



Winter Pines Golf Course Advisory Board Regular Meeting

Agenda

November 13, 2023 @ 8:00 AM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

-
- 1. Call to Order**
 - 2. Consent Agenda**
 - a. Approve the minutes of the October 9, 2023 meeting 2m
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - 5. Non-Action Items**
 - a. Winter Park Pines Maintenance 15m
 - b. Winter Park Golf Course (WP9) booking process 15m
 - 6. Staff Updates**
 - a. Golf Course Financials 15m
 - b. Upcoming Meeting Items 10m
 - 7. Board Comments**
 - 8. Upcoming Agenda Items**
 - 9. Adjournment**



Winter Pines Golf Course Advisory Board

agenda item

item type

Consent Agenda

meeting date

November 13, 2023

prepared by

Laura Halsey, Recreation Coordinator

approved by**subject**

Approve the minutes of the October 9, 2023 meeting

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. 10.09.23 GAB Minutes Draft



Winter Pines Golf Course Advisory Board Regular Meeting Minutes

October 9, 2023 at 8:00 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

Marc Reicher, Paul W. Smith Jr., Nancy Freeman, Sean Connolly, Justin Ingram, Sidney Cash

Absent

David Webster

Staff Present

Director Jason Seeley, Assistant Directors Cathleen Daus and Mike McCosker, Operations Manager Gregg Pascale, Recreation Coordinator Laura Halsey

1. Call to Order

2. Consent Agenda

- a. Approve the minutes of September 11, 2023

Motion made by Nancy Freeman, seconded by Sean Connolly, to approve the September 11, 2023 Minutes. Motion passes unanimously.

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

None present

4. Action Items

5. Non-Action Items

6. Staff Updates

a. Financials

Mr. Seeley, Parks & Rec Director, presented updates on WP9 & WPGC financials and debt services. He believes we are in good standing for future improvements to both courses. Mr. Pascale discussed the member/non-member rate changes and informed the Board that an additional fee increase would take place on November 1, 2023. Mr. Connolly stated he has received positive feedback on the improvements and feels the improvements have proven to be successful. The Board inquired if the revenue is earmarked for anything in particular and if the debt service fees are included in that amount. Mr. Seeley will confirm with Finance regarding the debt service fees.

b. Project Updates

Mr. Seeley & Mr. Pascale presented updates, which included the patio progress, range improvements, bridge repairs, improvements at Holes #1, #3, #8, #15, and the lounge/bar area. He will update the Board at the next meeting regarding any remaining funds and what projects they may be able to be put toward. Mr. Seeley also inquired from the Board, if January 2024 would be the ideal timeframe to begin discussions pertaining to Food & Beverage as well as the lighting on the southern dunes. Board expressed their continued interest in increasing the par from 67 to 70. Mr. Pascale stated he spoke with a golf course architect, who stated it would not be feasible and would cause liabilities. Mr. Reicher asked if there was a written report from the architect that the Board could review. Staff will consult with Keith Rhebb on insight and suggestions for possible improvements of the course.

c. WPGC Accomplishments

Mr. Pascale provided a brief summary of the accomplishments to date, which included: upgrades to the driving range, golf shop, bonfire grills, bunkers, and the golf cart fleet, among others. The Board is pleased with the progress and will continue working with staff to complete the remaining projects.

7. Board Comments

8. Upcoming Agenda Items

9. Adjournment

Minutes approved by the Board on
/s/Laura Halsey

ATTEST:



Winter Pines Golf Course Advisory Board

agenda item

item type

Non-Action Items

meeting date

November 13, 2023

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Laura Halsey, Recreation Coordinator

subject

Winter Park Pines Maintenance

motion | recommendation

Provide staff with any questions or concerns related to the use of a golf consultant in the absence of superintendent

background

The Golf Superintendent at Winter Park Pines Golf Course recently accepted a superintendent position with another course. While the department has posted the position and is seeking a qualified replacement to take the role, we need to ensure that course conditions continue to trend in a positive direction. In order to ensure that WP Pines staff have a technically sound plan for maintaining the course and direction on agronomy and horticultural practices, we are in the process of executing a short-term contract with Brightview to provide the course with consultant services. As part of the consultant services provided, Brightview will provide the following:

Bi-Weekly Work Plan for maintenance staff

Monthly Treatment/Spray Schedule with product and application detail

Provide Monthly Overview/Schedule for Agronomic Practices

Course Conditions Assessment that defines and prioritizes course needs and deficiencies

Conduct Staff Meetings in Coordination w/ Parks Director or his/her designee

Provide Parks Director or his/her designee w/ weekly Conditions Summary/Status Report that conveys course conditions, areas of concern or importance related to course, insight on staff performance, provide recommendations related to task and priorities conducted each monthly maintenance day

Weekly Staff Meeting (60-90m) and held on Monday between 10a-3p; Conditions

Summary/Status Report (30m) provided and reviewed w/ Director or his/her designee Monday between 9a-10a

strategic objectives

alternatives | other considerations

fiscal impact

The 6-month contract will not exceed \$30,000. Assuming the earliest start for the potential new superintendent, March 2024, costs can be covered as a result of the superintendent's salary not being used. While March seems like a long lead time for such a hire, superintendent is a limited pool of candidates and recruitment could be challenging given we are entering the holiday season.

attachments

None



Winter Pines Golf Course Advisory Board

agenda item

item type

Non-Action Items

meeting date

November 13, 2023

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Laura Halsey, Recreation Coordinator

subject

Winter Park Golf Course (WP9) booking process

motion | recommendation

Discuss the advantages and disadvantages of web-based booking;

background

WP9 recently changed the process for members to book tee times, which takes advantage of the G1 platform's capabilities. While this reduced the workload on the operational staff, it has also resulted in some reduction in the personal contact that WP9 is known for. This change also created some angst amongst members during the 2-4 week period where sunrise gets relatively late and reduces highly sought after AM tee times.

strategic objectives**alternatives | other considerations**

Revert back to the staff method of booking and forgo utilizing web-based;
Continue with the web-based booking but work through growing pains.

fiscal impact**attachments**

None



Winter Pines Golf Course Advisory Board

agenda item

item type

Staff Updates

meeting date

November 13, 2023

prepared by

Laura Halsey, Recreation Coordinator

approved by

Laura Halsey, Recreation Coordinator

subject

Golf Course Financials

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. WP9 FY 2024 GOLF ONLY Monthly_Statistics
2. WP18 FY 2024 GOLF ONLY Monthly_Statistics

Winter Park Golf Course (WP9)

FISCAL YEAR 2024

DATE	TOTAL \$ (Pre-Sales Tax)	TOTAL Rounds per Month	STATS			Revenues						
			# 9 HOLE	Member Rounds	Night Golf	Greens Fees	Carts	Membership	Merchandise	Food & Beverage	Club RENTAL	Golf Events
October	\$81,175.72	4124	3,243	881	0	\$39,537.29	\$5,895.70	\$13,364.54	\$9,380.83	\$5,811.49	\$638.97	\$0.00
November	\$0.00	0										
December	\$0.00	0										
January	\$0.00	0										
February	\$0.00	0										
March	\$0.00	0										
April	\$0.00	0										
May	\$0.00	0										
June	\$0.00	0										
July	\$0.00	0										
August	\$0.00	0										
September	\$0.00	0										
TOTALS	\$81,175.72	4124	3,243	881	0	\$39,537.29	\$5,895.70	\$13,364.54	\$9,380.83	\$5,811.49	\$638.97	\$0.00

4,124	REVENUE
ROUNDS	\$81,175.72

Winter Park Pines Golf Club (WP18)

FISCAL YEAR 2024

DATE	TOTAL \$ (Pre-Sales Tax)	TOTAL Rounds per Month	STATS			Revenues					
			# 18 HOLE	Member Rounds	Driving Range	Greens Fees	Carts	Membership	Merchandise	Club RENTAL	Golf Events
October	\$233,088.16	2877	2,017	860	\$36,824.25	\$52,861.18	\$28,469.08	\$102,362.62	\$7,108.37	\$462.66	\$0.00
November	\$0.00	0									
December	\$0.00	0									
January	\$0.00	0									
February	\$0.00	0									
March	\$0.00	0									
April	\$0.00	0									
May	\$0.00	0									
June	\$0.00	0									
July	\$0.00	0									
August	\$0.00	0									
September	\$0.00	0									
TOTALS	\$233,088.16	2877	2,017	860	36,824.25	\$52,861.18	\$28,469.08	\$102,362.62	\$7,108.37	\$462.66	\$0.00

2,877	REVENUE
ROUNDS	\$233,088.16



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Staff Updates

meeting date

November 13, 2023

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Upcoming Meeting Items

motion | recommendation

not applicable

background

GAB directed staff to engage Keith Rhebb, local golf course designer responsible for renovation of WP9, with the intent of getting feedback regarding the feasibility of some on-course improvements at a high level. The staff have made arrangements to meet with Mr. Rhebb in December on course.

GAB had also requested that the Winter Park Pines GC food and beverage operator attend a future meeting to discuss f/b progress and future planning. Staff has tentatively scheduled for F/B operator attend the January meeting to report to the board.

strategic objectives**alternatives | other considerations****fiscal impact****attachments**

None