

**CARBONDALE PARK DISTRICT
GOLF ADVISORY COMMITTEE MEETING
TUESDAY, JANUARY 5, 2021
4:00 PM
HICKORY LODGE
1115 WEST SYCAMORE STREET
CARBONDALE, IL
VIA ZOOM: <http://ZOOM.us/j/9031181650>**

AGENDA:

- A. CALL TO ORDER
- B. ROLL CALL
- C. REVIEW / APPROVAL OF MINUTES:
 - 1. December 8, 2020 meeting
- D. CITIZEN COMMENTS AND QUESTIONS: Limited to items not appearing on the agenda.
- E. OLD BUSINESS:
 - 1. None
- F. NEW BUSINESS:
 - 1. Election of Officers
 - 2. Women's Association Report
 - 3. Men's Association Report
 - 4. Senior Association Report
 - 5. Golf Superintendent's Report
 - 6. Golf Professional's Report
 - 7. Review financial reports:
 - a. November 2020
 - 8. Committee Discussion
 - a. Bunker Project
 - b. Réservoir Overflow Repair
 - c. Landscaping Project
 - d. Hook-A-Kid on Golf Program
 - e. Clubhouse Maintenance/Repairs
 - 9. Committee member comments and questions
 - 10. Committee recommendations, if any
- G. SCHEDULE NEXT MEETING

H. ADJOURNMENT

GOLF ADVISORY COMMITTEE MINUTES DECEMBER 8, 2020

The Carbondale Park District's Golf Advisory Committee held a regular meeting on Tuesday, November 10, 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, Dominic Cittadino, John Washburn, Brian Matzenbacher, Danielle Kaufman, Trey Anderson, Tom Brooke and board liaison Commissioner Jane Adams.
Absent: None
Guests: None

MEETING CALLED TO ORDER: The meeting was called to order at 4:01.

APPROVAL OF MINUTES: The minutes of November 10, 2020 meeting were approved.

CITIZENS COMMENTS AND QUESTIONS: None.

ANNOUNCEMENT: Tom Brooke introduced Danielle Kaufman, head coach of the SIU Women's Golf team, as the newest member of the Golf Advisory Committee. The members welcomed Danielle to the committee.

OLD BUSINESS: None

WOMEN'S ASSOCIATION: No report. Play is complete for the year.

MEN'S ASSOCIATION: No report. Play is complete for the year.

SENIOR ASSOCIATION: No report. Play is complete for the year.

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

1. The greens are mowed as needed. Mowing also removes the dew from the turf. If it is left to set on the turf until mid day it can promote turf grass disease. The greens were last mowed on Monday, December 7, 2020 and that was followed up with an application of fungicide.
2. The rebuilding of the bunker next to the #1 green has begun. The flexible drain line was plugged with dirt, sand and roots. The drain line between the bunker and the creek is being replaced and rerouted using solid pvc pipe. The bunker will be lined with Capillary Concrete and the bunker sand will be applied over the top of the cured concrete liner.
3. The maintenance staff has been reduced to two as one member is off on medical leave.
4. The staff has been working to repair the split rail fence that lines the property along Glenn Road and New Era Road during the last couple of weeks. A tree next to the #1 green has also been removed.
5. The blower that is used to blow leaves off of the fairways and greens is being repaired.
6. Trey stated that they are working on compiling statistical data on the course operations to use as a basis for future decisions regarding operations, pricing etc.
7. Staff is also wanting to work on player development programs to promote current and future play at Hickory Ridge.

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

1. Tom stated that November 2020 income was in excess of \$19,000. This was a \$4,000 increase over the revenue earned in November 2019. Rounds played were 1,042 in November 2020 vs 824 in November 2019.
2. Due to drier ground conditions, ie less rain, the driving range has had fewer closures than last year and the added revenue helps the budget.
3. Staff has been busy cleaning up the pro shop and cleaning the floor tile grout lines. They are developing a punch list of items that need attention. This list includes painting and cleaning the bathrooms, new fixtures and soap dispensers.

REVIEW FINANCIAL REPORTS: None

COMMITTEE DISCUSSION:

1. **Bunker Project:** Trey stated that the bunker rebuild project has started but due to the colder weather, the installation of the capillary concrete liner may be delayed until March 2021 to avoid freezing night time temperatures. Replacing and relocating the drainage line for the #1 green and sand bunker is almost completed.

2. **Reservoir Overflow Project:** The staff is scheduled to meet with the contractor to review the project. They have to determine if the overflow is resting on a concrete pad. The repair may be more expensive than first thought. As a result, the repair may be rescheduled for next summer.

3. **Landscaping Project:** Trey met with Trent Mohlenbrock and he is interested in working on the project. Funds are included in next fiscal years budget to enhance the landscaping at the golf course entrance.

COMMITTEE MEMBER COMMENTS AND QUESTIONS:

1. Committee member John Washburn told the committee that the Carbondale Park District Commissioners are developing a revised strategic plan for the park district. The input they received from the public at the town hall meetings was supportive of the golf course. The park board commissioners have expressed support for the golf course and are looking at using Hickory Ridge Golf Course property for additional recreational purposes. Those uses include player development for both the younger or the beginner golfer, promotion of the Junior Golf Program and development of walking path so residents can enjoy Hickory Ridge in ways other than playing golf. John encouraged the committee members to go on line on the Carbondale Park District's website and comment on the strategic plan and make suggestions on ways to use Hickory Ridge Golf Course for non golfing activities.

2. Danielle Kaufman complemented Trey and Tom and their staffs at Hickory Ridge. She stated that they have been very helpful and accommodating in their desire to assist the SIU Women's Golf Team.

3. Brian Matzenbacher stated that he had talked to an individual from Arizona about a golf program that is part of the schools curriculum. He indicated that he would like to introduce such a program to the Lewis School fifth and sixth grade students. In order to do so he would need to get the principal and superintendent's approval before implementing the program. The program would involve coordinating some activities with Hickory Ridge staff. Trey and Tom expressed interest in the program and Brian said that he would get more information on the program and share that information with them.

COMMITTEE RECOMMENDATIONS:

The committee supports and recommends providing funding for the following projects:

1. The bunker improvement/rebuild program.
2. The course enhancement program starting with the landscaping project designated for the area adjacent to the course entrance.
3. Upgrading and cleaning/repairing the clubhouse.
4. Development of a youth golf program
5. Incorporate into the Hickory Ridge logo that Hickory Ridge Golf Course is the home of the SIU Women's Golf team.

NEXT MEETING: January 5, 2021 at 4:00 p.m. via zoom format.

MEETING ADJOURNED: 5:30 p.m.

2:53 PM
12/16/20
Accrual Basis

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

	Nov 20	Budget	\$ Over Budget
Income			
Alternative Revenue	0.00	100.00	-100.00
Alternative Revenue-Other	-1,000.00		
Beer Sales	916.56	500.00	416.56
Concessions	435.74	500.00	-64.26
Donation	0.00	0.00	0.00
Driving Range	1,612.00	0.00	1,612.00
Facility Rental	0.00	250.00	-250.00
Gaming Machines	258.27	0.00	258.27
Golf Cart Fees	6,397.00	0.00	6,397.00
Golf Fees	10,548.47	0.00	10,548.47
Jr Golf Fees	0.00	6,000.00	-6,000.00
Merchandise	870.60	1,000.00	-129.40
Miscellaneous Other Revenue	0.00	0.00	0.00
Miscellaneous Shop Revenue	576.91	0.00	576.91
Rental Revenue	0.00	0.00	0.00
Sales Tax	216.15	500.00	-283.85
Total Income	20,831.70	8,850.00	11,981.70
Expense			
(A) Payroll Expenses			
FICA Expense	287.37	937.00	-649.63
Health Insurance Expense	697.00	1,563.00	-866.00
IMRF Expense	1,381.68	634.00	747.68
Overtime	0.00	0.00	0.00
Salaries	0.00	5,249.00	-5,249.00
Unemployment Expense	62.01	413.00	-350.99
Wages Hourly Fulltime	260.80	3,200.00	-2,939.20
Wages Hourly Part Time	3,495.83	3,800.00	-304.17
(A) Payroll Expenses - Other	-130.97	0.00	-130.97
Total (A) Payroll Expenses	6,053.72	15,796.00	-9,742.28
Advertising/Promotion	0.00	1,000.00	-1,000.00
Awards/Recognition	722.97		
Bank Charges	959.29	300.00	659.29
Building Repairs/Maintenance	0.00	166.00	-166.00
Computer Equipment/Software	0.00	0.00	0.00
Concession Supplies	924.49	500.00	424.49
Contractor Fees	0.00	0.00	0.00
Dues and Subscriptions	0.00	125.00	-125.00
Electric Utilities	0.00	650.00	-650.00
Equipment Parts/Repairs	0.00	41.00	-41.00
Fax/Modem	299.00	25.00	274.00
Food/Provisions	21.10	0.00	21.10
Gas Utilities	71.89	159.00	-87.11
Golf Shop Supplies	423.90	1,666.00	-1,242.10
Janitorial Service	0.00	20.00	-20.00
Landscaping Supplies	0.00	20.00	-20.00
Licenses	0.00	0.00	0.00
Maintenance Contracts	395.90	416.00	-20.10
Misc Supplies	0.00	416.00	-416.00
Office Equipment	0.00	0.00	0.00

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12/16/20
Accrual Basis

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

	Nov 20	Budget	\$ Over Budget
Office Supplies	70.98	42.00	28.98
Postage/Freight	20.86	30.00	-9.14
Printing/Reproduction	0.00	0.00	0.00
Program Supplies	0.00	0.00	0.00
Rentals	0.00	0.00	0.00
Safety/First Aid Supplies	0.00	41.00	-41.00
Sales Tax Expense	441.00	300.00	141.00
Telephone Expense	101.21	416.00	-314.79
Training and Travel	0.00	200.00	-200.00
Vehicle Parts/Repairs	0.00	41.00	-41.00
Water Utilities	12.18	41.00	-28.82
Total Expense	10,518.49	22,411.00	-11,892.51
Net Income	10,313.21	-13,561.00	23,874.21

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Accrual Basis

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

	Nov 20	Budget	\$ Over Budget
Income	0.00		
Expense			
(A) Payroll Expenses			
FICA Expense	1,010.00	791.00	219.00
Health Insurance Expense	4,182.00	1,452.00	2,730.00
IMRF Expense	904.20	775.00	129.20
Overtime	0.00	0.00	0.00
Salaries	5,641.60	5,641.00	0.60
Unemployment Expense	100.28	349.00	-248.72
Wages Hourly Fulltime	4,696.43	4,695.00	1.43
Wages Hourly Part Time	2,928.00	0.00	2,928.00
(A) Payroll Expenses - Other	157.34		
Total (A) Payroll Expenses	19,619.85	13,703.00	5,916.85
Building Repairs/Maintenance	287.19	0.00	287.19
Chemicals	0.00	0.00	0.00
Computer Equipment/Software	0.00	200.00	-200.00
Construction Materials	0.00	0.00	0.00
Consultant Services	0.00	0.00	0.00
Contractor Fees	300.00	0.00	300.00
Course Accessories	14.99	0.00	14.99
Dues and Subscriptions	0.00	0.00	0.00
Electric Utilities	0.00	900.00	-900.00
Equipment Parts/Repairs	282.81	0.00	282.81
Fertilizer	0.00	0.00	0.00
Fuel/Lubricants	1,124.80	1,440.00	-315.20
Gas Utilities	70.81	0.00	70.81
Irrigation/Drainage Supply	0.00	0.00	0.00
Janitorial Supplies	35.98	20.00	15.98
Landscaping Supplies	277.14		
Laundry Services	0.00	0.00	0.00
Maintenance Contracts	137.67	280.00	-142.33
Office Equipment	0.00	0.00	0.00
Office Supplies	0.00	35.00	-35.00
Paint/Supplies	0.00	35.00	-35.00
Payment Other Entities	40.00		
Postage/Freight	0.00	15.00	-15.00
Rentals	148.00	0.00	148.00
Safety/First Aid Supplies	0.00	30.00	-30.00
Shop Supplies/Small Tools	41.71	150.00	-108.29
Telephone Expense	605.80	150.00	455.80
Vehicle Parts/Repairs	631.55	1,334.00	-702.45
Water Utilities	54.03	90.00	-35.97
Total Expense	23,672.33	18,382.00	5,290.33
Net Income	-23,672.33	-18,382.00	-5,290.33

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Accrual Basis

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

	Jan - Nov 20	Budget	\$ Over Budget
Income			
Alternative Revenue	0.00	13,000.00	-13,000.00
Alternative Revenue-Other	-901.70		
Beer Sales	10,134.57	16,400.00	-6,265.43
Concessions	9,092.49	26,700.00	-17,607.51
Donation	7,000.00	0.00	7,000.00
Driving Range	25,401.00	21,100.00	4,301.00
Facility Rental	0.00	1,200.00	-1,200.00
Gaming Machines	838.45	7,000.00	-6,161.55
Gift Certificates (Golf)	-50.00		
Golf Cart Fees	83,568.82	110,000.00	-26,431.18
Golf Fees	180,418.33	250,000.00	-69,581.67
Jr Golf Fees	0.00	8,500.00	-8,500.00
Merchandise	13,313.63	24,800.00	-11,486.37
Miscellaneous Other Revenue	84.72	0.00	84.72
Miscellaneous Shop Revenue	-381.27	4,000.00	-4,381.27
Rental Revenue	0.00	1,000.00	-1,000.00
Sales Tax	2,963.26	4,500.00	-1,536.74
Total Income	331,482.30	488,200.00	-156,717.70
Expense			
(A) Payroll Expenses			
FICA Expense	8,795.61	11,223.00	-2,427.39
Health Insurance Expense	11,252.00	17,184.00	-5,932.00
IMRF Expense	8,447.11	7,887.00	760.11
On Call Wages	10,710.08		
Overtime	204.08	500.00	-295.92
Salaries	50,043.20	62,987.00	-12,943.80
Unemployment Expense	2,006.92	4,950.00	-2,943.08
Wages Hourly Fulltime	18,642.80	39,014.00	-20,371.20
Wages Hourly Part Time	35,906.30	44,200.00	-8,293.70
(A) Payroll Expenses - Other	688.85	0.00	688.85
Total (A) Payroll Expenses	146,696.95	187,745.00	-41,048.05
Advertising/Promotion	288.42	3,000.00	-2,711.58
Awards/Recognition	922.97		
Bank Charges	6,934.23	6,600.00	334.23
Building Repairs/Maintenance	0.00	1,834.00	-1,834.00
Computer Equipment/Software	795.00	0.00	795.00
Concession Supplies	10,110.58	25,000.00	-14,889.42
Contractor Fees	215.90	300.00	-84.10
Dues and Subscriptions	1,928.06	1,375.00	553.06
Electric Utilities	6,583.76	9,250.00	-2,666.24
Equipment Parts/Repairs	1,171.78	459.00	712.78
Fax/Modem	2,990.00	275.00	2,715.00
Food/Provisions	238.16	300.00	-61.84
Gas Utilities	1,144.71	1,840.00	-695.29
Golf Shop Supplies	7,407.69	18,334.00	-10,926.31
Janitorial Service	18.00	220.00	-202.00
Janitorial Supplies	185.96		
Landscaping Supplies	0.00	220.00	-220.00
Licenses	50.00	2,000.00	-1,950.00

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Accrual Basis

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

	Jan - Nov 20	Budget	\$ Over Budget
Maintenance Contracts	5,611.41	4,584.00	1,027.41
Misc Supplies	916.39	4,584.00	-3,667.61
Office Equipment	0.00	700.00	-700.00
Office Supplies	749.84	458.00	291.84
Postage/Freight	82.82	320.00	-237.18
Printing/Reproduction	0.00	1,000.00	-1,000.00
Program Supplies	377.06	3,500.00	-3,122.94
Rentals	0.00	1,500.00	-1,500.00
Safety/First Aid Supplies	69.45	459.00	-389.55
Sales Tax Expense	2,676.00	3,700.00	-1,024.00
Shop Supplies/Small Tools	305.85		
Telephone Expense	1,462.01	4,584.00	-3,121.99
Training and Travel	1,580.72	1,200.00	380.72
Vehicle Parts/Repairs	0.00	459.00	-459.00
Water Utilities	185.83	459.00	-273.17
Total Expense	201,699.55	286,259.00	-84,559.45
Net Income	129,782.75	201,941.00	-72,158.25

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Accrual Basis

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

	Jan - Nov 20	Budget	\$ Over Budget
Income	0.00		
Expense			
(A) Payroll Expenses			
FICA Expense	11,718.53	13,938.00	-2,219.47
Health Insurance Expense	18,232.00	15,972.00	2,260.00
IMRF Expense	9,801.70	9,438.00	363.70
On Call Wages	2,471.79		
Overtime	967.35	1,800.00	-832.65
Salaries	62,902.94	67,693.00	-4,790.06
Unemployment Expense	2,443.05	6,419.00	-3,975.95
Wages Hourly Fulltime	56,631.02	56,341.00	290.02
Wages Hourly Part Time	30,972.00	56,380.00	-25,408.00
(A) Payroll Expenses - Other	1,101.38		
Total (A) Payroll Expenses	197,241.76	227,981.00	-30,739.24
Building Repairs/Maintenance	1,816.46	500.00	1,316.46
Chemicals	7,817.49	17,000.00	-9,182.51
Computer Equipment/Software	0.00	200.00	-200.00
Construction Materials	26.08	1,000.00	-973.92
Consultant Services	193.84	200.00	-6.16
Contractor Fees	428.58	500.00	-71.42
Course Accessories	14.99	1,500.00	-1,485.01
Dues and Subscriptions	234.36	660.00	-425.64
Electric Utilities	10,257.17	12,800.00	-2,542.83
Equipment Parts/Repairs	542.76	500.00	42.76
Fax/Modem	299.00		
Fertilizer	4,431.67	9,000.00	-4,568.33
Food/Provisions	47.40		
Fuel/Lubricants	9,086.99	11,560.00	-2,473.01
Gas Utilities	1,000.81	1,000.00	0.81
Inspection Fee	140.00		
Irrigation/Drainage Supply	651.32	1,200.00	-548.68
Janitorial Supplies	142.60	220.00	-77.40
Landscaping Supplies	1,316.78		
Laundry Services	0.00	500.00	-500.00
Licenses	60.00		
Maintenance Contracts	1,405.25	3,080.00	-1,674.75
Office Equipment	0.00	250.00	-250.00
Office Supplies	105.11	385.00	-279.89
Paint/Supplies	76.28	385.00	-308.72
Payment Other Entities	285.00		
Postage/Freight	42.86	165.00	-122.14
Rentals	740.00	400.00	340.00
Safety/First Aid Supplies	69.45	330.00	-260.55
Shop Supplies/Small Tools	476.17	1,650.00	-1,173.83
Telephone Expense	2,203.61	1,650.00	553.61
Training and Travel	-40.00		

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12/16/20

Accrual Basis

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

	Jan - Nov 20	Budget	\$ Over Budget
Vehicle Parts/Repairs	7,380.19	12,001.00	-4,640.81
Water Utilities	508.47	990.00	-481.53
Total Expense	248,982.45	307,607.00	-58,624.55
Net Income	-248,982.45	-307,607.00	58,624.55

Table 1

HICKORY RIDGE GOLF COURSE									
Financial Report for: November 2020									
		November 2020				Jan - Nov 2020			
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
REVENUE		\$20,682	\$8,850	\$11,982	135.39%	\$331,482	\$488,200	-\$156,718	-32.10%
EXPENDITURES									
A									
Customer Service									
Personnel Service		\$6,054	\$15,796	\$9,742	61.67%	\$146,697	\$187,745	\$41,048	21.86%
Supplies & Services		\$4,464	\$6,615	\$2,151	32.52%	\$56,003	\$98,514	\$43,511	44.17%
Capital Outlay		\$0	\$0	\$0		\$0	\$0	\$0	
Total Customer Service		\$10,518	\$22,411	\$11,893	53.07%	\$201,700	\$286,259	\$84,559	29.54%
B									
Course Management									
Personnel Service		\$19,620	\$13,703	-\$5,917	-43.18%	\$197,242	\$227,981	\$30,739	13.48%
Supplies & Services		\$4,052	\$4,679	\$627	13.40%	\$51,740	\$79,626	\$27,886	35.02%
Capital Outlay		0	0	0		\$0	\$0	\$0	
Total Course Management		\$23,672	\$18,382	-\$5,290	-28.78%	\$248,982	\$307,607	\$58,625	19.06%
Total Expenditures		\$34,190	\$40,793	\$6,603	16.19%	\$450,682	\$593,866	\$143,184	24.11%
Net Income (Loss)		-\$13,358	-\$31,943	\$18,585	-58.18%	-\$119,200	-\$105,666	\$13,534	-12.81%
Report Name: Hickory Ridge Summary Financial Report									
Desktop, Mac- Numbers-PDF-File									