

Oak Hills Park Authority
AGENDA for Regular MEETING on
Thursday, April 18, 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 3/21/2024 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
7. Old Business / New Business: (15 MINUTES)
 - a. Long Range Planning
 - b. Nominees to serve the Authority
 - c. Restaurant Update
8. Adjournment

NEXT SCHEDULED AUTHORITY MEETING – Thursday, May 16, 2024

Report of the Golf Professional (filed on April 15)

Golf Operations Update 4-17-24

April is here and the golf season has begun. Tees and greens are all open but carts have been restricted to the cart path due to rain. The golf course is open at 7:00 am on the weekdays and 6:30 am on the weekends. Close time is 5:40 pm. The weather has been mediocre at best and it has been a slow start to the golf season but when the sun is out and temperatures are over 50 degrees, we are very busy no matter what day it is.

We presently have a golf staff of 32. Most of our staff works three shifts a week composed of six hours per shift. We have just hired two great individuals for the golf shop and have two more coming on board due to the fact that I have five 2023 college aged golf staff members moving on to other endeavors in life. We have also hired three new outside operations staff members.

52 annual passes have been sold and are no longer available for sale.

430 golf memberships have been on sold since January 1.

All 2024 outing applications have been sent out and we have 18 events in the books and have 7 open outing dates available.

We had two GolfNow representatives spend the day with us last Tuesday helping us get everything ironed out and answering all our questions.

Men's opening day is this Saturday, April 20th.

The golf shop is presently fully stocked with \$75,000 of new merchandise.

Now that it is April 17th we are looking forward to better weather, a busy Spring, and a great 2024 golf season for Oak Hills Park!

Item #5 – Management Reports

Report of the Superintendent (filed on April 15)

Superintendents Report

The course is doing fine. Greens aeration is complete, lucking out it was another minor spring process again based on soil test results. No sand makes it a lot easier for golfers to tolerate, and that spring sand takes a long time to heal.

Just for information's sake, we had over 10" of rain in March and 3" as of April 15th. Normal is about 4.35" for both months. Has not helped productivity or golf numbers.

We have done some drainage on 11, and the new fairway edges are cut/growing in on 11. The next major thing to think about is planting several trees on the north side just short of the corner to discourage golfers from cutting the corner.

There are still some questionable drainage issues which we hope to address before the season, but we also have other must-dos to contend with. These include finish prep and seeding of the new cart path edges, the prep and seeding of the area on 1, wall to wall fertilization of the rough and tees, treatment of the no mow areas, testing the full irrigation system (and any subsequent repairs made), and set up the tennis building with water and initial testing of that irrigation.

As grass starts to grow, labor gets thin quick for all these things, and I am short 120-man hours per week. I still have a paid ad on Indeed but responses have slowed, let's see what happens.

Report of the Controller (filed on April 15)

March 2024 Financial Commentary

General Notes:

- We've continued with our debt payments to the City of Norwalk as normal, paying down \$98k in the first nine months of the fiscal year including the annual 1% of golf revenue.
- Work has begun on the FY25 annual budget, with completion expected sometime in May.

Preliminary Financial / Operational Activity:

- Preliminary March net operating loss is in line with budget, with both revenue and expenses coming in higher than budget.
- With Jan and Feb underperforming and expenses higher than budgeted in March, we must stay vigilant on watching our spending to maintain at or above budgeted year-to-date net operating income.
- YTD revenue rounds and cart rounds are performing above budget, but Discount ID cards are lagging this calendar year likely due to Jan and Feb weather keeping people away along with slightly aggressive upfront timing in the monthly budget. March ID card sales were above budget which lessened the underage.
- Preliminary YTD through March revenues are \$77k over budget but expenses are over-budget by \$48k.
- We ended March with an unrestricted bank balance of \$495k as well as a capital reserve cash balance of \$46k. The reserve can only be used for capital improvements to the structures on the course. Total cash at the end of March is \$168k higher than prior year.
- Due to a large paving job and the building of cold storage units at the Maintenance area, we are overspent in capital improvements for the first nine months of the year. However, this is just timing with no current plans on spending more than budgeted within the full fiscal year.

Item #5 – Management Reports

Report of the General Manager (filed on April 15)

- Oversight for plumbing repairs in kitchen and Halfway House
- Attend Men's Association season opening meeting
- Oversight electrical repairs in kitchen & Halfway House
- Discuss nuisance birds with Wildlife in Crisis. Write RFP, review proposal and provide oversight for wildlife control measures throughout the club house
- Power wash terrace and tables & chairs (bird droppings)
- Participate in discussions/decisions related to the pergola at the tennis center
- Meeting with Friends of Oak Hills Tennis
- Meeting with foreUP representative, Paul Alexander & Steve Shepherd
- Meeting with Efficient Light to review proposal to install EV charging station(s)
- Purchase new washing machine for rental apartments
- Weekly meetings with staff; Mark Gartner, Jim Schell & Paul Alexander
- Attend spring league opening meeting with Women's Nine Holers
- Walked the Nature Center trails with Mark Gartner & Sarah Cruz (Norwalk arborist/horticulturist)
- Adopted policy for 2024 Outings and distributed to all coordinators
- Created & distributed an update for Odeen's
- Distributed press release for Odeen's
- Attend West Norwalk Association board meeting to promote Odeen's
- Numerous phone calls & emails pertaining to required revisions to license agreement
- Attend meeting w/OHPNAC including creation/distribution of agenda & minutes
- Forward statements of qualifications for 2 potential nominees to fill spots on the authority to Executive Committee
- Discuss fee structure of restaurants w/managers of 7 municipal clubs
- Attend special meeting of OHPA to create & approve revised language for license agreement
- Zoom meeting with Paul Alexander and owner of a company (Sport Speak) that proposes an AI system to answer phone calls
- Meeting with cleaning service to discuss additional services
- Review options for First Aid/CPR & AED training for outside golf staff
- Regular review of opening policies of our competition during inclement weather
- Update website for tennis
- Review Golf Operations budget w/Mark Gartner & Paul Alexander