

Oak Hills Park Authority
AGENDA for Regular MEETING on
Thursday, May 16, 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 4/18/2024 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. Preliminary Budget Review
 - b. Season End Tournament
8. Adjournment

NEXT SCHEDULED AUTHORITY MEETING – Thursday, June 20, 2024

Report of the Golf Professional (filed on May 10)

Golf Operations Update 5-16-24

May is here and the golf season is in full swing. The golf course looks great and is open at 6:00 am on the weekends and 6:30 am during the week. Close time is 6:30 pm. The weather has been mediocre this spring but we are seeing plenty of golfers and full tee sheets when we have nice days.

We presently have a golf staff of 36 and we are almost at full staff. Most of our staff works three shifts a week composed of six hours per shift.

More than 900 golf memberships have been on sold since January 1.

We have had two outings so far this year that went very well. Two weeks ago we had one of the biggest outings ever at OHP with Tunnel to Towers bringing 146 golfers. Last week we had the Norwalk Fire Department with 121 golfers. We have fourteen outings remaining on the schedule with the possibility of adding one more in October.

Both the OHMGA and the OHWGA are in their 6th week of golf tournaments.

We now have five different OHP bag tags available to all golfers.

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

Men's opening day was Sunday, May 5th. The turnout was very low possibly due to weather conditions.

The golf shop is presently fully stocked with an abundance of new merchandise. Our 68 golf carts look great and are running well.

Our two warm up bays have been a very nice addition for our golfers.

Now that we are approaching Memorial Day we expect things to get very busy ensuring us a great 2024 golf season for Oak Hills Park!

Item #5 – Management Reports

Report of the Superintendent (filed on May 10)

Superintendent's Report

The course is doing great. All of our projects are almost done. We have one more thing to do at two green, which involves new sod and rubber mats which lay on top of the sod and allow the grass to grow through. The purpose is to prevent the turf from getting worn down to the crown of the plant and killed by traffic. In theory and by recommendation from others, this will work and will have many applications around the course, but it's not inexpensive so little by little we go.

We had a not so fun time at tennis with the well, as the line that goes from the well to the building had sprung a leak under the patio. We lifted the patio where needed and Mike Marino (Marinos water works) trenched in a new water line and electric service (not needed but while we are in there, why not). It's interesting that the well pipe at the well head went in the direction of the 11th hole, where an old stone house used to be before the course was built. So now that's all cleaned up but awaiting replacement of pavers, which Jim can speak to.

The cart path edges are fully seed and we are just waiting for them to grow in, all our spring onetime special fertilizer and herbicide applications are complete, and now we are pretty much geared for cutting grass as it starts to jump out of the ground. It will be a typical spring flush in the rough it looks like, so Paul and Jim, be prepared to tell the golfers that this is what happens in the spring, regardless of what we do on the maintenance team.

Report of the Controller (filed on May 10)

April 2024 Financial Commentary

General Notes:

- We've continued with our debt payments to the City of Norwalk as normal, paying down \$102k in the first ten months of the fiscal year including the annual 1% of golf revenue.
- The budget process is in the review and revision stage, with completion expected sometime in May. We will review the budget in this meeting.

Preliminary Financial / Operational Activity:

- Preliminary April net operating income is \$61k over budget, with revenue far outdoing budget and expenses coming in slightly lower than budget.
- YTD revenue rounds and cart rounds are performing above budget. March and April ID card sales were well above budget and we are now slightly better than budget.
- Preliminary YTD through April revenues are \$136k over budget but expenses are over-budget by \$46k, leaving a YTD net operating income \$90k over budget.
- We ended April with an unrestricted bank balance of \$538k 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. Total cash at the end of April is \$102k higher than prior year.
- We are no longer overspent on YTD capital expenses and expect to come in at budget for the year.

Item #5 – Management Reports

Report of the General Manager (filed on May 10)

General Manager Report May 16, 2024

- Plumbing repairs (burst pipe in ceiling) in cart garage at tennis center
- Attend West Norwalk Association meeting
- Replace two failed light fixtures at tennis center
- Installation of water fountain/bottle filler at tennis center
- Coordinated deliveries of materials to improve tennis center
- Daily inspection of all common areas
- Daily check in with all outside golf staff
- Revised email distribution list to include up to 9400 names
- Distributed two emails and updated website to include news about Odeen's (liquor license & Mother's Day menu)
- Met EVERSOURCE contractor to inspect all light fixtures on the property. A program exists to upgrade all fixtures to LED at no extra cost.
- Weekly meetings with staff; Mark Gartner, Jim Schell & Paul Alexander
- Reviewed golf operations budgets with Mark & Paul
- Assisted Paul, Steve & outside golf staff with Tunnel 2 Towers golf outing & met with Outing coordinators throughout event
- Obtained bids for upgrades to windows and interior and exterior paint for tennis center
- Attend meeting w/OHPNAC including creation/distribution of agenda & minutes
- Met RK Irrigation to assess condition of tennis court irrigation and the (eventual) cost to replace
- Burst pipes from tennis center well to building. Patio was removed by Jim's team and our excavator was used (great cost savings). Marino Waterworks replaced damaged piping & restored earth above. Costello Landscaping to restore patio