

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, February 16, 2021
9:00 AM
600 S. Commerce Ave. Sebring, FL 33870
AGENDA

1 MEETING CALLED TO ORDER: Invitation to fill out “citizens not on the agenda” forms. Please silence all cell phones and devices.

2 INVOCATION

3 PLEDGE OF ALLEGIANCE

4 ANNOUNCEMENTS

The Children’s Services Council will hold a general body meeting on Wednesday, February 17, 2021 at 8:00 a.m. in the Board room, 600 S. Commerce Ave., Sebring or via TEAMS Live 1 (904) 638-2711 Conference Code: 657072228#

The Recreation and Parks Advisory Committee will meet on Thursday, February 18, 2021 at 2:00 p.m., in the Board room, 600 S. Commerce Ave., Sebring

The Children’s Advocacy Center Advisory Board will meet on Monday, February 22, 2021 at 2:00 p.m. in the Bert J Harris Auditorium, 4509 George Blvd., Sebring or via TEAMS Live 1 (904) 638-2711 Conference ID: 69253400#

The Healthy Families Highlands Advisory Board Subcommittee of Children’s Services Council will meet on Tuesday, February 23, 2021 at 9:00 a.m. at 7205 S. George Blvd., Sebring

The Heartland Library Cooperative will hold a Governing Board Meeting on Wednesday, February 24, 2021 at 10:30 a.m. at the Hardee County Library, 315 N. 6th Ave., Wauchula

The Hospital District Board will meet on Thursday, February 25, 2021 at 1:15 p.m. in the Board room, 600 S. Commerce Ave., Sebring

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

6.A *COVID Update*
 Tosh Reiss, Emergency Management Manager
 No fiscal impact

6.B *Presentation to Meghan DiGiacomo, named one of Top 50 Economic Developers in North America.*

7 CITIZENS NOT ON THE AGENDA

8 CONSENT AGENDA

- 8.A *Request approval to pay all duly authorized bills February 16, 2021.*
- 8.B *Presentation of Interim Financial Report of Key Operating Performance Measures for the 1st Quarter of Fiscal Year 2021 (as of December 31, 2020)*
Clerk of Court's Director of Accounting and Finance Sally B. Hood
No fiscal impact
[FY 2021 Court-Related and Other Misc Funds Memo December 2020.pdf](#)
- 8.C *Request approval for the reappointment of Suzanne Hunnicutt as a regular member of the Zoning Board of Adjustment (BOA) and the Planning and Zoning Commission/Local Planning Agency (P&Z).*
Rachel Barry, Zoning Supervisor
No fiscal impact
[Resume S Hunnicutt.pdf](#)
- 8.D *Request to approve the appointment of John Story of Sebring International Raceway as a Regular Member to the Tourist Development Council, term expiring May, 2025 fulfilling the Tourism Interest vacancy.*
Casey Hartt, Tourism Development Lead Marketing Consultant
No Fiscal Impact
[TDC Application. John Story.docx](#)
[Jan.28.2021 Draft TDC Min.docx](#)
- 8.E *Request to waive Landfill tipping fees for Great American Clean-Up in Highway Park*
Clinton Howerton, Jr., P.E., County Engineer
Landfill staff estimates that The Great American Cleanup in Highway Park will haul an estimated eight (8) tons of Class 1 waste at a cost of \$45.00 per ton for a total of \$360.00 to be waived. The figures are based upon The Council's estimate of three (3) roll off bins for this event.
[Highway Park Clean-Up Request 2021.pdf](#)
[Highway Park cleanups.pdf](#)
- 8.F *Request approval of a NewEvent Tourist Development Tax Grant in the amount up to \$20,000 for the 2021 Bono Bilt Wrestling Tournament (May 14-16, 2021).*
Casey Hartt, Lead Marketing Consultant
This approval will allocate up to \$20,000 total in fiscal year 20/21 from Fund 152 (Tourist Development Trust). This Agreement is in the FY 20/21 Adopted budget in cost center 5305 (Tourist Dev – Marketing and Promotion), and account 53400 (Contractual Services).
[Bono Bilt Wrestling TDC grant application.pdf](#)
[Bono Bilt Grant Contract.pdf](#)
[Jan.28.2021 Draft TDC Min.docx](#)

- 8.G *Request to approve pay without a Purchase Order, Bell & Roper, P.A. Invoices for County Attorney Services*
Randy Vosburg, County Administrator
Services received are for multiple departments and cost centers. The total with this approval is 91.6 hours for a total of \$16,488.00.
- 8.H *Request approval of Comcast Enterprise Services Amendment.*
Thomas S. Haralson, Chief Information Officer
There is no fiscal impact with the approval of this agreement. However, without the agreement, Comcast would charge the County taxes and fees as allowed for interstate traffic.
[Comcast - Intrastate Tax Service Jurisdiction Amendment 121720KWE.pdf](#)
- 8.I *Request approval of Budget Amendment 20-21-052 to realign the FY20-21 in the Coronavirus Relief Fund (CRF) Disaster Program.*
Lucy Castillo, Housing Programs Coordinator
There is no fiscal impact to Fund 162 (Affordable Housing Assistance) or the overall budget. This budget amendment is realigning funds in FY20-21 in the amount of \$21,213.32 into cost center 5342 (State Housing Initiatives Partnership).
[20-21-052 Proj 19055 COVID-19 Housing Assistance \(BA\).pdf](#)
- 8.J *Request approval of Budget Amendment 20-21-054 to move the Capital Projects Manager's expenditures from cost center 2104 to 2672.*
David Nitz, OMB Manager
There is no fiscal impact to Fund 005 (General) or the overall budget. This budget amendment is transferring \$85,811 from cost center 2104 (County Administrator) to cost center 2672 (Facilities Management).
[20-21-054 Capital Projects Manager Salary Transfer \(BA\).pdf](#)

9 CONSENT AGENDA (2): Request approval to pay all bills with voting conflicts

10 PUBLIC HEARING

- 10.A *Public hearing to consider adoption of P&Z Hearing No. 2068, modifying the existing Mobile Home Subdivision with a Flexible Unit Development District (M-1 FUD) for 10 parcels, and the existing Two-Family Dwelling with a Flexible Unit Development District (R-2 FUD) for 1 parcel, spread throughout the Covered Bridge Community.*
Melony Culpepper, Planning Supervisor
There is no fiscal impact.
[Staff Report P&Z 2068 for BCC Covered Bridge.pdf](#)
[Application P&Z 2068 - Covered Bridge Community.pdf](#)
[Resolution P&Z 2068 - Covered Bridge Community.pdf](#)
- 10.B *An Ordinance of the Board of County Commissioners of Highlands County, a political subdivision of the State of Florida, Pertaining to an Amendment to the Highlands County Code of Ordinances, Chapter 2, Administration; Providing for Legislative Findings and Intent; Providing for Amendment to Chapter 2, Administration, Article X, Issuance of Warrants, Section 2-234, Approval; Providing for the Implementation of Administrative Actions; Providing a Savings Clause; Providing for Codification and Scrivener's Errors; Providing for Conflicts; Providing for Severability; and Providing an*

Effective Date.

Sherry Sutphen, County Attorney

No fiscal impact

[Notice of Public Hearing.pdf](#)

[Ordinance revising section 2-324 - Final.SGS.pdf](#)

11 ACTION AGENDA

- 11.A *Request approval to move forward with the sale of 104 County owned surplus properties and provide the Chair the authority to execute the Sale and Purchase Agreements and Deeds.*

Brandon Gunn, Purchasing Agent

The fiscal impact is revenue totaling \$780,896.55 to the General Fund from sale of the properties and the properties will be back on the Tax Roll.

[Granicus Notice.pdf](#)

[Notice of Intent.pdf](#)

12 COUNTY ADMINISTRATOR AND LEGAL

- 12.A *County Attorney Status Report*

Sherry Sutphen, County Attorney

There is no fiscal impact.

[COUNTY ATTORNEY LOG.pdf](#)

- 12.B *Commissioner's Priorities and the Project Status Report*

Randy Vosburg, County Administrator

No Fiscal Impact.

[Status - Commissioner's 2021 Priorities \(FINAL\) 2.16.2021.pdf](#)

[Status - Project Updates \(FINAL\) 2.16.2021.pdf](#)

- 12.C *Discussion of commission priorities*

Randy Vosburg, County Administrator

No fiscal impact at this time

13 COMMISSIONERS

14 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 later than 48 hours in advance to permit coordination of the service.

Please note our new website address: www.highlandsfl.gov/

Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously 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.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: 2/16/2021

PRESENTER: Tosh Reiss, Emergency Management Manager

SUBJECT/TITLE: COVID Update

RECOMMENDED ACTION

None

FISCAL IMPACT

No fiscal impact

Attachments:

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER: Leah Sauls, Development Services Director

SUBJECT/TITLE: Presentation to Meghan DiGiacomo, named one of Top 50 Economic Developers in North America.

STATEMENT OF ISSUE

It is with great pleasure that Consultant Connect announces North America's Top 50 Economic Developers of 2021! Each individual on this list has been nominated by someone in the economic development and site consultant communities. These winners represent a group of individuals who are continually fighting for their communities and making waves with their leadership.

Starting February 2, each recipient will be honored as we take a virtual "road trip" through North America, featuring each person and their community on our social media channels of Twitter and LinkedIn. In addition, learn from the best of the best as they will be featured on our America's Jobs Team Podcast.

Congratulations to Meghan on this honor, it is well deserved!

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER:

SUBJECT/TITLE: Request approval to pay all duly authorized bills February 16, 2021.

RECOMMENDED ACTION

Move approval to pay all duly authorized bills February 16, 2021.

Attachments:

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER: Clerk of Court's Director of Accounting and Finance Sally B. Hood

SUBJECT/TITLE: Presentation of Interim Financial Report of Key Operating Performance Measures for the 1st Quarter of Fiscal Year 2021 (as of December 31, 2020)

STATEMENT OF ISSUE

Presentation of the Interim Financial Report of Key Operating Performance Measures as of December 31, 2020.

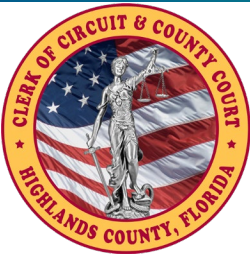
RECOMMENDED ACTION

Move to accept into the record the presentation of Interim Financial Report of Key Operating Performance Measures for the 1st Quarter of Fiscal Year 2021 (as of December 31, 2020)

FISCAL IMPACT

No fiscal impact

Attachments: [FY 2021 Court-Related and Other Misc Funds Memo December 2020.pdf](#)



Jerome Kaszubowski
Clerk of Circuit Court & Comptroller
Highlands County, Florida

CLERK OF CIRCUIT COURT
CLERK OF COUNTY COURT
COUNTY AUDITOR
COUNTY RECORDER
CLERK TO THE BOARD OF COUNTY COMMISSIONERS

590 S COMMERCE AVE
SEBRING FL 33870-3867
PHONE (863) 402-6565
FAX (863) 402-6768

MEMORANDUM

Date: February 16, 2021

To: Highlands County Board of County Commissioners

**From: Sally B. Hood, Director of Accounting and Finance
Highlands County Clerk of Courts**

**Subject: Court-Related and Other Miscellaneous Funds Revenue and Expenditures for the
Board of County Commissioners**

Following is a summary of various court-related and other miscellaneous funds revenue and expenditures for October through December 2020.

Fund	Reference	Quarterly Revenues	Quarterly Expenditures	Fiscal Year Expenditure Budget Balance
122	E911 Operations Fund	\$ 31,374.50(a)	\$ 486,940.45	\$ 681,716.55
131	Intergovernmental Radio Communications Fund	21,929.52	389,430.48	2,000.52
140	Law Enforcement Education Trust Fund (Ord. No. 98-16 and 98-17)	6,890.94	0.00	22,595.00
149	Dori Slosberg Driver Education Safety Act (Ord. No. 02-03-2 and 10-11-03)	6,812.02	0.00	20,000.00
176	State Court Facilities Trust Fund (F.S. 318.18 and Ord. No. 02-03-23)	40,487.43	31,294.55	268,053.15
177	Court Innovations (F.S. 939.185 and Ord. No.03-04-23)	4,972.71	0.00	103,500.00
177A	Law Library (F.S. 939.185 and Ord. No.03-04-23)	4,811.19	4,811.19	14,038.81
177B	Legal Aid Program (F.S. 939.185 and Ord. No.03-04-23)	4,794.19	8,483.84	43,466.16
177C	Juvenile Alternative Program (F.S. 939.185 and Ord. No.03-04-23)	4,844.30	0.00	18,850.00
160	Teen Court – F.S. 939.19(5) (Clerk Fund)	4,726.29	4,063.43	N/A

(a) Revenues received from the state lag 2-3 months.

Please do not hesitate to contact our office if you need additional information.

Thank you.

cc: Jerome Kaszubowski, Clerk of Courts
Randy Vosburg, County Administrator
Darlene Stoelton, Senior Director Court Services
Paul Blackman, Sheriff
Garrett Roberts, General Counsel, Sheriff's Office



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER: Rachel Barry, Zoning Supervisor

SUBJECT/TITLE: Request approval for the reappointment of Suzanne Hunnicutt as a regular member of the Zoning Board of Adjustment (BOA) and the Planning and Zoning Commission/Local Planning Agency (P&Z).

STATEMENT OF ISSUE

Mrs. Hunnicutt's current term is set to expire on February 21, 2021, which will leave a vacancy for the Zoning Board of Adjustment (BOA) and the Planning and Zoning Commission/Local Planning Agency (P&Z). Mrs. Hunnicutt has applied to be reappointed for another four (4) year term.

RECOMMENDED ACTION

Move to approve the reappointment of Suzanne Hunnicutt as a regular member of the Zoning Board of Adjustment (BOA) and the Planning and Zoning Commission/Local Planning Agency (P&Z).

FISCAL IMPACT

No fiscal impact

Attachments: [Resume S Hunnicutt.pdf](#)

Resume'

(To request appointment to a board, committee, authority or other special activity)

Name **SUZANNE HUNNICUTT**

Address: **1825 N. OLEANDER DR. AVON PARK, FL 33825**

Phone: **863-381-1122**

I wish to be appointed to the following board, committee, authority or special activity of the

Highlands County Board of County Commissioners: **ZONING BOARD OF ADJUSTMENT & PLANNING & ZONING COMM.** as a: ☒ regular member ☐ alternate ☐ advisory only

Employment experience

Current: **RETIRED**

~~Brief description:~~ **ARCHITECT W/ CHASTAIN-SKILLMAN, INC. - 29 YEARS**

Previous: **ENGINEERING SERVICES MANAGER AND CAPITAL PROJECTS**

Brief description: **MANAGER W/ HIGHLANDS COUNTY BOCC - 5 YEARS**

Education/special training

High School: **AVON PARK HIGH SCHOOL**

College: **UNIVERSITY OF FLORIDA - BACHELOR AND MASTER OF ARCHITECTURE**

Special training:

Activities & interests: **GARDENING, GOLF, TRAVELING**

List any boards or committees to which you are currently appointed, elected offices held, or law enforcement positions held:

ZONING BOARD OF ADJUSTMENT MEMBER

PLANNING & ZONING COMMISSIONER

Are you related to any county employee or county commissioner?

Yes

☒ No

Name of relative:

Relationship:

Important:

The Highlands County Board of County Commissioners has an adopted Code of Conduct for persons serving on committees, boards, and panels appointed by the Highlands County Board of County Commissioners. Part II, number 10, of the Code of Conduct prohibits Being convicted of a felony or first degree misdemeanor as defined by Florida Statutes or any other crime involving moral turpitude. Have you ever been convicted of a crime that would preclude you from serving on a committee, board or panel? Yes ☒ No

Signature



Date submitted

12/8/2020

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: Feb 16, 2021

PRESENTER: Casey Hartt, Tourism Development Lead Marketing Consultant

SUBJECT/TITLE: Request to approve the appointment of John Story of Sebring International Raceway as a Regular Member to the Tourist Development Council, term expiring May, 2025 fulfilling the Tourism Interest vacancy.

STATEMENT OF ISSUE

As per Florida Statutes Section 125.0104(4) (e) the governing board of each county which levies and imposes a tourist development tax under this section shall appoint an advisory council to be known as the "Highlands County Tourist Development Council." The council shall be established by ordinance and composed of nine (9) members who shall be appointed by the governing board. The chair of the governing board of the county or any other member of the governing board as designated by the chair shall serve on the council. Two (2) members of the council shall be elected municipal officials, at least one (1) of whom shall be from the most populous municipality in the county or sub county special taxing district in which the tax is levied. Six (6) members of the council shall be persons who are involved in the tourist industry and who have demonstrated an interest in tourist development, of which members, not less than three (3) nor more than four (4) shall be owners or operators of motels, hotels, recreational vehicle parks, or other tourist accommodations in the county and subject to the tax. All members of the council shall be electors of the county. The governing board of the county shall have the option of designating the chair of the council or allowing the council to elect a chair. The chair shall be appointed or elected annually and may be reelected or reappointed. The members of the council shall serve for staggered terms of four (4) years.

RECOMMENDED ACTION

Move to approve the appointment of John Story of Sebring International Raceway as a Regular Member to the Tourist Development Council, terms expiring May, 2025 fulfilling the Tourism Interest vacancy.

FISCAL IMPACT

No Fiscal Impact

Attachments: [TDC Application. John Story.docx](#)
[Jan.28.2021 Draft TDC Min.docx](#)

TOURIST DEVELOPMENT COUNCIL (TDC)

The TDC was created pursuant to Highlands County Ordinance 01-02-20 and operates in accordance with Florida Statute 125.0104. The TDC administers funds collected from a tourist development tax on occupied transient lodging sales, i.e. hotels/motels, campgrounds and other short-term lodging rental. The funds are designated to promote Highlands County as a preferred visitor destination. The Highlands County Board of County Commissioners appoints the TDC members to four-year terms. The nine-member TDC is typically made up of one representative from the Board of County Commissioners, two municipal officials, 2-3 owners or operators of tourist accommodations (which are subject to the tax) and 2-3 members of the community who are not subject to the tax but have demonstrated an interest in tourism development. All applicants to serve on the Highlands County Tourist Development Council must be electors.

The committee appointment process requires the attached "Application for Committee Appointments" form to be completed, either Online and submitted via e-mail to mdrake@hcbcc.org, or printed and mailed to:

Highlands County Board of County Commissioners
Attn: Michelle Drake
600 S. Commerce Ave.,
Sebring, FL 33870

Additionally, please review the Policy for Appointed Committee for guidelines on serving on a BOCC advisory committee. The Policy is available on the Citizen Committees tab on HCBCC.net.

To learn more about the Highlands County TDC (dba Visit Sebring), please visit [https://visitsebring.com/about/Highlands County Tourist Development Council \(TDC\)](https://visitsebring.com/about/Highlands%20County%20Tourist%20Development%20Council%20(TDC))

APPLICATION FOR APPOINTMENT

Contact Information:

List Name: John Story
List Address: 113 Midway Drive, Sebring FL 33870
List Phone: 863-655-7706
List Email: Jstory@sebringraceway.com

Employment Experience:

List Current Employment and Brief Description:	Sebring International Raceway Senior Director of Marketing, Business Development & Communications
List Previous Employment and Brief Description:	Owned and operated Five Story Communications Co-Owner and President of Revolution Racing, NASCAR's Drive for Diversity team program

Dale Earnhardt Inc. Vice President
Robby Gordon Motorsports CEO & General Manager
Greg Norman Company Director of Communications
International Speedway Corporation (NASCAR) Director of Communications
Walt Disney World Publicist
PGA of America Communications
The Orlando Sentinel Writer & Clerk

Education / Special Training

List High School Attended: Lyman High School, Longwood, Florida

List College Attended: University of Central Florida

List Any Special Training or Education Completed: B.A. in Journalism, UCF

List Activities and Interests: Family, golf, reading, exercise, business and outdoors.

List any boards or committees that you are currently appointed, elected offices held, or law enforcement positions held:

Sebring Chamber of Commerce Board of Directors

Please tell us if you are related to any county employee or county commissioner, and if so, please indicate who you relative(s) are:

No relations.

Important:

The Highlands County Board of County Commissioners has an adopted Code of Conduct for persons serving on committees, boards, and panels appointed by the Highlands County Board of County Commissioners. A copy can be found at www.hcbcc.net. Please indicate by signing below that you have read and understand the adopted Code of Conduct.

Sign here:

List the Date Submitted: January 12, 2021

Highlands County Tourist Development Council Q&A Please
complete the following Questions:

1) What does tourism development mean to you?
Tourism development is communicating and creating events and opportunities for visitors. It is knowing your community's strengths and weaknesses and what its capabilities are. Specific to our area, it is understanding that our proximity to Orlando and our position in the State of Florida is not what draws visitors to Highlands County. Building relationships, exploring opportunities among unique businesses and developing new events are the keys to building tourism.
2) Why do you want to serve on the Tourist Development Council (TDC)?
I see Highlands County as a diamond in the rough, that few people, even those most proud of calling it home, have a vision for. Highlands County will never be Orlando, nor should we want it to be. However, its natural resources, small town southern charm, and especially its position as the home of one of the world's three most famous sports car races and one of the world's most active racing facilities, is a strong base to work from. Strong tourism in Highlands County will not generated alone by the TDC, but rather it must be a partnership between the TDC, the Chamber(s), the CRA and multiple agencies, municipalities, facilities and active citizens.
3) As a council member, how would you promote tourism development for the county?
I promote tourism in Highlands County every day as a full-time job with Sebring International Raceway. Our primary role at the Raceway to attract returning and new visitors to Highlands County, not just on the third weekend of March, but throughout the year. My entire career has been spent developing and promoting events. I believe strongly in what the TDC has started with its amateur sports tourism goals, and most look forward to helping attract events that will drive visitors throughout the year and draw additional attention to the area.
4) What are your goals for Highlands County's tourism development?
Continue what has been started. Help the community and the County trust and believe that investments in tourism development are good for all individuals living in Highlands County and that opportunities exist to fill hotel rooms, restaurants and shops during our areas slowest months. I hope that my background in communications and event operations, especially sport management, will help grow tourism in our community.
5) What TDC events (meetings, education seminars, luncheons, etc...) have you attended?

TDC monthly and/or quarterly meetings. I have regular conversations with Casey Hartt and the Raceway offers its assistance to Fam Groups, media tours and any other opportunities possible.

John Story

3214 Wynstone Court
Sebring, Florida 33875

704-202-9256
johnleonstory@gmail.com

SUMMARY

A high-integrity leader with well-rounded experience in event development and operations, corporate communications, marketing and business development. Skilled writer, public speaker and editor with noteworthy social media, management, marketing and crisis communications abilities. A proven record of managing all aspects of a business team, including P&L oversight, corporate communications, strategic planning, crisis communications, event development, media relations and budgeting.

EXPERIENCE

Sebring International Raceway, Sebring Florida
Senior Director, Marketing, Communications & Business Development

February 2018 –

- Manage all aspects of marketing and promoting one of the world's most famous racing facilities.
- Develop annual marketing plans that include advertising, social media, communications and event operations.
- Oversee a permanent and race-day team of individuals charged with promoting events and providing high levels of positive customer service.
- Charged with developing and closing annual sponsorship agreements in excess of \$3 million.

Five Story Communications, Huntersville, North Carolina
President

2012-2018

- Communications and business development consultant.
- Provide communications and marketing services for various organizations.
- Pitched and placed numerous national features with publications as large as Road & Track magazine.
- Executive producer of Discovery Channel series "America's Hometown Heroes" slotted for broadcast in 2018.
- Created and produced the NBC Sports Network series "Road to Dakar" highlighting the logistics and drama of American racer Robby Gordon's effort in the world's most challenging and dangerous race –the Dakar Rally.
- Led business-to-business solutions for a development and construction company through NASCAR sponsorship.
- Negotiated and placed more primetime programming featuring the Stadium Super Trucks series on both NBC Sports Network and CBS Sports Network.

Revolution Racing and The 909 Group, Charlotte, North Carolina
President & Co-Owner

2009-2012

- Co-founded an agency to publicize and promote the NASCAR Drive for Diversity program which benefits African-American, Hispanic and female athletes participating in NASCAR racing.
- Envisioned and founded Revolution Racing to give African-American, Hispanic and female athletes the best opportunity for success in the competitive world of NASCAR racing.
- Managed a day-to-day staff and multi-million-dollar budget that produced multiple race winners in the NASCAR K&N Pro Series including drivers Darrell Wallace Jr., Sergio Pena and Ryan Gifford.
- Collaborated with the U.S. Army to activate its multicultural marketing, public relations and recruiting activation program through the Revolution Racing property.

Dale Earnhardt Inc., Mooresville, North Carolina
Vice President

2007-2008

- Led communications, sponsorship sales and the development office with an annual budget of more than \$90 million and a staff of more than 400 employees.
- Value-engineered the company and reducing operating overhead from more than \$90 in January 2007 to less than \$60 million in November 2008, without any sacrifice in performance.
- Led the asset sale and purchase of Dale Earnhardt Inc. to Chip Ganassi Racing.

Robby Gordon Motorsports, Huntersville, North Carolina
CEO & General Manager

2003-2007

- Introduced new sponsors Fruit of the Loom, Jim Beam and Mapei to NASCAR and generated more than \$12 million in sponsorship sales for the upstart NASCAR operation.
- Managed all aspects of public relations process including the crisis management issues related to Gordon and sponsors including major casinos and spirits industries.
- Led RGM from a four-person company with revenues of less than \$200,000 to a high-profile national sports entity with more than 50 employees and annual revenue of more than \$15 million.

The Greg Norman Company, Jupiter, Florida
Director of Communications

1999-2003

- Managed marketing and communications activities surrounding each of Greg Norman's wholly owned businesses, joint-venture relationships and numerous licensing associations.
- Actively involved with all aspects of each of Norman's businesses including marketing and promotion for Greg Norman Golf Course Design, Greg Norman Interactive, Medallist Golf Developments, the Greg Norman Turf Company and the Greg Norman Production Company.
- Primary spokesperson for Greg Norman and wrote all nationally and internationally published articles, speeches and opinion papers for the World Golf Hall of Fame member.

International Speedway Corporation (NASCAR), Daytona Beach, Florida Director of Communications	1995-1999
• Developed and implemented innovative public relations, advertising and promotion strategies resulting in more than \$43 million in ticket revenue which was an 18.3 percent increase and more than 600,000 tickets sold from 1995-1998. • Managed all marketing and communication functions for each major event at Daytona International Speedway from 1995 through 1998 and Homestead-Miami Speedway from November 1998 through 1999. • Primary spokesperson for both Daytona International Speedway and its parent International Speedway Corporation through a period in 1996 when ISC transitioned into a publicly traded company. • Beginning in 1996 placed the winner of the Daytona 500 on both the David Letterman and Jay Leno late-night shows. This enormous publicity opportunity still exists today.	
Walt Disney World Company, Lake Buena Vista, Florida Publicist	1992-1995
• Served as official spokesperson for the Walt Disney World Resort. • Publicity of all Walt Disney World theme parks, attractions, events and resorts. • Led all publicity activities for the Walt Disney World Golf Resort and all sports-related events taking place on the Walt Disney World property. • Management of "What's Next?" I'm going to Disney World campaign with athletes Jeff Gordon, Nancy Kerrigan, Emmitt Smith, Dale Jarrett, Sam Cassell, Michael Jordan, Charles Barkley, Patrick Roy, Troy Aikman and others.	
PGA of America, Palm Beach Gardens, Florida Communications	1989-1991
The Orlando Sentinel, Orlando, Florida Sports Clerk and Writer	1988-1989

EDUCATION

Bachelor of Arts in Journalism, University of Central Florida, Orlando

In addition, please attach formal résumé



**Highlands County Tourist Development Council
Highlands County Government Center Boardroom
Regular Meeting
January 28, 2021 @ 8:15 a.m.**

Draft Regular Meeting

1. The meeting was called to order at 8:15 a.m. by Christine Hatfield.

Roll Call

Council Members Present:

Commissioner Chris Campbell
Vicki Pontius
Mark Stewart
Maria Sutherland
Diane Rydecki
Christine Hatfield

Bill Brantley

Council Members Absent:

Cindy Garren

Also, Present:

Leah Sauls, Development Services Director
Casey Hartt, Lead Marketing Consultant
Chantel Brutus, Tourist Development Administrative Assistant
Joel Lamp, Airstream Ventures, LLC.
Alan Verlander, Airstream Ventures, LLC.
Cliff Woods
John Story, Sebring International Raceway

Christine Hatfield and Chantel Brutus established that a quorum was present, and the meeting was properly noticed. Christine Hatfield also introduced Commissioner Campbell as the new BOCC liaison for the TDC taking the place of Commissioner Brooks.

2. Acceptance of TDC Meeting Minutes of October 29, 2020.

Ms. Hatfield inquired if there were any comments or changes to the minutes of October 29, 2020. Ms. Pontius made a motion, seconded by Ms. Sutherland to approve the meeting minutes. Upon roll call the Council voted aye. The motion passed.

3. Financial and Office Reports

Ms. Brutus presented the Monthly Expenditure and Revenue Reports year to date ending October 30, 2020, which makes a total up to date of \$76,975.97.

Ms. Pontius made a motion, seconded by Mr. Stewart, to approve the financial reports as presented. Upon roll call the Council voted aye. The motion passed.

4. Marketing Update

A. End of Year Recap

Mrs. Hartt presented the End of Year Recap. Ms. Hartt went over 2019-2020 TDC accomplishments, TDC collection comparisons, and projects the TDC has started and planned in the future.

B. Marketing & Budget Update

Ms. Hartt presented her Marketing & Budget report. Ms. Hartt noted that the month of October & November have increased in comparison to last years. The TDC is starting to focus more on bringing sports events to the area since due to COVID-19 people are looking for more outside events to attend.

C. Airstream Ventures Introduction

Joel Lamp and Alan Verlander with Airstream Ventures came to the TDC meeting to introduce Airstream Ventures. Airstream Ventures has been in business for 26 years bringing events to areas. Airstream Ventures currently works with Clay County which is similar to the Sebring Area. Airstream is planning on bringing 7 events to Highlands County that will total around 20 days, approximately \$3.3 million in economic impact, 4,500+ hotel stays, and 3,500+ participants to the Sebring area.

5. Items for Voting

A.TDC Chair

TDC voted that Christine Hatfield take the place of TDC chair in the place of Commissioner Brooks.

Mr. Stewart made a motion, seconded by Ms. Rydecki, to approve Christine Hatfield as TDC Chair. Upon roll call, all Council members on the call voted aye. The motion passed.

B. Bono Bilt Wrestling Tournament (May 14-16, 2021) presented by Airstream Ventures. New Event Grant Request for \$20,000.

Joel Lamp and Alan Verlander presented the Bono Bilt Wrestling Tournament New Event Grant Request application.

The Bono Bilt Wrestling Tournament is a large youth event which would bring great economic impact and around 300. The New Event Grant approves funding for year #1 only: \$20,000 based on scoring; no room night verifications. Opportunity for an additional \$20/room night reimbursement based on

verified rooms. Max funding for year #2 & #3: \$10,000 based on scoring; no room night verifications. Opportunity for an additional \$20/room night reimbursement based on verified rooms.

Upon roll call, all Council members on the call voted aye except for Mr. Brantley who voted nay. The motion carried 6-1.

C. TDC Board Member Vacancy

Tenille Drury-Smith resigned from the TDC Board as of January 2021. This resignation left a vacancy position open for Tourism Interest. Ms. Brutus properly advertised the open position within the TDC Board. One (1) application was received by John Story with Sebring International Raceway.

Ms. Sutherland made a motion, seconded by Ms. Pontius, to appoint John Story with Sebring International Raceway to the TDC Tourism Interest position. Upon roll call, all Council members on the call voted aye. The motion carried.

6. Old Business/Discussion

A. TDC Lead Marketing Consultant Contract

The contract for Casey Hartt, Lead Marketing Consultant is up next year. The TDC was to discuss on whether they preferred to recommend to the BOCC to keep contracting out a consultant for the TDC or hire in-house as a County Employee. During this discussion Casey Hartt was asked to leave so the TDC could feel comfortable talking open and freely during this time. The TDC Board all unanimously agreed that they would recommend keeping Casey Hartt as the Lead Marketing Consultant for the TDC dba Visit Sebring. All Board Members agreed that Casey has done a wonderful job in helping market the Sebring area and believe that she has brought amazing events to the area and they would like to allow her to continue her work and keep the TDC going in the same direction.

B. Internal Communication Plan

Mrs. Hartt presented the 2021 Internal Communication plan that is already in place and also presented the goals for 2021-2022.

C. Fishing Tournament Facility Status Update

Chantel Brutus reported that both Windy Point and Lake Istokpoga Park Grant contracts are still making their way through the FWC departments internally. Nickie Stickler, with FWC, has informed us that the process is still delayed due to COVID-19 and FWC still plans on pushing the Lake Istokpoga improvement grants out in the first batch.

D. Soda Fest Update

The Sebring Soda Festival has typically been a first weekend in April event; however, the final day of the event would fall on Easter this year. Keeping these dates would pose many challenges, on top of an already uncertain year with COVID. The Sebring Chamber has decided the best course of action for a successful event is to move the date to later in April and are considering April 23-25. In doing this, it would remain a 3-day event, which includes two days for the Soda Festival and a Soda Festival inspired family event on Friday by the Sebring CRA. This would also give more opportunity for the COVID vaccine to be distributed, giving attendees more peace of mind with attending the event.

The entertainment scheduled for the Saturday night's after-party has already agreed to move the dates with no penalty, and the Sebring Chamber is proposing the new dates for approval to Sebring City Council on February 2. As soon as that is approved, the Chamber will move forward with promoting the event.

The Blueberry Festival is also scheduled that same weekend on April 24 in Avon Park. The Sebring Chamber reported that they have reached out to the organizers to discuss how the two events can work together to cross promote, in hopes to entice more out-of-town, overnight travelers.

There will be a plan in place for COVID precautions as well as social distancing during all aspects of the event.

Ms. Sutherland expressed great concern with the new proposed dates stating that it would greatly affect the Blueberry Festival and Avon Park has no other events scheduled for the year due to COVID and they could use this event to help Avon Park.

E. TDC Board Meeting July 29, 2021 @ 8:15 a.m.- Needs to be rescheduled to either July 15th or August 5th, 2021.

The Board agreed to reschedule to TDC meeting for August 5, 2021 due to people usually taking vacations during July when kids are out of school.

6. Public Input

7. Board Member Roundtable

8. Upcoming Meeting

A. TDC Board: April 29, 2021 @ 8:15 a.m., Government Center, Boardroom

9. Adjournment

Ms. Hatfield adjourned the meeting at 10:04 a.m.

**TDC held an open meeting with Airstream Ventures directly after the TDC meeting.

For all backup documents, please contact Highlands County Public Information Office 863-402-6500.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER: Clinton Howerton, Jr., P.E., County Engineer

SUBJECT/TITLE: Request to waive Landfill tipping fees for Great American Clean-Up in Highway Park

STATEMENT OF ISSUE

The Highway Park Neighborhood Council is requesting that the Board waive the Landfill tipping fees for waste collected during the Great American Cleanup. The cleanup is scheduled for Saturday March 20, 2021 through Saturday April 3, 2021 at Taylor Estates (corner of Taylor and Crestmore Drive) in Highway Park. The waste will be hauled to the landfill Monday, April 5, 2021.

RECOMMENDED ACTION

Move to approve waiving the Landfill tipping fees for the Great American Clean-Up in Highway Park.

FISCAL IMPACT

Landfill staff estimates that The Great American Cleanup in Highway Park will haul an estimated eight (8) tons of Class 1 waste at a cost of \$45.00 per ton for a total of \$360.00 to be waived. The figures are based upon The Council's estimate of three (3) roll off bins for this event.

Attachments: [Highway Park Clean-Up Request 2021.pdf](#)
[Highway Park cleanups.pdf](#)

From: Evelyn Colon <highwaypark@yahoo.com>
Sent: Tuesday, January 26, 2021 1:02:23 PM
To: Barber, Elizabeth <ebarber@highlandsfl.gov>
Subject: Fw: ANNUAL GAC

[CAUTION: External Message*]

Sorry Liz,
I mistyped your email address

Evie

<http://www.hpng.org>

----- Forwarded Message -----

From: Evelyn Colon <highwaypark@yahoo.com>
To: Randal E. Vosburg <rvosburg@highlandsfl.gov>; lbarber@highlandsfl.gov <lbarber@highlandsfl.gov>; Rachel Barry <rbarry@highlandsfl.gov>; Tuck Arlene J. <atuck@highlandsfl.gov>
Cc: Tiffany Green <tiptop89@yahoo.com>; Shirley E. Wilson <sw1971195@gmail.com>
Sent: Tuesday, January 26, 2021, 01:01:18 PM EST
Subject: Re: ANNUAL GAC

Good Afternoon All,
Keep Highway Park Beautiful is planning its annual Great American Clean up through Keep America Beautiful. The purpose of this email is to ask the HCBCCC waive the tipping fees for the roll off bins for our annual community clean up event. The scheduled date is Saturday, March 20, 2021.

Is it possible to include this on the agenda for 2/2/21 since we will have a representative attending to represent the agency? Please advise so that I can include this in the PowerPoint presentation we will be providing so support our request for letters from Highlands County for several grants.

Thank you for your support.

Evie

HIGHLANDS COUNTY LANDFILL TIPPING FEES WAIVED GREAT AMERICAN CLEANUP - KEEP HIGHWAY PARK BEAUTIFUL						
Transaction Number	Date	MT	Tons	Cost Per Ton if Charged	Total Fees Waived	Note
<u>2014</u>						
1465220	7/29/2014	2001	2.23	\$ 45.00	\$ 135.00	Board Waived Fees - Great American Cleanup - Keep Highway Park Beautiful
1465326	7/31/2014	2001	2.4	\$ 45.00	\$ 108.00	
1469493	10/23/2014	2001	5.47	\$ 45.00	\$ 246.15	
1469621	10/24/2014	2001	2.48	\$ 45.00	\$ 111.60	
1469717	10/27/2014	2001	1.24	\$ 45.00	\$ 55.80	
			13.82		\$ 656.55	
<u>2015</u>						
1479049	3/30/2015	2001	1.74	\$ 45.00	\$ 78.30	Board Waived Fees - Great American Cleanup - Keep Highway Park Beautiful
1479234	4/1/2015	2001	1.21	\$ 45.00	\$ 54.45	
1479379	4/4/2015	2001	0.96	\$ 45.00	\$ 43.20	
1480817	4/29/2015	2001	0.43	\$ 45.00	\$ 19.35	
1480836	4/29/2015	2001	2.82	\$ 45.00	\$ 126.90	
1483318	6/12/2015	2001	1.89	\$ 45.00	\$ 85.05	
1483319	6/12/2015	2001	1.01	\$ 45.00	\$ 45.45	
			10.06		\$ 452.70	
<u>2016</u>						
1502849	3/25/2016	2001	0.87	\$ 45.00	\$ 39.15	Board Waived Fees - Great American Cleanup - Keep Highway Park Beautiful
1506943	5/19/2016	2001	2.57	\$ 45.00	\$ 115.65	
1507839	6/3/2016	2001	1.43	\$ 45.00	\$ 64.35	
1511860	8/6/2016	2001	3.02	\$ 45.00	\$ 135.90	
1518076	11/8/2016	2001	1.33	\$ 45.00	\$ 59.85	
1518089	11/8/2016	2001	1.74	\$ 45.00	\$ 78.30	
1518379	11/12/2016	2001	0.39	\$ 45.00	\$ 17.55	
1518391	11/12/2016	2001	1.15	\$ 45.00	\$ 51.75	
			12.5		\$ 562.50	
<u>2017</u>						
1528035	3/27/2017	2001	1.13	\$ 45.00	\$ 50.85	Board Waived Fees - Great American Cleanup - Keep Highway Park Beautiful
1529285	4/8/2017	2001	0.53	\$ 45.00	\$ 23.85	
1529300	4/8/2017	2001	1.99	\$ 45.00	\$ 89.55	
			3.65		\$ 164.25	
<u>2018</u>						
1564829	3/28/2018	2001	1.38	\$ 45.00	\$ 62.10	Board Waived Fees - Great American Cleanup - Keep Highway Park Beautiful
1567139	4/17/2018	2001	1.74	\$ 45.00	\$ 78.30	
1567274	4/18/2018	2001	2.05	\$ 45.00	\$ 92.25	
			5.17		\$ 232.65	
<u>2019</u>						
1599285	3/11/2019	2001	0.66	\$ 45.00	\$ 29.70	Board Waived Fees - Great American Cleanup - Keep Highway Park Beautiful
1599307	3/11/2019	2001	0.82	\$ 45.00	\$ 36.90	
			1.48		\$ 66.60	
<u>2020</u>						
1644058	6/24/2020	2002	2.17	\$ 110.00	\$ 238.70	Board Waived Fees - Great American Cleanup - Keep Highway Park Beautiful
1644119	6/25/2020	2002	0.77	\$ 45.00	\$ 34.65	
			2.94		\$ 273.35	

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: Feb 16, 2021

PRESENTER: Casey Hartt, Lead Marketing Consultant

SUBJECT/TITLE: Request approval of a New Event Tourist Development Tax Grant in the amount up to \$20,000 for the 2021 Bono Bilt Wrestling Tournament (May 14-16, 2021).

STATEMENT OF ISSUE

The Tourist Development Council on January 28, 2021, at the regularly scheduled meeting, recommended reimbursing Airstream Ventures in the amount up to \$20,000 for the 2021 Bono Bilt Wrestling Tournament (May 14-16, 2021) to cover eligible costs associated and approved reimbursable items under the New Event Grant contract guidelines/application for the Bono Bilt Wrestling Tournament.

RECOMMENDED ACTION

Move to approve the New Event Tourist Development Tax Grant in the amount up to \$20,000 for the 2021 Bono Bilt Wrestling Tournament (May 14-16, 2021).

FISCAL IMPACT

This approval will allocate up to \$20,000 total in fiscal year 20/21 from Fund 152 (Tourist Development Trust). This Agreement is in the FY 20/21 Adopted budget in cost center 5305 (Tourist Dev – Marketing and Promotion), and account 53400 (Contractual Services).

Attachments: [Bono Bilt Wrestling TDC grant application.pdf](#)
[Bono Bilt Grant Contract.pdf](#)
[Jan.28.2021 Draft TDC Min.docx](#)

VISIT
Sebring

AVON PARK & LAKE PLACID, FL

TDC Grant Application

May 14-16, 2021



January 19, 2021

Highlands County Tourism Development Council
Attn: Chantel Brutus
501 S. Commerce Ave., Suite 3
Sebring, FL 33870

Dear Highlands County Tourism Development Council,

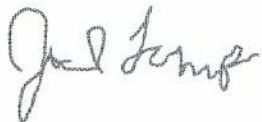
We are excited to present this request for New Event Grant Funding for BonoBilt's inaugural Sunshine State Showdown.

BonoBilt is building into one of the top youth wrestling tournament and training providers in the country. Created by legendary wrestler and current Wisconsin head wrestling coach Chris Bono, these events are designed to give youth wrestlers opportunities not only to compete, but also to learn and grow in the sport.

With the headlining support of a legend like Bono, the event is designed to bring visitors from across the Southeast to the destination for the entire weekend -- starting with weigh ins on Friday night through two days of competition on Saturday and Sunday.

Enclosed is the New Event Grant Funding application and supporting documents that outline the program around the event, the marketing of the event, and the marketing of the destination through their channels and outlets.

We look forward to working with you on this and building a lasting relationship that sees the event grow in the coming years. Thank you for your consideration of this proposal.



Joel Lamp
Senior Director of Tourism
Airstream Ventures



HIGHLANDS COUNTY TDC

SPORTS EVENT FUNDING REQUEST APPLICATION

Amount Requested from TDC: \$20,000

General Information

Name of Applicant: BonoBilt

Name of Event: Sunshine State Showdown

Contact person: Joel Lamp (Airstream Ventures)

Contact person e-mail: joel@airstreamventures.com

Complete address of Applicant: 1630 Emerson St.; Jacksonville, FL 32207

Cell phone: 904-304-2067

Applicant's Chief Official/Tournament Director: Ernie Bono

Title: BonoBilt Director

Cell phone: 904-312-4043

Email: BonoBilt@gmail.com

Has Event ever received funding from the TDC? No

Amount Applicant is requesting for the Event/Project: \$ 20,000

Intended use of funds: Rental fees, event expenses, marketing

Details about the Applicants

Airstream Ventures is a destination sports & marketing company that serves as the sports commission for several destinations, as well as with event rights holders on finding locations for their events. Opening in 2018, the team at Airstream Ventures has more than 40 years of experience in recruiting, hosting, and creating sports and entertainments that deliver an economic impact and lasting marketing opportunities.

Launched in January of 2021, BonoBilt is bringing a new spin to the wrestling world with a package of events, training, mentoring, and promotion. Co-founded by Ernie and Chris Bono, BonoBilt is designed to not only improve youth wrestlers, but give them the foundation for success in life, as well as a platform to showcase their talents.

Schedule of the Event

Friday

8 a.m. – 3 p.m.	Setup day with mats, score tables, and official's room
6 p.m. – 7:30 p.m.	Pre-tournament weigh in
7:30 p.m.	BonoBilt youth clinic for Rokfin members only

Saturday

8 a.m.	Registration and weigh in opens
10 a.m.	Tournaments begin in each age/weight class
4 p.m.	First day of competition is complete

Sunday

8 a.m.	Bracket play begins for all divisions
2 p.m.	Completion of championship play

BonoBilt Grant Funding Application

Event Specific Information

Event/Project name: Sunshine State Showdown

Type of event or project: Youth wrestling

Dates of Event: May 14-16, 2021; TBD in 2022 and 2023

Location of Event: Sebring Civic Center

Number of days: 2 Hours: 8 on Saturday, 6 on Sunday

Participant Information

Projected number of out-of-town participants: 350 Out of state: 150 In-state: 150

Projected number of spectators per day: 1,200 Out of state: 250 In-state: 950

Projected number of media, staff, officials: 10 Out of state: 0 In-state: 10

Is this an elimination tournament? No

What is the GUARANTEED MINIMUM NUMBER OF PAID ROOM NIGHTS the Event will bring to Highlands County? 250

Provide the previous year's event information, (if applicable): Inaugural year/event

Revenue	Number	Final
Entry Fee (300 entries)	\$ 25	\$ 7,500
TDC grant		\$ 20,000
Concessions		\$ 1,500
Event gear		\$ 1,500
Admission	\$10	\$ 10,000
Total		\$ 40,500

Expenses !	Estimate
Facility Rental	\$ 7,500.00
Insurance	\$ 1,000.00
Trophies	\$ 3,000.00
Officials	\$ 5,000.00
Rentals*	\$ 7,500.00
Web Broadcast	\$ 5,000.00
Staffing	\$ 2,500.00
Marketing	\$ 2,500.00
Registration Mktg.	
Platform	\$ 2,500.00
Total	\$ 36,500.00

*Rentals include UHaul, wrestling mats, scoreboards, and additional equipment

! TDC reimbursement will cover facility rental, marketing, web broadcast, A/V equipment rental, registration marketing platform, and tournament officials.

Grant Application Checklist

Please initial next to each item and fill in the blanks below. This list must accompany your grant application.

Initials

- JL This application is being submitted at least four months (120 days) prior to the event start.
Date of Event: May 15, 2021
Date of Application: Jan. 10, 2021
- JL I understand that the reimbursement request must be completed and submitted to the Tourism Office with all back up and supporting material no later than 60 days after the event ends, which will be on July 15, 2021 (date 60 days after event ends).
- JL I will obtain the signatures of the organization's President & Secretary on the proposed grant contract by N/A. (date one week after the application is submitted to and accepted by the Tourism Office)
- JL I understand that the "Visit Sebring" logo must appear in any print advertisements that are funded by the TDC. For digital ads, the "Visit Sebring" logo must either be featured on the advertisement or on website/landing page linked to the ad or the ad must link to the TDC's website.
- JL I have included an IRS W-9 Form and a copy of the Florida Division of Corporations form with the application.
- JL I understand that someone representing this grant application must be available at the TDC meeting when it considers the application for funding or the application will not be considered.
- JL I understand that no expenses incurred before the TDC recommends approval of the grant application will be reimbursed under any circumstances. I also understand that no funding has been approved until the Board of County Commissioners (BOCC) approves execution of the Grant Contract and that no expenditures will be reimbursed if the BOCC does not approve execution of the Grant Contract.
- JL I understand that reimbursements following the event will only be made for itemized, authorized expenses approved by the BOCC in the fully executed Grant Contract.
- JL Each reimbursement request must include copies of paid invoices, screenshots of digital ads, copies of the ad/tear sheets, invoice for reimbursement amount to the Highlands County Board of County Commissioners, copy of front and back of cleared checks paying for advertising, and outreach figures identifying the number of people your ad reached outside Highlands County and inside Highlands County.
- JL Reimbursement will only be provided at a rate of \$20/verified room night.
- JL The funds Applicant receives will ONLY be used in accordance with the eligible and ineligible uses of funds. (page 7)

JL Applicant understands that it is required to submit a Room Block Report/Room Night Certification Form in order to track the amount of rooms the Event produces in order to receive funding.

JL Applicant has included a list of its current Officers and/or Board members (if applicable) with the application.

JL Applicant's W-9 tax form is included with the application.

JL Applicant has included a detailed Marketing Plan for the Event.

JL As an authorized representative of Applicant, the person submitting this documentation acknowledges that he/she is also the person required to execute the contract and prepare the Post-Event Analysis for the Event within 60 days after completion of event, as well as receive payment. The authorized representative of the Applicant also acknowledges that the representative is required to submit documentation of the authorization provided by the Applicant to the representative that confirms the representative's authority to act on behalf of the Applicant, such as a corporate resolution or a copy of a record from the State of Florida Division of Corporations that lists the person submitting the Application as an officer who has statutory authority to represent and bind the Applicant.

JL Applicant acknowledges that any material made or received by Highlands County in connection with Applicant's request for Program funding is a public record and subject to public inspection unless there is a legislatively created exemption that makes it confidential and not subject to disclosure. Applicant acknowledges that it cannot dictate to Highlands County what material is open to public inspection or the circumstances under which material is deemed confidential.

JL Applicant understands that as a requirement to receiving funding, Applicant will execute a release to permit Highlands County to photo and/or record the Event and Applicant must make Event invitees aware of this and make the signing of a release a requirement to participate in the Event.

JL Applicant understands that all funds received are subject to audit by the Highlands County Clerk of the Court – Internal Auditor or other representative as Highlands County may designate.

CERTIFICATION OF APPLICANT

Applicant has reviewed this Application for Funds from the Tourist Development Council. Applicant is in full agreement with the information contained herein. To the best of Applicant's knowledge, the information contained in this Application and its attachments is accurate and complete.

Applicant Name: Joel Lamp

Title: Senior Director of Tourism

Date: Jan. 20, 2021

By: _____



About BonoBilt's Sunshine State Showdown

Event Description

The Sunshine State Showdown is an individual bracket tournament designed to provide instructional opportunities with some of the top coaches in wrestling as well as much match experience as possible.

Target Participant

The event is marketing to parents of youth wrestlers age 5 to 18, with a primary focus on the 5-13 age group. With the growth of wrestling in the state, this event will be one of the premier opportunities for athletes not just in the state but across the country.

Youth Wrestling Market

Youth wrestling has seen an increase in participation over the past five years, including the start of girls wrestling programs at high schools. Most tournaments are local or regional events between wrestling clubs that are focused on team competition. BonoBilt is positioned in the market to deliver an alternative to the traditional model – bring elite coaching opportunities to the participants, increase competition experience, and a broadcast platform that enables friends and family across the world to watch.

Target Markets

With the growth of youth wrestling in the state of Florida, our initial target market is with youth wrestlers across the state. Using their extensive ties in the wrestling world, BonoBilt will then build the connections across the country to bring participants into the event.

Marketing Goals, Objectives, & Tactics

The goal of the marketing program is three-pronged:

1. Promote the event to register for the tournament
2. Promote BonoBilt as a media platform for subscription
3. Promote Sebring as a destination

BonoBilt's marketing plan will be focused on these three components leading up to the event, with an investment in targeted social media promotion as well as inclusion in their own media elements.

Evaluation Metrics

BonoBilt will be measuring the metrics of the marketing campaign through:

- **Top priority:** Number of registrants to the event / Room reservations in Sebring.
- Subscribers to BonoBilt platforms.
- Engagement of the event information and social media postings.

BonoBilt Marketing Plan

Event Announcement

The initial event announcement will have a push through social media, website, email, and media – with a special free video on their BonoBilt media platform. There will be a video on several different platforms with prominent leaders in the wrestling community with their support of the event.

Social Media Campaign

Facebook <i>Focus: Increase awareness of the event and marketing of the destination and generate registrations</i>	• Initial announcement graphic that promotes the date and destination with presale opportunity • Event page that will focus on event promotion, unique opportunities around Sebring that weekend, and certain learning opportunities • Regularly scheduled posts to promote the event, elite wrestlers supporting the event, and some highlights of the destination with a focus on registration • Promotional video, including training tips, built to drive engagement.
Twitter <i>Focus: Driving interest and engagement in real time with posts daily to build relevance</i>	• Videos with prominent wrestlers showcasing their support of the event and the BonoBilt platform. • Links to the website with promotional graphics to promote registration. • Weekly “Fast Fact” about the destination or the event.
Instagram <i>Focus: Using imagery to drive engagement and interest in the event</i>	• Push pictures of legendary wrestlers, current schedule, and the destination to increase awareness and registrations. • Motivational quotes, videos, and training programs with push to see the coaches live at the event.
Website	• High-level content with a special page designed with information on sponsors and the event. • Videos supporting the event through the BonoBilt subscription channel.

Budget

The marketing budget is set for \$2,500. Most of this will be spent on social media outreach and a targeted campaign focusing on youth wrestlers in the Southeast region. There will also be a direct e-mail campaigns to past BonoBilt participants, BonoBilt subscribers, and the BonoBilt mailing list.

Tournament Promotion

While attending other events throughout the year, BonoBilt will also be pushing their events and destinations.

Media Platform Promotion

BonoBilt will be using its own media platform (<https://rokfin.com/bonobilt>) to promote the event through its regularly scheduled programming. These opportunities will be going out to the primary target audience – youth wrestlers looking for experience and high-level coaching.

Growing the Event in the Future

This is not a one-year commitment for the event. BonoBilt is focused on making this event a regular staple of their tour each year, with it growing the number of participants each year by at least 15 percent. Following the Sunshine State Showdown in May 2021 (which we believe to be an ideal date), BonoBilt will work with the facility and study the current market to select the ideal date for 2022 and 2023.

BonoBilt SMART Objective Worksheet

Draft Goal – Running a first class youth wrestling tournament that enables the participants to compete at a high-level, have access to high-level instruction, and a high-level media platform.

Definition	Objective
Specific • What do I want to accomplish with this event? Why? • What is the desired result?	Specific • Creating a premier youth wrestling tournament that builds the sport with instructional and motivational opportunities for the athletes as part of the BonoBilt platform. • The desired result is to have more than 500 youth wrestlers competing over the weekend.
Measurable • How will you quantify (numerically or descriptively) success? • How will you measure progress?	Measurable • Success will be measured in the number of attendees and the number of subscribers to the BonoBilt platforms. • We measure the progress of the event on our registrations, subscriptions, and social media outreach. As we've seen, more than 60% of registrations happen within a week of the event. The social media outreach and metrics will give us a solid look into our potential registrations.
Achievable • What skills are needed? • What resources are necessary? • What factors impact goal achievement? • Does the goal require the right amount of effort?	Achievable • Digital marketing, event promotion, event development, and sales. • Venue, event management, wrestling equipment, broadcast equipment, manpower. • Market factors of the schedule of other events across the country. • Yes.
Relevant • Is the goal aligned with the overall mission or strategy to increase economic activity in Highlands County?	Relevant • Running a large youth wrestling event in Highlands County will bring new visitors to the area for multiple days, introducing them to the area, but also making a direct economic impact on the local businesses.
Time-bound • How much time will be available to complete this SMART Objective? • Is the deadline realistic?	Time-bound • With BonoBilt working with Airstream Ventures to stage the event, we believe 10 hours per week will have us ready to put on a first class event. • Yes – four months lead time is ideal to launch this event.

Visitor/Attendee Survey

Below is a sampling of survey questions for participants of the 2021 Sunshine State Showdown. All data will be shared within the post-event recap with the Highlands County TDC.

Demographics - Wrestlers

1. Number of children in the event?
 - a. Male or Female?
 - b. Ages?
2. State in which you reside.
3. How do you stay up to date on youth wrestling?
 - a. Social Media
 - b. Print Magazines
 - c. Websites
 - d. Podcast
 - e. BonoBilt channel on Rokfin
4. How many tournaments does your child participate in annually?
 - a. 1-5
 - b. 5-8
 - c. 8 or more

Marketing Effectiveness

5. How did you learn about the Sunshine State Showdown?
 - a. Social Media
 - b. Email Marketing Campaign
 - c. Podcast
 - d. TV/Radio
 - f. Referred, if so by who _____
6. What influenced your decision to participate in the event?
 - a. Location
 - b. Invited to play
 - c. Friends playing
 - d. Price/Value
 - e. Instructional opportunity

7. How satisfied were you with the 2021 Sunshine State Showdown?
 - a. Very Satisfied
 - b. Satisfied
 - c. Somewhat Satisfied
 - d. Not Satisfied

Destination Sentiment

8. How far did you travel to Sebring?
9. What hotel did you stay in?
10. How many nights did you stay in the hotel?
11. How satisfied were you with your hotel accommodations?
 - a. Very Satisfied
 - b. Satisfied
 - c. Somewhat Satisfied
 - d. Not Satisfied
12. What did you enjoy most about Sebring? (Open-ended)
13. When in Florida at a future date would you include Sebring, Highlands County in your travel plans?
 - a. Yes
 - b. No
 - c. If No, please explain

CERTIFICATION OF APPLICANT

Applicant has reviewed this Application for Funds from the Highlands County Tourist Development Council. Applicant is in full agreement with the information contained herein. To the best of Applicant's knowledge, the information contained in this Application and its attachments is accurate and complete.

Applicant Name: Joel Lamp

Date: 1/21/2021

By: _____

(Signature) Its: (Title) State: Florida County: Duval

Before me this day personally appeared Joel Lamp (name) as
Senior Director (title) of Airstream Ventures (applicant) to
me well known or produced identification Driver's License (type of ID) and who executed
the foregoing instrument, and who acknowledged that he/she did so freely and voluntarily for the uses
and purposes herein expressed. Witness my hand and seal (date) My Commission expires (date)

Signature of Notary

1/21/2021



MICHAEL HARRIS
Commission # HH 020945
Expires July 20, 2024
Bonded Thru Budget Notary Services

**HIGHLANDS COUNTY
SPECIAL EVENT/PROJECT GRANT CONTRACT**

CONTRACTOR

NAME: AIRSTREAM VENTURES, LLC.
ADDRESS: 3832-010 BAYMEADOWS RD, #101
JACKSONVILLE, FL 32217
FL LLC NO: L188000093765

The Board of County Commissioners of Highlands County, a political subdivision of the State of Florida (hereinafter the COUNTY), hereby provides funding to the CONTRACTOR for the purpose of reimbursement of expenses to Airstream Ventures, LLC. as provided in the Funding Application Work attached to this Contract as Attachment A and made a part hereof. Any terms and conditions of this Contract, which vary from those contained in Attachment A, shall have precedence.

CONTRACTOR RESPONSIBILITIES

1. The CONTRACTOR shall be responsible for obtaining all applicable local, state and federal permits.
2. The CONTRACTOR is responsible for all administrative services and represents that it has or will secure at its own expense all necessary personnel. Such personnel shall not be employees of the COUNTY. The CONTRACTOR shall be responsible for the payment of all its FICA and Social Security Taxes.

INDEPENDENT CONTRACTOR RELATIONSHIP

The CONTRACTOR is, and shall be, in the performance of all work, services and activities an independent contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed by or on behalf of the CONTRACTOR shall at all times, and in all places, be subject to the CONTRACTOR's sole direction, supervision and control. The CONTRACTOR shall exercise control over the means and manner in which it and its employees and volunteers perform the work and in all respects the CONTRACTOR's relationship and the relationship of its employees and volunteers to the COUNTY shall be that of an independent contractor and not as employees or agents of the COUNTY.

The CONTRACTOR does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

REPORTS

The CONTRACTOR shall submit monthly status reports to the COUNTY detailing work completed and activities performed.

TERM OF CONTRACT

This Contract is effective on the date of execution and shall remain in effect until July 31, 2020.

NOTICE

Any notice or other written communication, except invoices, between the parties shall be considered delivered when posted by U.S. registered or certified mail, postage prepaid and return receipt requested, or delivered in person to the COUNTY.

COMPENSATION

1. The COUNTY agrees to pay the CONTRACTOR in the amount of up to Twenty Thousand Dollars (\$20,000) in 2021 for the Bono Bilt Wrestling Tournament, with no room verifications required, from Cost Center 5305 the Marketing and Events -Fund for providing the services described in attached Attachment A. The CONTRACTOR shall submit payment requests and expenditure documentation to the COUNTY, said requests being in detail sufficient for a proper pre-audit and post-audit thereof. The CONTRACTOR and the COUNTY understand and agree that there shall be no reimbursement of funds by the COUNTY for any expenditure made prior to the date of this Agreement or for any expenditure or amount in excess of the amount stated in this paragraph.
2. It is unlawful for COUNTY's Board of County Commissioners to expend or enter into a contract requiring expenditure in any fiscal year for more than the amount of appropriations in each fund's budget, except as provided in Chapter 129, Florida Statutes, and in no case shall the total appropriations of any budget be exceeded, except as provided in Section 129.06 Florida Statutes. Pursuant to Section 129.07, Florida Statutes, this Contract is expressly made executory for the value of services and materials and other costs to be rendered, incurred or agreed to be paid for in fiscal years after COUNTY's fiscal year ending September 30, 2021.

PROHIBITION AGAINST LOBBYING

The CONTRACTOR is hereby prohibited from using any funds provided by this Contract for the purpose of lobbying the Legislature or a state or county agency.

MANAGEMENT

The COUNTY Project Manager is Leah Sauls, Development Services Director, phone number (863) 402-6653. All matters shall be directed to the Project Manager for appropriate action or disposition.

GENERAL TERMS AND CONDITIONS

1. The COUNTY may terminate this Contract for its convenience. In this event, the CONTRACTOR shall be compensated for work satisfactorily completed and for irrevocable commitments made.
2. All services shall be performed by the CONTRACTOR to the satisfaction of the COUNTY.
3. The CONTRACTOR shall be notified, in writing, by the COUNTY Project Manager of Contract performance failures and given fifteen (15) calendar days to provide a written corrective action plan to the COUNTY for review. The COUNTY shall respond, in writing, to the proposed

corrective action plan within fifteen (15) calendar days of receipt. If the CONTRACTOR and the COUNTY cannot reach agreement on the corrective measures to be taken and the schedule for corrective action, the COUNTY may terminate this Contract in accordance with paragraph 4 of this section.

4. If the CONTRACTOR fails to perform in a timely and proper manner, in the judgment of the COUNTY, the COUNTY may terminate this Contract by written notice, specifying the effective time/date.
5. In the event that the CONTRACTOR fails to perform all the services described under the terms of this Contract, the CONTRACTOR shall reimburse the COUNTY all compensation received within thirty (30) calendar days of the receipt of the COUNTY's written request for reimbursement.
6. The parties may at any time, by written order designated to be a change order signed by the CONTRACTOR and the COUNTY, make any change in the work within the general scope of the Contract.
7. The CONTRACTOR shall maintain accurate books, records and documents directly pertinent to performance under this Contract and for all expenditures of all funds received under this Contract in accordance with generally accepted accounting principles consistently applied. The CONTRACTOR shall assure that these books, records and documents are available at all reasonable times for inspection, review or audit by COUNTY personnel and other personnel authorized by the COUNTY. The CONTRACTOR shall retain all such books, records and documents for three (3) years after the fiscal years in which payment is made by the COUNTY or until final resolution of matters resulting from any litigation, claim or audit that started prior to the expiration of the three-year record retention period.
8. The CONTRACTOR agrees to indemnify, defend, save and hold harmless the COUNTY from all claims, demands, liabilities and suits of any nature arising out of, because of, or due to, any negligent act or failure to act by the CONTRACTOR, its agents or employees to the extent permitted by Florida law. The parties agree that one percent of the total compensation to the CONTRACTOR for performance of this Contract is the specific consideration from the COUNTY to the CONTRACTOR for the CONTRACTOR's indemnity agreement.
9. The CONTRACTOR covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.
10. The CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the CONTRACTOR any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Contract. For the breach or violation of this provision, the COUNTY shall have the right to terminate this Contract without liability and, at its discretion, to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

11. The COUNTY reserves the right to unilaterally cancel this Contract for refusal by the CONTRACTOR to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the CONTRACTOR in conjunction with this Contract.
12. This Contract shall not be subject to transfer, assignment, sale or other disposition which would have the effect of substituting the CONTRACTOR's performance with that of another.
13. The CONTRACTOR represents to the best of its knowledge that all of its employees are treated equally during hiring and employment without regard to race, color, religion, handicap, sex, age or national origin.

CHOICE OF LAW/FORUM

The parties hereby agree that any and all actions or disputes arising out of this Contract shall be governed by the laws of the State of Florida, and any such actions shall be brought in Highlands County, Florida.

SEVERABILITY

In the event one or more provisions of this Contract are declared invalid, the balance of this Contract shall remain in full force and effect.

PUBLIC ENTITY CRIMES

The CONTRACTOR affirmatively represents that it is aware of the prohibitions stated in Section 287.133(2)(a), Florida Statutes, and affirmatively represents that it has not been placed on the convicted vendor list or been convicted of a public entity crime.

DISCRIMINATORY VENDOR LIST

The CONTRACTOR affirmatively states that it is aware of the prohibitions found in Section 287.134(2) (a), Florida Statutes, and affirmatively represents that it has not been placed on the discriminatory vendor list referred to therein.

EMPLOYMENT ELIGIBILITY VERIFICATION

Pursuant to Florida Statutes, Section 448.095, and in the event performance of this Agreement is or will be funded using state or federal funds, the CONTRACTOR must comply with the Employment Eligibility Verification Program ("E-Verify Program") developed by the federal government to verify the eligibility individuals to work in the United States and 48 CFR 52.222-54 (as amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR shall be registered with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility status of all employees performing work under this Agreement as well as all newly hired employees. In addition, the CONTRACTOR shall require any and all subcontractors performing work in accordance with this Agreement to register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility status of all employees performing

work under this Agreement as well as all newly hired employees. Any such subcontractor shall provide an affidavit to the CONTRACTOR stating that the subcontractor does not employ, contract with or subcontract with any ineligible individuals and the CONTRACTOR must keep a copy of said affidavit for the duration of this Agreement. Violation of this section is subject to immediate termination of this Agreement by the COUNTY without regard to any notice otherwise required herein. In the event the COUNTY incurs costs as a result of the CONTRACTOR's breach of this provision, any and all such costs shall be paid by the CONTRACTOR immediately upon receipt of notice of the same from the COUNTY. Information on registration for and use of the E-Verify Program may be obtained at the Department of Homeland Security website: <http://www.dhs.gov/E-Verify>.

PAYMENTS AFTER CONTRACT TERMINATION FOR CAUSE

Upon the occurrence of any event of default, all obligations on the part of the COUNTY to make any further payments of funds to this Contract shall if the COUNTY so elects, terminate, but the COUNTY may make any payments or parts of payments after the happening of any event of default without hereby waiving the right to exercise any remedy which it may have without becoming liable to make any further payment.

PUBLIC RECORDS COMPLIANCE

- A. Pursuant to Florida Statutes, Section 119.0701:

**IF YOU HAVE QUESTIONS REGARDING THE APPLICATION OF
FLORIDA STATUTES, CHAPTER 119, TO YOUR DUTY TO PROVIDE
PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE
COUNTY'S CUSTODIAN OF PUBLIC RECORDS:**

**COUNTY CLERK: GLORIA RYBINSKI
COUNTY PUBLIC INFORMATION OFFICER
600 SOUTH COMMERCE AVENUE
SEBRING, FLORIDA 33870
TELEPHONE NUMBER: (863) 402-6836
HCBCRecords@highlandsfl.gov**

- B. CONTRACTOR agrees to comply with public records laws, specifically to:

1. Keep and maintain public records required by the COUNTY to perform the services set forth herein.
2. Upon request from the COUNTY's custodian of public records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
3. Ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to the COUNTY.
4. Upon completion of the contract, transfer, at no cost, to the COUNTY all public records in possession of the CONTRACTOR or keep and maintain public records required by the COUNTY to perform the services set forth herein. If the CONTRACTOR transfers all public records to the COUNTY upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the COUNTY, upon request from the COUNTY's custodian of public records, in a format that is compatible with the information technology systems of the COUNTY.

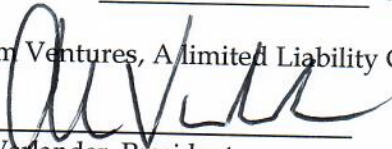
Remainder of this page intentionally left blank

ENTIRE AGREEMENT

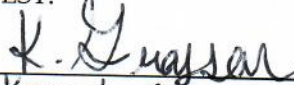
It is hereby understood and agreed that this Contract states the entire agreement and that the parties are not bound by any stipulations, representations, agreements or promises, oral or otherwise, not printed in this Contract.

DATED this 2ND day of February 2021.

Airstream Ventures, A limited Liability Company

By: 
C. Alan Verlander, President

ATTEST:

By: 
Kenedy Grayson, Secretary

**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS**

ATTEST:

By: _____
Scott Kirouac, Chairman

By: _____
Jerome Kaszubowski, Clerk

Date: _____

Date: _____



**Highlands County Tourist Development Council
Highlands County Government Center Boardroom
Regular Meeting
January 28, 2021 @ 8:15 a.m.**

Draft Regular Meeting

1. The meeting was called to order at 8:15 a.m. by Christine Hatfield.

Roll Call

Council Members Present:

Commissioner Chris Campbell
Vicki Pontius
Mark Stewart
Maria Sutherland
Diane Rydecki
Christine Hatfield

Bill Brantley

Council Members Absent:

Cindy Garren

Also, Present:

Leah Sauls, Development Services Director
Casey Hartt, Lead Marketing Consultant
Chantel Brutus, Tourist Development Administrative Assistant
Joel Lamp, Airstream Ventures, LLC.
Alan Verlander, Airstream Ventures, LLC.
Cliff Woods
John Story, Sebring International Raceway

Christine Hatfield and Chantel Brutus established that a quorum was present, and the meeting was properly noticed. Christine Hatfield also introduced Commissioner Campbell as the new BOCC liaison for the TDC taking the place of Commissioner Brooks.

2. Acceptance of TDC Meeting Minutes of October 29, 2020.

Ms. Hatfield inquired if there were any comments or changes to the minutes of October 29, 2020. Ms. Pontius made a motion, seconded by Ms. Sutherland to approve the meeting minutes. Upon roll call the Council voted aye. The motion passed.

3. Financial and Office Reports

Ms. Brutus presented the Monthly Expenditure and Revenue Reports year to date ending October 30, 2020, which makes a total up to date of \$76,975.97.

Ms. Pontius made a motion, seconded by Mr. Stewart, to approve the financial reports as presented. Upon roll call the Council voted aye. The motion passed.

4. Marketing Update

A. End of Year Recap

Mrs. Hartt presented the End of Year Recap. Ms. Hartt went over 2019-2020 TDC accomplishments, TDC collection comparisons, and projects the TDC has started and planned in the future.

B. Marketing & Budget Update

Ms. Hartt presented her Marketing & Budget report. Ms. Hartt noted that the month of October & November have increased in comparison to last years. The TDC is starting to focus more on bringing sports events to the area since due to COVID-19 people are looking for more outside events to attend.

C. Airstream Ventures Introduction

Joel Lamp and Alan Verlander with Airstream Ventures came to the TDC meeting to introduce Airstream Ventures. Airstream Ventures has been in business for 26 years bringing events to areas. Airstream Ventures currently works with Clay County which is similar to the Sebring Area. Airstream is planning on bringing 7 events to Highlands County that will total around 20 days, approximately \$3.3 million in economic impact, 4,500+ hotel stays, and 3,500+ participants to the Sebring area.

5. Items for Voting

A.TDC Chair

TDC voted that Christine Hatfield take the place of TDC chair in the place of Commissioner Brooks.

Mr. Stewart made a motion, seconded by Ms. Rydecki, to approve Christine Hatfield as TDC Chair. Upon roll call, all Council members on the call voted aye. The motion passed.

B. Bono Bilt Wrestling Tournament (May 14-16, 2021) presented by Airstream Ventures. New Event Grant Request for \$20,000.

Joel Lamp and Alan Verlander presented the Bono Bilt Wrestling Tournament New Event Grant Request application.

The Bono Bilt Wrestling Tournament is a large youth event which would bring great economic impact and around 300. The New Event Grant approves funding for year #1 only: \$20,000 based on scoring; no room night verifications. Opportunity for an additional \$20/room night reimbursement based on

verified rooms. Max funding for year #2 & #3: \$10,000 based on scoring; no room night verifications. Opportunity for an additional \$20/room night reimbursement based on verified rooms.

Upon roll call, all Council members on the call voted aye except for Mr. Brantley who voted nay. The motion carried 6-1.

C. TDC Board Member Vacancy

Tenille Drury-Smith resigned from the TDC Board as of January 2021. This resignation left a vacancy position open for Tourism Interest. Ms. Brutus properly advertised the open position within the TDC Board. One (1) application was received by John Story with Sebring International Raceway.

Ms. Sutherland made a motion, seconded by Ms. Pontius, to appoint John Story with Sebring International Raceway to the TDC Tourism Interest position. Upon roll call, all Council members on the call voted aye. The motion carried.

6. Old Business/Discussion

A. TDC Lead Marketing Consultant Contract

The contract for Casey Hartt, Lead Marketing Consultant is up next year. The TDC was to discuss on whether they preferred to recommend to the BOCC to keep contracting out a consultant for the TDC or hire in-house as a County Employee. During this discussion Casey Hartt was asked to leave so the TDC could feel comfortable talking open and freely during this time. The TDC Board all unanimously agreed that they would recommend keeping Casey Hartt as the Lead Marketing Consultant for the TDC dba Visit Sebring. All Board Members agreed that Casey has done a wonderful job in helping market the Sebring area and believe that she has brought amazing events to the area and they would like to allow her to continue her work and keep the TDC going in the same direction.

B. Internal Communication Plan

Mrs. Hartt presented the 2021 Internal Communication plan that is already in place and also presented the goals for 2021-2022.

C. Fishing Tournament Facility Status Update

Chantel Brutus reported that both Windy Point and Lake Istokpoga Park Grant contracts are still making their way through the FWC departments internally. Nickie Stickler, with FWC, has informed us that the process is still delayed due to COVID-19 and FWC still plans on pushing the Lake Istokpoga improvement grants out in the first batch.

D. Soda Fest Update

The Sebring Soda Festival has typically been a first weekend in April event; however, the final day of the event would fall on Easter this year. Keeping these dates would pose many challenges, on top of an already uncertain year with COVID. The Sebring Chamber has decided the best course of action for a successful event is to move the date to later in April and are considering April 23-25. In doing this, it would remain a 3-day event, which includes two days for the Soda Festival and a Soda Festival inspired family event on Friday by the Sebring CRA. This would also give more opportunity for the COVID vaccine to be distributed, giving attendees more peace of mind with attending the event.

The entertainment scheduled for the Saturday night's after-party has already agreed to move the dates with no penalty, and the Sebring Chamber is proposing the new dates for approval to Sebring City Council on February 2. As soon as that is approved, the Chamber will move forward with promoting the event.

The Blueberry Festival is also scheduled that same weekend on April 24 in Avon Park. The Sebring Chamber reported that they have reached out to the organizers to discuss how the two events can work together to cross promote, in hopes to entice more out-of-town, overnight travelers.

There will be a plan in place for COVID precautions as well as social distancing during all aspects of the event.

Ms. Sutherland expressed great concern with the new proposed dates stating that it would greatly affect the Blueberry Festival and Avon Park has no other events scheduled for the year due to COVID and they could use this event to help Avon Park.

E. TDC Board Meeting July 29, 2021 @ 8:15 a.m.- Needs to be rescheduled to either July 15th or August 5th, 2021.

The Board agreed to reschedule to TDC meeting for August 5, 2021 due to people usually taking vacations during July when kids are out of school.

6. Public Input

7. Board Member Roundtable

8. Upcoming Meeting

A. TDC Board: April 29, 2021 @ 8:15 a.m., Government Center, Boardroom

9. Adjournment

Ms. Hatfield adjourned the meeting at 10:04 a.m.

**TDC held an open meeting with Airstream Ventures directly after the TDC meeting.

For all backup documents, please contact Highlands County Public Information Office 863-402-6500.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER: Randy Vosburg, County Administrator

SUBJECT/TITLE: Request to approve pay without a Purchase Order, Bell & Roper, P.A. Invoices
for County Attorney Services

STATEMENT OF ISSUE

Due to Board Policy in restricting the amount the County Administrator can sign off on, the current invoices from Bell & Roper, P.A., need to be approved by the Board.

RECOMMENDED ACTION

Approve to pay Invoices from Bell & Roper, P.A.

FISCAL IMPACT

Services received are for multiple departments and cost centers. The total with this approval is 91.6 hours for a total of \$16,488.00.

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER: Thomas S. Haralson, Chief Information Officer

SUBJECT/TITLE: Request approval of Comcast Enterprise Services Amendment.

STATEMENT OF ISSUE

On August 21, 2018, the Highlands County Board of County Commissioners approved Comcast Enterprise Services agreements. The original agreement listed certain services as interstate rather than correctly classifying them as intrastate. The amendment will correct the classification effective as of the billing start date and thereby remove certain currently disputed fees.

RECOMMENDED ACTION

Move to approve the Comcast Enterprise Services Amendment.

FISCAL IMPACT

There is no fiscal impact with the approval of this agreement. However, without the agreement, Comcast would charge the County taxes and fees as allowed for interstate traffic.

Attachments: [Comcast - Intrastate Tax Service Jurisdiction Amendment 121720KWE.pdf](#)

SECOND AMENDMENT
to
Comcast Enterprise Services Master Services Agreement No. FL-10187793-JAmbr

This First Amendment (“Amendment”) is entered into on December 17, 2020 (“Effective Date”) and modifies and amends the Comcast Enterprise Services Master Services Agreement No. FL-10187793-JAmbr, to include any preceding Amendment(s) thereto (collectively, “Agreement”) by and between Comcast Cable Communications Management, LLC (“Comcast”) and Highlands County BOCC (“Customer”), individually referred to herein as “Party” and jointly referred to as “Parties”. In the event of an explicit conflict between this Amendment and the Agreement, the terms and conditions of this Amendment shall take precedence in the interpretation of the explicit matter in question. Unless otherwise set forth herein, all capitalized terms set forth herein shall have the same meaning as set forth in the Agreement.

Whereas, the Parties desire to amend the Agreement by this writing to reflect the amended or additional terms and conditions to which the Parties have agreed to;

Now, therefore, in consideration of the mutual covenants, promises, and consideration set forth in this Amendment, the Parties agree as follows:

1. Customer certifies that its use of the Comcast Enterprise Metro Ethernet Transport Services is such that 10% or less of the traffic is jurisdictionally interstate according to FCC regulations. That is, 10% or less of the traffic carried on the Metro Ethernet Transport Services is ultimately bound for the Internet or a location outside the state.
 - a. In making this certification, Customer may rely on traffic studies or measurements. Where such type of data is not available, Customer may rely on factors, such as the design of its network or the nature of its communications needs, that are reasonably likely to enable Customer to make a good faith approximation of its relative interstate and interstate traffic volumes.
 - b. Upon request, Customer agrees promptly to provide Comcast with documentation that explains the methodology that Customer used to determine, or make a good faith approximation of its relative interstate and interstate traffic volumes. Customer also agrees to promptly provide such other assistance as Comcast may reasonably request to respond to an inquiry from a government authority or its agent regarding the classification of Customer’s traffic, including the appropriate treatment of the traffic under the FCC’s Universal Service program.
 - c. Customer agrees to defend, indemnify and hold harmless Comcast from and against any claims, liabilities, damages and expenses, including reasonable attorneys’ and other professionals’ fees, arising out of or relating to any violation of Comcast’s USF contribution requirements or other FCC or other legal or regulatory requirements relating to Customer’s certification regarding its use of the Metro Ethernet Transport Services.
2. Customer agrees to provide Comcast with documentation in support of this certification as may be needed by Comcast to respond to an inquiry from a government authority or its agent regarding the proper classification and assessment of these services.
3. As of the Effective Date set forth herein, the ENS and EPL Services set forth in Sales Order No. FL-10187793-JAmbr-13708088 are modified to reflect an intrastate Services jurisdiction. Any and all future Sales Order(s) duly executed under the Agreement shall specify the applicable Services jurisdiction therein. Customer agrees to pay all applicable federal, state and local taxes, surcharges and

fees that are effective or become effective during the term of the Agreement that are applicable to Comcast intrastate Enterprise Metro Ethernet Transport Services.

4. Intrastate Services are provided by Comcast Phone of Florida, LLC.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment as of the day and year written below and the persons signing covenant and warrant that they are duly authorized to sign for and on behalf of the respective Parties. Except as otherwise modified by this Amendment, all other terms and conditions set forth in the Agreement shall remain in full force and effect.

Highlands County BOCC

Comcast Cable Communications Management, LLC

Signature:		Signature:	
Printed Name:		Printed Name:	
Title:		Title:	
Date:		Date:	

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER: Lucy Castillo, Housing Programs Coordinator

SUBJECT/TITLE: Request approval of Budget Amendment 20-21-052 to realign the FY20-21 in the Coronavirus Relief Fund (CRF) Disaster Program.

STATEMENT OF ISSUE

The Coronavirus Aid, Relief, and Economic Security Act also known as the CARES Act, is a \$2 trillion economic stimulus bill passed by the 116th U.S. Congress and signed into law by President Donald Trump in March 2020 in response to the economic fallout of the COVID-19 pandemic in the United States. Through the CARES Act, the County received \$457,704 from the Coronavirus Relief Fund (CRF). The County has since awarded \$417,431 of the funds to qualified residents. The Budget Amendment 20-21-052 is necessary to realign the FY20/21 budget to pay for expenses associated with the Coronavirus Relief Fund (CRF) in the amount of \$21,213.23 for Project #19055 COVID-19 Housing Assistance Program (CARES Act Relief Funds).

RECOMMENDED ACTION

Move to approve Budget Amendment 20-21-052 to realign the FY20-21 in the amount of \$21,213.23 Coronavirus Relief Fund (CRF)-CARES Act funds.

FISCAL IMPACT

There is no fiscal impact to Fund 162 (Affordable Housing Assistance) or the overall budget. This budget amendment is realigning funds in FY20-21 in the amount of \$21,213.32 into cost center 5342 (State Housing Initiatives Partnership).

Attachments: [20-21-052 Proj 19055 COVID-19 Housing Assistance \(BA\).pdf](#)

February 2, 2021

O.M.B DEPARTMENT
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

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

PAGE 1 of 2

DATE: 1/26/2021

SUBMITTED BY: Lucy Castillo

FUND(S): 162 FUND TITLE(S): Affordable Housing Assistance COST CENTER(S) #: 5342

PROJECT(S) #: 19055 PROJECT TITLE(S): COVID-19 Housing Asst Prog COST CENTER TITLE(S): State Housing Initiatives

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	162	5342	54900Z	Proj Other Charges and Obligation	19055	40,549.95		17,329.13	23,220.82
E	162	5342	51200Z	Proj Regular Salaries	19055	0.00	10,724.28		10,724.28
E	162	5342	52100Z	Proj FICA Taxes	19055	0.00	683.85		683.85
E	162	5342	52200Z	Proj Retirement Contrib	19055	0.00	1,072.43		1,072.43
E	162	5342	52300Z	Proj Life & Health Ins	19055	0.00	3,343.84		3,343.84
E	162	5342	52400Z	Proj Workers' Comp	19055	0.00	18.21		18.21
E	162	5342	54100Z	Proj Communications	19055	0.00	176.81		176.81

REASON: To realign the FY20/21 budget to pay for expenses associated with the Coronavirs Relief Fund (CRF)-Coronavirus Relief and Economic Security Act (Cares Act) grant award.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 20-21-052

TRANSFER TYPE:

 Approval
Denial

ACTION:

Board ☐ Approved ☐ Denied
County Administrator ☐ Approved ☐ Denied

☒ ITEM TO ITEM
☐ RESERVE
☐ BY RESOLUTION
☐ SUPPLEMENTAL BUDGET

SIGNATURE: _____

DATE: ____ / ____ / ____

Signature: _____

Posted by Clerk: _____

BOARD OF COUNTY COMMISSIONERS

PAGE 2 of 2

BUDGET AMENDMENTS

REQUEST NUMBER 20-21-052

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	162	5342	54400Z	Proj Rental & Leases	19055	0.00	66.16		66.16
E	162	5342	54600Z	Proj Repair & Maint	19055	0.00	737.07		737.07
E	162	5342	55100Z	Proj Office Supplies	19055	0.00	465.86		465.86
E	162	5342	55200Z	Proj Operating Supplies	19055	0.00	40.62		40.62
E	162	5342	54948Z	Proj Disaster Assistance	19055	291,181.17		3,884.10	287,297.07
E	162	5342	54910Z	Proj Rehabilitation	19055	12,841.40	3,884.10		16,725.50
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER: David Nitz, OMB Manager

SUBJECT/TITLE: Request approval of Budget Amendment 20-21-054 to move the Capital Projects Manager's expenditures from cost center 2104 to 2672.

STATEMENT OF ISSUE

With the change of personnel for the Capital Projects Manager position in late September 2020, administration decided to move this position and office from under the supervision of the County Administrator to the Parks & Facilities Superintendent. Since this position was budgeted and adopted in cost center 2104 (County Administrator), this budget amendment is necessary to transfer the budget for salary, benefits, and operating expenses to cost center 2672 (Facilities Management).

RECOMMENDED ACTION

Move to approve budget amendment 20-21-054 to transfer Capital Projects Manager's expenditures.

FISCAL IMPACT

There is no fiscal impact to Fund 005 (General) or the overall budget. This budget amendment is transferring \$85,811 from cost center 2104 (County Administrator) to cost center 2672 (Facilities Management).

Attachments: [20-21-054 Capital Projects Manager Salary Transfer \(BA\).pdf](#)

February 8, 2021

O.M.B DEPARTMENT
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

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

PAGE 1 of 2

DATE: 2/8/2021

SUBMITTED BY: OMB

FUND(S): 005 FUND TITLE(S): General COST CENTER(S) #: 2104; 2672

PROJECT(S) #: _____ PROJECT TITLE(S): _____ COST CENTER TITLE(S): County Administrator; Facilities Management 005

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	2104	51200	Regular Salaries & Wages		437,513.00		64,002.00	373,511.00
E	005	2104	52100	FICA Taxes		31,824.00		3,987.00	27,837.00
E	005	2104	52200	Retirement Contributions		90,663.00		7,362.00	83,301.00
E	005	2104	52300	Life & Health Insurance		49,080.00		9,816.00	39,264.00
E	005	2104	52400	Workers' Compensation		745.00		109.00	636.00
E	005	2104	54100	Communications & Freight		5,096.00		300.00	4,796.00
E	005	2104	54500	Insurance		1,175.00		235.00	940.00

REASON: To transfer the Capital Projects Managers salary, benefits, employee liability and cell phone allowance from cost center 2104 to 2672 with the transfer of the position.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 20-21-054

TRANSFER TYPE:

Approval

ACTION:

Denial

Board Approved Denied
County Administrator Approved Denied

XX ITEM TO ITEM

RESERVE

BY RESOLUTION

SUPPLEMENTAL BUDGET

SIGNATURE: _____

DATE: / /

Signature: _____

Posted by Clerk: _____

BOARD OF COUNTY COMMISSIONERS

PAGE 2 of 2

BUDGET AMENDMENTS

REQUEST NUMBER 20-21-054

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	2672	51200	Regular Salaries & Wages		536,446.00	64,002.00		600,448.00
E	005	2672	52100	FICA Taxes		41,186.00	3,987.00		45,173.00
E	005	2672	52200	Retirement Contributions		67,440.00	7,362.00		74,802.00
E	005	2672	52300	Life & Health Insurance		130,779.00	9,816.00		140,595.00
E	005	2672	52400	Workers' Compensation		19,446.00	109.00		19,555.00
E	005	2672	54100	Communications & Freight		9,948.00	300.00		10,248.00
E	005	2672	54500	Insurance		11,024.00	235.00		11,259.00
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER: Melony Culpepper, Planning Supervisor

SUBJECT/TITLE: Public hearing to consider adoption of P&Z Hearing No. 2068, modifying the existing Mobile Home Subdivision with a Flexible Unit Development District (M-1 FUD) for 10 parcels, and the existing Two-Family Dwelling with a Flexible Unit Development District (R-2 FUD) for 1 parcel, spread throughout the Covered Bridge Community.

STATEMENT OF ISSUE

The Applicant is requesting to modify the existing Mobile Home Subdivision with a Flexible Unit Development District (M-1 FUD) and the existing Two-Family Dwelling with a Flexible Unit Development District (R-2 FUD). Currently, the front yard requirement for single family homes and duplexes is 25 feet. The Applicant is requesting a reduced front yard requirement of 10 feet for the purpose of constructing open carports. The FUD conditions will allow the reduction of the front yard requirement for open carports only.

In 2018, the same request was approved for 98 lots spread throughout the Covered Bridge Community.

The Planning and Zoning Commission recommended approval of P&Z Hearing No. 2068 as presented.

RECOMMENDED ACTION

Move to approve with conditions and adopt by Resolution, P&Z Hearing No. 2068, modifying the existing M-1 FUD for 10 parcels, and the existing R-2 FUD for 1 parcel, spread throughout the Covered Bridge Community, totaling an approximate 1.58-acres, referencing the mandatory findings of fact and becoming effective as provided by law.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [Staff Report P&Z 2068 for BCC Covered Bridge.pdf](#)
[Application P&Z 2068 - Covered Bridge Community.pdf](#)
[Resolution P&Z 2068 - Covered Bridge Community.pdf](#)

**HIGHLANDS COUNTY
PLANNING DIVISION
STAFF REPORT**

Type: Rezone	BCC Hearing Date: 2/16/2021
Case Number: P&Z 2068	Case Name: Covered Bridge Modification to Front Yard Requirements Part II
Agent: Covered Bridge Community c/o Anita Diegel	Property Owners: Multiple Owners of 11 parcels
Public Hearing: BCC	Case Staff Member: Melony Culpepper

Request: Modifying the existing Mobile Home Subdivision with a Flexible Unit Development District (M-1 FUD) for 10 parcels, and the existing Two-Family Dwelling with a Flexible Unit Development District (R-2 FUD) for 1 parcel, spread throughout the Covered Bridge Community. The Applicant is requesting a reduction to the front yard requirement from 25 feet to 10 feet to allow an open carport on each of the 11 parcels.

General Location: Located west of US 27 N, on the north side of Lake Francis Road; Lake Placid, FL; and abbreviated legal as follows: 11 parcels spread throughout the Covered Bridge Community, totaling an approximate 1.58-acres located in Section 15, Township 36 South, Range 29 East, Highlands County, Florida.

PARCEL IDs: See Exhibit 1

Staff Recommendations and Minutes:

- 1. Staff Recommendation to the Board of County Commissions (BCC):** Move to approve with conditions and adopt by Resolution, P&Z Hearing No. 2068, modifying the existing M-1 FUD for 10 parcels, and the existing R-2 FUD for 1 parcel, spread throughout the Covered Bridge Community, totaling an approximate 1.58-acres, referencing the mandatory findings of fact and becoming effective as provided by law.

Conditions of approval for the M-1 FUD are included in the adopting resolution and are as follows:

- 1.** The base zoning regulations for this FUD District shall be the M-1 District regulations, and any use or allowance not specified herein will be as defined in the M-1 District as provided in Section 12.05.220 of the Highlands County Code of Ordinances;
- 2.** Duplexes are permitted;

3. Minimum yard requirements for duplexes are as follows: Front: 25 feet, Rear: 25 feet, Corner: 15 feet, and Side 7.5 feet; and
4. Carports may encroach into the minimum front yard by 15 feet for duplexes.

Conditions of approval for the R-2 FUD are included in the adopting resolution and are as follows:

1. The base zoning regulations for this FUD District shall be the R-2 District regulations, and any use or allowance not specified herein will be as defined in the R-2 District as provided in Section 12.05.212 of the Highlands County Code of Ordinances;
 2. Single family residential is permitted;
 3. Minimum yard requirements for single family residences are as follows: Front: 25 feet, Rear: 15 feet, Corner: 15 feet, and Side: 7.5 feet;
 4. Carports may encroach into the minimum front yard by 15 feet; and
 5. Minimum lot size is 5,000 square feet with 50 feet of frontage.
2. **Staff Recommendation to the Planning and Zoning Commission (P&Z):** Recommend to the BCC to approve with conditions and adopt by Resolution, P&Z Hearing No. 2068, modifying the existing M-1 FUD for 10 parcels, and the existing R-2 FUD for 1 parcel, spread throughout the Covered Bridge Community, totaling an approximate 1.58-acres, referencing the mandatory findings of fact and becoming effective as provided by law.

Conditions of approval for the M-1 FUD are included in the adopting resolution and are as follows:

1. The underlying or base zoning regulations for this FUD District shall be the M-1 District, and any use or allowance not specified herein will be as defined in the M-1 District as provided in Section 12.05.220 of the Code for the M-1 District;
2. Duplexes are permitted;
3. Minimum yard requirements for duplexes are as follows: Front: 25 feet, Rear: 25 feet, Corner: 15 feet, and Side: 7.5 feet; and
4. Carports may encroach into the minimum front yard by 15 feet for duplexes.

Conditions of approval for the R-2 FUD are included in the adopting resolution and are as follows:

1. The underlying or base zoning regulations for this FUD District shall be the R-2 District, and any use or allowance not specified herein will be as defined in the R-2 District as provided in Section 12.05.212 of the Code for the R-2 District;
2. Single-family home is permitted;
3. Minimum yard requirements are as follows: Front: 25 feet, Rear: 15 feet, Corner: 15 feet, and Side: 7.5 feet;
4. Carports may encroach into the minimum front yard by 15 feet;
5. Minimum lot size will be 5,000 square feet and 50 foot of frontage.

3. **Excerpt from the January 12, 2021, DRAFT P&Z Minutes and Recommendation to the BCC: “A. HEARING NUMBER P&Z 2068 – COVERED BRIDGE COMMUNITY - C/O ANITA M. DIEGEL: 11 parcels spread throughout the Covered Bridge Community, totaling approximately 1.58 acres, located west of US 27, on the north side of Lake Francis Road, Lake Placid, Florida; and abbreviated legal as follows: 11 parcels spread throughout the Covered Bridge Community, totaling approximately 1.58 acres, located in Section 15, Township 36 South, Range 29 East, Highlands County, Florida.**

The Applicant is requesting to modify the existing Mobile Home Subdivision with a Flexible Unit Development District (M-1 FUD) and the existing Two-Family Dwelling with a Flexible Unit Development District (R-2 FUD). The applicant is requesting a reduction to the front setback from 25 feet to 10 feet to allow an open carport. Mr. Ingler read the request; Mrs. Culpepper and Ms. Diegel presented the request. There were no letters received; no one spoke in favor of or against the request.

Motion by Mr. Boring and seconded by Mrs. Mack to recommend to the Board of County Commissioners to approve with conditions and adopt by Resolution, P&Z 2068, modifying the existing M-1 FUD (Mobile Home Subdivision with a Flexible Unit Development) for ten parcels, and the existing R-2 FUD (Two-Family Dwelling with a Flexible Unit Development District) for one parcel, spread throughout the Covered Bridge Community, totaling an approximate 1.58 acres, referencing the mandatory findings of fact and becoming effective as provided by law.

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

Supplemental Material/Issue Analysis Report:

1. **Request:** The matter for consideration is for a modification to the existing M-1 FUD and R-2 FUD for 11 parcels in the Covered Bridge Community. The Applicant is requesting a reduced front yard requirement of 10 feet for the purpose of constructing carports.

In 2018, the same request was approved for 98 lots spread throughout the Covered Bridge Community.

2. Existing Use Analysis:

LOCATION	EXISTING USE	LAND USE CATEGORY	ZONING
Subject Property	Single-Family Residences/Duplexes	High Density Residential (RH)	M-1 FUD/R-2 FUD
Adjacent Property to the North	Vacant/Single-Family Residences/Misc./ Mobile Home	Agriculture (AG)/ Medium Density Residential (RM)	Agricultural District (AU)

LOCATION	EXISTING USE	LAND USE CATEGORY	ZONING
Adjacent Property to the South	Single-Family Residence	AG	Residential District (R-1)
Adjacent Property to the East	Miscellaneous/ Orange Grove	AG/Low Density Residential (RL)	AU/ Estate District (EU)
Adjacent Property to the West	Vacant	AG	R-1

3. Applicable References:

Planning... §163.3194(1)(a) - (b), F.S.; Highlands County 2030 Comprehensive Plan: Future Land Use Policies: 1.1, General Growth Management Strategy; Policy 1.2.D.4, High Density Residential (RH).

Zoning... Highlands County Land Development Regulations (LDRs): Section 12.05.220: Mobile Home Subdivisions District (M-1), Section 12.05.212: Two-Family Dwelling District (R-2), and Section 12.05.291: Flexible Unit Development District (FUD).

4. Department Analysis and Comments of Petitioner's Proposal:

4.A. The Departments, Divisions, and Agencies listed below provided comments as follows:

Engineering Department: Approved.

Zoning Division: The staff has no objection to this request.

Florida Department of Health: No objection.

4.B. The following Departments, Divisions, and Agencies offered no comment: Florida Department of Environmental Protection, Florida Department of Transportation, and Highlands County Natural Resources.

4.C. The following Departments, Divisions, and Agencies did not respond: Highlands County Emergency Management, Highlands County Emergency Medical Services, and Highlands County Fire Rescue.

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

5.A. Natural Features Analysis:

- 1. Topography:** The topographic map depicts the subject property as mostly level with an elevation between 70 and 85 feet.

2. **Soils:** The soils underlying the site are *Archbold*, *Astatula*, *Duette*, *Myaka*, and *Samsula Muck*.
Archbold – this soil is nearly level to gentle sloping and moderately well drained. The available water capacity is very low. The water table is within 40-60 inches during the summer rainy season and recedes to a lower depth the rest of year.
Astatula – this soil is nearly level to moderately sloping and excessively drained. The available water capacity is very low. Depth to water table is more than 80 inches.
Duette – this soil is nearly level and moderately well drained. The available water capacity is very low. The water table is at a depth of 48 to 72 inches for 1 to 4 months during the summer rainy season and recedes to a lower depth during the rest of the year.
Myaka – this soil nearly level and poorly drained. The water table is at a depth of less than 12 inches during the summer rainy season. Generally, it is at a depth of 12 to 40 inches during the rest of the year, however, during extended dry periods, the water table recedes to a depth of more than 40 inches.
Samsula Muck – this soil is nearly level and very poorly drained. The available water capacity is high. Under natural conditions this soil is ponded 6 to 9 months in most years. The water table is at a depth of 10 inches or less for the rest of the year.
3. **Surface Waters:** The subject parcel has no surface water areas.
4. **Vegetative Cover:** The site has been cleared of native vegetation.

5.B. Zoning Analysis:

1. **Current Use of Land:** There are currently single-family dwellings and duplexes existing on the site.
2. **Current Zoning Designation:** The site has a zoning designation of M-1 FUD and R-2 FUD.
3. **Proposed Zoning Designation:** The proposed zoning designation is M-1 FUD and R-2 FUD.
4. **Current Population Yield:** The current zoning allows up to 1 dwelling unit per property. The parcel would currently carry a potential population yield of 25.3 persons; 11 properties x 1 dwelling unit = 11 dwelling units; 11 dwelling units x 2.3 persons = 25.3 persons.
5. **Proposed Population Yield:** There is no proposed change to the number of dwelling units, which would result in no change to the population yield.
6. **The Applicant's proposed development program:** The property is currently comprised of single-family dwellings and duplexes for persons aged 55 years and older. The proposed zoning change will reduce the front yard requirements to permit construction of carports for the residents.

5.C. Special Designated Areas:

2. **Environmental Protection:** The Conservation Overlay Map series of the Plan indicates that the site contains Xeric Upland, Cutthroat Seep, and Wetland habitats. The purpose of this modification to the existing M-1 FUD and R-2 FUD is to reduce the front yard requirements to allow the construction of carports onto existing single-family dwellings and duplexes. Each parcel has

been developed, and any potential habitats have already been impacted. Pursuant to Natural Resource Element Policy 3.3. of the Highlands County 2030 Comprehensive Plan, the Applicant **is not required** to obtain Environmental Clearance at the time of development.

3. **Historic Resources:** The Florida Master Site File (FMSF) indicates that there are no known historic resources on the property.
4. **Archaeological Resources:** The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the FMSF indicate no known archaeological resources on the site.
5. **Floodplains (FEMA designation):** The property has a flood zone designation of X, for areas located outside the Special Flood Hazard Areas, and a flood zone designation of X, for areas located outside the Special Flood Hazard Areas, but with a 0.2% annual chance flood hazard, as depicted on the Flood Insurance Rate Map Community Panel Number **12055C00356C**, effective November 18, 2015.
6. **Military Airport Zones (MAZ):** The property is not located within a MAZ as designated by Section 12.12.800 of the Highlands County LDRs.
7. **Wellhead Protection Zones:** The property is not located within the Zone of Exclusion but is located within the Zone of Control as defined by Infrastructure Policy 6.6. of the Comprehensive Plan. The proposed development shall be required to comply with Section 12.12.301.B. of the Highlands County LDRs.
8. **Airport Surface Areas:** The property is not located within any of the defined surface areas as designated by Chapter 2.1 of the Highlands County Code of Ordinances.

5.D. Public Facilities and Services:

1. **Potable Water:** The property is served by an off-site central potable water system provided by HC Waterworks.
2. **Central Wastewater:** The property is served by an off-site central wastewater system provided by HC Waterworks.
3. **Solid Waste:** The property is serviced by a county-approved refuse collection company.
4. **Vehicular Access and Traffic Circulation:** The site is currently developed on non-County maintained roads within the Covered Bridge Community. The community utilizes Lake Francis Road and Peachtree Drive, which are County maintained, for vehicular access.
5. **Railroad Access:** There is no railroad access.
6. **Recreation:** The proposed development will not require the need for recreation.
7. **Drainage:** The Applicant will be required to comply with Section 12.13.104.F. of the Highlands County LDRs and the applicable water management district regulations.

5.E. Traffic Impacts: Pursuant to the Comprehensive Plan: Technical Support Section, a traffic analysis **is not** required at the time of development.

5.F. Schools: The proposed additional permitted use of a carport for the dwellings will not generate student impacts to the school district.

5.G. Airports: The subject property is located approximately 17.35 miles southeast of the Avon Park Executive Airport and 7.5 miles southwest of the Sebring Regional Airport.

6. 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.

Environmental Clearance Finding: Environmental Clearance, pursuant to Natural Resources Element Policy 3.3 of the Comprehensive Plan, **is not required** for the proposed zoning change.

Historical and Archaeological Clearance: The proposed zoning change **is not required** to obtain Historical and Archaeological clearance, pursuant to FLU Policy 7.1 and NRE Policy 1.3 of the Comprehensive Plan. The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the Florida Master Site File indicate that there are no known cultural resources on the property.

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.

Staff Recommendation to the Planning and Zoning Commission (P&Z): Recommend to the BCC to approve with conditions and adopt by Resolution, P&Z Hearing No. 2068, modifying the existing M-1 FUD for 10 parcels, and the existing R-2 FUD for 1 parcel, spread throughout the Covered Bridge Community, totaling an approximate 1.58-acres, referencing the mandatory findings of fact and becoming effective as provided by law.

Conditions of approval for the M-1 FUD are included in the adopting resolution and are as follows:

- 1. The base zoning regulations for this FUD District shall be the M-1 District regulations, and any use or allowance not specified herein will be as defined in the M-1 District as provided in Section 12.05.220 of the Highlands County Code of Ordinances;**
- 2. Duplexes are permitted;**
- 3. Minimum yard requirements for duplexes are as follows: Front: 25 feet, Rear: 25 feet, Corner: 15 feet, and Side 7.5 feet; and**
- 4. Carports may encroach into the minimum front yard by 15 feet for duplexes.**

Conditions of approval for the R-2 FUD are included in the adopting resolution and are as follows:

- 1. The base zoning regulations for this FUD District shall be the R-2 District regulations, and any use or allowance not specified herein will be as defined in the R-2 District as provided in Section 12.05.212 of the Highlands County Code of Ordinances;**
- 2. Single family residential is permitted;**
- 3. Minimum yard requirements for single family residences are as follows:
Front: 25 feet, Rear: 15 feet, Corner: 15 feet, and Side: 7.5 feet;**
- 4. Carports may encroach into the minimum front yard by 15 feet; and**
- 5. Minimum lot size is 5,000 square feet with 50 feet of frontage.**

Attachments:

Exhibit 1: Parcel List
Exhibit 2: Location Map
Exhibit 3: Aerial Map
Exhibit 4: Zoning Map
Exhibit 5: Site Photographs

Exhibit 1:

Parcel	Name	Address	Zoning
C-15-36-29-061-0000-0390	Neil & Wanda Martin	14 Jasmine Street	M-1 FUD
C-15-36-29-060-0050-0180	Charles & Rogene Brady	105 Oak Grove Street	M-1 FUD
C-15-36-29-060-0090-0290	Patricia Romanelli	104 Parkview Street	M-1 FUD
C-15-36-29-060-0110-0050	Judith Clymer	131 Parkview Circle	M-1 FUD
C-15-36-29-060-0110-0060	Irvin & Marlene Sellen	129 Parkview Circle	M-1 FUD
C-15-36-29-060-0120-0070	Dennis & Barbara Reedy Co-Trustees	72 Jasmine Street	M-1 FUD
C-15-36-29-060-0120-0080	Paul & Claudia Chacona	68 Jasmine Street	M-1 FUD
C-15-36-29-060-0040-0160	William & Anita Diegel	185 Woodside Drive	M-1 FUD
C-15-36-29-060-0090-0280	RJ & Marilyn Horsting Trustees	102 Parkview Circle	M-1 FUD
C-15-36-29-060-0060-0180	Darlene Rae Logan	107 Edgewater Drive South	M-1 FUD
C-15-36-29-060-0010-0520	Wayne & Emmadean Harvey	184 Woodside Drive	R-2 FUD

Exhibit 2:

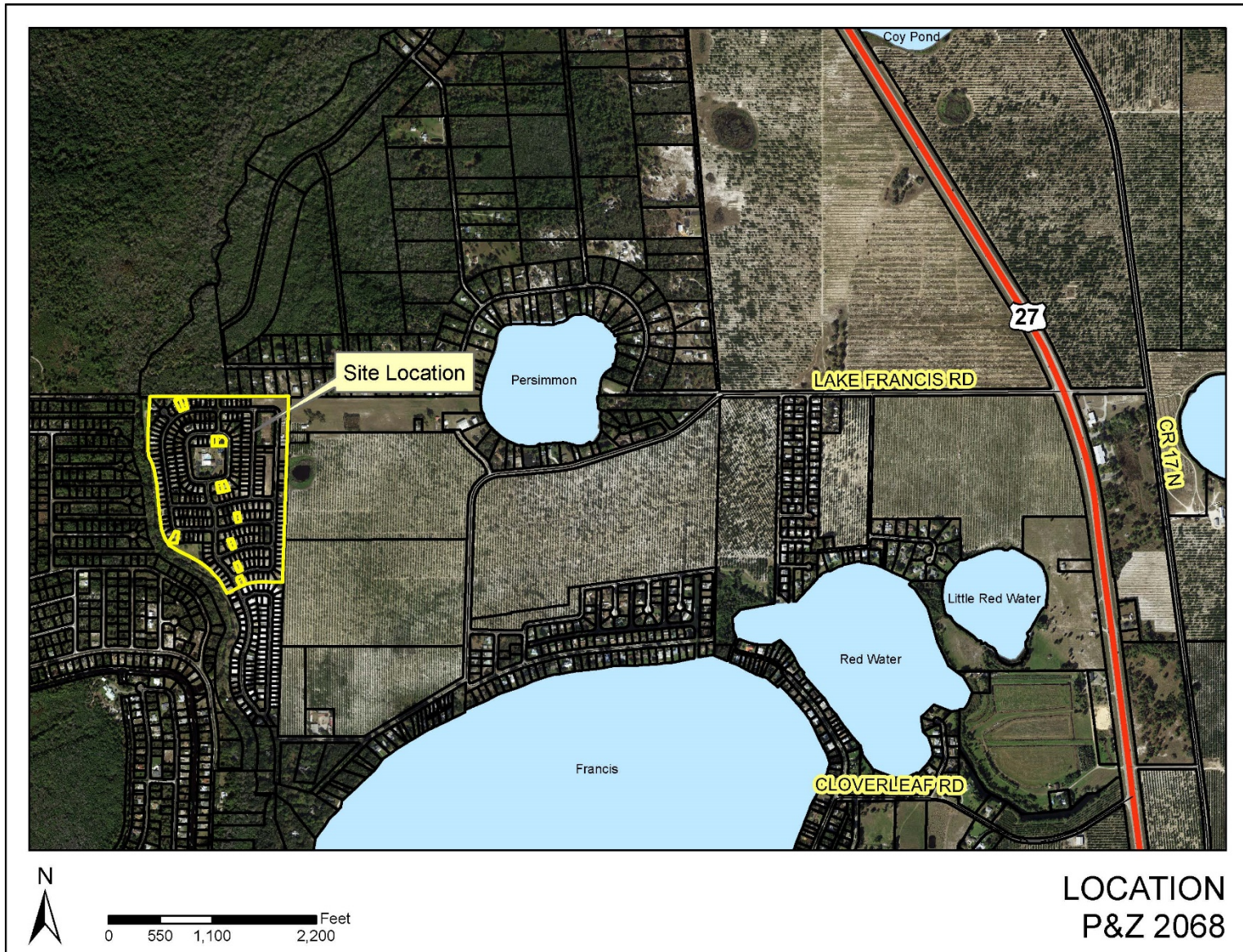


Exhibit 3:

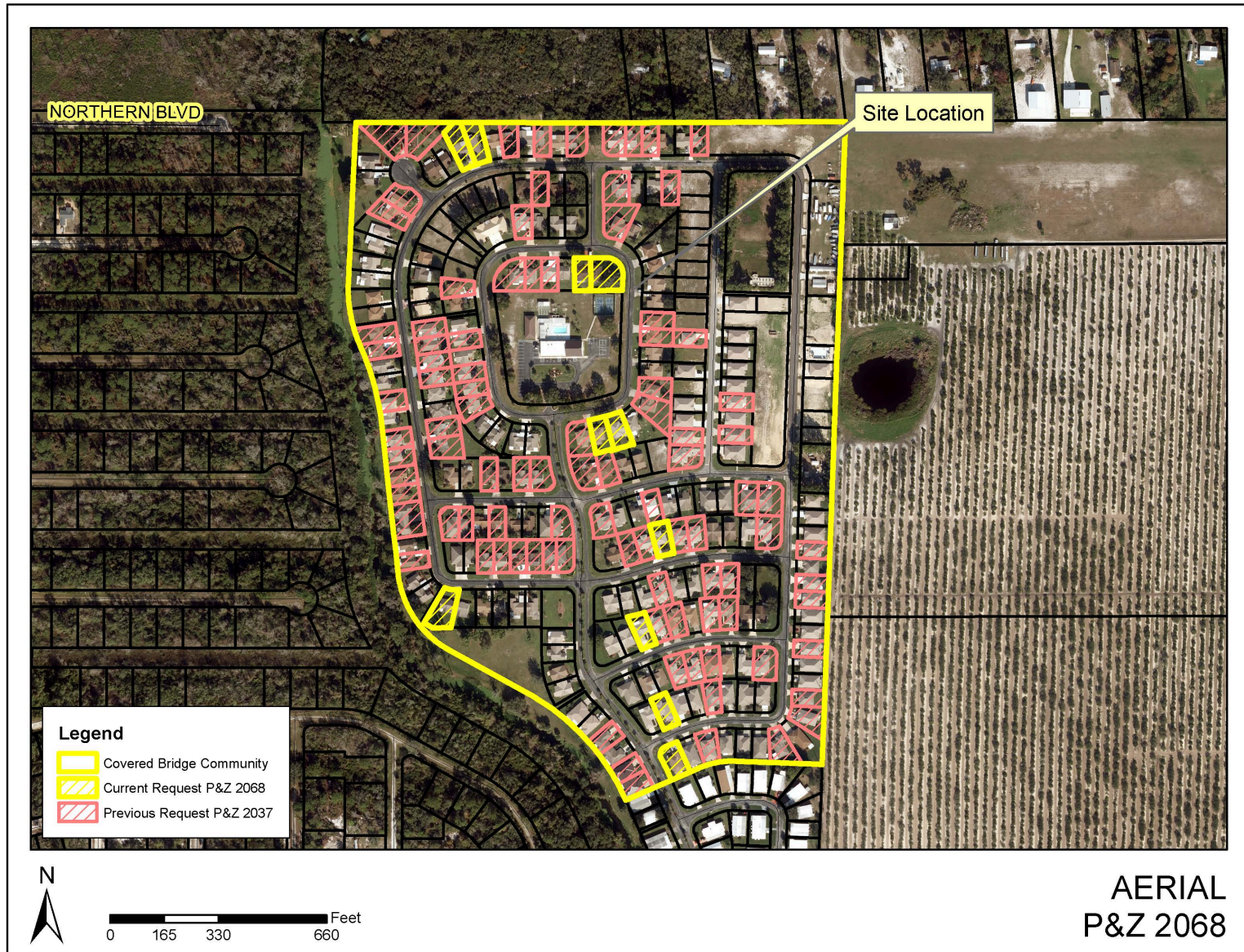


Exhibit 4:

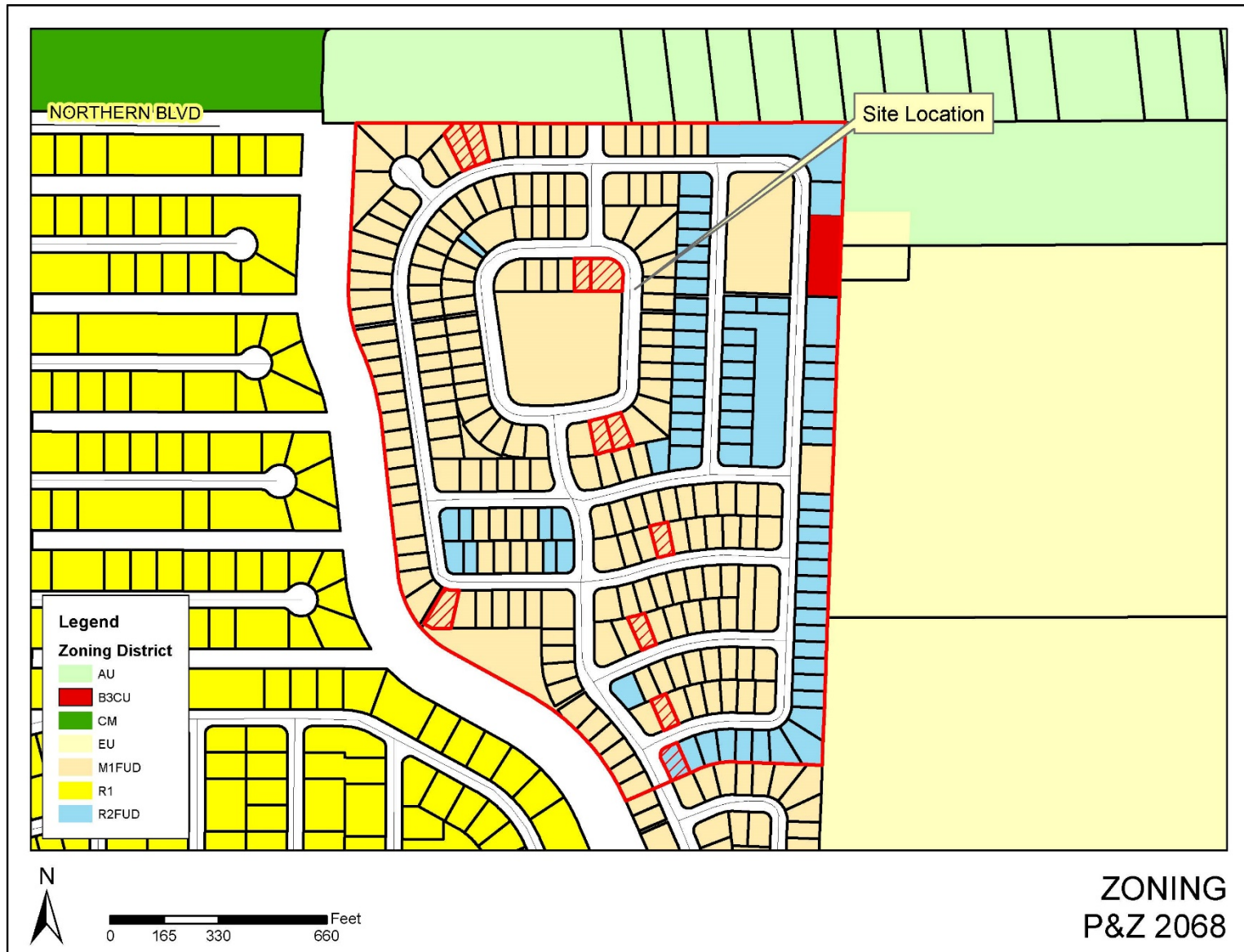


Exhibit 5:



Highlands County, Florida
Zoning Change Application

Zoning change from: M-1 FUD / R2 FUD
Zoning change to: M-1 FUD / R2 FUD MODIFYING THE EXISTING FUD

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:

P&Z Hearing Number: P22 2018 Date of Application: _____
Amount of Fee: \$ 1950.00 Receipt No.: 20110006 Tax Map No.: 95-A & 95-B
Hearing Dates: LP: _____ P&Z: 1/12/2021 BCC: 2/16/2021

This application has been reviewed for completeness and determined sufficient:

Zoning Supervisor [Signature]

Date 11/25/2020

SECTION II: APPLICANT & PROPERTY INFORMATION:

- 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: COVERED BRIDGE COMMUNITY (VENETIAN VILLAGE) SEE ATTACHED
Mailing Address: SEE ATTACHED
Telephone No.: _____ E-Mail Address: _____
- 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: ANITA M DUGGAL
Mailing Address: 185 WOODSIDE DR
Telephone No.: 810 730-0902 E-Mail Address: Sunshine7and@aol.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. SEE ATTACHED LIST

4. **Strap No.(s) of Property Covered by Application:**

STRAP #:C- SEE ATTACHED LIST STRAP #:C- _____
STRAP #:C- _____ STRAP #:C- _____

5. **Street Address(es) of Property Covered by the Application:** SEE ATTACHED LIST

SECTION III: INFORMATION ABOUT EXISTING USES:

6. Existing Zoning District: M-1 AID / R-2 AID Existing Land Use Classification: RH
Are the Zoning and Comprehensive Plan Consistent? ☒ Consistent ☐ Not Consistent
7. Existing Property Information: Size of Property (width) 50 feet, (depth) 100 feet,
street frontage 50 feet, water frontage _____ feet, Total acres TL 19
If different from the total acreage, the upland, or developable portion is _____ +/- 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?
SINGLE FAMILY DWELLINGS AND DUPLEXES
- If multiple units, the number of dwellings per building/number of buildings: _____
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.): 94-23-2
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. Information on the Adjacent Properties:

	Existing Uses	FLUM Designations	Zoning Districts
North	VACANT SINGLE FAMILY	AG	AU
South	SINGLE FAMILY	AG	R-2
East	ORANGE GROVE	RL	EU
West	VACANT	AG	R-2

SECTION IV: INFORMATION ABOUT THE PROPOSED CHANGE:

13. Reason for Proposed Change(s) (DO NOT INCLUDE SPECIFIC USES): FRONT SETBACK FROM 25' TO 10' TO REDUCE THE CAR-PORT
14. Proposed Number of Dwelling Units Desired or Number of Square Feet of Commercial Space (if applicable):
NO CHANGE IN THE PROPOSED NUMBER OF DWELLINGS
15. 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 _____ divided by Parcel size _____ = FAR 35 %

SECTION V: ADDITIONAL INFORMATION REQUIRED: 16 & 17 – NOT APPLICABLE FOR EXISTING DEVELOPMENT THAT IS NOT INCREASING IN SIZE; INDICATE N/A.

16. 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 _____ 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):

- The facility has the designed capacity for pumping and treating _____ gpcd.
- The facility has a permitted capacity for _____ gpcd.
- The facility has an average demand or committed capacity for _____ gpcd.
- The facility has an excess capacity of _____ gpcd.
- This proposed development will require approximately _____ 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. _____ **Applicant's Initial**

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

If **Yes**, the wastewater treatment system requirements will be accommodated by the _____ 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:

- The facility has the designed capacity for pumping and treating _____ gpcd.
- The facility has a permitted capacity for _____ gpcd.
- The facility has an average demand or committed capacity for _____ gpcd.
- The facility has an excess capacity of _____ gpcd.
- This proposed development will require approximately _____ 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. **A.D.** **Applicant's Initial**

- 18. 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 **A.D.** **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.

- 19. Solid Waste Disposal:** The proposed development will be served by the **WASTE CONNECTIONS INC.** 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.

20. **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.

21. **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 _____

SECTION VI: ADDITIONAL ZONING AMENDMENT INFORMATION:

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

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

24. **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.

25. **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).

26. **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.

27. **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.)

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

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

30. **Proposed Multiple Zoning Changes:** If more than one zoning change is being requested, it is necessary to show the exact areas to be covered by the different zoning designations. The legal description, along with an illustration showing the dimensions, of each different zoning designation must be included (Attach to the application if applicable).

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

P&Z 2068 Rezoning for setbacks

Strap #s:

- | | | |
|-----|--------------------------|---------------------------|
| 1. | C-15-36-29-061-0000-0390 | 14 Jasmine Street |
| 2. | C-15-36-29-060-0050-0180 | 105 Oak Grove Street |
| 3. | C-15-36-29-060-0090-0290 | 104 Parkview Street |
| 4. | C-15-36-29-060-0110-0050 | 131 Parkview Circle |
| 5. | C-15-36-29-060-0110-0060 | 129 Parkview Circle |
| 6. | C-15-36-29-060-0120-0070 | 72 Jasmine Street |
| 7. | C-15-36-29-060-0120-0080 | 68 Jasmine Street |
| 8. | C-15-36-29-060-0010-0520 | 184 Woodside Drive |
| 9. | C-15-36-29-060-0040-0160 | 185 Woodside Drive |
| 10. | C-15-36-29-060-0090-0280 | 102 Parkview Circle |
| 11. | C-15-36-29-060-0060-0180 | 107 Edgewater Drive South |

Legal Descriptions:

1. Lot 39 of Replat of part of Tract "H" of Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 12, Page 70, of the Public Records of Highlands County, Florida.
2. Lot 18, Block 5, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida.
3. Lot 29, Block 9, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida.
4. Lot 5, Block 11, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida.
5. Lot 6, Block 11, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida.
6. Lot 7, Block 12, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida.
7. Lot 8, Block 12, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida.
8. Lot 52, in Block 1, of Venetian Village Revised, according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County,

Florida, Less a portion, being particularly described as follows: Commence at the Northeast corner of Lot 49, in Block 1, said point being on a curve on the Southerly right-of-way line of Woodside Drive, said curve having for its elements a radius of 350.00 feet; a central angle of 25°49'15" and a chord bearing of South 77°11'43" West; thence along said curve to the left an arc distance of 157.73 feet; thence South 64°17'08" West a distance of 21.98 feet to the Northwest corner of said Lot 51 and the Point of Beginning; thence South 25°42'52" East a distance of 100.00 feet to the Southwest corner of said Lot 51; thence South 64°17'08" West a distance of 6.00 feet; thence North 25°42'52" West a distance 100.00 feet to a point on the southerly right-of-way of said Woodside Drive; thence North 64°17'08" East a distance of 6.00 feet to the Point of Beginning.

9. A portion of Lot 16 and Lot 17, Block 4, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida, being more particularly described as follows: Commence at the Southeasterly corner of Lot 16, said point lying on the arc of a curve concave to the south end on the Northerly right-of-way line of Woodside Drive; thence in a southwesterly direction and along the arc of said curve to the left (curve having for its elements a radius of 400.00 feet and a central angle of 00°12'12") a distance of 1.42 feet to the point of tangency of said curve; thence South 64°17'08" West, a distance of 0.50 feet for the Point of Beginning; thence continue South 64°17'08" West, a distance of 40.17 feet; thence North 25°17'42" West, a distance of 100.00 feet; thence North 64°17'08" East, a distance of 49.93 feet; thence South 25°25'47" East, a distance of 100.00 feet to the Point of Beginning.
10. Lot 28, Block 9, Venetian Village (Revised) in Highlands County, Florida, according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida, LESS a portion along the Southerly boundary, more particularly described as follows: Begin at the Southwest corner of Lot 28, Block 9; thence North 12°56'58" West a distance of 4.01 feet; thence along the arc of a curve to the left having for its elements a central angle of 5°37'13" and a radius of 332.54 feet a distance of 32.62 feet; thence along the arc of a curve to the right having for its elements a central angle of 0°39'49" and a radius of 1,254.00 feet a distance of 14.49 feet; thence South 19°06'30" East a distance of 4.0 feet; thence along the Southerly boundary of Lot 28 and the arc of a curve to the left having for its elements a central angle of 00°40'55" and a radius of 1,250.00 feet and a distance of 14.28 feet; thence continue along the Southerly boundary of Lot 28 and the arc of a curve to the right having for its elements a central angle of 5°49'33" and a radius of 336.54 feet a distance of 34.22 feet to the Point of Beginning.
11. A portion of Lot 18, Block 6, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida, being more particularly described as follows: Begin at the

Southwest corner of Lot 18, Block 6, of said subdivision; thence run North $16^{\circ}27'33''$ West and along the Westerly line of Lot 18, a distance of 99.00 feet to a point on the arc of a curve concave to the south; thence in an Easterly direction and along the arc of said curve to the right (curve having for its elements a radius of 999.00 feet, a central angle of $02^{\circ}41'31''$ and a chord bearing of North $74^{\circ}53'06''$ East), a distance of 46.87 feet; thence North $13^{\circ}46'15''$ West, a distance of 1.00 feet to a point on the Northerly line of Lot 18, said point lying on the arc of a curve concave to the South; thence in an Easterly direction and along the arc of said curve to the right (curve having for its elements a radius of 1,000.00 feet, a central angle of $00^{\circ}30'51''$ and a chord bearing of North $76^{\circ}29'09''$ East), a distance of 8.97 feet to the Northeast corner of Lot 18; thence South $13^{\circ}15'27''$ East and along the East line of Lot 18, a distance of 100.00 feet to a point on the Northerly right of way line of Citrus Street, said point lying on the arc of a curve concave to the South; thence in a Westerly direction and along said right of way line and along the arc of said curve to the left (curve having for its elements a radius of 900.00 feet, a central angle of $03^{\circ}12'06''$ and a chord bearing of South $75^{\circ}08'31''$ West), a distance of 50.29 feet to Point of Beginning.

RESOLUTION NO. 20-21-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE ZONING MODIFICATION FOR THAT PROPERTY IDENTIFIED BY THE HIGHLANDS COUNTY PROPERTY APPRAISER THROUGH PARCEL ID#(s) C-15-36-29-061-0000-0390, C-15-36-29-060-0050-0180, C-15-36-29-060-0090-0290, C-15-36-29-060-0110-0050, C-15-36-29-060-0110-0060, C-15-36-29-060-0120-0070, C-15-36-29-060-0120-0080, C-15-36-29-060-0040-0160, C-15-36-29-060-0090-0280, AND C-15-36-29-060-0060-0180; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF ZONING MODIFICATION; 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 12.05.291.H, the Property Owners of that property identified by the Highlands County Property Appraiser through Parcel ID#(s) C-15-36-29-061-0000-0390, C-15-36-29-060-0050-0180, C-15-36-29-060-0090-0290, C-15-36-29-060-0110-0050, C-15-36-29-060-0110-0060, C-15-36-29-060-0120-0070, C-15-36-29-060-0120-0080, C-15-36-29-060-0040-0160, C-15-36-29-060-0090-0280, and C-15-36-29-060-0060-0180 (Properties), have requested a modification to the conditions, restrictions and limitations of the existing zoning classification on the Properties for the specific purpose of furthering residential convenience 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 Properties 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 Properties 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 the 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 Mobile Home Subdivision with a Flexible Unit Development District (M1-FUD) zoning designation for the Properties identified by the Highlands County Property Appraiser through Parcel ID#(s) C-15-36-29-061-0000-0390, C-15-36-29-060-0050-0180, C-15-36-29-060-0090-0290, C-15-36-29-060-0110-0050, C-15-36-29-060-0110-0060, C-15-36-29-060-0120-0070, C-15-36-29-060-0120-0080, C-15-36-29-060-0040-0160, C-15-36-29-060-0090-0280, and C-15-36-29-060-0060-0180, and more particularly described as:

Lot 18, Block 5, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida.

Lot 29, Block 9, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida.

Lots 5 and 6, Block 11, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida.

Lots 7 and 8, Block 12, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida.

Lot 39 of Replat of part of Tract "H" of Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 12, Page 70, of the Public Records of Highlands County, Florida.

A portion of Lot 16 and Lot 17, Block 4, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida, being more particularly described as follows: Commence at the Southeasterly corner of Lot 16, said point lying on the arc of a curve concave to the south end on the Northerly right-of-way line of Woodside Drive; thence in a southwesterly direction and along the arc of said curve to the left (curve having for its elements a radius of 400.00 feet and a central angle of 00°12'12") a

distance of 1.42 feet to the point of tangency of said curve; thence South $64^{\circ}17'08''$ West, a distance of 0.50 feet for the Point of Beginning; thence continue South $64^{\circ}17'08''$ West, a distance of 40.17 feet; thence North $25^{\circ}17'42''$ West, a distance of 100.00 feet; thence North $64^{\circ}17'08''$ East, a distance of 49.93 feet; thence South $25^{\circ}25'47''$ East, a distance of 100.00 feet to the Point of Beginning.

Lot 28, Block 9, Venetian Village (Revised) in Highlands County, Florida, according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida, LESS a portion along the Southerly boundary, more particularly described as follows: Begin at the Southwest corner of Lot 28, Block 9; thence North $12^{\circ}56'58''$ West a distance of 4.01 feet; thence along the arc of a curve to the left having for its elements a central angle of $5^{\circ}37'13''$ and a radius of 332.54 feet a distance of 32.62 feet; thence along the arc of a curve to the right having for its elements a central angle of $0^{\circ}39'49''$ and a radius of 1,254.00 feet a distance of 14.49 feet; thence South $19^{\circ}06'30''$ East a distance of 4.0 feet; thence along the Southerly boundary of Lot 28 and the arc of a curve to the left having for its elements a central angle of $00^{\circ}40'55''$ and a radius of 1,250.00 feet and a distance of 14.28 feet; thence continue along the Southerly boundary of Lot 28 and the arc of a curve to the right having for its elements a central angle of $5^{\circ}49'33''$ and a radius of 336.54 feet a distance of 34.22 feet to the Point of Beginning.

A portion of Lot 18, Block 6, Venetian Village (Revised), according to the plat thereof as recorded in Plat Book 11, Page 12, of the Public Records of Highlands County, Florida, being more particularly described as follows: Begin at the Southwest corner of Lot 18, Block 6, of said subdivision; thence run North $16^{\circ}27'33''$ West and along the Westerly line of Lot 18, a distance of 99.00 feet to a point on the arc of a curve concave to the south; thence in an Easterly direction and along the arc of said curve to the right (curve having for its elements a radius of 999.00 feet, a central angle of $02^{\circ}41'31''$ and a chord bearing of North $74^{\circ}53'06''$ East), a distance of 46.87 feet; thence North $13^{\circ}46'15''$ West, a distance of 1.00 feet to a point on the Northerly line of Lot 18, said point lying on the arc of a curve concave to the South; thence in an Easterly direction and along the arc of said curve to the right (curve having for its elements a radius of 1,000.00 feet, a central angle of $00^{\circ}30'51''$ and a chord bearing of North $76^{\circ}29'09''$ East), a distance of 8.97 feet to the Northeast corner of Lot 18; thence South $13^{\circ}15'27''$ East and along the East line of Lot 18, a distance of 100.00 feet to a point on the Northerly right of way line of Citrus Street, said point lying on the arc of a curve concave to the South; thence in a Westerly direction and along said right of way line and along the arc of said curve to the left (curve having for its elements a radius of 900.00 feet, a central angle of $03^{\circ}12'06''$ and a chord bearing of South $75^{\circ}08'31''$ West), a distance of 50.29 feet to Point of Beginning.

is hereby modified as follows:

The M-1 FUD zoning on the Properties as approved on April 18, 1978, through Hearing #496, shall be subject to the conditions, restrictions and limitations set forth in Sections 12.05.220 and 12.05.291 of the Highlands County Code of Ordinances EXCEPT Carports may encroach into the minimum 25-foot front yard setback for duplexes by up to 15 feet.

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 2068, 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 16th day of February, 2021.

BOARD OF COUNTY COMMISSIONERS
OF HIGHLANDS COUNTY, FLORIDA

By: _____
Scott A. Kirouac, Chairman

(SEAL)

ATTEST: _____
Jerome Kaszubowski, Clerk

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER: Sherry Sutphen, County Attorney

SUBJECT/TITLE: An Ordinance of the Board of County Commissioners of Highlands County, a political subdivision of the State of Florida, Pertaining to an Amendment to the Highlands County Code of Ordinances, Chapter 2, Administration; Providing for Legislative Findings and Intent; Providing for Amendment to Chapter 2, Administration, Article X, Issuance of Warrants, Section 2-234, Approval; Providing for the Implementation of Administrative Actions; Providing a Savings Clause; Providing for Codification and Scrivener's Errors; Providing for Conflicts; Providing for Severability; and Providing an Effective Date.

STATEMENT OF ISSUE

On March 9, 2004, the County adopted Ordinance 03-04-15, which has been codified into the Highlands County Code of Ordinances and pertains to the payment of County expenditures; and Highlands County has determined that it is appropriate to update and revise its Code of Ordinances in order to implement a more effective and efficient manner for the payment of County expenditures.

RECOMMENDED ACTION

Adopt the Ordinance of the Board of County Commissioners of Highlands County, a political subdivision of the State of Florida, Pertaining to an Amendment to the Highlands County Code of Ordinances, Chapter 2, Administration; Providing for Legislative Findings and Intent; Providing for Amendment to Chapter 2, Administration, Article X, Issuance of Warrants, Section 2-234, Approval; Providing for the Implementation of Administrative Actions; Providing a Savings Clause; Providing for Codification and Scrivener's Errors; Providing for Conflicts; Providing for Severability; and Providing an Effective Date.

FISCAL IMPACT

No fiscal impact

Attachments: [Notice of Public Hearing.pdf](#)
[Ordinance revising section 2-324 - Final.SGS.pdf](#)

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN TO WHOM IT MAY CONCERN:

The Highlands County Board of County Commissioners will conduct a public hearing to consider and act upon the following proposed County Ordinance on **February 16, 2021**, at **9:00 a.m.**, or as soon thereafter as possible, in the County Commissioners' Board Room of the Government Center, 600 South Commerce Avenue, Sebring, Florida or such other location and/or with the assistance of Communications Media Technology as may be deemed necessary based on COVID-19 pandemic concerns:

ORDINANCE NO. 20-21-12

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO AN AMENDMENT TO THE HIGHLANDS COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR AMENDMENT TO CHAPTER 2, ADMINISTRATION, ARTICLE X, ISSUANCE OF WARRANTS, SECTION 2-324, APPROVAL; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

A copy of the above entitled ordinance is available for inspection in the office of the County Administrator, 600 South Commerce Avenue, Sebring, Florida 33870. All interested persons may appear and be heard at the time and place specified above. This public hearing may be continued to a future date or dates. The times, places, and dates of any continuances of a public hearing shall be announced during the public hearing without any further published notice. Any person who might wish to appeal any decision made by the Board of County Commissioners of Highlands County, Florida, during the public hearing, such person will need a record of the proceedings and may need to ensure that a verbatim record is made including the testimony and evidence upon which such appeal is based.

The Board of County Commissioners of Highlands County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discriminatory 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 Florida Statutes, Section 286.26, should contact Rebecca Cable, ADA Coordinator, at (863) 402-6809 (voice) or via Florida Relay Service 711, or by e-mail: rcable@highlandsfl.gov. Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

BOARD OF COUNTY COMMISSIONERS
OF HIGHLANDS COUNTY, FLORIDA
Scott A. Kirouac, Chairman

ATTEST:
Jerome Kaszubowski, Clerk

ORDINANCE NO. 20-21-12

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO AN AMENDMENT TO THE HIGHLANDS COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR AMENDMENT TO CHAPTER 2, ADMINISTRATION, ARTICLE X, ISSUANCE OF WARRANTS, SECTION 2-324, APPROVAL; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Highlands County Clerk of the Circuit Court is the auditor and custodian of all County funds pursuant to Article V Section 16 and Article VIII Section 1(d) of the Florida Constitution; and

WHEREAS, on March 9, 2004, the County adopted Ordinance 03-04-15, which has been codified into the Highlands County Code of Ordinances and pertains to the payment of County expenditures; and

WHEREAS, from time to time, it is necessary for Highlands County to update and/or amend its codes and regulations; and

WHEREAS, Highlands County has determined that it is appropriate to update and revise its Code of Ordinances in order to implement a more effective and efficient manner for the payment of County expenditures.

NOW THEREFORE, BE IT ORDAINED BY HIGHLANDS COUNTY, FLORIDA AFTER DUE NOTICE AND PUBLIC HEARING, AS FOLLOWS:

SECTION 1. LEGISLATIVE FINDINGS AND INTENT. Highlands County has complied with all requirements and procedures of the Florida law in processing this Ordinance. The above recitals are hereby adopted.

SECTION 2. AMENDMENT TO CHAPTER 2, ADMINISTRATION, ARTICLE X, ISSUANCE OF WARRANTS, SECTION 2-324(c), APPROVAL. Highlands County Code of Ordinances, Chapter 2, Administration, Article X, Issuance of Warrants, Section 2-324, Approval, is hereby amended as follows:

Note: ~~Strikethrough~~ of text constitutes deletions from the existing text. Underlined text constitutes additions to the existing text.

Sec. 2-324 – Approval.

- (a) Prior to issuing a check, electronic transfer, automated clearing house (ACH) transaction, or warrant pursuant to this article, the clerk shall perform such pre-audit activities as the clerk deems appropriate and at a minimum shall determine that the following requirements have been satisfied:
 - (1) The payment has been determined by the board to serve a public purpose pursuant to section 2-322 of this article; and
 - (2) The payment is an expenditure which is in the current budget, as amended, approved by the board; and
 - (3) The payment has been approved in writing by the county administrator.
- (b) ~~Prior to issuing a check, electronic transfer, automated clearing house (ACH) transaction, or warrant pursuant to this article, the clerk shall perform such pre-audit as the clerk deems appropriate.~~
- (c) All checks, ~~electronic transfers, automated clearing house (ACH) transactions,~~ and warrants issued pursuant to this article shall be signed by the chairman of the board and attested by the clerk. For all checks, ~~electronic transfers, automated clearing house (ACH) transactions,~~ and warrants issued pursuant to this article, the number, amount, person to whom drawn, and purpose for which drawn shall be recorded in the minutes of the board before, or as soon as practicable after, issuance.

SECTION 3. IMPLEMENTING ADMINISTRATIVE ACTIONS. The County Administrator is hereby authorized and directed to take such actions as are deemed necessary and appropriate in order to implement the provisions of this Ordinance. 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 the Board of County Commissioners of Highlands County pertaining to the amendments to Chapter 2, Administration, Article X, Issuance of Warrants, Section 2-324, Approval, of the Highlands County Code of Ordinances, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Ordinance.

SECTION 5. CODIFICATION AND SCRIVENER'S ERRORS.
A. Sections in this Ordinance shall be codified in the Highlands County Code of Ordinances and the sections, divisions and provisions of this Ordinance may be

renumbered or re-lettered as deemed appropriate by the codifier of the Highlands County Code of Ordinances.

B. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the County Administrator and County Attorney, may be corrected with the endorsement of the County Manager, or designee, without the need for a public hearing.

SECTION 6. CONFLICTS. All Ordinances or parts of Ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

SECTION 7. SEVERABILITY. If any Section or portion of a Section of this Ordinance 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 Ordinance.

SECTION 8. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage and adoption.

DONE AND ADOPTED this 16th day of February, 2021.

BOARD OF COUNTY COMMISSIONERS OF
HIGHLANDS COUNTY, FLORIDA

By: _____
Scott A. Kirouac, Chairman

(SEAL)

ATTEST:

By: _____
Jerome Kaszubowski, Clerk

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 16th, 2021

PRESENTER: Brandon Gunn, Purchasing Agent

SUBJECT/TITLE: Request approval to move forward with the sale of 104 County owned surplus properties and provide the Chair the authority to execute the Sale and Purchase Agreements and Deeds.

STATEMENT OF ISSUE

The Board has approved the sale of various County owned properties. Staff initiated a sale of certain properties through the County's competitive bid process (ITB 21-006), in accordance with Florida Statutes 125.35.

The County received and opened bids on those properties on January 28th, 2021 and is recommending the sale of 104 properties as identified in the attached Notice of Intent to Award Sale.

In accordance with Ordinance 16-17-08, the Notice of Intent to Accept Offer was posted on January 29th, 2021. The buyers have provided a 10% deposit on the property they are interested in. The sale will be completed within 90 days.

Total this sale \$780,896.55

Total FY 2021 Sales to Date \$919,136.55

RECOMMENDED ACTION

Move to approved the sale of 104 County owned surplus properties and provide the Chair the authority to execute the Sale and Purchase Agreements and Deeds.

FISCAL IMPACT

The fiscal impact is revenue totaling \$780,896.55 to the General Fund from sale of the properties and the properties will be back on the Tax Roll.

Attachments: [Granicus Notice.pdf](#)
[Notice of Intent.pdf](#)

Pending Sale

Property	Buyer	Date Noticed	Price
5917 Cardinal Ct, Sebring	Carlos Mori	1/29/2021	\$ 8,820.00
7112 Sun N Lake Blvd, Sebring	Dessalines Ferdinand	1/29/2021	\$ 2,250.00
7126 Sun N Lake Blvd, Sebring	Dessalines Ferdinand	1/29/2021	\$ 2,250.00
7204 Sun N Lake Blvd, Sebring	Dessalines Ferdinand	1/29/2021	\$ 2,250.00
4259 Cremona Dr, Sebring	Doggy Fun Spa & Resort LLC	1/29/2021	\$ 6,300.00
4265 Cremona Dr, Sebring	Doggy Fun Spa & Resort LLC	1/29/2021	\$ 6,000.00
4603 Nadena Dr, Sebring	E. O. Koch Construction Co.	1/29/2021	\$ 5,827.00
5543 Savona Dr, Sebring	E. O. Koch Construction Co.	1/29/2021	\$ 5,450.00
5523 Sopera Dr, Sebring	Eden & Christopher Godfrey	1/29/2021	\$ 5,400.00
6101 Cypress Ter, Sebring	Eric Naim	1/29/2021	\$ 4,550.00
4509 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,450.00
4510 San Lorenzo Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,000.00
4524 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,360.00
4530 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,047.00
4536 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,000.00
4545 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,000.00
4550 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,000.00
4556 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,000.00
4559 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,000.00
4561 Mignon Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,360.00
4600 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,000.00
4611 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,000.00
4636 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,000.00
4712 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,423.00
4720 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,423.00
4720 San Lorenzo Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,792.00
4726 San Lorenzo Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,792.00
4734 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,423.00
4734 San Lorenzo Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,000.00
4810 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,423.00
4826 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,423.00
4840 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,423.00
4846 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,423.00
4847 San Lorenzo Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,576.00
4850 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,423.00
4871 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,360.00
4879 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,000.00
4907 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,000.00
4966 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,140.00
4975 San Lorenzo Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 9,667.00
5008 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,140.00
5016 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,140.00
5030 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,140.00

5036 San Ignacio Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 10,140.00
5286 Pebble Beach Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,454.00
5290 Pebble Beach Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,454.00
5294 Pebble Beach Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,454.00
5298 Pebble Beach Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 7,804.00
5300 Pebble Beach Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 7,669.00
5310 Pebble Beach Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,454.00
5313 Minorca Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,400.00
5314 Pebble Beach Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,454.00
5319 Blaine Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,400.00
5320 Pebble Beach Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,454.00
5324 Pebble Beach Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,454.00
5327 Blaine Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,400.00
5328 Pebble Beach Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,454.00
5335 Blaine Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,400.00
5337 Blaine Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,400.00
5341 Blaine Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,940.00
5435 Minorca Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,400.00
5906 Escalon Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,400.00
5912 Escalon Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,400.00
5918 Escalon Dr, Sebring	GE Invesments of Polk, LLC	1/29/2021	\$ 6,400.00
1065 Lake Carrie Dr, Lake Placid	Gustavo & Blanca Martinez	1/29/2021	\$ 5,000.00
107 Fascination Dr, Lake Placid	Gustavo & Blanca Martinez	1/29/2021	\$ 7,500.00
800 Gardenia St, Lake Placid	Gustavo & Blanca Martinez	1/29/2021	\$ 6,000.00
1017 Greenway Ter, Sebring	Gustavo Ibanez	1/29/2021	\$ 6,520.00
5103 Angelo Cir, Sebring	Gustavo Ibanez	1/29/2021	\$ 11,700.00
6201 Aquavista Dr, Sebring	Investments & Acquisition LLC	1/29/2021	\$ 5,002.00
6313 Aquavista Dr, Sebring	Investments & Acquisition LLC	1/29/2021	\$ 5,002.00
6317 Aquavista Dr, Sebring	Investments & Acquisition LLC	1/29/2021	\$ 5,002.00
6840 San Benito Dr, Sebring	Jenave Development	1/29/2021	\$ 6,054.00
6848 San Benito Dr, Sebring	Jenave Development	1/29/2021	\$ 6,054.00
5829 Escalon Dr, Sebring	Joanne Muniz	1/29/2021	\$ 6,100.00
5913 Nevada St, Sebring	Joanne Muniz	1/29/2021	\$ 6,100.00
5925 Escalon Dr, Sebring	Joanne Muniz	1/29/2021	\$ 7,400.00
791 Lakemount Dr, Lake Placid	Collazo Concepts LLC	1/29/2021	\$ 15,105.00
7032 San Benito Dr, Sebring	Manik Properties LLC	1/29/2021	\$ 14,100.00
7052 San Benito Dr, Sebring	Manik Properties LLC	1/29/2021	\$ 6,751.00
5364 Pebble Beach Dr, Sebring	Martin Tomas Belton Sgro	1/29/2021	\$ 5,800.00
5378 Pebble Beach Dr, Sebring	Martin Tomas Belton Sgro	1/29/2021	\$ 7,100.00
5388 Pebble Beach Dr, Sebring	Martin Tomas Belton Sgro	1/29/2021	\$ 7,100.00
7083 San Bruno Dr, Sebring	Martin Tomas Belton Sgro	1/29/2021	\$ 5,600.00
6816 San Benito Dr, Sebring	Tripodi Inc	1/29/2021	\$ 6,050.00
6828 San Benito Dr, Sebring	Tripodi Inc	1/29/2021	\$ 6,050.00
1009 Lake Groves Rd NW, Lake Placid	Million Air Club Inc	1/29/2021	\$ 4,250.55
101 Taylor St, Lake Placid	Octavis Black & Quantravis Allen	1/29/2021	\$ 3,200.00
106 Montego Dr, Sebring	Raymar & Jacqueline Rodriguez	1/29/2021	\$ 4,278.00
3201 Red Water Dr, Avon Park	Raymar & Jacqueline Rodriguez	1/29/2021	\$ 5,125.00
4716 Alhambra Ave, Sebring	Raymar & Jacqueline Rodriguez	1/29/2021	\$ 6,535.00

924 Forest Rd, Sebring	Raymar & Jacqueline Rodriguez	1/29/2021	\$ 6,800.00
1017 Carlsbad St, Lake Placid	Raymond Huber	1/29/2021	\$ 4,850.00
1021 Carlsbad St, Lake Placid	Raymond Huber	1/29/2021	\$ 4,850.00
3442 Spoonbill Ave, Lake Placid	Raymond Huber	1/29/2021	\$ 4,850.00
943 Larkspur St, Lake Placid	Raymond Huber	1/29/2021	\$ 6,450.00
4022 Durango Ave, Sebring	Robert D Sheffield & Robyn L Sesso-Sheffield	1/29/2021	\$ 5,200.00
2195 W Nassau Rd, Avon Park	Sheila & Joe Graham	1/29/2021	\$ 4,400.00
6798 San Benito Dr, Sebring	STE-RO LLC	1/29/2021	\$ 6,000.00
6800 San Benito Dr, Sebring	STE-RO LLC	1/29/2021	\$ 6,000.00
5223 Savona Dr, Sebring	T. Baker Construction LLC	1/29/2021	\$ 6,151.00
5301 Savona Dr, Sebring	T. Baker Construction LLC	1/29/2021	\$ 7,472.00
6940 San Bruno Dr, Sebring	T. Baker Construction LLC	1/29/2021	\$ 5,655.00
247 Scrub Jay Ave, Sebring	Trademark Custom Construction Inc	1/29/2021	\$ 3,510.00

\$ 780,896.55



HIGHLANDS COUNTY

BOARD OF COUNTY COMMISSIONERS

PURCHASING DIVISION

NOTICE OF INTENT TO ACCEPT OFFER TO PURCHASE SURPLUS PROPERTY

ITB 21-006 - SALE OF SURPLUS COUNTY PROPERTY

Parcel ID	Address	Min	Offer	Bidder	Recommend
C-14-37-29-140-0900-0130	1009 Lake Groves Rd NW, Lake Placid	\$ 4,050.00	\$ 4,250.55	Million Air Club Inc	YES
C-07-37-30-010-0000-0100	101 Taylor St, Lake Placid	\$ 2,250.00	\$ 3,200.00	Octavis Black & Quantravis Allen	YES
C-21-36-29-170-4040-0220	1017 Carlsbad St, Lake Placid	\$ 4,500.00	\$ 4,850.00	Raymond Huber	YES
C-15-35-30-070-0FF0-0020	1017 Greenway Ter, Sebring	\$ 6,300.00	\$ 6,520.00	Gustavo Ibanez	YES
C-21-36-29-170-4040-0200	1021 Carlsbad St, Lake Placid	\$ 4,500.00	\$ 4,850.00	Raymond Huber	YES
C-28-34-29-091-0000-0300	106 Montego Dr, Sebring	\$ 3,825.00	\$ 4,278.00	Raymar & Jacqueline Rodriguez	YES
C-21-36-29-030-1670-0240	1065 Lake Carrie Dr, Lake Placid	\$ 3,792.60	\$ 5,000.00	Gustavo & Blanca Martinez	YES
C-22-37-30-140-1230-0130	107 Fascination Dr, Lake Placid	\$ 6,300.00	\$ 7,500.00	Gustavo & Blanca Martinez	YES
C-14-37-29-040-0370-0290	124 W Canal Way NE, Lake Placid	\$ 2,700.00	\$ 2,700.00	Octavis Black & Quantravis Allen	YES
C-01-33-28-010-0001-2024	2195 W Nassau Rd, Avon Park	\$ 2,160.00	\$ 4,400.00	Sheila & Joe Graham	YES
C-35-34-28-020-0240-0310	247 Scrub Jay Ave, Sebring	\$ 3,475.80	\$ 3,510.00	Trademark Custom Construction Inc	YES
C-12-34-28-010-0000-0110	3201 Red Water Dr, Avon Park	\$ 4,680.00	\$ 5,125.00	Raymar & Jacqueline Rodriguez	YES
C-21-36-29-170-4020-0110	3442 Spoonbill Ave, Lake Placid	\$ 4,500.00	\$ 4,850.00	Raymond Huber	YES
C-04-34-28-050-0550-0110	4022 Durango Ave, Sebring	\$ 5,175.00	\$ 5,200.00	Robert & Robyn Sheffield	YES
C-04-34-28-151-7500-0330	4259 Cremona Dr, Sebring	\$ 5,400.00	\$ 6,300.00	Doggy Fun Spa & Resort LLC	YES
C-04-34-28-151-7500-0330	4259 Cremona Dr, Sebring	\$ 5,400.00	\$ 5,400.00	Gustavo Ibanez	NO*
C-04-34-28-151-7500-0320	4265 Cremona Dr, Sebring	\$ 5,400.00	\$ 6,000.00	Doggy Fun Spa & Resort LLC	YES
C-04-34-28-151-7500-0320	4265 Cremona Dr, Sebring	\$ 5,400.00	\$ 5,400.00	Gustavo Ibanez	NO*
C-04-34-28-160-3480-0430	4509 San Ignacio Dr, Sebring	\$ 9,450.00	\$ 10,450.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3480-0020	4510 San Lorenzo Dr, Sebring	\$ 9,000.00	\$ 10,000.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3480-0040	4524 San Ignacio Dr, Sebring	\$ 9,360.00	\$ 10,360.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3450-0340	4530 San Ignacio Dr, Sebring	\$ 9,047.00	\$ 10,047.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3450-0330	4536 San Ignacio Dr, Sebring	\$ 9,000.00	\$ 10,000.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3480-0390	4545 San Ignacio Dr, Sebring	\$ 9,000.00	\$ 10,000.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3450-0310	4550 San Ignacio Dr, Sebring	\$ 9,000.00	\$ 10,000.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3450-0300	4556 San Ignacio Dr, Sebring	\$ 9,000.00	\$ 10,000.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3480-0370	4559 San Ignacio Dr, Sebring	\$ 9,000.00	\$ 10,000.00	GE Invesments of Polk, LLC	YES

Parcel ID	Address	Min	Offer	Bidder	Recommend
C-04-34-28-160-3500-0100	4561 Mignon Dr, Sebring	\$ 9,360.00	\$ 10,360.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3450-0290	4600 San Ignacio Dr, Sebring	\$ 9,000.00	\$ 10,000.00	GE Invesments of Polk, LLC	YES
C-04-34-28-151-7500-0070	4603 Nadena Dr, Sebring	\$ 5,777.10	\$ 5,827.00	E. O. Koch Construction Co.	YES
C-04-34-28-151-7500-0070	4603 Nadena Dr, Sebring	\$ 5,777.10	\$ 5,800.00	Rafael Alvarado	NO*
C-04-34-28-160-3480-0350	4611 San Ignacio Dr, Sebring	\$ 9,000.00	\$ 10,000.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3450-0240	4636 San Ignacio Dr, Sebring	\$ 9,000.00	\$ 10,000.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3460-0290	4712 San Ignacio Dr, Sebring	\$ 9,423.00	\$ 10,423.00	GE Invesments of Polk, LLC	YES
C-04-35-29-030-4960-0170	4716 Alhambra Ave, Sebring	\$ 5,926.50	\$ 6,535.00	Raymar & Jacqueline Rodriguez	YES
C-04-34-28-160-3460-0300	4720 San Ignacio Dr, Sebring	\$ 9,423.00	\$ 10,423.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3470-0230	4720 San Lorenzo Dr, Sebring	\$ 9,792.00	\$ 10,792.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3470-0240	4726 San Lorenzo Dr, Sebring	\$ 9,792.00	\$ 10,792.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3460-0320	4734 San Ignacio Dr, Sebring	\$ 9,423.00	\$ 10,423.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3470-0260	4734 San Lorenzo Dr, Sebring	\$ 9,000.00	\$ 10,000.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3460-0380	4810 San Ignacio Dr, Sebring	\$ 9,423.00	\$ 10,423.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3460-0410	4826 San Ignacio Dr, Sebring	\$ 9,423.00	\$ 10,423.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3460-0430	4840 San Ignacio Dr, Sebring	\$ 9,423.00	\$ 10,423.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3460-0440	4846 San Ignacio Dr, Sebring	\$ 9,423.00	\$ 10,423.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3460-0450	4847 San Lorenzo Dr, Sebring	\$ 9,576.00	\$ 10,576.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3470-0090	4850 San Ignacio Dr, Sebring	\$ 9,423.00	\$ 10,423.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3470-0050	4871 San Ignacio Dr, Sebring	\$ 9,360.00	\$ 10,360.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3470-0040	4879 San Ignacio Dr, Sebring	\$ 9,000.00	\$ 10,000.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3470-0020	4907 San Ignacio Dr, Sebring	\$ 9,000.00	\$ 10,000.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3520-0300	4966 San Ignacio Dr, Sebring	\$ 9,140.00	\$ 10,140.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3450-0400	4975 San Lorenzo Dr, Sebring	\$ 8,667.00	\$ 9,667.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3530-0160	5008 San Ignacio Dr, Sebring	\$ 9,140.00	\$ 10,140.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3530-0150	5016 San Ignacio Dr, Sebring	\$ 9,140.00	\$ 10,140.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3530-0120	5030 San Ignacio Dr, Sebring	\$ 9,140.00	\$ 10,140.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3530-0110	5036 San Ignacio Dr, Sebring	\$ 9,140.00	\$ 10,140.00	GE Invesments of Polk, LLC	YES
C-04-34-28-151-7410-0010	5103 Angelo Cir, Sebring	\$ 11,700.00	\$ 11,700.00	Gustavo Ibanez	YES
C-04-34-28-151-7400-0420	5223 Savona Dr, Sebring	\$ 5,952.80	\$ 6,151.00	T. Baker Construction LLC	YES
C-04-34-28-160-3550-0360	5280 Pebble Beach Dr, Sebring	\$ 5,454.00	\$ 4,000.00	Jose Dorante	NO**
C-04-34-28-160-3550-0370	5282 Pebble Beach Dr, Sebring	\$ 5,454.00	\$ 4,000.00	Jose Dorante	NO**
C-04-34-28-160-3550-0380	5286 Pebble Beach Dr, Sebring	\$ 5,454.00	\$ 6,454.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3550-0380	5286 Pebble Beach Dr, Sebring	\$ 5,454.00	\$ 5,000.00	Mayra Martinez	NO**

Parcel ID	Address	Min	Offer	Bidder	Recommend
C-04-34-28-160-3550-0390	5290 Pebble Beach Dr, Sebring	\$ 5,454.00	\$ 6,454.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3550-0390	5290 Pebble Beach Dr, Sebring	\$ 5,454.00	\$ 5,000.00	Mayra Martinez	NO**
C-04-34-28-160-3550-0400	5294 Pebble Beach Dr, Sebring	\$ 5,454.00	\$ 6,454.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3550-0410	5298 Pebble Beach Dr, Sebring	\$ 6,804.00	\$ 7,804.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3540-0010	5300 Pebble Beach Dr, Sebring	\$ 6,669.00	\$ 7,669.00	GE Invesments of Polk, LLC	YES
C-04-34-28-151-7400-0070	5301 Savona Dr, Sebring	\$ 7,271.10	\$ 7,321.00	E. O. Koch Construction Co.	NO*
C-04-34-28-151-7400-0070	5301 Savona Dr, Sebring	\$ 7,271.10	\$ 7,472.00	T. Baker Construction LLC	YES
C-04-34-28-160-3540-0030	5310 Pebble Beach Dr, Sebring	\$ 5,454.00	\$ 6,454.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3540-0030	5310 Pebble Beach Dr, Sebring	\$ 5,424.00	\$ 5,700.00	Martin Tomas Belton Sgro	NO*
C-04-34-28-250-4920-0080	5313 Minorca Dr, Sebring	\$ 5,400.00	\$ 6,400.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3540-0040	5314 Pebble Beach Dr, Sebring	\$ 5,424.00	\$ 5,700.00	Eduardo Mariano Belton Sgro	NO*
C-04-34-28-160-3540-0040	5314 Pebble Beach Dr, Sebring	\$ 5,454.00	\$ 6,454.00	GE Invesments of Polk, LLC	YES
C-04-34-28-250-4920-0130	5319 Blaine Dr, Sebring	\$ 5,400.00	\$ 6,400.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3540-0050	5320 Pebble Beach Dr, Sebring	\$ 5,424.00	\$ 5,700.00	Eduardo Mariano Belton Sgro	NO*
C-04-34-28-160-3540-0050	5320 Pebble Beach Dr, Sebring	\$ 5,454.00	\$ 6,454.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3540-0060	5324 Pebble Beach Dr, Sebring	\$ 5,424.00	\$ 5,700.00	Diego Carlos Belton Sgro	NO*
C-04-34-28-160-3540-0060	5324 Pebble Beach Dr, Sebring	\$ 5,454.00	\$ 6,454.00	GE Invesments of Polk, LLC	YES
C-04-34-28-250-4920-0120	5327 Blaine Dr, Sebring	\$ 5,400.00	\$ 6,400.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3540-0070	5328 Pebble Beach Dr, Sebring	\$ 5,424.00	\$ 5,700.00	Diego Carlos Belton Sgro	NO*
C-04-34-28-160-3540-0070	5328 Pebble Beach Dr, Sebring	\$ 5,454.00	\$ 6,454.00	GE Invesments of Polk, LLC	YES
C-04-34-28-250-4920-0110	5335 Blaine Dr, Sebring	\$ 5,400.00	\$ 6,400.00	GE Invesments of Polk, LLC	YES
C-04-34-28-250-4920-0100	5337 Blaine Dr, Sebring	\$ 5,400.00	\$ 6,400.00	GE Invesments of Polk, LLC	YES
C-04-34-28-250-4920-0090	5341 Blaine Dr, Sebring	\$ 5,940.00	\$ 6,940.00	GE Invesments of Polk, LLC	YES
C-04-34-28-161-7570-0040	5364 Pebble Beach Dr, Sebring	\$ 5,394.60	\$ 5,800.00	Martin Tomas Belton Sgro	YES
C-04-34-28-161-7570-0030	5378 Pebble Beach Dr, Sebring	\$ 6,480.00	\$ 7,100.00	Martin Tomas Belton Sgro	YES
C-04-34-28-161-7570-0020	5388 Pebble Beach Dr, Sebring	\$ 6,480.00	\$ 7,100.00	Martin Tomas Belton Sgro	YES
C-04-34-28-250-4920-0020	5435 Minorca Dr, Sebring	\$ 5,400.00	\$ 6,400.00	GE Invesments of Polk, LLC	YES
C-04-34-28-160-3380-0180	5523 Sopera Dr, Sebring	\$ 5,400.00	\$ 5,400.00	Eden Godfrey	YES
C-04-34-28-151-7390-0080	5543 Savona Dr, Sebring	\$ 5,400.00	\$ 5,450.00	E. O. Koch Construction Co.	YES
C-04-34-28-250-4910-0050	5829 Escalon Dr, Sebring	\$ 5,400.00	\$ 6,100.00	Joanne Muniz	YES
C-04-34-28-250-4910-0050	5829 Escalon Dr, Sebring	\$ 5,400.00	\$ 5,500.00	Kyler Eldridge	NO*
C-04-34-28-250-4920-0200	5906 Escalon Dr, Sebring	\$ 5,400.00	\$ 6,400.00	GE Invesments of Polk, LLC	YES
C-04-34-28-250-4920-0210	5912 Escalon Dr, Sebring	\$ 5,400.00	\$ 6,400.00	GE Invesments of Polk, LLC	YES
C-04-34-28-251-7380-0010	5913 Nevada St, Sebring	\$ 5,400.00	\$ 6,100.00	Joanne Muniz	YES

Parcel ID	Address	Min	Offer	Bidder	Recommend
C-15-35-30-060-0HH0-0090	5917 Cardinal Ct, Sebring	\$ 8,640.00	\$ 8,820.00	Carlos Mori	YES
C-15-35-30-060-0HH0-0090	5917 Cardinal Ct, Sebring	\$ 8,640.00	\$ 8,710.00	Trademark Custom Construction Inc	NO*
C-04-34-28-250-4920-0220	5918 Escalon Dr, Sebring	\$ 5,400.00	\$ 6,400.00	GE Invesments of Polk, LLC	YES
C-04-34-28-250-4910-0100	5925 Escalon Dr, Sebring	\$ 6,644.70	\$ 7,400.00	Joanne Muniz	YES
C-04-34-28-250-4910-0100	5925 Escalon Dr, Sebring	\$ 6,644.70	\$ 7,150.00	Kyler Eldridge	NO*
C-15-35-30-080-00A0-0090	6101 Cypress Ter, Sebring	\$ 4,500.00	\$ 4,550.00	Eric Naim	YES
C-15-35-30-080-00A0-0090	6101 Cypress Ter, Sebring	\$ 4,500.00	\$ 4,500.00	Gustavo Ibanez	NO*
C-15-35-30-080-00A0-0130	6201 Aquavista Dr, Sebring	\$ 4,500.00	\$ 4,650.00	Gustavo Ibanez	NO*
C-15-35-30-080-00A0-0130	6201 Aquavista Dr, Sebring	\$ 4,500.00	\$ 5,002.00	Investments & Acquisition LLC	YES
C-15-35-30-080-00L0-0090	6313 Aquavista Dr, Sebring	\$ 4,500.00	\$ 4,550.00	Eric Naim	NO*
C-15-35-30-080-00L0-0090	6313 Aquavista Dr, Sebring	\$ 4,500.00	\$ 4,650.00	Gustavo Ibanez	NO*
C-15-35-30-080-00L0-0090	6313 Aquavista Dr, Sebring	\$ 4,500.00	\$ 5,002.00	Investments & Acquisition LLC	YES
C-15-35-30-080-00L0-0090	6313 Aquavista Dr, Sebring	\$ 4,500.00	\$ 4,510.00	Trademark Custom Construction Inc	NO*
C-15-35-30-080-00L0-0100	6317 Aquavista Dr, Sebring	\$ 4,500.00	\$ 4,700.00	Eric Naim	NO*
C-15-35-30-080-00L0-0100	6317 Aquavista Dr, Sebring	\$ 4,500.00	\$ 4,650.00	Gustavo Ibanez	NO*
C-15-35-30-080-00L0-0100	6317 Aquavista Dr, Sebring	\$ 4,500.00	\$ 5,002.00	Investments & Acquisition LLC	YES
C-15-35-30-080-00L0-0100	6317 Aquavista Dr, Sebring	\$ 4,500.00	\$ 4,510.00	Trademark Custom Construction Inc	NO*
C-04-34-28-160-3320-0280	6798 San Benito Dr, Sebring	\$ 5,400.00	\$ 6,000.00	STE-RO LLC	YES
C-04-34-28-160-3320-0290	6800 San Benito Dr, Sebring	\$ 5,400.00	\$ 6,000.00	STE-RO LLC	YES
C-04-34-28-160-3320-0300	6816 San Benito Dr, Sebring	\$ 5,454.00	\$ 6,050.00	Massimo Tripodi	YES
C-04-34-28-160-3320-0320	6828 San Benito Dr, Sebring	\$ 5,454.00	\$ 6,050.00	Massimo Tripodi	YES
C-04-34-28-160-3320-0340	6840 San Benito Dr, Sebring	\$ 5,454.00	\$ 6,054.00	Jenave Development	YES
C-04-34-28-160-3320-0350	6848 San Benito Dr, Sebring	\$ 5,454.00	\$ 6,054.00	Jenave Development	YES
C-04-34-28-160-3310-0290	6940 San Bruno Dr, Sebring	\$ 5,454.00	\$ 5,655.00	T. Baker Construction LLC	YES
C-04-34-28-160-3400-0250	7032 San Benito Dr, Sebring	\$ 13,635.00	\$ 14,100.00	Manik Properties LLC	YES
C-04-34-28-161-7550-0020	7052 San Benito Dr, Sebring	\$ 6,750.00	\$ 6,751.00	Manik Properties LLC	YES
C-04-34-28-161-7570-0010	7083 San Bruno Dr, Sebring	\$ 6,161.60	\$ 5,600.00	Martin Tomas Belton Sgro	YES
C-04-34-28-110-1840-0220	7112 Sun N Lake Blvd, Sebring	\$ 1,800.00	\$ 2,250.00	Dessalines Ferdinand	YES
C-04-34-28-110-1840-0230	7126 Sun N Lake Blvd, Sebring	\$ 1,800.00	\$ 2,250.00	Dessalines Ferdinand	YES
C-04-34-28-110-1840-0240	7204 Sun N Lake Blvd, Sebring	\$ 1,800.00	\$ 2,250.00	Dessalines Ferdinand	YES
C-20-36-30-100-0240-0070	791 Lakemount Dr, Lake Placid	\$ 8,100.00	\$ 15,105.00	Joshua Collazo	YES
C-20-36-30-100-0240-0070	791 Lakemount Dr, Lake Placid	\$ 8,100.00	\$ 9,300.00	Samira Myers	NO*
C-21-36-29-030-1980-0010	800 Gardenia St, Lake Placid	\$ 5,535.00	\$ 6,000.00	Gustavo & Blanca Martinez	YES
C-23-34-28-010-0040-0140	924 Forest Rd, Sebring	\$ 5,745.60	\$ 6,800.00	Raymar & Jacqueline Rodriguez	YES

Parcel ID	Address	Min	Offer	Bidder	Recommend
C-21-36-29-030-1690-0050	943 Larkspur St, Lake Placid	\$ 6,248.70	\$ 6,450.00	Raymond Huber	YES

*Higher bid accepted

**Nonresponsive- Minimum Bid not met

Notice of Intent to Accept Offer was posted to Highlandsfl.gov at 3:00 p.m. on January 29th, 2020.

The Board of County Commissioners will consider the offers at their February 16th Board Meeting which will begin at 9:00 AM

Due to the current events affecting our community we anticipate the Board meeting being held virtually. You can watch the meeting online on our website and comment if

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER: Sherry Sutphen, County Attorney

SUBJECT/TITLE: County Attorney Status Report

STATEMENT OF ISSUE

Attached is a copy of the pending items on the County Attorney File Log as of February 11 , 2021

RECOMMENDED ACTION

None. This is being provided for informational purposes.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [COUNTY ATTORNEY LOG.pdf](#)

County Attorney Log

	DATE	RECEIVED FROM	REQUEST	STATUS
1		Clinton Howerton	Solid Waste Contract - Review and Amend	Mediation requested
2		Clinton Howerton	Review and amend Solid Waste Ordinance/research garbage as a utility	Meeting Needed/ Additional Information Needed
3	7/31/20	Clinton Howerton	Review Somervale Downs Right-of-way dedications	Assigned – SS/-waiting on title search
4	8/6/20	Dawn Ritter	Review IMWID Easements and Agreements	Assigned-SS/Under review
5	8/7/20	Randy Vosburg	Review and revise Trespassing Policy	Assigned – MR-draft prepared
6	11/17/20	Clinton Howerton	Review revised EMS Station layout	Assigned –SS/additional information needed
7	11/17/20	Board	M-CORES/Broadband Resolution	Under review
8	12/8/20	Clinton Howerton	Prepare Dedication of Right of Way - Parkway	Additional information needed
9	1/7/21	Jonathan Harris	Review Shell Pit Occupancy Agreement	Assigned-SS-Under review
10	1/8/21	J.D. Langford	Review question regarding Sample Driveway Joint Access Agreement and Legal for 141 & 145 Hardee St	Assigned-SS-Under review
11	1/16/21	Clinton Howerton	Prepare ROW Purchase Agreement – Goff Road	Assigned-SS-Draft prepared
12	1/25/21	Christine Davis	Review Payment Solutions Agreement w/Civtek	Assigned/MR-Under review
13	2/1/21	Christine Davis	Review Amendment for Civtek Agreement form	Assigned MR/Under review
14	2/2/21	Christine Davis	Review ITB 21-010 Herbicides and Fertilizers	Assigned MR/-Under review
15	2/2/21	Mike McMillian	Review Natural Resources Advisory Commission Resolution regarding meetings	Assigned-SS/Under review

16	2/4/21	Clinton Howerton	Review request regarding release of mortgage – 1900 SR-17N	Assigned-SS/Under review
17	2/8/21	Meghan DiGiacomo	Review Enterprise Florida Rural Site Preparedness Grant	Assigned-SS/Under review
18	2/10/21	Jo Anne Sawdy	Review P&Z 2071 Resolution	Assigned-SS/Under review
19	2/10/21	Jerome Kaszubowski	Review fatal lift procedure	Assigned/SS-Under review
20	2/10/21	Rachel Barry	Review Special Event Ordinance	Assigned-SS/Under review
21	2/10/21	Rachel Barry	Review GovPilot Agreement	Assigned-MR/Under review

STATUS NOTES

Assigned – will be followed by initials of attorney

Under Review – being worked on by attorney

Additional Information Needed – information being sought

Meeting Scheduled or Needed – meeting scheduled or coordination underway

Pending – newly provided without sufficient time to assign or perform cursory review

Blank – lacking information and detail when added to log

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER: Randy Vosburg, County Administrator

SUBJECT/TITLE: Commissioner's Priorities and the Project Status Report

STATEMENT OF ISSUE

Attached are the copies of the Commissioner's 2021 Priorities and Project Status Report as of February 9th, 2021.

RECOMMENDED ACTION

This information is being provided for informational purposes

FISCAL IMPACT

No Fiscal Impact.

Attachments: [Status - Commissioner's 2021 Priorities \(FINAL\) 2.16.2021.pdf](#)
[Status - Project Updates \(FINAL\) 2.16.2021.pdf](#)

#	Assigned	Priority	Status	Next Action	Date of Next Action
Priority 1	Marc Bashoor	Reasonable, standard fire house design for the entire County	Board disapproved use of Architectural Services at 10/20/20 Board Meeting	Awaiting formal land purchase process to move forward with preliminary design with staff.	TBD
Priority 2	Marc Bashoor	Progress on development of Fire/EMS Department	Highlands County Fire Rescue continues to evolve 3 stations having 2-fire staff along with 2-EMS staff.. Two new fire engines are in the final stages of production, with two more due in mid 2021. The new ambulance was received on 1/11/21, and two more scheduled to be ordered/received in 2021. Construction and planning continues on five station/HQ projects. HQ ribbon cutting was on 12/17/20, with fence scheduled for install first week of February. Awaiting Civil work quote from Engineering, to finalize ITB to move forward for Venus station 45	Continuing project management and follow up.	TBD
Priority 3	Leah Sauls	Sell Highlands Regional & use funds for endowment for non-profits	Waiting on Highlands Regional/HCA Leadership to prepare written notification of their desire to buy the hospital facility and include their evaluation of what the facility is worth. Both parties, HCA and BOCC, have agreed to finding a single specialized appraiser for the facility, resultng in cost savings.	Communications contineu, awaiting letter from HCA leadership. Intend to find a specialized appraiser that both parties agree to use.	TBD
Priority 4	Interim: Meghan DiGiacomo	Develop a plan of action for utility extensions	Opened a Task Order for the amount of \$25,000 out of the 19-20 economic development budget with Kimley-Horn for ongoing general engineering, environmental and planning services for utilities (water & sewer) county-wide with hopes to continue services into ongoing years. Have spent approximately \$13,000 so far. Have additional \$25,000 set aside in current fiscal year budget (20-21) to continue services. Utility line maps have been compiled by Kimley-Horn into GIS format which has been shared with County GIS Team.	Kimley-Horn provided suggested next steps/deliverables with pricing included for ongoing efforts and implementation. Working our way down the list; within the bounds of funding. Kimley Horn has completed the draw down pressure tests of the pumps and lift stations in Lake Placid to determine the capacity and flow rates. Kimley Horn is still trying to piece together all of the paper maps from Sebring. Applied for rural toolkit grant and recieved approval. Will bring to board as soon as paperwork and deliverables is complete from Enterprise Florida.	Ongoing
Priority 5	Laurie Hurner	Build reserves to 3.5 Months and plan for a millage reduction	Continuing to monitor the current COVID-19 situation and the immediate and anticipated financial impacts. OMB engaged PFM to assist with future revenue estimations. A hiring and spending freeze has been implemented. Directors continue to be fiscally responsible during the budget process.	Continue to monitor the impacts of COVID and to be fiscally responsible with spending, while maintaining County services.	Ongoing
Priority 6	Sarah Albritton/ Ric Fleegeer	Hurricane shelter upgrades including a Pet-Friendly shelter	Cost to expand the current dog Kennel project at Animal Control is \$41,000.	Pending approval of Animal Control project.	TBD

#	Assigned	Priority	Status	Next Action	Date of Next Action
Priority 7	TBD	Planning for family-oriented tourism assets utilizing 3rd penny tourism tax	Review feedback from Tourist Development	Staff is looking to meet with leadership to establish goals and objectives in a post-Covid environment.	Ongoing
Priority 8	Randy Vosburg	Support Administration in designing & preparing a succession plan	Receiving succession plan suggestions from Directors.	Schedule meetings with individual directors to discuss plan.	TBD
Priority 9	Laurie Hurner	Work to streamline County bureaucracy to protect & grow economy; encourage economic development to focus on grants to retain & expand existing businesses, also keep an eye on new opportunities	1st draft submitted to County Administrator for review and comment.	Review with County Administrator.	TBD
Priority 10	Clinton Howerton	Recycling Program	Work to improve recycling efficiency from residents. Evaluating alternative options to meet State mandated goals.	Additional public education efforts have begun, including videos, mailouts, and meetings.	Ongoing

#	Departments	Project - Pending Items List	Status	Next Action	Date of Next Action
1	Engineering	Sebring Parkway Phase IIA	Construction began 10/12/2020	Construction Final Completion	09/01/22
2	Engineering	Sebring Parkway Phase IIB	Construction began 10/12/2020	Construction Final Completion	09/01/22
3	Engineering - Road & Bridge	Lacey Hills Improvement Projects	No change	Included in Carter Creek Watershed Study area. Awaiting results from study.	Pending funding
4	Engineering - Road & Bridge	Evaluation of Sebring Falls drainage issues	No change	Included in Sebring Watershed Study. Awaiting results from study.	Pending funding
5	Engineering - Road & Bridge	Memorial Drive Culvert Replacement and Extension	Project being re-designed to avoid or minimize dewatering costs and reduce other impacts.	Complete re-design and construct spring 2021	Ongoing
6	Solid Waste	Landfill Storm Closure / Transfer Station	No change	Ongoing discussions with Waste Connections and staff regarding options.	Ongoing
7	Economic Development	Econ. Dev. Strategic Plan Progress Update	Implementing Strategic Plan Initiatives	Still working on ESF 18 functions, pushing out information relating to the new stimulus package and meaning for businesses. Despite COVID-19, still doing a lot of day-to-day economic development office work. Working with numerous industrial prospects doing due diligence on property acquisition and project viability. Also continuing to work with marketing firm to create content and implement marketing/communications plan. Applied for and received two rural development grants through Enterprise Florida and DEO. The marketing compenent was approved and we will submit agreement to board for approval once received.	Ongoing
8	Community Programs	Homeless Roundtable Update	Samaritan's Touch Care Center has identified a building for the resource center and overnight shelter. Funding will need to be raised to lease the building and perform the remodel.	Homeless taskforce meeting.	Ongoing
9	Engineering	MCORE	Task Force has sent their recommendations for considerations of routing criteria to the State for consideration. Invite DOT consultants to present information about project to the Board.	Awaiting potential corridor information from FDOT to determine potential project needs and possible improvements needed to minimize impacts and provide greatest benefit.	Ongoing
10	Legislative Affairs & Grants	Broadband/ Highspeed Internet	Board passed resolution in support of State broadband initiatives.	To monitor Office of Broadband and State initiatives	Ongoing

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 16, 2021

PRESENTER: Randy Vosburg, County Administrator

SUBJECT/TITLE: Discussion of commission priorities

STATEMENT OF ISSUE

Staff is seeking direction on setting 2021 Commission priorities. Below are some suggested priorities:

- 1) Septage Processing
- 2) Hospital Sale
- 3) Broadband Services
- 4) Utility Mapping/Visioning
- 5) Pedestrian Pathways - maintenance discussion
- 6) Annexation - coordination and maintenance
- 7) Road Maintenance - dissolution in some cases
- 8) Landfill Expansion
- 9) Countywide Drainage Issues
- 10) Facilities Purchases
- 11) Sewer Service to George Boulevard
- 12) COVID items
- 13) Other existing priorities

RECOMMENDED ACTION

Move to approve list of new commission priorities

FISCAL IMPACT

No fiscal impact at this time

Attachments: