

**CITY OF NORWALK
OAK HILLS PARK AUTHORITY
REGULAR MEETING MINUTES - JANUARY 15, 2026
VIA ZOOM VIRTUAL CONFERENCE**

ATTENDEES: Alan Dutton, Denise Brown, Gary Leeds, Geoff Sweitzer, Jennifer McAllister, Richard Dellinger, and TJ Trimboli.

STAFF: Mark Gartner, Jim Hollyday, Jim Schell

OTHER: John Lloyd (Odeen's at Oak Hills) and Jerry Crowley (Supporters of Oak Hills Park)

I. CALL TO ORDER

Mr. Dutton called the regular meeting of the Oak Hills Park Authority to order at 7:00 p.m.

II. ROLL CALL

Mr. Dutton conducted roll call. All members responded as present, establishing a quorum.

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: December 18, 2025

Ms. Brown noted one correction under her report on page 3, third paragraph, first sentence: Chris Hulse's name is misspelled. The correct spelling is Hulse. She apologized for mispronouncing it in the past. Mr. Hollyday noted one correction under Nature Advisory on page 2: Bill Wrenn's name should be corrected to include 2 n's and Odeen's is spelled Odeen's, not Odine's

****MR. TRIMBOLI MOVED TO ACCEPT THE MINUTES OF THE DECEMBER 18, 2025 REGULAR MEETING.**

****MR. DELLINGER SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY. THE MINUTES WERE APPROVED AS AMENDED.**

Mr. Dutton thanked the individual responsible for preparing the minutes for their excellent work throughout the year.

No further corrections were offered.

IV. PUBLIC PARTICIPATION

No members of the public were present. Public participation was closed.

V. REPORTS

A. Chair

Mr. Dutton reported that the agreement with the new tennis operator would be signed as soon as the operator files his new S corp. with the Secretary of State. He provided an update on the Golf Professional search, stating that the committee interviewed 7 extremely well qualified golf professionals and that 2 individuals were selected as finalists. The final interview process will take place in the next two weeks. Mr. Dutton also reported that a new well pump and water tank were required and that Mr. Hollyday has solicited 3 proposals and Marino's Waterworks was selected for the job. The cost would be \$6,250 and the work would be performed very soon to ensure the tenants water pressure would be improved.

B. Restaurant: John Lloyd

Mr. Lloyd provided a brief review of the limited business that has occurred during the past month. The restaurant is closed Monday-Wednesday and was also closed for the holiday season from December 22-29. It will also be closed from January 19-29 for mechanical improvements in the ceiling of the kitchen (2 new air handlers being installed).

C. Nature Advisory: Mary Verel

Ms. Verel was not present. Mr. Dellinger reported on her behalf, using notes she provided.

1. Tai Chi on the Great Lawn is scheduled for Saturday, January 24 at 11am with a rain date of Sunday, January 25 at 11am. Bill Wrenn will conduct this. All are welcome to attend.

2. Our monthly events continue with a Lecture in Odeen's on February 21 at 11am. Neisha Oliver will speak on "Composting 101". Again, all are invited.

3. We are engaging Jody Trendler, from the City Sustainability dept to help us plan the first Food Forest in the area around the Great lawn. A & A Landscaping is continuing to work on the site preparation and will continue through the winter.

4. We will be working with Sarah Cruz, our City Arborist and her team on a "Bio Blitz" of our coastal forest to identify the species and learn more about the benefits of this important city resource. More to come on this citizen science project.

5. We are working on submitting another grant for the Fruit trees in the food forest. So far, we have received \$4,000 from the local Maurice Goodman Foundation.

D. Tennis: Denise Brown

Ms. Brown reported that the Friends of Tennis is hosting a get together at Odeen's Restaurant on January 29th to get out of the winter blues, watch the Australian Open and play some tennis trivia.

The Supporters account for tennis has a donated balance of \$29,314 and they are discussing what projects to do to continue to improve the facility.

We are looking forward to working with our new tennis operator and helping him get set up.

E. Supporters of Oak Hills Park: Jerry Crowley

Mr. Crowley was present but did not provide a report.

F. Long Term Planning: Gary Leeds

Mr. Leeds referenced the Property Condition Assessment conducted in December that details existing property and building conditions that will require capital investment, updating the Tennis center capital needs after our new Tennis operator is on board, and our Course Superintendent is working with Stonehedge, to create a plan for course improvements including associated costs.

G. Golf Professional: No Report

H. Superintendent: Jim Schell

The tee covers have arrived and all or most should be out by this time. Praying that putting them down now as opposed to when we close tees makes a difference when we open them in spring!

He presented a request for a vote on a new rough mower. He stated that we bought a rough mower two years ago and in principle, it cuts wonderfully. But reality has told us a different story, as it does not cut well on hills or when it is broken down. It is out of service more than half the time. It is so bad that the manufacturer discontinued production of it after just a couple years of having it on the market, along with all other “zero turn” type mowers they produce. We were taking legal steps to try and recoup some money, but I lost track of where that stands with Randy.

The remedy to the problem is to get a new (to us) mower. After looking for several months, we have found two suitable replacements (same model) available from the same dealer in Ohio. It would be considered the Cadillac of rough mowers and will no doubt perform how we want it to (Toro) and make mid to high handicappers happy. The rule of thumb is to plan replacement of equipment such as this at about 3000 hours. Both machines we are looking at have between 800-900 hours and are available for \$50-55K, a reasonable price providing adequate value. When they are new, they retail for up to \$125,000. We would finance the machine, so no cash outlay, and our capital budget will remain for all the emergency work we are needing to do. Financed, the most it will be is \$1834 per month for May – October, 5-year finance, not including interest.

Following a period of questions and answers, Mr. Dutton made a motion to approve the lease of a new rough mower at a cost of \$55,000. Mr. Dellinger seconded the motion and the motion carried by a unanimous vote of all members present.

I. Controller: Mark Gartner

General Notes:

- We've continued with our debt payments to the City of Norwalk as normal, paying down \$73k in the first six months of the fiscal year.
- The Audit Report from our auditors was received in early December.
- Our old golf cart fleet will be recouped and replaced with our new cart fleet by our cart leasing company in the coming months.

Preliminary Financial / Operational Activity:

- Preliminary month of December net operating income is \$20k below budget. This is due to much less greens fees and cart revenue than expected which was a direct result of earlier than normal freezing temperatures and snow. But note that quarterly restaurant revenue share nor utilities expense allocation have not been done yet, so this prelim number will improve over the week.
- YTD revenue rounds and cart rounds are performing above budget, while Discount ID card sales are equal to budget. However, we were below budget on both revenue and cart rounds for the month of November and December.
- We ended the month with an unrestricted bank balance of \$668k as well as a capital reserve cash balance of \$84k. The reserve can only be used for capital improvements to the structures on the course. Overall cash balance is \$166k higher than prior year.
- We have begun to invest in higher than normal capital improvements throughout the course of the year with a focus on bunkers in the first half of the fiscal year.

J. General Manager: Jim Hollyday

- The month following the December meeting contained the holiday season and 5 days in Marathon, FL for the Hollyday family. The course has been closed, but the pro shop remained open for end & beginning of year sales, file maintenance, updating membership information, etc. The restaurant held several special events during this period, but they were primarily closed. We brought portable toilets on site for emergency use and temporarily converted the Men's Room into a multi-use facility to ensure sanitary facilities were available for end of year restaurant events.
- The new air handler providing air conditioning & heating for the pro shop and bathrooms in the clubhouse has been replaced. This week the ceiling is being replaced and the partitions are being re-constructed.

- Additional negotiations with our new tennis operator are concluded after our Special Meeting on December 30 to approve the revised terms. The agreement has not been signed, but we anticipate this happening by January, 16, 2026.
- Interviews with seven candidates for our Head Golf Pro position have been held and we look forward to a final round of interviews and eventual selection by the end of January.
- No amount of time can pass without a mechanical catastrophe of some type. This month the blower mower for the air handler in Mark's office failed and had to be replaced. Nine days lapsed between the day it failed and a new motor could be ordered and installed. This happened when the temperatures were in the 20's and teens and resulted in a burst pipe in the bathroom in the administrative wing. Regrettably, Mark was forced to work from home, with many trips back to the office to retrieve items in his office. This gives me another opportunity to thank Jim Schell and Tom Sacco for their help in getting a plumber on site to replace the burst pipe and to put heaters in place, and to apologize to Mark for lousy work conditions.
- We are gathering three estimates to replace the well pump, water tank, water filtration system with iron removal capacity, water softener and sediment filter to address an increasingly poor water pressure condition in the apartments.
- Wind River Environmental is scheduled to perform a video inspection of our waste line on Jan. 13. This is the 3rd scheduled visit. I pray more information can be shared on 1/15.
- The last of our scheduled preventive maintenance on our oil- fired boilers will be performed one day this week.
- Alan, John Lloyd & I will be meeting to make final decisions on our Outing package for 2026.

VI. OLD BUSINESS

No old business was discussed.

VII. NEW BUSINESS

There was no new business to discuss.

VIII. ADJOURNMENT

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

The meeting adjourned at approximately 7:48 pm.

Respectfully Submitted,
Jim Hollyday,
Acting Secretary

