



Carrollwood Recreation District

Board of Trustees

Mark Snellgrove
President

Suzan Giunta
Vice President
Recreation Center/
Tennis Chairwoman

Ryan Maas
Treasurer

Joseph Costa
Secretary

Michael Carelli
Original Carrollwood
Park Chairman

Michael Jaap
Community
Development
Chairman

David O'Donnell
Scotty Cooper Park
Chairman

Kevin Shidler
White Sands Beach
Chairman

Paul Siddall
Grounds Chairman

February 11, 2019

Executive Committee Meeting - 6:00 p.m.

Regular Meeting Agenda - 6:30 p.m.

1. Call Regular Meeting to Order

2. Roll Call

3. Determination of Quorum

4. Public Comment

5. Approve Consent Agenda

- Approval of January 14, 2019 Organizational Session Minutes
- Approval of January 2019 Treasurer's Report
- Approval of January 14, 2019 Executive Committee Meeting Minutes
- Approval of January 14, 2019 Regular Meeting Minutes

6. Regular Agenda Items

LIST OF ITEMS SCHEDULED FOR A TIME CERTAIN:

- 7:00 p.m. Bid Presentation by Ameriscape
- 7:20 p.m. Bid Presentation by A-Stellar
- 7:40 p.m. Bid Presentation by Greenview

Treasurer:

President:

- Discuss & Vote to Award Weekly Cleaning Contract to The American Clean / Kara Weiss (proposal included)
- Discuss annual request for Off-Duty Deputies for Spring Break (March 15-24)
- Chamberlain High School request



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Vice President:

- Review employee pay

Rec Center/ Tennis Chairman:

Original Carrollwood Park Chairman:

- Update on OCP Cement Slab Work
- Update on OCP Sidewalk Repair
- Update on OCP Dog Park Entrance Repair
- Update on Decking Project for WSB and SCP
- Discuss & Vote to Award Grounds Contract (bids available at meeting for review)

White Sands Beach Chairman:

- Lake Test Results - (included in the agenda)

Scotty Cooper Park Chairman:

Grounds Chairman:

Community Development Chairman:

CCA Liaison:

7. Other Business

8. Adjourn

NOT YET-APPROVED

Carrollwood Recreation District
Organizational Session Meeting Minutes

Organizational Session – January 14, 2019

Order of business:

1. Call To Order

- President Mark Snellgrove called the meeting to order: 6:04 p.m.

2. Roll Call

Members present:

| | | |
|---------------------|-----------------------------------|---------|
| Michael Carelli | Original Carrollwood Park | Present |
| Joseph Costa | Secretary | Present |
| Suzan “Suzy” Giunta | Vice President & Rec Center Chair | Present |
| Paul Siddall | Grounds Chair | Present |
| Ryan Maas | Treasurer | Present |
| David O’Donnell | Scotty Cooper Park Chair | Present |
| Mickey Jaap | Community Development | Present |
| Kevin Shidler | White Sands Chair | Present |
| Mark Snellgrove | President | Present |

- **Motion from Trustee Costa:** To: For Michael Carelli to remain Original Carrollwood Park Chair, Joseph Costa to remain Secretary, Suzan “Suzy” Giunta to remain Vice President & Rec Center Chair, Paul Siddall to remain Grounds Chair, Ryan Maas to remain Treasurer, David O’Donnell to remain Scotty Cooper Park Chair, Mickey Jaap to remain, Community Development Chair, Kevin Shidler to remain White Sands Chair , Mark Snellgrove to remain President
- **Seconded by Trustee Snellgrove**
- Vote: 8 in favor, 0 against

Organizational meeting adjourned at 06:16 pm.

Organizational meeting notes submitted by Trustee Costa, January 14, 2019

NOT YET- APPROVED

Carrollwood Recreation District Board Executive Meeting Minutes
January 14, 2019–

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THE NOTES CAPTURE THE ESSENCE AND MEANING OF ALL DIALOGUE WHILE TRANSCRIBING
EXACT PHRASING AS CLOSELY AS POSSIBLE.

1. Call To Order

- President Mark Snellgrove called the meeting to order: 6:04 p.m.

2. Roll Call

Members present:

| | | |
|---------------------|-----------------------------------|---------|
| Michael Carelli | Original Carrollwood Park | Present |
| Joseph Costa | Secretary | Present |
| Suzan “Suzy” Giunta | Vice President & Rec Center Chair | Present |
| Paul Siddall | Grounds Chair | Present |
| Ryan Maas | Treasurer | Present |
| David O’Donnell | Scotty Cooper Park Chair | Present |
| Mickey Jaap | Community Development | Present |
| Kevin Shidler | White Sands Chair | Present |
| Mark Snellgrove | President | Present |

- Executive Board reviewed the 12/10/18 meeting minutes. No changes.
- Executive Board discussed the agenda.

- Executive Meeting Adjourned at 6:29 p.m.

NOT-YET APPROVED

Carrollwood Recreation District Board Regular Meeting Minutes
January 14, 2019 –

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THE NOTES CAPTURE THE ESSENCE AND MEANING OF ALL DIALOGUE WHILE TRANSCRIBING
EXACT PHRASING AS CLOSELY AS POSSIBLE.

1. Call To Order

- President Mark Snellgrove called the meeting to order: 6:30 p.m.

2. Roll Call

Trustees:

| | | |
|---------------------|-----------------------------------|---------|
| Michael Carelli | Original Carrollwood Park | Present |
| Joseph Costa | Secretary | Present |
| Suzan “Suzy” Giunta | Vice President & Rec Center Chair | Present |
| Paul Siddall | Grounds Chair | Present |
| Ryan Maas | Treasurer | Present |
| David O’Donnell | Scotty Cooper Park Chair | Present |
| Mickey Jaap | Community Development | Present |
| Kevin Shidler | White Sands Chair | Present |
| Mark Snellgrove | President | Present |

3. Determination of Quorum

- Yes: seven Trustees present

4. Public Comment Opened

- **Resident Shirley Pearsall**, a landscape architect and certified arborist, would like to speak to the board about the landscaping in the O/C and about dying trees. Shirley is concerned about the trees in Original Carrollwood. Many are dying. The tree canopy helps make Original Carrollwood a beautiful neighborhood. Mrs. Pearsall, mentioned that Carrollwood Village has a tree plan and an urban garden.
- **Resident Bruce Castellano**: Has many relatives in the neighborhood. He is interested in the maintenance position.
- **Resident Steve Bourland**: Came to listen to the meeting.
- **David Williams** resident and plumber:
- **Michael Steward**: Michael is the Board’s temporary maintenance employee.
- **Resident Shirley Pearsall**, a landscape architect and certified arborist, would like to speak to the board about the landscaping in the O/C and about dying trees.

Public Comment Closed: 6:36 p.m.

5. Approve Consent Agenda:

- Approval of December 2018 Treasurer’s Report
- Approval of December 10, 2018 Executive Committee Meeting Minutes
- Approval of December 10, 2018 Regular Meeting Minutes

- Motion from **Trustee Maas** to approve the consent agenda.
- Seconded by **Trustee Shidler**
- Vote: 9 in favor, 0 opposed

6. Regular Agenda

Ryan Maas — Treasurer Matters:

- **Trustee Mass:** The audit has not been completed. We are awaiting the final report. We should have the final report by the February CRD meeting.

Mark Snellgrove — President Matters:

- **Trustee Snellgrove:** Thank you to Joe (Costa) for placing an ad in the paper announcing the CRD Meeting schedule which was printed in the Tampa Bay Times newspaper on Friday, January 4, 2019
- **Personnel Matters:** Michael Stewart has been hired as at 1099 employee to temporarily fill in as the maintenance worker. Thus far he is averaging 8-10 hours per week.
- **Michael Stewart:** Stated that he does not mind doing maintenance work, but he does not want to clean bathrooms or empty trash cans. He will meet with vendors and is able to learn the job. He is interested, however, on a limited basis. Mr. Stewart also submitted to the board a list of duties he is and isn’t willing to do. Michael also stated that on average, he’s been putting in less than 10 hours per week on average.
- **Resident Bruce Castellano:** is vying for the maintenance position. He does not mind doing the clean-up work or picking up trash, however, he is a firefighter by trade and will work on a limited basis.
- **Trustee Jaap:** Asked what days the maintenance working is needed. From his past experience, the employee is on call, daily. The Trustee also explained that these two jobs, maintenance and cleaning, have historically been two different jobs.

Carrollwood Recreation District Board

- **Trustee Snellgrove:** stated that we budget \$19,000 per year for payroll for the maintenance job and an additional \$200 per month for cleaning.
- **Suzy Giunta:** The cost a cleaning service would likely be more than \$200. She will get bids for janitorial cleaning. **Trustee Carelli** will give Trustee Giunta names of other janitorial companies.
- **Bruce Castellano:** stated that in looking at the job responsibilities, he likely could not adhere to the time schedule.
- **Trustee Siddall:** stated that we certainly need a separate service for cleaning at all of the Original Carrollwood facilities. **The Trustee** agreed with **Trustee Jaap** that the work should be split into two different jobs. In the summertime, WSB must be cleaned twice per week.
- **Laura Allegri:** explained that she will need to be able get a hold of the maintenance employee at a moment's notice.
- **Resident Steve Bourland:** The resident said he was interested in the cleaning position.
- **Trustee Snellgrove:** Should we make Michael Steward permanent now? **The Trustee** and **Trustee Giunta** will create clear responsibilities for both jobs.
- **Feather Princesses Rental Fee:** They rent once per month and pay sales tax. The cost is approximately \$427 plus change, the small room is approximately \$250 plus change. The renters have asked if we could round to an even number. The Board said yes.

Vice President Suzan Giunta & Tennis & Recreation Center Chair:

- **Trustee Giunta:** quotes for pressure washing the tennis courts. **Trustee Siddall** said they cannot use a scrubber on the tennis courts. **Trustee Giunta** said they would steam clean the courts.

~~**Trustee Giunta:** Motion to award the pressure washing of the Rec Center, Tennis Courts, Bench and Bridge to Concepts 4 Cleaning for \$2,079.00~~

- ~~**Motion Seconded** by Trustee O'Donnell~~
- ~~**Vote:** 9 in favor; 0 opposed~~

Soon after this vote, Trustee Giunta, rescinded her motion to hire Concepts 4 Cleaning. She felt it necessary to use a company that could steam-clean, not pressure wash, the tennis courts. Having approved the motion and the expense, Trustee Giunta opted to hire the company, A.I.O., to clean the tennis courts at a lesser cost of: \$2,011.00

Carrollwood Recreation District Board

- **Trustee Giunta:** Met someone at the dog park who did not live in Original Carrollwood but had a key to the park. The Board discussed getting a high security key. **Trustee Shidler** explained how the key works. **Trustee Snellgrove** said we
- **Resident Missy Siddall:** suggested treating the dog park key as we do the boat ramp key. To be stricter with who gets keys and how they are distributed.
- **Trustee Carelli:** Asked about residents who may have a dogwalker. They are not residents of the neighborhood, but they will have key.
- **Trustee Giunta:** Met someone in regard to fence repairs at OCP. The fencing next to the gate has bent the fence such that they can reach around and open the gate.
- **Trustee Shidler:** had a neighbor asked about having an organized soccer team play at the park. There was no resolution to this issue.
- **Trustee Giunta:** **Trustee Snellgrove** will have someone install No Trespassing Signs at the property across from the Rec Center and to the south of OCP.

Michael Carelli — Original Carrollwood Park:

- **Trustee Carelli:** Review progress on the grounds RFP. The Trustee is working with **Trustee Siddall** to create a new contract. (We are currently working with Greenview.) The **Trustee** has solicited three bids from lawn maintenance companies as well as from Greenview. **The Trustees** will meet with the three bidders on January 15th. Bids will be due within three weeks so the Board can discuss at the February meeting.
- **Trustee Carelli:** Discuss and vote on a contractor for OCP sidewalk repair
- **Trustee Carelli:** **Motion** to hire Driveway Maintenance Inc. to repair and replace as necessary the asphalt sidewalk at Original Carrollwood Park for a cost of \$5,240.00 plus an additional \$2,100 for blacktopping the sidewalk.
- **Motion Seconded** by Trustee Costa
- **Vote:** 9 in favor; 0 opposed
- **Trustee Carelli:** Discussed the repair and replacement of the dock and boat ramp dock at White Sands Beach as well as at Scotty Cooper Park. **The Trustee** discussed three bids in depth and consulted with the **Board** before making a motion to hire one of the companies.
- **Trustee Carelli:** **Motion** to hire Steffens Marine Construction Services to replace the peer at White Sands Beach for a cost of \$65,500, the boat ramp at White Sands Beach for \$10,966 and the peer at Scotty Cooper Park for \$14,800 as per the written contract.
- **Motion Seconded** by Trustee Costa

- **Vote:** 9 in favor; 0 opposed
- **Trustee Carelli** also brought to the attention of the Board the weeds growing on Duck Island. **Trustee Snellgrove** said he would hire Chuck Kim.

Kevin Shidler — White Sands Beach:

- **Trustee Shidler:** No comment.
- **David Williams**, resident and plumber, has completed work on the plumbing and feed lines at White Sands Beach. New lines have been installed. The low flow problem is solved. New asphalt will be put in place tomorrow.

David O'Donnell — Scotty Cooper Park:

- **Trustee O'Donnell:** A resident asked the Trustee if it would be okay to have a food truck at Scotty Cooper Park. **The Trustee** said he thought it would be fine.

Paul Siddall—Grounds:

- **Resident Shirley Pearsall**, a resident who is landscape architect and arborist, advised the board on a number of issues involving live oaks and other trees and plants around Original Carrollwood. The Board suggested Mrs. Pearsall write articles for the Caroler to help educate residents on the state of trees in the neighborhood and on how to keep Original Carrollwood beautiful.
- **Trustee Siddall:** will have the grounds contract, a 72page document, retyped to use in the bidding process.
- **Trustee Siddall:** All of the Alex Trees will be removed on Lake Carroll Way and will be replace with for flowers beds Flower beds will be changed three times per year. When a new company is hired to take over grounds, they will also take over this duty.
- **Trustee Siddall: Made a Motion** to hire Green Thumb Nursery to remove the Alex Trees on Lake Carroll Way at a cost of \$2,600.
- **Motion Seconded** by Trustee Jaap
- **Vote:** 9 in favor; 0 opposed

Mickey Jaap — Community Development

- **Trustee Jaap:** The Trustee announced, that because of work duties, he could no longer be on the board and would have to tender his resignation.

7. Other Business:

- No other business.

8. Adjourn

- **Trustee Carelli:** Motion to Adjourn
- **Motion Seconded** by Trustee Giunta
- **Vote:** 9 in favor; 0 opposed

Meeting ended at 8:45p.m.

Meeting minutes humbly recorded by Trustee Joseph Costa

AS APPROVED

1/14/19

Carrollwood Recreation District Board Executive Meeting Minutes

December 10, 2018 –

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1. Call To Order

- President Mark Snellgrove called the meeting to order: 6:04 p.m.

2. Roll Call

Members present:

| | | |
|---------------------|-----------------------------------|-------------|
| Michael Carelli | Original Carrollwood Park | Not Present |
| Joseph Costa | Secretary | Not Present |
| Suzan “Suzy” Giunta | Vice President & Rec Center Chair | Present |
| Paul Siddall | Grounds Chair | Present |
| Ryan Maas | Treasurer | Present |
| David O’Donnell | Scotty Cooper Park Chair | Not Present |
| Jessica Rasemont | Community Development | Present |
| Kevin Shidler | White Sands Chair | Not Present |
| Mark Snellgrove | President | Present |

- Executive Board reviewed the 11/12/18 meeting minutes. Trustee Snellgrove gathered corrections from members to deliver to Trustee Costa.
- Executive Meeting Adjourned at 6:29 p.m.

AS APPROVED

1/14/19

**Carrollwood Recreation District Board Regular Meeting Minutes
December 10, 2018**

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1. Call To Order

- President Mark Snellgrove called the meeting to order: 6:30 p.m.

2. Roll Call

Trustees:

| | | |
|---------------------|-----------------------------------|-------------|
| Michael Carelli | Original Carrollwood Park | Not Present |
| Joseph Costa | Secretary | Not Present |
| Suzan “Suzy” Giunta | Vice President & Rec Center Chair | Present |
| Paul Siddall | Grounds Chair | Present |
| Ryan Maas | Treasurer | Present |
| David O’Donnell | Scotty Cooper Park Chair | Present |
| Jessica Rasemont | Community Development | Present |
| Kevin Shidler | White Sands Chair | Present |
| Mark Snellgrove | President | Present |

3. Determination of Quorum

- Yes: seven Trustees present

4. Public Comment Opened

- **Resident Missy Siddall** reported that road work was being done at the three-way intersection of McFarland & Sabal Roads.

Public Comment Closed: 6:32 p.m.

5. Approve Consent Agenda:

- Approval of November 2018 Treasurer’s Report
- Approval of November 12, 2018 Executive Committee Meeting Minutes
- Approval of November 12, 2018 Regular Meeting Minutes
- Motion from **Trustee Giunta** to approve the consent agenda.
- Seconded by **Trustee Maas**
- Vote: 7 in favor, 0 opposed

6. Regular Agenda

Ryan Maas — Treasurer Matters:

- The annual audit is currently under way and should be completed by the end of January 2019.

Mark Snellgrove — President Matters:

- **Trustee Snellgrove:** As requested by the Board at the November meeting, obtained two additional quotes for a new water line at White Sands Beach. Pinellas Plumbing: \$11,209.00; Red Cap Plumbing & Air: \$10,433.00-(does not replace the asphalt); Channelside Plumbing: \$9,872.95. One of the plumbers recommended that the men's toilet be replaced.
- **Motion** from Trustee Siddall to award Channelside Plumbing the contract for \$9,872.95
- **Motion Seconded** by Trustee Shidler
- **Vote:** 7 in favor; 0 opposed
- **Trustee Snellgrove:** Presented the Carrollwood Recreation District 2019 Meeting Schedule
- **Motion** by Trustee Maas to approve the 2019 meeting schedule
- **Motion Seconded** by Trustee O'Donnell
- **Vote:** 7 in favor; 0 opposed

Vice President Suzan Giunta & Tennis & Recreation Center Chair:

- **Trustee Giunta:** No new business.

Michael Carelli — Original Carrollwood Park:

- **Trustee Carelli:** Not present.
- **Trustee Rasemont & Trustee Shidler:** discussed pedestrian crossing challenges and parking.

Kevin Shidler — White Sands Beach:

- **Trustee Shidler:** Monthly lake test results for swimming at WSB were fantastic.

David O'Donnell — Scotty Cooper Park:

- **Trustee O'Donnell:** No new business.

Paul Siddall—Grounds:

- **Trustee Siddall** discussed the grounds contract.
- **Trustee Siddall:** to obtain estimates for removal of three Ilex trees on Lake Carroll Way.

Jessica Rasemont — Community Development

- **Trustee Rasemont:** No new business.

7. Other Business:

- **Trustee Snellgrove:** Sales tax will increase from 7.0% to 8.5% effective January 1, 2019. Due to this, the room rental fees for the Recreation Center will increase. Trustee Snellgrove will consult with the accountant to calculate the new fees.
- **Trustee Snellgrove:** Jeff Ryder, owner of Carrollwood Copy Center is a member of CABA (Carrollwood Area Business Association) and indicated that CABA is looking for a new venue for their annual Taste of Carrollwood. Jeff asked if using OCP would be an option for the 2019 event with an attendance of 3,000 – 5,000 people. The Board was unanimously - NOT interested.

8. Adjourn

- **Trustee Shidler: Motion** to Adjourn
- **Motion Seconded** by Trustee O'Donnell
- **Vote:** 7 in favor; 0 opposed

Meeting ended at 7:13 p.m.

Meeting minutes humbly recorded by Trustee Jessica Rasemont