

Oak Hills Park Authority
AGENDA for Regular MEETING on
Thursday, February 15, 2024
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 1/16/2024 special meeting (5 MINUTES)
3. Public Comment (TBD)
4. Report of the Chair (5 MINUTES)
5. Management Reports: (20 MINUTES)
 - a. Report of the Golf Professional: Paul Alexander
 - b. Report of the Superintendent: Jim Schell
 - c. Report of the Controller: Mark Gartner
 - d. Report of the General Manager: Jim Hollyday
6. Committee Reports: (15 MINUTES)
 - a. Tennis Committee: Denise Brown
 - b. Supporters of Oak Hills Park: Jerry Crowley
 - c. Nature Advisory Committee: TBD
7. Old Business / New Business:
8. Executive Session (30 MINUTES)
 - a. Food & Beverage Contract
9. Resume Public Session
10. Adjournment

NEXT SCHEDULED AUTHORITY MEETING – Thursday, March 21, 2024

Item #5 - Management Reports

Report of the Golf Professional (filed on Feb. 11)

Golf Operations Update 2-15-24

February is here and it is the heart of the winter. For the last five weeks all golfers have been walking and playing off temporary tee boxes and temporary greens. A walking winter rate of \$20 is being charged. Winter golf shop hours continue to be 9:30 am - 3:00 pm and the golf course is open from 10:00 am to 3:00 pm weather permitting. We presently have a golf shop staff of 6 and an outside golf staff of 2 if needed. During the last thirty days we have been open 22 days and closed for 8 days. We had a total number of almost 500 golfers with a full tee sheet of 124 golfers last Saturday. 47 annual passes and 232 golf memberships have been on sold since January 1. All 2024 outing applications have been sent out and we have 19 events in the books and have 7 open outing dates available. GolfNow has been driving most of the winter golf traffic to OHP. Recently, I attended the 2024 PGA Merchandise Show in Orlando, Florida. Golf numbers across the board in all categories remain strong and we are looking forward to a busy Spring in 2024!

Item #5 - Management Reports

Report of the Superintendent (filed on Feb. 9)

Oak Hills Park Authority
Meeting of February 15, 2024
Superintendent's Report

The course is doing fine. We finally dried up enough to get the course clean for the most part. It was beginning to look like something other than a golf course.

We have started some drainage projects, first one being on 15, just short of the fairway. When we dug the trench, we found an old corrugated steel drainage pipe along the same line we were installing the new pipe. It was cut when they installed an intersecting drain pipe. No wonder it didn't work. I have a feeling there is a lot of that scattered around the course, such as the right side of number 11, which is where we go next.

We hope to get a bunch of work done on the course with the remainder of the winter being mild but there's no guarantee on that.

Item # 5 - Management Reports

Report of the Controller (filed on Feb. 11)

- We've continued with our debt payments to the City of Norwalk as normal, paying down \$74k in the first seven months of the fiscal year.
- We have received our annual audit report and are in good standing.
- We have sold 48 out of 50 annual passes for \$106k, slightly beating budget.
- Discount ID card sales also seem to be off to a good start for this calendar year.
- We will be renewing our business insurance premium period on March 1

Item #5 - Management Reports

Report of the General Manager (filed on Feb. 11)

General Manager Report February 15, 2024

- Engaged a different vendor for the violation in the kitchen fire suppression system as it was not corrected by DDSA.
- Engaged our exterminator to address conditions in the kitchen.
- Engaged a refrigeration specialist and appliance service company to address problems with kitchen refrigeration and several appliances.
- Contacted Eversource Gas to determine whether they will install a gas line to the Maintenance Building. If they will significantly contribute to the cost, it may be practical to replace failed furnace with gas fired unit.
- Conducted a Zoom interview with an applicant for the Assistant Superintendent position and had several discussions with Jim Schell and Alan Dutton about the hiring process, the specific applicant, his experience, references, etc.
- Scheduled a meeting with the owner of King's Highway Tennis to review commitments made by manager & head pro in August 2023.
- Attended meeting of Friends of Oak Hills Tennis to follow up on items discussed in January and to discuss future of current concessionaire.
- Oversight on restoration of entry door closing system to main clubhouse entry
- Oversight on replacement of 25 defective light fixtures in restaurant kitchen & administrative offices
- Numerous meetings, phone calls, emails related to selection of new restaurant concessionaire and creation and execution of new license agreement
- Vacation