

Oak Hills Park Authority
AGENDA for Regular MEETING on
Thursday, June 20, 2024
Start Time is 7:00 PM

Virtual meeting via City of Norwalk's Zoom Platform and live on YouTube. Attendees will receive an invite directly from the City of Norwalk.

1. Call to Order
2. Acceptance of minutes from 5/16/2024 regular meeting (5 MINUTES)
3. Public Comment (TBD)
4. Report of the Chair (5 MINUTES)
5. Management Reports: (20 MINUTES)
 - a. Report of the Golf Professional: Paul Alexander
 - b. Report of the Superintendent: Jim Schell
 - c. Report of the Controller: Mark Gartner
 - d. Report of the General Manager: Jim Hollyday
6. Committee Reports: (15 MINUTES)
 - a. Tennis Committee: Denise Brown
 - b. Supporters of Oak Hills Park: Jerry Crowley
 - c. Nature Advisory Committee: TBD
 - d. Nominating Committee
7. Old Business / New Business: (15 MINUTES)
 - a. Budget Vote
 - b. Election of Executive Committee
 - c. Water Restrictions
8. Adjournment

NEXT SCHEDULED AUTHORITY MEETING – Thursday, July 18, 2024

Report of the Golf Professional (filed on June 15)

Golf Operations Update 6-20-24

June is here. Memorial Day has passed. Kids are out of school. We will be busy everyday if we have good weather. The course opens at 6:00 am on the weekends and 6:30 am during the week. I moved the close time to 6:30 pm due to the high demand for tee times bringing in additional revenue. We are now seeing completely full tee sheets when we have nice days. Our utilization numbers averaged 91.63% the last 34 days. 55% of days we have had a utilization rate of 95% or more.

Our golf staff is at full strength with 37 members. I believe this is the best golf staff I have had in my thirteen years at OHP. A few new 2024 hires have really helped our golf operation and some of our second-year staff members have been extremely helpful as well. Steve Shepherd's efforts and expertise has also been a tremendous benefit to our golf operation.

Almost 1100 golf memberships have been sold since January 1. We normally max out around 1250.

We have had 5 outings so far this year that went very well. There are 11 outings remaining on the schedule. We recently added Stamford Police Department and may add two other new outings in the fall.

Both the OHMGA and the OHWGA are in their 10th week of golf tournaments.

Everything with GolfNow is going well and they continue to drive numerous golfers to our golf course.

We have 68 golf carts that look great and are running well.

Our many golfers are enjoying our new warm up bays.

The artificial turf tee line has been a big improvement for our many golf clinics. Now that we are approaching July we expect things to remain very busy into September.

Item #5 – Management Reports

Report of the Superintendent (filed on June 17)

Meeting of June 20, 2024
Superintendents Report

The course is doing great. The weather has been conducive to great golf conditions, but that is about to change. With a heat wave this week and no available water for more than just greens and tees each night, I am predicting we will see some grass death by the end of the week. We do not have grasses that are 100% drought tolerant, meaning they won't all pop back to green with a good rainfall. While I am ordinarily not afraid to see some brown/tan patches due to dryness, I'm afraid this might be too much. Maybe I'll be surprised as to what happens, I certainly feel like I have never been the guy that overwaters though.

Looks like the sod/matting project at number two is going to have to wait until the fall, we are into weather that won't allow a good successful sod transplant.

Something I feel should be addressed is the early back nine golf. It has become so popular (especially Friday thru Sunday) it is really causing problems for my staff to be productive once we reach the back nine. I know it's a source of revenue, but can we confine the time to tee off on ten from one-half hour before 1st hole tee times to one-half hour after 1st hole tee times? This would push the crowd out in front of us primarily and would alleviate production issues.

Sunday there was one group searching for their balls on hole ten after their tee shot and three groups on the tee waiting to tee it up. This was at 6:49am, with all groups supposed to be teed off by 7. It is not under **any** control, and if it's worth having, then it's worth it to have a guy staffing the tee. Also having booked tee times should be considered. This will remove an individual's ability to say, "no you go I want to play alone", which happens all too often.

Our gas line is in the ground from the street and we need to put a small concrete pad in by our building for the meter to be installed, then we are ready to have our furnace changed out. Maybe we should add A/C since its late June!! I will be getting some quotes to seal the roof, as we have been dealing with leaks and drips forever.

Report of the Controller (filed on June 15)

May 2024 Financial Commentary

General Notes:

- We've continued with our debt payments to the City of Norwalk as normal, paying down \$112k in the first 11 months of the fiscal year including the annual 1% of golf revenue.
- The budget process is complete and will be voted on in this meeting.

Preliminary Financial / Operational Activity:

- Preliminary May net operating income is \$31k over budget, with revenue far outdoing budget offset by expenses coming in higher than budget as well.
- YTD revenue rounds, cart rounds and ID card sales are performing above budget.
- Preliminary YTD through May revenues are \$193k over budget but expenses are over-budget by \$71k, leaving a YTD net operating income \$122k over budget.
- We ended May with an unrestricted bank balance of \$554k as well as a capital reserve cash balance of \$52k. The reserve can only be used for capital improvements to the structures on the course.
- We expect to come in on budget for capital improvements for the year.

Item #5 – Management Reports

Report of the General Manager (filed on June 17)

General Manager Report June 20, 2024

- Served as Coordinator for Drop-In tennis Sat. & Sun. May 18-June 15-160 players
- Attended 2 meetings of Friends of Oak Hills Tennis
- Assisted in coordinating Wimbledon Fundraising Tournament
- Assisted in coordinating launch of Friday night social tennis tournaments
- Provided support for Blind Rhino, Exchange Club & St. Ann's Club Charity Tournaments
- Coordinated w/Eversource Gas Co. to install new pipeline to serve new gas boiler (Maintenance building)
- Coordinated w/Assured Pump Service to identify cause of alarm sounding at rental building and directed repair
- Review golf cart policy (age restrictions) to conclude 18+ will remain our policy
- Solicited proposals to repair stone well at 15 tee and masonry pillar bases at parking lot entrance to Clubhouse – Restoration will occur Tues. 6/18
- Met w/Steve Shepherd & Chris Morales (OHMGA president) to discuss goals & marketing ideas
- Met w/Alan Dutton & Steve Shepherd to discuss goals & marketing ideas
- Interviewed individuals involved in "situation" at Odeen's (and consulted w/Alan Dutton) to draw conclusion resulting in 30-day suspension for instigator
- Reviewed policies & procedures posted on website & compared ours to several clubs comparable to OHPA
- Coordinated numerous repairs and improvements to rental apartments
- Research & several meetings w/J. Schell & A. Dutton RE: water restrictions
- Submitted permit requests to add & improve existing signage on Rte. 1 & intersection of Fox Run Rd. & Fallow St.
- Addressed concerns RE: pricing discrepancies (Golf Now) courtesy Steve Shepherd
- Assisted a member in creation & placement of a plaque in memory of one of his golfing buddies
- Daily inspection of all common areas
- Daily check in with all outside golf staff
- Reviewed Odeen's sales data daily and discussed progress with John Lloyd & Chef Chris
- Distributed eight emails (approx. 13,000 addresses). E-mail open rate between 13 & 23%, with click rate between 0 and 1.2%. Equal # of website updates. Courtesy S. Shepherd.