

Oak Hills Park Authority  
AGENDA for Special MEETING on  
Tuesday, August 22, 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 7/20/2023 regular meeting (5 MINUTES)
3. Public Comment (TBD)
4. Report of the Chair (5 MINUTES)
5. Management Reports: (30 MINUTES)
  - a. Report of the General Manager: Jim Hollyday
  - b. Report of the Golf Professional: Paul Alexander
  - c. Report of the Superintendent: Jim Schell
  - d. 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: TBD
7. Old Business / New Business: (15 MINUTES)
  - a. Interest bearing account for cash balances
  - b. Clubhouse HVAC system
8. Adjournment

NEXT SCHEDULED AUTHORITY MEETING – Thursday, September 21, 2023

## Item #5 – Management Reports

### **Report of the General Manager** (filed on Aug 21)

My main focus beyond observation of systems and procedures and staff performance at the golf course, has been on cleanliness and maintenance in public areas. Numerous repairs have been made in the bathrooms and the patio no longer hosts birds! I've been getting estimates on repairs to the front of the clubhouse and other high priority areas. I'm maintaining a high profile in all the areas our guests interact with the facility and our staff.

On Saturday, July 29, at 6AM, Smokin' Aces began serving breakfast sandwiches at the Starter Station on the 1<sup>st</sup> tee. I showed the owner and manager a menu from another public course at a meeting we had on July 20<sup>th</sup> and I was pleased their response was "We can do that". We decided a test run would begin on Saturdays and Sundays from 6:00AM through 10:30AM. They agreed they would begin breakfast service in August and they began ahead of schedule on July 29.

On August 16 I received a text advising me the breakfast service will be suspended for the remaining weekends in August. Following this statement was "We can maybe start it back up in the fall." Consistency has been a regular complaint and discontinuing a new service after 3 weeks (6 days) will contribute to lack of confidence and support from the golfers.

On Saturday August 12 and Sunday August 13, there were private events in the restaurant and we had reports that service was not available on the patio. The chef quit abruptly during the Saturday event which put pressure on the others.

On August 16 we released a survey to the members to find out how they feel about several facets of our facility. Steve Shepherd has been my technical adviser and I could not have gotten it off the ground without him and 121Marketing. We look forward to analyzing the results.

Weekly manager meetings with Jim Schell, Mark Gartner, Paul Alexander and me are held to review current events, maintenance and share ideas. With regards the HVAC replacement, we've received another estimate and two additional vendors have scheduled visits. With a project this large, we decided it's best to bring in more professionals to be certain we've not left anything out and that we chose the best company.

Allan Dutton, Jim Schell, Mark Gartner & I met August 10 to discuss the CapEx budget and to identify areas of savings to allow room for the HVAC work. We've found some savings, but no

As the tennis program administered by King's Highway Tennis winds down (last day is August 25), the Friends of Oak Hills Tennis is gearing up to host a series of youth clinics in September and October. I've included a separate report on tennis for your benefit.

## **Report of the Golf Professional (filed on Aug 21)**

Everything is going great at Oak Hills Park! Our course is in great condition, the weather has been good, and we are seeing an abundance of golfers on our tee sheet. We continue to see many new faces and an incredible number of junior and young adults playing golf. GolfNow has driven a tremendous amount of golfers to Oak Hills Park and they keep coming back which I can contribute to new golfers, reasonable rates, and great course conditions. Our utilization rates continue to remain above 90% most days.

The golf course opens every day at 6:30 AM and closes at 6:00 PM. The golf shop opens at 6:00 AM close at 6:00 PM.

We had two golf outings in the last 30 days that went very well. The 100 Club held their first outing here and already booked for 2024 and O'Neill's Pub had the biggest outing of the year with 140 golfers. All of our outings have enjoyed and have been impressed by our digital scoring with Golf Genius. In total we have had 13 outings with 1,353 golfers YTD. We have 6 more outings on the schedule and we may have a new outing late October and have an additional outing for August of 2024, our slowest outing month.

OHMGA and OHWGA are now in their 16th week of tournaments and our members really love the digital scoring from Golf Genius. Bobby Trimboli won the men's club championship for the 4th time in the last 7 years. Christoff Pappas won his first senior club championship. And, our inaugural member/member was won by Bob Pattacinni and Paul Maciejewski. The women's and junior championships are being played in September. We are also having our first Ryder Cup event at OHP in September.

We started our last junior golf school of the summer season this week and have completed 27 of 43 golf clinics.

Our artificial lesson tee has been completed at the teaching area and it looks great and will give our new golfers a much better learning experience.

YTD, we have sold over 1250 memberships and greens fees and cart revenues are well over last year's totals.

We discounted our golf memberships last July and have attracted some new golf members who ordinarily would not have joined so late in the season.

Our 68 golf carts are clean and all are running well.

We presently have an inside golf shop staff of 8 and an outside golf staff of 20. We have recently lost 3 staff members in the golf shop and 7 outside staff but added two new members to our golf shop staff. Our golf staff is at 28 down from a high of 38.

## Item #5 – Management Reports

### **Report of the Superintendent** (filed on July 18)

All is well with the course. Weather the last few weeks has been unpredictable and not the best for great conditions at the course, but we are mostly holding steady doing maintenance between raindrops.

The paver did a nice job doing some repairs on #2, #15 and by the cart barn, which they threw in.

We need to have a meeting outside of this one to discuss the amount of work we think we can bite off in the first round of bunker renovations. I'd obviously like to do more than my original proposal, just don't have a feeling as to how much we will be spending.

Not sure if everyone knows, my previous mechanic resigned and moved down south. Lucky for me I have a gentleman named Glen that worked here in the 90's. We hired him at the beginning of the season, and he was an auto mechanic for many years. We are going to get him trained on the finer points of mower blade sharpening and small equipment. Glad to have Glen on board.

We are in a desperate search to find a netting installer. We need to increase the size of the net between 18 tee and a neighbor's house. He says he is still getting bombarded with golf balls which if you look at the situation, you will wonder how that is possible. He is a good neighbor, I believe him and finding an outfit even in this state for this little bit of work is proving difficult. For now, the blue tee markers remain on the white tee box.

## Item #5 – Management Reports

### Report of the Controller (filed on Aug 21)

#### **General Notes:**

1. Our FY2024 fiscal budget has now been spread month-by-month.
2. We've continued with our debt payments to the City of Norwalk as normal, paying down \$15k in the first month of the new fiscal year.
3. The year-end financial audit fieldwork took place in July. Controller is at the beginning stages of working on the Audit Report now.

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

1. Month of July revenue rounds and cart rounds performed slightly above budget, which discount ID card sales in line with budget which is a good start to the new fiscal year.
2. Prelim July revenues are \$13k over budget driven by greater than expected revenue rounds. July expenses are in line with budget.
3. We ended the month with an unrestricted bank balance of \$748k as well as a capital reserve cash balance of \$33k. The reserve can only be used for capital improvements to the structures on the course.
4. We expect to invest in capital improvements throughout the course of the year.