

**TRAILER ESTATES PARK & RECREATION DISTRICT****BOARD OF TRUSTEE WORKSHOP****January 16, 2023****Following the Board of Trustee Meeting****MARK'S HALL****1903 69<sup>TH</sup> AVENUE WEST****BRADENTON, FLORIDA 34207**

1. Office Hours (Trotter)
2. Review Contract for Instructors (Simonich)
3. Pp13 Conflict of Duties (Simonich)
4. Rules and Regulations, Section I, Paragraph C (Simonich)
5. Changes to Seasonal Recreation Activities (Gregory)
6. Digital Bulletin Board (Lombardi)
7. Interviews for Park Manager (Trotter)
8. Review of BOT Position Description (Trotter)

**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.

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 Office Hours

For Upcoming Meeting—Date February 6, 2023

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): \_\_\_\_\_

Discuss the possibility of changing the office hours to include evenings/weekend openings. Discuss increasing the office staff hours to full time during season part time seasonal. Review budgetary requirements for changes if any.

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

Trustee Trotter

Date Submitted 1/2/2023

Chairman/Designee 

Office Manager/Designee: Date Posted 1/9/2023 Initials 

TRAILER ESTATES PARK & RECREATION DISTRICT

This contract between TRAILER ESTATES PARK & RECREATION DISTRICT hereafter called Park and Recreation District

\_\_\_\_\_ SS/FEIN# \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ an independent contractor hereafter called the CONTRACTOR is for services to be provided to the Park by the Contractor as follows:

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

Location to provide service: \_\_\_\_\_

Contractor to be paid by Park as follows: Amount: \$ \_\_\_\_\_.

Payment will be by Park check on the first day checks are written by the Park in the month following satisfactory completion of service by Contractor. (Be sure Park representative has submitted "Check Request" or "Time Sheet" to the office.)

OTHER TERMS AND CONDITIONS

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

This contract is for the period:

From: \_\_\_\_\_ To: \_\_\_\_\_

Services will be provided by the contractor in a safe manner to himself, to all participants in Contractor conducted activities and to the public. Park will not be liable for any injuries to the Contractor in the course of providing service.

This contract may be terminated by the Park in writing at any time.

Contractor:

Trailer Estates Park & Recreation District:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

Trustee

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

1903 69<sup>TH</sup> AVENUE WEST  
BRADENTON, FL 34207  
941-756-7177

[trailerestates@trailerestates.com](mailto:trailerestates@trailerestates.com)

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 Review contract for instructors

For Upcoming Meeting—Date Jan. 16, 2023

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): \_\_\_\_\_

Amend present contract to include total time allotment for activity

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

Trustee *Sandra Semorich*

Date Submitted 1/3/23

Chairman/Designee *[Signature]*

Office Manager/Designee: Date Posted 1/9/2023 Initials *[Signature]*

**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 PP13 Conflict of Duties

For Upcoming Meeting—Date Jan. 16, 2023

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 conflict between PP13 & Position Decriptions of Health & Welware, Seasonal and Social recreation duties regarding paid instructors

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 *Jordan Semorich*

Date Submitted 1/3/23

Chairman/Designee *[Signature]*

Office Manager/Designee: Date Posted 1/9/2023 Initials *[Signature]*

**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 of 10 residents participating in the class or activity.
3. Applications must be received by February 1 of each year in order to be considered for the upcoming budget.

The Seasonal Social and Recreational Trustee will review applications, and will make a recommendation 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 of sessions, and facility requirements. If funding is approved by the Board, the Seasonal Social and Recreational Trustee shall be authorized to enter into contracts with instructors up to a maximum of \$ 100 per week for a maximum of 3 hours per week and for a maximum of 15 weeks, set fees for resident and non-resident participation, verify attendance records, collect and distribute monies, discontinue funding for the class or activity if it deviates from the approved application, and otherwise administer the District's program pertaining to the classes or activities being funded by the District.

Health and Welfare is for the purpose of providing additional, needed benefits for the people of the Park requiring assistance in order to maintain a sense of normalcy in their later years.

Hiring people for activities does not fit the description of duties of Health and Welfare

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 Rules & Regulations, Section I, Paragraph C

For Upcoming Meeting—Date Jan. 16, 2023

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):

Discussion of wording of Rules & Regulations, Sect I, paragraph C "those who wish to participate"

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.)

Trustee

*Sandra Simonich*

Date Submitted

1/3/23

Chairman/Designee

*[Signature]*

Office Manager/Designee: Date Posted

1/9/2023

Initials

*[Signature]*



## **PART B: RULES GOVERNING USE OF FACILITIES**

### **SECTION I. (revised 11/17/08, 3/16/20)**

Each year prior to April 1, all organizations and clubs with regularly scheduled programs must reaffirm their schedules for the ensuing year by providing the Secretary of the Board of Trustees their schedule of meetings and all special events that are to take place at any District recreational facility.

- A. Schedules shall include which facility or combination of facilities are requested, the number of persons expected, the seating arrangements, equipment necessary, and other requirements for the program.
- B. Events or programs which have been regularly scheduled in previous years have precedence over new activities if schedules are submitted as stated above.
- C. These schedules must be submitted to the Secretary of the Board of Trustees.
- D. The Secretary, for the Board of Trustees, reserves the right to make activity schedule changes.
- E. Annually, each club, group or organization (CGO) needs to provide a copy of their current bylaws and list of officers. In lieu of these, less formal clubs and groups can submit a Club/Group Purpose and Contact Information form.
- F. Clubs, Groups and Organizations need to have a set of their rules on file in the office unless covered by the bylaws.

### **SECTION II. (adopted 11/19/18, 3/16/20)**

To support fair and equal availability of all function rooms for property owners, the following rules apply:

- A. No property owner can reserve a function room more than two times per month.
- B. If a property owner wishing to reserve a function room more than two times per month the event must be listed as "Public" event of the park calendar allowing any property owner, renter or guest of either to attend.
- C. At no time can the number of individuals participating from outside the park (visitors) exceed those who wish to participate as property owners, renters and their guests.
- D. Please refer to Rules And Regulations Part A Section II for the definition of "Guests" and "Visitors".

### **SECTION III.**

Trailer Estates sponsored activities have precedence over organization or club sponsored activities. Those activities scheduled during season may continue off season (without instructor) with a minimum attendance of five or more.

**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 Changes to seasonal rec activities

For Upcoming Meeting—Date January 16, 2023

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): Would like the board's input on two matters:

Changing the Saturday night dance times 6:00 to 9:00pm beginning on November 2023  
Opening the scheduled Showtime event on March 18,2023 to the public.

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

Trustee Kathy Gregory

Date Submitted 1/9/23

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

Office Manager/Designee: Date Posted 1/9/2023 Initials KG

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 Digital bulletin board

For Upcoming Meeting—Date January 16, 2023

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): demo of digital bulletin board.

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

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

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

Trustee Todd Lombardi

Date Submitted 1/9/2023

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

Office Manager/Designee: Date Posted 1/9/2023 Initials TN

**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 Interviews for Park Manager

For Upcoming Meeting—Date 1/16/2023

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): \_\_\_\_\_

Interview 4 applicants for Park Manager  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Trustee Trotter

Date Submitted 1/9/2023

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

Office Manager/Designee: Date Posted 1/9/2023 Initials TD

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 Review of BOT position description

For Upcoming Meeting—Date 1/16/2023

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 your position description to see how the Board can improve the operation of the park and it's functions.

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

Trustee Trotter

Date Submitted 1/9/2023

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

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