MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT CONTINUED BOARD OF SUPERVISORS' MEETING
Thursday, October 23, 2025
1:00 p.m.
Business Offices
8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

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

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
Kwame Jackson	ADM - PFM Group Consulting LLC	(via phone)
Kristin Lasky	Admin - PFM Group Consulting LLC	(via phone)
John Fetsick	General Manager - Country Club	(via phone)
Curtis Nickerson	Director of Property & Facilities - Country Club	
Mark Barnebey	District Counsel - Blalock Walters	(via phone)

Various Audience Members in-person and via Zoom

FIRST ORDER OF BUSINESS **Organizational Matters**

Call to Order, Roll Call, and Pledge of Allegiance

The Board of Supervisors' meeting was called to order at 1:00 p.m. by Ms. Dickson. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

Public Comments

There were no public comments at this time.

SECOND ORDER OF BUSINESS **Staff Report Matters**

District Counsel – No report.

District Manager – No report.

Club Management – No report.

THIRD ORDER OF BUSINESS **Business Matters**

Review of the McMahon Group Strategic Planning Proposal

Ms. Dickson gave an update on the Strategic Planning Committee meeting. The recommendation from the committee is to approve an RFP for the strategic plan.

There was brief discussion regarding hiring a consulting company and what the strategy will be for the committee.

Mr. Heitzner noted it is the committee's role to establish the end goal and a consulting company would finalize how to reach that goal.

Mr. Murphy noted the findings of the recent club surveys are still being gathered and reviewed.

There was lengthy discussion regarding the role of the Strategic Planning Committee. It was noted the surveys would provide guidance for the Strategic Planning Committee. The consulting companies will also gather data from the surveys to input into the concept plans. The baseline cost is $70,000.00.

There was discussion regarding the consulting companies, moving forward with the concepts, and the Capital Improvement Plan. It was noted the plan is not only about projects and buildings, but also about finance and elements of business.

There was continued discussion regarding the role of the Strategic Planning Committee and the consulting companies.

Mr. Piersons recommended going through the RFP process and having presentations for the Board based on the vendors' professional position.

There was brief discussion regarding the RFP process.

Mr. Fetsick noted if the Board is not ready to enter into the RFP process, then the Strategic Planning Committee is not needed at this time. He also gave an overview of various consulting companies, noting there is a difference between a strategic plan and a master plan.

Mr. Murphy and Ms. Dickson discussed the age of the community and role of the strategic plan. They both recommended moving forward with the RFP process.

There was brief discussion regarding the RFP process and scope of work.

Mr. Huebner briefly discussed the costs and the consulting companies.

There was discussion regarding Hoyt Architects' kitchen concepts and the costs associated with those plans.

It was noted the RFP process will gather more information and feedback in order to be fiscally responsible with the funds.

There was discussion regarding the timing of the project and the plans presented thus far. It was noted the Board previously voted and approved the current Capital Improvement Plan.

Mr. Heitzner noted feedback can be brought to Hoyt Architects to adjust the concepts.

There was discussion regarding the Strategic Plan versus the Capital Improvement Plan.

Mr. Murphy gave a brief overview of the survey results thus far.

There was brief discussion regarding the RFP. It was noted the RFP can be created by the Strategic Planning Committee to be reviewed by the Board prior to the process beginning. The Committee meets again on November 12, 2025.

ON MOTION by Mr. Murphy, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District approved the creation of parameters for an RFP for Strategic Planning by the Strategic Planning Committee, with a deadline of November 14, 2025.

Mr. Barnebey gave an overview of the RFP parameters and process. It was noted District Counsel, District Management, and Mr. Fetsick will finalize the RFP, with final review by the Board.

There was brief discussion regarding the timing and rankings of the RFP.

Ms. Carvalho noted the rankings are within the parameters created by the Strategic Planning Committee.

Mr. Freedman gave an overview of the process for the Strategic Planning Committee. He noted the creation of the scope of work and rankings will be able to be completed by November 14, 2025, and the current proposal can be a guide on what to ask for in the RFP.

Ms. Dickson will follow up with the UPCAI in order to communicate the current strategy. She requested polling the committee to gather a date for the first week of November to hold a Strategic Planning Committee Special Meeting. Ms. Jennifer Brown will poll the committee.

It was noted the Strategic Planning Committee meetings are publicly noticed in the newspaper.

There was brief discussion regarding holding a meeting versus a workshop.

Ms. Dickson will notify the Strategic Planning Committee of the agenda for the upcoming meeting. This will only be for the Strategic Planning Committee, not the Board of Supervisors.

Consideration of Resolution 2026-01, Adopting the District's Fiscal Year 2025-2026 Goals, Objectives, and Performance Measures and Standards

Ms. Dickson noted this is a statutory annual requirement for special Districts and differs from the General Manager's goals and objectives.

Ms. Carvalho noted that the report will be finalized before December 1, 2026 for fiscal year 2025. This resolution applies to goals and objectives for fiscal year 2026. It was noted District Management oversees the completion and compliance of these goals and objectives.

ON MOTION by Mr. Piersons, second by Mr. Murphy, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2026-01, Adopting the District's Fiscal Year 2025-2026 Goals, Objectives, and Performance Measures and Standards.

Ms. Carvalho noted these are items the District already does.

Mr. Piersons recommended having a six-month follow-up from District Management to ensure all goals and objectives are being met.

Consideration of Resolution 2026-02, Amending General Procedures for the 2026 Election

Ms. Carvalho gave an overview of the procedure updates and noted the online form is being created for voting eligibility purposes.

The Board reviewed the voting eligibility form and the updates.

Mr. Barnebey reviewed the point of extraneous markings. It was noted if the nominee that the resident is voting for is clearly identifiable, the vote will count.

It was noted that all ballots are retained after voting by District Management and the rules will be posted on the District's website.

There was brief discussion regarding extraneous markings.

ON MOTION by Mr. Heitzner, second by Mr. Murphy, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2026-02, Amending General Procedures for the 2026 Election.

Update on the Capital Improvement Plan

a. **Update of Preliminary Concept of Kitchen and Fitness Center**

Mr. Huebner gave his feedback regarding the kitchen. He noted there should be a plan that includes tearing down other buildings to provide more space and to allow a shorter time of closure.

There was brief discussion regarding the size of the bathrooms, and the concept plans thus far. This included discussion of possible profits with a bigger facility.

There was discussion regarding the current kitchen concepts and possible modifications. It was noted there needs to be a locker room area and additional bathrooms.

Mr. Huebner recommended Plan A with modifications. He recommended modifying the bathrooms, and the possibility of a snack bar or future additions of storage. It was noted that improving the golf area increases revenue.

There was brief discussion regarding the storage area in the plans and future expansion.

There was a recommendation to have the Board submit their prioritized feedback. It was noted it would be ideal to have Plan B at the cost of Plan A.

Mr. Heitzner will follow up with Hoyt Architects providing the Board's feedback and recommendations.

Mr. Heitzner recommended Mr. Huebner to walk through the kitchen space with Mr. Fetsick to gain better insight.

Mr. Heitzner gave an overview of the recommendations for the Fitness Center. This included building a second floor onto the building. It was noted this would shade the tennis courts and cause possible parking issues.

There was discussion regarding having a two-story fitness center, what that would include, and the issues with a two-story building.

Mr. Murphy noted this was previously rejected at a town hall meeting.

There was also discussion regarding other fitness center options. It was noted the priority is to gain more fitness floor space and classroom space.

Mr. Huebner recommended having a multi-use pavilion. There was brief discussion regarding the pavilion and the location.

It was noted the buildings are being built not only for current members, but future members as well.

Mr. Murphy gave an overview of future membership based on the survey results.

Supervisor Requests & Public Comments

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location
November 4, 2025	Board Workshop Meeting	2:00PM	University Park Business Offices
November 6, 2025	Auditor Selection Committee Meeting	1:00PM	University Park Business Offices
November 12, 2025	Strategic Planning Committee Meeting	3:00PM	University Park Business Offices
November 14, 2025	Board of Supervisors' Meeting	1:00 PM	University Park Business Offices
November 19, 2025	Finance Committee Meeting	3:00PM	University Park Business Offices

Mr. Huebner requested two items to be added to the workshop agenda. These items are the process of how Supervisor requests for agenda items get added to an agenda, and a deep dive into the Varsity Club expenses.

Ms. Dickson recommended getting the information related to questions that Supervisors may have prior to meetings when possible. This allows for proper discussion.

There was brief discussion regarding the spending authority of Park Boulevard Management (PBM).

Mr. Murphy noted there have been questions regarding the Varsity Club expenditures. He recommended approving the purchase of the new furniture.

There was brief discussion regarding the purchase of the Varsity Club furniture and the associated expenditures.

ON MOTION by Mr. Murphy, second by Ms. Dickson, with Mr. Huebner and Mr. Piersons opposed, and all others in favor, the Board of Supervisors for the University Park Recreation District authorized Mr. Fetsick to purchase the Varsity Club furniture.

The Zoom conference connection was lost due to technical issues. It was noted that if Zoom attendees have public comments, those can be sent directly to District Management.

There were no further Supervisor requests or public comments.

FOURTH ORDER OF BUSINESS **Adjournment**

There was no further business to discuss.

ON MOTION by Mr. Piersons, second by Ms. Dickson, with all in favor, the October 23, 2025, Continued Board of Supervisors Meeting for the University Park Recreation District was adjourned at 3:13 p.m.

Secretary / Assistant Secretary

Sally Dickson
Chairperson / Vice Chairperson