

Oak Hills Park Authority
AGENDA for Regular MEETING on
Thursday, March 21, 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 2/15/2024 special 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. Nature Positions
 - c. Great Lawn-Use as golf practice area
8. Adjournment

NEXT SCHEDULED AUTHORITY MEETING – Thursday, March 21, 2024

Item #5 – Management Reports

Report of the Golf Professional (filed on March 12)

Golf Operations Update 3-21-24

March is here and the golf season has begun. Greens opened for play on March 12th. Golf carts have been available since March 15th. Due to weather conditions golfers will most likely remain playing on temporary tee boxes. Off Peak rates are in effect until tee boxes open then we move to full rates.

March golf shop hours are 9:30 am - 4:00 pm and the golf course is open from 10:00 am to 4:00 pm weather permitting.

We presently have a golf shop staff of 8 and an outside golf staff of 8.

During the last thirty-five days we have been open most days but have not had many golfers until the last two recent weekends and a few other warm and sunny days.

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

300 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 8 open outing dates available.

The golf shop is presently being stocked with new merchandise.

I look forward to a busy Spring and a great 2024 golf season for Oak Hills Park!

Item #5 – Management Reports

Report of the Superintendent (filed on March 14)

Superintendents Report

The course is doing fine. However, we are still extremely wet since the rain ended on Sunday March 10. Today we have been able to get out there and work gingerly on the wet areas, but not easy.

I have been stuck on a project on 11. The drain trench is dug, but following the dig the rain started and is still too wet to get out there. The walls of the trench are somewhat collapsed so it's almost a start over proposition. Hopefully tomorrow, and hopefully the rain stays away for next week.

Our new mechanic, Glen, has been a quick study on how to sharpen the reels and bed knives, and the cut of the equipment looks better than ever. We've got a new assistant superintendent, Tiz, and look for great things from a guy who seems to have a lot of energy for the field! Make sure to say Hi if you see him.

The bunker work contract is set and ready to be signed, and I am really excited to see the results, probably more than anyone. The benefit for me will be saved labor every day after a big rain. Less complaints from golfers too. I believe the next complaint from golfers to address will be tees, but maybe the ones we do this fall will ease that a bit. If it were up to me, specialty drainage would be next in areas like the bottom of one, two, left of six, 14, end of 16 and bottom of 18. But that will be a discussion down the road. The price of an acceptable sand has increased to \$75/ton, from \$65 per ton. However, nothing is set in stone on which sand to use, and a new one could present itself by then.

Item # 5 – Management Reports

Report of the Controller (filed on March 14)

General Notes:

- We've continued with our debt payments to the City of Norwalk as normal, paying down \$97k in the first eight months of the fiscal year which includes the annual 1% of golf revenue.
- Work has begun on the FY25 annual budget, although it's still in the beginning stages.
- All 50 annual passes for 2024 have been sold.

Preliminary Financial / Operational Activity:

- Preliminary February net operating loss is much higher than budget with revenue underperforming and expenses higher than budget. This was somewhat expected due to poor weather conditions in February with the course closed for many days.
- With Jan and Feb underperforming, 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.
- Preliminary YTD through February revenues are \$59k over budget but expenses are over-budget by \$30k.
- We ended February with an unrestricted bank balance of \$509k as well as a capital reserve cash balance of \$45k. The reserve can only be used for capital improvements to the structures on the course. Total cash at the end of February is \$120k higher than prior year.
- Due to a large paving job and the building of cold storage units at the Maintenance area, we are now overspent in capital improvements for the first eight 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 March 14)

General Manager Report March 21, 2024

- Oversight for painter to remove Smokin' Aces glass stickers, patch holes in lower level of kitchen and paint hallway & bathroom for administrative office.
- Fire Control Service Co., Inc. tech to test kitchen fire suppression equipment and produce required report
- Rent carpet cleaner (HD) for pro shop staff to clean carpet.
- Analysis of oil v. gas including installation cost to install new gas furnace in Maintenance building and reviewed w/staff
- Completed Eversource Gas application to install a gas line to the Maintenance Building. Our cost (\$1,411) for this project allowed us to replace failed furnace with gas fired unit.
- Met KHT owner with Rich Dellinger and Denise Brown. Positive outcome
- Met Marshall Odeen & his horticulturist to discuss interior & exterior plantings. Began installing window boxes.
- Took frozen food left by DDSA to P2p Food Pantry 76 So. Main St.
- Met Brookfield Technology technician to discuss existing wiring & special needs for installation of Toast POS system.
- Oversight for plumber to replace hand washing sink faucet
- Met bank officer w/Mark Gartner to apply for OHPA debit card
- Opened restaurant for numerous technicians working on compliance issues in the restaurant
- Fire marshal for certificate of Maximum Capacity for restaurant
- Fire Control Service Co., Inc. tech to inspect & test fire alarm equipment to comply w/NFD regulations for restaurant opening
- Numerous phone calls, email, & text to move license agreement to full execution
- Review capital budget & projects w/staff
- Leased defibrillators to replace out of warranty units. Monthly inspection by provider will reduce our risk. Replaced first aid kits to ensure they contain everything we need.
- Meeting w/Mark Gartner & Audrey Cozzarin to discuss the Nature Center