

APPROVED AS CORRECTED, OCTOBER 5, 2023
TRAILER ESTATES PARK & RECREATION DISTRICT
BOARD OF TRUSTEES WORKSHOP
SEPTEMBER 18, 2023
MARK'S HALL
1903 69TH AVENUE WEST
BRADENTON, FL 34207

The Workshop Meeting was called to order by Duane Trotter at 9:31 a.m.

ROLL CALL: Kathy Gregory, Todd Lombardi, Russell McAlister, Louis Nickels, Cindy O'Brien, Rod Smith and Duane Trotter present. Lori Dalton joined via Zoom. Park Manager, Lee Morris was present in the hall.

PUBLIC INPUT

None.

Closed Public Input

Responses to Public Input

None.

REPORTS FROM STANDING COMMITTEES

None.

CLUBS & ORGANIZATIONS

None.

DISCUSSION ITEMS PRESENTED BY BOARD & STAFF

- 1) Trustee Position Guide (Gregory)** – Kathy recommended and explained the idea of having each trustee develop a “how to guide” to coincide with their assigned duties and offered an example. She recommended a binder to be kept at each Trustee’s desk. A discussion followed. Duane asked each Trustee to have their draft to Lee by December 5th. No further board action is required.

- 2) **Salary/Benefits-Staff (Nickels)** – Louis started the discussion on upcoming renewals for staff benefits and salaries. A discussion followed. This will be brought forward at today’s board meeting. Duane is to look into the 3% on Lee’s position. *During today’s board meeting, it was determined that Duane did not need to look into this.*
- 3) **Movie License Renewal (Gregory)** – Kathy started the discussion on renewing the MPLC movie license for another year; recommending we stop paying for the license. A discussion followed. The board supported Kathy cancelling the MPLC; Rod reminded her to send both a letter AND email notice of the cancellation. No further board action is required.
- 4) **Update PP21 – Rates: Boat Slips (Lombardi)** – Todd recommended updating PP21 to remove 3 month leases, add 10% handling fee for 6 month leases, calculate the annual 5% increases and add waiting list assignments requiring a \$100.00 deposit. A discussion followed. Todd will rework PP21 and bring this back to a future workshop.
- 5) **Update PP21A – Storage Lot Rates (Lombardi)** – Todd recommended updating PP21A to remove the per foot column, add a 10% handling fee for 6 month leases, calculate the annual 5% increases and add waiting list assignments requiring a \$100.00 deposit. A discussion. Todd will look into approvals needed and cost to alter the 50’ slip to multiple smaller slips. Todd will rework PP21A and bring this back to a future workshop.
- 6) **Update PP22 – Dock Rental Agreement/Lease (Lombardi)** – Todd recommended updating PP22 to add information regarding slip assignments requiring a \$100.00 deposit and removing the statement of no boat over 30’. A discussion followed. Todd will rework the entire PP22 lease agreement and bring this back to a future workshop.
- 7) **Update PP23 – Storage Space Lease (Lombardi)** – Todd recommended updating PP23 to add information regarding slip assignments requiring a \$100.00 deposit. A discussion followed. Todd will rework the entire PP23 lease agreement and bring this back to a future workshop.

- 8) **Create PP25B – Waiting List Verification for Slip/Lot Rental (Lombardi Leombardi)** – Todd recommended creating PP25B – Waiting List Verification for Slip/Lot Rental to support changes made requiring a \$100.00 deposit to be placed on a waiting list. A discussion followed. Todd will rework PP25B and bring this back to a future workshop.

TRUSTEE REPORTS

- 1) Cindy – She detailed the past and future summer events.
- 2) Kathy (Health & Welfare) – She stated 7 paid instructors completed new service contracts. She discussed the Health Fair on February 29, 2024 and that the company sponsoring the event would make a \$400 donation to TE at the conclusion of the fair. She also detailed the purchase of 2 new exercise balls in the exercise room.
- 3) Todd – He detailed the fish house being under construction. He stated the marina passed the electrical inspection. He detailed upcoming boating safety classes. He indicated the Coast Guard would be doing boat inspections the second Saturday in January 2024. He stated the maintenance department is finishing cleanup after the hurricane and working to finish a few items for the Treasure Barn.
- 4) Rod – He stated he had his first experience with the new HOALIFE software and sent 6 notices regarding grass/weed issues.
- 5) Russell – He indicated he is working with the software too and thanked Lee for getting this process going. He stated he sent 16 notices regarding grass/weed issues.
- 6) Lori – She stated she is working on paperwork and thanked the board for solving the phone issues in Michigan.
- 7) Duane – He detailed the vacant Trustee position and how interested owners should have their paperwork in the office by September 29. He then stated anyone running for Trustee in December needs to have their paperwork in the Supervisor of Elections’ office by October 5.
- 8) Louis – He stated he certified the non-advalorem tax rolls. He thanked former Treasurer, Mary Chandler, for her assistance with ideas for cross checking for accuracy.

PARK MANAGER COMMENTS

He stated Red Cross sign up sheets are in the office and must be returned by October 7 to receive free smoke detector(s) and installation. A Red Cross representative will give a brief presentation on September 21 before the party. He indicated residents may see him doing property inspections. He stated Spectrum has resolved the ESPN and Disney issues. He detailed how a couple residents were told by Spectrum they weren't on the "list"; however, they are on our list and the office is working identifying the problem "list".

UNFINISHED BUSINESS

None.

ADJOURNMENT

Meeting adjourned at 11:33 a.m.

Respectfully submitted,

Lori Dalton, Secretary