



**VILLAGE OF HIGHLAND PARK – Regular Meeting
1650 Highland Park Drive North
Tuesday, January 23, 2024, 6:00 pm.**

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, JANUARY 23, 2023, AT 6:00 P.M. WITH THE FOLLOWING COMMISSION MEMBERS AND STAFFPERSONS PRESENT:

Derek Camann, Commissioner (Seat 1)
Amanda Updike, Commissioner (Seat 3)
Ric Busbee, City Manager
Andrew Hand, City Attorney (via telephone)
Lita O’Neill, Village Clerk
Tina Peak, Board Member, Polk County Historical Committee
Mark Smith, Resident
Catherine Angel, Resident

CALL TO ORDER

Commissioner Mandy Updike called the meeting to order at 6:00 p.m.

ROLL CALL

The Village Clerk called the roll. Commissioner Amanda Updike and Commissioner Derek Camann were present. Mayor-Commissioner Brandon McWhorter had notified the Village Clerk prior to the meeting that he would not be able to attend. A quorum was present.

PUBLIC COMMENT

Commissioner Updike opened the meeting to public comment.

Tina Peak, member of the Polk County Historical Commission, was in attendance to speak about the Polk County Historical Marker program. There are about 200 historical markers in Polk County, but currently there are none in Lake Wales or Highland Park. Highland Park resident, Blair Updike, had reached out to the Polk County Historical Commission about getting a historical marker for Highland Park. Discussion about placing one at the entrance to the Village. The text can be placed either on the front side or both the front and back side. The application fee

is \$315.00. The marker itself varies in size, but costs vary from \$1500-\$1800. Ms. Peak is going to follow up about the application and provide that to the Village of Highland Park for review.

About the markers:

- Large Size: 30x42 (one sided or two sided) with 1200 characters
- Medium Size: 24x30 (one sided or two sided) with 640 characters

Ms. Peak shared, “The purpose of the Polk County Historical Marker program is to recognize and encourage the preservation of local history. Historical markers are useful tools to preserve all aspects of Polk County’s diverse history. Marker topics include persons, events, institutions, buildings, ethnic groups, churches, sites, communities, and cemeteries. They educate the public about Florida’s history and spark interest in preserving local history.”

The entire process takes 8-9 months, so Ms. Peak will be in touch with Blair Updike and get this information to the Village Commission. Ms. Peak will also forward the information to Lita O’Neill, Village Clerk, so it can be distributed to the Commission.

Mark Smith, resident, mentioned that Irwin Yarnell created Highland Park, and if anyone is mentioned on the historical marker, he suggested it should be Mr. Yarnell. It was also noted that Highland Park started as a private club and was later incorporated in 1927.

APPROVAL OF PREVIOUS MEETING MINUTES

Commissioner Camann motioned to approve the December 7th Final TRIM/Budget and the December 7th Board Work Session minutes. Commissioner Updike seconded the motion. The motion passed unanimously.

CITY MANAGER’S REPORT

Ric Busbee presented the report:

1. Duke Power Pole: the wire will be raised on a pole
2. Security Cameras – 7 cameras are working. All are operational.
3. Speed Bumps – will arrive next week
4. Awning – installed and no water is coming in during rain.
5. Conference Table – purchased
6. Green Space Maintenance - Major trimming and mulching project was completed.
7. “Barn” or shed area was cleaned up.
8. Park Bench was installed in memory of Mr. Frank Kanzinger. Kim Kanzinger attended and sent a thank you note.
9. Fiber Optics Company – There is no infrastructure or partnership with any companies in Florida at this time.
10. There are two estimates the City Manager is pursuing to slow down erosion on the hill by the water tower. He is seeking a third estimate to sod and irrigate it to keep sand from eroding.

11. Water Plant – The new technology for the water system will be installed on January 31st. The company is currently writing the software to replace due to the lightning strike. The majority of costs for the new computer (called a PCL) and software is covered by the insurance claim due to the lightning strike.
12. Emergency Phone Line – The updated phone greeting announces the City Manager’s phone number, so that in the case of emergencies, residents will be able to get in touch with someone.
13. Parking spaces at the park – The City Manager is getting two quotes -- one for two spaces and one for one space. Mr. Busbee suggested having it look just like the parking spaces by the Clerk's office.
14. There were three empty trailers on lots. Two have been removed, and the City Manager is working on the third one.
15. Water Bills – Staff is working through cleaning up accounts and making progress.

TREASURER’S BUDGET-TO-ACTUAL REPORT

The Village Clerk noted that Mayor McWhorter had requested the report from the Treasurer prior to the meeting. The Village Clerk also noted that the Treasurer was not able to attend the meeting due to illness. The Clerk will attach the report to the meeting minutes for public review.

Commissioner Updike invited public comment regarding the Treasurer’s report.

Catherine Angel, 1632 South Highland Park Drive, asked about the golf course history and current use. Commissioner Camann noted that it is under private ownership.

OLD BUSINESS

The Village Clerk noted that the City Manager’s report covered much of the old business. Commissioner Camann asked about the Village credit card status. The Village Clerk stated that the credit card had been secured; however, the tax exempt status is not directly linked to the account. The tax exempt certificate must be shown or provided at each purchase for tax savings. The Clerk will follow up with the Treasurer.

NEW BUSINESS

The Village Clerk presented the election agreement from the Supervisor of Elections. Commissioner Camann motioned to approve the Village of Highland Park Municipal Election Administration Agreement. Commissioner Updike seconded the motion.

A Roll Call vote was taken:
Commissioner Updike – yes
Commissioner Camann – yes
The motion passed.

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DRAFT 2/16/2024

Commissioner Camann clarified that the Village Clerk will have Mayor McWhorter sign the “Village of Highland Park Municipal Election Administration Agreement” by the date required by the Polk County Supervisor of Elections.

Commissioner Updike asked Mr. Hand about Form 6 submission. Attorney Hand noted that the final date to submit is July 1, 2024. He noted that anyone in office as of January 1, 2024 needs to file.

Commissioner Camann then asked the City Attorney about which CPA firms would be able to assist with the preparation of Form 6. Mr. Hand addressed the question by discussing whether the use of a CPA is a reimburseable cost. A colleague of Mr. Hand’s says yes; however, Mr. Hand mentioned that the best place to ask is the Florida League of Cities regarding CPA firms.

The Commission discussed adding Form 6 as an agenda topic at the Board Work Session in February.

QUESTIONS AND ANNOUNCEMENTS

There were no questions or announcements.

The meeting was adjourned at 6:45 p.m.

Respectfully Submitted,

Lita O’Neill
Village Clerk

Minutes of Village Commission meetings may be obtained from the Village Clerk’s Office. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the Clerk to duplicate the recording. The cost of duplication will be the expense of the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Village Clerk’s Office no later than 5:00 p.m. on the day prior to the meeting at 863-455-6518.

*Appeals concerning decisions on issues requiring a public hearing:
Persons who wish to appeal any decision made by the Village Commission with respect to any matter considered during a public hearing at this meeting will need a record of the proceedings, and for such purpose may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.*