

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of September 20, 2023

Members Present

Bernard Caulfield
Susan Dutilly
David DiBattista
Todd Postler
Richard Strouse
Bob Malouf
Ray Lathrop
Richard Podurgiel
Michael Driscoll

Others Present

Mike Svab, Pro Manager
Eric Kundahl, Superintendent
Mitchell Nixon, Finance
Mickey Busca, Member's Club

CALL TO ORDER

Chairman Caulfield called the September 20, 2023 meeting of the Norwich Golf Course Authority to order at 6:00 p.m.

MINUTES

A motion to approve the minutes of the August 16, 2023 meeting was made by Mr. Malouf, seconded by Mr. DiBattista, and approved unanimously.

FINANCIAL REPORT

Mr. Nixon presented the NGCA Financial Report for August 2023.

Current Month

OPERATING REVENUES for the month of August 2023 were \$154,984 compared to budgeted revenues of \$156,108, \$3,876 over budgeted revenues, and \$14,249 more than August 2022 revenues.

EXPENSES for the month of August 2023 were \$137,280 compared to budgeted expenses of \$151,264, \$13,984 under budgeted expenses and \$34,025 over August 2022 expenses.

NET PROFIT for August 2023 was \$22,704 compared to NET PROFIT for August 2022 of \$42,480. This is after depreciation of \$11,876 in 2023 and \$12,081 in 2022.

CASH BALANCE for August 2023 was \$242,693, in comparison to the prior month, June 2023, of \$241,784. This is an increase of \$819.

YTD

YTD OPERATING REVENUES were \$1,131,100, compared to YTD budgeted revenues of \$1,111,767. This is \$19,333 over the YTD Budget, and \$91,492 more than the prior year.

YTD EXPENSES were \$857,912 compared to YTD budgeted expenses of \$1,170,000. This is \$312,089 under the YTD budgeted expenses, and \$220,558 less than the prior year.

YTD Total Revenues were more than Expenses by \$273,189; which is over budget by \$331,423 and \$311,328 over YTD August 2022.

Items of interest on the Balance Sheet:

- The Restaurant lease has been paid in full through August 31, 2023.
- The balance in Accounts Payable (products/services received but not paid for as of 08/31/23) is \$91.
- The Due to General Fund is the NGCA's cash balance as of 08/31/23. An amount in the Asset section means the City owes the NGCA those funds of \$242,693.

NOTE: August Cash Balance less Accounts Payable equals Cash (Shortfall):

$$\$242,693 - \$91 = \$242,602$$

Mr. Nixon also reported that the revenues for the golf course through September 20, 2023 of \$1,207,555 and expenses were approximately \$909,000.

A motion to accept the Financial Report was made by Mr. DiBattista, seconded by Ms. Dutilly, and approved unanimously.

CORRESPONDENCE

No correspondence received.

CADDY SHACK

Lease payments, reported in the Financial Report for August as paid for August 2023, are also current through the end of September 2023.

CHAIRMAN'S REPORT

Chairman Caulfield reported that this past weekend was very busy with the Cardini Tournament observing its 20th year and that the services provided by the Pro Shop and maintenance staff were excellent. Any challenges which occurred were promptly and appropriately dealt with.

SUPERINTENDENT'S REPORT

Mr. Kundahl reported that the process of aerating tees has started as well as seeding around greens. He also noted that work around the 6th green and nearby cart path area has been done.

Mr. Kundahl advised he has started early ordering of materials for next year. In response to inquiries about how much money this could save, he indicated that he had earlier purchased approximately \$7,000 of materials from one vendor for which the course will pay \$5,000.

Mr. DiBattista raised concerns about a tree which had fallen on the 14th hole and was cut up by staff. He has specific concerns about the courses policy with respect to the use of a chain saw, stating that if a chain saw accident were to occur there could be serious injuries and if there is no one to respond immediately or to seek assistance the situation could be more serious. Mr. Svab noted that an employee from the Pro Shop was sent to the site as the work proceeded.

In discussion about safety procedures, Mr. DiBattista inquired about providing first aid courses for all maintenance employees, including summer hires. Ms. Dutilly indicated that such courses can be seen online. Mr. Kundahl indicated he would look into the matter and report at the next meeting.

PRO MANAGER REPORT

Mr. Svab advised the Authority that revenues are still strong despite a fair amount of adverse weather. Given the continuing strong revenues he believes they will likely receive the projected total operating revenues for 2023 of \$1,354,104. This will require the receipt of additional revenues of approximately \$147,000 through the remainder of the year. There are a number of tournaments scheduled through early November as well as strong play on good weather days, but any major weather event may cause a revenue falloff.

Mr. Svab provided members of the Authority with a copy of the list of the proposed 2023 golf course projects distributed at the beginning of the year. Seven of the ten projects have been completed, one partially completed, one deferred, and one to be done.

Mr. Svab called to the Authority's attention the Authority's meeting schedule for 2024. He referenced the June meeting which we held on the 4th Wednesday in June rather than the 3rd Wednesday as the 3rd Wednesday is Juneteenth Day, a legal holiday.

Given discussions at prior meetings about paving a cart path near the tees on the 8th hole, Mr. Svab noted that a contractor has been lined up to do the work but is presently engaged in other projects. The contractor has done other work at the course and will be attending to this project when he has available time.

Mr. Svab echoed Chairman Caulfield's remarks concerning the Cardini Tournament. This is the 20th year the tournament has been held and had a great turnout with cooperative weather. It is already booked for next year.

A tournament arranged by St. Bernard's alumni is scheduled to take place Saturday, September 23rd in the afternoon. The current weather forecast is for rain in the afternoon. A decision will be made on September 21st as to whether the tournament will proceed as planned as a number of participants will be traveling in from distance.

Mr. Svab asked the Authority to consider establishing a policy or procedures with respect to complaints. This year and the last few years have been very busy, and all employees receive complaints of varying sorts from members, greens fee players, patrons of the restaurant, Authority members, and the public. Often these cannot be immediately responded to and sometimes are not reported to the individual best able to deal with the problem. Similarly, the concerns raised may not be able to be dealt with immediately although the person making the complaint may have a different view. The process is stressful to all staff and probably to those making the complaint. Mr. Svab also noted that there may not be adequate staff to deal with some of these issues, it being his opinion more staff is needed by both the Pro Shop and maintenance. The current arrangements are not producing optimum results, may be frustrating to those making and receiving complaints, and are certainly demoralizing to staff. The concerns raised will be considered during the budget process.

Mr. Svab noted that he had played a round recently and found the playability of the course to be excellent. However, incidents continue to occur which may be more likely to be noted by players. For example, a hydraulic line blew out on the 12th hole while the fairway was being cut on a recent early morning. This is similar to an incident which occurred on the 1st hole and in each case resulted in a visible brown stripe.

Mr. Kundahl advised that all of the hydraulic hoses have been or are being replaced as a precaution. Mr. Malouf inquired as to whether there is some type of hydraulic shutoff valve available for all of the items or may be more likely to be equipment used at the course in maintenance. This will be looked into.

Mr. Svab advised that his assistant, Ray Gordon, will be returning to the course next year, information well received.

Finally, Mr. Svab advised his eponymous event is scheduled for October 22, 2023 with the proceeds to be used to acquire bronze plaques to replace current distance markers in fairways. These are to be installed with safeguards to make them difficult to remove.

BUDGET COMMITTEE

Following Mr. Svab's report Chairman Caulfield advised that he was appointing the Budget Committee to start work immediately. The committee will be comprised of Mr. Malouf as Chair, and Chairman Caulfield, Mr. Podurgiel, and Mr. Postler as members.

REPORT ON THE 9th HOLE BRIDGE

Mr. Malouf gave a brief report on the status of the bridge project. Bidding will be closed on September 28, 2023. Various interested parties attended the mandatory onsite inspection, and some have followed up with secondary visits.

MEMBER'S CLUB

Mr. Busca advised that the Member Tournament is scheduled for October 8th.

He then addressed a request of the Member's Club that the Authority consider establishing new membership classifications which would be primarily age based and available for reduced rates. He distributed information as to what is sometimes referred to as "Young Executive Memberships" available at different courses in the southeastern Connecticut area. All generally involve some restriction as to full play although there may be a difference between private clubs and public courses in that regard.

A lengthy discussion followed with various views expressed. The request will remain under consideration and be addressed initially by the Budget Committee as it sets the budget.

In connection with the setting of the budget there were discussions about course condition and proposals with regard to sand traps and other course features.

ADJOURNMENT

A motion to adjourn the meeting was made at 7:03 P.M. by Mr. DiBattista, seconded by Mr. Malouf and approved unanimously.