

MEETING OF THE DISTRICTS
Tuesday, March 05, 2024
9:30 AM
600 S. Commerce Ave. Sebring, FL 33870
AGENDA

DISTRICTS LIST

AVON PARK ESTATES S. B. D.	ORANGE VILLA MOBILE HOME ESTATES S. B. D.
HIGHLANDS PARK ESTATES S. B. D.	PLACID LAKES S.B.D.
HIGHWAY PARK S. B. D.	RED HILL FARMS IMPROVEMENT DISTRICT
LAKE HAVEN ESTATES S. B. D.	SEBRING ACRES S. B. D.
ORANGE BLOSSOM ESTATES S. B. D.	SEBRING COUNTRY ESTATES S. B. D.
ORANGE BLOSSOM UNIT 12 S. B. D.	SEBRING HILLS S. B. D.
COUNTYWIDE FIRE DISTRICT	THUNDERBIRD ROAD WASTEWATER S. B. D.
ISTOKPOGA MARSH WATERSHED IMPROVEMENT DISTRICT	
ISTOKPOGA MARSH WATERSHED IMPROVEMENT DISTRICT	
SUN 'N LAKES OF LAKE PLACID RECREATION DISTRICT	
OAK MANOR AVENUE ROAD PAVING MUNICIPAL SERVICE BENEFIT DISTRICT	

1 MEETING CALLED TO ORDER

2 PRESENTATIONS:

3 PUBLIC COMMENT

4 CONSENT AGENDA

- 4.A *Request approval of the minutes from the December 5, 2023, December 19, 2023, and January 18, 2024 Meeting(s) of the Special Districts.*
[120523SPC.pdf](#)
[121923SPC.pdf](#)
[011824SPC.pdf](#)
- 4.B *Request adoption of Resolution 23-24-70 for Budget Amendment 23-24-055 to make adjustments and corrections to the rollover project balances for the Istokpoga Marsh Improvement District from FY 22/23 into the current FY 23/24 to properly budget the available funds in the projects in FY 23/24.*
David Nitz, OMB Manager
Valerie Fleeger, Sr. Budget Analyst
The fiscal impact is an increase to Fund 109 (Istokpoga Marsh Improvement District) in the amount of \$19,310.06.
[23-24-055 Proj 14041 IMWID PH II Clean up - SBD \(BA\).pdf](#)
[23-24-055R Proj 14041 IMWID PH II Clean up - SBD \(Resolution\).pdf](#)
- 4.C *Request authorization for Chairman/Vice-Chairman to execute a Quit Claim Deed related to that property located 349 Parker Street NE, Lake Placid, Florida 33852*

Sherry G. Sutphen, County Attorney

There is no fiscal impact to Fund 107 (Placid Lakes SBD) and the overall budget for the execution of Quit Claim Deed.

[Tract J.349 Parker NE_Quit Claim Deed.sgs.pdf](#)

5 PUBLIC HEARING

6 ACTION AGENDA

7 ADJOURN

Any person who decides to appeal any decision made by the Board of Supervisors of any of the Special Districts of Highlands County, Florida, in a public hearing or quasi-judicial proceeding 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 Supervisors of the Special Districts in 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 the Highland County Human Resources Department, ADA Coordinator at: 863-402-6509 (voice), or via Florida Relay 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 of a public meeting 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 meeting of the Board of Supervisors of the Special Districts of Highlands County shall be the voluntary offering of a private citizen. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Highlands County, nor is Highlands County allowed by law to endorse the religious beliefs or views of any speaker.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER:

SUBJECT/TITLE: Request approval of the minutes from the December 5, 2023, December 19, 2023, and January 18, 2024 Meeting(s) of the Special Districts.

RECOMMENDED ACTION

Move approval of the minutes from the December 5, 2023, December 19, 2023, and January 18, 2024 Meeting(s) of the Special Districts.

Attachments: [120523SPC.pdf](#)
[121923SPC.pdf](#)
[011824SPC.pdf](#)

MEETING OF THE SPECIAL DISTRICTS, DECEMBER 05, 2023

1. The meeting was called to order at 10:27 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

Commissioner Kevin J. Roberts
Commissioner Arlene Tuck
Commissioner Chris Campbell

Commissioner Scott A. Kirouac
Commissioner Don Elwell

Also, present: Laurie Hurner, County Administrator; Nick Sawyer, Deputy County Administrator/Chief of Staff; Sherry G. Sutphen, County Attorney; Jerome Kaszubowski, Clerk of Courts; and Jill Ann Shields, Deputy Clerk.

2. PRESENTATIONS

No presentations.

3. PUBLIC COMMENT

No participants.

4. CONSENT AGENDA

Commissioner Elwell moved approval of the consent agenda as presented. Commissioner Campbell seconded the motion.

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

- A. **Request approval of the minutes from the following Meetings of the Special Districts: August 1, 2023; August 15, 2023; and September 7, 2023. See Clerk of Court's website.**

5. PUBLIC HEARING

No public hearings.

6. ACTION AGENDA

No action items.

7. ADJOURN

Commissioner Kirouac moved to adjourn the Meeting of the Special Districts. Commissioner Elwell seconded the motion.

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

The meeting was adjourned at 10:28 a.m.

MEETING OF THE SPECIAL DISTRICTS, DECEMBER 19, 2023

1. The meeting was called to order at 11:17 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

Commissioner Kevin J. Roberts
Commissioner Arlene Tuck
Commissioner Chris Campbell

Commissioner Scott A. Kirouac
Commissioner Don Elwell

Also, present: Laurie Hurner, County Administrator; Nick Sawyer, Deputy County Administrator/Chief of Staff; Sherry G. Sutphen, County Attorney; Jerome Kaszubowski, Clerk of Courts; and Jill Ann Shields, Deputy Clerk.

2. **PRESENTATIONS**

No presentations.

3. **PUBLIC COMMENT**

No participants.

4. **CONSENT AGENDA**

No consent items.

5. **PUBLIC HEARING**

No public hearings.

6. **ACTION AGENDA**

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

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

A. Request adoption of Resolution 23-24-40 for Budget Amendment 23-24-029 to rollover encumbrances from FY 22/23 into FY 23/24 for Special Benefit Districts.

David Nitz, OMB Manager, presented the request.

Chairman Roberts opened the floor for public comment. Input was not provided.

Commissioner Kirouac moved approval to adopt Resolution 23-24-40 for Budget Amendment 23-24-09 to rollover encumbrances from FY 22/23 into FY 23/24 for Special Benefit Districts. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 51 & SMB 153 Page 115.**

7. **ADJOURN**

Commissioner Kirouac moved to adjourn the Meeting of the Special Districts.

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

The meeting was adjourned at 11:20 a.m.

MEETING OF THE SPECIAL DISTRICTS, JANUARY 18, 2024

1. The meeting was called to order at 11:14 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

Commissioner Kevin J. Roberts
Commissioner Arlene Tuck
Commissioner Chris Campbell

Commissioner Scott A. Kirouac
Commissioner Don Elwell

Also, present: Laurie Hurner, County Administrator; Nick Sawyer, Deputy County Administrator/Chief of Staff; Sherry G. Sutphen, County Attorney; Jerome Kaszubowski, Clerk of Courts; and Jill Ann Shields, Deputy Clerk.

2. **PRESENTATIONS**

No presentations.

3. **PUBLIC COMMENT**

No participants.

4. **CONSENT AGENDA**

Commissioner Elwell moved approval of the consent agenda as presented. Commissioner Tuck seconded the motion.

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

- A. **Request approval of the minutes from the following October 17, 2023 Meeting of the Special Districts. See Clerk of Court's website.**

5. **PUBLIC HEARING**

No public hearings.

6. **ACTION AGENDA**

No action items.

7. **ADJOURN**

Commissioner Elwell moved to adjourn the Meeting of the Special Districts. Commissioner Kirouac seconded the motion.

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

The meeting was adjourned at 11:15 a.m.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: Mar 5, 2024

PRESENTER: David Nitz, OMB Manager
Valerie Fleeger, Sr. Budget Analyst

SUBJECT/TITLE: Request adoption of Resolution 23-24-70 for Budget Amendment 23-24-055 to make adjustments and corrections to the rollover project balances for the Istokpoga Marsh Improvement District from FY 22/23 into the current FY 23/24 to properly budget the available funds in the projects in FY 23/24.

STATEMENT OF ISSUE

This budget amendment is making adjustments and corrections to FY22/23 Project 14041 Istokpoga Marsh Improvement District rollover into FY23/24 according to actuals after end-of-year close-out.

RECOMMENDED ACTION

Move to Adopt Resolution 23-24-70 for Budget Amendment 23-24-055 to make adjustments and corrections to the rollover project balances from FY22/23 into the current FY23/24 to properly budget the available funds in the projects in FY23/24.

FISCAL IMPACT

The fiscal impact is an increase to Fund 109 (Istokpoga Marsh Improvement District) in the amount of \$19,310.06.

Attachments: [23-24-055 Proj 14041 IMWID PH II Clean up - SBD \(BA\).pdf](#)
[23-24-055R Proj 14041 IMWID PH II Clean up - SBD \(Resolution\).pdf](#)

BUDGET AMENDMENTS

SUBMITTED BY: OMB

*list additional cost centers on reverse side of form

REASON: To make adjustments and corrections to FY22-23 Project rollovers into FY23-24 according to actuals after end-of-year close-out.

Posted by Clerk:

RESOLUTION NO. 23-24-70

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA AS THE GOVERNING BODY FOR THE ISTOKPOGA MARSH IMPROVEMENT SPECIAL BENEFIT DISTRICT (HEREIN REFERRED TO COLLECTIVELY AS THE "DISTRICT"); PERTAINING TO BUDGET AMENDMENT 23-24-055 TO THE ISTOKPOGA MARSH IMPROVEMENT SPECIAL BENEFIT DISTRICT FUND; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the creation Ordinance, as codified by the Highlands County Code of Ordinances, for the District which is the subject of this Resolution, the governing body for such District may amend the budget thereof; and

WHEREAS, the Highlands County Board of County Commissioners as the governing body for the District set forth herein has determined that a budget amendment is necessary and proper within the Istokpoga Marsh Improvement Special Benefit District Fund.

NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS AS THE GOVERNING BODY OF THE DISTRICTS, AS FOLLOWS:

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

SECTION 2. Approval of Budget Amendment. Budget Amendment 23-24-055 is hereby approved and authorized to make adjustments and corrections to the rollover project balances from FY 22/23 into the current FY 23/24 to properly budget the available funds in the projects in FY 23/24 to maintain the authorized balances; to roll projects that were not rolled for a increase in the amount of \$19,310.06.

SECTION 3. Implementation of Administrative Actions. The County Administrator is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The

County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

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

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

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

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

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

PASSED AND ADOPTED this 5th day of March 2024.

**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS AS
GOVERNING BODY FOR THE
DISTRICTS**

By: _____
Kevin J. Roberts, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: Sherry G. Sutphen, County Attorney

SUBJECT/TITLE: Request authorization for Chairman/Vice-Chairman to execute a Quit Claim Deed related to that property located 349 Parker Street NE, Lake Placid, Florida 33852

STATEMENT OF ISSUE

The real property located at 349 Parker Street NE, Lake Placid, Florida 33852 was declared surplus and purchased through the County's online purchasing process on Govdeals.

RECOMMENDED ACTION

Move to approve authorization for Chairman/Vice-Chairman to execute a Quit Claim Deed related to that property located 349 Parker Street NE, Lake Placid, Florida 33852

FISCAL IMPACT

There is no fiscal impact to Fund 107 (Placid Lakes SBD) and the overall budget for the execution of Quit Claim Deed.

Attachments: [Tract J.349 Parker NE_Quit Claim Deed.sgs.pdf](#)

PREPARED BY:

Sherry G Sutphen, County Attorney
Highlands County
600 South Commerce Avenue
Sebring, Florida 33870

RETURN TO:

Angel Pabon
2456 Camden Park Avenue
Davenport, FL 33837

QUIT CLAIM DEED

THIS QUIT CLAIM DEED, executed this 5th day of March, 2024, by PLACID LAKES SPECIAL BENEFIT DISTRICT, first party, a political subdivision of the State of Florida, whose address is 600 South Commerce Avenue, Sebring, Florida, 33870, to ANGEL PABON, second party, whose post office address is 2456 Camden Park Avenue, Davenport, Florida, 33837 (Wherever used herein the terms “first party” and “second party” shall include singular and plural heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, wherever the context so admits or requires).

WITNESSETH, That the said first party, for and in consideration of the sum of One Dollar (\$1.00) in hand paid by the second party, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby remise, release and quit-claim unto the second party forever, all the right, title, interest, claim and demand which the first party has in and to the following described lot, piece or parcel of land, situate, lying and being in the County of Highlands, State of Florida, to wit:

Lot 55, Block 76, Placid Lakes, according to a re-subdivision of Placid Lakes, Section 7, according to the Plat thereof recorded in Plat Book 8, Page 72, of the Public Records of Highlands County, Florida.

RESTRICTION: This property shall only be used as a recreational park.

TO HAVE AND TO HOLD the same, together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, and interest and claim whatsoever of the said Grantors, either in law or equity, to the only proper use, benefit and behoof of the said Grantee.

IN WITNESS WHEREOF, the said Grantors have hereunto set their hand and seal the day and year first above written.

PLACID LAKES SPECIAL BENEFIT DISTRICT

Kevin J. Roberts, Chairman

ATTEST:

Jerome Kaszubowski, Clerk