

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

**PP 34**

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

Agenda Item: \_\_\_\_\_ Office Update/Financial Statements Update \_\_\_\_\_

For Upcoming Meeting—Date \_\_\_\_\_ 9/19/11 \_\_\_\_\_

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.

**A. Office Update—Office Closures, Schedule, and Volunteers  
CLOSURES**

Office closed early on afternoon of September 22<sup>nd</sup>.  
Office closed on Thursday/Friday Sept. 29<sup>th</sup> and 30<sup>th</sup>.

**SCHEDULES**--Office hours continue--9-3 M-TH; F 9-12. Closed 12-1pm daily.

Checks will be written Friday afternoon.  
Public records review appts will be set by TJ for these times. T, W, Th 8-9 or Fri. 1-3.  
TJ available on Monday mornings when we are busiest.  
Payroll will be submitted Monday a.m. prior to opening.

**VOLUNTEERS FOR ID CARDS**

Schedule has been set for volunteers beginning Dec. 1, 2011  
Will work with them in November to provide orientation.  
Monday/Wednesday 9-11; Tuesday/Thursday 1-3

**B. Financial Statements Update**

**REVISIONS:** Currently we are preparing for upcoming audit. Some items need revision in accounts. Appointment has been set for Treasurer, TJ and auditor to review so we are correctly stating our financials in our expenses, income, liabilities, etc.

**LEFTOVERS—LEGAL:** Current Budget has "leftover" monies in legal account in the amount of approx. \$115,000. Will need approx. \$35,000 for finishing appeal. REMAINDER of approx. \$80,000 unspent. Next year we have \$250,000 budgeted for "AttyFeeTrial".

**LEFTOVERS—WAGES:** "Leftover" monies of approx. \$30,000. Also next year we have over \$30,000 budgeted in excess of anticipated expense.

**EARLY EXPENSE—Capital Outlay/Maintenance:** Although we set aside monies for possibility of air conditioner replacement for 2011-2012, we have to spend money sooner, as laundry air conditioner expired. Expense of approx.. \$4000.

**OTHER AREAS**—See attached Budget Performance for Sept.1, 2011.


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.)** \_\_\_\_\_ See attached Budget Performance \_\_\_\_\_

Trustee \_\_\_\_\_ M.Brauer \_\_\_\_\_

Date Submitted \_\_\_\_\_ 9/13/11 \_\_\_\_\_

Chairman/Designee \_\_\_\_\_ M. Brauer \_\_\_\_\_

Office Manager/Designee: Date Posted \_\_\_\_\_ 9/14/11 \_\_\_\_\_ Initials 

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

**PP 34**

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

Agenda Item \_\_\_\_\_ Disaster Plan

For Upcoming Meeting—Date \_\_September 19, 2011

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):

Go over the plan that Anna Maria worked out with Manatee County. The section on who implements and directs the disaster for the district and deals with the paperwork to be filed with FEMA, etc.

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 \_\_\_\_\_ Deb Hutchinson \_\_\_\_\_

Date Submitted \_\_\_\_\_ 9/8/11 \_\_\_\_\_

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

Office Manager/Designee: Date Posted 9/14/11 Initials AW

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

**PP 34**

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

Agenda Item: Marina Lease Insurance Requirement

For Upcoming Meeting—Date 9/19/11

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.**

Over the summer we sent out Marina lease updates to our boat slip renters. Some of them are indicating that they can't get insurance where "TE is listed as an additional insured on a primary non-contributory basis".

I have contacted an insurance company and they do write insurance in that fashion as long as the boat is eligible with the individual companies' guidelines.

Just want to discuss and update board after review with our insurance carrier FMIT.

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.) Marina Brochure

Trustee M. Brauer

Date Submitted 9/13/11

Chairman/Designee M. Brauer

Office Manager/Designee: Date Posted 9/14/11 Initials MB

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

**PP 34**

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

Agenda Item: \_\_\_\_\_ County Property Update \_\_\_\_\_

For Upcoming Meeting—Date \_\_\_\_\_ 9/19/11 \_\_\_\_\_

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.**

**1. County—Bay Drive/American Way “maintenance” lease:**

- A. **LEASE:** The county is working with us on the lease. As to whether we can use that area for disaster or for dredging, that is not something they would put in the lease, but would consider our request at the time when we need the area for that purpose.
- B. **INSURANCE:** There is no requirement for additional insurance. Our insurance covers our maintenance staff as they are under our direction and control when they are working on the property. As to trees/debris causing damage, with or without a lease, the county would be the owner and therefore ultimately responsible.
- C. **ATTORNEY REVIEW:** As reviewed and discussed at the 8/1/11 workshop, the attorney will need to revise the agreement. Presently on hold based on county request due to item #2.

**2. County—Lift Station/Office area:**

- A. The county is moving from the area. In the near future we will be contacted concerning any “possibilities” with the area.

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 \_\_\_\_\_ M. Brauer \_\_\_\_\_

Date Submitted \_\_\_\_\_ 9/13/11 \_\_\_\_\_

Chairman/Designee \_\_\_\_\_ M. Brauer \_\_\_\_\_

Office Manager/Designee: Date Posted 9/14/11 Initials MB

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

**PP 34**

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

Agenda Item: Marina (Marketing/Slip Rental Rates)

For Upcoming Meeting—Date 9/19/11

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.**

**Marketing**--We have talked about marketing the TE Marina. Attached is a brochure I prepared for your consideration—wouldn't this be something we could distribute to the area fish tackle/bait shops and also the boat dealers.

**Prices for Printing**--I have listed the prices below for the printing, but before we print, it would be good for you to make suggestions about the brochure.

**Changes**—Please review brochure to consider changes to wording, design, etc.

**Rent Amounts**—If we are considering an increase, let's do it before we print.

**How many to print?**--I have asked TJ to prepare a listing of the bait/tackle shops and boat dealers. I will contact them about leaving brochures with them. Hopefully I will have this information by Monday's Sept. 19 workshop. Depending on how many shops and dealers, we can determine how many we want printed.

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

Bid is from Bradenton Press for printing.

\$165 for 200-- .82 each

\$244 for 400-- .61 each

\$269 for 500-- .53 each

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

Trustee M. Brauer

Date Submitted 9/6/11

Chairman/Designee M. Brauer

Office Manager/Designee: Date Posted 9/14/11 Initials MB

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

**PP 34**

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

Agenda Item \_\_\_\_\_ Web Site

For Upcoming Meeting—Date September 19, 2011

Type of Meeting (check one): Workshop X 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):

Discuss the cost of a new program and time needed to keep the TE web site up to date with the style of web site needed. In the event of a disaster I would like to add to the District site "information and updates" as deemed appropriate.

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 Deb Hutchinson

Date Submitted 9/8/11

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

Office Manager/Designee: Date Posted 9/14/11 Initials AW

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

**PP 34**

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

Agenda Item \_\_\_\_\_ District Administrator

For Upcoming Meeting—Date September 19, 2011

Type of Meeting (check one): Workshop X 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):**

Discuss the benefits of an Administrator for the TE District.

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 \_\_\_\_\_ Deb Hutchinson \_\_\_\_\_

Date Submitted 9/8/11

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

Office Manager/Designee: Date Posted 9/14/11 Initials GAJ

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

**PP 34**

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

Agenda Item \_\_\_\_\_ Employee Policies: Longevity Award \_\_\_\_\_

For Upcoming Meeting—Date \_\_\_\_\_ 9/19/11 \_\_\_\_\_

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.**

Motion: To approve revisions to the policies for the Trailer Estates  
Employee Handbook

- Longevity Award

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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.) \_\_\_\_\_ Section 406 Longevity Employee Handbook \_\_\_\_\_  
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Trustee \_\_\_\_\_ M. Brauer \_\_\_\_\_

Date Submitted \_\_\_\_\_ 8/15/11 \_\_\_\_\_

Chairman/Designee \_\_\_\_\_ M. Brauer \_\_\_\_\_

Office Manager/Designee: Date Posted 9/14/11 Initials JM

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

**PP 34**

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

Agenda Item Employee Insurance Health & Dental  
For Upcoming Meeting—Date 9-19-11

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): To approve  
2012 Employee Insurance Plan.  
Health & Dental Plan

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 Senora J. Neal  
Date Submitted 8-29-11

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

Office Manager/Designee: Date Posted 9/14/11 Initials (JM)

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

**PP 34**

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

Agenda Item PP 58 and PP 58 A

For Upcoming Meeting—Date Sept. 19, 2011

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): To modify PP58 and PP58A for the purpose of protecting the spoken word during our meetings from verbal abuse and to protect our employees from the same by invoking consequences for such actions as affirmed via a FL Supreme Court decision.

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 Hail Opper

Date Submitted 8-24-11

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

Office Manager/Designee: Date Posted 9/14/11 Initials HO

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

**PP 34**

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

Agenda Item: PP58 and PP58A Civil Behavior

For Upcoming Meeting—Date 9/19/11 P.m. 8/8/11

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

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

Currently we are considering what to do regarding the two policies we have:

1. PP58 District Areas and
2. PP58A District Meeting Behavior.

There has been some discussion regarding the continuation of threatening behavior that is displayed at meetings or in the District office.

Do we have other recourse for that behavior when it happens more than once? Should we consider modifying the policies or implementing a procedure so as to be sure that we are promoting and reinforcing "civilized" behavior on District grounds?

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.) PP58 and PP58A

Trustee M. Brauer

Date Submitted 8/1/11

Chairman/Designee M. Brauer

Office Manager/Designee: Date Posted 9/14/11 Initials (7A)

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
DISTRICT AREAS POLICY/PROCEDURE**

**PP 58**

In order to ensure proper decorum and civility, the Trailer Estates Park and Recreation District adopts the following policy and procedure for the District areas (office, buildings, grounds, etc.). When disorderly conduct is displayed including, but not limited to, threatening behavior, name calling, profanity, personal attacks or harassment; the following procedure is employed.

The District staff, board member, and/or volunteer will ask the individual to refrain from that behavior and a continuation of his/her present conduct will make it necessary for him/her to be asked to leave the District area. If the conduct continues after this warning, the staff/board member/volunteer shall ask the party to leave the District area. If he/she does not leave and the situation continues or escalates the staff/board member/volunteer is authorized to contact the Sheriff's Office or 911 if necessary.

If the situation is of a severe degree, the District staff, board member, and/or volunteer shall have the authority of disregarding the procedure outlined above and may contact the Sheriff's Office or 911 immediately.



**TRAILER ESTATES PARK AND RECREATION DISTRICT  
DISTRICT MEETING BEHAVIOR POLICY/PROCEDURE**

**PP 58A**

In order to ensure proper decorum and civility, the Trailer Estates Park and Recreation District adopts the following policy and procedure for meetings and workshops of the Board of Trustees and various committees of the board of Trustees. When disorderly conduct is displayed which would impede or disrupt the orderly conduct of any meeting or workshop including, but not limited to threatening language or behavior, profanity, personal attacks or harassment, the following procedure is employed:

The Chair will ask the individual to refrain from the disruptive conduct. If the disorderly conduct continues after this warning, the Chair of the board or Committee in attendance shall have the ability to ask the individual to take their seat or to leave the meeting for the remainder of that meeting. If that individual does not take a seat or leave and the situation continues or escalates, the Chair is authorized to recess the meeting until the disturbance ceases or to contact the Sheriff's Office or 911, in the Chair's discretion.

If the situation is of a severe degree, the District staff, board member, and/or volunteer shall have the authority of disregarding the procedure outlined above and may contact the Sheriff's Office or 911 immediately.

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

PP 34

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

Agenda Item New A/C LAUNDRY ROOM

For Upcoming Meeting—Date 9/19/11

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): To Replace

with. Ted INC 4304.60

Laundry A/C unit

Other Bids Hughes Heat + Cool 4740.00

ALL SEASONS 4752.00

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

Ted INC 4304.60

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

Trustee Fred Hoch

Date Submitted 9/14/11

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

Office Manager/Designee: Date Posted 9/14/11

Initials FA

Form Approved: March 3, 2008, Revised April 7, 2008; January 19, 2009, 2/7/11  
Agenda Item Form/Policy

Policy Adopted April 7, 2008, Revised August 3, 2009, 2/7/11

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

**PP 34**

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

Agenda Item \_\_\_\_\_ Employee Policies: Wages \_\_\_\_\_

For Upcoming Meeting—Date \_\_\_\_\_ 9/19/11 \_\_\_\_\_

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

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

Motion: To approve adjustments to wages effective Sept. 26, 2011 for the following employees:

Bill Cottom	presently \$16.74	to \$17.07
Darren Shankle	presently \$16.14	to \$16.46
Bud Wycoff	presently \$16.14	to \$16.46
Kathy Smith	presently \$16.14	to \$16.46
TJ Miller	presently \$19.99	to \$20.39
Mark Yawberg	presently \$21.02	to \$21.69

(2% each employee, additional 25 cents for M. Yawberg due to added duties)

Discussed at 8/15/11 workshop:

1. Employees accepted a higher deductible on insurance, lowering the monthly premium for the district.
2. Employees have not had a cost of living adjustment for more than 2 years.
3. M. Yawberg has additional supervisory duties related to Employee Evaluation and Dockmaster Duties.

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

\_\_\_\_\_ Total (approximately) \$4240 \_\_\_\_\_

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

Trustee \_\_\_\_\_ M. Brauer \_\_\_\_\_

Date Submitted \_\_\_\_\_ 8/15/11 \_\_\_\_\_

Chairman/Designee \_\_\_\_\_ M. Brauer \_\_\_\_\_

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

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

PP 34

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

Agenda Item Office Phone Service

For Upcoming Meeting—Date 9-19-11

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

To change phone service to save money. Verizon offers a bundle - Unlimited long distance, local phone, Fios internet for \$122 + tax we are currently paying AT&T. avg. of \$68 a month, Roadrunner \$89.95 a month, local phone \$250 Avg.

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 Senora J. Neal

Date Submitted 9-14-11

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

Office Manager/Designee: Date Posted 9/14/11 Initials JM