

Oak Hills Park Authority
AGENDA for SPECIAL MEETING on
Thursday, November 17, 2022
Start Time is 7:00 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 10/25/2022 special meeting (5 MINUTES)
3. Public Comment (TBD)
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: (5 MINUTES)
 - a. Commercial debt proposal
8. Executive Session: (20 MINUTES)
 - a. OHPA General Manager Job Description
 - b. Food & Beverage License Agreement
9. Resume Public Session (5 MINUTES)
10. Adjournment

NEXT SCHEDULED AUTHORITY MEETING – Thursday, December 15, 2022

Item #5 – Management Reports

Report of the Golf Professional (filed on November 15th)

Now that it is mid-November, leaves have come down, and temperatures drop into the 40's, golf at Oak Hills Park moves into the Fall golf season and starts to slow down dramatically. We are continuing to see some golfers on Saturdays and Sundays but weekdays are very slow. Last week was busy due to the nice weather. This week, not so much.

All outings, golf events, tournaments, high school golf, clinics, and golf schools are finished for the season and all were very successful.

The OHMGA has held its final meeting of the 2022 golf season and has been discussing numerous tournament improvements and ways to grow their membership in 2023. Both men's and women's golf associations are looking at new tournament software that is more automated and friendlier to use for their golf events.

Our 68 golf carts are clean, in good shape, and running well.

The golf shop has a "November Golf Shop Sale" going on now to move some of the 2022 merchandise and make way for 2023 new product. We presently have a golf staff of 20 down from a high of near 40 staff members in peak summer. Most of these staff members are working less than ten hours a week. Golf shop hours are now 8:30 am to 3:30 pm and the golf course opens at 9:00 am. We have had five frost delays and are expecting more. The weekend of November 5th and 6th we had frost delays and both days a dozen golfers decided to leave due to the delay or from having no place to wait out the delay in the morning.

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 and I anticipate many returning staff members and some more new faces around here in the 2023 golf season.

We have 15 outings tentatively scheduled for the 2023 golf season and have already added a new one – Tunnel 2 Towers.

I am planning on making a visit to some elementary schools in town to promote the game of golf and will be making an effort to secure some new outings for the 2023 golf season. I am also working on a quarterly newsletter and a year-end letter to our golfers.

Our newly completed cart paths should be a big help for the remaining month of the golf season. Overall, it has been a successful 2022 golf season at Oak Hills Park!

Item #5 – Management Reports

Report of the Superintendent (filed on November 15th)

All is well with the course. So far everything is looking good for the grass going into winter, though it is still growing like crazy for mid-November! That in a way is good for it to bounce back from the late season golf wear and tear, and in a way bad because if it gets cold fast, which seems to be happening, it's possible to be too succulent going into freezing temperatures. The plant has a process of hardening off as temps cool and we are at risk of the same type of damage we had in the spring if we see extreme cold temps. Fingers crossed on that one.

We have gotten over the hump on leaves and are preparing to start some projects.

- We have already put a drain line in #6 fairway to help dry out an area that is perennially a scar due to wetness. We are just waiting for it to settle a bit before we sod it with grass from the tip of #11 fairway, we may wait until spring.
- Next up is the lesson tee pad expansion. We will use some “native” rocks as a sort of retaining wall, excavate some soil and fill where needed, put a bed of gravel down, build a form and pour concrete. Likely to be sodded/finished off in the early spring.
- We also will remove the sand from the bunker by #2 green and shape a grass bank as originally designed by the original architect. All golfers know that greens complex is hard enough. Possibly sodded in the spring.
- If time allows we will add some drainage to the lower section of #1 fairway, another spot that is difficult to even cut this time of year since it takes forever to dry out.
- We lost one of the trees planted at tennis already in a rainstorm and will replace it as soon as possible.

The new boiler is now fully operational at the Old Pro Shop, one of the zones had a leak, which we paid to have repaired and we moved the thermostat into the main room, which was bartered for with an electrician along with a small repair at my house. The trade was the electric cart that is no longer used by anyone, and was happy to see go, no longer being a yard ornament or something that we needed to tow around at least once a week when it died.

Finally, OSHA issued minor citations after a field visit a few weeks ago. I am meeting at my shop with the city's insurance rep on Wednesday November 16th, who will be helping us remediate.

Item #5 – Management Reports

Report of the Controller

General Notes:

1. The finalized signed audit report has been received and sent on to our bank as is required for the extension of our Line of Credit. Paperwork to finalize the extension will take place over the next month.
2. We've continued with our debt payments to the City of Norwalk as normal. For FY23, we are paying \$2.10 per round. In addition, we are paying down an additional 1% of gross golf revenue for our City debt this week in accordance with our loan agreement.

Financial/Operational Activity:

1. September golf rounds are up 11% over prior year and up 9% over monthly budget.
2. Prelim month of Oct Net Operating Income is \$34k over budget with both revenues and expenses being favorable.
3. YTD golf rounds, cart rounds, and ID cards continue to perform above budget.
4. Prelim YTD October revenues are \$143k over budget, and expenses are \$16k under budget, which includes a \$23k overage in water expense due to dry, hot conditions during the summer.
5. Prelim YTD October Net Operating Income is \$454k, which is \$159k over-budget and therefore puts us in good position for the remainder of FY23.
6. We can expect to see some expenditures for capital improvements in the coming months (off-season).