

MEETING OF THE DISTRICTS
Tuesday, December 17, 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 approval of the minutes from the August 20, 2024 and September 5, 2024 Special Meetings of the Districts.*
[082024SPC.pdf](#)
[090524SPC.pdf](#)

- 4.B *Request adoption of Resolution 24-25-047 for Budget Amendment 24-25-030 to rollover encumbrances from FY 23/24 into FY 24/25 for Special Benefit Districts.*
David Nitz, OMB Manager
The fiscal impact is an increase of \$6,979.71 to the following Special Benefit District funds of the Board of County Commissioners: Fund 107 Placid Lakes (\$751.96), Fund 109 Istokpoga Marsh Imp District (\$5,748.75), and Fund 128 SNL of Lake Placid (\$479.00) by rolling forward funds authorized for expenditure in FY 23/24 into FY 24/25 to be paid within FY 24/25.
[24-25-030 Encumbrance Roll SBD FINAL \(BA\).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: December 17, 2024

PRESENTER:

SUBJECT/TITLE: Request approval of the minutes from the August 20, 2024 and September 5, 2024 Special Meetings of the Districts.

STATEMENT OF ISSUE

RECOMMENDED ACTION

Move approval of the minutes from the August 20, 2024 and September 5, 2024 Special Meetings of the Districts.

FISCAL IMPACT

Attachments: [082024SPC.pdf](#)

Attachments: [090524SPC.pdf](#)

MEETING OF THE SPECIAL DISTRICTS, AUGUST 20, 2024

1. The meeting was called to order at 12:56 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 Chris Campbell

Commissioner Scott A. Kirouac
Commissioner Don Elwell

Commissioner Arlene Tuck was absent from this meeting.

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 adoption of Resolution 23-24-175 for Budget Amendment 23-24-161 to set up new project 23091, Lake Placid Fire Station 36. See Res. Book 36 Page 64 & SMB 155 Page 44.**

5. PUBLIC HEARING

No Public Hearings.

6. ACTION AGENDA

None presented.

7. ADJOURN

Chairman Roberts called for those in favor to adjourn the Meeting of the Special Districts.

The ayes have it and the motion carried.

The meeting was adjourned at 12:57 p.m.

MEETING OF THE SPECIAL DISTRICTS, SEPTEMBER 5, 2024

1. The meeting was called to order at 1:42 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; Sally Hood, Accounting & Finance Director; and Savannah Demeri, Deputy Clerk.

2. **PRESENTATIONS**

No presentations.

3. **PUBLIC COMMENT**

No participants.

4. **CONSENT AGENDA**

No Consent items.

5. **PUBLIC HEARING**

- A. **Request approval of the certification of the non-ad valorem assessment rolls for nine (9) Municipal Service Benefit Units for FY 24-25. See SMB 155 Page 80.**

Tanya Cannady, Business Services Director, presented the request. This public hearing was duly noticed, and a proof of publication was submitted to the Clerk to become part of the permanent record. *See Proof of Publication file.*

Resolution No. 23-24-178 – Avon Park Estates Special Benefit District

Rosa Morales, Budget Analyst II, read the caption of Resolution No. 23-24-178 into the record.

Commissioner Roberts opened the floor to the public. Input was not provided.

Commissioner Tuck moved approval of Resolution No. 23-24-178 as read. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 36 Page 81.**

Resolution No. 23-24-179 – Highway Park Special Benefit District

Ms. Cannady read the caption of Resolution No. 23-24-179 into the record.

Commissioner Roberts opened the floor to the public. Input was not provided.

Commissioner Elwell moved approval of Resolution No. 23-24-179 as read. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 36 Page 82.**

Resolution No. 23-24-180 – Lake Haven Special Benefit District

Ms. Morales read the caption of Resolution No. 23-24-180 into the record.

Commissioner Roberts opened the floor to the public. Input was not provided.

Commissioner Kirouac moved approval of Resolution No. 23-24-180 as read. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 36 Page 83.**

Resolution No. 23-24-181 – Oak Manor Avenue Road Paving Municipal Service Benefit Unit

Ms. Cannady read the caption of Resolution No. 23-24-181 into the record.

Commissioner Roberts opened the floor to the public. Input was not provided.

Commissioner Campbell moved approval of Resolution No. 23-24-181 as read. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 36 Page 84.**

Resolution No. 23-24-182 – Orange Villa Mobile Home Estates Special Benefit District

Ms. Morales read the caption of Resolution No. 23-24-182 into the record.

Commissioner Roberts opened the floor to the public. Input was not provided.

Commissioner Tuck moved approval of Resolution No. 23-24-182 as read. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 36 Page 85.**

Resolution No. 23-24-183 – Red Hills Farms Improvement District into the record.

Ms. Cannady read the caption of Resolution No. 23-24-183 into the record.

Commissioner Roberts opened the floor to the public. Input was not provided.

Commissioner Elwell moved approval of Resolution No. 23-24-183 as read. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 36 Page 86.**

Resolution No. 23-24-184 – Sebring Acres Special Benefit District into the record.

Ms. Morales read the caption of Resolution No. 23-24-184 into the record.

Commissioner Roberts opened the floor to the public. Input was not provided.

Commissioner Kirouac moved approval of Resolution No. 23-24-184 as read. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 36 Page 87.**

Resolution No. 23-24-185 – Sebring Country Estates Special Benefit District

Ms. Cannady read the caption of Resolution No. 23-24-185 into the record.

Commissioner Roberts opened the floor to the public. Input was not provided.

Commissioner Campbell moved approval of Resolution No. 23-24-185 as read. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 136 Page 88.**

Resolution No. 23-24-186 – Sebring Hills Special Benefit District

Ms. Morales read the caption of Resolution No. 23-24-186 into the record.

Commissioner Roberts opened the floor to the public. Input was not provided.

Commissioner Tuck moved approval of Resolution No. 23-24-186 as read. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 36 Page 89.**

6. ACTION AGENDA

There being only one item for the Board's consideration, Chairman Roberts did not call for a motion to set the Action Agenda.

A. Request direction on expending funds for repairs and maintenance items relative to IMWID.

Jonathan Harrison, Road & Bridge Director, came before the Board for direction regarding funds for needed repairs and expenditures throughout the Istokpoga Marsh Watershed Improvement District. Sam Eriksen, Natural Resources Specialist, addressed the Board.

The Commission addressed their concerns and gave staff direction to proceed with repairs and to look into other funding sources when it comes to maintenance.

Commissioner Kirouac moved approval to direct staff to move forward with repairing the pumps at IMWID Impoundment #1 in the amount up to \$3,000. Commissioner Tuck seconded the motion. **See SMB 155 Page 81.**

7. ADJOURN

Commissioner Campbell 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 2:19 p.m.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: Dec 17, 2024

PRESENTER: David Nitz, OMB Manager

SUBJECT/TITLE: Request adoption of Resolution 24-25-047 for Budget Amendment 24-25-030 to rollover encumbrances from FY 23/24 into FY 24/25 for Special Benefit Districts.

STATEMENT OF ISSUE

On October 16, 2024, the Clerk of Court's office, as part of the year-end close, rolled forward all encumbrances in the financial system from FY 23/24 into FY 24/25. Therefore, this budget amendment is merely revising the FY 24/25 budget to reflect this process that has already occurred. This will allow all purchases of goods and services from vendors by issuance of purchase orders not completed and delivered in FY 23/24 to complete the transactions for the goods and services in FY 24/25.

RECOMMENDED ACTION

Move to adopt Resolution 23-24-047 for Budget Amendment 24-25-030 to rollover encumbrances from FY 23/24 into FY 24/25 for Special Benefit Districts.

FISCAL IMPACT

The fiscal impact is an increase of \$6,979.71 to the following Special Benefit District funds of the Board of County Commissioners: Fund 107 Placid Lakes (\$751.96), Fund 109 Istokpoga Marsh Imp District (\$5,748.75), and Fund 128 SNL of Lake Placid (\$479.00) by rolling forward funds authorized for expenditure in FY 23/24 into FY 24/25 to be paid within FY 24/25.

Attachments: [24-25-030 Encumbrance Roll SBD FINAL \(BA\).pdf](#)

Attachments: [24-25-030R Encumbrances Roll SBD FINAL \(Resolution\).pdf](#)

December 9, 2024

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

PAGE 1 of 3

DATE: 11/19/2024

SUBMITTED BY: S. Hood

FUND(S): See List FUND TITLE(S): See List COST CENTER(S) #: See List

PROJECT(S) #: See List PROJECT TITLE(S): See List COST CENTER TITLE(S): See List

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	109		3999110Z	PROJECT ENCUMB FORWARD	14041	0.00	4,747.50	0.00	4,747.50
E	109	7989	56300Z	PROJECT IMPROVEMENTS	14041	0.00	4,747.50	0.00	4,747.50
R	107		3999110	ENCUMBRANCES CARRIED FWD		0.00	751.96	0.00	751.96
E	107	7987	53400	CONTRACTUAL SERVICES		60,725.00	300.00	0.00	61,025.00
E	107	7987	54400	RENTALS AND LEASES		25,650.00	23.19	0.00	25,673.19
E	107	7987	54600	REPAIR & MAINTENANCE		50,800.00	405.00	0.00	51,205.00
E	107	7987	55200	OPERATING SUPPLIES		2,000.00	23.77	0.00	2,023.77

REASON: Roll prior year encumbrances forward to FY 24-25

OFFICE USE ONLY

OMB RECOMMENDATION:

_____ Approval

_____ Denial

REQUEST # 24-25-030

TRANSFER TYPE:

ACTION:

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

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

SIGNATURE: _____

DATE: _____ / _____ / _____

Signature: _____

Posted by Clerk: _____

BOARD OF COUNTY COMMISSIONERS

PAGE 2 of 3

BUDGET AMENDMENTS

REQUEST # 24-25-030

[illegible]

BUDGET AMENDMENTS

REQUEST
NUMBER

24-25-030

[illegible][illegible]

Form Revised 10/13/2023

RESOLUTION NO. 24-25-047

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA AS THE GOVERNING BODY FOR THE ISTOKPOGA MARSH WATERSHED IMPROVEMENT DISTRICT, THE PLACID LAKES SPECIAL BENEFIT DISTRICT, AND THE SNL LAKE PLACID RECREATIONAL DISTRICT (HEREIN REFERRED TO COLLECTIVELY AS THE “DISTRICTS”); PERTAINING TO BUDGET AMENDMENT 24-25-030 TO THE ISTOKPOGA MARSH WATERSHED IMPROVEMENT DISTRICT FUND, THE PLACID LAKES SPECIAL BENEFIT DISTRICT FUND, AND THE SNL LAKE PLACID RECREATIONAL 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, the Placid Lakes Special Benefit District Fund, and the SNL Lake Placid Recreational 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 24-25-030 is hereby approved and authorized to roll forward encumbrances from fiscal year 23/24 into the current fiscal year 24/25 from the Istokpoga Marsh Watershed Improvement District, the Placid Lakes Special Benefit District, and the SNL Lake Placid

Recreational District Funds in the total amount of \$6,979.71, to complete the transactions for the goods and services in fiscal year 24/25 which are still needed.

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 17th 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