

**CARBONDALE PARK DISTRICT
GOLF ADVISORY COMMITTEE MEETING
TUESDAY, SEPTEMBER 8, 2020
4:00 PM
HICKORY LODGE
1115 WEST SYCAMORE STREET
CARBONDALE, IL
VIA ZOOM: [htt://ZOOM.us/j/9031181650](http://ZOOM.us/j/9031181650)**

AGENDA:

- A. CALL TO ORDER
- B. ROLL CALL
- C. REVIEW / APPROVAL OF MINUTES:
 - 1. July 7, 2020 meeting
 - 2. August 4, 2020 meeting
- D. CITIZEN COMMENTS AND QUESTIONS: Limited to items not appearing on the agenda.
- E. OLD BUSINESS:
 - 1. None
- F. NEW BUSINESS:
 - 1. Women's Association Report
 - 2. Men's Association Report
 - 3. Senior Association Report
 - 4. Golf Superintendent's Report
 - 5. Golf Professional's Report
 - 6. Review financial reports
 - a. June 2020 financial report
 - 7. Committee Discussion
 - a. Irrigation Pond overflow
 - b. Equipment
 - 8. Committee member comments and questions
 - 9. Committee recommendations, if any
- G. SCHEDULE NEXT MEETING
- H. ADJOURNMENT

GOLF ADVISORY COMMITTEE MINUTES

JULY 7, 2020

The Carbondale Park District's Golf Advisory Committee held a regular meeting on Tuesday, July 7, 2020 at 4:00 p.m. at 1115 W. Sycamore Street, Carbondale, IL. The attendees participated via zoom format.

PRESENT: Chuck Vaught, Kay Brechtelsbauer, Elaine Vitello, John Washburn, Brian Matzenbacher, Trey Anderson, Tom Brooke, Kathy Renfro and board liaison Commissioner Jane Adams.
Absent: Dominic Cittadino.

MEETING CALLED TO ORDER: The meeting was called to order at 4:00 p.m.

APPROVAL OF MINUTES: The minutes of June 2, 2020 meeting were approved.

CITIZENS COMMENTS AND QUESTIONS: None.

WOMEN'S ASSOCIATION: The Association began league play four weeks ago. They have 17 members to date and average about 16 players each week using a shotgun start.

MEN'S ASSOCIATION: The Association plays each Monday evening at 5:00 p.m. and averages about 9-12 players each week.

SENIOR ASSOCIATION: The Senior Association plays each Wednesday morning and has returned to a shotgun start to begin play. They are currently signing players up to play in this year's match play tournament which is scheduled to begin this month.

GOLF SUPERINTENDENT'S REPORT: Trey Anderson provided the following information of course conditions for the committee:

1. The maintenance staff continues to mow the greens 6-7 days a week.
2. The course received over 5 inches of rain in little over one week. The rain helps flush salts from the greens. The salts are a byproduct from using effluent water as a source for irrigation.
3. The greens have been aerified using one quarter inch tines and then rolled. This process aides the turfs root system by allowing more air exchange at the root zone.
4. The zoysia is growing at a faster rate due to the warm temperatures and increased rainfall. This has helped the fairways to fill in the areas affected by zoysia patch.
5. The staff will apply a broadleaf herbicide to the fairways when time and budget allow.
6. More maintenance hours will be allocated to the bunkers when they are available. The maintenance staffing levels may be increased in the near future. They are currently operating with about one half of normal staffing levels.
7. Trey stated that he is still furloughing one day per week.
8. The area moved to phase 4 of the Restore Illinois Program. This allows two players per cart if they wear a mask or without a mask if from the same household. It also allows groups of 50 or less to congregate. As a result staff is working with groups to schedule some golf outings beginning next month.
9. The irrigation system is pressurized and staff has been repairing leaks in the system.
10. When the demand for mowing subsides more staff time will be spent on the bunkers, repairing the rail fencing and the landscaped area at the #3 tee box.
11. Staff is reviewing the Tee signs for their maintenance needs (repainting) before seeking advertisers for the advertisement space.
12. The lakes normally have a fountain to aerate the water. One fountain is broken down and the other fountain has an issue with the electrical line. Trey believes that the electrical line is repairable.

GOLF PROFESSIONAL'S REPORT: Tom Brooke provided the committee with the following information:

1. Tom stated the June 2020 revenue was \$54,587 vs \$50,337 for June of 2019. The rounds played in June 2020 were 1,862 vs 1,771 for June 2019. The increase over last year is encouraging due to the restrictions in operating procedures imposed by the State of Illinois.

2. Staff has stayed in contact with organizations and groups that had outings scheduled earlier in the year and are discussing the possibility of rescheduling the outing over the next few months.

3. Tom informed the committee that historically, Monday was the day of the week that had the least number of rounds played. However, with the rate promotion of \$27.00 for 18 holes including cart applying to play on Sunday, Monday and Tuesday, Monday has now the day of the week with the most rounds played. In addition, the three days of Sunday, Monday and Tuesday now account for approximately 50% of the number of rounds played for the entire week.

REVIEW FINANCIAL REPORTS: The committee reviewed the May 2020 financial report. Through the end of May 2020, Hickory Ridge has a net loss for the year of \$109,883 vs a budgeted loss of \$72,650, a variance of \$37,233 for the year.

COMMITTEE DISCUSSION:

1. Kathy informed the committee that the SIU Small Business Incubator will do a ring analysis for the Carbondale Park District. It will look at a 50, 100 and 150 mile radius and will address the market area and pricing.

2. Preliminary discussions have taken place between the Carbondale Park District, specifically regarding Hickory Ridge Golf Course, and Walker's Bluff about working together to offer combination golf and winery activities. Future discussions about promoting their combined activities will be undertaken.

COMMITTEE MEMBER COMMENTS AND QUESTIONS:

1. The committee inquired about offering annual passes that would be good for Hickory Ridge Golf Course and the Super Splash Park. Kathy indicated that staff was looking at that possibility.

2. Kathy informed the committee that the district plans to end the employee furloughs. Employees are to report back to work on Thursday, April 9, 2020.

COMMITTEE RECOMMENDATIONS: None.

NEXT MEETING: August 11, 2020 at 4:00 pm in person at the Hickory Ridge Golf Course Club House.

MEETING ADJOURNED: 4:50 p.m.

Golf Advisory Committee Meeting

August 4, 2020

A. Call Order

1. Meeting began at 4:07

B. Roll Call:

1. Jane Adams, Brain Matzenbacher, John Washburn, Mike Day, Trey Anderson

C. Review/Approval

1. No review or approval of the July 7, 2020 meeting because minutes were not received by committee members.

D. Citizen Comments:

1. None

E. Old Business:

1. None

F. New Business:

1. Women's Report:
 - a. None: Kay absent
2. Men's Report:
 - a. Approx. 7 golfers, going to discuss having a tournament (Mike Day reported)
3. Senior Report:
 - a. 45 golfers on average. 1st tourney last Wednesday. Good turnout. Did not come in and eat. (Mike Day reported)
4. Superintendent Report: Attached
 - a. Disc golf course is hard to get too with limited staff and amount of rain.
 - b. Certain areas are hard to get too with the amount of rain (driving range, etc.)
 - c. Questions:
 - i. Jane Adams: Milkweed at entrance was it left on purpose? Trey mentioned that it was left on purpose and said it needs a little bit of work.
5. Golf Pro Report
 - a. July 1663 rounds, \$44,000 total revenue for the month of July.
 - b. Pro shop: must have a mask to enter, mailbox at front door with mask for people that don't have one. Donated by Carl Flowers
 - c. \$120 donated by Mr. Bardo for hole covers to eliminate a touch point with flags on greens.
 - d. August 13 Zoom meeting with AD and womens golf coach (SIU)
 - e. SIU women's fundraiser Saturday Aug. 8

HICKORY RIDGE GOLF COURSE

Financial Report for: June 2020

Table 1

		June 2020			Jan - June 2020				
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
REVENUE									
		\$54,471	\$76,100	-\$21,629	-28.42%	\$123,700	\$251,625	-\$127,925	-50.84%
EXPENDITURES									
A	Customer Service								
	Personnel Service	\$4,875	\$17,824	\$12,949	72.65%	\$68,627	\$101,511	\$32,884	32.39%
	Supplies & Services	\$11,606	\$13,873	\$2,267	16.34%	\$28,014	\$52,425	\$24,411	46.56%
	Capital Outlay	\$0	\$0	\$0		\$0	\$0	\$0	
	Total Customer Service	\$16,481	\$31,697	\$15,216	48.00%	\$96,641	\$153,936	\$57,295	37.22%
B	Course Management								
	Personnel Service	\$14,982	\$24,475	\$9,493	38.79%	\$90,113	\$115,992	\$25,879	22.31%
	Supplies & Services	\$10,998	\$9,578	-\$1,420	-14.83%	\$24,027	\$43,997	\$19,970	45.39%
	Capital Outlay	0	0	0		\$0	\$0	\$0	
	Total Course Management	\$25,980	\$34,053	\$8,073	23.71%	\$114,140	\$159,989	\$45,849	28.66%
	Total Expenditures	\$42,461	\$65,750	\$23,289	35.42%	\$210,781	\$313,925	\$103,144	32.86%
	Net Income (Loss)	\$12,010	\$10,350	\$1,660	16.04%	-\$87,081	-\$62,300	\$24,781	-39.78%

Report Name:
Hickory Ridge
Summary
Financial Report

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07/30/20

Accrual Basis

Carbondale Park District
Profit & Loss Budget vs. Actual
GOLF OPERATIONS

	Jun 20	Budget	\$ Over Budget
Income			
Alternative Revenue	0.00	10,500.00	-10,500.00
Beer Sales	1,908.36	1,400.00	508.36
Concessions	1,191.57	3,500.00	-2,308.43
Donation	0.00	0.00	0.00
Driving Range	4,432.00	1,500.00	2,932.00
Facility Rental	0.00	100.00	-100.00
Gaming Machines	0.00	1,000.00	-1,000.00
Golf Cart Fees	14,643.00	13,000.00	1,643.00
Golf Fees	29,923.98	40,600.00	-10,676.02
Jr Golf Fees	0.00	500.00	-500.00
Merchandise	2,180.75	2,500.00	-319.25
Miscellaneous Other Revenue	0.54	0.00	0.54
Miscellaneous Shop Revenue	-323.71	1,000.00	-1,323.71
Rental Revenue	0.00	0.00	0.00
Sales Tax	514.73	500.00	14.73
Total Income	54,471.22	76,100.00	-21,628.78
Expense			
(A) Payroll Expenses			
FICA Expense	280.35	1,071.00	-790.65
Health Insurance Expense	0.00	1,562.00	-1,562.00
IMRF Expense	507.63	720.00	-212.37
Overtime	31.40	250.00	-218.60
Salaries	0.00	5,249.00	-5,249.00
Unemployment Expense	125.52	472.00	-346.48
Wages Hourly Fulltime	0.00	4,100.00	-4,100.00
Wages Hourly Part Time	3,633.21	4,400.00	-766.79
(A) Payroll Expenses - Other	296.46	0.00	296.46
Total (A) Payroll Expenses	4,874.57	17,824.00	-12,949.43
Advertising/Promotion	288.42	1,000.00	-711.58
Bank Charges	458.91	700.00	-241.09
Building Repairs/Maintenance	0.00	167.00	-167.00
Computer Equipment/Software	0.00	0.00	0.00
Concession Supplies	1,446.09	2,650.00	-1,203.91
Contractor Fees	0.00	50.00	-50.00
Dues and Subscriptions	150.00	125.00	25.00
Electric Utilities	821.71	1,000.00	-178.29
Equipment Parts/Repairs	0.00	42.00	-42.00
Fax/Modem	598.00	25.00	573.00
Food/Provisions	0.00	100.00	-100.00
Gas Utilities	87.87	159.00	-71.13
Golf Shop Supplies	0.00	1,667.00	-1,667.00
Janitorial Service	0.00	20.00	-20.00
Landscaping Supplies	0.00	20.00	-20.00
Licenses	50.00	0.00	50.00
Loan Interest	5,525.83		
Maintenance Contracts	1,358.26	417.00	941.26
Misc Supplies	33.52	417.00	-383.48
Office Equipment	0.00	0.00	0.00
Office Supplies	157.97	42.00	115.97

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Accrual Basis

Carbondale Park District
Profit & Loss Budget vs. Actual
GOLF OPERATIONS

	<u>Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Postage/Freight	0.00	29.00	-29.00
Printing/Reproduction	0.00	500.00	-500.00
Program Supplies	0.00	3,500.00	-3,500.00
Rentals	0.00	300.00	-300.00
Safety/First Aid Supplies	0.00	42.00	-42.00
Sales Tax Expense	62.00	400.00	-338.00
Shop Supplies/Small Tools	305.85		
Telephone Expense	217.07	417.00	-199.93
Training and Travel	0.00	0.00	0.00
Vehicle Parts/Repairs	0.00	42.00	-42.00
Water Utilities	45.29	42.00	3.29
Total Expense	<u>16,481.36</u>	<u>31,697.00</u>	<u>-15,215.64</u>
Net Income	<u>37,989.86</u>	<u>44,403.00</u>	<u>-6,413.14</u>

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Accrual Basis

Carbondale Park District
Profit & Loss Budget vs. Actual
GOLF OPERATIONS

	Jan - Jun 20	Budget	\$ Over Budget
Misc Supplies	73.30	2,502.00	-2,428.70
Office Equipment	0.00	700.00	-700.00
Office Supplies	333.53	248.00	85.53
Postage/Freight	61.96	174.00	-112.04
Printing/Reproduction	0.00	500.00	-500.00
Program Supplies	377.06	3,500.00	-3,122.94
Rentals	0.00	700.00	-700.00
Safety/First Aid Supplies	69.45	252.00	-182.55
Sales Tax Expense	270.00	1,800.00	-1,530.00
Shop Supplies/Small Tools	305.85		
Telephone Expense	1,030.83	2,502.00	-1,471.17
Training and Travel	1,660.47	1,000.00	660.47
Vehicle Parts/Repairs	0.00	252.00	-252.00
Water Utilities	104.47	252.00	-147.53
Total Expense	96,640.99	153,936.00	-57,295.01
Net Income	27,058.94	97,689.00	-70,630.06

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Accrual Basis

Carbondale Park District
Profit & Loss Budget vs. Actual
GOLF MAINTENANCE

	Jun 20	Budget	\$ Over Budget
Income	0.00		
Expense			
(A) Payroll Expenses			
FICA Expense	967.76	1,529.00	-561.24
Health Insurance Expense	0.00	1,452.00	-1,452.00
IMRF Expense	816.19	798.00	18.19
Overtime	0.00	300.00	-300.00
Salaries	4,381.44	5,641.00	-1,259.56
Unemployment Expense	168.79	708.00	-539.21
Wages Hourly Fulltime	5,042.14	4,695.00	347.14
Wages Hourly Part Time	3,290.53	9,352.00	-6,061.47
(A) Payroll Expenses - Other	314.68		
Total (A) Payroll Expenses	14,981.53	24,475.00	-9,493.47
Building Repairs/Maintenance	173.54	100.00	73.54
Chemicals	2,933.64	3,000.00	-66.36
Computer Equipment/Software	0.00	0.00	0.00
Construction Materials	0.00	0.00	0.00
Consultant Services	0.00	200.00	-200.00
Contractor Fees	0.00	0.00	0.00
Course Accessories	0.00	100.00	-100.00
Dues and Subscriptions	100.00	0.00	100.00
Electric Utilities	1,232.33	1,400.00	-167.67
Equipment Parts/Repairs	0.00	100.00	-100.00
Fertilizer	3,069.52	1,000.00	2,069.52
Fuel/Lubricants	1,309.93	1,440.00	-130.07
Gas Utilities	77.86	0.00	77.86
Irrigation/Drainage Supply	313.46	0.00	313.46
Janitorial Supplies	0.00	20.00	-20.00
Landscaping Supplies	60.20		
Laundry Services	0.00	0.00	0.00
Maintenance Contracts	243.97	280.00	-36.03
Office Equipment	0.00	0.00	0.00
Office Supplies	0.00	35.00	-35.00
Paint/Supplies	0.00	35.00	-35.00
Postage/Freight	0.00	15.00	-15.00
Rentals	0.00	100.00	-100.00
Safety/First Aid Supplies	0.00	30.00	-30.00
Shop Supplies/Small Tools	22.97	150.00	-127.03
Telephone Expense	109.56	150.00	-40.44
Vehicle Parts/Repairs	1,232.94	1,333.00	-100.06
Water Utilities	118.44	90.00	28.44
Total Expense	25,979.89	34,053.00	-8,073.11
Net Income	-25,979.89	-34,053.00	8,073.11

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Accrual Basis

Carbondale Park District
Profit & Loss Budget vs. Actual
GOLF OPERATIONS

	Jan - Jun 20	Budget	\$ Over Budget
Income			
Alternative Revenue	0.00	12,500.00	-12,500.00
Beer Sales	2,624.28	8,000.00	-5,375.72
Concessions	1,561.00	13,900.00	-12,339.00
Donation	7,000.00	0.00	7,000.00
Driving Range	4,876.00	8,100.00	-3,224.00
Facility Rental	0.00	425.00	-425.00
Gaming Machines	580.18	4,000.00	-3,419.82
Gift Certificates (Golf)	-50.00		
Golf Cart Fees	27,149.16	52,000.00	-24,850.84
Golf Fees	75,317.62	131,700.00	-56,382.38
Jr Golf Fees	0.00	2,500.00	-2,500.00
Merchandise	3,958.18	12,500.00	-8,541.82
Miscellaneous Other Revenue	84.72	0.00	84.72
Miscellaneous Shop Revenue	-145.98	4,000.00	-4,145.98
Rental Revenue	0.00	0.00	0.00
Sales Tax	744.77	2,000.00	-1,255.23
Total Income	123,699.93	251,625.00	-127,925.07
Expense			
(A) Payroll Expenses			
FICA Expense	4,004.53	6,065.00	-2,060.47
Health Insurance Expense	5,656.00	9,372.00	-3,716.00
IMRF Expense	4,721.38	4,131.00	590.38
On Call Wages	10,710.08		
Overtime	31.40	250.00	-218.60
Salaries	21,538.40	34,118.00	-12,579.60
Unemployment Expense	1,158.08	2,675.00	-1,516.92
Wages Hourly Fulltime	12,061.44	20,700.00	-8,638.56
Wages Hourly Part Time	8,300.64	24,200.00	-15,899.36
(A) Payroll Expenses - Other	444.69	0.00	444.69
Total (A) Payroll Expenses	68,626.64	101,511.00	-32,884.36
Advertising/Promotion	432.63	1,500.00	-1,067.37
Bank Charges	1,963.90	3,400.00	-1,436.10
Building Repairs/Maintenance	0.00	1,002.00	-1,002.00
Computer Equipment/Software	795.00	0.00	795.00
Concession Supplies	2,222.33	10,100.00	-7,877.67
Contractor Fees	128.58	200.00	-71.42
Dues and Subscriptions	322.59	750.00	-427.41
Electric Utilities	2,642.62	4,600.00	-1,957.38
Equipment Parts/Repairs	1,171.78	252.00	919.78
Fax/Modem	1,794.00	150.00	1,644.00
Food/Provisions	9.98	300.00	-290.02
Gas Utilities	692.10	1,045.00	-352.90
Golf Shop Supplies	1,451.61	10,002.00	-8,550.39
Janitorial Service	18.00	120.00	-102.00
Janitorial Supplies	166.00		
Landscaping Supplies	0.00	120.00	-120.00
Licenses	125.00	2,000.00	-1,875.00
Loan Interest	5,525.83		
Maintenance Contracts	4,265.48	2,502.00	1,763.48

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Accrual Basis

Carbondale Park District
Profit & Loss Budget vs. Actual
GOLF MAINTENANCE

	<u>Jan - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income	0.00		
Expense			
(A) Payroll Expenses			
FICA Expense	5,465.96	7,030.00	-1,564.04
Health Insurance Expense	5,656.00	8,712.00	-3,056.00
IMRF Expense	5,084.01	5,107.00	-22.99
On Call Wages	2,069.19		
Overtime	164.74	900.00	-735.26
Salaries	33,546.00	36,667.00	-3,121.00
Unemployment Expense	1,571.61	3,236.00	-1,664.39
Wages Hourly Fulltime	29,104.27	30,518.00	-1,413.73
Wages Hourly Part Time	6,978.89	23,822.00	-16,843.11
(A) Payroll Expenses - Other	472.02		
Total (A) Payroll Expenses	90,112.69	115,992.00	-25,879.31
Building Repairs/Maintenance	1,115.09	200.00	915.09
Chemicals	4,426.45	13,000.00	-8,573.55
Computer Equipment/Software	0.00	0.00	0.00
Construction Materials	26.08	500.00	-473.92
Consultant Services	58.84	200.00	-141.16
Contractor Fees	128.58	0.00	128.58
Course Accessories	0.00	1,300.00	-1,300.00
Dues and Subscriptions	100.00	375.00	-275.00
Electric Utilities	5,061.66	4,700.00	361.66
Equipment Parts/Repairs	13.44	200.00	-186.56
Fax/Modem	299.00		
Fertilizer	3,069.52	6,000.00	-2,930.48
Fuel/Lubricants	2,627.18	4,360.00	-1,732.82
Gas Utilities	629.57	1,000.00	-370.43
Inspection Fee	140.00		
Irrigation/Drainage Supply	324.88	1,200.00	-875.12
Janitorial Supplies	112.16	120.00	-7.84
Landscaping Supplies	60.20		
Laundry Services	0.00	250.00	-250.00
Licenses	60.00		
Maintenance Contracts	901.70	1,680.00	-778.30
Office Equipment	0.00	250.00	-250.00
Office Supplies	28.47	210.00	-181.53
Paint/Supplies	113.45	210.00	-96.55
Postage/Freight	0.00	90.00	-90.00
Rentals	0.00	300.00	-300.00
Safety/First Aid Supplies	69.45	180.00	-110.55
Shop Supplies/Small Tools	232.29	900.00	-667.71
Telephone Expense	1,185.14	900.00	285.14
Training and Travel	-40.00		
Vehicle Parts/Repairs	3,165.90	5,332.00	-2,166.10
Water Utilities	118.44	540.00	-421.56
Total Expense	114,140.18	159,989.00	-45,848.82
Net Income	-114,140.18	-159,989.00	45,848.82