



Winter Pines Golf Course Advisory Board Regular Meeting

Agenda

February 13, 2023 @ 8:00 am

City Commission Chamber
401 Park Ave South
Winter Park FL 32789

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

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please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Minutes Approval January 9, 2023](#) 2 minutes
 3. **Public Comment (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 5. **Non-Action Items**
 6. **Staff Updates**
 - a. [Course Maintenance Assessment](#) 15
 - b. [Course Financial Summary - YTD](#) 5m
 - c. [Course Improvements and Projects](#) 20m
 - d. [Stormwater Improvement Project](#) 10m
 - e. [TopTracer Discussion](#) 15m
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Winter Pines Golf Course Advisory Board

agenda item

item type	Consent Agenda	meeting date	February 13, 2023
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Minutes Approval January 9, 2023

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

0109.23 minutes (draft).pdf



Winter Pines Golf Advisory Board Minutes

January 9, 2023 at 8:00 a.m.

City Hall | Commission Chamber
401 Park Ave South | Winter Park, Florida 32789

Present

Marc Reicher, Sid Cash Jr., Sean Connolly, Justin Ingram, Paul Smith, David Webster
Nancy Freeman

1. Call to Order

Meeting was called to order at 8:09 a.m. by Vice Chairman Justin Ingram

2. Consent Agenda

a. Minutes Approval December 12, 2022

Motion made by Nancy Freeman to approve consent agenda; seconded by Paul Smith. Motion carried unanimously.

3. Public Comment (for items not on the agenda)

4. Action Items

a. Patio Concept Approval

Staff presented the board with a conceptual plan for the patio area. Proposed concept is to blend the idea of the Winter Park Pines and Bonfire theme. Key elements include a 1200 sq ft concrete patio, dining style/bar style type seating, four fire pits, Florida native landscape buffer, and log inspired pine entry. The concept also includes the relocation of the flagpole near the first tee. Projected cost is 36K. Mrs. Freeman inquired about parking lot lighting as the patio space would encourage customers utilize the area after dark. During discussion, chairman Reicher inquired about include a sightline to open up the space.

Motion made by Sean Connolly to approve the patio concept as presented; seconded by Nancy Freeman. Motion carried unanimously.

5. Non-Action Items

a. Long Term Projects & Priorities

Jason Seeley provided updates on the current projects at the course. Improvements underway include the upgrade to the awning, electrical upgrade for exterior, tree canopy improvements, stormwater/drainage improvements. The interior electrical and driving range surface improvements have been completed. Mr. Seeley also informed the board of the potential consideration of moving the croquet court to the Winter Pines Golf Course. Board members inquired about purchasing the property near hole 7&8. The course assessment is scheduled to be complete by the end of February.

Improvements for consideration include lighting of driving range, clubhouse exterior design, Thorguard Lightning, improvements or repurposing of chipping and putting areas. Staff will provide the board specs and total projected cost of the lighting of the driving range. Board

members and staff discussed the youth programs and the association. Staff will provide some tracking options.

6. Staff Updates

a. Course Conditions

Staff is remaining proactive in an attempt to find out what causes the issue with the greens annually. Overall drainage system: for improved stormwater conveyance, removing accumulated sediments in sever of the ponds and expanding/contouring certain areas for more water capacity was discussed. PW/Lakes- finalizing scope and contract, will coordinate work with Parks & Rec/WP Pines as certain task will impact course play in some instances. Lakes has treated mainly for hydrilla and torpedo grass. Lakes division plans to enhance the largest/central pond with invasive tree removal combined with fallen trees and replanting with natives as well as adding beneficial aquatic plants at a later date.

Ed Batcheller provided a maintenance assessment, root pruning, pine straw to approve aesthetics, add additional cart signage, removal of ties over time, continue to top dress regularly are some of the recommendations. Staff provided hole by hole notes, Ed is scheduled to come back January or February to finish the assessment.

b. Financial Update

Staff gave a financial update. Staff will provide a financial revenue update for Bonfire once the POS software is established.

7. Board Comments

Nancy Freeman inquired about a different walking rate for weekend play. Gregg will provide data on the number of weekend walker/rider rates.

8. Upcoming Agenda Items

9. Adjournment

Motion made by Nancy Freeman to adjourn the meeting; seconded by Sean Connolly. Meeting adjourned at 9:38am

Minutes approved the board on 0213.23
/s/ Recording Secretary Kesha Thompson



Winter Pines Golf Course Advisory Board

agenda item

item type	Staff Updates	meeting date	February 13, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Course Maintenance Assessment

motion / recommendation

Staff will provide summary of report findings and GAB members are welcome to make comments and recommendations related to maintenance concerns and priorities.

background

Country Club of Orlando and former WP9 Course Superintendent, Ed Batchellor, completed his independent assessment of course conditions. Summary is provided in agenda packet.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Winter Park Pines GC Maintenance Assessment.docx](#)



Winter Park Pines GC Maintenance Assessment

Ed Batcheller, GCSAA

UPDATED ON 2/6/23 Updates in BLUE

General Notes:

- Root pruning fairways at tree dripline will have immediate impact. (SCHEDULED)
- Rooted areas should be filled with organic material to level areas and help to preserve carts and maintenance equipment.
- Pine straw program to create beds will improve aesthetics and help cut down on daily maintenance. (Round up areas then cover with pine straw)
- Add additional cart signage/Traffic diverters/geofencing
- Removal of rail ties over time will improve aesthetics and create easier mowing routes.
- Grass looks healthy. Less thatch in the winter improves green speeds/playability.
- All bridges should be replaced

Hole by Hole Notes:

HOLE #1:

- Root prune edges
- Remove tree near right side of green / fill in areas with dirt/fresh sod
 - Casting shade and creating root issues
- Ninja tine aerify green (1/4 inch / no plug)
- Continue topdressing regularly

HOLE #2:

- Tees overseeding looks great. No volunteer rye growth
- Remove tree near right side of green / fill in areas with dirt/fresh sod
 - Casting shade and creating root issues
- Remove palm trees in back of green/ casting shade (COMPLETED)
- Ninja tine aerify green (1/4 inch / no plug)
- Continue topdressing regularly

HOLE #3:

- Cypress root pruning on left side of fairway
- Pines on right side of green casting major shade. Remove and replant back in fairway
- Ninja tine aerify green (1/4 inch / no plug)
- Continue topdressing regularly

HOLE #4:

- Continue aggressive topdressing tees (eventually expand if possible)
 - Crowning eventually levelled through topdress
- Remove rocks on left side of cart path (tripping/mowing hazard)
- Ninja tine aerify green (1/4 inch / no plug)
- Continue topdressing regularly
- Turf groomers/brushes will help thin out/spread out topdressing

HOLE #5:

- Dredging of storm drain to left of hole imperative. French drain from fairway in front of green only about 3" above water (no rain for over a week).
- Adding fill in front of green only way to fix issue and would be best solution
- Other option is to dig it out and create a water hazard.
- Adding fill to right side either way will help in flattening area for cart traffic.

HOLE #6:

- Tree rooting will help tee box area with root invasion
- Thin cypress trees
- Removing 1 or 2 recommended

HOLE #7:

- Right side dirt fill/leveling
- Root pruning along edges
- Ninja tine aerify green (1/4 inch / no plug)
- Continue topdressing regularly
- Turf groomers/brushes will help thin out/spread out topdressing

HOLE #8:

- Thin out overgrown trees/bushes on right of cart path to open up sunlight to fairway areas.
- Root pruning along edges
- Fill in greenside bunkers and sod to make them grass bunkers
 - Cypress knees popping up in bunker / safety issue
- Ninja tine aerify green (1/4 inch / no plug)
- Continue topdressing regularly
- Turf groomers/brushes will help thin out/spread out topdressing

HOLE #9:

- Root pruning along edges
- Ninja tine aerify green (1/4 inch / no plug)
- Continue topdressing regularly
- Turf groomers/brushes will help thin out/spread out topdressing
- Greenside bunker fill in and sod.

HOLE #10:

- Trim palm trees but removal recommended..

HOLE #11:

- Add diversion pegs to control traffic.
- Dirt fill at tee box to level area and protect carts (player and maintenance)
- Pine straw beds on right side. Set areas that will help cut mowing area.
- Pine straw tree beds right of green.

HOLE #12:

- Trim palm trees but removal recommended.

HOLE #13:

- Thin trees on left of green. Trim palm trees but removal recommended.

HOLE #14:

- Thin trees on left of green. Trim palm trees but removal recommended.

HOLE #15:

- Trim trees left of green
- Root cutting on dripline of trees on left of green
- REMOVE middle oak tree on left of green
- REMOVE dying laurel oak on right of green inside of cart path. (shading green and buckling path)
- REMOVE sweet bay magnolia on right of green (buckling path) approaching #13

HOLE #16:

- Large oak on left approaching green needs to be heavily trimmed.

HOLE #17:

- Thin two oaks at tee box heavily
- If oak is not removed, recommend shortening tee box...Start growing in rough area on shade line on back of tee.
- Remove green plants under tree and add pine straw
- REMOVE lagustrum on right on red tees

HOLE #18:

- REMOVE palm trees near tee box area
- REMOVE fairway plams
- Add Pines traw perimeter of beds on right of green



Winter Pines Golf Course Advisory Board

agenda item

item type	Staff Updates	meeting date	February 13, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Course Financial Summary - YTD

motion / recommendation

Review financial summary and make comments related to current position.

background

Financial summary for WP Pines Oct 1 - Jan 31.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[WP Pines GC Financial Detail May22_Jan23.xlsx](#)

Line Expenses- Winter Park Pines GC May -Sept 2022

Description	Actual
REGULAR SALARIES AND WAGES	121,023.37
TEMPORARY SUPERVISOR WAGES	0.00
OTHER WAGES - PART TIME/TEMP	58,064.81
OVERTIME WAGES	1,754.76
FICA TAXES	13,525.85
RETIREMENT CONTRIBUTIONS - 401	8,508.21
RETIREMENT CONTRIBUTIONS - 457	1,083.85
EMPLOYEE INS - HEALTH & DENTAL	35,100.00
EMPLOYEE INS - LIFE	251.89
EMPLOYEE INS - AD&D	26.85
EMPLOYEE INS - DISABILITY	268.76
WORKERS COMPENSATION	2,505.69
UNEMPLOYMENT COMPENSATION	56.24
OTHER SERVICES - CONTRACTUAL	1,363.23
OTHER SERVICES - CR CARD FEES	28,348.31
TRAVEL AND PER DIEM	0.00
COMM SERVICES - EQUIP CHARGES	2,382.97
COMM SERVICES - AIRCARDS	0.00
COMM SERVICES - MOBILE DEVICES	2,115.94
UTILITY SERVICES - WATER	259.79
UTILITY SERVICES - ELECTRICITY	10,156.66
RENTALS - COPIER	318.00
INSURANCE - GENERAL LIABILITY	6,042.96
INSURANCE - RISK MGMT OPS	2,048.04
REPAIR & MAINT - BUILDING	140.25
REPAIR & MAINT - VEHICLE	0.00
REPAIR & MAINT - FLEET MAINT	0.00
PRINTING AND BINDING	4,047.60
PRINTING - COPIER	234.17
PROMOTIONAL ACTIVITIES	0.00
OPERATING SUPPLIES - GENERAL	23,442.76
OPERATING SUPPLIES - MERCHDISE	121,615.32
OPERATING SUPPLIES - RECREATN	6,948.84
OPERATING SUPPLIES - FOOD&BEV	0.00
OPERATING SUPPLIES - ALCOHOL	0.00
OPERATING SUPPLIES - JANITOR	1,987.47
OPERATING SUPPLIES - UNIFORMS	1,367.43
OPERATING EQUIP UNDER \$5000	0.00
OPERATING - CITY AMATEUR EVENT	6,982.05
PUBLICATIONS AND MEMBERSHIPS	4,536.12
TRAINING - EDUCATIONAL COSTS	0.00
CAPITAL OUTLAY - FURN & FIX	0.00
CAPITAL OUTLAY - MACH & EQUIP	0.00

CAPITAL OUTLAY - SOFTWARE	0.00
FY 22 Total Expenditures:	466,508.19

May (14 operating days)

Greens Fee	\$	50,796.00
Membership	\$	281.00
Food/Beverage	\$	-
Range	\$	11,382.00
Merch.	\$	3,135.00
	\$	65,594.00

June

Greens Fee	\$	100,894.00
Membership	\$	21,792.00
Food/Beverage	\$	-
Range	\$	21,122.00
Merch.	\$	5,123.00
	\$	148,931.00

July

Greens Fee	\$	92,786.00
Membership	\$	2,379.00
Food/Beverage	\$	5,000.00
Range	\$	19,940.00
Merch.	\$	5,501.00
	\$	125,606.00

August

Greens Fee	\$	80,765.00
Membership	\$	4,408.00
Food/Beverage	\$	5,000.00
Range	\$	17,152.00
Merch.	\$	5,813.00
	\$	113,138.00

September (-4 days storm)

Greens Fee	\$	52,043.00
Membership	\$	1,588.00
Food/Beverage	\$	5,000.00
Range	\$	14,323.00
Merch.	\$	3,778.00
	\$	76,732.00

Total FY22 Revenues

Greens Fees \$ 377,284.00

Membership	\$	30,448.00
Food/Bev		15000
Range	\$	83,919.00
Merch	\$	23,350.00
Total Revenue FY22	\$	530,001.00

Winter Park Pines Golf Course Financial Summary
May 16th - September 30th 2022

Total Revenue	\$ 530,001.00
Total Expenses	\$ (466,508.00)
FY22 P/L:	\$ 63,493.00

Line Expenses- Winter Park Pines GC May -Sept 2022

Description	Actual
REGULAR SALARIES AND WAGES	90,071.98
TEMPORARY SUPERVISOR WAGES	0.00
OTHER WAGES - PART TIME/TEMP	71,190.06
OVERTIME WAGES	2,926.65
FICA TAXES	12,461.67
RETIREMENT CONTRIBUTIONS - 401	6,459.47
EMPLOYEE INS - HEALTH & DENTAL	33,195.24
EMPLOYEE INS - LIFE	189.20
EMPLOYEE INS - AD&D	26.69
EMPLOYEE INS - DISABILITY	34.27
WORKERS COMPENSATION	2,249.86
UNEMPLOYMENT COMPENSATION	56.54
OTHER SERVICES - CONTRACTUAL	44,742.77
OTHER SERVICES - CR CARD FEES	10,242.24
TRAVEL AND PER DIEM	0.00
COMM SERVICES - EQUIP CHARGES	0.00
COMM SERVICES - AIRCARDS	0.00
COMM SERVICES - MOBILE DEVICES	0.00
FREIGHT & POSTAGE SERVICES	27.90
UTILITY SERVICES - WATER	1,161.89
UTILITY SERVICES - ELECTRICITY	3,807.57
RENTALS - EQUIP REPLACEMENT FD	0.00
RENTALS - COPIER	175.00
INSURANCE - GENERAL LIABILITY	5,000.00
INSURANCE - RISK MGMT OPS	1,666.68
INSURANCE - VEHICLE	3,333.32
REPAIR & MAINT - BUILDING	0.00
REPAIR & MAINT - GROUNDS	8,896.42
REPAIR & MAINT - VEHICLE	14,045.94
REPAIR & MAINT - FLEET MAINT	1,569.10
PRINTING AND BINDING	961.85
PRINTING - COPIER	0.00
PROMOTIONAL ACTIVITIES	0.00
OPERATING SUPPLIES - GENERAL	17,952.11
OPERATING SUPPLIES - MERCHDISE	49,132.44
OPERATING SUPPLIES - RECREATN	6,206.04
OPERATING SUPPLIES - FOOD&BEV	0.00
OPERATING SUPPLIES - ALCOHOL	0.00
OPERATING SUPPLIES - FUEL	5,409.80
OPERATING SUPPLIES - CHEMICALS	14,389.55
OPERATING SUPPLIES - JANITOR	1,429.96
OPERATING SUPPLIES - UNIFORMS	6,473.09
OPERATING EQUIP UNDER \$5000	0.00
OPERATING - CITY AMATEUR EVENT	0.00

CAPITAL OUTLAY - FURN & FIX	0.00
CAPITAL OUTLAY - MACH & EQUIP	0.00
CAPITAL OUTLAY - SOFTWARE	0.00
Year to Date Expenditures:	415,485.30

Total FY22 Revenues

Greens Fees	\$	228,181.00
Cart Fees	\$	85,901.00
Membership	\$	153,838.00
Food/Bev	\$	20,000.00
Range	\$	90,671.00
Rental Clubs	\$	2,537.00
Merch	\$	38,495.00

Total Revenue FY22	\$	619,623.00
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Winter Park Pines Golf Course Financial Summary
FY23 Oct 1 -Jan 31

Total Revenue	\$ 619,623.00
Total Expenses	\$ (415,485.00)
YTD P/L:	\$ 204,138.00



Winter Pines Golf Course Advisory Board

agenda item

item type	Staff Updates	meeting date	February 13, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Course Improvements and Projects

motion / recommendation

Update related to current and upcoming course improvements

background

Update regarding ongoing and upcoming course improvements.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Winter Park Pines Long term Planning Feb23.pptx](#)

Improvements Underway

- ▶ Upgrade to Awning adding additional shaded seating -1st qtr 2023 - \$35,000 (Permitting in progress)
- ▶ Upgrade Driving Range Surface – Projected start date of Dec 19th- \$18,000 (Completed)
- ▶ Electrical Upgrade Interior - \$10,000 (Completed)
- ▶ Oven Upgrade – Bonfire \$ - (delivery ETA late Feb)
- ▶ Electrical Upgrade Exterior – Projected completion date Feb 2023 - \$10,000
- ▶ Restroom Upgrade (ada) and Plumbing/Grease Trap – June 2023 - \$150,000*
- ▶ Tree Canopy Improvements – Ongoing/Pines planting – 1st work day held Jan 9th– Forestry Budget
- ▶ Stormwater/Drainage Improvements – Planning – Public Works/Lakes Budget
- ▶ Outside assessment of Course Conditions by Country Club of Orlando, Superintendent – (Completed)
- ▶ Outdoor Patio Improvement – Projected completion Spring 2023

Progress Pics



Further Improvements For Consideration

Items listed in order of staff priority

- ▶ Light driving range and add on range ball dispenser – \$60,000-\$70,000
- ▶ Update of Clubhouse Exterior per design concept provided by Evolve - (paint brick, signage, lighting, etc) – **Waiting on formal quote and availability of contractor; estimated cost of \$60,000**
- ▶ Thorguard Lightning Prediction System** - \$44,000 (**City CIP non course expense)
- ▶ Repair or Replacement of select putting greens on course
- ▶ Improvements or repurposing of chipping and putting areas
- ▶ Approximate Remaining Balance of bond fund after completion of currently approved improvements- \$75K



Winter Pines Golf Course Advisory Board

agenda item

item type	Staff Updates	meeting date	February 13, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Stormwater Improvement Project

motion / recommendation

Update to GAB regarding status of stormwater improvements on and around course and impacts on course operations and project timeline.

background

Public Works and Natural Resources departments will be conducting work to improve stormwater management on and around course in addition to conditions of current waterways within and around course. Staff will provide a general overview of work to take place and impact on course operations.,

alternatives / other considerations

fiscal impact



Winter Pines Golf Course Advisory Board

agenda item

item type	Staff Updates	meeting date	February 13, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

TopTracer Discussion

motion / recommendation

For info purposes and future discussion

background

Provide GAB with introduction to TopTracer technology and how it can be used as an update to range that adds value as both a source of revenue and improved level of service. If GAB has further interest in such an upgrade staff will begin process of securing potential cost and revenues as part of overall analysis.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[TOPTRACER INFORMATION SHEET.docx](#)



TOPTRACER INFORMATION SHEET

Monthly Fee: \$220 Per Bay
Total Bays: 18
Monthly Fee: \$3,960

- No Installation Fees (Install takes four to eight weeks after)
- Service/Maintenance Program
- Lease terms (5 years standard but will work with City 2 year policy if needed)
- Three cameras will be needed for area
- Monitors will be used while hitting off artificial surface / Phone app used when hitting off grass.

Course Responsible for:

- Power run to area and each bay
- Internet (run point to point wirelessly)
- Theft/Damage
- Lighting (if used in evening)
- Possible concrete base for each monitor (TBB with Toptracer)

Set up would include 18 WEATHERPROOF Monitors directly in back of artificial Tee
Can retro fit monitors should a covered structure be added in the future (Approx \$75K-\$100K)

Current WP18 Range Revenue Information

Small Bag of Balls (15): \$3.00

Large Bag of Balls (50): \$7.00

October 2022: 2793 Bags sold (95% Large)

November 2022: 2317 Bags Sold

December 2022: 2760 Bags Sold

January 2023: 3725 Bags Sold

Cost Comparison to Tee It Up Driving Range (Closest facility with Toptracer)

Small Bag of Balls (30): \$8.00

Medium Bag of Balls (45): \$13.00

Large Bag of Balls (70): \$18.00