



**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**

**SPECIAL MEETING MINUTES**

April 7, 2021 – 11:00AM

Jack Emerich  
Chairman

Carol Sommers  
1<sup>st</sup> Vice-Chairman

James Zellner  
2<sup>nd</sup> Vice-Chairman

Sheryl Moore  
Secretary

Karen Allen  
Trustee

Keith Rittscher  
Treasurer

Beverly Elias  
Assistant Treasurer

Paul Goblick  
Trustee

Terry Steimer  
Trustee

Sheree Morris  
District Manager

Karl Bohne  
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.

\*Silence ALL cellphones during public meetings.

**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 at 11:03 AM.**

**2. Invocation**

**3. Pledge of Allegiance**

**4. Roll Call**

Present: Jack Emerich, Carol Sommers, Sheryl Moore, Karen Allen, Keith Rittscher, Beverly Elias, Paul Goblick, Terry Steimer

Absent: James Zellner

District Manager Sheree Morris was in attendance

**5. Chairman Announcements**

Apologized for allowing the office to close a bit early on Friday. There are policies in place to follow for such events and Jack says he won't let this happen again.

**6. Business: Engineer Juan Gonzalez from DRMP about sidewalks**

**Civil Engineer Juan Gonzalez from DRMP to present a proposal for Engineering Services for new sidewalks within the Park. The Proposal presented shows two (2) Tasks. Task I for design with a cost of \$20,500**

**Task II for construction administration with a cost of \$14,500**

**Total: \$35,000**

There were back and forth comments, questions, explanations including the public, trustees and Mr. Gonzalez.

Topics and ideas:

Do we need 3 engineering bids?

Find out from the AG was the new ruling on engineering bids is.

How wide would sidewalks be? 5', 4', 3'. ADA requirements.

New vs Maintenance requirements.

How much does Task II actually cover; is it worth the money?

Who is responsible if contractor does job incorrectly – not according to design?

Site Inspection – how many does that mean. Reads as only one (1).

Does site inspection mean observation or supervision/control?

ACC should consider making downspouts face the grass only, not facing road.

Break the project up into thirds to be able to make sidewalks wider.

What are assurances these will last; newest sidewalks in the Grove are broken already.

Can we get an engineer to plan all our projects, sidewalks, gate, roads, over the next 5+ years?

Contractors may not be the consistent throughout all project years.



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At 12:24 PM Keith Rittscher requested Mr. Gonzalez leave but to continue the meeting.

More discussion of Park planning. Park upgrading. Gate is a safety issue. Need an engineer for both. How to use our monies for best fit for projects.

Water drainage is major indicator, so that is why 5' sidewalks changes that.

Where are we going – 10 years down the road what will the park look like. Get the full picture now.

We could hire an independent 'retired' engineer to oversee the job daily.

Need sidewalks wide enough to walk 2 people side by side.

No sidewalks into the court.

Sidewalks cracked may be trucks driving on them.

Curb vs non-curb. Curbs would mean changing every driveway with a slope.

One engineer to do the sidewalks and the gate area, as 2 different projects.

Water running into streets. Pitch sidewalks back to grass when possible.

Can the gate plan be engineered also – as a different project.

Lowest bidder vs lowest "responsible" bidder.

Put Bid Bond and Performance Bond in the bid request.

Taking over footage into residents' properties.

Standardize the size of our sidewalks.

Need another meeting about the gate – at a regular or a special like this to decide where we are going with the gate. Get an engineer to get the design done.

**7. Public Comments**

**8. Trustee Remarks or Announcements**

**9. Adjournment**

Motion made by Sheryl Moore, Seconded by Carol Sommers to adjourn.  
Meeting adjourned at 12:50 PM.

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Sheryl R. Moore, Secretary

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Date