

**BOARD OF COMMISSIONERS
VILLAGE OF HIGHLAND PARK**

THE BOARD OF COMMISSIONERS OF THE VILLAGE OF HIGHLAND PARK, FLORIDA MET IN REGULAR SESSION AT THE VILLAGE OF HIGHLAND PARK ADMINISTRATION OFFICE, 1650 NORTH HIGHLAND PARK DRIVE, ON TUESDAY, NOVEMBER 28, 2023, AT 6:00 P.M. WITH THE FOLLOWING COMMISSION MEMBERS AND STAFF PERSONS PRESENT:

- BRANDON MCWHORTER, MAYOR-COMMISSIONER (Seat 2)
- AMANDA UPDIKE, COMMISSIONER (Seat 3)
- BRIAN UPDIKE, CITY MANAGER
- ANDREW HAND, CITY ATTORNEY (VIA TELEPHONE)
- MARY BRADLEY, VILLAGE TREASURER
- LITA O'NEILL, VILLAGE CLERK

CALL TO ORDER

Mayor-Commissioner Brandon McWhorter called the meeting to order at 6:02 p.m.

ROLL CALL

The Village Clerk called the roll. Mayor-Commissioner Brandon McWhorter, Commissioner Amanda Updike. The Clerk noted that Commission Seat 1 is still vacant. Mayor-Commissioner McWhorter noted that a quorum was present.

PUBLIC COMMENT

Mr. Jamie Stoughton, 1845 South Highland Park Drive, noted difficulty with reaching someone about low-hanging wires. He mentioned that he emailed the Village, received an email back, but nothing happened. He contacted Duke Energy, and the worker he talked to stated that he would see what he could do about adding a telephone pole. Mr. Stoughton also contacted Comcast, even though it wasn't a Comcast issue. Comcast did raise their wires. Mr. Stoughton contacted Duke Energy a second time about 2-3 weeks ago since he had not heard anything back from the Village.

Mr. Stoughton then raised the issue of speed humps. He stated that safety is the reason that speed humps are there. He asked why the old one on a 1,000-foot stretch was taken out and a new one was put in. He asked the Commission to explain the history of the speed bump installation. He noted that he gave his email address a year ago, but no one contacted him.

Commissioner Amanda Updike answered. She explained that one was removed due to poor condition. She further explained that there were no longer children living in that home, so it was

decided to remove the speed bump due to its poor condition. One was not reinstalled there. An individual had paid for the speed bump with his own money, but the Village was not aware that a private individual paid for it. The Village put it back at his request. Mr. Stoughton requested a speed bump be installed near his house to deter people from driving so fast.

Mayor-Commissioner McWhorter asked for clarification about why there is a need for it. Mr. Stoughton explained that we need another one on that stretch.

Somebody who walks their dog on a leash told Mr. Stoughton that there are new rules about walking dogs. Mayor-Commissioner McWhorter noted that the leash laws have not changed. He stated that per the ordinance, dogs should be on leashes.

Mr. Tim Conway owns five dogs, and Mr. Stoughton is concerned about the pack of dogs roaming on the golf course. He noted the behavior has gotten worse lately, and the Mayor recommended that he contact the Sheriff's office to report when he sees any trespassing on private property, which the golf course is.

Mr. Stoughton's neighbor, Ken Goff, has had his chain link fence down for the past four years since a hurricane damaged it. Mr. Stoughton is the only person that sees it. He has asked Mr. Goff to please fix his fence, but he has not. Mayor-Commissioner McWhorter suggested contacting Polk County Code Enforcement because we pay the County Code Enforcement to address these issues with maintaining property issues.

ADOPTION OF PREVIOUS MEETING MINUTES

Mayor-Commissioner McWhorter made a motion to approve and adopt the meeting minutes from the following meetings:

- Final Budget & TRIM Meeting – September 26, 2023
- Regular Commission Meeting – September 26, 2023
- Special Commission Meeting – October 25, 2023
- Commission Work Session – November 1, 2023

Commissioner Amanda Updike seconded the motion. A vote was taken, and the motion passed.

Village Treasurer's Report (Budget-to-Actual)

The Village Treasurer presented a 2-page report that shows all expenses in October and November. Expenses through November 28, 2023 total \$37,565.47. The budget for this period is \$51,171.58, so we are under budget \$13,606.11.

Mayor-Commissioner McWhorter made a request of the Village Treasurer to provide the Budget-to-Actual Reports in advance of the meeting.

Village Clerk's Report

The Clerk updated the Commission with several items:

- 1) Ethics Training - The Commission and staff have three options to complete the 4-hour course. The Clerk will forward information.
- 2) Plaque for Frank Kanzinger - Funded through the Beautification Fund - The Clerk has reached out to Action Signs and Blair Updike. Ideas included a small plaque to hang from the bulletin board.
- 3) Web Hosting - Using a web host for the website and we pay for six emails; however, we have had some email issues. While the website is easy to use, the Clerk is looking for alternatives.
- 4) Clerk Phone - The Clerk told the Commission about the fact that while we have a phone for the Clerk, it is difficult to answer phone calls all day throughout the day. She asked for ideas about how to handle emergencies. Commissioner Updike noted that there had been some discussion about having a City Manager and a Deputy City Manager. Mr. Ric Busbee suggested that the Clerk line provide the City Manager's phone number for immediate assistance.
- 5) The Clerk noted that on October 25, 2023, the Commission approved and appointed Mary Bradley as the Village Treasurer and Lita O'Neill as the Village Clerk. The Clerk requested that the Commission consider striking the "ensure meetings are held according to rules or order" line. The Mayor agreed.
- 6) The Village Clerk has been tracking hours worked for transparency. According to the hours logged, the rate of pay is working out to be around \$21.00 per hour. It was noted that this is a part-time position, yet it is not an hourly position, however.
- 7) The Florida Department of Revenue sent a noncompliance letter that the Village needs to remedy. Advertisements are lined up with The Ledger for Sunday, December 3, 2023, which is within the 15-day window. After the ads run, a public hearing needs to be held 2 to 5 days after the advertisement runs. The Commission discussed holding the public hearing on Wednesday, December 6, 2023, at 6:00 p.m. The Treasurer noted that the audit was taking place on Wednesday all day, so Thursday, December 7, at 6:00 p.m. is set for the meeting.

City Manager's Report

Traveler's Insurance paid 80% of the damage caused by the lightning strike. Everything is ordered to do the repairs. \$2,000-\$3,000 coverage for incidentals is possible, which would include the water from the City of Lake Wales.

Mitchell Crain raised the issue about the noise caused by speed bumps. The noise is troublesome, and the City Manager noted that he does not know the best way to slow down speeders. The Commission needs to consider what kind and where they need to be located. Mr. Stoughton asked who would take care of the speed bump by his house. The City Manager mentioned that

there is money in the FY23-24 budget to spend on speed bumps. It will be up to the Commission to decide.

The City Manager asked the clerk to contact Capo Security (Geo Fazzini) to get the security hardware so it can be installed in the administration building. Mr. Derek Camann mentioned a stolen car was found abandoned near his house. He noted the need for security cameras.

Commission Seat I Vacancy

Commissioner Updike made a motion to have Derek Camann fill Commission Seat 1. Mayor-Commissioner McWhorter seconded.

Public Comment was opened, and Mr. Stoughton offered his congratulations.

The Clerk called a roll call vote.

- Mayor-Commissioner McWhorter – yes
- Commissioner Amanda Updike – yes

The Village Clerk issued the Oath of Elective Office for Derek Camann.

City Manager Position

Mayor-Commissioner McWhorter made a motion to hire Ric Busbee as the City Manager for the Village of Highland Park, Florida. Commissioner Updike seconded.

The floor was opened to public comment, but there were no comments made.

The Clerk took a roll call vote.

Roll Call Vote:

- Mayor-Commissioner McWhorter – yes
- Commissioner Amanda Updike – yes
- Commissioner Derek Camann – yes

City Manager, Ric Busbee, mentioned his first five items he would like to take care of:

- 1) Internet
- 2) Cameras
- 3) Code Enforcement
- 4) Speed Bumps
- 5) Missing Duke Power Pole

Mr. Busbee also mentioned that he would like to meet with each member of the Commission individually to sit down and review the issues. He would like to hear directly from each Commissioner about what their interests and important issues for Highland Park are.

Questions/Announcements

Commissioner Updike asked whether there was a noise ordinance that had been approved. Mr. Busbee mentioned that the Land Development Code contains the noise ordinance, Section 3.03.02.01. He also has a decibel meter. Mr. Busbee commented that now that he is the City Manager, he will be addressing it with Code Enforcement and the Sheriff's Department.

Mayor-Commissioner McWhorter asked about adding names on the signature cards at the bank on the Village accounts, including three commissioners and the Village Clerk. To maintain best practices, the Village Treasurer will not be a signer on the accounts.

The final TRIM hearing will be held December 7th at 5:30pm, and the Work Session will immediately follow the Final TRIM hearing.

Mayor-Commissioner McWhorter suggested increasing the pay of the City Manager to \$1,500 per month. Discussion ensued about work after hours, response to emergencies, and having a deputy city manager.

Mayor-Commissioner McWhorter made a motion to increase the pay of the City Manager to \$1,500 per month. Commissioner Camann seconded the motion.

The Clerk took a roll call vote.

Roll Call:

- Mayor-Commissioner McWhorter – yes
- Commissioner Amanda Updike – yes
- Commissioner Derek Camann – yes

The motion passed.

Mayor-Commissioner McWhorter adjourned the meeting at 7:12pm.

Respectfully Submitted,

Lita O'Neill, Village Clerk