REGULAR MEETING – OAK HILLS PARK AUTHORITY
AGENDA
DECEMBER 19, 2024, 7:00 PM
BY ZOOM VIRTUAL MEETING

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.

Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.

Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the “raise your hand indicator” and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.

Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Jim Hollyday at ohpgm1@gmail.com with the subject line “Public Comment” to provide written public comment prior to the meeting.

I. CALL TO ORDER

II. ROLL CALL

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: November 21, 2024

IV. PUBLIC PARTICIPATION

V. REPORTS

A. Chair

B. Restaurant: John Lloyd

C. Nature Advisory: Mary Verel

D. Tennis: Denise Brown

E. Supporters of Oak Hills Park: Jerry Crowley

F. Long Term Planning: Gary Leeds

G. Golf Professional: Paul Alexander

H. Superintendent: Jim Schell

I. Controller: Mark Gartner

J. General Manager: Jim Hollyday

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Rate Hearing

VIII. ADJOURNMENT

UPCOMING MEETING

January 16, 2025

CITY OF NORWALK
OAK HILLS PARK AUTHORITY
REGULAR MEETING
NOVEMBER 21, 2024

ATTENDANCE: Alan Dutton, Chairman; Denise Brown; Richard Dellinger; Gary Leeds; Jennifer McAllister; Mary Verel; Robert Stowers (7:07)

OTHER: Jim Hollyday, General Manager; Paul Alexander, Golf Pro; John Lloyd, Restaurant Manager; Mark Gartner, Comptroller; Jim Schell, Superintendent; Jerry Crowley

CALL TO ORDER

Chairman Dutton called the meeting to order at 7:05 P.M. There was a quorum present.

ROLL CALL

A Roll Call of those present was performed.

ACCEPTANCE OF MINUTES

REGULAR MEETING, OCTOBER 17, 2024

**** MR. DELLINGER MOVED TO ACCEPT THE MINUTES OF OCTOBER 17, 2024 AS SUBMITTED.**
**** MS. BROWN SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

PUBLIC PARTICIPATION

Mr. Stowers joined the meeting at 7:07 P.M.

There was no Public Participation at this time.

REPORTS

CHAIR

Chairman Dutton came forward to present his report. He said there would be a change to the agenda and they would be discussing the pricing structures currently in place.

RESTAURANT: JOHN LLOYD

Mr. Lloyd came forward to present his report. He said that they had lived up to the obligations stated in their proposal and remained open 7 days a week for breakfast, lunch and dinner. Customer reviews have been positive. Revenue peaked in May and has been declining since. As such there will be changes to its operating hours. He provided possible reasons as to why this had happened including potentially a tainted reputation due to the prior operators. He provided further analysis for those present. He is also looking for potential contracting with organizers for events to increase the amount of customers. Further discussion followed regarding why golfers were not visiting the restaurant.

NATURE ADVISORY: MARY VEREL

Ms. Verel came forward to discuss this item. She said she had had her first meeting with her committee and it had gone well. They do have a vision statement and short-term goals. They will start working on long-term goals. She reviewed how they were working with other groups on projects. Further discussion followed.

She also provided an update on the status of the trails. She said that the trails were currently not in good shape and it may be turning people off from coming. She added that everything needed to be updated and refreshed including the website. There were also some safety issues regarding railings that needed to be properly addressed. Further discussion followed.

TENNIS: DENISE BROWN

Ms. Brown came forward to deliver her report. The Tennis season is currently finished. Courts 1-6 are undergoing a fencing project though there has been a delay. She reviewed the status of the grants pertaining to the project.

They brought in ~$2,900 from the Youth Program and the children were happy with it. Courts 7 and 8 will remain open for a short period of time.

SUPPORTERS OF OAK HILLS PARK: JERRY CROWLEY

Mr. Crowley came forward to deliver his report. He said that he would be getting numbers together for the calendar year come next month.

LONG TERM PLANNING: GARY LEEDS

Mr. Leeds came forward to deliver his report. He voiced approval over how people had stepped up to lead various groups. He is hoping to increase co-ordination in the future.

GOLF PROFESSIONAL: PAUL ALEXANDER

Mr. Alexander came forward to deliver his report. He said they had given minimal rate increases. He provided a spreadsheet detailing the current prices and proposed prices for the 2025 season. Review of the pricing changes followed including the following points:

- Removal of Twilight Times
- Changing pricing for off-peak to 75% of peak time.
- Discontinued 'City Employee/Property Owner' membership.
- Family Annual Pass Discontinued
- No longer offering a booking advantage for Annual Passes
- No longer offering an 'Early Bird Special' for Discount ID Card Purchases.
- Review of how many days in advance tee times can be booked.
- Resident vs. non-resident pricing.
- When the cart lease would be up next.

He noted that they were in a contract that was coming up soon as well. He said that the recent Staff Appreciation Day had gone well as well and he said that this was the best staff that they have had.. Further discussion followed.

SUPERINTENDENT: JIM SCHELL

Mr. Schell came forward to give his report. He said that the bunker project was almost done and only needed some irrigation additions. He said there was also issues with the mowers being knocked out of alignment. He voiced approval at the recent amount of rain as well and potential water issues should there not be enough rain for the course and working out better deals with the water company.

Chairman Dutton noted that some of the potholes had become large and were causing problems as well. Discussion followed regarding the budgetary cost of filling the potholes.

CONTROLLER: MARK GARTNER

Mr. Gartner came forward to give his report. For the month of October there was a total revenue of $254,000 and is $55,000 over budget. Total expenses are at $190,000 and are $10,000 over budget. There was a net operating income of $64,000 and is $45,000 over budget. He provided further information regarding the budgetary numbers. He said that they've come in over budget on net operating income over the past few years and he was glad that they have been earning money. He was not concerned if they went a bit over on expenses as they have had time to earn money for savings. However, he wanted to save the money for when it was really needed.

GENERAL MANAGER: JIM HOLLYDAY

Mr. Hollyday came forward to give his report. He said most of it was similar to other months. The bulk of his time has been spent in discussions with the management team and negotiating the software being used in the pro shop. Due to frustrations with the current software provider, they are looking to make a contract with another golf software company, which he provided an update on. They are expecting annual savings of $10,000 for website management, in addition to savings of up to 33% on the tee sheet management & booking. Further discussion followed regarding the software. He is confident that this software change will result in a better experience in the pro shop and for other things such as booking.

OLD BUSINESS

There was no Old Business at this time.

NEW BUSINESS

Chairman Dutton noted that the next meeting would be on December 19th and would be a public hearing.

ADJOURNMENT

**** MR. DELLINGER MOVED TO ADJOURN.**
**** MS. BROWN SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:51 P.M.

Respectfully Submitted,
Ian A. Soltes
Telesco Secretarial Services