

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS WORKSHOP MEETING

Tuesday, April 29, 2025

2:00 p.m.

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

Sally Dickson	Chairperson	
Rusty Piersons	2 nd Vice Chairperson	
Scott Huebner	Assistant Secretary	
David Murphy	Treasurer	
Steve Heitzner	Vice Chairperson	(via phone)

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
Kwame Jackson	ADM – PFM Group Consulting LLC	(via phone)
Mark Barnebey	District Counsel - Blalock Walters	
John Fetsick	General Manager – Country Club	
Curtis Nickerson	Director of Properties and Facilities – Country Club	
Various Audience Members in person and via Zoom		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order at 2:00 p.m. by Ms. Dickson and roll call was taken by Ms. Carvalho. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

Public Comments

Ms. Dickson gave an overview of the agenda.

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Discussion

Overview of DRI Amendments

- **Question & Answer period
reference DRI Amendments**

Mr. Barnebey gave an overview of the Development of Regional Impact Amendments and the historical background. The entire community of University Park is a part of the DRI and Recreation District, but the improvements are only focused on the Country Club area, which was acquired in 2019. Three years ago, it was decided that the Country Club facilities were in need of improvements. This is when the Master Plan was started.

Mr. Barnebey reviewed the improvements that have been agreed upon, which included: golf course irrigation system replacement with lake banks and bulkhead improvements, kitchen renovation and expansion, fitness center renovation and expansion, activity/gathering space expansion, Staff ADA compliant workspace improvements, and additional/resurfaced parking. He also included the financing history for these improvements.

Mr. Barnebey gave an overview of the DRI Development Ordinance and the Zoning Ordinance that the District is under. These put a cap limit on the square footage for the improvements and were last amended in 2012. He gave an overview of the DRI change requests. These requests will increase the country club dining and recreation facilities up to 65,000 sq. ft., update expiration and buildout dates, and amend the requirement to file reports annually to bi-annually, if required. He also noted that in the County staff reports, there was an error regarding the side-yard setbacks. It is currently 7.5 feet and will not change.

Mr. Fetsick stated that the DRI does not affect the UPCA or the HOA.

There was a discussion regarding the square footage, how that amount of space was decided upon, and what types of buildings/areas are included in the DRI.

It was noted there have been multiple County staff changes throughout this process.

Ms. Dickson noted that the District can always go back to the County and request more square footage if needed.

Mr. Fetsick stated that with increased square footage, may come the County requirement for a traffic study. As of right now, there is no requirement for the study, as this is not to bring in additional people. There was discussion regarding this.

Ms. Dickson reviewed the Master Plan history. She stated the Planning Committee has approved this unanimously and it is now set to go before the Manatee County Commissioners on May 8, 2025.

There was a brief discussion regarding the notices that were required to be sent out.

Mr. Barnebey stated it is a requirement to send this notice to people within 500 feet of the District property and within 500 feet of the DRI overall. There have been some objections. There was also brief discussion regarding these objections.

Ms. Gatesy, a homeowner, had a question regarding the expansion of the Business Center by the HOA and if that would trigger a traffic study. The answer was unknown, but it was noted that it would most likely be determined by the cause and size of the expansion. There was a brief discussion regarding this.

UPCAI Attorney representative, noted that minimal changes to the Business Center should not affect the DRI, as the use would not be changing. Ultimately, this would be a county decision.

There was discussion regarding what type of square footage expansions are included in the DRI versus what is not. This also included discussion on the cost related to these expansions.

It was noted that the design concepts are done, but these can be changed.

Continued Review of Proposed 2025 Committees

- a. Committee Charter Draft**
- b. Committee Member
Appointment Process
Draft**
- c. Board Member
Comments**

Mr. Huebner asked about the Board following up on public comments made during previous meetings.

It was noted simple public comments are answered at the meetings, while more detailed public comments are handled by communication after the meeting.

Ms. Dickson stated that any public comments still needing to be replied to or discussed can be on the agenda for the following Board Meeting under "Open Items". She noted it is beneficial to give the Board time to process the question and formulate a response.

It was noted Mr. Alimenti and Ms. Wyatt are awaiting replies from the Board and should be placed on the agenda.

Ms. Carvalho reminded the Board of the Florida Sunshine Laws. It was recommended that public comment email requests should be sent to Ms. Carvalho to reply to and place on the agenda as needed. She noted that there is an agenda call prior to each Board Meeting where the Chair can advise on the "open items" and the next agenda.

There was discussion regarding email etiquette policies and procedures. This included discussion on what public comment emails should be escalated to the agenda.

Mr. Murphy requested a reminder email to be sent out to the Board for upcoming agenda item notification.

Ms. Carvalho noted the draft agenda is sent out two weeks prior to upcoming Board Meetings. If any changes or additions are needed, please let Ms. Carvalho know. There was a brief discussion regarding this.

Ms. Dickson requested clarification on the Florida Sunshine Laws. There was discussion what committees the Florida Sunshine Laws cover and the limitations under those laws.

Mr. Barnebey noted that any advisory committees are subject to the Florida Sunshine Laws, which would most likely include the Finance and Strategic Planning Committees based on their roles.

There was a brief discussion regarding Heron's Glen and their policies and procedures.

There was discussion regarding the memo letter sent out by Mr. Barnebey.

Mr. Murphy noted any committees not given power to take action or establish policies should not be under the Florida Sunshine Laws. It was noted that although these Committee members are not elected officials, they will be required to send out meeting notices, have a Zoom option, keep and publish minutes, and report to the Board. It is important to have operational efficiency and effectiveness within these Committees.

There was discussion regarding the structure of these Committees, how they will be appointed, and their process. These Committees will be added to the insurance policy. At this time, the Board will appoint these Committees, and they will report to the Board.

Mr. Barnebey gave more clarification and recommended these Committees to be under the Florida Sunshine Laws.

Ms. Dickson confirmed the Finance and Strategic Planning Committees will operate under the Florida Sunshine Laws until such time that it is deemed not necessary.

Mr. Barnebey and Mr. Pierson will research Heron Glen's policies and the State policy more in depth. The District will move forward with soliciting volunteer participants for the Committees via notice, which will report to the Board and work under the Florida Sunshine Laws. The Board will review the notice prior to advertisement.

There was discussion regarding the process of setting up the Committees and drafting the Committee Charter to gather appropriate volunteers. It was noted that non-resident members should be able to participate in these Committees.

There was discussion regarding the appointment of the Chair process and the criteria for the Committees. The recommendation was to have an objective ranking system for the applications, thus appointing Chair and Co-Chair by the two highest rankings.

Ms. Dickson reviewed what information the Committee Charters would include.

There was also discussion regarding the frequency of meetings for these Committees, the number of people needed, and the term length. It was recommended to have a simple majority of people on the Committee and have no fewer than quarterly meetings. Meeting minutes will be reported to the Board and each Committee Member will serve staggered two and three year terms.

The Board discussed the ranking sheet and ranking process.

There was a discussion regarding transitioning the Business Planning Committee to the Strategic Planning Committee. There are 5 currently serving on the Business Development Committee. These volunteers are already serving staggered terms. The Board determined they are able to apply if they so choose.

There was a brief discussion regarding the qualifications criteria for the committees. The Board will review the draft. Mr. Fetsick will work on recruitment and increased communication with the Board.

It was noted that currently, there are 4 Advisory Groups: Golf, Racquets, Fitness, and Social. There is a recommendation to split the Racquets Group into a Pickleball Group and a Tennis Group. There was discussion regarding these groups and who would lead each group.

Ms. Dickson recommended clarification for the Advisory Groups on their roles and responsibilities, which does not include operations. There was discussion regarding communication with these groups, group expectations, and how often they meet. Mr. Fetsick will solicit during the months of May and June for the fall season volunteers.

There was a discussion regarding the special groups that will be associated with the Capital Improvement Plan, the timing of forming these committees, and the criteria for selection. It was

noted these will be Advisory Groups with Mr. Heitzner as the Liaison. Mr. Fetsick will work on the overall plan and structure for these groups.

Ms. Dickson reviewed the upcoming meetings. There was discussion regarding what will be included in these meetings in regard to the budget, audit documents, and the committees. There will be a need for a continued meeting. This will be sent out to the Board for feedback on dates.

Date	Meeting Type	Time	Location	Note
May 9, 2025	BOS Meeting	1:00 PM	University Park	Business Offices
May 13, 2025	Workshop	10:00 AM	University Park	Business Offices

THIRD ORDER OF BUSINESS

Adjournment

There were no further comments.

Ms. Dickson adjourned the April 29, 2025, Special Board of Supervisors Meeting of the University Park Recreation District at approximately 4:13 p.m.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson