

Oak Hills Park Authority  
AGENDA for SPECIAL MEETING on  
Monday, September 19, 2022  
Start Time is 7:15 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 8/23/2022 special meeting (5 MINUTES)
3. Public Comment
4. Report of the Chair (5 MINUTES)
5. Management Reports: (15 MINUTES)
  - a. Report of the Golf Professional: Paul Alexander
  - b. Report of the Superintendent: Jim Schell
  - c. Report of the Controller: Mark Gartner
6. Committee Reports: (20 MINUTES)
  - a. Tennis Committee: Denise Brown
  - b. Restaurant Committee: Alan Dutton
  - c. Supporters of Oak Hills Park: Jerry Crowley
  - d. Nature Advisory Committee: Audrey Cozzarin
7. Old Business / New Business: (10 MINUTES)
8. Executive Session: (15 MINUTES)
  - a. OHPA General Manager Job Description
9. Resume Public Session (5 MINUTES)
10. Adjournment

NEXT AUTHORITY MEETING – Thursday, October 20, 2022

## **Report of the Golf Professional**

Now that the 100-day war is over, (the busy period between Memorial Day and Labor Day), golf at Oak Hills Park now moves into the Fall golf season. We are still continuing to see lots of golfers and fairly full tee sheets. The rising cost of inflation, the start of school, and the beginning of the NFL and College football season, does not seem to deter golfers from playing at OHP. The weather has been great due to the lack of rain so we have not had any rain outs. We can attribute the full tee sheets from the influx of new golfers to the game due to Covid-19 restrictions, numerous new people and families who have moved to Norwalk and the surrounding communities, the ability to work remotely, and very good golf course conditions. There has only been a very slight dip recently in the utilization of tee times but Fridays and weekends remain strong and we expect golfers to continue coming during the beautiful Fall weather.

During the last thirty days we have had only one outing which was very successful. August is always a slow month for outings due to vacations, back to school activities, and Labor Day. A large majority of all our 2022 outings have expressed interest in holding their date for the 2023 golf season. We have seven outings still on the schedule as well as a few mini golf events, tournaments, and small groups. We have completed the Men's and Women's Club Championships and only have the Men's Governor's Cup final match to be played as well as the 4th Annual Junior Club Championship being held on Sunday, September 25th. Our Junior Golf School clinics and on course programs are coming to an end and have been very popular this year. We are seeing a lot of families playing golf together.

The Oak Hills Men's Golf Association will complete their tournament season the first week of October and we have been meeting monthly to discuss golf events and ways to improve player participation for the 2023 golf season. The two Nine and Dine golf events were very successful and have helped bring in new members to the association. It has been discussed to add a Member-Member golf event, a Ryder Cup golf event, and a possible Member-Guest golf event to the 2023 golf schedule. Brien McMahon HS and Norwalk HS golf teams have started their golf season and play here four days a week practicing and playing golf matches in the afternoons. Our new tee sheet and POS system have been working well and GolfNow has helped tremendously and continues to drive golfers from all over Fairfield County, Westchester County, and the five boroughs to Oak Hills Park. Our 68 golf carts are clean, in good shape, and running well. The golf shop has a nice "End of Summer" sale going on now.

We presently have a golf staff of 28 down from a high in the mid-thirties in peak summer. During the 2022 golf season we have hired a total of 20 new members to our golf staff to ensure shifts are always covered and things run smoothly. We are planning a staff golf event and dinner on October 6th.

During the next thirty days, as we slide into the Fall golf season, we expect to see plenty of golfers continue playing golf at OHP during the most pleasant time of year. Our newly completed cart paths should be a big help the remaining rest of the season. It has, so far, been another successful golf season at Oak Hills Park!

## Item #5 – Management Reports

### Report of the Superintendent

All is great right now on the course, though staffing is low, and we have a couple temps to help us out with some mundane but necessary duties on the course. I am continuing the search for in house hires, but no one is coming in to meet. Several say they will and don't show up. There is a shift in how people are thinking about work right now and this industry is suffering.

We received 5.6" of rain in the last ten days (ending 9/15) and our primary irrigation pond is full to help take the sting away from buying 100% of our irrigation water. Many of the spots that dried out have recovered and some are being aerated and seeded to help establish a better variety of grass in the spots that consistently dry out. Fewer spots than I thought we'd end up having to work on, so that's good.

I have received quotes for some of the projects in the cap-ex budget and no surprise they are all higher than predicted.

**Boiler in Old pro shop** – Lowest bid of \$7,000 – Caruso Plumbing and heating, which is \$1,000 over so needs discussion. Next bid was Astacios, who I use for service because of their excellent response time – but almost double the price for installation.

**Fences behind 14 and rental house** – Combined low bid was almost \$30,000, high was \$98,500. I asked the two competitive bidders to break out 14 and rental house individually in case we only want to do one (14 as it is in danger of failing with rotten posts) and low bid is \$16,855.70, and this bidder has capability to put the posts into the wall like the existing one is, and does masonry as well, so can also strengthen any weak spots of the wall where the posts are. Estimate was low: \$12,000 for both and only the fence on 14 is almost 5k over, but I still recommend it be done, at least at 14. The low bid for the rental house fence is \$11,600 from a different contractor.

**Rental Unit Kitchen** – Bid from the same company that did the Stone House (happy with the work) that is higher than estimated, but reasonable at \$19,759.06. It's the only one I have right now because I know they do the design/drawings and provide it to me, so I will use that to make sure competitors provide like bids.

**Weather Station** – I did end up getting a formal quote for the weather station and the total ended up being \$6,592.16, more than the verbal quote, but still under the cost of the cart on the commercial debt schedule I am substituting this for.

Other projects are not so weather/time critical and I will work on them as I slow down on the golf course. Our fairway mowers are due at the dealers on October 13<sup>th</sup>, but delivery may come some time after that date.

## Item #5 – Management Reports

### Report of the Controller

#### General Notes:

1. Annual fiscal audit is complete; report is currently being updated by our auditors with Controller's updates.
2. Line of Credit expires in November. Controller to work with our bank on standard annual extension shortly.
3. Capital improvements planning meeting set for 9/20 with OHPA Vice Chair Alan Dutton and management.

#### Financial/Operational Activity:

1. Month of August rounds are up 3% over prior year and up 11% over monthly budget.
2. Prelim month of August Net Operating Income is \$37k over budget with higher than expected revenues driving the overage.
3. YTD golf rounds, cart rounds, and ID cards sold are all performing above budget
4. Prelim YTD revenues are \$110k over budget, offset by an expense overage of \$15k, which includes a \$20k overage in water expense due to dry, hot conditions. YTD Net Operating Income is \$95k over budget which puts us in an extremely attractive position for FY23.
5. September and October have higher than normal outing events scheduled so as long as the weather is good, we are poised to have an excellent first four months of FY23!