

**CITY OF NORWALK
OAK HILLS PARK AUTHORITY
REGULAR MEETING
SEPTEMBER 21, 2017**

ATTENDANCE: Jerry Crowley, Chairman; William Waters, Vice-Chair; Jane Walters;
Raeann Bromark; Pat Williams; Elsa Peterson Obuchowski

STAFF: Jim Schell, Golf Course Superintendent; Edward Ruiz, Head Golf Pro; Mark
Gartner, Comptroller; Alan Jeffrey

CALL TO ORDER

Mr. Crowley called the meeting to order at 7:30 p. m. A quorum was present.

Mr. Crowley said that he was deeply saddened to announce that Paul Cifatte had passed away very suddenly a few days ago.

Mr. Clyde Mount has submitted his resignation. This has resulted in two vacancies on the Authority.

Mr. Crowley thanked everyone for their recent hard work.

ACCEPTANCE OF MINUTES

Accept Minutes from August 17, 2017 meeting

**** MS. WALTERS MOVED TO ACCEPT THE MINUTES FROM THE AUGUST 17, 2017 AS SUBMITTED.**

**** THE MOTION TO PASSED WITH FOUR (4) IN FAVOR (MR. CROWLEY, MR. WATERS, MS. WALTERS, AND MS. BROMARK) AND ONE ABSTENTION (MS. WILLIAMS.)**

PUBLIC COMMENT

There was no one present who wished to comment at this time.

CHAIRMAN'S REPORT

Mr. Crowley said that there would be a strong effort to increase revenue. The bond payment was adjusted by Ms. Williams during the month. He gave a brief overview of the upcoming expected cash flow.

GENERAL MANAGER/GOLF PRO'S REPORT

Mr. Ruiz presented his report. He said that the attendance numbers at outings had become an issue. He gave an overview of the figures and reported that there had been a mini outing today. There were 1,235 rounds this year, which is good. He asked the Authority members to think about how to improve the revenue stream. Discussion followed.

Mr. Ruiz said that there was incredible feedback on the Dynamic pricing, particularly regarding the non-guaranteed tee times. This new practice allows the Authority to fill the voids on week days and results in an increase of 57%. The approval rate is now at 84%. This new practice does not reduce the resident privileges.

SUPERINTENDENT'S REPORT

Mr. Schell, said that he would like to change the divot mix for quick germination. This will be a change from the green color to brown fill until the grass comes through.

He added that he would need approval for replacement of the following items: the Sidewinder, a heavy utility cart and a small area sod cutter.

He explained that the sidewinder was in the junk year, the heavy utility cart was dying and the sod cutter was also aging quickly. They fit into the financial budget.

**** MS. WILLIAMS MOVED TO APPROVE THE REPLACEMENT OF THE SIDEWINDER, A HEAVY UTILITY CART AND A SOD CUTTER.
** THE MOTION PASSED UNANIMOUSLY.**

Mr. Schell said that most golf courses have 65% of the budget for labor and right now the Authority is at 62%.

He spoke about the cart path restrictions and said that until the problems can be resolved without additional cost to the Authority, they will remain as is. It was pointed out that the restriction screen sometimes flashes even when the cart is on the path.

There is also an issue about the issuance of handicapped carts. Mr. Schell said that there have been some complaints about the fact that the staff will tell golfers how fast they can drive.

CONTROLLER'S REPORT

Mr. Gartner said that the audit was almost completed.

There has been a new hire for Lisa's position. Ms. Williams has worked that into the final budget and the salary is lower.

The line of credit lapses in December but it is needed for the winter. Mr. Gartner contacted the bankers and should hear by the end of October.

Mr. Gartner called the restroom cleaning company because there have been complaints about the cleanliness of the restrooms. The cleaning schedule was set for Monday, Wednesday, Friday, and Saturday morning. The company employee did not stick to that schedule. A new employee has been assigned to the job.

Mr. Gartner then reviewed the financials with the Authority members.

Mr. Gartner spoke about the board rental, Ms. Williams said that while the rental should stay as it is now, next year, it should go up to \$21 or \$22. Mr. Gartner said that by utilizing advertising they could reduce the loss. It was also pointed out that it would be important to have a photo of the board with a bag on it and a person nearby. Discussion followed.

Mr. Crowley asked Ms. Williams to contact Mr. Barron about the budget and give him an overview. Ms. Williams said that she would.

COMMITTEE REPORT AND DISCUSSION

Tennis Liaison Committee – Mr. Crowley said that there were a number of typos in the tennis contract. He said that he would like to cut the length of the contract back to three years.

**** MS. WILLIAMS MOVED TO REDUCE THE TERM OF THE TENNIS CONTRACT WITH KINGS HIGHWAY TENNIS TO TWO YEARS.**

**** THE MOTION PASSED UNANIMOUSLY.**

Operations Committee – Mr. Schell said that the amended change orders were for #3 and #4. He notified the contractor and is waiting to hear back. Discussion followed about the grade behind one of the greens. There may be an additional cost for riprap by the culvert pipe. Mr. Schell said that he was fairly sure that it would be \$57,000. Discussion followed.

Finance Committee-

a. Approval of the FY 2018 Budget

Ms. Williams directed everyone's attention to the five year budget handout. She gave a brief overview of the significant figures on the spreadsheet.

The discussion moved to determining what would be a realistic rent for the restaurant. Mr. Ruiz said that he wanted to point out that the greens fees and cart rentals were actually subsidizing the restaurant.

**** MS. WILLIAMS MOVED TO APPROVE THE FY 2018 BUDGET.**

**** THE MOTION PASSED UNANIMOUSLY.**

Legal Committee – This will be discussed in executive session.

Marketing – Autumn banners are going out.

Human Resource/Policy Committee – Ms. Williams said that she was proposing a change in the employee manual for sick leave. She reviewed the details and pointed out that an employee can accrue up to 60 sick days. When an employee leaves, they can take a payout of up to 30 days. Ms. Williams said she would like to have the amount accrued sick days to 10 and have no carry overs from year to year. When the employee leaves, there will be no payout.

Mr. Schell asked why the policy ran from January to December but the fiscal year is from July 1st to June 30th. Ms. Williams said that this was the way it had been done, but it could be changed.

Discussion followed about whether the long term employees who have accrued sick days would be grandfathered.

It was decided to table this pending further information.

Master Plan Committee/Nature Advisory Committee – Ms. Obuchowski said that the poster was designed by Audrey Cossain on the Nature Committee. She thanked Ms. Cossain for stepping up when Ms. Obuchowski was called out of town unexpectedly. Ms. Obuchowski also thanked Jerry's Artorama for their generous donation of poster board for the project.

Ms. Obuchowski gave a brief overview of the numerous activities that will be available at Oak Hills in the coming weeks. Mr. Schell will be putting up a clothes line outside to hand the works of art with binder clips for the September 30th Clean Air Art event.

Restaurant Committee – Ms. Walters said that there was nothing to report at the present time other than the fact that the rent was paid on time.

OLD BUSINESS

There was no old business to discuss at this time.

NEW BUSINESS

Establishment of 501 (c) (3)

Mr. Walters said that he had not spoken with the possible 501(c) (3) sponsor.

EXECUTIVE SESSION

a. Tennis Contract

B. Restaurant Status

c. OPHA Lease with the City

**** MS. OBUCHOWSKI MOVED TO ENTER EXECUTIVE SESSION TO DISCUSS CONTRACTUAL ISSUES REGARDING THE TENNIS CONTRACT, THE RESTAURANT, AND THE OPHA LEASE WITH THE CITY.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Authority Board members and the Authority attorney entered into Executive Session to discuss contractual issues at 9:15 p. m.

They returned to Public Session at 10:20 p. m.

ADJOURNMENT

**** MS. WILLIAMS MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 10:21 p. m.

Respectfully submitted,

Tom Blaney

Telesco Secretarial Services