

**CARBONDALE PARK DISTRICT
GOLF ADVISORY COMMITTEE MEETING
TUESDAY, April 6, 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. March 2, 2021 meeting.
- D. CITIZEN COMMENTS AND QUESTIONS: Limited to items not appearing on the agenda.
- E. ELECTION OF COMMITTEE VICE CHAIRMAN
- E. OLD BUSINESS:
 - 1. Capillary Concrete Bunker Project Update
 - 2. Landscape Project Update
 - 3. Kids Golf Foundation Program Update
 - 4. Youth On Course Program Update
 - 5. Hickory Ridge Capital Development Fund Update
 - 6. Sand Trap Recovery Project Update
 - 7. Reservoir Overflow Project Update
 - 8. Clubhouse restaurant operations Update
- 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. January 2021
 - 7. Committee Discussion
 - a. Open discussion

8. Committee member comments and questions
9. Committee recommendations

G. SCHEDULE NEXT MEETING: May 4, 2021 at 4:00 p.m. via Zoom.

H. ADJOURNMENT

GOLF ADVISORY COMMITTEE MINUTES

MARCH 2, 2021

The Carbondale Park District's Golf Advisory Committee held a regular meeting on Tuesday, March 2, 2021 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, Trey Anderson, Tom Brooke and board liaison Commissioner Jane Adams.

Absent: Danielle Kauffman

Guests: None.

MEETING CALLED TO ORDER: The meeting was called to order at 4:04 p.m.

APPROVAL OF MINUTES: The minutes of February 2, 2021 meeting were approved with a correction. Under the Golf Professional's report it was reported that \$10,258 in revenue was earned for the month of January 2021. It should have stated for the month of January 2020.

CITIZENS COMMENTS AND QUESTIONS: None.

OLD BUSINESS:

1. **Capillary Concrete Bunker Project Update:** Trey has talked to a representative from Capillary Concrete and they have decided to wait until the danger of freezing temperatures is past to begin the project. It is estimated to start in mid April.

2. **Landscape Project Update:** Trey informed the committee that Mr Trent Mohlenbrock, project contractor, is looking to start on the project design. He is expected to be on site in the next two weeks. The planting of the vegetation may be phased in rather than all done at once.

3. **Kids Golf Foundation Update:** A Kids Golf Foundation representative is scheduled to be at Hickory Ridge Golf Course on March 3, 2021 for training. They will then go to the Carbondale Grade School to meet with all the physical education teachers in the district who will implement the program in the school system. The final stop on their schedule will be at the Carbondale Boys and Girls Club. Trey stated that the days and the length of golf camps will be determined by staff. Trey indicated that the program will need volunteers to assist with the program when it is implemented.

4. **Youth On Course Program Update:** Hickory Ridge Golf Course has signed up with the St. Louis Metropolitan Golf Association to participate in the program. Individuals can join by going on line and signing up for the program. Trey stated that he will have a link to the Youth On Course website on the Hickory Ridge website. Members will be able to play nine holes for only \$3.00, and eighteen holes for only \$5.00. The Youth On Course program will subsidize the members green fee by making a payment to Hickory Ridge for each round played.

5. **Hickory Ridge Capital Development Fund Update:** The Carbondale Park Board will discuss this proposal at their March 8, 2021 meeting. It is proposed that the fund be open to the general public.

6. **Sand Trap Recovery Project Update:** The starting date for the project was delayed due to the weather. It was initially scheduled to begin on March 1, 2021. It is anticipated that the project will now begin mid March or the third week of March depending on the weather.

NEW BUSINESS:

1. **Women's Association:** The Women's Association Board is planning for the 2021 season.

2. **Men's Association:** The Men's Association will attempt to start on April 5, 2021, the Monday after Easter.

3. **Senior Association:** The Senior Association will begin the 2021 season on March 31, 2021. This year there will not be a preseason meeting for the members before play begins. The annual membership fee has been reduced to \$25.00 for 2021. The schedule has been expanded to include four member tournaments rather than three tournaments as has been the norm in prior years. It was noted that some members that did not participate in 2020 are returning to play in 2021. In addition, new individuals are expected to join the association this year. Membership in the association is expected to exceed seventy for 2021. Last year the group was only able to

generate about half the rounds as in prior years due to the restrictions and canceled play because of the pandemic. In 2019 the association averaged 52 players each Wednesday but only averaged 36 players each Wednesday in 2020.

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

1. The staff set up the course for the first time in 2021.
2. Trey stated that due to inclement weather, Hickory Ridge was closed for 17 days in February. It reopened on February 21, 2021.
3. The greens has been sprayed with a growth regulator to control pot annua.
4. The bunker restoration project is expected to begin in the next 2-3 weeks.
5. Trey stated that he is using Park Maintenance personnel when needed to assist with some tasks.
6. The work in the clubhouse continues and the bathrooms have been improved. More upgrades will be made.
7. Staff is reviewing the bank charges for customers using credit cards. They are looking for a less expensive service.
8. The driving range ball machine will be moved to the back of the pro shop to get access to a drainage line. Customers will purchase and receive balls for the driving range at the pro shop customer service desk.
9. Trey informed the committee that the Hickory Ridge personnel along with the park district director met with the SIU athletic director Liz Jarnigan and SIU's golf coach Danielle Kaufman and have reached an agreement. The details of the agreement will be forthcoming at a later date.

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

1. Revenue for the Month of February 2021 was \$23,233 vs \$21,085 for February 2020. Rounds played in February 2021 were 244 vs 282 for February 2020.
2. Tom noted that 36 annual passes have been sold as of March 1, 2021.
3. Tom stated that 17 golf outings have been scheduled so far in 2021 and they are in discussion with 5 other groups to schedule outings.

REVIEW FINANCIAL REPORTS: The committee reviewed the December 2020 financial report. For 2020, Hickory Ridge Golf Course came within \$13,265 of meeting the budget for the year.

COMMITTEE DISCUSSION:

1. **Clubhouse Restaurant:** Staff is working on getting data to determine operating hours for the restaurant. Plans are to be open on Sundays for the bag tournaments and the outings. They expect to have the restaurant staffed for the lunch hours and to serve customers after their daily rounds, possibly to 7:00 p.m.

COMMITTEE MEMBER COMMENTS AND QUESTIONS:

1. **Vacant Full Time Position:** A full time position in the customer service division is currently vacant. The position became vacant when long time district employee Mike Curtis recently retired. The Carbondale Park District is currently accepting applications and interviews will be scheduled with the applicants by the district.
2. **Committee Vice Chairman:** Due to future travel plans and the possibility of not being able to attend some future committee meetings, the committee felt that a committee member should be elected to fill the position of vice chairman to chair the meetings when the chairman was absent. The members were in unanimous agreement with this opinion. The election of a vice chairman will be held at the April 6, 2021 meeting.
3. **Carbondale Park District Strategic Plan:** The proposed park district strategic plan will go to the Carbondale Park District Board of Commissioners for review next Monday, March 8, 2021. Committee members are encouraged to attend the meeting via zoom format.

COMMITTEE RECOMMENDATIONS: None.

NEXT MEETING: April 6, 2021 at 4:00 p.m. via zoom.

MEETING ADJOURNED: 5:26 p.m.

Table 1

HICKORY RIDGE GOLF COURSE Financial Report for: January 2021									
	January 2021			Variance	%	Jan - 2021			Variance %
	Actual	Budget				Actual	Budget		
REVENUE	\$19,144	\$6,250		\$12,894	206.30%	\$	\$		
EXPENDITURES									
A									
Customer Service									
Personnel Service	\$5,282	\$7,926		\$2,644	33.36%	\$	\$		
Supplies & Services	\$1,910	\$4,862		\$2,952	60.72%	\$	\$		
Capital Outlay	\$0	\$0		\$0		\$	\$		
Total Customer Service	\$7,192	\$12,788		\$5,596	43.76%				
B									
Course Management									
Personnel Service	\$13,875	\$14,432		\$557	3.86%	\$	\$		
Supplies & Services	\$1,790	\$2,005		\$215	10.72%	\$	\$		
Capital Outlay	0	0		0		\$	\$		
Total Course Management	\$15,665	\$16,437		\$772	4.70%				
Total Expenditures	\$22,857	\$29,225		\$6,368	21.79%				
Net Income (Loss)	-\$3,713	-\$22,975		\$19,262	83.84%				
Report Name: Hickory Ridge Summary Financial Report									
Desktop: Mac-Numbers-PDF File									

8:59 AM

02/26/21

Accrual Basis

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

	Jan 21	Budget	\$ Over Budget
Income			
Alternative Revenue-Other	0.00	0.00	0.00
Beer Sales	118.56	200.00	-81.44
Concessions	104.03	200.00	-95.97
Contributions/Grant Opportuniti	8,000.00	0.00	8,000.00
Donation	0.00	0.00	0.00
Driving Range	590.00	200.00	390.00
Facility Rental	0.00	0.00	0.00
Gaming Machines	0.00	0.00	0.00
Gift Certificates (Golf)	0.00	0.00	0.00
Golf Cart Fees	2,976.04	1,500.00	1,476.04
Golf Fees	7,321.13	4,000.00	3,321.13
Jr Golf Fees	0.00	0.00	0.00
Merchandise	53.48	0.00	53.48
Miscellaneous Shop Revenue	-41.04	0.00	-41.04
Rental Revenue	0.00	0.00	0.00
Sales Tax	22.15	150.00	-127.85
Total Income	19,144.35	6,250.00	12,894.35
Expense			
(A)Payroll Expenses			
FICA Expense	315.78	479.00	-163.22
Health Insurance Expense	697.00	697.00	0.00
IMRF Expense	0.00	279.00	-279.00
On Call Wages	0.00	0.00	0.00
Overtime	52.65	0.00	52.65
Salaries	0.00	0.00	0.00
Unemployment Expense	141.38	211.00	-69.62
Wages Hourly Fulltime	2,665.60	2,560.00	105.60
Wages Hourly Part Time	1,409.54	3,700.00	-2,290.46
(A)Payroll Expenses - Other	0.00	0.00	0.00
Total (A)Payroll Expenses	5,281.95	7,926.00	-2,644.05
Advertising/Promotion	0.00	0.00	0.00
Awards/Recognition	0.00	0.00	0.00
Bank Charges	309.30	300.00	9.30
Building Repairs/Maintenance	128.88	167.00	-38.12
Computer Equipment/Software	0.00	0.00	0.00
Concession Supplies	0.00	200.00	-200.00
Contractor Fees	0.00	0.00	0.00
Dues and Subscriptions	0.00	125.00	-125.00
Electric Utilities	589.96	500.00	89.96
Equipment Parts/Repairs	0.00	42.00	-42.00
Equipment Replacement	0.00	0.00	0.00
Fax/Modem	299.00	25.00	274.00
Food/Provisions	0.00	0.00	0.00
Gas Utilities	155.50	250.00	-94.50
Golf Shop Supplies	0.00	1,667.00	-1,667.00
Inspection Fee	0.00	0.00	0.00
Janitorial Service	0.00	20.00	-20.00
Janitorial Supplies	0.00	20.00	-20.00
Licenses	0.00	0.00	0.00

8:59 AM

02/26/21

Accrual Basis

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

	Jan 21	Budget	\$ Over Budget
Maintenance Contracts	182.11	417.00	-234.89
Misc Supplies	0.00	417.00	-417.00
Office Equipment	0.00	0.00	0.00
Office Supplies	72.15	40.00	32.15
Postage/Freight	0.00	29.00	-29.00
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	42.00	-42.00
Sales Tax Expense	76.00	100.00	-24.00
Shop Supplies/Small Tools	0.00	0.00	0.00
Telephone Expense	97.43	417.00	-319.57
Training and Travel	0.00	0.00	0.00
Vehicle Parts/Repairs	0.00	42.00	-42.00
Water Utilities	0.00	42.00	-42.00
Total Expense	7,192.28	12,788.00	-5,595.72
Net Income	11,952.07	-6,538.00	18,490.07

8:59 AM
02/26/21
Accrual Basis

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

	Jan 21	Budget	\$ Over Budget
Income			
Alternative Revenue	0.00	0.00	0.00
Contributions/Grant Opportuniti	0.00	0.00	0.00
Total Income	0.00	0.00	0.00
Expense			
(A)Payroll Expenses			
Disc Golf Labor	0.00	0.00	0.00
FICA Expense	804.35	814.00	-9.65
Health Insurance Expense	2,091.00	1,452.00	639.00
IMRF Expense	0.00	1,161.00	-1,161.00
On Call Wages	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
Salaries	5,641.60	5,810.00	-168.40
Unemployment Expense	363.60	359.00	4.60
Wages Hourly Fulltime	4,683.69	4,836.00	-152.31
Wages Hourly Part Time	290.80	0.00	290.80
(A)Payroll Expenses - Other	0.00	0.00	0.00
Total (A)Payroll Expenses	13,875.04	14,432.00	-556.96
Building Repairs/Maintenance	0.00	0.00	0.00
Chemicals	0.00	0.00	0.00
Clothing	0.00	0.00	0.00
Computer Equipment/Software	0.00	0.00	0.00
Construction Materials	0.00	0.00	0.00
Consultant Services	0.00	0.00	0.00
Contractor Fees	0.00	0.00	0.00
Course Accessories	0.00	0.00	0.00
Dues and Subscriptions	0.00	0.00	0.00
Electric Utilities	1,131.62	600.00	531.62
Equipment Parts/Repairs	0.00	0.00	0.00
Equipment Replacement	0.00	0.00	0.00
Fax/Modem	149.75	0.00	149.75
Fertilizer	0.00	0.00	0.00
Food/Provisions	0.00	0.00	0.00
Fuel/Lubricants	0.00	0.00	0.00
Gas Utilities	179.55	350.00	-170.45
Inspection Fee	0.00	0.00	0.00
Irrigation/Drainage Supply	0.00	0.00	0.00
Janitorial Supplies	0.00	20.00	-20.00
Landscaping Supplies	0.00	0.00	0.00
Licenses	0.00	0.00	0.00
Maintenance Contracts	139.89	280.00	-140.11
Office Equipment	0.00	250.00	-250.00
Office Supplies	5.99	35.00	-29.01
Paint/Supplies	0.00	35.00	-35.00
Payment Other Entities	0.00	0.00	0.00
Postage/Freight	19.47	15.00	4.47
Rentals	0.00	0.00	0.00
Safety/First Aid Supplies	0.00	30.00	-30.00
Shop Supplies/Small Tools	0.00	150.00	-150.00
Telephone Expense	37.92	150.00	-112.08

8:59 AM

02/26/21

Accrual Basis

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

	Jan 21	Budget	\$ Over Budget
Training and Travel	0.00	0.00	0.00
Vehicle Parts/Repairs	126.00	0.00	126.00
Water Utilities	0.00	90.00	-90.00
Total Expense	15,665.23	16,437.00	-771.77
Net Income	-15,665.23	-16,437.00	771.77