

MEETING OF THE DISTRICTS
Tuesday, April 15, 2025
9:30 AM
600 S. Commerce Ave. Sebring, FL 33870

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
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 January 23, 2025, and February 4, 2025, Minutes of the Special Districts Meeting.*

[012325SPC.pdf](#)

[020425SPC.pdf](#)

- 4.B *Request adoption of Resolution 24-25-084 for Budget Amendment 24-25-059 to appropriate funds received from another government entity in the current Fiscal Year 24/25 to maintain the District.*

Rosa Morales, Budget Analyst II/NAV

Fiscal Impact is an increase to Fund 109 (IMWID) for FY 24/25 and will be appropriated in cost center 7989 (IMWID), account 53400 (Contractual Services) in the amount of \$25,000.

[Statement of Issue.pdf](#)

[24-25-059 IMWID Funds Donation \(BA\).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: 4/15/2025

PRESENTER:

SUBJECT/TITLE: Request approval of the January 23, 2025, and February 4, 2025, Minutes of the Special Districts Meeting.

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to approve the January 23, 2025, and February 4, 2025, Minutes of the Special Districts Meeting.

FISCAL IMPACT

Attachments: [012325SPC.pdf](#)

Attachments: [020425SPC.pdf](#)

MEETING OF THE SPECIAL DISTRICTS, JANUARY 23, 2025

1. The meeting was called to order at 10:33 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

Commissioner Arlene Tuck
Commissioner Chris Campbell
Commissioner Kevin Roberts

Commissioner Don Elwell
Commissioner Scott Kirouac

Also, present: Laurie Hurner, County Administrator; JD Langford, Assistant County Administrator, Sherry G. Sutphen, County Attorney; Jerome Kaszubowski, Clerk of Courts, and Savannah Demeri, Deputy Clerk.

2. **PRESENTATIONS**

No presentations.

3. **PUBLIC COMMENT**

No participants.

4. **CONSENT AGENDA**

Commissioner Elwell moved to approve the Consent Agenda as presented. Commissioner Roberts seconded the motion.

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

- A. **Request approval of the minutes from the December 17, 2024, and January 7th, 2025, Meeting of the Special Districts. See Clerk of Courts Website.**

5. **PUBLIC HEARING**

No public hearings.

6. **ACTION AGENDA**

No items presented.

7. **ADJOURN**

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

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

The meeting was adjourned at 10:35a.m.

MEETING OF THE SPECIAL DISTRICTS,

1. The meeting was called to order at 10:30 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

**Commissioner Arlene Tuck
Commissioner Chris Campbell
Commissioner Kevin Roberts**

**Commissioner Don Elwell
Commissioner Scott Kirouac**

Also, present: Laurie Hurner, County Administrator; JD Langford, Assistant County Administrator, Sherry G. Sutphen, County Attorney; Jerome Kaszubowski, Clerk of Courts, and Savannah Demeri, Deputy Clerk.

2. **PRESENTATIONS**

No presentations.

3. **PUBLIC COMMENT**

No participants.

4. **CONSENT AGENDA**

Commissioner Elwell moved to approve the Consent Agenda as presented. Commissioner Roberts seconded the motion.

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

- A. **Request approval of the Agreement with Affordable Lawn and Tree Service of Highlands County, LLC, for the provision of tree trimming and tree removal services for the Placid Lakes Special Benefit District, Sun N Lakes of Lake Placid Recreation District, and Highlands Park Estates Special Benefit District. See Affordable Lawn & Tree Service of Highlands County, LLC.**

5. **PUBLIC HEARING**

No Public Hearings presented.

6. **ACTION AGENDA**

No Action items presented.

7. **ADJOURN**

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

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

The meeting was adjourned at 10:31 a.m.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: April 15,2025

PRESENTER: Rosa Morales, Budget Analyst II/NAV

SUBJECT/TITLE: Request adoption of Resolution 24-25-084 for Budget Amendment 24-25-059 to appropriate funds received from another government entity in the current Fiscal Year 24/25 to maintain the District.

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move to adopt Resolution 24-25-084 for Budget Amendment 24-25-059 to appropriate funds received from another government entity in the current Fiscal Year 24/25 to maintain the District.

FISCAL IMPACT

Fiscal Impact is an increase to Fund 109 (IMWID) for FY 24/25 and will be appropriated in cost center 7989 (IMWID), account 53400 (Contractual Services) in the amount of \$25,000.

Attachments: [Statement of Issue.pdf](#)

Attachments: [24-25-059 IMWID Funds Donation \(BA\).pdf](#)

Attachments: [24-25-059R IMWID Funds Donation \(Resolution\).pdf](#)

Funds were received from another government entity in the current fiscal year 24/25 to be used for the maintenance of Istokpoga Marsh Watershed Improvement District.

April 2, 2025

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

DATE: 4/1/2025

SUBMITTED BY: NAV

FUND(S): 109 FUND TITLE(S): Istokpoga Marsh Watershed Imp Dist COST CENTER(S) #: 7989

PROJECT(S) #: _____ PROJECT TITLE(S): _____ COST CENTER TITLE(S): Istokpoga Marsh Imp Dist

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	109		3661000	Contributions & Donations		0.00	25,000.00		25,000.00
E	109	7989	53400	Contractual Services		23,000.00	25,000.00		48,000.00
									0.00
									0.00
									0.00
									0.00
									0.00

REASON: To appropriate funds received from Highlands County Soil & Water to continue to maintain IMWID.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 24-25-059

TRANSFER TYPE:

Approval

ACTION:

Board _____ Approved _____ Denied _____
County Administrator _____ Approved _____ Denied _____

ITEM TO ITEM

RESERVE

BY RESOLUTION

SUPPLEMENTAL BUDGET

XX

SIGNATURE: _____

Signature: _____

DATE: _____ / _____ / _____

Posted by Clerk: _____

RESOLUTION NO. 24-25-084

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA AS THE GOVERNING BODY FOR THE ISTOKPOGA MARSH WATERSHED IMPROVEMENT DISTRICT (HEREIN REFERRED TO COLLECTIVELY AS THE "DISTRICTS"); PERTAINING TO BUDGET AMENDMENT 24-25-059 TO THE ISTOKPOGA MARSH WATERSHED IMPROVEMENT 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 Ordinances, as codified by the Highlands County Code of Ordinances, for the various Districts which are the subject of this Resolution, the governing body for each such District may amend the budget thereof; and

WHEREAS, the Highlands County Board of County Commissioners as the governing body for each District set forth herein has determined that a budget amendment is necessary and proper within the Istokpoga Marsh Watershed Improvement 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 24-25-059 is hereby approved and authorized to appropriate funds received from an other government entity in the current fiscal year 24/25 in the total amount of \$25,000.00 to continue to maintain the District.

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 15th day of April 2025.

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

By: _____
Arlene Tuck, Chairwoman

ATTEST:

Jerome Kaszubowski, Clerk of Court