

Oak Hills Park Authority  
AGENDA for SPECIAL MEETING on  
Monday, January 23, 2023  
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 12/15/2022 regular 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: (10 MINUTES)
8. Adjournment

NEXT SCHEDULED AUTHORITY MEETING – Thursday, February 16, 2023

## Item #5 – Management Reports

### **Report of the Golf Professional** (filed on January 17<sup>th</sup>)

Now that it is January, temperatures have dropped, golf at Oak Hills Park moves into the winter golf season. We have anywhere from 5 to 20 golfers per days but some days none at all. Golfers are playing off temporary greens and tee boxes. A large majority of the golfers are unlimited annual pass holders. The golf shop winter hours are 9:30 am to 3:00 pm and the golf course opens every day at 10:00 am. Carts are not available and we are charging \$20 to walk.

Recently I have been working on the 2023 schedules and contracts for golf outings, golf tournaments, golf clinics, and golf schools and updating our website. 2023 golf rates and memberships were researched, discussed, proposed, accepted, and are now in effect. I have also been in contact with the CSGA about OHPGC hosting one of their golf events this summer.

Additional discussions with the OHMGA and the OHWGA have been on going concerning the use and purchase of Golf Genius's premiere tournament software package for 2023 golf events and advertising.

We presently have an inside golf shop staff of 5 or 6 during the winter and only bring in a starter if needed.

As always, I am looking for new hires to add to the quality of our golf staff.

Three of the four rooms in our old golf shop have been painted and we are getting bids for new carpet.

We are also getting bids for a concrete pad for the foundation of a synthetic lesson tee at the practice range.

Next week I will attend the 2023 PGA Exhibition Show in Orlando, Florida.

## Item #5 - Management Reports

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

All is well with the course. Unfortunately we have people playing greens and tees when they think they can't be seen. On number three there is clear evidence of damage from people playing on the green before the frost has let up on it. It is so shaded on the winter mornings from the sun's low angle that it takes a long time to clear with low morning temps.

- We are ready for installation of the dishwasher and countertops in the kitchen at the rental house. One of our Rangers, Bill Stenger, has been doing a great job at it and doesn't waste time. He is the kind of guy I've been looking for to take care of the small jobs we have concerning all buildings. Great asset and will make a big difference.
- We are moving along with the OSHA compliance and have received extensions to abate the items we know will take more time. Some of them require the crew to be back so they can be trained, so the extensions were necessary.
- Last but not least, the city tree wardens will not respond to my request for markings, making it impossible to even get a dead and dangerous tree removed. I'm saying this publicly so that it is on record, because part of it breaking off poses a significant risk to the safety of golfers and staff members. I think I may have to go ahead and just cut it down, it's too much of a risk. I will document with photos of the bark peeling off the trunk and all the deadwood in the canopy. It is clearly visible behind and to the left of 18 green.

## **Report of the Controller**

### **General Notes:**

1. Additional paperwork and authorizations were required for our Line of Credit extension. In addition, per the recommendation of our Chair we have increased the borrowing limit from \$200k to \$225k.
2. We've continued with our debt payments to the City of Norwalk as normal, paying down \$88k through the end of December.
3. 2023 memberships (both Discount ID Cards and Annual Passes) began selling in January.

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

4. Month of Dec golf revenue rounds are down 40% vs. prior year and down 25% vs. monthly budget.
5. Prelim month of Dec Net Operating Income is \$15k under budget due to underperforming revenues.
6. YTD through Dec golf rounds, cart rounds, and ID cards sold are all performing above budget.
7. Prelim YTD through Dec revenues are \$131k over budget and expenses are \$48k under budget, which includes a \$21k overage in water expense due to dry, hot conditions during the summer.
8. Prelim YTD through Dec Net Operating Income is \$386k, which is \$179k over-budget and therefore puts us in an extremely attractive position for the remainder of FY23.
9. We ended December with an unrestricted bank balance of \$423k as well as a capital reserve cash balance of \$24k. The reserve can only be used for capital improvements to the structures on the course and is intended to build over time.
10. Expect continued expenditures for capital improvements in the coming months.