

**OAK HILLS PARK AUTHORITY
MEETING MINUTES
March 21, 2013**

PRESENT: Bob Virgulak, Chairman; Mike Corsello, Vice Chairman; Paul Cifatte; Shannon Giandurco; Ernie DesRochers; Pat Williams, Bill Kementzides and Clyde Mount.

STAFF: Shelly Guyer, Executive Director; Ed Ruiz, Golf Pro and Jim Schell.

ABSENT: Stephanie McLaughlin

INTERESTED PARTIES: Walter Englert, CPA.

CALL TO ORDER

Mr. Virgulak called the meeting to order at 7:00 p.m.

ACCEPTANCE OF MINUTES

Mr. Virgulak asked the Authority Members to review the following 2013 meeting minutes.

****MR. MOUNT MADE A MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 21, 2013 MEETING.**

****MR. DESROCHERS SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

****MR. DESROCHERS MADE A MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 26, 2013 SPECIAL MEETING.**

****MRS. GIANDURCO SECONDED THE MOTION.**

****THE MOTION PASSED WITH ONE ABSTENTION, MR. MOUNT.**

**** MRS. GIANDURCO MADE A MOTION TO APPROVE THE MINUTES OF THE MARCH 5, 2013 SPECIAL MEETING.**

****MR. CIAFATTE SECONDED THE MOTION.**

****THE MOTION PASSED WITH TWO ABSTENTIONS, MR. MOUNT AND MR. DESROCHERS.**

PUBLIC COMMENT

Mr. Virgulak opened the meeting for the public to make comments for no longer than three minutes.

Diane CeCe delivered the following comments by Mr. Paul Cantor.

- Why isn't the driving range RFP available on the website?
- When is the driving range RFP going to be issued?
- Why didn't the RFP state the minimum rent or revenue that Oak Hills Park Authority is willing to accept?

PRO'S REPORT

Mr. Ruiz reported that he is eagerly waiting good weather and in the meantime the shop is 75% stocked, maintenance on the cart barn has been completed, Mr. Guyer and he have been working to update customers and get the staff ready for the season.

SUPERINTENDANT'S REPORT

Mr. Schell stated that the warm weather may be a ways off but in the meantime they have the main

corridor left to clean then they will be finished cleaning the course. He stated that he plans to flatten the short bunker on the 12th hole because it is architecturally useless to the course and he has made some progress getting rid of the geese.

He reported that he's found evidence that bonfires were built in the left bunker of the third green and plans to repair the wide gap in the fence to prevent further intrusion. He advised the Authority that he will make green divot mix, lay sod on the 1st tee to neaten it up, and expects the contractor to repair the water line to the snack bar so the restaurant can get a CO to open.

EXECUTIVE DIRECTOR REPORT

Mr. Guyer stated that so far 371 golf ID cards have been sold since February 1, 2013 compared to 487 last year. He noted that the number may not increase until the weather improves for golfers to play. He noted that 11 family ID's were sold compared to 3 last year. He and the Authority discussed sales. He stated that they would allow golfers to use of carts this weekend.

Mr. Guyer reported on a successful employee meeting, hiring of a new cashier and two new rangers who have both worked on courses in the south where good customer service is expected.

Mr. Guyer distributed the Oak Hills Park Operational Plan that he wrote as a guide to improve customer service and efficiency, overall golfer satisfaction and perception of the course. He stated that he reviewed it with the employees and he will meet with each individual employee group to review the particular changes that will be made in their area of service. He discussed the changes with the Authority Members.

Mr. Guyer advised Authority Members that he and Mr. Ruiz would like to order new shirts for the course staff to wear and has advised the staff and players that jeans are no longer acceptable golf attire and staff can no longer wear tee shirts nor short shorts. He recommended that the staff be required to wear khaki pants. Mr. Guyer advised Authority Members that he feels it is very risky for the course that Oak Hills does not employ an assistant superintendent. The Authority Members discussed the recommendation and how fit it into the current budget. He stated that he needs new signage and radios for the rangers. The Authority Members, staff and he discussed the items further.

The Authority Members and staff discussed the why Oak Hills allows for 9 minutes instead of 10 minutes between tee times in relation to overall speed of play. Mr. Guyer stated that he, Mr. Schell and Mr. Ruiz are discussing the concept of redirecting the traffic flow to improve speed of play.

Mr. Guyer reported that he received the City's check for \$150,000, continues to book golf outings and attended the Chamber of Commerce outings to market the course.

COMMITTEE REPORTS AND DISCUSSION

Tennis / Restaurant Liaison Committee

Mr. Cifatte reported that the tennis vendor will open the courts May 1 and he will follow up with the men's tennis association members about purchasing their yearly tennis pass.

Mr. Guyer advised Authority Members that the restaurant opened last Friday and the food is excellent, they will open for lunch next Tuesday, for breakfast the following Tuesday and the snack bar once they get a certificate of occupancy after the waterline is replaced.

Mr. Cifatte noted that the restaurant was the location for the Men's Golf Association meeting and he was happy to see a large, enthusiastic crowd in attendance. Mr. Guyer noted that the Men's association had 20 more attendees this year than in previous years. The Oak Hills Park Authority and staff discussed the restaurant hours and menu.

Greens, Facilities & Water Use Committee

Mr. Kementzides advised the Authority Members that he discussed the course with Mr. Schell last week. He stated that the staff should remind golfers where they can and can't drive the carts. Mr. Schell noted that ropes have been place to keep the players off the fairway for now.

Finance Committee

Mrs. Williams reviewed the January Profit & Loss sheet and noted it mostly shows fixed overhead costs but had very little other expense and revenue transactions. She noted that February financials were closed but couldn't find them to print out for the meeting. The Authority Members and staff discussed the chemical inventory, its usage and prospective return of expensive chemicals.

Mrs. Williams stated she is working on the budget and with Mr. Guyer to hire a new office assistant handle the accounts payable.

Legal Committee

Mr. Corsello stated that the Oak Hills Park Authority's lawyer is working to return the unwanted chemicals to the distributor.

Marketing Committee

Mrs. Giandurco stated that the Norwalk Hour took pictures and wrote a piece on the opening day at Oak Hills. She noted that she and Mr. Mount made a presentation at the Chamber of Commerce Board of Directors meeting and Mr. Guyer and Mr. Ruiz attended a Chamber event last week and the Chamber Business Expo at NCC today to meet other business in town. She has sent a notice to all City employees to let them know they can obtain a discounted employee ID card to play at Oak Hills; she invited the Daily Voice to the course and they ran a teaser on their website and met with Cablevision at the Expo to discuss the cost of 30 second spots on channel 12 and the golf channel. She reported that Oak Hills Park now has a twitter account. She noted that she would be looking into the concept of a season pass and requested \$10,000 - \$15,000 marketing budget to underwrite a full fledge monthly campaign online and in print to get a hit in every town. The Authority Members discussed the importance of marketing budget and ways to offset the budget or use green and tee sponsorships to pay for marketing.

The Authority Members and Mr. Ruiz discussed developing corporate sponsor to underwrite urban junior golf programs.

Mr. Mount suggested that they schedule and advertise this year's Mayor Tournament again for September.

Human Resource & Policy Committee

Mr. Mount welcomed Mr. Schell as the new superintendent. He noted that the employees were enthusiastic at the meeting and he is happy with the directions things are going.

Master Plan Committee

Mr. Mount advised the Authority Members that he is beginning to work and understand the master plan and after reading the editorials in the paper regarding Oak Hills Park and the Authority he felt it was necessary to prepare a statement to set the facts straight. Mr. Mount read his prepared statement and asked that it be attached to the minutes. Mr. Corsello concurred with Mr. Mounts statement noting that Oak Hills financial problem existed prior to 2010 and are due to the fact that Oak Hills has a business model whereby greens fees are its single source of revenue in which to meet all its financial obligations.

OLD BUSINESS

Mr. DesRochers reported that the City Purchasing agent Mr. Foley has assembled the standard required contractual exhibits such as governmental forms, insurance requirements, formal agreement, etc. and attached them to the driving range RFP. He stated that the committee would proof the RFP with the attachments for content and issue the RFP after Easter with an approximate 30 day return date.

Mrs. Williams reviewed the chemical inventory level from November through January.

NEW BUSINESS

None.

ADJOURNMENT

The Chair entertained a motion to adjourn the meeting at 8:47 p.m.

****MR. CORSELLO MADE A MOTION TO ADJOURN THE MEETING.**

****MR. WILLIAMS SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

Respectfully submitted,
Sheila Dravis