HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, February 18, 2020
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 of Highlands County will hold a General Body meeting at 8:00 a.m., on February 18, 2020, in the Engineering Conference room, 505 S. Commerce Avenue, Sebring

The Heartland Regional Transportation Planning Organization (HRTPO) will hold a meeting at 10:00 a.m., on February 19, 2020, in the Board room of the Highlands County Government Center, 600 S. Commerce Avenue, Sebring

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

6.A *Presentation of Employee of the Quarter for the 4th Quarter of 2019*
Richard Fleeger, Parks & Facilities Superintendent
The Employee of the Quarter recipients receive a plaque, eight (8) hours of personal leave, a gift card, and their name placed on a plaque displayed in the Government Center.

6.B *County Administrator Randy Vosburg: Presentation of Years of Service Awards.*
Kyle Green, Road & Bridge Director presenting - Donnie Goins, 5 years
Leah Sauls, Community Programs Director presenting - Estela Patrick, 15 years
Marc Bashoor, Public Safety Director presenting - James Duppenthaler, 20 years / Michael Tallent, 20 years / Donald Walker, 20 years
Clinton "Gator" Howerton, Jr., County Engineer presenting - Bill Stone, 20 years
Benjamin Dunn, Development Services Director presenting - Helen Lopez, 30 years
No Fiscal Impact
2.21.2020 Bios.docx

6.C *Highlands County Economic Development Update*
Meghan DiGiacomo, Executive Manager of Business & Economic Development
Jeff King, Economic Development Manager

No Fiscal Impact
BOCC_HCED_Update_February_18_2020.1.pdf

6.D *Presentation from the Children's Services Council - BOCC Advisory Board*
Luzed Cruz, Children's Services Council Executive Director
April Rolle, Children's Services Council 2020 Chair
No Fiscal Impact
Highlands Children PPT full revised.pdf

6.E *Presentation of the Interim Financial Report of Key Operating Performance Measures as of December 31, 2019.*
Jackie Gabrus, Senior Accountant, Clerk of Courts
No fiscal impact
FY 2020 BOCC Quarterly Report - Q1 December 2019.pdf

7 CONSENT AGENDA

7.A *Request approval to pay all duly authorized bills for February 18, 2020.*

7.B *Request to appoint Larry Andrews and Robert Farabee to the Veterans Advisory Board.*
Howard Osgood, Veterans Advisory Board Vice President
No Fiscal Impact
Application. VAB. Farabee.Robert.2020.01.06.pdf
Application.VAB. Larry Andrews. 2019.11.24.pdf

7.C *Request approval to declare the indicated lists of Avon Park Library materials surplus and allow such items to be donated to the Avon Park Friends of the Libraries, nonprofit.*
Vikki Brown, Avon Park Branch Librarian
There is no fiscal impact to the General Fund (005). Donation value is calculated with an estimated value of five cents to the dollar against the original purchase price ($12,587.13); the estimated value of this donation is $629.36. Revenue generated by the sale of surplus Library materials via the Friends of the Avon Park Library, will be donated back to the Avon Park Libraries.
AP Friends NP Status.pdf
APL_Record_Set_1_-_1175_Items.v2.pdf
APL_FRIENDS_SURPLUS_MEMO_2_.pdf

7.D *Request approval of Cooperative Equipment Loan Agreement between the Florida Forest Service and the Board of County Commissioners of Highlands County.*
Tim Eures, Deputy Chief
No Fiscal Impact
Florida Forest Service Cooperative Equipment Loan Agreement.pdf

7.E *Request approval of First Amendment to Agreement for Insurance Agent of Record for Employee Health Benefits with Gehring Group, Insurance Agent of Record.*
Rebecca Cable, Human Resources Generalist
The fiscal impact is indirect to the Health Insurance Fund since Gehring receives commission based on the line of coverage, the County does not pay Gehring directly. The compensation rate for Medical ASO and Dental ASO is $7.50 and $1.00 per employee per month, respectively. This is estimated at $99.500 based on 975

employees. Additionally, compensation for other lines of coverage varies from 5% to 10%.

First Amendment to Agreement - 02182020.docx

Gehring Group Contract 2018.pdf

7.F *Request approval to update the County Fee Schedule to incorporate the revised schedule from the Highlands County Health Department.*

David Nitz, OMB Manager

No Fiscal Impact. This is for informational purposes.

ORIGINAL Highlands DOH_FY19-20_FeeScheduleRequest_May2019.pdf

REVISED Highlands DOH_FY19-20_FeeSchedule_Updated_1-2020 (003).pdf

7.G *Request approval of FY 19/20 Child Advocacy Trust Fund Award Agreement and Budget Amendment 19-20-058 and associated Resolution.*

Luzed Cruz, CAC Manager

The fiscal impact is an increase to Fund 005 (General) and the overall budget in the amount of $2,597.06. These funds are being appropriated in cost center 3995 (Children's Advocacy Center), account 51300Z (Project Other Salaries).

19-20-058 Proj 19042 CATF FY19-20 (BA).pdf

19-20-058 Proj 19042 CATF FY19-20 (Resolution).pdf

Highlands County DCF 19-20.docx

7.H *Request approval to move forward with the sale of the County owned surplus property located at 13461 Lynwood Street and provide the Chair the authority to execute the Sale and Purchase Agreement For Available Property List Properties and Deed.*

Tasha Morgan, Assistant County Administrator

The fiscal impact is revenue totaling $1,920.00 to the General Fund from sale of the property and the property will be on the Tax Roll.

Notice of Intent to Sale - 13461 Lynwood.pdf

7.I *Request approval of Budget Amendment 19-20-053 for reallocation of funds for Project #16056 HCSO Detention Reconfiguration.*

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

There is no fiscal impact to Fund 005 (General) or the overall budget as this change is transferring $120,000 from cost center 9990 (Budgetary Expenditures A/C 005), account 59900 (Reserve for Contingency) to cost center 3326 (Detention & Correction Other), project 16056 (HCSO Detention Reconfiguration), account 53400Z (Project Contractual Services).

19-20-053 Project 16056 HCSO Det Reonconfig (BA).pdf

19-20-053 Project 16056 HCSO Det Reonconfig - CONTINGENCY-RESERVES.pdf

7.J *Request approval of Budget Amendment 19-20-059 and associated Resolution for FYE 18-19 rollover project adjustments and corrections into FY 19-20.*

David Nitz, OMB Manager

Angela Bollinger, Sr Budget Analyst

The fiscal impact for FY 19/20 is a decrease to the Hospital District and General Funds in the amounts of $151.53 and $1,119.24 respectively, and an increase to the Infrastructure Surtax in the amount of $2,774.98, with an overall budget increase of $1,504.21.

19-20-059 Part 3 Addl 18-19 Rollover Project Adjustments to 19-20 & Corrections

(BA).pdf
19-20-059 Part 3 Addl 18-19 Rollover Project Adjustments to 19-20 & Corrections (Resolution).pdf

7.K *Request approval of Budget Amendment 19-20-060 and accompanying Resolution for realigning funds for the Unit I Barn Refurbish.*
W. Kyle Green, Road & Bridge Director
There is no fiscal impact to Fund 151 or the overall budget. This budget amendment is merely moving adopted funds from project (14059) and re-appropriating said funds into project 17039, that needs additional funding.
19-20-060 Transfer Fnds Proj 14059 AP Fuel Site Paving to 17039 Unit I Refurbish (BA).pdf
19-20-060 Transfer Fnds Proj 14059 AP Fuel Site Paving to 17039 Unit I Refurbish (Resolutions).pdf

8 CONSENT AGENDA (2): Request approval to pay all bills and approve items with voting conflicts

8.A *Request approval of Budget Amendment 19-20-057 to realign funds for purchase of a replacement vehicle.*
Eric Longshore, Building Official
There is no fiscal impact to Fund 180 (Building) or the overall budget. This budget amendment is for realigning $18,409.00 in cost center 3440A (Building Dept. 180) from account 59900 (Reserve for Contingency) to account 56400 (Machinery & Equipment) $18,289.00, 54900 (Other Charges) $120.00.
19-20-057 Bldg Dept Replace Vehicle BD201 (BA).pdf

9 PUBLIC HEARING

9.A *Proposed Ordinance amending Chapter 12 (also known as the Highlands County Land Development Regulations) of the Code of Ordinances of Highlands County, Florida*
Linda Conrad, Zoning Supervisor
Rachel Barry, Development Services Technician
Clinton “Gator” Howerton, County Engineer
No fiscal impact.
Ordinance Amending Chapter 12 (LDRs).pdf
Summary by Section.pdf

9.B *Public Hearing to consider adoption of Large Scale Comprehensive Plan Future Land Use Amendment CPA-20-568LS, for approximately 20.1 acres from Agriculture (AG) to Medium Density Residential (RM).*
Dana Riddell, Planner I
No fiscal impact.
Staff Report.pdf
Application.pdf
Ordinance for CPA-20-568LS.pdf

9.C *Public Hearing to consider adoption of Small Scale Comprehensive Plan Future Land Use Amendment CPA-20-566SS, for approximately 13.93 acres, from Agriculture (AG) to Industrial (I).*

Melony Culpepper, Planner II
No fiscal impact.
Staff Report CPA-20-566SS.pdf
Application CPA-20-566SS.pdf
Ordinance CPA-20-566SS.pdf

9.D *Public Hearing to consider adoption of P&Z Hearing No. 2050, changing the Official Zoning Atlas for approximately 13.93 acres, from Agricultural District (AU) to Industrial District (I-2).*
Melony Culpepper, Planner II
No fiscal impact.
Staff Report P&Z 2050.pdf
Application P&Z 2050.pdf
Resolution P&Z 2050.pdf

10 ACTION AGENDA

10.A *Request to appoint two (2) alternate members to the County Canvassing Board for the Presidential Preference Primary Election to be held on March 17, 2020.*
Supervisor of Elections Penny Ogg, MFCEP
No Fiscal Impact

10.B *Request approval of Vacation of Easement - 329 Duane Palmer Blvd., Sebring, FL 33876*
Clinton Howerton, Jr., P.E., County Engineer
No Fiscal Impact.
Agenda Packet.pdf

10.C *Request approval for Tourist Development enhancement projects for Windy Point and Lake Istokpoga Fishing Tournament Facilities with a total cost not to exceed $287,503.04.*
Casey Hartt, Lead Marketing Consultant
There is no fiscal impact to Fund 152 (Tourist Development Trust) or the TDC overall budget. This Agreement is included in the FY 19/20 Adopted budget in cost center 5306 (Tourist Dev – Lakes fund), and account 53400 (Contractual Services). However, if the project exceeds the total funds within the Tourist Dev - Lakes Fund, there could be a potential fiscal impact of $33,227 to the County budget.
Istokpoga Improvements 1.23.20.pptx
1-23-2020 Minutes.pdf

10.D *Requesting approval of the proposed Highlands County Non-Maintained Public Right of Way Improvement Program and the Highlands County Road Improvement Program for County and Non-County Roads.*
W. Kyle Green, Road and Bridge Director
Joy Carmichael, County Attorney
There is no fiscal impact at this time.
Highlands County Non-Maintained Public Right of Way Improvement Policy.docx
Road Improvement Program Policy.docx

11 COUNTY ADMINISTRATOR AND LEGAL

11.A *County Attorney File Log*
Joy Cook Carmichael, County Attorney
COUNTY ATTORNEY LOG.pdf

11.B *Pending Items/Project Report Update*
Randy Vosburg, County Administrator
No Fiscal Impact.
Status - Project Updates (FINAL) 02.18.2020.pdf

12 CITIZENS NOT ON THE AGENDA

13 COMMISSIONERS

14 ADJOURN

Any person who might wish to appeal any decision made by the Board of County Commissioners of Highlands County, Florida, in public hearing or meeting is hereby advised that he will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made which 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 the programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26 Florida Statutes should contact Ms. Rebecca Cable, ADA Coordinator at 863-402-6809 (Voice), or via Florida Relay Service 711, or by e-mail: rcable@hcbcc.org. Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service. PLEASE NOTE OUR WEB SITE ADDRESS: For more information on the meeting, see the County Commission page online: www.hcbcc.net 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.

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