Country Program at the Highlands County Multi-Sports Complex. *See SMB 158 Page 15.*

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. *See SMB 158 Page 16.*

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. *See SMB 158 Page 17.*

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

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. *See SMB 158 Page 18 & Tourist Development file.*

T. Request approval of the Interlocal Agreement between Highlands County and the Highlands County Sheriff. *See Highlands County Sheriff file.*

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. *See Comanco Environmental Corporation file.*

V. Request approval of the May 20, 2025, Regular Minutes of the Board and the Special Workshop. *Duplicate agenda item. See Item 8M.*

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. *See Marmer Construction Inc file.*

PUBLIC COMMENT
Chairman Tuck opened the floor to the public. Input was not received.

9. COMMITTEE ASSIGNMENTS:

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

Commissioner Roberts moved to approve Mr. Zachary Franco as a new member of the Natural Resources Advisory Commission in the open environmental slot and moved to approve Ms. Hannah Bowen as a new member of the Natural Resources Advisory Commission in the open at-large position. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 158 Page 19.***

10. PUBLIC HEARING

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, presented the request. This public hearing has been duly noticed. Proof of publication has been provided to the Clerk to become part of the permanent record.

Commissioner Tuck opened the floor to the public. Input was not received.

Commissioner Kirouac moved to approve Pasco-Pinellas, Hillsborough Health System Inc. DBA AdventHealth Wesley Chapel EMS application for renewal of Class 2 Basic 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. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See COPCN file.***

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, read the caption of the ordinance into the record and gave a detailed description of how the ordinance was drafted. This public hearing has been duly noticed. Proof of publication has been provided to the Clerk to become part of the permanent record.

Commissioner Tuck opened the floor to the public. Sheriff Paul Blackman stated that he has no issue with the first part of the ordinance and requested clarification of the terminology used regarding solicitation in the right of way. His concern is that this ordinance, as stated, does not give law enforcement enough legal differentiation to take clear action.

The Commission collectively supported the portions of the ordinance in regard to camping and sleeping on public property. After considerable discussion, disagreement regarding the solicitation in the rights of way terminology remained. County Attorney Sutphen suggested pausing the public meeting in order to rewrite the ordinance providing more specific language.

Commissioner Tuck closed the public hearing to allow for changes to the ordinance language.

11. ACTION AGENDA

Commissioner Campbell moved to set the action agenda as presented. Commissioner Kirouac seconded the motion.

Commissioner Roberts stepped away and was not present to vote.

Upon roll call, all Commissioners voted aye. The motion carried.

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, presented the request. The Commissioners collectively agreed to continue with the moratorium until the Board comes to a decision. ***See SMB 158 Page 21.***

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.

JD Langford, Assistant County Administrator/Acting County Engineer, introduced Uladzislau (Vlad) Bilukha, the new Assistant County Engineer.

Kenya Anderson, Senior Project Manager with Engineering, presented the request.

Commissioner Tuck opened the floor to the public. Input was not received.

Commissioner Kirouac moved to approve the 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. Commissioner Roberts seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SAM Construction Services LLC file.***

Break: 10:30 a.m. to 10:35 a.m.

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, presented the request. Sherry Sutphen, County Attorney, read the caption of the resolution into the record. Tanner Adkinson, representing Bryant Miller Olive, PA, addressed concerns raised by the Commission.

Commissioner Elwell moved to approve RFP for Infrastructure Sales Surtax Refunding Revenue Bond Series 2025 and request adoption of Resolution 24-25-112. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***Res Book 38 Page 32 & Bryant Miller Olive file.***

Break: 10:41 a.m. to 11:20 a.m.

Chairman Tuck re-opened the public hearing agenda item 10B at 11:21 a.m.

Sherry Sutphen, County Attorney, specified the revisions made to Ordinance 24-25-13. After reviewing the ordinance, Sheriff Blackman requested the item be tabled until the language is more consistent with FDOT

definitions. County Attorney Sutphen indicated a continuance date would need to be set by the Board at this meeting.

Commissioner Elwell made the camping on public property portion of this (ordinance) until July 1, 2025, so it can be reworked appropriately; then table the solicitation on public roadways portion of this (ordinance) until July 15, 2025, and ask the county attorney to work with the Sheriff's attorney and perhaps FDOT to make sure the language is consistent. Commissioner Roberts seconded the motion.

Upon roll call, all Commissioners voted aye, except Commissioner Tuck, who voted nay. The motion carried. ***See SMB 158 Page 20.***

12. COUNTY ADMINISTRATION AND LEGAL

A. County Attorney Status Report as of June 11. 2025.

Sherry G. Sutphen, County Attorney, presented the county attorney's long-range log to the Board. **S*ee SMB 158 Page 22.***

B. Commissioner's Priorities and the Project Status Report.

Laurie Hurner, County Administrator, provided the Commission with a Project Status Report and made mention of the following:

- Tallahassee appropriations included $500,000 for the Lake Placid Firehouse and $1.3 million for the Master Storm Water Plan and Thunderbird Road Drainage project.
- She spoke to the Tea Party about county operations.
- Work is currently being done on the CFS and board budgets workshop, scheduled for July 8, 2025.
- Highlands County has received approximately $26.4 million dollars of grant money.

See SMB 158 Page 23.

13. COMMISSIONERS

Commissioner Elwell announced that the Heartland Regional Transportation Planning Organization is meeting on Wednesday, July 18, 2025, in the Lake Placid Government Center at 10:00 a.m. He offered best wishes to Sara Beth Murphy for the upcoming birth of her son.

Commissioner Campbell shared that veteran Richard Brandon Roberts was killed in a car accident on Memorial Day weekend and his body was returned to Sebring on June 10, 2025. He expressed appreciation to Sheriff Blackman, Chief Duppenthaler and the Highlands County Republican Party for coordinating a proper military return for this soldier.

Commissioner Kirouac had no report.

Commissioner Roberts had no report.

Commissioner Tuck shared that she attended the Tea Party meeting and Spring Lake Improvement District Board Meeting.

14. INFORMATIONAL

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. *See Res Book 38 Page 33 & FDOT file.*

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.** *See Res Book 38 Page 34 & FDOT file.*

C. **Board payables from June 19, 2025, through June 30, 2025.** *See Check Report file.*

15. ADJOURN

Commissioner Campbell moved to adjourn the Regular Meeting of the Board. Commissioner Kirouac seconded the motion.

Chairman Tuck called for those in favor. The ayes have it and the motion carried.

The meeting adjourned at 11:53 a.m.

SPECIAL MEETING OF THE BOARD, JUNE 17, 2025

1. The meeting was called to order at 12:02 p.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

Commissioner Arlene Tuck	**Commissioner Scott A. Kirouac**
Commissioner Kevin J. Roberts	**Commissioner Don Elwell**
Commissioner Chris Campbell	

Also, present: Laurie Hurner, County Administrator; J.D. Langford, Assistant County Administrator; Sherry G. Sutphen, County Attorney; David Ontermaa, Court Services Senior Director; and Deborah Cwalinski, Deputy Clerk.

2. INVOCATION
The Invocation was led during the Regular Meeting of the Board.

3. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited during the Regular Meeting of the Board.

4. WORKSHOP

A. Workshop to review and discuss draft amendments to the Highlands County Comprehensive Plan, as part of the Evaluation and Appraisal Report (EAR) amendment process, pertaining to Housing, Intergovernmental Coordination, and Future Land Use.

Jennifer Codo-Salisbury, Central Florida Regional Planning Council Executive Director, presented an overview of the amendment process of the Comprehensive Plan 2030, looking toward 2050.

Commissioner Campbell commented that property buyers should be aware of what the future land use will be for the surrounding area. Commissioner Kirouac stated that this is a very important document moving forward as it guides the planning and zoning of the county. County Administrator, Laurie Hurner expressed appreciation towards Ms. Codo-Salisbury and the Development Services team for all their work on this process.

No action was taken by the Board.

For copies of today's presentation, please see ***SMB 158 Page 25.*** The meeting video can be found on the Clerk of Courts website, www.hcclerk.org.

5. PUBLIC COMMENT
Chairman Tuck opened the floor to the public. Input was not provided.

6. ADJOURN
Commissioner Tuck read a letter from the Venus Community Foundation thanking the Board for waiving the special event fees for the Venus Community Clubhouse and reported on the Foundation's successful scholarship program.

Commissioner Tuck adjourned the meeting at 12:36 p.m.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Dawn Ritter, Natural Resources Manager**

SUBJECT/TITLE: **Consider Mr. Russell Schilling as the Citizen, Lake Resident North member for the Lake Istokpoga Management Committee (LIMC).**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to approve Mr. Russell Schilling as the Citizen, Lake Resident North member for the Lake Istokpoga Management Committee (LIMC).

FISCAL IMPACT

Attachments: Statement of Issue-N Resident LIMC Application-2025.pdf
Attachments: app.pdf

Statement of Issue:

Consideration of Mr. Russell Schilling for the Lake Istokpoga Management Committee (LIMC) Citizen, Lake Resident North position. Attached is his application for review.

The Citizen, Lake Resident North position is a four (4) year term and has been public noticed on Highlands County web page since April when previous Citizen, Lake Resident North resigned. The resignation was due to family medical reason.

Highlands County received two (2) applications but only Mr. Schilling qualified for the Citizen, Lake Resident North position.

LIMC Application:

Name = Russell Schilling
Address = 601 Dragonfly Ln
City = Lorida
State = FL
Zip_Postal_Code = 33857-9741
Phone = 9542241442
Email = rschilling12@gmail.com
Request = Lake Istokpoga Management Committee
Membership Type = Regular Member
Current Employment Experience: = Retired
Previous Employment Experience: = Hospital Facilities Director for 35 years
US Coast Guard 4 years
High School = Miami Killian Sr High School
College = Brevard College Biomedical Engineering
Special Training: = Special Training
Activities & Interest: = Fishing, Boating, Hiking, Biking, Swimming
Current positions on boards, committees, elected offices, law enforcement positions: = No current positions
Relation = No
Relative Name: =
Relationship: =
Conviction = No
Gender = Male
Disabled = No
Age = 65
Race: = White
Signature Certification: = Checked indicating Electronically Signed

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Cyndie Kramer, Planning & Zoning Manager**

SUBJECT/TITLE: **Public hearing to consider adoption of Resolution 24-25-125, for P&Z Case No. 2143.01, modifying the conditions of approval for an existing B-3 PD (Business District with a Planned Development) zoning classification.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to approve and adopt by Resolution 24-25-125, P&Z Case No. 2143.01, modifying the conditions of approval for the Business District with Planned Development (B-3 PD) approved through Resolution No. 23-24-64, referencing the mandatory findings of fact and becoming effective as provided by law.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Statement of Issue.pdf
Attachments: Staff Report P&Z 2143.01
Attachments: Resolution P&Z 2143.01
Attachments: Application P&Z 2143.01
Attachments: Res. 23-24-64.pdf

HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS

Public hearing to consider adoption of Resolution 24-25-125, for P&Z Case No. 2143.01, modifying the conditions of approval for an existing B-3 PD (Business District with a Planned Development) zoning classification.

STATEMENT OF ISSUE

The matter for consideration is a request to modify the conditions of approval for an existing B-3 PD (Business District with a Planned Development) zoning classification by removing the requirement for construction to begin within 18 months of approval.

The Planning and Zoning Commission recommended approval of P&Z Hearing No. 2143.01 as presented, with seven (7) votes in favor of the recommended action and none dissenting.

HIGHLANDS COUNTY
PLANNING & ZONING DIVISION
STAFF REPORT

Type: Modification of Zoning Approval	**BCC Hearing Date:** 8/19/2025
Case Number: P&Z 2143.01	**Case Name:** 7-11 PD Modification
Agent: Donaldson E. Hearing	**Property Owners:** M & A Brothers Realty Inc. No. 39
Public Hearing: BCC Agenda Item 10A	**Case Staff Member:** Cyndie Kramer

Request: The Applicant is requesting to modify the conditions of approval for an existing B-3 PD (Business District with a Planned Development) zoning classification by removing the requirement for construction to begin within 18 months of approval.

Parcel ID: C-33-37-30-020-00C0-0010

Address: 2741 US 27 S, Lake Placid

General Location: An approximate 22-acre parcel located on the northeast corner of the intersection of US 27 North and SR 70 East, approximately 1.09 miles east of Old SR 8, and 2.51 miles west of CR 29.

Staff Recommendations and P&Z Public Hearing Draft Minutes:

1. Staff Recommendation to the Board of County Commissioners (BCC):

Move to approve and adopt by Resolution 24-25-125, P&Z Case No. 2143.01, modifying the conditions of approval for the Business District with Planned Development (B-3 PD) approved through Resolution No. 23-24-64, referencing the mandatory findings of fact and becoming effective as provided by law.

2. Staff Recommendation to the Planning & Zoning Commission (P&Z):

Recommend to the Board of County Commissioners to approve and adopt by Resolution, P&Z 2143.01, repealing the existing conditions for the Business District with Planned Development (B-3 PD) approved through Resolution No. 23-24-64, and approving the modified conditions of approval for the Business District with Planned Development (B-3 PD), referencing the mandatory findings of fact and becoming effective as provided by law, along with the conditions of approval as listed in the adopting Resolution.

3. **Excerpt from the July 8, 2025 DRAFT P&Z Minutes, and Recommendation to the BCC:**

"6.A. HEARING NUMBER P&Z 2143.01 – M&A BROTHER'S REALTY NO 39, INC., C/O DONALDSON HEARING An approximate 22-acre parcel located at 2741 US 27 S, Lake Placid and identified by Parcel Identification No. C-33-37-30-020-00C0-0010.

The Applicant is requesting to modify the conditions of approval for the existing B-3 PD (Business District with a Planned Development) zoning classification by removing the requirement for construction to begin within 18 months of approval. Mrs. Hunnicutt read the request into the record. Mrs. Kramer confirmed proof of advertising requirements and noted there were zero letters received in favor of or against the request. Mrs. Ezell noted she received a letter from the Applicant as a neighboring property owner which stated the Applicant was appearing before this Board with the stated request. Mrs. Kramer said the parcel is vacant and cleared of native vegetation, and formerly contained groves. The existing approved planned development is approved to use the property for a commercial development consisting of one parcel for a commercial/gas station use and four other commercial parcels.

Chair Hunnicutt asked for comments from the Board. Mr. Brown asked what drove the 18-month condition since it is not one usually seen with a zoning change request. Mrs. Kramer stated that the property is located within the Lake Placid Regional Planning area (LPRP) and this condition originated from a request by the Town of Lake Placid. Chair Hunnicutt opened the floor for public comment. No member of the audience spoke for or against the request.

Motion by Mrs. Ezell and seconded by Mr. Roberts to recommend to the Board of County Commissioners to approve and adopt by Resolution, P&Z 2143.01, repealing the existing conditions for the Business District with Planned Development (B-3 PD) approved through Resolution No. 23-24-64, and approving the modified conditions of approval for the Business District with Planned Development (B-3 PD), referencing the mandatory findings of fact and becoming effective as provided by law, along with the conditions of approval as listed in the adopting Resolution.

Upon roll call, all members voted yes. **Motion carried 7-0."**

Supplemental Material/Issue Analysis Report:

1. Request:

The matter for consideration is a modification of the conditions of approval for an existing B-3 PD zoning classification by removing the requirement for construction to begin within 18 months of approval.

The parcel is vacant, is clear of native vegetation and formerly contained groves. The existing approved Planned Development proposes to use the property for a commercial development, consisting of one parcel for a commercial/gas station use and four other commercial parcels.

2. Notices to Surrounding Property Owners.

On June 16, 2025, notices were mailed to 7 surrounding property owners notifying them of the public hearing for the Planning and Zoning Commission and the Board of County Commissioners.

3. Existing Use Analysis:

Table 1: Existing Zoning, Uses and Future Land Use

Northwest AU Zoning Winery AG Land Use	**North** AU Zoning Grove AG Land Use	**Northeast** AU Zoning Grove AG Land Use
West B-3 & AU Zoning Gas Station / Grove C & MU Land Use	**SUBJECT PROPERTY** B-3 PD Zoning Vacant C Land Use	**East** B-2 Zoning Grove AG Land Use
Southwest B-3 Zoning Gas Station C Land Use	**South** B-3 Zoning Grove C Land Use	**Southeast** B-3 Zoning Grove C Land Use

4. Applicable References:

Planning:

- §163.3194(1)(a) - (b), Florida Statutes: Legal Status of Comprehensive Plan.
- Highlands County 2030 Comprehensive Plan ("Comp Plan"):
  - Future Land Use Policies:
    - Policy 1.1, General Growth Management Strategy
    - Policy 1.2.D.7, Commercial Land Use (C)

Zoning:

- Highlands County Land Development Regulations ("LDRs"):
  - Section 12.05.242: Business District (B-3)
  - Section 12.05.290: Planned Development District (PD)
  - Section 12.05.501: Lake Placid Regional Plan (LPRP) Overlay District

5. Staff Analysis:

Background:

This parcel previously received a zoning change from Limited Business District, B-2, and Business District, B-4, to Business District with a Planned Development, B-

3 PD, through P&Z Hearing No. 2143, approved by the Board of County Commissioners on February 20, 2024, through Resolution No. 23-24-64. One of the conditions of approval included in the PD rezoning stated that "Construction of the Development subject to this Resolution shall commence within 18 months after the effective date of this Resolution. The Development shall be deemed commenced upon the issuance of the first building permit to construct a commercial building. The foregoing notwithstanding, these time limits may be extended for a reasonable period upon petition of the Developer to the Board of County Commissioners." Under the conditions of approval, the 18-month deadline to begin construction would have been August 20, 2025.

Under Section 252.363 of the Florida Statutes, the declaration of a state of emergency issued by the Governor for a natural emergency tolls *[pauses]* the period remaining to exercise the rights under a permit or other authorization for the duration of the emergency declaration. Further, the emergency declaration extends the period remaining to exercise the rights under a permit or other authorization for 24 months in addition to the tolled period. An applicant needs to provide notification within 90 days after the termination of the emergency declaration of their intent to exercise these tolling and extension provisions.

On October 5, 2024, the Governor issued Executive Order (EO) 24-214 declaring a state of emergency in 35 Florida counties, including Highlands County, in advance of then Tropical Storm Milton. On the date that EO 24-214 was issued, the period remaining on the Applicant's 18-month deadline was 319 days (10.5 months). Subsequent Executive Orders have continued to extend the expiration date of the original EO in 60-day increments, the most recent being EO 25-150, issued July 28, 2025, which extended the expiration to September 26, 2025. With the current expiration date of the EO, plus the additional 24 months permitted through F.S. 252.363, the current deadline to begin construction under the PD approval would be August 11, 2028.

The Applicant has stated that they have been working through FDOT to acquire the required permits and have every intention of moving forward with the project as quickly as possible. However, with the expiration date of the Executive Order being a continually moving target, which then affects the expiration date of the zoning approval, administratively it would be less onerous on the part of both the County and the Applicant to simply remove the construction deadline from the conditions of approval, rather than continuing to track expiration dates.

Comprehensive Plan:

The parcel has a future land use designation of Commercial (C), per case numbers CPA-97-075 and CPA-11-520. Per Policy 1.2.D.7 of the Comp Plan, the proposed development is consistent with the description of "Businesses serving a county-wide or regional market area which provide a variety of trade goods and commodities at retail and wholesale levels. These commercial uses are usually dependent upon highway or arterial intersection locations. … Shopping centers and malls over 5 acres in size must be developed under PD zoning." Under County

Ordinance 11-12-02, which approved CPA-11-520, the entire site was required to be developed as a master plan through a planned development PD zoning, in accordance with the Comp Plan and the LPRP. It also required the dedication of additional right-of-way and transportation improvements, which necessitated coordination with FDOT, as both US 27 and SR 70 are State roads.

Land Development Regulations:

As referenced in Section 12.05.290.A of the LDRs, the PD Planned Development district is intended to, among other objectives, promote efficient land use, foster innovative design, allow flexible design, reduce transportation impacts, and lower development costs. The B-3 Business District, as referenced in Section 12.05.243, is intended to apply to general business, retail and wholesale, warehouse storage and other services of a general character. The LPRP Overlay District, as referenced in Section 12.05.501, is designed to protect the character and intent of the Lake Placid area, recognize private property rights, and encourage sustainable development and conservation of environmentally sensitive lands and open space. The existing Planned Development, as approved, was found to be consistent with the intent of the B-3, PD, and LPRP overlay districts.

Department Comments and Analysis of Petitioner's Proposal:

1. **The Departments, Divisions, and Agencies listed below provided comments as follows:**

   Highlands County Fire Rescue: Station 41 is 2.85 miles from this location. Fire hydrant is 3.90 miles from this location. Fire flow requirements for the buildings in this location. Hydrants shall be within 400 feet of all buildings, or the buildings will require sprinkler systems.

2. **The following Departments, Divisions, and Agencies offered no comment or objection:** Highlands County Engineering, Highlands County Code Enforcement, Highlands County Floodplain Manager, Florida Department of Health**,** Florida Fish & Wildlife Conservation Commission, Town of Lake Placid.

3. **The following Departments, Divisions, and Agencies did not respond:** Florida Department of Environmental Protection, Florida Department of Transportation, Southwest Florida Water Management District.

4. **Planning Division:** The following analysis and findings of fact describe the physical, legal and cultural characteristics of the Applicant's property:

   A. Natural Features Analysis:
   1. **Topography:** The topographic map depicts the subject property as mostly level with an elevation of 125 feet.
   2. **Soils:** The soils underlying the site are *Astatula Sand, 0 to 8 percent slopes; Paola Sand, 0 to 8 percent slopes; and Paola-Basinger Sands, Rolling:*

- *Astatula, 0 to 8 percent slopes* – The available water capacity is very low, with a very rapid permeability. Depth to the water table is more than 80 inches. This soil is nearly level to moderately sloping, and excessively drained. The potential for urban uses is high in this soil.
- *Paola Sand, 0 to 8 percent slopes* – The available water capacity is very low with a very rapid permeability. Depth to the water table is more than 80 inches. This soil has slight limitations for most urban uses, such as dwellings, local roads and streets but can be overcome by adding suitable topsoil.
- *Paola-Basinger Sands, Rolling* – The soil is nearly level to rolling, excessively drained on side slopes and ridge tops and poorly drained to very poorly drained in small depressional areas. The complex contains a range of 5 to 10 percent Basinger Sand, 60 to 75 percent Paola Sand and 5 to 35 percent of mixed soils. There are limitations to urban and recreational uses which depend on the slope and position of the landscape. On-site investigation of each area is needed to determine the limitations of the intended use.

3. **Surface Waters:** The subject parcel has no surface water areas.
4. **Vegetative Cover:** The site has been cleared of native vegetation and of previously existing groves.

B. Zoning Analysis:

1. **Current Use of Land:** The site is currently vacant.
2. **Vested Rights:** N/A.
3. **Current Zoning Designation:** The site has a zoning designation of B-3 PD.
4. **Current Zoning Intensity:** The B-3 PD zoning restricts the maximum intensity of the commercial development to 200,000 square feet, or 0.23 FAR. The conceptual site plan proposes a lesser FAR of 160,000 square feet, or 0.18 FAR.
5. **Proposed Zoning Designation:** The zoning designation is proposed to remain as B-3 PD.
6. **Proposed Zoning Intensity:** The zoning intensity is proposed to remain as approved.
7. **The Applicant's proposed development program:** The Applicant is proposing to use the site for commercial development that integrates commercial uses and activities permitted in the B-3 zoning district. The B-3 District is intended to apply to general business, retail and wholesale, warehouse storage and other services of a general character. No residential uses are proposed.

C. Special Designated Areas:

1. **Environmental Protection:** The Conservation Overlay Map series of the Comp Plan indicates that the site contains no Selected Natural Resources. Pursuant to Section 12.12.603.A of the LDRs, the Applicant is not required to obtain Environmental Clearance.

2. **Historic Resources:** The Florida Master Site File (FMSF) indicates that there are no known historic resources on the property.
3. **Archaeological Resources:** The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comp Plan and the FMSF indicate no known archaeological resources on the site.
4. **Floodplains (FEMA designation):** The property has a flood zone designation of X, for areas located outside the Special Flood Hazard Areas, as depicted on the Flood Insurance Rate Map Community Panel Number 12055C0529C, effective November 18, 2015.
5. **Military Airport Zones (MAZ):** The property is not located within any Military Airport Zones as designated by Section 12.12.800 of the LDRs.
6. **Wellhead Protection Zones:** The property is located within a 600-foot Zone of Control from a public potable water well as defined by Section 12.12.301 of the LDRs **and shall comply with all setbacks and restrictions as found at Section 12.12.302**.
7. **Airport Surface Areas:** The property is not located within any of the defined surface areas as designated by Section 2.1-3 and 2.1-4 of the Highlands County Code of Ordinances.
8. **Lake Placid Regional Plan (LPRP) Overlay District:** The property is located within the LPRP Overlay District as designated by Section 12.05.501 of the LDRs.

D. Public Facilities and Services:

1. **Potable Water:** The property will be served by an on-site potable water system that will be designed to connect to a central water system when it becomes available.
2. **Central Wastewater:** The property will be served by an on-site wastewater treatment system that will be designed to connect to a central wastewater treatment system when it becomes available.
3. **Solid Waste:** The property is required to be serviced by the county-approved refuse collection company.
4. **Vehicular Access and Traffic Circulation:** The site has direct access to US 27 S and SR 70. Pursuant to Policy 12.7.1 of the Comp Plan, access management to both highways are regulated by the Florida Department of Transportation. The approved conceptual PD plan proposes a right in/ right out access to US 27 and a right in only access to SR 70.
5. **Railroad Access:** The site is located one mile east of the South-Central Florida Express railroad tracks; however, the site does not have direct access to these tracks.
6. **Recreation:** The proposed development will not require the need for recreation. Per the Highlands County Parks and Recreation Master Plan a shared bikeway exists along US 27; however, during the development process a sidewalk may be required pursuant to Section 12.09.103.C. of the LDRs. Interconnectivity between developments shall be in accordance with the LPRP policies of the Comprehensive Plan and LDRs.

7. **Drainage:** The Applicant will be required to comply with Section 12.13.104.F. of the LDRs and the applicable water management district regulations. The approved conceptual PD plan proposes a 2.2-acre water management parcel.

E. **Traffic Impacts:** Pursuant to the Comp Plan Technical Support Section, a traffic analysis will be required at the time of development.

F. **Schools:** The permitted uses within the B-3 PD are all commercial uses and therefore, will have no student impacts. School concurrency is not required.

G. **Airports:** The subject property is located approximately 28.7 miles southeast of the Avon Park Executive Airport and 16.3 miles south of the Sebring Regional Airport.

Mandatory Findings of Fact:

Use Consistency Finding: The proposed zoning change is consistent with the patterns of existing development within this area and compatible with the surrounding land uses.

Plan Consistency Finding: The proposed zoning change is consistent with the goals, objectives, and policies of the adopted Comprehensive Plan.

Conformity Finding: If approved, all future development actions for the property shall be made to conform to applicable Comprehensive Plan policies and to LDRs in effect at the time the applicable development order becomes effective as provided by law.

The Planning and Zoning Division, based on the Mandatory Findings of Fact, recommends to the Board of County Commissioners to approve and adopt by Resolution 24-25-125, P&Z Case No. 2143.01, modifying the conditions of approval for the Business District with Planned Development (B-3 PD) approved through Resolution No. 23-24-64, referencing the mandatory findings of fact and becoming effective as provided by law.

Attachments:
Exhibit 1: Modification to Conditions of Approval from Proposed Resolution
Exhibit 2: Location Map
Exhibit 3: Aerial Map
Exhibit 4: Zoning Map
Exhibit 5: Conceptual Site Plan

Exhibit 1: Modification to Conditions of Approval from Proposed Resolution

…

SECTION 3. <u>General Condition, Restrictions and Limitations.</u> This B-3 PD shall be subject to the conditions, restrictions, and limitations stated in Sections 12.05.242 and 12.05.290 of the Code of Ordinances, Highlands County, Florida (hereinafter referred to as the "Code") except as expressly modified herein, and shall be subject to the development guidelines and requirements listed herein and in the Code of Ordinances, Highlands County, Florida:

A. Development Guidelines and Requirements.

…

~~**6.** The Highlands County Engineer (County Engineer) shall be responsible for monitoring all terms and conditions of this Resolution. For the purposes of this condition, the County Engineer may rely upon or utilize information supplied by any County department or agency and any State or Federal agencies having jurisdiction over the Property or subject matter involved. The County Engineer shall report to the BCC any findings of deviation from the terms and conditions of this Resolution and shall issue a notice of such non-compliance to the Developer. If the deviation is not corrected within a reasonable amount of time, or if the deviation is of such nature that it cannot be corrected within a reasonable amount of time, or if the Developer fails to pursue corrective action, the County Engineer shall recommend that the BCC set a hearing to determine whether a deviation has occurred and if so take appropriate action to ensure compliance with this Resolution.~~

…

~~14. COMPLETION DATES AND REZONING. Construction of the Development subject to this Resolution shall commence within 18 months after the effective date of this Resolution. The Development shall be deemed commenced upon the issuance of the first building permit to construct a commercial building. The foregoing notwithstanding, these time limits may be extended for a reasonable period upon petition of the Developer to the Board of County Commissioners.~~

…

Exhibit 2: Location Map

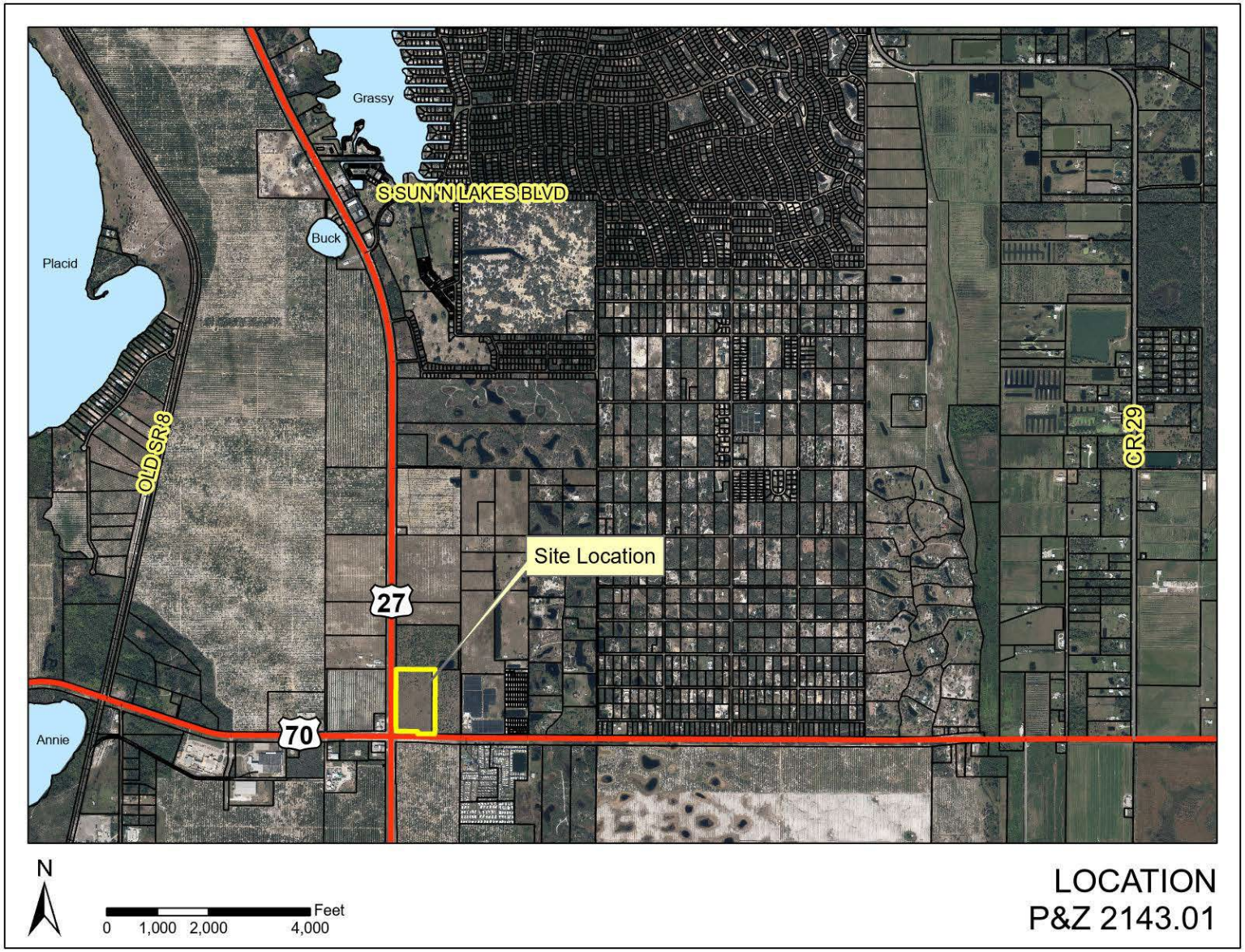


Exhibit 3: Aerial Map

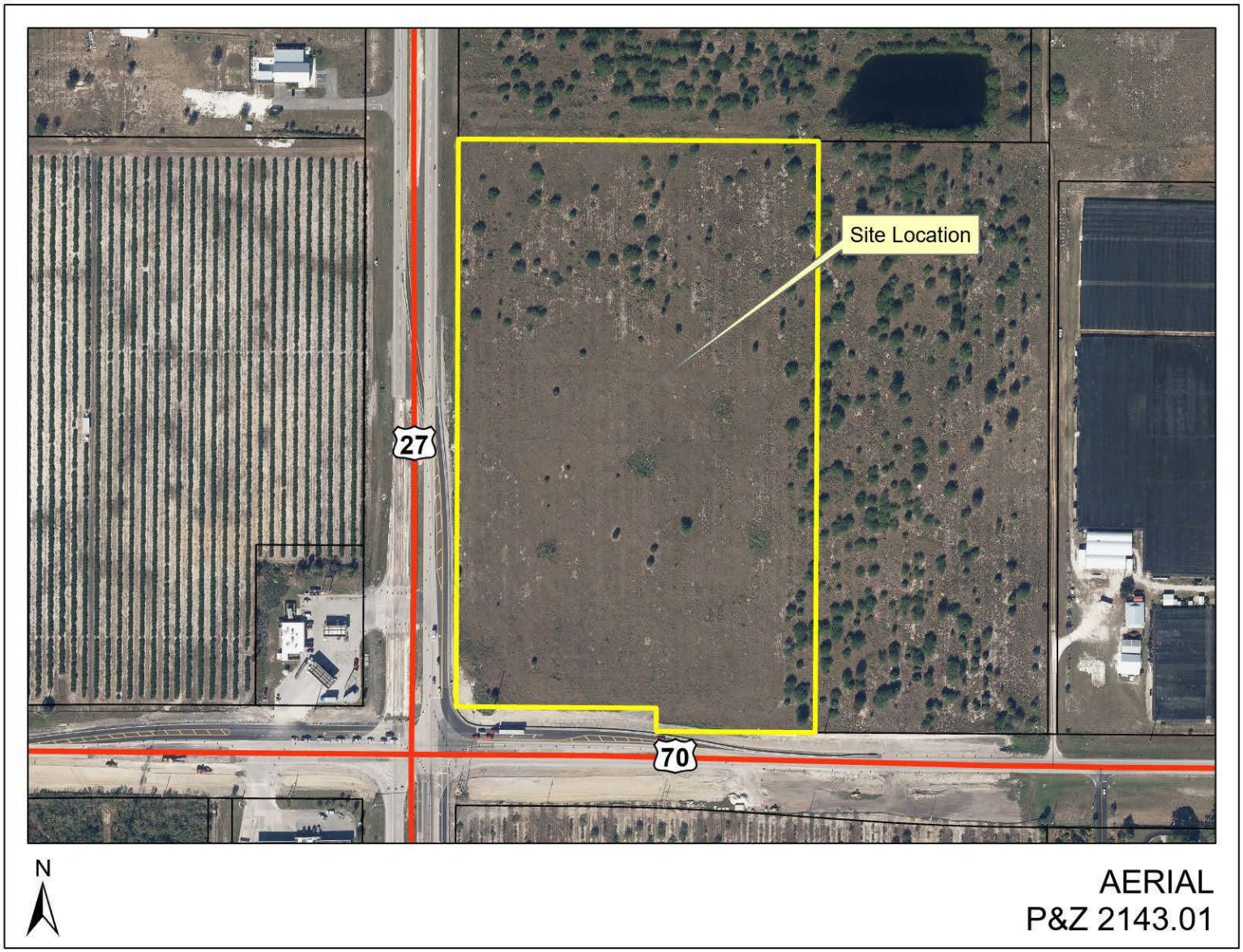
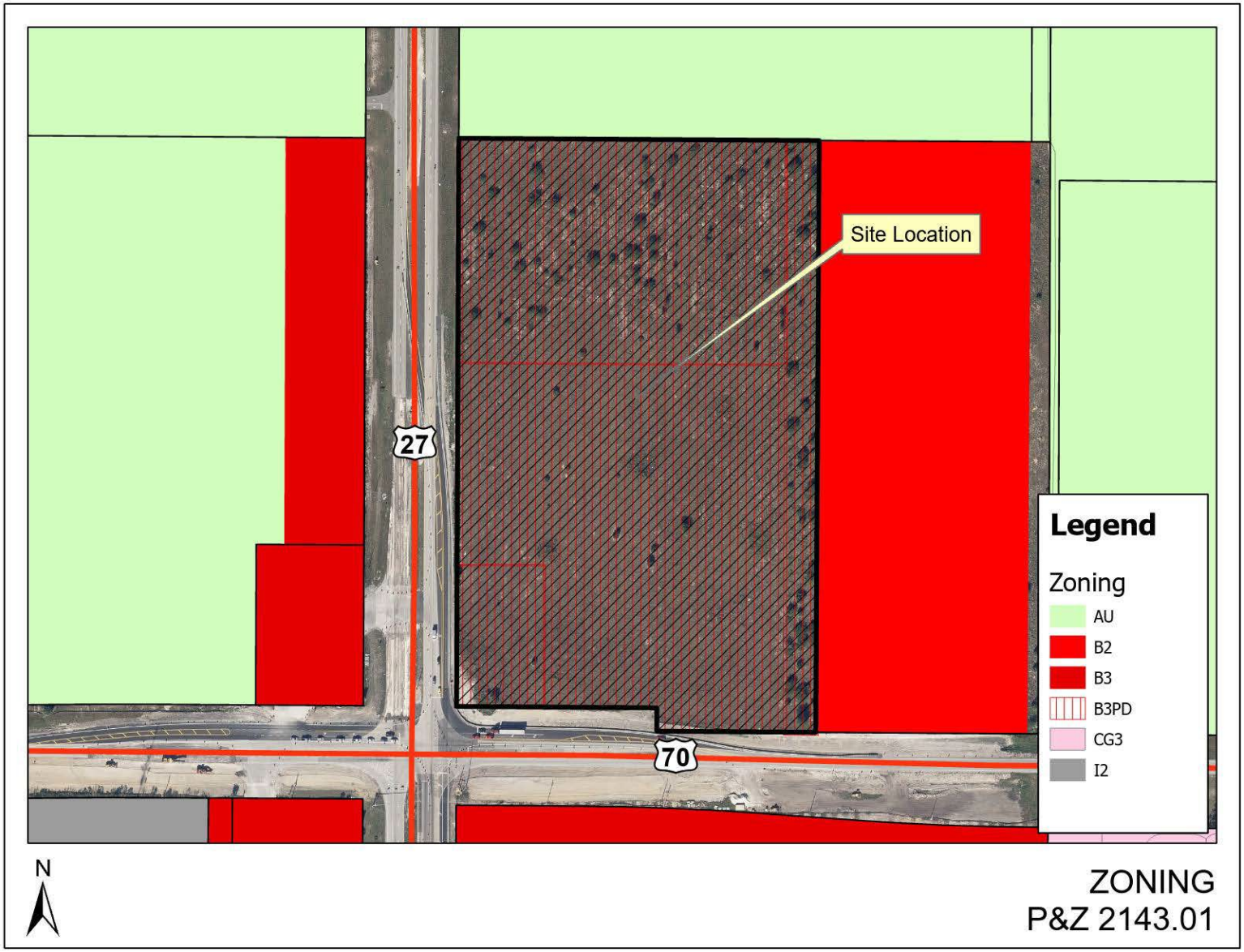
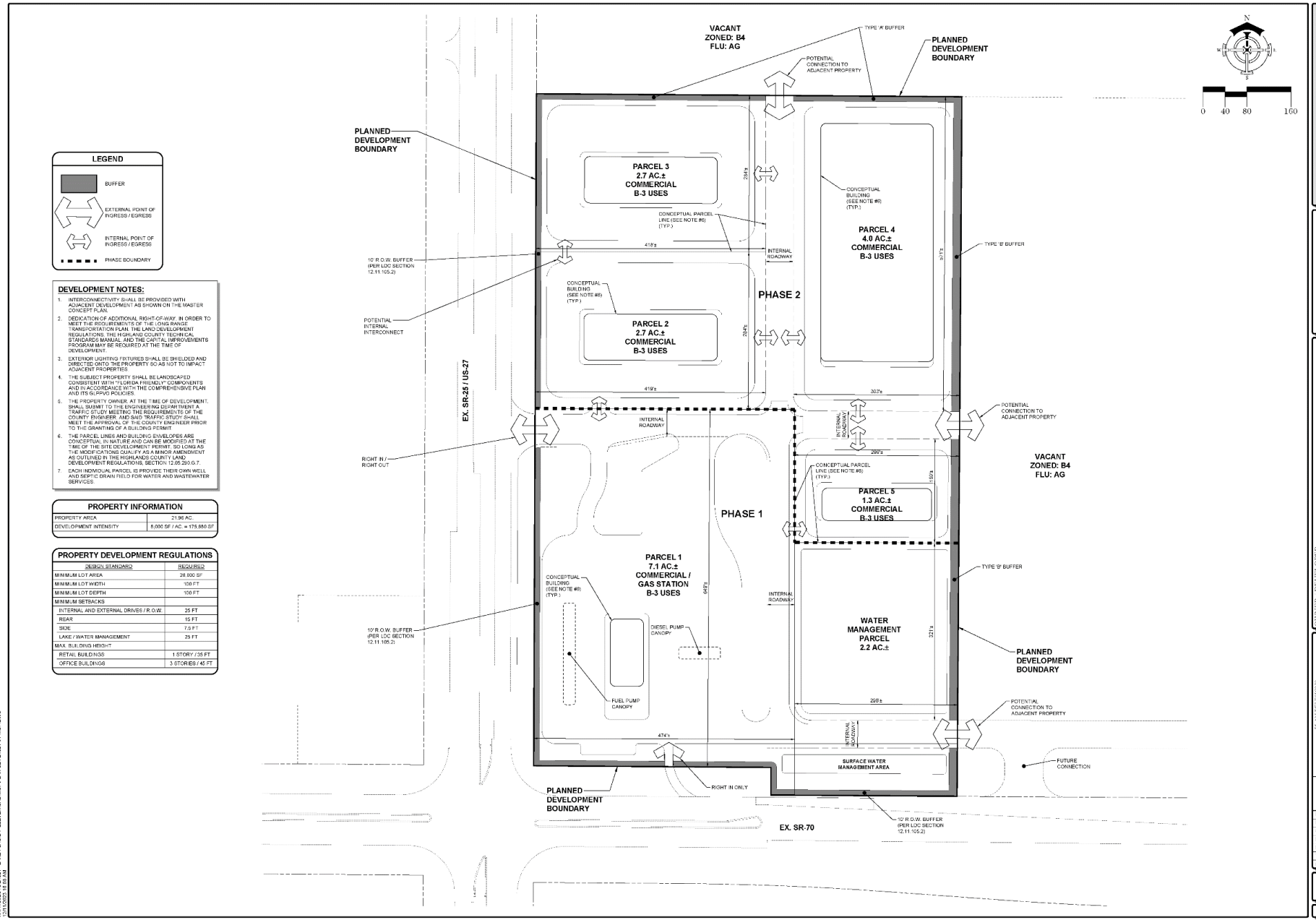


Exhibit 4: Zoning Map





DeLisi Fitzgerald, Inc.
Planning – Engineering – Project Management
a Division of RESPEC Company LLC
1605 Hendry Street
Fort Myers, FL 33901
(239) 418-0691
(239) 418-0692 fax
Florida Registry License Number 33253

OWNER / DEVELOPER:
COMTERRA ACQUISITIONS, LLC
2150 PARKSIDE DR., SUITE 202
ESTERO, FL 33928

PROJECT:
LAKE PLACID 7-ELEVEN

PLAN REVISIONS:
DESCRIPTION
DATE
#

ZONING MASTER CONCEPT PLAN

Project Manager:	JTW
Drawn By:	CAS
Checked By:	JTW
Project Number:	21621
Located in Section(s):	33
Township: 37 S	Range: 30 E
County, State:	HIGHLANDS COUNTY, FL
Status:	
Sheet Number:	1

RESOLUTION NO. 24-25-125

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE ZONING MODIFICATION FOR THAT PROPERTY IDENTIFIED BY THE HIGHLANDS COUNTY PROPERTY APPRAISER THROUGH PARCEL ID# C-33-37-30-020-00C0-0010; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR AMENDMENT TO RESOLUTION NO. 23-24-64 AND MODIFICATION TO ZONING CLASSIFICATION; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, that property identified by the Highlands County Property Appraiser through Parcel ID# C-33-37-30-020-00C0-0010 ("Property") has a zoning classification of Business District with a Planned Development (B-3 PD), as approved by Highlands County through Resolution No. 23-24-64, adopted on February 20, 2024; and

WHEREAS, pursuant to Highlands County Code of Ordinances, Section 12.03.401.A, the owner of the Property, M & A Brothers Realty No. 39, Inc., has requested a modification to the conditions of approval for the existing B-3 PD zoning classification on the Property to remove the requirement for construction to begin within 18 months of approval; and

WHEREAS, the County has determined that the proposed modification is consistent with FLU Policy 1.1.A., which states that the Future Land Use Element shall be used as a common framework to govern land use decisions by the public sector and to guide the development activities of the private sector; and

WHEREAS, the County has determined that the proposed modification is consistent with the goals, objectives and policies of the Highlands County 2030 Comprehensive Plan ("Plan"); and

WHEREAS, all future development actions for the Property shall be made to conform to applicable Plan policies and to the County's Land Development Regulations ("Code" or "County Code") in effect at the time of any development.

NOW, **THEREFORE BE IT RESOLVED**, by Highlands County, after public hearing and comment that:

SECTION 1. Legislative Findings and Intent. Highlands County has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. <u>Amendment to Resolution No. 23-24-64, and Modification to Zoning Classification.</u>

A. Highlands County Resolution No. 23-24-64, and the B-3 PD zoning classification for the Property, as identified by the Highlands County Property Appraiser through Parcel ID# C-33-37-30-020-00C0-0010, and more particularly described as:

> A portion of parcel two of Exhibit "A", Official Records Book 2064, Page 1739, of Public Records of Highlands County, Florida and being a portion of West & Barhite Subdivision of East Lake Childs, according to the plat thereof as recorded in Plat Book 1, Page 102a, of the Public Records of Highlands County, Florida, also known as that portion of the Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4) of Section 33, Township 37 South, Range 30 East, Highlands County, Florida, lying east of U.S. Highway 27 and north of State Road 70 and being more particularly described as follows: Commence at the southeast corner of Lot 10, Block D, of said West & Barhite Subdivision of East Lake Childs; thence North 89°35'58" West, along the north right of way of State Road 70, for a distance of 461.94 feet to the Point of Beginning of the parcel of land herein described; thence continue North 89°35'58" West, along said north right of way, for a distance of 338.06 feet; thence North 00°09'18" East, along said north right of way, for a distance of 50.00 feet; thence North 89°35'56" West, along said right of way, for a distance of 431.24 feet to a point on the east right of way of U.S. Highway 27; thence North 00°13'48" East, along said east right of way, for a distance of 1218.01 feet to a point on the north line of said Plat of West & Barhite Subdivision of East Lake Childs; thence South 89°35'56" East along said north line, for a distance of 773.13 feet; thence South 00°24'02" West for a distance of 1268.00 feet to the Point of Beginning. Parcel contains 21.96 acres, more or less.

is hereby modified to REMOVE, in their entirety, the following General Conditions, Restrictions and Limitations from Section 3 of Resolution No. 23-24-64:

A. Development Guidelines and Requirements.

~~6. The Highlands County Engineer (County Engineer) shall be responsible for monitoring all terms and conditions of this Resolution. For the purposes of this condition, the County Engineer may rely upon or utilize information supplied by any County department or agency and any State or Federal agencies having jurisdiction over the Property or subject matter involved. The County Engineer shall report to the BCC any findings of deviation from the terms and conditions of this Resolution and shall issue a notice of such non-compliance to the Developer. If the deviation is not~~

~~corrected within a reasonable amount of time, or if the deviation is of such nature that it cannot be corrected within a reasonable amount of time, or if the Developer fails to pursue corrective action, the County Engineer shall recommend that the BCC set a hearing to determine whether a deviation has occurred and if so take appropriate action to ensure compliance with this Resolution.~~

~~14. COMPLETION DATES AND REZONING. Construction of the Development subject to this Resolution shall commence within 18 months after the effective date of this Resolution. The Development shall be deemed commenced upon the issuance of the first building permit to construct a commercial building. The foregoing notwithstanding these time limits may be extended for a reasonable period upon petition of the Developer to the Board of County Commissioners.~~

B. All other conditions and requirements of Resolution No. 23-24-64, pertaining to the B-3 PD zoning on the Property shall remain in full force and effect undisturbed by this Resolution.

SECTION 3. Implementation of Administrative Actions. The County Administrator is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of Highlands County pertaining to P&Z 2143.01, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the County Administrator and County Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall take effect immediately after adoption.

DONE AND ADOPTED, this 19th day of August 2025.

BOARD OF COUNTY COMMISSIONERS
OF HIGHLANDS COUNTY, FLORIDA

By: _____
Arlene Tuck, Chairperson

(SEAL)

ATTEST: _____
Jerome Kaszubowski, Clerk

Cotleur & Hearing

LC26000535

LAND PLANNING + LANDSCAPE ARCHITECTURE + TRANSPORTATION

1934 COMMERCE LANE • SUITE 1
JUPITER, FLORIDA • 33458
561.747.6336 561.747.1377

May 20, 2025

Cyndie Kramer, AICP
Planning & Zoning Manager
Highlands County Board of County Commissioners
Via Email: Ckramer@highlandsfl.gov

Re: Amendment- Resolution No. 23-24-64

Dear Ms. Kramer:

On behalf of the owner and applicant, M&A Brothers Realty No. 39, this letter serves as a formal written statement for the record indicating our intent to amend the conditions of approval associated with Resolution No. 23-24-64, adopted by the Highlands County Board of County Commissioners on February 16, 2024.

Specifically, the applicant is requesting the removal of Section 3.A., item 14 from the approved resolution. This request is being submitted in accordance with the applicable procedures for modifying conditions of approval within a planned development and reflects the applicant's revised development strategy.

We appreciate your assistance in processing this request and look forward to continuing our coordination with County staff to ensure consistency with local procedures and policies.

Should you require any additional information or documentation, please do not hesitate to contact us.

Sincerely yours,
Cotleur & Hearing



DEH/DC

Donaldson E. Hearing, ASLA, LEED® AP Principal

Highlands County, Florida
Zoning Change Application

Zoning change from: N/A - Request to Amend Resolution 23-24-64, Condition SECTION 3.A.14
Zoning change to: N/A -Request to Amend Resolution 23-24-64, Condition SECTION 3.A.14

Note: *Do not leave any blank lines; if something does not apply, indicate that it is not applicable by using N/A*

****

SECTION I: STAFF USE ONLY: Project # 25040003

P&Z Hearing Number: 2143.01 **Date of Application:** 4/1/2025 Revised 5/2025
Amount of Fee: $ 750.00 **Receipt No.:** 47000000388 **Tax Map No.:** 162 C
Hearing Dates: LP: N/A **P&Z:** 7/8/25 **BCC:** 8/19/2025

****

This application has been reviewed for completeness:

Melony C. Pepper
Zoning Supervisor

5/20/2025
Date

****

SECTION II: APPLICANT & PROPERTY INFORMATION:

1. **Name of Property Owner(s):** If more than one, all owners must sign the Owner's Affidavit (attached), which must accompany the application.
   Print Name: Mahmoud Shehadeh - President/M&A Brothers Realty No. 39, Inc
   Mailing Address: 1150 E Atlantic Blvd., Suite A, Pompano Beach, FL 33060
   Telephone No.: 561-288-1710 Ext. 801 **E-Mail Address:**

2. **Name of Agent:** Complete the Agent's Affidavit (attached) from property owner, which must accompany application, giving agent authority to represent this application.
   Print Name: Donaldson E. Hearing
   Mailing Address: Cotleur & Hearing, 1934 Commerce Lane, Ste. 1, Jupiter, FL 33458
   Telephone No.: 561-747-6336 **E-Mail Address:** Dhearing@cotleur-hearing.com

NOTARIZED AUTHORIZATION:

- ☐ If the applicant is not the owner of the property, a written, notarized authorization from each owner must be provided with this application – use Form A, attached. Property owner authorization is required. If the property owner withdraws permission at any point during the review and approval process, the application is considered null and void.
- ☐ If an agent is submitting the application for the owner/applicant – authorization from the owner/applicant is required – use Form B, attached.

3. **Legal Description Covered by Application:** If subdivided: Lot, block, complete name of subdivision, plat book, page number, section, township and range. If metes and bounds description, complete description, including section, township and range. PARCEL ID# C-33-37-30-020-00C0-0010; See attached legal description.

4. **Strap No.(s) of Property Covered by Application:** N/A
   STRAP #:C-33-37-30-020-00C0-0010 **STRAP #:**C-____-____-____-____-____-____-____
   STRAP #:C-____-____-____-____-____-____-____ **STRAP #:**C-____-____-____-____-____-____-____

5. **Street Address(es) of Property Covered by the Application:** 2741 US 27 S, Lake Placid, FL 33852

****

SECTION III: INFORMATION ABOUT EXISTING USES:

6. **Existing Zoning District**: B3PD **Existing Land Use Classification**: C
   Are the Zoning and Comprehensive Plan Consistent? ■Consistent ☐Not Consistent

7. **Existing Property Information:** Size of Property (width) N/A feet, (depth) N/A feet, street frontage N/A feet, water frontage N/A feet, **Total acres** 21.96
   If different from the total acreage, the upland, or developable portion is N/A +/- acres.

8. **Are there existing structures on the property?** ☐Yes ■No **If Yes**, what type (CBS, Frame, Stucco, Other Multiple Units, Number of Dwellings per Building), and what are they used for? _____

   If multiple units, the number of dwellings per building/number of buildings: N/A

9. **Is the property located within the Lake Placid Regional Plan (LPRP) area?** ☐Yes ■No **If yes,** please submit a draft PD Resolution and site plan as part of the application. A separate application meeting should be arranged with the Town of Lake Placid. Please ask the Town staff (County Planning Department) for assistance.

10. **Vesting:** Is the property vested for specific property rights? ■Yes ☐No **If Yes,** list the Vesting Action or Order Number or the method used to grant vested rights (state binding letter, legal lot of record, etc).: Resolution No. 23-24-64

11. **Has a public hearing been held on this property within the last 12 months?** ☐Yes ■No **If Yes,** in whose name and when? _____

12. **Is this hearing being requested as a result of a code violation notice?** ☐Yes ■No **If Yes,** explain. N/A

13. **Information on the Adjacent Properties:**

	Existing Uses	FLUM Designations	Zoning Districts
North	Vacant	AG	AU
South	Vacant	C	B3
East	Vacant	AG	B2
West	Gas Station	MU	AU

****

SECTION IV: INFORMATION ABOUT THE PROPOSED CHANGE:

14. **Reason for Proposed Change(s) (DO NOT INCLUDE SPECIFIC USES):** Amend Resolution 23-24-64, Condition SECTION 3.,A.,14

15. **Proposed Number of Dwelling Units Desired or Number of Square Feet of Commercial Space (if applicable):**
    Commercial square feet = 8,160

16. **Proposed Development Standards (if applicable):**

    A. Proposed parcel size (if increasing area with this application) N/A square feet/acre
    B. Proposed Floor Area Ratio (FAR): Gross floor area of existing building N/a divided by Parcel size N/A = FAR N/A %

****

SECTION V: ADDITIONAL INFORMATION REQUIRED: 17 & 18 – NOT APPLICABLE FOR EXISTING DEVELOPMENT THAT IS NOT INCREASING IN SIZE; INDICATE N/A.

17. **Potable Water:** The proposed development will be served by an off-site central potable water system. ☐Yes ☐No **If Yes,** the potable water system requirements will be accommodated by the N/A water system.

(See the attached model letter requesting this information from the respective servers). PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

The Applicant must provide the following data of the water system that will be used (gallons per capita per day or gpcd):

a. The facility has the designed capacity for pumping and treating N/A gpcd.
b. The facility has a permitted capacity for N/A gpcd.
c. The facility has an average demand or committed capacity for N/A gpcd.
d. The facility has an excess capacity of N/A gpcd.
e. This proposed development will require approximately N/A gpcd.

Note: The required level of service (LOS) for potable water for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

If No, the proposed development will be served by an on-site potable water (well) system that will be designed to connect to a central water system when it becomes available. N/A **Applicant's Initial**

18. **Wastewater Treatment:** The proposed development will be served by an off-site central wastewater treatment system. ☐Yes ☐No

If Yes, the wastewater treatment system requirements will be accommodated by the N/A system.

(See the attached model letter requesting this information from the respective servers). PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

The Applicant must provide the following data of the wastewater treatment system that will be used:

a. The facility has the designed capacity for pumping and treating N/A gpcd.
b. The facility has a permitted capacity for N/A gpcd.
c. The facility has an average demand or committed capacity for N/A gpcd.
d. The facility has an excess capacity of N/A gpcd.
e. This proposed development will require approximately N/A gpcd.

Note: The required LOS for potable water for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

If No, the proposed development will be served by an on-site wastewater tank system that will be designed to connect to a central wastewater treatment system when it becomes available. N/A **Applicant's Initial**

19. **Surface Drainage:** I (we) certify that storm water management will comply with the requirements of Section 12.13.104.F of the Highlands County Land Development Regulations (See County Engineer) and the applicable water management district regulations: ☐Yes ☐No N/A **Applicant's Initial**

Note: The required LOS for the County is premised upon the applicable water management district standards.

SFWMD:25-year/24-hour storm event (peak discharge, 25-year/36-hour)
SWFWMD:25-year/24-hour storm event (peak discharge, 25-year/24-hour)

*Applicants must utilize the appropriate water management district standards for drainage procedures and methods to assure that post-development run-off will not exceed pre-development run-off for a minimum of 24-year/24-hour storm event, and that Best Management Practices shall be utilized to meet or exceed state water quality standards. Direct discharge into designated outstanding Florida waters requires a treatment area 1.5 times standard area.

20. **Solid Waste Disposal:** The proposed development will be served by the N/A refuse collection company.

Note: The required LOS for the County is based upon the landfill capacity to accommodate at least 5.21 pounds/person/day.

21. **Recreation and Green Space:** The recreation and green space LOS adopted by Highlands County will be met at the time of development which will include, in part, the following facilities, if any: N/A

Note: The required LOS for the County is to provide adequate facilities to maintain a County-wide standard of 10 acres/1,000 population.

22. **Military Airport Zones (MAZ):** Is this property located in an MAZ? ☐Yes ☐No
If Yes, please indicate the area as MAZ I, MAZ II, or MAZ III N/A.

****

SECTION VI: ADDITIONAL ZONING AMENDMENT INFORMATION:

23. **Owner's Affidavit:** Owner's Affidavit(s) must be completed and submitted as part of **all** applications.

24. **Agent's Affidavit:** Agent's Affidavit(s), if applicable, must be completed and submitted as part of **all** applications.

25. **Map Properties within 500 Feet:** Submit a map which delineates the boundary of the proposed development site and its location on the map. Include each parcel of land within **500 feet** of the property being considered in the application.

26. **List of Property Owners:** List all current property owners within a 500-foot radius of the property being considered for a rezone, including names, mailing and site addresses, and STRAP numbers of their properties. **If** the property being considered for a rezone is an area currently zoned Agriculture, the list must contain a minimum of 6 different property owners adjacent to or in the vicinity of the rezoning being requested (Attach separate sheets to this application).

27. **Land Survey:** A copy of the survey, showing all dedications or easements within the property that is the subject of the application, prepared by a Florida registered land surveyor may be required and attached to the application.

28. **Proposed Flexible Unit Development (FUD) or Planned Development (PD) – Site Plan, Resolution, and Letter of Intent:** A site plan, a draft resolution, and a letter of intent are required which indicate uses, density, building locations, streets, site access, off-street parking, water courses or bodies, buffers, setbacks (dimensions), and environmentally sensitive areas. (See Section 12.05.291 of the Code of Ordinances for FUD requirements and Section 12.05.290 for PD requirements.)

29. **Surrounding Property Owners:** Have you discussed this rezoning request with the surrounding property owners? ☐**Yes** ☐**No**

30. **Contract to Sell:** Is this property under contract to sell contingent on the rezoning? ☐**Yes** ☐**No**

****

END OF APPLICATION

ATTACHMENTS:

1) Owner's Affidavit(s) or Corporation Affidavit
2) Agent's Affidavit(s)
3) Notarized authorization from each owner, as applicable (Form A)
4) Notarized authorization for agent to submit petition, as applicable (Form B)
5) Public Utility Information Request Format
6) Application Due Dates
7) Fee Schedule

LEGAL DESCRIPTION

A portion of parcel two of Exhibit "A", Official Records Book 2064, Page 1739, of Public Records of Highlands County, Florida and being a portion of West & Barhite Subdivision of East Lake Childs, according to the plat thereof as recorded in Plat Book 1, Page 102a, of the Public Records of Highlands County, Florida, also known as that portion of the Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4) of Section 33, Township 37 South, Range 30 East, Highlands County, Florida, lying east of U.S. Highway 27 and north of State Road 70 and being more particularly described as follows: Commence at the southeast corner of Lot 10, Block D, of said West & Barhite Subdivision of East Lake Childs; thence North 89°35'58" West, along the north right of way of State Road 70, for a distance of 461.94 feet to the Point of Beginning of the parcel of land herein described; thence continue North 89°35'58" West, along said north right of way, for a distance of 338.06 feet; thence North 00°09'18" East, along said north right of way, for a distance of 50.00 feet; thence North 89°35'56" West, along said right of way, for a distance of 431.24 feet to a point on the east right of way of U.S. Highway 27; thence North 00°13'48" East, along said east right of way, for a distance of 1218.01 feet to a point on the north line of said Plat of West & Barhite Subdivision of East Lake Childs; thence South 89°35'56" East along said north line, for a distance of 773.13 feet; thence South 00°24'02" West for a distance of 1268.00 feet to the Point of Beginning. Parcel contains 21.96 acres, more or less.

Highlands County, Florida
Development Services Department Application

OWNER'S AFFIDAVIT

I, Mahmoud Shehadeh, being first duly sworn, depose and say that I am the **OWNER** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

I authorize County staff to enter the property during the application process to complete its evaluation.

Please initial the appropriate line:

No contact is required. X

An appointment is required before entering the property. _____

Mahmoud Shehadeh
Print Name of Owner

Signature of Owner

1150 E Atlantic Blvd., Suite A
Address: Number and Street (P.O. Box)

Pompano Beach, FL 33060
City and State (Zip Code)

STATE OF FLORIDA
HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 1st day of April, 2025 by Mahmoud Shehadeh who is personally known by me ☐ or who has produced _____, as identification and who did take an oath:



Signature

Ansar Quraan
Print Name

Notary Public, State of Florida
My Commission Expires: 1-30-27

Highlands County, Florida
Development Services Department Application

OWNER'S AFFIDAVIT (Corporation)

I, Mahmoud Shehadeh, being first duly sworn, depose and say that I am the **OWNER/CORPORATION** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

I authorize County staff to enter the property during the application process to complete its evaluation.

Please initial the appropriate line:

No contact is required. X

An appointment is required before entering the property. _____

M & A BROTHERS REALTY NO. 36, INC.

a Florida corporation.

By: _____
Print Name: Mahmoud Shehadeh
Title: President

Signed, Sealed and Delivered
in our presence:

_____
Print Name: Agostina Vacca

_____
Print Name: Ansar Quraan

STATE OF FLORIDA
HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this 1st day of April, 2025 by Mahmoud shehadeh who is personally known by me [ ] or who has produced _____, as identification and who did take an oath:

ANSAR QURAAN
NOTARY PUBLIC
MY COMMISSION
EXPIRES 1-30-2027
STATE OF FLORIDA
COMMISSION NUMBER HH 317981

_____
Signature

Ansar Quraan
Print Name

Notary Public, State of Florida
My Commission Expires: 1-30-25

Highlands County, Florida
Development Services Department Application

AGENT'S AFFIDAVIT

I, Donaldson E. Hearing, being first duly sworn, depose and say that I am the **ATTORNEY-IN-FACT, AGENT or LESSEE** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

Donaldson E. Hearing
Print Name of Agent

Signature of Agent

1934 Commerce Lane, Suite 1
Address: Number and Street (P.O. Box)

Jupiter, FL 33458
City and State (Zip Code)

STATE OF FLORIDA
HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this 1 day of APRIL, 2025, by Donaldson Hearing who is personally known by me ☐ or who has produced _____, as identification and who did take an oath:

DONNA MARIA CESARO PENGUE
Notary Public - State of Florida
Commission # HH 369990
My Comm. Expires Apr 21, 2027
Bonded through National Notary Assn.

Signature

Print Name

Notary Public, State of Florida
My Commission Expires: _____

Highlands County, Florida
Development Services Department Application

FORM A. Property Owner Authorization to Applicant

I, the undersigned, being first duly sworn, depose and say that I am the owner of the property described and which is the subject matter of the proposed hearing.

I give authorization for Donaldson E. Hearing to be the applicant for this REZONING.

Mahmoud Shehadeh
Print Name of Owner

Signature of Owner

1934 Commerce Lane, Suite 1
Address: Number and Street (P.O. Box)

Jupiter, FL 33458
City and State (Zip Code)

STATE OF FLORIDA
HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 1st day of April, 2025 by Mahmoud Shehadeh who is personally known by me ☐ or who has produced _____, as identification and who did take an oath:

ANSAR QURAAN
NOTARY PUBLIC
MY COMMISSION EXPIRES 1-30-2027
STATE OF FLORIDA
COMMISSION NUMBER HH 317981

Signature

Ansar Quraan
Print Name

Notary Public, State of Florida
My Commission Expires: 1-30-27

Highlands County, Florida
Development Services Department Application

FORM B. Applicant Authorization to Agent

I, the undersigned, being first duly sworn, depose and say that I am the applicant for the REZONING of the property described and which is the subject matter of the proposed hearing.

I give authorization for Donaldson E. Hearing to be my agent for this application.

Mahmoud Shehadeh
Print Name of Applicant

Signature of Applicant

1150 E Atlantic Blvd., Suite A
Address: Number and Street (P.O. Box)

Pompano Beach, FL 33060
City and State (Zip Code)

STATE OF FLORIDA
HIGHLANDS COUNTY

The Foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this 1st day of April, 2025, by Mahmoud Shehadeh who is personally known by me ☐ or who has produced _____, as identification and who did take an oath:

Signature

Ansar Quraan
Print Name

Notary Public, State of Florida
My Commission Expires: 1-30-27



OFFICIAL RECORDS FILE#: 2245336 OR BK 3099 PG 701 PAGES: 3
2/20/2025 12:11:00 PM REC FEES: $27.00 DEED DOC:$17500.00
D.C. JBASSETT JEROME KASZUBOWSKI CLERK OF COURTS, HIGHLANDS CO.

Prepared by and return to:
Erick Trelles, Esq.
Trelles Law PLLC
18720 SW 89 Road
Miami, FL 33157
(305) 281-6074
File Number: 00060
Will Call No.:

Parcel Identification No. **C-33-37-30-020-00C0-0010**

[Space Above This Line For Recording Data]

Warranty Deed

(STATUTORY FORM - SECTION 689.02, F.S.)

This Indenture made this 14 **day of February, 2025** between **MARK L. LINDNER, individually and as Co-Trustee and WILLIAM D. RAPPS, individually, and as Co-Trustee of the Unrecorded Land Trust Agreement U/A March 12, 2007** with full power and authority to protect, conserve, sell, lease, encumber or otherwise manage and dispose of said property as provided in Florida Statute 689.073, whose post office address is 2301 NE Savannah Road, Unit 1516, Jensen Beach, Florida 34958 of the County of Martin, State of Florida, grantor*, and **M & A BROTHERS REALTY NO. 39, INC., a Florida Corporation** whose post office address is **1150 East Atlantic Blvd, Suite A, pompano Beach, Florida 33060** of the County of **Broward**, State of **Florida**, grantee*,

Witnesseth that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS ($10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **Highlands County**, **Florida**, to-wit:

A PORTION OF BLOCKS C, D, E, F, K AND L, AND THE ROADS LYING BETWEEN SAID BLOCKS, "WEST & BARHITE SUBDIVISION OF EAST LAKE CHILDS", AS RECORDED IN PLAT BOOK 1, PAGE 102A, OF THE PUBLIC RECORDS OF HIGHLANDS COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 20, OF SAID BLOCK K, THENCE NORTH 00°13'19" EAST LONG THE WEST LINE OF SAID BLOCK K EXTENDED NORTHERLY 40.00 FEET; THENCE SOUTH 89°35'41" EAST 52.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE SOUTH 89°35'41" EAST ALONG THE NORTH LIMITS OF SAID PLAT 773.14 FEET; THENCE SOUTH 00°23'33" WEST 1248.91 FEET TO A POINT ON THE NORTH LINE OF EMINENT DOMAIN AREA, AS RECORDED IN OFFICIAL RECORDS BOOK 3061, PAGE 222, OF THE PUBLIC RECORDS OF HIGHLANDS COUNTY, FLORIDA; THENCE THE FOLLOWING TWO COURSES AND DISTANCES BEING ALONG SAID NORTH LINE: 1) NORTH 81°32'40" WEST 327.80 FEET; 2) NORTH 89°34'58" WEST 445.00 FEET TO A POINT ON A LINE LYING 52.00 FEET EAST OF AND PARALLEL WITH THE WEST LINE OF SAID BLOCK C; THENCE NORTH 00°13'19" EAST ALONG SAID PARALLEL LINE AND ITS NORTHERLY EXTENSION 1202.92 FEET TO THE POINT OF BEGINNING.

SAID LANDS LYING AND BEING IN HIGHLANDS COUNTY, FLORIDA AND CONTAINING 935,365 SQUARE FEET (21.4730 ACRES), MORE OR LESS.

and said grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

* "Grantor" and "Grantee" are used for singular or plural, as context requires.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Tara Melissa Allen

Witness
Printed Name: Tara Melissa Allen
P.O. Address:
8125 Quail Hill Ln, Prince George VA 23875

Mildred V. Wilcox

Witness
Printed Name: Mildred V. Wilcox
P.O. Address: 5303 Poppy Drive
Jacksonville, FL 32205

Mark L. Lindner

MARK L. LINDNER, Individually and as Co-Trustee of an Unrecorded Land Trust Agreement dated March 12, 2007

State of Florida
County of Duval

Completed via Remote Online Notarization using 2 way Audio/Video technology.

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [✓] online notarization, this 14 day of February, 2025 by MARK L. LINDNER, Individually and as Co-Trustee of an Unrecorded Land Trust Agreement dated March 12, 2007 who [ ] is personally known or [✓] has produced drivers' licenses as identification.

[Seal]

MILDRED V WILCOX
Notary Public - State of Florida
Commission # HH 115803
My Comm. Expires May 10, 2025

Mildred V. Wilcox

Notary Public
Print Name: Mildred V. Wilcox
My Commission Expires: 5/10/2025

Witness
Printed Name:
P.O. Address:

Witness
Printed Name:
P.O. Address:

WILLIAM D. RAPPS, Individually and as Co-Trustee of an Unrecorded Land Trust Agreement dated March 12, 2007

State of Florida
County of

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this ____ day of February, 2025 by WILLIAM D. RAPPS, Individually and as Co-Trustee of an Unrecorded Land Trust Agreement dated March 12, 2007 who [ ] is personally known or [ ] has produced drivers' licenses as identification.

[Seal]

Notary Public
Print Name:
My Commission Expires:

NotaryCam Doc ID: 9c230982-7ddd-4166-8828-47f9c670583c

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Witness
Printed Name:
P.O. Address:

Witness
Printed Name:
P.O. Address:

MARK L. LINDNER, Individually and as Co-Trustee of an Unrecorded Land Trust Agreement dated March 12, 2007

State of Florida
County of

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this ____ day of February, 2025 by MARK L. LINDNER, Individually and as Co-Trustee of an Unrecorded Land Trust Agreement dated March 12, 2007 who [ ] is personally known or [ ] has produced drivers' licenses as identification.

[Seal]

Notary Public
Print Name:
My Commission Expires:

Donna L Conrad
Witness
Printed Name: Donna L. Conrad
P.O. Address: 2521 Augusta Dr
Naples, FL 34109

Michael L Conrad
Witness
Printed Name: MICHAEL L. CONRAD
P.O. Address: 2521 Augusta Dr
Naples, FL 3419

WILLIAM D. RAPPS, Individually and as Co-Trustee of an Unrecorded Land Trust Agreement dated March 12, 2007

State of Florida
County of Collier

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization, this 14 day of February, 2025 by WILLIAM D. RAPPS, Individually and as Co-Trustee of an Unrecorded Land Trust Agreement dated March 12, 2007 who [ ] is personally known or [X] has produced drivers' licenses as identification.

[Seal]

ROXANA WALKOWSKI
Notary Public - State of Florida
Commission # HH 472414
My Comm. Expires Dec 12, 2027

Notary Public
Print Name: Roxana Walkowski
My Commission Expires: Dec 12, 2027

Detail by Entity Name

Florida Profit Corporation
M & A BROTHERS REALTY NO. 39, INC

Filing Information

Document Number	P23000078325
FEI/EIN Number	93-4617941
Date Filed	11/06/2023
Effective Date	11/06/2023
State	FL
Status	ACTIVE
Last Event	AMENDMENT AND NAME CHANGE
Event Date Filed	11/18/2024
Event Effective Date	NONE

Principal Address

1150 EAST ATLANTIC BLVD
SUITE A
POMPANO BEACH, FL 33060

Changed: 01/25/2024

Mailing Address

1150 EAST ATLANTIC BLVD
SUITE A
POMPANO BEACH, FL 33060

Changed: 01/25/2024

Registered Agent Name & Address

SHEHADEH, AHMAD
1150 EAST ATLANTIC BLVD
SUITE A
POMPANO BEACH, FL 33060

Address Changed: 01/25/2024

Officer/Director Detail

Name & Address

Title P

SHEHADEH, MAHMOUD
1150 EAST ATLANTIC BLVD STE A
POMPANO BEACH, FL 33060

Title VP

SHEHADEH, AHMAD
1150 EAST ATLANTIC BLVD STE A
POMPANO BEACH, FL 33060

Annual Reports

Report Year	Filed Date
2024	01/25/2024
2025	03/19/2025

Document Images

03/19/2025 -- ANNUAL REPORT	View image in PDF format
11/18/2024 -- Amendment and Name Change	View image in PDF format
01/25/2024 -- ANNUAL REPORT	View image in PDF format
11/06/2023 -- Domestic Profit	View image in PDF format

Florida Department of State, Division of Corporations

POWER PETROLEUM

Agostina Vacca <agostina@powerpetroinc.com>

Credit Card Payment Under Review

noreply@mypaymentportal.com <noreply@mypaymentportal.com> Tue, Apr 1, 2025 at 1:42 PM
To: agostina@powerpetroinc.com

Thank you For Your Payment!

Your Payment to Highlands County BOCC is currently under review by CiviTek. You may receive a separate email from payment@civiteksolutions.com with a request for additional information about this transaction. You will receive an additional e-mail once the payment has been reviewed. Fraudulent credit card payment transactions may result in a monetary loss to you without recourse.

Please note, if this is a child support payment you may not be relieved from any child support enforcement related action until your payment is actually accepted by Highlands County BOCC.

If you have questions about your payment, please call Civitek, toll free, at 1-866-611-1104.

Tue Apr 01 13:42:58 EDT 2025

Payment Receipt Number: 14540654

Amount: $750.00

Fee: $5.00

Grand Total: $755.00

CIVITEK
Civic service powered by technology

civiteklogo-email.png
5K

RESOLUTION NO. 23-24-64

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE ZONING CHANGE FOR THAT PROPERTY IDENTIFIED BY THE HIGHLANDS COUNTY PROPERTY APPRAISER THROUGH PARCEL ID# C-33-37-30-020-00C0-0010; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF ZONING CHANGE AND ZONING ATLAS AMENDMENT; PROVIDING FOR GENERAL CONDITIONS, RESTRICTIONS AND LIMITATIONS; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Highlands County Code of Ordinances, Section 12.03.401, the Property Owner of that property identified by the Highlands County Property Appraiser through Parcel ID# C-33-37-30-020-00C0-0010 (Property), has requested a change to the existing zoning classification on the Property for the specific purposes of furthering economic development objectives; and

WHEREAS, the County has determined that the proposed modification is consistent with FLU Policy 1.1.A., which states that the Future Land Use Element shall be used as a common framework to govern land use decisions by the public sector and to guide the development activities of the private sector; and

WHEREAS, the County has determined that the proposed modification is consistent with the goals, objectives and policies of the Highlands County 2030 Comprehensive Plan (Plan); and

WHEREAS, the County has determined that Environmental Clearance, pursuant to NRE Policy 3.3 of the Plan, is not required for the proposed modification; and

WHEREAS, the County has determined that the Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Plan and the Florida Master Site File indicate that there are no known cultural resources on the Property and the proposed modification does not require Historical and Archaeological clearance, pursuant to FLU Policy 7.1 of the Plan, NRE Policy 1.3 of the Plan and the Highlands County Land Development Regulations; and

WHEREAS, all future development actions for the Property shall be made to conform to applicable Plan policies and to the County's Land Development Regulations in effect at the time of any development.

NOW, THEREFORE BE IT RESOLVED, by Highlands County, after public hearing

and comment that:

SECTION 1. Legislative Findings and Intent. Highlands County has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. Approval of Zoning Modification. The official zoning atlas of the County is amended and adopted by changing the zoning designation from Limited Business District, B-2, and Business District, B-4, to Business District Planned Development District, B-3 PD for the following described property, as identified by the Highlands County Property Appraiser through Parcel ID# C-33-37-30-020-00C0-0010 ("Property"):

> A portion of parcel two of Exhibit "A", Official Records Book 2064, Page 1739, of Public Records of Highlands County, Florida and being a portion of West & Barhite Subdivision of East Lake Childs, according to the plat thereof as recorded in Plat Book 1, Page 102a, of the Public Records of Highlands County, Florida, also known as that portion of the Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4) of Section 33, Township 37 South, Range 30 East, Highlands County, Florida, lying east of U.S. Highway 27 and north of State Road 70 and being more particularly described as follows: Commence at the southeast corner of Lot 10, Block D, of said West & Barhite Subdivision of East Lake Childs; thence North 89°35'58" West, along the north right of way of State Road 70, for a distance of 461.94 feet to the Point of Beginning of the parcel of land herein described; thence continue North 89°35'58" West, along said north right of way, for a distance of 338.06 feet; thence North 00°09'18" East, along said north right of way, for a distance of 50.00 feet; thence North 89°35'56" West, along said right of way, for a distance of 431.24 feet to a point on the east right of way of U.S. Highway 27; thence North 00°13'48" East, along said east right of way, for a distance of 1218.01 feet to a point on the north line of said Plat of West & Barhite Subdivision of East Lake Childs; thence South 89°35'56" East along said north line, for a distance of 773.13 feet; thence South 00°24'02" West for a distance of 1268.00 feet to the Point of Beginning. Parcel contains 21.96 acres, more or less.

SECTION 3. General Condition, Restrictions and Limitations. This B-3 PD shall be subject to the conditions, restrictions, and limitations stated in Sections 12.05.242 and 12.05.290 of the Code of Ordinances, Highlands County, Florida (hereinafter referred to as the "Code") except as expressly modified herein, and shall be subject to the development guidelines and requirements listed herein and in the Code of Ordinances, Highlands County, Florida:

A. Development Guidelines and Requirements.

1. The development shall comply with all requirements of the Lake Placid Regional Plan (LPRP) Overlay District as found in Section 12.05.501 of the

Code unless otherwise expressly modified by this Resolution.

2. This Resolution shall be binding upon and inure to the benefit of the Developer, its successors and assigns, including any entity, which may assume any of the rights bestowed, or responsibilities imposed upon the Developer by this Resolution.

3. Any reference herein to any governmental agency or utility company shall be construed to mean any future entity, which may be created or designated as successor to, or which otherwise, possesses any of the powers and duties of, any branch of government, governmental agency or utility company.

4. Whenever this resolution provides for or otherwise necessitates reviews or determinations of any kind subsequent to its issuance, the right to review shall include all directly affected governmental agencies and departments as are or may be designated by the BCC as well as all governmental agencies and departments set forth under applicable laws and legally adopted rules.

5. Failure by the Developer to comply with conditions of this Resolution or proposed development activity determined to constitute a failure to comply with the terms or conditions of this Resolution as provided for in Paragraph A.5. below, shall result in the County suspending approval of all development activity until such time as Developer achieves compliance.

6. The Highlands County Engineer (County Engineer) shall be responsible for monitoring all terms and conditions of this Resolution. For the purposes of this condition, the County Engineer may rely upon or utilize information supplied by any County department or agency and any State or Federal agencies having jurisdiction over the Property or subject matter involved. The County Engineer shall report to the BCC any findings of deviation from the terms and conditions of this Resolution and shall issue a notice of such non-compliance to the Developer. If the deviation is not corrected within a reasonable amount of time, or if the deviation is of such nature that it cannot be corrected within a reasonable amount of time, or if the Developer fails to pursue corrective action, the County Engineer shall recommend that the BCC set a hearing to determine whether a deviation has occurred and if so take appropriate action to ensure compliance with this Resolution.

7. Where required ongoing monitoring indicates that non-compliance with governmental regulatory requirements exists, the Developer shall notify the County immediately and appropriate corrective measures shall be taken by the Developer.

8. Unless otherwise defined herein, the definitions contained in the Highlands County ordinances and codes shall control the interpretation and

construction of any terms of this Resolution.

9. All development undertaken pursuant to this Resolution shall be in accordance with applicable local codes, ordinances, and other laws in effect at the time of permitting except as otherwise specifically provided herein.

10. All development phases shall comply with the PD Conceptual Site Development Plan and the platting and site plan requirements of the Highlands County Land Development Regulations as applicable.

11. Any amendment to Sections 1 through 10 of this Resolution will be subject to applicable provisions of the Highlands County Comprehensive Plan, which are in effect at the time of the amendment. Those portions of the development, which are not affected by a proposed amendment, shall remain vested.

12. The provisions of this Resolution shall in no way preclude the application of any other general government fees or any impact fees regardless of their nature either existing or new including any increases in those fees.

13. Improvement Schedule:

IMPROVEMENT	**COMPLETION**
(ROADWAY) Turn lanes and Entrances	Completed prior to the construction of the 1st commercial building
Internal Roadways	Completed concurrent with each commercial building
Storm Water Management / Retention Ponds	The 2.2-acre water management parcel shall be completed concurrent with the first commercial building, and additional water management retention areas shall be completed concurrent with each additional commercial building.
Landscaping	Completed with each phase and as-builts submitted and approved prior to a Certificate of Occupancy being issued for the respective phase.
Potable water and wastewater facilities	Completed prior to a Certificate of Occupancy being issued for the 1st commercial building.

14. COMPLETION DATES AND REZONING. Construction of the Development subject to this Resolution shall commence within 18 months after the effective date of this Resolution. The Development shall be deemed commenced upon the issuance of the first building permit to construct a commercial building. The foregoing notwithstanding, these time limits may be extended for a reasonable period upon petition of the Developer to the Board of County Commissioners.

15. COMMERCIAL FLOOR AREA. The Development shall include up to but not more than 200,000 square feet, of which shall be limited to a maximum 160,000 square feet of commercial or shall allow 100,000 square feet of commercial uses as allowed in the B-3 District and 100,000 square feet of self-storage.

16. SCHOOL CONCURRENCY. Not applicable.

B. LAKE PLACID 7-11 PLANNED DEVELOPMENT ZONING DISTRICT – The Lake Placid 7-11 B-3 PD Zoning District is hereby established.

1. UNDERLYING ZONING DISTRICT FOR THE PD ZONING. The underlying zoning for the Development is the County's B-3 zoning district (Section 12.05.242 of the Highlands County Land Development Regulations [LDRs]). The Development shall be subject to the other provisions of the Planned Development District (Section 12.05.290, LDRs) and other provisions of the LDRs which are not inconsistent with this Resolution. Should anything in this Resolution conflict with the Lake Placid Regional Plan (LPRP) Overlay District requirements as found in Section 12.05.501 (LDRs), the requirements of the LPRP shall prevail.

2. CONCEPTUAL SITE PLAN. The Development's Conceptual Site Development Plan is incorporated as "Exhibit A" and shall be considered as part of this zoning district. The Conceptual Site Development Plan shows the general location of buildings, amenities, roads and open space. The exact location/configuration of structures and amenities will be subject to further refinement on the final site plan or plat and subject to all requirements of the LPRP Overlay District and the Highlands County Comprehensive Plan. Minor amendments may be requested to the Conceptual Site Development Plan, pursuant to the Highlands County Code of Ordinances. The Final Plat shall be submitted to and approved by the BCC prior to the first building permit and may run concurrent with the Final Site Plan approval.

3. PERMITTED USES. Permitted principal uses and structures in this District shall be in accordance with uses allowed in the B-3 Zoning District.

4. MINIMUM LOT SIZE: The minimum lot size shall be:

   (a) 20,000 square feet each.
   (b) 100 feet width each.

5. ACCESSORY USES. Permitted accessory uses and structures in this District shall only be accessory to the permitted uses when located on the same lot.

6. VARIANCE. Variances to the standards listed in this Resolution may only be made by the BCC as an amendment to this Resolution or as a minor amendment according to the County Code of Ordinances (excepting an increase in intensity).

7. OPEN SPACE & BUILDING LOT COVERAGE. At a minimum the project will provide 20% overall of its gross land area as open space, and a minimum of 10% for each individual parcel. Building lot coverage shall not exceed 80% for the entire development.

8. MINIMUM SET BACK REQUIREMENTS.

   (a) Setback to Development Perimeter: 25 feet, in additional to any functional classification setback as required by Section 12.05.309 of the LDRs.
   (b) Front Yard: 25 feet to internal roadway
   (c) Rear Yard: 15 feet to lot line
   (d) Side Yard: 7 ½ feet to lot line
   (e) Corner Yard: 15 feet to internal roadway

9. HEIGHT. No portion of any structure shall exceed:

   (a) Commercial Retail: 1 story or 35 feet in height
   (b) Commercial Office: 3 stories or 45 feet in height
   (c) Any other permitted use: 3 stories or 45 feet in height

10. SIGNS. Signs are allowed in accordance with the LPRP Overlay District, Section 12.05.501, LDRs.

11. Interconnectivity shall be provided with adjacent properties to the north and east as shown on the Conceptual Site Development Plan. The Property Owner shall be responsible for constructing the required stub out to the north and connection to the east within the boundaries of the Development with each respective phase.

12. Exterior lighting fixtures shall be shielded and directed onto the property so as not to impact adjacent properties.

13. The subject property shall be landscaped consistent with "Florida Friendly" components and in accordance with the Comprehensive Plan and its LPRP Policies.

C. PUBLIC FACILITY REQUIREMENTS:

1. WATER AND WASTEWATER FACILITIES. Off-site public facilities for central potable water and wastewater are not available to the site at the time of this Resolution, however, the developer shall construct necessary on site central potable water and wastewater facilities to meet its demands, which shall be designed to connect to public facilities when they become available.

2. INTERNAL ROADS. Internal roads shall be constructed with travel lanes at a minimum width of 12 feet. All roads internal to the development shall be private roads, owned and maintained by the Property Owners Association. The ownership and maintenance obligation shall be set out in the Deed Restrictions and Property Owners Association documents. A non-exclusive access easement shall be dedicated over, across, and through the internal roads depicted on the Conceptual Site Development Plan for the purpose of providing public safety and government services, and for the purpose of providing the traveling public with access to lots within the Development and any adjacent property for which interconnectivity is required. The owners of lots within the Development shall be responsible for maintenance of all internal roads and only the internal roads depicted on the Conceptual Site Development Plan. Internal roadways shall be constructed in accordance with the Highlands County Technical Standards Manual.

3. UNDERGROUND UTILITIES. All utilities (specifically including electric distribution lines) shall be installed and maintained underground.

D. ENVIRONMENT AND NATURAL RESOURCES:

1. WATER MANAGEMENT. The storm water management system shall be maintained by the Property Owners Association in accordance with all applicable county, state, and federal regulations.

2. LANDSCAPE WATER CONSERVATION. Florida friendly landscaping and water conservation irrigation techniques shall be used on the development that are well suited to the environment in the Lake Placid Regional Plan (LPRP) Overlay District as listed in Division 1 of Article 11 of the Highlands County Land Development Regulations (LDRs). Eighty percent (80%) native plant species as specified by the LDRs must be used. Ecologically viable portions of existing native vegetation should be incorporated into the landscape design to the greatest extent practicable.

3. WATER CONSERVATION. For the purpose of water conservation, the development shall utilize high efficiency (low volume) plumbing fixtures, and

other water conserving devices in all structures and facilities in accordance with applicable building codes.

4. INVASIVE EXOTICS. Invasive Exotic species listed in Highlands County LDRs shall be eliminated if found on-site prior to the first Certificate of Occupancy. The Property Owners Association shall maintain the Development free of the invasive exotic plants.

5. LANDSCAPE. The Developer shall provide the following irrigated landscaped areas, to wit: buffers, setbacks, and open space. The landscape plan shall be submitted with the Final Site Plan. The irrigation system shall be schedule 40 or stronger PVC. The landscaping and irrigation system shall be maintained by the Property Owners Association. Each phase indicated on the Conceptual Site Development Plan shall be treated individually for landscape requirements, with the required landscaping being completed with each respective phase.

6. MONITORING. In addition to any monitoring reports required by this Resolution, copies of any monitoring reports required under other local, regional, state or federal permits, which relate to the environmental and natural resources on the Development, shall be submitted to the County Development Services Director.

E. TRANSPORTATION:

1. TRANSPORTATION IMPACTS. Transportation improvements may require off-site mitigation to satisfy concurrency requirements of the County. Those impacts will be addressed prior to final site plan approval.

2. TRANSPORTATION ENHANCEMENTS. The Developer shall construct all the turn lanes and entrances to the development to Florida Department of Transportation standards. The concurrency mandated facility improvements required for this development shall be in place prior to the issuance of the first building permit for a commercial structure. The Developer may apply for credit pursuant to the County's impact fee ordinance.

3. PRIVATE ROADS. All roads within the development shall be privately owned and maintained. All internal roads shall be completed concurrent with each building permit that the road is providing access for. A non-exclusive access easement shall be dedicated over, across, and through the internal roads depicted on the Conceptual Site Development Plan for the purpose of providing public safety and government services, and for the purpose of providing the traveling public with access to lots within the Development and any adjacent property for which interconnectivity is required. The owners of lots within the Development shall be responsible for maintenance of all internal roads and only the internal roads depicted on

the Conceptual Site Development Plan. Internal roadways shall be constructed in accordance with the Highlands County Technical Standards Manual.

4. IMPACT FEES. Developer may apply to Highlands County for impact fee credits pursuant to the terms of the adopted Highlands County impact fee ordinance.

5. UPDATED TRAFFIC STUDY. The Developer shall provide an updated traffic study pursuant to the Traffic Concurrency Requirements of the Land Development Regulations.

F. PROPERTY OWNERS ASSOCIATION: A property owners association shall be established for the Development (the "Association") prior to the issuance of the first certificate of occupancy, and prior to the conveyance of any parcel by the Developer (or successor developer). The Association's Declaration of Covenants, Conditions and Restrictions (the "Declaration") shall encumber all of the PD Land and shall include the following provisions:

1. COMMON AREA MAINTENANCE. The Association shall be responsible for the maintenance of the common areas (to include but not be limited to private roads, sidewalks, open space, or any exterior fence around the perimeter of the Development, and buffers) within the Development.

2. ROADS. The Association shall own and maintain the internal roads. Said roads shall not be conveyed to the County. A non-exclusive access easement shall be dedicated over, across, and through the internal roads depicted on the Conceptual Site Development Plan for the purpose of providing public safety and government services, and for the purpose of providing the traveling public with access to lots within the Development and any adjacent property for which interconnectivity is required. The owners of lots within the Development shall be responsible for maintenance of all internal roads and only the internal roads depicted on the Conceptual Site Development Plan. Internal roadways shall be constructed in accordance with the Highlands County Technical Standards Manual.

3. IRRIGATION AND LANDSCAPE. The Association shall maintain the irrigation systems, landscaped buffers, setbacks, sidewalks, all other common areas and the water management district mandated systems, all in a good and workmanlike manner.

SECTION 4. Implementation of Administrative Actions. The County Administrator is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 5. Savings Clause. All prior actions of Highlands County pertaining to P&Z 2143, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 6. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the County Administrator and County Attorney, may be corrected.

SECTION 7. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 8. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 9. Effective Date. This Resolution shall take effect immediately after adoption.

DONE AND ADOPTED, this 20th day of February 2024.



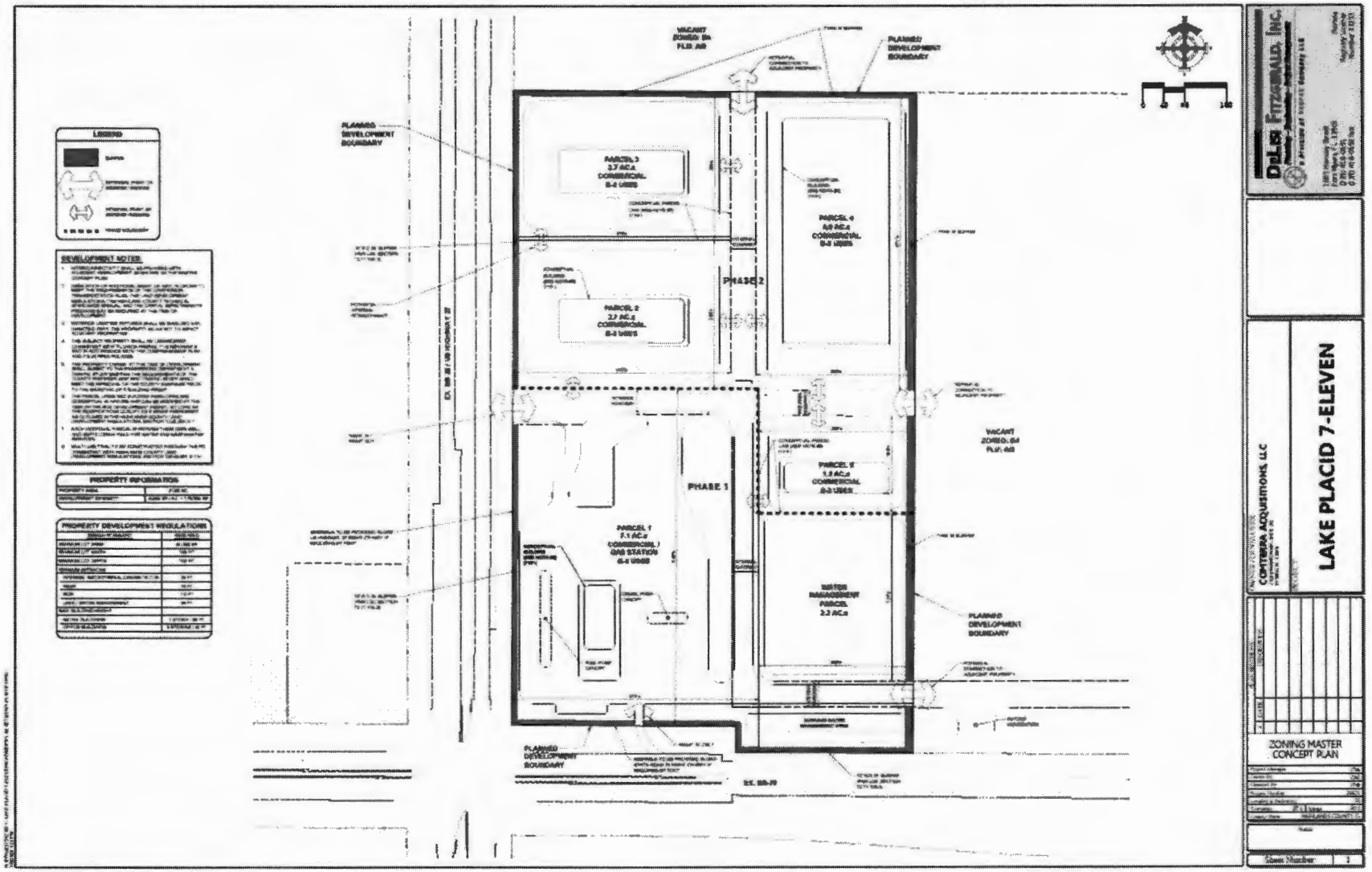
BOARD OF COUNTY COMMISSIONERS
OF HIGHLANDS COUNTY, FLORIDA

By: _____
Kevin Roberts, Chairperson

(SEAL)

ATTEST: _____
Jerome Kaszubowski, Clerk

"Exhibit A"


LEGEND
DEVELOPMENT NOTES:
PROPERTY INFORMATION
PROPERTY DEVELOPMENT REGULATIONS
PLANNED DEVELOPMENT BOUNDARY
PARCEL 3
3.7 AC.±
COMMERCIAL
PARCEL 4
4.9 AC.±
COMMERCIAL
PARCEL 2
2.7 AC.±
COMMERCIAL
PHASE 2
PHASE 1
PARCEL 1
7.1 AC.±
COMMERCIAL /
GAS STATION
PARCEL 5
1.5 AC.±
COMMERCIAL
WATER MANAGEMENT PARCEL
3.2 AC.±
VACANT
ZONED: B4
PLAT: 443
DeLeo FITZGERALD, INC.
CONTRERA ACQUISITIONS, LLC
LAKE PLACID 7-ELEVEN
ZONING MASTER CONCEPT PLAN

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Paul Blackman, Highlands County Sheriff.**

SUBJECT/TITLE: **Request approval to rename a portion of U.S. 27/S.R. 25 between 9200 U.S. 27 South and George Boulevard in Highlands County as the "Deputy William Gentry, JR., Memorial Highway"**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to approve renaming a portion of U.S. 27/S.R. 25 between 9200 U.S. 27 South and George Boulevard in Highlands County as the "Deputy William Gentry, JR., Memorial Highway"

FISCAL IMPACT

No fiscal impact.

Attachments: Gentry Resolution.pdf

RESOLUTION NO. 24-25-152

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE HONORARY DESIGNATION OF A PORTION OF U.S. HIGHWAY 27 AS DEPUTY WILLIAM GENTRY, JR., MEMORIAL HIGHWAY; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR REPEAL OF PRIOR RESOLUTION; PROVIDING SUPPORT FOR HONORARY DESIGNATION; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR DIRECTIONS TO THE CLERK; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 13, 2025, Governor DeSantis approved HB 987, related to the honorary designations of various transportation facilities around the State, including the official designation of that portion of U.S. Highway 27/S.R. 25, between 9200 U.S. 27 South and South George Boulevard in Highlands County, to "Deputy William Gentry, Jr., Memorial Highway"; and

WHEREAS, HB 987 further directed that the Florida Department of Transportation erect suitable markers to identify that portion of U.S. Highway 27/S.R. 25, between 9200 U.S. 27 South and South George Boulevard in Highlands County, as "Deputy William Gentry, Jr. Memorial Highway"; and

WHEREAS, Florida Statutes, Section 334.071(3), and the Florida Department of Transportation Traffic Engineering Manual require the passage of a resolution of support by the affected County before erecting markers for honorary designations of transportation facilities; and

WHEREAS, Highlands County recognizes the service and ultimate sacrifice of Deputy William Gentry Jr., to and for the citizens of Highlands County and the importance of designating that portion of U.S. Highway 27/S.R. 25, between 9200 U.S. 27 South and South George Boulevard in Highlands County, as "Deputy William Gentry, Jr. Memorial Highway."

NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. Legislative Findings and Intent. Highlands County has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. Repeal of Prior Resolution. Highlands County Resolution No. 24-25-034 is hereby repealed in its entirety.

SECTION 3. Support of Honorary Designation. Highlands County hereby pledges its absolute and unwavering support for the honorary designation of that portion of U.S. Highway 27/S.R. 25, between 9200 U.S. 27 South and South George Boulevard in Highlands County as "Deputy William Gentry, Jr., Memorial Highway".

SECTION 4. Implementing Administrative Actions. The County Administrator is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 5. Savings Clause. All prior actions of Highlands County pertaining to the honorary designation of a portion of U.S. Highway 27, as "Deputy William Gentry, Jr. Highway", as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 6. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the County Administrator and County Attorney, may be corrected.

SECTION 7. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 8. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 9. Effective Date and Directions to the Clerk. This Resolution shall take effect immediately upon adoption. The Clerk is hereby directed to furnish a certified copy of this Resolution to the Highlands County Sheriff for transmittal to the Florida Department of Transportation.

PASSED AND ADOPTED this 19th day of August, 2025.

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

By: _____
Arlene Tuck, Chair

ATTEST:

_____
Jerome Kaszubowski, Clerk of Court

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **Aug 19, 2025**

PRESENTER: **Paul Blackman, Sheriff**

SUBJECT/TITLE: **Request to Adopt Resolution 24-25-143 for Budget Amendment 24-25-105 to appropriate Sheriff's Miscellaneous Revenue.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to Adopt Resolution 24-25-143 for Budget Amendment 24-25-105 to appropriate Sheriff's Miscellaneous Revenue.

FISCAL IMPACT

The fiscal impact is an increase to Fund 005 (General) and the overall budget in the amount of $717,747.11 which is being appropriated in cost center 3101 (Sheriff-005), account 51001 (Personal Services Elected Official), and account 56001 (Capital Outlay Elected Official) in the amounts of $417,512.55 and $300,234.56, respectively.

Attachments: Reg.-1382-2024 Stmt of Issue Sheriff's Misc. Revenue.pdf
Attachments: 24-25-105 Appropriate SO Addl Misc Revenue (BA).pdf
Attachments: 24-25-105R Appropriate SO Addl Misc Revenue (Resolution).pdf
Attachments: Reg.-1382-2024 Stmt of Issue Sheriff's Misc. Revenue.pdf

Reg.-1382-2024 **Statement of Issue**

In previous years the Sheriff's Office netted the revenues and expenditures in its financial statements. Our auditors have determined that the Sheriff's Office needs to report the revenue separately as "Charges for Services". Thus, the Extra Duty Services and DEA reimbursement of Overtime revenue in FY 24-25 in the amount of $279,533.00 needs to be reflected as "Charges for Services by the Sheriff's office, along with a corresponding budget increase in the amount of $279,533.00 Law Enforcement Personal Services. There are also DEA reimbursements for overtime and a Hurricane Milton Reimbursement in the amount of $104,927.96 to be reflected as "Charges for Services" by the Sheriff's office, along with a corresponding budget increase in the amount of $104,927.96 Law Enforcement Personal Services. For a total increase to "Charges for Services" in the amount of $384,460.96.

In addition, The Sheriff's office receives miscellaneous revenue for asset dispositions for vehicles. Thus, the revenue collected in FY 24-25 in the amount of $56,725.00 and miscellaneous revenue for Avon Park Law Enforcement for vehicles in the amount of $210,347.00 that both need to be reflected as "Capital Outlay" by the Sheriff's Office, along with a corresponding budget increase in the amount of $300,234.56 in Law Enforcement "Capital Outlay" for a total increase in the amount of $684,695.52.

REVIEWED
O.M.B DEPARTMENT
August 12, 2025
BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS
(Transfers over $5,000 require Board approval)

DATE: **7/28/2025** SUBMITTED BY: **Sheriff**

FUND(S): **005** FUND TITLE(S): **General** COST CENTER(S) #: **3101**

PROJECT(S) #: PROJECT TITLE(S): COST CENTER TITLE(S): **Sheriff-005**
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	005		3421001	Law Enforcement Services Other		0.00	417,512.55		417,512.55
R	005		3640000	Disposition of Fixed Assets		0.00	300,234.56		300,234.56
E	005	3101	51001	Personal Services Elected Official		21,154,592.00	417,512.55		21,572,104.55
E	005	3101	56001	Capital Outlay Elected Official		171,750.00	300,234.56		471,984.56
									0.00
									0.00

REASON: **To appropriate Miscellaneous Revenue collected into FY 24/25 as recommended by the County Auditors**

OFFICE USE ONLY

OMB RECOMMENDATION:

_____ Approval

_____ Denial

REQUEST # **24-25-105**

ACTION:
Board _____ Approved _____ Denied
County Administrator _____ Approved _____ Denied

SIGNATURE: _____

DATE: ____ / ____ / ____

TRANSFER TYPE:

_____ ITEM TO ITEM
_____ RESERVE
XX BY RESOLUTION
_____ SUPPLEMENTAL BUDGET

Signature: _____

Posted by Clerk: _____

Form Revised 08/05/2020

RESOLUTION NO. 24-25-143

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 24-25-105 TO THE GENERAL FUND; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Section 129.06, (Execution and Amendment of Budget) provides that the Board of County Commissioners may by resolution amend its budget; and

WHEREAS, Highlands County has determined that the following budget amendment is necessary and proper within the General Fund.

NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY, FLORIDA AS FOLLOWS:

SECTION 1. **Legislative Findings and Intent.** Highlands County has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. **Approval of Budget Amendment.** Budget Amendment 24-25-105 is hereby approved and authorized to appropriate the Sheriff's Miscellaneous Revenues into FY 24-25, as recommended by the Auditors, in the amount of $717,747.11.

SECTION 3. **Implementation of Administrative Actions.** The County Administrator is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 4. **Savings Clause.** All prior actions of Highlands County pertaining to the budget amendment approved hereby, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. **Scrivener's Errors.** Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the County Administrator and County Attorney, may be corrected.

SECTION 6. **Conflicts.** All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. **Severability.** If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. **Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 19th day of August, 2025.

HIGHLANDS COUNTY, FLORIDA

By:_____
Arlene Tuck, Chairperson

ATTEST:

_____
Jerome Kaszubowski, Clerk of Court

Reg.-1382-2024 **Statement of Issue**

In previous years the Sheriff's Office netted the revenues and expenditures in its financial statements. Our auditors have determined that the Sheriff's Office needs to report the revenue separately as "Charges for Services". Thus, the Extra Duty Services and DEA reimbursement of Overtime revenue in FY 24-25 in the amount of $285,733.00 needs to be reflected as "Charges for Services by the Sheriff's office, along with a corresponding budget increase in the amount of $285,733.00 Law Enforcement Personal Services. There are also DEA reimbursements for overtime and a Hurricane Milton Reimbursement in the amount of $131,779.55 to be reflected as "Charges for Services" by the Sheriff's office, along with a corresponding budget increase in the amount of $131,779.55 Law Enforcement Personal Services. For a total increase to "Charges for Services" in the amount of $417,512.55.

In addition, The Sheriff's office receives miscellaneous revenue for asset dispositions for vehicles. Thus, the revenue collected in FY 24-25 in the amount of $56,725.00 and miscellaneous revenue for Avon Park Law Enforcement for vehicles in the amount of $210,347.00 that both need to be reflected as "Capital Outlay" by the Sheriff's Office, along with a corresponding budget increase in the amount of $300,234.56 in Law Enforcement "Capital Outlay" for a total increase in the amount of $717,747.11.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Brandon Gunn, Parks & Facilities Director**

SUBJECT/TITLE: **Request consideration to waive fees for the Highlands County Family YMCA Soccer Program at the Highlands County Multi-Sports Complex.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Request approval or disapproval of waiving fees for the Highlands County Family YMCA Soccer Program at the Highlands County Multi-Sports Complex.

FISCAL IMPACT

The fiscal impact would be a loss in revenues at the Highlands County Multi-Sports Complex, account 3475100, in the amount of $1,650.00.

Attachments: Statement of Use.pdf
Attachments: Board Letter and Dates.pdf
Attachments: 2025 YMCA Sports Calendar.pdf

Statement of Use

August 19, 2025

2025 Highlands County YMCA

The director of Highlands County Family YMCA, Dimitri Baussan, has sent a letter requesting a waiver of field rental fees and event deposits for games.

The Highlands County YMCA is a non-profit group that is organizing a fall soccer program for ages 2 through 14. They are requesting to use two fields for practices, Monday through Friday, 5:00-8:00 PM for six weeks starting August 18 through to October 3, 2025. Their objective is to host five games per week on Saturdays from 8 am to 12:00 noon, with a tournament taking place on October 4th from 8 am to 4 pm. Both games and tournament will require two fields each. They are also requesting a waiver of the field and concession deposit of $350.00.

54 Practice fields at $15.00 each = $810.00
12 Game fields at $$70.00 each = $840.00

Total Rental Fee $1,650.00

This group must comply with the Highlands County Sports Complex Terms and conditions and provide a minimum of $1,000,000 General Liability for each occurrence with Highlands County named Additional Insured.

Dear Board Members,

On behalf of the Highlands County Family YMCA, I extend our warmest greetings and appreciation for your continued commitment to the well-being of our community. As a nonprofit organization dedicated to youth development, healthy living, and social responsibility, we strive daily to provide meaningful opportunities that enrich the lives of children and families in our area.

One of the greatest needs we currently face is the development and improvement of soccer fields for our youth programs. Soccer remains one of the most popular and inclusive sports for young people, offering vital benefits such as physical activity, teamwork, discipline, and community engagement. Unfortunately, the limited availability and condition of local fields present ongoing challenges in providing a safe, consistent, and quality soccer experience.

We are respectfully seeking your support—whether through land access, partnerships, grants, or other forms of assistance—to help us establish or improve soccer fields that will directly benefit hundreds of children and families. Your involvement would not only enhance our programs but would also serve as a long-term investment in the health and unity of our youth and community.

We would welcome the opportunity to present a more detailed proposal or collaborate on a site visit to further discuss how we can work together on this vital initiative. Thank you for your time, consideration, and continued leadership in making Highlands County a stronger and healthier place for all.

Fields interested in/
Practice fields B&C Monday-Friday
Game Fields B&C Saturday

Field Sizes By Age & in Yards
(12-14 Yrs) 100-130 Long x 50-100 Wide
(10-11) 70-80 Long x 45-55 Wide
(8-9) 55-65 Long x 35-45 Wide
(6-7) 25-35 Long x 15-25 Wide
(4-5) 25-35 Long x 15-25 Wide
(2-3) 25-35 Long x 15-25 Wide

Practice Dates/ Mon-Fri / 5pm-8pm
August 18th- August 22nd
September 1st- September 5th
September 8th - September 12th
September 15th - September 19th
September 22nd- September 26th

September 29th - October 3rd

Game Day / Saturday
August 30th
September 6th
September 13th
September 20th
September 27th

Tournament / Saturday
October 4th

Sincerely,

Dimitri Baussan

Health and Wellness Director
Highlands County Family YMCA

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Highlands County Family YMCA
2025 Sports Calendar

FALL SOCCER

Itty Bitty Age 2-3
COED - Ages 4-14

REGISTRATION:
June 9th - August 1St
LATE
REGISTRATION:
August 2nd - August 9th LATE FEE 20$

PRICE:
COED $99/$119
Itty Bitty $69/$89

SEASON
August- October

BASKETBALL

COED - Ages 5-14

REGISTRATION:
August 18th- September 14th
LATE
REGISTRATION:
September 15th- September 20th
LATE FEE 20$

PRICE:
$99/$119

SEASON
September- November

WINTER SOCCER

Itty Bitty Age 2- 3
COED - Ages 4-14

REGISTRATION:
October 13th - November 8TH
LATE
REGISTRATION:
November 9th- November 14th LATE FEE 20$

PRICE:
COED $99/$119
Itty Bitty $69/$89

SEASON
November - January

FLAG FOOTBALL

COED - Ages 5-14

REGISTRAION:
December 1st - January 17th
LATE
REGISTRATION:
January 18th- January 23rd LATE FEE 20$

PRICE:
$99/$119

SEASON
January - February

SPRING SOCCER

Itty Bitty Age 2- 3
COED - Ages 4-14

REGISTRATION:
February 2nd - March 6th
LATE
REGISTRATION:
March 7th - March 13th LATE FEE 20$

PRICE:
COED $99/$119
Itty Bitty $69/$89

SEASON
March-May

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Sherry G. Sutphen, County Attorney**

SUBJECT/TITLE:

Consideration of Statement of Legislative Intent seeking direction from the Board regarding needed amendments to Sec. 8.5-24 of the Highlands County Code relating to the enforcement and penalty structure for violations of load tarping requirements.

STATEMENT OF ISSUE

RECOMMENDED ACTION

Consensus on instructing staff to draft an ordinance amending Sec. 8.5-24 of the Highlands County Code of Ordinance to: Remove the fixed $50.00 per ton penalty fee for un-tarped loads; Replace it with language stating that the fee shall be established annually during the budget approval process; And incorporate the enforcement of such violations into the County's standard Code Enforcement citation process.

FISCAL IMPACT

The fiscal impact will include staff and legal time required to research, draft, and process the ordinance amendment. The proposed change may enhance administrative efficiency and provide a mechanism for the County to periodically review, and update penalty amounts based on financial needs and policy priorities.

Attachments: SOLI update to Tarp requirement GR.sgs.docx

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: August 19, 2025

PRESENTER: **Sherry G. Sutphen, County Attorney**

SUBJECT/TITLE: **Consideration of Statement of Legislative Intent seeking direction from the Board regarding needed amendments to Sec. 8.5-24 of the Highlands County Code relating to the enforcement and penalty structure for violations of load tarping requirements.**

STATEMENT OF ISSUE

STATEMENT OF LEGISLATIVE INTENT

Section 8.5-24(c) of the Highlands County Code sets forth standards governing the transportation of municipal solid waste, construction and demolition waste, and horticultural trash in unenclosed vehicles, including the requirement that such loads be fully and properly tarped.

Currently, the Code imposes a specific surcharge—an additional tipping fee of $50.00 per ton—for any person transporting an un-tarped load in violation of the ordinance. This static fee structure limits the County’s ability to adjust penalties in response to evolving operational costs, policy needs, or budget priorities.

The purpose of this Statement of Legislative Intent is to seek direction from the Board regarding an amendment to Sec. 8.5-24 to update the language to allow for code enforcement citations to be issued associated with un-tarped loads.

This proposed change would make the ordinance more adaptable and ensure alignment with the County's broader enforcement mechanisms and fiscal planning.

ECOMMENDED ACTION

Consensus on instructing staff to draft an ordinance amending Sec. 8.5-24 of the Highlands County Code of Ordinance to: Remove the fixed $50.00 per ton penalty fee for un-tarped loads; Replace it with language stating that the fee shall be established

annually during the budget approval process; And incorporate the enforcement of such violations into the County's standard Code Enforcement citation process.

FISCAL IMPACT

The fiscal impact will include staff and legal time required to research, draft, and process the ordinance amendment. The proposed change may enhance administrative efficiency and provide a mechanism for the County to periodically review, and update penalty amounts based on financial needs and policy priorities.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **Aug 19, 2025**

PRESENTER: **David Nitz, OMB Manager Laurie Hurner, County Administrator**

SUBJECT/TITLE: **Presentation to consider the Proposed Budget for FY 25/26.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

No Action Required

FISCAL IMPACT

The fiscal impact for the Proposed Budget is the current budget amount of all funds totaling $202,611,188.00..

Attachments: Reg.-1400-2024 Stmt of Issue Proposed Budget Presentation.pdf
Attachments: Proposed 25-26 Budget Presentation - 8-19-25.pdf

Reg.-1400-2024 Statement of Issue

Administration, Board departments, Constitutional Officers and OMB staff have been reviewing the Recommended Budget as presented July 1, 2025, and making numerous changes as directed by the Board and Administration. OMB staff is presenting the Proposed Budget document for the Board's consideration and input.

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

FISCAL YEAR 2025-2026

PROPOSED BUDGET

AUGUST 19, 2025

FY 25-26 Proposed Budget vs FY 24-25 Adopted Budget

FY24-25 Adopted Budget $221,198,343
FY25-26 Proposed Budget $208,466,659

Fund	Fund Title	FY24-25 Adopted Budget	FY25-26 Proposed Budget	Change
420	Energy Recovery	$ 3,275,745	$ 3,668,324	$ 392,579
401	Solid Waste	25,945,445	17,935,781	(8,009,664)
181	Fire Assessment	11,602,043	11,864,989	262,946
110	Transportation	15,971,572	16,052,233	80,661
151	Infrastructure	46,493,893	24,812,609	(21,681,284)
005	General Fund	105,837,449	115,184,724	9,347,275
various	All Other Funds	12,072,196	18,947,999	6,875,803
	Total Budget	**$ 221,198,343**	**$ 208,466,659**	**($ 12,731,684)**

GENERAL FUND

Recommended Budget	$116,509,662
Proposed Budget	115,184,724
Total Changes to Date	($ 1,324,938)

GENERAL FUND FY 25/26 PROPOSED BUDGET VS FY 24/25 ADOPTED - INCREASE

	FY 24/25 Adopted Budget	FY 25/26 Proposed Budget**	Proposed Budget Increase	% Increase
General Fund Depts. - Board	$ 29,264,106	$ 30,589,240	$ 1,325,134	4.53%
BOCC – Other (Mandates, etc)	16,045,419	17,880,817	1,835,398	11.44%
Sheriff	39,723,039	43,680,042	3,957,003	9.96%
Law Enforcement-BOCC	5,816,263	7,023,509	1,207,246	20.76%
E911 Program/Dispatch	1,152,609	1,268,418	115,809	10.05%
Clerk of Courts	5,687,205	5,981,850	294,645	5.18%
Property Appraiser	3,796,798	4,081,674	284,876	7.50%
Tax Collector	2,591,007	2,851,778	260,771	10.06%
Supervisor of Elections	1,761,003	1,827,396	66,393	3.77%
TOTAL	**$ 105,837,449**	**$ 115,184,724**	**$ 9,347,275**	**8.83%**

** Budgeting $13.9 Million Fund Balance to balance

FUND BALANCE POLICY

Audited Fund Balance as of September 30, 2024	$ 58,492,322
Extraordinary Fund Anomalies:	
- ARPA Funds Collected/Unspent	(8,331,165)
- Fire Exemption Buy Down	(3,564,432)
Current Fund Balance budgeted in FY24/25	(10,107,194)
Fund Balance currently budgeted in FY 25/26	(13,861,290)
Remaining Unassigned Fund Balance Available	$ 22,628,241
General Fund Proposed Budget FY 25/26	$ 115,184,724
100% Grant Programs	(7,475,293)
Capital Items	(1,285,176)
Transfers to Other Funds	(8,837,790)
Reserve for Contingency	(506,500)
Total General Fund Balance Per Policy	$ 97,079,965
One Month Expenditures	$ 8,089,997
Number of Months of Available Fund Balance	2.80 Months

FUND BALANCE POLICY

Audited Fund Balance as of September 30, 2024	$ 58,492,322
Extraordinary Fund Anomalies:	
- Add'l Health Insurance Premiums – BOCC staff	(545,000)
- Reduce Millage to 7.35 mils	(2,034,094)
- ARPA Funds Collected/Unspent	(8,331,165)
- Fire Exemption Buy Down (pd in FY25)	(3,564,432)
Current Fund Balance budgeted in FY24/25	(10,107,194)
Fund Balance currently budgeted in FY 25/26	(13,861,290)
Remaining Unassigned Fund Balance Available	$ 20,049,147
General Fund Proposed Budget FY 25/26	$ 115,184,724
100% Grant Programs, Capital, Transfers, Reserves	(18,104,759)
Total General Fund Balance Per Policy	$ 97,079,965
One Month Expenditures	$ 8,089,997
Number of Months of Available Fund Balance	2.48 Months

(3.73 months if no FB used in FY24/25)

FUND BALANCE POLICY

Audited Fund Balance as of September 30, 2024	$ 58,492,322
Extraordinary Fund Anomalies:	
- Add'l Health Insurance Premiums – BOCC staff	(545,000)
- Reduce Millage to 7.10 mils	(4,068,188)
- ARPA Funds Collected/Unspent	(8,331,165)
- Fire Exemption Buy Down (pd in FY25)	(3,564,432)
Current Fund Balance budgeted in FY24/25	(10,107,194)
Fund Balance currently budgeted in FY 25/26	(13,861,290)
Remaining Unassigned Fund Balance Available	$ 18,015,053
General Fund Proposed Budget FY 25/26	$ 115,184,724
100% Grant Programs, Capital, Transfers, Reserves	(18,104,759)
Total General Fund Balance Per Policy	$ 97,079,965
One Month Expenditures	$ 8,089,997
Number of Months of Available Fund Balance	2.23 Months

(3.48 months if no FB used in FY24/25)

FUND BALANCE POLICY

Audited Fund Balance as of September 30, 2024	$ 58,492,322
Extraordinary Fund Anomalies:	
- Add'l Health Insurance Premiums – BOCC staff	(545,000)
- Reduce Millage to 6.60 mils	(8,136,377)
- ARPA Funds Collected/Unspent	(8,331,165)
- Fire Exemption Buy Down (pd in FY25)	(3,564,432)
Current Fund Balance budgeted in FY24/25	(10,107,194)
Fund Balance currently budgeted in FY 25/26	(13,861,290)
Remaining Unassigned Fund Balance Available	$ 13,946,864
General Fund Proposed Budget FY 25/26	$ 115,184,724
100% Grant Programs, Capital, Transfers, Reserves	(18,104,759)
Total General Fund Balance Per Policy	$ 97,079,965
One Month Expenditures	$ 8,089,997
Number of Months of Available Fund Balance	1.72 Months

(3.04 months if no FB used in FY24/25)

General Fund - Currently @ 7.60 mils with $13,861,290 Budgeted in Fund Balance

---

Budget Options:

- **Items for Consideration** (currently not in the budget):
  - Health Insurance Increase Eff. 1/1/26 (up to) $ 545,000
  - Possible Health Insurance Fund Cash Infusion $???

- Reduce Millage to 7.35 mils (-.25 mils) $(2,034,094)
- Reduce Millage to 7.10 mils (-.50 mils) $(4,068,188)
- Reduce Millage to 6.60 mils (-1.0 mils) $(8,136,377)

- Combination of any of the above

CFS SUMMARY (5 YEARS)

CAPITAL BUDGET SUMMARY	FY24-25		FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
TRANSPORTATION							
Road & Bridge Resurfacing	640,000	*	742,846	757,703	772,857	788,314	804,080
Road & Bridge Reconstruction/Dirt Road Paving	2,189,888	*	2,865,262	2,922,567	2,981,019	3,040,639	3,101,452
Sebring Parkway Maintenance (Transfer for Fund 175)	98,106		101,471	103,500	105,571	107,683	109,838
ADA Transition Plan Improvements	57,432	*	73,224	74,689	76,183	77,707	79,261
TOSIP (Transportation Operational & Safety Improve Prog)	70,332	*	89,672	91,465	93,295	95,161	97,064
ROW Land Acquisition	80,000	*	100,000	100,000	100,000	100,000	100,000
Sebring Phase IV ROW Land Acquisition	320,000						
Daffodil Extension Project (try for Grant)				300,000	300,000		
Drainage Improvement Projects (match funds - large projs)				500,000	500,000	600,000	600,000
ADA Hammock Rd. Multi-Use Path							
Retrofit of County Multi-Use Paths (005/151)	103,658		211,462	215,693	220,007	224,407	
Schumacher Road	100,000		100,000	100,000	100,000		
W College Dr Reconstruction Phase I (50/50)	250,000		680,954	680,954	680,954	680,954	680,954
W College Dr Reconstruction Phase II (50/50)	250,000		789,267	789,267	789,267	789,267	789,266
Mechanic Shop Equipment	68,000	*					
Multi-Purpose Path Maintenance Equipment	24,800	*					
ROW Land Acquisition Sebring Basin	304,000	*					
CR 623 from Mini Ranch Rd to Peters Rd (100% Grant)	3,925,127						
E O Douglas Multi-Use Path (100% Grant) (110)	52,997		65,000				
Purcahse/Install Kenilworth Blvd Fuel Site			120,000				
Cemetery Rd Sidewalk (100% Grant)			75,000				
Desoto Rd Sidewalk (Phil to Desoto City) (100% Grant)			65,000				
RESERVE FOR CONTINGENCY - CAPITAL BUDGET							
Reserve/Matching Funds for Grant Awards	50,000		0	50,000	50,000	50,000	50,000
Reserve	200,000		200,000	200,000	200,000	200,000	200,000
TOTAL EXPENSES FOR GENERATED REVENUES:	**23,475,810**		**26,638,800**	**26,706,889**	**27,445,494**	**23,290,620**	**22,566,591**
Difference:	74,540		455,764	(2,449,035)	(4,133,361)	2,902,229	2,467,816
Unreserved Fund Balance Brought Forward	1,669,631		2,125,395	(323,639)	(4,457,000)	(1,554,771)	913,045

*20[illegible] Reduction

SCHEDULED BUDGET MEETINGS

- September 4, 5:30 PM – 1st Public Hearing Tentative Budget
- September 16, 5:30 PM – 2nd Public Hearing Tentative Budget

Discussion Questions



HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Dawn Ritter, Natural Resources Manager**

SUBJECT/TITLE: **Request approval to apply for the Florida Defense Support Commissions Grant for funds to acquire lands for conservation and Avon Park Airforce Range buffering.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to approve to apply for the Florida Defense Support Commissions Grant for funds to acquire lands for conservation and Avon Park Airforce Range buffering.

FISCAL IMPACT

Up to $2,000,000.00 to the general fund and cost center 6303.

Attachments: Statement of Issue-grant .pdf

Statement of Issue:

The Natural Resources team would like to apply for a no cost share grant for the Florida Defense Support Commission with the support of the Avon Park Air Force Range. This opportunity allows Highlands County to acquire lands for conservation and military base buffering. This is a follow up for the Military Installation Readiness Review (MIRR) and Avon Park Sentinel Landscape.

The Avon Park Air Force Range has assisted with Highlands County in the past approximately ten years ago regarding this grant funding. Avon Park Air Force Range will also try to support REPI funding for this grant if awarded.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Kelsey Whidden, CFM, Floodplain Manager/NPDES Coordinator**

SUBJECT/TITLE: **Request to authorize the County Administrator permission to submit the grant application for The Florida Department of Environmental Protection (FDEP) Resilient Florida Grant.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to approve submittal of grant application for The Florida Department of Environmental Protection (FDEP) Resilient Florida Grant.

FISCAL IMPACT

If approved, the fiscal impact will be a positive of $500,000 to the budget.

Attachments: Resilient Florida Grant Agenda Item - SOI 8-19-25.pdf

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: August 19, 2025

PRESENTER: Kelsey Whidden, CFM, Floodplain Manager/NPDES Coordinator

SUBJECT/TITLE: Request to approve submittal of grant application for The Florida Department of Environmental Protection (FDEP) Resilient Florida Grant.

STATEMENT OF ISSUE

The FDEP is accepting proposal applications with Resilient Florida Grant Program. This program includes bolstering resilience and supporting counties and municipalities in assessing vulnerabilities, developing adaptation plans, and funding to assist in addressing data gaps.

This is a planning grant requested in the amount of $500,000 with no match requirement. The deadline for submitting the grant application is September 1, 2025. It is our intention to bolster GIS data for the Stormwater Asset layer, which will improve flood resiliency and compliance with our NPDES program, as well as a Natural Resources Management Plan to update the County's conservation layer.

Stormwater Division of Engineering has been communicating with members from Central Florida Regional Planning Council (CFRPC) and would like to partner with them on this effort. This round of grant applications requires that the County has participated in a Vulnerability Assessment and CFRPC has been the grant manager for the prior Resilient Florida grant.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: August 19, 2025

PRESENTER: Laurie Hurner, County Administrator

SUBJECT/TITLE: Commissioner's Priorities and the Project Status Report.

STATEMENT OF ISSUE

RECOMMENDED ACTION

None. This information is being provided for informational purposes only.

FISCAL IMPACT

There is no fiscal impact.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER: **Sherry G. Sutphen, County Attorney**

SUBJECT/TITLE: **County Attorney Status Report as of August 14, 2025.**

STATEMENT OF ISSUE

RECOMMENDED ACTION

None, this item is for informational purposes only.

FISCAL IMPACT

No fiscal impact.

Attachments: Long_Range_Legal_Log_8.14.25.docx

LONG RANGE ATTORNEY LOG

***Bolded/underlined** language identifies updates*

Matter	Notes
Employee Manual revisions	The legal team is currently focusing on clarifying Disaster Pay, Holiday Pay, and the travel policy in the new Personnel Manual that will come before the Board for approval later this year.
Hospital sale issues	The Hospital Board has hired a law firm out of Tallahassee to draft proposed legislation that will assist the County with the ultimate sale of the hospital. The County Attorney's Office will help the process in any way requested in order to meet the Board's objective of selling the hospital.
Annexation of Enclaves and Right of Way Transfers (Formerly ISBA Process)	Jerry Buhr contacted me a week ago to inform me that the City of Avon Park is on hold with the original planned annexation and right of way transfer until the developer decides what it wants to do.
Revisions to organization of Advisory Board and Committees	The County Attorney's Office continues to work on revisions to the creation documents for the various boards and committees. **The Lake Istokpoga Management Committee (LIMC) and the Natural Resources Advisory Commission (NRAC) are anticipated to be coming forward next.**
Update/Repeal of County policies which have been individually adopted, and which are not part of a codified manual	This refers to day to day operational type policies of Administration and the various Departments which are not part of the code of ordinances, employment manual or Land Development Code. The Records Custodian for the County has started the researching the County's records to reveal all such policies.
Purchasing Policy revisions	The County Attorney's Office continues to work with Purchasing on the agreed framework for the new Procurement Manual, in addition to making revisions to the platform and documentation for solicitations.

Fee Schedule	The County Attorney's Office is working with County staff to ensure that the County's Fee Schedule is being applied as permissible and consistently. **In analyzing landfill and other solid waste related fees, it was discovered that an amendment to the Highlands County Code of Ordinances will need to be enacted prior to amending the fee schedule relating to the same. Accordingly, a Statement of Legislative Intent regarding a proposed amendment to Section 8.5-24(c) of the Highlands County Code of Ordinances is being presented to the Board at the August 19, 2025 meeting.** We are also in the process of drafting documents to ensure that the fee revisions do not negatively impact the County's Solid Waste Contract and the Municipalities.
TDC Grant Application and Agreement	The County Attorney's Office is working with TDC staff to revise the current Grant Application and associated Agreement.
Facility Use Agreement	The County Attorney's Office is working with County staff to revise the current Facility Use Agreement.
Code of Ordinances	The County Attorney's Office is reviewing the County's Code of Ordinances to identify obsolete ordinances that should be repealed or updated. Currently, the trespass ordinance and Land Development Regulations are being reviewed, and recommendations will be coming to the Board for approval in the coming months.
Local Business Tax Act	The County Attorney's Office has attended meetings with all of the Commissioners regarding the re-establishment of the Business Tax Receipt (BTR) to understand the expectations of each. The County Attorney's Office is now completing additional research based on discussions with each Commissioner. A meeting was held with the Tax Collector and he has requested that this requirement be implemented in 2026 because of other new responsibilities that he is taking on in 2025. **Accordingly, this will be revisited in 2026.**
Legislative Session Updates	The County Attorney's Office continues to monitor several bills that will impact our County and/or our County Departments and the services we provide and will report to the Board accordingly.
Housing (SHIP) Mortgage Documents	The County Attorney's Office will be reviewing and revising the SHIP Mortgage documents including the Satisfaction of Mortgage and Release documents to accommodate issues that we have been experiencing with title companies and with amending documents as necessary based on changes to the SHIP arrangement with property owners.
Ordinance changes for Fire Rescue	The County Attorney's Office **has completed its initial draft with Highlands County Fire Rescue. Additional research now needs to be conducted and the final draft will then be prepared to bring before the Board in the next few meetings.**
Code Enforcement	The County Attorney's Office is working with Code Enforcement to prioritize liens which are appropriate for foreclosure and violations which are appropriate for nuisance type lawsuits. A meeting was held to plan for the Board Workshop related to Code Enforcement options.
IMWID Ordinance Revisions	The County Attorney's Office in conjunction with County Administration is working with certain District landowners to find a solution to deal with the lack of funding to further maintain the District infrastructure.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: **August 19, 2025**

PRESENTER:

SUBJECT/TITLE: **Board payables from August 19, 2025, through September 4, 2025**

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move approval of board payables

FISCAL IMPACT