

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**BOARD OF TRUSTEE WORKSHOP**

**February 1, 2021**

**Immediately following the 9:30 a.m. Board of Trustee Meeting**

**SMALL HALL**

**1903 69<sup>TH</sup> AVENUE WEST**

**BRADENTON, FLORIDA 34207**

- 1. Remove Media Committee Charge – PP11 (Dalton)**
- 2. Update PP14 – Tribune Policy (Dalton)**
- 3. Update PP14A – Community Channel Policy (Dalton)**
- 4. Increase Storage Space – Status Update (Chandler)**
- 5. Review Renewal Contract Terms with Waste Pro (Chandler)**
- 6. 1<sup>st</sup> Draft 2021 – 2022 Budget (Chandler)**

**RESIDENT COMMENTS**

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 TJ 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.

JAN 19 2021 AM 11:47

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

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Remove Media Committee Charge - PP11

For Upcoming Meeting—Date 02-01-2021

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 remove the Media Committee Charge-PP11 as a result of abolishing the Media Committee. This was discussed at the 1-18-2021 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.) Eliminated PP11 and proposed PP11

Trustee Lori Dalton

Date Submitted 01-19-2021

Chairman/Designee *Mike Samson*

Office Manager/Designee: Date Posted 1/25/2021 Initials *MS*

**TRAILER ESTATES PARK & RECREATION DISTRICT  
MEDIA COMMITTEE CHARGE      PP 11**

1. The Media Committee is established for Trailer Estates Park and Recreation District by the Board of Trustees as a standing committee as such they are subject to the Sunshine Law.
2. The Media Committee is empowered and designated to hear and decide reviews of adverse written decisions of the Chairman, or designee, regarding submissions to the Community Channel and/or the Secretary Trustee, or designee, regarding articles that are submitted for publication in the Tribune and such other matters as directed by the Board of Trustees. The Media Committee is not required to have regular meetings.
3. The Media Committee shall consist of three members appointed by the Board. Membership shall be limited to residents, who are not members of the Board of Trustees, at least two of which are year-round residents of the Park. A quorum of two committee members shall be required to take official action on any appeal.
4. The Media Committee shall hold appeal hearings in the following manner. The club or organization shall first be given ten (10) minutes to present his or her case. If requested by the Chairman or Secretary Trustee, they be permitted five minutes to present his or her case to the Committee. The Chairman or Secretary Trustee shall have the option to allow the written decision to stand on its own. If they choose to present a case, then the appellant shall be granted five (5) minutes of rebuttal time. After appellant's rebuttal, the hearing shall be closed, and the Committee shall deliberate. During deliberations, the Committee may ask questions of the appellant, the Chairman or the Secretary Trustee, if present. The Committee shall then either uphold the decision of the Chairman or Secretary Trustee, overturn the decision of the Chairman or Secretary Trustee, or modify the decision of the Chairman or Secretary Trustee. The Chair of the Media Committee may extend time frames provided herein to provide appropriate due process.
5. Within 2 business days following the appeal hearing, the Chair of the Media Committee shall issue a written final order, reflecting the decision of the Committee. The Chair of the Media Committee shall be authorized to consult with District Counsel in preparing this final order.
6. Denial by the Media Committee shall be reviewed by the Board of Trustees which shall hold a review hearing in the same manner as the Media Committee.

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**Available**

**JAN 19 '21 AM 9:28**  
**PP 11**

Former PP11 was abolished. PP11 is now available for assignment.

DRAFT

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

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Update PP14 - Tribune Policy

For Upcoming Meeting—Date 02-01-2021

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 update PP14 - Tribune Policy to allow for a remedy for articles denied by the secretary as discussed at the 1-18-2021 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.) Draft of PP14

Trustee Lori Dalton

Date Submitted 01-19-2021

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted 1/25/2021 Initials

# TRAILER ESTATES PARK AND RECREATION DISTRICT TRIBUNE POLICY

PP 14 JAN 19 '21 AM 9:29

The Trailer Estates Tribune is a newsletter that is published monthly by Teledrex, Inc, pursuant to an agreement with the District. As part of the agreement, the District is authorized to include community information in the Tribune, but is prohibited from including any information for the purpose of solicitation or commercial uses. The Tribune is intended to further the park and recreational purposes of the District, by informing the residents of upcoming events within the Park, sharing community news, and distributing important information from the Board to the residents.

Clubs, groups and organizations may submit articles to the District for inclusion in the Tribune, provided all the following criteria are met:

1. Membership in the club or organization must be open to all residents within the Park.
2. The club, groups or organization must be not-for-profit in nature.
3. The club, groups or organization must further the recreational purposes of the District, such as by providing social or recreational activities to the residents.
4. Articles shall be limited to a description of past, current or upcoming activities or events of the club or organization.
5. Articles which serve a political or commercial purpose shall not be accepted by the District, but groups seeking to include such information in the Tribune may be able to purchase advertising space directly from Teledrex.

All articles submitted to the Trailer Estates office for placement in the Tribune shall be reviewed for typographical errors and compliance with the above requirements by the Secretary Trustee, or his or her designee, within 48 hours of the established submittal deadline and prior to publication. If the Secretary determines that an article does not comply with any of the above requirements, the Secretary shall provide a written explanation of the deficiency to the club or organization and a description of the means, if any, to bring the document into compliance with this Policy. The Secretary shall also provide a timeframe within which to submit an amended article. If corrections are not made by the stated deadline, the article shall not be included in the Tribune.

In the event an article is ultimately determined by the secretary not to comply with the above requirements, the matter shall be automatically reviewed by the ~~media committee~~ board of trustees at the next workshop, unless the club, groups or organization notifies the secretary in writing that it does not want the matter to be reviewed further.

~~Trailer Estates shall schedule a meeting of the Media Committee to consider such review. If possible, the appeal hearing shall be timed so that the decision if overturned, the article will be included in the desired issue of the Tribune, even if this requires scheduling an emergency meeting of the Media Committee. The times and locations of the Committee meetings shall be posted on the District bulletin boards and minutes shall be kept. District Counsel shall be provided copies of all denials and any notices of review hearings related to denials under this policy and procedure.~~

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

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Update PP14A - Community Channel Policy

For Upcoming Meeting—Date 02-01-2021

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 update PP14A - Community Channel Policy to allow for a remedy for articles denied by the chairman as discussed at the 1-18-2021 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.) Draft of PP14A

Trustee Lori Dalton

Date Submitted 01-19-2021

Chairman/Designee Mike Sansone

Office Manager/Designee: Date Posted 1/25/2021 Initials TD

## TRAILER ESTATES PARK AND RECREATION DISTRICT COMMUNITY CHANNEL POLICY PP14A

The Trailer Estates Community Channel is a local government channel, overseen by the Board of Trustees, that is broadcast to TE residents only and is pursuant to an agreement with our cable provider. The District authorizes the Community Channel Manager to include community information on the community channel, but is prohibited from including any information for the purpose of solicitation or commercial uses.

Clubs, groups and organizations may submit items to the District for inclusion in the community channel broadcast provided all the following criteria are met:

1. Membership in the club or organization must be open to all residents within the Park, be not-for-profit in nature and must further the recreational purposes of the District, such as by providing social or recreational activities to the residents.
2. The club, group or organization must be in good standing in the TE office with current bylaws, list of officers, etc. on file. See the Policy and Procedures "Rules for Clubs, Groups and Organizations".
3. The information provided should be positive and non-judgmental. Due to space limitations, the District may edit requests.
4. Item submissions must be made by a named officer or principal of the club, group or organization.
5. Community Channel requests from clubs, groups or organizations shall be limited to a description of upcoming activities or events. They can run for three (3) weeks prior to the event unless more time is needed to sell tickets or secure food.
6. Items which serve a political or commercial purpose shall not be accepted by the District. The District monitors for copyright information or safety violations before the data is approved for broadcasting.

All items are to be submitted to the Trailer Estates office for placement on the community channel by completing a request form. Requests shall be reviewed and approved by the Chairman, or designee, by 10:00 a.m. each Tuesday and provided to the Community Channel Manager for placement on the community channel. If the Chairman, or designee, determines the item does not comply with the above requirements they shall provide a written explanation of the deficiency to the club, group or organization and a description of the means, if any, to bring the request into compliance with this policy. The Chairman shall also provide a timeframe within which to submit an amended request. If amendments are not made by the stated deadline, the item shall not be included on the community channel.

In the event an item is ultimately determined by the Chairman not to comply with the above requirements, the matter shall be automatically reviewed by the board of trustees at the next workshop, unless the

Club, group or organization notifies the chairman in writing that it does not want the matter to be reviewed further. can request, in writing a review by the Media Committee be initiated.

~~If needed, Trailer Estates shall, within two (2) business days, schedule a meeting of the Media Committee to consider such review. The times and locations of the Committee meetings shall be posted~~



**TRAILER ESTATES PARK AND RECREATION DISTRICT  
COMMUNITY CHANNEL POLICY PP14A**

~~on the District bulletin boards and minutes shall be kept. District Counsel shall be provided copies of all denials and any notices of review hearings related to denials under this policy and procedure.~~

DRAFT

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

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Increase Storage Space - Status Update

For Upcoming Meeting—Date February 1, 2021

Type of Meeting (check one): Workshop  Board Meeting  \*

**\*It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Provide an update regarding the ability to expand the current storage space  
to include the space we currently call "Overflow Parking" to accomodate  
the need of park residents

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.) \_\_\_\_\_

Cost/Benefit exhibit

Trustee Mary Chandler

Date Submitted January 24, 2021

Chairman/Designee Mike Jackson

Office Manager/Designee: Date Posted 1/25/2021 Initials MA

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

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Review Renewal Contract Terms with WastePro

For Upcoming Meeting—Date February 1, 2021

Type of Meeting (check one): Workshop  Board Meeting  \*

**\*It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Approve renewal terms negotiated with WastePro for a 5 year contract

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

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

Outline of terms attached

\_\_\_\_\_  
\_\_\_\_\_

Trustee Mary Chandler

Date Submitted January 24, 2021

Chairman/Designee *Mike Sanson*

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_

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

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item 1st Draft 2021\_2022 Budget

For Upcoming Meeting—Date February 1, 2021

Type of Meeting (check one): Workshop  Board Meeting  \*

**\*It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Review 1st Draft of the 2021\_2022 Annual Budget

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

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

Draft Exhibit Attached  
\_\_\_\_\_  
\_\_\_\_\_

Trustee Mary Chandler

Date Submitted January 24, 2021

Chairman/Designee *Mick Jensen*

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_