



# PORT MALABAR HOLIDAY PARK MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Blvd. NE  
Palm Bay, Florida 32907-2196  
Office: 321-724-2240

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## BOARD OF TRUSTEES

### WORKSHOP MEETING AGENDA

February 27, 2017 - 7:00 PM

William "Bud" Getz  
Chairman

Allison Kelly  
1<sup>st</sup> Vice-Chairman

Carol Helton  
Secretary

Cathleen "Cathi" Brennan  
Treasurer

Keith Rittscher  
Trustee

Mike Lawler  
District Manager

Marilyn Spall  
2<sup>nd</sup> Vice-Chairman

Marion "Molly" Stone  
Assistant Secretary

Kendra Bender  
Assistant Treasurer

Rodney "Rod" Lindsay  
Trustee

Karl Bohne, Jr.  
District's Attorney

\* To comment on an item, after you have been recognized by the Chair, please go to the microphone and clearly give your name and address for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.

**NOTE: MINUTES OF BOARD MEETINGS ARE PREPARED IN SUMMARY FORM ONLY. PER CHAPTER 286.0105 FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL A DECISION OF THE BOARD HE/SHE SHOULD ARRANGE FOR A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY IN EVIDENCE ON WHICH THE APPEAL IS MADE.**

**"A community intended and operated for persons 55 and older"**



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1. Meeting call to order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Announcements by Chairman
6. Auditors Report
7. Approval of meeting minutes also a discussion on timeline for preparation and approval of summarized minutes
  - Attachment: 2/13/17 minutes and proposed timeline
  - Action: Motion to Approve
  - Trustee Comment
  - Public Comment
  - Call for vote
8. Discussion on golf cart usage
9. Discussion on Holiday Park signs
  - Attachment: Picture of latest sign choice
10. Landscape Plans
  - Powerpoint presentation
11. Change to Garbage & Recycling Rules and Regulations
  - Attachment: Page 7 of Rules and Regulations; Garbage & Recycling
  - Action: Motion to approve
  - Trustee comment
  - Public comment
  - Call for vote
12. Change to Personnel Manual regarding Holiday Pay
  - Attachment: Page 12 of Personnel Manual; Holiday Pay
  - Action: Motion to approve
  - Trustee comment
  - Public comment
  - Call for vote



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**13. Discussion on speeding in the park**

**14. Lawn mower cost proposals**

Attachment: Mower proposals  
Action: Motion to approve  
Trustee comment  
Public comment  
Call for vote

**15. District Manager comments**

Powerpoint presentation

**16. Public comments**

**17. Trustee comments**

**18. Adjournment**

# Proposed Timeline For

## Preparation & Approval of Board of Trustee

### SUMMARIZED Meeting Minutes

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Board of Trustee Meeting Date: 2<sup>nd</sup> and 4<sup>th</sup> Monday of the Month

#### INITIAL DRAFT SUMMARIZED MEETING MINUTES

**INITIAL** Draft Summarized Meeting Minutes Complete and Distributed to Board of Trustees for review/updates/approval – **DUE DATE:** Close of business the Wednesday following the Board of Trustee Meeting

Board of Trustees Feedback on **INITIAL** summarized meeting minutes – **DUE DATE:** Close of business the Thursday following the Board of Trustee Meeting

#### FINAL DRAFT SUMMARIZED MEETING MINUTES

Incorporate Board of Trustee Feedback into the **FINAL** draft summarized meeting minutes and distribute **FINAL** for review/updates/approval – **DUE DATE:** Close of business the Friday following the Board of Trustee Meeting

Post **FINAL** draft summarized meeting minutes to website and distribute to Board of Trustees – **DUE DATE:** Close of business the Monday following the Board of Trustee Meeting

#### APPROVED SUMMARIZED MEETING MINUTES

Board of Trustee Meeting - Board votes to APPROVE summarized meeting minutes from previous Board of Trustee Meeting

Post Board of Trustee APPROVED summarized meeting minutes to the website and distributed – **DUE DATE:** The Tuesday following the Board of Trustee meeting

**NOTE:** Traci is looking into the possibility of loading the recorded WAV file to the website which would make the verbatim meetings minutes available the Tuesday following the Board Meeting.





# **GARBAGE AND RECYCLING RULES & REGULATIONS**

## **Per Waste Management**

Service is to be provided by City's contractor: Waste Management

***Residents can put their containers out anytime the day before pick-up and bring them in anytime the day of pick-up.***

### **CURBSIDE COLLECTION: WEDNESDAY (for all garbage)**

- Garbage carts (Green top) should be used for household garbage only.
- Bag and tie all household garbage before putting it in the cart.
- Place your cart curbside with the opening facing the street.
- Cart should be on the opposite side of the driveway from your mailbox to avoid any damage.
- Items not inside the cart will not be collected.
- DO NOT block your cart with your car.

### **YARD WASTE: WEDNESDAY**

- Place leaves, pine needles, and yard clippings in a garbage container.
- Cut branches to four foot (4') lengths no wider than six inches (6") in diameter and not over fifty (50) pounds.
- DO NOT use plastic bags for yard waste.
- It is requested that your garbage container be no larger than forty (40) gallons.

### **RECYCLE:**

- All recyclables (ie., paper, plastic, metal, cardboard, and glass) go to the cart with the yellow top.
- Do not mix garbage with recyclables.
- Place your cart curbside with the opening facing the street.
- Cart should be on the opposite side of the driveway from our mailbox to avoid damage.
- Items not inside the cart will not be collected.

### **SEASONAL SERVICE INTERRUPTION:**

The trash and recycle bins are assigned to your address. Due to potential windstorms, please place them in a secure area before you leave.

If you plan to be away for three (3) or more of the City's monthly utility billing cycles, you can save money because the twenty-five dollar (\$25.00) service charge to suspend and then resume collection is less than the three (3) month service fee.

To suspend, cancel, or restart garbage and recycling services, provide in writing your residential address along with service dates for suspension. Go to the Palm Bay Utility Department Office at 120 Malabar Road NE, Palm Bay, Florida 32907, or email [utilitycustomerservice@palmbayflorida.org](mailto:utilitycustomerservice@palmbayflorida.org). Any further questions, contact customer service at 321-952-3420.

Revised 5/20/14, 2/21/17



## MEDICAL (cont.)

prescription, he/she is expected to discuss it with their supervisor before commencing to work that day.

Sick Time - .01923 hours of sick time are awarded per hour worked for all employees who have met the 90-day probationary period. No payout is made for unused sick leave for full-time employee upon termination for any reason.

## PAY PRACTICES

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The District will, in its salary administration and wage and hour policies, follow the rules and regulations set forth by federal and state labor laws.

In compliance with federal Equal Pay Act, the District pays male and female employees equal pay for equal work. Employees performing substantially the same jobs when they work in positions that require equal skill, effort and responsibility and the jobs are performed under similar working conditions.

### WORKWEEK – NONEXEMPT EMPLOYEES

Nonexempt employees are required to work a 40 hour work week.

Hours to be worked are determined by departments of office, gate, building maintenance and grounds.

Time records are to be completed by each nonexempt employee.

The District expressly prohibits any employee from filling in, changing or damaging any other employee's time record. It is a violation of District policy to falsify your time record or to change any other employees'; and, is cause for suspension or termination at the discretion of the supervisor and District Manager.

**Office:** personnel hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

**Gate:** personnel hours are scheduled to provide round-the-clock coverage of the gate, seven days a week, 365 days a year.

**Building Maintenance:** personnel hours are scheduled seven days a week, beginning each day at 7:00 a.m. ending at 10:30 p.m., extended evenings to cover late activities.

**Grounds Maintenance:** personnel hours are scheduled Monday through Friday starting at 7: 00 a.m. ending 4:00 p.m.

### HOLIDAY PAY

Nonexempt employees working on a District-observed holiday will be paid at the rate of time and a half for all hours actually worked on the holiday and will receive 8 hours of Holiday Pay. Employees must work the scheduled work day prior to the holiday and the scheduled workday after the holiday to qualify for holiday pay.



# LAWN MOWER COST PROPOSAL

| Vendor   | Performance, Driveability, Comfort | Mower Model                                | Mower Cost  | Mulch Kit Cost                            | Total Cost  | Service  | Warranty  | Comments   |
|--|------------------------------------|--|-------------|---|-------------|--|---|--|
| Keepem Runnin, LLC. 4575 Capron Rd, Titusville, FL 32780 Johnathan 321-268-4024            | #1                                 | 2017 Ferris 28 HP Mower<br>IS2100ZBEV 2861 | \$9,299.00  | 61 MY16<br>\$269.00                       | \$9,568.00  | FULL Service - Johnathan would be a single point of contact. Most repairs can be done within 48 hrs  | 2 year mower, no hour restriction; 3 year engine, no hour restriction; 4 Year suspension, no hour restriction | Brought 2 Demos. He will call me back with a price if were to buy 2 at once. |
| East Side Mowers - Palm Bay, 1316 Malabar Road SE, Palm Bay, FL 32907 Tom 321-723-9603     | #2                                 | TORO - 5000 Series, 25 HP Kohler EFI 60"   | \$9,415.50  | Standard TORO Mulcher<br>\$150.00         | \$9,565.50  | #1 Toro Dealer in Florida. In State Manufacturer so we can get Parts quickly. Turn most repairs same day but max is 48 hrs. They have pick up and delivery | 5 year mower, 1,200 hrs 3 year engine, no hour restriction  | Will install the Mulcher for FREE  |
| Palm Bay Power Equipment, 2108 Franklin Drive, Palm Bay, FL 32905 Dan/Theresa 321-725-7911 | #3                                 | Gravelly - PROTURN 260 29 HP Yamaha        | \$10,999.00 | 60" Standard Gravelly Mulcher<br>\$179.95 | \$11,178.95 | Free pick up and delivery in the month of January. Same day repair if parts in stock. If parts not in stock 48 hours.                                      | 2 year mower, no hour restriction; 2 year engine, no hour restriction   | None   |