

**CITY OF NORWALK  
OAK HILLS PARK AUTHORITY  
REGULAR MEETING  
THURSDAY, FEBRUARY 15, 2024  
VIA TELECONFERENCE**

ATTENDANCE: Joe Andrasko; Chair, Alan Dutton; Vice Chair, Denise Brown; Treasurer, Rich Dellinger, Gary Leeds, TJ Trimboli, Charles Brennan, Jennifer McAllister (7:08 p.m.)

STAFF: Jim Hollyday; General Manager, Mark Gartner; Controller, Paul Alexander; Golf Professional, Jim Schell; Superintendent

OTHER: Randy Avery

**1. CALL TO ORDER**

The Meeting was called to order at 7:03 p.m. a quorum was present.

**2. ACCEPTANCE OF MINUTES**

**\*\* MR. ANDRASKO MOVED TO APPROVE THE MINUTES FROM THE  
JANUARY 16, 2024 AND THE JANUARY 24, 2024 MEETINGS.  
\*\* MS. BROWN SECONDED THE MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY AS AMENDED**

**3. PUBLIC COMMENT**

Charles Brennan was present. Mr. Andrasko moved up to attendee.

**4. REPORT OF THE CHAIR**

Mr. Andrasko stated there would be an executive session and vote in the public session to authorize him to execute a new food and beverage contract.

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## **5. MANAGEMENT REPORTS**

### **a. Report of the Golf Professional: Paul Alexander (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!

- Mr. Alexander added that they were open 19 days and closed for 11 days.
- They were up to 49 annual passes and about 202 golf memberships.
- As for (audi?) it was about the same with 19 in the book and seven open days.

### **b. Report of the Superintendent: Jim Schell (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.

- Mr. Schell discussed how the recent weather may affect the course.

- Mr. Schell mentioned they were waiting for Eversource to determine how they were going to get the gas line for the furnace to their building.
- Mr. Schell stated the furnace was operational but a little fummy.
- Mr. Schell discussed the bunker project and said it was time to send a reminder that they wanted the contract.

**c. Report of the Controller: Mark Gartner** (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
- Mr. Gartner mentioned that he cut the check for the monthly debt repayment to the city.

Ms. Brown had questions about the debt payments and how they are reflected in the reports. Mr. Gartner said that the report only shows the current month's payment.

**d. Report of the General Manager: Jim Hollyday** (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

## **6. COMMITTEE REPORTS**

### **a. Tennis Committee: Denise Brown**

Ms. Brown discussed the fence quote. She noted they were asked by the USTA to upgrade to thermally fused, bonded black mesh. She indicated would add \$10,000 to the quote. Ms. Brown stated they would resubmit the quote and hoped they would be considered for grant money that could cover up to half the cost.

Ms. Brown said David McGoldrick was working on a design for Arthur's plaque and hoped he could present a design to the board in March or April.

Ms. Brown gave a recap of the donations from 2021 to the present from Friends and placed in the Supporter's account. She stated the amount raised was around \$93,000. She noted this didn't include the \$30,000 in donations that came in for the pergola.

### **b. Supporters of Oak Hills Park: Jerry Crowley**

Mr. Crowley could not attend the meeting but sent an email that was read into the record. He stated they received nearly \$39,000 in donations. He noted that he sent out thank you letters to all who donated.

### **c. Nature Advisory Committee: TBD**

There was no report from the Nature Advisory Committee.

Mr. Leeds asked if they were making an attempt to find people to deal with the nature side. Mr. Andrasko indicated he hadn't made an attempt to find anyone. Both Ms. Brown and Mr. Leeds had possible candidates for the committee.

## **7. OLD BUSINESS / NEW BUSINESS**

There was no discussion of old or new business.

## **8. EXECUTIVE SESSION**

**\*\* MR. ANDRASKO MOVED TO ENTER EXECUTIVE SESSION AND  
INVITE JIM HOLLYDAY AND RANDY AVERY.  
\*\* MR. DELLINGER SECONDED THE MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY**

**a. Contract Negotiation**

Mr. Andrasko indicated that in the executive session they discussed the licensing agreement negotiated for the food and beverage contract. Mr. Dutton provided an overview of the process and how the vendor was chosen.

**\*\* MR. DUTTON MOVED TO AUTHORIZE THE CHAIR OF THE  
AUTHORITY TO EXECUTE THE LICENSING AGREEMENT  
WITH ODIN’S, OHGC, LLC,  
\*\* MR. DELLINGER SECONDED THE MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

Mr. Andrasko thanked everybody involved in the process.

**9. ADJOURNMENT**

**\*\* MR. ANDRASKO MOVED TO ADJOURN THE MEETING.  
\*\* MR. LEEDS SECONDED THE MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The Meeting adjourned at 7:27 p.m.

Respectfully submitted  
China Mayhew  
Telesco Secretarial Services

