

MEETING OF THE DISTRICTS
Tuesday, December 3, 2024
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 adoption of Resolution 24-25-041 for Budget Amendment 24-25-023 to appropriate additional funding in Avon Park Estates SBD.*

Kenya Anderson, Senior Project Manager

The fiscal impact to Fund 111 (Avon Park Estates SBD) is an increase in the amount of \$150,000 which is being appropriated to Project 23099 (AP Est. Roadway Improvements), cost center 7990 (AP Est. Special Benefit Dist.), account 56301Z (Project Capital Infrastructure).

[24-25-023 Project 23099 AP Estates Roadway Improvements Add'l Funding \(BA\).pdf](#)

[24-25-023R Project 23099 AP Estates Roadway Improvements Add'l Funding \(Resolution\).pdf](#)

4.B *Request approval of the minutes from the July 16, 2024, and August 6, 2024,*

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: Dec 3, 2024

PRESENTER: Kenya Anderson, Senior Project Manager

SUBJECT/TITLE: Request adoption of Resolution 24-25-041 for Budget Amendment 24-25-023 to appropriate additional funding in Avon Park Estates SBD.

STATEMENT OF ISSUE

During FY24, it was determined to improve certain road sections within the District so an RFP was drafted and posted for the proposed work. When bids were recently received, the project funding was inadequate, so this budget amendment is bringing Fund Balance forward to allow for the work to be completed during the current fiscal year.

RECOMMENDED ACTION

Request adoption of Resolution 24-25-041 for Budget Amendment 24-25-023 to appropriate additional funding in Avon Park Estates SBD.

FISCAL IMPACT

The fiscal impact to Fund 111 (Avon Park Estates SBD) is an increase in the amount of \$150,000 which is being appropriated to Project 23099 (AP Est. Roadway Improvements), cost center 7990 (AP Est. Special Benefit Dist.), account 56301Z (Project Capital Infrastructure).

Attachments: [24-25-023 Project 23099 AP Estates Roadway Improvements Add'l Funding \(BA\).pdf](#)

Attachments: [24-25-023R Project 23099 AP Estates Roadway Improvements Add'l Funding \(Resolution\).pdf](#)

November 25, 2024

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

DATE: 11/25/2024

SUBMITTED BY: NAV

FUND(S): 111 FUND TITLE(S): Avon Park Estates SBF COST CENTER(S) #: 7990

PROJECT(S) #: 23099 PROJECT TITLE(S): AP Estates Roadway Improvemnts COST CENTER TITLE(S): Avon Park Estate SBD

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	111		3999100	Fund Bal Brought Forward		222,146.00	150,000.00		372,146.00
R	111		3999100	Fund Bal Brought Forward		372,146.00		150,000.00	222,146.00
R	111		3999100Z	Project Fund Bal Brought Forward	23099	0.00	150,000.00		150,000.00
E	111	7990	56301Z	Project Capital Infrastructure	23099	0.00	150,000.00		150,000.00
									0.00
									0.00
									0.00
									0.00

REASON: To appropriate additional Fund Balance for needed roadway improvements in Avon Park Estates SBD.

OFFICE USE ONLY

OMB RECOMMENDATION:

____ Approval

____ Denial

REQUEST # 24-25-023

TRANSFER TYPE:

ACTION:

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

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

SIGNATURE: _____

Signature: _____

DATE: _____ / _____ / _____

Posted by Clerk: _____

RESOLUTION NO. 24-25-041

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA AS THE GOVERNING BODY FOR THE AVON PARK ESTATES SPECIAL BENEFIT DISTRICT FUND (HEREIN REFERRED TO AS THE "DISTRICT"); PERTAINING TO BUDGET AMENDMENT 24-25-023 TO THE THE AVON PARK ESTATES 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 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 Avon Park Estates 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 24-25-023 is hereby approved and authorized to appropriate additional Fund Balance in fiscal year 24/25 to allow for paving and road improvements within the Avon Park Estates Special Benefit District with a fiscal impact of \$150,000.00.

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

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

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

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

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

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

PASSED AND ADOPTED this 3rd day of December 2024.

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

By: _____
Arlene Tuck, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: December 3, 2024

PRESENTER:

SUBJECT/TITLE: Request approval of the minutes from the July 16, 2024, and August 6, 2024, Special Meetings of the Districts.

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move approval of the minutes from the July 16, 2024, and August 6, 2024, Special Meetings of the Districts.

FISCAL IMPACT

Attachments: [071624SPC.pdf](#)

Attachments: [080624SPC.pdf](#)

MEETING OF THE SPECIAL DISTRICTS, JULY 16, 2024

1. The meeting was called to order at 2:37 p.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; 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 Kirouac moved to approve 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 May 7th, 2024, Meeting of the Special Districts.** *See Clerk of Courts website.*

5. **PUBLIC HEARING**

- A. **Public hearing to consider adoption of Resolution 23-24-146 pertaining to the re-imposition of Chapter 9, Article XXXVI (36), Highlands Park Estates Special Benefit District special assessment.**

Rosa Morales, Budget Analyst II NAV, presented the request. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

Chairman Roberts opened the floor for public comment. Input was received from Beth Degnan and Michelle Horton.

Commissioner Kirouac moved to approve adoption of Resolution 23-24-146 pertaining to the re-imposition of Chapter 9, Article XXXVI (36), Highlands Park Estates Special Benefit District special assessment. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 154 Page 150 & Res. Book 36 Page 43.**

6. **ACTION AGENDA**

No action items.

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 3:01 p.m.

MEETING OF THE SPECIAL DISTRICTS, AUGUST 6, 2024

1. The meeting was called to order at 1:58 p.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; 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 Kirouac moved to approve the Consent Agenda as presented. Commissioner Campbell seconded the motion.

Chairman Roberts opened the floor to the public. Input was received from Beth Degnan.

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

- A. Request approval of response letter to the Florida Department of Environmental Protection (FDEP) and preemptive letter to the Florida Department of Agriculture and Consumer Services (FDACS) related to extending the Grant Agreements for the IMWID Phase II Impoundment Project. See FDEP file.**

- B. Request adoption of Resolution 23-24-164 for Budget Amendment 23-24-153 for FY 23/24 District cleanup for budgets exceeded. See Res. Book 36 Page 56 & Budget Amendment file.**

5. PUBLIC HEARING

No Public Hearings.

6. ACTION AGENDA

Commissioner Campbell moved approval to set the action agenda with the removal of item 6A. Commissioner Tuck seconded the motion.

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

- ~~A. Discussion and Direction regarding Istokpoga Marsh Watershed Improvement District (IMWID). This item was removed as it was a duplicate. See SMB 155 Page 28.~~**

- B. Request adoption of Resolution 23-24-160 for Budget Amendment 23-24-150 to appropriate funds to Project No. 23099, Avon Park Estates Roadway Improvements.**

JD Langford, County Engineer, presented the request.

Commissioner Kirouac moved to adopt Resolution 23-24-160 for Budget Amendment 23-24-150 to appropriate funds to Project No. 23099, Avon Park Estates Roadway Improvements.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 36 Page 56-A & SMB 155 Page 28-A.**

7. ADJOURN

Chairman Tuck 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 2:10 p.m.