

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' MEETING

Friday, September 8, 2023

1:00 p.m.

Community Center

8301 The Park Boulevard, University Park, FL 34201

Board Members present at roll call in person or via Zoom:

| | | |
|----------------|--|------------|
| Sally Dickson | Chairperson | |
| Mark Criden | Vice Chairperson | |
| Steve Ludmerer | Treasurer / 2 nd Vice Chairperson | |
| David Murphy | Assistant Secretary | (via Zoom) |
| Rusty Piersons | Assistant Secretary | (via Zoom) |

Also, Present in person or via Zoom:

| | | |
|---|--|------------|
| Vivian Carvalho | District Manager - PFM Group Consulting LLC | |
| Venessa Ripoll | District Manager - PFM Group Consulting LLC | (via Zoom) |
| Kwame Jackson | ADM - PFM Group Consulting LLC | (via Zoom) |
| Curtis Nickerson | Director of Properties and Facilities – Country Club | |
| John Fetsick | General Manager – Country Club | |
| Paul Charlesworth | Resident | |
| Various Audience Members Present and Via Zoom | | |

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was call to order at 1:00 p.m. by Ms. Dickson and Ms. Carvalho confirmed quorum to proceed. Those in attendance are outlined above.

The Board proceeded with the pledge of allegiance.

Public Comments

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Administrative Matters

Consideration of the Minutes of the July 25, 2023, Strategy Workshop Meeting and the Minutes of the August 11, 2023, Board of Supervisors' Meeting

The Board reviewed the minutes.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board approved the Minutes of the July 25, 2023, Strategy Workshop Meeting and the Minutes of the August 11, 2023, Board of Supervisors' Meeting.

THIRD ORDER OF BUSINESS

Staff Report Matters

District Counsel – Mr. Barnebey reviewed the changes made to the firearms legislation as some restrictions were put into place, including firearms being restricted in places that serve alcohol and during meetings. Ms. Dickson asked about the restrictions applying to the golf cart that drives around the golf course selling alcohol, where the restriction would be hard to enforce. Open-carry of a firearm is also restricted but concealed-carry can also be restricted in certain areas.

Mr. Barnebey also mentioned that they had received a draft contract that Kimley-Horn is reviewing concerning the land use items.

District Manager – Ms. Carvalho stated that this is the last meeting of FY 2023 and will be approving some resolutions in regard to the FY 2024 meeting schedule for both Board meetings and workshop meetings.

Club Management (Management Discussion & Analysis Report/Update on the Business Plan Progress) – Mr. Fetsick stated that Hurricane Idalia came and went with minimal impact to University Park. The Club was closed on the Wednesday and the golf course again on the Thursday out of an abundance of caution.

There have been 4,000 fewer rounds of golf year to date, primarily in outside rounds. Despite the decrease, they remain \$500,000 favorable to the Budget, this is driven by higher than anticipated open rates.

The new racquet staff continues to get settled. Mr. Lance Martin has been meeting with the team captains for league play and is actively meeting the pickleball members. He will be hosting two complimentary pickleball clinics for those who may be interested in learning the game or for those who actively play and want to get to know him. They are continuing to interview for a Fitness Director with both internal and external candidates.

Dining has been closed this week for maintenance, cleaning, and various open work items. The Park Grille has added acoustical panels which have been very effective and added to the aesthetics of the space. The woodwork has been painted, and there has been deep cleaning done including the dining room floors, and room divider doors have been added. The café had their downspouts fixed, the truss hardware was treated and painted, the gutters were fixed, and the tongue and groove were fixed. This upcoming Monday, September 11, 2023, the entire Food & Beverage front of house team will be participating in an all-day training with Mr. Bob Brown who is a world-renowned Food & Beverage expert and trainer. Both dining areas will reopen on Tuesday, September 12, 2023

They continue to host sold out Bingo and Trivia nights once a month and have been hosting occasional Food & Beverage themed nights. The Golf, Racquets, and Food & Beverage teams hosted a great Labor Day full of events that included a BBQ lunch. Mr. Fetsick thanked Ms. Ann Backus for heading up the dining event.

There are currently 1,296 total memberships, with 399 full memberships, 775 social memberships, and 122 racquet memberships. There are 147 grandfathered non-members and 220 grandfathered members. They continue to have favorable financial results year-to-date compared to both the budget and to prior years. The Food & Beverage costs continue to be unfavorable. There are on track to earn \$1.1 million in total capital for the year, driven by initiation fees, 10% of outside golf, and the capital fees that were introduced.

Mr. Ludmerer asked if Bingo and Trivia will be moved to Tuesday nights and if the teams have been informed of the change. Mr. Fetsick confirmed they have been informed but will resend the notification in the weekly updates. He updated the Board of returning to the TGIF format from last year and contemplating supplementing the non-service of food at the Varsity Club with a food truck. Mr. Ludmerer also asked about having additional staff for Food & Beverage. Mr. Fetsick stated the CPR and AED trainings have been scheduled and he will announce the exact dates before the end of the meeting.

**Public Hearing on the Adoption
of the District's Annual Budget
& Country Club Budget**

- a. Public Comments and
Testimony**
- b. Board Comments**
- c. Consideration of
Resolution 2023-08,
Adopting the Fiscal Year
2024 District's Annual
Budget and
Appropriating Funds**
 - i. General Fund
Budget**
 - ii. Debt Service
Budget**
- d. Consideration of
Resolution 2023-09,
Adopting the Fiscal Year
2024 Country Club
Budget and
Appropriating Funds**
 - i. Enterprise Fund
Budget**

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board opened the public hearing.

There were no public or Board comments. Mr. Fetsick reviewed the General Fund Budget, Debt Service Budget, and the Enterprise Fund Budget for the Board. There have been no changes to the General Fund Budget or the Debt Service Budget since the May meeting. There was a minor change with the Enterprise Fund Budget; the restaurant revenue increased by \$427,000, payroll has increased by \$8,000, and direct expenses has increased to \$316,000.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2023-08, Adopting the Fiscal Year 2024 District's Annual Budget and Appropriating

Funds, and Resolution 2023-09, Adopting the Fiscal Year 2024 Country Club Budget and Appropriating Funds.

ON MOTION by Ms. Dickson, with all in favor, the Board closed the public hearing.

**Public Hearing on Adopting
Country Club Policies,
Enforcement and Compliance
Matters of the District Facilities
and Property**

- a. Public Comments and
Testimony**
- b. Board Comments**
- c. Consideration of
Resolution 2023-11,
Adopting Country
Club Policies,
Enforcement and
Compliance Matters of
the District Facilities
and Property**

Ms. Dickson suggested that this item be continued to a later meeting, Mr. Ludmerer volunteered to be a part of the reviewing process and suggested this be continued to the November 10, 2023, meeting.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board continued this Public Hearing to the November 10, 2023, Board of Supervisors meeting.

**Consideration of Resolution
2023-10, Adopting the Annual
Board and Workshop Meeting**

Schedule for Fiscal Year 2023-2024.

- a. Exhibit A- Annual Board of Supervisors Meeting Schedule**
- b. Exhibit B- Annual Board of Supervisors Workshop Meeting Schedule**

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2023-10, Adopting the Annual Board and Workshop Meeting Schedule for Fiscal Year 2023-2024 as presented.

**Update of Strategic Planning
Relating to Deferred
Maintenance and Capital
Improvement Project and
Schedule Moving Forward**

Mr. Fetsick provided an update to the progress of the Strategic Planning process. A presentation will be ready for a future meeting. They are working with an estimator on the costs which includes golf course irrigation, a kitchen renovation and expansion, a fitness facility addition and expansion, and administrative space for staff.

FIFTH ORDER OF BUSINESS

District Financial Matters

**Ratification of Payment
Authorization Nos. # 99 - 100**

Mr. Fetsick reviewed the payment authorizations.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board ratified Payment Authorization No. # 99.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board ratified Payment Authorization No. # 100.

**Supervisor Requests &
Comments**

Ms. Dickson reminded the Board that there is an upcoming Workshop meeting on September 26, 2023, at 2:00 p.m. at the Community Center and another Workshop meeting on October 3, 2023, at 2:00 p.m. and a Board meeting on October 13, 2023, at 1:00 p.m.

Mr. Hahn had a question about when the next scheduled GM meeting. Mr. Fetsick said that the monthly meetings will return in October. He also asked if the paper shredding will continue. Mr. Fetsick confirmed that it will.

SIXTH ORDER OF BUSINESS

Adjournment

There were no further comments.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the September 8, 2023, Board of Supervisors' Meeting of University Park Recreation District was adjourned at 1:36 p.m.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson