



**AGENDA
GOLF COURSE ADVISORY BOARD
REGULAR MEETING
NOVEMBER 8, 2023
9:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENT**
- 5. APPROVAL OF MINUTES**
 - 5.1 *March 8, 2023 Regular Meeting; April 12, 2023 Regular Meeting and August 9, 2023 Regular Meeting.*
- 6. NEW BUSINESS**
 - 6.1 PRESENTATION - ROBERTS RULES OF ORDER AND SUNSHINE LAW - *City Attorney Tammi Bach.*
 - 6.2 INTRODUCTION - CITY MANAGER TY ROSS
 - 6.3 DISCUSSION - END OF YEAR FINANCIALS - FISCAL YEAR 2022 / 2023
 - 6.4 DISCUSSION - GOLF CART PURCHASE & FINANCING
- 7. MGA UPDATE**
- 8. WGA UPDATE**
- 9. STAFF COMMENTS**
 - 9.1 GENERAL MANAGER UPDATES
- 10. BOARD MEMBER COMMENTS**
- 11. ADJOURNMENT**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any

action, which may be considered with respect to such matter. For information regarding this matter, please contact the Golf Course Manager.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Approval of Minutes

REQUESTED ACTION:

SYNOPSIS:

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Caroline Best

Date: November 02, 2023

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

MINUTES

GOLF COURSE ADVISORY BOARD

Wednesday, March 8, 2023

City Hall Commission Chambers

1. CALL TO ORDER: 9:00 AM
2. ROLL CALL: ROLL CALL: Chairperson Pelican called the meeting to order and called the roll: Present: Member John Pelican; Member James Rauschenberger; and Member Lynn Sikorski. Member Fenton Markevich was absent and the position of the fifth member remains open.
3. PLEDGE OF ALLEGIANCE: Member Rauschenberger led the Pledge of Allegiance to the flag of the United States of America.
4. APPROVAL OF MINUTES: Minutes for the Board meeting in February 2023 were approved.
5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA: Lee Murray summarized activities of Friends of the Fernandina Beach Golf Club, Inc. (the "Friends") and solicited suggestions for expenditures to be made by the organization. Among possibilities he discussed was adding targets to the driving range. Mike Meadows asked a number of questions. Dave DeMay was identified as the person to contact to inquire as to the advisory board meeting agenda. Mr. Meadows also suggested moving staff to the front of the room during meetings. Mr. Meadows expressed concern about the removal of the sponsorship board for the Friends. Mr. Murray described the process for placing the sign at the clubhouse and its cost. All interested parties acknowledged that the sign turned out to be larger than expected. Lee discussed the ongoing process for getting a smaller sponsorship board.
6. DISCUSSION ITEMS:
 - 6.1 Member Representation. Lynn Sikorski noted that there were only 5 WGA members who were city residents and that there were conflicts with a women's golf activity taking place on Wednesdays that made membership on

the advisory board difficult to fill. In response to questions as to other women's golf activities, it was noted that Thursday was the most open day. With respect to the FBMGA representative, it was noted that Lee Murray was previously the designated representative. Fenton Markevich was appointed after Mr. Murray resigned from the Advisory Board. While all three male members of the Advisory Board are members of the FBMGA, no one has specifically been designated as the replacement for Mr. Murray in that capacity.

The matter was tabled to be discussed at the next meeting.

7. WGA Update: Member Sikorski provided an update on activities of the WGA over the past month.

8. MGA Update: Member Rauschenberger, with some assistance from Lee Murray, provided a summary of MGA activities over the past month.

9. STAFF COMMENTS: General Manager David DeMay provided an overview of activities at the club following his first 3 months on the job. Regarding golf course conditions, Mr. DeMay noted that the West course fairways were in excellent condition but that the South course had issues, with 3-4 fairways that are challenging. Cart traffic was noted as a problem with growing grass and Mr. DeMay noted that the addition of rangers will reduce issues with improper cart driving. Soil testing of the South course will be done in the coming weeks as the soil continues to thaw to determine appropriate action to take to be more aggressive, including the possibility of shutting down the South course completely and getting recommendations from other golf course maintenance experts. The greens had issues with poa annua that had been allowed to overtake the greens and Mr. DeMay directed the superintendent to address, including applications of pre emergent and mowing. Top dressing, fertilizing and small tine aeration will be undertaken on the greens later in March. Algae on the edges of the greens is also being addressed including revising mowing techniques. General Manager DeMay has requested a maintenance schedule from the superintendent for the remainder of the year to be able to communicate that to all parties and plan accordingly. He stated that changes were being made in protocol and procedures to rectify course maintenance issues. Tee boxes are transitioning to the warm weather grass and revised maintenance procedures are being implemented, including tree trimming, leveling, resodding and expanding some areas. Significant tree trimming around the clubhouse area and putting green was

recently completed. Monuments damaged on West holes 2 and 5 were repaired. The fountain on West 9 is being repaired rather than replaced at a significant cost savings and is expected to be working by the end of March.

City stormwater department cleared one of the 2 drainage pipes on the driving range. The larger pipe from North 1 to the middle of the range still remains to be worked on following a period of dryness to minimize damage from the heavy vehicles needed to do the work. Additional work on the driving range has involved adding mulch, tree trimming and netting repair (including vines growing in the netting). Mr. DeMay referenced a meeting he had with Toptracer representatives to get ideas to improve the business and profits of Toptracer that are being implemented, including hours of operation and marketing.

Banquet room ceiling renovation is awaiting approval at the next City Commission meeting and will commence in April-May. Phase 2 will follow including paint and carpeting. Mr. DeMay summarized the Car show food and beverage activities with Bonham. Monthly themed dinners commenced with Italian night in February, with Mexican night to follow in March. Additional ideas and activities are anticipated following food and beverage being fully-staffed.

Mr. DeMay noted that 5 people have recently been hired, including the Assistant Golf Professional, who starts later in March. A full-time administrative coordinator is also being hired to help Mr. DeMay with administrative, behind the scenes work.

Mr. DeMay summarized changes made in the merchandise being offered through the pro shop, including working with one company and the newsletter.

11. BOARD MEMBER COMMENTS: Chairperson Pelican and Member Rauschenberger both congratulated Mr. DeMay on the efforts being made to improve the club and the course.

12. ADJOURNMENT: A motion to adjourn was made, seconded and approved. The meeting adjourned at 10:07am.

Submitted by Jim Rauschenberger, GCAB Secretary

John Pelican, Chairperson
Secretary

Jim Rauschenberger,

MINUTES

GOLF COURSE ADVISORY BOARD

Wednesday, April 12, 2023

City Hall Commission Chambers

1. CALL TO ORDER: 9:00 AM
2. ROLL CALL: ROLL CALL: Chairperson Pelican called the meeting to order and called the roll: Present: Member John Pelican; Member James Rauschenberger; Member Lynn Sikorski and Member Fenton Markevich. The position of the fifth member remains open.
3. PLEDGE OF ALLEGIANCE: Member Rauschenberger led the Pledge of Allegiance to the flag of the United States of America.
4. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA: Mike Meadows commented on the availability of city resident cards to get a golf course fee discount. A discussion followed involving Members and Parks and Recreation Director Vorassi concerning the means for demonstrating residency status required for other city amenities such as the pool.
5. FRIENDS OF THE FERNANDINA BEACH, INC. UPDATE. Lee Murray summarized activities of Friends of the Fernandina Beach Golf Club, Inc. (the "Friends").
6. DISCUSSION ITEMS. General Manager DeMay led the discussion of agenda items in the following order.
 - 6.3 Project Updates. It was noted that the Superintendent and Assistant Superintendent had resigned and Mr. DeMay discussed the process for finding replacements. Two of the fairways on the South course - 1 and 8 - have been shortened to par threes indefinitely while issues are identified, soil is tested and steps are taken to cause grass to grow again on the fairways. A discussion followed of other course maintenance steps proposed to be taken followed, including raising the height of the fairways and the greens, to promote the growing of grass.

6.2 Mid-Year Financial Report. General Manager DeMay provided a verbal summary of the operations of the golf course and Toptracer. His discussion focused on performance vs. budgeted amounts in various aspects of operations. He also indicated that the budget process for the upcoming fiscal year had begun and that a new employee had been retained to assist him on the budget and other financial and administrative matters.

6.3 Draft Golf Course Fees. Two sets of proposed new fee options were distributed and discussed: One involving what was described as a “cost of living” increase across the board, and a second option with more adjustments/differentials including peak/nonpeak season rates and elimination of the lighthouse card and focus more on amenities for members. A discussion of Toptracer proposals followed. The Board members raised a number of questions as to membership options with General Manager DeMay.

7. WGA UPDATE: Member Sikorski provided an update on activities of the WGA.

8. MGA UPDATE: Member Markevich provided a summary of MGA activities. He noted that going forward tournaments would be run by the course management and prizes would be in the form of course money.

9. STAFF COMMENTS: Mr. DeMay and Parks and Recreation Director Vorassi explained the cooperation between their two departments during the transition to additional staff involving the golf course.

10. BOARD MEMBER COMMENTS: Member Rauschenberger congratulated Mr. DeMay on the efforts being made to improve the club and the course. Member Markevich voiced caution on raising prices too high given the condition of the course. Chairman Pelican suggested that additional capital improvements were needed to improve the course and suggested attendance at city commission meetings to advocate for additional funding.

1. ADJOURNMENT: A motion to adjourn was made, seconded and approved. The meeting adjourned at 10:15am.

Submitted by Jim Rauschenberger, GCAB Secretary

Lee Murray, Chairperson

Jim Rauschenberger, Secretary

MINUTES

GOLF COURSE ADVISORY BOARD

Wednesday, August 9, 2023

City Hall Commission Chambers

1. CALL TO ORDER: 9:00 AM
2. ROLL CALL: Chairperson Pelican called the meeting to order and called the roll: Present were Member John Pelican; FBMGA Representative Member, Fenton Markevich; and Member Lynn Sikorski. Member Jim Rauschenberger was absent and the position of a fifth member remains open.
3. PLEDGE OF ALLEGIANCE: Member Markevich led the Pledge of Allegiance.
4. PUBLIC COMMENT RE ITEMS NOT ON THE AGENDA: No comments were made.
5. FRIENDS OF THE FERNANDINA BEACH GOLF CLUB, INC: No presentation was made as Mr. Murray was not present.
6. DISCUSSION ITEMS: Chair Pelican asked if any members had items they wished to have discussed at the next meeting. Member Sikorski noted that improvements were being noted but raised a question as to whether the improvements and required financing would continue. Member Markevich seconded the desire to hear any insights into the budget process to facilitate communication by advisory board members with other persons playing the course. Member Pelican suggested the following items for the next meeting: revisiting the presence of drinking water sources on the course and alternatives to same, have each advisory board member raise one specific item for improvement at the course and adding a fifth member to the Advisory Board as well as replacing outgoing members.
7. WOMEN'S GOLF ASSOCIATION UPDATE: Member Sikorski noted that the associations opening day is September 5.

8. MEN'S GOLF ASSOCIATION UPDATE: Member Markevich reported that the twice weekly Blitz and the Saturday Mixer continue, but otherwise it is pretty quiet.

9. STAFF COMMENTS: General Manager DeMay referred to the monthly newsletter that is distributed to golf course members as constituting his report and, as a result, his presentation at the meeting followed the newsletter. As a general summary he stated that improvements continue to be made at the golf course and is an ongoing, slow and tedious process. The large meeting room at the clubhouse is now open and available for use. Most pests have been removed from the course, and steps are now being taken to remove weeds as well, which will result in a loss of greenness primarily due to killing the green weeds. In response to a question from member Pelican about the status of 1 South, Mr. DeMay indicated his goal is to open it as a par 5 again sometime in September after the upcoming aerification and fertilization of the fairways. All three nines will be aerated in August, with each nine being closed for 4 consecutive days. Adding nutrients to the soil continues and signs of improvement are resulting. Action is also now being taken on the tee boxes as well.

Mr. DeMay indicated dining events are well-attended and successful. Future events will include both casual nights such as pizza as well as separate, more elevated events such as steak night. In response to a question about the absence of food service in the afternoon hours, Mr. DeMay noted that the summer months are the offseason and there isn't much afternoon play in the summer heat, and therefore not much demand for food. Monthly recipes will be added to the newsletter and cooking clinics may be added in the future. Sunday brunches will begin once a month. A new lunch menu is being offered effective today, and will change throughout the seasons of the year.

signage will be appearing for the golf academy. Weekly adult golf clinics on Fridays have been full, and are expected to continue throughout the winter, with the possibility of an additional day of the week being added. Over 50 children participated in the junior camps throughout the summer.

The restaurant will be rebranded in the near future with a new name, logo and other changes that will be communicated in the near future.

Volunteers are still wanted and welcome in all aspects of the course, through the volunteer program.

Regarding golf carts, the goal is to get new carts no later than December, 2023.

10. BOARD MEMBER COMMENTS: Member Pelican commented that the overall appearance of the course is great. He noted that the rough on the course has gotten to be very long and recommended getting the mowers in there. Mr. DeMay noted that the course is down to 2 full-time staff, which affects maintenance such as the rough, due to priorities with limited personnel. In response to a question as to the irrigation pump, Mr. DeMay noted that the City is putting together a package to select a vendor and that once that is done they are confident a pump will be available.

In response to a question as to any concerns raised about price increases, Mr. DeMay stated that they were not getting much pushback on rates and that in fact there were 2000 more rounds paid this year than the prior year. Month to month reports.

Member Sikorski commented on improved course conditions. She also inquired as to whether any more social events would be had, such as trivia nights that could be a revenue source. Mr. DeMay stated that plans are in the works to get more events going, particularly in the fall as more people are in town and playing golf.

Member Markevich acknowledged course improvements and inquired as to the status of the South course and the possibility of limiting the South course to walkers, to limit damage to the fairways. Mr. DeMay acknowledged that the focus had been on the North and South course, with 90% of play on those courses and that there will continue to be restrictions on the use of carts on selected fairways until conditions improve.

11. ADJOURNMENT: A motion to adjourn was made seconded and approved.

The meeting adjourned at 9:41am.

Submitted by Jim Rauschenberger, GCAB Secretary

John Pelican, Chairperson

Jim Rauschenberger, Secretary