

Oak Hills Park Authority  
AGENDA for ANNUAL MEETING on  
Thursday, December 15, 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 11/17/2022 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: (20 MINUTES)
  - a. Pricing Proposal for 2023 Calendar Year
8. Executive Session: (30 MINUTES)
  - a. Food & Beverage License Agreement
9. Resume Public Session (5 MINUTES)
10. Adjournment

NEXT SCHEDULED AUTHORITY MEETING – Thursday, January 19, 2022

## Item #5 – Management Reports

### **Report of the Golf Professional** (filed on November 15<sup>th</sup>)

Now that it is mid-December, snow has fallen to the ground, and temperatures have dropped into the 20's, 30's, and 40's, golf at Oak Hills Park moves into the winter golf season and rounds have slowed down dramatically. We have golfers teeing off for an hour or two on Saturdays and Sundays but weekdays are very slow. There is not much golf being played after noon. The golf shop has been open 9:30 am to 3:00 pm and the golf course opens every day at 10:00 am. Just after Thanksgiving we offered all golfers off peak rates all day every day of the week.

Golfers can also play nine holes any time of the day. December 1st, we closed the bag drop. Recently on Tuesday we went to temporary tees and will probably go to temporary greens next week and at that point we will move to winter walking rates. Recently I have been working on the 2023 outing schedule, future tournaments, golf clinic and golf school schedules, as well as the proposed golf rates and memberships for the 2023 golf season.

I had another meeting with the OHMGA and the OHWGA to discuss 2023 golf events, ways to grow their membership, and an upgraded package of Golf Genius which we use for all golf outings and OHP tournament set up and scoring. We also discussed a possible 2023 Mayors Trophy golf event and/or the 2023 Norwalk City Amateur Championship.

Our 68 golf carts are clean, in good shape, and running well, and are almost ready to be put away for the season.

The golf shop has a "December Golf Shop Sale" going on now. Most everything is 25% and 30% off. All merchandise for the 2023 has been ordered and delivery starts March 15.

We presently have a golf staff of 10 down from a high of near 40 staff members in peak summer. Most of these staff members, five in the golf shop and five in outside operations, are working (2) six-hour shifts. One of our staff members, Tim Blake, is half way through renovations to 3 of the 4 rooms in the old golf shop. Once he is done, we will need some new carpet and it will look fabulous. We also have 11 of 23 light out in our present golf shop. It's been like this for a couple years. I hope to have them fixed over the winter because it can be a little gloomy in there.

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. We really have a great staff here working in the golf shop and outside operations. I had an interview with an assistant golf professional last Sunday which went very well and who I believe could be a great and much need addition to our staff.

2022 has been another great year for OHPGC. We had a busy golf season very similar to 2021. Golf remains popular and the demand for tee times is staying fairly constant. GolfNow, their software, and their tee sheet, has helped drive golfers to OHPGC. Our course is developing a great reputation for some of the best public greens around and golfers have been willing to drive an hour or more to get here. I expect another strong golf season in 2023!

**Report of the Superintendent** (filed on November 15<sup>th</sup>)

All is well with the course. All of our winter disease applications are done. Unfortunately, it is looking bleak to get our deep tine aeration in on the greens. This would greatly help water movement away from the surface over the winter. We will be moving to temporary tees when the course reopens from this snowfall and I suspect temporary greens won't be far behind with freezing temps dominating the forecast. The pumphouse and irrigation system have been fully winterized.

Other things to note:

- The base for the lesson tee pad is in and I am waiting for quotes for the form construction and concrete pour. Having the base prepped should keep the budgeted cost in check.
- We have started the replacement of the bunker on two with sand removed and some soil put in place. We are going to shape a grass gully there. Fortunately, I was able to find the drain for the bunker and attach a basin to it so any potential for standing water in the low spot is nearly eliminated. The weather, however, is looking like it's going to fight us to get any more projects done on the course before winter.
- The Halfway house is fully winterized. The bathrooms are stripped, and the walls have been repainted with a grey color that is less drab than the yellow color they were. With new bright LED ceiling lights, toilets, faucets and mirrors they will look good. Most everything for their refurbishment has come in but the hanging vanities are what we are waiting for now. We will peck away at this project as we have plenty of time before they will re-open.
- The Tennis building is winterized. We still need to get the nets and some windscreens down hopefully this week. I haven't heard back from my fence guy about the quote I asked for but have an inquiry in. Someone did drive through the chain and broke a 4x4 post that was put up when Tennis was fully closed so we need to repair that as well.
- We are ready to start in at the rental unit kitchen, but we would not be able to do what we had planned due to higher than expected costs and I am requesting a walk through one more time to help decide how much can be done.

## **Report of the Controller**

### **General Notes:**

1. Our Line of Credit extension has officially been approved by Norwalk Bank and Trust. Paperwork will be signed in the coming weeks.
2. OHPA continues debt payments to the City of Norwalk as normal, paying down \$84k through the end of November (inclusive of 1% annual revenue payment)
3. Data collection, analysis, and review for proposed 2023 pricing.

### **Preliminary Financial / Operational Activity:**

1. Month of Nov golf revenue rounds are up 3% vs. prior year and up 11% over monthly budget.
2. Prelim month of Nov Net Operating Income is \$26k over budget with both revenues and expenses being favorable.
3. YTD through Nov golf rounds, cart rounds, and ID cards sold are all performing above budget.
4. Prelim YTD through Nov revenues are \$152k over budget and expenses are \$30k under budget, which includes a \$21k overage in water expense due to dry, hot conditions during the summer.
5. Prelim YTD through Nov Net Operating Income is \$433k, which is \$183k over-budget and therefore puts us in an extremely attractive position for the remainder of FY23.
6. We ended November with a bank balance of \$538k, just \$30k less than Nov'21 balance however cash was also reduced by \$277k in capital improvement expenditures over that one-year period.
7. We can expect to continue seeing some expenditures for capital improvements in the coming months.

# Item #7 – 2023 Pricing Proposal

Oak Hills Park Golf Course Rates for 2023 Season									
Rates with Discount Cards	12/1/2022	3/1/2023	Peak Weekday	Off Peak Weekday	Twilight Weekday	Peak Weekend/Fri	Off Peak Weekend	Twilight Weekend	9 Holes
Resident Adult Park Permit	\$130	\$140	\$39	\$29	\$24	\$42	\$32	\$24	\$24
Resident Senior Discount Card (62+)	\$115	\$125	\$27	\$21	\$19	\$42	\$32	\$19	\$20
Any Junior (Under 18)	\$50	\$60	\$21	\$17	\$15	\$26	\$21	\$16	\$16
Non-Resident Adult Discount Card	\$220	\$240	\$41	\$31	\$26	\$44	\$34	\$26	\$26
Non-Resident Senior Discount Card (62+)	\$195	\$215	\$27	\$21	\$19	\$42	\$32	\$19	\$20
City Employee/Property Owner Discount Card	\$140	\$160	\$40	\$30	\$25	\$43	\$33	\$25	\$25
<b>Daily Fee Rates (No Membership)</b>									
Adults			\$52	\$39	\$29	\$64	\$44	\$29	\$30
Seniors (62+)			\$41	\$31	\$24	\$62	\$42	\$24	\$28
Juniors (Under 18)			\$26	\$21	\$17	\$28	\$22	\$17	\$21

Cart Fees	
18 Hole Cart per person	\$20
9 Hole Cart per person	\$13
Twilight Cart	\$15

\$1.25 x 40,000 rev rounds = \$50,000  
 \$7 x 1100 ID cards = \$7,700  
 No increase in cart round rates  
 Continuous cart paths, limited season passholders and the continued popularity of golf should help to drive overall rounds.

2023 Annual Pass - Expires 12/31/2023		
Unlimited Annual Pass 7 Days	Resident	Non-Resident
Adult	\$2,650	\$2,885
Senior (62+)	\$2,125	\$2,335
Junior (age 12-17)	\$630	\$840
*Family	\$3,465	\$4,200
Limited Annual Pass Mon-Fri	Resident	Non-Resident
Adult	\$1,925	\$2,225
Senior (62+)	\$1,625	\$1,825
Junior (age 12-17)	\$500	\$700

Oak Hills Park Golf Course Rates for 2023 Season -- CHANGES vs 2022 Season									
Rates with Discount Cards	12/1/2022	3/1/2023	Peak Weekday	Off Peak Weekday	Twilight Weekday	Peak Weekend/Fri	Off Peak Weekend	Twilight Weekend	9 Holes
Resident Adult Park Permit	\$10	\$10	\$1	\$1	\$1	\$1	\$1	\$1	\$1
Resident Senior Discount Card (62+)	\$5	\$5	\$1	\$1	\$1	\$1	\$1	\$1	\$1
Any Junior (Under 18)	-	-	-	-	-	-	-	-	-
Non-Resident Adult Discount Card	\$10	\$10	\$2	\$2	\$2	\$2	\$2	\$2	\$2
Non-Resident Senior Discount Card (62+)	\$5	\$5	\$1	\$1	\$1	\$1	\$1	\$1	\$1
City Employee/Property Owner Discount Card	\$10	\$10	\$1	\$1	\$1	\$1	\$1	\$1	\$1
<b>Daily Fee Rates (No Membership)</b>									
Adults			\$2	\$2	\$2	\$2	\$2	\$2	\$2
Seniors (62+)			\$1	\$1	\$1	\$1	\$1	\$1	\$1
Juniors (Under 18)			-	-	-	-	-	-	-

Cart Fees	
18 Hole Cart per person	-
9 Hole Cart per person	-
Twilight Cart	-

2023 Annual Pass - Expires 12/31/2023		
Unlimited Annual Pass 7 Days	Resident	Non-Resident
Adult	\$25	\$50
Senior (62+)	\$25	\$25
Junior (age 12-17)	-	-
*Family	-	-
Limited Annual Pass Mon-Fri	Resident	Non-Resident
Adult	\$25	\$25
Senior (62+)	\$25	\$25
Junior (age 12-17)	-	-

## Analysis performed on 2022 Season Passes included the following:

- Assign full pass rate and actual number of rounds played through 10/25/22 by member
- Compare the actual ytd per round rate to (discount ID card + (actual rounds x actual blended rate per category)) per member.

For the current year, 52 passes were sold with 53 total members (including family members for the Family Pass). The results showed that the 52 season passes sold were 25.7%, or \$30k, more profitable than ID cards + discounted revenue rounds. However, note that with over two months of play remaining after the analysis was complete, the profit margin will decrease a bit. We suggest very minor increases with the same limitations (up to 50 passes sold through end of Feb'23 only)