

Trailer Estates Park and Recreation District

Board of Trustees
Regular Board Meeting
February 4, 2025
Following Workshop
Mark's Hall
1903 69th Avenue West
Bradenton, FL 34207

Call to Order
Roll Call
Public Comment (Limit 3 Minutes on Any Topic)
Approval of Minutes
Treasurers Report
Invoice Approval -

Items Presented by Board & Staff (PP 38)

1. Revise Duties - Seasonal Recreation Trustee PP1H
2. Revise Duties - Health & Welfare Trustee PP1G
3. Amend Recurring Monthly Expense (Exhibit A)
4. Review & Update Paid Instructors PP13
5. Review & Update Applicant Interviews PP5
6. Board of Canvassers-Pool Procedure
7. Quote - Repairs CCTV Camera's & Related Equipment

Trustee/Staff Final Comments
Unfinished Business
Adjournment

Trailer Estates broadcasts its Meeting live on Channel 732 inside the Community.

Zoom Meeting Access:

<https://us02web.zoom.us/j/85367216860?pwd=TUzib5Hb6BnYa7eJV2poM4AdBrfXg6.1>

Meeting ID: 853 6721 6860

Passcode: PhDY5y

One tap mobile

+13052241968,,85367216860#,,,,*146638# US

Meeting ID: 853 6721 6860

Mobile Passcode: 146638

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact T.J. Miller at 756-7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38**

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Revised Duties of the Seasonal Recreation Trustee

For Upcoming Meeting—Date February 4, 2025

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Motion: To approve the proposed changes to PP1H- Duties of the Seasonal Social and Recreation Activities Trustee as discussed in the February 4, 2025 Workshop.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**
None

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** _____

1. Existing duties _____

2. Proposed duties _____

Trustee Kathleen Gregory *KTG*

Date Submitted 01/08/2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

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TRAILER ESTATES PARK AND RECREATION DISTRICT TRUSTEE DUTIES PP 1H

DUTIES OF SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE

THE SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE SHALL:

1. Prepare for and attend regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Work with other assigned Recreational Trustee to develop the yearly district recreational calendar of activities and complete/submit the required room reservation forms for all district recreational activities.
3. Arrange for all entertainment for the Seasonal Saturday Night Dances to include contacting the bands and completing the contracts.
4. Arrange all Seasonal Showtime entertainment to include completing contracts.
5. Plan the annual Christmas party for the TE residents (arrange entertainment, refreshments, door prizes, ticket distribution, etc.)
6. Plan the New Year's Eve party (arrange entertainment, refreshments, door prizes, ticket sales, etc.)
7. Attend all district seasonal recreational activities to include dances, Showtimes, and all other district recreational activities.
8. Complete all financial responsibilities to include counting all collected money from ticket sales and money taken at district events, completing required forms and depositing all money to the office.
9. Plan additional recreational activities such as movie nights, trivia nights, etc.
10. Purchasing all supplies needed for seasonal district events.
11. Work with maintenance staff to ensure event set up is completed.
12. Develop and coordinate volunteers as needed per event.
13. Complete all check requests prior to the date of performances.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP 1H**

14. Ensure all contracts are correctly filed in the Seasonal Recreational Trustee binder in the office.
15. Publicize all events so residents are kept informed.
16. Serve as a back-up to the other District Recreation Trustee as needed.
17. Provide updates on seasonal recreational activities during board meetings.
18. Sign checks as requested.



TRAILER ESTATES PARK AND RECREATION DISTRICT TRUSTEE DUTIES PP 1H

PROPOSED DUTIES OF SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE

THE SEASONAL SOCIAL & RECREATION ACTIVITIES TRUSTEE SHALL:

- 1. Prepare for and attend regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.**
- 2. Work with other assigned Recreational Trustee to develop the yearly district recreational calendar of activities and complete/submit the required room reservation forms for all district recreational events.**
- 3. Plan all seasonal recreational events for the residents.**
- 4. Submit the seasonal recreational budget when requested.**
- 5. Complete all financial responsibilities to include counting all collected money from ticket sales and money taken at district events, completing required forms and depositing all money to the office.**
- 6. Purchase all supplies needed for seasonal district events.**
- 7. Work with maintenance staff to ensure event set up is completed.**
- 8. Coordinate volunteers as needed per event.**
- 9. Complete all check requests prior to the date of performances.**
- 10. Ensure all contracts are correctly completed and filed in the Seasonal Recreation Trustee binder in the office.**
- 11. Publicize all events so residents are kept informed.**
- 12. Serve as a back-up to the other District Recreation Trustee as needed.**
- 13. Provide updates on seasonal recreation activities during board meetings.**
- 14. Sign checks as requested.**

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Duties of Health & Welfare Trustee PP1G

For Upcoming Meeting—Date 2/7/2025

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Review and update duties of the Health & Welfare Trustee as discussed in workshop
of 2/7/2025

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.) See Attached

Trustee L. Neal

Date Submitted 1/23/25

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP 1G**

DUTIES OF HEALTH AND WELFARE TRUSTEE

THE HEALTH AND WELFARE TRUSTEE SHALL:

1. Prepare for and attend regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Arrange for the hiring of district paid instructors for classes (for example— dance, exercise, art, Jazzercise, etc.
3. Schedule Annual Health Fair.
4. Schedule Blood Drives.
5. Keep informed and provide location of park residents in hospitals and nursing homes.
6. Send get well and sympathy cards and keep record of same for the Park Memorial Service.
7. Direct residents to appropriate organizations and sources for sick room supplies
8. Oversee implementation of park wide health restriction procedures (i.e. covid-19 or other diseases).
9. Post information on bulletin boards.
 - Community Care
 - Volunteers
 - Agencies/Organizations
 - Disaster Assistance
 - Etc.
10. Serve as board representative/contact for the community and TE Park service organizations.
 - Meals on Wheels
 - 85+ Valentine Dinner
 - 85+ Christmas Gifts
13. Sign checks as requested..

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Ammend Recurring Monthly Expense Limits

For Upcoming Meeting—Date February 4, 2025

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): To amend the
spending limit for the Recreation Trustee and Continuing Recreation Trustee from
\$2,000 to \$2,500 per event as discussed in the Workshop.

Band Contracts are quite often more than \$2,000 and last year this limit was changed.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**

Attachments: **(Please attach any diagrams or pertinent information concerning this**
Agenda Item. Please list the attachments.) _____

Recurring Expense List as adopted Jan 7, 2025 and discussed
in the workshop.

Trustee Nickels

Date Submitted 01/20/2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

Exhibit A

Trailer Estates Park and Recreation District
Recurring Monthly Expense Approvals
January 1, 2025 - December 31, 2025

Check Payments, Electronic Payments, Fund Transfers, may be made by the Administration for the following items without Board Approval:

- Insurance Payments & Bonds
- Payroll & Payroll Expenses
- Trash Removal
- All Utility Bills& Cable TV
- Sales Tax Payments
- Refunds as required on Deposits, Boat Slips, RV spaces, Room reservations deposits
- Legal Expenses (up to \$3,500)
- Fund Transfers
- All Accounting Expenses
- Loan Payments

Additional Expense Approvals
January 1, 2025 - December 31, 2025

These items may be purchased and paid for without Board Approval:

Administration:

- All Election Expenses
- Administrative Expenses up to \$3,500
- All Tree Trimming

Trustee Responsibilities:

- Recreation Trustee & Continuing Recreation Trustee (Up to \$2,500)
- Maintenance Trustee (Refer to PP1E)

Park Manager must sign and/or approve all disbursements and transfers.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38**

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Procedures for Paid Instructors PP13

For Upcoming Meeting—Date 2/7/2025

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Review and update Procedures for Paid Instructors PP13, as discussed in the workshop
of 2/7/2025

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** See Attached

Trustee Trotter

Date Submitted 1/23/2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

TRAILER ESTATES PARK AND RECREATION DISTRICT PROCEDURES FOR PAID INSTRUCTORS PP 13

The Trailer Estates Park and Recreation District promotes recreational activities and classes. The Board of Trustees may allocate funds for activities and classes requiring paid instructors. Persons or groups may request funding from the District for paid instructors if the following criteria are met:

1. The class or activity must be open to all residents of the District, regardless of membership in a particular group.
2. There must be a minimum requirement of 10 residents participating in the class or activity. The instructor will maintain daily attendance sheets notating residents/non-residents participating. Attendance sheets will be turned in after each class to the office or drop box located at the office. The Health & Welfare Trustee will monitor the attendance sheets and determine the average monthly resident participation. If the average resident participation rate is consistently below 10m the Health & Welfare Trustee may cancel future classes
3. Applications for funding must be submitted to the Health and Welfare Trustee by February 1 of each year in order to be considered for the upcoming budget.

The Health and Welfare Trustee will review the applications, and make recommendation(s) to the Board, based upon the objectives of the class, the instructor's qualifications and cost, current resident/non-resident participation, session length, number of sessions, proposed scheduling dates of sessions, and facility requirements.

If funding is approved by the Board and the Health and Welfare Trustee shall be authorized to enter into contracts with instructors up to a maximum of \$100.00 per week for a maximum of 3 hours per week and for a maximum of 15 weeks. Establish set fees for resident and non-resident participation, any Club/Organization sponsorship contributions and verify attendance records. May terminate the contract and discontinue funding for the class or activity if it deviates from the approved application.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Procedure for Applicant Interviews PP5

For Upcoming Meeting—Date 2/7/2025

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): to approve the
procedures for applicant interviews for trustee appointments to the Board of Trustees
as discussed in todays workshop.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.) See attached

Trustee Trotter

Date Submitted 1/23/2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
PROCEDURE FOR APPLICANT INTERVIEWS FOR TRUSTEE
APPOINTMENTS TO THE BOARD OF TRUSTEES PP 5**

1. The Chairman shall select a person to serve as an impartial Moderator. The Moderator shall appoint clerks as assistants necessary to follow the procedure set forth below. The Moderator's designee shall be the timekeepers.
2. The Moderator/Chairman shall advise the candidate(s) that they have three minutes to make a preliminary statement to review their qualifications, experience, and reason for seeking a Trustee position. The Moderator/Chairman shall inform the candidate(s) they have three (3) minutes to answer a question. The other candidate(s) then has three minutes to answer the same question. A two-minute rebuttal period is then permitted for each candidate. If during this process, a candidate requests additional time for clarification, the moderator/Chairman may grant the request. The other candidate(s) may do the same. Only one request per candidate will be permitted on each question.
3. The Board of Trustees will direct their questions to each candidate with any follow-up questions.
4. The Moderator/Chairman shall direct the next question to the other candidate(s) so as to alternate who answers first on each question. The process continues when all relevant questions have been addressed or until the allotted time for questions has expired.
5. The Moderator/Chairman shall provide the candidate(s) up to three minutes to present a summary. The candidate(s) shall go in reverse order of their preliminary statements. Upon completion of the summaries by the candidate(s), the Moderator shall conclude the interview process and turn the proceeding over to the Chairman of the Board for further action.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Board Of Canvassers - Pool Procedure

For Upcoming Meeting—Date February 4, 2025

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): Motion to
establish a list of residents to form a pool that the Chairman can select one person
from as needed for TE Elections in 2025 and 2026.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.)
See attached.

Trustee Chairman Trotter

Date Submitted January 28, 2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____



TRAILER ESTATES

Park & Recreation District

January 28, 2025

Per Manatee County election requirements

CANVASSING BOARD:

The Canvassing Board shall consist of the Manatee County Supervisor of Elections or his assistant, the Chairman of the District Board of Trustees, or a designee, and a third person selected by the Board. It shall be the responsibility of the Board of Trustees to notify the members of the Canvassing Board as to the meeting times for the L & A testing, canvass of absentee ballots, election results, and provisional ballot review.

The Chairman shall designate one person who has availability to serve as a member of the Board of Canvassing from the following pool of property owners:

Rod Smith

Dee Schwoegler

Howie Moore

Carol McCormick

Mike McKinnie

Dottie Deerwester

The names in the pool shall be eligible for elections in 2025 and 2026, at which time a new pool of property owners will be established by the Trailer Estates Board of Trustees.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda CCTV Camera Repair & Replacements

For Upcoming Meeting—Date February 4, 2025

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): Motion to authorize BigFish Technologies to Replace Camera's and equipment damaged in Lightning Storm.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
\$13, 203.00 (Reimbursed by Insurance)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) _____

See attached.

Trustee Maintenance Trustee Lombardi

Date Submitted January 28, 2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____